MINUTES

ORDINARY MEETING OF COUNCIL

Wednesday, 20 September 2017

Held at the
Council Conference & Reception Centre
City Hall, Little Malop Street, Geelong
commencing at 6.30pm

ADMINISTRATORS:

Dr Kathy Alexander (Chair)
Laurinda Gardner
Peter Dorling

CITY OF GREATER GEELONG

SECTION A - PROCEDURAL MATTERS

Acknowledgement

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

Apologies – Nil.

Confirmation of Minutes

- Ordinary Meeting held 22 August 2017
- Special Meeting held on 5 September 2017

Declarations of Conflicts of Interest

Question Time

Petitions

SECTION B – REPORTS

1. Civic Precinct and Accommodation Strategy
2. Central Geelong Public Realm Framework
3. Geelong Waterfront Safe Harbor Project
4. Arts & Cultural Precinct Masterplan
5. Central Geelong Live Music Action Plan
6. City of Greater Geelong Fair Play Strategy
7. Healthy Choices – Sugar Sweetened Beverages Strategy
8. Northern ARC Health and Wellbeing Hub – Business Case
9. Chief Executive Officer Employment Matters Policy
10. Amended Councillor Code of Conduct Policy
11. Councillor Expenses, Facilities and Support Policy
12. New Special Committee of Council
13. Committee Representation

13a. Council Meeting Procedures Local Law 2017

14. Live Streaming and Publishing Recordings of Council
15. Council Policy Review
16. Road Renaming – Unnamed Laneway – East Geelong
17. Road Renaming – South Western Section Thornhill Road, Highton
18. Road Renaming – W Boulevard, Armstrong Creek
19. Thompson Road, Furner Avenue, Bell Park – Proposed Footpath Construction SRC352 – Intention to Declare
20. Amendment C251 & Permit 408/2016 – Former CSIRO Site, Belmont – Consideration of Panel Report and Adoption

21. Amendment C327 – Rezoning Olive Grove, Portarlington – Consideration of Panel Report and Adoption
22. Amendment C351 – Part 1 – 732-770 Banks Road, Ocean Grove – Adoption
23. Amendment C353 Beckley Park, Corio – Amendment to Schedule 4 To The Special Use Zone, Adoption of Amendment
24. Amendment C358 – Commercial/Apartment Building, Cnr Kilgour & Moorabool Streets, Geelong – Consideration of Submissions and Adoption
25. Amendment C367 and Planning Permit 1463/2016 – 2-120 Mollers Lane, Leopold – Resolution to Exhibit
26. Amendment C338 & Planning Permit 1418/2015 Thornhill Road, Highton – Consideration of Panel Report and Adoption
27. Amendment C356 & PP1027/2016 Ponds Drive, Lara – Consideration of Panel Report and Adoption of Amendment
28. Greater Geelong Municipal Heritage Strategy 2017-21
29. Barwarre Road, Marshall – Proposed Road Segment Construction – Special Charge Scheme – Declaration of Charge
30. Contractual Matter *(Confidential)*
31. Proposed Development *(Confidential)*
32. Tender T1700019 – Supply and Installation of Gymnasium Equipment for Leisure Centres

SECTION C – ASSEMBLY OF COUNCIL

SECTION D – PLANNING DELEGATONS

SECTION E – CONFIDENTIAL

MINUTES OF THE ORDINARY MEETING
OF THE GREATER GEELONG CITY COUNCIL
HELD AT THE COUNCIL CONFERENCE AND RECEPTION CENTRE
CITY HALL, LITTLE MALOP STREET, GEELONG
WEDNESDAY, 20 SEPTEMBER 2017
COMMENCING AT 6.30P.M.

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

Also present: K Spiller (Chief Executive Officer), G Lawler (Acting Director Manager Planning and Development), B Luxford (Director Investment & Attraction), P Godfrey (Acting Director City Services), L Quinn (Director Community Life), P Anderson (Acting Director Finance & Strategy), A Keen (Executive Manager People and Organisation Development), R Leondard (Executive Manager Legal Services & Governance)

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: Nil

CONFIRMATION OF MINUTES:

L Gardner moved, P Dorling seconded -

That the Minutes of the Ordinary Meeting held on 22 August 2017 be confirmed.

Carried.

P Dorling moved, L Gardner seconded -

That the Minutes of the Special Meeting held on 5 September 2017 be confirmed.

Carried.

DECLARATIONS OF CONFLICTS OF INTEREST: Nil.

QUESTION TIME:

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

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

Peter Linaker asked the following question:

1) Is Council aware of the 'Covenant' on titles of the original 1887 subdivision of Ocean Gove prohibiting the 'manufacture or sale' of alcohol?

   Geoff Lawler responded 'yes' Council is aware of the Covenants on titles.

2) Is Council further aware that the City of Greater Geelong, under the hand of the Planning Manager recently issued a permit for licensed premises under Planning & Environment, challenged the Covenant, determined however by VCAT to be valid but unenforceable owing to the passage of time?

   Geoff Lawler advised In 2013 Council sought legal advice on the covenant which revealed that these covenants can be removed from particular titles under the Planning and Environment Act 1987 through a planning permit application.

3) Will Council now support the wishes of the community to uphold the temperance heritage of Ocean Grove to have permits determined by local referenda conducted by the Liquor Commission, as has applied already for some 100 years in the eastern suburbs of Melbourne?

   Geoff Lawler responded that the issue of the 'dry area' in Eastern Melbourne is a different issue as those areas are not covered by a covenant but come under controls stipulated in the Liquor Control Reform Regulations 2009. The Act requires a vote conducted by electors in the neighbourhood of a proposed licensed premises. The conduct of the poll is specified in the Liquor Control Reform Regulations 2009 and only relates to the Cities of Whitehorse and Boroondara. The Act does not apply to Ocean Grove.

Kathy Alexander added a written response would be forwarded.

Jean Grimes submitted questions but was not present at the meeting. A written response will be forwarded.

Bret Dolder asked:

1) Please advise of City of Greater Geelong's knowledge of the Midland Highway Duplication and the four options that VicRoads have proposed?

   Peter Godfrey advised that the City is aware of the options proposed.

2) Have the City of Greater Geelong been asked to consult with the residents affected by this duplication? Namely, Pennsylvania Avenue, Lynburn Road and any property to the CoGG boundary, Batesford?

   Peter Godfrey responded that Council has not been asked by VicRoads to consult with the community on these options. All four proposed options include sections of the Midland Highway that sit within the Western Geelong Growth Area. As such we are working with VicRoads to understand how their planning for Midland Highway will affect the planning Council is currently undertaking for this future growth area. Council will be engaging with the community on a draft planning framework for this growth area in early 2018.

3) Does the City of Greater Geelong have studies at hand to examine the outcomes of the VicRoads duplication proposals?

Peter Godfrey responded that VicRoads have prepared background studies to understand a range of landscape, environmental and other considerations to inform their options. Council's preparatory work for its growth area planning project will acknowledge and respond to the landscape and environmental values of the area.

Terry Wills Cooke, President, Geelong Gallery presented the following statement:

The Geelong Art Gallery Board and Management once again confirm their strong and enduring interest in expanding into a part of the City Hall buildings. This can be done in such a manner as to maintain great pride in our civic past and to provide for the continuation of City Hall's historical function as a social ceremonial place, whilst realising its potential as a grand exhibition space and a leading cultural facility which inspires civic pride.

A Business Case for the Gallery's expansion was completed in 2014. This case very strongly identified the expansion of Geelong Gallery as having enormous potential as an arts and cultural tourism attractor for the city and the region. Proof of this has recently been provided with two major exhibitions *Arthur Streeton in the Western District* and *Fred Williams in the You Yangs* attracting record attendances both from within the region and from the wider Victorian Community. These will be followed in October by the *Archibald Prize* which is expected to attract more than 60,000 visitors.

There is widespread support from the community, 1290 surveys were completed as part of the Business Case which resulted in 98.6% rating the expansion as important or very important and 98.9% agreeing that the Geelong Gallery plays an "absolutely vital" role in the City's cultural wellbeing.
However, the Gallery's ambition to contribute more to Geelong's "clever and creative" economic and cultural renewal is seriously restricted by a lack of adequate space, which limits our ability to display and to store the great riches of the magnificent collection owned by the people of Geelong and to develop and attract large scale drawcard exhibitions which would provide significant economic outcomes for the City.

The Gallery has a strong commitment to community engagement and audience development embedded in its new Strategic Plan. We believe in the benefits of a shared space in particular areas of City Hall. The Gallery's expansion into that building would be designed so as to re-purpose this beautiful old heritage building into a 21st century city asset, provide greater opportunities to contribute meaningfully and economically to the redevelopment of the cultural and civic precinct and to engage with Johnstone Park's newly established raingarden in the green spine.

Great cities all have great galleries and here is a once in a lifetime opportunity to create a truly great gallery in Geelong.

Kathy Alexander thanked Mr Cooke for his submission.

John Pierotti asked if Council agreed that Community Investment and Support Fund grants should also use all other policies relevant to Council principles, such as heritage overlays and the aims of the Heritage Strategy 2017 before Council this evening?

Kathy Alexander responded - be very clear that any grant the City provides to any community group should be consistent with Council Policy and legislative requirement in order to be eligible for funding..

Grant Chapman asked a question in relation to Amendment C367 – Mollers Land, Leopold:

Has there been a Risk Assessment done in relation to the Gaming Reserve and in particular to the behaviour of the shooters?

Geoff Lawler responded the recommendation in relation to Amendment C367 before us tonight calls for Council to exhibit the planning scheme amendment which provides the community with the opportunity to make a submission.

Jennifer Bantow asked the following re the Heritage Strategy 2017-21 and the Old Geelong Gaol:

Geelong Authority:

Could Council please advise whether the Minister has responded to the Administrators proposal that permit applications in the CBD of a scale that is referred to the Geelong Authority, be placed in the weekly City News and that neighbouring properties are advised, and that Council and Council officers veiws would be considered before the Minister issues a permit?

Kathy Alexander responded that she was sure a response had been received but would have to follow up. Geoff Lawler to follow up and contact Ms Bantow.

Old Geelong Gaol:

Greater Geelong Council Meeting 22 August 2017, Recommendation was adopted:

That Council endorses the sale of the Old Geelong Gaol by Expressions of Interest – see Attachment 2. Attachment 2 says that the sale would be advertised and maketed though an appointed estate agent.

Could Council please advise if a real estate agent has been appointed and if so who the agent is and how does the public find out about the details of the sale?

Peter Anderson advised that an estate agent has been appointed and he would contact Ms Bantow with the details.

PETITIONS: Nil.

1. CIVIC PRECINCT AND ACCOMMODATION STRATEGY

Source: **Property and Procurement - Strategy and Performance**
Acting Director: **Peter Anderson**
Index Reference: **Accommodation**

Purpose

The purpose of this report is to establish a preferred site and strategy for delivery of a central administration and civic building for Council.

Background

Council's administrative and civic functions are located over 9 separate locations in and around the Central Area. Recognising that this fragmentation reduces productivity and creates cultural differences between work locations Council, as early as 1998, identified the need to investigate its long term accommodation needs.

A series of reports and strategies have been considered over the years since 1998. In 2007-8 Council purchased a site of 4,655m2 at 137 Mercer Street in order to establish a purpose built office accommodation building. No further action has been taken however to consolidate operations at this location. Since acquiring the site the solution to accommodation demands has been to lease further commercial office space.

The *Commission of Inquiry into the Greater Geelong City Council April 2016 recommended that* "*Action be initiated to consolidate Council departments in one central location to unify the organisation, deliver increased efficiency and productivity and release surplus assets for more economic uses".*

Since November 2016 Council staff, working with consultants, have:

- Tested the earlier work by evaluating available central city sites for establishment of a single civic precinct which could include new office accommodation and associated community facilities. This evaluation has had regard to the revitalisation program currently underway in Central Geelong.
- Broadly evaluated various methods of financing the establishment of the project including possible reuses and/or disposal of vacated Council property and other property assets. Further work is required on this issue once a location is determined.

Key Issues

- Council's administrative functions currently occupy 12,480m2 of floorspace over 9 locations. Using contemporary office space standards, projected population growth and service demand and future requirements for civic activities (Council Chamber, Councillor offices, meeting rooms, reception space, etc.) Council will need 15,000m2 of office space in 2033.
- Ideally a new accommodation complex would also provide an opportunity for additional community facilities to service the anticipated residential population growth in central Geelong and the increasing visitor population. This would amount to a further 2200m2. A new civic precinct should also include additional visitor parking.
- The current annual net rent paid by Council for commercial premises is $2.05m and this is anticipated to increase to $2.78m in July 2018. In addition to the net rental costs, there are many other costs associated with the inefficiencies of operating over multiple locations.

Council's Current Accommodation

- The following table shows the current distribution of Council's central administration and civic functions by location, floorspace, workstations and ownership.

Location	Occupied Space m2	Total Workstations	Occupancy Status
City Hall Civic*	755	6	*Owned*
City Hall Administration	1,844	93	*Owned*
Corio Street	1,884	191	*Leased*
Brougham Street	3,644	241	*Leased*
Busport	1,898	151	*Owned*
Post Office	380	19	*Owned*
Customs House	442	22	*Owned*
National Wool Museum	348	23	*Crown land - CoM*
Ariston	385	37	*Leased*
155 Mercer Street	900	75	*Leased (from July 2017)*
Total	**12,480**	**858**	

*Civic space includes Council Chamber, Councillor's offices, function and servicing areas.

- Council has an option to lease a further 2,068m2 at Brougham Street from July 2018 with the floorspace becoming available in early 2019 when DHS takes up space in the new NDIA complex.

Assessment of Council's Existing Accommodation

Operating over 9 locations has, over the years, not only proven administratively difficult it has proven to be an inefficient and costly option. Operating various functions which are interrelated causes problems in provision of services to the community and hampers staff productivity. Specifically there is;

- Limited communication across separate offices.
- Poor cultural integration and knowledge sharing leading to silos.
- Inefficient layout and space limitations impacting on costs and communication (e.g. requirement for duplication of reception areas, staff areas etc.)
- Net rent (offices and parking) costs for all Council leased accommodation is currently $2.05m per year estimated to rise to $2.78m in July 2018 with the take up of the lease option at Brougham Street (excluding the child care portion of the Ariston lease).
- Loss of time associated with moving between buildings and increased communications and IT costs.
- Lack of circulation, break out and shared spaces does not meet contemporary standards.
- Lack of capacity and flexibility to provide for growth.
- Poor condition and presentation of some locations.

- Significant projected expenditure required in improved fit out for some of the older office locations currently in Council ownership if they are to be continued to be fit for purpose.

The Cost of a Do Nothing approach

- Should Council fail to address the consolidation to one central location and therefore continue to incur current costs such as rent, periodic refits, etc. on existing buildings it has been estimated by Currie and Brown (2016 report) that over a 20 year period the net present value of cost to Council would be $72m. The methodology used to arrive at this figure has been confirmed by Ernst and Young (2017 review).

Policy Implications for Consolidating Accommodation

In addition to the 2016 Commission of Inquiry finding the establishment of a single Council administration and civic building in central Geelong at this time would:

- Increase the focus and attention on the revitalisation of Central Geelong adding to the investor confidence being demonstrated with the establishment of large new office and residential buildings.
- As a partner with the State Government in the revitalisation project place Council in a leadership position to directly stimulate economic activity and the creation of jobs by better utilisation of existing assets held in the central Geelong area.
- Reinforce the economic importance of Geelong as a rapidly emerging clever and creative City, vibrant and successful with its own strong seat of Governance.

Site Selection

- A review of several potential council and privately owned sites in Geelong Central Area was carried out.
- Previous Council investigations were considered as part of the review. Each site had to be capable of providing 15,000m2 of gross office and civic accommodation space, provision for community facilities such as a child care centre and associated parking to meet projected staff and civic needs over at least a 20 year period.
- Each site was assessed using criteria relating to customer service, workplace amenity, financial outcomes, economic benefit and growth potential. The two stand out sites were both Council owned being land at 137 Mercer Street and the Civic Centre car park site in Gheringhap Street (refer to plan in Attachment 2).
- 137 Mercer Street emerged from the investigation as the best option both in terms of cost and because it provides an opportunity to create a stronger link between the business district and the railway station.
- Establishment of the consolidated Council accommodation and associated community facilities at 137 Mercer Street would create a new dimension to the development of the western edge of the City Centre by creating a new Civic Precinct to the central business district.
- The new Precinct would attempt to link WorkSafe, TAC and NDIA along the route to and from the Station and could become a vital addition to City revitalisation. With the Arts and Cultural Precinct Masterplan nearing completion and master planning of the Station precinct underway by the Geelong Authority a Council decision on 137 Mercer Street is timely, (refer to Attachment 3).
- With improved traffic and pedestrian planning, 137 Mercer Street, being within 150m of rail and bus transport, also offers an opportunity to improve public access to the existing civic centre, Johnstone Park and the cultural and arts precinct.

- The site is also within an area which has flexible and supportive planning policies in relation to its development.

Procurement Method

- The broad options for procurement of an administration building and associated community facilities range from Council funding and building all or a stage of its own building and/or entering into an arrangement with a developer to lease all or part of a suitable building on the Council owned site.
- Based on (at this stage confidential) architectural concepts for the preferred site a high level financial analysis of the procurement options indicates that Council constructing and owning the building on a Council owned site is the lowest cost option. This finding is based on the most conservative approach and is yet to be tested against Council's capacity to fund this project, having regard to a dedicated program of productivity improvements in business processes, prudential borrowing parameters, conversion of existing land and building assets, availability of external funding and other anticipated capital projects in the Strategic Resource Plan.
- There are many factors that influence a final project cost when considering a project of the size anticipated. In general terms however it has been estimated by Currie and Brown (2016) that to build a modern office complex in the order of 15000m2 in central Geelong on Council owned property could mean an investment of up to $100m.
- The $100m project cost would be reduced over time with rental income from tenant partners and assuming Council disposal of some of the existing property now used as office space.
- Currie and Brown (2016) have estimated a 'new build' project cost at the Mercer Street site having regard to all costs and revenues over a 20 year period and assuming a large part of the project was funded from borrowings would have a net present value (NPV) of $76m. When Currie and Brown factor in estimated efficiency and productivity gains with the single "new build" option the NPV over a 20 year period reduces to $56m.
- Other considerations for a project of this size include exploring the capacity of existing support infrastructure (power, drainage) staging (if applicable), lease and carparking costs, enhancing the City in a Park project (revitalisation project) and the future use of City Hall. However, given that the costs are based on the most conservative of assumptions, Council is well placed to confirm the site as suitable as a basis for further investigation.

K Alexander moved, L Gardner seconded -

That Council:

1) **note that the information in the Business Case to date is positive, but conservative;**

2) **reaffirms the site at 137 Mercer Street as its preferred future accommodation site.**

3) **authorises further more detailed analysis be undertaken to:**

   - **analyse and redesign key business processes to improve productivity both in terms of service delivery and spatial requirements to inform the size and design of any new facility;**

   - **fully explore funding options consistent with the findings of the Commission of Inquiry and explore possible partnerships to achieve the most cost effective method of delivering Civic Accommodation that will realise the consolidation of Council administration at the one location in a single stage within a new Civic Precinct ;**

- **In association with the Geelong Authority and in the context of current master planning of the station precinct, investigate all urban design features and pedestrian and traffic management implications to ensure a new civic precinct works most effectively to link the Station, Johnstone Park, the Cultural and Arts Precinct to the central business district and to Deakin University.**

4) **receive a report on funding of the new Civic Accommodation project during the first quarter of 2018 and, if approved, refer the project to the 2018/19 budget for consideration and possible inclusion in the Strategic Resource Plan.**

Carried.

Attachment 1

Discussion

Projected Accommodation Requirements

Council currently occupies 12,480m2 of office and civic floorspace across nine locations. There are two broad parameters used when projecting future floorspace requirements being the space required per workstation and the application of a growth factor across the forecast period.

Using Council's space allocation standards and projected population growth, the forecast is for 14,000m2 of office floorspace and a further 1,000m2 of civic and community space. In addition preliminary designs indicate that there is sufficient roof top space to provide for a child care facility of a further 2,200m2.

A comparison of the gross floor areas per person over 21 other Victorian Councils shows Geelong's projections of 14.8m2 per person are the second lowest space allocation of all Councils surveyed. The Ernst and Young 2017 review supports the floorspace projection methodology and confirms the space allocations are appropriate and in line with government guidelines.

There is further scope for fine tuning space projections including giving consideration to activity based workstations which have been applied in some commercial businesses and as yet only has limited application in local government. In addition the effect of on line services, improved back of house systems, emerging methods of services provision and fleet reduction provide an opportunity consider smart use of space.

The space projections used in this report are relatively conservative and assist in proving the suitability of the preferred site for Council's accommodation and community requirements.

Strategic Site Assessment

A strategic assessment of 11 potential sites, both Council and non Council owned, was carried out using the following 5 broad selection criteria:

- Improved customer service and accessibility.
- Enhanced accommodation and workplace amenity that will meet our projected conservative estimates.
- Financial outcomes.
- Contribution to economic development and revitalisation of the Central Area.
- Site potential.

Within each of these broad criteria were 27 sub criteria which were individually scored using a 10 point scoring system.

The assessed sites included 137 Mercer Street, the Civic Centre Car Park in Gheringhap Street, Busport site in Brougham Street, City Hall and Johnstone Park Plaza, and other private and Government owned sites in and around the Central Area. One site remote from the Central area was considered.

The analysis ranked sites and the two stand out sites were the Council owned land at 137 Mercer Street and the site of the Civic Centre Car Park in Gheringhap Street opposite City Hall. These sites are indicated on the diagram in Attachment 2.

Building Provision

The options for Council to provide accommodation space are as follows:

Option 1	Continue "as is" (do nothing and remain in fragmented owned and leased in spaces)
Option 2	Council funds, develops and owns a building
Option 3	Developer provided building (either on a Council or developer owned site)

Using high level concept drawings for costs the preferred sites were financially assessed using the accommodation options 1-3 above generating the following outcomes ranked from the least cost (**Option 1**) to the highest cost (**Option 3**).

Option 1*	Do nothing	Least cost
Option 2a	Own and build 137 Mercer St	
Option 2b	Own and build Civic Centre car park	
Option 3	Developer lead leaseback	Highest cost

*Option 1 being the least costly fails to achieve the objective of consolidating Council's accommodation.

Option 2a:

- Council owned and built option.
- The least cost option which achieves the consolidation objective.
- This site provides a link between the central business district and the station precinct.
- Is close to the existing civic centre and the cultural and arts precinct.
- Is within an area that has flexible and supportive planning policies.
- Is well positioned for easy access for the general public.
- Is within 150m of the Railway Station.

Option 2b:

- While providing a convenient site is significantly more costly than Option 2a mainly due to site preparation costs and the loss of future parking revenue.
- Current income from parking at the Civic Centre car park is $819,000pa.

A separate assessment of Options 2a and 2b was undertaken which concluded that Option 2b had marginally improved integration with and potential to generate induced spending in the Central Area.

Option 3:

- Lease back of a privately owned building.
- Is significantly more costly than the preferred own and build model due to developer's profits pushing economic rents higher than market rents.
- There are possible variations to the lease back option including a partial lease back or private investment participation in the project in different forms.
- A detailed examination of the funding options will assist in providing a cost effective method of achieving the project.

The conclusions of the 2016 accommodation review support an assessment of sites and delivery methods carried out in 2006 which resulted in the purchase of the land at 137 Mercer Street.

Short Term Accommodation Options

In order to address the objective of consolidating staff into one location on a short term basis through the leasing of existing properties, a survey of the rental market was conducted.

No suitable existing accommodation could be found in the Central Area that would accommodate anything approaching Council's requirements. Some discussions were held with property owners who indicated a willingness to extend existing premises, however such options are more long term arrangements which were assessed in the overall strategy.

Creation of a Civic Precinct

The position and dimensions of the site at 137 Mercer Street present an opportunity to create a new Civic Precinct centred upon a new Council administration and civic building.

The preferred site offers the opportunity to strengthen the links between the Central Area through the provision of a vibrant public space linking new office developments with the transport hub centred on the Railway Station.

Current master planning work being carried out by the Geelong Authority in the precinct is timely and can take advantage of the development possibilities on the preferred site.

In addition to the incorporation of a child care facility into the building, once requirements are defined, there are further opportunities to incorporate community uses into both the proposed project and to give consideration to reutilisation of existing spaces which may become vacant as a result of the project, including City Hall and Busport.

Other Considerations

- Council's major lease costs are incurred at Brougham and Corio Streets. Total lease costs are expected to rise to $2.78m per year by the end of the lease in July 2022 or 4.8 years away.
- There is a 3 year design and construct period for a new accommodation and civic building. It will be necessary to continue to advance the business case and funding considerations for this project so Council can be in a position to avoid the impending lease renewals.
- Advancing the business case for the project will include testing Council's capacity to fund the project having regard to productivity improvements of key business processes, borrowing parameters, conversion of existing land and building assets, availability of external funding and positioning the project within the Strategic Resource Plan.
- Earlier consultancy reports suggest that a single new building accommodating all Council staff would result in a productivity and efficiency gain. Currie and Brown (2016) suggest Council would save $20m in NPV terms over a 20 year period.
- The site at 137 Mercer Street is relatively extensive and provides an opportunity to stage development to meet affordability objectives if necessary. If staging is proposed a minimum office space of 7,000m2 is required to ensure replacement accommodation for the functions at Brougham and Corio Streets.
- The "City in a Park" concept currently being implemented as the Malop Street green spine, indicates possible alternative uses for the land at 137 Mercer Street for the future western end stages of this project. The current master planning being carried out for the Railway Station precinct by the Geelong Authority will assist in defining how the area will develop in the future.

Financial Implications

Ideally financial planning for the project will commence with the 2018-19 budget development and the Strategic Resource plan for the years 2019-20, 2020-21 and 2021-22.

Stakeholder Consultation and Communication

Upon establishing a business case for the project, consultation will be carried out with the with a range of interest groups with an interest in the project. Should the project proceed Council staff will be involved at the detailed design phase.

As the project planning proceeds it will be essential to involve the wider community in order to encourage input into the precinct plans and the community aspects of the building itself.

Policy/Legal/Statutory Implications

There are no legal or statutory implications for the project at the strategic assessment and business case phases.

Alignment to City Plan

The accommodation project supports the City Plan Strategic Direction relating to “How We Do Business” both in terms of supporting both a customer focused organisation and motivating staff in a safe working environment.

Developing Council’s central accommodation building on a key strategic site within the central Area supports the City Plan priority of “A Successful and Vibrant City Centre”.

Conflict of Interest

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

Risk Assessment

The risks associated with the project are able to be managed following normal management procedures and processes.

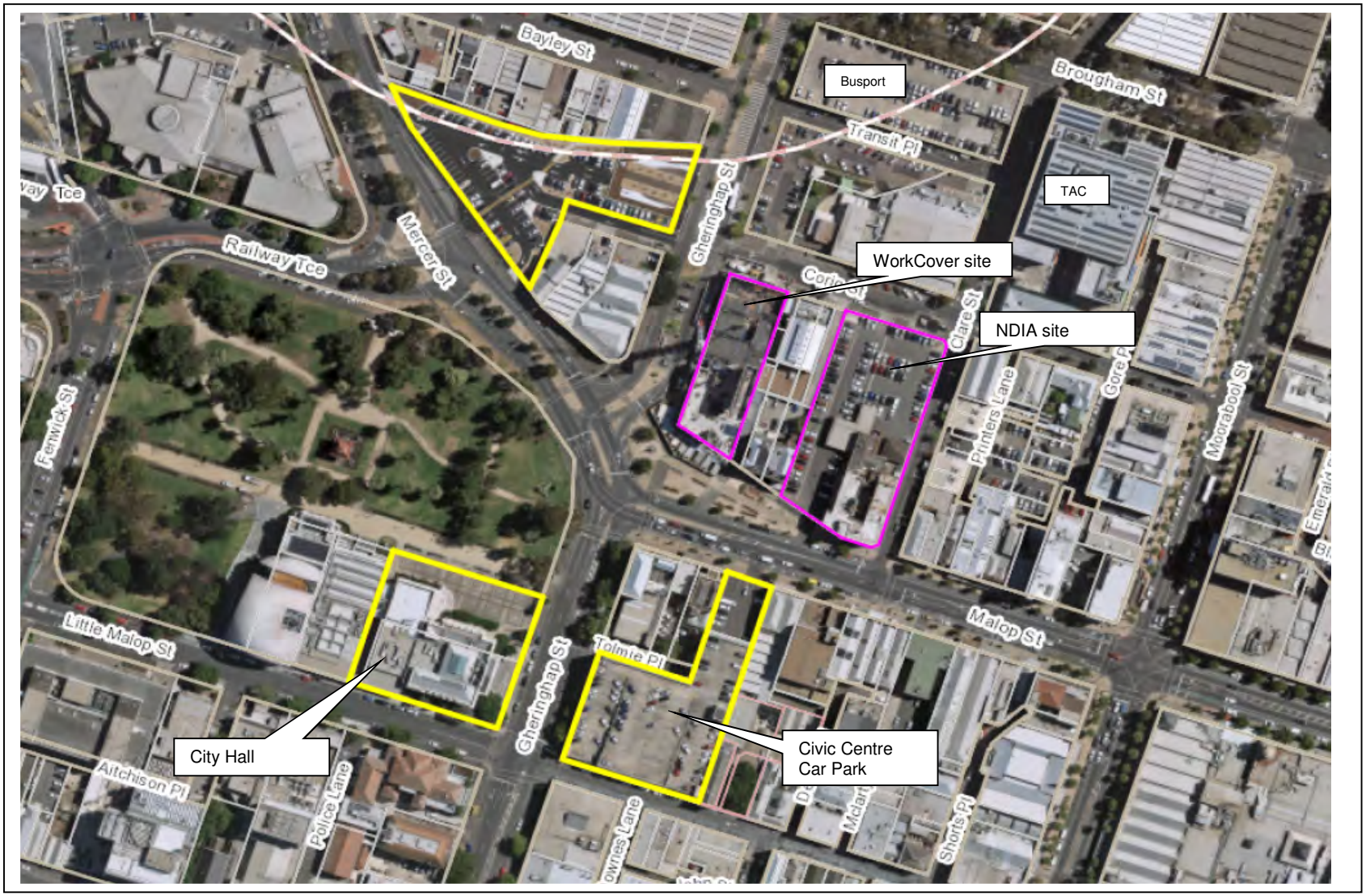
Environmental Implications

The cost plans for the new buildings have been prepared assuming a 5.5 star Green Star Rating. Council’s current policy for large new buildings require a Green Star rating of 5.

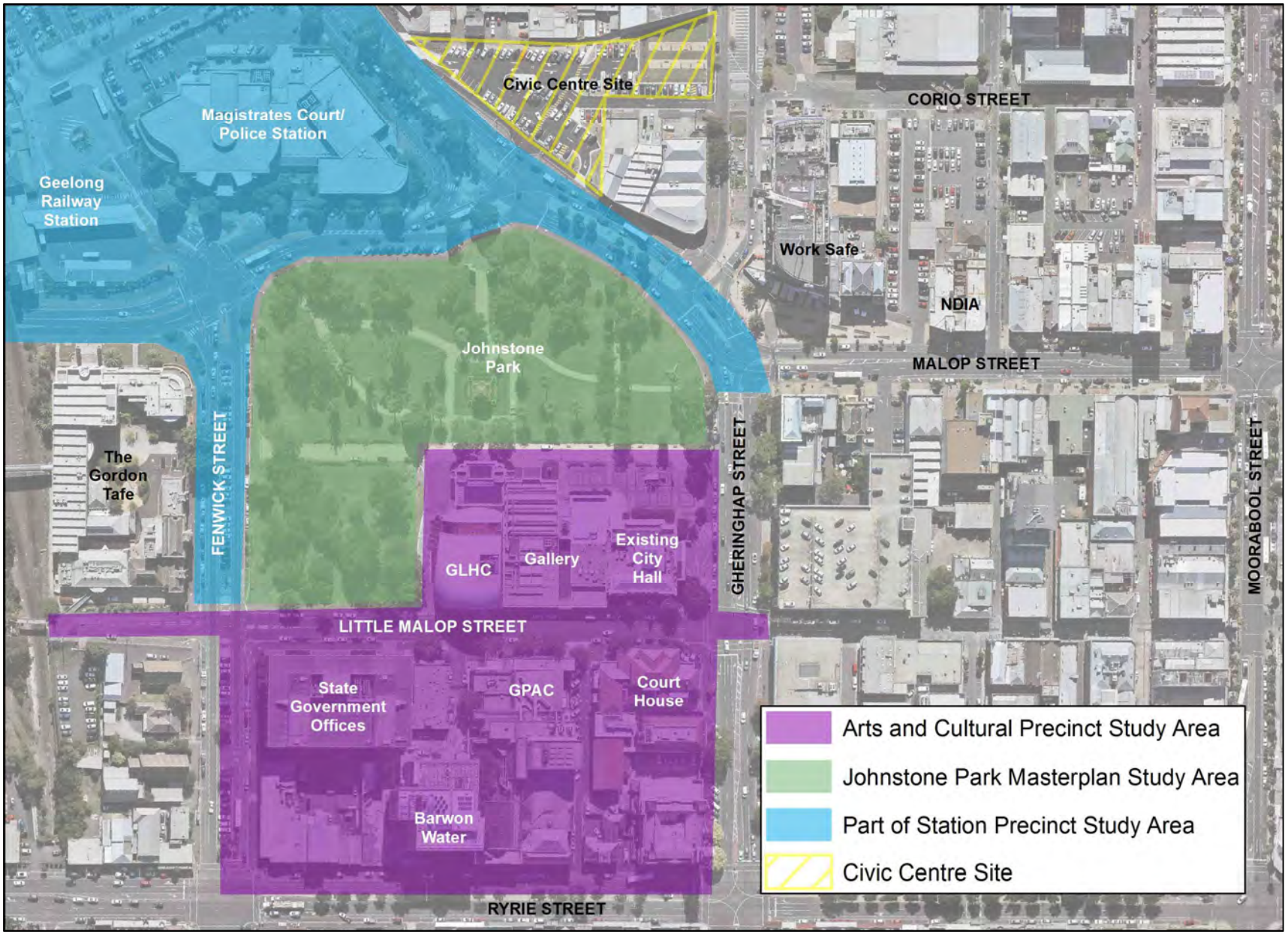
Some contaminated soil has been identified and isolated on site at 137 Mercer Street and the cost of remediation has been captured in the building costs.

Attachment 2

City Hall and Preferred Accommodation Sites



Attachment 3



2. CENTRAL GEELONG PUBLIC REALM FRAMEWORK

Source: **Investment & Attraction**
Director: **Brett Luxford**
Index Reference: **PRJ-16-1281 – Central Geelong Action Plan**

Purpose

To seek endorsement of the Central Geelong Public Realm Framework.

Background

The Central Geelong Public Realm Framework ('the Framework' – Attachment 2) is an updated version of a similar document endorsed by the Central Geelong Taskforce Special Committee in December 2015 as part of the Central Geelong Action Plan. It is a design guide to provide a consistent and distinctive identity for materials and furniture in the streets and public areas of central Geelong and to ensure accessibility for people of all ages and abilities.

The updates include reduced variation in paving designs and furniture types, allowance for new technology and the introduction of recommendations from a 2017 accessibility report commissioned by the Revitalising Central Geelong Partnership.

Key Issues

- The Framework is consistent with the aspirations of *Greater Geelong: A Clever and Creative Future*. High-quality urban spaces provide opportunities to incorporate creative vision into every-day functionality and in turn attract creative and culturally aware individuals who want to explore and add to the fabric of the city. This creates and active and diverse street culture and vibrant public spaces.
- Consistency in materials and furniture used in public spaces over time is important, to ensure overall quality and a cost-effective outcome. Council approval of the Framework will ensure this.
- The content of the Framework is not new. It continues the quality theme of the waterfront and has already been applied to several recent streetscape projects within central Geelong including Myers St streetscape works, Little Malop St Bridge & Streetscape, Malop St Green Spine and the Laneways Project.
- Implementation of the Framework will incur additional expenditure in select locations compared to capital works elsewhere in the municipality because of the use of durable materials such as bluestone and bespoke stainless steel furniture designs. Bluestone paving is recommended for high priority streets (approximately 27% of street length) and 45% of intersection corners. Other footpaths will be finished in asphalt. Bluestone kerb and channel will be used throughout. This provides continuity with previous revitalisation work and the area's heritage.
- Implementation of the Framework will depend upon annual budget considerations and will occur over time through major projects or when routine replacement of multiple assets is justified.
- Detailed design manuals and a communications plan will be developed by management to assist with the implementation of the Framework.

L Gardner moved, P Dorling seconded -

That Council endorses the Central Geelong Public Realm Framework (Attachment 2).

Carried.

Attachment 1

Financial Implications

Financial implications are discussed in the body of the report. The most expensive requirement of the Framework is the proposed use of bluestone paving to selected high priority streets and intersections. The City of Melbourne, which has long experience with both bluestone and asphalt footpath treatments, has advised that bluestone paving is readily available, the life of a bluestone footpath is four to eight times that of an asphalt footpath (depending on levels of wear and pedestrian density) and that the initial cost of a bluestone footpath is six times that of an asphalt footpath.

Implementation of the Framework will depend upon annual budget considerations and occur over time through major projects or when routine replacement of multiple assets is justified.

Stakeholder Consultation and Communication

The Framework has been subject to internal but not general public consultation. It is based upon a document that received public exposure through the Central Geelong Task Force Special Committee in 2015 and is consistent with public work already underway. It also includes additional work undertaken since 2015 by the Central Geelong Partnership.

Policy/Legal/Statutory Implications

The Framework is a design guide as to how the City will discharge its public works and asset management responsibilities under the Local Government Act in relation to the public realm of central Geelong. It includes guidance to make the public realm accessible to people of all ages and abilities.

Alignment to City Plan

Implementation of the Central Geelong Action Plan is a priority for growing our economy within *City Plan 2013-17*.

Conflict of Interest

No officer associated with this report has disclosed a conflict of interest.

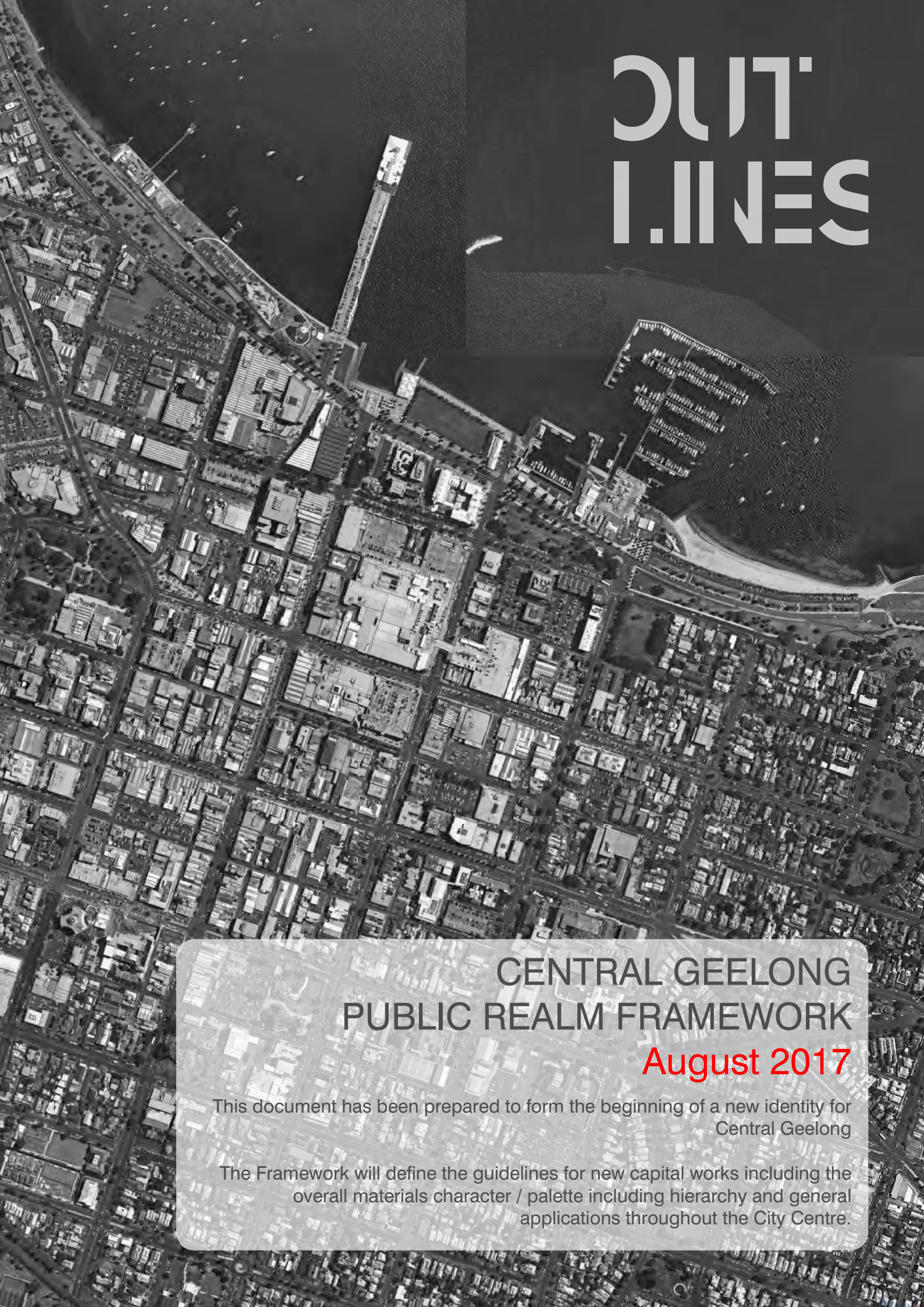
Risk Assessment

The Framework removes the risk of inconsistent and ad hoc design in the Central Geelong public realm. Long-term cost risk is mitigated by the specification of a limited number of designs and readily available durable materials and by nominating more expensive responses only in areas of high priority for the Revitalisation program.

The risk of wasteful replacement is reduced by the Framework's commitment to only replace assets as part of agreed major projects or when routine asset replacement is required. The risk of not providing an accessible public environment is addressed through the inclusion of specific recommendations. Risk of bespoke design failure has been mitigated through detailed design and prototyping.

Environmental Implications

The Framework proposes consistent use of durable materials, reducing waste in the long-term and allows for the inclusion of water saving and "smart" technology into detailed design.



OUTLINES

CENTRAL GEELONG PUBLIC REALM FRAMEWORK

August 2017

This document has been prepared to form the beginning of a new identity for Central Geelong

The Framework will define the guidelines for new capital works including the overall materials character / palette including hierarchy and general applications throughout the City Centre.

CONTENTS

SECTION 1 - Overview **3**

1.1 Introduction
1.2 Project Area
1.3 Key Principles
1.4 Overall Material Composition
1.5 Inspiration and Benchmarks

SECTION 2 - Standard Palette **9**

2.1 Paving
2.2 Kerb and Channel
2.3 Seating
2.4 Tree Hardware
2.5 Waste and Recycling
2.6 Bollards and Barriers
2.7 Bike Racks
2.8 Alfresco Dining
2.9 Water Drinking Fountain
2.10 Skate Deterrent
2.11 Drainage Hardware
2.12 Street Lighting
2.13 Banners and Flagpoles
2.14 Street Trees
2.15 Ground Level Planting

3.0 SECTION 3 - Unique Elements **41**

3.1 Unique Spaces and Public Art Opportunities

4.0 SECTION 4 - Accessibility Recommendations **49**

4.1 Ground Surface
4.2 Tactile Surface Ground Indicators
4.3 Pedestrian Paths/ Walkways
4.4 Pedestrian Road Crossings
4.5 Vehicle Crossover/ Loading Bays
4.6 Parking
4.7 Signage and Information
4.8 Street Furniture
4.9 Staircase
4.10 Entrances
4.11 Bus Stops

SECTION 1 - OVERVIEW

Section 1 provides a brief introduction and summarises the background to the Public Realm Framework

1.1 INTRODUCTION

Why have a public realm framework?

Geelong has a great opportunity to set a new vision for its public realm. The Public Realm Framework complements the City of Greater Geelong's aspirations to revitalise the City Centre through articulating a new identity for Central Geelong as part of the implementation of the Central Geelong Action Plan.

What will it achieve?

The framework sets out a cohesive palette of materials and furniture and outlines a guide to their use for new capital works throughout the City Centre in order to reinforce identity and to ensure accessibility for users of all ages and abilities. This ensures a consistency and clarity regarding implementing new capital works in the City Centre. The framework provides a level of cohesion for Central Geelong, while still allowing for the manifestation of unique spaces.

The framework will be implemented over time as part of major projects or when routine replacement of multiple assets is required.

1.2 PROJECT AREA

The study area includes Central Geelong as shown within the dashed boundary below. Generally the boundary extends from Latrobe Terrace to Swanston Street and McKillop Street to Corio Bay.

1.3 KEY PRINCIPLES

The following key principles underpin and define the selection of materials, furniture and their application:

Manufacturing, industrial heritage, authentic to Geelong to be translated through materials palette through restrained abstract references

The palette reflects a world-class city, presenting a contemporary, refined and sophisticated aesthetic while respecting heritage and preserving character

The materials are to be resilient, sustainable, integrated and enduring and represent the distinct and unique authenticity and integrity of Geelong

The natural environment and green spaces are preserved and enhanced through site specific interventions

Form, textures, colours and materials works together with subtle variations to differentiate precinct characters

The City Centre presents as a cohesive overall language with moments of 'surprise' along the way

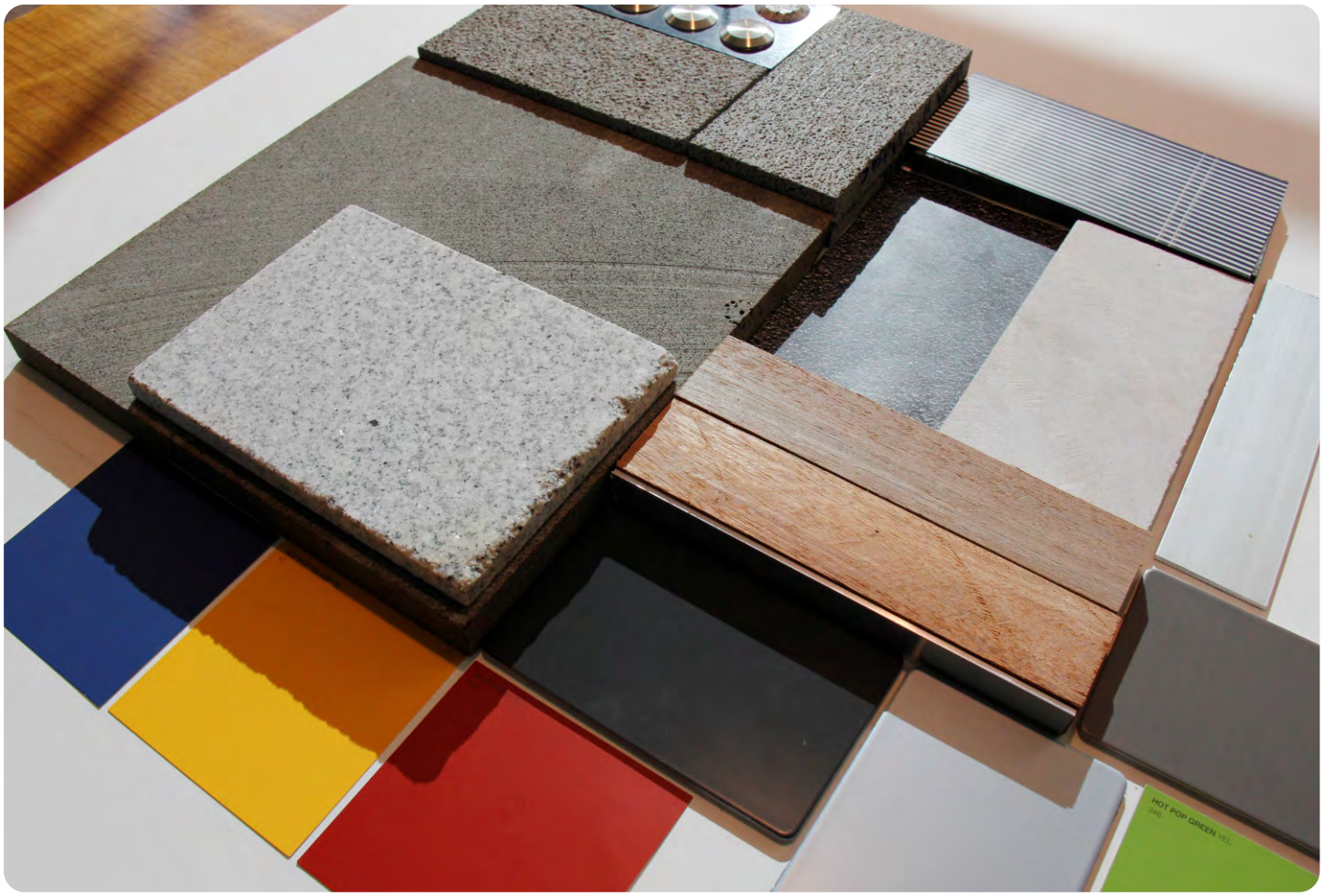
Furniture is to be multi-use where appropriate and use custom elements to link

Art is facilitated through various platforms and provides a richness and interest to Central Geelong

The shape and form are to be seamless, clean, simple, timeless and uncluttered

1.4 OVERALL MATERIAL COMPOSITION

‘complementary materials that work together in any combination’



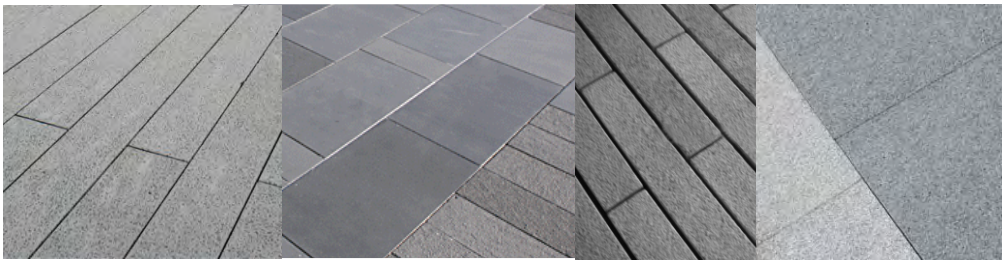
Materials

Above is an abstract representation of the character of the materials palette, reflecting the selected materials’ textural, tactile, shades, colour and contrasting qualitites. From bluestone, asphalt, refined timber, concrete and steel, the diagram depicts an overall cohesion with complementary and integrated materials punctuated by selective use of colour and decoration.

‘a neutral and uncomplicated ‘base’ palette that allows expression and richness through art, vegetation bespoke elements and splashes of colour’

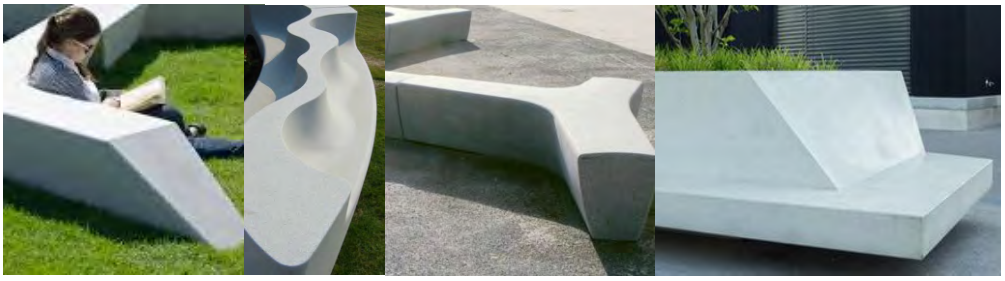
1.5 INSPIRATION AND BENCHMARKS

Paving - Consistent, timeless and relevant. Bluestone variations with highlight contrasts reflect the basalt plains of the Western District.

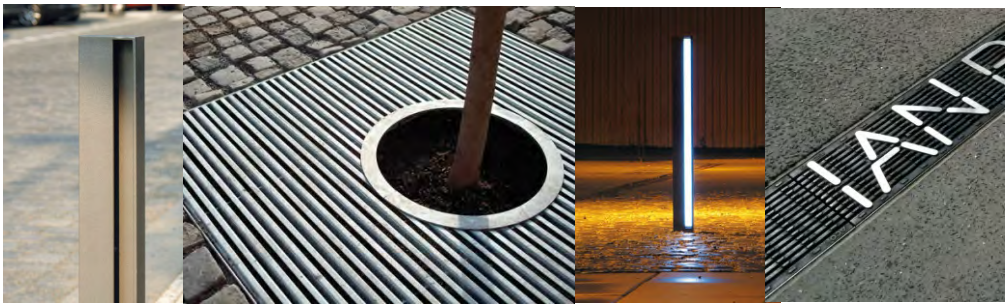


Seating - Simple, sophisticated, refined and contemporary. Comfortable and modular.

Walls, edges and planters - Multi-use, playful, integrated contrasting points and linking elements.

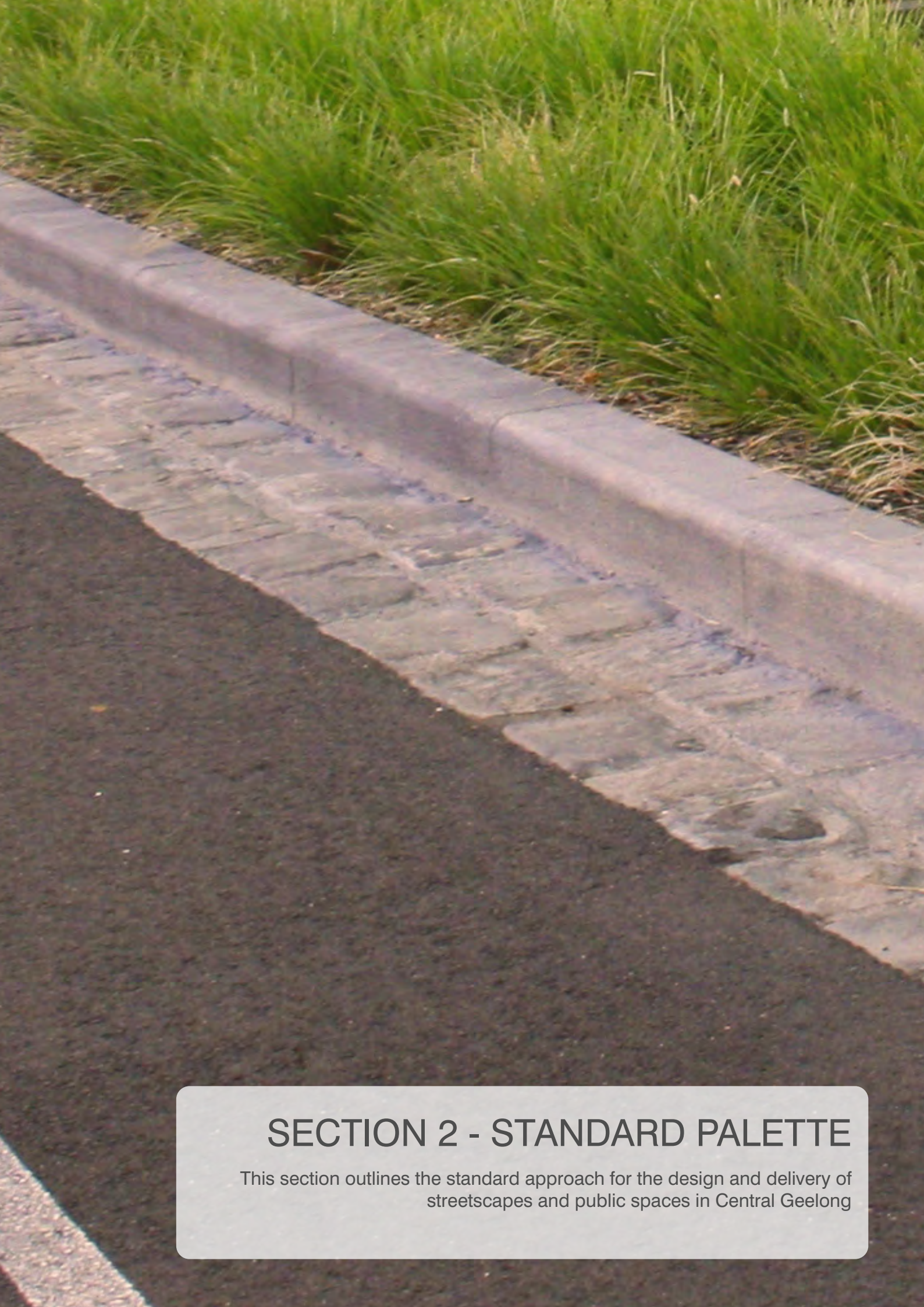


General furniture, fixtures and hardware - Practical, simple, robust and, versatile. Opportunities for points of surprise and embedded decoration. Clean-lined, minimal, functional, utilitarian.



Trees and planting - strong Boulevards and striking features. Increased greening across the entire City Centre providing colour and textural interest.

Art Opportunities - Interactive, sculptural, ephemeral, performative, digital.



SECTION 2 - STANDARD PALETTE

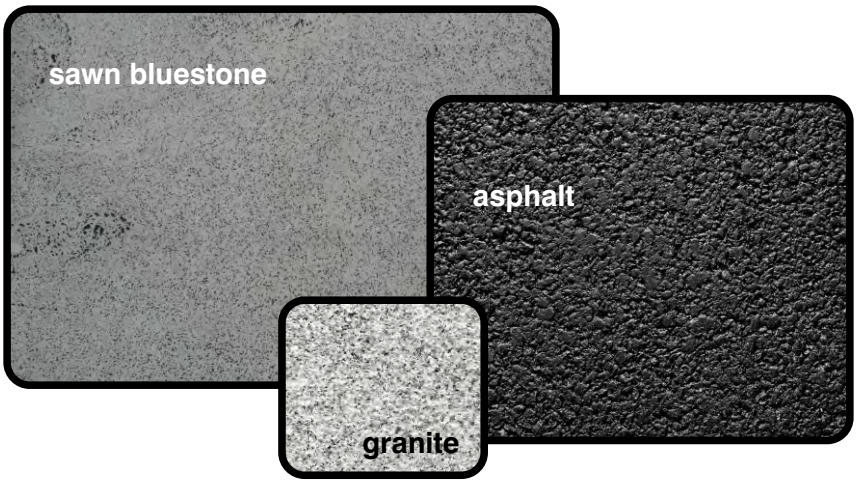
This section outlines the standard approach for the design and delivery of streetscapes and public spaces in Central Geelong

2.1 PAVING

Concept

Pavement selections are focussed upon quality, hard wearing, versatile materials with an urban, refined character. Accessible and comfortable. Consistent across entire city centre to give a coherent identity and unification.

Subtle changes to occur across street typologies/precincts. The materials allow for variety of combinations that support more economical applications. Versatility in application of bluestone and asphalt combinations allowing for different levels of priority and investment. Granite is used in limited strategic areas for contrast and definition.

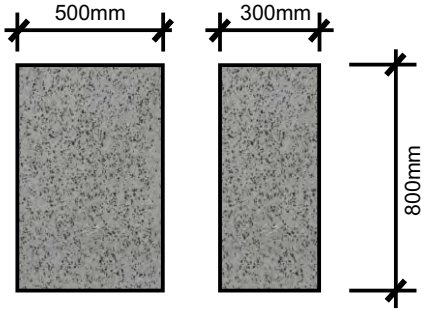


Consider use of permeable paving where tree watering or ground water recharge is required.

2.1 PAVING

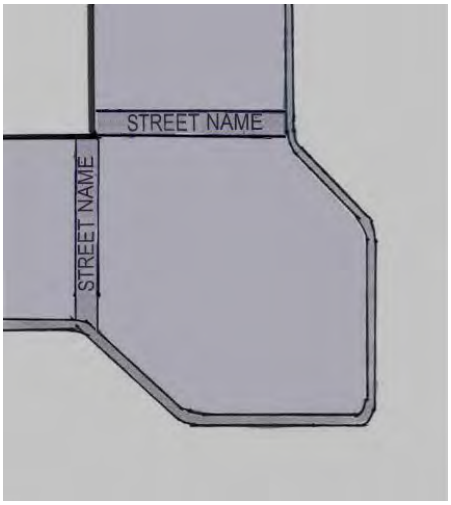
Size

Different sizes and shapes to be used at intersections as indicated in 2.1 paving application & distribution.



Street Names

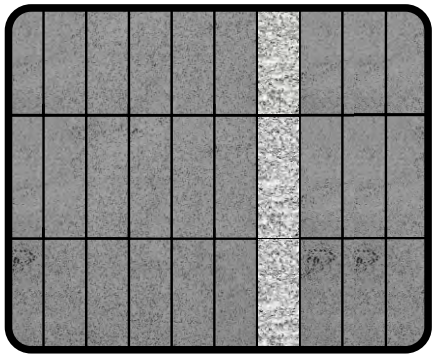
Street names to be etched into bluestone pavers as shown. Name should read from intersection as shown.



Note: Intersection configuration is indicative only.

Contrast

Granite to be used as a contrasting material for edges and visibility guides.



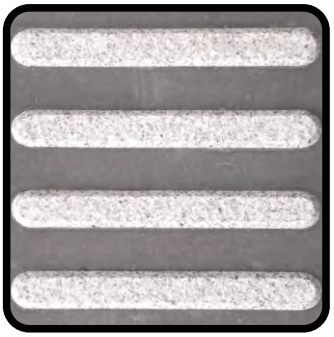
2.1 PAVING

Tactile Ground Surface Indicators (TGSI)

Granite TGSI

Granite tactiles to be used within areas of bluestone paving.

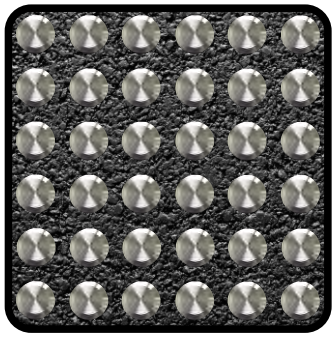
Hazard TGSI



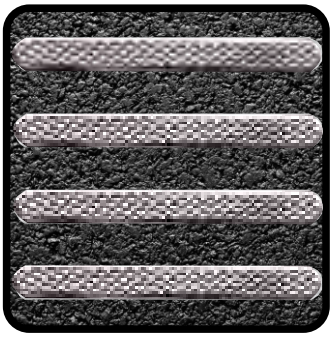
Directional TGSI

Stainless Steel TGSI

Stainless Steel button/strip tactiles to be used within areas of asphalt.



Hazard TGSI



Directional TGSI

2.1 PAVING

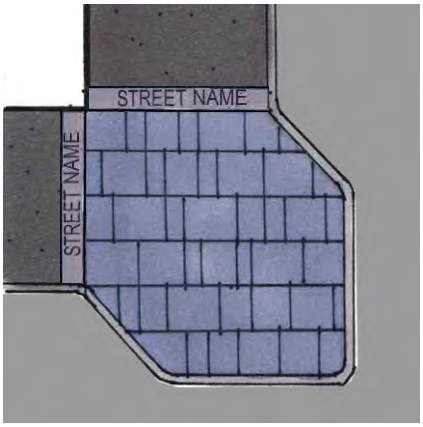
Application and Distribution

Bluestone paving is to be applied in a stretcher bond pattern to high priority streets and asphalt to be applied to low priority areas as denoted on the map on the following page. Bluestone distinct paving patterns are to be applied to key intersections.

Central

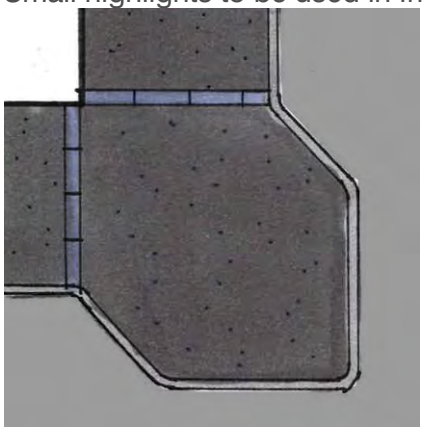
High Priority - Bluestone —

Low Priority - Asphalt - -



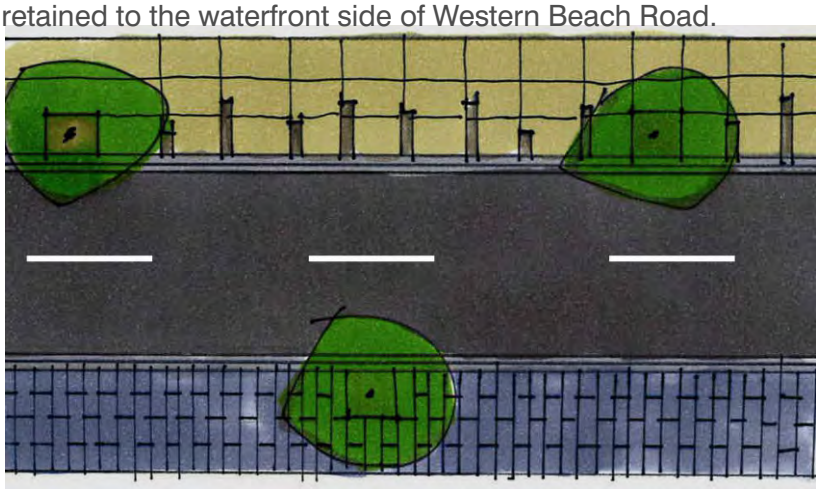
Residential Fringe Transition

Small highlights to be used in fringe areas



Waterfront

Where new works interface with existing at the Waterfront precinct, existing custom paving to be retained to the waterfront side of Western Beach Road.



2.1 PAVING

Application and Distribution

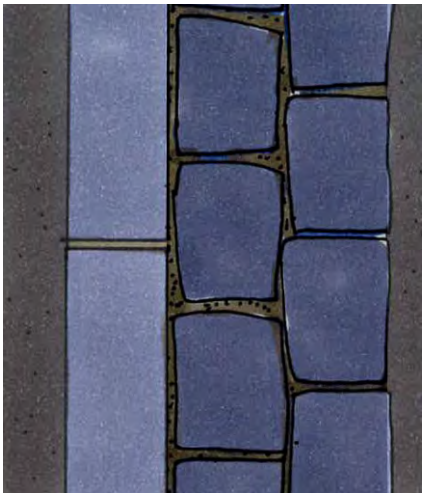
- *City Heart Paving Pattern*
- *Residential Fringe*
- *High Priority Streets*
- *Low Priority Streets*

Note: Laneways and small streets not indicated on the map are generally low priority unless marked as a unique space (refer 3.1 and Section 4 - Implementation Framework)

2.2 KERB AND CHANNEL

Concept

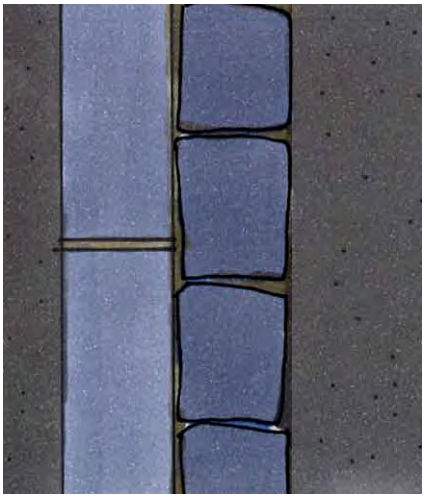
Type 1



Sawn bluestone kerb
Recycled double rough sawn bluestone pitcher channel

Note: Sawn bluestone 300 x 200 pitchers set flush at channel to pram crossings and other applicable locations

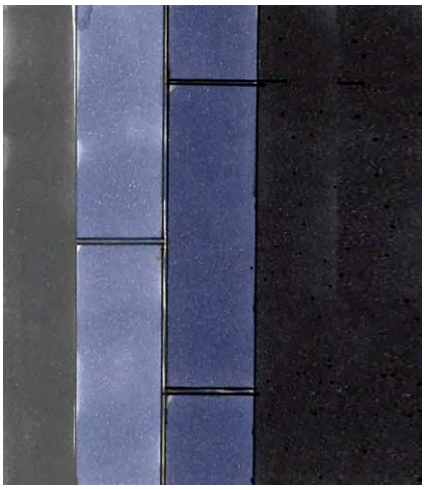
Type 2



Sawn bluestone kerb
Recycled single rough sawn bluestone pitcher channel

Note: Sawn bluestone 300 x 200 pitchers set flush at channel to pram crossings and other applicable locations

Type 3



Sawn bluestone kerb
Sawn bluestone channel

Note: This option is to be used where rough bluestone pitchers are not available or cause access issues.

2.2 KERB AND CHANNEL

Application and Distribution

Type 1 Kerb and Channel

Type 2 Kerb and Channel

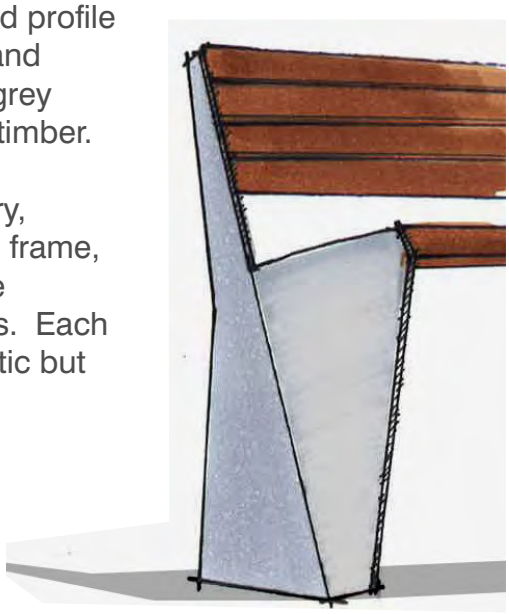
Note: All laneways to be type 2 application

2.3 SEATING

Concept

Simple, sophisticated and contemporary. Angled, faceted profile but with subtle edge rounds and chamfers. Stainless steel or grey painted steel frame. Refined timber.

Two adaptations - The primary, premium being flat plate steel frame, the other steel bar. Both have identical form and proportions. Each have a strong modern aesthetic but subtle reference to industrial, manurfacturing character.



Flat stainless steel plate

Stainless steel bar

Combinations and Variations

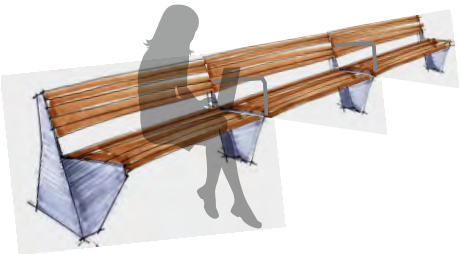
'seating is an element that strongly expresses variation and interest, but still within a consistent form'

Armrest

Optional armrest

Multiple

Modular ability for flexibility of use.



Benches, tables, lounges

Same style and geometry as the standard typology above but with contrasting variations in material, function and arrangement

Fully painted version

Opportunity for customised versions using colour or materials to provide variation for key unique spaces

2.3 SEATING

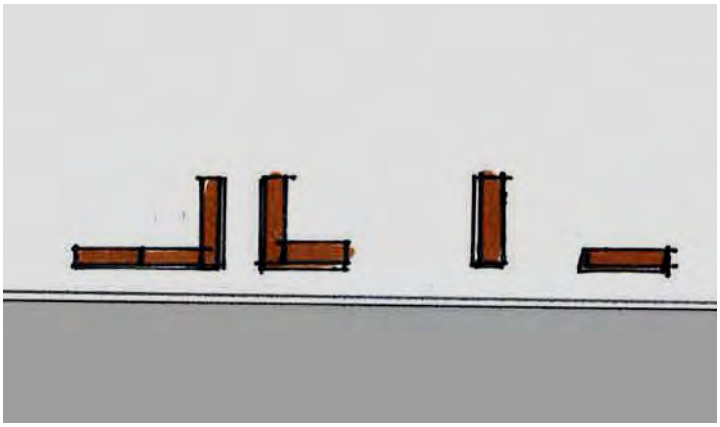
Application and Distribution

The diagrams below show the typical intensity and grouping of seating when used in a multiple arrangement. These are examples only and may be altered to suit the situation.

Moorabool Street

Flat Stainless Steel Plate

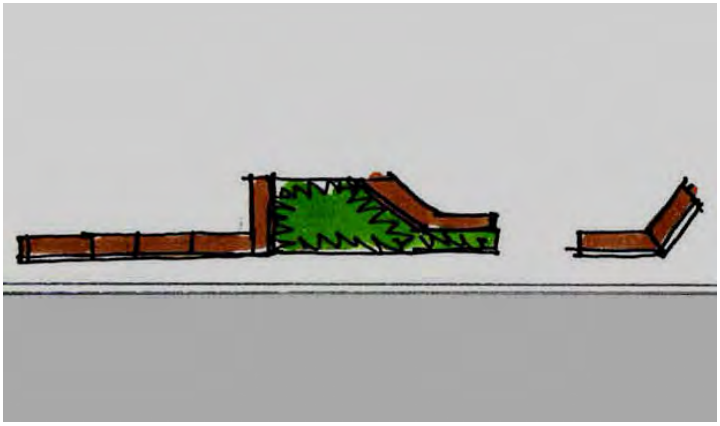
Grouping configurations



Type 1

Flat Stainless Steel Plate

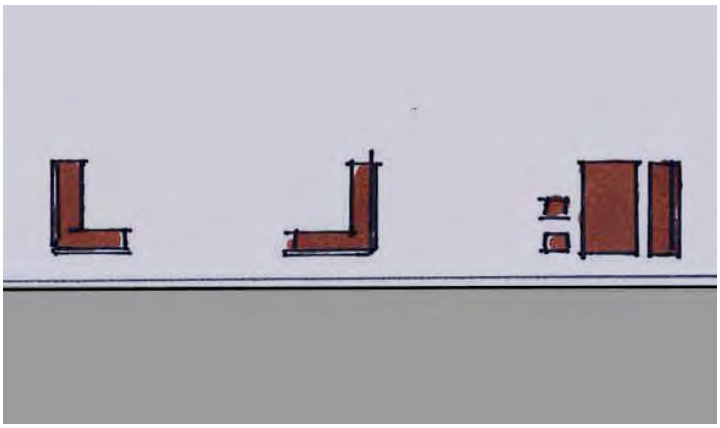
Grouping configurations



Type 2

Stainless Steel Bar

Grouping configurations



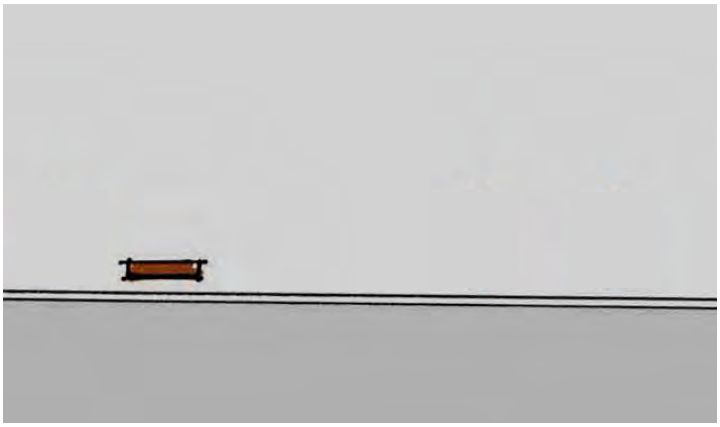
2.3 SEATING

Application and Distribution

Residential Fringe

Steel Flat Bar

Single configuration

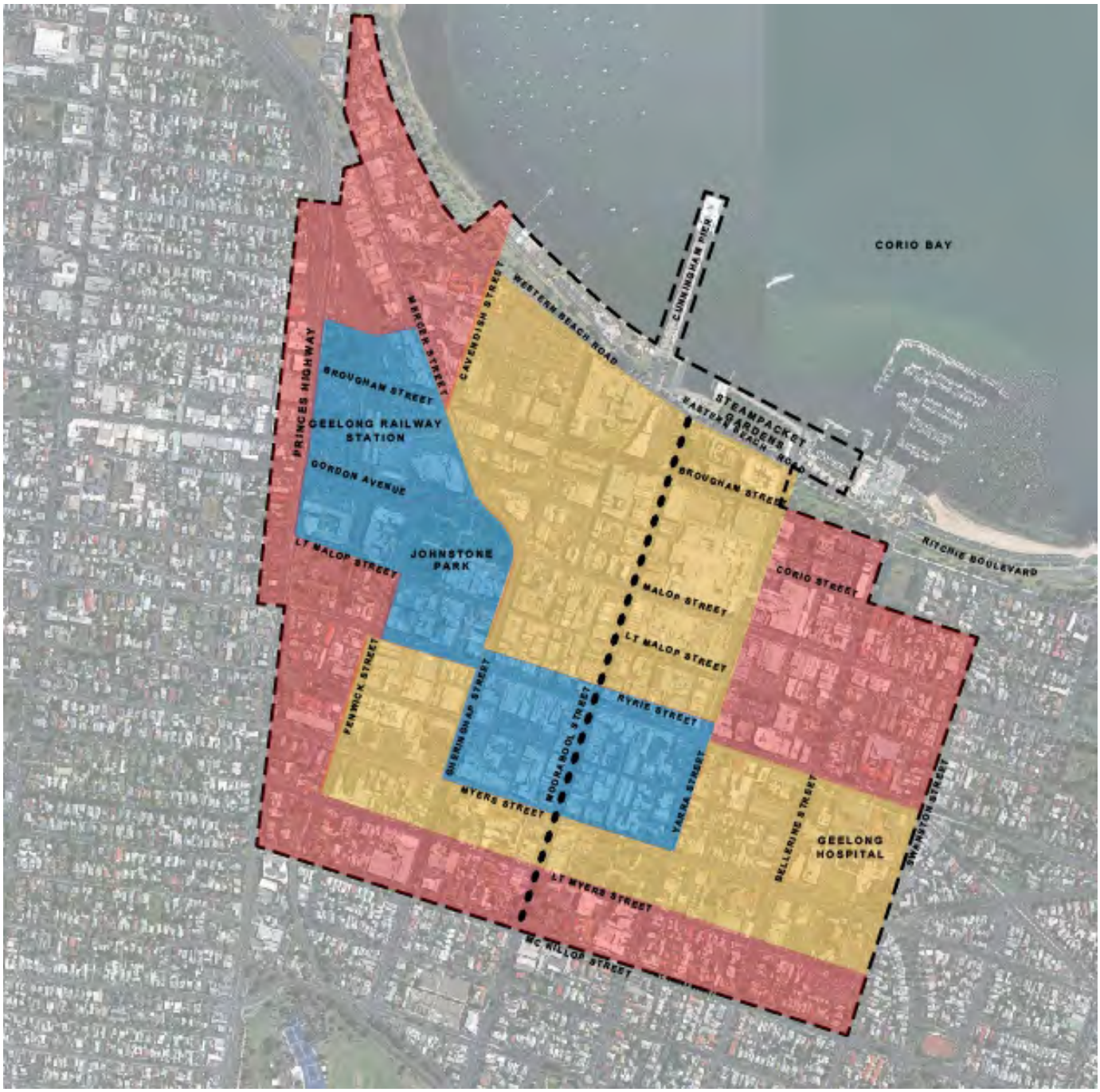


Type 3

Benches, Tables and Lounge

2.3 SEATING

Application and Distribution



Type 1

Type 2

Residential Fringe

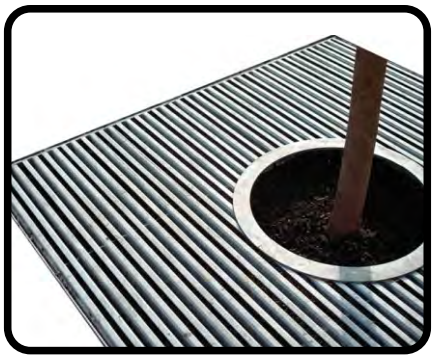
Moorabool Street

2.4 TREE HARDWARE

Concept

Where there are opportunities for street trees within the roadway, for example between carparks, these shall be treated with poured aggregate.

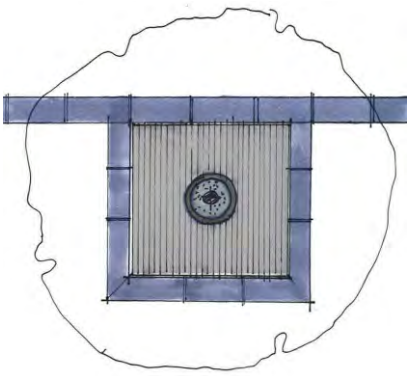
Tree Grate



Square steel grate for use in premium, high traffic areas. Robust, non-slip.

Above kerb application - High priority areas directly related to paving application.

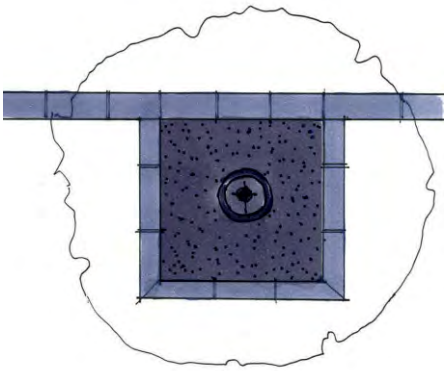
Incorporate litter traps and stormwater collection and reuse technology as appropriate.



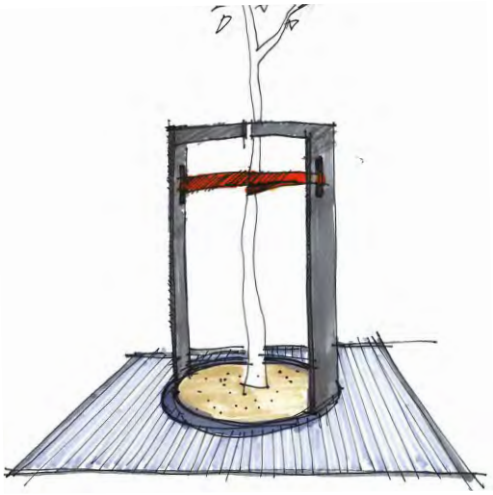
Poured aggregate

Charcoal coloured permeable aggregate.

Above and/or below kerb application - low priority areas and within roadways between parking



Tree Guard



Flat steel plate with circular collar integrated with grate. Colour detail within tree tie.

Application - To be used where trees are planted in road reserve for protection from cars

2.5 WASTE AND RECYCLING BINS

Concept

Simple, robust, stainless or painted steel sheet with folded/faceted detail referencing seats and other elements within the palette.

Consistent across entire city centre

To conform with current waste management systems

Standard

Recycling station

Recyclying versions to be distinguished through colour, text or face detail

Application and Distribution

Standard stainless steel bin to be used across all precincts.
Painted steel version to be used within residential fringe areas.

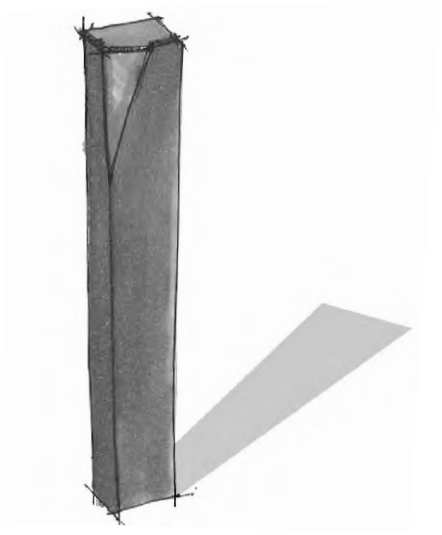
2.6 BOLLARDS AND BARRIERS

Concept

Rectangular section steel with faceted detail. Intended to be simple, robust, functional and minimal elements. Stainless Steel and painted steel finish.

Removable bollards or bolt on pieces to be used for public art installation opportunities and temporary public galleries.

Standard



Bollard Lighting

Opportunity for integrated lighting

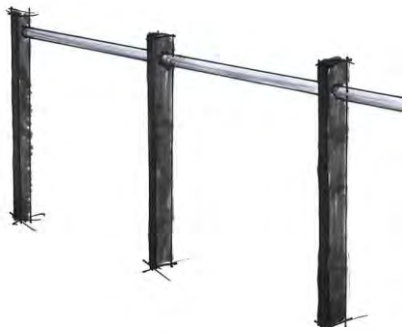
Application and Distribution

Standard product with premium stainless steel finish proposed for core Central Precincts.

More economical galvanised steel finish may be used for perimeter areas and residential interface.

Fencing

Continue form through barrier treatment and guardrails



2.7 BIKE RACKS

Concept

Stainless Steel Circular Hollow Section with Flat Plate infill detail. Simple single fixing point.

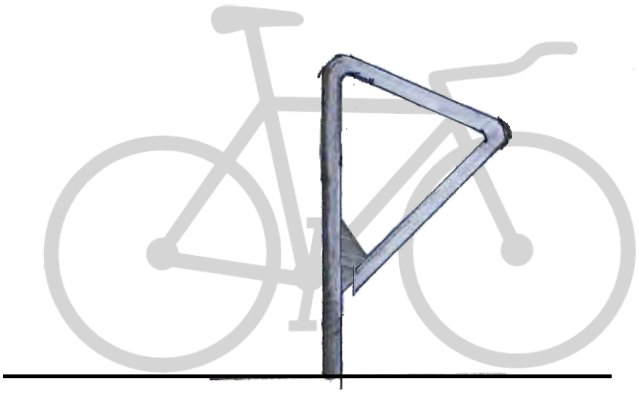
Geometry is reflective of seat and other elements in the palette. Regular spacings and orientation of multiple racks.

Bike racks are to be designed within a streetscape on a per project basis.

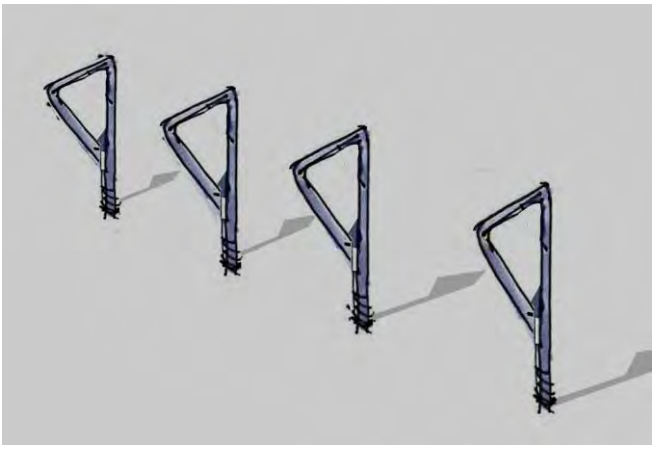
Additional bike racks should be allowed for as indicated in the Central Geelong network operating plan/ Transport Strategy

Application and Distribution

Single



Groupings



2.8 Alfresco Dining

Concept

A suite of consistent hardware and elements associated with Alfresco Dining.

Outdoor Café Screen

Clear glass panels with circular aluminium posts. Screens are to be removable with discreet in-ground sleeve / socket fixing.

Pavement Markers

Recessed circular stainless steel pavement markers used to identify kerbside trading areas.

Outdoor Waiter Station

Used as a mobile storage unit for outdoor cafes. Fabricated from stainless steel, the unit sits on caster wheels and can be locked in position.

2.9 Water Drinking Fountain

Concept

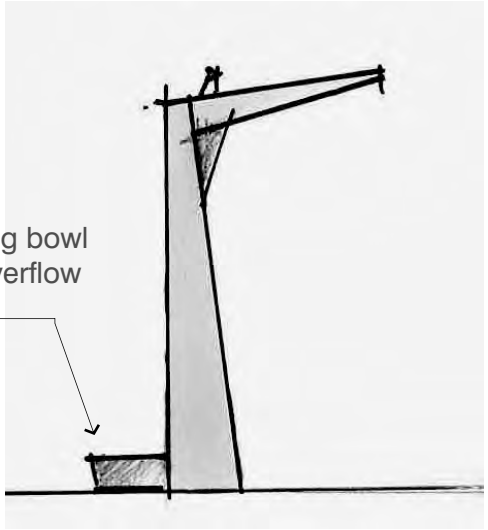
Simple, robust stainless steel drinking fountain. DDA accessible design with fountain and bottle refill capacity. Integrated drainage outlet.

Standard

Application and Distribution

Drinking fountains are to be located selectively in high use street scape areas and focussed around key public spaces and facilities such as parks, transport nodes and civic buildings.

Fountain options with and without Dog Bowl



2.10 Skate Deterrent

Concept

Stainless steel skate deterrents studs. Robust circular inserts cast of fixed into to top of walls, edges, planters and other raised elements as required.

Application and Distribution

Exact extent and distribution are to be based upon the locations of walls, edges etc. .

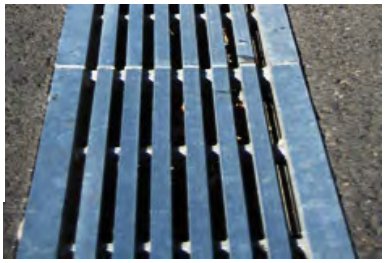
2.11 DRAINAGE HARDWARE

Concept

Drainage pit covers and trench grates. Stainless Steel grid and edge surround. Heel guard protection and non-slip finish in pedestrian areas.

Intended to be robust, functional and minimal elements.

Galvanised steel and heavy gauge construction may be appropriate in specific areas of for economical applications.



2.12 STREET LIGHTING

Concept

Typical fitting for pedestrian and roadways - LED Pole Top Luminaire

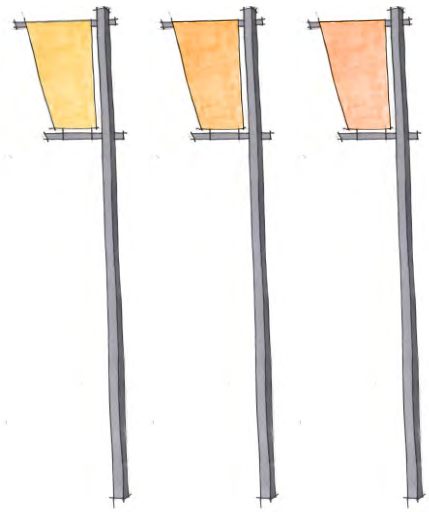
Consider incorporation of ‘Smart’ technology as appropriate.

Application and Distribution

Lighting locations to be determined and applied with regard to standards

2.13 BANNERS AND FLAGPOLES

Concept



Application and Distribution

Banner locations

2.14 TREES

Concept

Generally increased canopy cover across the city centre to align with City of Greater Geelong urban forest strategy, 2015-2025. Tree planting to provide large canopy and wide form where possible. Passive watering should be explored in all situations in line with City in a Park.

Large evergreen trees should be planted in median strips where possible, to take full advantage of the breadth of space. A mixture of medium sized evergreen and deciduous trees should be planted in the footpath and preferably in-road kerbside, to allow for additional circulation in the footpath pedestrian areas. Smaller deciduous and evergreen trees with a splash of colour should be planted in laneways where little space is available for tree planting.

Application and Distribution

Application based on street typologies

Big Streets

In order of preference :

Where:
- Median planting opportunity exists

Application:
- Typology one planting to median
- Typology two planted in footpath or in-road kerbside.

Where:
- Median planting is not achievable or no median exists

Outcome:
- Typology one planting in footpath or in-road kerbside.

Note: the same tree species and application of typologies should apply to the entire length of any one street from one end of the Central Geelong Action Plan area to the other.

2.14 TREES

Application and Distribution

Little streets

In order of preference :

Where:
- Opportunity for planting to both sides of the street

Application:
- Typology two or three planting to footpath or in-road kerbside

Where:
- Opportunity for planting to one side of the street

Application:
- Typology two or three planting to footpath or in-road kerbside

Note: the same tree species and application of typologies should apply to the entire length of any one street from one end of the Geelong Action Plan area to the other.

Laneways

Where:
- Planting opportunity exists

Application:
- Typology four planting to one or both sides of the laneway

Note: the same tree species and application of typologies should apply to the entire length of the laneway.

2.14 TREES

Typology 1

Large evergreen 12-15m height

A - Angophora costata
Smooth Barked Apple Myrtle

B - Lophostemon confertus
Queensland Box

2.14 TREES

Typology 2

Medium deciduous 6m- 8m height

A - Ulmus glabra lutescen
Golden Elm

B - Pyrus calleryana 'Capital'
Aristocrat Capital Pear

C - Fraxinus pennsylvanica
Urbanite Ash

D - Acer freemanii
Autumn Blaze

2.14 TREES

Typology 3

Medium evergreen 6m- 8m height

A - Fraxinus griffithii
Evergreen Ash

B - Angophora hispida
Dwarf Apple

C - Corymbia citriodora 'Scentuous'
Lemon Scented Gum

D - Waterhousia floribunda
Weeping Lilypily

2.14 TREES

Typology 4

Medium 6m height

A - Magnolia grandiflora 'Greenback'
Evergreen Magnolia

B - Lagerstroemia indica
Crepe Myrtle

C - Pyrus calleryana 'Capital'
Capital Pear

2.14 TREES

Application and Distribution

Big Streets
Little Streets
Laneways
Exiting trees - to be maintained and continued along the entire length of the street where applicable

1. *Eastern Beach/Western Beach Road - Araucaria cunninghamii (Hoop Pine)*
2. *Gheringhap Street - Quercus palustris (Pin Oak)* *Trees within planters adjacent Deakin University only
3. *Brougham Street - Corymbia citriodora (Lemon Scented Gum)*
4. *Little Malop Street - Platanus orientalis var. insularis (Cyprian Plane)*
5. *Ryrie Street - Ficus rubiginosa (Port Jackson Fig)*
6. *Myers Street - Angophora costata (Smooth-barked Apple Myrtle)*
   Ulmus glabra 'Lutescens' (Golden Elm)

2.15 GROUND LEVEL PLANTING

Concept

Hardy, drought tolerant and low maintenance. Generally simple, mass planting, at low sight line heights within streetscapes.

Opportunity for some unique, special and interesting species and combinations, colour and variety in textures and heights.

Use of colour in plantings is to highlight focal points within Central Geelong and at key gateway locations.

The following suggested species are recommended but not limited to what could be used.

Application

City Heart

General Planing
More greening to larger pedestrian zones.

Rhoeo spathacea 'Nana'
Brachyscome multifida
Argyranthemum sp.
Atriplex cinerea
Correa glabra
Lomandra 'Lime tuff'

City Heart

Summer Annuals
Greater use of annuals in raised planters.

Salvia sp.
Marigold sp.
Celosia sp.
Petunias sp.

City Heart

Winter Annuals
Greater use of annuals in raised planters.

Polyanthus sp.
Cineraria sp.
Pansies sp.
Impatiens sp.

2.15 GROUND LEVEL PLANTING

Application

Surrounding Areas

Smaller areas of varied species

Chrysocephalum apiculatum
Coreopsis sp.
Correa 'Dusky Bells'
Poa morrisii
Carex appressa
Leucophyta brownii

Surrounding Areas

Larger areas of mass planting.

Myoporum parvifolium
Dianella 'Little Jess'
Lomandra filiformis
Lomandra 'Tanika'

Surrounding Areas

Colour and vibrancy.

Aster sp.
Dianella 'Little Jess'
Chrysocephalum apiculatum
Salvia sp.
Osteospermum sp.

2.15 GROUND LEVEL PLANTING

Application

Surrounding Areas

Coastal species.

Leucophyta brownii
Carpobrotus rossii
Erigeron karvinskianus

Surrounding Areas

Larger areas of mass planting.

Lomandra filiformis
Dianella 'Little Jess'
Lomandra 'Tanika'
Myoporum parvifolium

Surrounding Areas

Pocket areas of planting.

Poa labillardieri
Themeda triandra
Dianella revoluta

SECTION 3 - UNIQUE ELEMENTS

Section 3 provides a structure for the creation of a network of interesting, interactive, engaging and stimulating pieces and places across the City Centre.

3.1 UNIQUE SPACES & PUBLIC ART OPPORTUNITIES

Concept

The public realm framework recognises the need for an element of surprise to be used sparingly to allow for some amount of individuality for unique or special projects.

Unique spaces will provide an opportunity to design a 'twist' on the standard palette within a section of streetscape or public space.

Unique spaces may develop quite distinctively from the standard palette and are anticipated to be more comprehensive designs than just the installation of a unique piece of furniture or art. It is anticipated that these unique spaces would build on the use of standard materials (e.g. 800mm x 500mm standard paver) perhaps utilising them in a different way as well as designing in integrated and/or unique furniture.

Public art opportunities are directed by Council's Public Art Strategy: *Connecting people, place & environment* : *a public art strategy for the City of Greater Geelong*, adopted 11 September 2012, and four platforms for delivery including:

- Permanent Elements
- Lighting/ Projection/ Interactive
- Street Art
- Flexible/Temporary

In addition, the following opportunities have been identified.

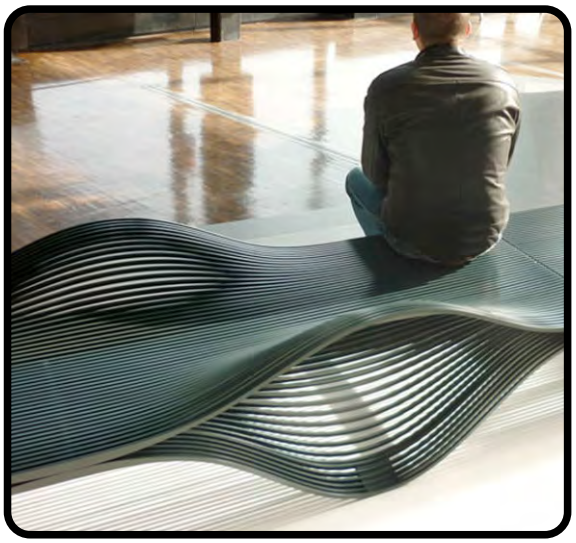
- Allow for a range of different forms and interpretations of art
- Experimental art should be encouraged as well as monumental
- Ephemeral, performative or temporary as well as permanent.
- Works with local reference to history, and the built environment narratives, to articulate identity as well as references back to the Geelong Art Gallery and other permanent collections.
- Interactive works provide connection and interest.
- Children should be considered and viewed/experienced at a lower eye level.
- The collection will be diverse, challenging, beautiful, thought provoking, site responsive and dynamic
- Some works should respond specifically to a youth sensibility

3.2 PUBLIC ART OPPORTUNITIES (INDICATIVE ONLY)

Permanent Elements

Opportunities for occasional bespoke contemporary designs

Some subtle decorative qualities to add a narrative, interest achieved through patterning and applications may be considered in appropriate locations.



3.2 PUBLIC ART OPPORTUNITIES (INDICATIVE ONLY)

Permanent Elements

Custom furniture items commissioned (e.g. bike racks, seats, bins) demonstrating aesthetic value and functionality

3.2 PUBLIC ART OPPORTUNITIES (INDICATIVE ONLY)

Lighting/Projection/Interactive

Opportunities for occasional custom approaches. Custom lighting opportunities to incorporate LED uplighting of civic buildings, Public Art works, pedestrian corridors in Cultural Precinct and museum.

Provide platforms for various media, including interactive opportunities, sculptural forms, ephemeral works, digital projection and illumination.

3.2 PUBLIC ART OPPORTUNITIES (INDICATIVE ONLY)

Street Art

Moments of surprise and intrigue in unexpected places...

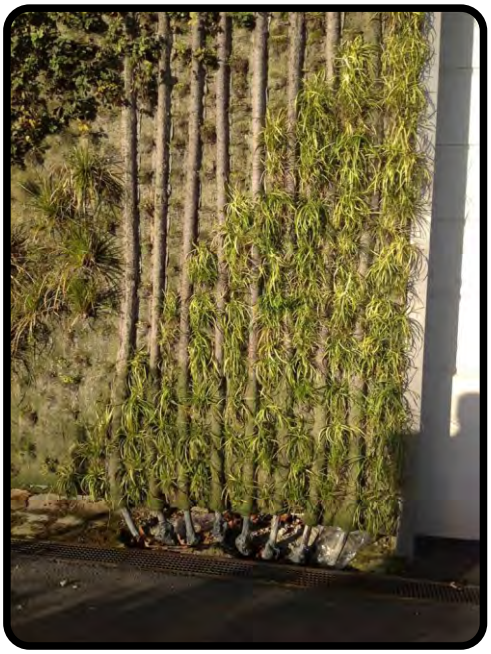
3.2 PUBLIC ART OPPORTUNITIES (INDICATIVE ONLY)

Flexible/Temporary

Opportunities for art to be programmed or temporarily exhibited

3.2 PUBLIC ART OPPORTUNITIES (INDICATIVE ONLY)

Flexible/Temporary



SECTION 4 - ACCESSIBILITY RECOMMENDATIONS

The streetscape, like other built forms, may not always be able to incorporate every aspect of ‘accessible’ design and compromises may be required. Less accessible designs can be improved and the impact mitigated.

4.1 GROUND SURFACES

The emphasis on this section is surfaces. Grates and utility covers are Commonly integrated within the surface finish affecting surface tolerances. Types of surfacing affects textures and tolerances. Service access covers take many forms depending on the utility provider.

Key Design Features

Ground surfaces

- Slip resistant
- Texture for use by wheelchair user, person with
- ambulant or visual impairment
- Surface abutments
- +/-3mm square edged
- +/- 5mm bevel/round edge
- Paving joints 1-12mm
- Paving texture <2mm

Grates

- ≤13mm diameter, long dimension perpendicular to path of travel
- Slot ≤150mm long

Summary of Recommendations

- The aesthetic impact of utility access points/trenches can be significant. With substantial proposed investment in infrastructure upgrade and streetscape renewal, this represents a significant risk to the aesthetic and entire new streetscapes can be reduced to patchwork. This is a matter for high level policy making to work with the utilities to develop innovative specifications and protocols for make good, trenching, stylised covers etc.
- Renewal of surfaces, such as overpaving asphalt, to consider interface with service covers to maintain required surface tolerances.
- Heritage is an important part of our culture, but where conflicts occur, alternative access ways to be provided.
- Maintenance of pavings is crucial to avoid slip/trip risk
- Specification of asphalt mix to ensure appropriate texture is achieved
- Specification of paving joints can achieve a ‘heritage’ look and still be accessible.

4.2 TACTILE SURFACE GROUND INDICATORS

Tactile surface ground indicators (TGSIs) are used to assist people with a vision impairment navigate the environment. There are 2 basic types of TGSI; hazard and directional. TGSIs are required to be used in stairways, ramps, escalators, moving walkways, carriageways, and to warn of hazards. In a transport setting, TGSIs are also deployed at bus/tram stops, stations, wharves and so on. AS1428.4.1 states "…in the absence of any indication or warning to the contrary, there will be a clear, safe continuous path of travel in front of them 2000mm high, a minimum of 1200mm in width and a depth of 900mm before the hazardous situation."

One of the most important features of the use of TGSIs, is that they should be predictable. For this reason, it is important to conform to the relevant Australian Standard. The relevant standard can be confusing as the Australian Standard appendices have multiple scenarios and this often leads to variable implementation. This is especially so at road crossings.

Further confusion can arise as in transport settings, the prescribed standard is AS1428.4, whereas in all other settings, it is AS1428.4.1. Finally, to add another layer of compliance, there are 3 main styles of construction of TGSIs and each has a different requirement for achieving a minimum standard of luminance contrast.

Key Design Features

Hazard TGSIs required for:

- Stairways
- Ramps
- Escalators
- Moving walkways
- Required top and bottom, 300mm from hazard
- At landings if >3000mm, depth of 600-800mm
- At landings if < 3000mm, depth of 300-400mm
- If handrails provided both sides AND continuous, NO TGSI
- Overhead hazard
- Depth of 600-800mm, allows 300mm splay
- Carriageways
- Depth of 600-800mm

TGSI style and luminance contrast:

- Integrated: 30%
- Discrete: 45%;
- Composite: 60%

Hazard TGSI

- 300-400mm = 6no studs/600-800mm = 12no discrete studs
- 25mm dia top, 35mm max base/ 4-5 mm height
- Placement = perpendicular to direction travel
- Set back 300mm +-10mm edge hazard
- If angled approach 600-800mm required

Directional TGSIs

- Parallel with and along centreline path of travel
- 300-400mm wide if in line path of travel
- 600-800mm if across path of trave

4.2 TACTILE SURFACE GROUND INDICATORS

Summary of Recommendations

- Discrete and composite type TGSIs require maintenance if damaged, missing or dirty.
- For areas where directional TGSIs are considered important, adequate lighting should also be provided.
- Planning policy should provide building owners guidance on whether TGSIs can be provided on the footpath.
- Bus stops to provide TGSIs to meet DDA Transport Standards.
- Application of TGSIs requires careful planning to ensure safe wayfinding in the environment.
- For upgrade works to pedestrian crossings, hazard TGSIs should also be provided to adjoining (non-upgraded) areas to create a

4.3 PEDESTRIAN PATHS / WALKWAYS

In this section pedestrian paths / walkways are considered in terms of their dimensions and geometry. Key words are width, height, cross falls and obstructions, all of which can adversely affect accessibility.

Key Design Features

- Gradient shallower than 1:33, crossfall shallower than 1:40min (or 1:33 asphalt)
  - Walkways to have:
  - Kerb/Kerb rail min 65mm high or >150mm
  - Wall >450mm high
  - Or, different material 600mm horizontally (To assist shorelining)
- Height - min 2000mm
- Width - min 1000mm; 1200mm preferred
- Passing space 1800 x 2000mm
- If path of travel <1800mm wide every 6m
- Circulation space
  - 60 degrees – 90 degrees turn = 1500 x 1500mm
  - 90 degrees - 180 degrees turn = 2070 x 1540mm
  - 360 degrees turn = 2250mm diameter
- If width of path of travel < 1200mm, for 300-600 turn, add 500 x 500mm splay

Summary of Recommendations

- Geelong benefits from wide footpaths which allows for minimum widths to be achieved on most streets. The exception is in the laneway precinct where challenges from poles, bins, etc may reduce the accessible path of travel.
- Add TGSI's/other protection such as a significant visual aid where reduce height hazard.
- Regular maintenance required to footpaths adjacent planted areas.
- Potential policy consideration regarding building owners planting and designs to avoid/minimise potential damage.

4.4 PEDESTRIAN ROAD CROSSINGS

Pedestrian road crossing points are a crucial part of the urban infrastructure. Pedestrian crossings may be controlled, e.g. at traffic lights, or non-controlled, with a suggested crossing point provided by a kerb ramp, median and so on.

Common forms of crossing are:

- kerb ramp with TGSIs at traffic light crossing; with push button assembly (PBA);
- kerb ramp at traffic light crossing with push button assembly, no TGSIs;
- kerb ramp with TGSI;
- kerb ramp;
- footpath graded to carriageway with TGSIs at traffic light crossing and PBA; and
- footpath graded to carriageway.

Push button assemblies (PBAs) are either mounted to the side of the path of travel, i.e. the side of a pole with a horizontal arrow indicating direction of travel, or facing the path of travel and fitted to the front of the pole with a vertical arrow indicating direction of travel. Vic Roads guidelines indicate that a horizontal arrow should be used. Both arrow positions are clear, however future upgrades will adopt a consistent approach.

The geometry of kerb ramps requires achieving a level sharp transition to provide a gradient of 1:8 – 1:8.5, with splayed sides at an angle of 450. The ramp itself needs to be in the direction of travel and must line up with the crossing point on the other side. A compliant kerb ramp of gradient 1:8 will have a length of 1.52m. If the distance from the top of the kerb ramp to the building line is >3m, TGSIs are also required, (ie TGSIs required if the footpath is >4.52m wide). Many footpaths are more than 4.52m wide and thus where kerb ramps are provided, compliant TGSIs are required too. For footpaths less than 4.52m wide, a compliant kerb ramp at a single crossing point, provides sufficient information and TGSIs are not required.

Key Design Features

- Types kerb ramp: Inserted/ Attached / Inline
- Aligned in direction travel
- Top and bottom of kerb ramp at 900 to direction travel
- Sharp transition gradient
- Rise 190mm, max grad 1:8, length 1520mm
- Slip resistant

Kerb ramp landings

- No change direction = 1200mm
- T junction = 1500 x 2000mm
- Single change direction = 1500 x 1500mm
- TGSIs required if >3m from top of ramp to building line, ie .4520mm wide (3000mm + 1520mm), for single entry crossing

Crossings

- Single entry, single crossing point
- Dual entry, single crossing point
- Dual entry, separate crossing point
- Time delay not more than 0.4m/s

Push Button Assembly (PBA)

- Height 1000 +-100mm
- Zone of common reach 300-400mm from APT
- Audio/tactile device
- >2m from another audio/tactile device
- Horizontal arrow direction travel

4.4 PEDESTRIAN ROAD CROSSINGS

Summary of Recommendations

- It is recommended that a detailed audit is undertaken of pedestrian crossings within the Central Geelong area.
- Push button assemblies (PBAs) are mounted either on the face of the pole with a vertical arrow indicating direction, or are side mounted with a horizontal arrow mounted on the approaching face of the pole, ie facing accessible path of travel. Vic Roads guidance refers only to the side mounted PBA and horizontal arrow. Both styles may be acceptable, but this should be clarified with Vic Roads.
- Where a conflict arises with utility cover, a graded transition to the carriageway could be provided with appropriate TGSIs.
- A common conflict in TGSI placement occurs from the width of the crossing and arc of the road. The road line markings the pedestrian crossing need to align with the footpath so that TGSIs can be placed correctly.

4.5 VEHICLE CROSSOVERS / LOADING BAYS

Vehicle crossovers to loading bays and car parks arise in various locations. The conflict here is to preserve the rights of the building owner to access their property (over the footpath) but protect the needs of pedestrians. In the context of accessibility, key issues are the width of the crossover, cross falls, visibility and luminance contrast, hazard warning. Vehicle users may also have reduced visibility, creating hazard for driver and pedestrian alike.

Key Design Features

- Gradient shallower than 1:33,
- Cross fall shallower than 1:40min (or 1:33 asphalt)
- Hazard warning TGSIs for path of travel crossing 'carriageway'
- Width - min 1000mm; 1200mm preferred
- Surface abutments
  - +/-3mm square edged
  - +/- 5mm bevel/round edge
- Paving joints 1-12mm
- Paving texture <2mm

Summary of Recommendations

- Wide crossovers at grade represent a significant hazard to pedestrians and adequate warning should be provided.
- Definition of carriageway usually considered to be public road between kerbs. Planning guidance to consider width of vehicle crossovers and the width at which they are deemed 'carriageways' to provide guidance on when TGSIs should be applied.
- Heritage - heritage and accessibility requirements are often in conflict. If a heritage feature, such as a cobbled driveway, cannot be suitably mitigated, then alternative accessible route will need to be provided.
- It is harder to provide 'accessible'
- crossovers across narrow footpaths.
- Planning policy to provide building owners guidance on acceptable outcomes.

4.6 PARKING

Key Design Features

Angled parking

- Between 45 and 90 degrees, comprising:
- Dedicated space 2400 x 5400mm, line marked,
- and
- Shared space to the side 2400 x 5400mm; line marked; and
- Shared space to the end of dedicated space, 2400 x 2400mm, not line marked.
- Kerb ramp provided at end corner (if required)
- Bollard in shared space 800mm +/- 50mm from
- front

Parallel parking

- Dedicated space 3200 x 7800mm long
- Shared space (to non-trafficked side) 1600 x 7800mm, may be at higher level, but kerb ≤190mm high and include kerb ramp
- Kerb ramp provided at end corner

Parking meters

Parking in designated bays is free with a displayed disability badge

Surface

Dedicated and shared spaces to be at same level; max cross falls 1:40 (1:33 bitumen); slip resistant.

Space identi cation

- White symbol for access on blue background, centred and 500-600mm from entry point
- Dedicated parking – unbroken lines
- Shared walkways – unbroken longitudinal lines
- Vacant non-trafficked areas (capable of obstruction) unbroken diagonal stripes.

Headroom

- For vehicular path of travel 2200mm
- Above dedicated space AND shared area 2500mm (may reduce for angled space)

Summary of Recommendations

- The display screen on parking meters to have anti-glare properties, so the screen can be read in bright light conditions
- Consistent specification to be applied to on-street parking spaces, as far as practicable.
- On-street parking spaces at grade with the footpath may encourage ‘shared space’ thinking which is of benefit to pedestrians, but needs to be kept under review, as vehicle users may have a different expectation. It is recommended that these spaces are formally designated as shared spaces to ensure all users share the same expectation of mutual respect.

4.7 SIGNAGE AND INFORMATION

Signage and information are crucial to wayfinding and is beneficial to all users, especially visitors.

Key Design Features

- Use of International symbol disability/deafness
- Use of Braille
- Use of tactile
- Size of symbols/viewing distance
- Height of letters
- Illumination of signs
- Style, Consistency, Font
- Symbols
- Intuitive
- Talking maps
- Information points
- Avoid reflections,
- 30% luminance contrast letters/background

Summary of Recommendations

- Inset name strips set into footpath should not be a substitute for wall or pole mounted street names.
- Maintenance required to maintain good legibility of inset strips to and to emphasise the feature
- Specification considerations inset street
- names -
  - Visibility and slip resistance of inset name strips compared to footpath material
- Specification considerations for signage and information -
  - Anti-reflective covers, printing inks, maintenance, renewal of information sheet, ease of removal of graffiti; contrast of map features, avoid visual ‘clutter’/too much information on maps
- A wayfinding audit is recommended to gather information to inform a wayfinding strategy. This is important to ensure good wayfinding outcomes when multiple infrastructure projects are planned and delivered separately.
- Provide audible information points
- Embrace new technology, including use of wayfinding apps.

4.8 STREET FURNITURE

Street furniture may include items such as seats, drinking fountains, bins, bicycle stands and repair.

Key Design Features

- Seats set back 500mm from APT
- Seats to be provided with arms and without
- Seat heights varied
- Spaces for wheelchairs or prams adjacent to seating
- Objects achieve 30% luminance contrast with background
- Prefer street furniture on one side path of travel
- only
- Locate on areas with minimal cross falls, ie shallower than 1:40
- Achieve minimum AS1428.1 circulation spaces
- Seating at max 60m intervals

Summary of Recommendations

- Street furniture requires careful siting to ensure it is accessible.
- Luminance contrast of new street furniture should be considered against the proposed surface finishes to ensure min 30% contrast is achieved.

4.9 STAIRCASES

The proximity of staircases to the building line and footpath can create unnecessary hazards.

Key Design Features

Stairs

- Set back 900mm from path of travel
- Opaque risers
- Nosing not project beyond riser
- Nosing profile 5mm radius/chamfered
- Nosing strip 50-75mm/ full width/max 15mm from edge/30% Luminance Contrast
- If nosing not set back, ≤ 10mm down riser
- TGSIs
- Rise 150-165mm; going 275-300mm preferred

Stair handrails

- Continuous
- Both sides
- Follow angle of stairway
- Extend 1 tread depth parallel nosing line +300mm horizontally
- Extend 300mm past top riser
- Extension NOT required for continuous handrail at intermediate landing
- Not encroach
- 30-50mm cross section circular/elliptical
- Top of handrail 865 – 1000mm
- Handrail ends returned to wall, floor, post
- 50mm clearance between handrail and adjacent surface
- No obstruction to hand movement
- If handrail not continued, 'dome button' 150mm
- from end
- Handrail achieve 30% luminance contrast from wall

Summary of Recommendations

- Deterring anti-social use with handrail rings conflicts with accessibility. It can be addressed by providing handrails on each side of the staircase which are continuous. The handrail proximity to the side should prevent anti-social use as there is no room to slide.
- If buildings are refurbished, building owner may seek to place TGSIs on the footpath and project handrails over the footpath. If no policy exists, then a policy should be made with regards to placement of TGSIs on footpaths, for features such as stairs and ramps. TGSIs can pose a trip hazard and placement in trafficked areas, such as footpaths should be discouraged, with the onus placed onto the building owner to provide a compliant building.
- For public realm stairs and ramps, if TGSIs (and/or compliant handrails) cannot be provided, it is important to include as many accessible features as possible to mitigate risk. Contrasting handrails with a dome button and contrasting nosings can assist, as can good colour contrast of surfaces and lighting. Design decisions should be documented with justifications to support non-conforming design outcomes. This may be important in the event of a claim under the DDA.
- Shadows on steps can create visual confusion for users. Whilst shadows cannot be avoided, it is a reminder of the importance of luminance contrast for nosing strips, handrails etc, for safety in use.
- Mitigation strategies are also necessary where there are accessibility/ heritage conflicts.

4.10 ENTRANCES

Many buildings are entered from entrances built at, or close to, the building line. For many heritage buildings, this means there will be a step up from the footpath into the building. The following photographs show how footpaths have accommodated entrances to provide a 'level' entry. In larger (typically retail) buildings, there is more street frontage within which to provide an alternative accessible entrance. Smaller units on sloping footpaths and with narrow frontage have considerable constraints trying to provide 'level' access. Footpath upgrades offer potential to improve accessibility into individual buildings.

Key Design Features

- The principal pedestrian entrance to a building shall be accessible

Summary of Recommendations

- Footpath and streetscape upgrades offer potential to improve accessibility into individual buildings. This is especially important for narrow frontage (typically small) retail units. Activating laneways requires buildings to be accessible. Policy and streetscape design to include this.

4.11 BUS STOPS

Bus stops and features associated with bus stops, such as bus shelters, seating, bus timetable information etc, are covered by the Disability Standards for Accessible Public Transport (DSAPT or Transport Standards). Design features such as ground surfaces, circulation spaces are as covered in earlier sections. The design of TGSIs to comply with the Transport Standards is required to be to AS1428.4 (1992), which is slightly different to AS1428.4.1 (2009). Often, disability interest groups express a preference for the newer TGSI standard to be utilised, however this is not strictly compliant with DSAPT, and should be a policy level decision, made with relevant stakeholder consultation, including disability groups.

Streetscape upgrade works adjacent bus stop works should be carried out in consultation with the Bus Operator.

Key Design Features

- Designs requirements are the same as for other design elements; the exception is TGSIs

Summary of Recommendations

- All streetscape works in and around bus stops to be carried out in conjunction with the travel operator
- DDA Transport Standards apply to bus stops.
- TGSI design to be to AS1428.4:1992 unless policy level decisions made to use the

3. GEELONG WATERFRONT SAFE HARBOUR PROJECT

Source: **Investment & Attraction - Central Geelong & Waterfront**
Director: **Brett Luxford**
Index Reference: **SUB-16-187 : Waterfront Management**

Purpose

To consider the new funding request from the Royal Geelong Yacht Club (RGYC) for the Geelong Waterfront Safe Harbour Precinct.

Background

The Geelong Waterfront Safe Harbour Project is a $40m major redevelopment of the key boating precinct of the Waterfront.

On 13 December 2016, Council agreed to provide $3m funding towards the $19m Stage 1 of the project. Stage 1 generally incorporates the redevelopment of RGYC buildings and marina berths, Victorian Sailing School, wave attenuator and surrounding public areas.

Council's funding commitment was contingent upon a successful application by the RGYC to the then current round of the Australian Government's Building Better Regions Fund. The RGYC has been informed that it was unsuccessful in its application.

The RGYC have asked Council to renew its funding offer to support a staged development costing $13.5m. This updated Stage 1 works, is to include the Victorian Sailing School, wave attenuator, public realm improvements and RGYC marina berths.

The project meets community aspirations for 'A Clever and Creative Vision' for Geelong to be a destination that attracts local and international visitors and sustainable development that supports population growth and protects the natural environment.

Key Issues

- To stage the Geelong Waterfront Safe Harbour Project, it is vital that an overall precinct Masterplan is undertaken to ensure that the key community benefits of the project are delivered in all of the stages of the project.
- RGYC have made an application to the Department of Education and Training to fund the $3.5m Victorian Sailing School redevelopment through the Shared Facilities Fund. No Council funding is needed and this component of the project can proceed independently subject to an approved precinct Masterplan and modification of RGYC lease boundaries.
- Given the uncertainty around funding for future stages, it is important to ensure that public open space enhancements are achieved in Stage 1 of the project.
- Along with the precinct Masterplan, a Project Control Group (PCG) is necessary to provide guidance and inform decisions on key aspects of the project contained in this report.

P Dorling moved, L Gardner seconded -

That Council:

1) **Provides $3m funding to the Royal Geelong Yacht Club (RGYC) towards the Geelong Waterfront – Safe Harbour Precinct project to allow the RGYC to undertake Stage 1 of the project – subject to the following conditions:**

   a) **the project proceeds in the manner as generally outlined in *the Geelong Waterfront Safe Harbour Precinct Business Case* (Attachment 2);**

   b) **the elements of the wave attenuator and public realm improvements are key aspects that cannot be removed from the project scope;**

   c) **a precinct Masterplan that provides suitable public realm outcomes, funded by the Royal Geelong Yacht Club/State Government, is completed and presented to Council for endorsement;**

   d) **a Project Control Group (PCG) which includes Council Officers is established to guide the development of the Masterplan and implementation of the project;**

   e) **the Royal Geelong Yacht Club commits at least $3m cash towards the Geelong Waterfront – Safe Harbour Precinct Project, Stage 1;**

   f) **in addition to the Royal Geelong Yacht Club's allocation, that additional funding of at least $7.5m is secured by the Royal Geelong Yacht Club from a variety of sources including the Victorian State Government;**

   g) **The RGYC provides written proof that the required funding, to complete the identified elements, is in place prior to the project commencing.**

2) **Extend the offer of funding to the Royal Geelong Yacht Club until December 2018.**

Carried.

Attachment 1

Discussion

The Geelong Waterfront Safe Harbour Precinct is based on a Business Case and Concept Plan that advocates for the redevelopment of the key boating and marina precinct of the Waterfront. The key benefits of the project are to:

- Increase use of the Waterfront for public recreation and community programming;
- Stimulate economic growth by an ability to attract new events and tourists;
- Create a safe harbour to improved destination attractiveness for boats users.

The complete Geelong Waterfront Safe Harbour Precinct plan is a $40m project which the RGYC are actively seeking full funding for through the Victorian and Australian Governments.

The following table outlines the changes to Stage 1 of the project

NAME	ORIGINAL BUSINESS CASE STAGE 1	NEW PROPOSED STAGE 1
Wave Attenuator	$7.09m	$7.09m
RGYC, Public Pier / Visitor Berths	$1.21m	$1.21m
RGYC OTB / Sailing School Facility	$3.52m	$3.52m
RGYC Members Clubhouse	$5.73m	Not included
Improved Public Realm	$1.43m	$1.43m
Design and Documentation	-	$0.23m
Total	**$18.99m**	**$13.5m**

In order to ensure the overall development meets the needs of the community and Council this report recommends the development of a precinct Masterplan. The development of this plan must be consistent with State Coastal Planning Policies and will provide guidance to Council on significant decisions that need to be made including:

- Full budget scoping of project and strategic approach to best maximise spending on key assets like the wave attenuator and public realm;
- Siting of buildings to enhance accessibility along the waterfront, improve visual links in and beyond the site and limit conflict points between pedestrians and vehicles
- Location of new Sailing School building to open the key view corridor down Bellerine Street;
- Removal of public parking areas;
- New vehicle access driveway to RGYC and dedicated parking area;
- Demolition of public jetties;

- Impact on any existing activities in the vicinity;
- Increasing RGYC land and seabed lease areas;
- Commercial boating needs of Fisherman's Basin for use by larger vessels like commercial ferry berthing;
- Realignment and exchange of public open space and RGYC land boundaries including use of former Sailing School site as open public space or boat storage area for RGYC

RGYC are exploring options to amend their liquor licence to improve public access into the club. This is an interim arrangement until significant community access to the club is gained by the subsequent stages of the project.

A Project Control Group (PCG) consisting of key stakeholders needs to be established to ensure that the development and implementation of the Masterplan meets the community views and aspirations of a 'Clever and Creative Geelong'.

Stakeholders who are instrumental in influencing the project would include the Royal Geelong Yacht Club (RGYC), Regional Development Victoria (RDV) Department of Environment, Land, Water and Planning (DELWP), Parks Victoria and the City of Greater Geelong.

Financial Implications

At its meeting of 13 December 2016, Council resolved to fund $3m towards Stage 1 of the project and account for it in the Strategic Resource Plan for 2019/20.

Should Council resolve to extend the $3m funding towards the $13.5m Stage 1 works, funding would be required to be phased:

- $1.5m in 2018/19 budget
- $1.5m in 2019/20 budget

The other funding partners for the $13.5m stage are:

- RGYC $3m (Committed)
- Victorian Government $4m (Subject to confirmation)
- Shared Facilities Fund $3.5m (Pending)

RGYC have committed to funding all ongoing maintenance and operational costs of the wave attenuator and building assets.

There is no further call on Council funding for future stages of the project.

It is important that Council's contribution is contingent on its endorsement of the precinct Masterplan, to ensure that public realm improvements and connectivity is achieved in the Stage 1 works.

Stakeholder Consultation and Communication

In the course of completing the Business Case and Concept Plan, a wide range of key stakeholders were consulted including State Government Departments and Boating Industry organisations.

Community engagement must be undertaken as part of the precinct Masterplan development as the proposal involves the changing of public open space boundaries. A thorough consultation process will achieve an open and transparent forum for exchange of information and perspective relating to the operation and management of Fisherman's Basin and the future use of the precinct as a community asset

Policy/Legal/Statutory Implications

Current Committee of Management boundaries and leasing arrangements (including the requirement to comply with s190 of the *Local Government Act)* for the land and sea bed will need to be addressed as part of the project.

The project requires Planning Permits and Coastal Management Act Consent.

Alignment to City Plan

The Geelong Waterfront precinct is a primary focus for the local community. The project aligns with:

- City Plan 2013 - 2017 (Update 2015/2016)
- Central Geelong Action Plan and Vision2
- Geelong Central Waterfront Masterplan Update (2011)

Risk Assessment

The establishment of the Project Working Group with representation from key government agencies will manage risks associated with the development through the planning and permit application processes.

Environmental Implications

Any environmental issues associated with the development will be dealt with through the planning permit process.

Geelong Waterfront

Safe Harbour Precinct

Major Events & Public Access Infrastructure Development

Business Case

December 2015

Version: 16-01-15 Draft GWSHP BC v.3.4

CITY OF GREATER GEELONG

Aerial view of the existing Geelong Waterfront Safe Harbour Precinct incorporating the Royal Geelong Yacht Club, Victorian Sailing School, Marina and Fisherman's Basin

Prepared for the City of Greater Geelong

by SMC Strategies - November 2015

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SMC Strategies and its contracted sub-consultants have prepared the preliminary cost estimates using information reasonably available to the employee(s) and sub-contractors who prepared this Report; and based on assumptions and judgments made by SMC Strategies and its sub-consultants.

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SMC Strategies has prepared this Report on the basis of information provided by City of Greater Geelong, Royal Geelong Yacht Club and a range of other entities relevant to the project, which SMC Strategies has not independently verified or checked beyond the agreed scope of work ('unverified information').

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Contents

Executive summary 4

Introduction 13

1. The Problem 23
- 1.1 Definition of the problem 24
- 1.2 Evidence of the problem 26
- 1.3 Timing considerations 32

2. Benefits 33
- 2.1 Benefits to be delivered 34
- 2.2 Importance of benefits to Government 36
- 2.3 Evidence of benefit delivery 42
- 2.4 Interdependencies 43

3. Strategic response 44
- 3.1 Method and criteria 45
- 3.2 Strategic options analysis 45
- 3.3 Recommended strategic response 47

4. Project options analysis 48
- 4.1 Project options considered 49
- 4.2 Methodology 52
- 4.3 Assumed contributions of RGYC & CoGG 53
- 4.4 Project options 54
- 4.5 Enabling subsequent project stages 55
- 4.6 Stakeholder identification & consultation 55
- 4.7 Social impacts 57
- 4.8 Environmental impacts 57
- 4.9 Economic impacts 58
- 4.10 Evaluation of socio-economic impacts 65
- 4.11 Financial analysis 65
- 4.12 Retail development 65
- 4.13 Risk comparison 66
- 4.14 Integrated analysis and options ranking 66

5. Deliverability 68
- 5.1 Details of recommended solution 69
- 5.2 Commercial and financial 69
- 5.3 Retail Opportunity 76
- 5.4 Risk Assessment & Management 76
- 5.5 Operational Management 81
- 5.6 Procurement Management 82
- 5.7 Delivery 83

Appendices

Appendix 1 Reports Consulted
Appendix 2 Site and Financial Information
Appendix 3 Recreational Berths
Appendix 4 State Marine Precincts
Appendix 5 RGYC Strategic Plan
Appendix 6 Marina Infrastructure Costing
Appendix 7 Economic Analysis - Essential Economics
Appendix 8 Comparison Pile Survey Report
Appendix 9 Capital Cost Estimates
Appendix 10 Glossary

Tables

1 Policy Alignment 7
2 Strategic Response Options 8
3 Stage 1 Component Options 8
4 Value of Economic Benefits 10
5 Funding Mix 11
6 Project Timeline 12
7 Strategic Response Criteria 45
8 Strategic Responses & Assessment 46
9 Project Component Costings 50
10 Options Evaluation 52
11 Potential Stage 1 Components 54
12 Present Value of Cost & Benefits 62
13 Direct Construction Employment 63
14 Ongoing Permanent Employment 64
15 Analysis and Options Ranking 66
16 Components Costing 69
17 Procurement Models 70
18 Qualitative Assessment - Onshore 72
19 Qualitative Assessment - Marina 74
20 Preliminary Risk Register 77
21 Funding Sources 80
22 Management Options 81
23 Delivery Timeline 83

Figures

1 Location of Safe Harbour Precinct 5
2 Investment Logic Map 6
3 Existing and Proposed Conditions 9
4 Project Benefits Management Plan 42
5 Project Components - Stage 1A 51
6 Project Components - Stage 1B 51

CITY OF GREATER GEELONG

Executive Summary

Purpose

The Geelong Waterfront: Safe Harbour Precinct Business Case identifies problems and needs related to a deficiency of public access, safe harbour and major events infrastructure within a key section of the Geelong central waterfront in the City of Greater Geelong. The Business Case explores a range of strategic options and presents a preferred solution that will provide the capacity to maximise social and economic outcomes from the Precinct for the benefit of the region's community and the State of Victoria.

Profile

The City of Greater Geelong and its environs are home to a diverse community of nearly 230,000 people that have experienced significant socio-economic challenges over the past decade, partially due to the decline of the region's traditional large manufacturing base.

To enable future sustainability, growth and prosperity, the Victorian Government, the City of Greater Geelong (CoGG) and regional peak bodies have prioritised investment in transition to a new economic model founded in education, health, tourism and smaller scale business, manufacturing and service industries. As evidenced in this document, various studies (including SEIFA ratings) demonstrate that there remains a high level of community disadvantage within the city, particularly in relation to health, unemployment and disengagement. In some suburbs and the wider region, these levels of relative disadvantage are severe.

CoGG and the Victorian Government have previously invested approximately $15 million each in the revitalisation of the Geelong Waterfront, which is widely considered to be a catalyst for community, tourism and economic regrowth. This investment has in turn attracted $630 million in private sector projects.[1] The proven capacity of the waterfront to act as an economic stimulant and promote social wellbeing, civic pride and community engagement is an important driver for further investment.

Safe Harbour Precinct

This business case focuses on a specific central section of the waterfront directly proximate to the Geelong CBD that has been subject to limited investment over the past thirty years. Referred to as the 'Safe Harbour Precinct', it comprises the existing Royal Geelong Yacht Club (RGYC - a not for profit membership based club) and marina, the Victorian Sailing School (VSS - a campus of Newcombe Secondary School staffed by the Department of Education and Training) and the Fisherman's Basin area.

The Safe Harbour precinct is the heart of recreational marine-based activity for Geelong and Corio Bay. It is a tourism generator and is the centrepoint of Geelong's largest annual major event, the Festival of Sails, which is supported by the Victorian Government and the City of Greater Geelong. The 2015 event attracted over 110,000 people (including interstate and international visitors) and contributed in excess of $14.6 million in direct economic impact. The annual Cadel Evans Great Ocean Road Race is also staged at the end of January and starts and finishes on the waterfront. The event generated an estimated economic benefit of $13.29m in its inaugural year in 2015.[2]

Other key events include the biennial Wooden Boat Festival and the staging of state, national and international championship yachting events. The i14s world championship was held in Geelong in January 2015 (generating over $1.3 million[3]) and the World Viper Championship has been secured for 2017. The precinct also has demonstrated potential to be a major recreational boating centre, providing real ongoing economic value to the region and state. However present infrastructure limitations and marina capacity act as a deterrent to itinerant craft and constrict the appropriate promotion of Geelong as a recreational boating destination.

The RGYC and the VSS both provide a wide range of maritime education, water safety and learn to sail programs for the community, with over 2000 participants per year. This includes programs for people of all ages and abilities, including the Sailability program, the only sailing program for people with disability in the region. The RGYC supports the activity of the VSS (which provided on-site programs to over 1000 students from 59 schools around the state in 2014[4]) but management and facilities are not currently integrated. Appropriate integration of these two operations would provide economy of scale and allow the delivery of a broader range of programs and education to the community.

1 CoGG Urban Design & Strategic Projects Unit, 2015
2 CoGG Geelong Major Events Unit Annual Report 2014/2015
3 CoGG Major Events Unit
4 Victorian Sailing School - enrolment and program participation data (2015)

Figure 1: Location of Safe Harbour Precinct and facilities

The Fisherman's Basin area has traditionally catered to commercial fishing operators but only six to seven are currently active at the site. This is largely due to the dilapidated condition of the facilities, which also do not encourage public interaction nor allow for greater exploitation of the asset. The site is also the base for a commercial helicopter charter and joyflight operation that employs four FTE staff.

The redevelopment of the Safe Harbour precinct and its facilities is identified as a priority in the Central Geelong Waterfront Master Plan (CoGG, 2011). Geelong is designated as a State Marine Precinct (SMP) in the Victorian Coastal Strategy, the Central Coastal Board's Boating Coastal Action Plan (2007) and the Recreational Boating Facilities Framework (RBFF 2014). However, the current state of the precinct infrastructure means that the Safe Harbour precinct does not meet the stated criteria for SMP.

Problems and Benefits

While other sections of the central Geelong waterfront have been successfully redeveloped in line with State and local government strategic plans, the Safe Harbour precinct facilities are characterised by:

- lack of effective wave attenuation for the RGYC marina (no safe harbour for central Geelong);
- aged and deteriorating infrastructure (including the failing West Wall);
- a configuration which restricts public access and amenity;
- capacity constraints on participation in marine recreation activities; and
- an age-expired and poorly configured VSS facility.

Failure to address these problems will result in significant risk to CoGG's capacity to continue to host major public events based in the Precinct (such as the Festival of Sails). Loss of these events is likely to be permanent and will result in the loss of economic benefits to the region and the State. In addition, the current poor state of the marina infrastructure is a major danger which, if left untreated, could cause significant damage to craft and injury to people.

The key benefits of addressing these problems are:

- increased public use and enjoyment of the precinct, including recreation activities;
- an ability to retain, expand and add to the public events hosted (such as the Festival of Sails);
- improved safety for users of the marina and passing vessels (seeking refuge in adverse weather);
- improved attractiveness as a destination for boating travellers; and
- associated economic growth and stimulus for the region

Boating in Victoria

According to the Boating Industry Association of Victoria, the boating industry is worth $4.5 billion dollars to the Victorian economy and provides over 17,700 FTE jobs. In June 2015, the Victorian Minister for Training & Skills Hon. Steve Herbert MP stated that:

"Victoria's boating and marine industry has a strong future. The Andrews Labor Government is encouraging recreational boating and water use more than ever before and the industry will benefit from that."

10% of the Victorian population aged over 14 (representing 477,000 people) own a watercraft and there are more owners of watercraft than caravans or motorbikes in Victoria.[5]

Geelong, Queenscliff and the Barwon Heads region currently ranks fourth among Victoria's top five boating destinations (behind Mornington Peninsula, Phillip Island and the Lakes regions). This ranking is not reflective of the attraction of the region's acclaimed tourism offerings, but is a direct consequence of the insufficiency and condition of the boating infrastructure and facilities provided.[6]

5 Boating Industry Association of Victoria, Boating Industry Snapshot: Drivers of Growth in Victoria (2015)
6 Boating Industry Association of Victoria, Boating Industry Snapshot: Drivers of Growth in Victoria (2015)

Investment Logic Workshop and Map

The problem and its parts were identified through an Investment Logic Workshop participated in by key stakeholders in September 2015 and the results are illustrated in the Investment Logic Map (ILM) at Figure 2.

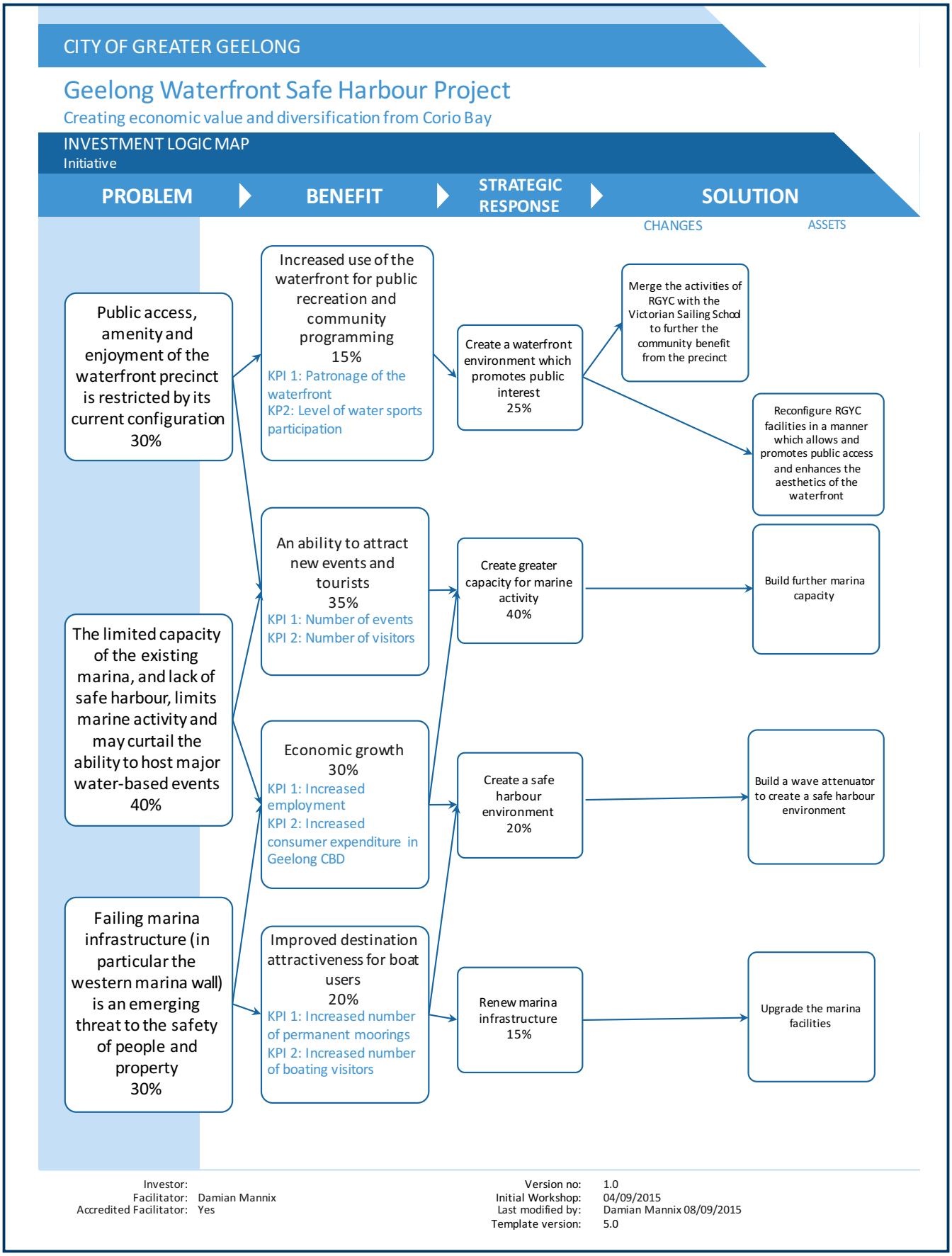


Figure 2: Investment Logic Map

Benefits

The social and economic benefits identified by resolving the problem are presented in detail in Chapter 2 and Chapter 4 of this document and in the Project Benefits Map (at Figure 4 in Chapter 2).

In summary, the key benefits are:

- Increased use of the precinct for public recreation and community programming
- An ability to develop existing events and attract new events to increase tourism and visitor economy revenues
- Economic growth and new private sector investment
- Improved destination attractiveness and capacity for Victorian and interstate boat users
- Potential for economic benefit flowing from use of new marina infrastructure by cruise ship tenders

Alignment with Key Policies and Strategic Objectives

Benefits flowing from the proposed redevelopment directly align with key planning and policy objectives of State Government, City of Greater Geelong, the Royal Geelong Yacht Club and peak organisations, as illustrated in the table below.

ALIGNMENT WITH POLICY & OBJECTIVES	Greater public access & utility	Improvement of coastal environment	Increase contribution to economy	Provision of safe harbour	Promote community health and wellbeing	Increase community education capacity	Promote destination boating
Central Geelong Waterfront Master Plan 2011 (CoGG)	●	●	●	●	●		●
CoGG City Plan 2013 - 2017	●	●	●		●	●	
Central Geelong Action Plan (CoGG, 2013)	●	●	●		●	●	
Vision2 (CoGG, 2013)	●	●	●		●		
Victorian Coastal Strategy 2014 (Victorian Coastal Board, SGV 2014)	●	●	●	●	●		●
Central Regional Coastal Plan 2015 - 2020 (Central Coastal Board, SGV)	●	●	●	●	●		●
Boating Coastal Action Plan (Central Coastal Board, SGV 2007)	●	●	●	●	●		●
Corio Bay Coastal Action Plan 2005	●	●		●	●		●
Recreational Boating Faciilities Framework (Central Coastal Board, SGV 2014)	●	●	●	●	●		●
Victoria's Regional Tourism Strategy (SGV, 2013)	●	●	●				●
Geelong Major Events Strategy (CoGG)	●		●		●		
Royal Geelong Yacht Club Strategic Plan (2014 - 2018)	●	●	●	●	●	●	●
Yachting Victoria Position Paper to SGV, 2012	●	●		●	●		●
Yachting Victoria Strategic Plan (2013)	●	●	●	●	●	●	●

Table 1: Project alignment with policy and objectives

Importance to Regional Tourism and the Visitor Economy

Tourism is a primary economic contributor to the region and major events are one of its key drivers. Enterprise Geelong REMPLAN modelling estimates the value of tourism related output per annum for Geelong and The Bellarine at $637.0m and tourism related employment in Geelong and The Bellarine at 3,993 FTE jobs.

The Geelong Major Events Annual Report for 2014/15 states that the major events supported by CoGG generated approximately $84 million of economic benefit, the equivalent of supporting 672 FTE jobs. Of all the region's annual major events, the Festival of Sails attracts the highest number of visitors and is the biggest contributor to the regional economy. It also attracts the most international and interstate visitors of any Geelong-based event.

Victoria's Regional Tourism Strategy (2013 - 2016) identifies supporting the further development of the Geelong Waterfront precinct as a key priority action.

Strategic Response

A range of non-asset and capital expenditure options were assessed for their capacity to address the problems.

	Strategic Response	Description
A	**Business as usual – do nothing**	Maintain the current configuration and use of the precinct.
B	**Repair western marina wall**	Undertake a rebuild of the western marina wall to ensure its utility and safety.
C	**Dispersal / relocation of selected activities**	Relocate major events and/or itinerant recreational berthing to alternative facilities to respond to capacity and safety issues of the RGYC marina.
D	**Relocation of RGYC clubhouse and facilities**	Relocate the RGYC clubhouse and associated facilities to an alternative location, potentially including the Sailing School.
E	**Redevelop the precinct**	Redevelop the precinct to address the problems. This approach would involve "leveraging" and improving the existing infrastructure such to create a true hub of onshore and on water activity for the public, as well as RGYC members and the Sailing School. Due to the potential scope of the redevelopment, a staged approach is recommended.

Table 2: Strategic Response Options

Following a structured evaluation of the potential responses against a range of criteria, non-asset solutions were deemed incapable of solving the problems. It was concluded that redevelopment of the Precinct would provide the most effective response.

The Solution

ARM Architecture prepared a Concept Plan for the redevelopment of the Precinct (this, along with the existing configuration, is illustrated at Figure 3). Evaluation of staging options arrived at a preferred project for Stage 1 of the Concept Plan. Stage 1A includes the core aspects central to addressing the problems, whereas Stage 1B is a resultant commercial investment opportunity.

Stage 1A – Core project Components			**$m**
A	Wave Attenuator	A new curved wave attenuator that will (eventually) join with "Sailor's Walk" between the new yacht club accommodation and retail spaces (Stage 1B).	7.090
B	Public Pier and Visitor Berths	New 4m wide 95m pier running parallel to the existing central pier, providing 29 new berths off the new side arm	1.215
C	RGYC building (1,250m2)	New yacht club building providing much improved public access and amenity. The design allows realisation of the retail space opportunity.	5.730
D	OTB and VSS Accommodation(700m2)	New building to accommodate both the RGYC's Off-The-Beach ("OTB") activities and the VSS. The existing buildings will be demolished.	3.526
E	Improved Public Realm	Landscape and public enjoyment improvements in the Precinct including the area currently occupied by the VSS.	1.433
Total			**18.994**
Stage 1B - Commercial Retail Opportunity			

Table 3: Stage 1 Components
Source: Costings prepared by Rider Levett Bucknall and Engineered Water Systems (marina constructors).

Project Options

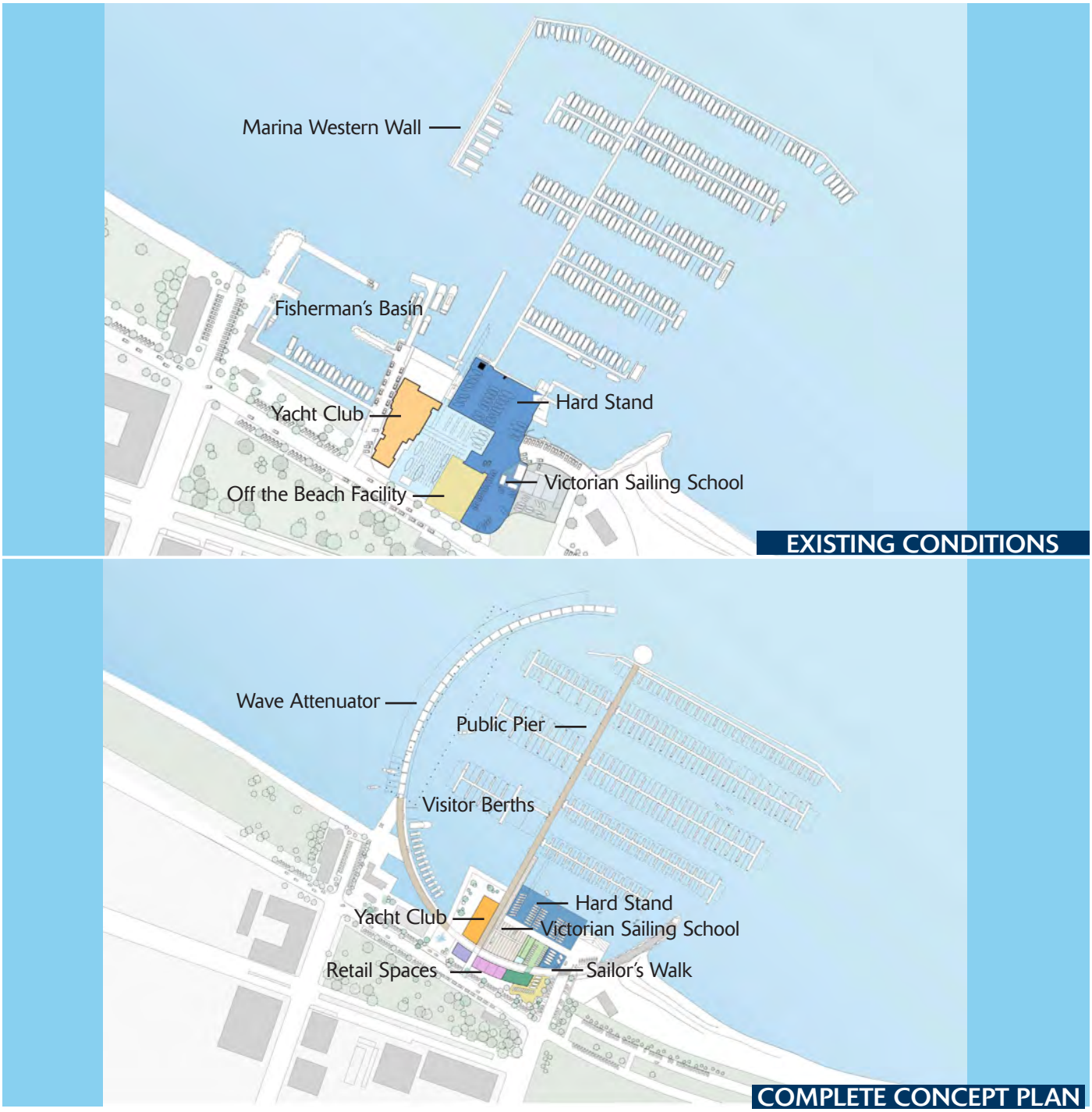


Figure 3: Existing Conditions and Proposed Concept Plan

The Concept Plan has been broken down into stages reflective of a logical sequence of works. Stage 1 is the focus of this business case, comprising:

- Stage 1A, being core project elements aimed at addressing the identified problems that require funding as set out in this business case; and
- Stage 1B - commercial development opportunity that could offset part of the capital cost of the project by generating income.

Immediate Benefits of the Project

It has been estimated that the project (Stage 1) will deliver $17.6m of economic benefits, a positive Benefit Cost Ratio ("BCR") of 1.35 and 42 FTE jobs each year during construction and an average 21 FTE jobs per year ongoing. In addition, value generated from the sale of development rights for Stage 1B could be applied to reduce the capital funding required, thus improving the BCR.

The following table sets out the summary financial and economic analysis of the preferred Project.

Criteria	
Total capital cost of Stage 1A (Stage 1B to be privately funded as below)	$19.0m
Capital cost, net of contribution of $6.0m from CoGG and RGYC	$13.0m
Economic Benefits (NPV)	$17.6m
Net (cost) / benefit (NPV)	$4.6m
Benefit Cost Ratio	1.35
FTE Jobs created (no.):	
- during construction	42
- ongoing	21
- casuals for events (per annum)	100 days

Table 4: Economic Benefits

The Project will also deliver a range of additional community benefits (which have not been quantified) including:

- increased participation in a range of aquatic and other recreational activities, with resultant benefits for community health and well-being;
- increased patronage of existing businesses on the waterfront and in adjacent areas of central Geelong;
- improved sentiment of tourists and potential investors towards Geelong and the Precinct through an enhanced image of the region; and
- recreational fishing uses.

Benefits for the Victorian Sailing School

The activities of VSS will be accommodated in a new purpose-built building that will also serve as RGYC's Off-the-Beach clubhouse. This will allow VSS to continue, enhance and expand its programs. In addition, synergies will be realised between the activities of VSS and RGYC, serving to improve and create greater opportunities for school-age children to learn and participate in water-based activities. It will also enable the increased participation of students and other people with disabilities in sailing activities, an opportunity which otherwise does not exist in the region.

The existing VSS building will be demolished, thus creating new public space and restoring the vista of Corio Bay from Bellarine St.

Enabling Subsequent Stages (2 & 3)

The Concept Plan contemplates further project stages.

- Stage 2 involves further development and renewal of the marina, with floating berths replacing the aged fixed berths at an estimated cost of around $12m. RGYC is committed to proceeding with this project in the event of Stage 1 being approved (it cannot proceed without the wave attenuator) and would fund it by upfront and/or ongoing contributions from its members.
- Stage 3 involves completing the walkway from the wave attenuator through to Sailor's Walk and extending the walkway to the east (over the groin). It would be an investment in the public realm, which will further enhance the Precinct. The table below shows the total estimated capital cost of the Concept Plan.

Both these subsequent stages are enabled by the completion of Stage 1A. The costs and economic benefits of these further stages have not been included in the core analysis in this Business Case, though it is clear that RGYC's commitment to Stage 2 will greatly improve the overall economic benefits (including jobs).

The Key Role of RGYC

The co-operation and participation of the RGYC is necessary for the realisation of the community and economic benefits from the project. RGYC will:

- contribute to the capital cost of the project;
- be responsible for the ongoing maintenance costs of the new assets, including the public-access wave attenuator and new central pier (subject to a management agreement);
- accommodate and share resources with the VSS to provide VSS with new, modern and purpose built facilities that will enable increased access to and expansion of its programs;
- allow release of the current VSS site (the existing building will be demolished) to increase public space and restore the vista of the bay from Bellarine St;
- facilitate pedestrian access (by way of the attenuator and central pier) to the marina area for the general public to enjoy and experience marina activity;
- develop a new clubhouse which will allow full public access to its ground floor for the enjoyment of hospitality and the views of the marina;
- allow public pedestrian access through the currently impermeable site to restore/create an inviting continuous promenade along the foreshore; and
- contribute (by way of excise) a large area of its existing leased area to allow development of commercial/ retail spaces for public enjoyment and generation of economic benefits

Deliverability of The Project

Procurement

An analysis of procurement options (with regard to matters such as flexibility, risk allocations and value for money) has been undertaken. For Stage 1A, separate consideration was given to:

- the on-shore components, comprising the RGYC and VSS accommodation and precinct improvements. It was concluded that these assets are best delivered by a Construct Only approach, with the design being undertaken separately under the direction of RGYC and CoGG. This approach would allow existing design work to be further developed, whilst facilitating the transfer of cost and delivery risk to the private sector contractor; and
- the on-water components, comprising the wave attenuator and marina aspects. Marina construction projects are a specialised activity which benefit from allocating detailed aspects of the design to the specialist marina contractor. Thus it is best delivered by a Design and Construct contract. It may also be appropriate to enter into a maintenance agreement with the supplying contractor to optimise the 'whole-of-life' management of the facility.

For Stage 1B - the retail space - it is anticipated that developers will be given the opportunity to lease the site and develop the commercial premises as a stand-alone project. Thus, tendering and development of this could occur in parallel with or subsequent to the implementation of Stage 1A.

Operational arrangements

RGYC will be responsible for all aspects of the ongoing maintenance of the new and upgraded assets. In exchange for these and other contributions, RGYC will hold rights to any additional revenues arising from the redevelopment.

Funding

CoGG and RGYC have agreed to commit $6.0m to the capital funding of the Project, thus leaving a funding requirement of around $13.0m to be provided by State and/or Federal Governments. Given that the Federal Government's National Stronger Regions Fund will fund up to a maximum of 50% of project costs, the allocation of funding is proposed as follows:

Local Funding	**$m**
City of Greater Geelong & Royal Geelong Yacht Club	6.0
Government Funding Required	
Victorian Government	6.0
Federal Government (National Stronger Regions Fund)	7.0
Total	19.0
Any value which might be realised from the Stage 1B opportunity could potentially be applied to reduce the above capital funding requirement.	

Table 5: Funding Mix

Next Steps

The key steps required in moving forward with the Project include:

- further developing the relationship between the RGYC and the VSS;
- testing the market value and market appetite for the commercial development opportunity;
- applying for the next round of the National Stronger Regions' Program funding (applications are due 15 March 2016);
- establishment of a project team and key resources;
- developing a Project Management Plan, which should include:
  - project scope and key objectives;
  - governance arrangements;
  - probity;
  - project implementation (funding, budgets and timelines);
  - communications, and
  - decision-making protocols.

Once the project resources are established, immediate key work streams will include:

- the development of commercial principles and risk mitigation strategies; and
- clarification of the required approvals, consents and licences.

Timeline

An indicative project timeline is set out in the table below.

Project phase	Start	Finish
Funding approval processes (6 months)	Jan 2016	Jun 2016
Design and documentation (4 months)	Mar 2016	June 2016
Construction Tender Process (4 - 6 months)	Mar 2016	Aug 2016
Construction Contract negotiation and finalisation (3 months)	Sept 2016	Nov 2016
Construction (18 months)	Feb 2017	July 2018
Commissioning opening of new facilities (1 month)	Aug 2018	Sept 2018

Table 6: Project Timeline

introduction

1 Introduction

Background

City of Greater Geelong

The City of Greater Geelong is Victoria's largest regional centre. Located only 75 kilometres from the Melbourne CBD, the municipality covers 1,245 square kilometres, comprising country, coastal and suburban areas.

The population has grown from 201,495 in 2006 to an estimated 224,926 as at 30 June 2014, an increase of 11.6 per cent. With more than 50 suburbs and townships, the region is experiencing a period of rapid growth with the population expected to exceed 290,000 in the next 20 years

The municipality is bounded by the Moorabool Shire in the north, the Borough of Queenscliffe in the east, Golden Plains Shire in the west and Surf Coast Shire and Bass Strait in the south. The region is characterised by the multi-award winning Waterfront overlooking Corio Bay, the picturesque Bellarine Peninsula, the Barwon River, You Yangs Regional Park, wetlands, beautiful parklands and wildlife sanctuaries. Geelong is also the gateway to the world renowned coastline of south-west Victoria via the Great Ocean Road. .

Geelong has a diverse economy with over 16,000 businesses and a labour force of over 101,000 people.

Geelong's economy has been diversifying over many years and now has a much broader industry base. Traditional manufacturing industries have been in decline and have resulted in the closure of Alcoa's Point Henry Aluminium Smelter (August 2014) and the impending closure of Ford's manufacturing plant in 2016. Both these businesses have been a major part of the economic landscape in Geelong with Ford being established in Geelong in 1925 and Alcoa in 1963.

Despite this, key economic indicators show that Geelong has a strong local economy with an investment pipeline that will provide job opportunities into the future, particularly in emerging growth sectors. Geelong's major industry strengths include: health; education and research; advanced manufacturing; defence; information and communications technology; tourism; and food and agriculture.

Major events play a key role in providing social connection and economic benefits to the region. The Australian International Airshow, Festival of Sails, Day on the Green, the Cadel Evans Great Ocean Road Race and Iron Man triathlons are just some of the high profile major events on Geelong's doorstep.

Regional Socio-Economic Disadvantage

In 2011, the City of Greater Geelong scored 992.9 on the SEIFA Index of Relative Socio-Economic Disadvantage (IRSD).

IRSD scores at the LGA level indicate that Greater Geelong is in the fifth decile of IRSD scores for Victorian LGAs and consequently has a medium level of relative socio-economic disadvantage.

However, examination of IRSD scores at the State Suburb level within Greater Geelong reveal a polarisation of relative socio-economic disadvantage levels in the municipality.

Generally speaking, areas of highest levels of relative socio-economic disadvantage are focused in urban areas in the north and south east of the Geelong urban area plus in the far east of the municipality in Indented Head, St Leonards and Portarlington; while locations with the lowest levels of relative socio-economic disadvantage are focused along the southern coastal edge of the municipality.

Suburbs with IRSD scores in the 1st decile (most disadvantaged) of Victorian state suburbs include: Bell Park, Corio, Norlane, St Leonards, Thomson and Whittington. State suburbs in the 2nd decile are: Breakwater and Newcomb.

Compared to state average figures, the Greater Geelong population has:

- A higher proportion of children identified as developmentally vulnerable in the: physical health and wellbeing; and emotional maturity AEDI domains
- Very high levels of relative socio-economic disadvantage in areas such as: Bell Park, Corio, Norlane, St Leonards, Thomson and Whittington, Breakwater and Newcomb
- Lower household and individual median incomes ($1,049 and $517 vs $1,216 and $561)
- A higher proportion of males and females aged 55 years and over, plus females in most age categories, that earned less than $400 per week
- A higher proportion of population receiving most Centrelink benefits
- Higher rates of crime against the person and of crimes against property. Between 2011/12 and 2012/13, the rate of crimes against the person and of drug offences increased by a higher proportion than the Victoria average.
- A much lower proportion of population that has completed Year 12 (43.3% vs 51.7%)
- A lower proportion of population that has a bachelor university degree (11.5% vs 14.7%) or a post graduate university qualification (4.1% vs 6.1%) qualification
- Higher unemployment in June 2015 (7.3% vs 5.8%) with much higher rates in Corio-Inner SLA and Bellarine - Inner and Geelong SLAs
- A much higher proportion of females who work part-time (56% vs 49%)
- A higher proportion of population aged less than 65 years with a severe disability (3.3% of males and 2.6% of females vs 2.7% and 2.3% respectively)

Chronic health issues facing the Geelong community include the prevalence of diabetes, growing rates of obesity, insufficient fruit and vegetable consumption and insufficient physical activity.

Sources:
City of Greater Geelong City Plan 2013 -2017 (Update 2015 -2016)
G21 - Geelong Regional Profile
Enterprise Geelong
SEIFA Index of Relative Socio-Economic Disadvantage

Geelong Waterfront

CoGG's broad plans are to further develop Geelong as an international waterfront city that boasts first class facilities and caters for a wide range of events and activities. By strengthening our unique urban identity, promoting sustainable growth and through further improvements to the public environment, Council aims to position Geelong and its waterfront as a highly desirable destination.

The Corio Bay waterfront lies at the heart of the city. From 1996 to 2000, in conjunction with the State Government, over $30 million was spent on public realm improvements, positioning Waterfront Geelong as a premier waterfront location.

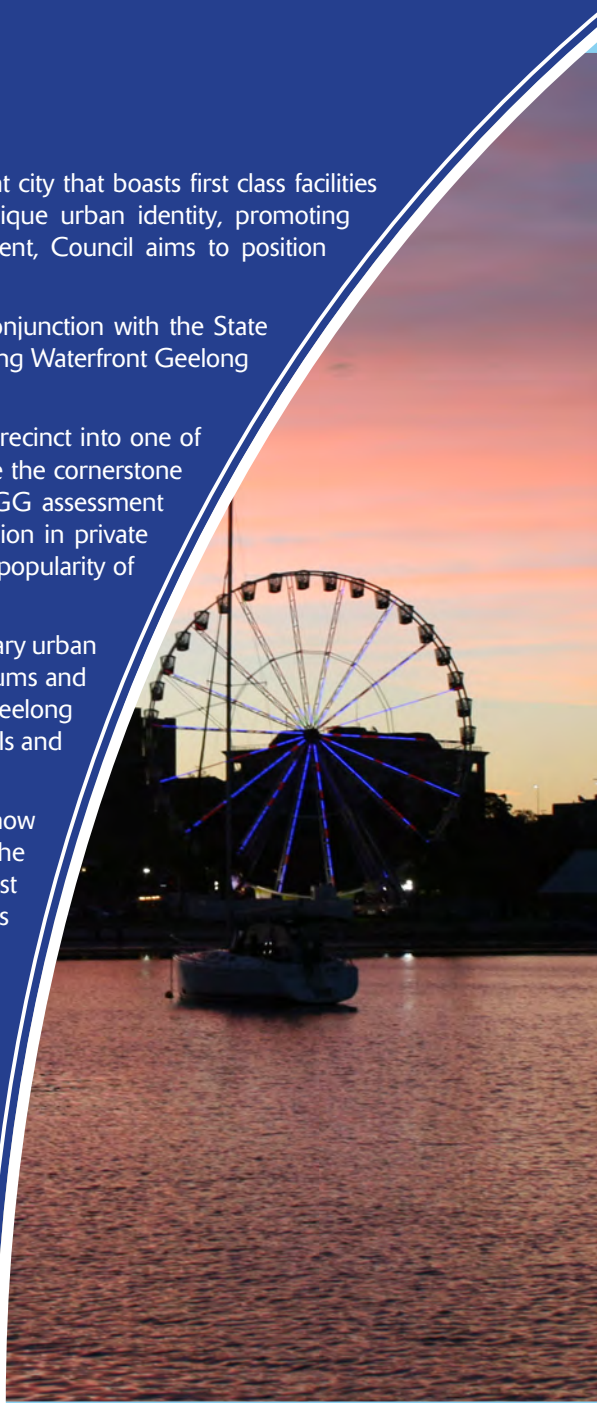
The redevelopment of the Geelong waterfront from an industrial and maritime precinct into one of Australia's most vibrant recreational and tourism waterfront sites, has also become the cornerstone of the city's economic revitalisation and a great source of community pride. CoGG assessment demonstrates that the project has been the catalyst for approximately $630 million in private investment to date. Continuous improvement is considered essential to retain the popularity of Waterfront Geelong.

Set in a new urban landscape based on the city's maritime history and a contemporary urban culture, the waterfront is the setting for a range of restaurants, cafes, hotels, museums and public artworks. Opportunities to enjoy the outdoors include sites such as the Geelong Botanic Gardens, a range of public open spaces, the Baywalk along Corio Bay, pools and playgrounds, as well as myriad events and water-based activities.

Waterfront Geelong has assumed iconic status in the marketing of the city and now attracts and plays host to a range of local, national and international events. The waterfront has now proven its potential to generate business investment and boost tourism expenditure in the region. CoGG evaluation shows that visitor numbers have grown to 1.7 million annually and the precinct is now the setting for over 50 public events each year.

CoGG is responsible for much of the urban foreshore area as well as adjacent areas of public open space. In accordance with the Crown Land (Reserves) Act 1978, the Department of Sustainability and Environment has delegated the management of waterfront Crown land to the City of Greater Geelong.

The Geelong Lands (Steampacket Place) Act 1996 also allows for Crown land in the precinct be capable of being leased for longer periods and for different purposes from those set out in the Land Act 1958 and the Crown Land (Reserves) Act 1978.



Central Waterfront

The central waterfront extends from the western boundary of the Western Beach Boat Club to Ritchie Boulevarde at the beginning of Eastern Beach and is generally zoned SUZ2 (Special use Zone 2) apart from three sites, Transvaal Square, the former Hi-Lite Park site and the Victorian Sailing and Water Safety School, which are all zoned PPRZ. The special use zoning aims to "realise Geelong's potential as a city by the water and as a destination offering a wide range of waterfront related activities" (Greater Geelong Planning Scheme).

The central waterfront forms the interface between the Central Activities Area and Corio Bay. Changes over the last two decades have seen a diverse range of facilities, spaces and activities develop in the central zone and some further development opportunities remain.

Source: CoGG, Geelong Waterfront Masterplan 2011

State Marine Precinct

Geelong is designated as a State Marine Precinct in the Victorian Coastal Strategy, the Central Coastal Board's Boating Coastal Action Plan (2007) and the Recreational Boating Facilities Framework (RBFF 2014).

A State Marine Precinct :

"...incorporates facilities of international, national, State, regional and local significance and provides a major activity focus for boating opportunities. These include ports, marinas, charter boat facilities, slip facilities, waterfront activities, marine services, piers, jetties and ramps. " (RBFF 2014)

The Central Coastal Board's Coastal Boating Action Plan identified the elements of a State Marine Precinct as follows:

- State level of significance that provides a key boating and tourist destination
- Commercial shipping potentially a dominant activity
- High level of investment as a key boating activity centre
- Exceptional level of service that caters for a wide range of boating activity and skill levels
- Safe harbour and controlled water space
- Wide catchment area, with an even spatial distribution, at major population centres
- All tide access
- Public access to the facility and coastal environment
- Servicing facilities

Measured against these criteria, Geelong's capacity does not satisfy the requirements of a State Marine Precinct. Additionally, all facilities in the precinct were rated as average on a scale of poor to excellent by the Central Coastal Board's Coastal Boating Action Plan. These deficiencies generate a number of service needs which are the subject of the strategic options for development considered in this business case.

- capacity for major boating events
- safe harbour
- public access
- public (casual) berths

Safe Harbour

A safe harbour is a boating facility which provides protection in some, or all, weather conditions for boats and other recreational craft. Both Parks Victoria and CoGG have identified that there is currently no safe harbour functions for recreational vessels (particularly for the public) in Central Geelong. Further, the safety of vessels in large yachting events is compromised when the marina is at full capacity as it is during major sailing events.

This is particularly the case for protection from the wind and waves that are generated when the weather comes from the north-west to north east quadrant. Under these conditions, the area that makes up the majority of the Central Geelong Waterfront is exposed, and there is little available infrastructure to provide safe harbour facilities. Infrastructure provision is a key driver tor attracting recreational boating visitation.

Impact on boat ownership and use

According to the Boating Industry Association of Victoria, in 2013 there were 172,744 boats registered in Victoria with almost 20% of these in and around the Geelong area. With a population of approximately 5.7 million in Victoria, this suggests a boat ownership per capita ratio of around 1:34, which is a decline in boat ownership per capita from 1:33 in 2011 and 1:31 in 2001. Work completed by Ernst and Young, and others, for Parks Victoria in supporting the Bays and Maritime Initiative found that the reasons for boat ownership decline are:

- Lack of a safe harbour
- No destinations or marine events
- Access to launching facilities

If safe harbours are available, destinations or marine events are increased or more launching facilities are made available, then boating registrations may increase. As well as increasing employment and GSP as a result of growth in the boating sector and its supporting industries, other benefits are likely as follows:

- Enhanced tourism
- Enhanced health and community benefits

"The central Geelong waterfront is a State Marine Precinct and will continue to be the focus of investment."

Recreational Boating Facilities Framework 2014
Central Coastal Board
State Government of Victoria

Royal Geelong Yacht Club

The Royal Geelong Yacht Club (RGYC) originated in 1855 that provides recreation, engagement and educational opportunities for the local community and visitors. The Club's vision is to "be the iconic lifestyle club in the Geelong region, with a vibrant experience on and off the water". It is a not-for-profit organisation with affordable accessibility to membership for the whole community.

The club's facilities include club rooms, maintenance yard, equipment storage, 250 marina berths, storage for 45 craft on the hardstand and a small number of swing moorings. All berths and moorings are running at capacity throughout the year, with a waiting list in operation for future berthing opportunities.

Aside from providing facilities for 1201 current members, RGYC provides a wide range of boating and yachting participation opportunities through courses and programs available to the general public. RGYC offers courses and experiences currently participated in by over 1170 people of all ages and abilities throughout each year including:

- Beginner programs including Discover Sailing Experience, Start Sailing and Come 'N Try
- All abilities sailing through Sailability courses.
- Tackers and Green Fleet
- Midweek schools sailing
- Power Boat Handling
- Radio Operation and First Aid

The club also hosts the *Festival of Sails*, the biennial *Wooden Boat Festival* and other major water-based events including a number of international, national and state based yachting regattas. The popularity and socio-economic benefits of these events reinforces RGYC's importance to state and national tourism and as a site of intense waterfront activity.

While membership has remained largely static over the last ten years due to the capacity restrictions of the current facilities, RGYC's Marketing Plan 2015/2016 identifies targeted membership growth of nearly 40% by 2018. Community participation in current RGYC programs is estimated to rise by over 85% by 2017.

By providing expanded and enhanced facilities, the proposed redevelopment will enable the achievement of targeted growth in community and member participation. The provision of expanded sailing programs for people with disability is a key objective of the club, as there is no other capacity in the region to deliver suitable programs.

Development Recommendations

(Geelong Waterfront Masterplan 2011)

Future expansion of the club should be accommodated in a seaward direction and its on-land footprint contained as current. Opportunity for greater public access should be pursued, including the extension of the Baywalk along the water's edge through the site.

Growth and development on the site should be addressed in the context of surrounding potential future developments.

The RGYC is a strong local institution, generating important waterfront activity and should be supported in expansion plans. Expansion of land-based activities needs to be accommodated by increased density within the current site or over the water in a northerly direction, and not to the east or west on the adjacent land. Marina expansion may be possible in conjunction with surrounding potential future developments.

Any physical changes should provide greater public access to the waterfront and provide an extension to the Baywalk through the site.

Victorian Sailing School

Situated on the Corio Bay waterfront, the Victorian Sailing School (VSS) provides a unique aquatic educational resource for schools and the general community. The facility was built in the mid 1980's from funds sourced by the Geelong Regional Commission, Victoria's 150th Anniversary Committee, the then Department of Conservation and Natural Resources, the Royal Geelong Yacht Club, the City of Greater Geelong and the Department of Sport and Recreation. The VSS operates as the Eastern Beach campus of Newcomb Secondary College and is administered by a sub-committee of school council, with the Department of Education and Training (DET) providing the two full time VIT registered staff members.

In accordance with DET safety guidelines, VSS staff are fully accredited Yachting Australia Instructors with appropriate powerboat handling / rescue boat certificates.

The broad policy of the VSS is to deliver high quality and meaningful educational service to students from Victorian schools. The development of leadership and enterprise capacities in our youth through sailing as the 'vehicle' is the VSS's specific and primary focus.

Dedicated in 1985 by America's Cup skipper, John Bertrand, the school's clientele originate from Geelong, Melbourne and throughout regional Victoria. It provides programs for students from DET schools only from throughout Victoria primarily in years 9 to 12.

The VSS is equipped with showers, toilets and kitchen. The facility has basic but outdated overnight accommodation that is no longer in use, with program participants from outside the Geelong region generally staying off-site at local caravan parks.

Objectives

The broad policy of the VSS is to provide a unique aquatic based educational experience by promoting programs that consist of environmental interaction, outdoor educational and recreational adventure activities.

Active participation in these pursuits encourages students to:

- Face new challenges.
- Gain self-reliance.
- Show initiative, particularly when under pressure
- Acquire leadership qualities
- Nurture teamwork, cooperation and acceptance of others' abilities
- Develop concentration and listening skills
- Respect the environment

Programs

The VSS provides programs varying in duration from 2 to 5 days, depending on the needs of the individual school, working with students and staff within:

- Year 9 and / or 10 Outdoor Education
- VCE Outdoor and Environmental Studies
- Advance and the Duke of Edinburgh's Award
- Special School programs
- Students at risk programs
- Operation Newstart
- VCAL Personal Development
- VET Certificate II / IV in Outdoor Recreation / Sport & Recreation – Small Boat (YSB) modules

Development Recommendations

(Geelong Waterfront Masterplan 2011)

- The building housing the VSS is two storeys and in need of refurbishment to upgrade facilities and improve its appearance. The relatively protected site is well suited to its purpose, given its proximity to Eastern Beach for off-the-beach sailing and the prevailing winds.
- There may be future potential to develop a partnership facility that could offer public sail training for all ages and abilities based on the example of 'The Boatshed' supported by Yachting Victoria at Albert Park Lake.

School and Student Participation

In 2015, 974 students from 59 schools participated in programs provided at the VSS in Geelong.

The programs were provided over a total of 209 days, with group sizes averaging just over 15 students.

Two Special Schools attend each year along with many students in the Program for Students with Disabilities (PSD) at other schools.

Safety

The Sailing School adheres to a 1 (teacher) : 6 (student) and 1 (rescue boat / RIB) : 6 dinghy ratio policy at all times.

The teachers provide education in a range of safety aspects ranging from boat inversion, sunscreen and footwear.

Since the start of 2002, only two students have required medical attention, both of whom lost their footwear exiting the boat and stood on sea urchins.

Fisherman's Basin

Historically Fishermen's Basin was home to Geelong's fishing fleet.

Due to the decline of commercial fishing in Corio Bay it has ceased to play this role.

The basin now largely offers recreational mooring, with only 6 - 7 commercial fishing operations using the facility as a base. A commercial helicopter charter and joyflight service (Geelong Helicopters) also operates from the site. A seafood restaurant is located on the south-west corner while a linear green space, Fairnie Park, borders the basin to the south.

The Royal Geelong Yacht Club is situated to the immediate east of Fishermen's Basin.

The Central Geelong Waterfront Masterplan 2011 identified that:

- Public access through Fishermen's Basin, both on the shore and the pier structures, provides a singular waterfront experience and should be retained in any redevelopment.
- The degree of intimacy that the basin offers contrasts with other more expansive areas of the waterfront and should be protected.
- The loss of commercial fishing boats could be replaced by other forms of commercial marine activity. Regular boat operations such as fishing charter boats or dive operators could be encouraged to base their operations here while retail seafood businesses that trade from boats in the basin should be further explored.
- Existing problems at the shoreline, where the shallow water combines with storm water outfall resulting in an often unpleasant visual experience, also needs to be rectified.

As with all facilities in the precinct, the Fisherman's Basin area was rated as average on a scale of poor to excellent by the Central Coastal Board's Coastal Boating Action Plan in 2007.

Development Recommendations

(Geelong Waterfront Masterplan 2011)

Small scale marine, leisure and tourist boat services, fishing businesses and seafood retailing should be encouraged to replace the loss of commercial fishers in the Basin.

Views from Fisherman's Basin to the moored boats and across Corio Bay should be maintained.

Fishermen's Basin should remain publicly accessible so that the particular scale of the smaller piers and moorings can be experienced at close hand.

The stagnant area of shallow water along the shoreline needs to be rectified.

Any new developments must include on-site screened enclosures for rubbish, recycling and other utilities to ensure they are visually unobtrusive.

Major Events

The Precinct and its facilities host a range of highly successful major events attracting enormous community interest, generating strong visitation and participation and making a key contribution to the regional economy.

Festival of Sails

Festival of Sails is Australia's largest sailing regatta, Geelong's biggest annual public event and Victoria's oldest sporting event (dating back to 1844). According to evaluation conducted by the CoGG Geelong Major Events unit:[1]

- The 2015 Festival of Sails generated $14,659,606 in economic benefit, the highest of any Geelong region based annual event.
- The Festival of Sails celebrates Geelong's maritime history as well as having an extremely positive impact on the region's community health and wellbeing. It provides a free and all inclusive public festival, focusing on positive aspects of the community and showcasing Geelong's beautiful waterfront.
- The event is scheduled over the week of Australia Day, and provides the City of Greater Geelong's Australia Day public celebrations. It provides Geelong and the Waterfront with an important annual celebration over the Australia Day period and remains Geelong's largest annual public event.
- The event attracts local, intrastate, interstate and international participants and spectators.
- A total of 2,299 registered sailors participated in 356 boats. There were an estimated 90,008 unique spectators in 2015, of which some attended the event multiple times resulting in an estimated total of 113,625 visits across the three days of the event.
- Of 2,229 participants, over 1600 came from outside Geelong and of 90,008 spectators, nearly 34,000 from outside Geelong.
- It is estimated that 5,000 direct participants took part in the core Festival of Sails events including the Regatta, Beach Volleyball Competition, Go Sailing activities and the Outrigger Canoes. There were an estimated 86,135 unique spectators in 2014 of which some attended the event multiple times resulting in an estimated total 110,000 visits across the 3 days of the event.
- The Festival of Sails also delivers an extensive shore based community festival that is offered to the general public free of charge
- The event uses local suppliers where possible with majority of the entertainers and the 109 site holders coming from Geelong.
- In 2015, the event supported the Victorian Beach Volleyball Association, who conducted a competition as part of their 2014-2015 series to showcase the sport as part of the Festival.

Plans are in place to establish a Summer Boat Show in Geelong at the same time as the Festival of Sails. The 2015 event was a significant step forward in this regard and the RGYC is continuing to have discussions with the Boating Industry of Victoria to relocate the summer boat show from Docklands to Geelong..

This would significantly enhance the event, provide opportunities for local marine-related industries and business and strongly contribute to the perception of Geelong as a major boating centre.

1 CoGG Geelong Major Events Unit - Festival of Sails 2015 Event Evaluation Report and 2015 Annual Report

FESTIVAL OF SAILS

Alignment with Geelong Major Events Strategy

The Festival of Sails meets a number of the objectives of the Geelong Major Events strategy. The event showcases some of Greater Geelong's key assets including the Waterfront, providing for the enjoyment of both residents and non-residents across all ages. The event also utilises the region's natural environment including Corio Bay for the on water components of the event..

Festival of Sails aligns with Objective 1.1 to support the delivery of hallmark events which have the ability to maximise economic and social benefits for the region, including providing value and return to the event's stakeholders and supporters and returning a break-even result to the Royal Geelong Yacht Club (who underwrite the event).

Wooden Boat Festival

The second largest traditional, heritage based boat event in Australia.

- The WBF has been staged by the Australian Wooden Boat Association, at the Royal Geelong Yacht Club since 2005 and takes place over three and a half days of the Labour Day long weekend. The event is biennial, alternating with the MyState Australian Wooden Boat Festival in Hobart.
- The event incorporates displays of historic wooden boats, boat building and accessories, a Victorian Championship, visiting Tall Ships, a 'sail-past' of 75 boats on Corio Bay, vintage car display, food & wine, entertainment and cultural performances.
- The event strategically utilises the Waterfront and Corio Bay at a time when no conflicting major events take place in Geelong or on the Waterfront.
- Cultural displays and entertainment are a major facets of the event. The wooden boat displays engage members of the local community and the boat building and accessories elements engage local, Victorian and interstate involvement.
- City of Greater Geelong funding has enabled the event to build on its marketing schedule, extend the entertainment program and event footprint and incorporate a vintage car display at Fairnie Park. 2015 was the first year that the event footprint extended outside the RGYC.
- Based on the large scale Hobart event, the long term strategic vision for the Wooden Boat Festival is to expand on the event footprint along the Waterfront. To progressively grow and improve the event, organisers benchmark it against the Wooden Boat Festival in Hobart, Australia's largest Wooden Boat Festival.
- The Wooden Boat Festival of Geelong attracts local, intrastate and interstate participants and spectators. In 2014, the event had 811 participants and 8,100 spectators attend. Of the 811 participants, 608 were Geelong residents. Of the 8,100 spectators, 6075 were from Geelong.[1]

CoGG and the RGYC believe that there is huge potential for this event to grow to the dimensions of the Hobart Wooden Boat Festival.

The Hobart Festival has grown to become the most significant event of its kind in Australia, attracting over 220,000 visitors in 2015 and generating an estimated $30 million+ in direct tourism spending. Geelong event organisers plan to grow the event by relying less on volunteer support and investing more resources into Festival management.

1 CoGG Geelong Major Events Unit, Wooden Boat Festival Evaluation Report

World Championship Events

The RGYC has a successful history of staging national and world championship events.

Geelong was host to the i14s World Championship event in January 2015. The event attracted entries from 8 international countries and generated >$1.1 m.[1]

The event achieved its objective of delivering a successful World Championship Regatta for participants, sponsors and stakeholders. The event promoted the RGYC, Geelong and Victoria internationally, as well as attracting a large number of international competitors and their families.

In July 2015, it was announced that Geelong will be the host for the 2017 Viper World Championships. This will be the third time Geelong has staged a world titles event in four years, demonstrating the club's ability to stage competitive racing at an international level.

It is the first time the Viper World Championships will be staged in Australia

1 CoGG Geelong Major Events Unit

Boating and Yachting in Victoria

"Yachting is a non-discriminatory sport available to all members of our community irrespective of age, abilities, experience and background. Participation occurs at clubs through the delivery of an extensive range of programs such as cruising, junior introductory programs, safety initiatives, racing, training, social events and sailability." (*Yachting Victoria - Position Paper to the State Government of Victoria, 2012*)

Victoria's boating industry is worth $4.5 billion to the state's economy and employs 17,700 people.[1] According to the Boating Industry Association of Victoria's *Boating Industry Snapshot: Drivers of Growth in Victoria (2015)*, 10% of the Victorian population aged over 14 (representing 477,000 people) own a watercraft.

The Industry Snapshot also states that Geelong, Queenscliff and the Barwon Heads region currently ranks fourth among Victoria's top five boating destinations (behind Mornington Peninsula, Phillip Island and the Lakes regions).

Recreational Boating Destinations (Central Geelong Waterfront Masterplan 2011)

As stated in the Victorian Coastal Strategy, there is an increasing demand for recreational boating destinations. "As one of the only north-facing bays in Australia, Corio Bay is well positioned to capitalize on the growth in recreational boating as it provides exceptional access to Melbourne and Port Phillip Heads and supports an interesting array of sea life including migrating whales, sun fish and seals."

Yachting Australia (gemba report)

In August 2011, the ASC commissioned gemba to undertake detailed research into sailing and clubs. The research revealed that, in regard to interest in participating in sailing and yachting across all Australia's key regions, interest levels in regional Victoria (3.5%) are second only to Sydney metro (3.9%).

Yachting Victoria

Yachting Victoria Incorporated (YV) is the peak representative body for Sailing and Boating Clubs throughout Victoria with 85 member clubs who in turn have over 20,000 members. Through these clubs and other activities there are over 200,000 participants per annum taking part in the sport of sailing and boating on Victorian waterways.

Yachting Victoria's 2012 position paper includes the following statements:

"Part of our vision for the future is for even greater utilisation of Victorian waterways, which will have significant impact on our economic prosperity, our international reputation for liveability and tourism, and the health and safety of our community, through increased participation in our member clubs."

YV's vision is consistent with the State Government's policy to develop Victoria's recreational boating industry into a national leader. According to YV, club and foreshore based infrastructure along with government and semi-government support, are critical elements to maintain and increase participation.

Role of clubs in the community:

The role clubs play in the health of the community cannot be underestimated. The community and social role that clubs play are summarised as follows:

- Place of belonging.
- Meeting place for people with common interests.
- Fostering a healthier lifestyle.
- Provision of environmental protection practices.
- Support to all sectors of community i.e. families, junior, youth, adult, seniors and those with disabilities.
- Provision of water safety training.

Development of the sport is essential and is best achieved and controlled through clubs. Clubs provide a pathway from beginners learning about water safety all the way through to ultimate goals of World and/or Olympic level.

Infrastructure:

Infrastructure development and strength is absolutely vital for all clubs and yacht clubs in particular. Inadequate facilities are one of the greatest barriers to increasing participation, whilst facility enhancement greatly improves and stimulates participation and membership growth. Considerations include -

- Facility upgrades/club houses
- Safe Harbours/berthing
- Shortage of Marina Berths
- New facilities in growth areas
- Boating Destinations

1 Boating Industry Association of Victoria - *Boating Industry Snapshot: Drivers of Growth in Victoria (2015)*

1

the problem

CITY OF GREATER GEELONG

1 The Problem

1.1 Definition of the Problem

As identified through key stakeholder consultation and the Investment Logic Workshop (as represented by the Investment Logic Map at *Figure 2* in the Executive Summary), there are three parts to the problem.

1. The current configuration of the Safe Harbour Precinct restricts public access, amenity and enjoyment

The Precinct currently serves multiple purposes:

- Facilities for the use of Yacht Club members and visiting yachts and watercraft
- Delivery of community sailing, boating, water safety, disability sailing and related programs
- Victorian Sailing School Facilities used by school students from around the state
- Facilities supporting events hosting, including Victoria's most valuable annual sailing event
- Provision of temporary and permanent berthing and mooring for yachts and other watercraft
- Fisherman's Basin area - base for commercial fishing operations and a commercial helicopter chartering and joyflight business

RGYC Clubhouse

- Public access to the RGYC clubhouse is restricted, offering few facilities available to community use and lacking pedestrian permeability throughout the site.
- Public access to the Precinct during events is restricted due to the configuration and available facilities
- Community program delivery is restricted by the limitations of the current facilities

Victorian Sailing School

- The Victorian Sailing School is identified by Yachting Victoria as a Tier 1 Sailing School, but the school facility structures are no longer fit for purpose in terms of design, condition or physical attributes.
- It is Victoria's only sailing school (catering to around 1000 students per annum) but the facility was designed and built in the mid-1980s and usage has since expanded beyond original planning parameters.
- The condition and capacity of the facility threatens the maintenance of affordable and equitable access for all Victorian school students, which has been a key principle of facility operation
- The site of the existing Sailing School building interrupts the bay vista from Bellarine St

Marina

- There is currently no public thoroughfare or visitation capability within the marina, which is restricted to the use of members and visiting crews.
- There is no public viewing capacity of the marina from within the clubhouse precinct.

Fisherman's Basin

- The Fisherman's Basin area is managed by CoGG and is currently under-utilised and in dilapidated condition, limiting its attraction for public use.

2. The limited capacity of the existing marina and lack of safe harbour restricts marine activity and may curtail the ability to host and attract major events

The capacity of RGYC to host major sailing events delivers significant economic benefit to the Geelong region and Victoria. As outlined in section 1.1.8, these major events include:

- Festival of Sails – the largest annual keel boat regatta in the Southern Hemisphere generating an estimated annual economic benefit to Victoria of approximately $14 million and 115 jobs
- The Biennial Wooden Boat Festival
- International and national championship events including The 2017 Viper World Championships, the first to be held in Australia
- Complementary events such as the Cadel Evans Great Ocean Road Race, which starts and finishes in this section of the waterfront

However, the existing marina and supporting facilities are inadequate (both in terms of capacity and structural integrity) to cater to the needs of current event participants and future event participation growth. In addition, the support infrastructure required for larger vessels (e.g. access for support vehicles, fendering) is not available during a regatta.

This may lead to:

- reduced economic benefit and return on Victorian Government and CoGG investment from current events
- the eventual loss of current events leading to negative economic impact and loss of social opportunity
- inability to attract and support future events, leading to significant loss of economic and social opportunity

As evidenced in Chapter 4, the marina's berths and moorings are also insufficient in number and size to accommodate current and future public needs or encourage destination boating and sailing.

3. Failing marina infrastructure (in particular the West Wall) is an emerging threat to the safety of people and property

- The deterioration of the West Wall is such that it is in danger of break up and collapse, leading to significant damage to craft and posing a danger to personal safety.
- Repeated swing mooring damage leading to boats breaking free and causing damage to other boats and property
- Poor condition of boat ramps

The marina's wooden West Wall was assessed by RGYC in August 2012 as in serious need of repair.

Technical reports commissioned by the RGYC in August 2015 concluded that the West Wall's condition had now deteriorated to such an extent that it is beyond financially justifiable or sustainable repair and therefore in need of replacement.

1.2 Evidence of the Problem

THE PROBLEM: PART 1 - Causes and Effects

The current configuration of the Safe Harbour Precinct restricts public access, amenity and enjoyment

RGYC Clubhouse and Marina

- Fencing prohibits entry to the Yacht Club Precinct other than through the Clubhouse itself and there is no public marina access.
- RGYC Clubhouse facilities are aged and inadequate in size and design to meet current demand or growth.
- There is no public thoroughfare through this section of the waterfront precinct.
- The Sailing School facility is aged, inadequate for purpose and physically separated from other facilities
- Fisherman's Basin currently provides for the operational needs of only two active fishing boats.
- The precinct facilities are generally inaccessible to the public for the enjoyment of major events, associated activities and participation programs.
- The predominant area of public use is the Marina View Cafe (currently open in limited days/hours due to limited facility capacity).
- Lack of facilities or amenities for community enjoyment and participation. Capacity for delivery of community sailing, boating, all abilities sailing, water safety and education programs is limited by the physical layout and size of available spaces.
- Exclusivity of use of clubhouse and marina areas to RGYC members. The general aesthetic and physical barriers inherent in current facility design discourages public interaction and interest. Taken together, these conditions create a justifiable perception of the precinct as comprising exclusive facilities that do not invite or enable public use.
- There is also a lack of support facilities for complementary events attracting strong public participation on the Geelong Waterfront, such as the Cadel Evans Road Race, which generated over $13 million in economic benefit to the region in 2015. This also includes future triathlons utilising the waterfront.
- Inability to expand public access for current events and new events utilising the precinct. This includes the potential to stage the Victorian Summer Boat Show and a Lifestyle Expo currently planned by RGYC for January 2017 in combination with the Cadel Evans Road Race.

Victorian Sailing School

- Lack of Sailing School capacity to meet demand and expand programs or to be appropriately integrated with RGYC operations and activities.
- Lack of capacity to develop a partnership facility that could offer public sail training for all ages and abilities (e.g. 'The Boatshed' supported by Yachting Victoria at Albert Park Lake) as identified in the Geelong Waterfront Masterplan 2011.
- Lack of capacity to provide sailing, boating and waterfront related cultural and educational facilities to attract greater public use and tourist visitation

Fisherman's Basin

- Under-utilisation of Fisherman's Basin area for publically accessible activity. It has previously been identified by the CoGG through the Geelong Waterfront masterplan as a potential location for small scale marine, leisure and tourist boat services, fishing businesses and seafood retailing.
- Lack of capability for retail use and private investment throughout the precinct resulting in loss of opportunity and limiting future sustainability.

THE PROBLEM: PART 2 - Causes and Effects

Limited capacity of the existing marina and lack of safe harbour...

- The current marina provides 250 berths, with no capacity for expansion.
- The current marina layout means that yachts must moor adjacent to one another (often up to 6 vessels together) during major sailing events. There are no other suitable mooring facilities in the Geelong Harbour.
- Erosion of current marina infrastructure (see problem statement 3)
- As detailed in Section 1.1.3 and 1.1.4, Geelong is designated as a State Marine Precinct in the Victorian Coastal Strategy and the Central Boating Coastal Action Plan, however existing marine infrastructure is limited, fails to provide adequate safe harbour and falls short of the criteria for such a precinct.

...restricts marine activity

- Berths are currently at 100% occupancy throughout the year with no capacity to accommodate further craft.
- Loss of opportunity through destination sailing. A lack of safe harbour and casual berthing discourages use by this growing tourism sector. RGYC currently attracts 225 visiting boats per year, but due to the marina being at capacity is not able to take bookings. When casual visitors exceed available berths, vessels must currently be 'rafted up', but this is a limited, temporary and poor solution. At present, the Royal Geelong Yacht Club does not specifically target itinerant boating visitors in marketing and promotions due to existing infrastructure constraints.
- Loss of regional participation through inability to provide more safe harbour berths and permanent moorings to RGYC members (and attract new members). A waiting list is in place.
- The current berths cannot accommodate vessels of more than 20 metres in length. This represents opportunity lost to attract new (and potentially higher spending) destination sailors.

...and curtails ability to host major events

- The capacity to stage major yachting and boating events is enabled by the facilities and operational capacity of Royal Geelong Yacht Club. However the lack of sufficient mooring facilities and safe harbour is the major threat to the ongoing growth and retention of the *Festival of Sails* and other key water-based events in Geelong.
- The existing marina cannot currently accommodate all yachts and vessels wishing to participate in the Festival of Sails. With entries expected to grow by 10% by 2018 to 350 yachts, at least 100 new safe harbour berths are critically required. This includes accommodating expected growth of interstate and international participants by 49% over the 2014 -2018 period. If new berthing capacity is not provided, the event's attraction to participants will be reduced, impacting event growth, direct economic benefit and ongoing viability.
- A direct consequence of limiting event participation growth is also a negative effect on economic benefit to State and region. Based on current economic impact figures, nil growth in participation and attendance will cost the region $1.38 million over the period 2016 - 2018.
- Geelong's ability to host successful water-based events and championships is well established. However there is a strong risk of reputational damage affecting opportunity to attract events should the berthing and safe harbour issues not be addressed in the immediate term. This includes international events (such as the i14 World Championships in 2015, which generated over $1.3 million) and the 2017 World Viper Championships.

"The shortage of berthing in Geelong has again resulted in the Royal Geelong Yacht Club spending significant money on a temporary marina infrastructure in order to accommodate the visiting boats and this remains the major threat to the future growth of the event."

Geelong Major Events, City of Greater Geelong
Festival of Sails Evaluation 2014

THE PROBLEM: PART 3 - Causes and Effects

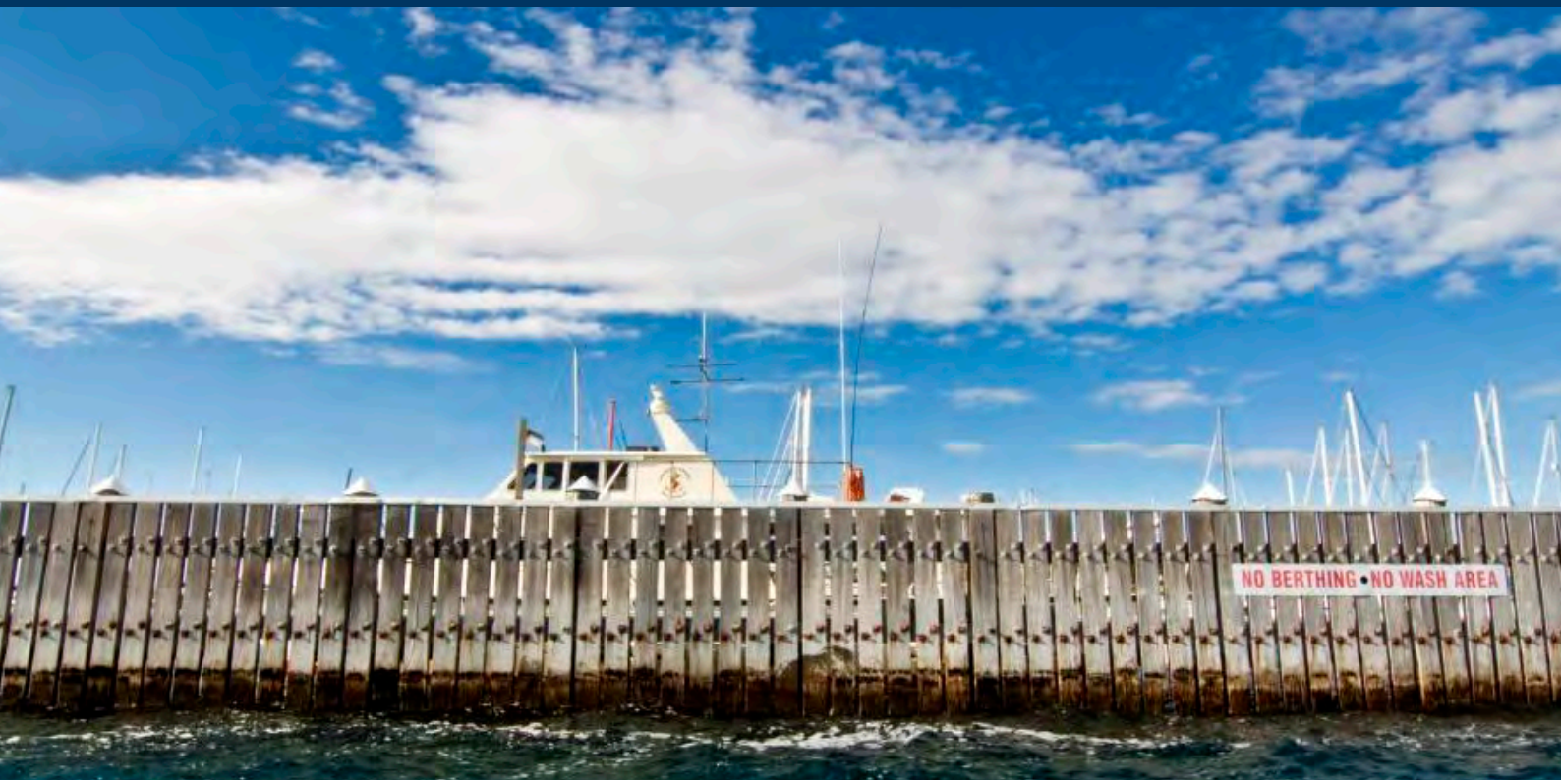
Failing marina infrastructure (in particular the marina's western wall)

- Structural assessment of the marina's western wall and comparison between August 2012 and August 2015 demonstrates significant deterioration over the period (see Appendix 8 for detailed assessment reports).
- The assessment commissioned by the RGYC through Commercial Diving and Marine Services P/L[1] showed that:
  - In August 2015, only 20% of the wall's piles and rakers were rated in good condition or above, compared to 53% in August 2012. 78% were rated in fair or poor condition in 2015, compared to 46.8% in 2012.
  - 31% were rated as in poor condition in 2015, compared to 22.2% in 2012.
  - 47% were rated in fair condition in 2015, compared to 24.6% in 2012.
- Incapacity of swing moorings to provide a safe solution
- The RGYC's two boat ramps are affected by the build up of silt in the "basin area', caused by the presence of a large stormwater outlet that delivers silt from street run-off.

...is an emerging threat to the safety of people and property

- Should the West Wall continue to deteriorate at the current rate or worse (given the existing poor condition of 31% of piles and rakers), this will likely result in partial or total collapse of sections of the wall over the next five - ten years. Even partial collapse would severely reduce the protection offered to resident craft (and/or their occupants) and render significant sections of the marina unusable.
- Due to a lack of sufficient berths and the increasing number and size of vessels, the marina facility at RGYC is overcrowded. As a result the yachts become exposed to significant weather events, especially from the north and north-west. This leads to an increased potential for storm damage.
- Swing moorings do not provide a satisfactory solution to increasing the capacity or improving the safety of people and property. There is insufficient room to accommodate more swing moorings and, according to RGYC, those that currently exist have been the cause of numerous incidents over recent years involving damage to craft.
- Unsuitable boat ramps cause slipperiness and have the potential to cause damage to people and property through boat launching and removal accidents.

1 Commercial Diving and Marine Services P/L - Comparison Pile Survey (August 2012 vs August 2015)



CITY OF GREATER GEELONG

1.3 Timing and Planning Considerations

1.3.1 Immediate Need

As detailed in Section 1.2, there are numerous aspects of the problem that require an immediate strategic response including:

- Protecting and growing return on investment from the region's major annual event, the Festival of Sails, and other events including the Wooden Boat Festival and international, national and state yachting championships.
- Guarding against the loss of major events and their high level of associated social and economic benefit
- Protecting capacity to attract other events of significant economic and social value to the region.
- Generating new social and economic benefit in a region experiencing significant and demonstrated social and economic disadvantage.
- Removal of safety threats to people and property arising from the condition and continuing rapid deterioration of the marina's West Wall. Failure to address this issue may also result in increased cost in the near term.
- Providing greater opportunity for the community to enjoy the full potential benefit of the precinct throughout the year and providing increased access and opportunities for people of all abilities
- Redressing ongoing loss of economic opportunity arising from the marina currently being at capacity.
- Providing safe harbour to boat users and addressing the inability to appropriately service the needs of current marina users.
- Meeting current demand for Sailing School activities from Victorian schools and students.
- Meeting the requirements of the area's designation as a State Marine Precinct.

1.3.2 Staged Response

It is proposed in this business case that a staged approach is taken to the redevelopment, with ` the most time critical aspects being addressed in Stage One. These include:

- Marina infrastructure
- Redevelopment of the RGYC clubhouse
- Demolition, redevelopment and integration of the existing Sailing School
- Infrastructure enabling private retail and commercial investment

2

benefits

CITY OF GREATER GEELONG

2 Benefits

2.1 Benefits to be delivered

As illustrated in the Investment Logic Map *(Figure 2 in the Executive Summary)* and the Project Benefits Management Plan *(Figure 3 at 2.3.1)*, four key benefits flow from solving the problems.

2.1.1 An ability to grow existing events, attract new events and therefore increase tourism

Infrastructure supporting event growth and attraction

- A key outcome of the proposed redevelopment is the provision of infrastructure supporting the sustainability and continued growth of existing events, as well as the capacity to attract and deliver other major events in the future. RGYC has a long and successful history of staging events that attract a high level of participation, community interest and regional visitation.

  The internationally acclaimed Festival of Sails demonstrates a strong record of year-on-year growth and the addition of the 2017 Viper World Championships to the events calendar is representative of the growing recognition of Geelong as a national and international yachting event centre. The security of the 2017 Viper World Championships is of key importance. It will be the first time that the event has been held in Australia and it is expected to generate significant economic benefit through the attraction of 70 boats from all over the world (with 27 entrants from Europe already confirmed).

  Upon announcing the securing of the rights to the Viper World Championships in Geelong in September 2015, the Victorian Minister for Tourism and Major Events Hon John Eren MP said:

  "The Geelong waterfront presents a key opportunity for redevelopment and growth, and that means jobs for the region. It is already home to our world class Festival of Sails and today we've added another exciting drawcard to Victoria's enviable calendar of major events." [1]

  The Festival of Sails is one of only two sailing events on Victoria's 23-event major events calendar - the other being the opening round of the ISAF Sailing World Cup, staged in December. The Festival of Sails is partially funded by the Victorian Government and the City of Greater Geelong.

  RGYC also hosted the 2014 Melges 24 World Championship in 2014 and the International 14 World Championships in January 2015. The Wooden Boat Festival is held biennially over the Labor Day weekend.

- The current Victorian Government and the CoGG have stated policy priorities of utilising major events to attract increased levels of tourism and flow on visitor economy benefits to the state and region. These are clearly expressed through the Victorian Government's Regional Tourism Strategy 2013 - 2016, Victoria's 2020 Tourism Strategy, the CoGG's Tourism Policy & Major Events Strategy and Tourism Greater Geelong and the Bellarine's Strategic Plan 2014 -2017.

  The Regional Tourism Strategy articulates the following priority action for Geelong and region:

  "Support further development of Geelong waterfront precinct, including the Geelong Convention and Exhibition Centre and Eastern Beach Spa Complex."

- The RGYC Strategic Plan states an objective of staging four world or national championships or events, in addition to the Festival of Sails and Wooden Boat Festival by 2018. Application has already been made to host the SB20s keelboat world championships in 2018 and the Hansa Sailability Event Program in 2017 (showcasing and promoting the skills of all ability sailors). These new events will require the additional capacity afforded by Safe Harbour Precinct redevelopment.
- A key focus area in Yachting Victoria's current strategic plan is to support RGYC in the successful hosting of the Festival of Sails, contributing to its objective of Victoria being recognised as *"the sailing event 'capital' of Australia, enhancing sailing's profile and community reach"*.
- With appropriate investment, the current impetus to national and international participation in yachting and boating events can provide a valuable regional and state asset for generations to come.

1 Victorian Minister for Tourism and Major Events - Media Release 04/09/2015 - "Sails up as Geelong hosts World Championships"

2.1.2 Economic Growth

- As the Geelong region transitions from a large scale manufacturing based regional economy to a new 21st century model based upon service delivery, education, knowledge industries, innovation and tourism, there is a strong policy emphasis by the Victorian Government, the CoGG and the Geelong Authority upon supporting the development of new sources of economic input and job creation.
- The proposed infrastructure redevelopment will contribute to realising this objective by facilitating an increase in the scale of existing events, attracting new events and building Geelong's attraction as a state, national and international yachting centre.
- As demonstrated by the Festival of Sails, major yachting events and associated program activity result in new employment opportunities, an increase in visitor nights, spending in the Geelong region and ancillary tourism to other regional attractions, providing significant visitor economy benefits to the region and state. Importantly, these events also attract international and interstate participation, delivering spending in the region and state that would not otherwise be attracted.
- Redevelopment will significantly reduce the high risk of loss of existing sailing and boating major events and championships that currently collectively generate over $16 million in economic benefit per annum.[1]
- These events provide event training and employment opportunities for students, disadvantaged youth, retrenched workers and people of all abilities that can be delivered in partnership with local schools, the Gordon Institute, Deakin University, the National Disability Insurance Agency and community agencies.
- Redeveloped facilities will also enable appropriate integration of the Sailing School with the RGYC, providing increased capacity to deliver maritime education that supports industry career paths.
- Opening up the southern boundary of the RGYC facilities to potential retail use (in an appropriate manner that does not negatively impact existing harbourside businesses) also has the capacity to attract private investment and therefore generate revenue and jobs.
- The redeveloped RGYC club facility will also provide new opportunities for employment and training through increased hospitality, functions and restaurant capacity.
- Redevelopment will also provide the opportunity for use of the precinct marina infrastructure by cruise ship tenders (particularly when Corio Bay visitation is used as a back-up to Melbourne's Station Pier), providing potential economic benefit.

2.1.3 Increased use of the waterfront for public recreation and community events

- The central Geelong waterfront is a highly visible public asset for the city and region. It attracts both community use and visitation for a variety of recreational experiences throughout the year. The redevelopment of the RGYC clubhouse and Victorian Sailing School precinct will provide greater public access, improved facilities and pedestrian permeability.
- Increase public interest and participation in the healthy culture of sailing, boating and water-based activities
- Attract more people to utilise the immediate area and CBD environs, promoting social inclusion and engagement and supporting neighbouring businesses
- Enable Victoria's leading Sailing School to accommodate increased numbers of students from throughout the state each year and foster closer integration with RGYC activities.
- Enable expansion of current boating and water safety education programs to grow participation and meet demand. This includes partnership with Barwon Sports Academy to develop high performance pathways.
- Enable expansion of the Sailability program with partner disability organisations, providing greater opportunities for people of all abilities to benefit from participation in the sport
- Provide increased facility capacity for water and land based community events, including complementary major events such as the Cadel Evans Road Race, Iron Man events and world triathlon championships.
- Deliver facilities encouraging public use including a tourism oriented Yachting Centre/Museum and the capacity for nautically-themed speciality retail outlets on RGYC's southern boundary
- Redevelop and activate the underutilised Fisherman's Basin area, providing new recreational space
- Break down perceptions of exclusivity and, consequently, stimulate the desire of the community to utilise these key waterfront assets for recreation and enjoyment
- Create new volunteer, training and employment opportunities in partnership with educational institutions
- The restoration of the bay vista looking down Bellarine St, which will result from the demolition of the existing Sailing School building, as well as restoring that area to the public realm.

1 CoGG - Geelong Major Events Unit

2.1.4 Improved destination attractiveness for boat users

- Destination boating and sailing is a growing market and delivers significant visitor economy benefits to locations that provide enjoyable off-boat amenity and tourism experiences.
- The provision of safe harbour and appropriate moorings in locations that offer a proximate landside experience critically influences choice of destination.
- RGYC's position on the Geelong waterfront, within immediate proximity to the Geelong CBD and the region's water and land based attractions, makes it a highly desirable destination. This is particularly the case for boat users and their guests from locations around Port Phillip Bay and the peninsulas.
- RGYC already attracts numerous destination boat users, however the capacity and state of current infrastructure severely limits vessel accommodation.
- With improved safe harbour berthing facilities, destination boating and sailing has the potential to be a revenue generator for Geelong and region, supporting the visitor economy throughout the year and helping to build the city's water-based tourism profile.
- The removal of threats to people and property that will be achieved through replacing the marina's western wall and redesigning the layout, constructing dinghy launch areas and re-routing of the large stormwater outlet will enhance the marina's attraction for boat users.

2.2 Importance of the Benefits to Government

2.2.1 Planning Objectives and Priorities

The proposed redevelopment aligns with and will help to realise policy objectives and priorities articulated in numerous State Government, CoGG and peak body planning documents since 2005:

- Central Regional Coastal Plan 2015 - 2020 (Central Coastal Board, SGV)
- Recreational Boating Faciilities Framework (Central Coastal Board, SGV 2014)
- Central Geelong Waterfront Masterplan (City of Greater Geelong 2011)
- Central Geelong Action Plan (Deakin University, State Government Department of Planning and Community Development, Committee for Geelong & City of Greater Geelong 2013)
- City of Greater Geelong City Plan 2013 - 2017 (Update 2015/2016)
- Victorian Coastal Strategy 2014 (Victorian Coastal Board, SGV 2014)
- Boating Coastal Action Plan (Central Coastal Board, SGV 2007)
- Corio Bay Coastal Action Plan 2005
- Yachting Victoria Position Paper to State Government of Victoria (Yachting Victoria 2012)

Relevant excerpts from the policy and planning documents follow.

Central Regional Coastal Plan

- Regional Priority 5 – Oversee the Implementation of the Recreational Boating Facilities Framework for the Central Coastal Region

  Outcomes

  - Matching boating expectations with strategically and safely located facilities
  - Providing access for a range of boating use consistent with the RBFF Hierarchy

Recreational Boating Facilities Framework

The RBFF provides an inventory of the region's boating facilities, including local port facilities, and classifies each of them into five different categories based on the level of service they provide. The focus is on describing a hierarchy of boating facilities that will assist facility managers with future infrastructure planning and maintenance.

The RBFF takes a positive step towards planning for the development of boating facilities, including local port infrastructure, to balance community expectations and demands while ensuring environmental and social values are understood and considered.

Guiding Principles

Three guiding principles, that reflect the Victorian Coastal Strategy hierarchy of principles, have been identified in planning for recreational boating which together seek to achieve a sustainable balance between providing for boating activities and protecting environmental and cultural values:

- Protect ecologically and culturally significant areas
- Provide safe and affordable boating infrastructure hat addresses shared-access issues
- Promote tourism and recreational boating opportunities in a sustainable way

State Marine Precincts

The central coastal region includes three areas designated as State Marine Precincts: the Melbourne CBD, Geelong waterfront and the Port of Hastings.

Balancing demand for coastal space

Goals

- Balance the use of coastal Crown land to ensure equitable access, whilst preserving the resource and maintaining amenity for residents and visitors
- Ensure the built environment on coastal Crown land is confined to structures providing significant community benefit and to those whose functionality depends on them being near the water
- Boating clubs are an integral part of the boating facility infrastructure and contribute public benefits through public activity days, information on boating, fishing and general safety on the water.

Desired Outcomes

1. In congested areas, components of boating facilities are located away from the immediate foreshore area whenever possible e.g. car and trailer parking and dry-stack boat storage

2. Use of the foreshore for boating activities is balanced by:

- Improving the overall efficiency and usability of existing infrastructure to reduce the need for more boating facilities and the demand on public resources
- Supporting clubs to increase memberships and private facilities to provide boating opportunities for the public
- Making berths available for casual use in all facilities
- Recognising that commercial boating activities (e.g. boat hire/charter) may provide a good option for the provision of access to the coast for a wider group of people
- The carrying capacity of a site for boating over the longer term is determined by balancing the demand for boating, impacts from it and the needs of other uses of the foreshore

Accessibility and equity

Goals

- Provide a range of boating opportunities across the region
- Provide for public benefit in the management of existing boating facilities and in planning for new facilities

Central Geelong Waterfront Masterplan

Future development of the waterfront must:

- Protect and enhance the coastal environment;
- Ensure the waterfront is an attractive, accessible destination offering a range of experiences and places, including access to and engagement with the water;
- Prevent the alienation of public open space and maximise public access throughout the waterfront precinct;
- Ensure that developments make a positive contribution to adjoining public space and contribute to the prevailing character of the precinct;
- Protect and enhance important views across, and to Corio Bay, as well as vistas to buildings and other landmarks of heritage and cultural significance;
- Protect and enhance the views of the waterfront from the north-south streets of Central Geelong;
- Promote pedestrian priority, improved pedestrian links back to the city, East and West Geelong and aim to achieve a continuous path of travel along the water's edge;
- Promote waterfront development that is environmentally, socially and economically sustainable and responsible;
- Avoid over-development and ensure protection and adaptive reuse of heritage buildings and places
- Contain active frontages at ground level to encourage street life.
- Include on-site screened enclosures for rubbish, recycling and other utilities to ensure they are visually unobtrusive.

Further, ongoing management of the waterfront should aim for the orderly and harmonious coordination of a variety of activities and events while maintenance of public open space should continue to a high standard.

A healthy balance between commercial and free activities should be promoted in the waterfront precinct with the aim of maintaining the precinct as a busy, vital location. Such management will contribute to perceptions of the Geelong waterfront as a welcoming and attractive destination.

Development and Building Guidelines

The Central Geelong Urban Design Guidelines adopted by Council in October 2008 provide guidelines for the development of built form in the waterfront area, consistent with the aims of the Central Geelong Waterfront Masterplan 2011.

The guidelines suggest that building height and scale on the waterfront should be subservient to the built form of the city, except in the case of potentially 'iconic' buildings. Such buildings must provide a nett community benefit in the form of improved access, increased activation of adjacent spaces and an increase in on-street activity such as al-fresco dinning.

The guidelines also seek to ensure that development in the waterfront area separates building segments to avoid continuous built form. This provides greater accessibility and protects views across Corio Bay and back towards the city. The principal implication of this is that buildings along the waterfront should be less than 24 metres or 6 storeys in height, stepping down further in height towards Western/Eastern Beach Roads unless a proposal was so singular that it achieved the level of 'iconic' building status. Buildings on piers and along the foreshore should respond to the adjacent environment, and not exceed a maximum height of 16 metres or 4 storeys.

The precinct currently sits in Special Use Zone 2 of the Greater Geelong Planning Scheme. This will change to an Activity Centre Zone in the near future. Further information can be obtained from Council's Planning Unit.

Development and Management Priorities include:

In addition to the broad design principles above, future development and ongoing management of the waterfront should aim to pursue the following priorities:

- A reasonable balance between open water and marine activity should be maintained.
- Swing moorings should be contained as much as possible to the existing area off Western Beach generally

between Cunningham Pier and Griffiths Gully jetty allowing open water to be maintained between Cunningham Pier and the western side of the Royal Geelong Yacht Club Marina and the eastern side of the Royal Geelong Yacht Club Marina and Limeburners Point.

- Views to and across the bay should be maintained or enhanced in any future development on or adjacent to the waterfront.
- Views from north/south city streets should be unimpeded by city developments.
- Redevelopment of/on piers which propose built form above pier decks or over water should not include continuous structures that impede east/ west views across Corio Bay.
- Any new development or modifications to existing facilities or lease arrangements should seek to maximise public access to the waterfront and in particular direct access to the water's edge.

Central Geelong Action Plan (City of Greater Geelong, 2013)

Project - Making our land assets work harder

- **Makes the best use of government and private land assets as a catalyst to leverage investment and activity in Central Geelong.**
- **Optimises the development potential of strategically located sites.**

Project - An arts and events city

- **Builds on the annual calendar of events and activities which attract more people and increased investment to Central Geelong.**
- **Reinforces the role of Central Geelong as a tourist destination.**

City of Greater Geelong City Plan 2013 - 2017 (Update 2015/2016)

Priority 4 – Greater Geelong Is A Leading City For Tourism, Arts, Culture And Events

We will build on our past success and continue the tradition of attracting major events and supporting local festivals with diverse art and cultural activities. Whether for business or leisure, our region is a preferred destination for local, national and international visitors.

We will:

- Promote the unique strengths our region has to offer such as our natural assets, world class sporting facilities and a great lifestyle.
- Build on the opportunities that being Victoria's second largest city offers and our proximity to Victoria's capital.

Victorian Coastal Strategy 2014 (Victorian Coastal Board, SGV 2014)

3.3 **ACCESS TO THE COAST**

Desired outcomes

- Communities access the coast in ways that minimise risks to public safety and protect coastal and marine environments
- Community-based clubs (e.g. lifesaving clubs, sailing clubs) are supported in their use of the coast in ways that minimise environmental impacts, are within an appropriate spatial footprint, and provide coastal access and use for the broader community

Victorian Coastal Strategy 2014 (Victorian Coastal Board, SGV 2014) cont.

Policy for decision-making

1. Planning for access to the coast recognises that:

   c) the coast is a public resource, and public access should take precedence over private access and structures

   d) to the extent practicable, access should incorporate the needs of people with varied levels of ability or physical capacity, or different cultural backgrounds

   e) access points need to be sustainable in the long term and those that are not sustainable (such as ageing infrastructure that is a public safety risk) should be identified and planned for removal or refurbishment over time

   f) access needs to be designed in accordance with the Siting and Design Guidelines for Structures on the Victorian Coast and have minimal impact on coastal processes, biodiversity and cultural heritage

2. Public safety considerations and access for emergency events, pop-up seasonal uses (including large scale events) and contractors completing works are addressed within a risk management framework

Actions

2. Implement programs that reduce risk from ageing infrastructure, aquatic safety, access and emergency events

Desired outcomes

1. A sustainable network of facilities for recreational boating and water-based activity is developed, responding to use and safety considerations, carrying capacity of coastal locations, coastal processes, and the environment

2. A balance is achieved between environmental values, general access to the coast, and access for boating and water-based activities

Policy for decision-making

1. Strategically located boating and water-based activity facilities take into account the Recreational Boating Facility Hierarchy 2030 (Map 4) and will respond to assessment of:

   a. use requirements of recreational boaters and water-based activity users

   b. carrying capacity of the coastal location

   c. protection of natural and cultural coastal and marine values, including needs of wildlife

   d. coastal processes, including sand movement

   e. needs of other users of coastal Crown land

Boating Coastal Action Plan (Victorian Coastal Board, SGV 2007)

Geelong Goal

To address the boating issues within the Geelong Boating Area, the following goal has been established:

- To provide a boating destination with international appeal.

Geelong Policies

To achieve this goal, in addition to region wide policies, the following local policies will be applied:

- A3.1 In this boating area, the strategic focus for investment to significantly upgrade facilities will be at the central Geelong waterfront, consistent with the development of a state marine precinct

The BCAP also states:

- Development of new or improved boating facilities in accordance with the Geelong Foreshore Boating Strategy and Master Plan will be encouraged subject to approvals, including development that enables the continuation of cruise ship activities and visits.
- Existing servicing and maintenance facilities for recreational vessels will be retained and, where possible, new facilities promoted in accordance with the master plan.

2.2.3 Regional Tourism and Major Events

Tourism is a primary economic contributor to the region and major events are one of its key drivers.

Enterprise Geelong REMPLAN software estimates the value of tourism related output for Geelong and The Bellarine at $637.0m. This is the gross revenue generated by businesses in the region to service demand generated by tourists to the area. REMPLAN estimates tourism related employment in Geelong and The Bellarine at 3,993 jobs.

Using direct tourism output and employment data and after taking into account the multiplier effects, it is estimated that the tourism industry in Geelong and The Bellarine:

- Generates $1.2 billion of local output or gross revenue annually ($637m direct output and $558m indirect output);
- Supports 6,182 local jobs equating to $312 million in wages and salaries annually (3,993 direct jobs and 2,189 indirect jobs); and
- Boosts local value-added by $563 million annually, which represents 5.4% of Gross Regional Product.

It is estimated that the population of Geelong and The Bellarine on a peak holiday night (such as New Years Eve) could swell to 328,915, an increase of 49% or 108,000 people on the permanent population. Looking at the broader Barwon Region it is estimated that the population could swell to 487,822 people, an increase of 69% or 199,118 people on the permanent population. The Festival of Sails is staged over the Australia Day holiday period each year.

Geelong Major Events

The City of Greater Geelong (CoGG) supports up to thirty major events annually, with the Festival of Sails being the biggest attractor of visitors and the highest contributor to the regional economy of any annual major event. In 2015, the Festival of Sails generated $14,659,606 in economic benefit to the region. The Festival of Sails also attracts the most international and interstate visitors of any major event staged in Geelong. The Council's Geelong Major Events unit:

- strives to stimulate and encourage major events that offer the best opportunity to provide measurable economic benefits, potential to market Geelong outside the municipality and enhance local community life through participation of residents.
- supports the development and improvement of hallmark, major and developing events while focusing its activities on a clearly defined strategic program.
- will establish and maintain strong links with the private sector, government and our communities to achieve high levels of stakeholder investment and activity required to realise the events potential of Geelong.

The Geelong Major Events Annual Report for 2014/15 states that the 29 major events supported by CoGG generated approximately $84 million of economic benefit, the equivalent of supporting 672 full time jobs. An estimated 650,000 participants and spectators attended the 29 events staged throughout Geelong during the 12 month period.

Alignment to City Plan

In the City Plan 2013-2017, Council has identified Growing Our Economy as one of its four key strategic objectives. A key priority of City Plan is to see Greater Geelong as a leading city for tourism, arts, culture and events. The Geelong Major Events Strategy is identified in City Plan as being a key strategy that will assist Council in delivering Growing Our Economy priorities.

Victoria's' Regional Tourism Strategy

Victoria's Regional Tourism Strategy (2013 - 2016) identifies supporting the further development of the Geelong Waterfront precinct as a key priority action.

"Victoria is faced with strong competition to attract visitors and spend from interstate and international destinations. Major events staged in regional Victoria are critical to the promotion of Victoria as a major events destination, with Tourism Victoria profiling these events in key domestic and international markets.

The Strategy also identifies ageing infrastructure as a key issue that needs to be addressed in order for the regional tourism industry to thrive.

"A number of our tourism assets are ageing and are not designed to meet changing market demands. Without a strong focus on investment in this sector, Victoria risks losing its competitive advantage."

(Victorian Government, Regional Tourism Strategy 2013 - 2016)

2.3 Evidence of Benefits Delivery

2.3.1 Project Benefits Management Plan

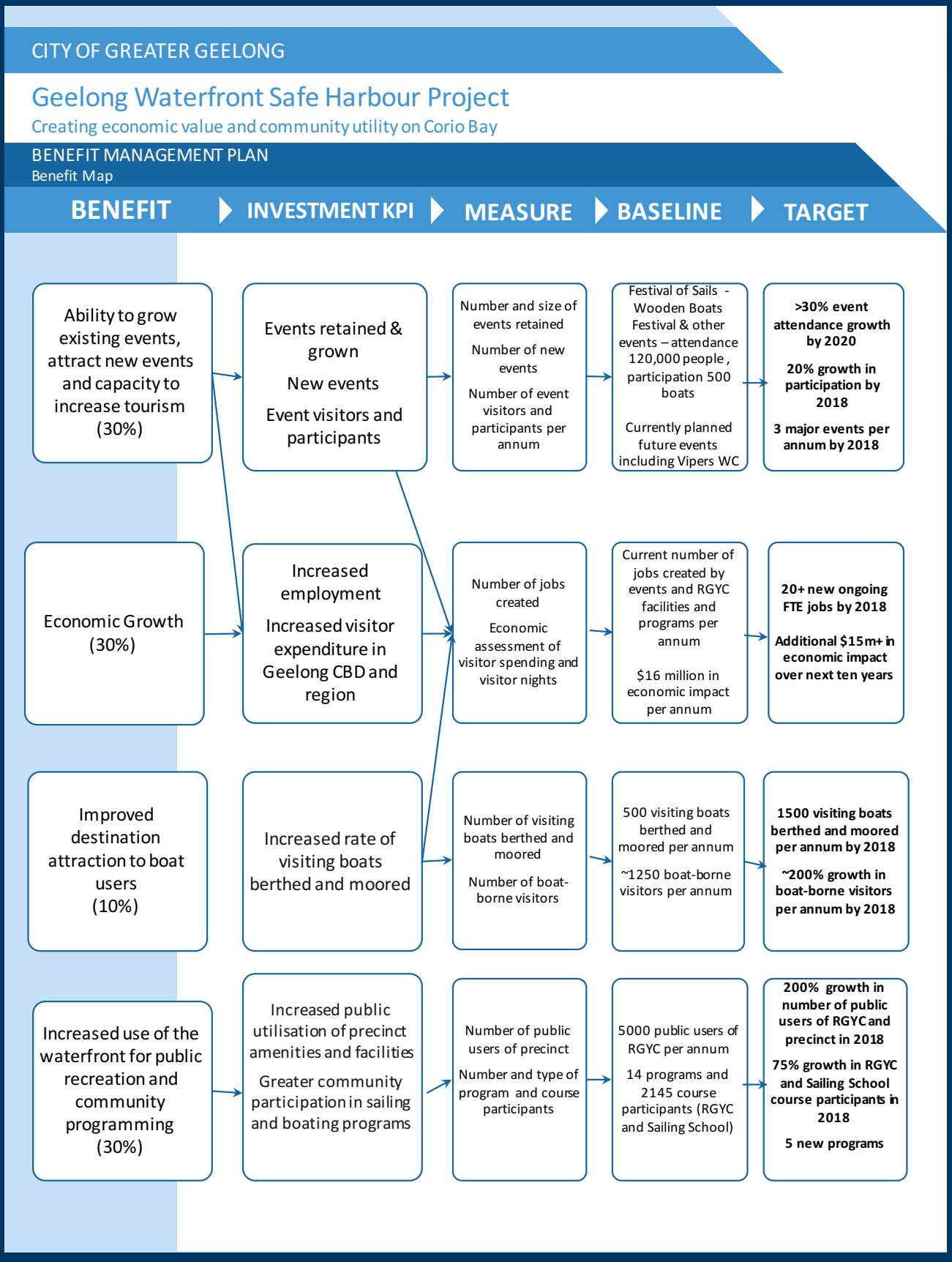


Figure 4: Project Benefits Management Plan

2.4 Interdependencies

2.4.1 Interdependencies critical to benefit delivery

The delivery of the benefits is also dependent upon:

- Ongoing viability and prudent management of the Royal Geelong Yacht Club
- Security of long term Crown Land leasehold tenure for RGYC and the Sailing School
- Continued support for existing major events and support for the attraction of other major state, national and international events by the Victorian Government, the City of Greater Geelong and the RGYC.
- Appropriate further development of the Central Geelong Waterfront over the long term and integration with Geelong Planning policies

Interdependencies and project risks are addressed in further detail in the following sections.

3

strategic response

CITY OF GREATER GEELONG

3 Strategic Response

The preceding chapters set out the identified problems and the benefits that are expected to flow from implementing appropriate solutions. This chapter identifies the most suitable strategic response. Strategic responses may be asset-based (involving the development of new or upgraded assets) or otherwise involve 'non-asset' responses such as demand management or improving the utilisation of existing facilities.

3.1 Method & Criteria

The Investment Logic Map (ILM) workshop process was also used to consider the range of strategic responses to address the problems identified by the ILM process. Such strategic options were deliberately broad and intended to test the basic premise of there being a need for investment in a capital project.

The identified strategic responses were then subject to a subjective assessment in the light of key criteria flowing from the ILM process and other 'must haves', as set out below. If responses do not provide at least an adequate solution to each of the ILM criteria and be expected to deliver long-term value-for-money (VFM) on a risk-adjusted basis, they are not suitable for further consideration.

It is acknowledged that the problems set out in this business case are ongoing, with any effective solutions expected to provide ongoing long-term benefits. Any measure which would provide purely an intermediate non-permanent response solution is unlikely to be an acceptable VFM response.

Strategic Response Evaluation Criteria			Scoring Basis
1	Enhanced public access, amenity and enjoyment of the waterfront precinct	Per ILM Problem 1	Benefit against the criteria scored from 0 to 4 0 - no benefit 1 - minor 2- adequate 3 - good 4 - excellent
2	Increased marina capacity for public boaters	ILM Problem 2A	
3	Creation of a safe harbour environment	ILM Problem 2B	
4	Improvement of facilitating infrastructure	ILM Problem 3	
5	Long-term durable response	Does the response provide more than a short-term fix?	Yes/No/Unlikely
6	Risk	Is the likely risk profile likely to be acceptable?	
7	Likely Value for Money ("VFM")	Is the response likely to represent VFM (versus options)?	

Table 7: Strategic Response Evaluation Criteria

3.2 Strategic Options

The table overleaf sets out the identified strategic responses, short explanatory descriptions and the summary evaluation for each. The selection of responses was driven by the following core concepts:

- the premise that there is always in theory an option to "do nothing", however unpalatable the outcome of no action might be;
- most infrastructure assets have a limited lifetime and will inevitably fail without renewal or replacement;
- dispersal of activities to other locations can provide an efficient response where existing facilities are capacity constrained;
- complete relocation of facilities can enable restoration of an existing site (along with public access in this instance) and provided a less constrained development environment for a new facility; and
- improving current facilities, leveraging the existing location and the existing investment may be a cost-effective and practical response.

Strategic Response	1	2	3	4	Total	6	7	8	Assessment
A **Business as Usual Do nothing** This approach involves maintaining the current configuration and use of the precinct.	0	0	0	0	**0**	No	No	No	It does not address the identified problems and, notably, does not address the failing of the western wall, which acts as the only wave attenuator for the marina. Failure of the western wall will have major adverse consequences for the use of the marina. Does not contribute to solving the problems of capacity or community amenity. Does nothing to address the poor condition of the VSS accommodation. Will result in a worsening situation over time. Will not protect or increase value of events. **Not suitable.**
B **Repair Western Wall only** Undertake a rebuild of the Western Wall such to ensure its utility and safety for a further period.	0	0	1	1	**2**	No	Yes	Unlikely	This response does nothing to improve the overall capacity or utility of the marina, nor otherwise address the problems of the precinct. It will not provide a true safe harbour environment, which would require a purpose-built wave attenuator to fully protect the marina. Not consistent with longer-term optimisation of a harbour area. It is of limited makeshift benefit only. Without a new wave attenuator new marina development (with floating berths) cannot occur. **Suboptimal short-term fix for only one aspect of the failing infrastructure.**
C **Dispersal / relocation of selected activities** Relocate major events (such as Festival of Sails) and/or public recreational berthing to other alternative facilities in the region, to respond to capacity and safety issues of the RGYC marina.	0	1	0	0	**1**	No	Yes	Unlikely	No suitable alternatives exist in the area for major events. Encouraging recreational marine activity to go elsewhere will not benefit central Geelong, nor improve the waterfront precinct. Does not address the failing western wall, lack of safe harbour and poor condition of VSS accommodation. **Not feasible nor likely to solve most of the problems.**
D **Relocation of RGYC clubhouse and facilities** Relocate the RGYC clubhouse and associated facilities to an alternative location, potentially including the Sailing School.	2	0	2	2	**6**	Yes	No	No	Could potentially restore full public access to the shoreline in the precinct. However, no alternative location is immediately identifiable. Would not address the imperative for the project to attract activity to central Geelong nor to otherwise regenerate the waterfront precinct in and around the yacht club. Likely to be very expensive to demolish or repurpose the existing marina and build a new yacht club elsewhere. Does not address the failing western wall, lack of safe harbour and poor condition of VSS accommodation. **Not feasible nor likely to solve most of the problems.**
E **Redevelopment of the precinct** Redevelop the precinct to address the problems. This approach would involve "leveraging" and improving the existing infrastructure to create a hub of onshore and on water activity for the public, as well as RGYC members and the Sailing School. In the light of the potential scope of the redevelopment, a staged approach is likely to be needed.	3	3	4	3	**13**	Yes	Yes	Yes	Likely to deliver immediate and longer-term solutions. Could address marine safety, capacity, public amenity and access, and expansion of sailing programs for school children. Provides the scope to undertake a staged, optimised development of the precinct to directly address the problems identified through the ILM. Allow utilisation of existing infrastructure. **Justifies consideration of project options.**

Table 8: Strategic Responses and Assessment

Although not entirely meaningful, as a snapshot, a ranking of the Strategic Responses is shown below. The ranking suffers from none of Responses A to D passing all of the hurdle criteria and the summary scores not reflecting the failures to provide a response to one or more problems. In any event, it is only Response E that can satisfy each of the identified problems and do so in a manner which can effectively address longevity, risk and VFM.

Strategic Response	Score	Hurdle Criteria
E Redevelopment of precinct	13	Pass
D Relocation of facilities	6	Fail
B Repair Western Wall	2	Fail
C Dispersal of activities	1	Fail
A Do nothing	0	Fail

3.3 Recommended Strategic Response

The analysis indicates that a redevelopment of the precinct is the only identified response that adequately addresses problems identified in the ILM. Moreover, it represents a long-term solution with an expected acceptable risk profile, which should provide VFM versus the other alternatives that would provide inadequate responses or involve not utilising the existing infrastructure.

It is relevant to note that the identified problems relate to the central Geelong waterfront precinct. The potential responses that involve relocating events or relocating the facilities in full, cannot be effective in properly addressing the problems. In addition, no easily discernible alternatives are readily available. Whilst repairing the western wall as a stand-alone project may be feasible (at an estimated cost of around $500,000), it would be an investment in retaining the existing sub-optimal marina configuration and infrastructure that would be made redundant in the event of any subsequent project to create a safe harbour. Modern development of the marina with expanded capacity (and floating berths) can only occur with the addition of a wave attenuator.

It is considered that redevelopment of aspects of the Precinct will provide the best response. This is due to such a project directly addressing the problems identified by the ILM process - directly addressing the configuration of the Precinct, creating a much-needed safe harbour environment for recreational boaters in central Geelong and more generally serving to activate the Precinct, in a manner that generates economic activity.

A redevelopment could leverage the value of the existing location and existing infrastructure. A staged approach to the project might be appropriate – replacing and improving some old with new whilst continuing to utilise some of the existing infrastructure until further stages might be implemented. Such a redevelopment on the central Geelong waterfront with frontage to Eastern Beach should have immediate appeal to the community and visitor. Without a redevelopment, the Precinct will continue to be of suboptimal configuration, with deteriorating infrastructure.

The following chapter will describe and evaluate a number of redevelopment project options.

4

project options analysis

CITY OF GREATER GEELONG

4 Project Options Analysis

4.1 Project Options Considered

Chapter 3 set out the rationale for selecting a redevelopment of the Precinct as the preferred approach to solving the identified problems. The current configuration of the Precinct is shown at Figure 3 in the Executive Summary.

Accordingly, ARM Architecture prepared a Concept Plan for the redevelopment, in consultation with RGYC, CoGG and RDV, which is included as Appendix 10. An overview plan-view illustration of the Concept Plan, is set out on the following pages.

The vision is for the Precinct to be fully activated maximising public and economic benefits in a manner that is inclusive and enhances the central Geelong. Key aspects of the Concept Plan are:

- a new 4m wide wave attenuator which will protect the marina from rough water coming from north-west. The attenuator will allow pedestrian access, recreational fishing and potential itinerant mooring of boats. The attenuator will create a safe harbour area which will:
  - replace the need for the failing western marina wall;
  - improve the safety of marine activities and moorings; and
  - enhance the confidence of boat owners of in the safety of moorings, thus improving visitation for the Festival of Sails, other major events and on an itinerant berthing basis; and
  - allow the development of a modern floating-berth marina with greater long-term and casual mooring capacity.
- a new central pier which will allow public access and construction of new floating berths on the side arms (which will each have security gates to protect the boats from unauthorised access). The Concept Plan increases berths from 250 to 378;
- a new RGYC clubhouse with improved public access (the ground floor being fully open to the general public for meals, drinks, functions and marina viewing), improved orientation and integration with the foreshore and Eastern Beach Rd;
- integration of the Victorian Sailing School ("VSS") and its activities into new accommodation which will be shared with RGYC's Off-the-Beach ("OTB") needs. This will allow improvement and expansion of the programs available to Victorian school children, including those with disabilities;
- a "Sailor's Walk", which provides a public pedestrian passageway through the existing RGYC site, forming a continuous curve with the wave attenuator. It will be bounded on the bay side by the new RGYC building and on the Eastern Beach Rd side by new retail spaces;
- an extension of Sailor's Walk, continuing the curved form, over the existing groin (slightly to the east of the existing VSS building), potentially ending in dive platform area for recreational swimming;
- a series of retail spaces (around 770m^2 in total), between Sailor's Walk and Eastern Beach Rd. Potential retail activities include a fish supply store, boat charter business, kiosk and sailing retail (chandlery and/or sailmaker);
- a viewing platform, shown at the end of the central pier. This could potentially be used for generally public viewing of sailing events, or if built as a tower, the upstairs space could be used for yacht race control, thus reducing the cost and improving the efficiency of race marshalling; and
- the possibility of an interactive Maritime Cultural and Education Centre to highlight and generate interest in the nautical history and attractions of the Geelong foreshore and Corio Bay.

The Concept Plan has been broken down into stages reflective of a logical sequence of works, with the immediate focus being on clearly defining a feasible Stage 1 which would provide a valuable response to each of the identified problems and would enable further development of the Precinct. To that end, Options for the composition and configuration of Stage 1 were identified as set out overleaf.

Project components	Option			
	1	2	3	4
Stage 1A	$m			
New Wave Attenuator	7.090	7.090	7.090	7.090
New Public Pier / Visitor Berths	1.215		1.215	1.215
Renovated and Extended Yacht Club	4.400			
New Yacht Clubhouse (1,250m2)		5.730	5.730	
New Yacht Club house (1,600m2)				7.334
New VSS Accommodation (700 m2)		3.526	3.526	3.526
Improved Public Realm		1.433	1.433	1.893
Totals	**12.705**	**17.779**	**18.994**	**21.058**
Stage 1B				
Retail Space (770m$^{2)}$	**n/a****	**To be privately developed**		
***** *in accordance with an existing planning permit.*				
*** Option 1 does not allow for the development of commercial/retail space*				
Costings were prepared by Rider Levett Bucknall and Engineered Water Systems based upon the Concept Plan information provided by ARM Architecture.				

Table 9: Project Component Costings

Stage 1A includes the core aspects central to addressing the problems, whereas Stage 1B is a resultant commercial investment opportunity, which would yield further economic benefits.

A representation of the components of Option 3 (which includes the key components making up all of the options, other than differences in the scope of the club house redevelopment) is shown in the diagrams overleaf.

STAGE 1A COMPONENTS

Figure 5: Project Components - Stage 1A
Source: Geelong Waterfront Safe Harbour Precinct Concept Plan, prepared by ARM Architecture, November 2015

STAGE 1B COMPONENTS

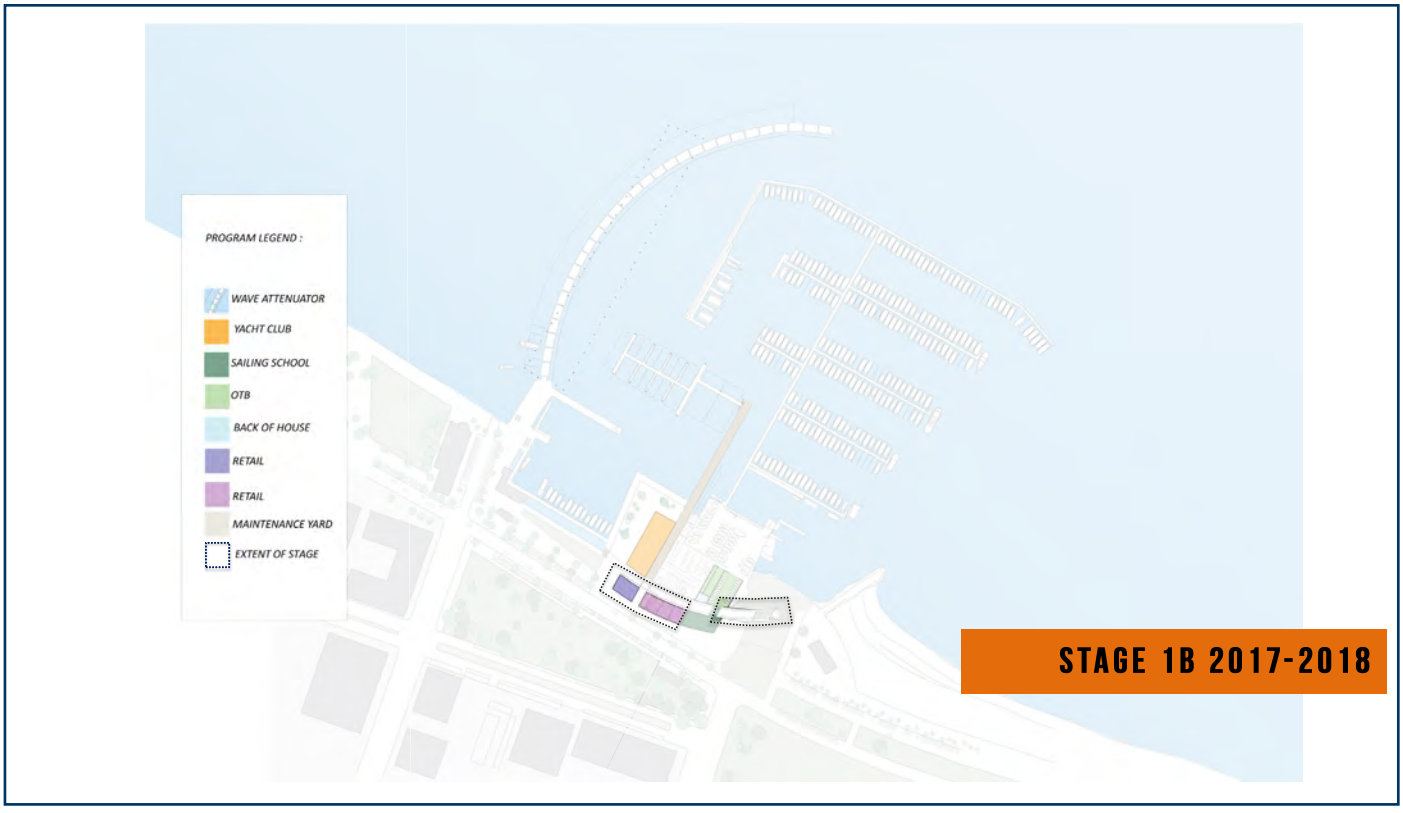


Figure 6: Project Components - Stage 1B
Source: Geelong Waterfront Safe Harbour Precinct Concept Plan, prepared by ARM Architecture, November 2015

4.2 Methodology

Based upon the outcomes of the ILM process and other key drivers identified through stakeholder discussions, the following evaluation criteria were determined as a basis against which to undertake a comparative analysis of the identified options.

Options Evaluation Criteria **Threshold criteria**			**Basis of scoring**
1	Enhanced public access, amenity and enjoyment of the waterfront precinct	Per ILM Problem 1	Benefit against the criteria scored from 0 to 4. 0 no benefit 1 minor 2 adequate 3 good 4 excellent
2	Increased marina capacity for public boaters	ILM Problem 2A	
3	Creation of a safe harbour environment	ILM Problem 2B	
4	Improvement of facilitating infrastructure	ILM Problem 3	
5	Creation of options for future development / flexibility	Full realisation of the Precinct will likely need to be via stages	
6	Risk Profile	The preferred option will need to have an acceptable risk profile	
7	Supports or addresses disadvantage	Considered important by project proponents and consistent with National Stronger Regions Fund	
Quantified criteria			
8	Capital cost (NPV)	Cost of project construction	Measured in $
9	Economic benefits (NPV)	Economic benefits both during construction and ongoing	
10	Benefit Cost Ratio (item 9 divided by item 8)	If a positive figure this says that the benefits of the project exceed its costs	
11	Creation of jobs	Number of jobs created as a result of the project	Measured in No. of jobs

Table 10: Options Evaluation Criteria

The indicated Scored Criteria flow either directly from the problems identified in the ILM, or else have been identified by the project team as being key to project success. If any of the ILM problems are not being solved, or at least improved in part, it is difficult to see that the option is entirely acceptable. Thus, a score of zero against any of the ILM criteria, will make that option unacceptable.

The Quantified Criteria relate to the quantification of financial costs and economic benefits that flow from each Option.

An overall assessment of the results of the Scored and Quantified Criteria has been made to rank the Options in terms of their suitability.

4.3 Assumed Contributions of CoGG and RGYC

This business case and options analysis and consideration of risks is a basis to seek funding from the State Government and from the Federal Government's National Stronger Regions Fund. CoGG and RGYC, as major stakeholders in the project, propose making a joint capital contribution towards the Project, depending on its configuration.

Local Funding	Option 1	Option 2	Option 3	Option 4
Contribution	$4.0m	$4.0m	$6.0m	$6.0m

Accordingly, the Benefit-Cost Analysis considers the forecast economic benefits from the project against the State/ Federal funding requirement. This business case does not consider the future financial viability of RGYC, beyond noting that RGYC is a long-existing entity that would appear to have been successful in its operations, attracting membership and staging major events. Thus, this business case assumes that RGYC can:

- be successful in managing a greater number of berths, including those for general and itinerant vessels;
- integrate a greater level of public participation into its facilities;
- host larger and more frequent events (such as an expanded Festival of Sails); and
- integrate and work closely with the VSS (in providing sailing programs to Victoria's school children, including those with disabilities).

Further, the co-operation and participation of the RGYC is necessary to enable the project and allow realisation of benefit. RGYC has indicated it will:

1. be responsible for the ongoing maintenance costs of the new assets, including the public-access wave attenuator and new central pier;
2. host additional and expanded major events (such as the Festival of Sails), providing community benefits;
3. accommodate and potentially share resources with the VSS to:
   a. provide VSS with new, modern and tailored facilities to allow expansion and improvement of its programs;
   b. allow release of the current VSS site (the existing building will be demolished) to restore public space and restore the vista of the bay from Bellarine St;
4. facilitate public pedestrian access (by way of the attenuator and central pier) of the marina area for the general public to enjoy and experience the marina activity;
5. develop a new clubhouse which will allow full public access to its ground floor for the enjoyment of hospitality and the views of the marina;
6. allow public pedestrian through the currently impermeable site to restore/create an inviting continuous promenade along the foreshore; and
7. contribute (by way of excise) a large area of its existing leased area to allow development of commercial/retail spaces for public enjoyment and generation of economic benefits.

4.4 Project Options

The table below sets out summary information in relation to the project components flowing from the Concept Plan process that comprise the Options for Stage 1A. More detailed descriptions of sub-components and costings are set out in Appendix 7.

Potential Stage 1 components		**Options**			
Component	**Description**	**1**	**2**	**3**	**4**
Stage 1A – Core project		**$m**	**$m**	**$m**	**$m**
A **New Wave Attenuator**	A new curved wave attenuator designed to fit with further project stages which to optimise the public access and enjoyment of the precinct. It will serve as part of a distinctive and defining circular segment, which will include a passageway through a "Sailor's Walk" between new yacht club accommodation and retail spaces which will face Eastern Beach Rd.	7.090	7.090	7.090	7.090
B **Public Pier / Visitor Berths**	New 4m wide 95m pier (measured from the north-east corner of the club house) of 4m width running parallel to the existing central pier. It will result in 29 new berths off the new side arm.	1.215		1.215	1.215
C1 **Renovated Yacht Club Building***	RGYC has existing plans for the renovation and extension of the club house, for which a Planning Permit has been issued by CoGG..	4.400			
C2 **New Yacht Club building - 1,250m²**	A new purpose-built yacht club building providing considerable improvements in public access, amenity and enjoyment of the Precinct. The design allows subsequent realisation of the retail space indicated in the Concept Plan along with further improvements to public access and amenity.		5.730	5.730	
C3 **New Yacht Club building - 1,600m²**	A larger version of the new purpose-built yacht club, per C2 above.				7.334
D **OTB/ VSS**	New building to accommodate both the RGYC's Off-The-Beach ("OTB") activities and the needs of the VSS. The existing separate buildings for each will be demolished.		3.526	3.526	3.526
E **Improved Public Realm**	Landscape and public enjoyment improvements including in the area current occupied by the VSS.		1.433	1.433	1.893
Totals		12.705	17.772	18.994	21.058
Stage 1B - Commercial retail opportunity					
F **Retail precinct – 770m²**	A number of retail spaces (around six) plus public amenities to be situated facing Eastern Beach Rd with access also from Sailor's Walk. The type of retail activities contemplated include a cafe, fish supply shop, boat charter, kiosk, chandlery and/or sailmaker)		To be funded by private developer/s		
On-costs and demolition costs have been allocated to each project component.					

Table 11: Potential Stage One Components

** In accordance with an existing planning permit*

Source: Geelong Waterfront Safe Harbour Precinct Concept Plan, prepared by ARM Architecture, November 2015. Costings were prepared by Rider Levett Bucknall and Engineered Water Systems (marina constructors), based upon the Concept Plan prepared by ARM Architecture

It is noted that Geelong Helicopters currently operates daily from a helipad situated adjacent to Fisherman's Basin, where the old Yarra Street Pier joined the foreshore. Geelong Helicopters is a privately-operated service which specialises in scenic flights, private charter, aerial photography and tours. It has use of the location/helipad under an agreement with CoGG.

Installation of a wave attenuator (for all four options) will require the helicopter service to either relocate or to cease operations. This business case has not considered the financial feasibility of the helicopter service nor whether Geelong Helicopters has a desire to operate the service in future and/or whether there may be alternative (or indeed better) sites for a helipad for this service. In the event of an alternative location being made available on or around the Geelong foreshore (if there was demand for such from Geelong Helicopters or other) and investment needed to build a new helipad, CoGG would need to investigate the economic case for such an investment and/or its ability to recover such cost from the helicopter service operator through capital and/or recurrent contributions.

4.5 Enabling Subsequent Project Stages (2 & 3)

The Concept Plan contemplates further project stages. Stage 2 involves further development and renewal of the marina, with floating berths replacing the aged fixed berths at an estimated cost of $12m. It will be enabled by Stage 1 (in particular the wave attenuator is a prerequisite for the new marina). RGYC has committed to delivering Stage 2 in the event of Stage 1 proceeding. It will fund the project though upfront and/or recurrent contributions from that its members.. The benefits of this further investment activity have not been included in this Business Case, however there would be significant flow-on economic benefits (including construction jobs) resulting from the expenditure of $12m.

Stage 3 involves completing the walkway from the wave attenuator through to Sailor's Walk and extending the walkway to the east over the rock groin. It is also not subject to further analysis in this Business Case, other than noting that it will be enabled by Stage 1A and a review of the Concept Plan drawings clearly indicates an enhanced level of quality and amenity of the foreshore if Stage 3 was to proceed. The estimated cost of Stage 3 is $4.5m.

Capital cost estimate details for all stages are provided at Appendix 9.

4.6 Stakeholder Consultation

In the course of identifying the problems, benefits and potential solutions incorporated in the Business Case and Masterplan, a wide range of key stakeholders have been consulted, as detailed below:

City of Greater Geelong

The City of Greater Geelong (COGG) is a key stakeholder in the project. The Geelong Waterfront precinct is a primary focus for the local community and therefore the City of Greater Geelong is represented on the Project Working Group. The project aligns with:

- City of Greater Geelong City Plan 2013 - 2017 (Update 2015/2016)
- Central Geelong Action Plan and Vision2
- Geelong Central Waterfront Masterplan (2011)

Other issues discussed at length with COGG representatives include, community access to the precinct, on-going maintenance, return to open public space of the waterfront precinct and increased employment and economic activity in central Geelong, through a redeveloped waterfront precinct. Investment in the project by COGG has been discussed at various levels. Geelong Major Events has provided significant information relating to event evaluation.

Regional Development Victoria (RDV)

RDV is the lead Victorian Government agency in developing rural and regional Victoria. RDV's core objective is to drive employment and investment in regional communities. As a key stakeholder of the project, RDV is represented on the Project Working Group. Investment from RDV in the project has been discussed at various levels.

Sport & Recreation Victoria (SRV)

SRV is the lead Victorian Government agency for sport and recreational activity and is responsible for industry policy, participation growth and community sporting infrastructure. Communication with SRV on the project has been on-going.

Department of Environment, Land, Water & Planning (DELWP)

DELWP and its agencies are accountable to the Victorian Government for managing, regulating, consulting and/or advising in relation to public land, water and environmental resources and planning and local infrastructure.

DELWP has been provided with information on the business case and master plan process and invited to contribute formally.

Tourism Victoria

Tourism Victoria is the Victorian Government's official tourism body with the responsibility for the maximisation of the Victorian visitor economy. The projects aligns with a number Tourism Victoria's core objectives, including the promotion of Victoria's regions and the creation of economic impact through major events. Tourism Victoria has provided event related economic impact data and information for the business case.

Newcomb Secondary College

Newcomb Secondary College is funded by the Victorian Government's Department of Education to operate and manage the Victorian Sailing School and provide sailing related educational programs to Victorian state primary and secondary school students.

Newcomb Secondary College is a supporter of any investment into the Geelong Harbourside precinct and upgrading of Sailing School premises. It wishes to maintain and increase access to the Sailing School at equitable levels for children/families of all socio/economic backgrounds.

A number of meetings and discussions have been undertaken with School Principal Mr Phil Honeywell and the communication process remains on-going. Newcomb Secondary College Principal has also provided a detailed level of information and data on the activities of the Sailing School.

Victorian Regional Channels Authority (VRCA)

The VRCA's key role in managing the commercial navigation of the channels in Geelong, includes, management of shipping control, channel management and marine environment protection. The VRCA has been provided with information on the business case and master plan process and invited to contribute formally.

G21 Geelong Regional Alliance

G21 is a formal alliance of government, business & community organisations, across five LGAs, including Colac Otway, Golden Plains, Greater Geelong, Queenscliff and Surf Coast. G21 is responsible for leading the region's strategic plan and works as forum to discuss regional issues. Communication and project discussion with G21 has been ongoing and a formal meeting was held in November 2015. G21 supports the project in principle.

Geelong Chamber of Commerce

The Geelong Chamber of Commerce is a leading regional body, which has over 800 members. Its role is to support, educate and facilitate a strong Geelong regional business community and stimulate interaction amongst local business organisations.

The Geelong Chamber of Commerce has been provided with information on the business case and master plan process and invited to contribute formally.

Boating Industry Association of Victoria (BIA)

The BIA is the peak body for the marine sector and aims to promote recreational boating and a progressive and sustainable industry. The BIA has provided relevant information relating to sailing and boating in Victoria and the region.

Committee for Geelong

The Committee for Geelong, is an independent, member based organisation, which works with its members, stakeholders and all levels of government to enhance investment in Geelong. The communication with Committee for Geelong has been on-going and further formal meetings are scheduled for November and December.

Tourism Greater Geelong & the Bellarine Peninsula

Tourism Greater Geelong and the Bellarine Peninsula is the Regional Tourism Organisation spanning from Werribee to Barwon Heads, incorporating Bannockburn, Geelong, Portarlington and all the areas in between. Its core role is to increase tourism visitation for the region. Tourism Greater Geelong and the Bellarine Peninsula has been provided with information on the business case and master plan process and invited to contribute formally.

Yachting Victoria

Yachting Victoria is the peak body for Yachting in Victoria and provides a range of advice to its members, on events, regattas, junior participation, governance and facilities. Yachting Victoria is a strong supporter of the project and has provided a range of information for the business case.

4.7 Social Impacts

The expected social impacts of the Project are largely set out in the Benefits Chapter above and, where possible, quantified below in the Economics Impact section.

All of the options for Stage 1, through the installation of the wave attenuator, will deliver a safe harbour environment and thus allow the development of a modern floating-berth marina. This will reduce the hazards for boaters in the marina and present as a safe haven for nearby vessels in the event of rough weather, thus also reducing the risk of damage to boats and other property. All options will also provide a positive public impact through either renovated or new club house facilities that will provide more and better access for the general public.

Other positive outcomes for the community include improvements in:

- overall community participation in a range of aquatic and other recreational activities (including fishing), with resultant benefits for community health and well-being;
- benefits flowing from existing investments along the waterfront and in adjacent areas of central Geelong due to increased patronage;
- public attendance and participation at major events including the Festival of Sails (which does not have an entry fee);
- increased public accessibility and usage of marina infrastructure and the yacht club, including events and use of café/restaurant facilities; and
- increased accessibility for pedestrians and visitors to the foreshore.

In addition, the waterfront will have increased prominence in projecting the image of the region in marketing and promotions activities. This should enhance the sentiment of tourists and potential investors towards the Precinct.

The main difference in social impacts between the Stage 1 options are:

- Option 1 does not provide new accommodation for the VSS, nor allow integration of its activities with those of RGYC. Thus Options 2 to 4 provide much better social outcomes in this regard;
- Option 2 does not provide the new public pier nor new public berths. Accordingly Options 1, 3 and 4 offer much better outcomes in this regards; and
- Option 4 provides investment in a new public realm whereas the other options do not provide the same level improvement in public spaces.

In summary, Option 4 would be expected to provide the best social outcomes (yet at the greatest cost), followed by Option 3. Neither Option 1 nor Option 2 would appear capable of delivery acceptable social outcomes as they respectively, do not cater for the needs of the VSS and the provision of new public berthing facilities, which are key elements of the project objectives.

4.8 Environmental Impacts

An environmental impact study has not been undertaken as part of this business case process. In the event of the Project moving forward, it is recommended that a review of planning and environmental requirements be undertaken to inform the development of the Project Implementation Plan (as indicated in Next Steps in Chapter 5).

However, as preliminary context it is worth noting that there are a number of policies and publications that emphasise the special nature and importance of avoiding environmental damage to coastal areas. These include:

Geelong Waterfront Masterplan (2011)

Any future development of the waterfront must:
"Protect and enhance the coastal environment"
"Promote waterfront development that is environmentally, socially and economically sustainable and responsible"

The Victorian Coastal Strategy (2014)

There is an imperative to "protect coastal and marine environments"

Recreational Boating Facilities Framework 2014 (Central Coastal Board, State Government of Victoria)
Activities must be undertaken in a manner which "protect ecologically and culturally significant areas"

As further context, the onshore components of the Project essentially involve building new RGYC and VSS accommodation and facilities on the existing RGYC site. A Planning Permit has already been issued by CoGG in relation to a major renovation of the existing RGYC clubhouse. It is not expected that any significant incremental environmental impact would result from demolishing and rebuilding on the existing site, assuming that any incremental water, waste-water and sewage requirements are adequately managed. Rather the redevelopment will provide the opportunity to upgrade and optimise the arrangements.

The on-water (marina) development is within or around the area of the existing marina, with the proposed wave attenuator along an alignment similar to that previously occupied by the old Yarra St Pier. Moreover, both the wave attenuator and new marina components will be floating, providing the benefits of not inhibiting tidal flow or marine ecology. The reduction of wave action entering and crossing the marina basin from the north-west may also lessen the erosion of Eastern Beach and/or the need for dredging. Thus, the redevelopment should be a viewed as an opportunity to potentially improve the environmental health of the marina / safe harbour environment (which has been utilised for marine activities for over 150 years).

Consideration should be given to any implications of CoGG's Central Geelong Drainage and Flood Study which will provide a storm water management plan for central Geelong (informing future development, infrastructure upgrades and greening projects).

In the light of the above comments it is not expected that there would be any significant differences in environmental impacts such to materially impact the evaluation of Stage 1 options.

4.9 Economic Impacts

This section presents an overview of the economic impacts associated with Project, along with a summary of Project Outcomes and Assumptions and a Cost-Benefit Analysis.

4.8.1 Project Outcomes and Assumptions

Economic impacts associated with the Project have been identified on the basis of the following expected outcomes associated with Stage 1 of the Project.

A) EXPANDED CAPACITY OF CURRENT MAJOR EVENTS

The annual Festival of Sails and biennial Wooden Boat Festival events are expected to experience growth in participation and visitation associated with the provision of enhanced marina and waterfront facilities. This is partly due to the opportunity to extend the duration of the Festival of Sails to include additional functions and activities. (*source: Royal Geelong Yacht Club, City of Greater Geelong*).

Key outcomes associated with the proposed new infrastructure are as follows:

- **Wave attenuation.** The proposed wave attenuator provides event participants with increased certainty of being able to safely moor their vessel at the marina and participate in event activities notwithstanding weather conditions. The number and quality of boats participating in marine events is expected to increase directly as a result of the provision of a wave attenuator.
- **Public pier and visitor berths.** This proposed infrastructure allows for enhanced public access to the marina and additional opportunities for direct interaction with event participants. Additional visitor berths also increase the capacity of the marina to accommodate boats participating in the regatta.
- **Yacht Club.** Expansion and improvement to the yacht club building provides additional facilities for use by event participants and visitors. Proposed improvements include additional marine-based support facilities and services for boating participants, and enhanced event hosting capacity.

ASSUMPTION

A maximum increase of 25% in participation and visitation is forecast for both the Festival of Sails and the Wooden Boat Festival. This potential increase is based on an analysis of the enhanced visitor berthing capacity, increased capacity for community participation and discussions with event organisers. Note that this increased visitation also reflects extended time-frames for each event and an increased range of individual activities which are supported by the proposed infrastructure.

Economic benefits have been assessed with reference to CoGG event performance monitoring, with an allowance for increased event costs (i.e. net benefit only included in analysis).

Assumption: Maximum 25% uplift in visitor and participant spending at the Festival of Sails (annually) and Wooden Boat Festival (biannually) based on event monitoring data from the City of Greater Geelong. An estimated 30% of this spending uplift represents a 'producer surplus' or value add to the economy and is counted as an economic benefit.

B) NEW EVENT HOSTING CAPABILITY

Improvements to the waterfront and marina provide opportunities to attract and host new events not currently held in the region. Examples include potential new aquatic events taking advantage of the protection offered by the wave attenuator (e.g. ocean swimming, water skiing, sailing) and/or primarily land-based events using the new infrastructure (e.g. triathlon, community events on the waterfront).

An example of the potential to attract events is the 2015 I14 World Championships (yachting) held at the RGYC in January 2015, which attracted competitors from across Australia and internationally. Furthermore, CoGG has a strategy of seeking to host the Triathlon World Series in 2022. The Geelong waterfront already hosts the IRONMAN 70.3 triathlon, being a qualifying event for the IRONMAN 70.3 World Championship.

The provision of wave attenuation and other support infrastructure able to service these events is considered advantageous in attracting a consistent program of events at the Geelong waterfront.

ASSUMPTION

A net gain of up to one moderate-sized event per annum in the Precinct (either land or water-based). A combined 25,000 unique visitors and participants across two days with a mix of local and other visitors similar to that achieved for the Festival of Sails.

Economic benefits have been assessed with reference to City of Greater Geelong event performance monitoring with an allowance for increased event-related costs (i.e. net benefit equivalent to 30% of increased spending only included in analysis).

Assumption: A maximum of 'new event' spending equivalent to $2.5 million or approximately 25% of that currently generated by the Festival of Sails. An estimated 30% of this spending uplift represents a 'producer surplus' or value add to the economy and is counted as an economic benefit.

C) INCREASED MARINE ACTIVITY

Development of the wave attenuator and additional visitor berths is expected to result in increased use of the marina for recreation, including visitation from non-local boats (itinerant visitors).

The attractiveness of Geelong as a location for itinerant boating visitors is enhanced by the location of the marina in close proximity to central Geelong, including substantial shopping and accommodation options.

Furthermore, an increased number of boats using the marina is expected to result in additional demand for boat maintenance and repair. This includes services to visiting boats from outside Victoria and internationally (i.e. export income).

At present, the RGYC does not specifically target itinerant boating visitors in marketing and promotions due to existing infrastructure constraints. The opportunity for growth in this market arising from the provision of the wave attenuator and additional visitor berthing is considered strong. In particular, the relatively low berthing fees and charges levied by the RGYC mean that Geelong has a cost advantage (up to 50% cost saving) for visiting boats relative to marinas located at the eastern end of Port Phillip Bay in metropolitan Melbourne (source: RGYC).

ASSUMPTION

Growth in itinerant visitation by boats pert annum from 500 currently to approximately 1,500 visits. This visitation is primarily for recreational boating, but can include visits by historical ships and touring boats seeking casual moorings.

An increase in boat maintenance and repair is associated with additional visitation from events and itinerant boating.

Assumption: Up to an additional 2,000 visitor nights are generated by itinerant sailors (1,000 visits for an average of 2 nights) with new spending of $125 per night.

An economic uplift of up to $100,000 per annum associated with additional boat repairs, maintenance and servicing.

D) IMPROVED MARITIME SAFETY

Current arrangements at the marina mean that boats can be vulnerable to extreme weather events. Provision of wave attenuation is expected to significantly improve the safety of boat users and reduce damage to marina infrastructure and boats associated with storms and other weather events.

Discussions with the yacht club indicate that insurance for the marina is a significant cost, with the availability and cost of insurance negatively influenced by the current vulnerability to weather events.

ASSUMPTION

It is understood that at present, approximately two weather-related incidents per annum result in an insurance claim arising from either damage to marina infrastructure or to a boat. Wave attenuation is expected to reduce this risk significantly, with only exceptional weather events (say one in ten-year storm) expected to place infrastructure or boats at risk.

Benefits are associated with reduced boat repair and maintenance costs and reduced insurance liability.

Assumption: A nominal net benefit to the Yacht Club and boat owners of up to $50,000 per annum associated with reduced insurance, repairs and other on-costs associated with weather related damage.

E) MARITIME EDUCATION AND TRAINING

Both the RGYC and the adjacent VSS offer numerous programs associated with boating and aquatic participation and education. The VSS is focused on providing programs to school-age children from Victorian Government schools. The ability of both organisations to provide on-water aquatic education in a safe environment will be enhanced by the provision of the wave attenuator.

At present, the VSS is operating at effective capacity, and has facilities which are dated and do not provide an optimal learning environment for students (including recent closure of on-site overnight accommodation, requiring make-shift arrangements elsewhere).

The provision of a new facility offers the specific opportunity for increased participation by Victorian Government schools and other public education institutions (including those serving special needs students and those from a dis-advantaged socio-economic background) in programs and services offered by the VSS.

Education programs and services offered by the RGYC are also proposed for expansion under the current Strategic Plan, subject to the proposed investment in facilities and infrastructure.

ASSUMPTION

A possible 75% increase in participation in aquatic education and training programs and events at both the VSS and the RGYC has been identified.

This figure is derived from the current understanding of unmet demand based on high levels of patronage and enquiries and the ability to service additional students associated with the proposed infrastructure improvements.

Assumption: A net benefit of $75 per additional student at the Victorian Sailing School and $50 per additional student at the RGYC. Based on review of benefits applied to student participation in other sports and recreational activities, and with reference to market cost of sailing programs.

F) YACHT CLUB ACCESS AND USAGE

At present, the RGYC has a relatively low level of accessibility and usage by the general public that does not reflect the prime location on the Geelong waterfront.

This outcome reflects the design of existing buildings and relative lack of public realm infrastructure that results in the site engaging poorly with the surrounding waterfront precinct. As a result, it is understood that community perceptions of the accessibility to the yacht club and marina are low, when in reality club management is seeking to encourage community access notwithstanding the current limitations associated with the built-form.

The level of public visitation to the RGYC precinct will increase with the implementation of a redevelopment that engages and integrates with the surrounding waterfront area. Provision of a new clubhouse will offer the public with an enhanced on-site dining and entertainment experience, including the capacity for hosting events/functions.

ASSUMPTION

At present, the RGYC café is open to the public on the equivalent of 3.5 days per week. It is assumed that post-development, a café/restaurant could trade seven days per week. This would take advantage of the RGYC's prime waterfront location and immediacy to central Geelong.

Furthermore, a doubling of the number of events and functions from 80 to 160 per annum is expected due to the provision of a modern, enhanced space and increased public access and usage of the facility.

Assumption: A maximum increase in event and function spending of $700,000 per annum (based on doubling of events and increased club capacity) and increase in café/restaurant sales of $800,000 per annum. An estimated 25% of this spending uplift represents a 'producer surplus' or value add to the economy and is counted as an economic benefit.

G) RETAIL/COMMERCIAL ACTIVITY

Relocation of existing buildings and the prime waterfront position means that an opportunity exists to 'unlock' land for development of a retail spaces of approximately 770m2 as Stage 1B.

Private sector interest in the site is expected to be strong given the locational attributes, with likely operators including a restaurant/bar and maritime-related businesses.

It is anticipated that any business trading from these spaces will attract additional visitors/shoppers to the waterfront, with flow-on benefits to RGYC and other businesses within the waterfront precinct and central Geelong.

ASSUMPTION

Commercial spaces of approximately 770m2 in size are developed and occupied by retail businesses paying market rents for a prime waterfront location.

Assumption: A forecast prime commercial rent of $385,000 per annum ($500/m2) with an allowance for construction costs of $2,000/m2 reflecting industry benchmarks (Rawlinsons).

H) ENHANCED GEELONG WATERFRONT ACCESS AND VISITATION

At present, the pedestrian permeability and access along the waterfront in the Precinct is limited by the current RGYC and VSS buildings and yards.

The proposed development will enhance the amenity of the waterfront for pedestrians and other general waterfront users. This increased active and visual amenity is expected to have a positive influence on the time and money spent by existing visitors to the waterfront, as well as supporting additional visitation and spending by tourists and other visitors. The benefits of this enhanced visitation extend to shops and businesses in central Geelong.

The visitation and spending associated with events, RGYC operations and the proposed retail spaces are not included in this component of the economic benefit, to avoid double counting.

ASSUMPTION

Note that the calculation is nominal only, and is considered a conservative and achievable estimate.

Assumption: On a nominal basis, improvements in amenity as outlined in the masterplan are expected to generate an additional $750 per day in spending for Waterfront businesses and those in Central Geelong. The possibility exists for an even higher increase to $1,250 per day associated with options for a higher investment in public realm improvements.

BENEFIT-COST ANALYSIS

A Benefit-Cost Analysis of the four identified options for Stage 1 of the Concept Plan has been prepared in the light of the economic aspects considered in the previous section.

As shown in Table 12, Option 3 is the preferred project outcome resulting in a positive Benefit-Cost Ratio ("BCR") of 1.35. A BCR of greater than 1 indicates that the economic benefits exceed the net financial costs of the project to Government.

The quantification of economic benefits is based on a 10 year timeframe from project initiation and with a discount rate of 7% per annum applied. For simplicity, a 12 month construction period has been assumed.

NET PRESENT VALUE OF COST AND BENEFITS

Net Present Value Of Economic Benefits ($m)				
	Option 1	**Option 2**	**Option 3**	**Option 4**
Costs				
Capital Costs	12.7	17.8	19.0	21.1
Recurrent Costs*	0.0	0.0	0.0	0.0
Total Costs	**12.7**	**17.8**	**19.0**	**21.1**
External Contributions (from RGYC &CoGG)	(4.0m)	(4.0m)	(6.0m)	(6.0m)
Net Capital Cost of Project	**$8.7m**	**$13.8m**	**$13.0m**	**$15.1m**
Benefits				
Expanded Capacity of Current Major Events	3.2	2.2	3.5	3.8
New Event Hosting Capability	2.3	2.3	4.6	4.6
Increased Marine Activity	0.6	0.3	1.2	1.2
Improved Marine Safety	0.3	0.3	0.3	0.3
Maritime Education and Training	0.4	1.3	1.3	1.3
Yacht Club Access and Usage	0.9	0.9	2.0	2.3
Private Retail/Commercial Activity	0.0	2.3	2.3	2.3
Enhanced Waterfront Access and Visitation	1.7	1.7	2.4	2.8
Total Quantified Benefits	**$9.4m**	**$11.3m**	**$17.6m**	**$18.6m**
Net (cost)/benefit (NPV)	**$0.7m**	**$2.5m**	**$4.6m**	**$3.5m**
Benefit Cost Ratio	**1.08**	**0.82**	**1.35**	**1.24**

Table 12: Net Present Value of Cost & Benefits

** all existing and incremental maintenance and operating costs to be borne by RGYC*

Discount rate of 7% applied in calculating the economic benefits NPV.

Source: Essential Economics

NON-QUANTIFIABLE BENEFITS

In addition to the quantified benefits identified in Table 12, Stage 1 of the Concept Plan will have the following positive outcomes for the community, which have not been quantified. These include:

- overall community participation in a range of marine, aquatic and other recreational activities, with resultant benefits for community health and well-being;
- benefits flowing from existing investments along the waterfront and adjacent areas of central Geelong due to increased patronage; and
- the prominence of the waterfront in projecting the image of the region. This should enhance the sentiment of tourists and potential investors towards the Precinct.

RE-DISTRIBUTIVE IMPACTS

The Concept Plan is expected to generate a substantial improvement in the public accessibility and use of the Precinct. This is associated with:

- public attendance and participation at major events including the Festival of Sails (which has no entry fee);
- increased public accessibility and usage of marina infrastructure and the yacht club, including events and use of café/restaurant facilities; and
- increased accessibility for pedestrians and visitors to the foreshore.

VICTORIAN SAILING SCHOOL

Of particular importance in terms of re-distributive outcomes is the new accommodation and expansion of the VSS.

At present, approximately 1,100 students of Victorian Government schools (primarily high school students) undertake maritime training and education at the VSS. These programs are delivered at a price point well-below commercial rates (less than half), and allow for students from regional areas and across a diverse range of socio-economic backgrounds to participate in sailing and maritime education. Aspects covered in the course work also include leadership skills, communication and water safety.

The Concept Plan allows for higher numbers of students to participate in a higher quality facility that overcomes existing limitations and constraints with current infrastructure.

Opportunities also exist for any new facility to be operated on a shared-cost basis with community groups for maritime education and training on weekends and during school holidays. This is a capability not available at the present time.

EMPLOYMENT BENEFITS

Employment outcomes associated with the Concept Plan are associated with both the construction and operational phases of the project.

Direct on-site construction employment estimates are based on an average of one full-time equivalent ("FTE") job year per $450,000 of construction cost. This takes into account the labour, capital and profit components of construction cost and is based on analysis of ABS Australian National Accounts data and the use of industry construction cost benchmarks.

On this basis, direct employment associated with each scenario is summarised below and shows that Option 4 will result in the highest total employment of 47 FTE job years, as a result of the higher construction cost of $21.05 million.

DIRECT CONSTRUCTION EMPLOYMENT, FTE JOB YEARS				
	Option 1	**Option 2**	**Option 3**	**Option 4**
Construction Cost	$12.705m	$17.779m	$18.994m	$21.058m
Direct Construction FTE Job Years	28	39	42	47

Table 13: Direct Construction Employment, FTE Job Years

Source: Essential Economics

The analysis suggests that up to 47 full-time equivalent construction positions will be generated in Geelong and

region as a result of the construction of Stage 1 of the Concept Plan, assuming a 12-month construction period.

In reality, the total number of people directly involved in construction will be higher than indicated by the FTE job estimates. Numerous tradespersons and specialists will be involved in various aspects of construction on a periodic basis over the 12 month period, and thus the employment benefit is spread more widely than is specifically indicated by the FTE employment estimates.

ONGOING EMPLOYMENT

Ongoing employment associated with the delivery of Stage 1 has been estimated based on discussions with RGYC and VSS, as well as through the application of industry benchmarks applying to the proposed retail shop and expanded hospitality space (café/restaurant/function) to be operated by RGYC.

As shown in the table below, the highest ongoing employment outcome is associated with Option 3 which will directly employ 17 FTE positions. Option 4 has the next highest direct employment outcome with 12.5 ongoing FTE jobs.

Taking into account the reality that some of the new jobs will be part-time and casual positions, a total employment ratio of 1.25 has been applied to the FTE job figure to show the total number of jobs created.

On this basis, Option 3 results in ongoing total direct employment of 21 jobs.

ONGOING PERMANENT EMPLOYMENT				
	Option 1	**Option 2**	**Option 3**	**Option 4**
Yacht Club Marine Repairs and Services	2.5	1	3	3
Other Marine Repairs and Services	1.5	1	2	2
Yacht Club Restaurant/Café	4	5	5.5	6
Retail Shop	0	5	5	5
VSS	n.a.	1.5	17	1.5
Total FTE Only	8	13.5	17	17.5
Total Employment Ratio	1.25	1.25	1.25	1.25
Total Employment (FT, PT and Casual)	10	17	21	22

Table 14: Ongoing Permanent Employment
Source: Essential Economics

Casual Employment

Some temporary casual and part-time employment will be generated by the increased event activity including additional visitation and participation in existing events (Festival of Sails, Wooden Boats Festival) and for new events attracted to the foreshore. In general, major events tend to employ approximately one casual employee per 250 event attendees (source: Essential Economics project work). However, in the case of events with a high share of volunteerism, it is reasonable to expect that a lower rate of employment will be generated.

It has been estimated that a total of 100 casual employment 'days' would be generated assuming one casual employee per 500 attendees, and an annual uplift in event attendance of approximately 50,000 per annum (existing events plus new events).

4.10 Evaluation of Socio-Economic Impacts

The estimated expected impacts of each option have been assessed through an economic BCA with reference to a Base Case and an economy-wide assessment of the benefits and opportunity cost of the preferred project option.

Where possible, the costs and benefits have been estimated over a 30 year period and then discounted back to a net present value ('NPV') estimate using a 7% discount rate. Victorian Department of Treasury and Finance guidelines advise that the period of analysis for a business case's economic evaluation should generally be equal to the expected lifetime of the asset being evaluated. This project involves a number of types of assets with a range in lifetimes therefore there is no single, appropriate period of analysis. The guidelines also state that a shorter period of analysis, such as 30 years, may be appropriate by including residual values at the end of the period. This is the approach that this analysis takes.

4.11 Financial Analysis

4.11.1 Introduction / approach

This business case sets out the rationale for the required government funding of the Project. This is consistent with the economic analysis being reflective of the employment and general economic benefits that will accrue to the wider community. The financial analysis thus is net of the proposed financial contributions of CoGG and RGYC towards the capital cost of the project and the proposal for RGYC to bear the ongoing maintenance costs of the new and assets, including the public-access assets of the wave attenuator and new central pier.

In determining the financial costs and the overall economic Benefit-Cost Ratio ('BCR') the approach adopted for each option was to compare the estimated required capital cost outlays to the estimated resultant economic benefits (in NPV terms) that the option is forecast to generate. On the cost side of equation, the incremental recurrent costs are to be borne by the RGYC, thus the relevant measure is the estimated capital cost outlay net of any non-government contributions.

The tables below set out the key estimates of capital costs that are needed for each project option, with those costs compared to the estimated resultant economic benefits. Also below is discussion of the retail opportunity that could make a financial contribution and thus assist project affordability.

4.12 Retail Development

4.12.1 Background

The Concept Plan includes (770m2) of retail space that could be devoted to new commercial buildings such as a fish supply shop, boat charter, kiosk, sailing supplies, chandlery and/or sail-making.

Such retail development would be aimed at providing greater general public attraction to the precinct, to complement the general public's use of RGYC's facilities, to more generally activate the precinct and provide new economic activity to central Geelong. The Concept Plan design contemplates that the retail development would form a new façade facing onto Eastern Beach Rd (rather than the somewhat impenetrable existing fencing and walls of RGYC) as well as having shopfronts and access from Sailor's Walk which would form a galley between the shops and the yacht club and sailing school proper.

Preliminary investigations indicate that there is likely to be significant private sector interest in the retail opportunity, with private property developers potentially having an interest in renting, selling or occupying the space. Such interest would derive from the uniqueness of the opportunity, with there being no other comparable development sites on the central Geelong foreshore. Moreover the retail site would be part of the wider redevelopment of the harbour, marina, yacht club and sailing school facilities and the improved public spaces. However, that uniqueness also means it is difficult to estimate the price that might be available for the development rights without a formal valuation being commissioned from a real estate specialist.

However, regardless of the potential sale price, the project and Geelong will benefit from the investment in the build of the retail spaces by the private developer and the subsequent economic activity.

Other general observations in relation to this sort of retail development:

- successful coastal foreshore developments typically include a mix of a small scale kiosk / café to cater for day trade, combined with a mid-range dining service that caters for families and other groups;
- existing business owners (be it restaurant, bar or winery operators) in the local area may have some interest in the site to leverage their own knowledge, supply chains and personal brand to a development opportunity;
- developers will be keen for long-tenure arrangements (e.g. ground lease of 20+ years) to justify substantial upfront investment. Developers will seek to maximise their business footprint to maximise trade, whilst also will seek maximum density on the site.

4.13 Risk Comparison

A risk assessment has been undertaken identifying the major categories of risk, potential consequences, and risk mitigation/treatments. The risk register is set out at Table 20 in Section 5.4. Overall the project is considered relatively low risk. The design and construction elements will be working with established principles and established technologies. Effective planning processes should identify any obstacles to allow appropriate responses. The greatest uncertainty with the project is the extent of public participation in the renewed precinct. However, RGYC, CoGG and RDV have the opportunity to develop products and marketing strategies as necessary.

4.14 Integrated Analysis and Options Ranking

The following table sets out a summary of the evaluation of the project options against the identified criteria.

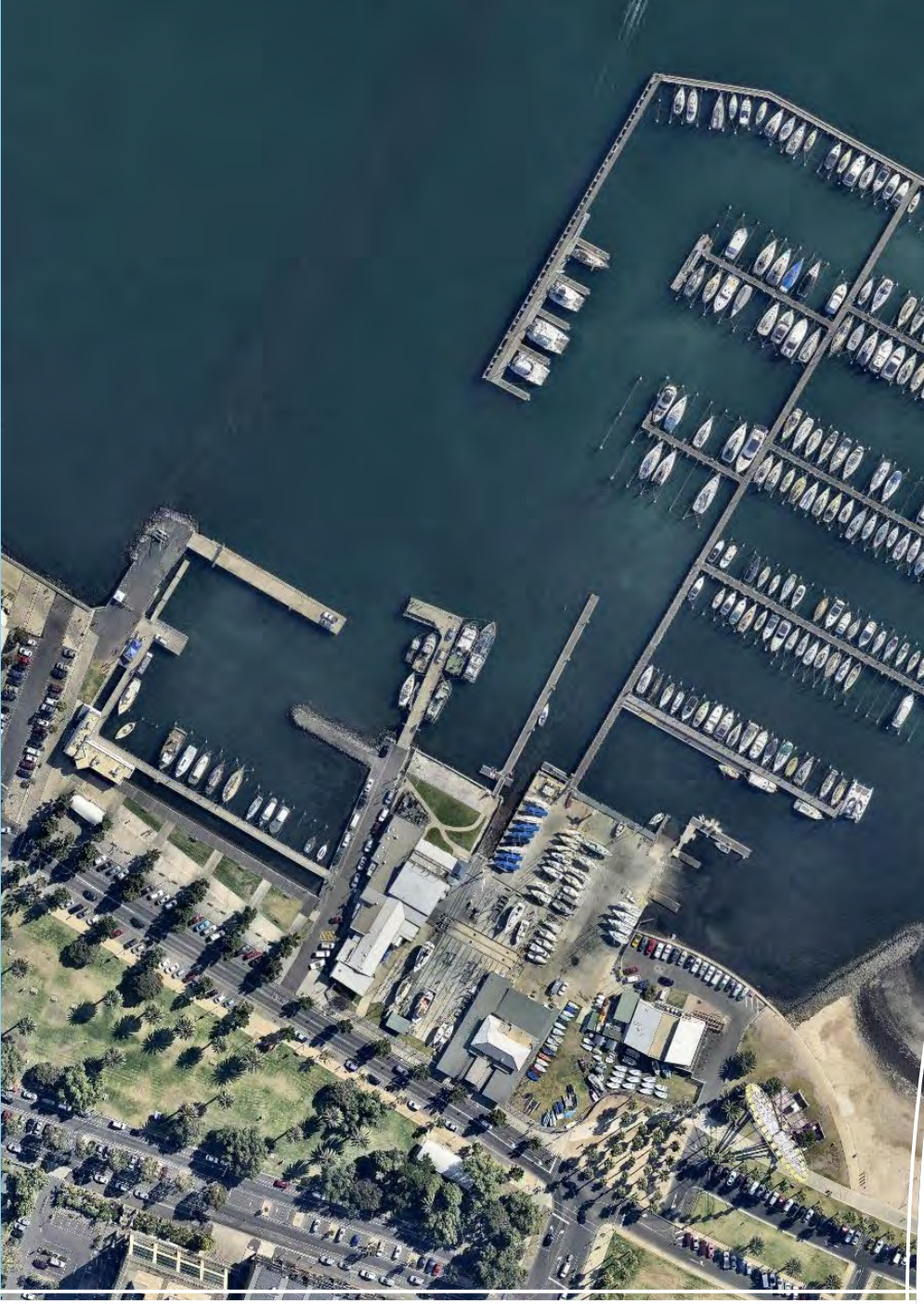
Criteria	Option 1	Option 2	Option 3	Option 4
Enhanced public access, amenity and enjoyment of the waterfront precinct	2	1	3	4
Increased marina capacity for public boaters	3	0	3	3
Creation of a safe harbour environment	4	4	4	4
Improvement of failing infrastructure	3	2	3	3
Creation of options for future development / flexibility	1	1	3	4
Risk profile	1	2	4	4
Addresses disadvantage	0	3	3	3
Total of scores	14	13	23	25
Capital Cost	$12.705m	$17.779m	$18.994m	$21.058m
Net Capital Cost after RGYC and CoGG contribution	$8.705m	$13.779m	$12.994m	$15.058m
Economic Benefits (NPV)*	$9.4m	$11.3m	$17.6m	$18.6m
NPV benefit/(cost)	$0.7m	($2.5m)	$4.6m	$3.5m
Benefit Cost Ratio	1.08	0.82	1.35	1.24
Creation of jobs (no.)				
- during construction	28	39	42	47
- ongoing	15	16	21	21
Rank	**3**	**4**	**1**	**2**
**including those of retail development*				

Table 15: Integrated Analysis and Options Ranking

Result of Analysis and Options Ranking

Based on the analysis Option 3 is the preferred option as, whilst not providing the same level of benefits as Option 4, due mainly to a lower investment, it provides a better Benefit Cost ratio, meaning that it is the most efficient investment scenario (out of the identified options) to achieving the economic benefits.

The means to address the delivery of the options are set out in Chapter 5.



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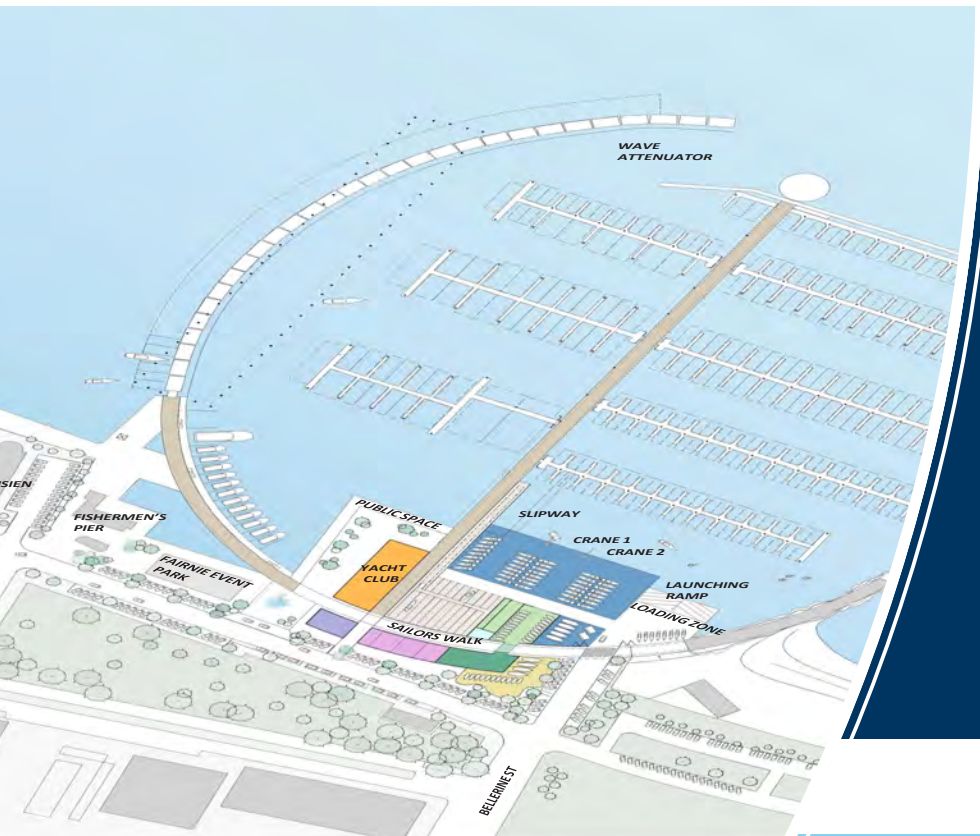
deliverability of the solution



CITY OF GREATER GEELONG

5 Deliverability of the Solution

This chapter sets out information in relation to the means of delivery of the preferred project option. It deals with the procurement model, funding, governance and next steps.

5.1 Details of Recommended Solution

The recommended solution to the problems outlined in Chapter 2 is Option 3, as shown by the analysis in Chapter 4. Of the options considered, Option 3 should provide the best cost-benefit outcome through improving the precinct's marine capacity, safety and public amenity. It will provide a sound basis for developing and implementing future project stages, as outlined in Chapter 4.

Option 3 - project components		**$m**
Stage 1A		
A	New Wave Attenuator	7.090
B	New Public Pier / Visitor Berths	1.215
C2	New Yacht Club building (1,250m2)	5.730
D	New Victorian Sailing School accommodation (500 m2)	3.526
E	Improved Public Realm	1.433
Total		**18.994**
Stage 1B		
F	Retail spaces	To be privately developed
Any value which might be realised by CoGG from the sale of development rights for Stage 1B could potentially be applied to reduce the above capital funding requirement.		

Table 16: Option 3 - Project Component Costings

5.2 Commercial and Financial

This section sets out key aspects of the recommended commercial and financial approach to delivering the project.

5.2.1 Procurement Models

An effective approach to procurement of the project should result in delivery of the project requirements on a basis that is:

- timely;
- of a high quality;
- with minimum disruption to the surrounding environment, users and business;
- cognisant of the needs and expectations of stakeholders;
- efficient in its allocation of risks;
- within budget expectations; and
- a value for money outcome for government.

There a range of procurement options which are available for the funding of government-related infrastructure projects. The most appropriate approach is normally a function of the project's scale and complexity. For reference, a range of typical procurement models is set out overleaf.

Procurement Model	Key features	Risk Allocations
Construct Only	Design and construction separately procured Maintenance procured separately	Construction risk allocated to the Contractor Government retains planning, latent conditions and site condition risks
Design and Construct	Detailed design and construction procured under one contract Functional brief prepared by Government	Design and construction risk allocated to the Contractor Contractor provides certain warranties over the design
Construction Management	Contractor engaged to manage the construction works on behalf of Government	Government enters directly into contractual arrangements with the various specialist contractors and suppliers – thus, the risk borne by those parties is largely limited to the quality of their work
Warranted Maximum Price	Effectively a cost plus contract between Government and the Contractor, subject to an upper limit	Provides a limitation on the cost of the project, provided the scope of the works are adequately described. Allows Contractor to work with the design team
Managing Contractor	Contractor manages the design, documentation and construction on behalf of Government Lump Sum (consisting of the management fee and the cost of work by sub contracts)	Construction quality and completion risk allocated to the Contractor Risks associated with poor service delivery are difficult to transfer using input specifications compared to an output specific model (e.g. PPP)
Alliance	Typically used for highly complex projects where ongoing collaboration and risk-sharing between Government and Contractor, during project implementation, is beneficial Open book approach with direct costs paid and allowances for corporate overheads and a profit margin A target cost for work is established. If exceeded, costs/benefits are shared	Risks are shared in a relationship culture 'no blame' approach for issues Risks associated with poor service delivery are difficult to transfer under input specification
Availability Public Private Partnership	The Contractor (typically a consortium) contracts to design, build, finance and maintain the project, including asset replacement over a defined period. The ongoing costs of the project (post-commissioning) are typically a substantial component of the overall project cost. Government pays ongoing fees for the use of the asset. Best suited when the project would benefit from a large amount of private sector innovation and risk-bearing. Typically the minimum viable transaction size is $50-100m.	Government becomes a purchaser of facility-based services that are paid based on performance and availability of the asset. Contractor bears design, construction, ongoing asset condition and operating risks.

Table 17: Option 3 - Procurement Models

Stage 1A of the Project is not of the scale or complexity to justify consideration of an Alliance or Public Private Partnership approach. Transaction costs alone would not make these approaches tenable. Warranted Maximum Price can also be readily discarded, as it would unnecessarily expose the Government to risk of capital cost overruns. Accordingly, the suitability of the following procurement models have been given more detailed consideration below:

- Construct Only
- Design and Construct
- Construction Management
- Managing Contractor

5.2.1 Evaluation of Procurement Models

Stage 1A of the Project has two distinct elements which justify separate procurement processes (whether of the same sort or not):

Stage 1A.1: the onshore components comprising the RGYC and Sailing School accommodation (combined cost $8.3m); and

Stage 1A.2: the on-water components comprising the wave attenuator and marina aspects (combined cost $10.7m].

Marina design and construction is seen as a specialised field that is not within the normal realm of many construction companies, thus the party best suited for the marina works may not be the party best suited to the design and/or construction of the onshore buildings. Thus Stage 1A.1 and 1A.2 have been separately subject to consideration of the most appropriate procurement model.

Evaluation criteria are set out in the tables on the following pages, with grading of how well each procurement model satisfies the criteria using the following ratings.

Rating	Description
✓	Good
✓✓	Very Good
✓✓✓	Excellent

QUALITATIVE ASSESSMENT OF PROCUREMENT MODEL FOR ONSHORE COMPONENTS

Assessment Criteria	Construct Only	Design and construct	Managing Contractor	Construction Management
Operational Flexibility The extent to which the option enables the Government to retain flexibility in its operational profile	• The operation and maintenance of the facilities will be the responsibility of RGYC in any event ✓✓✓	• The operation and maintenance of the facilities will be the responsibility of RGYC in any event ✓✓✓	• The operation and maintenance of the facilities will be the responsibility of RGYC in any event ✓✓✓	• The operation and maintenance of the facilities will be the responsibility of RGYC in any event ✓✓✓
Risk Management The extent to which the option provides effective incentives to efficiently manage and reduce risks, thereby minimising the whole-of-life cost to government.	• Government/RGYC retains the risk of constructability of design, design construction coordination, fitness for purpose and design generally ✓	• Cost and time risks transferred to Contractor • Exposure to variations ✓✓	• MC bears design & documentation risk • Risk of design cost and time shared between MC and Client • Lump Sum construction and risk allocated to MC • Risk premium for transfer ✓	• CM can provide some design advice but does not accept overall design risk. • CM does not typically assume cost risk. • The principal can shift management risk to the CM ✓
Project Definition The extent to which the project is defined, understood and documented.	• More suitable given project is well defined • Highest level of Government control and certainty ✓✓	May be suitable if design input from the builder is thought to be valuable ✓✓	• Less suitable. Not desirable to outsource design elements to a MC ✓	• Similar to Construct Only ✓✓
Time to Deliver Project The extent to which the option is able to support delivery of the project in a timely manner.	• Separate design and construction contracts mean no single point of responsibility for the project • Clarity of construction brief should allow project to be expedited ✓✓	• Maximum cohesion / coordination of design and construction activities ✓✓	• Structure may also allow construction to progressively commence upon completion of packages of design. ✓	• Parts of a project can proceed while other aspects are still being documented. ✓
Market Interest The extent to which the option assists in maximising market interest amongst the players with the relevant skills, expertise and capacity to deliver the project.	• Large pool of potential tenderers, increasing competition • Greater scope for competitive prices because of design certainty ✓✓✓	• Pool of potential tenderers may be less than for Construct Only ✓✓	• Pool of potential tenderers may be less than for Construct Only ✓	• Pool of potential tenderers may be less than for Construct Only ✓

Table 18: Qualitative Assessment of procurement model for onshore components

QUALITATIVE ASSESSMENT OF PROCUREMENT MODEL FOR ONSHORE COMPONENTS (continued)

Assessment Criteria	Construct Only	Design and construct	Managing Contractor	Construction Management
Value for Money The extent to which the option assists in maximising VfM	• Project well defined, limited incentive for innovation • Minimal opportunity for cost value management or "buildability" input from contractor into design • Lowest cost of tendering for tenderers • Strong focus on cost management ✓✓	• Scope for design improvements to optimise cost outcomes • Conversely design might be compromised to achieve low cost outcomes • Internal costs lower ✓✓	• High MC management fee • Negotiated construction lump sum with the potential to be more expensive and should only be used for higher value projects. • Project well defined, little additional value can be added by the MC advising the designer on staging and prioritising design to achieve this. • The managing contractor assumes cost risk ✓	Likely to be less effective than Construct Only or Design and Construct ✓
Budget Certainty The extent to which the option assists in providing earlier budget certainty to government.	• Contract value is known before construction commences due to project definition • Potential claims and delays due to design deficiencies/ separation from construction ✓✓✓	• Linked to project definition ✓✓	• The Principal usually has cost certainty through the guaranteed maximum price. • MC management fee and negotiated lump sum receives incentive payments for achieving cost targets. ✓	• No cost certainty until all of the trade contracts in place • Extra cost of construction manager • Limited ability of principal to control costs ✓
Flexibility The extent to which the option assists in managing and implementing changes to the functional requirements over time.	• Contract brief and specifications prepared by client • Contractor control beyond. ✓	• Contract brief and specifications prepared by client • Contractor control beyond. ✓	• Variations can be made in design stage • Variations during construction are costly. ✓✓	• Construction manager administers contractors on principal's behalf ✓✓
Stakeholder Management The extent to which the option assists government in managing stakeholders through the project delivery.	• Principal can manage stakeholder management • Principal must manage design and construction interface • Retention of maximum control over design may be helpful in steering through stakeholder processes ✓✓✓	• Principal can manage stakeholder management • Design and construction interface internal to the Contractor ✓✓	• Principal can manage stakeholder management • Principal must manage design and construction interface ✓✓	• Principal retains high degree of control of works with expert professional to administer/coordinate ✓✓
Overall Rating	**20**	**18**	**13**	**14**

Table 18: Qualitative Assessment of procurement model for onshore components

QUALITATIVE ASSESSMENT OF PROCUREMENT MODEL FOR MARINA COMPONENTS

Assessment Criteria	Construct Only	Design and construct	Managing Contractor	Construction Management
Operational Flexibility The extent to which the option enables the Government to retain flexibility in its operational profile	• The operation and maintenance of the facilities will be the responsibility of RGYC in any event ✓✓✓	• The operation and maintenance of the facilities will be the responsibility of RGYC in any event ✓✓✓	• The operation and maintenance of the facilities will be the responsibility of RGYC in any event ✓✓✓	• The operation and maintenance of the facilities will be the responsibility of RGYC in any event ✓✓✓
Risk Management The extent to which the option provides effective incentives to efficiently manage and reduce risks, thereby minimising the whole-of-life cost to government.	• Government/RGYC retains the risk of constructability of design, design construction coordination, fitness for purpose and design generally ✓	• Cost and time risks transferred to Contractor • Exposure to variations ✓✓	• MC bears design & documentation risk • Risk of design cost and time shared between MC and Client • Lump Sum construction and risk allocated to MC • Risk premium for transfer ✓	• CM can provide some design advice but does not accept overall design risk. • CM does not typically assume cost risk. • The principal can shift management risk to the CM ✓
Project Definition The extent to which the project is defined, understood and documented.	• More suitable given project is well defined • Highest level of Government control and certainty ✓✓	May be suitable if design input from the builder is thought to be valuable ✓✓✓	• Less suitable. Not desirable to outsource design elements to a MC ✓	• Similar to Construct Only ✓✓
Time to Deliver Project The extent to which the option is able to support delivery of the project in a timely manner.	• Separate design and construction contracts mean no single point of responsibility for the project • Clarity of construction brief should allow project to be expedited ✓✓	• Maximum cohesion / coordination of design and construction activities ✓✓	• Structure may also allow construction to progressively commence upon completion of packages of design. ✓	• Parts of a project can proceed while other aspects are still being documented. ✓
Market Interest The extent to which the option assists in maximising market interest amongst the players with the relevant skills, expertise and capacity to deliver the project.	• There are a number of specialist marina construction companies ✓✓	• Specialist marine builders typically also provide associated design services • Pool of potential tenderers may be less than for Construct Only ✓✓✓	• Pool of potential tenderers may be less than for Construct Only ✓	• Pool of potential tenderers may be less than for Construct Only ✓

Table 19: Qualitative Assessment of procurement model for marina components

QUALITATIVE ASSESSMENT OF PROCUREMENT MODEL FOR MARINA COMPONENTS (continued)

Assessment Criteria	Construct Only	Design and construct	Managing Contractor	Construction Management
Value for Money The extent to which the option assists in maximising VfM	• Project well defined, limited incentive for innovation • Minimal opportunity for cost value management or "buildability" input from contractor into design • Lowest cost of tendering for tenderers • Strong focus on cost management • Risk of non-optimal translation from design to construction ✓✓	• Scope for design improvements to optimise cost outcomes • Conversely design might be compromised to achieve low cost outcomes • Internal costs lower ✓✓✓	• High MC management fee • Negotiated construction lump sum with the potential to be more expensive and should only be used for higher value projects. • Project well defined, little additional value can be added by the MC advising the designer on staging and prioritising design to achieve this. • The managing contractor assumes cost risk ✓	Likely to be less effective than Construct Only or Design and Construct ✓
Budget Certainty The extent to which the option assists in providing earlier budget certainty to government.	• Contract value is known before construction commences due to project definition • Potential claims and delays due to design deficiencies/ separation from construction ✓✓✓	• Linked to project definition ✓✓✓	• The Principal usually has cost certainty through the guaranteed maximum price. • MC management fee and negotiated lump sum receives incentive payments for achieving cost targets. ✓	• No cost certainty until all of the trade contracts in place • Extra cost of construction manager • Limited ability of principal to control costs ✓
Flexibility The extent to which the option assists in managing and implementing changes to the functional requirements over time.	• Contract brief and specifications prepared by client • Contractor control beyond. ✓	• Contract brief and specifications prepared by client • Contractor control beyond. ✓	• Variations can be made in design stage • Variations during construction are costly. ✓✓	• Construction manager administers contractors on principal's behalf ✓✓
Stakeholder Management The extent to which the option assists government in managing stakeholders through the project delivery.	• Principal can manage stakeholder management • Principal must manage design and construction interface ✓✓	• Principal can manage stakeholder management • Design and construction interface internal to the Contractor ✓✓	• Principal can manage stakeholder management • Principal must manage design and construction interface ✓✓	• Principal retains high degree of control of works with expert professional to administer/coordinate ✓✓
Overall Rating	**18**	**22**	**13**	**14**

Table 19: Qualitative Assessment of procurement model for marina components

5.2.2 Recommended Procurement Approach

The commentary and analysis set out above indicates that the onshore components are best delivered by a Construct Only approach with RGYC being the procuring entity (other than possibly for elements of the new public realm which fall outside of RGTC's lease area), and the design being undertaken separately under the direction of RGYC and CoGG. This approach should best facilitate the transfer of cost and delivery risk to the private sector contractor. The on-water components have been assessed as being best delivered by a Design and Construct contract (meaning the design and construction activities will be undertaken by the one contractor), as marina construction projects are a specialised activity which would likely benefit from allocating, at least some aspects of, the design to the specialist marina contractor.

It would seem that RGYC should be the procuring entity for the new marina elements. With the attenuator, as such, there will likely need to be detailed discussions between CoGG and RGYC to determine the best approach to procurement, as currently the proposed location of the attenuator does not lie within the leased area. A possibility is for RGYC to act as CoGG's agent in the procurement process. In addition it is not unusual for the provider of the procurer of the marina infrastructure to also enter into a maintenance contract with the provider of the infrastructure ("the Contractor"). This can provide synergy and incentive to the Contractor to have focus on optimising the maintenance requirements when designing and installing the assets.

5.3 Retail Opportunity

Based on preliminary investigations (there are limited if any similar opportunities for retail development on the central Geelong waterfront) and discussions with the stakeholder group, there is a preliminary view that Stage 1B – retail spaces - is likely to be of interest to private property developers who might have interest in building and then selling, leasing and/or utilising the space. Thus, Stage 1B will likely be best procured by a public tender for development rights, which could be put to the market in parallel with or subsequent to the implementation of Stage 1A. It is important to note that the value and economic benefits of Stage 1B would not otherwise be available if not for Stage 1A going ahead. Consideration will need to be given to whether part of the existing RGYC lease area be excised to be made available to the developer or whether it might otherwise be as a sub-lease from the RGYC.

Whilst some consideration has been given to the whether it is possible, as part of this business case process, to place an indicative value on the site, it would be unreliable to do so in the absence of a formal valuation process. This is due to the uniqueness of the site being considered and opportunity being considered and the absence of readily comparable sites, particularly development sites. Accordingly, it is recommended that as an immediate next step that a valuation specialist being engaged to provide a valuation figure (or range) that can then be fed into the project financials.

5.4 Risk Assessment & Management

A workshop involving representatives of CoGG, RDV, RGYC was undertaken with a view to identifying and making a preliminary assessment of the key risks in relation to the lifecycle of the project, along with potential mitigating actions.

It has been assumed that commercial risks pertaining to the future operation and demand for marina services continues to rest with RGYC. It has been assumed that RGYC will be able to service any increased rental that CoGG might seek in response to having the use of much improved facilities.

The key output of that workshop, in the form of a preliminary risk register, is shown overleaf.

Overall it would appear that the delivery of the project should be relatively low risk. The key configuration issue is whether the attenuator will be effective in create a safe harbour environment. However, that should be capable of being overcome by an effective design and implementation process. In relation to the success of the project in attracting increased boating activity and public participation in the precinct, the commercial risk of the boating activity will rest with RGYC, whilst the level of economic activity flowing from increased patronage of will be subject to renewed appeal of the precinct. This would appear to be the greatest risk – whether the project fully attracts the desired level of public interest.

Preliminary Risk Register

RISK TYPE	RISK DESCRIPTION	LIKELIHOOD (LOW, MED, HIGH)	POTENTIAL	MITIGATION AND MANAGEMENT STRATEGY
SITE	Adverse building conditions for the wave attenuator around the old Yarra St Pier site may require additional works and cost, or otherwise impede the project. Requirement for dredging around the construction area (low tide may pose a risk). This risk includes that posed by old piles that remain in the sea bed of which there are believed to be over 1,000.	Low	High	Situate new wave attenuator away from the old pier alignment or remediate site by extracting old piles etc. Hydrographic and underwater surveys.
	Underwater ground conditions are softer than expected, resulting in design requirements needing to be augmented to adequately support the structure.	Moderate	Low	Geotechnical investigations will be required. Potential response could be longer piles.
	Site condition impact on new RGYC building foundations.	High	High	Needs thorough investigation of latent conditions.
DESIGN	The wave attentuator does not sufficiently act to create a safe harbour, due to its design or location. (envisaged attenuator is 6m wide by 2m deep)	Low	High	Adequate hydrology studies and planning as part of the planning process. Assurance in terms of the design and construction of the attentuator
	Design of the RGYC clubhouse does not meet access and integration expectations.	Low	Moderate	Robust planning and design process.
	Existing utilities and services are inadequate for the proposed project, resulting in the need for additional works (impacting timing and budget). (It is believed that power supply needs an upgrade, and that drains were upgraded in 2004).	Low	Moderate	Adequate investigations and/or discussions with Utility Companies as part of the design/planning process. Consider necessary power supply arrangements for the attenuator. Check plans of Central Geelong Taskforce.
	Design changes are required during construction delaying completion.	Low	Moderate	Effective design review processes. Effective procurement process.
	Victorian Sailing School is not satisfied with the level of access and equity it is afforded in the new facilities.	Low	Moderate	Ensure adequate consultation and processes for agreeing the VSS facilities in advance for finalising the design.

Table 20: Preliminary Risk Register

Preliminary Risk Register

RISK TYPE	RISK DESCRIPTION	LIKELIHOOD (LOW, MED, HIGH)	POTENTIAL	MITIGATION AND MANAGEMENT STRATEGY
PLANNING	Site being subject to heritage or archaeological restrictions resulting in required design modifications, cost or budget overruns.	Low	Low	Ascertain and plan for any possible heritage or archaeological restrictions.
	Failure to obtain planning and environmental approvals for the redevelopment of the clubhouse and associated facilities.	Low	Low	Work within the parameter of the existing planning certificate, with negotiated variations as necessary.
				Ongoing dialogue with CoGG planning department and any other approval authorities.
				Consider whether an environmental impact study might be necessary.
	Third party objectors to the development (future stages may cause stakeholder concerns).	High	High	Prepare and implement consultation strategy.
	Problems with securing Council approval of any modifications to the existing planning permit.	Low	Moderate	Height of buildings and compliance with Council requirements to be monitored.
				Ensure public access for recreational fishing.
				Improved and expanded public access to be maximised.
				Ensure Council planning officers are fully informed and consulted as appropriate.
	Adjacent helicopter operator may be an objector due to being displaced.	High	Low	Investigate options for relocation of the helipad.
				Will require a solution if the helicopter services is to continue to operate.
	Two commercial boat operators currently based out of Fisherman's Basin may object to the development (although they would not be greatly affected by Stage 1).	Moderate	Low	Ensure appropriate arrangements are included for the accommodation of existing commercial fishing operators.
	Difficulties with obtaining permits for the retail development, due to zoning or other implications.	Moderate	Moderate	Early investigation of the planning framework and early engagement with CoGG on the matter.

Table 20: Preliminary Risk Register

Preliminary Risk Register

RISK TYPE	RISK DESCRIPTION	LIKELIHOOD (LOW, MED, HIGH)	POTENTIAL	MITIGATION AND MANAGEMENT STRATEGY
CONSTRUCTION	Rate of price changes for construction (labour and materials) exceed budgets.	Low	Low	Effective procurement strategy.
				Suitable contingency and esclation allowances.
DEMAND	Additional recreational boaters do not berth at RGYC or visit.	Low	Low	Promotion of the facility by RYGC and CoGG.
	No or little change in public patronage of the precinct.	Low	Low	Effective marketing of the precinct.
				Ensure design and amenity improvements are such to attract interest in the precinct.
OPERATION	Recurrent operating / maintenance costs exceed estimates.	Low	Low	Ensure estimates allow adequate contingency and reflect the scope of a planned and responsive maintenance plan.
				This is principally a risk of RGYC and not CoGG.
	Inadequate resourcing and governance of the ongoing management of the facility.	High	High	Adequate planning and budget commitments in relation to the management of the facility.
	Poor integration of Sailing School activities with those of RGYC.	High	High	Ensure clarity of operational integration, governance and sharing of resources in advance of project completion.
OTHER	Failure to achieve unified project support across all the necessary regional/bureaucratic/political layers.	High	High	Ensure alignment with Central Geelong Taskforce's agenda and the Geelong Development Authority, as appropriate.
				Ensure an effective consultation strategy.

Table 20: Preliminary Risk Register

5.4.1 Funding Sources

This business case is a basis to seek funding from the State Government and from the Federal Government's National Stronger Regions Fund ("NSRF"). CoGG and RGYC, as major stakeholders in the project, propose a collective capital contribution of $6m towards the Project, thus leaving a funding requirement of around $13.0m to be provided by the Victorian Government and the NSRF. In addition, any value realised from from the sale of the development rights for Stage 1B could potentially be applied towards the funding of Stage 1A.

Local Funding	**$m**
City of Greater Geelong & Royal Geelong Yacht Club	6.0
Government Funding Required	
Victorian Government	6.0
Federal Government (National Stronger Regions Fund)	7.0
Total	19.0
Any value which might be realised from the Stage 1B opportunity could potentially be applied to reduce the above capital funding requirement.	

Table 21: Funding Sources

It is expected that the funding submission to the Federal Government's National Stronger Regions Fund will yield matching funding.

In the event of the project going ahead, it would be expected that aspects of RGYC's land and seabed leases would potentially be renegotiated between CoGG and RGYC. Such aspects might include adjustments to the leased area/s and the rental. In the event of rental payments being increased this would serves to reduce the net cost to CoGG of its contribution to the Project.

5.5 Operational Management

Operational Arrangements

This business case has been undertaken on the basis that RGYC will be responsible for all aspects of the ongoing maintenance of the new and upgraded assets, including the public access assets of the wave attenuator and the new central pier. Such maintenance obligations will need to be to standards agreed with CoGG (as the land owner). This may require modification to existing lease arrangements (land and seabed), including redefining the demised premises, or otherwise separate licence or management arrangements, which would set out rights and responsibilities. It is understood that RGYC would likely be accepting of such an arrangement in consideration of it holding rights to any additional revenues that might be available from the new safe harbour environment. This arrangement could be facilitated by modification to existing lease arrangements (land and seabed), including redefinition of the leased areas, or otherwise by separate licence or management arrangements, which would set out rights and responsibilities.

Victorian Sailing School

The preferred option for Stage 1A includes demolition of the age-expired VSS building, thus creating new public space and restoring the vista of the bay from Bellarine St. The needs and activities of the VSS will then be accommodated in a new purpose-built building that will also serve the dual purpose of being RGYC's Off-the-Beach ("OTB") clubhouse. The location of the building will be on RGYC's existing land lease (the logistics of sharing space could work with VSS being focussed on week-day programs and RGYC's requirements for its OTB building being mainly on weekends).

Preliminary discussions with representatives of VSS indicate that the opportunity to have access to new modern facilities to continue, enhance and expand its programs is greatly valued. There is a willingness to explore the form of an operational relationship with RGYC, which could realise synergies between the activities of the organisations. This could serve to improve and create greater opportunities for school-age children to learn and participate in water-based activities, with benefits for not only the Geelong region, but also the wider Victorian community of school children.

There are a number of options in relation to the nature of the arrangement between RGYC and VSS, and how it might be formalised. Considerations include: the basis of VSS's right to occupy space (assuming that space will be owned/leased by RGYC); whether education programs might be delivered jointly or with some merger of existing activities of RGYC and VSS; and how resources and costs might be shared.

The table sets out some options:

Option	Description	Comment
Sub-lease	VSS sub-leases from RGYC a defined section of the premises.	This is not consistent with the concept of sharing the same space. Does not in itself assist with potential sharing of operational activities.
Licence agreement	VSS by licence occupies a section of the RGYC premises.	The comments above in relation to a sub-lease are applicable.
Service agreement	A service agreement could set out the term of VSS's use of the premises, the basis of costs and other arrangements relevant to the relationship.	A service agreement can be suitably flexible to cater for VSS's needs and RGYC's requirements. The term of the agreement and any options may be important in providing VSS with "security of tenure".
Joint venture	If it is intended that RGYC and VSS undertake programs jointly, a form of joint venture agreement could be appropriate to ensure appropriate sharing of efforts, costs and benefits.	The envisaged arrangement may not justify a JV, however separate agreements could possibly be appropriate for given events or programs, in conjunction with, for example, a standing service agreement.

Table 22: Management Options

It is recommended that early discussions are held between RGYC and representatives of VSS to begin setting out the agreed commercial principles of the envisaged relationship. This could initially be documented in the form of a heads of agreement or terms of reference, and then developed into a final more detailed agreement once the Project is progressed and key parameters are better understood.

The nature of the agreed commercial (including risk-sharing) principles should then be used to inform the selection of the most appropriate commercial arrangement between the two entities.

5.6 Procurement Management

5.6.1 Project Management Plan

A Project Management Plan should be developed setting out:

- details of the project scope and key objectives;
- governance arrangements;
- probity arrangements;
- the project team and key resources;
- reporting and meeting requirements;
- project implementation budgets;
- project program and timelines;
- risk management strategy;
- communications and decision-making protocols; and
- stakeholder and external communications arrangements

5.6.2 Governance

To ensure appropriate direction and control of the project implementation phase, an appropriate Governance Structure should be established, including definition of the roles and responsibilities of committees and groups that will oversee the Project. The governance structure should likely involve a Project Steering Project ("PSG") and Project Control Group ("PCG").

Project Steering Group

A PSG should be established with its remit set out in an agreed Terms of Reference. The PSG should likely have representatives of CoGG, RDV, other representatives of Government and RGYC. Its role is to oversee the project delivery providing strategic oversight, guidance and direction to the major project elements. A Project Director usually reports and is accountable to the PSG. The Project Director may escalate specific project issues (major scope changes, etc.) or conflicts to the PSG, which require consideration of and direction.

Project Control Group

The role and responsibility of a PCG is to successfully deliver the project, reporting to the PSG. The PCG operates within the authority limits or parameters set out in a Terms of Reference that has been approved by the PSG. Composition of the PCG may evolve over time (through the planning, procurement and construction phases of the project) and might typically include:

- Project Director
- Project Manager
- Design consultant
- Financial advisor
- Engineering advisor
- CoGG representative
- RDV representative
- Key Stakeholders at the request of the Project Director.

The PCG should:

- ensure continuity from past to the current and future project work;
- manage the project scope;
- manage the implementation program;
- ensure deliverables are being met;
- manage the project budget;
- monitor the quality;
- regularly review and manage the risks;
- arrange resourcing for the project; and
- address any other key project matters.

5.6.3 Stakeholder and Communications Plan

A Stakeholder and Communications Plan ("S&C Plan") should be developed, as an early input to the Project Management Plan. The S&C Plan should define the basis of involvement, engagement and consultation with key stakeholders. The S&C Plan should seek to actively involve key stakeholders in the project development and implementation to ensure that:

- views of stakeholders are appropriately incorporated into the design of the project; and
- stakeholders understand and support the objectives and direction of the project;
- establish clear communication protocols, processes and reporting systems to ensure:
- effective communication;
- stakeholders are kept informed;
- relevant issues are dealt with promptly;
- outline communication roles and responsibilities for Council, the Government and RGYC; and
- facilitate flexible response to emerging issues.

5.7 Delivery

5.7.1 Change Management

In implementing the project it would be expected the CoGG as the lead agency, would likely have sufficient resources and experience to manage the delivery of the project, particularly if an effective governance structure is put in place. The project will not involve any fundamental change in the nature of the ongoing activities of CoGG. Changes to the level of day-to-day activity in the Precinct will largely be managed within RGYC. There is nothing to indicate that RGYC does not have the expertise and ability to access capacity to effectively manage post-implementation activities.

5.7.2 Timeline

An indicative project timeline is set out in the table below.

Project phase	Start	Finish
Funding approval processes (6 months)	Jan 2016	Jun 2016
Design and documentation (4 months)	Mar 2016	June 2016
Tender Process (4 - 6 months)	Mar 2016	Aug 2016
Contract negotiation and finalisation (3 months)	Sept 2016	Nov 2016
Construction (18 months)	Feb 2017	July 2018
Commissioning opening of new facilities (1 month)	Aug 2018	Sept 2018

Table 23: Timeline

5.7.3 Next Steps

In addition to preparing a Project Management Plan and organising resources and governance, the following key areas will require early attention:

- further developing the envisaged relationship between the RGYC and the VSS;
- commissioning a formal site valuation of the retail opportunity, including a view on the market appetite for the opportunity; and
- planning for engagement in the next round of the National Stronger Regions Program.

appendices

CITY OF GREATER GEELONG

APPENDIX 1 - REPORTS CONSULTED

Set out below are the descriptions of various reports consulted in preparing this business case:

Central Geelong Waterfront Master Plan 2011

Yarra St Pier Reconstruction, Project Business Case, 27 June 2012 (City of Greater Geelong)

Bellarine Peninsula Safe Harbor Business Case Development (December 2005)

Cost estimates and concept design for infrastructure components forming part of the study area.

Concept design for stage 2 of the Yarra Street Pier and cost estimates

Victorian Coastal Strategy

Melbourne 2030

Strategic Directions for the Bay (Parks Victoria 2002)

Central Regional Coastal Plan 2015 - 2020

Our Bays Vision: The Bays and Maritime Initiative and the Boating Coastal Action Plan

Central Regional Coastal Plan 2015 - 2020 (Central Coastal Board, SGV)

Recreational Boating Faciilities Framework (Central Coastal Board, SGV 2014)

Central Geelong Waterfront Masterplan (City of Greater Geelong 2011)

Central Geelong Action Plan (City of Greater Geelong 2013)

Vision2 (City of Greater Geelong 2013)

City of Greater Geelong City Plan 2013 - 2017 (Update 2015/2016)

Victorian Coastal Strategy 2014 (Victorian Coastal Board, SGV 2014)

Boating Coastal Action Plan (Central Coastal Board, SGV 2007)

Corio Bay Coastal Action Plan 2005

Yachting Victoria Position Paper to State Government of Victoria (Yachting Victoria 2012)

Victoria's Regional Tourism Strategy

City of Greater Geelong Major Events Strategy

City of Greater Geelong Vision2

City of Greater Geelong City Plan

City of Greater Geelong, Major Events Unit - event evaluation reports

APPENDIX 2 - SITE & FINANCIAL INFORMATION

Ground Lease of the Royal Geelong Yacht Club	
Property Type	Yacht club
Title Particulars	Crown Land, part Crown Allotment 2036, Parish of Corio
Location	Located in central Geelong on the Eastern Beach foreshore of Corio Bay. On the north side of Eastern Beach Rd, opposite the intersection with Bellarine St. Abutting Fishermens Pier and Fairnie Park on its western side and the Victorian Sailing School on its eastern side.
Registered Proprietor	City of Greater Geelong. as Committee of Management
Lessee	Royal Geelong Yacht Club Incorporated
Commencement Date	1 July 2015
Lease term	21 years, from 1 July 2015 to 30 June 2036
Current rental	$40,000 plus GST P.A.
Rent reviews	1 July 2016: $46,000 1 July 2017: $51,000 1 July 2017: $51,000
Reviewed to market:	1 July 2018, 1 July 2021, 1 July 2024, 1 July 2027, 1 July 2030, 1 July 2033
Site Area	10,458m2
Zoning	Activity Centre – Schedule 'I (ACZI); and Public Park and Recreation Zone (PPRZ)
Overlay I Overlays	Aboriginal Cultural Heritage Sensitivity
Heritage Registration	The property is not registered on the Victorian Heritage Register
Native Title	No coexisting or likely coexisting Native Title interests are known
Environmental Statement	Subject property not adversely affected by any environmental issues
Purpose of lease	Yacht Club & Associated Activities
Operation and maintenance costs	Lessee is responsible for the operation and maintenance of all buildings, improvements and grounds
Outgoings	Lessee is responsible for all outgoings
Other	CPI applied to rent each year and market review every 3 years. Any new uses (ie retail) subject to market rent valuation

Table 21: Ground Lease

Seabed Lease of Royal Geelong Yacht Club	
Rental	$1 p.a.
Lease term	[to 2041?]
Operation and maintenance costs	Lessee is responsible for the operation and maintenance of all buildings, improvements and grounds
Outgoings	Lessee is responsible for all outgoings

Other Precinct Arrangements	
Victorian Sailing School	Lease expired and currently on overholding School responsible for all maintenance, improvements and outgoings. Not rateable as education facility No market rental valuation. $200 pa rent
Fishermans Basin	Income $45K pa Ongoing maintenance cost $25K pa Total asset value $2.4M Capital renewal costs over next 10 years: $1.4M

Table 22: Seabed Lease

New RGYC Building		
		m2
Building A	GF Function Space – 2	40
	GF Kitchen	120
	GF Restaurant	120
	GF Sports Bar	80
	GF Amenities	80
Building B	Foyer GF	40
	FF Dining & Bar	120
	Members Facilities	400

APPENDIX 3 - Recreational Berths

The Master Plan provides for an additional 178 recreational berths.

The socio-economic status of substantial portions of Geelong and its surrounds is below average for the country, with high unemployment and below-medium house prices. These indicators will normally constrain vessel ownership until quality developments are built attracting additional people with higher disposable cash and increased tourism visitation.

To understand the viability and estimated pricing point for recreational berthing, analysis of regional harbour prices and the rates required to recover the total cost of building the recreational berthing area over a 30 year period has been undertaken. The rates calculated have been compared to the two closest harbours in direct competition, Queenscliff, of which both facilities are in a good standard and currently have rates set at the market value.

Current Berthing Rates	10m	12m	15m	18m	20m
Royal Yacht Club of Victoria - Williamstown	3,520	4,440	5,900	7,420	8,340
Royal Geelong Yacht Club - Geelong	4,534	4,534	4,784	n/a	6,035
Sandringham Yacht Club - Sandringham	6,293	7,457	9,198	10,945	12,106
Royal Melbourne Yacht Squadron – St Kilda	7,124	8,382	10,270	12,158	13,686
Royal Brighton Yacht Club - Brighton	7,500	8,728	10,067	11,921	13,121
Anchorage - Williamstown	9,609	11,546	14,407	n/a	n/a
Blairgowie Yacht Squadron - Blairgowie	10,000	12,000	15,000	18,000	22,000
St. Kilda Marina – St Kilda	10,362	12,199	15,477	18,623	20,196
Savages - Williamstown	11,180	13,455	16,794	20,134	22,360
Queenscliff	6810				
Royal Brighton Marina				8625	
Patterson Lakes			4245		
Patterson Lakes (9m)	2475				
Martha Cove		10400			
Royal Geelong Yacht Club (from 1 Jan 16)	4,761	4,761	5,023	n/a	6,337

APPENDIX 4 - State Marine Precincts (Recreational Boating Facilities Framework 2014)

The central coastal region includes three areas designated in the Recreational Boating Facilities Framework (RBFF) as State Marine Precincts: the Melbourne CBD, Geelong waterfront and the Port of Hastings.

The RBFF also indicates the level of facilities required in these precincts, as shown below.

Table 2 Facilities and services across the Boating Hierarchy (Revised from Boating CAP)

Facility/Service	Boating Facility				
✓ Required O Optional ✗ Not provided	State	Regional	District	Local	Informal
General and Access*					
Capacity for major public boating events	✓	O	O	✗	✗
Safe Haven	✓	✓	O	✗	✗
Public Access	✓	✓	✓	O	✓
Car Parking	✓	✓	✓	✓	O
Launch, Retrieval and temporary mooring					
Boat Ramps	✓	✓	O	O	✗
Pier/Jetty	✓	✓	O	O	✗
Berthing					
Public (Casual) Berths	✓	✓	O	✗	✗
Wet Berths	✓	✓	O	O	✗
Dry Berths	✓	✓	O	✗	✗
Moorings	✓	O	O	O	O
Services/Utilities					
Fuel	✓	O	O	O	O
Pumpout	✓	✓	✓	O	✗
Toilets	✓	✓	✓	O	✗
Washdown	✓	O	O	O	O
Fish cleaning	O	O	O	O	O
Security	✓	✓	O	✗	✗
Navaids	✓	✓	O	O	O
Service utilities (power/water/lighting)	✓	✓	✓	O	✗
Maintenance Facilities					
Boat repair and servicing	✓	O	O	✗	✗
Chandlery/Boating retail	✓	O	O	✗	✗
Recreational /Tourist Facilities					
Commercial vessel berthing facilities (including ferries)	✓	✓	O	✗	✗
Boat hire/charter	✓	✓	O	✗	✗
Community Facilities (including club rooms)	✓	✓	O	O	✗
Recreational facilities (including picnic tables, walkways)	✓	✓	O	O	O
Retail or entertainment and land based uses/attractors	✓	O	O	✗	✗
Community use, access and enjoyment of the facility	✓	✓	✓	✓	✓

Note:* Principles related to disabled access apply

Victoria's State Marine Precincts - Required facilities and services (Recreational Boating Facilities Framework 2014)

APPENDIX 5 - RGYC STRATEGIC PLAN (2014-2018)

Royal Geelong Yacht Club - Strategic Plan: Critical Success Factors

RGYC's Strategic Plan (2014 - 2018) identifies critical success factors required to be met in order to reach the club's agreed objectives. These are provided in the table below.

CRITICAL SUCCESS FACTORS	OBJECTIVES
Sustained membership growth	At least 2,000 in 2018.
Financially viable and successful	An annual net surplus (including depreciation and amortisation)
Meet and exceed member needs	Change the perception on the current value of membership, add further value.
Attract more events to the Club	Provide greater external revenue and raise the profile of the Club.
Successful club-based on-and-off-water programs and events	Increased boating members and greater satisfaction; encouraging juniors, establishing pathways.
Upgrade our facilities to fully utilise the waterfront position	Enhancing the reputation of the Club in the community to provide members with a more enjoyable experience; to attract new levels of Tiered membership and new revenue streams; maritime education

Wave Attenuator, Public Pier and Berthing - Preliminary Costings

Provided by Engineered Water Systems (EWS)

RGYC BUDGET ESTIMATE Rev5
Nov 2015

1. Preliminaries **$60,000 + GST**

Including;

- Final Engineering Design, Drafting and Documentation (EWS / INGEMAR / Poralu Marine)
- Pre-Commencement site meetings and co-ordination
- Full Site Survey
- Hydrographic Survey

2. Piles and Pile Driving (includes piles for Stage 1) **$1,500,000 + GST**

Including;

- Mob / Demob
- Piles
- Pile Driving
- Poly Sleeves
- Pile Caps

3. Wave Attenuator **$5,404,000 + GST**

Including;

- 48 Qty x 12 x 3m elements to construct 24 x 12m x 6m Pontoons
- **Galvanising of all reo bars and mesh**
- Pontoon connections (longitudinal and lateral)
- Pile guides
- Access Gangway from fixed breakwater
- Casting and transport to launching site (TBC)
- Launching
- Installation onto piles
  (Note: we have assumed RGYC would have a vessel suitable for towing pontoons to the marina from the launching site)
- Mooring Bollards

4. Demolition of Existing Structures

Will be required to provide sufficient water space for installation of and berthing on Arm **Allowance** **$50,000**

5. Inner Marina (Poralu Marine) **$874,668 + GST**

Including;

- Pontoons, fingers and components as detailed
- Delivery
- Crainage
- Installation

6. **Servicing** **$39,500+ GST**

Including;

- Service pedestals as provided by Patron Power
- Delivery and installation onto pontoons
- Fire Hose Reels
- Delivery and installation of pedestals and hose reels onto pontoons

Total Stage 1 **$7,913,168 + GST**

APPENDIX 7 - ECONOMIC ANALYSIS (ESSENTIAL ECONOMICS)

ECONOMIC ANALYSIS OUTPUT SHEETS

The detailed economic analysis explained in the business case was undertaken by Essential Economics. Set out below are output sheets showing the compilation of costs and benefits pertaining to each of the project options. The assumptions underpinning the analysis are set out in Chapter 4.

Option 1: Year-on-Year Benefits

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	NPV
Benefits											
- Expanded Capacity of Current Major Events	-$0.7m	$0.6m	$0.6m	$0.6m	$0.6m	$0.6m	$0.6m	$0.6m	$0.6m	$0.6m	**$3.2m**
- New Event Hosting Capability	$0.0m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	**$2.3m**
- Increased Aquatic Activity	$0.0m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	**$0.6m**
- Improved Marine Safety	$0.0m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	**$0.3m**
- Maritime Education and Training	$0.0m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	**$0.4m**
- Yacht Club Access and Usage	$0.0m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	**$0.9m**
- Private Retail/Commercial Activity	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	**$0.0m**
- Enhanced Waterfront Access and Visitation	$0.0m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	**$1.7m**
Total Quantified Benefits	**-$0.7m**	**$1.7m**	**$1.6m**	**$1.7m**	**$1.6m**	**$1.7m**	**$1.6m**	**$1.7m**	**$1.6m**	**$1.7m**	**$9.4m**

Source: Essential Economics
Note: Rounding used

APPENDIX 7 - ECONOMIC ANALYSIS (ESSENTIAL ECONOMICS)

Option 2: Year-on-Year Benefits

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	**NPV**
Benefits											
- Expanded Capacity of Current Major Events	-$0.7m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	**$2.2m**
- New Event Hosting Capability	$0.0m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	**$2.3m**
- Increased Aquatic Activity	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	$0.0m	**$0.3m**
- Improved Marine Safety	$0.0m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	**$0.3m**
- Maritime Education and Training	$0.0m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	**$1.3m**
- Yacht Club Access and Usage	$0.0m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	**$0.9m**
- Private Retail/Commercial Activity	$0.0m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	**$2.3m**
- Enhanced Waterfront Access and Visitation	$0.0m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	**$1.7m**
Total Quantified Benefits	**-$0.7m**	**$2.0m**	**$2.0m**	**$2.0m**	**$2.0m**	**$2.0m**	**$2.0m**	**$2.0m**	**$2.0m**	**$2.0m**	**$11.3m**

Source: Essential Economics
Note: Rounding used

APPENDIX 7 - ECONOMIC ANALYSIS (ESSENTIAL ECONOMICS)

Option 3: Year-on-Year Benefits

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	**NPV**
Benefits											
- Expanded Capacity of Current Major Events	-$0.7m	$0.7m	$0.7m	$0.7m	$0.7m	$0.7m	$0.7m	$0.7m	$0.7m	$0.7m	**$3.5m**
- New Event Hosting Capability	$0.0m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	**$4.6m**
- Increased Aquatic Activity	$0.0m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	**$1.2m**
- Improved Marine Safety	$0.0m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	**$0.3m**
- Maritime Education and Training	$0.0m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	**$1.3m**
- Yacht Club Access and Usage	$0.0m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	$0.3m	**$2.0m**
- Private Retail/Commercial Activity	$0.0m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	**$2.3m**
- Enhanced Waterfront Access and Visitation	$0.0m	$0.4m	$0.4m	$0.5m	$0.4m	$0.4m	$0.5m	$0.4m	$0.4m	$0.5 m	**$2.4m**
Total Quantified Benefits	**-$0.7m**	**$3.0m**	**$3.0m**	**$3.1m**	**$3.0m**	**$3.0m**	**$3.1m**	**$3.0m**	**$3.0m**	**$3.1m**	**$17.6m**

Source: Essential Economics
Note: Rounding used

APPENDIX 7 - ECONOMIC ANALYSIS (ESSENTIAL ECONOMICS)

Option 4: Year-on-Year Benefits

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	**NPV**
Benefits											
- Expanded Capacity of Current Major Events	-$0.7m	$0.8m	$0.7m	$0.8m	$0.7m	$0.8m	$0.7m	$0.8m	$0.7m	$0.8m	**$3.8m**
- New Event Hosting Capability	$0.0m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	$0.8m	**$4.6m**
- Increased Aquatic Activity	$0.0m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	**$1.2m**
- Improved Marine Safety	$0.0m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	$0.1m	**$0.3m**
- Maritime Education and Training	$0.0m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	$0.2m	**$1.3m**
- Yacht Club Access and Usage	$0.0m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	**$2.3m**
- Private Retail/Commercial Activity	$0.0m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	$0.4m	**$2.3m**
- Enhanced Waterfront Access and Visitation	$0.0m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	$0.5m	**$2.8m**
Total Quantified Benefits	**-$0.7m**	**$3.2m**	**$3.1m**	**$3.2m**	**$3.1m**	**$3.2 m**	**$3.1m**	**$3.2m**	**$3.1m**	**$3.2m**	**$18.6m**

Source: Essential Economics
Note: Rounding used

APPENDIX 8 - COMPARISON PILE SURVEY

Commercial Diving & Marine Services P/L - Marina Western Wall Comparison Pile Survey Evaluation Report

Pile ID	Soffit to water level	H.W.	L.W.	M.W.	S.B.	Borer L/M/H	Depletion L/M/H	Minimum Diameter	Hollow/Cavities	Splitting/Cracks	Condition good fair poor
1 West											
1 East	2.9	400	350	320	360	L	L	320	-	-	Fair
2	2.9	340	340	350	410	L	L	340	-	-	Good
2 Raker	2.6	320	290	380	400	L	M	290	-	-	Fair
3	2.9	350	350	350	360	L	M	350	-	-	Fair
3 Raker	2.6	410	400	340	390	L	H	340	-	-	Fair
4	2.9	350	320	340	330	L	L	320	-	-	Good
4 Raker	2.6	430	360	340	350	L	L	340	-	-	Good
5	2.9	420	280	280	350	L	H	280	-	-	Poor
5 Raker	2.6	360	300	300	290	L	L	290	-	Splitting at HW 20mm deep	Fair
6	2.9	320	290	200	380	L	H	200	-	-	Poor
6 Raker	2.6	350	320	390	370	L	M	320	-	Splitting at HW-LW 20mm deep	Good
7	2.9	420	350	340	390	L	L	340	-	-	Good
7 Raker	2.6	370	340	360	380	L	M	340	Cavity at HW 300mm deep	-	Poor
8	2.9	410	410	380	380	L	L	380	-	-	Good
8 Raker	2.6	380	340	310	340	L	M	310	-	-	Good
9	2.9	370	290	300	310	M	H	290	-	-	Poor
9 Raker	2.6	370	370	370	370	L	L	370	-	-	Good
10	2.9	370	360	120	360	M	H	120	-	-	Poor
10 Raker	2.6	340	370	290	380	L	H	290	-	Splitting at HW 50mm deep	Poor
11	2.9	420	360	350	390	L	L	350	-	-	Good
11 Raker	2.6	320	320	370	390	L	H	320	-	-	Fair
12	2.9	390	350	340	330	L	L	330	-	loose steel U bracket at 1.4m	Good
12 Raker	2.6	310	300	340	350	L	M	300	-	Split, beam to HW 350mm deep	Fair
13	2.9	350	330	300	360	L	L	300	-	-	Good
13 Raker	2.6	330	290	320	390	L	M	290		-	Good
14	2.9	330	300	330	350	L	L	300	-	-	Good
14 Raker	2.6	330	330	250	360	L	M	250	250MM @HW	-	Fair
15	2.9	330	290	250	400	L	H	250	-	-	Poor
15 Raker	2.6	370	370	340	360	L	M	340	-	-	Fair
16	2.9	370	240	340	350	L	M	240	Cavity at HW 50mm deep	-	Fair
16 Raker	2.6	340	310	350	380	L	L	310	-	-	Good
17	2.9	430	410	380	360	L	L	360	-	-	Good
17 Rasker	2.6	300	280	330	380	L	M	280	-	-	Fair
18	2.9	340	340	360	380	L	L	340	-	-	Good
18 Raker	2.6	320	320	340	330	L	L	320	-	-	Good
19	2.9	370	290	330	350	L	L	290	-	-	Good
19 Raker	2.6	330	320	330	350	L	L	320	-	-	Good
20	2.9	320	280	390	300	L	L	280	-	-	Good
20 Raker	2.6	350	210	290	360	M	L	210	-	-	Poor
21	2.9	350	310	310	350	L	L	310	-	-	Good
21 Raker	2.6	340	290	330	330	L	M	290	-	-	Fair
22	2.9	390	330	360	350	L	M	330	-	-	Fair
22 Raker	2.6	340	310	340	360	L	H	310	Hollow HW-LW 250mm deep	-	Poor
23	2.9	380	310	360	390	L	L	310	-	-	Good
23 Raker	2.6	430	340	400	370	M	L	340	-	-	Fair
24	2.9	450	330	350	340	L	L	330	-	-	Good
24 Raker	2.6	400	400	380	370	L	L	370	-	-	Good
25	2.9	260	260	370	350	M	H	260	-	-	Poor
25 Raker	2.6	400	380	350	330	M	H	330	Cavity 150mm deep x 50mm wide	split beam to 500mm above WL	Poor
26	2.9	420	380	350	380	L	L	350	-	-	Good
26 Raker	2.6	340	300	350	380	M	M	300	-	Cracking HW-LW 10mm W x 100mm	Poor
27	2.9	370	360	390	410	L	L	360	-	Crack, LW 500mm Long 50mm deep	Poor
27 Raker	2.6	450	380	360	310	L	L	310	-	-	Good
28	2.9	440	440	410	420	L	L	410	-	-	Good
28 Raker	2.6	350	340	390	330	M	M	330	-	-	Fair
29	2.9	460	420	390	330	L	L	330	-	-	Good
29 Raker	2.6	420	410	400	370	L	-	370	-	-	Good
30	2.9	410	310	330	330	M	M	310	-	-	Fair
30 Raker	2.6	350	-	380	370	M	H	350	-	-	Poor
31	2.9	350	300	360	310	L	M	300	-	-	Fair
31 Raker	2.6	330	310	350	360	L	L	310	-	Cracking HW-LW 50mm x 40mm	Fair
32	2.9	420	320	360	390	L	L	320	-	-	Good
32 Raker	2.6	400	350	300	380	L	L	300	-	Cracking HW-LW 40mm x 20mm	Fair
33	2.9	380	330	350	320	L	L	320	-	-	Good
33 Raker	2.6	360	170	330	410	H	H	170		Heavy depletion LW-1.5m	Poor
34	2.9	380	340	360	350	L	L	340	-	-	Good
34 Raker	2.6	410	370	320	400	L	L	320	-	-	Good
35	2.9	410	330	370	370	L	L	330	-	-	Good
35 Raker	2.6	350	290	410	390	L	M	290	-	-	Fair
36	2.9	350	300	340	300	L	L	300	-	-	Good
36 Raker	2.6	400	350	370	400	L	L	350	-	-	Good
37	2.9	390	340	350	300	L	L	300	-	-	Good
37 Raker	2.6	410	390	360	320	L	L	320	-	-	Good
38	2.9	410	370	370	380	L	L	370	-	-	Good
38 Raker	2.6	310	270	340	360	L	L	270	-	-	Good
39	2.9	390	340	320	320	L	M	320	-	Crack	Poor
39 Raker	2.6	330	240	310	370	L	H	240	-	-	Poor
40	2.9	390	330	320	350	L	L	320	-	-	Good
40 Raker	2.6	340	320	380	380	L	L	320	-	-	Good
41	2.9	430	260	350	350	M	H	260	-	-	Poor
41 Raker	2.6	360	330	330	400	L	L	330	-	-	Good
										Good	43
										Fair	20
										Poor	18
										TOTAL	**81**

APPENDIX 8 - COMPARISON PILE SURVEY

Commercial Diving & Marine Services P/L - Marina Western Wall Comparison Pile Survey Evaluation Report

Pile ID	Soffit to water level	H.W.	L.W.	M.W.	S.B.	Borer L/M/H	Depletion L/M/H	Minimum Diameter	Hollow/Cavities	Splitting/Cracks	Condition good fair poor
1 West	2.9	410	330	310	320	L	L	310	-	-	Fair
1 East	2.9	370	380	410	450	-	-	370	-	-	Good
2	2.9	390	320	280	380	H	L	280	-	-	Poor
2 Raker	2.6	320	250	320	380	L	H	250	-	-	Poor
3	2.9	360	350	370	380	H	M	350	-	-	Fair
3 Raker	2.6	410	250	330	350	H	H	250	-	50mm at HW	Poor
4	2.9	370	320	300	290	M	L	290	-	-	Fair
4 Raker	2.6	420	310	350	310	M	M	310	Hollow at LW	-	Poor
5	2.9	440	150	270	350	H	H	150	-	Splitting abobe the repair	Poor
5 Raker	2.6	390	360	300	350	L	L	300	-	Splitting at HW 20mm deep	Fair
6	2.9	330	\	\	350	H	L	330	-	-	Fair
6 Raker	2.6	370	320	330	350	L	L	320	-	Splitting at HW-LW 20mm deep	Good
7	2.9	410	350	350	380	L	L	350	-	-	Good
7 Raker	2.6	370	330	370	360	L	M	330	Cavity at HW 150mm diam, 300mm deep	-	Poor
8	2.9	420	400	420	370	M	M	370	-	-	Poor
8 Raker	2.6	400	340	310	350	M	L	310	-	-	Fair
9	2.9	370	/	300	290	H	L	290	-	-	Fair
9 Raker	2.6	420	370	350	350	L	L	350	-	-	Good
10	2.9	300	\	\	\	-	M	300	-	-	Fair
10 Raker	2.6	150	\	\	\	L	H	150	-	Splitting at HW 50mm deep	Poor
11	2.9	420	360	350	390	L	L	350	-	-	Good
11 Raker	2.6	320	250	320	330	M	M	250	-	-	Poor
12	2.9	390	350	350	330	M	L	330	-	loose steel U bracket at 1.4m	Fair
12 Raker	2.6	290	250	320	340	M	M	250	Hollow at HW-LW	Split, beam to HW 350mm deep	Poor
13	2.9	380	330	290	330	M	L	290	-	-	Fair
13 Raker	2.6	360	290	330	360	M	L	290		-	Fair
14	2.9	330	270	330	350	L	L	270	-	-	Good
14 Raker	2.6	330	330	280	360	H	H	280	-	Splitting HW 100mm deep	Poor
15	2.9	350	230	320	400	H	H	230	-	-	Poor
15 Raker	2.6	400	350	350	360	L	M	350	-	-	Fair
16	2.9	380	330	350	350	L	L	330	Cavitys at HW 50mm deep	-	Fair
16 Raker	2.6	320	280	300	370	L	L	280	Splits at HW 50mm deep	-	Fair
17	2.9	430	400	380	350	L	L	350	-	-	Good
17 Rasker	2.6	290	260	330	370	L	M	260	-	-	Fair
18	2.9	350	300	340	370	H	M	300	Split HW-LW 50mm deep	-	Poor
18 Raker	2.6	320	270	330	340	L	L	270	-	-	Good
19	2.9	410	280	310	320	H	M	280	-	-	Poor
19 Raker	2.6	340	300	330	380	L	L	300	-	-	Good
20	2.9	350	270	320	300	L	L	270	-	-	Good
20 Raker	2.6	370	280	280	350	M	L	280	-	-	Fair
21	2.9	370	300	320	350	M	L	300	-	-	Good
21 Raker	2.6	\	300	300	320	H	L	300	-	-	Fair
22	2.9	400	350	350	350	M	M	350	-	-	Fair
22 Raker	2.6	350	320	320	350	L	M	320	Hollow HW-LW 250mm deep	-	Poor
23	2.9	320	330	350	320	M	M	320	-	-	Fair
23 Raker	2.6	400	350	320	350	M	L	320	-	-	Fair
24	2.9	300	320	300	330	H	L	300	-	-	Fair
24 Raker	2.6	390	370	320	350	M	L	320	-	-	Fair
25	2.9	410	200	300	350	H	H	200	-	-	Poor
25 Raker	2.6	400	350	330	310	M	M	310	Cavity 150mm deep x 50mm wide	split beam to 500mm above WL	Poor
26	2.9	420	370	330	400	L	L	330	-	-	Good
26 Raker	2.6	400	330	350	370	M	L	330	-	-	Fair
27	2.9	370	350	370	400	M	M	350	-	Crack, LW 500mm Long 50mm deep	Poor
27 Raker	2.6	420	370	350	320	L	L	320	-	-	Good
28	2.9	420	380	350	400	L	L	350	-	-	Good
28 Raker	2.6	350	320	370	340	L	L	320	-	-	Fair
29	2.9	450	400	420	330	L	L	330	-	-	Fair
29 Raker	2.6	420	400	370	370	L	-	370	-	-	Good
30	2.9	400	310	330	340	H	M	310	-	-	Fair
30 Raker	2.6	350	-	380	370	M	H	350	-	-	Poor
31	2.9	370	310	350	330	H	M	310	-	-	Fair
31 Raker	2.6	330	300	330	350	L	L	300	-	Cracking HW-LW 50mm x 40mm	Fair
32	2.9	400	370	350	360	L	L	350	-	-	Fair
32 Raker	2.6	370	330	350	370	L	L	330	-	Cracking HW-LW 40mm x 20mm	Fair
33	2.9	400	320	330	330	L	L	320	-	-	Fair
33 Raker	2.6	360	50	330	410	H	H	50		Heavy depletion LW-1.5m	Poor
34	2.9	370	320	330	330	L	L	320	-	-	Fair
34 Raker	2.6	390	330	350	350	L	L	330	-	-	Fair
35	2.9	400	340	360	350	L	L	340	-	-	Fair
35 Raker	2.6	350	300	390	370	L	L	300	-	-	Fair
36	2.9	350	270	300	280	M	M	270	-	-	Fair
36 Raker	2.6	370	330	350	330	L	L	330	-	-	Good
37	2.9	370	320	350	320	L	L	320	-	-	Fair
37 Raker	2.6	350	330	370	420	L	L	330	-	-	Good
38	2.9	400	350	370	360	H	H	350	-	-	Poor
38 Raker	2.6	320	300	330	350	L	L	300	-	-	Fair
39	2.9	360	230	280	300	M	H	230	-	Split	Poor
39 Raker	2.6	280	250	300	360	H	H	250	-	-	Poor
40	2.9	380	320	330	300	H	H	300	-	-	Poor
40 Raker	2.6	350	320	330	350	L	L	320	-	-	Fair
41	2.9	400	160	250	300	H	H	160	-	-	Poor
41 Raker	2.6	350	300	330	350	H	M	300	-	-	Poor
										Good	17
										Fair	39
										Poor	26
										TOTAL	**82**

APPENDIX 8 - COMPARISON PILE SURVEY

Commercial Diving & Marine Services P/L - Marina Western Wall Comparison Pile Survey Evaluation Report

Pile ID	H.W.	L.W.	M.W.	S.B.	Condition good fair poor August 2012	Condition good fair poor August 2015
1 West						Fair
1 East					Fair	Good
2	50	-20	-70	-30	Good	Poor
3	10	0	20	20	Fair	Fair
4	20	0	-40	-40	Good	Fair
5	20	-130	-10	0	Poor	Poor
6	10	#VALUE!	#VALUE!	-30	Poor	Fair
7	-10	0	10	-10	Good	Good
8	10	-10	40	-10	Good	Poor
9	0	#VALUE!	0	-20	Poor	Fair
10	-70	#VALUE!	#VALUE!	#VALUE!	Poor	Fair
11	0	0	0	0	Good	Good
12	0	0	10	0	Good	Fair
13	30	0	-10	-30	Good	Fair
14	0	-30	0	0	Good	Good
15	20	-60	70	0	Poor	Poor
16	10	90	10	0	Fair	Fair
17	0	-10	0	-10	Good	Good
18	10	-40	-20	-10	Good	Poor
19	40	-10	-20	-30	Good	Poor
20	30	-10	-70	0	Good	Good
21	20	-10	10	0	Good	Good
22	10	20	-10	0	Fair	Fair
23	-60	20	-10	-70	Good	Fair
24	-150	-10	-50	-10	Good	Fair
25	150	-60	-70	0	Poor	Poor
26	0	-10	-20	20	Good	Good
27	0	-10	-20	-10	Poor	Poor
28	-20	-60	-60	-20	Good	Good
29	-10	-20	30	0	Good	Fair
30	-10	0	0	10	Fair	Fair
31	20	10	-10	20	Fair	Fair
32	-20	50	-10	-30	Good	Fair
33	20	-10	-20	10	Good	Fair
34	-10	-20	-30	-20	Good	Fair
35	-10	10	-10	-20	Good	Fair
36	0	-30	-40	-20	Good	Fair
37	-20	-20	0	20	Good	Fair
38	-10	-20	0	-20	Good	Poor
39	-30	-110	-40	-20	Poor	Poor
40	-10	-10	10	-50	Good	Poor
41	-30	-100	-100	-50	Poor	Poor

Good	26	9
Fair	6	21
Poor	9	12
TOTAL	**41**	**42**

Pile ID	H.W.	L.W.	M.W.	S.B.	Condition good fair poor August 2012	Condition good fair poor August 2015
2 Raker	0	-40	-60	-20	Fair	Poor
3 Raker	0	-150	-10	-40	Fair	Poor
4 Raker	-10	-50	10	-40	Good	Poor
5 Raker	30	60	0	60	Fair	Fair
6 Raker	20	0	-60	-20	Good	Good
7 Raker	0	-10	10	-20	Poor	Poor
8 Raker	20	0	0	10	Good	Fair
9 Raker	50	0	-20	-20	Good	Good
10 Raker	-190	#VALUE!	#VALUE!	#VALUE!	Poor	Poor
11 Raker	0	-70	-50	-60	Fair	Poor
12 Raker	-20	-50	-20	-10	Fair	Poor
13 Raker	30	0	10	-30	Good	Fair
14 Raker	0	0	30	0	Fair	Poor
15 Raker	30	-20	10	0	Fair	Fair
16 Raker	-20	-30	-50	-10	Good	Fair
17 Rasker	-10	-20	0	-10	Fair	Fair
18 Raker	0	-50	-10	10	Good	Good
19 Raker	10	-20	0	30	Good	Good
20 Raker	20	70	-10	-10	Poor	Fair
21 Raker	#VALUE!	10	-30	-10	Fair	Fair
22 Raker	10	10	-20	-10	Poor	Poor
23 Raker	-30	10	-80	-20	Fair	Fair
24 Raker	-10	-30	-60	-20	Good	Fair
25 Raker	0	-30	-20	-20	Poor	Poor
26 Raker	60	30	0	-10	Poor	Fair
27 Raker	-30	-10	-10	10	Good	Good
28 Raker	0	-20	-20	10	Fair	Fair
29 Raker	0	-10	-30	0	Good	Good
30 Raker	0	#VALUE!	0	0	Poor	Poor
31 Raker	0	-10	-20	-10	Fair	Fair
32 Raker	-30	-20	50	-10	Fair	Fair
33 Raker	0	-120	0	0	Poor	Poor
34 Raker	-20	-40	30	-50	Good	Fair
35 Raker	0	10	-20	-20	Fair	Fair
36 Raker	-30	-20	-20	-70	Good	Good
37 Raker	-60	-60	10	100	Good	Good
38 Raker	10	30	-10	-10	Good	Fair
39 Raker	-50	10	-10	-10	Poor	Poor
40 Raker	10	0	-50	-30	Good	Fair
41 Raker	-10	-30	0	-50	Good	Poor

Good	17	8
Fair	14	18
Poor	9	14
TOTAL	**40**	**40**

APPENDIX 9 - CAPITAL COST ESTIMATES

The capital cost estimates for the project have been prepared according to the staging set out in the Concept Plan prepared by ARM Architecture. The costs of the on-land components of the project have been estimated by Rider Levett Bucknall ("RLB"), whilst the costs of the on-water components are based upon advice from Engineered Water Systems ("EWS"). As this business case is principally in relation to the rationale and funding required for Stage 1, those cost estimates are more reliable than those for subsequent stages.

In summary the estimated capital costs for the overall Concept Plan are set out below:

TABLE A9.1 ESTIMATED CAPITAL COST OF CONCEPT PLAN STAGES

Stage and its description	$m
1A: Core project to address the identified problems	19.0
1B: Retail spaces made available from implementing Stage 1A	4.0
2: Further development of the marina, enable by the installation of a wave attenuator as part of Stage 1A	12.0
3: Completion of aspects of the public realm to improve accessibility and amenity	4.5
Total	39.5

Stage 1A and 1B

The basis of the EWS costings of the attenuator and marina components of Stage 1A are set out in Appendix 6. The RLB costings of the land components of Stage 1A and 1B are set on the following pages. The compilation of the estimated cost of Stage 1A and Stage 1B can be summarised as follows:

TABLE A9.2 STAGE 1A COSTS

Stage and its description	$m
Per RLB (refer following pages)	10.5
Per EWS (Appendix 6)	7.9
Marina contingency	0.6
Total	19.0

TABLE A9.2 STAGE 1B COSTS

Stage and its description	$m
Per RLB (refer following pages)	3.6
Developer contingency	0.4
Total	4.0

Stage 2

Stage 2 is not the core subject of this business case, though it will be made possible by Stage 1A. If Stage 2 proceeds it is expected to be procured and funded by RGYC and its members. Accordingly, as early context, a preliminary indicative cost estimate of $12m has been mentioned in the business case. This figure was arrived at based initially on advice from EWS, as below, showing a cost estimate of $6.885m for the marina components.

TABLE A9.3 OUTLINE COST ESTIMATES OF STAGE 2 MARINA COMPONENTS

Berth Size	Qty Berths	Overall l/m in marina (Not Incl. Stage 1)	Estimated pro-rata cost per berth (based on $1,800 l/m)	Total
18m	10	180	$32,400	$324,000
15m	93	1395	$27,000	$2,511,000
12m	100	1200	$21,600	$2,160,000
10m	80	800	$18,000	$1,440,000
			TOTAL	**$6,435,000**
Estimated Average Price Per Berth ($22,738 + GST per berth)				
Demolition estimate				$450,000
				$6,885,000

In addition, Stage 2 involves other elements that have been separately costed by RLB (shown on the following pages, totalling $4.733m

In addition, given the preliminary nature of the above estimates, a contingency allowance has been made for items such as engineering, security, power, lights, water and gated access.

TABLE A9.5 TOTAL PRELIMINARY INDICATIVE STAGE 2 ESTIMATE

Stage 2	
Marina (per EWS)	$6.9m
On-shore elements (per RLB)	$4.7m
Marina contingency	$0.4m
Total	$12.0m

RGYC now intend undertaking a more detailed costing exercise for Stage 2.

Stage 3

Stage 3 is estimated at a total of $4.5m. The RLB cost estimates for Stage 3 are set out on the following pages.

APPENDIX 10 - GLOSSARY

City of Greater Geelong	Greater Geelong City Council ABN 18 374 210 672
CoGG	City of Greater Geelong
Council	City of Greater Geelong
CBD	Central Business District
DTF	Victorian Department of Treasury and Finance
DTF Guidelines	DTF's Investment Lifecycle guidelines
Festival of Sails	Established in 1844, it is Australia's oldest sporting event and the largest annual keel boat regatta in the southern hemisphere, catering for every level of sailing and boating.
Fisherman's Basin	A currently under-utilised area of the Precinct managed by CoGG. It currently provides for the operational needs of only two active commercial fishing boats..
Geelong Waterfront Safe Harbour Precinct	The area of the central Geelong waterfront currently occupied by Fisherman's Basin, the RGYC, the Victorian Sailing School and Bay City Marina.
Government	The Government of the State of Victoria
ILM	Investment Logic Map
Investment Logic Map	A core part of DTF's Investment Lifecycle guidelines, in the form of a single page depiction of the logic that underpins an investment. It provides the core focus of an investment and is modified to reflect changes to the logic throughout its lifecycle.
National Stronger Regions Fund	An Australia Government programme aimed at promoting economic development in Australia's regions.
Net Present Value	The present value of an investment's expected cash inflows minus the costs of acquiring the investment.
NPV	Net Present Value
NSRF	National Stronger Regions Fund
Newcomb Secondary College	Victorian Government public secondary (years seven to 12) school situated in, 5km south-east of the Geelong CBD in the suburb of Newcomb.
NSC	Newcomb Secondary College
Parks Victoria	A statutory authority, created by the Parks Victoria Act 1998. Parks Victoria does not have any asset management responsibilities in the Precinct. It is the referral agency for over-water developments and issue of works permits. It is Local Port Manager under section 44 of the Port Services Act 1995.
PCG	Project Control Group
Precinct	Geelong Waterfront Safe Harbour Precinct
PSG	Project Steering Group
RDV	Regional Development Victoria
Regional Development Victoria	A statutory agency within the Victorian Department of Economic Development, Jobs, Transport and Resources.
RGYC	Royal Geelong Yacht Club
Royal Geelong Yacht Club	The Royal Geelong Yacht Club Incorporated A0015279
Value for Money	A concept applied by the Australian and Victoria governments' in considering whether a project outcome is likely to provide acceptable value versus project options.
VFM	Value for Money
Yachting Victoria	A peak body representing 87 yachting and boating clubs located throughout Victoria.
Victorian Sailing School	A Campus of Newcomb Secondary College staffed by the Department of Education & Training ("DET") providing sailing programs for primarily Year nine to 12 students from throughout Victoria. Located on Eastern Beach Road, adjacent to RGYC.
VSS	Victorian Sailing School
YV	Yachting Victoria

4. ARTS & CULTURAL PRECINCT MASTERPLAN

Source: **Investment & Attraction**
Director: **Brett Luxford**
Index Reference: **PRJ-16-2744 : Geelong Future Cities Project - Arts & Cultural Precinct**

Purpose

To seek endorsement for the Central Geelong Arts and Cultural Precinct Masterplan referred by the Geelong Authority / Revitalising Central Geelong Partnership.

Background

The Revitalising Central Geelong Action Plan's *Smart City* initiative proposes a stronger integration and greater diversity of health, education and cultural land uses. To deliver this outcome, a Masterplan has been developed for the Arts and Cultural Precinct to achieve an integrated design for facilities within the precinct.

Public comments on the Masterplan were invited over a two week period from 7 -21 August 2017. Seven written submissions were received during this period. The key issues raised and the responses are included in Attachment 3.

The Masterplan is consistent with the desires of *Greater Geelong: A Clever and Creative Future*. High-quality urban design and streetscape treatments enhance the public realm and attract people who want to engage and relax in the space, rather than just move through it.

Being a high-order arts and cultural precinct, the opportunities the new streetscape will provide for creative pursuits are unlimited. Public Art will feature heavily in the precinct and creative spaces will be added to entice visitors who are interested in events, festivals, literature, performing arts and street activities.

Key Issues

- The Masterplan and consequent streetscape implementation, includes:
- A 'shared zone' in Lt Malop Street between Fenwick Street and Gheringhap Street with capacity to be closed to vehicles for events;
- A new streetscape with trees, furniture, paving treatments and art works utilising water-sensitive urban design principles;
- A redesigned garden on the southern side of City Hall to enable the space to be visually incorporated into the public realm;
- Threshold treatment at vehicle entries to signify high-level pedestrian space;
- Prioritised traffic signals to provide better links to adjacent precincts including Ryrie Street;
- The potential closure of the north-south section of Aitchison Place to allow GPAC Stage 3 expansion, subject to funding and statutory processes;
- Redevelopment of Police Lane as a pedestrian priority space to compliment future development.
- The next phase of this project, detailed design and implementation costings, will be funded by the Department of Environment, Land, Water and Planning (DELWP).

L Gardner moved, P Dorling seconded -

That Council endorses the Arts & Cultural Precinct Masterplan (March 2017) (Attachment 2) and supports the Revitalising Central Geelong Partnership to progress the Masterplan to detailed design and costings.

Carried.

Attachment 1

Discussion

In conjunction with external consultants, the Revitalising Central Geelong Partnership has developed a Masterplan for the Arts and Culture Precinct.

The Masterplan is a high-level aspirational document which responds to key issues and opportunities for the precinct, identified through consultation with stakeholders.

Arts & Cultural Precinct Masterplan Study Area & Adjacent Precincts

The Masterplan responds to key issues and opportunities for the precinct including:

- Building a distinctive precinct character which is reinforced through public art and urban furniture;
- Green the precinct through additional soft landscape;
- Integrate art into the public realm and built form through projections and installations;
- Protecting and enhancing the heritage significance of buildings within the precinct;
- Expansion of the program of street-based arts and cultural activities and events;
- Implement wayfinding to connect the precinct with adjacent precincts.

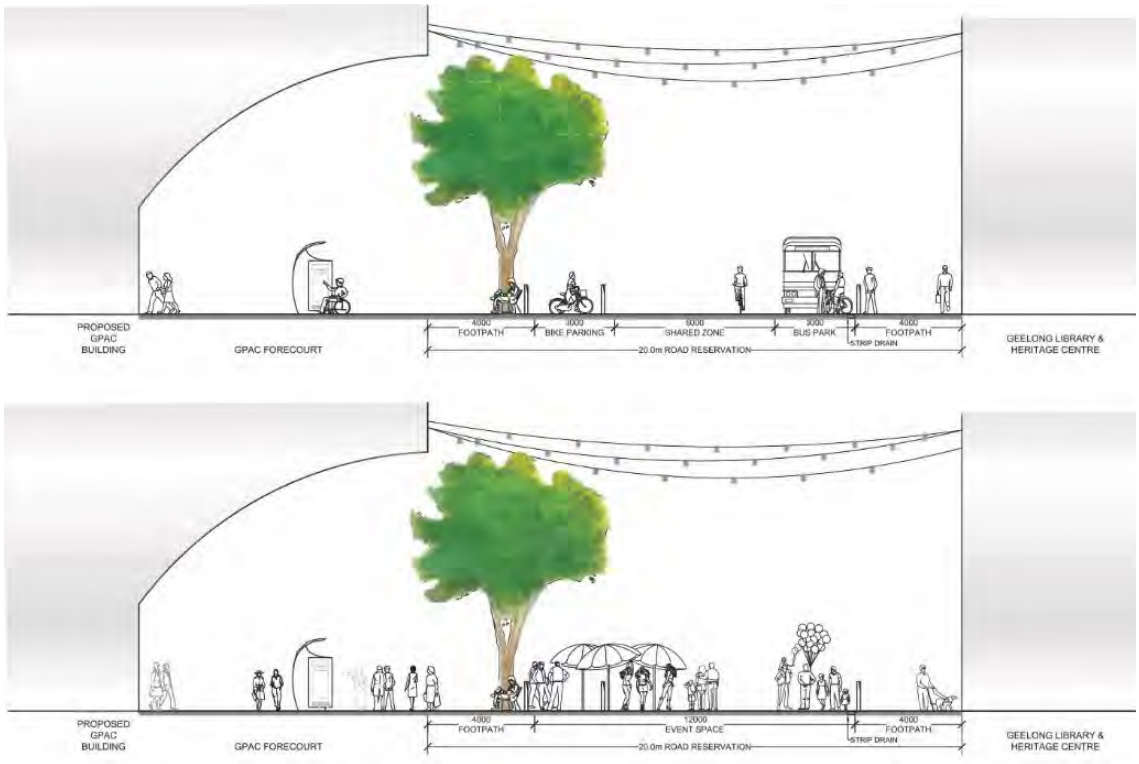
The Masterplan delivers a reimagined Lt Malop Street that will become a focus for arts and cultural activity in Central Geelong.

The Lt Malop Street design enables the temporary closure of the street, focused around a central events space. This space is imagined with a special pavement treatment incorporating in-situ art, reinforcing cultural and historical heritage and demonstrating the importance of the space to the arts and cultural life of the city.

The Masterplan prioritises Lt Malop Street for pedestrians, providing for slow vehicle and bicycle movements in a shared space. Short-stay on-street parking is provided and bus bays. Greening of the precinct is achieved through new street trees and plantings, which help to delineate shared spaces.

New pedestrian prioritised linkages are provided through Police Lane and a realigned Aitchison Place. A new pedestrian signalised crossing at Ryrie Street improves north-south connections to the precinct.

Typical street treatment



Typical section

Car parking supply in the precinct should be considered in conjunction with the Central Geelong Car Parking Strategy. There is a nett loss of car parking within the precinct but this should be considered in relation to the proximity of the Civic Centre Car Park.

The Masterplan proposes that Lt Malop Street provide the following rates of vehicle parking.

	Standard car parking bays	Disabled car parking bays	Loading bays	Bus drop-off bays
Existing	30	5	2	1
Proposed	9	6	2	4
	21 loss	**1 gain**	**No change**	**3 gain**

Financial Implications

The next stage of the process is the preparation of detailed design and costings for the streetscape redevelopment of Lt Malop Street and Police Lane which will be funded by DELWP. This work will form the basis of the Business Case for a future funding submission to the State Government.

Stakeholder Consultation and Communication

The Masterplan has been informed by stakeholder consultation including precinct landowners and tenants, Geelong Gallery, Geelong Library & Heritage Centre, Barwon Water, State Government agencies and City of Greater Geelong officers.

Policy/Legal/Statutory Implications

The Masterplan and the incorporated streetscape works are consistent with the Central Geelong Action Plan, the State Action Plan and State and Council planning policies.

New hard and soft landscaping will reference urban design guidelines, support sustainable development and respond to community needs.

Future Masterplans for the adjacent precincts including Johnstone Park, the Station Precinct and the Green Spine will integrate with the Arts & Cultural Precinct Masterplan.

All works will reference Australian Standards for access and mobility.

Alignment to City Plan

This project is directly aligned to the City Plan 'Growing the Economy' strategic priority which articulates a continuing focus on improvement of the CBD via the implementation of the Central Geelong Action Plan.

Risk Assessment

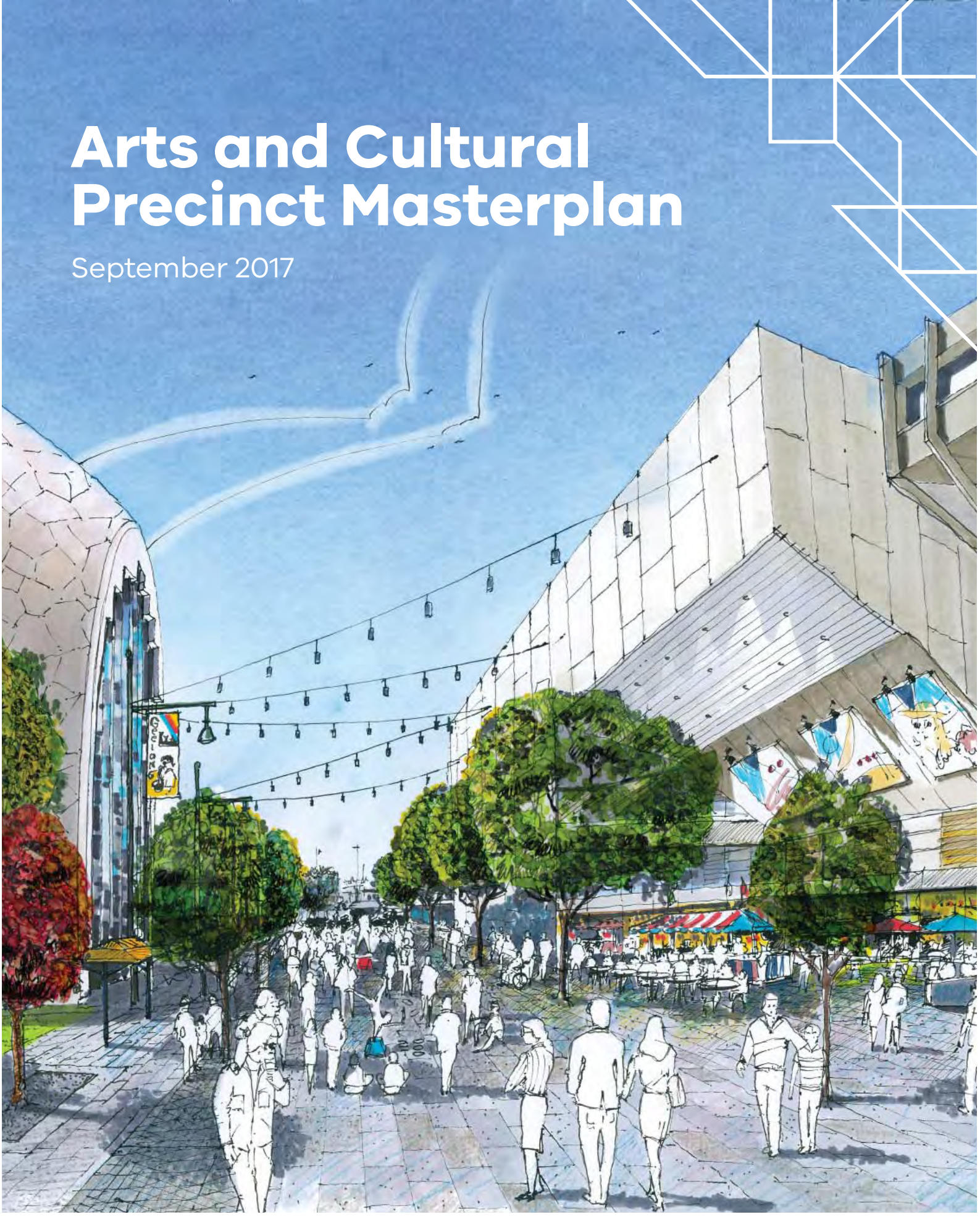
No risks have been identified in noting the Arts & Cultural Precinct Masterplan.

Environmental Implications

Lt Malop Street is an overland flow path for storm water and is encumbered by a Special Building Overlay. The detailed streetscape design will need to account for storm water management and drainage, and should consider opportunities to incorporate Water Sensitive Urban Design (WSUD) treatments to manage water in the precinct.

Arts and Cultural Precinct Masterplan

September 2017



Revitalising Central Geelong

CITY OF GREATER GEELONG

VICTORIA State Government

Arts and Cultural Precinct Masterplan

September 2017

This report has been prepared by the Revitalising Central Geelong Partnership in association with Town Matters Pty Ltd and Perry Mills and Associates.

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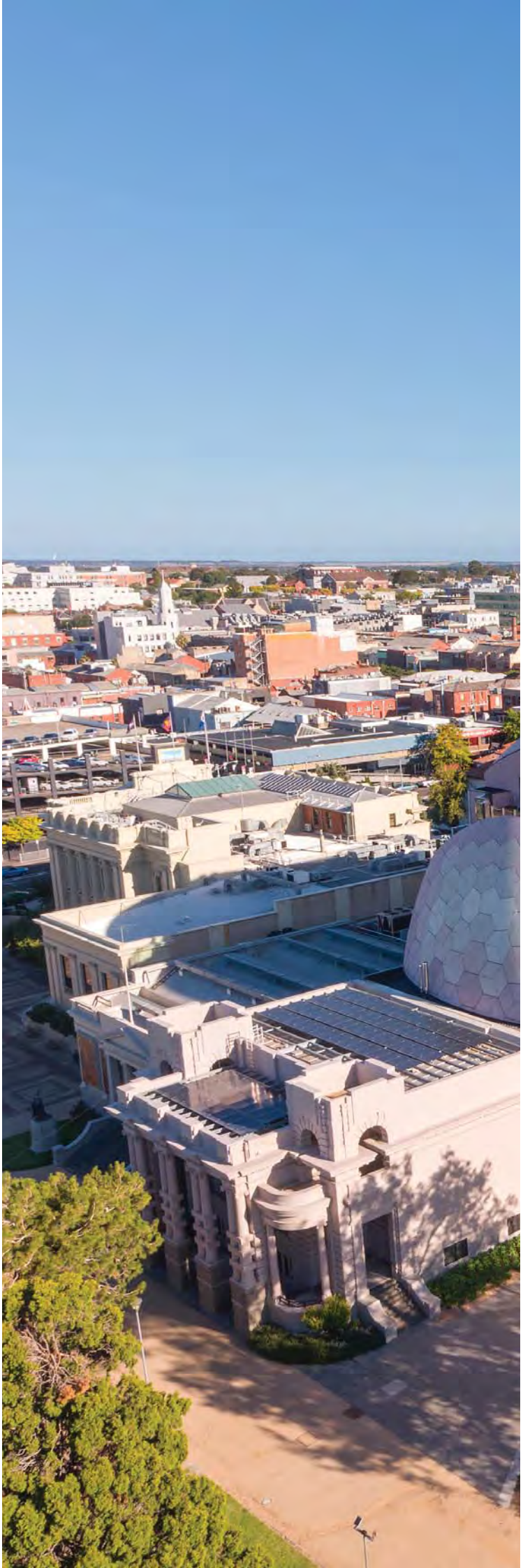
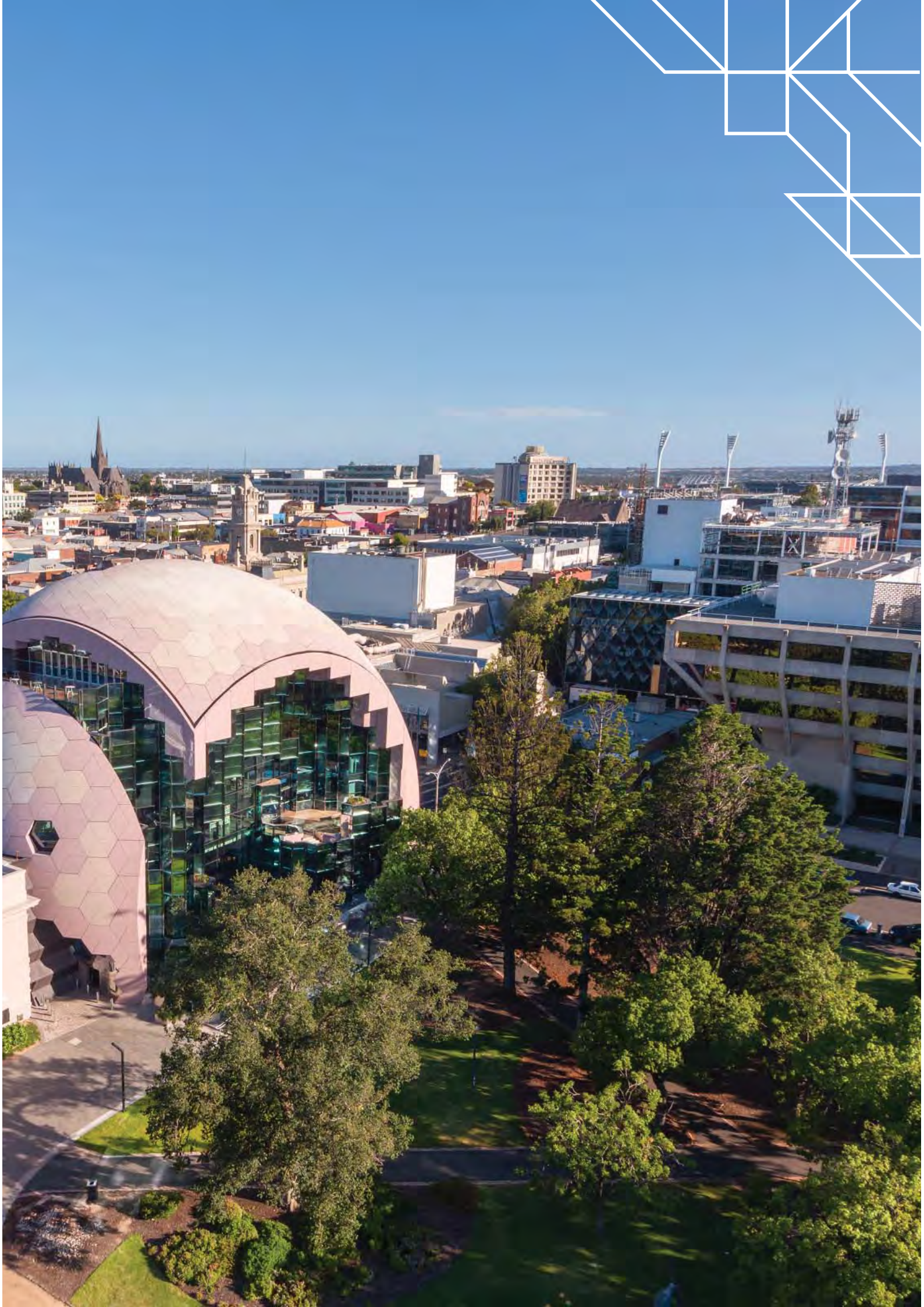




Revitalising Central Geelong Action Plan

The City of Greater Geelong and Department of Environment, Land, Water and Planning are working together as the Revitalising Central Geelong Partnership to plan and deliver projects identified in the Revitalising Central Geelong Action Plan.

The Revitalising Central Geelong Action Plan is a ten-year plan designed to deliver new jobs, homes and services to revitalise Geelong.

The Action Plan's Smart City initiative proposes a stronger integration and greater diversity of health, education and cultural land uses. To deliver on this outcome, the action plan recognises the need for a masterplan to achieve an integrated design outcome for facilities within the cultural precinct.

The Central Geelong Arts and Cultural Precinct Masterplan delivers on this action.

It has been developed to complement other projects that relate nearby precincts, including the Geelong Station, James Precinct and Johnstone Park.

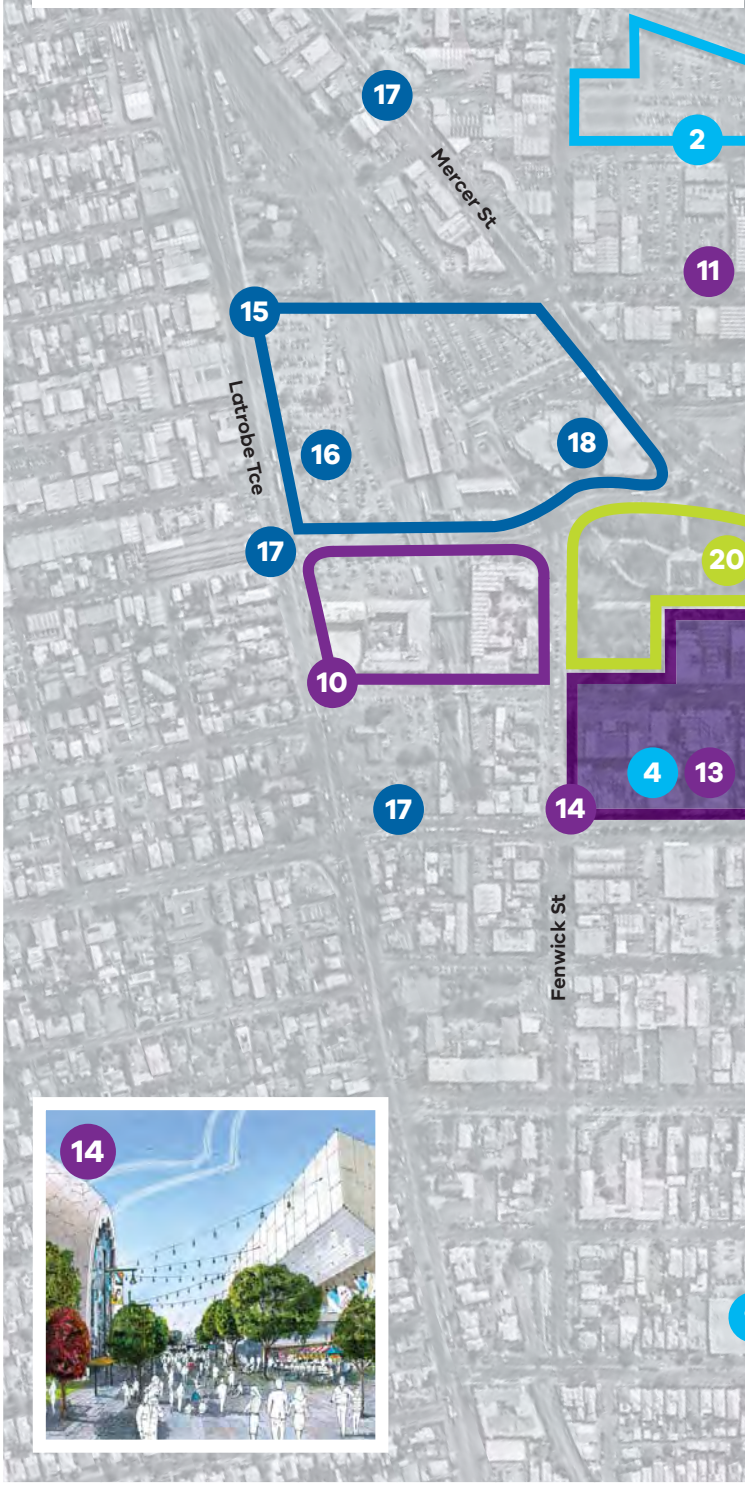
Planning for Growth

- > Prepare a Delivery Plan
- > Upgrade Infrastructure
- > Fast-track major project approvals
- > Prepare the Moolap Coastal Strategic Framework Plan

A Stronger CBD

- > New jobs
- > New development opportunities
- > New civic centre (location to be determined)

1. Improve existing and construct new laneways
2. Delivery strategy for a convention centre
3. Create a City Heart
4. Upgrade Barwon Water headquarters
5. Build Worksafe headquarters
6. West End Action Plan
7. Union Quarter Action Plan



Inhabiting the City

- > Support delivery of city housing
- > Plan for community infrastructure
- > Host events
- 8. Construct the Royal Geelong Yacht Club safe harbour
- 9. Construct upgrade of Kardinia Park stadium

Smart City

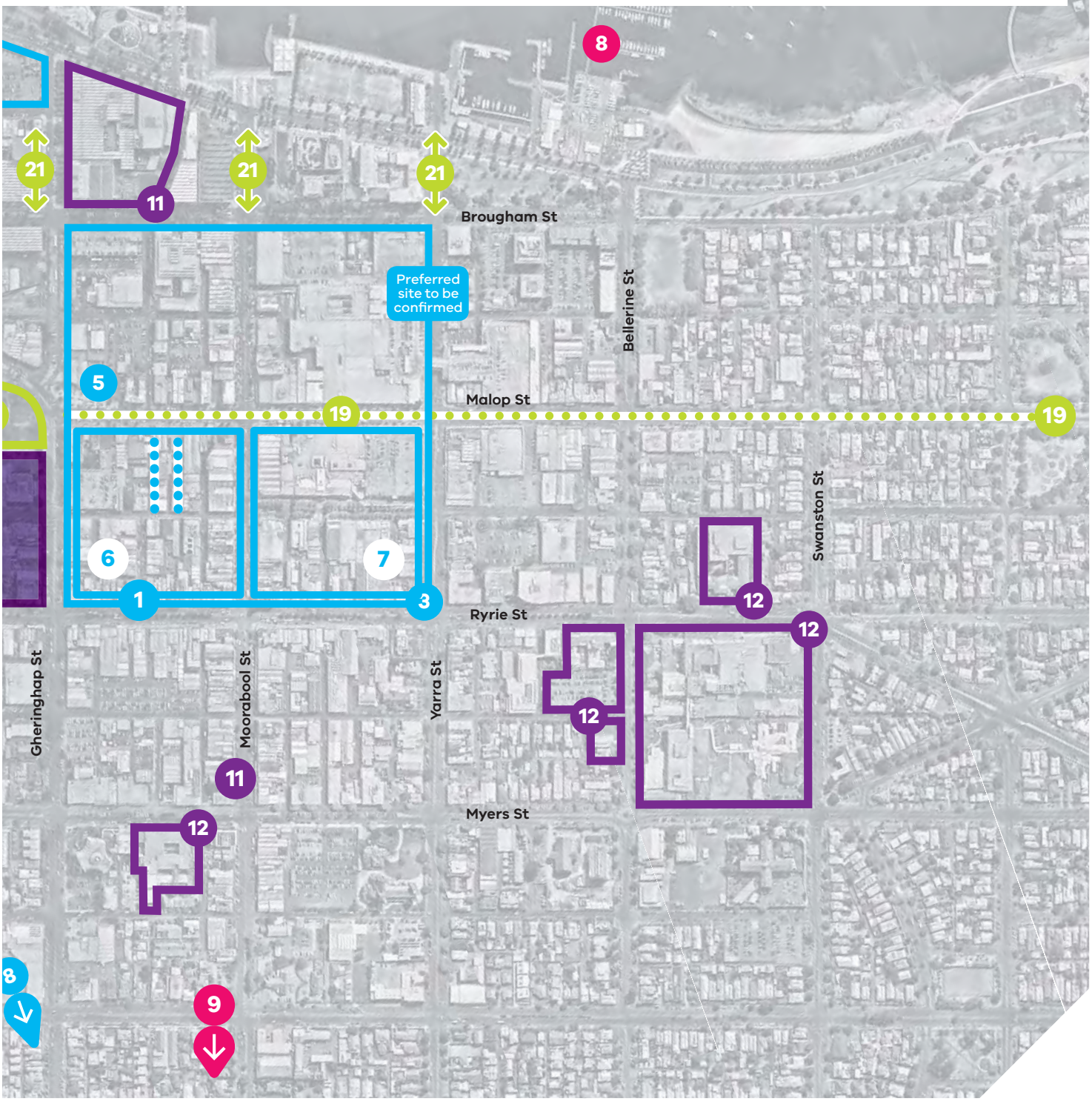
- 10. Construct the Geelong Tech School
- 11. Support delivery of student housing
- 12. Plan for expansion of health and education facilities
- 13. Construct upgrade of Geelong Performing Arts Centre
- 14. Plan for cultural precinct

Getting Around

- > Finalise an operating plan for the Transport Network
- > Prepare a city parking strategy
- 15. Revitalise the Geelong Station Precinct
- 16. Develop a commuter parking strategy
- 17. Highlight city arrival points
- 18. Identify long term needs of Department of Justice and Victoria Police

Green Spine

- 19. Construct Green Spine Stage 1 (Moorabool to Yarra)
- 20. Construct an integrated public space and water management project in Johnstone Park
- 21. Plan for improved linkages between the city and waterfront



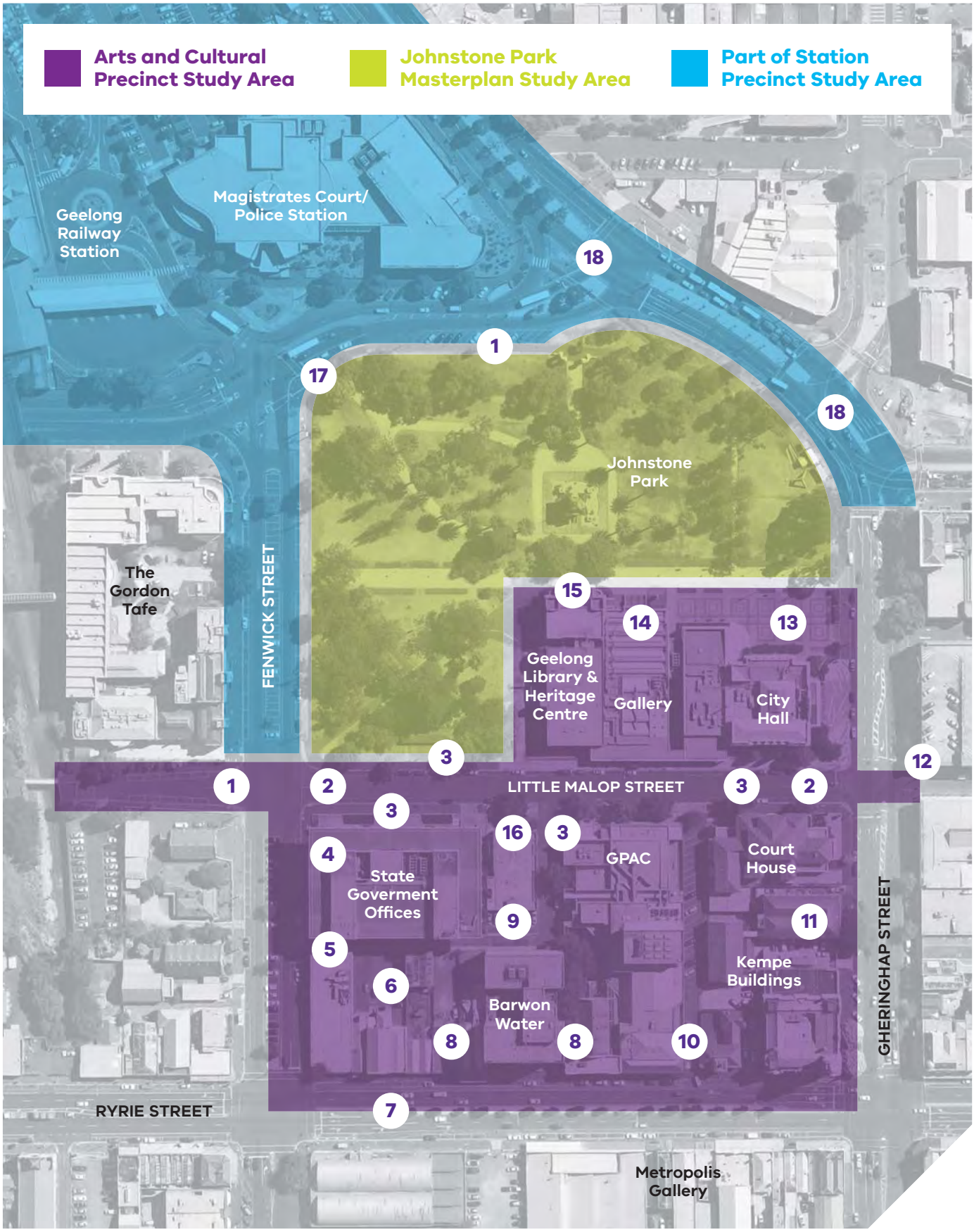
Issues and Opportunities

The masterplan responds to key issues and opportunities for the precinct identified through consultation with stakeholders.

1. Preferred cycle route along Fenwick Street to Station Precinct.
2. Potential Gateway Sculpture.
3. Opportunity to connect green spaces/ improve utility of spaces.
4. Opportunity to incorporate green roof and green hanging on north facade.
5. Potential to improve the amenity of laneway.
6. Unrelated land uses. Opportunity to create land mark development to reinforce Precinct identity.
7. Potential to activate south side of Ryrie Street and create better pedestrian links with north side of street.
8. New pedestrian links between Atchison Place and Ryrie Street through Barwon Water forecourt and redeveloped GPAC.
9. Ensure active interface with laneway/avoid dead zone.
10. Potential to create pedestrian priority link. Important to maintain visual connection from end to end.
11. Opportunity to provide pedestrian link to Police Lane through future redevelopment that is complimentary to the heritage building
12. Improve intersection and pedestrian priority.
13. Greater utilisation of City Hall forecourt.
14. Opportunity to re-establish original entrance to gallery from Johnstone Park, potential gallery redevelopment and expansion into adjoining buildings.
15. Open to Peace Memorial.
16. Proposed site for GPAC expansion. Opportunity to create new north-south connection via relocated laneway.
17. Improve accessibility from Station (DDA compliant) as part of Johnstone Park Masterplan project.
18. Consider intersections and location of courts and police station as part of Railway Precinct Masterplan.

Precinct wide issues and opportunities:

- Create a distinctive precinct character through public realm streetscape treatments
- Reinforce the precinct character through a unique urban art/street furniture theme
- Green the precinct through planting and building treatments, including green walls
- Integrate art into the public realm and built form, including through projections and installations on blank walls
- Provide opportunities for street based arts and cultural events
- Establish a wayfinding theme to connect the precinct with the CBD and beyond
- Protect heritage buildings
- Acknowledge indigenous history of the precinct


Arts and Cultural Precinct Study Area
Johnstone Park Masterplan Study Area
Part of Station Precinct Study Area
Geelong Railway Station
Magistrates Court/ Police Station
Johnstone Park
The Gordon Tafe
FENWICK STREET
Geelong Library & Heritage Centre
Gallery
City Hall
LITTLE MALOP STREET
GPAC
Court House
State Goverment Offices
Kempe Buildings
Barwon Water
GHERINGHAP STREET
RYRIE STREET
Metropolis Gallery
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Masterplan

The Arts and Cultural Precinct Masterplan delivers a reimagined Little Malop Street that will become a focus for arts and cultural activity in Central Geelong.

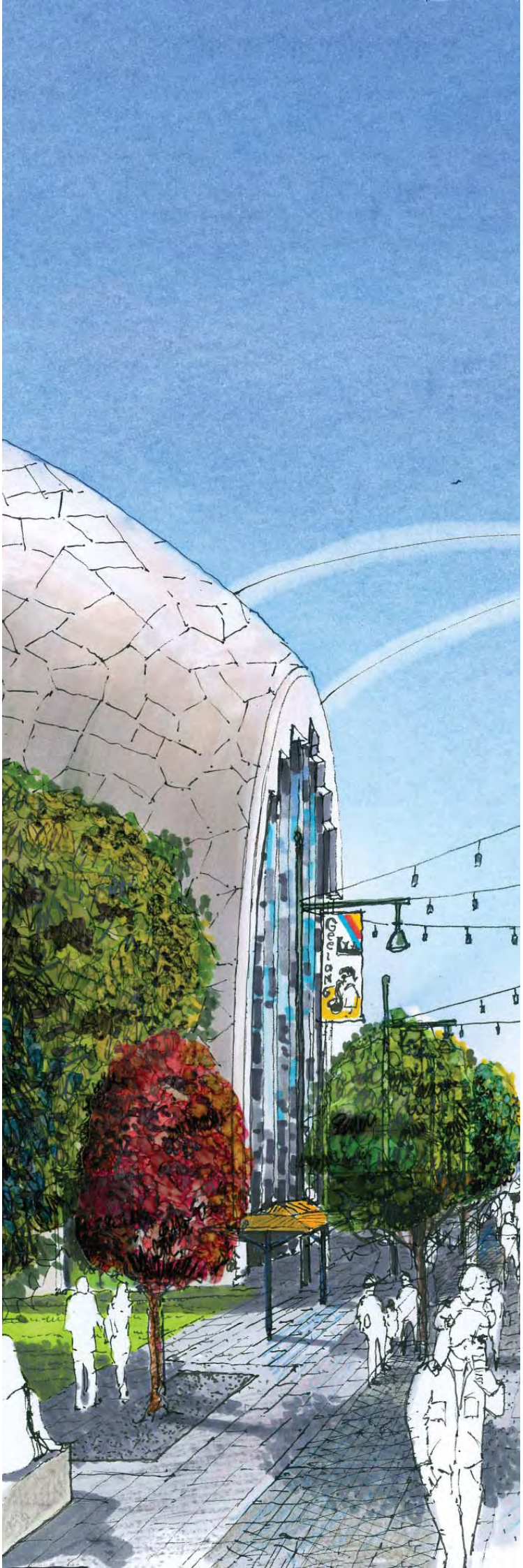
The Little Malop Street design enables the temporary closure of the street, focused around a central events space. This space is imagined with a special pavement treatment incorporating an in situ art work, signifying the importance of the place for the arts and cultural life of the city.

The masterplan prioritises Little Malop Street for pedestrians, providing for slow vehicle and bicycle movements in a shared space. Convenient short stay on-street car parking is provided as are temporary bus bays.

A single level pavement across the street enables its easy transformation into an events place. This space would be managed by the Central Geelong Place Manager and programmed in conjunction with city-wide activations.

Greening of the precinct is achieved through new street trees and plantings, which also aid in marking shared spaces.

New pedestrian prioritised linkages are provided through Police Lane and a realigned Aitchison Place. A new pedestrian signalised crossing at Ryrie Street improves north-south connections into the precinct.



Master Plan Details

1. Arts and Cultural Precinct Plaza

Central space with capacity to be closed to traffic. Possible paving public art embellishment. Catenary overhead lighting and custom furniture provide further opportunities for creative responses.

2. City Hall Forecourt

Improved paving and shading of forecourt enabling increased activity.

3. Shared Zone

Shared zone defined with various elements – trees, bollards, drainage grate. Surfaced with sawn bluestone and other material consistent with Public Realm Framework.

4. Sculpture Garden

Landscaped area around existing conifers with seating areas and public art opportunities (permanent sculptures or installations).

5. Small Tree Avenues

Rows of small trees provide spatial definition between shared vehicle/bicycle space and pedestrian space.

6. Entry

Vehicle entry signalled by threshold treatment including signage. Opportunity for public art.

7. Intersection Treatment

Improve pedestrian link with the laneways precinct by changing signal cycle to prioritise pedestrians.

8. Water sensitive urban design

Utilise WSUD techniques where appropriate, such as permeable paving and strip drains to direct stormwater to rain gardens and tree pits for treatment and reuse.

9. Loading Bay

GPAC loading facilities to retain end-to-end visibility along Police Lane.

10. New Laneway

Closure of north-south section of Aitchison Place to allow GPAC Stage 3 expansion, subject to funding. New laneway connection created between State Government Offices and GPAC. Possible activation with lighting and public art.

11. Police Lane

Police Lane developed as pedestrian priority space. Maintain vehicle access for southern properties from Ryrie Street.

12. Ryrie Street Crossing

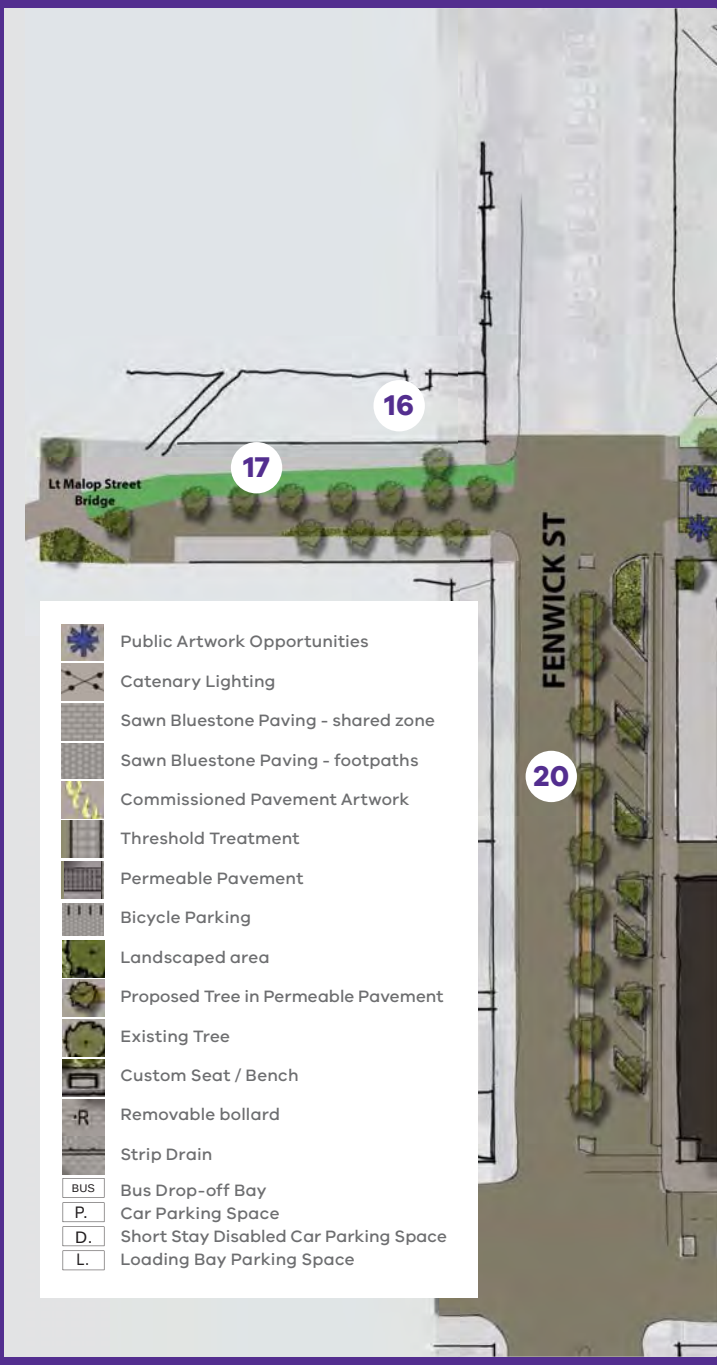
Improve pedestrian connection between north and south side of Ryrie Street with signalised pedestrian crossing. Crossing design to ensure ongoing levels of safety, service and operation of Ryrie Street.

13. GPAC Ryrie Street Frontage

Enhance pedestrian entry to GPAC.

14. Geelong Gallery

Encourage expanded gallery to nestle within surrounding buildings and provide an active interface with Johnstone Park.



15. User Facilities

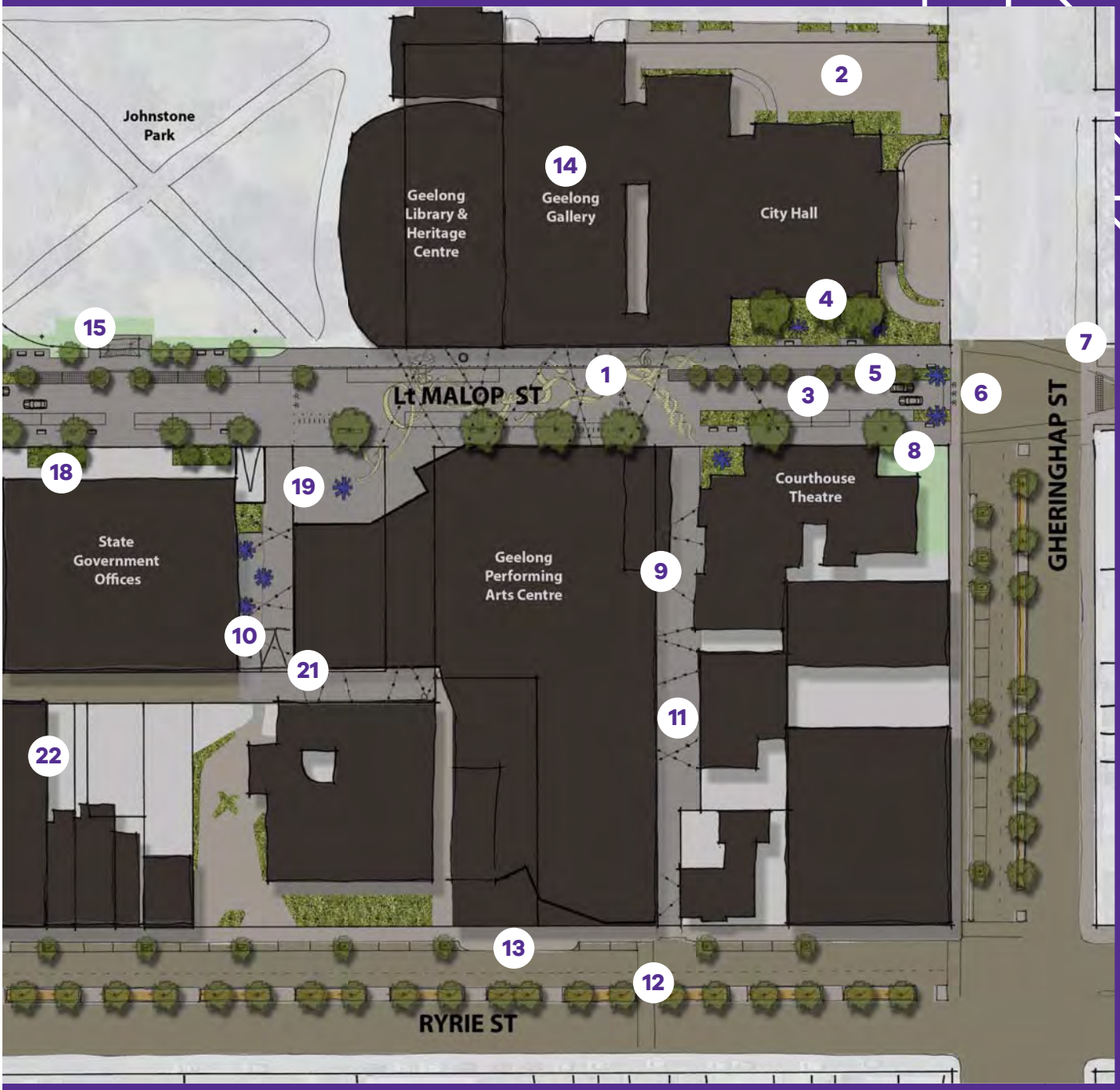
Open-sided shelter on axis within entry to State Government Offices to link with Johnstone Park. Provide seating area within landscaped area that extends the park into the street.

16. The Gordon

Future redevelopment to activate frontage to Little Malop Street.

17. Bicycles

Connection to Geelong West feeds into Central Geelong through Lt Malop Street shared zone.



18. State Government Offices

Investigate opportunities to activate the forecourt of the State Government Offices, including opportunities to provide greenery and shade.

19. Public Artworks

Locations of public artworks are indicative.

20. Surrounding Streets

Fenwick, Ryrie and Gheringhap Streets upgraded as part of other programs.

21. Barwon Water/ GPAC Interface

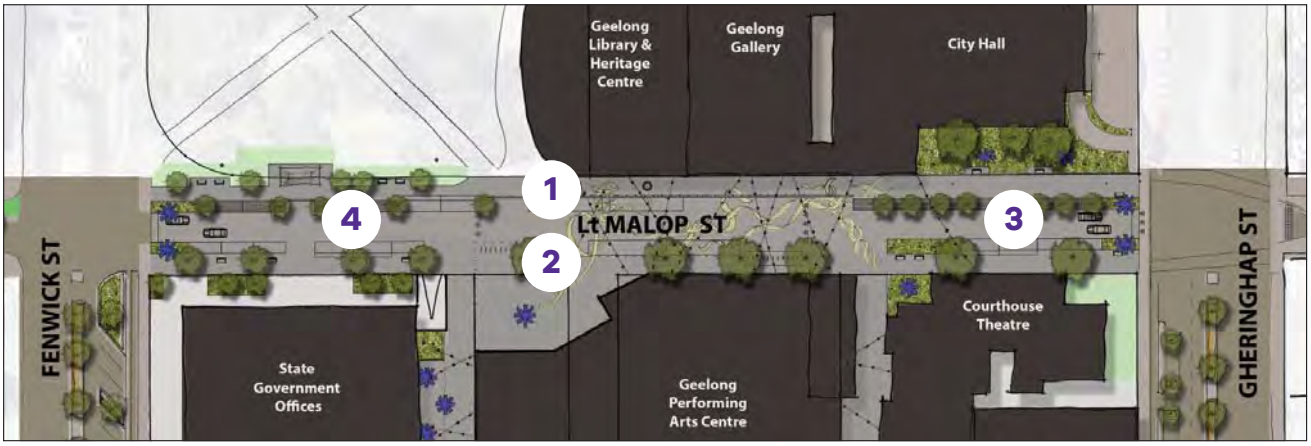
Provide active interface between buildings and manage height and design of GPAC expansion to maintain solar access and line of sight to Barwon Water Explore opportunities to integrate upper floor levels of buildings.

22. Development Opportunity

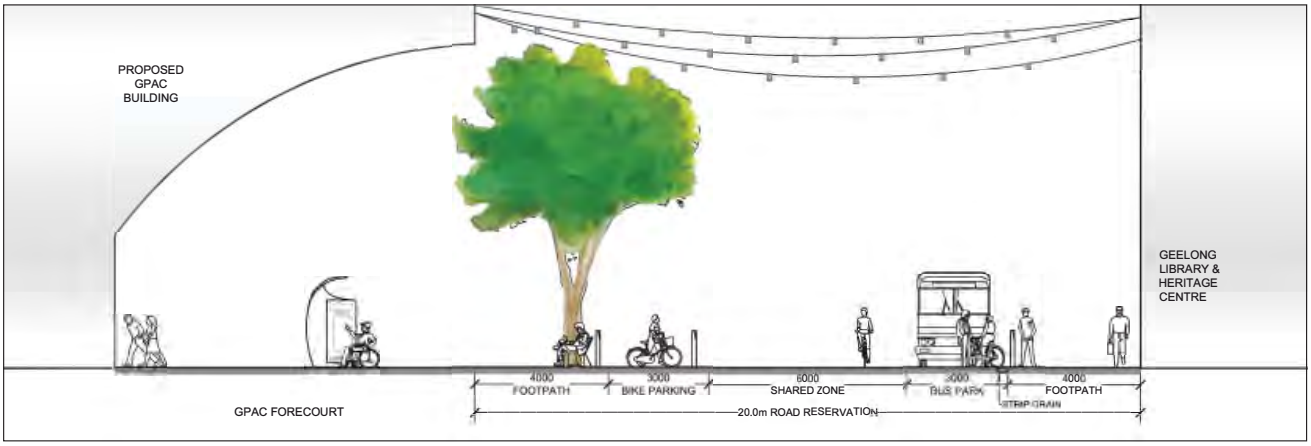
Possible gateway development.

Master Plan Details

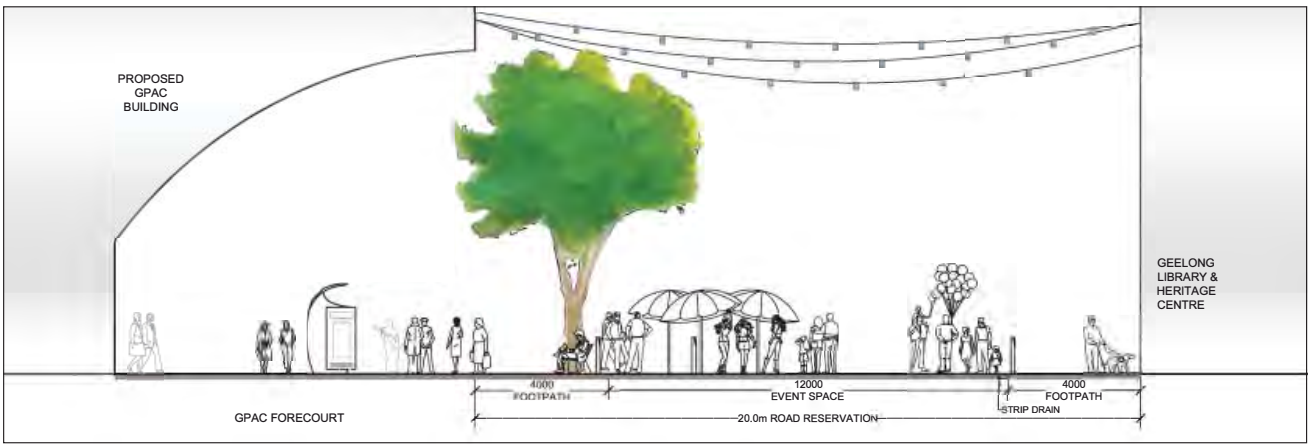
Arts and Cultural Precinct sections



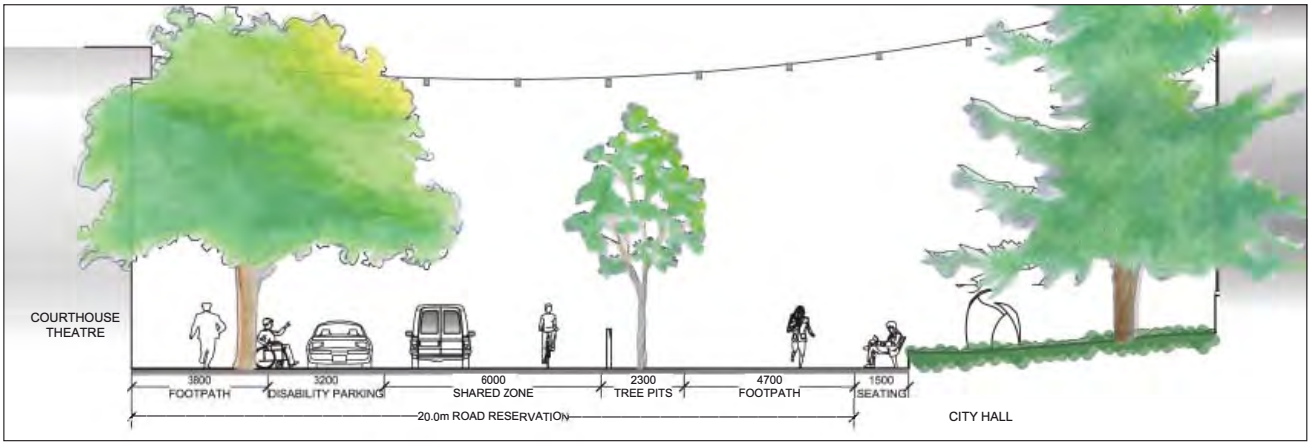
SECTION 1. central shared space



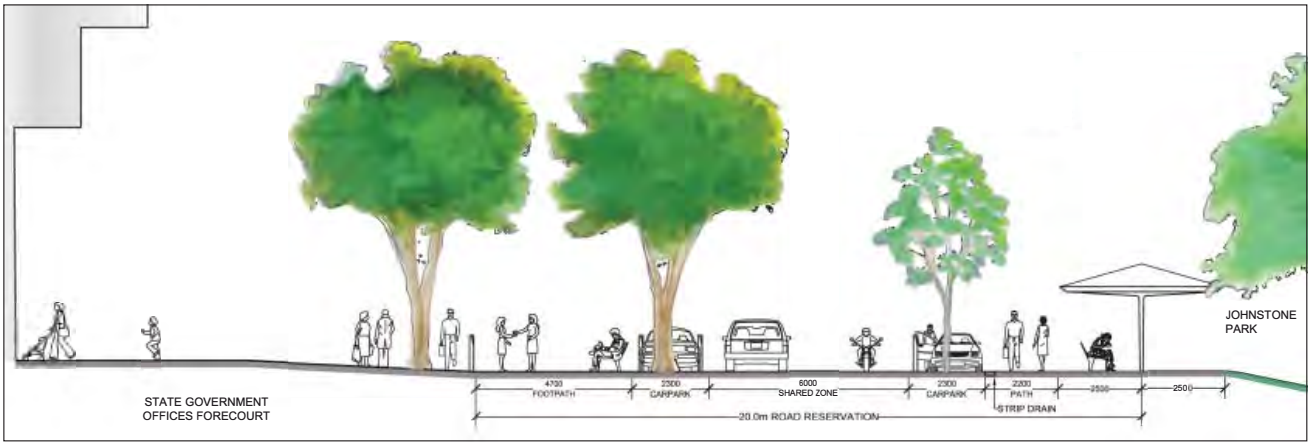
SECTION 2. central shared space - event mode



SECTION 3. Little Malop Street east end



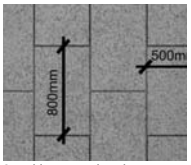
SECTION 4. Little Malop Street west end



Indicative Materials Palette

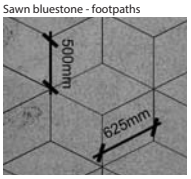
Refer to Public Realm Framework - Cultural Precinct

PAVING



Sawn bluestone - shared zone
Sawn bluestone - footpaths

Tree grate
Permeable paving



CUSTOM FURNITURE EXAMPLES

Functional artwork
Bespoke furniture

Interactive digital information facility

PLANTINGS

Ornamental Pear

Jeffersred Maple

Corymbia 'Scentuous'

Urbanite Ash

Detailed Design

Detailed design of the masterplan initiatives should take account of the following matters:

Heritage

The precinct contains many sites with heritage values. Future development must consider the heritage significance of individual buildings and/or precincts as required by the Greater Geelong Planning Scheme and Heritage Act 1995.

Many of the individually significant heritage buildings within the precinct are recognised for their unencumbered appearance. For these sites, initiatives such as the installation of green walls may impact on the physical integrity of the heritage buildings, and should be avoided.

Levels, Stormwater and Drainage

Little Malop Street is an overland flow path for stormwater and is encumbered by a Special Building Overlay. The detailed streetscape design will need to account for stormwater management and drainage, and should consider opportunities to incorporate water sensitive urban design treatments to manage water in the precinct.

Pavement, Street Furniture, Artwork and Street Trees

Pavement, street furniture, art work and street trees must be consistent with the Central Geelong Public Realm Framework 2016. Deciduous street trees are preferred to ensure solar access in the winter months.

A pavement artwork for the central event space should be commissioned by a suitable artist. This could explore indigenous or other cultural themes relevant to Geelong and the precinct.

The width and design of the central trafficable road must be in accordance with relevant Australian Standards for shared spaces.

Catenary Lighting Systems

Detailed design of catenary lighting systems must take account of the height of buses, large Pantech trucks requiring access to Geelong Performing Arts Centre, and trucks accessing the Geelong Gallery.

Catenary lighting systems will also need to consider the heritage significance of buildings to avoid any negative impacts.

The overall design of lighting for streets should ensure street light levels meet Australian Standards. Catenary lights may need to be supplemented with additional street lighting.

Wayfinding

Wayfinding initiatives for the precinct should be progressed as part of a broader wayfinding theme for Central Geelong.

Traffic lights and signage

Pedestrian priority programming of traffic lights should be explored for the Gheringhap Street/Little Malop Street intersection.

Appropriate signage will be required to manage the shared zone in Little Malop Street as well as proposed pedestrian prioritised spaces in Aitchison Place and Police Lane.

Temporary closures and operational requirements

Future temporary closures of Little Malop Street will require traffic management plans to be developed that take account of the access requirements of key facilities including the Geelong Performing Arts Centre and Geelong Gallery, as well as requirements for emergency vehicles. These should be developed in a collaborative manner with relevant stakeholders.

Ryrie Street and Police Lane

Ryrie Street is an arterial road managed by VicRoads. Detailed design of the Ryrie Street pedestrian crossing will need to ensure the ongoing levels of safety, service and operation of this road.

VicRoads will also need to be consulted in relation to the proposed new access from Ryrie Street into Police Lane (left in and left out) required to achieve pedestrian prioritisation of the lane at its intersection with Little Malop Street.

Aitchison Place

Development of the new laneway between the State Government Offices and the proposed future expansion of the Geelong Performing Arts Centre must manage grade changes from Aitchison Lane to Little Malop Street.

The design of this new connection should provide a high-quality pedestrian environment and integrate the Barwon Water site, State Government Office building and the proposed Geelong Performing Arts Centre expansion.

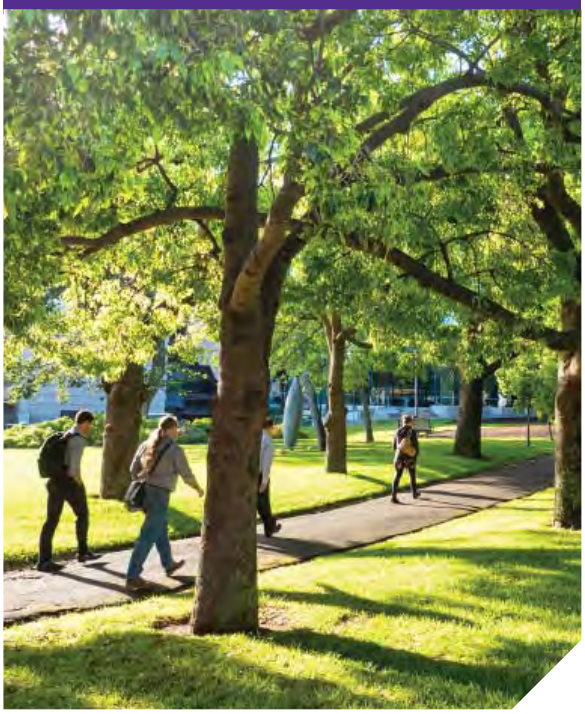
Car Parking

Car parking spaces must be dimensioned and constructed in accordance with relevant Australian standards. Car parking supply in and around the precinct should be considered in conjunction with the Central Geelong Car Parking Strategy.

A detailed car parking schedule should be developed with appropriate signage and time management regimes.

Precinct objectives:

- To encourage future use and development within the precinct that reinforces its role as a focus for arts and cultural activity in Central Geelong.
- To ensure future development is of high architectural quality.
- To respect the scale of significant public buildings and heritage places within the precinct.
- To ensure the scale of new development protects the amenity of Little Malop Street as a key pedestrian route.
- To encourage the redevelopment of the strategic site as an important gateway into the precinct.
- To encourage the incorporation of green elements into building designs such as green walls and roofs where practical and appropriate.
- To respect the character and heritage of heritage places, including Johnstone Park.
- To encourage new development to provide integrated and place-relevant public artworks, where practicable.



Revitalising Central Geelong

The Revitalising Central Geelong Action Plan sets out the Victorian Government's 10 year plan to drive change in Central Geelong. Led by the Minister for Planning, the City of Greater Geelong and the Victorian Government are working together to deliver the plan. Implementation of the Action Plan is overseen by the Revitalising Central Geelong Partnership Team.

For more information, please visit
www.revitalisingcentralgeelong.vic.gov.au

Contact Details

Revitalising Central Geelong Partnership Team
The Workshop, 100 Moorabool St, Geelong 3220
www.revitalisingcentralgeelong.vic.gov.au

Attachment 3
Page 1 of 2

Public Engagement 7-21 August 2017
Key issues raised and Masterplan response

Connections

- Provide better pedestrian connections between the Geelong Station, Arts and Cultural Precinct and other precincts.
- Improve accessibility to Geelong Galley by providing northern entrance.

Masterplan response

The Geelong Station Precinct Masterplan and Johnstone Park Masterplan (both in preparation) will provide direction on improving connections between the station precinct and key destinations in central Geelong, including the Arts and Cultural precinct.

The opportunity to improve accessibility to the Geelong Gallery by creating a northern entrance is recognised in the Masterplan. This will be further examined during the detailed design phase.

Movement and car parking

- Increased activity will need to be supported by more car parking and bus parking.
- Heaving vehicles need to be managed on Ryrie Street.
- Sustainable transport options should take priority over car parking in the core city area.

Masterplan response

The Masterplan prioritises short-stay on-street parking and temporary bus parking within the core of the Arts and Cultural Precinct along Little Malop Street. An overall reduction in the road area dedicated to car parking will provide better opportunities to create a unique space that can be prioritised for people, activities and events.

The Central Geelong Traffic and Movement Network Operating Plan (in preparation) will consider future priority routes for vehicles and public transport.

Design

- Ensure appropriate tree selection.
- Catenary lighting design must be of high quality.
- Ensure public art is of high quality.

Masterplan response

The Masterplan provides guidelines that will inform the detailed design of streetscape improvements. To achieve consistency of treatments across the city, the Masterplan requires that new streetscape elements are consistent with the Central Geelong Public Realm Framework.

Heritage

- The Masterplan should take account of the Draft Greater Geelong Municipal Heritage Strategy.
- The Masterplan does not contain sufficient direct reference to heritage.
- No support for Masterplan initiative to re-purpose significant heritage buildings.
- Masterplan should recognise indigenous/cultural heritage.

- Variety of architecture within the precinct could see it become an architectural heritage destination.
- Relocating the Belcher Fountain to a site in the precinct should be a priority before consideration is given to commissioning any sculptures or art works.

Masterplan response

The Masterplan is clear that the Arts and Cultural Precinct contains many sites with significant heritage value and that future development must consider the heritage importance of individual buildings and/or precincts, as required by the Greater Geelong Planning Scheme and/or Heritage Act 1995.

The Masterplan identifies the opportunity to redevelop the former Geelong Telephone Exchange in order to provide a direct pedestrian link to Police Lane (pg4). As an individually significant heritage building, it is appropriate that this comment be rephrased as:

> '*Opportunity to provide pedestrian link to Police Lane through future redevelopment that is complementary to the heritage building.'*

The Masterplan contains a number of precinct wide issues and opportunities (pg 4). It is proposed that the list be extended to include:

> *'Protect heritage buildings' and 'Acknowledge indigenous history of precinct'.*

The Masterplan identifies opportunities for new public art, significant to the importance of the precinct as an Arts and Culture hub.

The Belcher Fountain was not considered through the Masterplan process. Photographic evidence (below) shows the location of the Belcher fountain at the intersection of Gheringhap St and Malop St, c.1870/80. The fountain was relocated to the north-east side of the intersection in 2007, as close as possible to its original location, when the intersection was rebuilt and signalised.

5. CENTRAL GEELONG LIVE MUSIC ACTION PLAN

Source: **Investment & Attraction - Arts & Culture**
Director: **Brett Luxford**
Index Reference: **SUB-16-38 Arts & Culture**

Purpose

To seek endorsement of the Central Geelong Live Music Action Plan (LiveMAP).

Background

The Central Geelong Live Music Action Plan (LiveMAP) aims to align community, commercial and government efforts to nurture a superlative live music scene of a national standard, optimising Little Malop Street and other areas for night trade, while providing an employment base and sector development nexus for local and visiting musicians.

Changes in legislation (for example noise attenuation) and the identification of live music as a major contributor to the economy, led live music peak industry bodies to engage with local government to assist in meeting new challenges.

Following a round table forum held by Music Victoria, a grassroots momentum was built by local music stakeholders and the private sector to work in partnership with the City of Greater Geelong. This has led to the creation of a dedicated LiveMAP to guide development of the live music culture in Central Geelong.

Key Issues

- LiveMAP research found that vibrant live music is an important aspect of arts and culture's powerful and positive contribution to the economy and community.
- LiveMAP cited recent research indicating that live music spending in Australia results in at least a 3:1 benefit-to-cost ratio. The economic value of live music to Geelong's community has been estimated to be at least $150m annually.
- These findings support the community-led 30 year vision for Greater Geelong to be recognised regionally, nationally and internationally as a clever and creative city-region.
- LiveMAP was developed over the period November 2016 to June 2017, guided by a Steering Group of Council with local, state and national music industry stakeholders.
- It found that Central Geelong has good fundamentals for an excellent live music scene. Little Malop St in particular is emerging as a vibrant cluster for contemporary music and other entertainment for music fans, casual attendees and tourists, and a good example of Geelong as a smart, vibrant, thriving and liveable city that is 'open for business'.
- LiveMAP interviews with local music industry leaders identified 20 key issues and opportunities effecting the live music culture in Central Geelong.
- Constraints include sufficient audience scale and consistency to sustain a good variety of live music experiences, both civic and commercial. However with more people from Geelong and our region discovering (or re-discovering) live music, and experiencing it in Central Geelong more often, we can maximise the potential of the area.

- LiveMAP highlights that a strong live music scene is likely to exist where:
  - venues/promoters are empowered and do not face unreasonable barriers in setting up and operating their enterprises or activities;
  - local audiences are able to access quality, affordable and enjoyable music experiences across a range of genres;
  - musicians have pathways to develop their practice, perform to audiences and become sustainable;
  - the community as a whole appreciates and values the contribution of live music.
- The Actions are aligned to impact each of these elements and is organised by theme:
  - Broadening live music's presence within Central Geelong.
  - Developing places and spaces for live music in Central Geelong.
  - Reducing barriers to audience awareness and growth.
  - Backing sustainable music enterprises
- Each Action includes an estimate of resources required. A number of Actions can be achieved within existing staff roles however two high priority Actions: a site specific live music festival around Little Malop Street - which already has significant momentum within the music community - and youth music activities, require a minimum of $60,000 contribution plus project management. These Actions will be presented for consideration under the 2018/2019 budget process. It should be noted any contribution made by Council would be supplemented by key stakeholders.
- Another high priority recommendation is to ensure current and future Central Geelong revitalisation projects have active consultation with live music stakeholders to maximise opportunities and avoid unintended consequences for live music.
- The report notes that further scoping and assessment is required for some Actions. It is therefore recommended a progress report on the implementation of the Action Plan be presented to Council in 2018.
- Investment by Council in the early stages of the plan's delivery will be critical to establishing momentum, credibility and music industry engagement as well as assisting to secure external funding. This support is likely to decrease as the sector strengthens.

K Alexander moved, L Gardner seconded -

That Council:

1) **endorse the findings and recommendations of the Central Geelong Live Music Action Plan (Attachment 2);**
2) **receive a Progress Report on the implementation of the Live Music Action Plan in 2018.**

Carried.

Attachment 1

Financial Implications

Each recommended Action includes an estimate of resources required. Of the 21 recommended Actions, a number are listed as being able to be completed using existing resources and assumes capacity by a Council officer (or officers).

Prioritising and timing of actions will allow for a measure of flexibility given existing commitments, however some key actions require budgetary allocations.

One of the high priority LiveMAP Actions is a site-specific live contemporary music festival with local audience and industry development focus, to be undertaken in partnership with Little Malop Street music venues. Beav's Bar, Piano Bar, Pistol Pete's, The Worker's Club and Geelong Cellar Door have already indicated strong interest in partnering in such an event. Additional funds and contributions would be sought from the private sector and would underpin the $50,000 (minimum estimated) business case which will be developed for consideration as part of the 2018/2019 budget process. An additional high priority Action focusses on piloting a safe and positive live music programme for under 18s which is estimated to be in the order of $10,000.

Stakeholder Consultation and Communication

LiveMAP was facilitated by Sapere Research Group working collaboratively with the Arts & Culture Department and highly respected local music sector professionals.

A Steering Group was formed to oversee the development and implementation of LiveMAP. The Steering Group included Council staff from relevant departments (including Arts & Culture, Events, Central Geelong and Waterfront, Enterprise Geelong, Central Geelong Taskforce, Environmental Health & Local Laws and Youth Unit) and a diverse selection of music industry leaders including state and national music industry peak bodies, local venue owners, artist managers, promoters and musicians.

Consultation commenced with a series of one-on-one interviews with Steering Group members and selected local sector leaders (November to December 2016) to identify key issues impacting the local live music scene. This was followed by a broadly promoted public engagement workshop (23 January 2017) exploring the themes and information that emerged from the interview process.

The workshop was promoted through the Geelong Region Arts Atlas and the invitations to this workshop along with the Key Issues Report was direct emailed to over 250 local music sector representatives and other relevant Council staff.

The draft Central Geelong LiveMAP was profiled at the National Contemporary Music Policy of Development Conference in Sydney on 1-3 August 2017, a forum focused on fostering engagement in live music across Australia.

The Steering Group will be reconvened in late 2017 to ensure an ongoing consultative approach underpins the delivery of LiveMAP.

A public launch of LiveMAP is planned for November 2017, in conjunction with a music-related public artwork in Little Malop Street, a mural of local rock icon Chrissie Amphlett with an augmented reality overlay, celebrating Geelong's contemporary live music heritage.

Alignment to City Plan

A Clever and Creative Future

Creativity Drives Culture: The Greater Geelong Community values involvement with local art, music, heritage, contemporary culture and Waddawurrung culture. Success will be achieved by:

- Investment in a diverse range of local community festivals and events
- Development of creative industries and a culture of thinking outside the square
- Attracting creatively oriented and artistic industries to the region.

Community Wellbeing

Connected, creative and strong communities - supporting an inclusive local community culture, investing in community regeneration, building upon existing capacities in local communities, bringing the community together through sports, recreation, arts, culture and heritage.

Healthy lifestyles – facilitating and promoting physical activity, investing in prevention and improved health.

Growing our Economy

Support existing businesses and encourage new and emerging growth sectors – support existing businesses and explore strategic opportunities, link local businesses with growth opportunities.

A successful and vibrant city centre – develop and foster a vibrant 24-hour cultural city that is welcoming, friendly and safe, and that attracts and generates a robust cultural life for all ages, support existing Central Geelong businesses

Greater Geelong is a leading city for tourism, arts, culture and events – promote the unique strengths our region has to offer, build on the opportunities that being Victoria's second largest city offers and our proximity to Victoria's capital, support creative endeavour and investigate the potential for unique arts and cultural opportunities, support local festivals and events and provide opportunities for participation in the arts for all ages, advocate on behalf of the community for major event, tourism and cultural opportunities.

How We Do Business

Lead by advocating and collaborating on issues important to the Greater Geelong community – develop and foster partnerships that offer wellbeing opportunities for our municipality, work with other governments and organisations for the benefit of the local community, city and region.

Efficient and customer focused organisation - providing efficient and value for money services and programs, ensuring programs and services meet the current and future needs of the community.

Risk Assessment

There are no specific risks related to the endorsement of LiveMAP. Risks associated with events conducted as per the recommendations will undergo thorough planning processes which include risk management.

6. CITY OF GREATER GEELONG FAIR PLAY STRATEGY

Source: **Community Life – Social Planning and Investment**
Director: **Linda Quinn**
Index Reference: **Sport Recreation Leisure Strategies**

Purpose

To seek Council endorsement of the Fair Play Strategy and the associated Fees and Charges Policy for Community Level Outdoor Recreation Facilities.

Background

The City of Greater Geelong released the Draft Fair Play Strategy for consultation in July 2017 for a period of 6 weeks.

Council officers sought feedback from sporting clubs about the draft Fair Play Strategy, specifically the overall level of subsidy proposed, suggested timeline for implementation, the level of service allocation and the level of support to be provided.

The draft Fair Play Strategy was made available online for submission and comment. The engagement process also included 780 direct contacts with clubs via email, five presentations to sporting clubs and associations and two community drop in sessions. A total of 48 submissions and enquiries were received.

Key Issues

- The community engagement report (Attachment 2) provides a summary of findings from the consultation process.
- In summary, there is strong support for the Fair Play Strategy. The key issue identified during the community consultation was the process for implementing new fees. The concern of clubs was that the transition from the current fees to a the new fee would occur too quickly. This may impact the short term cash flow and sustainability of some clubs, and may also result in a steep and sudden escalation of fees to individual community / club members.
- In response to the community feedback the final Fair Play Strategy (attachment 3) has been amended to allow more time to implement the new standardised fees. This was originally proposed to occur over one year and will now occur over a period of up to three years. Support will be provided for clubs throughout the transition process.
- The community feedback also indicated a need for the City of Greater Geelong to provide support for the provision of non-standard infrastructure through the community grants program and to introduce a system that will ensure greater transparency in regard to fees being paid by each club.
- The development of the Fair Play Strategy is consistent with the Clever and Creative Future and Council's Social Equity Principles, which include an aim of delivering greater equity in the provision of community infrastructure across the City.

P Dorling moved, L Gardner seconded -

That Council:

1) **endorses the Fair Play Strategy (Attachment 3);**

2) **revises the Council's Fees and Charges Policy, specifically to replace the reference to the 'Fees and Charges for Outdoor Sporting Facilities Policy' and replace with the 'Fair Play Strategy 2017'.**

Carried.

Attachment 1

Discussion

City of Greater Geelong Fair Play Strategy and Policy – Overview

The Fair Play Strategy incorporates Standard Provisions (the standard level of facility provision for community sport and recreation as defined by Council), Levels of Service (the inputs required to maintain a facility to a specified standard as defined by Council) and the associated Level of Subsidy (fees and charges) for local community level outdoor sport and recreation.

State of Play

- The City is the largest supporter of sport and recreation in Greater Geelong and we want to ensure sport and our clubs continue to thrive.
- Council manages $85M worth of sport and recreation facilities, provides for over 300 community sports clubs and spends an average of $5.5M to maintain existing facilities each year.
- Council currently subsidises the use of facilities by an average of 94%. While the current system recoups an average 6% of maintenance costs (approximately $350,000 per annum).
- Council's existing subsidy (fees and charges) model for outdoor sport and recreation facilities was last reviewed in 1996. The current provision and subsidy model has remained unchanged for over 20 years, while the cost of building, upgrading and maintaining facilities has grown considerably in that time.
- Population growth has increased demand for sport, recreation and leisure infrastructure while existing facilities also need to be maintained and upgraded. The current funding model is not sustainable in providing fit for purpose facilities.
- There is a great disparity between the fees charged for the use of facilities across the network in addition to inconsistent and unfair conditions that exist between different clubs. There is a need to bring balance back to Council's network of facilities and fairness for the clubs that use them.

Strategic Response

- A review of standard provisions, levels of service and associated subsidy (fees and charges) for outdoor sport and recreation facilities has been undertaken and an updated framework is proposed.

Fair Play – A framework for equity and fairness

- The framework is based on the industry standard of recouping a percentage of Councils cost of service (maintenance inputs directly related to Council) for community level outdoor sport and recreation facilities.
- The Fair Play Strategy outlines the key responsibilities of users and Council in its guidelines titled Standard Provisions and Levels of Service – Guidelines for the development of sporting pavilions and associated infrastructure. The guidelines are designed to apply to community and district level facilities and do not apply to facilities that are not on Council owned and/or managed land or facilities of a regional, state or national standard (these are all treated on a case-by-case basis).
- At full policy implementation, the Fair Play Strategy will recover 25% of the cost of service with the opportunity for a further subsidy to reach 15% recovery (reflecting the industry minimum standard for cost recovery).

- The realignment of facility classifications and subsidy rate of 75% (with the opportunity for further subsidy of 10% for community outcomes) is anticipated to provide up to a maximum of $500K additional revenue per year to reinvest back into community infrastructure (at full policy implementation, pending level of occupancy and rate of subsidy applied).
- The new system will maximise the efficiency of our public facilities by encouraging and rewarding shared use by multiple groups, clubs and the community. The system will also have a focus on supporting sporting clubs that offer healthy sporting environments and promote healthy community initiatives.
- The new system is transparent, equitable and more financially sustainable.
- A transition plan has been designed and tested by the community to manage the impact that any reclassification of facilities and increase in fees may have on sporting clubs and community groups.

Fair Play Principles

The following principles underpin the Fair Play framework:

Equity and Transparency

- Clear rationale for fees and charges for facilities.
- Equity in cost for tenants and community access.

Level of Service

- Fees linked to the level of service provided.
- Alignment with industry standard percentage of maintenance cost.

Shared Use

- Encourages shared use of facilities.
- Higher fees, incurred for exclusive use.

Asset Management

- Effective asset management with clearly defined obligations for Council and club / community owned assets.

Partnerships

- Promotion of healthy lifestyles through the provision of sport and recreation facilities.
- Recognition of the significant contribution of volunteers and clubs to sport and recreation across the City.
- Ensure Council is fair and transparent with each club as a key partner in supporting and subsidising the provision and maintenance of sport and recreation facilities.

Efficiency

- Efficient processes for administration by Council officers.
- Ease of use for club / community group volunteers and casual users.

Accountability and Continuous Improvement

- Provide a framework that ensures accountability from clubs, users and Council alike.
- Focus on continuous improvement and making people the centre of our business.

Healthy Communities

- Support for clubs and groups that provide healthy sporting environment initiatives.

- Development of community clubs and groups skills, knowledge and capacity.

Financial Implications

At present the renewal gap for existing outdoor sport and recreation assets is $13M and is projected to reach $45M in 5 years and $197M in 20 years. These figures represent unfunded capital renewal works that are expected to be required for the renewal of Council's existing asset base.

The proposed framework is based on the industry standard of recouping a percentage of Councils cost of maintenance for community level outdoor sport and recreation facilities.

At full policy, the realignment and subsidy rate of between 75% - 85% is anticipated to provide up to a maximum of $500K additional revenue per year (pending level of occupancy and level of subsidy applied) to support Council's continued reinvestment into community infrastructure.

The new system would result in Council recouping an average of 15% of the total cost of service associated with community level outdoor sport and recreation facilities by year 4 (2021) of policy implementation.

The following provides a summary of the average rate of recovery by implementation year:

- 2018 *Stage 1 – Equity*. Reclassification and charge 6% rate of recovery. Further Subsidy does not apply in year 1.
- 2019 *Stage 2 – Policy*. Charge at 15% rate of recovery. Introduce a Further Subsidy incentive of 6% for clubs supporting healthy communities and healthy sporting environment initiatives.
- 2020 *Stage 2 – Policy*. Charge at 20% rate of recovery. Introduce a Further Subsidy incentive of 8% for clubs supporting healthy communities and healthy sporting environment initiatives.
- 2021 *Stage 2 – Policy*. Charge at 25% rate of recovery. Introduce a Further Subsidy incentive of 10% for clubs supporting healthy communities and healthy sporting environment initiatives.

Stakeholder Consultation and Communication

In addition to the community and local sporting organisations engaged in the draft of the Fair Play Strategy, the following external stakeholders were consulted:

- AFL Victoria and AFL Barwon
- Netball Victoria
- Cricket Victoria and Geelong Cricket Association
- Football Federation Victoria
- Tennis Victoria

Policy/Legal/Statutory Implications

This report is aligned to the new Fees and Charges Policy adopted by Council in August 2017.

Alignment to City Plan

This report is aligned to the *Community Well-being* objective of City Plan. The provision of community level sport and recreation facilities promotes healthy lifestyles through physical activity.

The progress and implementation of the Fair Play Strategy will be reported back to Council through the Annual Reporting processes.

Conflict of Interest

No officer involved in the final recommendation of this report has any direct or indirect interest.

Risk Assessment

The current system is unsustainable and if not addressed there is a risk that the inequity across the network will remain and service levels will be impacted, meaning Council may no longer be able to afford to maintain facilities to the current standard.

Environmental Implications

No environmental implications are directly related to this report, however the introduction of environmental initiatives will be considered through the implementation of the Fair Play Strategy.

FAIR PLAY STRATEGY
COMMUNITY FEEDBACK

INTRODUCTION

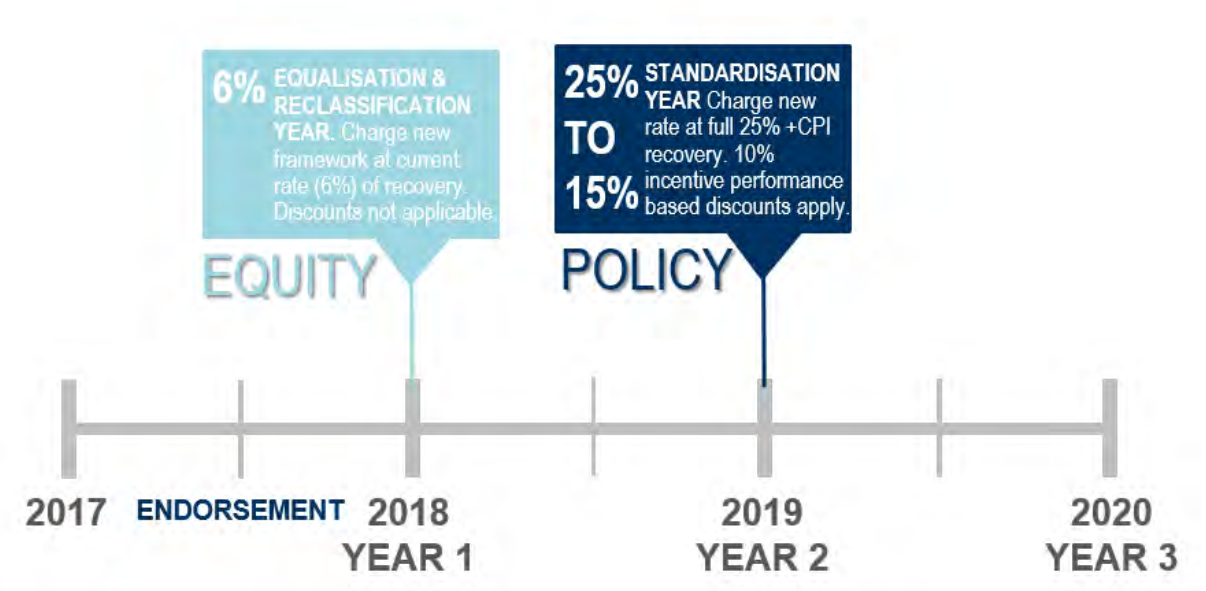
The City of Greater Geelong released the Draft Fair Play Strategy for consultation with clubs and community groups, to ensure that any proposed changes are achievable and sustainable.

Stakeholder feedback is important and it has influenced the development of the final implementation strategy.

Council officers sought to hear from clubs regarding the overall level of subsidy proposed, suggested timeline for implementation as well as, the level of service allocation and level of support offered to clubs.

Public exhibition closed on 11 August 2017 and was open for consideration for 6 weeks.

TESTING THE DRAFT
IMPLEMENTATION STRATEGY



NEGOTIABLES AND
NON-NEGOTIABLES

NEGOTIABLES

- Timeline for implementation
- Percentage of subsidy / rate of recovery
- Level and type of support offered to affected clubs

NON-NEGOTIABLES

- The need for reform
- Established principles
- Rationale and cost recovery model

SUMMARY CONSULTATION
ACTIVITIES AND RESPONSES

In developing this key findings report, the following stakeholder consultation activities have been undertaken and responses received during the public exhibition period of the Draft Fair Play Strategy.

8 WEEKS
STRATEGY AVAILABLE ONLINE

195
CLUBS EMAILED DIRECTLY
X4 BLASTS

5
ASSOCIATION PRESENTATIONS (ROAD SHOW)

2
COMMUNITY CLUB DROP-IN SESSIONS

2
NEWSPAPER / PUBLIC NOTICE CAMPAIGNS

48
TOTAL ENQUIRIES / SUBMISSIONS

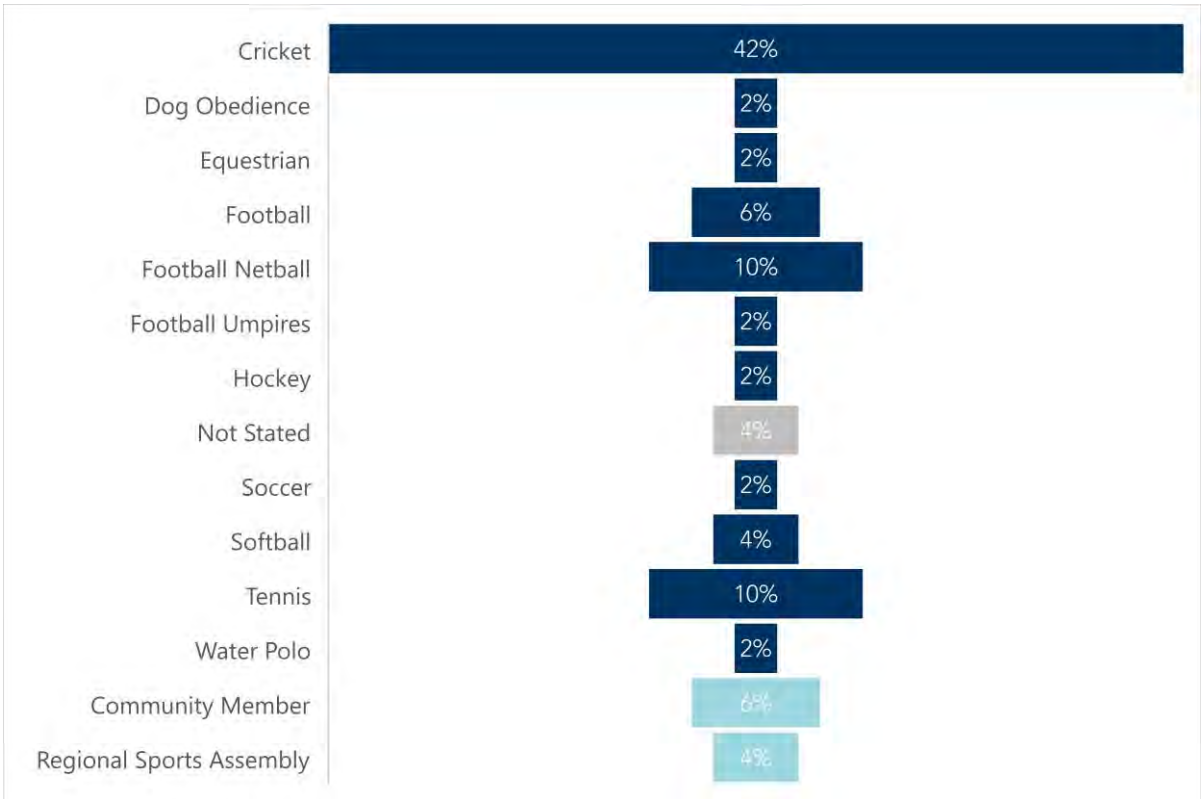
10
DIRECT SUBMISSIONS

19
CLUB SURVEY RESPONSES

10
INDIVIDUAL FACE TO FACE FEEDBACK

9
'HAVE YOUR SAY' WEBSITE COMMENTS

WE HEARD FROM...



STAKEHOLDER FEEDBACK HIGHLIGHTS

The following provides a snap shot of key themes as they relate to the feedback collected and considered through public exhibition of the Draft Fair Play Strategy. A more detailed summary of all key findings is provided on the following page.

FAIR & REQUIRED
CONSENSUS THAT RATIONALE IS FAIR AND EQUITY IS IMPORTANT

SUBSIDY RATE SUPPORTED
HAPPY WITH 15% RATE OF RECOVERY - OVER TIME

TOO MUCH TOO SOON
PHASE IN STAGE 2 OVER TIME

SUBSIDY CRITERIA NOT YET DEFINED
STRONG SUPPORT BUT GREATER CLARITY REQUIRED

OWNERSHIP
SENSE OF OWNERSHIP & APPREHENSION AROUND SHARING

CAPITAL VS MAINTENANCE
CONFUSION BETWEEN THE TWO

INEQUITY IN OTHER AREAS
EQUITABLE SPONSORSHIPS / SUPPORT / REVENUE POTENTIAL

COMMERCIAL USE
WELCOMED APPROACH / NEED FOR REFORM

STANDARD VS NON-STANDARD
ACCESS TO OPTIONS AND FUNDING

TIME TO PLAN AND ADJUST
CHANGE IN OPERATING CONTEXT – NEED TIME TO BUDGET & PLAN

COUNCIL WASTE MONEY
VALUE MANAGE / FIND EFFICIENCIES

THANK YOU
COMMEND COUNCIL ON COMPREHENSIVE STRATEGY & CONSULTATION PROCESS

SUMMARY KEY FINDINGS
THEMES AND RESPONSES

The following provides a summary of key themes as they relate to the feedback collected and considered through public exhibition of the Draft Fair Play Strategy.

Please note that respondents may have expressed multiple views and the number of responses represented in the table below denotes the number of respondents who expressed this view.

THEME	FEEDBACK / DISCUSSION	RESPONSE / RECOMMENDATION
STRONG SUPPORT FOR RATIONALE AND PRINCIPLES. Respondents: 27	Consensus that rationale is fair and equity is important. Strong support for the rationale and principles that underpin the Fair Play Strategy. One (1) club said they disagree with the rationale and principles presented in the strategy.	RECOMMENDATION: Endorse the Fair Play Strategy and its current strategic intent.
COMMEND COUNCIL ON COMPREHENSIVE STRATEGY AND CONSULTATION PROCESS. Respondents: 6	Stakeholders thanked Council for their transparency and opportunity to have their say. In particular, the road-show presentations and drop in sessions conducted by Council officers to explain the Strategy were very informative and allowed stakeholders to understand the rationale, strategy detail and provided the opportunity to ask questions.	Noted with thanks. *"On behalf of the executive, I wish to congratulate the City of Greater Geelong on this extensive piece of work and the strategic intent of ensuring greater equity in the use of community facilities."* *"We support the City of Greater Geelong to develop a process to have equity in fee structures so we are all operating from a level playing field."*
STAGE 1 – EQUITY (6% RECOVERY) IS STRONGLY SUPPORTED. Respondents: 8	Stakeholders feel that Stage 1 – Equity is required and the 6% rate of recovery is appropriate.	RECOMMENDATION: Proceed with Stage 1 – Equity, reclassification and equalisation at 6% rate of recovery in year 1 of implementation.

THEME	FEEDBACK / DISCUSSION	RESPONSE / RECOMMENDATION
STAGE 2 – STANDARDISATION (FULL POLICY AT 15% TO 25% RECOVERY) IS TOO MUCH TOO SOON. Respondents: 20	For some clubs the proposed changes mean a significant increase in their fees and may impact on their club's short term sustainability. Clubs have become accustomed to their current operating context as this has not changed in more than 20 years. There is a desire to phase in Stage 2 and gradually move towards the more contemporary rate over time. The majority preference for implementation of Stage 2 is in the range of 2 to 4 years.	RECOMMENDATION: Phase in Stage 2 – Standardisation to reach 15%-25% over 3 years (year 2, year 3 and year 4 of implementation).
FURTHER SUBSIDY INCENTIVE CRITERIA IS WELCOMED BUT NOT YET DEFINED. Respondents: 5	The concept of establishing a financial incentive for clubs and community groups based on eligibility criteria that supports broader community outcomes and objectives is strongly supported. However, more information is needed on exactly what the criteria will be, how often it could change and who the decision makers are in this process. Clubs raised a concern about their ability to plan ahead and to achieve compliance against the criteria and concerned that Council have the discretion to remove or reduce the level of subsidy into the future. One (1) club felt that the requirement to provide their club's financial position is not necessary or appropriate.	Council will work in partnership with State and Regional sporting associations and other agencies, as appropriate, to develop a set of eligibility criteria for clubs and community groups to access the further subsidy. If endorsed, the Community Sponsored rate (base rate for community clubs) and Further Subsidy will form the basis of the Policy and will be the adopted model. The variable in this model may include the criteria for further subsidy as it will need to respond to the changing needs of the community over time. Criteria may or may not be adjusted every 2 to 3 years in line with the review of cost of service.
EXISTING FEES CONSIDERED FAIR. Respondents: 2	Some clubs feel that the current fees paid are fair and have concerns about what they will ultimately have to pay.	The Fair Play Strategy has been designed to bring fairness and consistency to the whole network. Some clubs will pay less under the new system while others will be required to make a greater contribution compared with what they are paying now.

THEME	FEEDBACK / DISCUSSION	RESPONSE / RECOMMENDATION
FEARS INCREASED COSTS WILL BE PASSED ONTO MEMBERS. Respondents: 3	Concerns that any increases will be passed down to members and junior participants as a result of the proposed system.	Clubs and community groups will have the opportunity to budget and plan for increased fees as a result of this strategy. Council encourages affected groups to look at all available options and strongly discourage costs being passed directly onto participants. RECOMMENDATION: As outlined in the Strategy, make available information and workshops on how clubs and community groups may transition through the change.
WITH THE EXCEPTION OF CPI ANNUALLY, HOW OFTEN CAN USERS EXPECT A RISE? Respondents: 3	Concerns were raised about how often fees will increase and how this may occur.	The average cost of service (seasonal maintenance inputs) will be assessed every 2 to 3 years. These costs will be averaged out across the network and tested against industry benchmarks. It is at this time they will be updated if required. During this time Council will continue to critically assess its maintenance programs, find efficiencies where possible and value manage their contracts through a competitive process.
REVENUE GENERATION AND SPONSORSHIP / GRANT ATTRACTION IS EASY FOR SOME CLUBS BUT DIFFICULT FOR MOST. Respondents: 9	Clubs have expressed concerns that their ability raise revenue is disproportionate to others. Some clubs feel that local football club revenue potential is disproportionate compared to cricket clubs and again for other smaller participation clubs or community groups, for example.	The Fair Play Strategy provides a consistent approach to fees and charges associated with outdoor recreation facilities to help bring equity and fairness back to the network. As outlined in the strategy, added consideration will be given to clubs who may experience hardship as a result of these changes. Clubs that can demonstrate financial hardship will be assessed on a case-by-case basis and supported based on their situation and needs.

THEME	FEEDBACK / DISCUSSION	RESPONSE / RECOMMENDATION
CLUB REVENUE IS NOT A FACTOR IN DETERMINING THE FEE PAYABLE. Respondents: 2	Some clubs earn more than others and some clubs have greater revenue raising opportunity while others are struggling to stay afloat. Is revenue considered in the Strategy?	The Strategy does not take into account or allow for individual club revenue capability. It relates to the average cost of service per season across the facility classification system. The fees are equitable and fair across the network and based on a fixed average cost of service by facility type, irrespective of a user groups revenue.
COUNTRY VERSUS SUBURBAN LOCATION. Respondents: 3	Some clubs feel that the strategy does not differentiate between suburban and country clubs and that consideration hasn't been given to the limited opportunities for shared use in the country areas compared with suburban areas, and equally, the competition in suburban areas created by a concentration of clubs compared with country areas.	There is no differentiation between country and suburban facilities as the cost of service is based on provision and an average level of service across the whole city. Eligibility criteria for further subsidy will be developed in such a way as to not disadvantage any clubs based on location.
IMPLICATIONS ON OTHER COUNCIL SUPPORT AND INVESTMENT. Respondents: 3	Clubs raised question about the potential implications of Fair Play on other Council support and funding (e.g. Geelong Cricket Association funding agreement for turf cricket).	The Strategy only relates to ongoing seasonal maintenance. All other funding, grants and support is treated through those specific funding mechanisms and review processes. The Geelong Cricket Association Turf Agreement is treated separately and is not factored into the Fair Play Strategy.
CAPITAL INVESTMENT VERSUS MAINTENANCE. HISTORICAL CAPITAL CONTRIBUTIONS BY CLUBS NOT CONSIDERED IN ONGOING COST OF SERVICE. Respondents: 5	While there is a general understanding that the Fair Play Strategy only relates to the cost of facility maintenance, some clubs who have made a contribution to capital improvements at their facilities have expressed disappointment that this has not been considered in setting the cost of service ongoing. Understanding that the strategy relates to seasonal maintenance, respondents feel that there should be acknowledgement of clubs who have contributed to the capital improvement of clubs over time.	The Strategy relates to the ongoing facility maintenance inputs and associated expenses directly related to Council. The strategy does not relate to capital improvements and/or capital investment. Council acknowledges the contributions made by clubs and community groups to improve the facilities and assets they enjoy however this contribution does not relate to the ongoing maintenance as set out in this Fair Play Strategy.

THEME	FEEDBACK / DISCUSSION	RESPONSE / RECOMMENDATION
DISCOURAGES CLUB INVESTMENT AND APPETITE FOR CAPITAL IMPROVEMENTS. Respondents: 3	There are concerns that classification system may discourage clubs from investing in capital improvements if it could potentially lead to increased costs ongoing.	If facilities are improved and change in size (area) then they may be subject to a classification change to reflect their new provision. Council still encourage clubs and community groups to think about contributing to capital projects that they may need over time.
COUNCIL PAY TOO MUCH FOR MAINTENANCE AND WASTE MONEY. Respondents: 4	There is a perception that Council don't value manage their contracts and spend too much on maintenance. Users are concerned that they will be paying for Council's perceived inefficiency in this area.	Council will continue to critically assess its maintenance programs, find efficiencies where possible and value manage their contracts through a competitive process.
INTRODUCTION OF COST SAVING MEASURES AND IMPLICATION ON INDIVIDUAL FEES. Respondents: 1	One (1) club enquired about what would happen if clubs or community groups introduce cost saving measures and would it reduce their individual fees?	Council encourages clubs and community groups to look at ways they can find efficiencies, reduce waste and ultimately reduce the cost of their operation. Cost savings like this will be considered during the review every 2-3 years.
CLUBS ARE SHARING FACILITIES BUT THE DATA IS NOT CAPTURED WELL OR AT ALL Respondents: 6	Throughout consultation clubs have discussed how they share facilities and with who. Anecdotally there is a higher level of shared use than originally reported through seasonal allocations and other usage agreements.	RECOMMENDATION: Provide an opportunity for clubs, at the time of booking, to record the alternative uses and/or users of their allocated spaces. Ensure that shared use is adequately captured in all new usage agreements
GREATER COMMUNITY ACCESS TO COUNCIL BUILDINGS (BEYOND SPORT AND RECREATION) IS A WELCOMED SHIFT Respondents: 2	Stakeholders recognised that people with other interests (non-sport and recreation) need access to facilities too. The requirement to open up access to facilities and encourage shared use is seen as encouraging.	The Fair Play Strategy encourages greater and more diverse use of community infrastructure.
SPORT, RECREATION AND COMMUNITY CLUBS – ARE ALL USERS OF COMMUNITY OUTDOOR RECREATION SPACES. Respondents: 1	One (1) club feels that non-sporting clubs should be treated differently to other clubs (such as Dog Obedience Clubs as they consider themselves as educators).	The Fair Play Strategy relates to all users of community level outdoor recreation facilities and associated pavilions. The only differentiation that is made between users is their respective status as a community not-for-profit organisation or a for-profit commercial user.

THEME	FEEDBACK / DISCUSSION	RESPONSE / RECOMMENDATION
EQUITY ACROSS ALL COUNCIL BUILDINGS. EXPAND POLICY APPROACH TO OTHER COMMUNITY / SOCIAL INFRASTRUCTURE. Respondents: 4	Stakeholders identified the potential to extend the policy approach to other community infrastructure. Public access to other community buildings is considered just as important as access to sport and recreation facilities. A number of stakeholders called upon Council to Consider extending the equity approach to other community interests such as heritage buildings, aquatic facilities and friends of parks groups park infrastructure (i.e. playgrounds).	The scope of the Fair Play Strategy specifically relates to the standard provision, level of service and level of subsidy of Council owned and/or managed, community level outdoor recreation facilities and associated pavilions. Anything beyond this is considered outside the scope of this strategy and will require future consideration for planning.
SHARED FACILITIES IN THE SAME SEASON MEANS SHARED COST – BUT HOW WILL THIS WORK IN PRACTICE? Respondents: 8	Stakeholders have raised questions around the operational specifics of how facilities, that are shared between users in the same season, will be charged. Further questions were raised on how casual use of facilities works in practice and raised concerns on who needs to hold insurance. Blanket booking is prohibited under the new strategy but clubs believe that volunteers need flexible access to the facility.	Clubs that share facilities in the same season will share the cost associated with those spaces. The fee will be apportioned based on percentage occupancy. These arrangements will be reviewed and redefined when new usage agreements are established. In relation to casual use and insurance requirements, these are not new concepts and there are policies and procedures currently in place. Information relating to what is expected of clubs is available online in the City of Greater Geelong - Sports Club User Guide. This user guide has been developed to assist clubs in accessing the necessary information about Council services, procedures, programs and policies. RECOMMENDATION: Re-circulate Sports Club User Guide to all club contacts.
EMERGENCE OF PRIVATE PROVIDERS NOT CONTRIBUTING TO FACILITY COSTS (I.E. PERSONAL TRAINERS AND TENNIS COACHES). Respondents: 3	Personal trainers, tennis coaches and other private operators currently use outdoor facilities at no cost and at times create the need for increased maintenance. Clubs would also like to see schools contribute to the cost of the facilities they use.	The Fair Play Strategy outlines the need for a policy around the commercial use of community outdoor recreation facilities. RECOMMENDATION: As outlined in the Strategy, develop a policy around commercial use of community recreation assets.

THEME	FEEDBACK / DISCUSSION	RESPONSE / RECOMMENDATION
CLUBS USING PRIVATE FACILITIES ARE LOOKING CLOSELY AT COUNCIL'S FEES AND CHARGES MODEL – TO USE FOR THEIR OW NEGOTIATIONS. Respondents: 3	Clubs located on education sites such as universities and school grounds, have shown a keen interest in Council's Fair Play Strategy and approach. They have used this Strategy as a basis for future negotiations with their facility owners.	Although the Fair Play Strategy does not extend beyond Council owned and/or managed facilities, it can be used as a guide for other community clubs using private facilities when negotiating their specific usage arrangements.
LEVEL OF PROVISION AND MAINTENANCE PROPOSED PROVIDES MIXED REVIEWS. Respondents: 14	Respondents generally felt that the level of provision and maintenance both current and future proposed was of a good to excellent standard. 3 respondents reported they felt it was below average to poor.	The Fair Play Strategy moves towards providing greater clarity and consistency around the level of provision and service users can come to expect.
STANDARD VS NON-STANDARD PROVISION – ACCESS TO FUTURE FUNDING. Respondents: 4	Sports clubs and specifically sports associations raised a concern over what is considered non-standard facility components and how these will be funded into the future. Some components such as sports lighting is considered non-standard but clubs feel that this is essential to their operation, builds facility capacity.	In recognition of the requirements of some sports to have access to some non-standard facility components Council will look at mechanisms to support clubs in their development, however these non-standard components will still remain the responsibility of the club to maintain. RECOMMENDATION: Include the eligibility of non-standard facility components to be considered in Council's grants programs (i.e. sports lighting projects).
WHAT IS THE FEE FOR NON-STANDARD FACILITIES (E.G. SYNTHETIC SURFACES)? Respondents: 1	One (1) club raised a question relating to how non-standard elements / facilities will be charged going forward, given that these are the responsibility of the clubs to maintain.	Clubs have full maintenance responsibility for non-standard facility components. These components are calculated on a case-by-case basis with the relevant user groups and arrangements are largely dependent on the specific type of facility in question (i.e. an electronic score board compared with a full size synthetic pitch). Non-standard components could be treated through a land lease if required.

THEME	FEEDBACK / DISCUSSION	RESPONSE / RECOMMENDATION
COUNCIL'S ACCOUNTABILITY AND COMMITMENT TO CHANGE. Respondents: 7	Concerns were raised by clubs that the inequity has been allowed to develop and go on for so long and that there is a risk associated with Council's accountability or commitment to the change. Community stakeholders and have raised concerns that with return of Councillors that this situation may occur again or the change may be compromised. Stakeholders have asked what the penalty is for Council's for not delivering on the Strategy. Clubs feel that future action by Council will determine whether the Strategy and its principles are a success or not.	Once endorsed, the Fair Play Strategy will provide the necessary policy platform to guide the equitable provision, maintenance and associated fees across the network. Council is also committed to the level of service prescribed in the Strategy for each level of facility classification. Implementation of the Strategy will be the responsibility of Council officers. Council will provide added transparency through annual reporting requirements and periodical reviews.
INFORMATION REQUESTS. Respondents: 4	A number of clubs requested club specific information only.	On request Council Officers provided a club impact report so clubs could discuss their specific implications.

SUGGESTIONS PUT FORWARD TO HELP SUPPORT CLUBS TRANSITION TO THE NEW SYSTEM:

- Allow time clubs to budget and plan for change.
- Offer discounts in recognition of significant provision of junior activity.
- Greater transparency moving forward to ensure users are paying consistent fees.
- Services that assist in generating income / outside use at the facility.
- Stage 1 (6% equalisation rate) implementation only.
- Fees based on condition and quality of facilities, better facilities higher rent
- Assistance in preparation and write-up of grant applications
- Singular point of contact at Council.
- Regular contact with committee to ensure they are aware of all changes that are being proposed.
- A mechanism to appeal if clubs disagree with any aspect of the new system.
- Staggered implementation.
- Option to pay fees in instalments.
- Regular update emails on process and progress.

STAKEHOLDER INFLUENCED CHANGE

The following summarises the stakeholder influenced change that has been made to the Draft Fair Play Strategy and what is now reflected in the Final Fair Play Strategy document.

- Proceed with Stage 1 – Equity, reclassification and equalisation at 6% rate of recovery in year 1 of implementation.
- Phase in Stage 2 – Standardisation to reach 15%-25% over 3 years (year 2, year 3 and year 4 of implementation).
- Greater support for clubs through the transition to the new system.
- Non-standard infrastructure to be considered in new grants program.
- Greater data capture, representation and clarity of shared use.
- Ensure regular communication with clubs and community groups throughout the transition process.

THE CITY OF
GREATER GEELONG

FAIR PLAY STRATEGY

FINAL REPORT | AUGUST 2017

CITY OF GREATER GEELONG

DISCLAIMER

The Fair Play Strategy relates to the provision, development and subsidy of Council owned and/or managed community level outdoor recreation reserves. This strategy does not extend to reserves and facilities that are managed by other organisations.

While care has been taken in the development of a comprehensive Fair Play framework, the City of Greater Geelong do not accept responsibility for any errors or omissions relating to the information provided by other parties.

The Fair Play Strategy will be reviewed every two (2) years in line with other relevant Council review processes.

The City of Greater Geelong recognises that priorities, standards and conditions between sports activities and facilities are subject to change from time to time and that this may impact on the information provided within the Fair Play Strategy. To ensure the relevance and validity, City of Greater Geelong will update the strategy to reflect official changes as appropriate.

CONTENTS

	PAGE
INTRODUCTION	04
1| STATE OF PLAY	05
2| REVIEW OF CURRENT SYSTEM	09
3| VALUE (COST) OF SPORT & RECREATION	11
4| BENCHMARKING	14
5| FEES AND CHARGES SYSTEM	16
6| USAGE CONDITIONS AND ADMINISTRATION	23
7| USER CATEGORIES & PRIORITY OF ACCESS	27
8| FACILITY CLASSIFICATION	30
9| RELATED POLICIES	34
10| IMPLEMENTATION AND TRANSITION PLAN	35
APPENDICES	41
APPENDIX 1 – USER CATEGORIES	41
APPENDIX 2 – FACILITY CLASSIFICATION BY ASSET	42
APPENDIX 3 – FEES AND CHARGES BY FACILITY CLASSIFICATION	56
APPENDIX 4 – STANDARD PROVISIONS AND LEVELS OF SERVICE	63

DEFINITIONS

Council – Refers to the City of Greater Geelong, being the custodian and body corporate constituted as a municipal Council under the Local Government Act 1989.

Councillor / Administrator – Refers to the individuals holding the office of a member of the City of Greater Geelong or authorised delegate.

Council officer – Refers to the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.

Council owned – Refers to a facility or asset owed by the City of Greater Geelong, including those built on crown land where the City of Greater Geelong is the land manager and/or authorised custodian or appointed manager of that land.

Council managed – Refers to a facility or asset that is managed, operated or maintained by Council.

Hire agreement – Refers to an agreement used for casual occupancy (e.g. casual booking for a short term up to six months).

Seasonal allocation – Refers to an agreement used for seasonal occupancy (e.g. Winter 1st April to 30th September and Summer 1st October to 31st March bookings for up to six months per allocation).

Lease agreement – Refers to an agreement used for exclusive and/or extended period occupancy (the tenant has sole use of the premises, asset or land).

License agreement – Refers to an agreement used for non-exclusive occupancy (Council may grant the use of the premises, asset or land to another party for joint or other shared occupancy).

Spaces for hire – Refers to the space available for hire at various outdoor sporting facilities, associated infrastructure and/or land. This extends to internal spaces including but not limited to; kitchens, office space / consulting rooms, meeting rooms, multi-purpose rooms and change facilities).

Blanket booking – Refers to the practice of booking a space or facility in bulk beyond the actual times required for use or the actual usage to take place (i.e. 4:00pm to 10:00pm Monday to Sunday).

Standard provisions – Refers to standard level of facility provisions (capital investment) for the purposes of community sport and recreation.

Levels of service – Refers to the inputs required to maintain a facility to the standard specified (maintenance requirements).

Cost of service – Refers to the resources required to maintain and operate a facility to the required level of service (excluding capital expenditure), directly attributed to Council.

Fees and charges – Refers to the financial contribution or recoverable amount from clubs, groups or organisations, less the specified level of subsidy for the use or hire of Council owned and managed facilities, based on a rationale of a percentage contribution to the average cost of maintenance.

Commercial / Private user – Refers to commercial and private hirers conducting activities including for the purposes of deriving a profit. These hirers attract the Standard Rate.

Community user – Refers to not-for-profit community based clubs and groups and other funded organisations and agencies that provide a community function and service community members. These hirers attract the Community Rate.

Community sponsorship – Refers to the provision of a subsidy to reflect the level of support by Council to community users based on a standardised percentage reduction of fees and charges.

Further subsidy – Refers to the requirements and eligibility for additional subsidy opportunities beyond Council's Community Sponsorship.

Event – Refer to an extraordinary and temporary organised activity where people gather with a common purpose that aims to enhance community life.

INTRODUCTION

The provision of sport and recreation facilities, in partnership with clubs and volunteers, plays a significant role in the health and wellbeing of our community and we want to ensure that sports clubs and community groups continue to thrive.

Moving forward it is a key focus of Council to develop and deliver services based on a sound governance framework to ensure equity, transparency and financial stability for the City.

There is a clear need to sustainably plan and provide for all community and social infrastructure and Council will have a strong focus on exploring the service synergies and shared use opportunities that exist.

Many of Council's community facilities and assets are aging and will eventually need renewal and repair. As our community continues to grow so too does the pressure and demand for access to community facilities and spaces.

The management, maintenance and increasing costs of providing community assets plays a key part in the City's capacity to meet our community obligations, now and into the future.

We believe the City must adopt a more strategic approach to managing its public property and assets, to ensure the local community gets the best value from our broad range of public facilities.

We have the opportunity to address the inequity in subsidy, levels of provision and levels of support currently provided across the municipality and ensure that the fees charged to clubs and community groups are underpinned by a sound rationale and clear set of principles, creating a fairer system for all.

In particular, this means we will be looking at ways to get the most out of our existing facilities and any future facilities we develop. We will be looking for opportunities to create assets that can be used by multiple community groups and clubs, and for various types of activity. This will ensure that we encourage and build community facilities that can be flexibly used and sustainably managed, responding to the community's needs as they change over time.

For the first time in over 20 years we have reviewed the fees and charges associated with the use of our community sport and recreation facilities. We have a responsibility to ensure that we are operating and providing access to community facilities in an equitable, sustainable and transparent way.

The City of Greater Geelong Fair Play Strategy provides the platform to achieve the necessary changes we need. It brings our fees and charges framework for the use of community assets into line with contemporary practices and it provides the necessary clarity required around standard provisions and Council's levels of service.

1

STATE OF PLAY

1.1| ISSUES AND CHALLENGES

The City of Greater Geelong currently own, manage and maintain over 1,700 hectares of open space and $85 million worth of sport and recreation facilities and assets, that are utilised by approximately 300 clubs and community groups.

There is disparity and inequity in the provision, quality and access to sport and recreation facilities across the municipality and the existing fees and charges system developed over 20 years ago (last updated in 1995) is now out of date and does not reflect contemporary practices.

The level of infrastructure provided at reserves has increased and asset management responsibilities have changed over time, however facility classifications and the relative level of subsidy (fees and charges) have not been revised. This has led to inequity in the fees charged for facilities and a lack of understanding within the community regarding asset management responsibilities for Council and sporting clubs or community groups.

Historically, Council has had a strong focus on supporting a core suite of sport, recreation and leisure facilities throughout the municipality. A key challenge continues to be effective and sustainable asset maintenance and renewal, particularly in light of legislative financial constraints (i.e. rate and grant capping), growth pressures and ageing infrastructure and there is a strong need to realign and manage community expectations going forward.

Council, and the community, is increasingly being asked to consider their priorities in order to guide overall provision and resource allocation. Demand for new sport facilities across the City is likely to continue to grow, particularly within designated urban growth areas, however a focus on maintaining and improving existing assets to maximise usage, maintain safety and meet contemporary user expectations will also increase in demand.

Council's renewal gap on the existing asset base will reach $197 million within the next 20 years based on current lifecycle projections. We can also expect to more than double the existing asset base within the next 15 years based acquisition of new assets in planned growth areas alone.

There is currently $121 million worth of contractually obligated infrastructure in planned growth areas, taking Council's asset base to $226.7 million without consideration of any other asset renewal or development across the City. Although Council is only obligated to contribute a portion to the capital investment of these facilities, they will be responsible for the ongoing maintenance and renewal of each going forward.

1.2| STATE OF PLAY – SNAP SHOT

137 PAVILIONS AND BUILDINGS

122 OUTDOOR SPORTS GROUNDS

223 OUTDOOR SPORTS COURTS

13 OTHER SPORTS FACILITIES

64% IRRIGATED SPORTS GROUNDS

1,700 HECTARES OF OPEN SPACE LAND PARCELS

543 OPEN SPACE LAND PARCELS MANAGED

6,600 NUMBER OF RECREATION ASSETS

$85M TOTAL VALUE OF RECREATION ASSETS

300 SPORTS CLUBS AND COMMUNITY GROUPS

GROWING RENEWAL **GAP***

COMMERCIAL USE OF COMMUNITY SPACES

UNSUSTAINABLE SERVICE DELIVERY

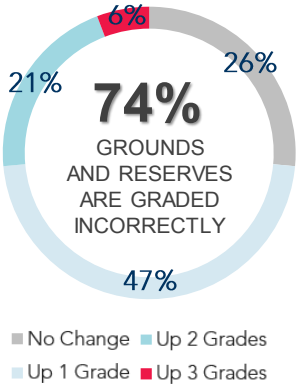
$5.5M AVERAGE ANNUAL MAINTENANCE EXPENSE***

$121.7M NEW ASSETS IN GROWTH AREAS OVER 20 YEARS**

EXPECTED TO MORE THAN **DOUBLE** THE TOTAL ASSET BASE WITHIN **15 YEARS**

$350K AVERAGE REVENUE FROM FEES 2012/13

94% CURRENT SUBSIDY RATE PROVIDED BY COUNCIL



14% FACILITIES SHARED IN THE SAME SEASON

**Recreation assets and building shell (pavilion) / **Based on known DCP and Section 173 obligations / ***Based on average maintenance of building, assets and outdoor playing facilities*

1.3| STRATEGIC RESPONSE

For Council to sustainably provide affordable and equitable access to facilities and physical activity opportunities for all residents, in an increasingly competitive and fiscally constrained environment, it must be prepared to challenge Council's traditional role in the provision, delivery and management of the City's sport and recreation infrastructure and services.

Council view the sustainable use of sport and recreation facilities as integral to the Greater Geelong community having access to a variety of social, cultural, educational and recreational opportunities. The provision of sport and recreation assets for hire contributes to enhancing community connection and is consistent with Council's vision, purpose and values.

Council is committed to the provision of community facilities that meet residents' needs for community sport, recreation and leisure. Council is also responsible for the maintenance and renewal of facilities at a level of service that satisfies the safety, functionality and amenity requirements of the community.

Once the total cost of maintaining and operating these community facilities is identified, this cost is usually beyond the capacity of most users to meet, and in recognition of the importance of community sport, recreation and physical activity, Council play a strong role in offsetting the cost of operating reserves and supporting infrastructure.

Council is the largest supporter of sport and recreation and significantly subsidises community cubs and groups, however, users and hirers are required to provide a financial contribution towards the maintenance and operating costs associated with these facilities.

Council must adopt a more strategic approach to managing its public property and assets, to ensure the local community gets the best value from our broad range of public facilities.

There is a need to sustainably plan and provide for all community and social infrastructure. Council will have a strong focus on exploring the service synergies that exist and will actively encourage joint use, co-location and integrated service provision. Service synergies become evident when asset requirements and usage times are matched and it is Council's responsibility to make effective use of Council's facilities and infrastructure and to ensure assets are used to capacity.

In particular, this means we will be looking at ways to get the most out of our existing facilities and any future facilities we develop. We will be looking for opportunities to create assets that can be used by multiple community groups and clubs, and for various types of activity. This will ensure that we encourage and build community facilities that can be flexibly used and sustainably managed, responding to the community's needs as they change over time.

The Fair Play Strategy has been developed to provide a system for Council to guide the level of subsidy (fees and charges) for the use of Council owned and managed community outdoor recreation facilities.

Council has developed the Strategy as a mechanism to address the inequity across the City and established a policy to drive change. The Fees and Charges System and subsequent Policies and guidelines sets out what these fees and charges are and how they are calculated.

1.4| STRATEGY SCOPE

The Fair Play Strategy relates to Council owned and/or managed community level outdoor recreation reserves and facilities. This Strategy does not extend to reserves that are managed by other organisations.

The strategy outlined in this document applies to the following facility categories:

- Sports grounds (including synthetic surfaces)
- Sports courts
- Pavilions at recreation reserves
- Reserves and other facilities (when used for active sport and recreation)
- Commercial use of Council land and facilities.

The following are not considered in this strategy:

- Facility components that sporting clubs and community groups are responsible for developing and maintaining
- Commercial leases of buildings within recreation reserves
- Indoor sports facilities
- National, State or Regional scale facilities

1.5| STRATEGY OBJECTIVES

The Fair Play Strategy aims to gain a clear understanding of the cost of sport and recreation to Council and participants, the subsidy required to support healthy communities and physical activity, and the capacity of clubs and community groups to pay for facility use.

The objectives of the strategy development were to:

- Analyse the existing policies and procedures applied to sporting and community infrastructure;
- Benchmark of the policies and procedures of other relevant Local Government Authorities and agencies;
- Develop a clear understanding of the cost of sport to Council and the community, and the affect that the cost of sport has on participation;
- Identify future trends in sport and recreation as they apply to fees and charges for facilities;
- Examine the guiding principles and various models for determining fees and charges and facility grading;
- Develop a fees and charges framework and facility grading procedure for all Council sport and recreation facilities;
- Investigation of healthy communities through "Healthy Sporting Environment" factors and the relevance of incorporating these into the fees and charges framework;
- Exploration of the scalability and transferability to extend to all community infrastructure.
- Audit and grading of all sport and recreation facilities in the municipality;
- Consider the level to which sports clubs and community groups should be subsidised by Council and the rationale that supports this; and
- Test the Fair Play Strategy with clubs and community groups through engagement.

2

REVIEW OF CURRENT SYSTEM

The existing fees and charges system developed in 1995/96 is based on a points system, with classifications for A, B, C and D grade facilities.

The level of infrastructure provided at reserves has increased and asset management responsibilities have changed over time, however facility gradings and classifications have not been revised. This has led to inequity in the fees charged for facilities and a lack of understanding within the community regarding asset management responsibilities for Council and sporting clubs or community groups.

There are a number of gaps in the existing fees and charges scoring system, specifically regarding guidance on certain types of facilities including synthetic surfaces, commercial operators, cycling facilities, BMX and athletics facilities (synthetic track).

The existing fees and charges system does not link specifically to levels of maintenance or usage (as is the current industry standard).

A summary of the key issues and implications with the current system is outlined in Table 01 on the following page.

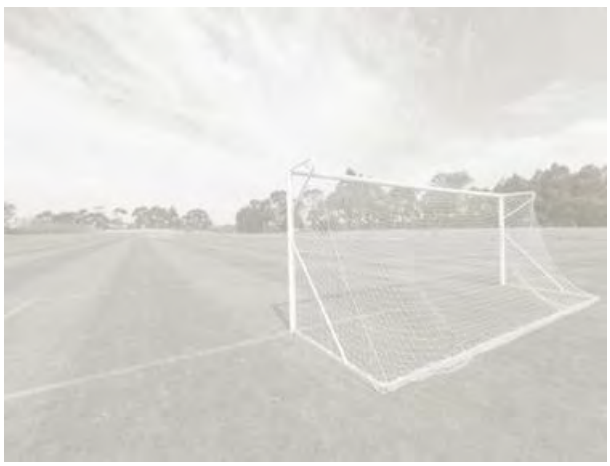


Table 01 | Summary of key issues and consideations associated with the current system

ISSUE	CURRENT SYSTEM	CONSIDERATIONS FOR IMPROVEMENT
Equity / transparency	The playing surface fee is based on facility grading whereas the pavilion is charged at a flat rate for all facilities. Significant discrepancies in fees charged between clubs. System is not linked to a sound rationale (e.g. percentage of maintenance expense). No process for updating ground gradings / classifications following capital improvements. Current system of sports facility gradings is not well understood by sporting clubs or community groups. Statistics on utilisation is unknown.	Fees and charges to be fair and consistent between clubs and community groups for like facilities. Pavilion fee to reflect level of provision. Fees to be based on sound rationale (e.g. percentage of maintenance expense). Facilities to be reclassified following facility upgrades. Link system to a mechanism to encourage and capture utilisation data and statistics for reporting. Simplify and communicate fees and charges system along with standard provisions and levels of service information.
Management of agreements / bookings / utilisation	Blanket bookings are accepted which limits opportunities for other groups or the community to access facilities. Tennis clubs (which use the facilities year round) are required to apply seasonally for their facility which is administratively awkward and time consuming.	Amount of use to be considered when determining fees. Tennis courts to be allocated annually for administrative efficiency. Correct booking system to alleviate and/or discourage practice of blanket booking and promote shared use.
Levels of service	The system does not reflect the current facility provision and levels of service for maintenance. The system does not reflect the current standards of grounds, courts and/or pavilions following upgrades. The irrigation of sporting fields is a major cost to Council in the provision of sporting facilities. Clubs and community groups do not contribute to the cost of water.	Facilities require reclassification to reflect current standards, levels of provision and levels of service. Following future upgrades, facilities continue to be reclassified by way of a formalised process, as they occur. Water costs to be factored into overall cost of service.
Shared use	Reduced fees for shared use is done on an ad-hoc basis and is not clearly defined through policy.	Specify methodology to determine costs for clubs and community groups that share facilities (e.g. percentage split of total fee based on percentage occupancy).
Facility ownership responsibilities	Asset management and maintenance responsibilities are not clearly defined for sporting clubs or community groups that own facilities or assets on land that is owned or managed by Council.	Clearly define responsibilities for groups who own facilities or assets on Council owned or managed land.
Commercial operators	No fee or policy to cover the use of Council facilities by personal trainers or other commercial operators and/or private providers.	Develop a policy to cover use by personal trainers or other commercial operators and/or private providers.

3

VALUE (COST) OF SPORT AND RECREATION

3.1| VALUE OF SPORT AND RECREATION

Sport and recreation has a significant influence on the culture, lifestyle, liveability and health of the municipality and is therefore recognised as an important part of a well-balanced community.

The City of Greater Geelong (CoGG) is committed to improving the health and wellbeing of its residents. Sport and recreation play an important role in helping to achieve this aim.

It is widely known that sport, recreation and physical activity has a significant impact on the health, social, environmental and economic wellbeing of a community and public access to sport and recreation facilities is an investment to be protected not a cost to be compromised.

The benefits associated with participating in sport and physical activity include personal enjoyment, social interaction, physical and mental health, personal achievement, community involvement ('social capital'), community resilience and opportunities for expression of community pride.

Regular physical activity has the ability to reduce the risk of several major chronic diseases, as well as promote quality of life and a sense of wellbeing. In addition to the physical and mental health benefits, sport also builds social capital and community connection.

Many councils have limited the impact of increased maintenance costs to sporting clubs and community groups and continue to heavily subsidise its provision due to recognition and support of the positive contribution made to the community and individuals who participate in sport and recreation.

For Council to sustainably provide affordable and equitable access to facilities and physical activity opportunities for all residents, in an increasingly competitive and fiscally constrained environment, it must be prepared to challenge Council's traditional role in the provision, delivery and management of the City's sport, recreation and leisure infrastructure and services.

The City of Greater Geelong has undertaken a number of planning studies into the development of sport and recreation facilities and services over the years. An Investment Logic Mapping (ILM) workshop was conducted in 2016 and was used to identify the key underlying problems Council is endeavouring to solve across sport and recreation.

The underlying themes were consistent with and were reinforced across a number of consultative activities and are summarised on the following page.

Despite the diversity and complexity of challenges and issues Council faces, the following key themes relating to priority areas for Council to address, were identified:

1. **Changing community needs and expectations** – Changing community expectations and communicating the social importance and positive impact of sport, recreation and leisure.
2. **Access to reliable information and data** – Access to robust, reliable information and data that form the basis and justification for Council decision making.
3. **Asset management** – Rising cost of asset development, acquisition, renewal, replacement and maintenance across a diverse and complex and inequitable portfolio.
4. **Changing operating environment** – Navigating a constrained fiscal environment, the influence of emerging private sector providers and competing external market trends.

3.2| COST OF SPORT TO COUNCIL

Council incurs significant costs through facility maintenance, insurance, staff to co-ordinate and liaise with sporting clubs and community groups, in addition to utility costs. Baseline data was collected for the financial year 2012/13 and formed the basis of the Fair Play Strategy model and the fees and charges system.

The cost to Council for maintenance activities required for the provision of sport and recreation facilities in 2012/13 was:

Table 02 | Summary cost to Council by item (2012/13 assessment year)

ITEM	COST IN 2012/13	NOTES
Sports Ground Maintenance	$3,845,088	Maintenance resource requirements determined for the existing sports ground grades.
Netball and Tennis Court Upgrades	$226,000	Hard surface program budget expenditure.
Building / Asset Maintenance	$711,038	Equates to 0.84% of buildings and assets insurable value ($84,647,380). Slightly below industry average of 1-2%.
Building / Asset Insurance	$91,158	Cost incurred by Council.
Utility Cost (Water)	$665,369	Cost incurred by Council. Clubs and community groups generally responsible for all other utilities.
TOTAL	$5,538,653	

During the baseline assessment year, the income derived from ground and pavilion rental fees was $355,736, consisting of $346,371 (97%) in seasonal tenancy fees and $9,364 (3%) in casual hire fees.

The income generated through hire fees represents an average recoupment of approximately 6% of the annual maintenance cost. This translates to an average subsidy of 94% relating to community sport and recreation facilities.

With recent improvements in capturing improved data in relation to facility maintenance costs, Council is now in a position to ensure that the fees paid by sporting clubs and community groups reflect the level of service and maintenance provided by council in the provision of facilities used by each club and community group.

3.3| TRENDS IN COST OF SPORT

Throughout strategy investigation and development, a number of trends relating to the cost of sport were highlighted, including:

- Local Government costs for the provision of sporting facilities will continue to rise based on community expectations, OH&S / risk management requirements, ageing infrastructure, increased industry standards and increased resourcing costs.
- The percentage of maintenance fees recouped by Councils has been generally decreasing due to fees charged not keeping pace with increased expenses and is further exacerbated by capital improvements over time.
- Sporting associations and clubs, insurance and affiliation fees are generally continuing to rise.
- Decreased reliance on volunteers and increased engagement of paid services at club and association levels.
- Increased costs at club and association level are generally passed on to members / participants by way of membership and match fees.
- There is an increased number of participants that are paid to play within local sporting clubs, specifically. This has been primarily related to Australian Rules Football, but this trend has increased across other sports in recent years.

With ongoing increasing costs to Council and the community in the provision of sport and recreation, there are implications for all parties in relation to the level of subsidy offered by Council to clubs and community groups as well as the standard of provision provided.

In recognition of the health and wellbeing benefits (among others) derived from sport, recreation and physical activity, Council heavily subsidises community use of sport and recreation facilities, however there is a risk that there may come a time where Council is no longer able to afford to maintain facilities to current standards.

As a result, Council identified a need to determine a sustainable level of provision and maintenance for Council and how much sporting clubs and community groups contribute to this service without impacting participation due to the implications of cost.

4

BENCHMARKING

In order to determine the most suitable level of subsidy and fees and charges system for the City of Greater Geelong, benchmarking was undertaken to understand the rationale used by other municipalities across the industry in determining fees and charges for outdoor sporting facilities. Benchmarking was undertaken with the following Councils:

- The regional cities of Hobart and Wollongong;
- The growth areas of Melton, Whittlesea and Casey; and
- The consultant team also drew on benchmarking previously undertaken with Maribyrnong, Moreland, Whitehorse, Knox, Kingston, Yarra, Glen Eira, Manningham, Monash and Stonnington.

Benchmarking indicates that most Council fees and charges systems are linked to the cost to maintain facilities with Councils generally recouping between 15% - 22% of maintenance costs. Table 03 outlines the benefits and considerations of the primary fees and charges systems used by other Councils.

Table 03 | LGA Pricing model benchmarking

MODEL	BENEFITS	CONSIDERATIONS
Percentage of maintenance cost	Users contribute to the actual costs of providing the service. Sound rationale which is easily understood by user group.	Maintenance costs must be available and regularly reviewed to remain valid.
Facility grading / classification for both pavilion and sports field	Equitable approach as clubs pay according to the quality and standard of facilities provided.	May not reflect actual maintenance costs and can be wide variance in facilities within the same classification.
Per use	Reflects level of use. Acknowledges that increase use leads to increased maintenance costs.	Time consuming to administer - individual calculation required for each facility to reflect actual use. May not reflect the standard of facility.
Percentage of land / asset value	Fees charged reflect actual value of facility - higher quality facilities attract higher fees.	Time consuming to administer - individual calculation required for each facility to reflect actual use. Difficult for clubs to understand. Needs to be updated following asset valuations.
Discounts / subsidies	Encourage community outcomes and addresses barriers to participation.	Requires administrative support.

The majority of Councils have a classification system in place based on the quality and/or standard of facilities provided. Some municipalities charge fees based on the number of teams using the facility and some charge per club or group.

Some Councils factor in the amount of use per facility (i.e. Boroondara, Hobart, Melton, Maribyrnong and Wollongong) as well as the quality and standard of the facility in determining fees charged.

The preferred model for the City of Greater Geelong is outlined in Section 5.

5

FEES AND CHARGES SYSTEM

This section outlines the preferred fees and charges system by the City of Greater Geelong.

The fees and charges system takes into account all community level outdoor sport and recreation facilities including sports grounds, hard surfaces such as netball and tennis, synthetic surfaces such as athletics tracks, BMX, equestrian, and considers other users of Council facilities such as personal trainers.

The fees and charges system is based on a combined system of:

1. Classifying outdoor playing and pavilion facilities according to the level of provision;
2. Defining hirer categories and priority of access based on user type and function;
3. Defining the level of services for outdoor playing and pavilion facilities;
4. Recouping a percentage of maintenance based on the average cost to maintain a facility of that standard;
5. Attributing the level of sponsorship, further subsidy and incentive programs to encourage the development and delivery of community outcomes; and
6. Delivering on the endorsed objectives and principles outlined in sections 5.1 and 5.2.

The system is consistent with the objectives and principles developed for the Fair Play Strategy which are outlined in sections 5.1 and 5.2. The objectives and principles details Council's commitment to ensuring a transparent, equitable and consistent approach to the subsidy, and therefore charging, of sport and recreation facilities.

Benchmarking indicates that most Councils recoup between 15% - 22% of annual maintenance costs, with the exception of some outlier Councils (e.g. Surf Coast Shire) who opt to provide access to their sport and recreation facilities at no charge to a Committee of Management, or similar, who then pass on the cost to the individual clubs.

The fees and charges system proposes to recoup 25% of average maintenance expense, with a transition plan to be put in place to minimise the impact on current user groups. The system also incorporates an incentive program (i.e. up to 10% further subsidy) to encourage the development and delivery of community outcomes.

The level of maintenance provided for facilities will be agreed with sporting clubs and community groups.

Sport and recreation facilities are recognised as an important means of creating capacity within the community and users / hirers will be encouraged to take greater financial and management responsibility for maintaining and caring for the facilities they occupy.

5.1 AIMS AND OBJECTIVES

The aim of the fees and charges system is to provide a system for the use of community level outdoor sporting facilities that is fair, efficient and easy to administer.

The objectives of the fees and charges system are:

- To provide a sound rationale for charging of outdoor sporting facilities
- To ensure the system is fair, equitable and transparent
- To ensure there is fair and consistent conditions between sporting clubs and equitable access and pricing of facilities
- To ensure sound financial management and effective administration of Council's outdoor sporting facilities
- To define levels of service and establish a sustainable model for the provision of sporting facilities that are fit for purpose
- To ensure a contribution to the cost of providing the service
- To manage and change inflated expectations
- To support and acknowledge sporting clubs that provide a Healthy Sporting Environment and other community initiatives
- To provide a framework and tool that is transferable and scalable across the organisation; and
- To provide a framework that supports the sustainable delivery of sport and recreation into the future.

5.2 GUIDING PRINCIPLES

In line with the objectives, the following principles shall underpin the fees and charges system:

Figure 02 | Guiding Principles – Fair Play Strategy

- Equity and Transparency
  - Clear rationale for fees and charges for facilities.
  - Equity in cost for tenants and community access.

- Level of Service
  - Fees linked to the level of service provided.
  - Alignment with industry standard percentage of maintenance cost.

- Shared Use
  - Encourages shared use of facilities.
  - Higher fees incurred for exclusive use.

- Asset Management
  - Effective asset management with clearly defined obligations for Council and club / community owned assets.

- Partnerships
  - Promotion of healthy lifestyle through the provision of sport and recreation facilities.
  - Recognition of the significant contribution of volunteers and clubs to sport and recreation across the City.
  - Ensure Council are fair and transparent with each club as a key partner in supporting and subsidising the provision and maintenance of sport and recreation facilities.

- Efficiency
  - Efficient processes for administration by Council officers.
  - Ease of use for club / community group volunteers and casual users.

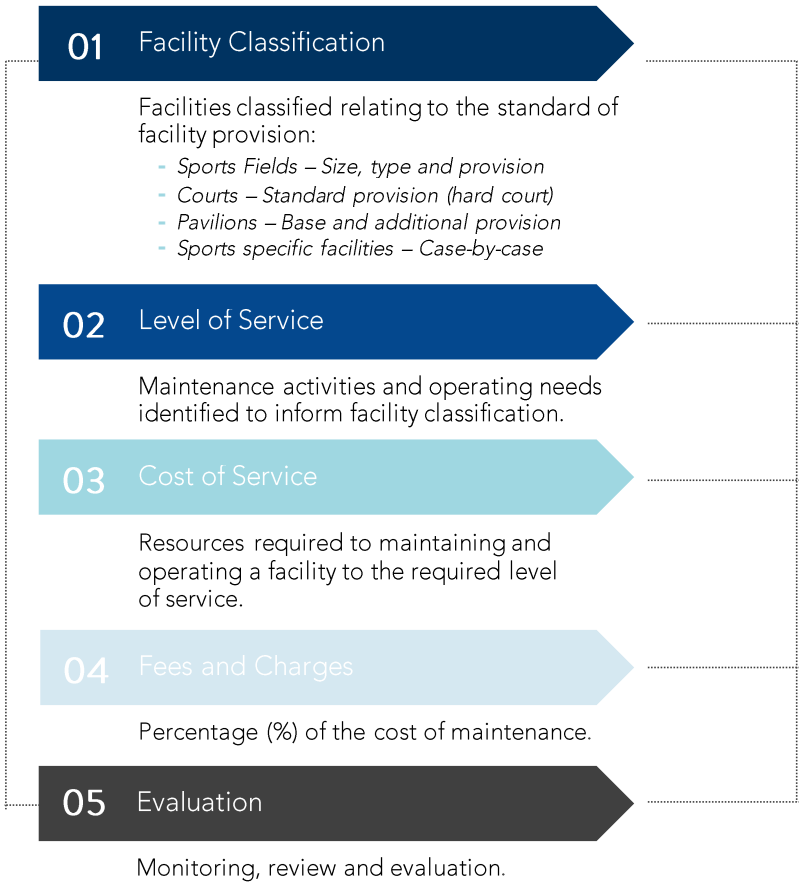
- Healthy Communities
  - Support for clubs and groups that provide healthy communities and healthy sporting environment initiatives.
  - Development of community clubs and groups skills, knowledge and capacity.

- Accountability and Continuous Improvement
  - Provide a framework that ensures accountability from clubs, users and Council alike.
  - Focus on continuous improvement and making people the centre of our business.

5.3| FEES AND CHARGES MODEL

Figure 03 below is a simple flow chart summarising the key elements of the Fees and Charges Model.

Figure 03 | Fees and Charges Model



5.4| CHARGING SYSTEM

The City of Greater Geelong is proposing to implement a charging system that ensures the level of subsidy (fees and charges) for the use and hire of community level outdoor recreation facilities is equitable, transparent and based on a clear foundation of objectives and principles.

Council will require a financial contribution based on a percentage recovery of average annual maintenance expense (the average cost to maintain a facility determined by the facility classification).

- Fees and charges directly relate to the cost of facility maintenance and the standard of facility being used.
- A set percentage of the total cost of maintaining facilities or program expenditure will be subsidised by Council for eligible community users, by way of a Community Sponsorship.
- A set percentage of the total cost of maintaining facilities or program expenditure will be recouped from users. The percentage represented in this document reflects industry best practice.

The fees charged by Council for community level outdoor sport and recreation facilities will be based on a percentage of the average maintenance costs incurred by Council for each type of facility.

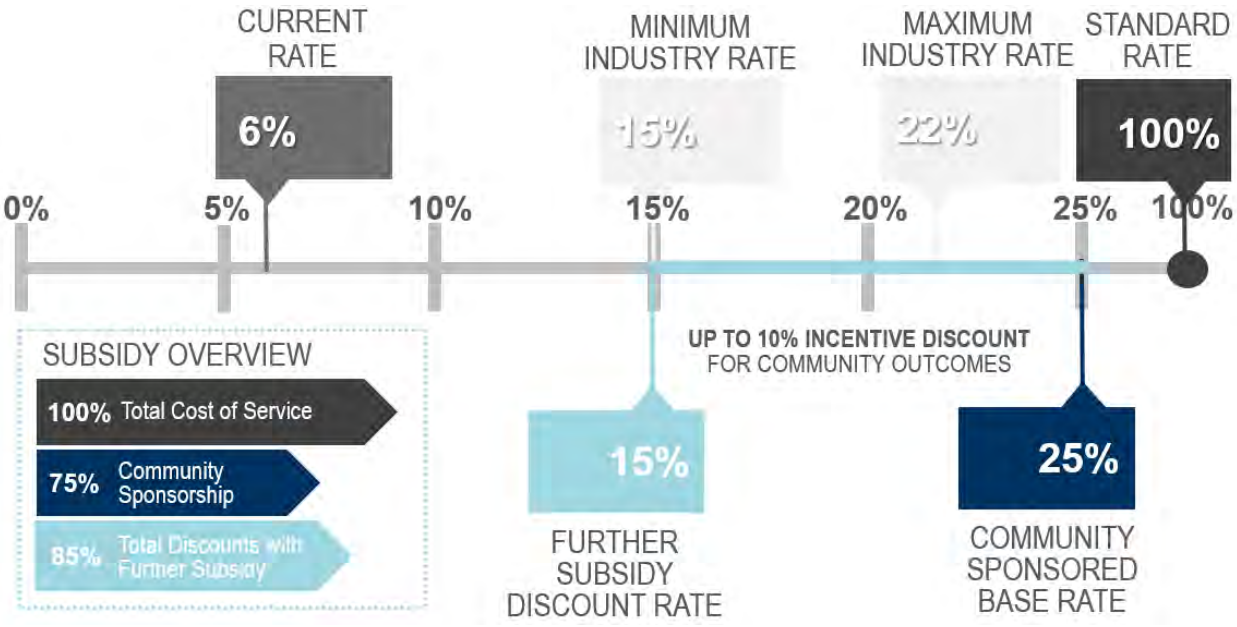
5.5| COUNCIL'S RATE OF SUBSIDY

City of Greater Geelong proposes to provide a minimum 75% Community Sponsorship with an opportunity for a further subsidy by way of a discount of up to 10% for clubs and community groups that can demonstrate the development and delivery of community outcomes, prescribed in Council's annual incentive program.

This equates to a rate of recovery of 25% of the annual cost of maintenance for Community users, with an opportunity to be reduced to 15% for eligible clubs and community groups.

Council will lead a discussion with sports clubs and community groups about the changes using a draft implementation and transition plan. The final implementation plan recommends increasing the level fees payable for facilities from the current average 6% of the cost of maintenance to 25% of the cost of maintenance (with access to Further Subsidy opportunities) using a two stage process over four (4) year period (outlined in Section 10).

Figure 04 | Council's Subsidy and Rate of Recovery



5.5.1 FURTHER SUBSIDY

The Further Subsidy refers to where Community hirers within the Community rate may have part of their costs waived beyond the Community Sponsorship subsidy. Most sporting clubs and community groups will fall within this category (Refer to section 07 for details on user categories).

The City of Greater Geelong will work in partnership with state and regional governing bodies and other agencies to establish the incentive criteria to be eligible for the further subsidy to ensure the Fair Play Strategy provides not only equity and sustainability but also help foster competitive balance between clubs and deliver broader community outcomes.

Consideration will be given to the type of programs / services provided by the hirer, the level of external funding and/or their capacity to raise funds and provided it is consistent with Council policy and supports the strategic direction of the Council Plan and/or prescribed in Council's annual incentive program. Council's subsidy will be accounted for and recorded to the responsible manager's budget, which is reported on annually through Council's budget process.

5.6| FEES AND CHARGES RATES

The rate of subsidy for community level outdoor sport and recreation facilities is outlined in the table below to help demonstrate the likely rate of subsidy and recovery applied against the costs of service and by user type.

Table 04 | Council's fees and charges rates by user type

RATE / HIRER TYPE	COMMUNITY SPONSORSHIP RATE %	COST RECOVERY RATE %	FURTHER SUBSIDY ELIGIBILITY	CASUAL USE RATE%
PRIMARY RATE Council Direct User	100% Subsidy of Cost of Service	0% Recovery of Cost of Service	N/A	N/A
COMMUNITY RATE Community User	75% Subsidy of Cost of Service	25% Recovery of Cost of Service	YES (up to 10% Incentive Discount)	1% Recovery of Cost of Service
STANDARD RATE Commercial / Private User	0% Subsidy of Cost of Service	100% Recovery of Cost of Service	NO	3% Recovery of Cost of Service

Note: Fees and charges will increase by CPI annually.
Cost of service – Refers to the resources required to maintain and operate a facility to the required level of service (excluding capital expenditure), directly attributed to Council.

Refer to Appendix 3 – Fees and Charges by Facility Classification, for more details on the cost of service, level of subsidy and relative fees and charges by facility classification and user type.

5.7| WHAT DOES THIS LOOK LIKE?

A preliminary impact assessment indicates that if the Fair Play Strategy fees and charges system is adopted some clubs will experience cost savings, while others will be required to make a greater contribution. The introduction and timing of the Fair Play Strategy is to be negotiated with clubs to ensure that any change is achievable and does not unsustainably impact any club or community group.

Council proposes to subsidise 75% of the total cost of maintaining and servicing community sport and recreation facilities for local clubs, consistent with industry standards. Increases to the level of subsidy, up to 85%, can be achieved for clubs that introduce a series of community initiatives.

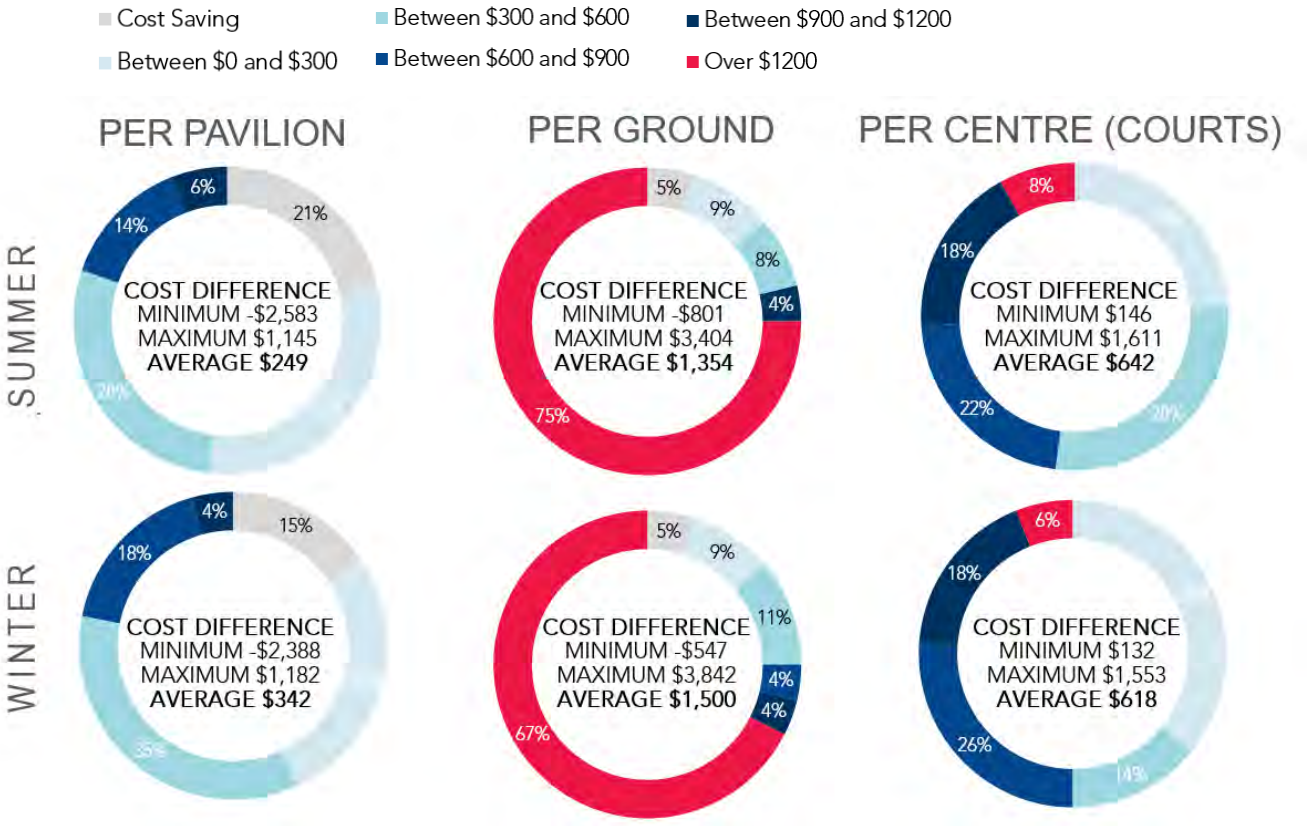
At full implementation (cost recovery at 15%) sports clubs and community groups can expect the following differences in their costs shown in Figure 05 below. Please note the savings and increases displayed below represent averages across the network, based on what users are paying now modelled against the new system and is subject to change pending consultation with stakeholders.

Looking at the large differences between the minimum impacts and maximum impacts of these changes it further demonstrates the inequity and inconsistency in the fees currently charged across the network for like facilities.

Grounds will see the most significant change in fees charged given that 74% of all sports grounds are incorrectly graded at present with 47% moving up 1 grade, 21% moving up 2 grades and 6% moving up 3 grades to align with their correct classification. While 5% will experience costs savings under the new system.

Changes to pavilion fees and charges will see savings of between 15% to 21%, depending on the season, under the new system.

Figure 05 | Projected cost difference / impact to sports clubs and community groups at 15% rate of recovery (85% subsidy).



6 USAGE CONDITIONS AND ADMINISTRATION

6.1| TERM OF BOOKINGS

Sport and recreation facilities are to be booked by sporting clubs and community groups for ongoing use during summer (1st October to 31st March) and winter (1st April to 30th September) seasons.

The duration of summer and winter seasons is defined by the State Government determination relating to the "Division of Seasons and Occupation of Crown Land used as grounds".

Tennis facilities will be booked on an annual basis.

Casual use of facilities will be booked as required.

6.2| SHARED USE OR EXCLUSIVE USE OF FACILITIES

Council encourages the shared use of sport and recreation facilities by sporting clubs and community groups. The following conditions apply to facilities that are occupied by multiple tenants:

- Sporting clubs and community groups sharing facilities will be charged a percentage of maintenance costs based on the share arrangements / level of occupancy / usage schedules.
- Fees for tenants that occupy exclusive areas within a shared facility will be adjusted to reflect the area of exclusive use as follows;
    - Exclusive use of change rooms within a shared pavilion will incur the full fee charge (Standard Rate).
    - Exclusive use of social / other areas within a shared pavilion will be charged pro-rata based on the square metres occupied and will incur full fee charge (Standard Rate).
    - Exclusive use of individual detached storage areas will be charged based on the square metres occupied and the hirer type.

6.3| PUBLIC ACCESS

All grounds and reserves, with the exception of school grounds or clubs with a land lease, are accessible to the public when not being used by sporting clubs or community groups.

6.4| AVAILABILITY FOR CASUAL BOOKINGS

Facilities are to be made available for casual bookings outside of times that are booked for use by the seasonal tenant.

"Blanket booking" of sport and recreation facilities is prohibited and may lead to a seasonal booking being voided.

Council will consider the carrying capacity of the facility as well as the priority access of the hirer type when accepting casual bookings.

6.5| NORMAL USE ALLOCATION

Natural turf sports grounds will be booked for a maximum of 40 hours per week depending on the type of turf (i.e. maximum of 20 hours per week for warm season grass) to manage the impact of overuse on facilities. Should a ground be used for more than 20 hours per week Council may;

- Elect to move the activities of the sporting club or community group to another sports ground or reserve.
- Charge for the rectification of damage to turf and other infrastructure in severe cases.

Note: Priority will be given to use for competition.

6.6| EVENTS

An event is defined as an extraordinary and temporary organised activity where people gather with a common purpose that aims to enhance community life. Events are activities beyond what is considered 'normal' use for the reserve.

Event usage on Council owned and/or managed outdoor recreation reserves will be determined by Council's Recreation and Open Space Department and the Events Unit via the Event Application process.

Fees for events will be charged as per the casual hire fees listed within this framework. Charges will be incurred for time required for bump in and bump out.

Bonds may also be requested depending on the type of infrastructure required within the reserve for the event.

Council reserves the right to waive fees for events.

6.7| PRESEASON

Clubs and community groups will be permitted to use sports grounds for preseason training on the following conditions:

- The seasonal tenant agrees to the use for preseason training; and
- The club or group books the sports ground via the electronic booking system.

Council retains the right to limit use of grounds to manage ground condition. Should use be limited, the seasonal tenant will have priority of use.

Council will not charge additional fees for preseason training where the activity is undertaken at the reserve that the club uses for seasonal competition and training.

Access to pavilions is to be arranged with the seasonal tenant, should be reciprocal in nature and should not be unreasonably withheld. All use is subject to a pre and post season clean by the responsible user group and use of utilities attract additional costs.

6.8| FINALS AND NON-STANDARD USE

Certain associations and leagues (including football, soccer, cricket and netball) will be required to book grounds for all finals (games considered outside of the home and away season) and will be required to pay casual user fees. Other non-standard or event use will incur a casual user fee.

Council's Parks Maintenance Unit requires access to the grounds in March and September for half yearly maintenance and therefore associations or leagues will not receive an automatic right to use the grounds during these months. In general, maintenance activities will take priority over casual bookings on Friday's.

6.9| BOOKINGS FOR NON-ACTIVE / PASSIVE USE

Non-Active Use is defined as use of a reserve for non-organised passive recreation.

Council does make bookings for non-active / passive use of reserves for activities such as parties and social gatherings. Information relating to the proposed use will be recorded by Council but exclusive use of a public reserve will not be guaranteed. Non-active / passive use that requires the use of additional infrastructure (i.e. marquees) is considered an event and an event application will be required.

No fees are charged for non-active / passive use of Council reserves for individuals.

For a full list of uses that require a Permit please refer to Part 6 of the City of Greater Geelong Neighbourhood Amenity Local Law 2014.

6.10| HEALTHY COMMUNITY INCENTIVES

To support clubs and community groups to provide healthy environments for the community, Council will provide at least four club development opportunities or initiatives per year targeted to specific health promotion and sports development areas.

Eligible sporting clubs and community groups will have access to an incentive by way of a Further Subsidy of up to a maximum discount of 10% on their seasonal booking fees for their facility for attendance to, and/or demonstrated evidence of, improvement towards each Council designated health promotion and sustainability initiatives each year.

Council will work in partnership with sports governing bodies and other agencies to develop the eligibility criteria for further subsidy. Council will inform clubs and community groups of the opportunities available in relation to their booking / tenancy period. Examples of initiatives include, but not limited to, programs relating to alcohol management, healthy eating and beverage choice, inclusion activities, strategic planning and/or decreasing barriers to participation.

Club and community groups will be required to provide evidence of attendance to and/or demonstrated improvements at the time the seasonal booking application is made, in order to be eligible.

Further subsidy / discounts does not apply to casual bookings or commercial / private users.

6.11| ADMINISTRATION

Booking System

All seasonal and casual use bookings are to be made via Councils booking process for sport and recreation facilities.

Invoicing

Council will send an invoice directly to each tenant as a result of their booking made through the relevant booking process for sport and recreation facilities.

Debtors

Where a club has not paid their fees and/or is experiencing difficulty in meeting the payment for use of Council facilities, Council's Debt Management Policy CPL510.1 will apply.

Utility Charges

All tenant clubs will be responsible for the payment of electricity, gas, telephone and pavilion water charges incurred as a result of their occupancy of the pavilion and ground. Demand charges for utilities will be charged back to the club based on usage.

Council will be responsible for the cost of water for sports ground irrigation and other utilities that are not specifically related to the clubs use (for example security lights in surrounds, public BBQs and public toilets).

Financial Reporting by Clubs to Council

All clubs will be required to report the state of their financial position to Council annually. This should be done on a Council provided pro forma at the time of annual allocation of grounds and should include a statement to indicate income and expenditure and overall financial position for the previous 12 months.

7 USER CATEGORIES AND PRIORITY OF ACCESS

7.1| COMMUNITY USER (COMMUNITY RATE)

This category is defined as not-for-profit community based clubs and groups and funded organisations and agencies that provide a community function and service community members that live, work or visit the City of Greater Geelong. Hirers that fall within this category will have priority of access to spaces for community hire.

Where the Community rate status has been established, relevant clubs and groups will be eligible to receive Council's Community Sponsorship subsidy.

Community rate – Fees and charges are calculated based on percentage cost recovery to include the maintenance and operational expenses incurred during the hire. Community hirers within the community rate qualify for the automatic Council Community Sponsorship subsidy.

7.2| EMERGENCY MANAGEMENT

If the City of Greater Geelong's emergency management plan is enacted, Council has the right to access all Council owned and managed facilities and to enter and remain in these buildings and spaces without prior notice and for the duration of the emergency.

7.3| EVENTS

If a City of Greater Geelong Major Event is sanctioned, Council has the right to access all Council owned and managed facilities and to enter and remain in these buildings and spaces for the duration of the event, as per the relevant clauses in all lease and licences.

7.4| COMMERCIAL / PRIVATE USER (STANDARD RATE)

This category is defined as commercial and private hirers conducting activities including for the purposes of deriving a profit. Reserves may be used for commercial purposes subject to the approval of Council. Hirers that fall within this category will have access for hire when Council and community users are not using these spaces.

Commercial use of a reserve or facility will only generally be approved where it is in keeping with the primary use of the reserve or facility and does not negatively affect the amenity of the area.

Standard rate - Fees and charges are calculated based on cost recovery to include the operational expenses incurred during the hire including administration, utilities, depreciation, cleaning, on-site support and consumables associated with the hire.

Where an activity is deemed to be commercial in nature, a casual rate of 3% of the cost of service, will apply per day and must include bump in and bump out.

If an activity is deemed ongoing in nature a lease or licence may be required and will be charged at a rate of 100% recovery of the cost of service.

Individual agreements will be entered into with clubs and community groups who conduct commercial activities on Council properties or areas under Council control and commercial charges will be levied for the part of the facility used for this purpose.

7.5| SCHOOL USE

Schools located within the City of Greater Geelong are able to apply for a yearly allocation of Council grounds without charge for up to 6 hours per week based on an agreement with Council to provide access for the community to school facilities (such as playgrounds and formalised ovals / pitches) outside of school hours.

Schools must book facilities prior to use or future access may be jeopardised. Schools located outside of the municipality or schools that do not provide broader community access to their facilities will be required to pay a casual user fee.

Where schools provide community access to school facilities out of school hours, access and use of playing fields for the purpose of school sports, will remain free of charge. Free use by schools does not apply to athletics facilities.

Schools do not generally have a need to access pavilions, however, should a school require a pavilion booking, the casual fee for local community groups would apply.

Facilities on school land are treated separately through a Joint Use Agreement (JUA).

7.6| CIRCUS USE

Circuses are permitted by Council at selected reserves designated for circus use and where it does not interfere with normal use. Fees and charges apply per day for use of Council sites including bump in and bump out and a bond is required to cover reparation works if necessary.

7.7| MARKETS

Markets are permitted by Council at selected reserves designated for market use and where it does not interfere with normal use. Fees and charges apply per day for use of Council sites including bump in and bump out and a bond is required to cover reparation works if necessary. If a market is ongoing (e.g. first Sunday each month) a lease or licence may be required.

7.8| PERSONAL TRAINERS

In the future, personal trainers will be required to apply for a permit to use Council reserves and pay a fee. Fees for personal trainers and fitness groups are as required under the Crown Land (Reserves), (Tour Operator Licence Fee) Regulations 2011.

An annual fee is to be paid in advance prior to commencing training. This fee may increase in accordance with any future increase to the Crown Land Tour Operator Licence Fee.

Permits issued for a period of less than 12 months but more than 6 months will be charged the full annual fee. Permits issued for a period of less than 6 months will be charged a pro rata amount for every month or part thereof that the permit is valid.

A separate policy will be developed for personal trainers, along with code of conduct, outlining the conditions of use of a reserve for organised personal training and fitness purposes.

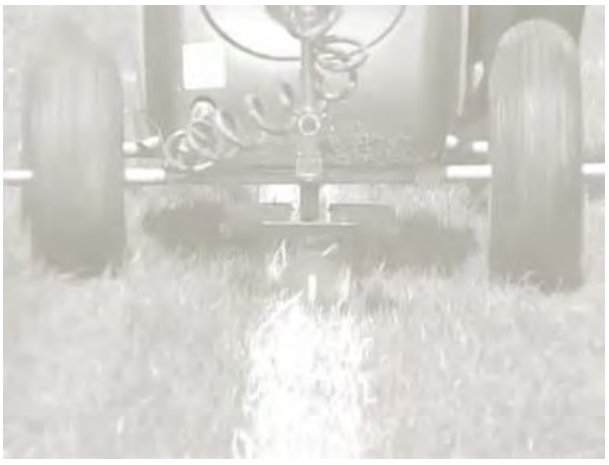
Refer to Appendix 01 for definitions for hirer categories.

7.9| COUNCIL PRIORITY OF ACCESS

Services directly provided by Council will have priority and exclusive use of Council's community facilities where appropriate, and be given the highest priority in their access and allocation. However, this does not exclude these facilities from being accessed by the community if available. For example; a social space can only be hired externally where Council services does not need access to deliver that service.

Where an increase in demand is identified resulting in the need to increase Council's capacity to deliver services, Council may need to cancel existing hire agreements with community users. Council will attempt to offer alternative options for existing hirers, and support them to relocate to alternative facilities. For example; hirers may be required to relocate from a multi-purpose community spaces to allow Council to deliver additional services to meet community needs.

Council services and programs are exempt from fees and charges relating to the use or hire where Council staff provide a direct service to the community.



8

FACILITY CLASSIFICATION

Council provides a hierarchy of facilities with varying levels of maintenance regimes. Fees and charges will reflect the maintenance related to the level / standard of provision.

The classifications of sports grounds and facilities are consistent with the City of Greater Geelong Sustainable Communities Infrastructure Development Guidelines (October 2010).

8.1| FACILITY HIERARCHY

The following hierarchy will be used for planning purposes relating to reserves and open spaces as the basis for future facility classifications rather than the previous ground gradings of A, B, C & D (used prior to 2017).

Table 04 | Facility Classifications and Scope of Provision

CLASSIFICATION	DESCRIPTION
National	National competition and significant national and state level events
Regional	Municipal wide and can also provide for surrounding municipalities.
Sub-regional	Part of municipality that cover numerous townships / suburbs.
District	Whole township / suburb as a key facility for a community.
Local / Neighbourhood	Providing for communities usually within walking distance.

8.2| STANDARD OF PROVISION

The Fair Play Strategy identifies standard provisions for sporting facilities, components and supporting infrastructure.

Standard and non-standard provision components are outlined in the table on the following page. Non-standard provision components will be deemed a higher standard of facility provision and will be the responsibility of the club or community group to fund and maintain.

In general, the key principle in determining standard infrastructure is the link to active participation in sport and recreation. However, due to the broader community benefits of social facilities such as community building, networking and engagement, social facilities are also considered standard infrastructure.

Non-standard infrastructure includes the components that are for the exclusive use of a sporting club or community group and can be classified as non-essential; in this case the sporting club or community group will be responsible for funding these components.

Table 05 below outlines the facility components that are considered in the grading of facilities.

Table 05 | Facility components

FACILITY COMPONENT	STANDARD PROVISION	NON STANDARD PROVISION
Pavilion	- Change rooms - Amenities - Toilets - Basic storage - Kitchenette / Kiosk (basic) - Social space (basic)	- Social rooms - Kitchen (commercial) - Kiosk - Bar - Additional storage - Office - Gym - Timekeepers box
Sports ground	- Turf surface - Synthetic cricket pitch - Goals Dependent on ground class and type: - Irrigation - Drainage - Practice nets (publically accessible hard wicket x2) - Sports field fencing	- Floodlights - Coaches boxes - Players shelters - Reserve fencing - Scoreboards - Turf cricket pitch - Practice nets (Turf wicket and/or greater than 2) - Surfaces other than turf (synthetic surfaces)
Court	- Hard court surface (asphalt / acrylic), publically accessible (min 2 or 50% of 2 court facilities) - Fencing - Goals / nets - Line marking	- Surfaces other than hard court (synthetic grass / lawn / en tout cas) - Floodlights - Player shelters - Umpires chairs (not permitted unless temporary – bump-in, bump-out).
Sport specific facilities	- Athletics – synthetic surface - Criterium track – asphalt surface - Velodrome – asphalt surface	

**Excludes DCP funded facilities on greenfield sites.*

Note:
Some non-standard items will be provided in establishing new facility developments but will remain the clubs and/or community group's responsibility to maintain.

In recognition of building club capacity and individual needs, the City of Greater Geelong will provide support for the provision of some non-standard infrastructure through the community grants program.

8.3| SPORTS FIELD CLASSIFICATION

Facilities are assigned to their relevant classification. A surface rating is assigned dependent on level of service required for the level of competition and standard of facility provision. Table 06 below shows the hierarchy and criteria that are applicable at the various levels of facility classification.

Table 06 | Facility classification

FACILITY CLASSIFICATION	CRITERIA	FACILITY HIERARCHY				
		NATIONAL/ STATE	REGIONAL	SUB-REGIONAL	DISTRICT	LOCAL / NEIGHBOURHOO
National / State	Ground surface as per requirements for national level sport	✓				
Regional	Ground surface as per requirements for state / regional level sport		✓			
Community 1	Ground surface as per requirements for community sport Irrigation system Primary playing surface and/or presence of a turf pitch for cricket			✓		
Community 2	Ground surface as per requirements for community sport Irrigation system Secondary or other playing surface and/or presence of a synthetic pitch for cricket			✓	✓	
Community 3	Ground surface as per requirements for community sport No irrigation system Synthetic pitch for cricket			✓	✓	✓
Reserve	General reserve area No defined sports ground			✓	✓	✓

The facility classification will provide the basis for the determination fees charged for sports fields, with differential rates for sports grounds of different dimensions (e.g. football oval 1.8 hectares / soccer field 1 hectare). Level of service refers to the inputs required to maintain a facility to the standard required for the activity undertaken at the reserve.

Note: Facility classifications Community 1, 2 and 3 and Reserves are municipal / community use facilities. Sports grounds at Community level 1, 2 and 3 will be maintained to the determined level of service and reflect the level of competition that the ground is used for.

8.4| PAVILION CLASSIFICATION

The pavilion classification system reflects the range, size and functionality of pavilion facilities provided for community sport.

The classification of pavilions is based on the principle that Council provides standard components such as change rooms and amenities for a base fee. Other facility components such as social rooms, commercial kitchens, bars and office spaces are charged depending on the size of the additional provision.

The pavilion classification therefore assumes all pavilions include base provision such as toilets, small storage area, basic social space and basic kitchenette / kiosk facilities (provided when the facility is established). The overall size of facilities determines the classification size of the pavilion.

Table 07 | Facility components

CORE PROVISION	BASE CLASSIFICATION	ADDITIONAL PROVISION	COMPONENT CLASSIFICATION
Per set of 2 change rooms	Base fee	400 m2 +	Large
		250 – 399 m2	Medium
		100 – 249 m2	Standard
		Under 100 m2	Basic

Classifications will be re-assessed over the life of the policy as pavilions are redeveloped and maintenance fees will be increased by CPI each year.

8.5| SPORTS COURT CLASSIFICATION

Sports courts (tennis and netball) are charged at a base fee per court per season or per annum. The base fee is based on Council providing a hard court surface (asphalt or acrylic hard court) as the standard level of provision.

Where courts are upgraded to other surface types (such as synthetic grass), the tenant club will be required to pay the annual court hire fee and will be responsible for all ongoing maintenance and renewal of the courts and associated infrastructure.

8.6| SPORT SPECIFIC CLASSIFICATION

There are a range of sports that require facilities that are developed for specific sport or activity. Sport specific facilities will be classified on a case-by-case basis relating to the hierarchy and scale of the facilities provided by Council.

Tenancy arrangements for sport specific facilities may be managed via seasonal bookings, land lease or committee of management as deemed appropriate.

9

RELATED POLICIES

The Fair Play Strategy links to Council policies as outlined below:

Table 08 | Related policies

POLICY NAME	REF NO.	STATUS	OVERVIEW	AMENDMENT REQUIRED
Hard Surface Facilities	CPL 285.2	Current	Determines the provision, use and maintenance of hard surface courts for sport and recreation	Nil
Debt Management	CPL510.1	Current	Provides a staged approach to managing debts owed to Council by sporting clubs	Nil
School Sports Facilities	CPL285.6	Review required	Allows Council to engage in agreements with schools relating to the use of school facilities	Inclusion of a clause relating to community access to school facilities outside of school hours
Fees and Charges for Community Level Outdoor Recreation Facilities	CPL 285.9	Under review – Draft	To outline the fees and charges for the use of community level outdoor sport and recreation facilities within the City of Greater Geelong	Developed via the Fair Play Strategy
Personal Training	DRAFT	Under development – Draft	To outline the terms and conditions for personal trainers and commercial fitness groups operating on public land	Developed via the Fair Play Strategy

10

IMPLEMENTATION AND TRANSITION PLAN

10.1| IMPLEMENTATION AND TRANSITION

Council sought feedback from key stakeholders on the implementation plan in order to sustainably transition the fees charged for outdoor sport and recreation facilities from the current approach to the industry accepted model, a percentage recovery of the cost of service directly related to Council.

Given the considerable changes to the fees and charges approach, a transition plan has been designed to reduce the impact of the new system on existing user groups.

Existing fees charged are relative to between 2% - 6% of the cost of service and it is acknowledged that many facilities are currently graded lower than required due to the development of sport and recreation facilities over the past 20 years.

Council are proposing to transition to a new system in two stages over a period of up to four (4) years. Stage 1 – Equity (Equalisation and Reclassification) and Stage 2 – Policy (Standardisation of all fees and charges under a new policy framework).

Facilities will be reclassified using the new classification system prior to implementation of the policy. Due to the limited re-grading of facilities completed under the existing fees and charges system and the disparity and inconsistency at present.

The process of classifying facilities for consistency and to align fees to the level of facility provision, maintenance and services, will increase the rate of recovery to the existing average of 6% of the cost of service in the first year with marginal change to the fees payable to the user.

Figure 06 | Implementation and transition timeline

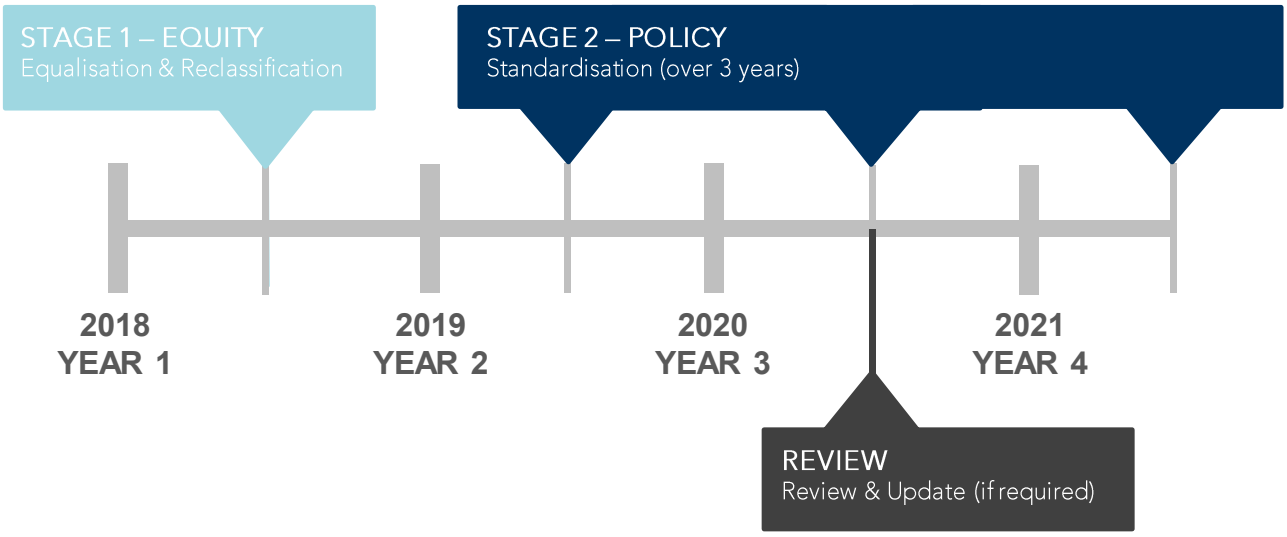
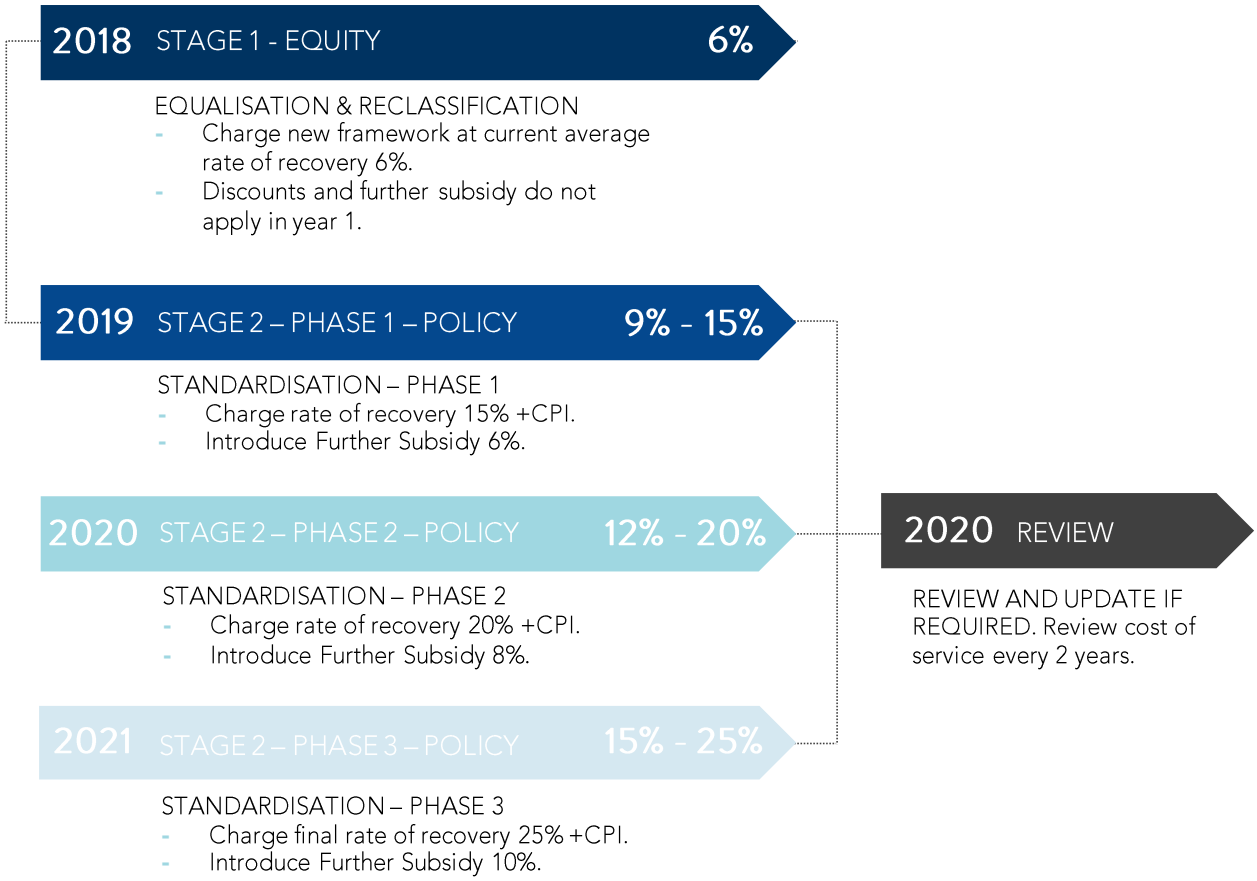


Figure 06 continued | Implementation and transition timeline



The two key stages of the transition and implementation are explained in more detail below.

STAGE 1 - EQUITY

Year 1 – Equalisation and Reclassification – Change to new framework at current rate of subsidy 94%. Further discounts not applicable in year 1.

Year 1 will focus on the equalisation and reclassification of grounds and facilities and will include the realignment of clubs and community groups with the new classifications.

Year 1 (2018) will involve a charge to the new framework at the current average rate of recovery (6%). Further subsidies and discounts are not applicable in year 1.

Year 1 of the fees and charges policy will come into effect for the winter season 2018 and will focus on re-establishing equity with the reclassification of community clubs and community organisations.

Year 1 allows the organisation adequate time to further develop the required administrative support and online systems, trigger new agreements with users and support clubs and community groups through the training and support in preparation of the new system in year 2.

Year 1 will require a robust and considered approach to promotion, engagement and support throughout out the implementation. Refer to section 10.2 for details on the approach to stakeholder engagement.

STAGE 2 - POLICY

Year 2 to Year 4 – Standardisation – Activate and phase in full policy over three years.

Year 2 to year 4 will focus on standardisation with the fees and charges policy coming into full effect by 2021. The following provides an outline the rate of recovery and further subsidy that can be expected each year.

- 2019 Stage 2 – Policy. Charge at 9%-15% rate of recovery. Introduce a Further Subsidy incentive of 6% for clubs supporting healthy communities and healthy sporting environment initiatives.
- 2020 Stage 2 – Policy. Charge at 12%-20% rate of recovery. Introduce a Further Subsidy incentive of 8% for clubs supporting healthy communities and healthy sporting environment initiatives.
- 2021 Stage 2 – Policy. Charge at 15%-25% (with further subsidy) rate of recovery. Introduce a Further Subsidy incentive of 10% for clubs supporting healthy communities and healthy sporting environment initiatives.

Year 2 of the fees and charges policy will come into effect for the winter season 2019 and will focus on standardisation of sporting clubs and community organisations. The Further Subsidy will be enacted and will apply.

Additional support will be provided for clubs or community groups who can demonstrate genuine hardship as a result of the new system.

CPI increase will apply to fees and charges annually.

10.2| STAKEHOLDER ENGAGEMENT AND SUPPORT

Council acknowledges the substantial shift in approach to fees and charges compared with current practces and the need to carefully manage the legacy expectations of sporting clubs and community groups.

The engagement approach considered these challenges along with the recognition that some stakeholders may face barriers and potential limitations to adapting to change.

Through the development of the draft Fair Play Strategy in 2017, the following external stakeholders were briefed:

- AFL Victoria and AFL Barwon
- Netball Victoria
- Cricket Victoria and Geelong Cricket Association
- Football Federation Victoria
- Tennis Victoria

The Fair Play Strategy and its core principles have broad support from these key sporting associations.

The City of Greater Geelong also released the Fair Play Strategy for consultation with key stakehodlers and the broader community, to ensure any proposed change is achievable and sustainable for the effected stakeholders.

The broader community along with local sporting clubs and organisations were engaged through the public exhibition of the Draft Fair Play Strategy in July 2017 for a period of 6 weeks. A total of 48 submissions and enquiries were received.

In order to help Council further develop a sustainable and fair strategy around implementation, clubs and community groups were asked to consider the Fair Play Strategy against the following key areas; Level of subsidy, Timeline for implementation and level of support offered to effected clubs.

The draft Fair Play Strategy was made available online for submission and comment. The engagement process also included 780 direct contacts with clubs via email, five presentations to sporting clubs and associations and two community drop in sessions. A total of 48 submissions and enquiries were received.

In summary, there is strong support for the Fair Play Strategy. The key issue identified during the community consultation was the staging for implementing new fees and more specifically the timeline associated with the change.

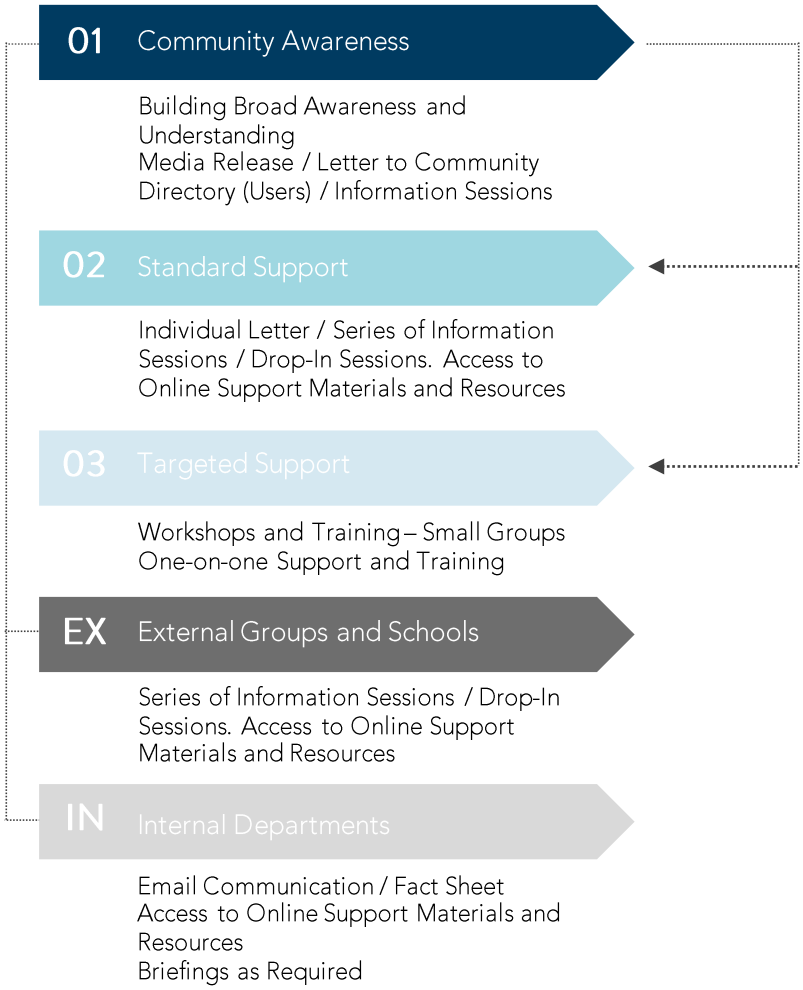
The concern, primarily by sports clubs, was that the transition from current fees to the new fee structure would occur too quickly for clubs to adapt from their existing position. The issues raised being that this may impact on the short term cash flow and sustainability of some clubs and may also result in a steep and sudden escalation of fees to individual community / club members.

In response, Stage 1 (equity and reclassification) remains unchanged. The key change reflected in this final Fair Play Strategy is that Stage 2 (standardisation of fees) be phased in over a period of up to three (3) years, and not one (1) year as proposed in the draft strategy. Additional support will be provided for clubs who can demonstrate genuine hardship as a result of the new system.

The community feedback also indicated a need for the City of Greater Geelong to provide support for the provision of non-standard infrastructure through the community grants program and to introduce a system that will ensure greater transparency in regard to fees being paid by each club.

A tiered engagement framework has indentified multiple levels of potential support available to clubs, community groups and key stakeholders (both external and internal) as required.

Figure 08 | Engagement Framework and Potential Support Methods



Commitment to continuous improvement

Council has a commitment to continuous improvement and to assist the ongoing monitoring and review process associated with the Fair Play Strategy and the subsequent Fees and Charges System. Council will develop a review process that also acts as a platform for ongoing support and development of user clubs and community groups. This includes, but is not limited to:

- Annual club health check / survey to monitor and review change. Annual summary report identifying common themes and areas of required improvement.
- Quarterly sports development and educational workshops tailored to the objectives and requirements of local sporting clubs and community groups.
- Targeted support sessions with individual clubs to work through specific issues (e.g. financial management, resource attraction through sponsorship, grants and fundraising and overall strategic and business planning).
- Additional support offered to clubs and community groups that may be experiencing genuine hardship.

10.2| TIMEFRAME FOR REVIEW

From the time this Strategy and accompanying Fees and Charges for Community Level Outdoor Recreation Facilities Policy is introduced, fee adjustments will be guided by the final Implementation and Transition Plan and will be subject to CPI annually.

If major capital works are undertaken on a reserve or pavilion, the facility classification will be reviewed and fees adjusted accordingly.

Once implemented, the full fees and charges system will be applied for up to two years and then reviewed.

The review will be based on the following:

- A review of the cost of service incurred by Council over the preceding years will be undertaken to determine average costs per classification of community facilities.
- If, and when, fee adjustments are made, the adjustment will come into effect for the next full season.

The review of fees should be undertaken prior to the reissuing of licence agreements for community pavilions following the standard licence terms.

Incremental fee increases

A review of average maintenance expense and relative fees and charges will be undertaken every 2 years, with C.P.I increases being applied annually to reflect increases in maintenance and operational costs.

The rationale used to determine seasonal costs will also be used to determine daily and/or hourly costs for casual users. In order to maintain consistency any changes around casual fees will align with those of seasonal fees.

APPENDIX 01 – USER CATEGORIES

HIRE RATE CATEGORY	DESCRIPTION	SUBSIDY ELIGIBILITY
COMMUNITY USER (COMMUNITY RATE) Not-for-profit community based clubs and groups and other funded organisations and agencies that provide a community function and service community members that live, work or visit the city of Greater Geelong.	**Community Service Organisations:** not-for -profit organisations and agencies that respond to specific community issues through the delivery of services. **Community Clubs and Groups:** Any not-for-profit community based group or organisation whose primary objective is to provide and engage in accessible services and activities that benefit the local and broader Greater Geelong community. **Partnerships:** Programs, services, information sessions, events and/or activities co-facilitated, in support, on behalf of, or operating in partnership with Council. **Schools:** Registered schools located within the City of Greater Geelong.	Where the Community rate status has been established, relevant community clubs and groups will be eligible to received Councils Community Sponsorship subsidy.
PRIVATE / COMMERCIAL USER (STANDARD RATE) Commercial and private providers conducting activities for the purposes of deriving a profit.	**Commercial:** An organisation conducting activities for the purposes of deriving a profit. **Private:** Exclusive or invitation only activities that are not available to the general public or for community benefit.	Ineligible for Council sponsorships, concessions or subsidies.
CASUAL USER Users seeking to utilise a facility or space outside of their regular allotted time or on a case by case basis.	Any hirers seeking to use a facility or space outside of the seasonal allocation will be considered a casual user.	Refer to above community user vs commercial user above.

APPENDIX 02 - FACILITY CLASSIFICATION BY ASSET

RESERVE CLASSIFICATION

FACILITY CLASSIFICATION	SURFACE GRADE	NAME / DESCRIPTION	TYPE	IRRIGATION	CRICKET PITCH
REGIONAL	2	Geelong Baseball Centre No 1	Pitch	Yes	N/A
REGIONAL	2	Geelong Baseball Centre No 2	Pitch	Yes	N/A
REGIONAL	4	Geelong Baseball Centre No 3	Pitch	Yes	N/A
REGIONAL	4	Geelong Baseball Centre No 4	Pitch	Yes	N/A
REGIONAL	2	Kardinia Park GCG	Oval	Yes	Turf
COMMUNITY 1	3	Anakie	Oval	Yes	Synthetic
COMMUNITY 1	3	Barwon Heads No. 1	Oval	Yes	Synthetic
COMMUNITY 1	3	Burdoo	Oval	Yes	Turf
COMMUNITY 1	3	Drysdale	Oval	Yes	Turf
COMMUNITY 1	3	Elderslie	Oval	Yes	Synthetic
COMMUNITY 1	3	Evans	Oval	Yes	Synthetic
COMMUNITY 1	3	Frier	Oval	Yes	Turf
COMMUNITY 1	3	Geelong West Oval	Oval	Yes	Turf
COMMUNITY 1	3	Grinter No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Grovedale	Oval / 2 Pitches	Yes	Synthetic
COMMUNITY 1	3	Hamlyn Park	Oval	Yes	Turf
COMMUNITY 1	3	Harold Hurst No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Herne Hill No. 1 - Walker	Oval	Yes	Synthetic
COMMUNITY 1	3	Herne Hill No. 2 - Drew	Oval	Yes	Turf

FACILITY CLASSIFICATION	SURFACE GRADE	NAME / DESCRIPTION	TYPE	IRRIGATION	CRICKET PITCH
COMMUNITY 1	3	Highton	Oval	Yes	Turf
COMMUNITY 1	3	Howard Glover	Pitch	Yes	N/A
COMMUNITY 1	3	Hume No. 1	Pitch	Yes	N/A
COMMUNITY 2	3	Hume No. 2	Pitch	Yes	N/A
COMMUNITY 1	3	Kardinia Park West	Oval	Yes	Turf
COMMUNITY 1	3	King Lloyd No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Lara No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Leopold No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Mc Donald No.1	Oval	Yes	Turf
COMMUNITY 1	3	Myers No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Myers – Soccer No. 1	Pitch	Yes	N/A
COMMUNITY 1	3	Myers – Soccer No. 2	Pitch	Yes	N/A
COMMUNITY 1	3	Myers – Soccer No. 3	Pitch	Yes	N/A
COMMUNITY 1	3	Ocean Grove	Oval	Yes	Synthetic
COMMUNITY 1	3	Osborne Park No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Portarlington No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Queens Park No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Richmond Cres	Oval	Yes	Turf
COMMUNITY 1	3	Shell Reserve	Oval	Yes	Turf
COMMUNITY 1	3	Shell Road Reserve	Oval	Yes	Synthetic
COMMUNITY 1	3	Shell Road - Soccer No. 1	Pitch	Yes	N/A
COMMUNITY 1	3	Shell Road - Soccer No. 2	Pitch	Yes	N/A
COMMUNITY 1	3	Shell Road - Soccer No. 2	Pitch	Yes	N/A
COMMUNITY 1	3	South Barwon No. 1	Oval	Yes	Turf
COMMUNITY 1	3	South Barwon No. 2	Oval	Yes	Turf
COMMUNITY 1	3	St Albans	Oval	Yes	Turf

FACILITY CLASSIFICATION	SURFACE GRADE	NAME / DESCRIPTION	TYPE	IRRIGATION	CRICKET PITCH
COMMUNITY 1	3	Stead Park – Soccer No. 1	Pitch	Yes	N/A
COMMUNITY 1	3	Stead Park – Soccer No. 2	Pitch	Yes	N/A
COMMUNITY 1	3	Stead Park – Softball No. 1	Pitch	Yes	N/A
COMMUNITY 1	3	Thomson No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Vines Road	Oval	Yes	Synthetic
COMMUNITY 1	3	Windsor Park No. 1	Oval	Yes	Turf
COMMUNITY 1	3	Winter No. 1	Oval	Yes	Turf
COMMUNITY 2	4	Bakers	Oval	Yes	Synthetic
COMMUNITY 2	4	Barwon Heads No. 2	Oval	Yes	Synthetic
COMMUNITY 2	4	Breakwater	Oval	Yes	Synthetic
COMMUNITY 2	4	Collendina	Oval	Yes	Synthetic
COMMUNITY 2	4	Corio Community	Oval	Yes	Synthetic
COMMUNITY 2	4	Eastern Park No. 1	Oval	Yes	Synthetic
COMMUNITY 2	4	Flinders Peak No. 1	Oval	Yes	Synthetic
COMMUNITY 2	4	Grovedale Secondary College	Oval	Yes	Synthetic
COMMUNITY 2	4	Hume No. 3	Pitch	Yes	N/A
COMMUNITY 2	4	Lara No. 2	Oval	Yes	Synthetic
COMMUNITY 2	4	Lara No. 3	Oval/ 2 Pitches	Yes	Synthetic
COMMUNITY 2	4	Lara No. 4	Oval	Yes	Synthetic
COMMUNITY 2	4	Lara No. 5	Oval	Yes	Synthetic
COMMUNITY 2	4	Lara Baseball	Pitch	Yes	N/A
COMMUNITY 2	4	Leopold No. 2	Oval	Yes	Synthetic
COMMUNITY 2	4	Mc Donald No. 2	Oval	Yes	Synthetic
COMMUNITY 2	4	Myers No. 2	Oval	Yes	Synthetic

FACILITY CLASSIFICATION	SURFACE GRADE	NAME / DESCRIPTION	TYPE	IRRIGATION	CRICKET PITCH
COMMUNITY 2	4	Osborne Park No. 2	Oval	Yes	Synthetic
COMMUNITY 2	4	Portarlington Reserve No. 2	Oval	Yes	Synthetic
COMMUNITY 2	4	Queens Park No. 2	Oval	Yes	Synthetic
COMMUNITY 2	4	South Barwon No. 3	Oval	Yes	Synthetic
COMMUNITY 2	4	South Barwon No. 4	Oval	Yes	Synthetic
COMMUNITY 2	4	South Barwon No. 5	Oval	Yes	Synthetic
COMMUNITY 2	4	Stead Park - Baseball	Pitch	Yes	N/A
COMMUNITY 2	4	Stead Park - Softball No. 2	Pitch	Yes	N/A
COMMUNITY 2	4	Thomson No. 2	Oval	Yes	Synthetic
COMMUNITY 2	4	Wallington	Oval	Yes	Synthetic
COMMUNITY 2	4	Winter No. 2	Oval	Yes	Synthetic
COMMUNITY 3	5	Belmont Common No. 1	Oval	No	Synthetic
COMMUNITY 3	5	Belmont Common No. 2	Oval	No	Synthetic
COMMUNITY 3	5	Belmont Common No. 3	Oval	No	Synthetic
COMMUNITY 3	5	Ceres Reserve	Oval	No	Synthetic
COMMUNITY 3	5	Drysdale Primary School	Oval	No	Synthetic
COMMUNITY 3	5	Eastern Park No. 2	Oval	No	Synthetic
COMMUNITY 3	5	Eastern Park No. 3	Oval	No	Synthetic
COMMUNITY 3	5	Eastern Park No. 5	Oval	No	Synthetic
COMMUNITY 3	5	Ervin No. 1	Oval	No	Synthetic
COMMUNITY 3	5	Ervin No. 2	Oval	No	Synthetic
COMMUNITY 3	5	Flinders Peak Rugby No. 2	Reserve	No	N/A
COMMUNITY 3	5	Grinter No. 2	Oval	No	Synthetic

FACILITY CLASSIFICATION	SURFACE GRADE	NAME / DESCRIPTION	TYPE	IRRIGATION	CRICKET PITCH
COMMUNITY 3	5	Harold Hurst No. 2	Oval	Yes	Synthetic
COMMUNITY 3	5	King Lloyd No. 2	Oval	No	Synthetic
COMMUNITY 3	5	Mt Duneed	Oval	No	Synthetic
COMMUNITY 3	5	Rees No. 1	Oval	No	Synthetic
COMMUNITY 3	5	South Barwon No. 6	Oval	No	Synthetic
COMMUNITY 3	5	South Barwon No. 7	Oval	No	Synthetic
COMMUNITY 3	5	St Leonards No. 1	Oval	No	Synthetic
COMMUNITY 3	5	St Leonards No. 2	Oval	No	Synthetic
COMMUNITY 3	5	Stead Park Softball 3,4,5 & 6	Pitch	No	N/A
COMMUNITY 3	5	Tim Hill	Oval	No	Synthetic
COMMUNITY 3	5	Wathaurung	Oval	No	Synthetic
COMMUNITY 3	5	Windmill Reserve	Oval	No	Synthetic
COMMUNITY 3	5	Windsor Park No. 2	Oval	Yes	Synthetic
RESERVE	6	Abe Wood	Reserve	No	N/A
RESERVE	6	Barwon Heads Equestrian	Reserve	No	N/A
RESERVE	6	Belmont Common Canine	Reserve	No	N/A
RESERVE	6	Belmont Common Equestrian	Reserve	No	N/A
RESERVE	6	Belmont Common Rifle	Reserve	No	N/A
RESERVE	6	Cheshire	Reserve	No	N/A
RESERVE	6	Drysdale Market area	Reserve	No	N/A
RESERVE	6	Elcho Park Canine	Reserve	No	N/A
RESERVE	6	Elcho Park Equestrian	Reserve	No	N/A
RESERVE	6	Grinter Reserve BMX	BMX	No	N/A
RESERVE	6	Lake Lorne Reserve	Reserve	No	N/A

FACILITY CLASSIFICATION	SURFACE GRADE	NAME / DESCRIPTION	TYPE	IRRIGATION	CRICKET PITCH
RESERVE	6	Mt Duneed Equestrian	Reserve	No	N/A
RESERVE	6	Peter Lowe Reserve	Reserve	No	N/A
RESERVE	6	Portarlington Pony Club	Reserve	No	N/A
RESERVE	6	Rees Equestrian	Reserve	No	N/A
OTHER	6	Geelong Criterium Circuit	Cycling	No	N/A
OTHER	6	Geelong Velodrome	Cycling	No	N/A
OTHER	6	Goldsworthy Reserve	Athletics	No	N/A
OTHER	6	John Landy Athletic Field	Athletics	Yes	N/A

OTHER SPORT SPECIFIC FACILITIES

NAME / DESCRIPTION	FACILITY TYPE	FACILITY COMPONENT
Norlane Bowls	Bowls	Green X 1
Lara Bowls	Bowls	Green X 2
Bell Post Hill Bowls	Bowls	Green X 1
Clifton Springs Bowls	Bowls	Green X 3
Drysdale Bowls & Croquet	Bowls	Green X 2 / Croquet X 2
Eastern Park Bowls	Bowls	Green X 2
Highton Bowls	Bowls	Green X 3
Myers Reserve Bowls	Bowls	Green X1
Stead Park Bowls	Bowls	Green X2
Barwon Heads Village Park Bowls	Bowls	Green X 1

COURT FACILITIES

RESERVE	PROPERTY KEY	TYPE	NO OF COURTS
Abe Wood Reserve	276566	Tennis	2
Anakie Reserve	276499	Tennis	4
	276499	Netball	1
Barwon Heads Village Park	238445	Tennis	6
Batesford	276078	Tennis	2
Breakwater Reserve	228143	Tennis	4
Burdoo Reserve	222449	Tennis	8
	222449	Netball	2
Ceres Reserve	224076	Tennis	0
Doris Smith Reserve	297819	Tennis	3
Drysdale Recreation Reserve	249941	Netball	5
	249941	Tennis	2
Elderslie Reserve	204274	Netball	2
Ervin Reserve	259060	Tennis	10
Francis St Reserve	226978	Tennis	6
Frank Mann Reserve	228720	Tennis	2
Geelong Baseball Centre (Pioneer Park)	TBC	Tennis	6
Geelong West Oval	298201	Netball	2
Grinter Reserve	248225	Netball	2
Hamlyn Park	277626	Tennis	5
Harold Hurst Reserve	298472	Netball	6
Herne Hill Reserve	298279	Netball	2
Highton Reserve	220495	Tennis	6
Howard Glover	214712	Tennis	4
Jetty Rd Reserve	264934	Tennis	8
Kardinia Park	298744	Netball	9
Kenwith Park	202357	Tennis	2
Lara Recreation Reserve	283713	Tennis	8
Leopold Memorial Recreation Reserve	255659	Tennis	9
	255659	Netball	2
Lunan Park	297866	Tennis	2
Marcus Hill	245465	Tennis	2
McDonald Reserve	236716	Netball	2

RESERVE	PROPERTY KEY	TYPE	NO OF COURTS
Moolap Reserve	266552	Tennis	6
Myers Reserve	276893	Tennis	4
	276893	Netball	2
Ocean Grove Tennis	243827	Tennis	7
Osborne Park	280027	Netball	1
Portarlington Recreation Reserve	265404	Tennis	5
	265404	Netball	2
Queens Park	204220	Netball	2
Richmond Oval	298058	Netball	1
Shell Reserve	291236	Netball	1
Shell Road Reserve	259793	Tennis	5
	259793	Netball	4
St Albans Reserve	218075	Tennis	5
	218075	Netball	2
St Leonards Lake Reserve	265821	Tennis	2
Thomson Recreation Reserve	213939	Tennis	4
	213939	Netball	2
Tim Hill Reserve	241648	Tennis	6
Wathaurung Tennis	247943	Tennis	6
Waurn Ponds Tennis	236140	Tennis	6
Windsor Park	291789	Netball	2
Winter Reserve	231125	Netball	1

PAVILLION GRADINGS

RESERVE	PROPERTY KEY	PAVILION	BUILDING NO.	GRADE	CHANGE ROOMS
Abe Wood Reserve	276566	Abe Wood	0082	Standard	N
	TBC	Abe Wood Pidgeon Clubhouse	TBC	Basic	N
Anakie Reserve	276499	Anakie Reserve	0014	Standard	Y
	276499	Anakie Tennis	0012	Basic	N
Bakers Oval	298730	Bakers	1306	Standard	Y
	TBC	Model Railway	TBC	Medium	N
Barwon Heads Village Park	238445	Barwon Heads Equestrian	1062	Basic	N
	238445	Barwon Heads No 1	1067	Standard	Y
	238445	Barwon Heads Village Park Tennis	1063	Basic	N
	238445	Barwon Heads VP Bowls	1064	Lease	N/A
Barwon Valley Activity Centre	TBC	Lyric Room	TBC	Standard	N
	TBC	Camera Clubroom	TBC	Standard	N
	TBC	Storage Facility	TBC	Basic	N
Batesford	276078	Batesford Reserve	0084	Standard	N
Belmont Common	220866	Belmont Common Canine	0237	Standard	N
	220866	Belmont Common Target Rifle	0048	Large	N
	220866	Belmont Common No 1	0849	Basic	N
Breakwater Reserve	228143	Breakwater Reserve	0844	Basic	N
Burdoo Reserve	222449	Burdoo Reserve	1021	Large	Y X2
	222449	Burdoo Tennis	1557	Standard	N
Ceres Reserve	224076	Ceres Reserve	0071	Standard	N
Cheshire Reserve	286289	Cheshire	0164	Basic	N
Collendina Reserve	260735	Collendina	459	Basic	Y

RESERVE	PROPERTY KEY	PAVILION	BUILDING NO.	GRADE	CHANGE ROOMS
Doris Smith Reserve	297819	Doris Smith Reserve	1316	Basic	N
Drysdale Recreation Reserve	249941	Drysdale No 1 (football)	0446	Medium	N
	249941	Drysdale No 1 (football change)	TBC	Change only	Y
	249941	Drysdale No 1 (cricket)	0445	Standard	N
	249941	Drysdale Netball/Fire	0444	Medium	N
Elcho Park	284218	Elcho Park Canine	0052	Basic	N
	284218	Elcho Park Equestrian	2215	Medium	Y
Elderslie Reserve	204274	Elderslie	1563	Large	Y
	204274	Elderslie Netball	1564	Large	Y
Ervin Reserve	259060	Ervin No 1	0478	Standard	Y
	259060	Ervin Tennis	0481	Standard	N
Estuary Boulevard Reserve	TBC	Estuary Change	TBC	Change Only	Y
Evans Reserve	292291	Evans Reserve	0068	Standard	Y
Flinders Peak	312737	Flinders Peak Rugby	1581	Standard	Y
Francis St Reserve	226978	Francis St Croquet	1101	Basic	N
	226978	Francis St Reserve	1101	Standard	N
Frank Mann Reserve	228720	Frank Mann Reserve	1004	Basic	N
Frier Reserve	205589	Frier No 1	1033	Standard	Y
Geelong Baseball Centre	235803	GBC - Pioneer Park No 1	N/A	Large	
	235803	Geelong Baseball Centre No 1	0453	Large	Y
	235803	Geelong Baseball Centre - Batting Tunnel	TBC	Medium	N
	235803	Pioneer Park Tennis	TBC	Basic	N
Geelong West Oval	298201	Geelong West Oval (social)	1303	Medium	N

RESERVE	PROPERTY KEY	PAVILION	BUILDING NO.	GRADE	CHANGE ROOMS
	298201	Geelong West Oval (grandstand change)	1298	Change only	Y
	298201	Geelong West Oval (cycling)	2054	Standard	N
	298201	Geelong West Oval (netball)	2205	Change only	Y
	298201	Geelong West Oval (storage)	TBC	Basic	N
Goldsworthy Reserve	288225	Goldsworthy	0079	Standard	Y
Grinter Reserve	248225	Grinter No 1	0474	Large	Y
	248225	Grinter Netball	2169	Basic	Y
	248225	Grinter BMX	0480	Basic	N
	248225	Grinter Pony Club	0447	Basic	N
Grovedale Reserve	235459	Grovedale Soccer 1	1006	Standard	Y
Hamlyn Park	277626	Hamlyn Park Tennis	0095	Basic	N
	277626	Hamlyn Park (Commercial)	0096	Commercial	
	277626	Hamlyn Park (Alex Rizun)	0097	Standard	Y
	277626	Hamlyn Park Ballroom	TBC	Large	N
Harold Hurst Reserve	298472	Harold Hurst No 1	1293	Standard	Y
Herne Hill Reserve	298279	Herne Hill No 1 - Walker	1314	Medium	Y
	298279	Herne Hill No 2 - Drew	0086	Standard	Y
	298279	Herne Hill Scout Hall	TBC	Lease	N
Highton Reserve	220495	Highton (ATCC)	1020	Change only	Y
	220495	Highton (Falcons)	1020	Medium	Y
	220495	Highton (AFL Barwon)	1020	Commercial	Y
	220495	Highton (Common)	1020	Standard	N
	220495	Highton Tennis	1018	Standard	N
Howard Glover	214712	Howard Glover	0847	Standard	Y
	214712	Howard Glover Tennis	0846	Basic	N

RESERVE	PROPERTY KEY	PAVILION	BUILDING NO.	GRADE	CHANGE ROOMS
Hume Reserve	280224	Hume No 1	0104	Change only x2	Y X2
Jetty Rd Reserve	264934	Jetty Road Reserve	0541	Basic	N
John Landy Athletics Field	299874	John Landy Athletics Pavilion	0829	Standard	N
	299874	John Landy Athletics Storage Shed	TBC	Large	N
	299874	John Landy Athletics Time Keepers Box / Office	TBC	Basic	N
Kardinia Park	298744	Kardinia Park Netball	0788	Medium	Y
	298744	Kardinia Park Umpires	0786	Medium	Y
	298744	Kardinia Park West	0785	Large	Y
Kenwith Park	202357	Kenwith Park	0035	Basic	N
King Lloyd Reserve	298712	King Lloyd	1539	Standard	Y
Lake Lorne Reserve	258391	Lake Lorne Reserve	0451	Basic	N
Lara Recreation Reserve	283713	Lara No 1 (commercial lease)	0122	N/A	
	283713	Lara No 1 (change)	0120	Change only	Y
	283713	Lara No.1 (grandstand and change)	TBC	Change only	Y
	283713	Lara No.1 (gym)	TBC	Standard	Y
	283713	Lara Tennis	0121	Basic	N
	283713	Lara Change (Soccer)	TBC	Standard	Y
Leopold Memorial Recreation Reserve	255659	Leopold No 1	0466	Medium	Y
	255659	Leopold Tennis	0463	Standard	N
Lunan Park	297866	Lunan Tennis	0851	Basic	N
Marcus Hill	245465	Marcus Hill Tennis	0505	Standard	N
McDonald Reserve	236716	Mc Donald No1	1022	Large	Y
Moolap Reserve	266552	Moolap Tennis	0526	Standard	N

RESERVE	PROPERTY KEY	PAVILION	BUILDING NO.	GRADE	CHANGE ROOMS
Mt Duneed Reserve	237698	Mt Duneed Equestrian	1068	Standard	N
Myers Reserve	276893	Myers - Soccer Change	0141	Change Only	Y X2
	276893	Myers – Soccer Social	0139	Medium	N
	276893	Myers No 1	0140	Medium	Y X2
	276893	Myers Tennis	0144	Basic	N
Ocean Grove Memorial Recreation Reserve	244029	Ocean Grove No 1	0456	Medium	Y
Ocean Grove Tennis	243827	Ocean Grove Tennis	0516	Standard	N
Osborne Park	280027	Osborne Park No 1	0169	Medium	Y
Portarlington Recreation Reserve	265404	Portarlington No 1	0492	Medium	Y
	265404	Portarlington Tennis	0493	Basic	N
	TBC	Portarlington Netball	TBC	Basic	N
Portarlington Pony Club	260616	Portarlington Pony	2080	Basic	N
Queens Park	204220	Queens No.1 (netball)	2253	Change only	Y
	204220	Queens Park No 1	1337	Medium	Y
Rees Reserve	284783	Rees Equestrian	0182	Basic	N
	284783	Rees No 1	0182	Basic	N
Richmond Oval	298058	Richmond Cres	0810	Large	Y X2
Shell Reserve	291236	Shell No 1	0193	Standard	Y X2
Shell Road Reserve	259793	Shell Road Reserve Pavilion	New	Large	Y X2
	259793	Tennis	0533	Basic	N
South Barwon Reserve	311627	South Barwon No 1 (South Barwon)	1014	Standard	Y
	311627	South Barwon No 2 (Marshall)	1016	Standard	Y
	311627	South Barwon No 3	N/A	Basic	N
St Albans Reserve	218075	St Albans (Social)	0817	Large	N

RESERVE	PROPERTY KEY	PAVILION	BUILDING NO.	GRADE	CHANGE ROOMS
	218075	St Albans (Change)	0819	Change only	Y
	218075	St Albans (Tennis)	0818	Standard	N
	218075	St Albans (Netball)	2222	Basic	Y
St Leonards Lake Reserve	265821	St Leonards No 1	0517	Standard	Y
	265821	St Leonards Tennis	0538	Basic	N
Stead Park	290839	Stead Park (Softball / Baseball)	0210	Basic	Y
	290839	Stead Park (Soccer Social)	0206	Standard	N
	290839	Stead Park (Soccer Change)	0207	Change only	Y
	290839	Stead Park Hockey	1281	Lease	N/A
	290839	Norlane Bowls Club	0209	Lease	N/A
	290839	Stead Park Darts	TBC	Large	N/A
Thomson Recreation Reserve	213939	Thomson (Social)	0814	Large	N
	213939	Thomson (Change)	0838	Change only	Y X2
Tim Hill Reserve	241648	Tim Hill	1278	Standard	N
Wallington Reserve	256994	Wallington	0531	Standard	Y
	256994	Wallington Batting Shed	TBC	Standard	N
Wathaurung Tennis	247943	Wathaurung Tennis	0450	Standard	N
Waurn Ponds Tennis	236140	Waurn Ponds Tennis	2013	Basic	N
Windsor Park	291789	Windsor Park No 1	0225	Large	Y
	291789	Windsor Park No 2	0226	Basic	N
Winter Reserve	231125	Winter No 1	1010	Standard	Y

APPENDIX 03 – FEES AND CHARGES BY FACILITY CLASSIFICATION

SEASONAL FEES

A3.1| SEASONAL FEES - PAVILIONS

Table 1 | Council's fees and charges for seasonal use of Pavilions

FEES AND CHARGES PAVILIONS ($) 2017	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	EQUALISATION RATE (YEAR 1)	STANDARD RATE	COMMUNITY RATE	FURTHER SUBSIDY RATE
		6% Recovery	100% Recovery	25% Recovery	15% Recovery
Core Provision	Cost of Service	6%	100%	25%	15%
Per set of 2 change rooms	2101	126	2101	525	315
PLUS +					
Additional Provision	Cost of Service	6%	100%	25%	15%
Large (400 m^2+)	5253	315	5253	1313	788
Medium (250 - 400 m^2)	3677	221	3677	919	552
Standard (100 - 250 m^2)	2627	158	2627	657	394
Basic (under 100 m^2)	1615	97	1615	404	242
CORE PROVISION + ADDITIONAL PROVISION = TOTAL PAVILION FEE					

A3.2| SEASONAL FEES – OVALS (1.8 HA)

The fee structure for sports grounds recognises that a standard oval (1.8 ha) requires more maintenance resources than a standard pitch (1.0 ha) due to the area of the surface.

Table 2 | Council's fees and charges for seasonal use of Ovals (1.8 HA)

FEES AND CHARGES OVALS (1.8 HA) ($) 2017	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	EQUALISATION RATE (YEAR 1)	STANDARD RATE	COMMUNITY RATE	FURTHER SUBSIDY RATE
		6% Recovery	100% Recovery	25% Recovery	15% Recovery
Per Oval	Cost of Service	6%	100%	25%	15%
National / State	*N/A*	*CASE BY CASE*			
Regional	*N/A*	*CASE BY CASE*			
Community 1	27316	1639	27316	6829	4097
Community 2	17861	1072	17861	4465	2679
Community 3	8930	536	8930	2233	1340

Where a single oval transforms to provide two pitches, the seasonal charge will apply to two pitches to align with the configuration of the activity type. See associated fees and charges for pitches below.

A3.3| SEASONAL FEES – PITCHES (1.0 HA)

The fee structure for sports grounds recognises that a standard oval (1.8 ha) requires more maintenance resources than a standard pitch (1.0 ha) due to the area of the surface.

Table 3 | Council's fees and charges for seasonal use of Pitches (1.0 HA)

FEES AND CHARGES PITCHES (1.0 HA) *($) 2017*	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	EQUALISATION RATE (YEAR 1)	STANDARD RATE	COMMUNITY RATE	FURTHER SUBSIDY RATE
		6% Recovery	100% Recovery	25% Recovery	15% Recovery

Per Pitch	Cost of Service	6%	100%	25%	15%
National / State	*N/A*	*CASE BY CASE*			
Regional	*N/A*	*CASE BY CASE*			
Community 1	15759	946	15759	3940	2364
Community 2	8930	536	8930	2233	1340
Community 3	5516	331	5516	1379	827

A3.4| SEASONAL FEES – RESERVES (1.0 HA)

The fee structure for sports grounds recognises that a standard reserve to be 1.0 hectare due to the average area of the surface and associated cost of service.

Table 4 | Council's fees and charges for seasonal use of Pitches (1.0 HA)

FEES AND CHARGES RESERVE (1.0 HA) *($) 2017*	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	EQUALISATION RATE (YEAR 1)	STANDARD RATE	COMMUNITY RATE	FURTHER SUBSIDY RATE
		6% Recovery	100% Recovery	25% Recovery	15% Recovery

Per Hectare	Cost of Service	6%	100%	25%	15%
Reserve	3782	227	3782	946	567

A3.5| SEASONAL FEES – COURTS

Table 5 | Council's fees and charges for seasonal use of courts

FEES AND CHARGES COURTS *($) 2017*	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	EQUALISATION RATE (YEAR 1)	STANDARD RATE	COMMUNITY RATE	FURTHER SUBSIDY RATE
		6% Recovery	100% Recovery	25% Recovery	15% Recovery

Per Court	Cost of Service	6%	100%	25%	15%
Per Court	1282	77	1282	321	192

Fees for courts are charged per season. Where courts are used year-round (i.e. tennis), the tenant will be invoiced annually.

A3.6| SEASONAL FEES – SPORT SPECIFIC FACILITIES

Fees and Charges outlined in this report are to be used as a guide and in context with the role and hierarchy of service relating to each facility. National, state and regional facilities shall be treated on a case by case basis due to their broader role and function in the community.

Council may determine new facilities to be sport specific and determine a fee for seasonal and casual use based on the principles of this policy. Where a Land Lease exists, the club or community group will responsible for all maintenance and replacement of synthetic surface.

Table 6 | Council's fees and charges for seasonal use of sport specific facilities (guideline only)

FEES AND CHARGES SPORT SPECIFIC FACILITIES *($) 2017*	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	EQUALISATION RATE (YEAR 1)	STANDARD RATE	COMMUNITY RATE	FURTHER SUBSIDY RATE
		6% Recovery	100% Recovery	25% Recovery	15% Recovery
Per Track / Green	Cost of Service	6%	100%	25%	15%
Criterium Track	2698	162	2698	675	405
Velodrome	798	48	798	200	120
BMX	3782	227	3782	946	567
Athletics	8930	536	8930	2233	1340
Bowls	1576	95	1576	394	236

Classifications and the cost of service will be re-assessed over the life of the policy and fees will be increased by CPI each year.

CASUAL FEES

A3.7| CASUAL USE FEES

Casual bookings of Council sport and recreation facilities are charged at a percentage recovery of the cost of service (seasonal maintenance expense). 1% recovery for community users and 3% recovery for commercial / private users. Casual fees will apply from year 1 of strategy implementation.

Council may also require a bond equivalent of the booking fee. The bond will be returned on inspection of the site.

If an activity is deemed ongoing in nature a lease or licence may be required.

Classifications and the cost of service will be re-assessed over the life of the policy and fees will be increased by CPI each year.

A3.8| CASUAL FEES - PAVILIONS

Table 7 | Council's fees and charges for casual use of Pavilions

FEES AND CHARGES PAVILIONS ($) 2017	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	CASUAL COMMUNITY RATE		CASUAL STANDARD RATE	
		1% Recovery Per Day	Per Half Day (3 Hours)	3% Recovery Per Day	Per Half Day (3 Hours)
Core Provision	Cost of Service	Per Day	Per ½ Day	Per Day	Per ½ Day
Per set of 2 change rooms	2101	21	7	53	26.26
PLUS +					
Additional Provision	Cost of Service	Per Day	Per ½ Day	Per Day	Per ½ Day
Large (400 m^2+)	5253	53	17.67	131	65.66
Medium (250 - 400 m^2)	3677	37	12.33	92	45.96
Standard (100 - 250 m^2)	2627	26	8.67	66	32.84
Basic (under 100 m^2)	1615	16	5.33	40	20.19
CORE PROVISION + ADDITIONAL PROVISION = TOTAL PAVILION FEE					

A3.9| CASUAL FEES – OVALS (1.8 HA)

Table 8 | Council's fees and charges for casual use of Ovals (1.8 HA)

FEES AND CHARGES OVALS (1.8 HA) ($) 2017	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	CASUAL COMMUNITY RATE		CASUAL STANDARD RATE	
		1% Recovery Per Day	Per Half Day (3 Hours)	3% Recovery Per Day	Per Half Day (3 Hours)
Per Oval	Cost of Service	Per Day	Per ½ Day	Per Day	Per ½ Day
National / State	*N/A*	*CASE BY CASE*			
Regional	*N/A*	*CASE BY CASE*			
Community 1	27316	273	136.58	683	341.45
Community 2	17861	179	89.31	447	223.26
Community 3	8930	89	44.65	223	111.63

The fee structure for sports grounds recognises that a standard oval (1.8 ha) requires more maintenance resources than a standard pitch (1.0 ha) due to the area of the surface. Where a single oval transforms to provide two pitches, the seasonal charge will apply to two pitches to align with the configuration of the activity type. See associated fees and charges for pitches on the following page.

A3.10| CASUAL FEES – PITCHES (1.0 HA)

The fee structure for sports grounds recognises that a standard oval (1.8 ha) requires more maintenance resources than a standard pitch (1.0 ha) due to the area of the surface.

Table 9 | Council's fees and charges for casual use of Pitches (1.0 HA)

FEES AND CHARGES PITCHES (1.0 HA) *($) 2017*	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	CASUAL COMMUNITY RATE		CASUAL STANDARD RATE	
		1% Recovery Per Day	Per Half Day (3 Hours)	3% Recovery Per Day	Per Half Day (3 Hours)
Per Pitch	Cost of Service	Per Day	Per ½ Day	Per Day	Per ½ Day
National / State	*N/A*	*CASE BY CASE*			
Regional	*N/A*	*CASE BY CASE*			
Community 1	15759	158	78.80	394	196.99
Community 2	8930	89	44.65	223	111.63
Community 3	5516	55	27.58	138	68.95

A3.11| CASUAL FEES – RESERVES

Table 10 | Council's fees and charges for casual use of Reserves

FEES AND CHARGES RESERVES *($) 2017*	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	CASUAL COMMUNITY RATE		CASUAL STANDARD RATE	
		1% Recovery Per Day	Per Half Day (3 Hours)	3% Recovery Per Day	Per Half Day (3 Hours)
Per 1.8 Ha	Cost of Service	Per Day	Per ½ Day	Per Day	Per ½ Day
Per 1.8 Ha Reserve	3782	38	18.91	98	47.28

A3.12| CASUAL FEES – COURTS

Table 11 | Council's fees and charges for casual use of courts

FEES AND CHARGES COURTS *($) 2017*	COST OF SERVICE - SEASONAL MAINTENANCE	CASUAL COMMUNITY RATE		CASUAL STANDARD RATE	
		1% Recovery Per Day	Per Half Day (3 Hours)	3% Recovery Per Day	Per Half Day (3 Hours)

	EXPENSE				
Per Court	Cost of Service	Per Day	Per ½ Day	Per Day	Per ½ Day
Per Court	1282	13	6.41	32	16.03

A3.13| CASUAL FEES – SPORT SPECIFIC FACILITIES

Casual fees for the use of sport specific facilities will be determined as per the applicable user agreement and/or considered on a case by case basis. Fees and Charges outlined below are to be used as a guide and in context with the role and hierarchy of service relating to each facility. National, state and regional facilities shall be treated on a case by case basis due to their broader role and function in the community.

Table 12 | Council's fees and charges for casual use of sport specific facilities (guideline only)

FEES AND CHARGES SPORT SPECIFIC FACILITIES *($) 2017*	COST OF SERVICE - SEASONAL MAINTENANCE EXPENSE	CASUAL COMMUNITY RATE		CASUAL STANDARD RATE	
		1% Recovery Per Day	Per Half Day (3 Hours)	3% Recovery Per Day	Per Half Day (3 Hours)
Per Track / Green	Cost of Service	Per Day	Per ½ Day	Per Day	Per ½ Day
Criterium Track	2698	27	13.49	67	33.73
Velodrome	798	8	3.99	20	9.98
BMX	3782	38	18.91	95	47.28
Athletics	8930	89	44.65	223	111.63
Bowls	1576	16	7.88	39	19.70

Council may determine new facilities to be sport specific and determine a fee for seasonal and casual use based on the principles of this policy.

Where a Land Lease exists, the Club will responsible for all maintenance and replacement of synthetic surface.

A3.14| GENERAL CASUAL COMMERCIAL USE

Commercial use is defined as use of a reserve for a business purpose and refers to commercial and private hirers conducting activities including for the purposes of deriving a profit. These hirers attract a higher rate. Reserves may be used for commercial purposes subject to the approval of Council.

Commercial use of a reserve will only generally be approved where it is in keeping with the primary use of the reserve and does not negatively affect the amenity of the area.

Where an activity is deemed to be commercial in nature, a rate of two times the community casual use fees will apply. The following fees apply per day for use of this site including bump in and bump out.

Circus Use

Circuses are permitted by Council at selected reserves designated for circus use and where it does not interfere with normal use. Fees and charges apply per day for use of Council sites including bump in and bump out and a bond is required to cover reparation works if necessary.

A fee of $800 applies per day for use of selected Council reserves for circus use, including bump in and bump out. A bond of $2,000 is required to cover reparation works if necessary.

Markets

Markets are permitted by Council at selected reserves designated for market use and where it does not interfere with normal use. Fees and charges apply per day for use of Council sites including bump in and bump out and a bond is required to cover reparation works if necessary. If a market is ongoing (e.g. first Sunday each month) a lease or licence may be required.

Personal Trainers

Personal trainers must apply for a permit to use Council reserves and pay a fee. Fees for personal trainers and fitness groups are as required under the Crown Land (Reserves) (Tour Operator Licence Fee) Regulations 2011.

The annual fee is to be paid in advance prior to commencing training. This fee may increase in accordance with any future increase to the Crown Land Tour Operator Licence Fee.

Permits issued for a period of less than 12 months but more than 6 months will be charged the full annual fee. Permits issued for a period of less than 6 months will be charged a pro rata amount for every month or part thereof that the permit is valid.

A separate policy for personal trainers, along with code of conduct, outlines the conditions of use of a reserve for organised personal training and fitness purposes.

APPENDIX 04 – STANDARD PROVISIONS AND LEVELS OF SERVICE

GUIDELINES FOR THE DEVELOPMENT, PROVISION AND MAINTENANCE OF COMMUNITY LEVEL SPORTING FACILITIES AND ASSOCIATED INFRASTRUCTURE

These guidelines apply to all local / neighbourhood or district level sporting facilities and associated infrastructure developments within the City of Greater Geelong that are located on Council owned and/or managed land.

The guidelines primarily apply to the redevelopment or refurbishment of existing sports infrastructure. However, they will be used to inform the development of new sports grounds proposals on a case by case basis.

These guidelines do not apply to facilities 'not on Council owned or managed land'.

Principally the guidelines cover football (AFL), soccer, cricket, netball, tennis, gridiron / rugby and lawn bowls at the local / district or community level only.

These guidelines do not relate to sub-regional, regional, state or national facilities including but not limited to, indoor stadiums / sports, aquatics, athletics, golf, baseball, softball and hockey. These types of facilities require larger-scale sporting / recreation facilities and therefore require specific individual planning and feasibility.

Local facilities without guidelines and that are not included in this document will be considered on a case-by-case basis and assessed against participant numbers, like sports / activities and overall need.

Specifically, these guidelines are designed for local sporting clubs and community groups that are seeking funds or wish to make a financial contribution to the capital improvement of a Council sporting facilities or associated infrastructure.

The guidelines can be applied to green field sites and existing / established sporting reserves. When used to inform existing sporting reserves, site constraints must be considered (e.g. available land, existing facilities and overall layout).

A4.1| DEFINITIONS

Sports facilities are categorised into the following hierarchy:

1. Regional and Sub-Regional sports venues

   Attract people from within Geelong, regional Victoria and interstate, and are built and maintained to an elite or premier standard for that sport / activity and have the capacity to host state / national standard competition.

   Typically, national, state or regional facilities require specific planning / feasibility and are not informed by these guidelines. For the purposes of hierarchical classification sports grounds at this level are considered State / National or Regional / Sub-Regional.

2. Local and District sports venues

   Provide a "home base" facility for local clubs and community groups. Mostly attract people from within Geelong, and cater for senior and junior training and competition. Local venues are the most commonly provided standard for sports venues.

   Typically, local and district facility standards can be informed by these guidelines. For the purposes of hierarchical classification sports grounds at this level are considered Community 1, Community 2, Community 3 and a basic Reserve.

Categories for redevelopment of Council owned facilities can be best described in two components:

1. Standard Components

   Standard components of sports facilities are those typically funded by Council to support participation and the development of local sport. They include, but are not limited to: change rooms, kitchen, store, and social spaces. In addition, playing surfaces / areas and sports courts are also considered to be standard components.

2. Non Standard Components

   Non-standard components are considered to be in excess of the club and community's core need for participation or the provision of sport and recreation activity. They include elements such as commercial kitchens, gymnasiums, larger than standard social areas, scoreboards, sports lighting, coaches' boxes, ticket boxes, specialised equipment (i.e. equestrian jumps and archery targets) and spectator facilities.

Standard and Non Standard Components will be described in full within these guidelines.

A4.2| BACKGROUND AND CONTEXT

Within the City of Greater Geelong there are approximately 300 sports clubs and community groups, with Council representing approximately 137 pavilions and buildings, 122 sports ovals and pitches, 13 baseball / softball diamonds, 2 hockey fields, 2 synthetic athletics tracks, 55 netball courts and 168 tennis courts across 113 Sport and Recreation Reserves.

Local sporting facilities and associated infrastructure across Geelong varies in terms of age, structural integrity and its ability to meet the current needs of sporting clubs and community groups. Much of the infrastructure provided across the municipality requires replacing or redeveloping to continue to service the sporting communities' needs adequately.

Council has limited financial resources to commit to replacing this infrastructure to meet standard levels of compliance, Occupational Health and Safety, Disability Discrimination Act, Food Health Requirements, the Australian Building Code and Sporting Association Guidelines.

Over the last decade, the needs and functions of sporting clubs and community groups have increased as have club and community expectations around the quality and type of infrastructure provided. The requirement for social facilities and the need for pavilions to service both genders as well as retaining maximum flexibility are all placing existing infrastructures under pressure.

In order to adequately plan for and prioritise future infrastructure development and to further support sporting clubs and community groups in the preparation of funding requests, a set of guidelines for standard provisions and levels of service as they relate to the provision, development and maintenance of sporting facilities and associated infrastructure, have been established.

Projects that are submitted for funding consideration through annual budgetary processes should endeavour to recognise the standard and non-standard components as defined in these guidelines.

It should be noted that Council considers projects on an annual basis and there is no guarantee that any sporting facility or supporting infrastructure development upgrades will be successful as total available funds for social infrastructure projects may vary from year to year.

These guidelines simply provide a framework that will maximise the use of Council resources in a strategic and equitable manner and clearly set the roles and responsibilities of Council and user groups.

A4.3| PRIORITISING INFRASTRUCTURE DEVELOPMENT

The guidelines are underpinned by an understanding of the following statements regarding infrastructure investment prioritisation:

- Council will prioritise funding of infrastructure that maximises participation, provides opportunities for Geelong residents to be more active and ensures long term sustainability.
- Council typically only fund sport and recreation infrastructure on Council owned or managed property. Sporting infrastructure not on Council owned or managed land is to be referred to Council's Private Sporting Infrastructure Capital Co-Contribution Policy.
- Council will fund standard components of infrastructure while sporting organisations and community groups will fund non-standard components.
- All sport infrastructure developments must, where practicable, align with Council policies, Australian Standards, the Building Code of Australia, statutory regulations and state sporting association or state/national affiliated body requirements.
- All infrastructure proposals must take into consideration: site and design constraints; integration with existing infrastructure; a reserve's capacity to accommodate a facility; and the associated amenity.
- All sport and social infrastructure developments will be subject to Council planning and approval processes.
- The maintenance of sporting grounds / courts, pavilions and supporting infrastructure is a shared responsibility between Council and sporting clubs' / community groups.

A4.4| STANDARD AND NON STANDARD PROVISION OF SPORTING INFRASTRUCTURE

In general, the key principle in determining standard infrastructure is the link to active participation in sport and recreation. However, due to the broader community benefits of social facilities such as community building, networking and engagement, social facilities are also considered standard infrastructure.

Non-standard infrastructure includes the components that are for the exclusive use of a sporting club or community group and can be classified as non-essential; in this case the sporting club or community group will be responsible for funding these components.

The following tables define standard and non-standard infrastructure for football (AFL), cricket, soccer, netball, tennis and gridiron / rugby. It also provides guidance on Council and club / community group financial contributions.

FOOTBALL AND CRICKET

The following section provides the guidelines for the development of sporting facilities and associated infrastructure as they relate to the standard provision and level of service for Football (AFL) and Cricket. The following guidelines have been informed by the AFL Preferred Facility Guidelines for State, Regional & Local Facilities (2012) and Cricket Australia Community Cricket Facility Guidelines (2015).

The guidelines were also informed by the Greater Geelong City Council Sustainable Communities - Infrastructure Development Guidelines (October 2010).

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
PRIMARY PLAYING SURFACES (COMMUNITY 1 AND COMMUNITY 2)				
Number of Ovals	Standard	Minimum 2 ovals (for all new oval developments only)	100%	
Size	Standard	Preferred playing surface 135m x 165m Minimum playing surface 130m x 155m Additional 5m boundary The playing surface should cater for senior AFL and provide a minimum 60m radius for "Open Age Community Club" Cricket.	100%	
Irrigation	Standard	Automated irrigation system (subject to detailed design).	100%	
Drainage	Standard	Basic drainage system (subject to detailed design).	100%	
Turf Maintenance	Standard	Mowing, with fertilising, irrigating, aerating and top dressing on an as needs basis. Playing field maintenance will need to reflect local environmental requirements and the standard of play to be hosted. All grounds should be deemed 'fit for play' following an oval inspection undertaken by both teams (home and away) and officials prior to any games being played. Please refer to Levels of Service for exact responsibilities and levels of service for different sporting grounds standards.	100%	

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
SUPPORTING INFRASTRUCTURE				
Spectator Area	Standard	Fixed seating around the ground.	100%	
Floodlights	Non Standard	The average lux ratings are to be consistent with the Australian Standard (AS 2560.2.3-2002 Sports Lighting - All Football Codes). The average minimum lux levels for club competition is 100 lux, clubs should consider providing a minimum 150 lux should they wish to take contemporary spectator requirements into account.		100%
Oval Fencing	Standard	Oval fencing applies to Community 1 level ovals only and should be approximately 900mm high with mesh in-fill or similar and allow adequate run-off distance from the playing field boundary line.	100%	
Reserve Fencing	Non Standard	Council to assess on a case-by-case basis having regard to safety, management and operational requirements. Full perimeter reserve fencing is generally not preferred.		100%
Car Parking	Standard	Adequate car parking will be required at all venues to cater for anticipated levels of use, including spectators. Car parking may be sealed or unsealed as appropriate and designated disabled car parking should be provided. The number of car spaces will need to be assessed on a case-by-case basis.	100%	
Scoreboards	Non Standard	Fixed, permanent and electronic.		100%
Coaches Box	Non Standard	Provision of two coaches' boxes may be provided (home and away team) on the western side of the ground. Depending on the design and impact on spectator viewing of the playing field, two tiered (elevated) structures may also be appropriate. Should form part of Interchange bench or player shelters.		100%
Players Shelter	Non Standard	2m X 4.8m long x 1.2m wide (accommodating 8 people).		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Maintenance	Standard	The maintenance of standard supporting infrastructure is principally the responsibility of Council. Please refer to Levels of Service for exact responsibilities and levels of service.	100%	
Maintenance	Non Standard	The maintenance of non-standard supporting infrastructure is principally the responsibility of the tenant sporting club. Please refer to Levels of Service for exact responsibilities and levels of service.		100%
Pitch Covering	Standard	Synthetic pitches are to be covered with a winter pitch cover or soil conforming to meet relevant alternative Winter tenant guidelines.		100%
FOOTBALL ONLY				
Ticket Box	Non Standard	The maximum allowable size for a ticket box is 1.2 m x 1.2 m and it must be a colour that is sympathetic to its surrounds, for example same as coaches box green or black.		100%
Goal Posts	Standard	Goal Posts - 8m out of ground. Point Posts - 5m out of ground.	100%	
Goal Post Pads	Non Standard	From ground to 2.5 m, 35mm thick foam covered in canvas.		100%
Behind Goal Netting	Non Standard	Must meet building code requirements. Must be designed in such a way to not adversely affect the summer co-tenant.		100%
CRICKET ONLY				
Turf Table	Non Standard	Only on ovals where it is a requirement by the affiliate association, minimum 4 pitches on table. Construction and maintenance of the Table to be the sole responsibility of the tenant club with support through the City of Greater Geelong / GCA agreement revised every three years.	*Via GCA Agreement*	100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Synthetic Pitches	Non Standard	Synthetic cricket pitch will comprise of a concrete pavement with a short pile height synthetic pitch glued to the pavement. The synthetic grass surface needs to be short pile height synthetic grass (9-11mm) and be laid over the total length and width in two halves with holes for the stump boxes.		100%
Synthetic Practice Nets	Standard	Inclusion of cricket practice nets should not encroach on the playing surface. Bowler's run-ups are preferably provided off the oval surface to avoid soil compaction, wear and uneven playing surfaces within the designated playing field. At least two practice net is to remain open to the public at all times.	50%	50% *(100% if exclusive to club, for example; no public access)*
Turf Practice Nets	Non Standard	Inclusion of cricket practice nets should not encroach on the playing surface. Bowler's run-ups are preferably provided off the oval surface to avoid soil compaction, wear and uneven playing surfaces within the designated playing field. Construction and maintenance of the turf practice nets are to be the sole responsibility of the tenant club with support through the City of Greater Geelong / GCA agreement revised every three years.	*Via GCA Agreement*	100%
Site Screens	Non Standard	Must meet building code requirements and be removed offsite during winter sport season allocation.		100%
Specialised Turf Wicket Maintenance Equipment	Non Standard	Specialised turf wicket maintenance equipment required for the upkeep of turf wickets will be the responsibility of the club including such items as mowers, rollers and covers.		100%
PAVILION				
Change Rooms	Standard	2 X 45m^2 - Allows for 2 change rooms (1 home and 1 away) and up to 25 players changing at any one time. Cricket guidelines specify 2 change rooms with no specific dimensions, therefore minimum AFL standards are to be applied.	100%	
Showers & Toilets	Standard	2 X 25m^2	100%	
First Aid Room	Standard	15m^2	100%	

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Umpire Facilities	Standard	20-25m^2 - Size allows for changing space, toilet and a cubicle shower / change area to allow mixed gender use.	100%	
Basic Kitchen / Kiosk	Standard	20m^2 – Kitchen / Kiosk space can be shared. Requires approval from Council Health Department.	100%	
Storage	Standard	20m^2 – Size and number of storage areas will depend on the broader community use of the pavilion. One internal and one externally-accessed storage area should be provided.	100%	
Time Keepers / Third Umpire	Non Standard	10m^2 will need to provide an unobstructed view of the playing field.		100%
Social Space	Standard	100m^2 multi-purpose community meeting space and social gathering area for players and spectators.	100%	
Spectator Grand Stand	Non Standard	50m^2 - As a guide the proposed space is based on 40% of the total internal pavilion area of a 2 change room pavilion, however total size will depend on an assessment of the average crowd.		100%
Office	Non Standard	15m^2+		100%
Gymnasium	Non Standard	20-25m^2 +		100%
Commercial Kitchen	Non Standard	25m^2 +		100%
Bar	Non Standard	8m^2 +		100%
Social Room Extension	Non Standard	100m^2 +		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Pavilion Fit Out	Standard	- Plumbing fixtures, fittings for showers, toilets & sinks - Kitchen benches & cabinets - Hot water service - Instant hot water units in kitchen - Floor coverings i.e. carpet in social room, non-slip floor in wet & change rooms - Appropriate hard floor coverings - Locks - Light fittings - Hooks in change rooms - Bench style seating in change rooms - Change room toilet fixtures - Security lighting - Emergency exit lighting - Roller screen security doors where appropriate.	100%	
Pavilion Fit Out (cont.)	Non Standard	- Furniture e.g. tables, chairs, TV - Refrigeration/Freezers - Dishwasher - Drink fridges - Kitchen / kiosk crockery & cutlery - Appropriate size & style oven & hot plates/burners for available space - Bar facilities & associated fittings - Heating/Cooling - Extractor fans & range hood - Telephone & television connections and associated equipment - Alarms - Curtain & blinds - Shelving within storage areas - All other items as required by the tenant.		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Pavilion Maintenance	Standard	The maintenance of standard pavilion components is principally the responsibility of the Council. Please refer to Levels of Service section for exact responsibilities and levels of service.	100%	
Pavilion Maintenance	Non Standard	The maintenance of non-standard pavilion comments is principally the responsibility of the tenant sporting club(s) and community groups. Please refer to Levels of Service for exact responsibilities and levels of service.		100%

FOOTBALL (SOCCER)

The following section provides guidelines for the development of sporting facilities and associated infrastructure as they relate to the standard provision and level of service for Football (Soccer). The following guidelines have been informed by Football Federation Victoria's Rules of Competition for Class C Facilities 2014.

The G21 Football (Soccer) Strategy recommends that all local facilities in the G21 area aspire to meet the Class C Requirements. The guidelines were also informed by the Greater Geelong City Council Sustainable Communities - Infrastructure Development Guidelines (October 2010).

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
PRIMARY PLAYING SURFACES (COMMUNITY 1 AND COMMUNITY 2)				
Number of Pitches	Standard	Minimum 3 fields (for all new facility developments only) with consideration of possible synthetic surfaces (See below).	100%	
Size	Standard	Length - Minimum 96m, maximum 105m. Width - Minimum 60m, maximum 68m. Run off area – Minimum of 3m to any tripping hazard or solid obstruction, including fences and team benches.	100%	
Irrigation	Standard	Automated irrigation system (subject to detailed design).	100%	
Drainage	Standard	Basic drainage system (subject to detailed design).	100%	
Synthetic Surface	Non Standard	The development, maintenance and replacement of synthetic pitches for local soccer will be the responsibility of the club.		100%
Turf Maintenance	Standard	Mowing, with fertilising, irrigating, aerating and top dressing on an as needs basis. Playing field maintenance will need to reflect local environmental requirements and the standard of play to be hosted. All grounds should be deemed 'fit for play' following and pitch inspection undertaken by both teams (home and away) and officials prior to any games being played. Please refer to Levels of Service for exact responsibilities and levels of service for different sporting grounds standards.	100%	*Maintenance and replacement of synthetic pitches for local soccer will be the responsibility of the local club.*

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
SUPPORTING INFRASTRUCTURE				
Spectator Area	Standard	Fixed seating around the ground.	100%	
Floodlights	Non Standard	Training standard lighting (100 Lux) two fields and for any synthetic field/s. Lighting to comply to Australian Standard 2560 Series and also the Lighting Guidelines produced by Football Federation of Victoria.		100%
Pitch Fencing	Standard	Powder coated chain mesh fence around the main field/s (unless shared with cricket or other uses). The fence should be a minimum height of 1.1 m, and at minimum 3 m in distance from the side lines and goal lines.	100%	
Reserve Fencing	Non Standard	Council to assess on a case by case basis having regard to safety, management and operational requirements. Full perimeter reserve fencing is generally not preferred.		100%
Car Parking	Standard	Adequate car parking will be required at all venues to cater for anticipated levels of use, including spectators. Car parking may be sealed or unsealed as appropriate and designated disabled car parking should be provided. The number of car spaces will need to be assessed on a case by case basis.	100%	
Scoreboards	Non Standard	Not required for Class C Facility.		100%
Coaches Box	Non Standard	Not required for Class C Facility.		100%
Players Shelter	Non Standard	Two covered team benches or equivalent seating with adequate seating for 8		100%
Ticket Box	Non Standard	Not required for Class C Facility		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Permanent Goals	Standard	Permanent and semi-permanent goals must conform to Australian Standard AS 4866.1-2007 - Playing field equipment- Soccer goals Part 1: Safety aspects and be properly installed and secured. Goalposts and nets must be in accordance with the Laws of the Game. The goalposts and crossbar must be made of wood, metal or other approved material. They may be square, rectangular, round or elliptical in shape and must not be dangerous to players. The distance between the posts is 7.32 m and the distance from the lower edge of the crossbar to the ground is 2.44 m. Both goalposts and the crossbar have the same width and depth, which do not exceed 12 cm. The goalposts and crossbars must be white.	100%	
Portable Goals	Non Standard	Movable goals must be compliant with the Australian Competition and Consumer Commission Consumer Protection Notice No.28 of 2010		100%
Goal Post Nets	Non Standard	Goals must have nets which must be secured effectively to the posts and ground to ensure the ball is trapped. The nets must be pulled back to allow sufficient safe space within the goal area.		100%
Player / Umpire Race	Non Standard	Not required for Class C Facility.		100%
Behind Goal Netting	Non Standard	Must meet the building code requirements and be removed offsite during summer sport season allocation.		100%
Maintenance	Standard	The maintenance of standard support infrastructure is principally the responsibility of the Council. Please refer to Levels of Service section for exact responsibilities and levels of service.	100%	
Maintenance	Non standard	The maintenance of non-standard support infrastructure is principally the responsibility of the tenant sporting club. Please refer to Levels of Service section for exact responsibilities and levels of service.		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
PAVILION				
Change Rooms	Standard	Two players' lockable dressing rooms (each minimum 25 m^2) must be provided for each pitch in use.	100%	
Showers & Toilets	Standard	Each room must have access to hot and cold showers and access to toilet facilities within the building structure (18m^2 each).	100%	
First Aid Room	Standard	A first aid area, which can be made private by the use of curtains, screens or similar and providing basic first aid equipment all of which must be kept clean and sterile.	100%	
Referee Facilities	Standard	Match officials must have exclusive access to a lockable dressing room. The Match Officials room must be accessible without passing through any players" change room which is in use. The room must be no smaller than 20 m^2, with a writing desk or bench and chair and have access within the building to a toilet and shower providing hot and cold water.	100%	
Kitchen / Kiosk	Standard	20m^2 – Kitchen / Kiosk space can be shared. Requires approval from Council Health Department.	100%	
Storage	Standard	20m^2 – Size and number of storage areas will depend on the broader community use of the pavilion. One internal and one externally accessed storage area should be provided.	100%	
Time Keepers	Non Standard	10m^2 – will need to provide an unobstructed view of the playing field.		100%
Social Room	Standard	100m^2 - Multi-purpose community meeting space and social gathering area for players and spectators.	100%	
Spectator Grand Stand	Non Standard	50m^2 - Will depend on an assessment of the average crowd; however, as a guide the proposed space is based on 40% of the total internal pavilion area of a 2 X change room pavilion.		100%
Office	Non Standard	15m^2+		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Gymnasium	Non Standard	$20m^2$-$25m^2$ +		100%
Commercial Kitchen	Non Standard	$25m^2$ +		100%
Bar	Non Standard	$8m^2$ +		100%
Social Room Extension	Non Standard	$100m^2$ +		100%
Pavilion Fit Out	Standard	- Plumbing fixtures, fittings for showers, toilets & sinks - Kitchen benches & cabinets - Hot water service - Instant hot water units in kitchen - Floor coverings i.e. carpet in social room, non-slip floor in wet & change rooms - Appropriate hard floor coverings - Locks - Light fittings - Hooks in change rooms - Bench style seating in change rooms - Change room toilet fixtures - Security lighting - Emergency exit lighting - Roller screen security doors where appropriate.	100%	

FACILITY COMPONENT	STANDARD OR NON-STANDARD	ALLOCATION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Pavilion Fit Out (cont.)	Non Standard	- Furniture e.g. tables, chairs, TV - Refrigeration/Freezers - Dishwasher - Drink fridges - Kitchen / kiosk crockery & cutlery - Appropriate size & style oven & hot plates/burners for available space - Bar facilities & associated fittings - Heating/Cooling - Extractor fans & range hood - Telephone & television connections and associated equipment - Alarms - Curtain & blinds - Shelving within storage areas - All other items as required by the sport organisation		100%
Pavilion Maintenance	Standard	The maintenance of standard pavilion components is principally the responsibility of the Council. Please refer to Levels of Service for exact responsibilities and levels of service.	100%	
Pavilion Maintenance	Non Standard	The maintenance of non-standard pavilion comments is principally the responsibility of the tenant sporting club. Please refer to Levels of Service for exact responsibilities and levels of service.		100%

OUTDOOR NETBALL (INCLUDING FOOTBALL / NETBALL)

The following section provides the guidelines for the development of sporting facilities and associated infrastructure as they relate to the standard provision and level of service for Outdoor Netball (Football / Netball). The following guidelines have been informed by the AFL Preferred Facility Guidelines for State, Regional and Local Facilities (2012), the Official Rules of the International Federation of Netball Associations (2001) and Netball Victoria.

The guidelines were also informed by the Greater Geelong City Council Sustainable Communities - Infrastructure Development Guidelines (October 2010).

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
PLAYING SURFACE				
Number of Courts	Standard	2 Courts	100%	
Court Dimensions	Standard	Refer to Netball Australia dimension for outdoor courts. 30.5m X 15.25m with 3.05m run offs at each end and sides.	100%	
Playing Surface	Standard	Hard surface (options: asphalt or approved acrylic).	100%	
Maintenance	Standard	Re-coating / Line marking at the end of surface life and / Pressure washing when required (Council).	100%	
Maintenance	Non Standard	Weekly sweeping (Club).		100%
SUPPORTING INFRASTRUCTURE				
Spectator Area	Standard	Fixed seating around the court environment for spectators.	100%	
Floodlights	Non Standard	Training standard on both courts (100 Lux). Lighting to comply to Australian Standard 2560 Series.		100%
Court Fencing	Standard	Powder coated chain mesh fence around the main court. The fence should be a minimum height of 1.1 m, and at minimum 3.05 m in distance from the side lines and goal lines.	100%	

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Reserve Fencing	Non Standard	Council to assess on a case-by-case basis having regard to safety, management and operational requirements. Full perimeter reserve fencing is generally not preferred.		100%
Car Parking	Standard	Off-street parking for minimum 25 cars.	100%	
Scoreboards	Non Standard	Permanent manual scoreboard for the main / show court only.		100%
Players Shelter	Non Standard	1 shelter for each court at a minimum 10m x 1.2m wide.		100%
Goal Posts	Standard	2 per court.	100%	
Goal Post Nets	Non Standard	Club to provide goal posts nets.		100%
Maintenance	Standard	The maintenance of standard support infrastructure is principally the responsibility of the Council. Please refer to Levels of Service section for exact responsibilities and levels of service.	100%	
Maintenance	Non standard	The maintenance of non-standard support infrastructure is principally the responsibility of the tenant sporting club. Please refer to Levels of Service section for exact responsibilities and levels of service.		100%
PAVILION				
Change Rooms	Standard	2 X 20m^2. Allows for 2 change rooms (1 home and 1 away) and up to 9 players changing at one time.	100%	
Showers & Toilets	Standard	2 x 18m^2. Allows for 2 pans, 1 basin and 1 shower. Includes accessible and ambulant toilets.	100%	
Storage	Standard	1 X 15m^2 One internal and one externally-accessed storage area should be provided.	100%	
Umpires	Standard	1 X 20m^2. Size allows for changing space, toilet and a cubicle shower/change area to allow mixed gender use.	100%	
Kitchenette / Kiosk	Standard	1 X 15m^2. Tea/Coffee making facilities only.	100%	

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Social Room	Non Standard	Local Netball Facilities should access be co-located / joined local Football Pavilion facilities.		100%
Bar	Non Standard	As above.		100%
Gymnasium	Non Standard	As above.		100%
Pavilion Fit Out	Standard	- Plumbing fixtures, fittings for showers, toilets & sinks - Hot water service - Instant hot water units in kitchen - Floor coverings i.e. carpet in social room, non-slip floor in wet & change rooms - Appropriate hard floor coverings - Locks - Light fittings - Hooks in change rooms - Bench style seating in change rooms - Change room toilet fixtures - Security lighting - Emergency exit lighting - Roller screen security doors where appropriate.	100%	
	Non Standard	- Furniture e.g. tables, chairs, TV - Refrigeration/Freezers - Dishwasher - Drink fridges - Kitchen / kiosk crockery & cutlery - Appropriate size & style oven & hot plates/burners for available space - Bar facilities & associated fittings - Heating/Cooling - Extractor fans & range hood - Telephone & television connections and associated equipment - Alarms - Curtain & blinds - Shelving within storage areas - All other items as required by the sport organisation		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Pavilion Maintenance	Standard	The maintenance of standard pavilion components is principally the responsibility of the Council. Please refer to Levels of Service for exact responsibilities and levels of service.	100%	
Pavilion Maintenance (cont.)	Non Standard	The maintenance of non-standard pavilion comments is principally the responsibility of the tenant sporting club. Please refer to Levels of Service for exact responsibilities and levels of service.		100%

TENNIS

The following section provides the guidelines for the development of sporting facilities and associated infrastructure as they relate to the standard provision and level of service for Tennis.

The following guidelines have been informed by the Tennis Australia National Tennis Facility Planning and Development Guidelines (2012) and were also informed by the Greater Geelong City Council Sustainable Communities - Infrastructure Development Guidelines (October 2010).

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
PLAYING SURFACE				
Number of Courts	Standard	6 to 8 courts (where space permits).	100%	
Dimensions	Standard	The standard dimensions for a full sized tennis court is 36.6m length x 18.3m width.	100%	
Playing Surface	Standard	Hard surface (options asphalt or approved acrylic).	100%	
Playing Surface	Non Standard	Synthetic grass, clay / red porous or grass. The development, maintenance and replacement of synthetic courts for local tennis will be the responsibility of the local club.		100%
Court Maintenance	Standard	Re-coating / Line marking at the end of surface life and / Pressure washing when required (Council).	100%	
Court Maintenance	Non Standard	Weekly sweeping (Club).		100%
SUPPORT INFRASTRUCTURE				
Floodlights	Non Standard	Competition standard on all courts (350 Lux). Lighting to comply with Australian Standard 2560 Series.		100%
Car Parking	Standard	Off-street parking.	100%	

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Court Fencing	Standard	Each court is fenced using 3.5m black PVC coated chain-mesh fencing. The minimum run-off areas between the Principal Playing Area (PPA) of a tennis court for club play is; 5.48m from each baseline to fence; 3.05m from sidelines to fence and 3.66m between courts that do not have a fence or other obstruction between them.	100%	
Tennis Nets / Posts	Standard	As specified by the National Body. Council will maintain facilities that provide public access to at least two courts.	100%	
Line Marking	Standard	As specified by the National Body. Council will maintain facilities that provide public access to at least two courts.	100%	
Umpire Chairs	Non Standard	Club to provide, remove and securely store after use.		100%
Maintenance	Standard	The maintenance of standard support infrastructure is principally the responsibility of the Council. Please refer to Levels of Service section for exact responsibilities and levels of service.	100%	
Maintenance	Non standard	The maintenance of non-standard support infrastructure is principally the responsibility of the tenant sporting club. Please refer to Levels of Service section for exact responsibilities and levels of service.		100%
PAVILION				
Change Rooms	Standard	20m^2 - Male: 10m^2, Female: 10m^2.	100%	
Showers & Toilets	Standard	16m^2 - Single cubicle shower and toilet for each change room.	100%	
Storage	Standard	1 X 15m^2 One internal and one externally-accessed storage area should be provided.	100%	
Accessible Toilet	Standard	8m^2	100%	
Cleaners Room	Standard	5m^2	100%	
Kitchenette / Kiosk	Standard	1 X 15m^2. Tea / Coffee making facilities only.	100%	

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Social Space	Standard	80m² - Will depend upon the total number of courts / greens.	100%	
Kitchen	Non Standard	25m² +		100%
Bar	Non Standard	8m² +		100%
Gymnasium	Non Standard	100m² +		100%
Pavilion Fit Out	Standard	- Plumbing fixtures, fittings for showers, toilets & sinks - Kitchen benches & cabinets - Hot water service - Instant hot water units in kitchen - Floor coverings i.e. carpet in social room, non-slip floor in wet & change rooms - Appropriate hard floor coverings - Locks - Light fittings - Hooks in change rooms - Bench style seating in change rooms - Change room toilet fixtures - Security lighting - Emergency exit lighting - Roller screen security doors where appropriate.	100%	
	Non Standard	- Furniture e.g. tables, chairs, TV - Refrigeration/Freezers - Dishwasher - Drink fridges - Kitchen / kiosk crockery & cutlery - Appropriate size & style oven & hot plates/burners for available space - Bar facilities & associated fittings - Heating/Cooling - Extractor fans & range hood - Telephone & television connections and associated equipment - Alarms - Curtain & blinds - Shelving within storage areas - All other items as required by the sport organisation.		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Pavilion Maintenance	Standard	The maintenance of standard pavilion components is principally the responsibility of the Council. Please refer to Levels of Service for exact responsibilities and levels of service.	100%	
Pavilion Maintenance	Non Standard	The maintenance of non-standard pavilion comments is principally the responsibility of the tenant sporting club. Please refer to Levels of Service for exact responsibilities and levels of service.		100%

RUGBY AND GRIDIRON

The following section provides the guidelines for the development of sporting facilities and associated infrastructure as they relate to the standard provision and level of service for Rugby and Gridiron.

The following guidelines have been informed by a benchmark of Facility Policies from the City of Casey, Boroondara, Darebin and Manningham and were also informed by the Greater Geelong City Council Sustainable Communities - Infrastructure Development Guidelines (October 2010).

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
PRIMARY PLAYING SURFACES (COMMUNITY 1 AND COMMUNITY 2)				
Number of Fields	Standard	1-2 Fields	100%	
Size	Standard	As per National Body recommendations.	100%	
Irrigation	Standard	Automated irrigation system (subject to detailed design).	100%	
Drainage	Standard	Basic drainage system (subject to detailed design).	100%	
Turf Maintenance	Standard	Mowing, with fertilising, irrigating, aerating and top dressing on an as needs basis. Playing field maintenance will need to reflect local environmental requirements and the standard of play to be hosted. All grounds should be deemed 'fit for play' following an oval / pitch inspection undertaken by both teams (home and away) and officials prior to any games being played. Please refer to Levels of Service section for exact responsibilities and levels of service for different sporting grounds standards. Maintenance and replacement of synthetic pitches for local soccer will be the responsibility of the local club.	100%	
SUPPORT INFRASTRUCTURE				
Spectator Area	Standard	Fixed seating around the field.	100%	
Floodlights	Non Standard	Training standard (100 Lux).		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Oval Fencing (Community 1 Playing Surface)	Standard	Oval fencing should be approximately 900mm high with mesh in-fill or similar and allow adequate run-off distance from the playing field boundary line.	100%	
Reserve Fencing	Non Standard	Council to assess on a case by case basis having regard to safety, management and operational requirements. Full perimeter reserve fencing is generally not preferred.		100%
Car Parking	Standard	Adequate car parking will be required at all venues to cater for anticipated levels of use, including spectators. Car parking may be sealed or unsealed as appropriate, designated disabled car parking should be provided. The number of car spaces will need to be assessed based on traffic movement assessment.	100%	
Scoreboards	Non Standard	Fixed, permanent and electronic.		100%
Coaches Box	Non Standard	Provision of two coaches' boxes are to be provided (home and away team) on the western side of the ground. Depending on the design and impact on spectator viewing of the playing field, two tiered (elevated) structures may also be appropriate. Should form part of Interchange bench or player shelters.		100%
Players Shelter	Non Standard	2 X 4.8m long x 1.2m wide (Accommodate 8 people).		100%
Ticket Box	Non Standard	As per National Body recommendations.		100%
Goal Posts	Standard	As per National Body recommendations.	100%	
Goal Post Pads	Non Standard	From ground to 2.5m, 35mm thick foam covered in canvas.		100%
Maintenance	Standard	The maintenance of standard support infrastructure is principally the responsibility of the Council. Please refer to Levels of Service for exact responsibilities and levels of service.	100%	
Maintenance	Non standard	The maintenance of non-standard support infrastructure is principally the responsibility of the tenant sporting club. Please refer to Levels of Service for exact responsibilities and levels of service.		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
PAVILION				
Change Rooms	Standard	$62m^2$ (Home: $37m^2$ and Away: $25m^2$) Allows for 2 change rooms (1 home and 1 away) and up to 17 players changing at one time.	100%	
Showers & Toilets	Standard	$36m^2$ - Home: $18m^2$, Away: $18m^2$ for each change room for 17 persons: 2 pans & 2 showers.	100%	
Umpire Facilities	Standard	20m2 - Size allows for changing space, toilet and a cubicle shower / change area to allow mixed gender use.	100%	
Kitchenette / Kiosk	Standard	$20m^2$ – Kitchen / Kiosk facilities can be shared. Designs will require approval from Council's Health Department.	100%	
Storage	Standard	$20m^2$ - One internal and one externally-accessed storage area should be provided.	100%	
Social Space	Standard	$80m^2$ - Will depend on the anticipated crowds and number of teams.	100%	
Spectator Grand Stand	Non Standard	$50m^2$ - Will depend on an assessment of the average crowd; however, as a guide the proposed space is based on 40% of the total internal pavilion area of a 2 change room pavilion.		100%
Office	Non Standard	$15m^2$+		100%
Gymnasium	Non Standard	$20m^2$-$25m^2$ +		100%
Commercial Kitchen	Non Standard	$25m^2$ +		100%
Bar	Non Standard	$8m^2$ +		100%
Social Room Extension	Non Standard	$100m^2$ +		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Pavilion Fit Out	Standard	- Plumbing fixtures, fittings for showers, toilets & sinks - Kitchen benches & cabinets - Hot water service - Instant hot water units in kitchen - Floor coverings i.e. carpet in social room, non-slip floor in wet & change rooms - Appropriate hard floor coverings - Locks - Light fittings - Hooks in change rooms - Bench style seating in change rooms - Change room toilet fixtures - Security lighting and emergency exit lighting - Roller screen security doors where appropriate.	100%	
	Non Standard	- Furniture e.g. tables, chairs, TV - Refrigeration/Freezers - Dishwasher - Drink fridges - Kitchen / Kiosk crockery & cutlery - Appropriate size & style oven & hot plates/burners for available space - Bar facilities & associated fittings - Heating/Cooling - Extractor fans & range hood - Telephone & television connections and associated equipment - Alarms - Curtain & blinds - Shelving within storage areas - All other items as required by the sport organisation.		100%

FACILITY COMPONENT	STANDARD OR NON-STANDARD	PROVISION	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Pavilion Maintenance	Standard	The maintenance of standard pavilion components is principally the responsibility of the Council. Please refer to Levels of Service for exact responsibilities and levels of service.	100%	
	Non Standard	The maintenance of non-standard pavilion comments is principally the responsibility of the tenant sporting club. Please refer to Levels of Service for exact responsibilities and levels of service.		100%

A4.5| ASSESSMENT FRAMEWORK

The following principles will be used as a guide in determining the priority of standard sports facilities and supporting infrastructure works.

PRIORITY FOR STANDARD SPORTS GROUND AND COURT PROVISION

Priority for upgrades to sports ground and court provision will be based on:

- Expected life of the existing sportsground or court;
- Condition of current infrastructure;
- Closing gaps in provision to better meet standards;
- Current and projected usage; and
- Social inclusion (targeting underrepresented groups i.e. women, junior, CALD and indigenous participation).

PRIORITY FOR STANDARD SPORTING PAVILION WORKS

Priority for sporting pavilion redevelopment will be assessed on:

- **Pavilion Functionality:** relating to the presence and size of key amenity components such as change rooms, toilet and shower amenities in relation to the sports venue category;
- **Condition rating:** relating to age and expected useful life;
- **Utilisation:** relating to the number of groups using the venue and the playing fields / courts the facility services;
- **Social Inclusion:** relating to the extent the venue user groups include usage by underrepresented groups (i.e. juniors, women, people with a disability, CALD, indigenous, new and emerging communities and masters teams; and
- **Development potential:** relating to the redevelopment potential of the venue including factors such as the potential to service multiple user groups, funding opportunities, trends in participation, and site restrictions.

PRIORITY FOR STANDARD SUPPORTING INFRASTRUCTURE WORKS

Priority for upgrades to sports venue support infrastructure will be based on:

- Condition of current infrastructure;
- Closing gaps in provision to standards;
- Current and projected usage; and
- Social inclusion (targeting underrepresented groups i.e. women, junior, CALD and indigenous participation).

NON STANDARD FACILITIES

The following principles will be used as a guide in determining the viability of proposed non-standard sports grounds / courts, pavilions and support infrastructure.

- **Community need, demand and accessibility:** Non-standard components will only be considered if there is an identified demand for facilities to be accessed by the community and there is a commitment from the occupant(s) that the facility will be accessible to the community.
- **Existing facilities:** Proximity and access to existing or proposed venues that could meet the needs of non-standard works. It is recognised that the diverse range of facility types and sizes across Geelong may better service the needs of the community, rather than all pavilions being extended to meet individual club or group expectations.
- **Club and community group investment:** Clubs and community groups seeking components considered greater than 'standard' (e.g. commercial kitchen), if approved, must fully fund these components. This can also include applying for Council grants where appropriate.
- **Impact on open space:** Council reserves the right to refuse any proposed non-standard component if it is deemed unsuitable / unsustainable or has a detrimental impact on the surrounding open space. Impact of the proposed improvements on the amenity of the facility, park users and local residents.
- **Impact on ongoing maintenance liability:** Council reserves the right to refuse any proposed non-standard component if it is deemed unsuitable / unsustainable or has any impact on Council's ongoing maintenance liability.

Not all facilities are suited to improvements beyond Council's standard. It is acknowledged that some locations cannot support larger or enhanced facilities and any further development of a site or facility may be detrimental to the overall amenity of the immediate area. The need for large social areas for special events may be catered for by existing venues in the neighbouring areas or by utilising temporary structures for particular events.

Please note that these guidelines do not relate to sub-regional / regional facilities including, but not limited to, indoor stadiums / sports, aquatics, equestrian, athletics, golf, baseball, softball and hockey. These types of facilities require larger-scale sporting / recreation facilities and therefore require specific individual planning and feasibility.

Local facilities without guidelines not included in this document will be considered on a case-by-case basis and assessed on participant numbers and like sports. The provision provided in the tables listed throughout this document and the Building Code of Australia will be used to determine standard and non-standard provision for these sports.

A4.6| PROCESS AND DECISION MAKING

A sporting organisation seeking funds from Council is required to complete a budget submission and/or grant application when proposing the development of sporting infrastructure on Council owned or managed property.

It is at this stage that the feasibility of the project will be assessed and measured by Council officers including assessment of projects against their demonstrated ability to meet objectives set out by Council including, but not limited to, community benefit and participation, organisational strategic, operational and management context.

Depending on the size of the project, a more extensive feasibility study may be required.

If the decision is made to proceed with the proposal, Council officers in partnership with clubs, will prepare a Business Case for assessment and consideration along with funding priorities, as a part of the annual budget / grant process.

It is generally expected that clubs would fund 100% of non-standard provision and projects that have a significant contribution toward the project from the tenant club are looked upon favourably.

Projects that are submitted for funding consideration through annual budgetary and/or grant processes should endeavour to recognise and align with the standard and non-standard components as defined in these guidelines.

It should be noted that Council considers projects on an annual basis and there is no guarantee that any sporting pavilion or infrastructure development upgrades will be successful as total available funds for sporting pavilion projects may vary from year to year.

FUNDING FOR STANDARD SPORTING FACILITIES AND ASSOCIATED INFRASTRUCTURE

A sporting organisation seeking funds from Council is required to complete a budget and/or grant submission when proposing the development of sporting infrastructure on Council owned or managed property.

Generally, projects that have a significant contribution toward the project from the tenant club and that align with aforementioned assessment framework are looked upon favourably.

FUNDING FOR NON-STANDARD SPORTING FACILITIES AND ASSOCIATED INFRASTRUCTURE

A sporting organisation seeking funds from Council is required to complete a budget and/or grant submission when proposing the development of sporting infrastructure on Council owned or managed property.

It is generally expected that clubs would fund 100% of non-standard provision. In exceptional circumstances, where the community benefit can be clearly demonstrated, Council may consider up to 1/3 of the capital cost.

Grant options are also available for the provision of non-standard items where appropriate (e.g. floodlights).

FUNDING FOR STANDARD AND NON-STANDARD SPORTING FACILITIES AND ASSOCIATED INFRASTRUCTURE ON PRIVATELY OWNED FACILITIES

Council's 'Private Sporting Infrastructure Capital Co-Contribution Policy' provides a clear set of guidelines to inform the level of funding contribution that Council will provide toward capital works on sporting infrastructure not on Council owned or managed land.

The contribution framework for capital works on sporting infrastructure not on Council owned or managed land is: Council to contribute up to one-third (1/3) of the total project cost, with the club / organisation to contribute a minimum two-thirds (2/3) of the total project cost including any other funding sources.

The following considerations are a priority for Council in the application of this policy:

- Private facilities will be considered alongside council owned facilities when considered for State funding opportunities and where public access can be demonstrated;
- Private facilities will be considered in Council's strategic planning for sport, in order to support any funding contribution from other bodies; and
- Sporting clubs and community that can demonstrate hardship may apply for an exemption from the contribution policy funding ratio. In applying for exemption, clubs must agree to an audit of their finances and administration.

A4.7| LEVELS OF SERVICE (MAINTENANCE RESPONSIBILITIES)

OVERVIEW

The City of Greater Geelong provides over 543 open space land parcels including over 300 named active and passive reserves in partnership with various sporting clubs and community groups to enable the delivery of recreation services.

Council manages 300 sporting clubs and community groups (160 with seasonal allocations) and other associated enquiries spread across 113 dedicated sporting reserves and provides approximately $85 million worth of sport and recreation assets installed within those reserves. Provision includes 137 pavilions and buildings, 122 sports ovals and pitches, 13 baseball / softball diamonds, 2 hockey fields, 2 synthetic athletics tracks, 55 netball courts and 168 tennis courts.

The City of Greater Geelong does not have the resources to maintain every asset to the same level of service and is generally guided by the level of activity and need. Placing each asset within a hierarchy and assigning different levels of service to each level of the hierarchy based on level of priority and need, such as risk, social benefit, function and available funds, enables Council to more efficiently and effectively resource asset maintenance by classification.

This means that the higher order assets may attract greater resources because they provide a broader function for the community, carry greater risk and in some cases are of greater significance to the community. These assets may have shorter lead times for intervention to repair, maintain or for asset renewal. Whereas assets that sit lower on the asset hierarchy, do not carry the same level of significance in terms of function and role therefore the lead time for intervention may differ accordingly.

Council recognises that each of the various categories of its recreation and open space assets have different needs and provide different services to the community. Principally, the levels of service outlined in this document cover football (AFL), soccer, cricket, netball, tennis, gridiron / rugby and lawn bowls at the local / district level only.

They do not relate to national, state, regional or sub-regional facilities including, but not limited to, indoor stadiums / sports, aquatics, athletics, golf, baseball, softball and hockey. These types of facilities require higher levels of service and are subject to specific arrangements based on visitation numbers, usage and specific requirements.

SPORTING GROUNDS

The maintenance of sporting grounds that are owned and/or managed by the City of Greater Geelong are principally maintained by Council.

The level of service provided in the preparation / maintenance of sports ground depends on the level of sporting surface provided and is defined in the table below.

GROUND CLASSIFICATION / HIERARCHY	RENEWAL	MOWING	TURF COVERAGE %	CUT HEIGHT	IRRIGATION	DE-COMPACTION	SODDING	TOP DRESSING	FERTILISER	PEST & WEED CONTROL	SOIL TESTING	SCARIFYING	INSPECTIONS
COMMUNITY 1 Ground surface as per requirements for community sport Irrigation system Primary playing surface and/or presence of a turf pitch for cricket	15 years	Weekly in high season or as requested for high growth	95 to 100%	* Fit for purpose, turf type and season	* Carried out to maintain assets in fit for use condition	4 times per year	Sodding in the goal square and areas of high wear as required	Yearly	Every 6 -12 weeks	Up to 9 times per year	Yearly	Yearly	Weekly
COMMUNITY 2 Ground surface as per requirements for community sport Irrigation system Secondary or other playing surface and/or presence of a synthetic pitch for cricket	20 years	Weekly in high season or Fortnightly otherwise	90 to 95%	* Fit for purpose, turf type and season	* Carried out to maintain assets in fit for use condition	2 times per year	Sodding in the goal square and areas of high wear as required	Yearly	Every 12 - 24 weeks	Up to 6 times per year	Yearly	Yearly (as required)	Weekly
COMMUNITY 3 Ground surface as per requirements for community sport No irrigation system Synthetic pitch for cricket	N/A	Fortnightly	80%	* Fit for purpose, turf type and season	* Carried out to maintain assets in fit for use condition	Once a year	Fortnightly	80%	* Fit for purpose, turf type and season	Once a year	Never	As required to repair damage	Yearly
RESERVE General reserve area No defined sports ground / Non-sports surfaces (equestrian fields, market sites)	N/A	Monthly	70%	* Fit for purpose, turf type and season	* Carried out to maintain assets in fit for use condition	Never	Monthly	70%	* Fit for purpose, turf type and season	Never	Never	As required to repair damage	Informal / As required

** Cut heights of 14mm to 35mm may be appropriate based on the type of sport being conducted as well as the type of turf. Additional cutting may be required in times of high growth. Ensure clippings are managed / kept fit for purpose for the sport played.*
Please note that National, State and Regional level classified facilities are those used for regional, state and national completion and are beyond the scope of these guidelines.

SPORTING COURTS / SYNTHETIC PITCHES

The maintenance of Sporting Courts (including outdoor netball and tennis) that are owned or managed by the City of Geelong are principally maintained by Council. The level of service provided in the preparation / maintenance of sports ground depends on the level of sporting surface provided and is defined in the table below.

TYPE	RENEWAL	MAINTENANCE
Sports Courts (Netball and Tennis)	Base 40 to 48 years Resurface 8 to 10 years	Courts Line marked every 10-15 years Court pressure wash 3 to 5 years
Synthetic Grass (sporting ovals, soccer pitches and tennis courts)	15 years	Sports Club responsible for maintenance and replacement

Note: Lawn bowls facilities to be fully maintained by the tenant clubs.

SPORTING PAVILIONS

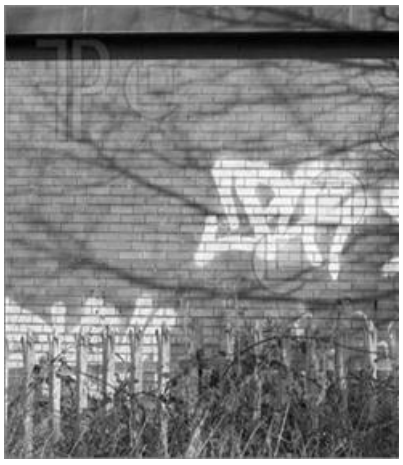
The maintenance of Sporting Pavilions that are owned or managed by the City of Geelong are principally maintained by the City. In standard licence arrangements the following table outlines the level of service provided and also the expectations of the tenant sporting club.

STRUCTURE	COMPONENTS	COUNCIL	CLUB
UTILITIES	Gas supply to legal point of supply	Full responsibility	Responsibility from point of supply
	Phone / Communications	No responsibility	Full responsibility
	Power supply to legal point of supply	Maintain supply from legal point of supply to building	Responsibility from point of supply
	Security	No responsibility	Full responsibility
	Sewer connections to legal point of discharge	Full responsibility	No responsibility
	Sewerage discharge system to legal point of discharge	Maintain sewerage system (excl. Mechanical plant) to legal point of discharge	Repair blockages due to misuse
	Stormwater from legal point of discharge	Full responsibility	No responsibility
	Water supply to legal point of supply	Full responsibility	No responsibility

STRUCTURE	COMPONENTS	COUNCIL	CLUB
FIXTURES & FITTINGS	Access and Access Ramps	Full responsibility	No responsibility
	Appliances (incl. exhaust fans)	Only responsible for amenities area	Full responsibility for all other areas
	Cabinetry / Cupboards	Only responsible for amenities area	Full responsibility for all other areas
	Curtains, Blinds and Shutters	No responsibility	Regular cleaning, repair and replacement
	Doors	Replacement due to age or structural fail and repairs on all external and internal doors	Regular cleaning and repair of internal doors due to misuse
	Other permanent fixtures (incl. tenant improvements)	No responsibility	Full responsibility
	Plumbing	Repair and renewal of plumbing in amenities area	Repair and replacement due to misuse anywhere in the building plus all installation and maintenance in Club areas
	Security Systems (incl. sensor lights)	No responsibility	Purchase, installation, service, maintenance, monitoring and call out costs. Tenant must take necessary precautions to secure the premises and its contents from theft
	Skylights	Full responsibility	No responsibility
	TV Antennas	No responsibility	Full responsibility
	Window Glass	Replace externally when breakage occurs due to vandalism	Keep clean and replacement due to any misuse
	Window Joinery	Full responsibility	No responsibility
	Outdoor carpet or flooring	No responsibility	Full responsibility

STRUCTURE	COMPONENTS	COUNCIL	CLUB
ESSENTIAL SERVICES	As determined by the occupancy permit	Full responsibility	Club responsible for servicing and cleaning all exhaust canopies. Full responsibility for any vandalism caused to essential safety measures during club activities. Club responsible for maintaining clear means of ingress and egress (Paths of Travel) to and from the building; testing of evacuation plans; advising Council immediately of any Essential Safety Component failures (e.g. exit lights).
STRUCTURAL	Ceilings	Major repair and/or replacement due to structural faults, age and water damage	Full responsibility for any other items
	Exterior Cladding	Full responsibility for Council installations	No responsibility for Council installations, full responsibility for Club installations
	Exterior Joinery	Full responsibility for Council installations	No responsibility for Council installations, full responsibility for Club installations
	Roof	Full responsibility	No responsibility
	Service ducts	Full responsibility	No responsibility
	Solar panels	Full responsibility if Council installation	Responsible if tenant installation
	Storage areas	No responsibility	Full responsibility
	Walls	Maintenance of external and internal walls due to fair wear and tear	Regular cleaning and repair if damaged through misuse

STRUCTURE	COMPONENTS	COUNCIL	CLUB
OTHER	Cleaning	No responsibility	Full responsibility
	Graffiti	External only	Internal only
	Hygiene	No responsibility	Full responsibility
	Painting	Full responsibility for external painting on a cyclical basis. Internal painting on an as needed basis	No responsibility
	Pest control	No responsibility	Full responsibility
	Storage of items	No responsibility	Full responsibility
	Vandalism	Full responsibility outside hours, no responsibility during hours when building is occupied	Full responsibility during hours, no responsibility outside hours
	Water Tanks	No responsibility unless tank is connected to toilet or building infrastructure or if connected to irrigation systems	Full responsibility unless tank is connected to toilet or building infrastructure or if connected to irrigation systems



SUPPLEMENTARY INFORMATION

Supporting infrastructure is generally considered non-standard provision for which the tenant club is required to fund and maintain.

FLOODLIGHTING

The provision or upgrading of floodlighting infrastructure requires Council approval and is subject to a building permit and, where applicable, a planning permit.

Council will not fund the cost of provision of training standard LUX as required by the State Sporting Association Guidelines. Sporting organisations must also fund 100% of the cost to upgrade floodlighting from training LUX to competition LUX, in accordance with the State Sporting Association Guidelines. Note: Floodlighting projects will be eligible to apply for Council grants where appropriate.

Sporting organisations must contribute 100% of the cost of a maintenance program including, but not limited to, annual auditing, the day to day maintenance of all floodlighting; globe replacement and fitting, cyclical rewiring (including alignment or relocation), general infrastructure maintenance and the operating costs of the floodlighting system.

SCOREBOARDS

The provision of any scoreboard infrastructure requires Council approval, and is subject to being:

- 100% funded and maintained by sporting organisations and/or community groups.
- within the suggested maximum allowable size range of 2m x 5m, however the State Sporting Association Guidelines will be considered.
- a colour that is sympathetic to its surrounds, for example coaches box are to be green or black.

COACHES BOXES / PLAYERS SHELTER

Council will provide funding for 2 X players shelters (accommodating for active participation), clubs and community groups will be responsible for providing purpose built coaches boxes.

PROTECTIVE NETTING

Sporting organisations must contribute 100% of the cost of protective netting, to assist with the containment of the ball. In the event of a Council assessed risk (e.g. spectator safety and/or traffic safety) Council will contribute 100% of the cost. Maintenance costs (including vandalism) will be attributed as detailed above.

TICKET BOX

The provision of a gate keeper's or ticket box requires Council approval and is subject to a planning and building permit where applicable. Installations are to be:

- 100% funded and maintained by sporting organisations
- maximum allowable size of 1.2 x 1.2m
- a colour that is sympathetic to its surrounds, for example coaches box green or black.

A4.8| PROJECT DELIVERY

COUNCIL MANAGEMENT

Council managed projects would typically be larger in scale and often involve significant club and/or community group involvement in the sense of planning, determining tenant priorities, establishing the need and demonstrating the community benefit. Generally, the sporting club / community group and Council will have worked together to ascertain the priority of the project and how the works align to master planning and broader Council strategy.

Projects in this space are often tied to state, federal and/or Council funding. The funding would normally have associated terms and conditions that Council has a responsibility to comply with. Examples of projects in this space are new capital projects, building upgrades and larger construction projects.

The main benefit of a Council managed approach is that project expertise is provided in the delivery of the works. The staff time is managed by Council's Capital department and there is no cost to the club for this service. A Council managed project also sees the clubs project risk being minimised with Council playing the lead role in delivering and approving the stages of works.

CLUB MANAGEMENT (COLLABORATIONS)

Club or Community Group managed projects involve the club / group being responsible for the delivery of the project works. The tenant is solely responsible for funding the works and managing the risk of the project. Council's role in these projects is to provide guidance and support on what the club or group needs to address in relation to compliance, safety and asset management.

Council provides a list of project conditions in which the club / group needs to address prior to a final approval being issued for the project.

These projects are generally smaller in nature, however are able to be delivered by clubs or groups with relevant expertise and skills from members and sponsors within their networks. Examples of projects include; interior / exterior club improvements, smaller construction projects and sports lighting development and maintenance.

Benefits of club or group managed projects are; the work is often delivered in a timely manner, the club / group is able to save costs by using internal skills and the projects often address an immediate club or group need.

PARTNERSHIP

Partnership projects can be delivered in two formats.

Essentially, they can be **Council funded projects that are club managed** in order to utilise the club or group's skill set and save costs during the project. This often results in the project being able to achieve more with the allocated budget. Council's role in this is very similar to a collaborations approach outlined previously; where Council provides advice and guidance on how the project needs to be delivered.

These projects can also be the reverse, **club funded and Council managed,** where by the club has the project funds but engages Council to deliver the project. This then moves more into a Council managed project where the club has the benefit of utilising Council's expertise to oversee the project and reduce the clubs risk. In these projects, clubs have an active voice and work closely with Council to deliver the end project.

7. HEALTHY CHOICES - SUGAR-SWEETENED BEVERAGES STRATEGY

Source:	**Community Life**
General Manager:	**Linda Quinn**
Index Reference:	**General Health Promotion**

Purpose

To seek endorsement for the staged withdrawal of sugar-sweetened beverages from all Council and community operated facilities between 2017 - 2019.

Background

The Healthy Choices - Sugar Sweetened Beverage Strategy responds to the Geelong Public Health and Wellbeing Plan's commitment to increase access to healthy food choices.

Reducing sugary drink consumption is also a priority of the Victorian Government's Public Health and Wellbeing Plan for Victoria.

Consultation with peak sporting bodies for the Geelong region, and members of the Geelong community, has shown strong support for an increase in availability of healthy choices at Council facilities and a reduction in sugary drinks (see Attachment 1 and 3).

Key Issues

- The Victorian Population Health Survey ranked Greater Geelong as the 6th highest consumer of soft drinks in Victoria. In Geelong 49% of the population are presently overweight or obese and 12% of the Geelong community and over 40% of adolescents consume sugary drinks every day.
- Sugar sweetened beverages (SSB's) contain excessive kilojoules and no nutritive value and are a key driver of increasing levels of obesity, tooth decay and chronic disease.
- A staged withdrawal of sugar-sweetened beverages is an important next step for the work that has occurred so far. Where there are leased cafes operating in community facilities, the withdrawal will occur through a staged transition in line with future lease renewal/options or via negotiation.
- This initiative means that Greater Geelong will be one of the first Victorian Councils to implement a reduction of SSB provision along with the Cities of Corangamite, Wyndham and Melbourne
- Action will commence in October 2017 with a phased in reduction of sugar sweetened beverages over a two year period with education programs and resources provided to support implementation of the strategy (see Attachment 2).

K Alexander moved, L Gardner seconded -

That Council:

1) **commit to a staged withdrawal of sugar-sweetened beverages from all Council operated community facilities by July 2018;**

2) **actively work with and support community operated facilities to reduce the sale of sugar-sweetened beverages by the end of 2019; and**

3) **develop and implement training and educational resources for staff, community groups and visitors to support implementation.**

Carried.

Attachment 1

Discussion

Evidence indicates that the consumption of sugar-sweetened beverages is linked to poor population health outcomes and the following Council management documents:

1) The Geelong Public Health and Wellbeing Plan 2013-2017;

2) City of Greater Geelong Food Policy; and

3) The sale and procurement of healthy food by Council management procedure.

Council's Lara Pool, Splashdown, Leisuretime and the Arena have previously made changes to their menu's to increase the range of healthy choices available.

Whilst water remains the best choice from a health perspective, many flavoured milk and 99% fruit juice products will still be eligible to be sold under this proposal.

Artificially sweetened drinks with no added sugar may be eligible, however, in facilities that cater to a high proportion of children, promotion of these products would ideally be restricted.

This strategy will give managers within Council-operated facilities, and community operated facilities, clear direction on how Council can support the community to have healthier outcomes.

Some clubs participating in the "Healthy Sporting Environments" program through Leisure Networks have expressed a desire for Council to play this role. Some clubs, such as Lara Football and Netball clubs, have already expressed an interest in a withdrawal of sugar-sweetened beverages and are engaged in the Vic Health Nudge research project.

Procurement Compliance Guidelines

Procurement compliance guidelines will be developed including auditing principles and targets. These targets will be developed based on the Victorian Government Healthy Choice guidelines.

The Geelong strategy will phase in a reduction in SSBs over a two year period.

This will be achieved in 2018 by engaging with food supply procurement across all Council owned and run food outlets to meet the Healthy Choice Guidelines requirement of reducing visibility of SSBs to less than 20% of the menu and display including vending machines.

In 2019 SSBs will be removed and healthier beverage alternatives, particularly water, will be promoted.

The Healthy Choice Guidelines outline SSBs as drinks that are categorised in the RED category. This includes all drinks with added sugar except milk based drinks.

There are many drink choices which fit into the green and amber category of the Healthy Choice guidelines including water - plain and sparkling, plain and flavoured milk drinks, 100% fruit juice and drinks flavoured with fruit juice and no added sugar.

Financial Implications

Council's Lara Pool has demonstrated, over the last three seasons, that withdrawing sugar-sweetened beverages has not led to a reduction in number of items purchased and has been very well accepted by customers to the pool.

However, this may vary depending on the venue and current sales. Maintaining similar financial returns is dependant on visitation and a number of factors which will be incorporated into the planning for the project. Monitoring will be part of an evaluation process of the proposal.

Results from Vic Health research with recreation and sport centres trialling a reduction in sugar sweetened beverages have shown no financial loss with a reduction in promotion of SSBs.

Stakeholder Consultation and Communication

Consultation occurred with the sporting peak bodies in Geelong in August 2017 and the proposal to increase healthy choices through the reduction of sugar sweetened beverages was supported.

Consultation with the broader Geelong community has been embedded in the Healthy Communities Unit work plan and the results across many settings indicate support for the promotion of healthy food and drink options.

A detailed communication and consultation process will continue to occur with all identified key stakeholders and the broader community to increase awareness of the need to reduce sugar sweetened beverage intake.

A key component of this consultation will be communicating the evidence that now exists from other organisations including YMCA and Alfred Health that have already undertaken this work.

Policy/Legal/Statutory Implications

This proposal fulfils commitments made by Council in the *Geelong Public Health and Wellbeing Plan 2013-2017*, the City of Greater Geelong Food Policy, and the sale of procurement of healthy food by Council management procedure.

Alignment to City Plan

This proposal seeks to address two of the three strategic priorities under City Plan's Community Wellbeing theme: Healthy Lifestyles and Healthy Environments. Health and wellbeing is a necessary precursor to achieving a Clever and Creative future.

Conflict of Interest

No officer involved in the preparation of this report has any direct or indirect interest relative to the advice provided in the report.

Risk Assessment

A risk assessment has identified potential negative community and media responses to the staged withdrawal of sugar-sweetened beverages as a risk.

The engagement of key stakeholders and the communication of the project at all stages will be crucial to ensure the community are well informed of the benefits of this project to the community.

A staged approached to the withdrawal of sugar-sweetened beverages will also minimise any negative implications.

Environmental Implications

There are no environmental implications from this report, although it is recognised that tap water in a reusable bottle is the best option from both a health and environmental perspective.

Attachment 2

Education Program

To manage the staged withdrawal of SSBs from Council owned facilities, an education and awareness raising strategy for staff involved and the community will be implemented.

The education strategy proposed for each different area is listed below. The implementation process will be adjusted based on stakeholder needs.

Vending machines in Council worksites:

Staff will be informed of the changes to occur to the contents of vending machines and an awareness raising.

Vending machines will be modified to contain less than 20% of the contents consisting of SSB's. Placement of the SSB's will also be defined by the strategy to reduce visibility and promotion of SSB's. Healthier choices will be increased to occupy 80% or more of the vending machine contents.

Communication will be required with the contractors of the vending machines and staff will be consulted regarding preferences within the guidelines. A planogram will be developed to enable ease of modification of contents of vending machines for staff.

Council owned and managed Recreation and Sport centres:

Education sessions regarding the SSB guidelines will be provided to COGG owned and operated recreation and sport centres, with an invitation and encouragement to contracted food outlets in Council owned centres, to discuss the guidelines for SSB availability and sales.

Education to staff will increase skills with managing the changes within the centre and also to educate consumers.

Education and support will include collaboration with suppliers to determine extra healthier choice options and the provision of a simple plan for fridges to meet the guidelines.

Sporting clubs utilising Council owned facilities

An education and awareness raising campaign will be developed to encourage sporting clubs to promote water as the drink of choice and reduce the sales of SSB's.

Sporting clubs will be encouraged to choose a strategy to promote water and healthier choice drink sales over SSB sales by either reducing the visibility of SSB's for sale, remove SSB's or increase price of SSBs.

Attachment 3

Consultations via surveys and engagement with members of the Geelong community

EVENT/ ACTIVITY	KEY OUTCOMES
Children settings	
Big Play Day survey with parents	**100%** believe sugary drinks are not good for children.**71%** of respondents said they would like to see council facilities free of sugary drinks.
Lara Pool Canteen Survey	**79%** of respondents thought changes made to menu were good / very good and they were happy changes were made. Healthy choice menu includes no SSB's.
Healthy eating workshops for ELC's, schools and workplaces	Education and training to meet government policy guidelines to provide healthy choices, reduce / avoid SSB's. Over **50 settings** participated.
Schools and Early Learning services	**153** registered for the Achievement Program required to meet National Quality Standards (ELC's) and School Food Services Policy (primary and secondary schools) – both policies include no **SSB's and potential reach 38,000 students.**
Sugar Film Kit - loan to schools.	Education regarding health issues with sugar and sugary drinks provided to all schools and ELC's.
COGG Recreation centres in disadvantaged areas	
Leisuretime Healthy Choices Survey	**61%** of responses stated that it was extremely important that Leisuretime centre promote healthy food and drink options.
Splashdown Healthy Choices survey	**92%** would like to see healthy choices available at reception.
The Arena Healthy Choices Survey	**92%** would like to see more healthy options offered on the menu in the Café.
Stakeholder engagement	
SSB systems mapping workshop	Forum run by COGG and Deakin University attended by **30 key stakeholders** from Geelong community.
Member of the panel for the *Sugar Hit Forum* (CCV)	COGG presented as one of 4 leading Victorian Local Government Organisations working on reducing SSB's to over **150 members of local government organisations** across Victoria
That Sugar Film screening.	**400 community members** from schools, workplaces and community organisations attended film and following discussion. Strong interest in reducing sugar intake.
G21 - Big Ideas forum for health and wellbeing.	COGG participated in the G21 Big Ideas forum with over **100 key local stakeholders.** Key agreement generated at forum 'If every children's setting sold only healthy food and drinks we could improve nutrition for all".
Healthy Canteens Expo.	**114 attendees** from schools, workplaces, recreation and sport organisations. Healthy drinks displayed showed strong interest and uptake. COGG run Expo that linked up food supply chain for healthy drink options.
Peak Sporting Bodies	Meeting held with Peak sporting bodies to discuss Fair Play and possible SSB strategy. Attended by Cricket Aust., FFV, AFL – good support for SSB reduction strategy.

8. NORTHERN ARC HEALTH AND WELLBEING HUB – BUSINESS CASE

Source: **Community Life - Leisure and Recreation Services**
Director: **Linda Quinn**
Index Reference: **Grants and Funding – Sport and Recreation Grants**

Purpose

1. To seek Council endorsement for (a.) the Northern ARC Health and Wellbeing Hub Business Case and (b.) the public release of the document.

2. To outline the funding approach.

Background

The Northern ARC site has been an iconic destination for over 50 years for northern suburbs' residents. Existing facilities include Waterworld Leisure Centre, Centenary Hall and Corio Library. The Northern ARC Health and Wellbeing Hub Master Plan, adopted in 2015, outlines the development of contemporary facilities and integrated health and wellbeing services to address significant disadvantage in the north.

Norlane Corio and North Shore has the lowest median weekly income of any of the City's planning areas at $751, compared to $1,949 for Geelong LGA and $945 for regional Victoria. It is a culturally diverse community, with 22% of the population born overseas, compared to 16% across Greater Geelong.

There is also a high proportion of older people (under 75 years) requiring assistance – 6.1% compared to the 3.5% average across Geelong and 3.8% for regional Victoria. These statistics demonstrate the clear need for preventative health measures.

More than 20% of Norlane, Corio and North Shore residents are obese (*Victorian Population Health Survey 2008*), putting those suburbs in the higher than above average category - the highest possible category - compared to the State average.

The vision for Northern ARC is to create a vibrant community hub for leisure, recreation, cultural and health services to support positive health and wellbeing outcomes for communities in the northern suburbs. Council completed the Northern ARC Health and Wellbeing Hub Business Case in June 2017.

Key Issues

- It will be difficult to achieve any of the aspirations in *Greater Geelong: A Clever and Creative Future* without addressing social equity and disadvantage.

- Three options for the Northern ARC site were investigated in a business plan by Deloitte; Business as Usual, Option 1 and Option 2. On a number of variables, Option 1 (Stage 1) is the preferred and recommended option (see attachment 2).

- The Northern ARC Health and Wellbeing Hub option 1 will be delivered in two stages at a cost of $61.6 million for Stage 1. This project will deliver improved health outcomes for the northern suburbs and provide opportunities for better social connections, higher participation rates and stronger partnerships with health service providers.

- Council's proposed contribution of $20.6 million for Option 1 Stage 1 will be referred to a future Council budget process. Council has begun discussions with State and Federal Governments on a partnership approach to funding.

- The first key milestone in renewal of the precinct is construction of a new health facility.

This $33 million project is fully funded by the State Government and will be operated by Barwon Health. Co-location of the Barwon Health and Northern ARC facilities will provide greater opportunity for an integrated approach to health and wellbeing.

- Council has made a commitment to the Department of Health through an MOU that we will redevelop the site over the next 10-15 years into a Health and Wellbeing precinct. The land sale and licence agreement for car parking are now completed.

P Dorling moved, L Gardener seconded -

That Council:

1) **endorses the Northern ARC Business Case (option 1);**
2) **acknowledges a contribution of $20.6 million is included in the long term financial plan; and**
3) **continue discussions with the State and Federal Governments regarding co-funding to deliver the project.**

Carried.

Attachment 1

Discussion

In 2015 the Northern ARC Health and Wellbeing Hub Master Plan was adopted by the City of Greater Geelong. The Master Plan builds on the Corio-Norlane Structure Plan and community feedback. Northern ARC will see delivery of a range of community facilities including hydrotherapy, maternal child health, rehabilitation and wellbeing activities for all age cohorts. The precinct will also be a destination for engagement and participation through programs such water therapy, strength training and social connections though the activation of flexible community spaces.

The Business Case demonstrates the need for redevelopment of the precinct with contemporary, well integrated community facilities. Norlane, Corio and North Shore are areas of significant disadvantage, with low median household income, low educational attainment levels, a high proportion of older people requiring assistance, high unemployment rates and low labour force participation rates. A number of specific health and wellbeing issues have been identified for the area, including:

- the growing prevalence of lifestyle risk factors across northern Geelong place many residents at risk of chronic health conditions;
- vulnerable people experience isolation and exclusion limiting their ability to make lasting supportive social connections; and
- the increasing cost of maintaining assets and providing aquatic services in northern Geelong places a growing financial burden on residents.

An *Investment Logic Map* process identified a number of high-level strategic options and assessed their feasibility and capacity to deliver the benefits sought from the Northern ARC Health and Wellbeing Hub. The community hub focus emerged as the best strategic option.

Three project scenarios were assessed throughout the Business Case, as follows:

Base Case – Business as usual

Involves increasing operational and maintenance costs to undertake unavoidable maintenance and upgrades to continue operation of the current Waterworld facility, Corio Library and Centenary Hall. This would include replacement of the Waterworld dome roof and aquatic area renewal within the next five years due to asset failure risks.

Option 1

Stage 1 – construction of a new Health and Wellbeing Hub in the north east corner of the Northern ARC site at a cost of $61.5 million. The existing community hall would be demolished with a multi-purpose community space integrated into the new aquatic and leisure centre and minor improvements made to the Library. Consulting suites have been added to the design to provide opportunities for satellite services such as Maternal Child Health. The existing aquatic and leisure centre would be demolished and replaced with expanded car parking. Stage 2 redevelopment of the library could be delivered at a later date.

Option 2

Delivery of the Master Plan vision which involves a new Health and Wellbeing Hub and new library at a cost of $105 million.

Benefits of this major redevelopment, delivered over 10 years in net present value terms, are:

- $111 million of preventative health benefits to the community*;
- $23 million total revenue benefits
- 600,000 annual visitations, which doubles current participation levels; and

(* Source – Sport and Recreation Victoria and SGS Economics and Planning, 2010 – Travel Cost Method)

The proposed Northern ARC facility will be located to the north of the site and the existing Waterworld Leisure Centre and Centenary Hall will be demolished as part of this re-development.

Council's next planning phase of concept and schematic design is due to commence in October 2017.

Financial Implications

Council has already invested $50,000 for the Masterplan, $250,000 for the development of the Business Case and Feasibility in 2016/17 and has committed a further $1 million for the detailed design phase during 2017/18 (total $1.3 million).

A contribution of $20.6 million is included in Council's long-term financial plan in anticipation funding will be secured from other levels of government. Discussions with State and Federal Governments regarding co-funding to deliver the project have commenced.

The procurement process for design and construction will follow the social procurement GROW model.

Stakeholder Consultation and Communication

Council undertook an extensive community engagement program to develop the Northern ARC Masterplan, the key principles and findings of that process informed the development of the project options. A series of workshops were undertaken by the Northern ARC project team to test the project options against the guiding principles of the Northern ARC Masterplan to ensure that the identified community needs and benefits would be delivered.

The project has been presented to the Federal Government during two Fed Cats delegation briefings in Canberra. There has been briefings with the Department of Treasury and Finance, Regional Development Victoria, Sport and Recreation Victoria and Barwon Region Partnerships. The Victorian Minister for Sport has been briefed on the Master Plan and Business Case. Both the Federal Members for Corio and Corangamite have been briefed.

Community engagement during the scoping of the detailed design phase will be undertaken including information sessions and some stakeholder and community forums to ensure we consider the broader community feedback on the design.

Policy/Legal/Statutory Implications

There are no legislative or legal ramifications associated with the adoption of this report.

Alignment to City Plan

The Northern ARC aligns to the City Plan's priority of *Community Wellbeing,* encouraging healthy lifestyles and connected communities through active recreation and participation in sport.

It also supports *Greater Geelong: A Clever and Creative Future* by addressing the community vision of Geelong having a strong sense of community and uplifting its vulnerable community members.

Conflict of Interest

No Council Officers engaged in the creation of this report have a direct or indirect interest in the matter to which this report relates.

Risk Assessment

A detailed risk assessment is included in the Business Case. A total of 41 risks were identified across the following strategic risk groupings:

- Site and planning
- Design, construction and commissioning
- Contractor / sponsor / financial
- Operating / performance
- Market / demand
- Network / interface
- Industrial relations / workforce

Of the 41 risks, a shortlist of 19 key risks are included in the report.

Environmental Implications

There are no foreseeable environmental implications associated with this report. Environmentally sustainable design initiatives are incorporated into the design.

Attachment 2

Options Analysis

	Business as Usual	**Option 1, Stage 1* (Recommended)**	**Option 2**
Deliverables	Maintenance and upgrades to continue operation of Waterworld including; • 500sqm storage facility to replace storage lost to Barwon Health North project • Replace aquatic centre canopy • Any other major renewal works identified in condition audits	**New health and wellbeing hub including;** • **New aquatic facilities - hydrotherapy pool, learn to swim, 25m lap pool, spa & sauna** • **Early years care** • **Gym** • **Café** • **Multipurpose community space (eg training courses, meetings, cultural events)** • **Consulting suites (eg maternal child health)** • **New car park** • **Improved access between Barwon Health North, Health & Wellbeing Hub and library** • **Minor upgrades to the library** • **Demolish Centenary Hall**	Delivery of the full Master Plan including; • Health and Wellbeing Hub (as per option 2, stage1) • New library • Central plaza spaces • Playground • Pick-up drop-off zone
Operating costs (over 10 years)	$30.3m	**$34.8m**	$34.6m
Present value of benefits (over 10 years)	$53.7m	**$134.5m**	$134.2m
Net present value (ROI over 10 years)	$15.6m	**$59.2m**	$31.7m
Benefit cost ratio	1.41	**1.79**	1.31
Total cost	$11.8m	**$61.6m**	$105m

Note: Figures are high level quantity surveyor estimates and include capital costs, contingency, project costs and escalation.
**Stage 2, which adds the new library, could be considered as a future project*

9. CHIEF EXECUTIVE OFFICER EMPLOYMENT MATTERS POLICY

Source:	**People and Organisational Development**
Executive Manager:	**Andrew Keen**
Index Reference:	**Policies and procedures**

Purpose

To adopt the CEO Employment Matters Policy that ensures best practice approach to CEO recruitment, employment, and performance matters.

Background

The Council is responsible for the appointment of the CEO, determining the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO as set out in the Local Government Act 1989.

The CEO Employment Matters Policy has been developed in order to establish the conditions that assist Council in delivering its legislative responsibilities.

Key Issues

- Council shall establish a Section 86 Committee to oversee periodic reviews of the Chief Executive Officer's performance against pre-determined assessment criteria set by Council and make recommendations to Council regarding performance, employment and contractual matters.
- The Committee has no delegated authority to make decisions as if it were the Council, but rather formulates recommendations to Council regarding CEO employment and performance review matters.
- The CEO Employment Matters Policy sets out the conditions which assist Council in carrying out those functions.
- This process is documented to ensure a consistent and accountable approach is adopted and which attaches importance to good governance.

L Gardner moved, P Dorling seconded -

That Council adopts the CEO Employment Matters Policy CPL5.2 (Attachment 1).

Carried.

COUNCIL POLICY

Chief Executive Officer Employment Matters Policy	Document No:	CPL5.2
	Approval Date:	Draft
	Approved By:	Council
	Review Date:	
Responsible Officer: **Executive Manager People and Organisational Development**	Version No	00
Authorising Officer:		**Chief Executive Officer**

1. POLICY STATEMENT

The Council is responsible for the appointment of the CEO, determining the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO.

This policy has been developed to support the requirements of the Local Government Act 1989 to assist Council in fulfilling its responsibilities relating to CEO employment and performance matters.

Council will carry out its functions relating to the appointment, remuneration and performance appraisal of the Chief Executive Officer in accordance with a number of leading practice principles:

- decision-making processes that are fair, accessible and applied consistently in comparable circumstances;
- decision-making criteria that are relevant, objective and available to the people subject to the decision;
- decisions and actions that are conducive to ongoing good governance;
- documentation that is sufficiently clear and comprehensive to render decisions transparent and capable of effective review;
- employment decisions that are based on the proper assessment of individual's work related qualities, abilities and potential against the genuine requirements of the role; and
- decisions to appoint new employees that are based on competitive selection, open processes and objective criteria

The responsibility for assisting Council with its obligations regarding CEO employment and performance matters shall be delivered through the establishment of the CEO Employment Matters section 86 Committee.

2. REFERENCES

- *Local Government Act (1989)*
- *Victorian Public Sector Commission*
- *Victorian State Services Authority*

3. DEFINITIONS

- "The Act" means the Local Government Act 1989
- "CEO" means Chief Executive Officer
- "The Committee" means a Special Committee pursuant to Section 86 of the Local Government Act 1989
- "Contract" means the Chief Executive Officer Employment Contract
- "Council" means City of Greater Geelong
- "Councillor" means the Mayor or Councillor as defined by the Act
- "Independent Chairperson" means a suitably qualified person who is not a Councillor of Officer of Council and is a voting member of the Committee
- "Recruitment Consultant" means a Nationally recognised consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles
- "Remuneration" means salary

4. COUNCIL POLICY

4.1 ESTABLISMENT OF CEO EMPLOYMENT MATTERS COMMITTEE

4.1.1 Council shall establish a Section 86 Committee to be known as the CEO Employment Matters Committee (the Committee) for the purpose of recruitment of the CEO, determining the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO.

4.1.2 Membership of the Committee shall consist of the following:

- Mayor
- Deputy Mayor
- Up to three (3) other Councillors
- Independent Chairperson

4.1.3 The Committee will make a recommendation to Council on the appointment of an appropriate independent chairperson.

4.1.4 The CEO Employment Matters Committee will meet at least four times a year, with authority to convene additional meetings as circumstances require.

4.1.5 A quorum of the independent chairperson and at least two other members will be necessary to transact business of the committee.

4.1.6 The Committee's role is to assist and advise the Council on matters including:

- Recruitment of the Council's CEO or the person to act as the CEO
- Determining the Performance Plan of the Council's CEO
- Monitoring the CEO's achievement of the Performance plan at 6 monthly intervals
- CEO remuneration and other contractual conditions of employment

4.1.7 Administrative responsibility and support for the Employment Matters Committee will be allocated to the Executive Manager People and Organisational Development (POD), or officer designated by that role.

The Executive Manager (POD) or their delegate has responsibility to provide:

- information and any necessary training for members in relation to their responsibilities under the Local Government Act 1989.
- officer advice in respect to matters before the CEO Employment Matters Committee
- secretarial and logistical support to the CEO Employment Matters Committee.

4.1.8 The Terms of Reference contained within this Policy set out Council's process for carrying out those functions.

5. Recruitment of CEO- Terms of Reference

5.1 Council's role is to appoint the CEO, on the advice of the Committee.

5.2 The Committee's role is to identify and recommend a suitable person and refer the appointment of that person to Council.

The Committee shall:

5.3 Engage a Recruitment Consultant (Consultant)

5.3.1 In accordance with Council's Procurement Policy and with the assistance of the Executive Manager People and Organisational Development, seek and appoint a nationally recognised Recruitment Consultant to manage and conduct the process of selection of a suitable candidate for the position of CEO. Selection Criteria should be based on the key result areas for a CEO described in the Template Attachment.

5.4 Undertake Preparation Work:

5.4.1 In conjunction with the Consultant, develop and agree upon:

- A recruitment sub-committee charged with interviewing leading 5-8 candidates identified by the recruitment Consultant
- A search and selection process and timeframe
- Setting the salary and conditions based on the industry benchmarks
- Key accountabilities of the role- (Succinct statements about the most important things upon which the CEO will have to focus.)
- Key selection criteria for CEO recruitment
- Candidate application material
- A candidate identification strategy (research, advertising)
- Methods of applicant evaluation
- Public Relations activities

5.5 Seek Council approval of preparatory work.

5.6 In conjunction with the Consultant, identify the candidate pool:

- Oversee the development of the candidate pool by the Consultant, providing feedback on the quality of candidates being identified.
- Review the Consultant report on the candidate pool and make decisions regarding which candidates should be carried forward to interviews by the Sub- Committee.
- The Sub-Committee will interview the leading 5-8 candidates identified by the Consultant and select/refer the final 3 candidates for short list interviews with the full Council.
- Once the preferred candidate is determined by the full Council, with the support of the Consultant, negotiate the terms of employment within the general framework for the terms of employment provided by the Council.
- Ensure, through the Consultant, that all candidates are updated on the outcome of the process.
- Develop and recommend to the Council an on boarding program (the "Orientation Program") for the new CEO.

6. CEO Performance Review and Planning Process- Terms of Reference

6.1 The Council is responsible for determining the CEO's Performance Plan with the CEO, assessing the CEO's performance against that plan and determining the remuneration of the CEO. and to seek advice from the Recruitment Consultant on nationally recognised benchmark data.

6.2 The Committee's role is to prepare a draft performance plan for Council's consideration, seek expert advice on facilitation and criteria for performance plan and review, seek expert advice on remuneration benchmarks from a nationally recognised recruitment consultant, conduct a performance review of the CEO and make recommendations to Council on matters including whether:

- the CEO meets the performance plan criteria
- to vary performance plan criteria, remuneration, or other terms and conditions of the contract

The Committee shall:

6.3 Appoint a facilitator to assist the Committee to discharge its obligations in relation to the preparation of the draft performance plan and review.

6.4 Ensure that the CEO is consulted and advised of the process.

6.5 In consultation with the CEO, identify and agree the performance plan goals and activities that the CEO should work towards achieving over a 12 month period using the CEO Performance Plan Template Attachment.

6.6 Ensure that the CEO submits a Performance Plan Template report and is given the opportunity to present his/her self-assessment to the Council.

6.7 Ensure all Councillors are invited to provide comments of appraisal of the CEO's performance to the Committee using the Performance Plan Template.

6.8 Attend to the collection and collation of council feedback in relation to the CEO's performance as measured against the performance plan approved by Council.

6.9 Review the CEO's remuneration package as a component of the annual review

6.10 Provide feedback to the CEO about their performance and proposed outcome of the remuneration review.

6.11 Report to Council Meeting seeking decision on outcomes of the review process in relation to:

- the CEO's achievement of the Performance Criteria
- any proposed variation in salary; and
- agree in relation to the setting of the performance plan for the measurement of the CEO's performance for the next 12 month period
- agree with the CEO on a personal and professional development plan for the next 12 month period
- whether any options of the CEO's contract should be exercised in accordance with the contract

QUALITY RECORDS

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

Record	**Retention/Disposal Responsibility**	**Retention Period**	**Location**
Instrument of Delegation	Co-ordinator Governance	Permanent	Council Minutes
Employment Contract	Executive Manager People and Organisational Development	Permanent	Rex

ATTACHMENTS

- Chief Executive Officer Performance Plan and Assessment Template
- Instrument of Delegation

City of Greater Geelong Council
Instrument of Delegation
Chief Executive Officer Employment Matters- Special Committee

Council delegates to the special committee established by resolution of Council passed on 20 September 2017 and known as the "CEO Employment Matters Committee" (**the Committee**), the powers and functions set out in the Chief Executive Officer Employment Matters Policy, and declares that:

1. the delegation:

    1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

    1.2 remains in force until Council resolves to vary or revoke it; and

    1.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and

2. the purposes of the Committee are those set out in the Council Chief Executive Officer Employment Matters Policy and Terms of Reference.

    2.1 the Committee is appointed under Section 86 of the Local Government Act and is responsible for advice to Council on Chief Executive Officer employment matters and has delegated authority to act in accordance with the Policy.

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

_____
Chief Administrator

_____
Chief Executive Officer

10. AMENDED COUNCILLOR CODE OF CONDUCT POLICY

Source: **Governance and Legal Services**
Director: **Rebecca Leonard**
Index Reference: **Governance**

Purpose

To adopt an amended Councillor Code of Conduct.

Background

- The *Local Government Act (Vic) 1989* (the Act) requires the Council to adopt a Councillor Code of Conduct which may be amended from time to time.
- The current Councillor Code of Conduct was last adopted by Council in 2016. Since then, there have been significant changes in the operations of the Council, including the development and commitment to the community' Clever and Creative long-term vision, and the adoption of new organisational values.

Key Issues

- In 2016 the Local Government Investigations and Compliance Inspectorate (LGICI) compiled examples of Councillor Code of Conduct policies that were compliant with the legislative reforms relating to Councillor codes of conduct introduced by the Local Government (Improved Governance) Act 2015. The amended Councillor Code of Conduct (**amended Code**) (Attachment 2) has been prepared taking into account the best-practice elements of the codes of conduct adopted by other Councils and identified by the LGICI.
- The adoption of the amended Code will contribute to an improved governance framework at the Council, by addressing the legislative requirements of Councillors' conduct, and by providing clarity for Councillors in how they undertake their role and civic duties. For instance, the amended Code now addresses:
    - The roles of Council, Councillors, the Mayor, the Deputy Mayor and the Chief Executive Officer;
    - The relationships Councillors have with council officers and the community;
    - Use of Council resources, access to information, and confidentiality and privacy; and
    - Decision making in the interest of the whole community.

  The substantive amendments to the amended Code are highlighted.
- The amended Councillor Code of Conduct has also been updated to include references to key changes to the governance framework for the Council, including reference to:
    - multi-ward membership;
    - the communities' Clever and Creative Vision; and
    - the organisation's Values.

- In preparing the amended Code, how the Code is used in practice has been a key focus, resulting in the Code being categorised to assist Councillors to easily identify and understand the requirements of the Code.

L Gardner moved, P Dorling seconded -

That Council adopts the amended Councillor Code of Conduct in Attachment 2.

Carried.

Attachment 1

Financial Implications

The implementation of an amended Councillor Code of Conduct has no direct financial implications, but it is an important element of the governance framework that contributes to the effective and efficient governance of Council's resources.

Stakeholder Consultation and Communication

There is no requirement to consult in relation to the adopting the amended Councillor Code of Conduct.

Policy/Legal/Statutory Implications

The *Local Government Act (Vic)1989* requires the Council to adopt and a Code of Conduct which can be amended from time to time.

Alignment to City Plan

The adoption of an amended Councillor Code of Conduct will facilitate the efficient and effective governance of Council business in line with the City Plan.

Conflict of Interest

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

Risk Assessment

In adopting the amended Councillor Code of Conduct, the Council will have a Code which mitigates the risk of being governed at a lesser standard or without recognising the value of continuously improving in line with the Council's Values.

There are no significant risks arising from the adoption of the amended Councillor Code of Conduct.

Environmental Implications

There are no direct environmental implications in adopting the amended Councillor Code of Conduct.

Social Considerations

The implementation of an amended Councillor Code of Conduct sets out the relationship of Councillors with their community, and their responsibilities a community representatives and civic leaders. It is an important element of the governance framework that contributes to the effective and efficient governance of Council's resources.

COUNCIL POLICY **Attachment 2**

Councillor Code of Conduct	Document No:	CPL40.7
	Approval Date:	
	Approved By:	Council
	Review Date:	28 February 2018
Responsible Officer: **Chief Executive Officer**	Expiry Date:	N/A
	Version No:	07
Authorising Officer:	**Chief Executive Officer**	

Contents

1. INTRODUCTION 6
2. COMMITMENT, PRINCIPLES AND VALUES 6
2.1. Commitment 6
2.2. Councillor Conduct Principles 6
2.3. Values 7
2.4. Community Expectations 8
3. ROLES AND RELATIONSHIPS 8
3.1. Role of the Council 8
3.2 Role of a Councillor 8
3.3 Role of the Mayor 12
3.4 The role of the Deputy Mayor 13
3.5 Chief Executive Officer 13
3.6 Relationship between Councillors and Council Officers 14
3.7 Role of Delegate or Council Representative on Committees 15
3.8 The Community 16
4 CIVIC REPRESENTATION 16
4.1 Multimember Ward Representation 16
4.2 Media Relations 17
4.3 Mayoral Robe and Chain Protocol 17
4.4 The Council Crest 18
5 CONDUCT 18
5.1 Appropriate Use of Council Resources 18
5.2 Access to Information 19
5.3 Requests for Service/Complaints 19
5.4 Conduct at Council Meetings 20
5.5 Decision Making in the Community Interest 20
5.6 Formal Community Forums 20
5.7 Misuse of Position 21
5.8 Improper Direction 21
5.9 Breach of Confidentiality 22
5.10 Conflict of Interest 23
5.11 Register of Interests 28

5.12 Gifts and Hospitality 29
5.13 Unlawful Conduct 30
5.14 Councillor Eligibility 33
6 Internal Resolution Procedure 33
6.1 Sanctions for Contravention of Code 35
6.2 Application to a Councillor Conduct Panel 35
6.3 Standing down of Councillor 38
6.4 Suspension of all Councillors 38

1. INTRODUCTION

This Code of Conduct (Code) is a public declaration that Councillors of the Greater Geelong City Council (Council) are committed to provide good governance to the whole of the municipality and its administration (the City).

Within three months of being declared elected as a Councillor, each Councillor must make a written declaration witnessed by the Chief Executive Officer stating they will abide by this Code.

Within four months of on a municipal general election, this Code must be reviewed and adopted by the Council at a Special Meeting.

If the Code is amended and approved by Council, each Councillor must make a written declaration witnessed by the Chief Executive Officer stating that they will abide by the amended Code.

This Code does not apply to Council officers, who are instead bound by the City's Staff Code of Conduct.

2. COMMITMENT, PRINCIPLES AND VALUES

2.1. Commitment

This Code:

- is a statement of how Councillors will behave and work with the Greater Geelong community, with each other and with Council officers; and
- represents the Councillors commitment to governing the municipality and the City effectively, and observe the principles of good governance and integrity that the Greater Geelong community expects and deserves.

All Councillors are committed to working together constructively as a team to achieve the long-term Clever and Creative vision for the whole of the Greater Geelong community.

Councillors acting together constitute the Council. As individuals, Councillors cannot bind the Council to any actions or decisions. All Councillors will act to ensure that decision making responsibilities are only exercised in Council meetings.

2.2. Councillor Conduct Principles

The Councillor conduct principles are set out in sections 76B and 76BA of the *Local Government Act 1989* (**Act**) (the Principles) and set standards of conduct of Councillors that the community has a right to expect of all Councillors. The Principles consist of:

- The primary principle of Councillor conduct; and
- The seven general Councillor conduct principles (the General Principles).

These principles must be observed by every Councillor.

2.2.1 Primary principle

In accordance with section 76B of the Act, in performing the role of a Councillor, each Councillor will:

- act with **integrity**;
- **impartially** exercise their responsibilities in the interests of the local community; and
- **not improperly seek** to confer an advantage or disadvantage on any person.

2.2.2 General principles

In accordance with section 76BA of the Act, in performing the role of a Councillor, a Councillor must:

- **avoid conflicts** between their public duties as a Councillor and their personal interests and obligations;
- **act honestly** and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person;
- **treat all persons with respect** and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council officers and other persons;
- **exercise reasonable care** and diligence and submit themselves to the lawful scrutiny that is appropriate to their office;
- endeavour to ensure that **public resources are used prudently** and solely in the public interest;
- **act lawfully** and in accordance with the trust placed in them as an elected representative; and
- support and **promote these principles by leadership** and example and act in a way that secures and preserves public confidence in the office of Councillor.

2.3. Values

The four Values of the City are to:

- Respect and encourage each other;
- Embrace new ideas and better ways to work;
- Create a healthy and safe environment for all;
- Make people the centre of our business.

The four Values prioritise people and provide a clear framework for how Councillors and Council officers engage with each other and with other people, including Council officers.

Councillors are required to actively model and foster the Values. Values-based leadership is required of all Councillors, cognisant that the standards set by Councillors inform and guide all of those people who work for the organisation and the greater Geelong community.

Core to the delivery of effective and efficient community outcomes, the Values reinforce that Councillor behaviour must always be appropriate, positive and productive when Councillors are, or are reasonably assumed to be, acting in connection with the Council.

2.4. **Community Expectations**

Councillors recognise the community's high expectations of Councillors as their representatives, who they have elected into a position of public trust.

Councillors will regularly report back to the community on legislative obligations and the obligations in this code through the reporting commitments outlined herein.

Councillors are expected to observe the principles of good governance and integrity. Central to both of these are transparency and accountability:

- Transparency achieved through following proper process that are open to public scrutiny; and
- Accountability achieved through being accessible and responsive to the needs of the whole Greater Geelong community.

3. ROLES AND RELATIONSHIPS

3.1. Role of the Council

The Council is responsible for setting the vision and strategic direction for the Greater Geelong region, determining strategic policy and appointing the Chief Executive Officer of the City.

3.2 Role of a Councillor

Councillors are able to exercise authority as members of Council after they are formally sworn in and when they meet formally as Council.

Councillors:

- Participate in decision-making of Council;
- Represent the local community in that decision making; and
- Contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

In performing their role as Councillor, a Councillor must:

- Consider the diversity of interests and needs of the local community;
- Observe principles of good governance and act with integrity;
- Provide civic leadership in relation to the exercise of the various functions and responsibilities of the Council under the Act and other Acts;
- Participate in the responsible allocation of Council resources through the annual budget; and
- Facilitate effective communication without bias or discrimination between Council and the community.

In addition, Councillors will behave in a transparent, collaborative and professional matter in undertaking their civic responsibilities, and will:

- ensure transparency and accountability in decision making;
- abide by the confidentiality requirements of the Act;
- avoid conflicts of interest;
- ensure that they do not misuse their position:
    - to gain or attempt to gain, directly or indirectly, an advantage for themselves or for another person; or
    - to cause, or attempt to cause, detriment to the Council or another person;
- strive to achieve the best outcomes by working with colleagues and Council officers in a manner that demonstrates mutual respect and worthiness;
- be respectful to each other, and will listen and communicate in a way which is inclusive and collaborative;
- be honest and open with other Councillors and adopt a ‘no surprises’ approach;
- recognise and respect the individual strengths of fellow Councillors, and where possible, offer encouragement and support as needed;

- prioritise their attendance at Council and committee meetings;
- ensure punctual attendance at meetings;
- read all appropriate documentation prior to engaging in debate and decision making;
- debate contentious issues respectfully and be open minded, and value perspectives of their Councillor colleagues, Council officers and the community;
- seek to expand their knowledge and understanding of issues before making decisions;
- consider the best interests of the Council and municipality as a whole;
- refrain from personal attacks or conduct that demeans, bullies or vilifies other Councillors, Council officers or members of the public, ensuring a focus on the issue at hand; and
- participate in any internal resolution procedure specified in the Code, in good faith.

The role of a Councillor excludes the performance of any functions that are specified as functions of the Chief Executive Officer as set out in section 94A of the Act and referred to in this Code.

3.2.1 **Relationships**

Developing and maintaining positive and productive working relationships between Councillors is integral to achieving the best outcomes for the community. It is incumbent upon each Councillor to recognise and value diversity and ensure deferential regard is shown to Councillor colleagues.

It is the responsibility of Councillors to recognise and embrace the importance of appropriate and productive relationships. As part of their role, Councillors will demonstrate a commitment to professional engagement that supports the relationships that they have with each other, Council officers and the community as they work cooperatively to achieve Council's strategic vision in a way that ensures the organisation is not brought into disrepute.

3.2.2 **Positive Duty**

It is the responsibility of Councillors to adopt the principles of positive duty as relevant to the mode of operation of the Council at large. Introduced as a requirement of Council under the Victorian *Equal Opportunity Act 2010*, positive duty places an onus on the Council to ensure that reasonable and proportionate measures to identify and eliminate inappropriate and unlawful workplace and work-related behaviour across all levels, are undertaken in an informed and timely way.

This positive duty places an obligation on the Council and in turn those who represent the mind and will of the Council, to be proactive and pre-emptive. It requires action that educates about, and prevents, unlawful discrimination, harassment, victimisation, vilification and bullying. There is an obligation that potential problems are identified and dealt with thoroughly and swiftly by persons in leadership roles, including Councillors.

Employing the concept of positive duty is both a group and an individual responsibility that places people first. Councillors have a positive duty to act in order that any risk of unfair treatment or harm to others is mitigated.

3.2.1 Political Affiliations

Councillors will maintain a clear and primary duty to the Greater Geelong community, rather than a political body or other jurisdiction. Councillors will avoid conflicts of interest, or the appearance of conflicts of interest, that affiliation with a political party may create.

Councillors will remain mindful of the importance of real and perceived impartiality of their position, and will not act in a way to compromise this. Councillors will not use Council resources to promote a political body or related organisation.

3.3 Role of the Mayor

3.3.1 **The Mayor takes precedence**

The Mayor takes precedence within the Council as follows:

- The Mayor take precedence at all municipal proceedings within the municipal district;
- The Mayor must take the chair at all meetings of the Council at which he or she is present; and
- If there is a vacancy in the office of the Mayor or the Mayor is absent, incapable of acting or refusing to act, the Council may be resolution appoint the Deputy Mayor to be the acting Mayor until the Mayor is capable of acting, or is willing to act, as Mayor again.

An acting Mayor may perform any function or exercise any power conferred on the Mayor.

Where the Mayor is not present but his or her attendance is required to carry out the Mayoral functions or duties, the Deputy Mayor will carry out the functions and duties of the Mayor that require the Mayor to be present.

3.3.2 **Functions of Mayor**

The functions of the Mayor include:

- providing guidance to Councillors about what is expected of a Councillor including the obligations and responsibilities of a Councillor; and
- acting as the principal spokesperson for Council; and
- supporting good working relations between Councillors; and
- carrying out the civic and ceremonial duties of the office of Mayor.

3.3.3 **Mayor's responsibilities**

The principle responsibilities of the Mayor are to:

- provide leadership and represent, support and promote the businesses and people of the municipality;
- facilitate the setting of the strategic direction and goals for the municipality;
- establish and maintain inter-governmental relationships at Regional, State and Federal levels;
- maintain an effective working relationship with the Chief Executive Officer;

- lead and provide guidance to Councillors in their role, conduct and working relationships, with this Code as the basis for those interactions;
- generate community cohesion and inclusiveness and advocate on behalf of community programs, needs and wellbeing;
- promote high standards of democratic and internal governance;
- preside efficiently, firmly and fairly over Council meetings; and
- represent Council at key civic ceremonial and social occasions.

3.4 The role of the Deputy Mayor

The role of the Deputy Mayor is to represent the Mayor in all capacities in the event of the Mayor's inability to carry out his or her functions. In practice, the Deputy Mayor, being elected by all Councillors, provides a critical role in supporting the Mayor's leadership of Council. Given the demands and complexity of the role of the Mayor, the Deputy Mayor, with the agreement of the Mayor, will provide support in areas such as:

- assistance with communication between Councillors and between Councillors and the Mayor;
- providing leadership support to Councillors to ensure adherence with Council values and behaviours;
- taking the lead on strategic Council initiatives on behalf of the Mayor;
- liaising with Council's administration on behalf of Councillors to ensure organisation support meets their role requirement; and
- advising the Mayor on a broad range of Council and Councillor matters.

If the Deputy Mayor is required to be acting Mayor for a period exceeding one month, the Council must elect another Councillor to be acting Deputy mayor for the relevant period.

Where the Mayor is not present but his or her attendance is required to carry out the Mayoral functions or duties, the Deputy Mayor will carry out the functions and duties of the Mayor that require the Mayor to be present.

3.5 Chief Executive Officer

The City's administration is accountable to Council through the Chief Executive Officer, who is responsible for the management and administration of the organisation. The organisation is responsible for implementing Council policy and decisions, operational policy and procedures, service delivery and providing professional advice to Council.

The Chief Executive Officer will provide professional, relevant and timely information to the Council, and maintain a close working relationship that supports the Mayor.

The Chief Executive Officer is responsible for:

- establishing and maintaining an appropriate organisational structure for the Council;
- ensuring that the decisions of the Council are implemented without undue delay;
- the day to day management of the Council's operations in accordance with the Council Plan;
- developing, adopting and disseminating a code of conduct for Council officers;
- providing timely advice to the Council;
- ensuring that the Council receives timely and reliable advice about its legal obligations under the Act and any other Act;
- supporting the Mayor in the performance of the Mayor's role as Mayor;
- carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Accident Compensation Act 1985 or the Workplace Injury Rehabilitation and Compensation Act 2013; and
- performing any other function or duty of the Chief Executive Officer specified in the Act or any other Act.

The Chief Executive Officer:

- may appoint as many Council officers as are required to enable the functions of the Council under the Act or any other Act to be carried out and to enable the Chief Executive Officer to carry out their functions;
- is responsible for appointing, directing, managing and dismissing Council officers and for all other issues that relate to Council officers; and
- managing interactions between Council officers and Councillors including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interactions between Council officers and Councillors.

3.6 Relationship between Councillors and Council Officers

The relationship between Councillors and Council officers must be one of mutual co-operation and support with a clear understanding of each other's roles and responsibilities.

Subject to section 76E(2) of the Act and clause 5.9 of this Code, Councillors will:

- work cooperatively with the Chief Executive Officer and Council officers;
- treat Council officers with respect and dignity at all times, ensuring written and verbal communication is professional, courteous, fair, constructive, honest, equitable and ethical;
- avoid engaging in any form of inappropriate or intimidating behaviour, including discrimination, harassment, bullying, victimisation or vilification;
- demonstrate a commitment to working co-operatively and constructively with Council officers to achieve the Council's common goals;
- refer their requests for service through the relevant Executive Manager or Director, or where they are seeking direct support from the Mayor & Councillor Support Unit in accordance with the Working with Councillors Protocol;
- understand and respect the distinction in roles of Councillors and Council officers, acknowledging that the Chief Executive Officer is responsible for the operations of Council and the management of Council officers. Councillors will not involve themselves, directly or indirectly, in any personnel matter relating to a Council officer;
- recognise the role of Council officers to provide professional, 'best' advice to Council;
- acknowledge that Councillors must not in any way direct, reward, instruct or inculcate members of staff in the performance of their duties;
- acknowledge that support from staff in the Mayor & Councillors Support Unit shall be available in accordance with approved protocols;
- refrain from using the Councillor position to improperly influence Council officers in their duties or functions, or to seek preferential treatment or gain an advantage for themselves or others;
- advise the Chief Executive Officer in a timely way of any concerns relating to a Council officer who has acted in a manner contrary to a formal Council policy or decision, or the Council officers' Code of Conduct. Any discussions pertaining to the performance of a Council officer must be held privately with the Chief Executive Officer or appropriate Director or Executive Manager in a constructive and objective manner; and
- refrain from publicly criticising or vilifying Council officers in a way that casts aspersions on their professional competence or credibility.

3.7 Role of Delegate or Council Representative on Committees

The participation on a range of local specific issues committees established by Council, peak body/sector associations, and local and regional forums, is an essential part of Council's representative role. The Mayor and/or the Council nominates or appoints representatives and delegates to these committees annually, or as needed, in accordance with the Council Committee Representation Policy.

A Councillor appointed as a delegate or representative to a committee will represent the position of Council, and report back to Council at an Ordinary Council Meeting on the issues or progress of the committee, and any recommendations made by the committee for Council to consider.

3.8 The Community

Councillors are elected to govern the municipality as Council. On behalf of the community, Councillors are committed to representing constituents and the broader community, working together to achieve the Council's strategic vision, common goals and associated outcomes that are in the best interests of the municipality.

Consultation, representation, fair and equitable treatment, ethical engagement, openness and accountability are the key features of the relationships that are to be established and maintained between Council and the community. Councillors will:

- treat members of the community with respect and dignity at all times ensuring written and verbal communication is professional, courteous, fair, constructive, honest, equitable and ethical;
- strive to understand and acknowledge diversity, including the emergence of different points of view within the community;
- be available to interact, listen actively and respond to community concerns, mindful of the need to avoid promising outcomes which cannot, or may not, be delivered;
- make decisions in the best interest of the whole community after considering all relevant interests and points of view;
- be cognisant of the principles of procedural fairness prior to making statements on issues where public submissions have been invited;
- encourage partnerships with the community so that mutual strengths can be utilised to achieve common goals; and
- encourage understanding, tolerance and harmony across the community, ensuring to act to discourage divisiveness among citizens of the municipality.

4CIVIC REPRESENTATION

4.1 Multimember Ward Representation

Councillors will share information and work collaboratively with their fellow ward Councillors on ward based issues and initiatives. In relation to sharing information, a Councillor will inform their fellow ward Councillors, the Mayor, the Deputy Mayor and the Chief Executive Officer, and then the remaining Councillors if appropriate.

4.2 Media Relations

Councillors will comply with the Council's Media and Engagement Policy.

4.3 Mayoral Robe and Chain Protocol

The Mayor will decide whether to wear or not to wear the current Mayoral robe and /or chain during their term of office, subject to the conditions set out below.

The Mayoral robe and chain can only be worn by the Mayor:

- at official swearing in of the Mayor ceremony;
- at Citizenship ceremonies held in the municipality;
- at Australia Day Civic ceremonies and presentation of Order of Australia awards;
- Remembrance Day memorial services;
- as a representative of the Council at graduation and dedication ceremonies held by universities and education institutions;
- for the purposes of official portraits to be placed at City Hall and advertising materials which signify official capacity;
- on occasions when the Mayor represents or is asked to officially represent the Council as the Mayor at events, functions and delegations where the objective is to showcase the City's profile, only with the approval of the CEO; and
- as otherwise agreed from time to time with the Chief Executive Officer to the benefit, official promotion and credit of the Council.

The Mayoral robe and chain are not to be worn by other elected Councillors, Council officers or citizens, with the exception of the Deputy Mayor if standing in for the Mayor.

The Mayoral robe and chain will be stored in a secure Council location at the direction of, and as determined solely by, the Chief Executive Officer.

The Chief Executive Officer will be responsible for ensuring the maintenance of the Mayoral robe and chain, and for arranging the necessary delivery to, and collection from the Mayor promptly after use.

The Mayoral robe and chain must not be left unattended when not stored in a secure Council location.

4.4 The Council Crest

The heritage themed Council Crest adopted in 2014 is the most prestigious branding device available to the Council and, as such, has restrictions on its use and reproduction.

It can only be used for:

- for Council sanctioned functions and civic events where the Council has an official role; and/or
- on official correspondence originating from the Mayor and Councillors' Office.

If the Crest is accompanied by words, they shall appear below the Crest, and read *City of Greater Geelong* only.

The Council Crest does not replace the City's official logo, adopted in the City's (visual) *Style Guide 2017*.

The use of the Council Crest must not:

- appear more than once in a publication;
- appear at the bottom of a page;
- be positioned next to branding or any other logos, but it can appear on the same document or publication (i.e. the Crest can be on the top left of the page and other logos can be printed at the bottom of that same page);
- be presented as a stylised version or other artistic interpretation - only the authorised image is permitted; and/or
- be used for commercial purposes, including gifts, souvenirs or collector's items, or on any sporting apparel or uniform.

The Council Crest artwork remains the property of Council and shall not be altered or used by any other person or organisation, and unauthorised use may result in legal proceedings to enforce Council's ownership rights in the Crest.

5 CONDUCT

5.1 Appropriate Use of Council Resources

Councillors are responsible for ensuring the resources of Council are allocated efficiently and effectively to meet the needs of the community. In doing so, Councillors are expected to balance the competing needs of different sections of the community in deciding resource allocations within budget constraints. This requires an understanding of community needs alongside a commitment to sound financial management. It also encompasses ensuring the Council remains in a sustainable financial position into the future.'

Councillors are able to access reasonable resources and facilities to support them in fulfilling their Council role. Councillors will only use Council resources for their Council duties, and in accordance with the Council's Facilities and Expenses Policy.

5.2 **Access to Information**

Councillors will be provided with relevant information from the organisation to help them make informed decisions and fulfil their duties. This information may be publicly available, or in some instances, restricted or confidential. Councillors will act in accordance with the Access to Information Protocol, including when requesting a briefing from Council officers or requesting information on Council matters.

A Councillor may request operational or confidential information in order to gain a broader understanding of an issue that falls under their role and responsibilities (for example, as a committee delegate), or if it relates to a matter currently before - or expected to come before – Council for a decision. Requested information by one Councillor will be provided to all Councillors. Information may be unable to be provided if the Chief Executive Officer determines that providing the information is likely to be a breach of privacy, prejudice Council or any person, breach legal privilege or in his or her sole discretion be otherwise inappropriate to disclose. The Chief Executive Officer will provide all Councillors with information on any declined requests for information, including the reason the information was not able to be provided.

5.3 **Requests for Service/Complaints**

A Councillor request for service is a request made by a Councillor on their own behalf, or on behalf of a community member.

In accordance with the Victorian Ombudsman's good practice guide, to ensure transparency and fairness, complaints received by Councillors should be treated the same way as ones made to Council officers. A Councillor must not seek to direct or influence the complaint handling process.

Councillors are aware the same service standards apply to a Councillor request, as a request for service from a community member. All requests will be entered into Council's customer service system, and sent to the appropriate Director for actioning. A Councillor may contact the relevant Director about the progress of the complaint, but will not attempt to direct or influence the process. Council officer investigations and actions will be recorded and monitored in Council's customer request system, and status reports will be provided regularly to Councillors.

5.4 **Conduct at Council Meetings**

Council's Meeting Procedures Local Law governs the conduct of Council Meetings and Special Committee meetings. The Chair plays a crucial role in facilitating an orderly, respectful, transparent and constructive meeting by ensuring all Councillors have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed and statutory requirements are met.

Councillors will comply with the Council Meeting Procedures Local Law and this Code of Conduct when participating in Council Meetings and Special Committee meetings. Councillors will act respectfully towards the Chair, their fellow Councillors, Council officers, guests and any community members or media attending the meeting.

5.5 **Decision Making in the Community Interest**

Councillors will make decisions in the best interests of the whole Greater Geelong community. Councillors will act fairly and without bias when making decisions that affect the rights and interests of others, and in accordance with 'natural justice'.

Councillors will listen to each other as matters are discussed in Council Meetings, and not pre-determine any decisions proposed to be made prior to consideration at a Council Meeting. As part of this consideration, Councillors will take into account the outcomes of consultation or feedback from the community on a matter.

5.6 **Formal Community Forums**

Forums or committees are convened from time to time to enable community members to express their views in relation to a specific matter. Councillors invited or appointed to hear from the community may ask questions to clarify issues raised. However, Councillors will not behave or comment in a way that may be perceived as pre-determining their own, or Council's, position in relation to a matter, or direct Council officer responses.

Formal community forums include:

- Planning forums – coordinated by the City Planning Department. The purpose of the Planning forum is for applicants and objectors to speak about their support/concerns regarding a planning application.
- Section 223/Major Policy Consultation Committee (Hearing of Submissions) meetings – convened in accordance with Section 223 of the Act to hear from people in support of written submissions in relation to matters such as proposals to adopt a Budget, Council Plan or Local Law, or in relation to selling Council property;
- Single issue consultation forums – coordinated by the department responsible for a proposal or response to a community issue, single issue forums will be arranged as required.

While these forums are all formal in nature, and may involve some or all of the Councillors, these forums are not meetings of the Council and Councillors will not make decisions at these forums, or commit Council to a course of action.

5.7 **Misuse of Position**

Councillors will not use their position, or knowledge gained in their role as a Councillor, to disadvantage Council or someone else, or advantage themselves or someone else.

Section 76D of the Act states that a person who is or has been a Councillor or a member of a special committee must not misuse their position:

- to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- to cause, or attempt to cause, detriment to the Council or another person.

Misuse of position includes:

- making improper use of information acquired as a result of the position they hold/held;
- disclosing information that is confidential;
- directing or improperly influence a Council officer (or seeking to do so);
- exercising or performing, or purporting to, a power, duty or function that they are not authorised to perform;
- using public funds or resources in a manner that is improper or unauthorised; and/or
- failing to disclose a conflict of interest.

Under the Act, the penalty for a Councillor misusing his or her position can be up to 600 penalty units or imprisonment for 5 years or both.

5.8 **Improper Direction**

Councillors will not use their position to direct or influence Council officers in any of the Council officers' powers, duties or functions.

Under Section 76E of the Act, a Councillor must not direct, or seek to, Council officers:

- in the exercise of a delegated power, duty or function;
- in the exercise of a power, duty or function as an authorised officer;
- in the exercise of a power, duty or function the officers exercises under the Act or any other Act;
- in relation to advice provided to the Council or a special committee, including advice in a report to Council or a special committee.

Under the Act, the penalty for a Councillor who breaches section 76E can be 120 penalty units.

5.9 **Breach of Confidentiality**

Councillors will observe the confidentiality of the information they receive in the course of performing their Councillor duties and responsibilities, and will not convey (electronically, verbally, or in writing) information they know, or should reasonably know, is confidential.

Section 77 of the Act states a person who is, or has been, a Councillor must not disclose information that the person knows, or should reasonably know, is confidential information. The penalty for breach of section 77 of the Act is 120 penalty units and may amount to Serious Misconduct.

Information is confidential for the purpose of section 77 of the Act if:

- the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
- the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or
- the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential. Confidential information designated by the Chief Executive Officer (2)(c) ceases to be confidential at the expiry of the period of 50 days after the designation is made, unless subsection (2)(a) or (2)(b) applies to the information.

Additionally, all briefing material provided to Councillors shall be considered to be confidential, unless that information is otherwise publicly available.

Section 89 (2) of the Act sets out grounds for designating information as confidential:

a. personnel matters;

b. the personal hardship of any resident or ratepayer;

c. industrial matters;

d. contractual matters;

e. proposed developments;

f. legal advice;

g. matters affecting the security of Council property;

h. any other matter which the Council or special committee considers would prejudice the Council or any person;

i. a resolution to close the meeting to members of the public.

Councillors will treat Council information appropriately by:

- not using information gained by virtue of being a representative for any purpose other than to exercise their role as a Councillor;
- adhering to Council's policy in relation to public comments and communication with the media;
- not releasing information deemed 'Confidential Information';
- recognising the requirements of the Privacy and Data Protection Act 2014 regarding the access, use and release of personal information; and
- adhering to this Code of Conduct when seeking to access Council information (refer to Attachment 4).

Councillors may only disclose confidential information in accordance with the provisions of section 77(1A) of the Act.

Councillors will appropriately store and dispose of both hard copy and electronic confidential information. Hard copy confidential information will be either shredded or returned to the Mayor and Councillor Support Unit.

5.10 Conflict of Interest

A conflict of interest occurs when a Councillor has a direct or indirect interest, or a personal interest that is in conflict with their duty as a Councillor and has been accepted by Council. A conflict will prevent the Councillor in question from debating and voting on the related matter.

Councillors are required to proactively assess their individual circumstances and are personally responsible for determining if they have a conflict of interest in an honest, timely and transparent manner. Where necessary, additional information and advice to enable a Councillor to determine whether a conflict of interest exists can be provided by persons authorised by the Chief Executive Officer.

5.10.1 Direct Conflict of Interest

If a Councillor's financial benefits, obligations or circumstances would directly change for better or worse due to a matter being decided in a particular way at Council, then the Councillor has a direct conflict of interest. This includes where the Councillor or members of the Councillor's family have a controlling interest in an entity with a direct interest in the matter before Council.

5.10.2 Indirect Conflict of Interest

Indirect conflicts of interest occur when a matter comes before Council and:

- a **close association** exists when a Councillor's family member has a **direct or indirect** interest in a matter, or a relative or household member has a **direct** interest in a matter;
- Councillor has an **indirect financial interest** and is likely to gain or lose financially as a result of a financial gain or loss to someone else with a direct or indirect interest in a matter;
- a Councillor has **conflicting duties** if a Councillor is a:
    - manager or member of a governing body of a company (including an incorporated association which most clubs are) or body that has a direct interest in a matter;
    - partner, consultant, contractor, agent or employee of a person, company or body with a direct interest in a matter; and/or
        - trustee for someone with a direct interest in a matter;
- a Councillor receives an **applicable gift** or gifts worth $500 or more during the last five years from people who have a direct interest in a matter(reasonable hospitality at an event or function attended in an official capacity, isn't considered an applicable gift);
- the Councillor is an **interested party**, who has initiated or is a party to, civil proceedings related to a matter that comes before Council; and/or
- there is a reasonable likelihood that the **residential amenity** in a Councillor's neighbourhood will be altered as a result of a matter.

5.10.3 Certain Situations where a Councillor is taken to not have a Conflict of Interest

A Councillor is taken to not have a conflict of interest if the matter only relates to:

- the nomination or appointment by Council of the Councillor to a position for which the Councillor will not be remunerated;
- the appointment of an acting Mayor;
- a decision in relation to the payment of allowances to the Mayor or Councillors;
- the adoption of a policy in relation to the reimbursement of expenses;
- the adoption of a Councillor Code of Conduct;
- an application to a Councillor Conduct Panel or VCAT;
- an application for Ministerial exemption;
- the appointment of members and Chairpersons of special committees;
- a resolution that has the effect of making the Councillors eligible or ineligible for the superannuation guarantee under taxation legislation;
- the conduct of a Councillor with respect to:
    - an internal dispute that involves the Councillor;
    - an allegation of misconduct or serious misconduct by the Councillor;
- a submission provided to an electoral representation review; and
- a submission provided for the purposes of a subdivision review.

If a budget or revised budget to be approved by Council includes funding for a matter in respect of which a Councillor has a conflict of interest, the Councillor is taken to not have a conflict of interest for the purposes of approving the budget or revised budget if:

- Council previously approved the matter and the proposed funding for the matter for inclusion in the budget or revised budget; and
- the Councillor disclosed the nature of the conflict of interest when the decision in respect of the matter and the proposed funding for the matter was previously considered and made.

If a Council Plan to be approved by Council includes a matter in respect of which a Councillor has a conflict of interest, the Councillor is taken to not have a conflict of interest for the purposes of approving the Council Plan if:

- Council previously approved the matter for inclusion in the Council Plan; and
- the Councillor disclosed the nature of the conflict of interest when the decision in respect of the matter was previously considered and made.

If a Councillor with a conflict of interest notifies the Mayor prior to the consideration of the budget, revised budget or Council Plan of the conflict of interest, the Mayor must allow a prior motion to be put that the matter or funding be considered for inclusion in the budget, revised budget or Council Plan.

5.10.4 Exemptions

A Councillor does not have a conflict of interest in a matter if:

- the interest is so remote or insignificant that it could not reasonably be regarded as capable of influencing the Councillor in relation to the matter;
- the interest is held:
    - as a resident, ratepayer or voter and does not exceed the interests generally held by other residents, ratepayers or voters; or
    - in common with a large class of persons and does not exceed the interests generally held by the group of persons;
- the circumstances of the interest are unknown to the Councillor and who would not reasonably be expected to know about the interest.

5.10.5 Conflicting Personal Interest

A Councillor can have a **conflicting personal interest** (a personal interest that is in conflict with their public duty) that is neither direct nor indirect.

Where a Councillor considers that he or she has a personal interest in relation to a matter that is in conflict with his or her public duty in relation to the matter, the Councillor or member may, immediately before the matter is considered, apply to the Council or special committee to be exempt from voting on the matter.

The Councillor must detail the reasons why they are conflicted in support of their application to be exempt from voting.

A council or special committee may consent to a Councillor's application to be exempt from voting, and that consent cannot be unreasonably withheld.

If consent is given, the personal interest is treated in the same way as a conflict of interest specified in the Act, and the Councillor must leave the room when the matter is considered

5.10.6 Perceived and Potential Conflicts of Interest

While there are some exceptions to conflicts of interest under the Act, in the interests of good governance and sound community relationships, it is essential that Councillors understand and are responsive to perceived conflicts of interest and potential conflicts of interest.

A **potential conflict of interest** is one that may arise between the Councillor's public duties and their private interests.

A **perceived conflict of interest** is where a third party (such as a community member or business owner) could reasonably form the view that a conflict exists and that the Councillor's private interests could improperly influence their actions in the immediate or longer term.

5.10.7 Conflict of Role

It is required of Councillors that they are cognisant of, and in turn respond appropriately to, situations where there is a **conflict of role**. This occurs when a Councillor has two or more roles, related to or under the auspice of the Council, and there is a conflict between their duties when they act in each role.

5.10.8 Conflict of Interest when Attending a Council Meeting

If a Councillor with a conflict of interest attends a Council meeting, the Councillor must disclose and describe the interest, including whether it is a direct, indirect or personal type.

Alternatively, the Councillor can describe the conflict, providing detail about the type of conflict, to the Chief Executive Officer in writing before the meeting. The Councillor then only needs to disclose the type of interest in the Council meeting immediately before the matter is considered. The Councillor must leave the Council chamber before the discussion that leads to the vote on the matter. The Councillor cannot be present for the vote, post the discussion.

All conflicts of interest must be recorded in the council meeting minutes, including the type and description of the conflict. This information can be provided verbally by the Councillor at the meeting or in writing to the Chief Executive Officer prior to the meeting, and in this circumstance the Chief Executive Officer is to read the correspondence out at the meeting.

When a conflict is disclosed to the Chief Executive Officer in writing, it is to be kept by the Chief Executive Officer in a secure place for three years after the Councillor stops holding office. The disclosure must then be destroyed.

5.10.9 Conflict of Interest Accountability

Councillors play a key role in ensuring the reputation of the Council and are required to diligently manage their duties and personal circumstances so as maintain professional credibility. Early identification, appropriate disclosure and timely action in relation to conflict of interest, including potential and perceived conflict of interest, is incumbent upon each individual Councillor.

If not managed appropriately, conflict of interest can bring the Council into disrepute and undermine confidence in the Council and local government at large. While managing conflicts of interest is an important part of Council business, it is the conduct of individual Councillors that will ensure operational success and in turn protect the public interest.

5.10.10 Assembly of Councillors

Section 3 of the Act includes the definition of an Assembly of Councillors. An Assembly of Councillors is a planned or scheduled meeting comprising at least half of the Councillors and one Council officer, or an advisory committee with at least one Councillor present, that discusses or considers matters that are likely to be:

- The subject of a Council decision; or
- Subject to the exercise of a power or duty under delegation by a person (including Council officers) or committee.

Section 80A of the Act requires a Councillor attending an Assembly of Councillors to:

- Disclose the conflict of interest and leave the assembly while the matter is being discussed and considered;
- Disclose the conflict of interest either before the matter is considered, or when a Councillor becomes aware they has a conflict of interest.

5.11 Register of Interests

It is incumbent upon a Councillor to provide the Chief Executive Officer with accurate details of all registrable interests. This must be done within thirty days of the election or within seven days of making the oath of office of a Councillor, whichever date is later. In addition, each year after being elected, Councillors must update and submit an **ordinary return** by 9 February and 9 August. Councillors are required to provide notice of any changes to their registerable interests to the Chief Executive Officer within 14 days of any change, or before the next Council or Committee meeting, whichever is earlier. New items must also be recorded on the next ordinary return.

5.12 Gifts and Hospitality

5.12.1 Acceptance and Declaration of Gifts and Hospitality

Councillors are aware receipt of a gift from a person or organisation can result in a conflict of interest (as an applicable gift) under the Act, including monetary or in-kind gifts, and campaign donations. It is illegal for a Councillor to accept an anonymous gift valued at $500 or more.

A Councillor may be offered gifts or hospitality from members of the public or other organisations. While these offers are usually genuine in nature, they can give rise to perceived inappropriate relationships and potential conflicts of interest (and possible breaches of the Act).

Councillors will not accept a gift or hospitality if it could be perceived as intended to, or likely to, influence them in the fair, impartial and efficient discharge of their duties. Councillors will not solicit gifts or hospitality, and will not accept any offers of money.

If a Councillor receives a gift for Council, for example, an artwork, from an external organisation, delegation or person, the Councillor will present it to the Chair at the next Ordinary Council Meeting, for retention by Council. Councillors will not purchase, donate or bid on items (on behalf of Council) at any auction, community fundraising event or similar, without the authority of Council.

Councillors will comply with the Council's Gifts and Hospitality Policy, including by disclosing receipt of any gifts and hospitality, including any offers of gifts or hospitality declined, on the gift declaration form, for recording in Council's gift register.

5.12.2 Giving Civic Gifts

A civic gift is a gift given on behalf of the Council. Types and financial thresholds for civic gifts are set out in the Councillor Gifts Protocol (Attachment 7). The purchase or giving of civic gifts other than as provided by the Protocol, will be determined by the Chief Executive Officer.

5.12.3 Reporting Inappropriate Offers

A Councillor will notify the Chief Executive Officer of any inappropriate offer of a gift or hospitality. The Chief Executive Officer will determine an appropriate course of action, including possible investigation and/or referral to a relevant authority.

5.13 Unlawful Conduct

It is incumbent upon Councillors to ensure that they do not allow, permit, aid, foster, encourage, reward, incite or instruct any form of unlawful conduct, nor in engage in a manner that condones unlawful conduct. Councillors have individual legal obligations and can be held accountable as individuals by external courts and tribunals, for conduct that compromises the rights of other Councillors, Council officers and members of the community.

Under the Victorian *Equal Opportunity Act 2010* it is against the law for local governments to treat, or propose to treat, someone unfavourably because of a personal characteristic protected by law. It is also against the law to sexually harass. For example a Councillor must not discriminate against, harass or sexually harass another Councillor, Council committee member, Council officer or community member.

Council also has responsibilities in other areas of public life covered by the *Equal Opportunity Act 2010* including employment and provision of goods and services.

5.13.1 Discrimination and Harassment

Direct discrimination is unfavourable treatment due to a personal characteristic protected by law. Indirect discrimination occurs when an unreasonable requirement, condition or practice is imposed resulting in disadvantage for a person or group because of a personal characteristic protected by law.

Systemic discrimination relates to behaviour and action that affects a person or group with personal characteristics protected by law, and the outcomes of the behaviour and action have become entrenched or part of the culture, and are reinforced by policies or procedures.

Harassment is a form of discrimination. It is unwelcome conduct that offends, humiliates or intimidates on the basis of a personal characteristic protected by law. Intent or motive is irrelevant – it is the nature and the impact of the behaviour that is assessed. A single incident can amount to harassment.

Sexual harassment is unwelcome behaviour of a sexual nature that offends, intimidates or humiliates. It can be physical, verbal, written or online conduct. Sexual harassment is unlawful and can also be criminal. Intent or motive is irrelevant – it is the nature and impact of the behaviour that is assessed. A single incident can amount to sexual harassment.

5.13.2 Personal Characteristics Protected by law in Victoria

The personal characteristics protected by law in Victoria are:

- age;
- breastfeeding;
- carer and parental status;
- disability (physical, sensory, intellectual disability, work-related injury, medical conditions, and mental, psychological and learning disabilities);
- employment activity;
- expunged homosexual conviction;
- gender identity;
- industrial activity;
- lawful sexual activity;
- marital status;
- physical features;
- political belief or activity;
- pregnancy (including potential pregnancy);
- race (including colour, nationality, ethnicity and ethnic origin);
- religious belief or activity;
- sex;
- sexual orientation; and
- association with someone who has one of the personal characteristics.

The *Australian Human Rights Commission Act 1986* provides guidance in relation to the inappropriate nature of discrimination on the basis of irrelevant criminal record, irrelevant medical record and social origin. These characteristics are adopted by the Council and are deemed protected personal characteristics under this Code, and shall be adhered to in the same manner as all other protected personal characteristics identified under the Victorian *Equal Opportunity Act 2010*. It is noted that under this Code 'social origin' is used by Council to refer to place of origin, place of residency and presumed social status.

5.13.3 Victimisation

Victimisation is subjecting, or threatening to subject, someone to reprisal or detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else to make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation.

5.13.4 Vilification

Vilification is behaviour that incites physical harm or hatred, serious contempt, revulsion or severe ridicule of a person or group because of their race or religion. It is unlawful conduct.

5.13.5 Bullying

Bullying is unlawful. It is repeated, unreasonable behaviour, directed towards an individual or a group of people, that creates a risk to health and safety. It includes both physical and mental risks and abuse. 'Repeated behaviour' refers to the persistent or systematic nature of the behaviour or pattern of behaviours, over a period of time. 'Unreasonable behaviour' means behaviour that a reasonable person, having regard to all the circumstances, would expect to intimidate, humiliate, undermine, frighten or threaten.

Stalking can constitute bullying. It is willful, repeated behaviour (or obsessive attention) that arouses apprehension and fear placing physical or mental health and safety at risk. Stalking involves intent and is often calculated behaviour, be it in person, or via other intrusive means such as surveillance, interfering with property, or the repeated delivery of messages, items or gifts. Stalking is unlawful conduct.

Cyber-bullying utilises technology and operates via social media sites, text messages, chat, and websites. It is willful, repeated behaviour (or obsessive attention) that humiliates, intimidates and causes anxiety and fear, placing physical or mental health and safety at risk. Abusive text messages, malicious rumours or inappropriate images posted on-line and establishing false internet profiles are examples of cyber-bullying.

5.13.6 Violence

Violence refers to any incident where a person is physically attacked, threatened, or subjected to significant aggression. It can be a single incident where a person is abused, or assaulted. It covers abusive and aggressive behaviours that place physical or mental health and safety at risk, including verbal threats to harm, maim or kill, physical assault, the dangerous application of force to the body or clothing of a person, holding a person against their will or attacking a person with a weapon or makeshift weapon.

5.13.7 Accountability in relation to Unlawful Conduct

It is incumbent upon Councillors to ensure that they do not allow, permit, aid, foster, encourage, reward, incite or instruct any form of unlawful conduct, no engage in a matter that condones unlawful conduct. Councillors have individual legal obligations and can be held accountable as individuals by external courts and tribunals for conduct that compromises the rights of other Councillors, Council officers and members of the community.

5.14 Councillor Eligibility

Division 3 of the Act describes the qualifications for eligibility to hold the office of a Councillor. It also describes the circumstances in which a Councillor may become ineligible or disqualified from holding office.

A Councillor will notify the Chief Executive Officer in writing as soon as practicable of any change in circumstance that affects their right or eligibility to hold office as a Councillor.

6 INTERNAL RESOLUTION PROCEDURE

At times there will be complaints alleging that a Councillor has contravened this Code. The complaint may require resolution outside the Council Chamber. At other times a Council officer or a community member may allege that a Councillor has contravened the Code.

Before commencing the formal complaint resolution procedure specified below, the Councillor(s), Council officer or community member who are parties to a complaint about an alleged contravention of this Code will endeavour to resolve the matter informally in a courteous and respectful manner, recognising that the Councillor against whom the complaint has been made was elected to represent the best interests of the community. The parties may seek assistance of any third party in resolving the complaint.

The following internal resolution procedure is available to a complainant who is either:

- any Councillor; and/or
- the Council officer(s) or the community member(s) who has/have made the complaint about an alleged contravention of this Code against a Councillor, provided that the allegation is not frivolous, vexatious, misconceived or lacking in substance as determined by the Chief Executive Officer.

The Principal Conduct Officer, appointed by the Chief Executive Officer in accordance with section 81Y of the Act, will maintain a complaints register, regarding complaints made against Councillors, irrespective of the complainant (e.g. community member, staff member or Councillor).

A written report (complaint) will be furnished by the Principal Conduct Officer to the Mayor summarising an alleged contravention(s) of the Code, and specifying the relevant provisions of the Code.

Within five working days of receipt of the complaint, the Mayor will:

- provide written acknowledgment of receipt of the complaint to the complainant;
- provide a copy of the complaint to the Councillor concerned; and
- attempt to facilitate a resolution.

The Mayor may call upon the Chief Executive Officer for advice and guidance at this point in the process. The Mayor may appoint an independent expert to express an opinion in relation to the complaint.

If the complaint is not able to be satisfactorily resolved, the Mayor shall appoint an independent arbiter nominated by the President of the Law Institute of Victoria who is suitably qualified and able to carry out the role of the arbiter fairly.

The role of the arbiter is to:

- consider the complaint;
- ensure that the parties to the complaint are given an opportunity to be heard by the arbiter;
- explore if the complaint can be resolved between the parties without making any findings; and
- make any findings in relation to the alleged contravention of the code which the arbiter must give, together with written reasons for any findings, to Council and to each party to the complaint.

If an arbiter is appointed, all parties to the complaint shall provide reasonable assistance to the arbiter, as requested.

If the Mayor is involved in the complaint, the Deputy Mayor shall assume the role of the Mayor for the purposes of this part of the Code unless the Deputy Mayor is also involved in the complaint, in which case another Councillor determined by Council shall assume the role of the Mayor for the purposes of this part of the Code.

Throughout any internal resolution procedure, all parties maintain confidentiality of the complaint and must refrain from speaking to the media and must not disclose the nature of the dispute to any third parties.

A Councillor who is a party to a complaint must participate in good faith in the internal resolution procedure specified in this Code.

6.1 Sanctions for Contravention of Code

If, after an internal resolution procedure has been conducted, it is found that a Councillor has contravened this Code, Council may give any or all of the following written directions to the Councillor:

- direct the Councillor to make an apology in a form or manner specified by Council;
- direct the Councillor to not attend up to, but not exceeding, 2 meetings of Council; and/or
- direct that, for a period of up to, but not exceeding, 2 months commencing on a date specified by Council, the Councillor:
    - be removed from any position where the Councillor represents Council; and/or
    - not chair or attend any advisory committee or special committee meeting or an assembly of Councillors or any other meeting specified in the direction.

6.2 Application to a Councillor Conduct Panel

Council, a Councillor or a group of Councillors may make an application for a Councillor Conduct Panel (**Panel**) to determine an application alleging **misconduct** or **serious misconduct** against a Councillor.

The Principal Councillor Conduct Registrar is appointed by the Secretary of the Department of Environment, Land, Water and Planning under section 81S of the Act.

A Panel consists of 2 people selected by the Principal Councillor Conduct Registrar in accordance with section 81T of the Act.

6.2.1 Misconduct

Misconduct by a Councillor means

- failure by a Councillor to comply with the internal resolution procedure specified in this Code;
- failure by a Councillor to comply with a written direction given by Council after a finding that the Councillor has contravened this Code; and/or

- repeated contravention of any of the General Principles.

6.2.2 Serious misconduct

Serious misconduct by a Councillor means:

- failure to attend a Councillor Conduct Panel hearing formed to make a finding in respect of that Councillor;
- failure to give a Councillor Conduct Panel any information the Councillor Conduct Panel has requested the Councillor to give;
- failure to comply with a direction of a Councillor Conduct Panel;
- continued or repeated misconduct after a finding of misconduct has already been made in respect of the Councillor by a Councillor Conduct Panel;
- bullying being repeated unreasonable behaviour that creates a risk to the health and safety of another Councillor or member of Council officers;
- improper direction of a member of Council officers; and/or
- release of confidential information.

6.2.3 Chief Municipal Inspector

The Chief Municipal Inspector may make an application:

- for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor; and/or
- to VCAT to make a finding of **gross misconduct** against a Councillor.

6.2.4 Gross misconduct

Gross misconduct by a Councillor means behaviour that demonstrates that a Councillor is not of good character or is otherwise not a fit and proper person to hold the office of Councillor.

If VCAT makes a finding that a Councillor has engaged in conduct that constitutes gross misconduct, it may order that the Councillor is disqualified for up to 8 years and the office of the Councillor is vacated.

6.2.4 Panel findings

After a Councillor Conduct Panel has conducted a hearing, the Panel may make a finding:

- of misconduct or serious misconduct against a Councillor; and
- that remedial action is required, whether or not a finding of misconduct; or
- serious misconduct has been made.

If a Panel makes a finding of misconduct against a Councillor, it may:

- reprimand the Councillor;
- direct the Councillor to make an apology in a form or manner determined by the Panel;
- direct the Councillor to take leave of absence for up to 2 months; and
- direct that the Councillor is ineligible to hold the office of Mayor for up to the remainder of the Council's term.

If a Panel makes a finding of serious misconduct against a Councillor, the Councillor becomes ineligible to hold the office of Mayor for the remainder of the Council's term unless the Panel directs otherwise and the Panel may:

- reprimand the Councillor;
- direct the Councillor to make an apology in a form or manner determined by the Panel;
- direct the Councillor to take leave of absence for up to 2 months;
- suspend that Councillor from office for up to 6 months; and
- direct that the Councillor is ineligible to chair a special committee of the Council for up to the remainder of the Council's term.

If a Panel makes a finding that remedial action is required, it may direct the offending Councillor to attend mediation, training and/or counselling.

If it appears to a Panel that a Councillor has committed an offence under the Act, it must promptly notify the Chief Municipal Inspector who may commence an investigation.

6.3 Standing down of Councillor

If, during a Panel proceeding for serious misconduct or a VCAT proceeding for gross misconduct, a complaint is made to the Minister alleging that the Councillor:

- is creating a serious risk to the health and safety of Councillors or Council officers; or
- is preventing the Council from performing its functions; or
- is behaving in a manner that does not accord with the role of a Councillor,

the Councillor may be temporarily stood down following an investigation and the making of an Order in Council.

6.4 Suspension of all Councillors

The Minister may recommend to the Governor in Council that all the Councillors of a Council be suspended, if the Minister is satisfied on reasonable grounds:

- that there has been a serious failure to provide good government after considering what steps the Council has taken to address and remedy the difficulties underlying the failure; or
- that the Council has acted unlawfully in a serious respect; or
- that the Council has repeatedly and substantially failed to comply with a general Order and any special Order.

11. COUNCILLOR EXPENSES, FACILITIES AND SUPPORT POLICY

Source: **Governance and Legal Services**
Director: **Rebecca Leonard**
Index Reference: **Council Policies**

Purpose

To adopt the Councillor, Expenses, Facilities and Support Policy in anticipation of the 2017 Council Election.

Background

In March 2016 the Commission of Inquiry into the Greater Geelong City Council (COI) made a number of recommendations in regards to the improvement of governance and compliance standards including the requirement to undertake a comprehensive review of all Council policies, systems, processes and operations to ensure they meet contemporary governance standards.

As part of the review, and in preparing for the return of elected Councillors in November 2017, a comprehensive review of the Councillor Expenses, Facilities and Support Policy has been undertaken to ensure that Councillors are provided with adequate support and facilities to enable them to carry out their civic duties.

Key Issues

- The new Councillor Expenses, Facilities and Support Policy CPL 45.2 (Appendix 1) provides a succinct point of reference for incoming councillors on the nature of expenses that are provided and reimbursed and the facilities and support arranged to assist new councillors in their roles.

- The policy additionally supports the new Councillor Code of Conduct 2017 to enable and facilitate Councillors to conduct their official duties, ensuring that Council resources are only used for this purpose.

- The policy provides for greater transparency of Councillor expenditure, with quarterly publishing of Councillor expenditure reports on the City's website.

L Gardner moved, P Dorling seconded -

That Council adopts the new Councillor Expenses, Facilities and Support Policy in Appendix 1.

Carried.

Attachment 1

Financial Implications

The implementation of a new Councillor Facilities and Expenses Policy provides for the provision of equipment, training and support required by a Councillor to carry out their civic duties in line with the current 2017/2018 budget.

Stakeholder Consultation and Communication

There is no requirement to consult in relation to the adopting the new Councillor Facilities and Expenses Policy

Policy/Legal/Statutory Implications

The *Local Government Act (Vic)1989* requires the Council to adopt a policy regarding reimbursement of Councillor expenses reimburse Councillors .

Alignment to City Plan

The adoption of a new Councillor Facilities and Expenses Policy will facilitate the efficient and effective governance of Council business in line with the City Plan.

Conflict of Interest

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

Risk Assessment

In adopting the Councillor Facilities and Expenses Policy, the Council will have a policy framework which mitigates the risk of the misuse of Council resources.

There are no significant risks arising from the adoption of the amended Councillor Code of Conduct.

Environmental Implications

There are no direct environmental implications in adopting the Councillor Facilities and Expenses Policy

Social Considerations

The implementation of Councillor Facilities and Expenses Policy has no direct social implications, but it is an important element of the governance framework that contributes to the effective and efficient governance of Council's resources.

Appendix 1

COUNCIL POLICY

Councillor Expenses, Facilities and Support	Document No:	CPL
	Approval Date:	Draft
	Approved By:	Administrators
	Review Date:	
Responsible Officer: **Chief Executive Officer**	Version No	
Authorising Officer:		**Chief Executive**

Contents

COUNCIL POLICY 1
PURPOSE 3
SCOPE 3
REFERENCES 4
DEFINITIONS 4
1. PROFESSIONAL DEVELOPMENT AND TRAINING 5
1.1 Professional Development and Training 5
1.2 Additional appropriate professional development 6
2. ATTENDANCE AT CONFERENCES, FUNCTIONS AND SEMINARS ON OFFICIAL COUNCIL DUTIES .. 6
2.1 Councillors 6
2.2 The Mayor 7
2.3 Spouse/Partner Accompanying Person 7
3. REIMBURSEMENT 8
3.1 Reimbursement of expenses 8
3.2 Travel, parking and accommodation 8
3.3 Vehicle Use, Tolls Fees and Permits 8
3.4 Travel expenses not reimbursed 8
3.5 Study Support 9
3.6 Family and Child Care 9
3.7 Councillor's obligation to ensure expenses claimed relate to Official Council Duties 10
3.8 Process for reimbursement to Councillors 10
3.9 Reimbursement to Council 10
3.10 Reporting and Monitoring 10
4. PUBLICATION OF EXPENSES PAID OR REIMBURSED 11

5. HOSPITALITY, GIFT AND BENEFITS 11
6. ADMINISTRIVE SUPPORT FOR THE MAYOR AND COUNCILLORS 11
6.1 Office of the Mayor 11
6.2 Support for Councillors and the Mayor 12
6.3 Councillor Portal 12
6.4 Correspondence 13
6.5 Invitations and Calendars 13
7. FACILITIES & EQUIPMENT 13
7.1 Council Executive Suite (Lounge) and Meeting Rooms 13
7.2 Refreshments 13
7.3 Meeting Rooms 14
7.4 Equipment - Electronic Office 14
7.5 Equipment - Mobile Communications Equipment 14
7.6 Data and telephone network access 14
7.7 Insufficient mobile connectivity 14
7.8 Data and telephone network access charges 15
7.9 Data and telephone network access while overseas 15
7.10 Stationery 15
7.11 Council Vehicles 16
7.12 Public transport travel within Victoria 16
8. COUNCILLOR WELFARE AND SUPPORT 16
8.1 Councillor Welfare 16
8.2. Disability Support 16
9. INSURANCE & LEGAL COSTS 17
9.1 Insurance and WorkCover 17
9.2. Legal costs 17
11. QUALITY RECORDS 17
12. ATTACHMENTS 17

PURPOSE

The Mayor and Councillors of the Greater Geelong City Council (Council) will incur expenses in the effective performance of their Official Council Duties.

In accordance with section 75B of the *Local Government Act* 1989 (the Act), the purpose of this policy is to outline:

- the facilities, resources and support to be provided to the Mayor and Councillors relative to the function and Official Council Duties as provided for in the Act;
- the payment by Council of reasonable expenses to enable Councillors to perform their duties;
- the reimbursement by Council of reasonable bona fide expenses incurred while performing their Official Council Duties; and
- the methods and standards for reporting and accountability.
- In addition, this policy provides:
    - a clear guide about the nature of expenses that are provided for by the Council or reimbursed and the facilities and support available to them; and
    - for transparency and accountability in the use of Council resources to support Councillors to undertake their civic duties.

SCOPE

This policy applies to:

- Councillors; and
- Members of Special Committees where required.

LEGISLATIVE FRAMEWORK

Councillor Allowances

Sections 73A to 74C of the Act provide the framework for payment of annual allowances to Mayors and Councillors.

The allowance framework provides a three level structure for allowances based on Council population and total revenue. The allowances are reviewed and adjusted annually by the Minister for Local Government.

In addition to the allowance, an amount equivalent to the superannuation guarantee contribution is payable. The current amount is 9.5% from 1 July 2014.

Councillor Allowances are taxable income and are paid monthly in arrears.

Resource and Facilities

Section 75C of the Act provides that a Council must make available for the Mayor and the Councillors the minimum resources and facilities prescribed.

Expenses

Section 75 of the Act provides that a Council must reimburse a Councillor for expenses if the Councillor applies in writing and establishes in the application that the expenses were reasonable bona fide Councillor out of pocket expenses incurred while performing duties as a Councillor.

Section 75A of the Act provides that a Council may reimburse members of Council Committees for necessary out of pocket expenses incurred while performing duties as a Committee member.

Duties as a Councillor

Section 75 of the Act provides for the reimbursement of necessary out of pocket expenses incurred whilst performing duties as a Councillor (including the Mayor).

Section 75 (2) of the Act states that duties as a Councillor means duties performed by a Councillor that are necessary or appropriate for the purpose of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.

Councillor duties include Official Council Duties as set out in this policy.

REFERENCES

- Councillor Code of Conduct
- Council Gifts and Hospitality Policy
- Local Government Act 1989
- Victorian Government Good Governance Guide

DEFINITIONS

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

City means the administration of the Greater Geelong City Council, led by the Chief Executive Officer (CEO).

Council means the Greater Geelong City Council.

Councillor means a person who holds the office of member of Council.

Council Officer means a person employed by the CEO.

Incidental Costs means the reasonable cost of:

- travel;
- parking;

- accommodation;
- meals, if staying overnight, to be paid to a Councillor at $75.00 per day.

Official Council Duties include a Councillor attending:

- Ordinary and Special Council Meetings or Committees of Council;
- Formal briefing sessions and planning forums;
- Civic or ceremonial functions convened by the Council or presided over by the Mayor;
- Meetings scheduled by the Council or Mayor;
- A meeting, function or other official role as a representative of the Council or Mayor;
- Attendance at site inspections in relation to a Council approval process or Council project;
- Meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed Council delegate / representative; and
- Conferences, study tours, official visits (domestic and overseas), seminars and training sessions as a Councillor where attendance has been approved by Council or in accordance with this policy. This includes travel to and from air, rail or bus ports when embarking on interstate or international Council business.

1. PROFESSIONAL DEVELOPMENT AND TRAINING

1.1 Professional Development and Training

Professional development and training of Councillors contributes towards a positive presentation of Council for the betterment of the organisation and community. The City and the Council is committed to helping Councillors fulfil their roles to the expectation of the community.

Councillors wishing to undertake professional development and training shall have the expenses for any course enrolment or registration fees and Incidental Costs relating to their attendance paid for by Council as follows:

- The annual expenditure limit for any individual Councillor for the enrolment or attendance cost of a professional development training opportunity is $3,000.00, not including Incidental Costs. All requests for professional development must be submitted to the Mayor and Councillor Support Unit and approved by the CEO.
- If a Councillor will exceed their annual expenditure limit by incurring the cost of enrolling in or registering for a professional development or training opportunity, approval must be sought from Council at a Council meeting.

- Councillors wishing to attend professional development and training opportunities interstate and overseas must seek approval of Council for the cost of attending, including Incidental Costs, at a Council meeting. Applications for approval for interstate or overseas professional development or training opportunities must be accompanied by a business case, prepared by the Councillor seeking the approval. The business case must detail:

    - the estimated cost, including Incidental Costs of attending;

    - the benefits to the Council and the community of his or her attendance at,

    the professional development or training. This information will be publicly available.

- Within two months of attending any interstate or overseas professional development or training opportunity, the Councillor/s who attended must table a report at a Council meeting detailing the learnings from the professional development or training opportunity, including a summary of all of the costs of attendance including Incidental Costs, and benefits of the learnings to the Greater Geelong community.

1.2 Additional appropriate professional development

- The Council and the City recognise the benefits of and the need for a collaborative and well governed Council.
- In addition to the $3,000.00 annual expenditure limit for professional development and training opportunities for each Councillor, the CEO may from time to time provide Councillors with the opportunity to attend additional appropriate training courses. The nature and extent of the additional appropriate training course will be at the discretion of the CEO, and availability of this additional training will be dependent on the cost being within the Council budget.

2. ATTENDANCE AT CONFERENCES, FUNCTIONS AND SEMINARS ON OFFICIAL COUNCIL DUTIES

2.1 Councillors

The annual expenditure limit for any individual Councillor, excluding the Mayor, to attend a conference, function or seminar to represent their community, or the Council, is $3,000.00, not including Incidental Costs.

The primary purpose of attendance by a Councillor at a conference, function, or seminar must to be to:

- represent Council; and/or
- advance the Council's vision and strategy.

The primary purpose of the conference, function or seminar must be directly related to the Councillor's Official Council Duties or be relevant to the Council's vision or strategy.

The Council will not pay for a Councillor's attendance at a conference, function or seminar if hospitality is the primary purpose of the conference, function or seminar to

be attended by a Councillor, rather than simply incidental to or included as part of the conference, function or seminar.

This annual expenditure limit does not apply:

- to any activities that are specific to the role of Mayor, or any Councillor attending on behalf of the Mayor. The annual expenditure limit for the activities of the Mayor will be determined in accordance with any budget allocation for the functions of the office of the Mayor; or

- when attendance is required by a Councillor at a Council function or event within the municipality.

This includes attendance at Government and peak body conferences, functions and meetings and incorporates state, federal and local government authorities and local government peak bodies. The conference or seminar attended by any Councillor must be directly related to his or her civic office.

Council will not provide reimbursement for attendance at political party fundraising events for which payment is required or travel or accommodation expenses are incurred. The cost is to be borne by individual Councillors.

Councillors attending a conference, function or seminar shall have all reasonable Incidental Costs relating to their attendance at the conference, function or seminar reimbursed.

Original tax invoices for all expenses a Councillor proposes to claim for reimbursement must be submitted on a completed Councillor Expenses Reimbursement Form to the Mayor and Councillor Support Unit.

2.2 The Mayor

Council recognises that the role of Mayor carries the expectation that the incumbent will represent Council at events. Therefore, the $3000 limit set out above does not apply to attendances at any activities specific to the role of the Mayor, or any Councillor attending on behalf of the Mayor.

The following circumstances apply:

- **Charity Events** – The City of Greater Geelong will meet the cost of the Mayor or representative to attend a charity fundraising event, if other Councillors wish to attend to support the charity they will be required to pay for the cost of their own attendance.

- **Council representation at events and functions** – In circumstances when the Mayor has been invited to an event or function and is not able to attend the Deputy Mayor will be given the first option to represent the Mayor.

- **Invitation in addition to the Mayor** – If another Councillor is requested to attend in addition to the Mayor, these attendance costs will also be met by the Council**.**

2.3 Spouse/Partner Accompanying Person

Council will meet reasonable costs incurred by the attendance of a spouse or partner for attendance at official Council functions, when accompanying a Councillor:

- within the municipality;
- outside the municipality, but within the State of Victoria when carrying out official duties.

The payment of expenses for spouses, partners or accompanying persons for attendance at appropriate functions (within allocated budget) shall be limited specifically to the ticket and meal. Peripheral expenses such as grooming, special clothing and transport are not reimbursable.

3. REIMBURSEMENT

3.1 Reimbursement of expenses

In accordance with section 75 of the Act, Council will reimburse Councillors for reasonable bona fide out-of-pocket expenses incurred while performing their Official Council Duties.

In accordance with section 75A of the Act, Council will reimburse members of Council committees for necessary out-of-pocket expenses incurred while performing duties as a Council committee member in accordance with this section of this policy.

3.2 Travel, parking and accommodation

Councillors will be reimbursed for the cost of:

- the reasonable cost of car parking;
- using public transport;
- using a taxi;
- using a ride-share (Uber);
- mileage at the rate specified by the Commissioner of Taxation from time to time, where a Councillor uses their private vehicle to carry out their Official Council Duties.;
- travel by air when travelling interstate or overseas, noting that air travel will be in economy unless otherwise determined as necessary or appropriate in the circumstances by Council;
- accommodation not exceeding the cost of 4-star equivalent, where the cost was incurred in undertaking their Official Council Duties.

3.3 Vehicle Use, Tolls Fees and Permits

Councillors who have incurred a Citylink road toll whist undertaking their Official Council Duties can request reimbursement for the cost of that road toll.

3.4 Travel expenses not reimbursed

The cost of any road, traffic, parking or public transport infringements or penalties incurred by Councillors, whether or not in the course of undertaking their civic duties, will not be reimbursed by Council.

3.5 Study Support

Councillors will be eligible for reimbursement of 50% of their study fees, up to $2,000.00 per annum, for enrolment in a course approved by the CEO which is specifically relevant to their role as a Councillor (Study Support). A request for study support must be approved by the CEO.

Reimbursement of Councillor study fees will be approved by the CEO upon successful completion of units enrolled. Application for reimbursement of study support must be made by completing the forms provided by the Mayor and Councillor Support Unit.

3.6 Family and Child Care

Councillors may request reimbursement of family care expenses for the cost of care of a dependent when a Councillor engaged in Official Council Duties.

Family care includes the care of children, specific home care and any other support provided for a dependent.

Family care expenses will be reimbursed where it is provided by a recognised care provider.

Family care expenses will not be reimbursed where the person providing family care:

- has a familial or like relationship with the Councillor; or
- resides either permanently or temporarily with the Councillor; or
- has a relationship with the Councillor or with her or his partner such that it would be deemed in appropriate for Council to reimburse monies remunerated to the care provider.

Carer expenses may consist of:

- Child care centre fees;
- Hourly fees;
- Agency booking fees (if claimed); and
- Reasonable travelling expenses at rates no greater than those prescribed in the Victorian Local Authorities Award 2001 (if claimed by the carer).

Fees are payable per hour (or part of an hour) subject to any minimum period which is part of the provider's usual terms, to a maximum hourly rate approved by the CEO.

Travelling expenses includes the transport costs of the carer to and from the Councillor's residence, or of the person to be cared for to and from the place of care.

Claims for reimbursement of family care costs must be accompanied by a receipt from the care provider showing the date and time care was provided and details of the reason care was need on each occasion.

3.7 Councillor's obligation to ensure expenses claimed relate to Official Council Duties

It is the sole responsibility of a Councillor claiming reimbursement for an expense to declare that they have incurred that expense as a result of undertaking their Official Council Duties.

Council officers will not be responsible for assessing whether or not an expense is related to a Councillor's Official Council Duties as part of processing a request for reimbursement.

3.8 Process for reimbursement to Councillors

In order to claim reimbursement for an incurred expense, Councillors will complete a Councillor Reimbursement Request form and provide it to the Mayor and Councillor Support Unit.

In every instance that a claim for reimbursement is to be made, a Councillor must complete a Councillor Reimbursement Form and provide tax invoices for each claimed expense.

Once a Councillor has completed a Councillor Request for Reimbursement form, and has provided copies of all relevant tax invoices to the Mayor and Councillor Support Unit, the request for reimbursement will be processed within the delegation to the City's officers.

Once a Councillor expenditure has been approved for reimbursement, reimbursement will be made to the Councillor's nominated bank account by electronic funds transfer.

3.9 Reimbursement to Council

If a Councillor exceeds the expenditure limit set out in this policy without the necessary approval, but the Council has paid the Councillor, or someone on behalf of the Councillor, for an amount exceeding the expenditure limit (Excess Spend), the Councillor must reimburse the Council for the Excess Spend.

Where it is identified that a Councillor has an Excess Spend, the Mayor and Councillor Support Unit will notify the Councillor and the Mayor in writing, outlining:

- The amount of the Excess Spend;
- The annual expenditure limit which has been exceeded; and
- A request for reimbursement by the Councillor of the Excess Spend.

The Councillor will be required to reimburse the Council for the Excess Spend within thirty (30) days of receiving written notice from the Mayor and Councillor Support Unit of the Excess Spend.

3.10 Reporting and Monitoring

All reimbursements will be recorded in Council's Councillor Reimbursement Register. This will be kept in the Mayor & Councillor Support Unit. Councillors will be provided with a monthly summary of their individual expenditure, and a quarterly summary for all Councillor expenditure will be provided to the Council at a Council briefing.

Councillor expenditure will be monitored by the Mayor and Councillor Support Unit to assist Councillors to manage their expenses and to identify when an individual Councillor may be likely to exceed their annual expenditure limit/s.

The Councillor Reimbursement Register is publicly accessible under the *Freedom of Information Act (Vic) 1983*.

4. PUBLICATION OF EXPENSES PAID OR REIMBURSED

In the interests of transparency and accountability, the following Councillor expenses paid by Council or reimbursed to Councillors will be reported on Council's website at the end of March, June, September and December.

The expenses categories that will be reported to the community for each Councillor include the expenditure for:

- Councillor allowances;
- Professional development and training costs;
- Incidental Costs;
- Travel (includes Mayoral vehicle allowance; use of private vehicle; taxi / cab charge/Uber; air or rail);
- Communication (includes mobile telephone / Internet); and
- Child / family care.

5. HOSPITALITY, GIFT AND BENEFITS

Councillors must comply with the Council's Councillors Code of Conduct and the Gift and Hospitality Policy. This policy provides a guide for what a Councillor must do when offered a gift and hospitality in their capacity as a Councillor.

6. ADMINISTRIVE SUPPORT FOR THE MAYOR AND COUNCILLORS

6.1 Office of the Mayor

The Mayor has additional responsibilities and functions over and above other Councillors as he or she leads the Council and in undertaking of civic and ceremonial functions.

The Council will pay all expenses and outlined in this policy to the Mayor, along with the additional expenditure incurred in discharging the Mayoral responsibilities and functions. Expense entitlements are not subject to the annual expenditure limits in this policy, however, they are limited by the annual budget of the office of the Mayor, as approved by Council.

The Council will provide administrative support to assist the Mayor with his or her day to day administrative requirements. Any Council Officers directly

involved in providing administrative support to the Mayor do not report to the Mayor, but rather, they report to the CEO.

6.2 Support for Councillors and the Mayor

The Council will provide administrative support to assist the Mayor and Councillors with:

- Managing and responding to correspondence;
- Distributing invitations to attend events and functions;
- Processing reimbursements that are in line with this policy;
- Using the Councillor portal, which will provide the Mayor and Councillors with electronic, mobile access to the information necessary to carry out their Official Council Duties;
- Responding to requests for information or service from the Mayor or Councillors in accordance with the relevant protocols;
- Diary management for Official Council Duties;
- Travel and accommodation bookings that are in line with policy; and
- Training and development bookings or registrations that are in line with this policy.

6.3 Councillor Portal

Access to Councillor information and administrative support will be streamlined by the provision of a dedicated Councillor portal. Online access to information will be provided by mobile devices, for use by Councillors.

The Councillor portal will include a number of support services that will assist Councillors in performing their Official Council Duties.

Councillors will be required to access information and support services through the Councillor portal, including for the provisions outlined in this policy. All Councillor request for service of information must be made through the Councillor portal.

The Mayor and Councillor Support Unit will be responsible for the day-to-day management of the Councillor portal, and will inform and educate Councillors of the functionality of the portal, including when it can be used to submit and obtain information.

The Councillor portal aligns the Council with the communities' long term Clever and Creative Vision, as well as contemporary governance standards with the use of integrated digital technology platforms. In line with Council's commitment to environmental sustainability, no hard copy documents will be provided in the first instance to Councillors.

The City will provide administrative support to the Mayor and Councillors to facilitate their use of the Councillor portal, including:

- IT coaching and support;
- Printing on request only.

6.4 Correspondence

All email /mail received by Council is designated as Council business and is opened by Central Records staff and subsequently forwarded to the relevant City department for an official reply.

A copy of correspondence addressed to Councillors will be made available to that Councillor, and a copy of the response will also be provided for the Councillor's review.

6.5 Invitations and Calendars

Councillors will be provided with timely information about invitations to events. The Mayor and Councillor Support Unit will facilitate the attendance of Councillors in accordance with the following:

- Invitations addressed to the Mayor will be sent to the Mayor for acceptance or delegation at his or her discretion to the Deputy Mayor, and if the Deputy Mayor is not available, to another Councillor. Where the Mayor wishes to delegate an invitation, the Mayor and Councillor Support Unit will confirm if the person, group or organisation issuing the invitation will accept a suitable delegate in the Mayor's place.

- Invitations sent to a Councillor will be sent to that Councillor. Where that Councillor cannot attend, the Mayor and Councillor Support Unit will confirm if the person, group or organisation issuing the invitation will accept a suitable delegate in the Councillor's place, in which case the invitation will be first offered to Councillors from the same ward, and if no ward Councillor can attend, to the other Councillors, for acceptance on the basis of the first Councillor to respond.

7. FACILITIES & EQUIPMENT

7.1 Council Executive Suite (Lounge) and Meeting Rooms

A Councillor's Executive Suite will be available in City Hall. The Councillor's Executive Suite includes a work area, where office furniture, telephone facilities and computer access is provided. Reasonable printing and photocopying facilities including consumables will also be provided.

7.2 Refreshments

Councillors will be provided with refreshments, excluding alcohol, for the use of Councillors and their official guests in the Councillor Lounge.

Councillors will be provided with a meal, excluding alcohol, prior to any Council meetings and Council briefings that are expected to take place between 12:00pm-2:00pm and/or 5:00pm to 7:00pm.

All Council facilities are 'alcohol-free' unless authorised by the CEO for official civic functions.

7.3 Meeting Rooms

Meetings rooms are available at City Hall for use by Councillors (subject to availability) for meetings which are a part of a Councillor's Official Council Duties.

7.4 Equipment - Electronic Office

The City's Information Technology Department is responsible for management of the City' information technology system (IT System) that uses antivirus software, scanning software and other security resources to protect the City's information and infrastructure.

Councillors using City Issued equipment and networks are required to comply with the City's Email, Internet and Social Media Policy to ensure that equipment and facilities align with legitimate activities associated with the duties of being a Councillor. This policy also addresses monitoring of electronic communications and the use of social networking sites.

Personal mobile and telecommunications equipment is unable to be supported by the City's IT System, so expenses relating to the purchase of personal mobile and telecommunications equipment cannot be reimbursed to Councillors.

Councillors will be provided with standard mobile and telecommunications equipment. Consumables for these devices will be supplied to Councillors as set out in this policy. All electronic office equipment supplied to Councillors will be compatible and consistent with that which already exists within the City. Use of software by Councillors must be in accordance with any software licence agreements between the City and any service provider, and Councillors will be informed of any conditions of use of the City's software.

All Council supplied telecommunications services such as data allowances or mobile phones must reside on the City's main consolidated telephone and internet account.

7.5 Equipment - Mobile Communications Equipment

Council will supply the following standard Council supported equipment:

- Mobile telephone – smart phone with mobile data access including blue-tooth device for vehicle if required; and

- portable computer.

All equipment remains the property of the Council and must be returned immediately when a Councillor's term ceases.

7.6 Data and telephone network access

Councillors will be provided with mobile data and telephone network access with the City's current contracted provider.

7.7 Insufficient mobile connectivity

Where Council's standard mobile or telephone network has insufficient connectivity to be effectively used at a Councillor's home, the Council will fund the installation and ongoing service charges of the necessary telephone line and associated equipment including, where necessary, power supply, at the Councillor's home. Installed equipment will remain at all times at the residence of the Councillor, or such other agreed designated location, during the term of office.

The Council will cease to pay any ongoing service charges for any installed equipment at the end of a Councillor's term. The cost of removing any equipment installed at a Councillors home will be borne by Council, unless otherwise agreed.

7.8 Data and telephone network access charges

Details of charges for telephone and internet broadband services will be provided monthly for each Councillor's review.

Within 28 days of receiving the details of telephone and internet charges, Councillors must:

- identify any costs incurred which do not relate to a Councillor's Official Council Duties; and

- reimburse the costs of non-Council use of telephone landlines, mobile phone charges and internet services within a further 28 days.

All operational costs together with the cost of accessories will be treated as an expense attributable to the individual Councillor and published on Council's website as provided for in this policy.

7.9 Data and telephone network access while overseas

If a Councillor is travelling overseas, the Councillor will be provided with appropriate data and mobile telephone network access, where possible. If it is not possible to provide a Councillor with appropriate data and mobile telephone network access, use of the mobile telephone, tablet computer or laptop computer by a Councillor while travelling overseas must be approved in writing by the CEO.

7.10 Stationery

Upon request, Councillors will be provided with standard stationery required to enable a Councillor to carry out his or her civic duties. The stationery will be obtained through Council's contracted providers, and may include ordinary home office supplies such as:

- pens and markers;

- plain A4 paper;

- diary or planner;

- writing pad / books;

- envelopes; and

- standard computer consumables and the like.

Councillors will be provided with standard business cards issued in the current corporate branding of the City.

Councillors will be provided with a name badge issued in the current corporate branding of the City for use while undertaking Official Council Duties.

7.11 Council Vehicles

Council pool vehicles are available for use by Councillors for Official Council Duties by prior arrangement;

- where a private vehicle is not available; and/or
- where public transport is not a viable travel option.

Bookings of Council vehicles are to be made through the Mayor and Councillor Support Unit and the following minimum notice is requested:

- 24 hours for day use;
- 48 hours' notice for overnight use; and
- 5 working days for periods of more than two days.

The City will use its best endeavours to ensure a vehicle is available where a Councillor provides the minimum notice requested.

Where the minimum notice requested is not provided by a Councillor, the City cannot guarantee that a vehicle will be available.

7.12 Public transport travel within Victoria

A Councillor may be provided with a Myki to be used by Councillors in undertaking their Official Council Duties. A request for a Myki can be made to the Mayor and Councillor Support Unit.

8. COUNCILLOR WELFARE AND SUPPORT

8.1 Councillor Welfare

Councillors may approach the CEO with regard to any particular guidance, counseling or coaching that may be required to enhance their performance as a Councillor.

Councillor's experiencing difficulties with performing their role as a Councillor, or personal difficulties that may impact on their performance as a Councillor are able to seek counseling on a confidential basis through the Council's Employee Assistance Program.

8.2. Disability Support

Any Councillor with a disability will be provided with the reasonable additional facilities, equipment and support required as a result of that disability to enable the Councillor to undertake their civic duties as a Councillor.

9. INSURANCE & LEGAL COSTS

9.1 Insurance and WorkCover

Councillors are covered by the following Council Insurance Policies, while discharging the duties of civic office, on a 24 hour basis, including attendance at meetings of external bodies as Council's representative:

- Personal Accident Insurance;
- Public Liability Insurance;
- Professional Indemnity Insurance;
- Councillors and Officers Liability Insurance;
- Travel Insurance; and
- WorkCover (as a deemed employee).

Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's Insurers, whether defended or not.

9.2. Legal costs

Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

11. QUALITY RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location

12. ATTACHMENTS

- Email, Internet and Social Media Policy
- Councillor and Staff Interaction Protocol

12. NEW SPECIAL COMMITTEE OF COUNCIL

Source:	**Governance and Legal Services**
Director:	**Rebecca Leonard**
Index Reference:	**Governance**

Purpose

To create a new special Committee of Council, to be known as the Community Focus Committee.

Background

The *Local Government Act (Vic) 1989* (the Act) empowers councils to establish special committees of the Council and delegate certain powers, duties and functions to the special committee.

There is need for the Council to hear feedback from the community on issues it is asked to consider before it makes a decision, to enable the Council to consider and deliberate on that feedback in making a decision.

Key Issues

- To support better governance practice, it is proposed that Council implement a new meeting framework to include a special Committee of Council, known as the Community Focus Committee, which meets each month, save for January, two weeks prior to a Council meeting. The first committee meeting is proposed to take place in February 2018.
- At the Community Focus Committee meeting, Council will consider matters within the Community Focus Committee Terms of Reference (see Attachment 2), and 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.
- The Community Focus Committee will be empowered to make decisions on Council business in line with the Terms of Reference in Attachment 2. Where the Committee requires additional time to consider information provided to it in relation to Council business on the agenda, particularly if matters not previously identified are raised by the public in question and submission time, it may defer the decision on an item of Council business to the next ordinary Council meeting.
- The proposed meeting process is intended to:
    - Provide the public with an opportunity to ask questions and submit information to Council before a decision is made;
    - Provide the opportunity for Council to make a decision at the Committee meeting, but also to defer a decision to a future Council or Committee meeting in order to ensure that it has all of the relevant information before making a decision.
- To support the participation of the community in the Council decision making process, a new Public Question and Submission Time policy was adopted by Council on 2 August 2017. The policy provides for question and submission time at Council Committee meetings where the public can ask questions and make submissions about Council actions and decisions and to obtain timely responses and information. Through the adoption of the new policy, the procedures and guidelines for question and submission time have been 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. This policy forms part of the proposed new Meeting Procedures Local Law 2017.

K Alexander moved, P Dorling seconded -

That Council:

1) **creates the new special Committee of Council, known as the Community Focus Committee;**

2) **adopt the Terms of Reference for the Community Focus Committee as detailed in Appendix 1;**

3) **signs and seals the Instrument of Delegation for the Community Focus Committee set out in Appendix 2;**

4) **approves the proposed meeting schedule for the Community Focus Committee for 2018 set out in Appendix 3.**

Carried.

Attachment 1

Financial Implications

The implementation of appropriate Council committees ensures that Council's resources are governed efficiently and effectively.

Stakeholder Consultation and Communication

The Community Focus Committee will create a further opportunity for the Council to hear from the community on matters that come before it for decision which are of significant to all or part of the community.

There is no requirement to consult in relation to the establishment of the Community Focus Committee.

Policy/Legal/Statutory Implications

Where there is a legislative requirement to establish a committee, these have been maintained. Special Committees of Council continue to operate in accordance with their delegations and requirements of the *Local Government Act 1989.* The Community Focus Committee meetings will be governed by the Meeting Procedures Local Law.

Alignment to City Plan

The Community Focus Committee will facilitate Council business in line with the City Plan.

Conflict of Interest

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

Risk Assessment

There are no significant risks in implementing the new Committee, but rather the Community Focus Committee will contribute to improving the governance of the municipality by creating opportunity for further community engagement.

Environmental Implications

There are no direct environmental implications of the creation or operation of the Community Focus Committee.

Social Considerations

The Community Focus Committee will create a further opportunity for the Council to hear from the community on matters that come before it for decision which are of significant to all or part of the community.

Appendix 1

Community Focus Committee TERMS OF REFERENCE	Document No:	
	Approval Date:	
	Approved By:	Council
	Review Date:	
Responsible Officer: Rebecca Leonard **Executive Manager, Governance and Legal Services**		
	Version No:	
Authorising Officer:		**Chief Executive Officer**

1. SUMMARY

This Committee is formed pursuant to section 86(3) of the *Local Government Act (Vic) 1989*.

2. OBJECTIVES

The purpose of the Committee is to enable Council to consider Council business and to hear from the community in relation to matters which come before it for decision.

3. DEFINITIONS

Act means the Local Government Act (Vic) 1989.

Committee means the Community Focus Committee.

Council means the Greater Geelong City Council.

Council Business Day means a day on which the Council is open for business, excluding public holidays and weekends.

Councillor means a person who holds the office of member of Council.

Mayor means any person elected as Mayor or acting in the capacity of Mayor.

4. TERMS OF REFERENCE

4.1. Term of the Committee

The Committee will continue unless otherwise resolved by Council.

4.2. Membership of the Committee

The Committee shall be constituted by the incumbent Mayor and all Councillors of the Greater Geelong City Council.

4.3. Quorum

The quorum of the Committee shall be a majority of its members.

4.4. Authority of the Committee

4.4.1 Subject to clause 4.5 herein, the Committee may make a decision on Council business on the agenda for consideration, but in the event that Council requires further information, or if it hears submissions from the community which it wishes to consider in more detail, it may defer the decision on an item of Council business on the agenda to the next ordinary meeting of Council.

4.4.2 Subject to clause 4.5 herein, the Committee is authorised to make decisions on business before it, excluding decisions regarding:

- Councillor Code of Conduct;
- Councillor facilities and expenses;

- Electoral matters;
- Governance matters;
- Appointment of the Chief Executive Officer;
- Declarations of a rate or charge;
- Borrowing of money;
- Adopting or amending the Budget;
- Entering into of contracts for an amount exceeding an amount previously determined by Council;
- Planning Scheme Amendments;
- Exercise the power of delegation; and/or
- Exercise any prescribed power.

4.5 When a decision must be referred to next ordinary Council

A decision made by the Committee in the exercise of a delegated power, duty or function does not take effect and must be referred to the next ordinary meeting of Council where that decision:

a. is made on the casting of a second vote by the Chair; or

b. is made on an affirmative vote of less than six members of the Committee.

4.6 Council Policies to be complied with

The powers of the Committee are to be exercised in accordance with the guidelines or policies which Council from time to time adopts, including the Meeting Procedures Local Law.

4.7 Meeting Procedure

The Committee will meet on the second Tuesday of every month, excluding January.

4.8 Reporting Requirements

Minutes will be published in accordance with the Meeting Procedures Local Law 2013 or otherwise adopted by the Council from time to time.

4.9 Facilities & Resources

The Committee shall meet at City Hall, 30 Gheringhap Street, Geelong unless otherwise agreed. If the Committee meeting is to be held at an alternate venue, at least seven (7) days notice must be given by publishing the alternate meeting venue on the www.geelongaustralia.com.au website.

5 QUALITY RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location
Minutes from meetings	DMS	Permanent	EDRMS
Committee & Working Party minutes	DMS	Permanent	EDRMS

6 ATTACHMENTS

- Nil

Appendix 2

Greater Geelong City Council
Instrument of Delegation
Community Focus Committee

Pursuant to section 86(3) of the *Local Government Act 1989* (the Act), Greater Geelong City Council (the Council) delegates to the special committee established by resolution of Council and known as the COMMUNITY FOCUS Committee (the Committee), the functions, duties and powers of the Council pursuant to the Act and any other Act and declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on 20 September 2017.

2. This delegation:

   2.1. comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

   2.2. remains in force until Council resolves to revoke it; and

   2.3. is to be exercised in accordance with the guidelines or policies which Council from time to time adopts.

2.4. The authority of the Committee is set out in the Terms of Reference.

Dated the day of 2017 The **COMMON SEAL** of the

GREATER GEELONG)
CITY COUNCIL was affixed hereto)
in accordance with the)
Meetings Procedure Local Law 2013)

Mayor

Chief Executive Officer

Appendix 3

Proposed Committee Meeting Schedule 2018

Date	Time
13 February 2018	6:30pm
13 March 2018	6:30pm
10 April 2018	6:30pm
7 May 2018	6:30pm
12 June 2018	6:30pm
10 July 2018	6:30pm
14 August 2018	6:30pm
11 September 2018	6:30pm
9 October 2018	6:30pm
13 November 2018	6:30pm

13. COMMITTEE REPRESENTATION

Source: **Governance and Legal Services**
Director: **Rebecca Leonard**
Index Reference: **Governance**

Purpose

To review and rationalise Council committees and to establish a framework for determining membership of those committees.

Background

At the Ordinary Council meeting of 15 March 2016, Council resolved to "*...review the committee structure prior to the 2016 General Elections*".

Council values the opportunity to have representation on external organisations where there is a significant strategic value and is committed to regular and open communication with the broader community.

Key Issues

- Councillor representation on committees has continued to grow since amalgamation, in 2016 Councillors were appointed to 60 Committees, being 24 internal advisory groups, 29 external organisations and bodies as well as seven Special Committees of Council.
- To align with best practice governance principles, representation on Council committees must align with the municipality's strategic objectives and reflect the appropriate allocation of Council resources. In addition, committee members must be cognisant of any potential or actual conflict of interest arising from their participation in a committee, particularly for Councillors hearing matters referred to Council from various committees.
- Council currently has Committees and memberships on external committees or boards as identified in Appendix 1.
- Community groups often seek Councillor membership on their boards or committees, however, when a matter related to or referred from that committee comes before Council for a decision, the Councillor who is a committee or board member may be disqualified from participating in deliberations and decisions on those matters because of their membership of the committee or board.
- In conjunction with the committee review, a framework has been created to assist with determining membership of Council Committees. The framework strengthens the governance of the Council through a focus on achieving diversity and inclusion amongst the committee's membership, and a skills-based membership. The framework is described in the Council Committee Representation Policy in Appendix 2.
- Concurrently with this report, Council is being asked to consider a recommendation to establish a CEO Employment Matters Committee.

L Gardner moved, P Dorling seconded -

That Council

1) **notes the Committee representation as set out in Appendix 1;**

2) **adopts the Committee Representation Policy in Appendix 2;**

3) **acknowledges and thanks the various committee members for their achievements and ongoing contribution to the community.**

Carried.

Attachment 1

Financial Implications

The rationalisation of committees ensures that Council's resources are managed efficiently and effectively.

Stakeholder Consultation and Communication

Council representatives, Managers and the Executive have been consulted in the preparation of this report. Outcomes from this report will be communicated to all committees by the relevant Division.

Policy/Legal/Statutory Implications

Where there is a legislative requirement to establish a committee, these have been maintained. Special Committees of Council continue to operate in accordance with their delegations and requirements of the *Local Government Act 1989.*

Alignment to City Plan

Committee appointments should be made to best support the implementation of City Plan.

Conflict of Interest

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

Risk Assessment

Councillors and officers are required to consider the risks and regulatory requirements of any appointment to a Council Committee, particularly in respect to:

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

Environmental Implications

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

Social Considerations

Committee representation provides an opportunity to identify and respond to the social needs of the community.

Appendix 1

Internal Committees

Name	Type	Responsibility
Audit and Risk	Council Advisory Committee	Governance and Legal Services
Bellarine Multi Arts Facility (Potato Shed)	Special Committee (S86)	Investment and Attraction
Central Geelong Marketing Committee	Special Committee (S86)	Investment and Attraction
Development Hearing Panel	Special Committee (S86)	Planning and Local Laws
Future Proofing Geelong	Council Advisory Committee	Planning and Local Laws
Geelong Major Events	Special Committee (S86)	Investment and Attraction
Municipal Emergency Management Planning Committee	Statutory Committee (Legal requirement)	City Services
Municipal Fire Management Planning Committee	Statutory Committee (Legal requirement)	City Services
Planning Committee	Special Committee (S86)	Planning and Local Laws
Submissions Review Panel (as required)	Statutory Committee (S223)	Governance and Legal Services
The Karreenga Aboriginal Advisory	Council Advisory Committee	Group currently being established
CEO Employment Matters*	Special Committee (s86)	People and Organisational Development
Community Focus Community*	Special Committee (S86)	Governance and Legal Services

External Committees

Name	Type	Responsibility
Committee for Geelong	Incorporated company limited by Guarantee	Chief Executive Office
Courthouse Youth Arts Centre Inc	Incorporated Association	Investment and Attraction
G21 Geelong Regional Alliance	Incorporated company limited by Guarantee	Chief Executive Office
Geelong Art Gallery	Incorporated Association	Investment and Attraction
Tourism Greater Geelong & the Bellarine Inc	Incorporated Association	Investment and Attraction

Geelong Regional Library Corporation	Statutory Authority	Investment and Attraction
Municipal Association of Victoria	Incorporated Association	Chief Executive Office
Regional Capitals Australia	Advisory	Chief Executive Office
Regional Cities Victoria	Advisory	Chief Executive Office
Regional Kitchen Pty Ltd	Incorporated Association	Finance and Strategy
Victorian Local Governance Association	Incorporated Association	Chief Executive Office

* proposed committees

Appendix – 2

COUNCIL POLICY

COMMITTEE REPRESENTATION	Document No:	CPL
	Approval Date:	Draft
	Approved By:	Council
	Review Date:	
Responsible Officer: **Chief Executive Officer**	Version No	
Authorising Officer:		**Chief Executive**

1. PURPOSE

To establish a framework for determining membership of Council committees.

2. SCOPE

To provide a framework for determining membership of Council's committees, including:

a. Special Committees;

b. Advisory Committees;

c. Operational Committees;

d. External Committees;

e. Statutory Committees; and

f. Working Groups,

(Council Committees).

3. REFERENCES

- *Local Government Act 1989 (the Act)*
- *City of Greater Geelong Act 1993;*
- *City of Greater Geelong Amendment Act 2017;*
- *Councillor Code of Conduct;*
- *Staff Code of Conduct.*

4. DEFINITIONS

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

Advisory Committee means any committee established by Council other than a special committee that provides advice to:

a. the Council; or

b. a Special Committee; or

c. a Council Officer who has been delegated a power, duty or function of the Council under section 98 of *the Act*.

Chairperson means the Chairperson of a Council Committee and includes acting, temporary, or substitute Chairperson.

City means the administration of the Greater Geelong City Council, lead by the Chief Executive Officer.

Council means the Greater Geelong City Council.

Councillor means a person who holds the office of member of Council.

Council Officer means a person employed by the Chief Executive Officer.

External Committee means a body on which a Council representative is entitled to be appointed to a non-remunerated position, whether that is a committee or a board of an organisation.

External Representatives means representatives from community, business, special interests groups and key stakeholders.

Mayor means any person elected as Mayor or acting in the capacity of Mayor.

Operational Committee means a committee which supports the operational performance of the City, including liaising with community representatives, to provide advice to:

a. the Council; or

b. a Special Committee; or

c. a Council Officer who has been delegated a power, duty or function of the Council under section 98 of *the Act*.

Statutory Committee means any committee that is required to be convened under any legislation, including subordinate legislation.

Special Committee means a committee established by Council pursuant to section 86 of *the Act* that exercises a power or performs a duty or function of the Council that has been delegated to that committee under any Act.

Working Group means a collection of individuals with particular expertise to come together to achieve a stated objective.

5. COUNCIL POLICY

5.1. Principles

In determining how the Council is best represented through its Council Committee membership, the following need to be considered:

5.1.1. Good governance through Council Committee membership

The membership of any Council Committee not solely comprised of Councillors shall be determined by appointing members with the appropriate skills and experience to carry out the functions of their role as a Council Committee representative, and to achieve a diversity and inclusion amongst the Council Committee membership, including:

- a balance of skills and experience across the membership;
- a range of personal attributes across the membership; and
- equity and accessibility, with a focus on creating opportunities for members from minorities.

5.1.2. Councillors

Councillors should only be appointed to the following committees:

a. Special Committees;

b. Advisory Committees;

c. External Committees, where it is appropriate for a Councillor to represent the Council on that committee; and/or

d. Statutory Committees where it is required by law that a Councillor be appointed.

Councillors shall not be members of any Operational Committees or Working Groups.

5.1.3. Council Officers

Council Officers may be appointed to:

a. Special Committees;

b. Advisory Committees;

c. Statutory Committees;

d. External Committees; or

e. Working Groups.

Council Officer's shall be appointed to a Council Committee taking into consideration:

f. a Council Officer's role and responsibilities at the City;

g. a Council Officer's level of expertise and skills in the area;

h. the level of responsibility within their own organisation of other representatives on External Committees;

i. the level of policy development and decision making involved in the External Committee and the potential impact and influence in relation to Council's strategic direction or priorities; and

j. the opportunity to influence Council's profile and reputation.

6. METHOD OF APPOINTMENT

6.1 Council to appoint Councillors

The Council may appoint Councillors to the Committees listed in clause 5.1.2 herein.

6.2 The Mayor may appoint Councillors

The Mayor may, at his or her discretion:

a. appoint a Councillor of the Council to a non-remunerated position to be the Council's representative(s) on a body in respect of which the Council is entitled to representation; or

b. appoint a Councillor of the Council to be the Chairperson of a Special Committee of which at least one member of the committee is a Councillor.

The Councillor appointed by the Mayor to be Chairperson of the Special Committee, if was not already a member of that committee, becomes a member of that committee on that appointment.

Refer to section 11E of the City of Greater Geelong Act (Vic) 1993

6.3 Chief Executive Officer

The Chief Executive Officer must appoint:

- independent members to any Council Committees; and
- Council Officers to any committees listed in clause 5.1.3 herein.

7 CONSTITUENCY OF COUNCIL COMMITTEES

7.1 Special Committees

Subject to clause 7.1 herein, the terms of reference of a Special Committee will nominate the constituency of the Special Committee which may consist of:

- only Councillors;
- a combination of Councillors, Council Officers and/or External Representatives; or

- only Council Officers.

7.2 Advisory Committee

The terms of reference of an Advisory Committee will nominate the constituency of the committee which may consist of only Councillors; or a combination of Councillors, Council Officers and/or External Representatives.

7.3 Operational Committee

The terms of reference of an Operational Committee will nominate the constituency of the committee which may consist of Council Officers and External Representatives.

7.4 External Committee

The constitution, articles of association or terms of reference or other governing principles will nominate the constituency of the board/committee, including Councillor and/or Council Officer representation.

7.5 Statutory Committee

Legislation from time to time may require the appointment of:

a. only Councillors;

b. a combination of Councillors, Council Officers and/or External Representatives; or

c. only Council Officers.

7.6 Working Group

Working Groups will be convened to manage a project or stated objective and may involve Council Officers and External Representatives.

8. CONFLICT OF INTEREST

The Act describes when Councillors, Council Officers or External Representatives are required to disclose any conflicts of interest when sitting on Council Committees.

6.1. Conflict of Interest – Councillors

Pursuant to Division 1A of the Act, and the Councillor Code of Conduct, Councillors have obligations to disclose any conflict of interest. This applies equally to conflicts of interest Councillors may have as:

- a member of a Council Committee; and

- a member of Council hearing matters referred from a Council Committee of which a Councillor is a member, in which case a Councillor may have conflicting interests which must be declared and which may preclude a Councillor participating in a decision of Council about a matter referred from a Council Committee of which they are a member.

Councillors are required to proactively assess their individual circumstances and are personally responsible for determining if they have a conflict of interest in an honest, timely and transparent manner. Where necessary additional information and advice can be provided by persons authorised by the Chief Executive Officer as well as referral to the Councillor Code of Conduct Policy for details in regards to direct and indirect interest types.

6.2. Conflict of Interest – Council Officers and/or External Representatives

Members of a Council Committee must disclose any conflict of interest. When making the disclosure, the Council Committee member must state the class of interest as well as describing the detailed nature of the interest. This interest either being a direct interest or one of the following six indirect interests:

- close association
- indirect financial interest
- conflicting duty
- applicable gift
- party to a matter
- residential amenity

For more detailed information in respect to conflict of interest types, please refer to *www.goodgovernance.org.au/good-conduct/conduct-issues/conflict-of-interest/ guide.*

Council Officers are also required to disclose any conflicts of interest pursuant to the Act and in accordance with the terms of the Staff Code of Conduct.

7. QUALITY RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location
Policy	EDRMS	As per PROV	DMS

8. ATTACHMENTS

13a. COUNCIL MEETING PROCEDURES LOCAL LAW 2017

Source: **Governance and Legal Services**
Director: **Rebecca Leonard**
Index Reference: **Subject: Local Law**

Purpose

The purpose of this report is to adopt Council Meeting Procedures Local Law 2017 following a review of submissions by the Submission Review Panel on Friday 15 September and Wednesday 20 September 2017.

Background

At the Special Council Meeting of 2 August 2017 Council endorsed the new Meeting Procedure Local Law and invited submissions to be heard in accordance with section 223 of the *Local Government Act, 1989* (the 'Act').

Submissions closed September 8, 2017 and two submissions were received and considered by the Submission Review Panel.

Key Issues

- The Act requires Council to adopt a Local Law to govern the orderly conduct of meetings.
- The Council Meeting Procedure Local Law (Appendix 1) has been reviewed to reflect changes to the City of Greater Geelong Amendment Act 2017, including the election of the Mayor and Deputy Mayor and provide greater clarity of processes in relation to Minutes, Motions and Amendments, Notices of Motion, Notices of Rescission, Procedural Motions, Urgent Business and Disagreement With Chairperson's Ruling.
- The new Meeting Procedure Local Law aligns with best practice across the Victorian Local Government Sector and includes changes to maximise opportunities for the community to be heard on important Council issues, supported by the Council Public Question and Submission Time Policy (Appendix – 2) endorsed on August 2, 2017..
- The procedures for public questions and submission time be mandated by the Local Law and regulated by Council policy to provide Council with the opportunity to consider and revise the process for public question time from time to time.
- A summary of submission and the minutes of the Submission Review Panel are included in Attachment 1.

L Gardner moved, P Dorling seconded -

That Council:

1) **having considered the submissions lodged, together with the Minutes of the Submissions Review Panel (Attachment 1) adopt the Council Meeting Procedures Local Law (Appendix - 1);**

2) **place a notice to this effect in the Victorian Government Gazette; and**

3) **adopt the Public Question Time and Submission Policy, previously endorsed by Council (Appendix 2).**

Carried.

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.

Appendix -1

GREATER GEELONG CITY COUNCIL

COUNCIL MEETING PROCEDURES LOCAL LAW 2017

CITY OF GREATER GEELONG

COUNCIL MEETING PROCEDURES LOCAL LAW
TABLE OF CONTENTS

Contents

PART 1 - PRELIMINARY 4
1.1 TITLE 4
1.2 OBJECTIVES OF THIS LOCAL LAW 4
1.3 POWER TO MAKE THIS LOCAL LAW 4
1.4 OPERATIONAL DATE OF THIS LOCAL LAW 4
1.5 DATE THIS LOCAL LAW CEASES OPERATION 4
1.6 SCOPE OF THIS LOCAL LAW 4
1.7 DEFINITION OF THE WORDS USED IN THIS LOCAL LAW 5
PART 2 - ELECTION OF MAYOR & DEPUTY MAYOR 6
2.1 PURPOSE 6
2.2 ELECTION OF THE MAYOR & DEPUTY MAYOR 7
2.3 PROCEDURE 7
PART 3 - PROCEDURE AT MEETINGS 8
3.1 PURPOSE 8
3.2 SCOPE 8
3.3 NOTICE 8
3.4 QUORUM 8
3.5 ADJOURNED MEETINGS 9
3.6 CHAIRPERSON 9
3.7 DUTIES AND RESPONSIBILITIES OF THE CHAIRPERSON 9
3.8 ORDER AND CONTENT OF BUSINESS 10
3.9 MEMBER LEAVE OF ABSENCE AND ABSENCE FROM MEETING 10
3.10 RECORDING OF MEETINGS 10
3.11 RECORD OF PROCEEDINGS 10
3.12 CONFIRMATION OF MINUTES 10
3.13 NO DEBATE ON CONFIRMATION OF MINUTES 11
3.14 PUBLICATION OF MINUTES 11
3.15 DECLARATION OF DIRECT AND INDIRECT INTERESTS 11
3.16 PUBLIC QUESTION AND SUMBISSION TIME 12
3.17 PETITIONS 12
3.18 MOVING OF MOTIONS OR AMENDMENTS 12
3.19 INTRODUCING A MOTION OR AMENDMENT 13
3.20 RIGHT OF REPLY AND DEBATE OF MOTION OR AMENDMENT 13
3.21 MOVING AN AMENDMENT 13
3.22 HOW MANY AMENDMENTS MAY BE PROPOSED 14
3.23 AN AMENDMENT ONCE CARRIED 14
3.24 FORESHADOWING MOTIONS 14
3.25 WITHDRAWAL OF MOTIONS 14
3.26 PRIORITY OF ADDRESS AND RIGHT TO SPEAK TO MOTION 14
3.27 MOTIONS IN WRITING 14
3.28 REPEATING A MOTION 14
3.29 DEBATE OF THE MOTION 14
3.30 LOST MOTIONS 15
3.31 TIME LIMITS 15
3.32 VOTING 15
3.33 DIVISION 16
3.34 POINTS OF ORDER 16
3.35 DISAGREEMENT WITH CHAIRPERSON'S RULING 16
3.36 PROCEDURAL MOTIONS 17
PROCEDURAL MOTIONS TABLE 0
3.37 REPITITIOUS MOTIONS 0
3.38 NOTICES OF MOTION 0
3.39 NOTICE OF RESCISSION 1

3.40 LOSS OF MOTION FOR RESCISSION 1
3.41 MOTION FOR RESCISSION NOT MOVED 1
3.42 ANY MEMBER TO MOVE MOTION OF RESCISSION 1
3.43 NOTICE OF RESCISSION NOT REQUIRED 2
3.44 URGENT BUSINESS 2
3.45 GENERAL BUSINESS 2
3.46 DISCIPLINE AND SUSPENSIONS 2
3.47 REMOVAL FROM THE MEETING ROOM 3
3.48 PUBLIC ADDRESSING THE MEETING 3
PART 4 - USE OF THE COMMON SEAL 3
4.1 PURPOSE 3
4.2 USE OF THE COMMON SEAL 3
4.3 SIGNATURE TO ACCOMPANY SEAL 3
4.4 UNAUTHORISED USE OF THE COMMON SEAL 3
4.5 SECURITY OF THE COMMON SEAL 4
PART 5 - OFFENCES 4
5.1 OFFENCES 4
PART 6 - SPECIAL COMMITTEES 4
6.1 APPLICATION TO SPECIAL COMMITTEES 4

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

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

Minutes	means a record of the proceedings of a Meeting as referred to in Clause 3.11.
Motion	means a proposed Resolution before it has been adopted (passed or carried) at a Meeting.
*Municipal Distric*t	means the area from time to time comprising the municipal district of the City.
Notice of Motion	means the written notice of a Councillor or a Member to move a Motion at a Meeting as referred to in Clause 3.38.
Offence	means an offence against this Local Law.
Ordinary Meeting	means any meeting of Council which is not a Special Meeting;
Part	means a Part of this Local Law.
Penalty Units	means penalty units as prescribed in section 110 of the *Sentencing Act 1991*.
Point of Order	has the meaning referred to in Clause 3.34.
Procedural Motion	means a Motion dealing with the conduct of the Meeting as referred in in clause 3.36.
Public Question Time Policy	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.
Quorum	*means* the minimum number of Members required to be present at a Meeting.
Resolution	means a formal determination by a Meeting of Council or Special Committee.
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 convened and held in accordance with section 84 of the Act.
Vote	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 SUMBISSION 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 REPITITIOUS 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 Executiev 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.

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 Officer**

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 no 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

14. LIVE STREAMING AND PUBLISHING RECORDINGS OF COUNCIL MEETINGS

Source: **Chief Executive Office - Legal Services & Governance**
Chief Executive Officer: **Kelvin Spiller**
Index Reference: **Council Governance**

Purpose

To consider Live Streaming (webcasting) and publication of recordings of Council meetings.

Background

The recent Ombudsman's report "Investigation into the transparency of local government decision making" and recommendations from the Greater Geelong's Citizen's Jury have highlighted the importance of broadcasting council meetings, to support transparent decision making accessible by the community.

Key Issues

- State, Federal and peak bodies such as The Municipal Association of Victoria (MAV) encourage Council's to be open and share information with the public.
- A recent benchmarking exercise conducted by Maroondah City Council reported 12 Victorian Council's were now live streaming their Council meetings. Whilst the numbers watching live-streaming were not significant, a far greater audience were accessing archived minutes.
- A policy governing how Council meetings may be live streamed and recorded and published has been developed (Appendix 1).
- The benefits of recording and publishing Council meetings, include:
- Improved accessibility of meetings for residents and the public at large;
- Greater participation and interaction with Council;
- Improved community engagement for residents regarding new projects and plans;
- Improved transparency in the decision making process;
- A more detailed historical record of Council meetings, complementing formal written minutes.
- It is proposed that live streaming and recording of Council meetings for publication would commence with the swearing in of the incoming Council.
- There is no qualified privilege for Council meetings (unlike State and Federal parliament) so those people attending Council meetings, including Councillors, Council officers and the public, must be conscious of what they say in order to ensure that they are not exposed to legal action for defamation. For this reason, it is important that notice is given to those attending a streamed or recorded Council meeting outlining the potential liability.
- The proposed Council Meeting Procedures Local Law 2017 provides for recording of Council meetings at the discretion of the Chief Executive Officer. The Meeting Procedures Local Law 2017 is being considered concurrently with this report. This policy would sit together with the Local Law to enable live streaming or publication of recordings of Council meetings.

L Gardner moved, P Dorling seconded -

That Council adopts the Live Streaming and Publication of Council Meetings Policy in Appendix 1.

Carried.

Attachment 1

Financial Implications

An allocation for the installation of appropriate recording equipment and IT support for streaming, together with ongoing operating costs, has been made in the 2017/18 Council budget.

The ongoing costs of maintaining live streaming and recording are not anticipated to be significant, and can be facilitated by existing Council officers.

Policy/Legal/Statutory Implications

Adherence has been observed with the relevant sections of the Local Government Act 1989 in regards to Ordinary Meetings and Special Meetings of Council. Privacy Breaches and the use or disclosure of personal information has been observed in accordance with the Privacy and Data Protection Act (Vic) 2014. Development of detailed policies and procedures to diminish the probability of risk and also legal implications will be integrated into the guidelines on the use and management of webcasting / audio recordings.

Stakeholder Consultation and Communication

Appropriate notice will be given to all community members attending a Council meeting that the meeting will be live streamed or recorded for publication. In addition, the Council will undertake an awareness campaign to highlight the availability of live streaming and recordings.

Alignment to City Plan

The adoption of this policy will facilitate the efficient and effective governance of Council business in line with the City Plan.

Conflict of Interest

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

Risk Assessment

There are risks to both individuals and Council from live streaming and broadcasting of Council meetings, arising from things such as:

- Defamatory statements;
- Breaches of privacy and disclosure of personal information;
- Infringement of copyright material;
- Publishing offensive material;
- Offensive behaviour on religious or racial grounds.

Strategies to control or mitigate the risks, include:

- Development of detailed policies and procedures outlining how we will manage the use of webcasting / audio recordings;
- Obtaining attendees consent in relation to recording, and having in place procedures where consent is not given;
- Providing appropriate notice on Council's website, meeting agendas and at Council meetings;
- Having trained and experience staff monitoring and editing content;

- Awareness program and training for all Councillors and staff in relation to the risks associated with live streaming and recording of Council meetings.

Environmental Implications

There are no direct environmental implications in adopting this policy.

Social Considerations

The implementation of this policy supports social inclusion by increasing accessibility to Council decision making. The implementation of live streaming and recording of Council meetings is an important element of transparency in Council decision making.

APPENDIX 1

COUNCIL POLICY

Live Streaming and Publishing Recordings of Council Meetings	Document No:	CPL
	Approval Date:	Draft
	Approved By:	
	Review Date:	
Responsible Officer:	Version No	
Authorising Officer:		**Chief Executive Officer**

1. PURPOSE

This Policy outlines the requirements associated with the live streaming and publishing recordings of Ordinary and Special Council Meetings via Council's website. This policy will inform members of the public and Councillors on Council's processes, the potential benefits and any mitigation action to manage potential risks.

Council is committed to improving accessibility and community participation in Council meetings. It is anticipated that the live streaming of meetings and making recordings available on Council's website will provide greater flexibility and convenient access for residents, as it will allow the public to watch the meeting in real time via the internet without the need to attend in person.

This gives the community greater access to Council decisions and debate, and eliminates geographic and time barriers which may prevent the public from attending meetings in person.

2. SCOPE

This Policy will apply to all public Ordinary Meetings and Special Meetings conducted by the Greater Geelong City Council (Council). The policy does not extend to any meetings closed to the public in accordance with Section 89(2) of the *Local Government Act (Vic) 1989.*

3. REFERENCES

- Councillor Code of Conduct
- Staff Code of Conduct
- Meeting Procedures Local Law 2017
- Local Government Act (Vic) 1989
- Privacy and Data Protection Act (Vic) 2014
- Freedom of Information Act (Vic) 1983
- Copyright Act (Cth) 1968
- Defamation Act (Vic) 2005 (or its equivalent)

4. DEFINITIONS

Chairperson means Chair of an Ordinary or Special Council meeting, usually the Mayor

Council means the 'Greater Geelong City Council'

Council Meetings means Ordinary Meetings and Special Meetings that aren't Confidential Council Meetings.

Confidential Council Meeting means a Meeting of the Council which has been closed to members of the public under Section 89(2) of the *Local Government Act 1989*

Defamation means words which convey a meaning (or "imputation") about a person that lowers the person's reputation in the eyes of reasonable members of the community, or causes the person to be ridiculed, avoided or despised by members of the general public.

Exceptional Circumstances means circumstances where there is:

- a risk or threat to public health and safety;
- a threat of violence or aggression by one or more people attending the Council Meeting against others;
- unlawful conduct by an attendee of the Council Meeting;
- significant disruption of the Council Meeting by the conduct of an attendee; and/or
- a reputational risk to the Council.

Inappropriate Information means information which amounts to, or could be perceived to amount to:

- Defamation;
- infringement of copyright;
- breach of privacy;
- offensive behaviour including discrimination;
- vilification or inciting hatred;
- confidential or privileged; or
- misleading.

Ordinary Meeting means an Ordinary Meeting of the Council, as defined in Section 83(a) of the *Local Government Act 1989*

Privacy Breach means unauthorised access to, or collection, use or disclosure of personal information in accordance with the Privacy and Data Protection Act (Vic) 2014.

Special Meeting means a Special Meeting of the Council, as defined in Section 83(b) of the *Local Government Act 1989*

5. COUNCIL POLICY

5.1 Meetings to be Recorded and Streamed Live

Council Meetings may be video recorded and streamed live on the Council's official Facebook page. The recording will then be uploaded to Council's website.

Council commits to live streaming and recording and publishing all Council Meetings where it is practically possible to do so, including that the required equipment and internet connections are available to enable live streaming and recording and publishing.

The Council must give notice as set out in clause 5.6 of this policy that a Council Meeting will be live streamed and/or recorded.

Confidential Council meetings, or confidential sections of Council Meetings will not be video recorded.

5.2 Councillors, Council officer, public responsible for their own comments

Council Meetings are an open forum of statements, questions and answers. Occasionally, comments could be made which may contain Inappropriate Information.

By streaming and publishing recordings of Council Meetings, the potential audience is significantly increased, which also increases the likelihood and/or impact of Inappropriate Information.

Councillors, Council officers and members of the public are solely responsible for their own comments made during Council Meetings which are recorded or streamed. The comments they make, particularly if they contain Inappropriate Information, could give rise to a cause of action by an aggrieved individual who has suffered loss and damage as a result of those comments, and there is a risk that such cause of action could be prosecuted through the a court of appropriate jurisdiction.

5.3 Liability of the organisation arising from publication

While Councillors, Council officers and members of the public attending a Council Meeting may be held personally liable for any loss or damage suffered by a person arising from the comments they make, the act of publishing such material on Council's website may also cause the organisation to be liable for any loss and damage suffered by a person because of the published comments.

In recognition of the potential legal risk to Council, the Executive Manager, Governance and Legal Services, may determine in their sole discretion not to upload or publish a recording, or to remove Facebook posts containing a stream of a Council Meeting, if it is reasonably believed it may contain Inappropriate Information or where Exceptional Circumstances are apparent from the recording. The Executive Manager, Governance and Legal Services may also take appropriate steps to respond to any complaint.

5.4 Public attending a Council Meeting may have their image recorded and/or streamed

Council will use its best endeavours to ensure images of people in the public gallery of a Council Meeting are not streamed.

People in the public gallery of a Council Meeting which will be recorded and/or streamed live must be given appropriate notice of the possibility of their image being recorded and/or streamed.

Council expressly provides no assurances to people present in the public gallery of a Council Meeting that their image won't be recorded or streamed live.

5.5 No reliance on recording or live stream of Council Meeting

The opinions or statements made during the course of the Council meeting are those of the particular individuals, and not necessarily the opinions or statements of Council. The Council does not necessarily endorse or support the views, opinions,

standards or information contained in the live streaming or recording of the Council meetings.

The Council does not accept any responsibility for the comments made or information provided during Council Meetings and does not warrant nor represent that the material or statements made during the streamed Council Meetings are complete, reliable, accurate or free from error. The Council does not accept any responsibility or liability for any loss, damage, cost or expense that a person might incur as a result of the viewing, using or relying on information or statements provided in the live streaming or recording of Council Meetings.

5.6 Notice to the Public

When a Council Meeting is to be recorded and/or streamed live:

- prominent signage informing all attendees of the Council Meeting that the meeting will be recorded and streamed live in the terms set out in Attachment 1 must be provided;

- at the commencement of each Council Meeting to be recorded and/or streamed live, the Chair shall provide a statement to notify the attendees of the Council Meeting that the meeting will be recorded and/or streamed live in the terms set out in Attachment 2;

- notice will also be given in the Council Meeting agenda as set out in Attachment 3; and

- and where the recording is to be published on Council's website, notice will also be given on Council's website in the terms set out in Attachment 4;

- a copy of this policy will be referenced in all online notices given under this clause.

The Chief Executive Officer, in his or her discretion, may from time to time update the terms of the notices to be given under this clause without updating this policy.

5.7 Technical Disclaimer

There may be situations where, due to technical difficulties a live stream of the Council Meeting may not be available. All reasonable efforts will be made to ensure that live streaming and the Council's website are functioning, the Council takes no responsibility for and cannot be held liable for, the live streaming or Council website being temporarily unavailable due to technical issues beyond Council's control.

Technical issues may include, but are not limited to:

- the availability of the internet connection;
- device failure or malfunction;
- unavailability of social media platforms; and/or
- power outages.

Where live streaming is the subject of a disruption, the City will notify the public on both its social media channels and the Council's website (if those channels have not been functionally compromised).

5.8 Termination of live streaming in Exceptional Circumstances

The Chair has the discretion and authority at any time to direct the termination or interruption of live streaming of a Council Meeting where:

- there are Exceptional Circumstances; or
- the content of the Council Meeting is considered by the Chair to contain Inappropriate Information.

5.9 Access and Storage of Files

All recordings will be uploaded to the Council website within five business days of the meeting. Following a Council meeting, members of the public will be able to access and watch the recording on Council's website.

These recordings of the Council Meetings will be published on the Council's website for a period of up to 12 months and, where the Council Meeting was streamed, on Council's Facebook page indefinitely, subject to the terms of this policy.

In recognition of the legal and reputational risk to Council, the Executive Manager, Governance and Legal Services, may determine in their sole discretion not to upload or publish a recording, or to remove Facebook posts containing a stream of a Council Meeting, if it is reasonably believed it may contain Inappropriate Information or where Exceptional Circumstances are apparent from the recording.

6. REPORTING

Every quarter, Council must be briefed on the use and access of live streaming or publishing recorded Council meetings.

7. REVIEW

This Policy will be reviewed within six months of a General Election by the Executive Manager, Governance and Legal Services in conjunction with the Chief Executive Officer.

8. QUALITY RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location

9. ATTACHMENTS

Attachment 1

Public Gallery Notice

The following will be posted in a prominent location at a Council Meeting that which is to be recorded or streamed live:

This public meeting is being streamed live on the internet via Greater Geelong City Council's Facebook page. The recording will be made available on Council's website www.greaterGeelong.com.au after the meeting. What you say at this meeting may be live streamed or recorded and/or published.

All care will be taken to maintain your privacy, however, as a visitor in the public gallery your presence may be recorded. By remaining in the public gallery it is implied that you give consent to your image and what you say being broadcast and/or recorded.

You are personally responsible for what you say at this meeting. You may be personally liable at law for what you say, including in an action brought by another person for a breach of any relevant law, including for defamation, discrimination, privacy.

A copy of the Council's Live Streaming and Recording of Council Meetings Policy is available on the Council's website.

Attachment 2

Meeting Chair's Statement and Agenda Notice

Meeting Chair's Statement

The following statement is to be read by the Chair at the commencement of each Council Meeting which is to be recorded and/or streamed live:

This public meeting is being streamed live on the internet via Greater Geelong City Council's Facebook page. The recording will be made available on Council's website www.greaterGeelong.com.au after the meeting. What you say at this meeting may be live streamed or recorded and/or published.

All care will be taken to maintain the privacy of members of the public sitting in the public gallery, however, as a visitor in the public gallery, your presence and what you say may be recorded. By remaining in the public gallery it is implied that you give consent to your image and what you say being broadcast and/or recorded.

Everyone at this meeting is personally responsible for what they say here. You may be personally liable at law for what you say, including in an action brought by another person for a breach of any relevant law, including for defamation, discrimination, privacy.

A copy of the Council's Live Streaming and Recording of Council Meetings Policy is available on the Council's website.

Attachment 3

Agenda Notice

The following statement is to be included at the start of the agenda of any Council Meeting which is to be recorded and/or streamed live:

This public meeting is being streamed live on the internet via Greater Geelong City Council's Facebook page. The recording will be made available on Council's website www.greaterGeelong.com.au after the meeting. What you say at this meeting may be live streamed and/or recorded and published.

All care will be taken to maintain the privacy of members of the public attending this meeting, however, anyone sitting in the public gallery may be recorded. By remaining in the public gallery it is implied that people attending the meeting give their consent to their image and what they say being broadcast and/or recorded.

Members of the public attending this meeting are personally responsible for what they say. Members of the public may be personally liable at law for what they say, including in an action brought by another person for a breach of any relevant law, including for defamation, discrimination, privacy.

A copy of the Council's Live Streaming and Publishing Recordings of Council Meetings Policy is available on the Council's website.

Attachment 4

Website Disclaimer

The opinions or statements made during the course of a Council meeting are those of the particular individuals, and not necessarily the opinions or statements of Council. The Council does not necessarily endorse or support the views, opinions, standards or information contained in the live streaming or recording of the Council meetings.

The Council does not accept any responsibility for the comments made or information provided during Council Meetings and does not warrant nor represent that the material or statements made during the streamed Council Meetings are complete, reliable, accurate or free from error. The Council does not accept any responsibility or liability for any loss, damage, cost or expense that a person might incur howsoever arising as a result of or in connection with the viewing, using or relying on information or statements provided in the live streaming or recording of Council Meetings.

A recording Council Meeting may not be available from time to time. Whilst Council will use its best endeavours to ensure the live streaming and website are functioning, the Council takes no responsibility for and cannot be held liable for the temporary unavailability of live streaming or the Council website because of technical issues beyond its control.

Technical issues may include, but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.

15. COUNCIL POLICY REVIEW

Source:	**Governance and Legal Services**
Director:	**Rebecca Leonard**
Index Reference:	**Governance**

Purpose

To revoke a number of Council policies and reinstate them as management policies.

Background

The Commission of Inquiry recommended a comprehensive review of all Council policies, systems, processes and operations to ensure they meet contemporary governance standards.

In response to the Commission of Inquiry, and as part of the continuous improvement of the City of Greater Geelong's governance framework, a review of the current Council policies has been completed. As a result of that review, a number of Council policies have already been updated or revoked, and a number of policies have been identified as being superseded, or operational in which case it is appropriate that they be revoked.

Key Issues

- Policies which govern the municipality, or which are required by law fall within the appropriate oversight of the Council.
- A number of Council policies have been superseded. These policies are listed in **Table A of Attachment 1.**
- A number of existing Council policies have been identified as operational policies as they seek to guide how the City undertakes its business, rather than governing the municipality. These policies are listed in **Table B of Attachment 1**.
- To support the Council to focus on good governance of the municipality and the City's Administration to focus on implementing the objectives of Council through day to day operations, the Council policies listed in Table A and Table B shall be revoked, and those policies listed in Table B only shall be adopted as management policies.
- As part of the improvement of the governance framework and processes at the City's Administration, a Policy Review Committee will be established to oversee the process of implementing and monitoring both Council and management policies.

L Gardner moved, P Dorling seconded -

That Council revoke the policies listed in Attachment 1, noting that the policies listed in Table B of Attachment 1 will be adopted as management policies.

Carried.

Financial Implications

There are no budget implications in revoking the Council policies and reinstating the policies as management policies.

Stakeholder Consultation and Communication

There are no budget implications in revoking the Council policies and reinstating the policies as management policies.

Policy/Legal/Statutory Implications

The transition of these Council policies to management policies supports the good governance framework of Council.

Alignment to City Plan

The transition of these Council policies to management policies supports the Council and the City to implement the actions of City Plan.

Conflict of Interest

No officer who has been involved in the assessment of the policies or the preparation of this report has a conflict of interest in relation to the recommendation made to Council.

Risk Assessment

As the policies will still have force and effect as management policies, there is no additional risks in the transition of the Council policies to management policies.

Environmental Implications

There are no environmental impacts from the revocation of the Council policies and reinstating the policies as management policies.

Attachment 1

TABLE A

Council Policies to be revoked	Reference no	Comments
Water Management	CPL215.8	Replaced with the Irrigation Management Procedure in 2017

TABLE B

Council Policies to be revoked and adopted as management policies	Reference no	Comments
Council Support to Neighbourhood Houses	295.4	This policy provides operational guidelines for when the City may consider funding Neighbourhood houses.
Debt Management - Sale of Property	510.6	Policy sets out the City's procedure for managing debt
Hard Surfaces Facilities	*285.2*	Policy sets out the procedure for managing hard surfaces
Mosquito Management	310.4	Policy sets out the procedure for managing mosquitos
Owners Corporation Maintenance of Public Open Space	*285.10*	Policy sets out maintenance requirements for Council reserves, as stated in the Sustainable Communities Infrastructure Development Guidelines
Recreation Reserve Committee of Management Guidelines	*285.5*	Policy sets out the role and responsibility of Committees of Management established by the City
School Sports Facilities	285.6	Policy sets out the operational requirements for the City to operate on Department of Education Land

16. ROAD NAMING - UNNAMED LANEWAY EAST GEELONG

Source: **Finance & Strategy - Financial Services**
Acting Director: **Peter Anderson**
Index Reference: **Financial Management Reporting**

Purpose

To seek approval to name an unnamed laneway in East Geelong to "Californian Lane, East Geelong".

Background

An unnamed laneway exists in East Geelong. Council has been made aware of a property requiring an address to this laneway.

The subject laneway runs east from Kernot Street to Meakin Street and is the back access for properties located on Gurr Street and McKillop Street, East Geelong.

The name has been chosen due to heritage documentation that indicates there is a high number of Californian Bungalows and Edwardian dwellings in this area.

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

Council is responsible as a naming and numbering authority designated under the Local Government Act 1989 and is required to utilise the naming Rules for Places in Victoria 2016 (the Rules).

Key Issues

- A property requires addressing due to access from the unnamed laneway in East Geelong.
- The laneway is also utilised as a rear access for properties.
- This road naming will result in one property requiring re-addressing.
- An advertisement was placed in the Geelong Advertiser newspaper on 15 July 2017.
- The proposed naming was placed on the Council Website for 30 days as per statutory requirement.
- Letters and a survey for response have been sent to all affected and adjoining property owners (69).
- Council has received eighteen survey responses, twelve in favour of the renaming and six against.
- Responses have been sent to all survey submissions advising that the proposed road name selected is "Californian Lane".

P Dorling moved, L Gardner seconded -

That Council approve the naming of the unnamed laneway in East Geelong to "Californian Lane, East Geelong".

Carried.

Attachment 1

Discussion

The property to the rear of a McKillop Street address is accessed from the unnamed laneway. This property requires a unique address to this laneway.

The Rules require properties to be numbered to the roadway in which access is obtained.

Research from Residential Heritage documentation has shown that a large portion of dwellings within this vicinity were Californian Bungalows and Edwardian type dwellings.

The proposed name "Californian" meets the criteria of Naming Rules for Places in Victoria 2016 with compliance to *Principle C – Linking the name to place*.

Naming this unnamed laneway will ensure that the property to the rear of the McKillop Street address has a unique identifiable street address. It will also allow for the laneway to be identified if the need arose for an emergency service.

The proposed naming was advertised in the Geelong Advertiser newspaper on 15 July 2017.

Financial Implications

The approximate cost to Council is $620. This includes advertising, notification to adjoining property owners, notification to authorities and street signage.

Stakeholder Consultation and Communication

Correspondence has been sent to all adjoining and affected property owners advising them of the proposed naming and inviting submissions by return of survey.

The proposal was advertised in the Geelong Advertiser newspaper on 15 July 2017.

The proposal was published on Council's Geelong Australia website for 30 days as per the Naming Rules for Places in Victoria 2017.

Council has communicated via letter and survey with 69 affected or adjoining property owners. The survey was issued in accordance with the Rules and requested owners to advise if they agreed or disagreed to the renaming. Eighteen of the 69 surveys were returned. Twelve surveys agreed to the naming and six surveys disagreed. The five surveys that disagreed believed the laneway required naming. The names they submitted, namely Little Gurr Lane, Goodall Lane and Federation Lane, are considered duplicate names under the Rules and are unable to be used. The two surveys that disagreed to the naming believed the naming of this laneway was unnecessary. One of these surveys was unsigned.

The residents that returned the surveys have been advised that their submissions have been considered and that "Californian Lane, East Geelong" is the preferred name that will be used for the unnamed laneway.

Subject to Council and the Registrar of Geographic Names approval, the relevant authorities and abutting property owners will be notified of the official registration of this road naming.

Policy/Legal/Statutory Implications

The Local Government Act 1989, the Geographic Place Names Act 1998 and the Naming Rules for Places in Victoria 2016 have been followed.

Alignment to City Plan

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

Conflict of Interest

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

Risk Assessment

If an emergency situation occurred, Council's proposal to name this laneway could minimise the risk or failure to be able to access a situation in a timely manner.

Environmental Implications

There are no environmental issues arising from this report.

17. ROAD RENAMING - SOUTH WESTERN SECTION THORNHILL ROAD, HIGHTON

Source: **Finance & Strategy - Financial Services**
Acting Director: **Peter Anderson**
Index Reference: **Financial Management Reporting**

Purpose

To seek approval to rename the south western section of "Thornhill Road, Highton" to Basin Rise, Highton.

Background

Confusion currently exists in this location where properties are accessed off Thornhill Road, Highton. The south western section of Thornhill Road which runs at a right angle from Pigdons Bridge is proposed to be renamed (Attachment 2).

Council is responsible as a naming and numbering authority designated under the Local Government Act 1989 and is required to utilise the Naming Rules for Places in Victoria 2016 (the Rules).

The Rules state in Section 3.2.2 that a road name must not be applied in an ambiguous or confusing way for road users.

There is a proposed subdivisional development to occur at Barwon Water's Highton Reservoirs which are located at the end of this section of roadway. This section of roadway will flow into the new larger development, which could potentially cause further confusion.

Key Issues

- Barwon Water have a proposed subdivisional development at the Highton Reservoirs land.
- Barwon Water have advised Council there is confusion in locating properties in this section of roadway.
- This road renaming will result in 16 properties requiring re-addressing.
- Letters and a survey for response have been sent to all affected and adjoining property owners and residents (39).
- An advertisement was placed in the Geelong Advertiser newspaper on 15 July 2017.
- The proposed renaming was placed on the Council Website for 30 days as per statutory requirement.
- Thirteen surveys have replied with 12 in favour of the renaming and one against.
- Responses have been sent to all survey submissions advising that "Basin Rise" has been selected as the preferred name.

P Dorling moved, L Gardner seconded -

That Council approve the renaming of the south western section of Thornhill Road, to "Basin Rise, Highton".

Carried.

Attachment 1

Discussion

It is proposed to rename the south western section of Thornhill Road, Highton which runs at a right angle from the Pigdon's Bridge and Thornhill Road intersection (Attachment 2).

There is a proposed residential subdivisional development to occur at the end of this roadway on the Highton Reservoir land. This residential development could potentially cause further confusion in identifying properties in this section of Thornhill Road.

The Rules state in Section 3.2.2 that a road name must not be applied in an ambiguous or confusing way for road users.

Renaming this section of roadway will alleviate any potential confusion and ensure all properties have a unique identifiable street address. The name "Basin" has been chosen for this roadway due to the historic Water Reservoirs which exist at the end of the current Thornhill Road. The identifier of "Rise" has been chosen as this signifies a roadway going to a higher place or position.

The proposed renaming was advertised in the Geelong Advertiser newspaper on 15 July 2017.

Council has communicated via letter and survey with 39 affected or adjoining property owners. The survey was issued in accordance with the Rules and requested owners to advise if they agreed or disagreed to the renaming. Thirteen of the 39 surveys were returned. Twelve surveys agreed to the renaming and one survey disagreed with a dislike to the proposed name and did not supply an alternative.

Financial Implications

The approximate cost to Council is $560. This includes advertising, notification to adjoining property owners, notification to authorities and street signage.

Stakeholder Consultation and Communication

Correspondence has been sent to all adjoining and affected property owners advising them of the proposed renaming and inviting submissions by return of survey.

The proposal was advertised in the Geelong Advertiser newspaper on 15 July 2017.

The proposal was published on Council's Geelong Australia website for 30 days as per the Naming Rules for Places in Victoria 2017.

Thirteen surveys have been returned. Twelve in favour of the renaming and one against the proposed name. The survey that disagreed did not like the name "Basin" and believed that this referred to bread rising, though no alternative name was supplied.

All survey submissions have been considered and replied to in accordance with the Rules.

Subject to Council and the Registrar of Geographic Names approval, the relevant authorities and abutting property owners will be notified of the official registration of this road renaming.

Policy/Legal/Statutory Implications

The Local Government Act 1989, the Geographic Place Names Act 1998 and the Naming Rules for Places in Victoria 2016 have been followed.

Alignment to City Plan

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

Conflict of Interest

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

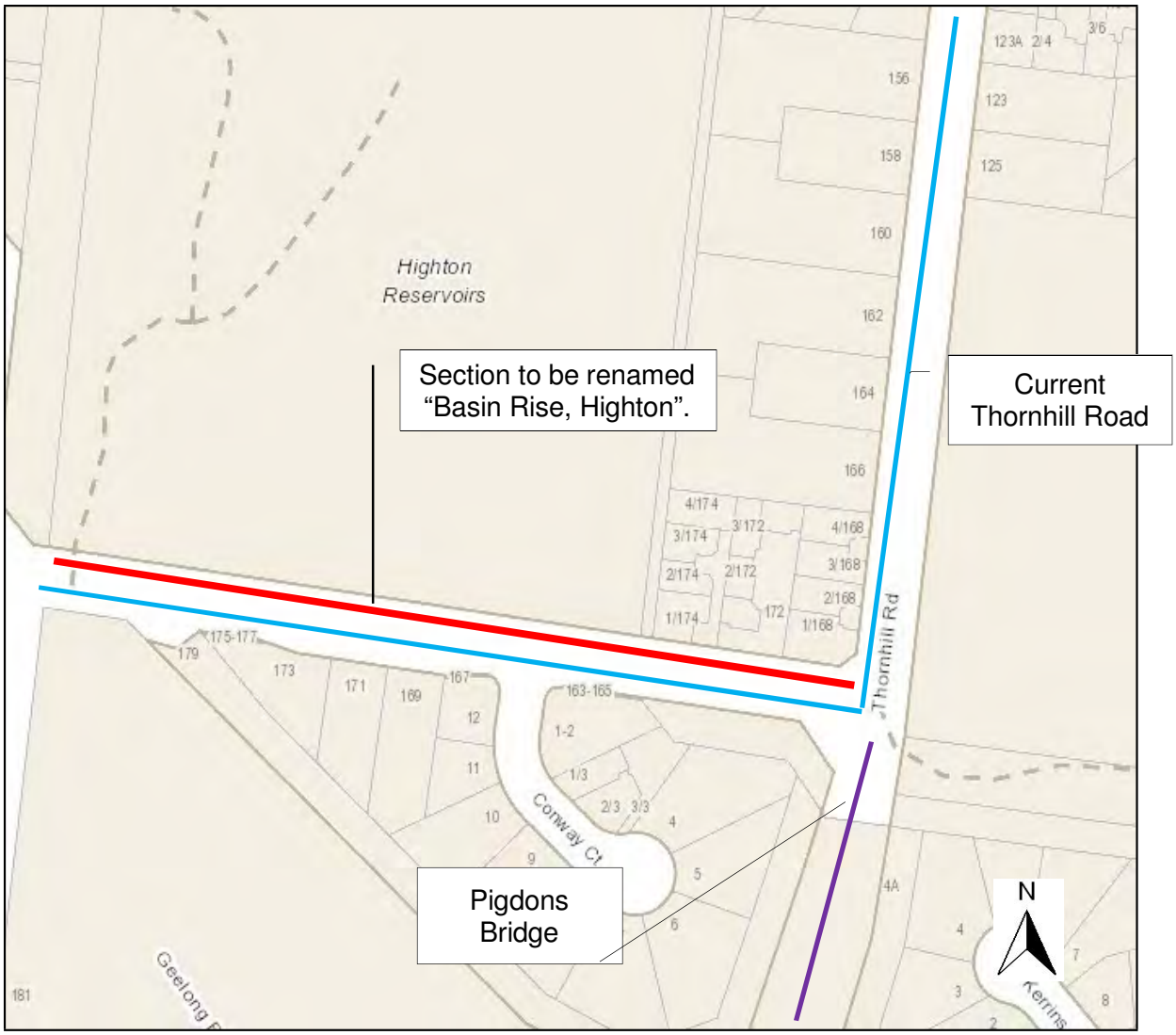
Risk Assessment

If an emergency situation occurred, Council's proposal to rename this section of roadway could minimise the risk or failure to be able to access a situation in a timely manner.

Environmental Implications

There are no environmental issues arising from this report.

Attachment 2



18. ROAD RENAMING - W BOULEVARD, ARMSTRONG CREEK

Source: **Finance & Strategy - Financial Services**
Acting Director: **Peter Anderson**
Index Reference: **Financial Management Reporting**

Purpose

To seek approval to rename W Boulevard, Armstrong Creek to "Warralily Boulevard, Armstrong Creek".

Background

Subdivisional developments occurred in Armstrong Creek from Barwon Heads Road to Torquay Road. Simultaneous stages were commenced at different locations causing the proposed roadway to be un-navigable from Barwon Heads Road to Torquay Road. As the roadway was constructed in sections, each section had to have a unique name. The first stage of the development which resulted in a roadway being named Warralily Boulevard began in 2011. The section from Horseshoe Bend Road to Torquay Road, began in 2014, was named W Boulevard with the intention of renaming the roadway when it became navigable from Barwon Heads Road to Torquay Road (Attachment 2).

Potential property owners were made aware that when the roadway became navigable, W Boulevard would become Warralily Boulevard through a road renaming process. This information was included within the Contract of Sale documentation.

Warralily Boulevard is now navigable from Barwon Heads Road to Torquay Road, Armstrong Creek and therefore W Boulevard is required to be renamed.

Council is responsible as a naming and numbering authority designated under the Local Government Act 1989 and is required to utilise the naming Rules for Places in Victoria 2017 (the Rules).

The Rules state in Section 3.2.2 that if a proposed road is being constructed in multiple stages as part of a multi lot subdivision the proposed roads should have unique names applied. When the middle section of road is constructed renaming of the two unique roads should take place to recognise the full extent of the road.

Key Issues

- The developer agreed that W Boulevard would be named as an interim road name with intention to rename to Warralily Boulevard when the roadways intersected.
- This road renaming will result in 71 properties requiring re-addressing.
- Letters have been sent to all affected and adjoining property owners (71) including a survey for response.
- 21 surveys were responded to in favour of the renaming.
- Responses have been sent to all survey submissions advising that Warralily Boulevard has been selected for the road rename.
- Advertisement was placed in the Geelong Advertiser newspaper on 15 July 2017.
- Proposal was placed on the Council Website for 30 days as per statutory requirement.
- Three online submissions in favour were received.

P Dorling moved, L Gardner seconded -

That Council approve the renaming of W Boulevard to "Warralily Boulevard, Armstrong Creek".

Carried.

Attachment 1

Discussion

It is proposed to rename W Boulevard, Armstrong Creek to Warralily Boulevard, Armstrong Creek and register the new road name with the Office of Geographic Place Names.

At the time of subdivisional development W Boulevard was dissected from Warralily Boulevard and was required to have a unique road name applied.

The Rules state in Section 3.2.2 that if a proposed road is being constructed in multiple stages as part of a multi lot subdivision the proposed roads should have unique names applied. When the middle section of road is constructed renaming of the two unique roads should take place to recognise the full extent of the road.

W Boulevard was chosen as a temporary road name for this section of roadway. Developers advised potential purchasers of properties, via the Contract of Sale, that W Boulevard would be renamed to Warralily Boulevard when both roads intersected. Council has been advised that these roadways have now become navigable and therefore a road renaming process has commenced.

The proposed renaming was advertised in the Geelong Advertiser newspaper on 15 July 2017.

Financial Implications

The approximate cost to Council is $2,000. This includes advertising, notification to adjoining property owners, notification to authorities and street signage.

The developers were advised that there would be a cost to them to renumber the roadway and this was agreed to. The developers have been sent an account for $5,680 (71 x $80).

Stakeholder Consultation and Communication

Council has communicated via letter and survey with 71 affected property owners. The survey was issued in accordance with the Rules and requested owners to advise if they agreed or disagreed with the renaming. 21 surveys in favour have been returned to Council. Three online submissions in favour were also received.

The proposal was advertised in the Geelong Advertiser newspaper on 15 July 2017. No submissions has been received from the advertisement of the proposal.

The proposal was published on Council's Geelong Australia website for 30 days as per the Naming Rules for Places in Victoria 2017.

Subject to Council and the Registrar of Geographic Names approval, the relevant authorities and abutting property owners will be notified of the official registration of this road renaming.

Policy/Legal/Statutory Implications

The Local Government Act 1989, the Geographic Place Names Act 1998 and the Naming Rules for Places in Victoria 2017 have been followed.

Alignment to City Plan

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

Conflict of Interest

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

Risk Assessment

If an emergency situation occurred, Council's proposal to rename this section of roadway could minimise the risk or failure to be able to access a situation in a timely manner.

Environmental Implications

There are no environmental issues arising from this report.

19. THOMPSON ROAD, FURNER AVENUE, BELL PARK - PROPOSED FOOTPATH CONSTRUCTION - SRC 352 - INTENTION TO DECLARE

Source: **Engineering Services - City Services**
Acting Director: **Peter Godfrey**
Index Reference: **Thompson Road and Furner Avenue, Bell Park, Geelong, Special Rates and Charges**

Purpose

This report seeks a resolution by Council to consider an intention to declare a Special Charge Scheme to partially fund the construction of a footpath along Thompson Road and Furner Avenue, Bell Park (See plan – Attachment 5).

Background

Council's footpath network strategy identifies the footpath construction priorities of which Thompson Road and Furner Avenue, Bell Park is listed. It is considered that the proposed new footpath completes a key pedestrian link between Norlane and Bell Park residential and commercial areas. The new footpath will provide safer pedestrian access for all users.

Thompson Road and Furner Avenue carry in excess of 14,000 vehicles per day (both directions). Thompson Road is managed by Vic Roads as an arterial road and Furner Avenue is a major road under Council management. The planned footpath will better satisfy the design parameters of the Planning Scheme and Infrastructure Design Manual for footpath provision for main and arterial roads.

Key Issues

- It is proposed to construct 1 kilometre of 1.5 metre wide footpath to provide for pedestrian access along the west side of Thompson Road and Furner Avenue, Bell Park.
- There are twenty one (21) properties abutting the proposed footpath that will receive special benefit. There are two (2) Council owned properties in the scheme.
- The total estimated project cost is $317,823. Additional works estimated at $34,106 will be funded by Council to improve existing infrastructure.
- A Benefit Ratio of 0.28 has been calculated in accordance with Section 163 of the Local Government Act, which equates to a Council contribution to the scheme of $204,276 and property owner contribution of $79,441.
- Council's contribution reflects the large pedestrian catchments to the North and along South that will use these pedestrian links. Worn paths along the nature strips indicate high usage.
- Property owners are considered to receive benefit from the works by way of improved pedestrian access and general amenity including pedestrian safety improvements.
- The scheme has been prepared in accordance with the Special Rate and Charges provisions of the Local Government Act 1989 along with the 2004 Ministerial Guidelines and Council's Special Rates and Charges Policy.

P Dorling moved, L Gardner seconded -

That Council:

1) Gives notice of its intention to declare a Special Charge Scheme in accordance with Section 163 (1A) of the Local Government Act 1989 (The Act), as follows:

a) The Special Charge is declared for a period of five (5) years commencing upon completion of the works.

b) The Special Charge be declared for the purpose of defraying any expenses incurred by Council in relation to the construction of the footpath on Thompson Road and Furner Avenue, Bell Park. Council considers the project:

b1) Will provide proper pedestrian access, improved pedestrian safety and enhancement to the general amenity for each of the properties included in the scheme;

b2) Will provide a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this Resolution); and

b3) Arises out of Council's function of planning for and providing infrastructure for property owners.

c) The total cost of project, be recorded as $317,823 (Schedule A).

d) It be recorded that, for the purposes of Section 163 (2A) of the Act, the special charge proceeds will not exceed the amount calculated in accordance with the prescribed formula (R x C = S), the:

d1) 'benefit ratio' (R) being calculated at 0.28 represents the special benefits to all persons liable to pay the special charge (Schedule B);

d2) 'total cost' (C) of performing the function described in part 1 (b) of this resolution based on estimated cost be recorded as $283,717; and

d3) 'Maximum levy' (S) be recorded as $79,440.76.

e) the following be specified as the area for which the special rate is so declared:

e1) The area within municipal district of Council highlighted in the plan attached to this Resolution (Attachment 5).

f) the following be specified as the land in relation to which the special charge so declared:

f1) Land within the area shown on the plan.

g) the following be specified as the criteria which form the basis of the special charge so declared:

g1) Ownership of any land described in Part 1(e) of this Resolution.

h) the following be specified as the manner in which the special charge so declared will be assessed and levied:

h1) Each lot receives a primary access and amenity benefit;

h2) The maximum levy is divided on an access and frontage share basis;

h3) The special charge will be levied by sending a notice to the person who is liable to pay, pursuant to section 163(4) of the Act.

i) having regard to the preceding parts of this Resolution but subject to Section 166 (1) of the Act, it be recorded that;

i1) the owners of the land described in column 2 and 3 of Schedule C to the resolution are estimated liable for the respective amounts set out in column 7 of Schedule C; and

i2) such owners may, subject to any further resolution of Council pay the special charge in the following manner;

i2a) the charge will become due and payable within one month of the issue of the notice requesting payment pursuant to Section 167 (3) of the Act;

i2b) interest will not be charged for six months after the issue of the notice provided the person liable makes timely payment in accordance with any repayment arrangements that may be agreed on by Council; and

i2c) in accordance with Section 172 of the Act, the interest rate payable on the special charge which has not been paid by the specific date is set at Council's overdraft rate, reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 (2A) in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of this section).

2) Consider any submissions made under Section 223 of the Act and the proposed declaration via Council's Submissions Review Panel, and then by Council at a subsequent meeting, at which time Council will consider to make declaration in the form proposed.

3) Authorise the Chief Executive Officer to give public notice of the proposed declaration in accordance with sections 163 (1A) and (1B) of the Act and send a copy of the public notice to each person who is liable to pay the special charge in accordance with Section 163 (1C) of the Act.

Carried.

Attachment 1

Discussion

Council's footpath network strategy identifies the footpath construction priorities of which the Thompson Road and Furner Avenue, Bell Park is listed as a high priority for construction. It is considered that the proposed new footpath will provide the missing pedestrian link between the Morgan Street rail underpass in Norlane and the Bell Park industrial and residential areas including Bell Park Primary School.

Council Officers have developed a Special Charge Scheme proposal including a cost estimate, Benefit Ratio calculation and cost apportionment spreadsheet. The estimated charges, along with more detailed information on the scheme, were shown to all potentially affected property owners who were asked to respond to the proposal via survey.

The survey results had six (6) property owners respond representing a 29% response rate with two (2) in favour and four (4) opposed to the scheme proposal. Of those opposing the scheme, concerns raised included:

- We are a warehouse distributor without need for foot traffic.
- Footpaths not warranted in this industrial area.
- A footpath will not add value or be of benefit to these properties.

Financial Implications

The project is a one off capital cost and there will be minimal ongoing maintenance costs. If approved, the scheme could proceed this financial year under the core footpath program C02303 – 2017/2018. Financial details are as follows:

Scheme levy to Property Owners (income)	$79,440.76
Scheme Levy to Council – $204,276.24 Direct Funding by Council for pavement reinstatement and a supporting reinforced concrete retaining wall and footing - $34,106	$238,382.24
Total Project Cost	$317,823.00

From the table above, the net cost to Council for this project is estimated to be $238,382

Stakeholder Consultation and Communication

Consultation carried out as follows:

- May – June 2017 - Information pack to affected property owners that included an initiation letter, a plan showing the location of works, a Special Rates and Charge Scheme brochure, a detailed cost apportionment spreadsheet and informal survey form. Six responses received.

Further correspondence to the affected property owners will be sent should Council resolve to make its intention to declare the Special Charge.

Policy/Legal/Statutory Implications

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

Alignment to City Plan

This report aligns with the City Plan as follows:

Sustainably Built and Natural Environment

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

Conflict of Interest

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

Risk Assessment

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

There are no identified risks for Council in making its Intention to Declare the scheme.

Environmental Implications

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

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

The proposal does not affect any natural habitats.

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

Attachment 2

SCHEDULE 'A'

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

COST ESTIMATE FOR CONSTRUCTION OF FOOTPATH – THOMPSON ROAD AND FURNER AVENUE, BELL PARK

SCHEME WORKS					
ITEM	**DESCRIPTION**	**QTY**	**UNIT**	**RATE $**	**AMOUNT $**
1.00	Initial site establishment and set up, decamping and site clean-up and other fixed costs up to time of completion of works.	1	ITEM	$28,000.00	$28,000.00
2.00	Traffic management costs.	10	ITEM	$800.00	$8,000.00
3.00	Setting out of works.	1	ITEM	$500.00	$500.00
4.00	Service / Cable locations	1	ITEM	$1,000.00	$1,000.00
5.00	Excavation and disposal of all materials to limits of work as indicated on plan, including trimming for spots and removal of concrete.	20	m^3	$60.00	$1,200.00
6.00	Concrete pram crossing 1.5m wide, including fine crushed rock bedding. **(116-122 Furner Ave)**	5	No.	$250.00	$1,250.00
7.00	125mm (25 Mpa) concrete paving with SL72 mesh including crushed rock bedding.	1383	m^2	$135.00	$186,705.00
8.00	Tactile Ground Surface Indicator Tiles, supplied and placed**.(116-122 Furner Ave)**	2	m^2	$250.00	$500.00
9.00	Top soiling and seeding nature strips, medians and outer separators.	922	m^2	$8.00	$7,376.00
10.00	Remove white posts and concrete footings. **(283-285 Thompson Road)**	2	No	$200.00	$400.00
11.00	Drainage pit lids and housings raised to match new path. **(257 (3#) & 271-281 (2#) Thompson Road)**	5	No	$300.00	$1,500.00
SUB-TOTAL					**$236,431.00**
10% Contingency					**$23,643.00**
Design					**$11,821.55**
Project administration					**$11,821.55**
CONSTRUCTION COST ESTIMATE					**$283,717.00**

COUNCIL FUNDED WORKS					
ITEM	**DESCRIPTION**	**QTY**	**UNIT**	**RATE $**	**AMOUNT $**
1.00	Initial site establishment and set up, decamping and site clean-up and other fixed costs up to time of completion of works.	1	ITEM	$2,000.00	$2,000.00
2.00	Setting out of works.	1	ITEM	$500.00	$500.00
3.00	225mm dia UPVC pipe, supplied, laid and jointed including excavation, placement of approved fine crushed rock bedding and back-filling with approved material.**(283-285 Furner Ave)**	4.88	m	$118.00	$575.84

4.00	Saw-cutting of Asphalt paving and concrete. Including vehicle crossing to **124 to130 Furner Avenue**.	1	Item	$500.00	$500.00
5.00	Supply, place and compaction of 20mm Class 2 FCR in pavement area in front of kerb and channel to 300mm deep including, 30mm compacted depth 10mm nominal size type N Asphalt spread and compacted including emulsion prime & grit. **(104, 106-114 & 116-122 Furner Ave)**	30	m^2	$155.00	$4,650.00
6.00	B2 Barrier kerb and channel 450mm wide, including fine crushed rock bedding. **(104, 106-114 & 116-122 Furner Ave)**	16	m	$136.00	$2,176.00
7.00	Reinforced Concrete Retaining Wall and Footing with SL72 mesh including 50mm compacted depth Class 3 FCR bedding and reinstate nature strip. **(90-94 Furner Ave)**	42	m	$410.00	$17,220.00
8.00	Reconstruction of pipe post and rail fence. Supply and install two posts and alter the rail at two locations. **(66-72 Furner Ave)**	2	No	$400.00	$800.00
SUB-TOTAL					**$28,422.00**
10% Contingency					**$2,842.20**
Design					**$1,421.09**
Project administration					**$1,421.09**
CONSTRUCTION COST ESTIMATE					**$34,106.00**

Attachment 3

Benefit Ratio – Schedule 'B'

A Purpose

To construct a footpath in Thompson Road and Furner Avenue Bell Park to provide all weather pedestrian access for property owners and the wider community.

B Coherence

The footpath will connect with the Furner Avenue Railway Reserve underpass and provide a pedestrian link between Norlane and Bell Park. It will also provide an additional link with the Council Reserve at 66-72 Furner Avenue. It will provide a special benefit to adjoining properties and benefit to the wider community.

C Total Cost C

Total Estimated cost of works	**$317,823.00**
Direct funding by Council to construct a supporting reinforced concrete retaining wall and minor pavement replacement works.	**$34,106.00**
Total Cost of Footpath Construction	**$283,717.00**

D Identify Special Beneficiaries

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

E Properties to include

21 abutting properties receive both access and amenity benefits. Therefore:
Total Special Benefits (in) is apportioned to 21 properties. There are two (2) Council owned properties in the scheme. Therefore Total Special Benefits out of the scheme is apportioned to 2 properties.

F Estimate of Total Special Benefits

For this scheme, benefit will be apportioned on the basis of access and amenity by way of a Benefit Unit (BU). We shall assume that the makeup of the BU for each property comprises 1/2 BU of amenity and 1/2 BU for access benefits. The Council owned properties share the same access and amenity benefit as the private properties but has a larger frontage and double the footpath extent. A summary of the special benefits is shown in table form below:

	21 Private Properties **TSB(in)**	2 Council Properties **TSB(out)**		
Access	10.5 BU	2.0BU	**TSB (in) =**	**21.0**
Amenity	10.5 BU	2.0BU		
Total Special Benefits	**21 BU**	**4.0BU**	**TSB (out) =**	**4.0**

G Estimate of Total Community Benefit -TCB

It is considered that people in the community will receive a benefit from the works as the pathway is used to access other areas. Estimated pedestrian use of the footpath is 20% for the abutting properties and 80% for the wider community. There are no amenity benefits considered for the wider community. If 20% of access benefit represents a total of 12.5 BU, 80% will represent 50BU. **TCB = 50.0**

H Calculate "Benefit Ratio" - R

Benefits Ratio = $\frac{\text{TSB (in)}}{\text{TSB (in) + TSB (out) + TCB}} = \frac{21}{21 + 4 + 50}$ **0.28**

I Maximum Total Levy (S)

Maximum Total Levy S = R X C	**$79,440.76**
Council Contribution to Special Charge Scheme	$204,276.24

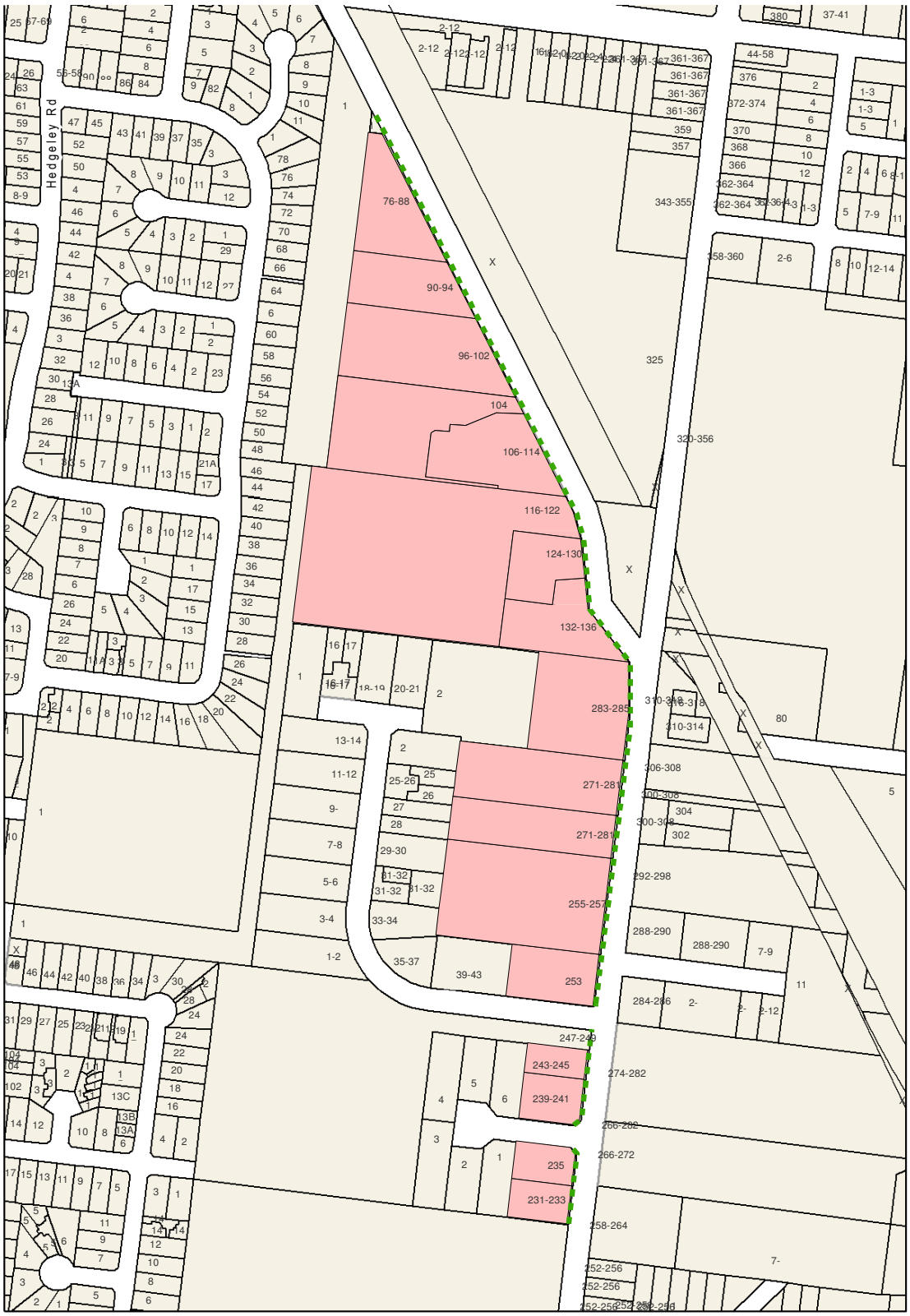
Attachment 4

SCHEDULE 'C'
SPECIAL CHARGE SCHEME FOR FOOTPATH CONSTRUCTION
THOMPSON ROAD and FURNER AVENUE, BELL PARK

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Prop Key	**Address**	**Legal Details**	**Apportionable frontage (m)**	**Access Benefit**	**Amenity Benefit**	**Footpath Cost**
278118	76-88 Furner Avenue, BELL PARK	Lot 1 LP 131085	48.2	$2,337.87	$2,751.11	**$5,088.98**
278119	90-94 Furner Avenue, BELL PARK	Lot 2 LP 131085	43.7	$2,337.87	$2,494.73	**$4,832.60**
278120	96-102 Furner Avenue, BELL PARK	Lot 3 LP 131085	66.9	$2,337.87	$3,818.32	**$6,156.19**
354743	104 Furner Avenue, BELL PARK	Lot 2 PS 715070	2.7	$2,337.87	$155.88	**$2,493.75**
354742	106-114 Furner Avenue, BELL PARK	Lot 1 PS 715070	64.5	$2,337.87	$3,684.14	**$6,022.00**
299930	116-122 Furner Avenue, BELL PARK	Lot A PS 504302	16.8	$2,337.87	$961.58	**$3,299.44**
315801	124-130 Furner Avenue, BELL PARK	Lot 1 PS 449381	28.7	$2,337.87	$1,640.50	**$3,978.37**
320563	Factory No 1/132-136 Furner Avenue, BELL PARK	1/2 Share of Lot 2 PS 449381	39.4	$1,168.93	$2,248.91	**$3,417.84**
315802	Factory No 2/132-136 Furner Avenue, BELL PARK	1/2 Share of Lot 2 PS 449381	39.4	$1,168.93	$2,248.91	**$3,417.84**
280221	231-233 Thompson Road, BELL PARK	Lot 1 LP 215029	17.3	$2,337.87	$987.84	**$3,325.71**
280222	235-237 Thompson Road, BELL PARK	Lot 2 LP 215029	23.0	$2,337.87	$1,313.32	**$3,651.18**
298668	239-241 Thompson Road, BELL PARK	Lot 2 PS 337777	25.7	$2,337.87	$1,465.77	**$3,803.64**
298669	243-245 Thompson Road, BELL PARK	Lot 1 PS 337777	20.0	$2,337.87	$1,143.73	**$3,481.59**
296611	251 Thompson Road, BELL PARK	Part Share of Lot 1 PS 601749	16.8	$1,168.93	$959.29	**$2,128.23**
295120	253 Thompson Road, BELL PARK	Part Share of Lot 1 PS 601749	16.8	$1,168.93	$959.29	**$2,128.23**
280225	255 Thompson Road, BELL PARK	Lot A PS 601749	83.0	$2,337.87	$4,739.36	**$7,077.23**
280226	1/271-281 Thompson Road, BELL PARK	Lot 1 PS 311991	26.6	$2,337.87	$1,520.02	**$3,857.89**
280227	2/271-281 Thompson Road, BELL PARK	Lot 2 PS 311991	40.7	$2,337.87	$2,322.86	**$4,660.72**
280228	283-285 Thompson Road, BELL PARK	Part Share of Lot 1 PS 530757	25.1	$771.50	$1,434.94	**$2,206.44**
311845	287-289 Thompson Road, BELL PARK	Part Share of Lot 1 PS 530757	25.1	$771.50	$1,434.94	**$2,206.44**
311846	291-295 Thompson Road, BELL PARK	Part Share of Lot 1 PS 530757	25.1	$771.50	$1,434.94	**$2,206.44**

Attachment 5

Plan



Attachment 6

PROCESS CHART

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

Thompson Road and Furner Avenue, Bell Park

Stage	***Status***	***Description***
Approval to prepare scheme		Decision made to prepare scheme following consideration of surveys of residents and feedback from the community via informal survey. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs. May 2017
Intention to Declare Scheme		Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process.
Advertisement		The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a month's time.
Submissions		From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme.
Submissions Review Panel Hearing		A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to Council regarding the scheme.
Declaration Report		Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme.
Appeal		Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties.
Construction		Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement.
Final Cost Report		At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

20. AMENDMENT C251 AND PERMIT 408/2016 - FORMER CSIRO SITE BELMONT - CONSIDERATION OF PANEL REPORT AND ADOPTION

Source: **Planning & Development - Strategic Implementation**
Acting Director: **Geoff Lawler**
Index Reference: **Amendment C251**

Purpose

To consider the Independent Panel Report and adopt Planning Scheme Amendment C251.

Background

Amendment C251 applies to Commonwealth land at 1 Henry Street, Belmont. The Amendment proposes to zone the land General Residential Zone Schedule 1 concurrent with a staged multi-lot residential subdivision. The Amendment is supported by a Section 173 Agreement to levy developer contributions for social infrastructure improvements in the Belmont/ Highton area.

Exhibition of the Amendment from 3 March to 10 April 2017 resulted in the receipt of 11 submissions. A Panel Hearing was held on 19 June 2017 and the Panel has supported the Amendment and Permit.

Key Issues

- The former CSIRO site was conditionally sold to a developer in 2015 who lodged a Section 96A Planning Scheme Amendment request and Permit Application.
- Following exhibition of the Amendment and draft Permit, Council received submissions that objected to the proposed road and bicycle network, tree retention conditions and some aspects of the development design.
- Under delegation on 1 May 2017, Council resolved to refer all the submissions to an Independent Panel. A hearing was held on 19 June and Council received the Panel Report on 24 July 2017.
- The Panel considers the Amendment/Permit has strong strategic planning support.
- The Panel recommends that the Amendment be adopted and the Permit issued; both subject to changes recommended by the Panel. The changes are agreed with minor corrections as outlined in this report.

L Gardener moved, P Dorling seconded -

That Council resolves to:

1) **Adopt Amendment C251 in the form as outlined in Attachment 2 of this report;**

2) **Submit the adopted Amendment together with the prescribed information to the Minister for Planning requesting approval;**

3) **Recommend to the Minister for Planning that Planning Permit 408/2016 be granted pursuant to Section 96G of the *Planning and Environment Act* 1987 (the Planning Permit is in Attachment 3 of this report); and**

4) **Sign and seal the Section 173 Agreement accompanying this Amendment to formalise social infrastructure contribution arrangements (Attachment 4 is a copy of the Agreement).**

Carried.

Attachment 1

Discussion

On 29 March 2016 a request from Tract Consultants for a combined Section 96A Planning Scheme Amendment and Permit was received by Council for the land at 1 Henry Street, Belmont. The request was made on behalf of the developer, Belmont Projects Pty Ltd

The application seeks to zone the land to the General Residential Zone Schedule 1. The 6.2 hectare site is owned by the Commonwealth Government (with a sale contract) and is not zoned in the Greater Geelong Planning Scheme.

The site had previously been used as the CSIRO Materials and Fibre Engineering Laboratory. The CSIRO has now relocated to a new $102M research facility at Deakin University's Waurn Ponds campus.

The Amendment also proposes to apply the Environmental Audit Overlay (EAO) and the Development Plan Overlay to the land. The Amendment is supported by a Section 173 Agreement for developer contributions towards community infrastructure improvements in the local area and the provision of public open space.

Concurrent with the Amendment request a planning permit (408/2016) is sought to allow subdivision that includes a Stage 1 construction of 26 townhouses and the creation of 61 residential lots. The preliminary site layout (**Attachment 5**) shows vehicle access to Stage 1 directly from Henry Street and a new internal Council road.

On 7 February 2017 Council resolved under delegation to exhibit Amendment C251. Public exhibition commenced on 3 March and closed on 10 April 2017. Eleven submissions were received, including five from local residents. Given the site's high exposure and drawn-out history, this very low number of submissions indicates overwhelming community support for the redevelopment and the certainty it provides.

No submission opposed the strategic basis of the Amendment and proposed residential zone.

Council (under delegation) then considered a report on the submissions and resolved on 1 May 2017 to request the Minister for Planning appoint an Independent Panel to consider the submissions.

Panel Hearing and Panel Report Recommendations

A single person Panel conducted the Hearing on 19 June 2017. Submissions at the Hearing were made by Council officers; a lawyer for the proponent calling expert evidence in planning, traffic and landscape; and two local residents.

The main issues presented to the Panel were:

- Concern about the requirement to retain six native trees and the consequent impact in terms of lost development potential and design;
- The appropriateness of providing access to dwellings from adjoining open space and whether this contributes to the 10% open space contribution required by Development Plan Overlay Schedule 35;
- Potential impacts on traffic and cycling;
- Concerns about certainty around future stages of development; and
- The appropriateness of identifying potential retail/medical centre uses in the Development Plan Overlay Schedule 35.

The Panel considered all written submissions made in response to the exhibition of the Amendment/Permit; as well as further submissions, evidence and other material presented to it during the Hearing, and its observations from a site visit.

In its 24 July 2017 report, the Panel noted that (p. 4):

"…there were no submissions which challenged the strategic justification for the proposed redevelopment of the site for residential purposes, the proposed application of the GRZ1, DPO35 and EAO, changes to Clause 61.03; or to the grant of a permit for the subdivision/development of this land. Rather, the submissions focused on the details surrounding the future development of the site as outlined in DPO35 and the conditions contained in the draft planning permit."

The key Panel findings were:

- Stage 1 of the proposed development is not likely to have a significant impact on the road network and not require the widening of Henry Street or the provision of dedicated cycling paths. Future stages of the development will be subject to a planning permit application and will involve the consideration of any additional traffic impacts.
- The retention of trees 55, 57, 59, 72 and 196 is supported, as is Council's permit condition which requires the modification to the subdivision layout to ensure they are retained within public reserves. The Panel found this a reasonable balance between protecting neighbourhood character and urban consolidation.
- Any encumbered open space that provides access to abutting residential properties should not form part of the Open Space Contribution.
- The DPO35 and the Development Plan (which is still to be approved by Council) will provide certainty for all key stakeholders about the form and nature of the future development of the site.
- Whilst the DPO35 identifies the potential for retail/medical centre uses in the north-east corner of the site, this is not a mandatory requirement and the potential impacts of such a development will be considered as part of a future planning permit.

The Panel recommended that Amendment C251 be adopted and the Permit issued; both subject to changes recommended by the Panel.

A copy of the Panel Report's Executive Summary is in Attachment 6.

Council officer response

The Panel Report findings and recommendations are all supported except for one change discussed below.

The Development Plan Overlay Schedule 35 to be adopted (refer to Attachment 2) has included the changes recommended by the Panel. This includes minor formatting and content changes consistent with the Ministerial Direction under section 7(5) of the *Planning and Environment Act 1987*.

The only change to the Schedule 35 not supported relates to Clause 3.0 *Open Space and Landscape Masterplan* Dot Point 1. The Panel recommended 'pedestrian link reserves' should not be credited as public open space if encumbered by a carriageway easement, road reserve or the like. It is better to simply state that encumbered land includes pedestrian link reserves.

It is noted – as identified by the Panel – that adoption of the EAO is appropriate. However if a Certificate of Environmental Audit is issued prior to the approval of the Amendment by the Minister for Planning, it would be appropriate for the Minister's office to remove it from this Amendment.

Planning Permit 408-2016

The Panel highlighted that there were no objections to the issue of the planning permit. The Panel discussed agency comments and accepted VicRoads revised position that works to the intersection of Corio Waurn Ponds Road and Henry Street were no longer required as a result of the development.

The Panel recommended changes to the permit and that the permit be adopted as shown in the Panel Report Appendix D.

Council officer response

The recommended changes to the planning permit are agreed except for Condition 30.

Condition 30 relates to the provision of a 10% public open space contribution. The Panel removed that part of the condition allowing land required for tree retention to be calculated as public open space. The Panel Report does not explain this change.

Council, in considering submissions and in its representations at the Panel Hearing, sought to include any land required for the Henry Street trees reserves as part of the public open space contribution. This position is consistent with the draft Development Plan and Section 173 Agreement.

Council officers maintain that the land area required for retention of the Henry Street trees shall form part of the public open space contribution.

Financial Implications

The Section 173 Agreement will legally bind Council to deliver social infrastructure improvements in the Belmont/ Highton area from the developer levy it is paid. The levy will be $2,000 per dwelling totalling approximately $400,000; payable at Statement of Compliance in respect of each residential lot to be created upon registration of that plan of subdivision.

Stakeholder Consultation and Communication

Council officers have written to the Amendment submitters to advise them of the release of the Panel Report. Submitters will be notified of the final decision of Council and the Minister for Planning.

Policy/Legal/Statutory Implications

Application of the General Residential Zone and permit are consistent with a range of State and Local policies as outlined in the Amendment C251 Explanatory Report.

Alignment to City Plan

The Amendment supports the 'Growing our Economy' strategic direction of City Plan by providing jobs during the construction period and a range of quality new housing stock in the municipality close to existing services.

Conflict of Interest

No officers involved in this report have direct or indirect interest in accordance with Section 80C of the Local Government Act.

Risk Assessment

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

Risks associated with potentially contaminated land will be addressed by the CSIRO and its contractors, including the completion of an environmental audit.

Environmental Implications

The former CSIRO site includes an area of contamination that will require remediation. The Commonwealth Government has engaged CH2M to project manage the remediation. The requirements of the Environmental Audit Overlay will further ensure that potentially contaminated land is suitable for future residential use.

The design of the new residential subdivision integrates existing canopy trees that add value and positively contribute to neighbourhood character.

The quality of stormwater draining from the site will be improved as a result of the redevelopment. Measures will be installed to prevent run-off to adjoining properties during the construction period.

21. AMENDMENT C327 – 'OLIVE GROVE' AREA, PORTARLINGTON – CONSIDERATION OF PANEL REPORT AND ADOPTION

Source: **Planning & Development – Strategic Implementation**
Acting Director: **Geoff Lawler**
Index Reference: **Amendment C327**

Purpose

To consider the Independent Panel Report and to adopt Amendment C327.

Background

Amendment C327 proposes the rezoning of five lots in Portarlington with a total area of approximately 27 ha from Farming Zone to General Residential Zone Schedule 1. The Amendment also proposes to apply Design and Development Overlay Schedule 14 (DDO 14) and a Development Plan Overlay (DPO) to the land.

The Amendment was exhibited between 17 November and 19 December 2016. 21 submissions were received, including 12 objections. A Panel Hearing was held on 5 and 6 April 2017. The Panel Report was received on 31 May 2017 (executive summary at attachment 7).

Amendment C352, seeking to implement the Portarlington Structure Plan (2016) and Indented Head Structure Plan (2016), was exhibited concurrently with this Amendment. It was also considered at the same Panel Hearing. Council adopted Amendment C352 at its meeting of 25 July 2017.

Key Issues

- Issues raised in the 12 objecting submissions included land supply and demand, interface with and impact on adjacent residents of rural land, visual impact on landscape values and the Bellarine Hills, loss of agricultural land, impact on adjacent agricultural use and the density of residential development.
- The Panel conclusions included: the Amendment is supported by and implements the State and Local Planning Policy Framework; the Amendment is well founded and strategically justified; the Amendment is supported by residential land demand and supply forecasts; that the future residential/rural interface is unlikely to adversely affect adjoining rural landowners or result in unacceptable impacts on adjoining agricultural land use; and the Amendment is unlikely to adversely impact on the visual landscape quality or backdrop of Portarlington.
- The Panel's recommended changes to the DPO Schedule reflect Council officers' recommendations and are supported. One additional change to the DPO Schedule is recommended so that a condition may require a Section 173 Agreement to address drainage infrastructure and staging and community infrastructure contributions, as it is understood that the owners of one of the five lots do not intend the sign the Section 173 Agreement exhibited with the Amendment.

L Gardner moved, P Dorling seconded -

That Council:

1) **Adopts Amendment C327 in the form outlined in Attachment 5 of this report;**

2) **Submits the adopted Amendment together with the prescribed information to the Minister for Planning requesting approval; and**

3) **Signs and seals the Section 173 Agreements accompanying this Amendment to formalise development contributions arrangements (a model Agreement is in Attachment 6 of this report).**

Carried.

Attachment 1

Discussion

Exhibition and submissions

The subject land is shown in the location plan at Attachment 2. The zoning of the subject and surrounding land is shown at Attachment 3.

The Amendment was exhibited between 17 November and 19 December 2016. 21 submissions were received. Of these 12 were objections, including an objection from owners of one lot within the Amendment area. Five government agencies provided comment, with two requesting a change to the DPO Schedule. Two landowner submissions provided comment but did not object; another submission expressed no objection. A submission from the applicant supported the Amendment.

A wide range of issues were raised in objecting submissions; key issues raised included:

- the need for the rezoning given land supply and demand;
- the interface with and impact on adjacent residents of rural land;
- visual impact of development on landscape values and the Bellarine Hills;
- loss of agricultural land;
- impact on adjacent agricultural use; and
- the density of residential development.

On 31 January 2017, Council resolved under delegated authority to refer submissions to a Panel.

Panel Hearing

At the Panel Hearing on 5 and 6 April 2017, Council officers indicated that the Amendment is strategically justified, is consistent with both the 2008 and 2016 Portarlington Structure Plans and that none of the issues raised in submissions warranted abandonment of the Amendment or changes to the proposed zoning or extent of the DDO 14 and DPO Schedules. Council officers expressed support for the Amendment subject to minor changes to the exhibited DPO Schedule to address issues raised in submissions.

Panel Report

The Panel Report, received on 31 May 2017, recommends the Amendment be adopted subject to minor changes to the DPO Schedule proposed/agreed by Council. The Executive Summary of the Panel Report is at Attachment 7.

The Panel's conclusions included:

- Amendment C327 is supported by, and implements, the relevant sections of the State and Local Planning Policy Framework; is consistent with the relevant Ministerial Directions and Planning Practice Notes; is well founded and strategically justified; and is supported by residential land demand and supply forecasts.
- The future residential/rural interface resulting from the future development of the Amendment land is unlikely to adversely impact adjoining rural landholders.
- The proposed rezoning will not result in unacceptable loss of agricultural land as it has been long identified as future residential land that is located within the Portarlington settlement boundary.

- The residential use and development of the land arising from rezoning will not result in unacceptable impacts on adjacent agricultural land use.
- Council's post-exhibition changes to the DPO Schedule relating to interface treatment would help manage this matter.
- The Amendment is unlikely to adversely impact on the visual landscape quality or backdrop of Portarlington.
- The future development density envisaged by the Amendment is appropriate for the site and Portarlington.
- The Amendment appropriately responds to stormwater runoff, local wildlife and potential land contamination.
- The Amendment would enable development that appropriately manages traffic and infrastructure matters.
- Amendment C327 appropriately responds to planning matters; however the Panel agrees with Council's post-exhibition changes which respond to issues, clarify intent and improve the operation of planning provisions.

An Appendix to the Panel Report provided the Panel's recommended wording of the DPO Schedule. These reflect the changes recommended by Council in its Panel Submission, along with a further clerical change.

Officer response:

The Panel's conclusions and recommendations are supported, as is the Panel's recommended wording of the DPO Schedule, with one additional change discussed below under the heading Section 173 Agreements. The revised DPO Schedule, recommended for adoption, is shown in track changes format in Attachment 4 and included in Attachment 5.

The substantive changes made to the exhibited DPO Schedule are:

- in Point 2.0, specifying that conditions of a permit may include a condition requiring a Section 173 Agreement to facilitate delivery of local infrastructure identified in the Staging and Infrastructure Delivery Plan and to provide a contribution to community infrastructure;
- in Point 3.0, requiring the Urban Design Masterplan to show a general subdivision layout and interface treatment with dwellings on lots abutting Batman and Allens Roads generally fronting those roads;
- in Point 3.0, requiring the Urban Design Masterplan to include a subdivision design that ensures:
    - no new intersections with Geelong-Portarlington Road;
    - no direct vehicular access from any lot to Geelong-Portarlington Road;
    - a 3.0 m wide vegetation reserve along Geelong-Portarlington Road; and
    - residences address Geelong-Portarlington Road by use of service roads or internal roads to enable dwellings to front that road but with no direct access to it;
- in Point 3.0, requiring the Urban Design Masterplan to include provision for public open space such that public open space includes the highest (south-western) point of the site adjacent to the Batman and Allens Roads intersection to help ensure built development does not intrude on the nearby ridgeline as viewed from the Point Richards area;

- in Point 3.0, including specific reference to the Drooping Sheoke, which is of Regional Conservation Significance and has been recorded on the site, in vegetation to be retained on the Landscape Master Plan;
- in Point 3.0, requiring that a concept plan for all areas that interface with adjoining road reserves, with landscaping to soften the interface between new residential development and existing rural areas, also specify that the siting and species used do not substantially impede coastal views from existing dwellings on adjacent rural land; and
- in Point 3.0, deleting a Road Network and Traffic Management Plan requirement that has now been included in the Urban Design Masterplan requirements.

Some changes to formatting and wording have also been made to comply with the April 2017 Ministerial Direction on the Form and Content of Planning Schemes.

Section 173 Agreements

A draft Section 173 Agreement relating to development contributions for community infrastructure was exhibited with the Amendment. Landowners were to agree to a contribution of $2670 per residential lot (or dwelling, if subdivision does not take place), indexed to inflation, to be spent by Council for the purpose of providing community facilities within Portarlington or for providing sub-regional facilities in a nearby town.

Owners of four of the five lots have signed the Section 173 Agreement (a model Section 173 Agreement, with individual landowner details removed, is at Attachment 6). At the time of writing, it is understood that the owners of the remaining lot, who lodged an objection to the Amendment, do not intend to sign the Agreement to allow for this eventuality, the amendment has been adjusted to allow for an agreement to be entered when a subdivision permit is applied for. This would enable the dissenting owners to, or a future owner of the land to participate at a later date.

Financial Implications

Section 173 Agreements relating to development contributions will assist in the funding of community facilities within the catchment of the proposed development.

Stakeholder Consultation and Communication

The Amendment was exhibited in accordance with the provisions of the *Planning and Environment Act 1987* to provide for full public comment. Surrounding landowners and occupiers, government and service authorities were notified and invited to comment.

The Independent Panel report has been publicly released with a copy made available to submitters.

Policy/Legal/Statutory Implications

The Amendment is consistent with the State Planning Policy Framework (Clauses 11.02-1, 11.05-1, 11.05-2, 11.09-2 and 11.09-3) and the Local Planning Policy Framework (Clauses 21.06-2, 21.14-2 and 21.14-5) in the Greater Geelong Planning Scheme.

Alignment to City Plan

The Amendment supports both the Growing Our Economy and Sustainable Built and Natural Environment strategic directions of City Plan, particularly as it facilitates sustainable development in accordance with an adopted township structure plan.

Conflict of Interest

No Council Officers involved in the preparation of this report have any direct or indirect interest, in accordance with Section 80C of the Local Government Act.

Risk Assessment

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

Environmental Implications

The subject land is almost entirely cleared of native vegetation and has been used for rural and rural residential purposes for many decades. There is a small area of scattered native vegetation (sheokes) on one lot. A biodiversity assessment will be required as part of the Development Plan.

A detailed requirement of the Development Plan will be an ecological assessment of the cumulative impact of stormwater drainage from the site on wetlands in and adjacent to the Point Richards Flora and Fauna Reserve that demonstrates that there will be no unacceptable impact on those wetlands.

22. AMENDMENT C351 - PART 1 - 732-770 BANKS ROAD OCEAN GROVE - ADOPTION

Source: **Planning and Development**
Acting Director: **Geoff Lawler**
Index Reference: **Application C351**

Purpose

To adopt Planning Scheme Amendment C351 Part 1.

Background

Amendment C351 seeks to rezone part of land at 732-770 Banks Road Ocean Grove from General Residential Zone Schedule 1 (GRZ1) to Public Use Zone 1 (PUZ1) and apply a Public Acquisition Overlay (PAO7) to the land being rezoned.

The Amendment will enable Barwon Water to negotiate the purchase of the land for a sewage pump station.

Council sought and received exemption from the Minister for Planning from normal notification of the Amendment other than the prescribed Ministers and the owner of the land. The only submission received is a supporting submission from the owner.

Part 1 of the Amendment can now be adopted. Part 2 which will apply the PUZ will need to await acquisition of the site by Barwon Water.

Key Issues

- Barwon Water and the owner of the land requested expeditious processing of this Amendment to facilitate resolution of land valuation issues which have arisen as part of the property acquisition process.
- The subject land has been identified by Barwon Water in consultation with the land owner/property developer. The sewage pump station is required to serve the needs of the surrounding rapidly growing residential area.
- The Amendment site falls within a designated growth area in the Ocean Grove Structure Plan which also specifically identifies the need for the new sewage pump station being proposed.
- Council officers recommend Amendment C351 part 1 be now adopted.

L Gardner moved, P Dorling seconded -

That Council:

1) **Adopts Amendment C351 part 1 in the form as outlined in Attachment 5 of this report; and**

2) **Submits the adopted Amendment together with the prescribed information to the Minister for Planning requesting approval.**

Carried.

Attachment 1

Discussion

Amendment C351 resulted from an application made by GHD on behalf of Barwon Water to rezone a 2548 sq.m portion of 732-770 Banks Road Ocean Grove from GRZ1 to PUZ1 with a PAO7 to be applied to the land to be rezoned. A detailed plan showing the dimensions of the subject land and its location is Attachment 2.

The subject land has been identified by Barwon Water in consultation with the owner of the site which is required for a new pump station to serve the needs of the rapidly growing surrounding residential area and recently rezoned residential area to the south.

The existing zoning of the subject land and surrounding area is Attachment 3.

The subject land and surrounding area consists of vacant farmland with the developing Kingston Downs residential estate rapidly expanding to the west. Attachment 4 is an aerial photo of the subject land and surrounds.

The subject land falls within the designated "North-east growth area" in Council's adopted Ocean Grove Structure Plan 2015.The proposal for a new sewage pump station and rising main in Banks Road is specifically referred in the Structure Plan document (page 108) with a scheduled construction date of 2018/9.

This Amendment is being sought particularly to assist the parties to resolve land valuation and acquisition issues. The owner of the land supports this Amendment application and on this basis exemption was sought and granted by the Minister for Planning from normal exhibition notification (other than mandatory notification of prescribed Ministers and the land owner).

Whilst the land remains in private ownership its inclusion in a PUZ will not comply with the Ministerial Direction on "The Form and Content of Planning Schemes" which would require the land to be owned by Barwon Water as a prerequisite. As the land transfer has not yet occurred, approval of this Amendment will need to be progressed in two parts (part 1 to now be adopted to apply the PAO, part 2 to be adopted at a later date to include the land in a PUZ).

Adoption of Amendment C351 part 1 will facilitate the continued residential growth in the north-east sector of Ocean Grove in accordance with the adopted township Structure Plan. Attachment 5 is the Amendment recommended for adoption.

Financial Implications

This Amendment, which assists in the provision of sewerage infrastructure by Barwon Water, raises no financial issues for Council.

Stakeholder Consultation and Communication

Exemption from the normal exhibition requirements were sought and granted by the Minister for Planning as set out in this report.

The adopted Ocean Grove Structure Plan, which was subject to extensive community consultation, identifies this area for future residential development and specifically refers to the need for this sewage pump station, which this Amendment is facilitating.

Policy/Legal/Statutory Implications

The Amendment supports the overall thrust of State and Council planning policies which support development of designated growth areas in accordance with an approved Structure Plan and the provision of infrastructure in a timely manner.

The Amendment falls within a designated growth area in Council's adopted Ocean Grove Structure Plan which also supports the need for the new sewage pump station now being facilitated.

Alignment to City Plan

The Amendment supports the overall thrust of Growing our Economy and Sustainable Built and Natural Environment Strategic Directions in that it facilitates the development of land identified as being suitable for future residential development.

Conflict of Interest

No Council officers involved in the preparation of this report have a direct or indirect interest ,in accordance with Section 80C of the Local Government Act, to which this Amendment relates.

Risk Assessment

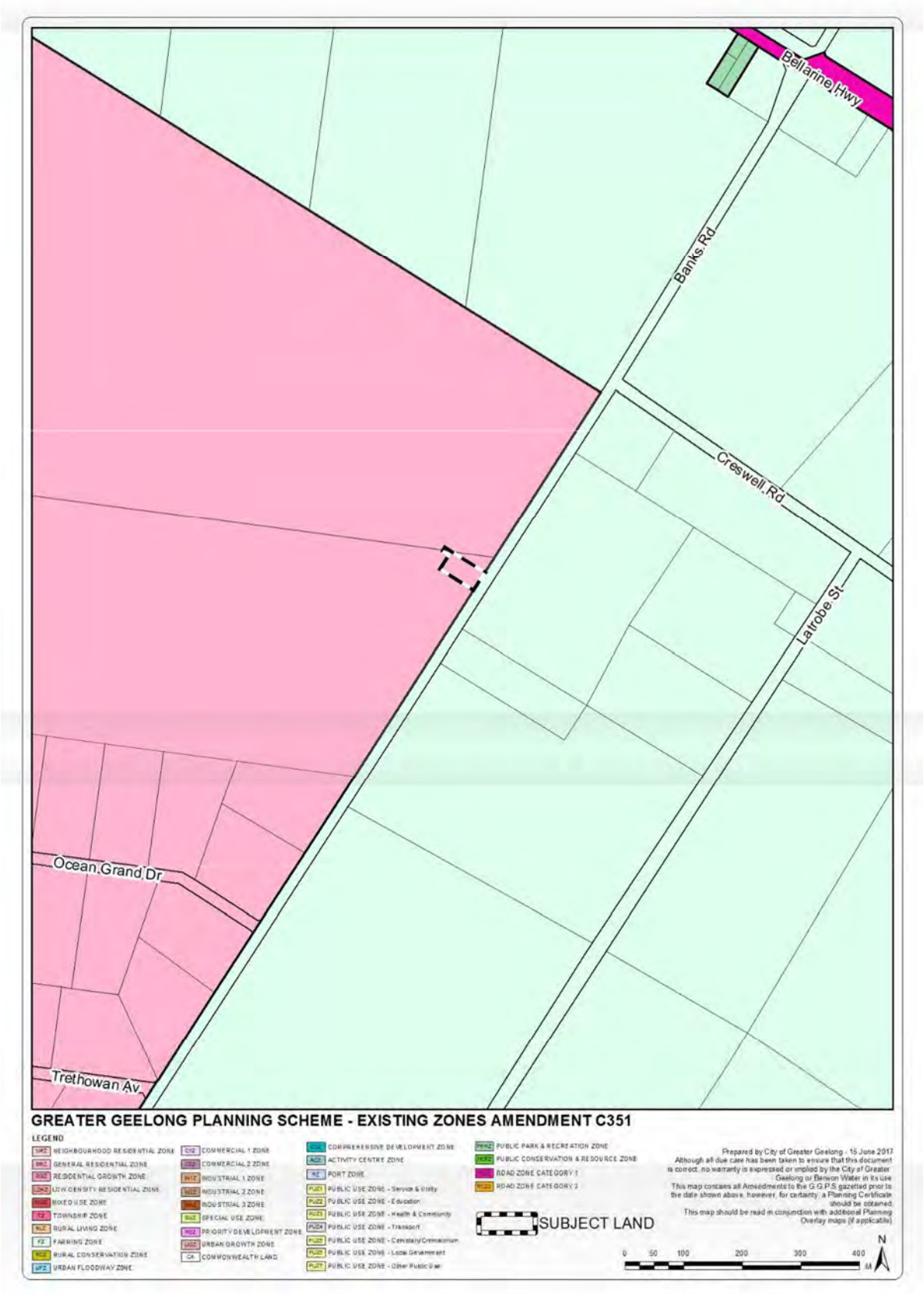
No risks have been identified in adopting Amendment C351 Part 1 as being recommended by this report.

Environmental Implications

Environmental issues associated with the development of this area were considered as part of its rezoning to enable it to be developed for residential purposes (Amendment C60). This Amendment raises no new environmental issues.

Attachment 2 – Detailed Plan showing the dimensions of the subject land.

Attachment 3 – Existing Zoning of Subject Land



Attachment 4 – Aerial Photo of subject land and surroundings

Attachment 5 – Amendment to be Adopted

Planning and Environment Act 1987

GREATER GEELONG PLANNING SCHEME

AMENDMENT C351 – Part 1

INSTRUCTION SHEET

The planning authority for this amendment is the City of Greater Geelong

The Greater Geelong Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of one attached map sheets.

Overlay Maps

1. Amend Planning Scheme Map No.82 PAO in the manner shown on the attached map marked "Greater Geelong Planning Scheme, Amendment C351".

End of document

GREATER GEELONG PLANNING SCHEME

23. AMENDMENT C353 BECKLEY PARK, CORIO - AMENDMENT TO SCHEDULE 4 TO THE SPECIAL USE ZONE, ADOPTION OF AMENDMENT

Source: **Planning and Development – Strategic implementation**
Acting Director: **Geoff Lawler**
Index Reference: **Amendment C353**

Purpose

To consider the submissions received following the exhibition of Amendment C353 and to adopt the Amendment.

Background

A Planning Scheme Amendment application has been made by Jewell Partnership acting on behalf of TOM Assets and Beckley Park Committee of Management. It seeks to amend Schedule 4 of the Special Use zone to enable a permit to be considered for major promotional signage. The Committee of Management has obtained the agreement of the Land Management Policy section of DELWP to make this application.

This application arose out of recommendations of the Beckley Park Working Group, chaired by the previous Member for Western Victoria with representatives of Beckley Park users, Committee of Management and Council with observers from various Government Departments. The Working Group met during 2012-2014 to investigate options to improve the on-going financial sustainability of the facility, which operates on Crown Land.

Beckley Park is the home of Geelong Harness Racing club, Geelong Greyhound Racing club, Geelong Karting club and Beckley Park Community Market. In the words of the applicant, the proposed signs “will provide revenue and the funds can be used to offset operating costs and support future development works at Beckley Park” .

Key Issues

The amendment was exhibited between 13 July 2017 and 14 August 2017, with two submissions being received, from VicRoads and the Department of Environment, Land, Water & Planning, neither of which objected to the Amendment as exhibited.

L Gardner moved, P Dorling seconded -

That Council:

1) adopts the exhibited Amendment C353, as contained in Attachment 2 to this report; and

2) submits the adopted Amendment and prescribed information to the Minister.

Lost.

K Alexander moved, P Dorling seconded –

That the report be deferred for future consideration.

Carried.

Attachment 1

Discussion

Beckley Park is situated at a high profile location which makes it an attractive site for large scale outdoor advertising. On approaching Geelong from the direction of Melbourne, Beckley Park marks the entrance to the city's northern suburbs. At this location large promotional signs similar in nature to the one at Avalon Airport will be very clearly visible to all road users coming to or leaving Geelong.

This amendment is being sought because major promotional signs are prohibited under the current SUZ4 zone provisions. The Special Use Zone provisions at Clause 37.10-5 apply the Category 3 set of controls to advertising signs, "unless a schedule to this zone specifies a different category". The Category 3 advertising provisions prohibit major promotional signage.

The amendment introduces a new Clause 4.0 to Schedule 4 to the Special Use Zone, which identifies that the Beckley Park land falls under Category 2 of the advertising controls, contained in Clause 52.05 of the planning scheme. A permit will be required to erect the signs.

The amendment will place a mandatory limitation on the number and height of the proposed major promotional signs. The applicant's consultant has agreed with these proposed restrictions to limit the number of such signs to two with an overall height of 15 metres.

Plans submitted with the request for amendment show a major promotional sign is proposed to be erected in a generally central location on each of the Princes Highway and Geelong Bypass frontages such that they are very well clear of the residential area on the west side of Broderick Road.

It should be noted that this application makes it clear that approval will be subsequently sought for these signs to include an electronic or digital component.

It is not being recommended that a mandatory prohibition be placed on electronic advertising as part of this amendment. Therefore, the subsequent permit application if approved will set a precedent for electronic advertising on major roads in Geelong. Examples of such advertising on main roads in the metropolitan areas of Melbourne have been approved and VCAT has already supported some cases. In these circumstances, prohibition of electronic advertising on the Beckley Park site is difficult to justify.

Attachment 2 contains the amendment documentation, for adoption, which includes the amended Schedule 4 to the Special Use Zone with the proposed changes as described above included in tracked changes format. It should be noted reference has now also been made to Beckley Park in the Schedule name and Purpose to indicate it does not only apply to the Geelong Showgrounds and Racecourse.

Attachment 3 shows the zoning of Beckley Park and the surrounding area

Attachment 4 is an aerial photograph of the same area.

Prior to seeking Authorisation to exhibit, the application was referred to VicRoads which indicated it did not object subject to the imposition of conditions on any subsequent permit issued relating to electronic signage.

There are pros and cons to be considered. On one hand Beckley Park is clearly an urban use where some form of substantial advertising would normally be considered acceptable, particularly as it is unlikely to be visible from the nearest residential areas to the west of Broderick Road. On the other hand, these proposed signs will be highly prominent at the entrance to urban Geelong and may be viewed as being at odds with the Council's long-standing program to beautify the city's northern entry along Princes Highway.

It is important to acknowledge (as does the applicant) that Council's support for this amendment does not bind Council's consideration of any future planning permit application which would be assessed against State and Council planning policies and the provisions of Clause 52.05 of the Planning Scheme, the purpose of which is:

- to achieve high quality visual standards for the siting of major promotion signs.
- to ensure that the signs are not detrimental to the appearance of their surroundings or the safe and efficient operation of the route through the application of consistent planning controls.

The decision guidelines to this Clause require Council to consider the effect of such signs on streetscapes, a significant view corridor, gateway location etc. and a range of locational principles.

On balance, this amendment is supported having regard to the history of the application as outlined above, the proposed limitation of signs to two in number with a maximum 15 metres height limit, as any such signage is unlikely to impact on nearby residential areas and would be located on the site of an existing substantial use within the urban area.

Financial Implications

The proposal will have no financial implications for Council.

Stakeholder Consultation and Communication

The amendment was exhibited in the normal manner with two submissions received, neither of which objected to the amendment in the form exhibited.

Policy/Legal/Statutory Implications

Clause 18.02-4 of the Planning Scheme (management of the road system) to "regulate the design of transport routes and nearby areas to achieve visual standards appropriate to the importance of the route with particular reference to landscaping, the control of outdoor advertising"…etc.

Clause 21.08-2 similarly highlights the importance of the presentation of development along highways and main roads. One of its objective is "to improve the appearance of transport routes at key entrances to townships and urban areas".

Alignment to City Plan

The amendment is consistent with City Plan's Strategic Direction of Growing our Economy, in particular the Priority of Supporting Existing Businesses.

Conflict of Interest

No Council officers have declared a direct or indirect interest in this matter, in accordance with Section 80(c) of the Local Government Act, to which this amendment relates.

Risk Assessment

No risks have been identified in relation to the adoption of Amendment C353 as is recommended by this report.

Environmental Implications

The amendment will have no environmental implications.

24. AMENDMENT C358 - COMMERCIAL/APARTMENT BUILDING CORNER OF KILGOUR AND MOORABOOL STREETS, GEELONG - CONSIDERATION OF SUBMISSIONS AND ADOPTION

Source: **Planning & Development - Strategic Implementation**
Acting Director: **Geoff Lawler**
Index Reference: **Amendment C358**

Purpose

To consider submissions and adopt the Planning Scheme Amendment C358.

Background

In March 2017 Sincock Planning submitted a planning scheme amendment request to rezone the land at 55, 57 & 59 Kilgour Street, Geelong and 322-328 Moorabool Street, Geelong from the General Residential Zone to the Mixed Use Zone.

The site is located on the north-west corner of Kilgour Street and Moorabool Street Geelong. The site is developed with a four storey building comprising 30 apartments at levels 1-3 (10 apartments per level) and three commercial tenancies along with common property car parking at the ground floor.

The shop-fronts at the ground floor level comprises three titles with the following floor areas: 55 Kilgour Street 73sq.m; 57 Kilgour Street 73sq.m; and 59 Kilgour Street 78sq.m. The three tenancies are vacant and have been for an extended period of time.

On 29 March 2017 Council resolved under delegation to exhibit Amendment C358. Exhibition from 4 May to 12 June 2017 resulted in ten submissions.

Key Issues

- Of the ten submissions received, six were from residents of the building who objected to the rezoning of the upper level apartments to the Mixed Use Zone. Concerns related to possible business ventures, security, noise and parking issues.
- The upper level apartments are owned by the Housing Association Haven; Home Safe and tenanted to the over 55s. Haven; Home Safe in their submission support efforts to activate the shops however are sensitive to the concerns of the tenants.
- With agreement from the applicant, Council officers decided to replace the proposal to rezone the land with a site-specific (to the commercial tenancies) incorporated document in the Greater Geelong Planning Scheme.
- The effect of this change would mean the site remains in the General Residential Zone while allowing a greater range of commercial uses. As a result of this proposed change all objections were withdrawn. There are now no submissions that seek to change the Amendment and the Amendment can be adopted.
- Parking restrictions fronting the site on Moorabool Street will also be changed to 1 hour (4 spaces) and ¼ hour (1 space).

L Gardner moved, P Dorling seconded -

That Council resolves to:

1) **Adopt Amendment C358 in the form as outlined in Attachment 2 of this report;**
2) **Submit the adopted Amendment together with the prescribed information to the Minister for Planning requesting approval; and**
3) **Change the Moorabool Street parking restrictions fronting the site to 1 hour (4 spaces) and ¼ hour (1 space).**

Carried.

Attachment 1

Discussion

In March 2017 Sincock Planning on behalf of Steven Li and Frank Furnari submitted a planning scheme amendment request to rezone the land at 55, 57 & 59 Kilgour Street, Geelong and 322-328 Moorabool Street, Geelong from the General Residential Zone Schedule 1 to the Mixed Use Zone.

The land proposed to be rezoned originally formed part of the larger Gordon Institute of TAFE site, which now has its campuses in the CBD close to the Geelong Train Station, and at East Geelong.

This created the opportunity for an urban renewal project managed by Places Victoria that in 2009-10 delivered a mix of apartment living and inner city townhouses. The development also included ground level commercial tenancies to enliven the building and activate the intersection of Moorabool Street and Kilgour Street (see Attachment 3).

Commercial viability has proven unsuccessful with the tenancies struggling to attract and retain businesses. All three tenancies have been vacant for an extended period of time and therefore not provided the street activation and employment opportunities as envisaged by Places Victoria.

Rezoning the ground floor commercial tenancies only was explored, however the Mixed Use Zone cannot be applied vertically. The Mixed Use Zone was still considered appropriate given its purpose includes to provide for a range of commercial uses and housing at higher densities.

On 29 March 2017 Council resolved under delegation to exhibit Amendment C358 to rezone the site to the Mixed Use Zone. Public exhibition commenced on 4 May and closed on 12 June 2017.

Council received ten submissions including six objecting submissions from residents of the upper levels of the building. Concerns related to possible business ventures on the upper levels, security, noise and parking issues. There was a general view by the residents that the peace and safety afforded by the building would be compromised. None of the objecting submitters opposed rezoning the ground floor commercial tenancies.

Council officers also discussed the proposal with other residents who did not wish to lodge a submission but raised similar concerns. Importantly, the landowner, Haven; Home Safe, in their submission supported efforts to activate the shops however were sensitive to the concerns of the tenants.

Three written submissions were received in support of the Amendment.

Having considered the submissions Council officers decided to replace the proposal to rezone the land with a site-specific incorporated document to be implemented into the Greater Geelong Planning Scheme, to be applied to the commercial tenancies only.

This approach was agreed upon by the applicant.

The effect of this change means the site remains in the General Residential Zone while allowing a greater range of commercial uses. The incorporated document applies to the street level properties at 55, 57 and 59 Kilgour Street allowing office, shop and food and drink premises uses that would otherwise be permit required or prohibited in the zone.

This approach essentially achieves the same outcome as was originally intended by the previously proposed Mixed Use Zone.

Some of the submissions also raised concerns about the lack of available on-street car parking in the general area and, more specifically, the ¼ hour restrictions imposed on the five spaces located to the front of the building on Moorabool Street. Councils Traffic Unit has agreed to change the restrictions to 1 hour (4 spaces) and ¼ hour (1 space) between the hours of 9:00am and 5:00pm.

Attachment 4 summarises all of the submissions and provides a council officer response.

Financial Implications

There are no financial implications.

Stakeholder Consultation and Communication

After the submission period closed, Council planning and traffic officers convened an on-site meeting on Wednesday 5 July at 3:00PM. Invited to the meeting were all of the upper level residents, Haven; Home Safe staff and the applicant.

The meeting was attended by 11 residents, two staff members of Haven; Home Safe and the applicant and the applicant's planning consultant. The 11 residents included five of the six objecting submitters. Council officers explained the proposal to replace the rezoning with the introduction of a site-specific planning control to apply to the commercial tenancies only. Officers also agreed to consider changes to the parking restrictions fronting the site on Moorabool Street.

There was unanimous support for these changes at the meeting.

Following the meeting all objecting submitters, Haven; Home Safe and the applicant were sent a letter formalising Council officers changed position. Attached to the letter was a draft of the incorporated document, a withdrawal form and the proposed changed car parking restrictions. The supporting submitters were contacted directly by phone.

All objecting submissions were withdrawn in writing; one being a verbal withdrawal recorded in writing. Haven; Home Safe responded positively, saying they support the progress of Amendment C358.

Policy/Legal/Statutory Implications

Planning Policy

The proposed amendment to Clause 52.03 *Specific Sites and Exclusions* is considered to be the most appropriate Victorian Planning Provision for the site.

The purposes of Clause 52.03 are:

- *To recognise specific controls designed to achieve a particular land use and development outcome existing on the approval date.*
- *To provide in extraordinary circumstances specific controls designed to achieve a particular land use and development outcome.*

The clause states land may be used in accordance with the specific controls contained in the incorporated document corresponding to that land.

Given the past history of the site: the building was constructed in 2009-10; the ground floor was purpose built for commercial uses that have continually failed; the upper levels are owned by a housing association and tenanted to over 55s; and the genuine concerns raised by residents to the previously proposed Mixed Use Zone, the use of Clause 52.03 is considered appropriate.

The Amendment accords with a number of policies including Clause 17 *Economic Development*; Clause 21.07 *Economic Development and Employment*; and Clause 21.9 *Central Geelong*.

The Amendment is also consistent with local policy 22.01 *Discretionary Uses in Residential Areas*. Given the size of the tenancies, only small scale uses are possible which limits potential amenity impacts. The area generally is considered to be mixed use in nature and both Kilgour and Moorabool Streets are busy routes in Central Geelong. The policy encourages non-residential uses to be located on sites that have a lower standard of residential amenity.

Procedural requirements

Pursuant to section 23(1) of the *Planning and Environment Act*, after considering a submission which requests a change to the amendment, the planning authority must (a) change the amendment in the manner requested; or (b) refer the submission to a panel appointed under Part 8; or (c) abandon the amendment or part of the amendment.

In this case no submission opposed the rezoning of the ground floor tenancies to the Mixed Use Zone. The objecting submitters sought to change the Amendment by removing the proposal to rezone the upper levels. As stated earlier in the report, vertical zoning is not possible in the Mixed Use Zone.

The decision to progress the Amendment by replacing the proposed Mixed Use Zone with an incorporated document specific to the commercial tenancies is not considered to be a transformation of the Amendment. Moreover, the process of considering submissions has satisfied the requirement for natural justice for all submitters.

In Greater Dandenong C96 (PSA) 2010, the Independent Panel considered the issue of transforming an amendment and held:

The general principle applied in panel hearings is that modifications to amendments are acceptable so long as they do not result in a transformation of the proposal.

Panels are guided by the general objective to achieve good outcomes without unnecessary delay or protraction of process. To do this, panels need to be prepared to facilitate the decision making process. Therefore, if modifying a proposal will achieve a good outcome, which overcomes legitimate and reasonable concerns, it is considered better to do so as part of the process of considering the matter than to reject it and require the process to be recommenced. This can mean that we could legitimately consider changes to the amendment that are quite significant, so long as they do not transform the amendment into something else.

What constitutes a transformation must be judged according to its own circumstances, but it would need to be something quite different to that originally proposed.

It is only possible to consider such significant changes to an amendment if the rules of natural justice are adhered to. The particular rule of natural justice, which must be satisfied, is the requirement that all matters upon which a decision will be based are revealed to the parties and they are given an opportunity to be heard.

The use of a site specific exemption instead of rezoning the land to the Mixed Use Zone has essentially achieved the same outcome as was originally intended. That being; to provide opportunity for a wider range of ground floor commercial uses.

All upper level tenants (and not only the submitters to the exhibited Amendment) were invited to the meeting on Wednesday 5 July. 11 of the 17 attendees at the meeting were apartment residents, including five of the six objecting submitters. The proposed changes were explained at the meeting and submitters received a follow up letter and draft incorporated document.

All objections were subsequently withdrawn on the basis that the land would remain in the General Residential Zone.

Alignment to City Plan

The Amendment supports the 'Growing our Economy' strategic direction of City Plan by broadening the range of commercial opportunities on the site.

Conflict of Interest

No officers involved in this report have any direct or indirect interest In accordance with Section 80C of the Local Government Act.

Risk Assessment

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

Environmental Implications

There are no environmental implications.

Attachment 2 - Amendment C358 to be Adopted

Planning and Environment Act 1987

GREATER GEELONG PLANNING SCHEME

AMENDMENT C358

INSTRUCTION SHEET

The planning authority for this amendment is the Greater Geelong City Council.

The Greater Geelong Planning Scheme is amended as follows:

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows

1. In Particular Provisions – Clause 52.03, replace the Schedule with a new Schedule in the form of the attached document.

2. In Incorporated Documents – Clause 81.01, replace the Schedule with a new Schedule in the form of the attached document.

End of document

22/09/2016
C438

SCHEDULE TO CLAUSE 52.03

Address of land	Title of incorporated document
The Melbourne to Geelong Railway shown on the project area maps for the Regional Fast Rail Project and the Fibre Optic Project in the incorporated document.	Rail Infrastructure Projects (comprising the Rail Gauge Standardisation Project, the Regional Fast Rail Project and the Fibre Optic Project), December 2002.
The land at 40-60 Brougham Street, Geelong and Allotment 2024 Township of Geelong (City).	Geelong TAC Office Development, October 2006.
312 – 328 Moorabool Street, Geelong	Geelong TAC Transitional Office Development, May 2007.
The existing rail corridor for the ARTC Standard Gauge Western Mainline shown on the project area maps for the Rail Upgrades at Geelong Port Project.	Rail Upgrades at Geelong Port Project, May 2010.
The corridor for the Geelong Melbourne Interconnection Project shown on the project plans included in the incorporated document.	Melbourne Geelong Interconnection Project, June 2010.
The land required for the Geelong Ring Road – Section 4C as identified in clause 3 of the incorporated document	Geelong Ring Road – Section 4C Incorporated Document, June 2010.
14 Shepherd Court, North Geelong	14 Shepherd Court, North Geelong, Cotton On Office Redevelopment, July 2011
49 Little Malop Street, Geelong	Geelong Library and Heritage Centre Redevelopment, March 2013
402-404 Bellarine Highway, Moolap	BUPA Aged Care Facility, Bellarine Lakes, May 2016
55 Kilgour Street, Geelong, 57 Kilgour Street, Geelong and 59 Kilgour Street, Geelong	Commercial Tenancies at 55, 57 & 59 Kilgour Street, Geelong July 2017

25/05/2017
VC133

SCHEDULE TO CLAUSE 81.01 TABLE OF DOCUMENTS INCORPORATED IN THIS SCHEME

1.0 Incorporated documents

25/05/2017
VC133

Name of document	Introduced by:
14 Shepherd Court, North Geelong, Cotton On Office Redevelopment, July 2011	C257
Adventure Park Comprehensive Development Plan, May 2014	C288
Advertising Sign Guidelines, City of Greater Geelong, November 1997, Amended October 2014	C296
Anakie, Lara & Lovely Banks Heritage Places Incorporated Plan, May 2016	C316
Armstrong Creek East Native Vegetation Precinct Plan, May 2010	C206
Armstrong Creek East Precinct Structure Plan, May 2010 Amended November 2011	C214
Armstrong Creek East Precinct Development Contributions Plan, Version 4.1 Alternate Version November 2011	C214
Armstrong Creek Horseshoe Bend Precinct Structure Plan September 2014	C259
Armstrong Creek North East Industrial Precinct Development Contributions Plan, May 2010	C207
Armstrong Creek North East Industrial Precinct Growling Grass Frog Conservation Management Plan, May 2010	C207
Armstrong Creek North East Industrial Precinct Native Vegetation Precinct Plan, May 2010	C207
Armstrong Creek North East Industrial Precinct, Precinct Structure Plan, May 2010	C207
Armstrong Creek South Precinct Structure Plan, February 2016	C301
Armstrong Creek Town Centre Precinct Structure Plan, March 2014	C267
Armstrong Creek Town Centre Development Contributions Plan, March 2014	C267
Armstrong Creek Town Centre Native Vegetation Precinct Plan, March 2014	C267
Armstrong Creek Urban Growth Plan Framework Plan, November 2008, updated September 2012 and June 2015	C301
Armstrong Creek West Precinct Development Contributions Plan, February 2013	C240
Armstrong Creek West Precinct Native Vegetation Precinct Plan, November 2012	C240
Armstrong Creek West Precinct Structure Plan, September 2012	C240
Australian Standard AS 2021-1994, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction, Standards Association of Australia 1994	NPS1
Batman Park, Indented Head Incorporated Plan, June 2015	C274
BUPA Aged Care Facility, Bellarine Lakes, May 2016	C336
Commercial Tenancies at 55, 57 & 59 Kilgour Street, Geelong July 2017	C358

Name of document	Introduced by:
Environmental Weeds, City of Greater Geelong, September 2008	C129(Part 1)
Fibre Optic Project, Integrated Approval Requirements, December 2002	VC17
Geelong City Urban Conservation Study Vol. II Restoration and Infill Guidelines, Commercial and Civic Buildings, Graeme Butler for the City of Geelong, 1993	C258
Geelong Library and Heritage Centre Redevelopment, March 2013	C287
Geelong Ring Road – Section 4C Incorporated Document, June 2010	C232
Geelong TAC Office Development, October 2006	C142
Heritage and Design Guidelines, City of Greater Geelong, 1997	NPS1
Horseshoe Bend Precinct Development Contributions Plan, September 2014	C259
Jetty Road Urban Growth Area Development Contributions Plan, September 2011	C230
Lara West Development Contributions Plan, Final Version – C246/C285, March 2014	C285
Lara West Growth Area, Lara, Native Vegetation Precinct Plan, September 2013	C246
Lara West Precinct Structure Plan, Revision J, 25 September 2013	C246
Melbourne Geelong Interconnection Project, June 2010	C229
Manzeene Village, Lara, Native Vegetation Precinct Plan, June 2014	C285
Native Vegetation Precinct Plan, Geelong Ring Road Employment Precinct, March 2013	C243
Native Vegetation Precinct Plan, Horseshoe Bend Precinct, Armstrong Creek Urban Growth Area August 2014	C259
Newtown Heritage Study Review Report, Volume 3, City of Greater Geelong, 2008	C191
New Station Estate Restructure Plan, July 2010	C187
Rail Gauge Standardisation Project, Integrated Approval Requirements, December 2002	VC17
Regional Fast Rail Project, Integrated Approval Requirements, December 2002	VC17
Rail Upgrades at Geelong Port Project, May 2010	C211
Rippleside Comprehensive Development Plan, February 2000	C2
Rippleside Urban Design Guidelines, June 2000	C2
Small Lot Housing Code, December 2012	C267
Thirteenth Beach Golf Resort Barwon Heads, Barwon Heads Comprehensive Development Plan, Land Design Partnership, Anthony Cashmore & Associates and the Planning Group, May 2001 amended September 2006	C54
Waterfront Geelong Design and Development Code, Keys Young, July 1996	NPS1
West Fyans-Fyans Street Precinct Structure Plan, June 2009	C205

GREATER GEELONG PLANNING SCHEME
INCORPORATED DOCUMENT

Commercial Tenancies at 55, 57 & 59 Kilgour Street, Geelong July 2017

This document is an incorporated document in the Planning Scheme pursuant to Section 6(2)ti) of the Planning and Environment Act 1987.

GREATER GEELONG PLANNING SCHEME

INTRODUCTION

This document is an incorporated document in the Schedule to Clause 52.03 and the Schedule to Clause 81.01 of the Greater Geelong Planning Scheme (the Scheme).

Despite any provision to the contrary in the Scheme, pursuant to Clause 52.03 of the Scheme the land identified in this incorporated document may be used in accordance with the specific controls contained in this document.

ADDRESS OF THE LAND

This Incorporated Document applies to:

- 55 Kilgour Street, Geelong (Lot 33 on Plan of Subdivision 629858B Volume 11311 Folio 876)
- 57 Kilgour Street, Geelong (Lot 32 on Plan of Subdivision 629858B Volume 11311 Folio 875)
- 59 Kilgour Street, Geelong (Lot 31 on Plan of Subdivision 629858B Volume 11311 Folio 874)

PURPOSE

The purposes of the Incorporated Document are:

- To facilitate a broader range of uses that would otherwise be permit required or prohibited in the zone.
- To enhance the amenity of the area.
- To help to ensure the economic viability of the commercial tenancies.

THIS DOCUMENT ALLOWS

This Incorporated Document allows for the use of the land as defined in Table 1

Table 1 – Permit not required

USE
Office
Shop (other than Adult sex bookshop)
Food and drink premises (other than Hotel and Tavern)

The provisions of Clause 32.08-2 apply to any use not referred to in Table 1.

END OF DOCUMENT

Attachment 3 - Site images

The three commercial tenancy's as seen from Kilgour Street at the ground level of the apartment building.

59 Kilgour Street visible in the bottom left corner of the apartment building, as seen from Moorabool Street.

Attachment 4 - Summary of Submissions and Officer Response

No.	Name	Address	Type	Summary of Submission (to exhibited proposed rezoning to MUZ)	Summary of Submission (to post-exhibition replacement of MUZ with site specific Incorporated Document and changes to Kilgour St parking restrictions)	Response
1	T Baker	322-328 Moorabool St. GEELONG	Objection	No objection to the existing commercial areas being rezoned. Strongly objects to levels I, 2 and 3 being rezoned to anything other than residential. As the apartments are designed to house vulnerable tenants over the age of 55, there could be personal security and noise issues relating to foyer and apartments for any future business venture to be operated by any existing or future tenant.	I withdraw all and any objections (written; dated 4.8.2017).	Noted
2	E De Vries	322-328 Moorabool St. GEELONG	Objection	Strongly objects due to the fact that this is a secure residential facility for over 55s. Changing to a mixed purpose use would leave it open to to people to open small businesses on the property. There will no longer be secure living in this place.	I withdraw my submission (written; dated 10.8.2017).	Noted
3	J Gower	322-328 Moorabool St. GEELONG	Objection	No objection to the three existing shops on Kilgour Street being rezoned. A change in parking times from half an hour to one hour would be of great benefit to both the shops and apartment tenants for visitors and home-care assistance workers. Only concern as with other tenants is the suggestion of changing levels 1, 2 & 3 to anything other than residential, as it could lead to security problems.	I withdraw my submission (verbal; dated 2.8.2017).	Noted
4	K-A Greenman	322-328 Moorabool St.	Support	No objection	Remains supportive (verbal; dated 1.8.2017).	Noted

No.	Name	Address	Type	Summary of Submission (to exhibited proposed rezoning to MUZ)	Summary of Submission (to post-exhibition replacement of MUZ with site specific Incorporated Document and changes to Kilgour St parking restrictions)	Response
		GEELONG				
5	Haven; Home Safe	T Ray Exec Director Operations 6 Pakington St. GEELONG WEST	Comment	The site contains 3 ground floor shop and upper levels of apartments with underground car parks. Haven; Home, Safe owns the apartments whilst the 3 shops have been sold on separate titles. The 3 shops areas have failed to be successful tenancies which is obviously why the council is seeking to change the zone to expand the range of uses in order to attract different tenants. Haven; Home, Safe is not opposed to the mixed zone use for the commercial shop fronts as we understand this might broaden the attractiveness of the space. Our tenants are concerned that by rezoning the entire complex this could result in personal security issues to the tenants as well as concerns about some non-residential uses permitted on the apartment levels that would be of a concern. They are also concerned that in the under the clause 21.07 of the explanatory report that relevant uses include shop, office and food and drink premises which is of concern if a drink (bar premises) was in place which we know is technically possible under the proposed zone and we know that there would be an outcry from tenants and Haven; Home, Safe leading to objections and possible VCAT appeals. At present the apartments have had a poor interface with the vacant shops at the ground level and it	It is very clear what the proposal looks to achieve and the accompanying change parking restrictions meet the conversations of all whom attended the meeting on 5th July with regards to a 1 hour parking restriction and a 15 minute loading zone, which I see is now 15 minute parking which in reality does the same thing. Therefore based on all of this information we are happy to support the progress of amendment C358 by implementing the incorporated document into the planning scheme and abandon the exhibited proposed mixed use zone. I would like to thank you and the Council for taking the time to hear our tenants concerns and meet with us, I think the outcome that has been achieved will work well for all stakeholders. (Written; dated 20.7.2017)	Noted

No.	Name	Address	Type	Summary of Submission (to exhibited proposed rezoning to MUZ)	Summary of Submission (to post-exhibition replacement of MUZ with site specific Incorporated Document and changes to Kilgour St parking restrictions)	Response
				appears that occupied shops would be a better outcome and maybe complimentary to the apartments. We are just wanting to ensure all potential risks associated with the potential commercial intrusion is minimal. As a Housing Association we pride ourselves on providing safe, secure and stable and affordable accommodation to those that are kept out of the private rental market due to unaffordable rents. The tenants in this complex enjoy a quiet lifestyle and we are keen to ensure that this continues as there are not many affordable housing options for this tenant cohort (over 55s) so any rezoning needs to be sensitive to the concerns of the tenants.		
6	E McLay	322-328 Moorabool St. GEELONG	Objection	Opposes the building being changed to Mixed Use Zone. Residents have to park on the street, extremely busy corner, former milk bar was broken into, there is no available parking since the units behind were completed.	I withdraw my submission only if: 1. The building and land are residential. 2. Parking at front of building is changed to 1 hour. Still concerned about lack of parking spaces in the area. (Written; dated 17.8.2017)	Noted On-street parking and traffic management is under the responsibility and review by Council Traffic Unit.
7	Sincock Planning	Toni Sincock PO Box 284 GEELONG	Support	On behalf of the applicant, we support the proposed rezoning to the Mixed Use Zone as it will provide greater potential for the three commercial tenancies to find suitable tenants without having any impact on the surrounding properties. The current zone permits very few uses, and those most suitable are food and	Confirmed support for proposed changes and draft documents. (Written; dated 24.7.2017)	Noted

No.	Name	Address	Type	Summary of Submission (to exhibited proposed rezoning to MUZ)	Summary of Submission (to post-exhibition replacement of MUZ with site specific Incorporated Document and changes to Kilgour St parking restrictions)	Response
				drink premises which have much greater potential to impact residents than uses such as shop and office that are permitted by the Mixed Use Zone. My clients wish to enhance the site by the realization of activity in the commercial premises which will liven the street and provide greater security via ground floor direct access and visibility of the streets. The Mixed Use Zone maintains a residential purpose and provides for a range of uses that are generally accepted in inner city location and adjacent to and within buildings that provide for higher density housing. It is accepted that the range of uses in the MUZ are appropriate uses within residential apartment buildings, and the uses will have no impact on the existing residential amenity of the residents. We rely on our original submission to address all issues in detail.		
8	D Stephens	322-328 Moorabool St. GEELONG	Objection	I strongly object to this amendment as the rezoning of this property is not going to enhance the shop owners chances of filling these businesses. The Council has already (without notice to the tenants) altered the parking times to ½ hour in Moorabool St to attract interest in these shops, this has been a complete failure. I would also like to point out that rezoning this property for mixed use could open up the possibility of commercial enterprises to be established on the upper	I withdraw my objection to the Amendment upon the proviso that the Council no longer proposes to rezone the land (written; dated 24.7.2017). The submitter also states that he still does not agree with the proposed 15 minute parking bay in Moorabool St as it has taken away another park from the residential tenants.	Noted On-street parking and traffic management is under the responsibility and review by Council's Traffic Unit.

No.	Name	Address	Type	Summary of Submission (to exhibited proposed rezoning to MUZ)	Summary of Submission (to post-exhibition replacement of MUZ with site specific Incorporated Document and changes to Kilgour St parking restrictions)	Response
				floors of the building and compromise the security and safety of all current residents. The building provides affordable living for people 55 years and over and to many, perhaps live out their days in this quiet environment feeling secure and safe.		
9	R Wright	PO Box 319 BAROOGA	Support	As the owner of Unit 4/Lower Ground 312-320 Moorabool St Geelong, I give my full support to the proposed amendment.	Remains supportive (verbal; dated 1.8.2017).	Noted
10	R & R Young	322-328 Moorabool St. GEELONG	Objection	I have no objection to the 3 existing commercial areas being rezoned. However I strongly object to levels 1, 2 & 3 being rezoned to anything other than Residential. As the apartments are designed to house vulnerable tenants over the age of 55, there could be security issues relating to foyer and apartments. Rezoning the apartments could lead to the possibility of tenants opening various businesses. This could endanger the peace and security of existing aged residents. You the Council have already altered the parking at the front of the building.	We withdraw our submission (written; dated 23.7.2017).	Noted

25. AMENDMENT C367 AND PP1463/2017 - 2-120 MOLLERS LANE LEOPOLD - RESOLUTION TO EXHIBIT

Source:	**Planning and Development**
Acting Director:	**Geoff Lawler**
Index Reference:	**Application: Amendment C367**

Purpose

To exhibit a combined planning scheme amendment C367 and planning permit to rezone land at 2-120 Mollers Lane Leopold to the General Residential Zone 1 with a Design and Development Overlay and subdivide the land for conventional residential development.

Background

This amendment and permit application has been made at the request of TGM Consulting on behalf of Mollers Lane Development Pty Ltd, Mollers Lane Holdings Pty Ltd and Pamas Property Pty Ltd.

The area is generally identified in the Leopold Structure Plan for future urban development, located at the south east corner of the town.

The South East Leopold Framework Plan was prepared in 2016 to guide the rezoning and development of approximately 80 hectares south of the Bellarine Highway between Ash Road and Mollers Lane. This application covers about half of the area, known as the Mollers Lane side.

Key Issues

- Amendment C367 is supported by the Leopold Structure Plan adopted by Council in 2013, which identified this land as suitable for conventional residential development in one of the City's growth areas.
- The general layout of the proposed subdivision accords with the South East Leopold Framework Plan 2016 and will allow for a cohesive development across the south east growth area of the township.
- The lot yield will be approximately 460 lots.
- The proposal extends the amendment south of the settlement boundary to allow for an improved drainage outcome, a decrease in the number of sewerage pump stations required and to facilitate re-instatement of the southern creek.
- The application has demonstrated that the Significant Landscape Overlay boundary can be changed due to the undulations across the area and the lack of visibility of the southern end of the site from Lake Connewarre and surrounds.
- The proximity of the site to Lake Connewarre necessitates assessment of the impact of freshwater flows into the Lake and may require a separate application to the Commonwealth Government under the EPBC Act.
- Development will need to coordinate with land to the west.

ALTERNATE RECOMMENDATION

L Gardner moved, P Dorling seconded:

That Council:

1) **Endorse the preparation and exhibition of Amendment C367 to the Greater Geelong Planning Scheme to rezone land at 2-120 Mollers Lane Leopold from Farming Zone to General Residential Zone 1 with an accompanying Design and Development Overlay, a change to the extent of the Significant Landscape Overlay applying to the land, and change to Clause 21.14 to extend the settlement boundary to include all of the land at 92-120 Mollers Lane and include the South East Leopold Framework Plan 2016 as a reference document;**

2) **Writes to the DELWP to raise citizen's issues of concern with the behaviour of shooters at the State Game Reserve impacting on residential and other private property to the north, and to consider the future and extent of the State Game Reserve concurrently with this proposed Amendment.**

3) **Considers the application for a planning permit for a multi-lot subdivision, removal of native vegetation and alteration to access to a Road Zone Category 1 for 2-120 Mollers Lane Leopold concurrently with the preparation of the Amendment, in accordance with the provisions of Section 96A of the Planning and Environment Act 1987;**

4) **Prepares a S173 Agreement for development contributions; and**

5) **Requests the Minister for Planning to authorise the preparation and exhibition of Amendment C367 and Planning Permit 1463/2016.**

Carried.

Attachment

Discussion

The subject land, approximately 41 hectares in area, is comprised of six separate properties being 2-20, 22-30, 32-40 and 32A, 42-90 and 92-120 Mollers Lane, of which 9.5 hectares is outside the current settlement boundary. The northern part of the site is approximately 195 metres wide which then broadens to approximately 385 metres. The overall length of the subject land is approximately 1,200 metres.

The following extract from the application report describes the subject land:

"generally undulating in nature with a fall from the northern boundary along the Bellarine Highway where the contours are relatively gentle, to the south where the land forms a series of hillocks that extend through the entire subject land and beyond to the shores of Lake Connewarre. Two major dams located at 40 Mollers Lane form a significant landscape feature along the natural drainage line that flows from northwest to the southeast. A similar drainage line located to the south also flows through the subject land into the wider creek system to the east. This drainage line, like the one to the north, is degraded in nature and has a small dam located in the south eastern corner. Both tributaries flow into a broader creek network located to the east that ultimately flow into Lake Connewarre.

The majority of the land has been individually owned and used predominantly for agricultural purposes in the form of grazing and cropping and thus is substantially cleared. However trees in the form of windrows and shelter belts located along boundaries and bisecting paddocks have been established to provide shade and wind breaks for farm animals and to provide privacy between allotments.

As the majority of the allotments have previously been individually owned and developed there are a number of dwellings and sheds that remain on the land. Land at 32 Mollers Lane is owned by the Lutheran Church and contains the Holy Trinity Leopold Lutheran Church which is a small single storey, pitched roof weatherboard building located at the rear of the site (approximately 150m from the road frontage) with a cleared car parking area in the front setback. This land also contains a number of communications towers located along the Mollers Lane frontage.

Land at 92 Mollers Lane contains the former Karingal Mollers Lane Plant Farm Nursery and rural workshop established in 1982/83. Known as Mollers Lane Industries, the site was abandoned due to transport costs and the operation was eventually relocated to Baxter Road in North Geelong however the disused and dilapidated buildings and glasshouses still remain on-site.

The subject land adjoins the Bellarine Highway to the north which is a dual lane road with vegetated centre median strip and grassed verges. Mollers Lane is a formed gravel road with grassed verges." The following figures show the area subject of the amendment and the area subject of the permit application.

Amendment C367
Land Subject to Amendment
Bellarine Hwy
Liecester Mews
2 Mollers Lane
22 Mollers Lane
36 Liecester Mews
32 Mollers Lane
42 Mollers Lane
92 Mollers Lane
Ash Rd
Mollers Lane
0 75 150 225 300 M
N
Prepared by City of Greater Geelong - 23 August 2017
Although all due care has been taken to ensure that this document is correct, no warranty is expressed or implied by the City of Greater Geelong or Barwon Water in its use.

South East Leopold Framework Plan

In 2016 the City of Greater Geelong engaged Tract Consultants to prepare a Framework Plan for the South East Leopold Growth Area to guide the subsequent rezoning and development processes. It was essentially developed as a tool to guide future development and ensure a coordinated approach given the current development pressures in Leopold. The Framework Plan was developed in consultation with landowners, Council Officers and relevant referral agencies who all provided input into the overall design direction for the area.

The Framework Plan included the subject land and the addition of the southernmost parcel at 92-120 Mollers Lane in its entirety, as only part of this land was earmarked for residential growth in the Leopold Structure Plan. This additional area was included to better reflect drainage catchments and to facilitate drainage and sewer servicing.

The Framework Plan recommends key features to be incorporated into the overall future residential development of the area including linear open space reserves along the creek network, connector roads to provide east/west integration, a shared pathway network, and retention of some stands of mature trees to provide character and interest to the area.

Attachment 2 shows the South East Leopold Framework Plan Map.

Proposal

The amendment request was lodged by TGM Consulting on behalf of several landowners, who are also the applicants for planning permit 1463/2016.

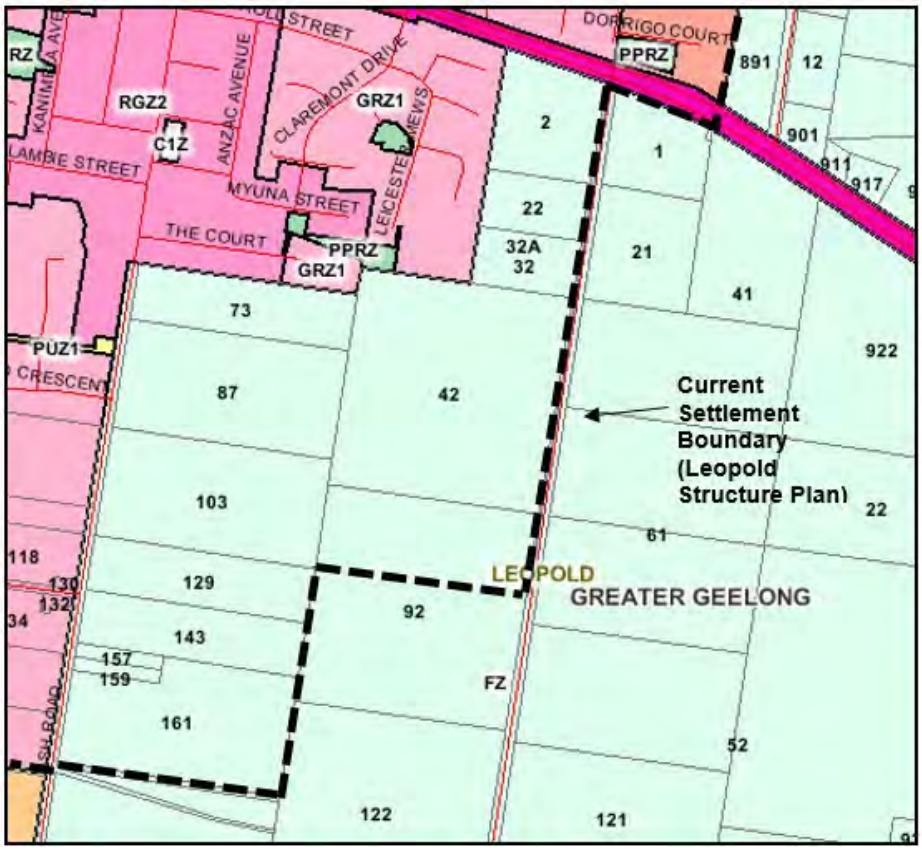
The combined application for the amendment and planning permit is accompanied by several reports addressing traffic, infrastructure, environment, landscape storm water management and cultural heritage.

The rezoning and planning permit will enable the land to be developed in a manner that will ensure integration with the balance of the growth area to the west, which will optimise the conventional residential development potential of this land, consistent with the objectives of the Leopold Structure Plan.

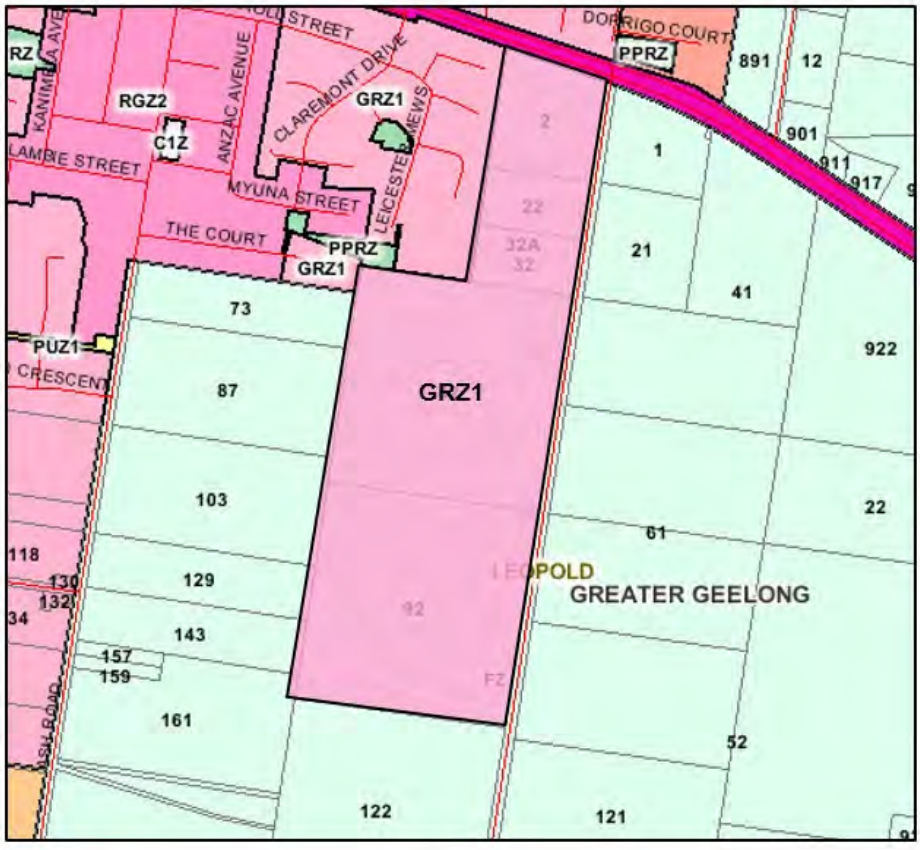
The application is made pursuant to Section 96A of the Planning and Environment Act 1987 and seeks approval for the combined rezoning, multi lot subdivision and native vegetation removal of land at 2-120 Mollers Lane, Leopold. The details of the Amendment include:

- Rezoning land at 2-120 Mollers Lane (41 hectares) from the Farming Zone to the General Residential 1 Zone.
- Applying a Schedule to the Design and Development Overlay to the subject land.
- Revising the extent of the current SLO10.
- Amending clause 21.14 of the Municipal Strategic Statement to reference the South East Leopold Framework Plan, to extend the settlement boundary southward and to show the subject land as General Residential Zone 1
- The creation of a multi-lot conventional subdivision at 2-120 Mollers Lane consistent with relevant planning provisions of the Greater Geelong Planning Scheme.
- The removal of Native Vegetation.

The application for the subdivision originally included the land at 10 Willows Place. This property is already included in the General Residential 1 Zone, but was shown on the proposed subdivision application. This site is to be removed from the subdivision application as it is in separate ownership and not available or intended for subdivision at this time.



Current zoning map and settlement boundary



Proposed Zoning Map

Settlement Boundary and Extent of Significant Landscape Overlay (SLO)

The southeast portion of the site is covered by Schedule 10 to the Significant Landscape Overlay (Lake Connewarre Escarpment) which aims to maintain the largely unbuilt and partially vegetated character of the prominent slopes above Lake Connewarre.

Current SLO10 Overlay

The Settlement Boundary in this part of Leopold bisects the property at 92-120 Mollers Lane as shown on the Structure Plan map. It follows an alignment to roughly accord with the extent of the SLO.

This rezoning application seeks to include all of the land at 92-120 Mollers Lane within the settlement boundary. This is considered logical as it will prevent the creation of a small 9.5 hectare Farming Zone lot and provide open space, drainage and environmental benefits for this south east area of Leopold. The *Mollers Lane, Leopold Victoria Significant Landscape Overlay Re-assessment* by XUrban has assessed the visual impact implications of the current SLO and ascertained whether the current boundary is responsive to the existing visual setting as well as key topographical features such as the drainage lines and ridgelines.

This report reconfirmed that the landscape setting of Lake Connewarre is an important feature to be maintained, but assessed that the SLO boundary adjacent to Mollers Lane appears to be overly conservative and that the same degree of protection could be afforded if the SLO boundary was relocated further to the south. This change to align with the 25 metre contour line would not impact on the amenity of Lake Connewarre.

Officers confirmed through site inspections that views to the southern portion of the subject land from various vantage points around Lake Connewarre were not possible and that the SLO was unnecessary in this location and should not be a barrier to consideration of residential development southward of the existing settlement boundary. The development of this portion of the subject land is unlikely to detrimentally impact on the visual landscape values of surrounding the Lake due to the undulating topography of the escarpment.

Given the strategic direction for this land to facilitate residential growth and its location away from the visual landscape surrounding Lake Connewarre, the removal of the SLO and the extension of the settlement boundary can be supported.

Open Space

The majority of public open space is proposed to be provided as linear reserves alongside the two waterways generally in accordance with the Framework Plan. A 0.75 hectare local park is proposed adjacent to the northern east-west connector road, co-located with the linear open space. The drainage reserves are co-located with the linear open space. All proposed open space is bounded by public roads to provide casual passive surveillance.

Provision is made in the linear open space along the southern waterway for the continuation of a shared pathway that will continue the planned link along the southern edge of urban Leopold between Melaluka Road and Mollers Lane.

The Planning Scheme requires a 10% contribution for open space for residential subdivision and Council seeks to attain this as unencumbered land or cash equivalent or a combination of both. Final calculations and configurations are being negotiated and will be completed for exhibition.

Further open space is provided south of the southern waterway and officers consider this to be encumbered open space. Officers have agreed to support the extension of the settlement boundary to include 92-120 Mollers Lane in its entirety and to adjust the SLO extent along the 25 metre contour on the basis that there are benefits to be gained from reduced infrastructure requirements and to achieve the full reinstatement of the southern waterway. This was on the proviso that land south of the southern waterway would be retained as encumbered open space and no credit would be provided for it. This issue is still to be resolved and will be negotiated in the preparation of the amendment documents and draft planning permit for exhibition.

Road network

Primary access to this area will be off Mollers Lane. At present it is a formed, gravel road with a 20 metre road reserve. It is proposed to be widened to create a 22 metre wide road reserve and will be constructed with kerb, channel and bitumen seal on the west side adjoining the rezoned land.

To accommodate significantly increased traffic using Mollers Lane, the Bellarine Highway/ Mollers Lane intersection will need to be upgraded. Traffic signals, left turn land on the Highway, bicycle lands, street lighting, bus stops and vegetation removal to improve sight lines will eventually be required. Upgrading of this intersection will be done in stages commensurate with the development of the subdivision. VicRoads advises that it expects that the intersection could continue to operate under the current ‘give way’ priority controls in the early subdivision stage (subject to interim upgrading including a left turn lane, street lighting and sight line improvements). The developer will meet the costs of undertaking this work.

There are two proposed east-west connector roads within the subdivision – one in the north and one in the south. The northern road is based around the existing Barwon Water easement that runs east-west through the site and contains the two Bellarine Water Transfer Main pipelines. The southern road is located to provide a westerly link with the Estuary Boulevard/Walkers Road on the west side of Ash Road and is a key design parameter in the Framework Plan.

Design of the subdivision and the provision of two connector roads will allow for the future provision of bus routes through the new subdivision.

Direct lot access to the proposed lots along Mollers Lane in the steep sections near the current 22 and 32 Mollers Lane is questioned and will need to be addressed with the submission of a road cross section prior to the finalisation of a draft planning permit for exhibition. If safe access cannot be achieved then a minor redesign of the subdivision to gain internal access will be required.

No new road access will be gained to the area along the Bellarine Highway frontage, with lots to be accessed from an internal road. A tree reserve will be required along this strip continuing this approach used to the west of the subject land.

Integration with existing residential area

All existing residential development to the west of the northern part of the subject land consists of cul-de-sac street pattern. This is reflective of the favoured development type of the era they were subdivided and the earlier settlement boundaries of Leopold. It is a pattern that is not conducive to integrating the proposed subdivision with the existing. There is however an opportunity to connect the proposed northern lineal open space and waterway with the Myuna Street basin and with the land at 10 Willows Court if that becomes available for subdivision in the future.

For that part of the subject land which adjoins the Farming Zone to the west, roads in the proposed subdivision have been designed to continue westwards to connect with the Ash Road side of this growth area, in particular the east-west connector roads.

Storm water management

The key environmental and open space feature of the subdivision is the proposed reinstatement of two creek tributaries that bisect the subject land. The creeks will be designed to manage flows up to the 1 in 100 flood events and provide habitat for native flora and fauna. A small section of the northern creek will need to be piped under the proposed connector road and Mollers Lane to the natural continuation of the waterway on its east side.

The creeks will be edged by 30 metre wide buffers in accordance with the requirements of the planning scheme.

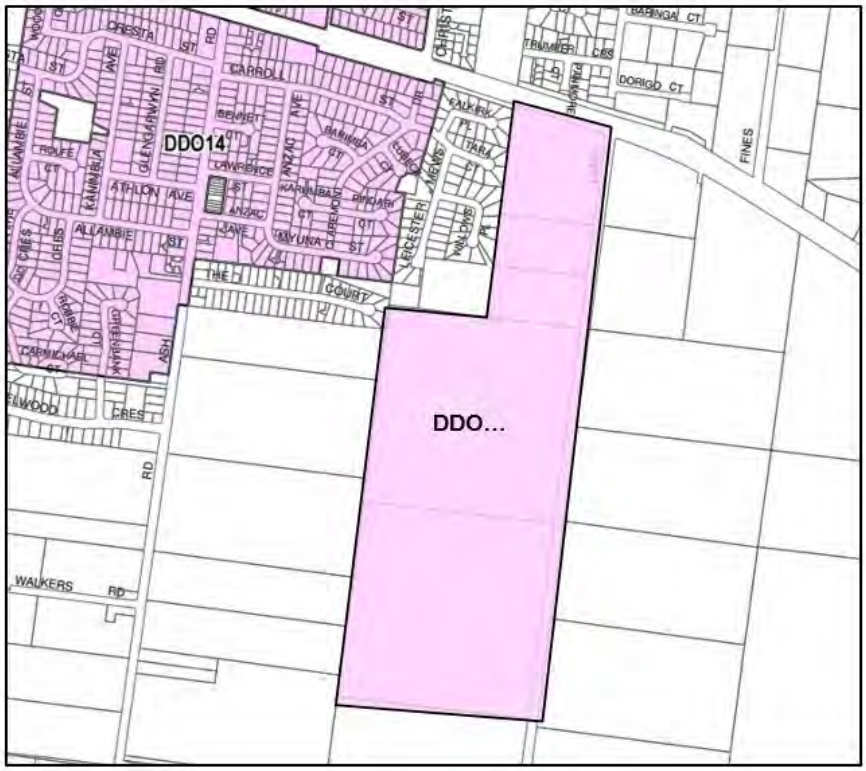
The subdivision design also features two reserves set aside to manage stormwater generated by the future subdivision of the land. These reserves will have the capacity to treat stormwater consistent with the principles of water sensitive urban design and detain stormwater to predevelopment flows to ensure that there are no downstream impacts.

With its urban development, water volume discharge from the subject land will increase into the existing defined waterways. The onsite detention basins will ‘flatten out’ the peaks of discharge.

Out of sequence development

The subject land is at the eastern edge of the south east Leopold growth area. Land on the west side of Ash Road was rezoned by Amendment C280 in March 2016 but is yet to have a development plan prepared. The land on the east side of Ash Road or the western half of the growth area is still in the Farming Zone with no immediate rezoning application and development plans in sight, albeit some initial developer interest is occurring. The subject land benefits from a handful of landowners working together with a landowner-developer who has undertaken the background work and studies to advance a combined rezoning and permit application. This might seem like it is out of sequence but is consistent with the Framework Plan. This Plan addressed the growth area as a whole and set up the development parameters that can be implemented regardless of which ‘side’ of the area would proceed first.

The amendment will introduce a Schedule to the Design and Development Overlay (DDO) to guide the development of the land should the proposed planning permit expire. The DDO will implement the South East Leopold Framework Plan and facilitate the orderly and integrated residential development of the area.



Proposed Design and Development Overlay Extent

Financial Implications

Road and drainage infrastructure and open space will be provided by the developer. Community contributions will be gained through a S173 Agreement.

Stakeholder Consultation and Communication

Council planners sought referral comments from Council departments and external referral agencies. Most issues raised in comments have been resolved or are addressed by draft Planning Permit conditions. This report has outlined those matters which are still being negotiated prior to commencing exhibition.

All nearby owners and other parties were consulted in the preparation of the South East Leopold Framework Plan.

Policy/Legal/Statutory Implications

The proposal accords with the objectives of Planning in Victoria as set out in the Planning and Environment Act 1987 as it will provide for the rezoning and subdivision of land to achieve an orderly, well planned outcome consistent with the strategic direction of Leopold.

The amendment is consistent with the Leopold Structure Plan which identified this land as suitable for conventional residential development as the key remaining growth area within the Leopold settlement boundary. The amendment recommends a change to the settlement boundary to provide an improved drainage and infrastructure outcome.

The proposal is consistent with and will implement the State Planning Policy Framework (SPPF):

- Clause 11.02 Urban Growth seeks to ensure the provision of land supported by infrastructure to support sustainable urban development.
- Clause 11.02-2 Planning for growth areas seeks to concentrate urban development in growth areas close to services and public transport.
- Clause 11.02-3 Structure Planning seeks to facilitate orderly development of urban areas through the preparation of strategic plans.
- Clause 11.03 -1 Open space planning seeks to assist create a diverse and integrated public open space network linked via paths and trails to meet the community's needs.
- Clause 11.07 Geelong (G21) Regional Growth – Leopold is identified as an area to 'Support planned growth and reinforce the role of distinct towns' (see plan below). Relevant policies relate to planning for growth, connected communities and sustainable communities.
- Clause 11.07-1 Planning for growth seeks to optimise infrastructure and consolidate growth in district towns including Leopold.
- Clause 11.07-4 Environmental assets seek to protect and restore environmental assets including waterways.
- Clause 12.01-1 Protection of biodiversity seeks to ensure that strategic planning avoids and minimises significant impacts on Victoria's biodiversity.
- Clause 12.01-2 Native vegetation management seeks to ensure that permitted clearing of native vegetation results in no net loss to biodiversity in Victoria.
- Clause 12.04-2 Landscapes seeks to ensure the protection of significant landscapes.
- Clause 15.01-1 Urban design seeks to promote functional and quality urban environments that responds to the site and context.
- Clause 15.01-2 Urban design principles seeks to achieve positive urban character outcomes by consideration of issues such as site context, open space safety, landscapes and pedestrian opportunities.
- Clause 15.03-2 Aboriginal cultural heritage seeks to ensure conservation of cultural heritage is appropriately addressed.
- Clause 16.01-4 Housing diversity seeks to provide a range of housing types to meet the varying needs of the community.
- Clause 19.03-2 Stormwater seeks to reduce the impact of stormwater on bays and catchments by the incorporation of water-sensitive design techniques.

The amendment is also consistent with the following elements of the Local Planning Policy Framework:

- 21.06-2 Urban growth – This policy seeks to retain development within defined urban growth areas and provide a mix of housing suited to the needs of a diverse range of household types.
- 21.06-3 Urban consolidation – This policy seeks to encourage urban consolidation and encourage a range of development densities.
- Clause 21.05-2 Waterways seeks to enhance and protect waterways by the appropriate management of stormwater runoff from developments.

- Clause 21.05-7 Flooding seeks to protect floodplains and minimise the risk of flood damage.
- Clause 21.06 – Settlement & Housing – Identifies a number of issues which influence urban form and direct future growth for the region.
- Clause 21.06-2 – Urban growth to limit urban development to designated urban growth areas which includes Leopold.
- Clause 21.06-3 – Urban Consolidation – provides for the consolidation of existing urban areas in a managed way, encourages an appropriate range of development densities and to improves accessibility to urban services.
- Clause 21.06-4 Neighbourhood character seeks to ensure that new development positively responds to the established urban character of the area.
- 21.08 Development and Community Infrastructure – policy recognises the need to provide for the efficient use of services and conservation of water.
- 21.08-3 Development Contributions – Encourages development to proceed in a contiguous manner which maximises the use of development and community infrastructure.
- 21.08-5 Accessibility – Recognises the need to have safe access to infrastructure for all members of the community and provide shared spaces and passive surveillance of all recreational areas.
- Clause 21.14 Bellarine Peninsula identifies Leopold as a growth town where development will be facilitated. Also seeks to protect waterways including Lake Connewarre.

The proposal accords with the direction for residential growth in Leopold. Leopold is a designated growth town where urban growth is expected and encouraged. The site represents a logical rezoning as it forms part of a broader area of South East Leopold identified for residential growth in the Leopold Structure Plan. The inclusion of land at 92-120 Mollers Lane in its entirety is considered to be a logical inclusion as it will allow the full enhancement of the creek consistent with the creek to the north, provide better servicing outcomes and assist with establishment of an integrated and well planned open space network. It will not compromise the visual integrity of Lake Connewarre and its surrounds.

The land will provide an integrated open space network via the provision of linear open space areas, local parks and storm water basins either adjoining or adjacent to the creeks. These features will be interconnected by a shared pathway network to provide for easy walking and cycling access throughout the estate and with opportunities to extend this network to future proposed residential land to the west (yet to be rezoned).

The proposal will also result in the restoration of the degraded creek network that traverses the subject land at two locations. This restoration work will include redefining the natural creek bed and incorporation of habitat features such as native plants to provide a positive environmental outcome. The urban design and open space approach incorporates street edged open space areas for public safety and ready access. An approved Cultural Heritage Management Plan requires the salvage of artefacts found at the subject land.

The proposed subdivision will contribute a range of lot sizes consistent with the offerings in the other recently subdivided areas of Leopold and will meet Council's policy of 15 lots per hectare. The subject land will be drained using current best practice water sensitive urban design principles and meet Council and CCMA requirements ensuring no downstream impacts on neighbouring properties and Lake Connewarre.

Development contributions will be obtained via a Section 173 Agreement at the rate of $2670 per residential lot or $40,000 per hectare based on a yield of 15 lots per developable hectare. These contributions could go towards a range of infrastructure items and programs in Leopold. A draft Section 173 Agreement will be exhibited with the amendment to nominate contributions to be directed towards a project(s) identified as a priority by the Social Planning and Investment Department.

Alignment to City Plan

This report aligns with the directions of the Sustainable Built and Natural Environments theme in City Plan.

Conflict of Interest

No Council officers involved in the preparation of this report have any direct or indirect interest, as defined in Section 80C of the Local Government Act, with respect to the matters to which this Amendment and Permit relate.

Risk Assessment

There are no risks with proceeding with the recommendation of this report.

Environmental Implications

The permit application seeks approval to remove native vegetation which is located in patches across the subject land, in particular along Mollers Lane and within the existing dams which are proposed for removal. Offsets are proposed to address the native vegetation loss. Surveys and assessment by Ecology Australia for the applicant has not found any evidence of the presence of the Growling Grass Frog at the subject land.

Reinstatement of the two waterways will provide habitat and native vegetation for the area, but will be in the context of their provision as waterways and part of the broader areas of public open space.

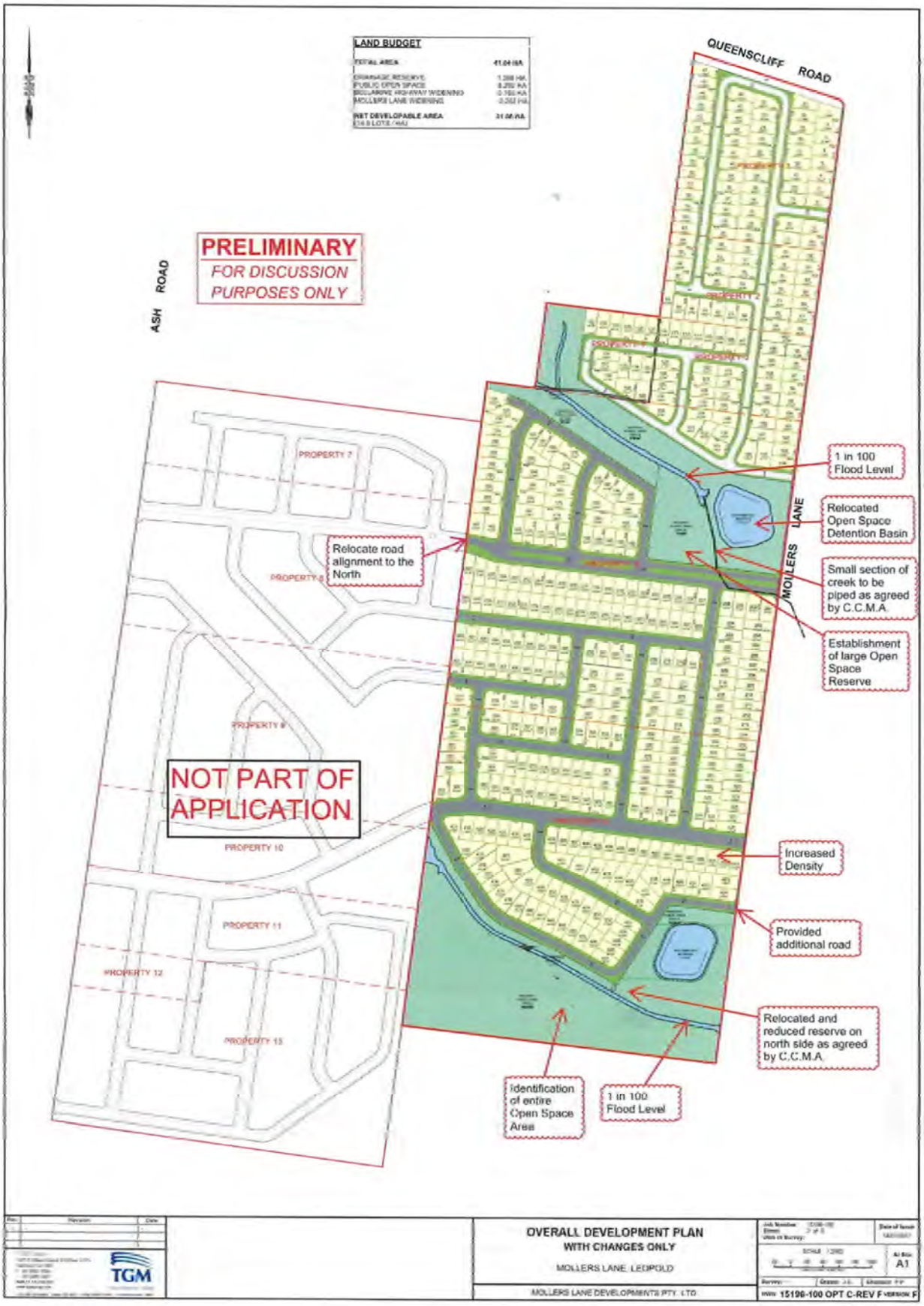
The impact of the proposal on Lake Connewarre has been assessed and modelling shows that there is likely to be only a minimal change to a small area of wetland habitat along the foreshore of Lake Connewarre and this is unlikely to be noticed by any of the ecological components.

DELWP has been provided with the application and supporting documents for their consideration

The Environmental Assessment has found that the land is suitable for residential development.

ATTACHMENT 2 – SOUTH EAST LEOPOLD FRAMEWORK PLAN MAP

ATTACHMENT 3 – INDICATIVE PRELIMINARY SUBDIVISION PLAN



26. AMENDMENT C338 AND PLANNING PERMIT 1418/2015 - THORNHILL ROAD HIGHTON - CONSIDERATION OF PANEL REPORT AND ADOPTION

Source:	**Planning and Development**
Acting Director:	**Geoff Lawler**
Index Reference:	**Application C-338, PP-1418-2015**

Purpose

To consider the Independent Panel Report and adopt Planning Scheme Amendment C338 and Planning Permit 1418/2015.

Background

C338 seeks to rezone surplus Barwon Water land at 176-194 Thornhill Road Highton from Public Use Zone 1 to General Residential Zone 1 and apply Design and Development Overly 14. The permit is for residential subdivision and associated works.

Barwon Water is also constructing a 1.6km long shared path from the site north to Roslyn Rd through its Pipe Track reserve in lieu of providing public open space.

On 17 January 2017 Council (under delegation) resolved to support the exhibition of the amendment subject to Ministerial authorisation. The amendment and permit were exhibited from 2 March 2017 to 3 April 2017. 17 submissions were received - 2 in support, 7 objecting and 8 providing comments.

The submissions were referred to an Independent Panel which conducted a hearing on 27 June 2017 and has provided a report supporting the amendment.

Key Issues

Issues raised in submissions include: the density of the subdivision; potential for student housing; removal of trees; traffic and car parking; crossing of Thornhill Road; contaminated land assessments; pump station noise; decommissioning of the water basin and sensitive land uses near a gas pipeline.

The Independent Panel concludes:

- The proposal provides an opportunity to more fully utilise the subject land and provide for a small scale urban consolidation project in Highton.
- The Amendment is strategically justified and the application should be supported.
- The accompanying planning permit should be supported subject to changes.

Council officers consider the relevant issues are addressed through the proposed permit conditions and recommend adoption of the Amendment.

L Gardner moved, P Dorling seconded -

That Council:

1) **Adopts Amendment C338 in the form as outlined in Attachment 6 of this report;**
2) **Submits the adopted Amendment together with the prescribed information to the Minister for Planning requesting approval; and**
3) **Recommends to the Minister for Planning that Planning Permit 1418/2015 be approved in the form outlined in Attachment 6 of this report.**

Carried.

Attachment 1

Discussion

In October 2015, SMEC consultants on behalf of Barwon Water submitted a combined planning scheme amendment and planning permit application for land at 176-194 Thornhill Road, Highton. The application was accompanied by a Planning Report with a comprehensive set of technical reports.

The land subject to the amendment is 176 – 194 Thornhill Road, Highton as shown in the map in Attachment 2. The site is owned by Barwon Water and has partly been identified as surplus.

The land is in close proximity to major education and medical institutions including two campuses of Christian College secondary school, the Marcus Oldham Agricultural College, the Epworth Hospital and Deakin University. It is approximately 2.5km by road to the Highton Shopping Centre (a neighbourhood activity centre) and 2.7km to the Waurn Ponds Shopping Centre (a sub regional activity centre).

Proposed Amendment

The proposal is to remove the water storage basin from the southern half of the land and rezone it from Public Use Zone 1 to General Residential Zone 1 with a Design and Development Overlay (DDO14). The northern basin is to be retained and this section of the site is not proposed for rezoning. An aerial photo of the site is in Attachment 3.

Proposed Planning Permit

Planning permit application 1418/2015 seeks approval to subdivide the land for residential development and remove native vegetation. In association with the subdivision, the applicant has undertaken to complete the construction of a pedestrian access path from the development site north to Roslyn Road, through the applicant's land that contains underground water infrastructure, otherwise known as the Pipe Track.

The subdivision will create 30 residential allotments, varying in size from 413sqm to 685sqm. Lot frontages vary from 12.5m through to 18m.

In addition, the subdivision concept plan provides for two "super lots" which front Thornhill Road and have a combined area of 5100sqm. It is expected that the super lots will be the subject of further application to develop the land for multiple dwellings.

A copy of the exhibited subdivision concept plan is in Attachment 4.

On 10 January 2016 Council's delegate considered a report on the proposal and resolved to prepare and exhibit the amendment subject to Ministerial authorisation.

The amendment and permit were exhibited from 2 March 2017 to 3 April 2017.

Letters and an information sheet were mailed to 168 owners and occupiers of properties next to the rezoning site and the pipe track which is proposed for a shared pathway. Letters were also sent to relevant government and service authorities and prescribe Ministers.

Notices were published in the Independent Newspaper on 24 February 2017, the Geelong Advertiser on 25 February 2017 and the Government Gazette on 2 March 2017.

As a result of public exhibition of the proposal a total of 17 submissions were received. Of these 2 submissions were in support, 7 submissions objected and 8 submissions provided comment or no objection. One submission included a petition signed by 10 people concerned at student housing and loss of gum trees.

Issues raised in submissions include: the density of the subdivision; potential for student housing; removal of trees; traffic and car parking; crossing of Thornhill Road; contaminated land assessments; pump station noise; decommissioning of the water basin and sensitive land uses near a gas pipeline.

On 5 May 2017 Council's delegate considered a report on the submissions and resolved to refer the submissions to an independent Panel.

The Independent Panel conducted a hearing on 27 June 2017 and has provided a report supporting the amendment. A copy of the Executive Summary is in Attachment 5. A full copy of the Panel Report has been placed on Council's amendments webpage and submitters have been notified of its release.

The Panel deals with the following issues in its report:

- Subdivision layout and traffic
- Student housing
- Loss of mature trees and vegetation
- Construction, noise and amenity
- Choice of zone
- Permit conditions
- Other issues.

The Panel concludes:

- The proposal provides an opportunity to more fully utilise the subject land and provide for a small scale urban consolidation project in Highton.
- The Amendment is strategically justified and the application should be supported.
- The accompanying planning permit should be supported subject to changes.

The Panel recommends:

- Adopt Amendment C338 to the Greater Geelong Planning Scheme as exhibited.
- Issue Planning Permit 1418/2015, subject to the amended conditions provided in Appendix C.

Council officers support the Panel recommendations and recommend that Council now adopt the Amendment and permit documents in Attachment 6.

Financial Implications

There are no financial implications associated with adopting this Amendment.

Stakeholder Consultation and Communication

The proposal was placed on public exhibition in accordance with the Planning and Environment Act. All submitters were provided with the opportunity to present their views to the independent Panel. Submitters have been notified of the Panel recommendations.

Policy/Legal/Statutory Implications

The amendment is consistent with State Planning Policy including:

- Clause 11.02 Urban Growth, by ensuring a sufficient supply of land is available for residential uses.
- Clause 11.04-2 Housing Choice and Affordability, by providing a diversity of housing in defined locations that cater for different households and areas close to jobs and services.
- Clause 11.07 Geelong (G21) Regional Growth, by enabling the land to be used and developed consistent with established planning for the surrounding area.
- Clause 14.02-3 Water Conservation, by ensuring that water resources are managed in a sustainable way.
- Clause 16.01 Housing, by providing additional residential land for infill development.

The amendment is consistent with Local Planning Policy including:

- Clauses 21.06-2 Urban Growth, by limiting urban sprawl whilst maintaining appropriate urban land supplies.
- Clause 21.06-3 Urban Consolidation, by providing for the consolidation of existing urban areas, encouraging a range of densities and accessibility to urban services.

Conflict of Interest

No Council officers involved in the preparation of this report have a direct or indirect interest, in accordance with Section 80C of the Local Government Act, to the matters to which this amendment relates.

Risk Assessment

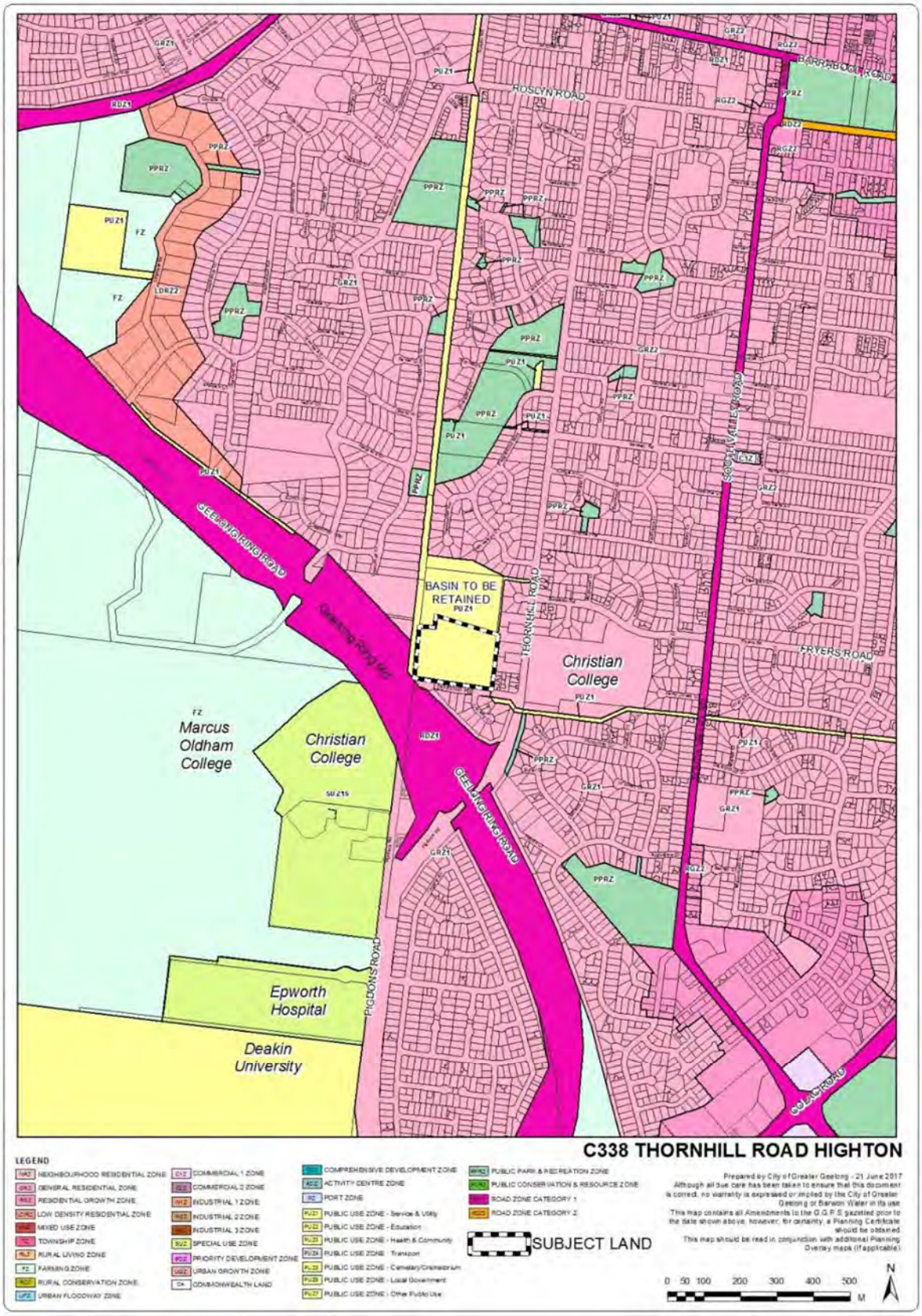
There are no notable risks associated with adopting this Amendment.

Environmental Implications

Potentially contaminated land has been considered in accordance with Ministerial Direction No.1 and the General Practice Note on Potentially Contaminated Land (June 2005). A Land Contamination Investigation of the site by Environmental Site Assessments identified that the land is not contaminated and is suitable for residential development and other sensitive land uses.

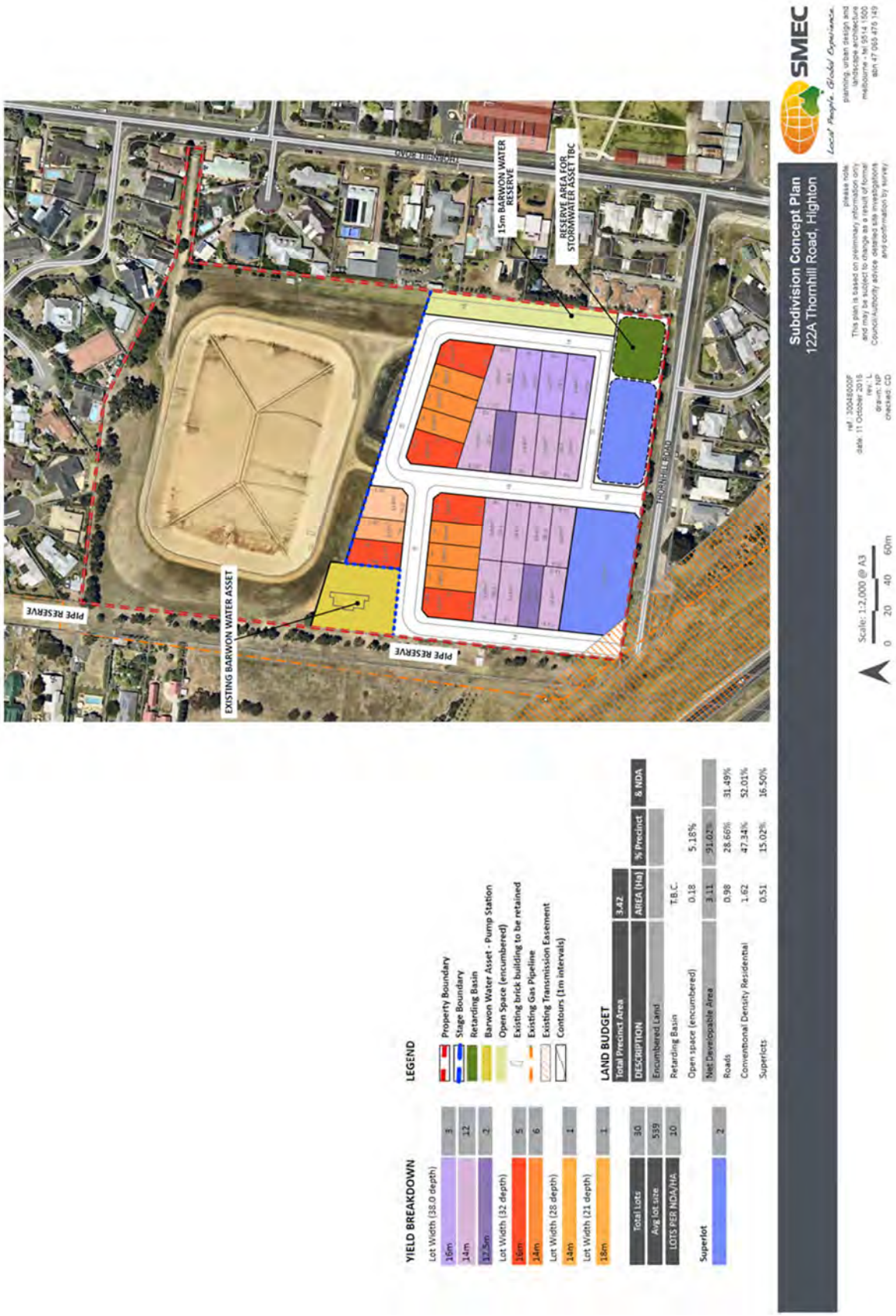
Areas of remnant native vegetation across the entire subject site are limited to small fragmented patches of the Grassy Woodland Ecological Vegetation Class (0.391ha in total). An impact assessment of the development on the identified EVC has been undertaken and identifies biodiversity offsets which will need to be contributed.

Attachment 2 – Locality Plan and Existing Zoning



Attachment 3 – Aerial Photo

Attachment 4 – Subdivision Concept Plan



27. AMENDMENT C356 AND PP1027/2016 PONDS DRIVE LARA - CONSIDERATION OF PANEL REPORT AND ADOPTION OF AMENDMENT

Source:	**Planning & Development**
Acting Director:	**Geoff Lawler**
Index Reference:	**Application C356, PP1027/2016**

Purpose

To consider the Independent Panel report and seek adoption of Planning Scheme Amendment C356 and Planning Permit 1027/2016.

Background

Amendment C356 seeks to rezone part of land at 42-44 Ponds Drive and 60 Forest Road North, Lara from Urban Floodway Zone (UFZ) to General Residential Zone Schedule 1 (GRZ1) and apply a Special Building Overlay (SBO) to part of the site. The accompanying permit application is seeking a 5 lot subdivision and construction of 4 two storey dwellings at 42-44 Ponds Drive. It also seeks the removal of a restrictive covenant from the Titles of both properties.

Amendment C356 and accompanying permit were exhibited between 9 February 2017 and 13 March 2017. Three submissions were received including one objecting submission from an adjoining neighbour.

The submissions were referred to an Independent Panel which conducted a hearing on 27 July 2017 and has provided a report supporting the amendment.

Key Issues

- The issues raised in the submission from the adjoining neighbour included concerns about garbage collection arrangements, increased traffic, access and parking arrangement for the additional dwellings, easement restrictions and loss of property values.
- The Independent Panel concludes
    - the amendment is consistent with State and Council planning policies;
    - the proposed development is appropriate for the site;
    - the Council and applicant have satisfactorily resolved garbage collection issues; and
    - traffic, parking, access and easement restrictions have all been adequately addressed and there is no evidence about adverse impact on property values.
- Council officers recommend Amendment be adopted and some additional conditions be applied to the accompanying permit, as recommended by the Panel.

L Gardner moved, P Dorling seconded -

That Council

1) Adopts Amendment C356 in the form as outlined in Attachment 6 of this report;

2) Submits the adopted Amendment together with the prescribed information to the Minister for Planning requesting approval; and

3) **Recommends to the Minister for Planning that Planning Permit 1027/2016 be approved in the form outlined in Attachment 6 of this report.**

Carried.

Attachment 1

Discussion

Amendment C356 is a combined Planning Scheme Amendment and Planning Permit resulting from an application made by Tract Consultants on behalf of Angelo Martucci, the owner of 42-44 Ponds Drive, Lara.

The Amendment proposes to rezone land at both 42-44 Ponds Drive and 60 Forest Road North, Lara from Urban Floodway Zone (UFZ) to General Residential Zone 1 (GRZ1) and apply a Special Building Overlay (SBO) to part of the site. The owner of 60 Forest Road North has provided written support for the proposal.

The accompanying permit is for approval for a 5 lot subdivision and construction of 4 two storey townhouses at 42-44 Ponds Drive. It also seeks removal of a restrictive covenant applying to the Titles of both properties which prevents the development of the land "other than in accordance with an approved neighbourhood design plan". The current restriction on Title prohibits the subdivision and development being proposed.

Each of the two properties are occupied by an existing detached house which are located outside the portion of the sites being rezoned by this Amendment.

Attachment 2 shows the two properties subject of this Amendment superimposed on an existing zoning plan. 42-44 Ponds Drive has a total area of 2070 sq m, approximately half of which currently falls within the UFZ. 60 Forest Road North has a total area of 7201 sq m of which approximately a quarter falls within the UFZ.

Attachment 3 is an aerial photo of the subject land and the surrounding area. Land to the south and east is a well established residential area, whilst the Hovells Creek reserve containing an existing levee bank forms the northern boundary. On the west side of Forest Road North is the site of an ex-limestone processing plant and quarry currently being rehabilitated and subject to a current rezoning proposal (Am C320).

Attachment 4 shows the exhibited subdivision and 4 dwelling development site layout proposed at 42-44 Ponds Drive.

The adopted 2011 Lara Structure Plan has identified the subject land as a future residential development opportunity subject to augmentation of the adjoining levee bank to enable the site to be declared flood free. The applicant has negotiated with Council's Engineering Services Department regarding the design and funding of the levee upgrade and these works will be completed before the Amendment/permit is sent to the Minister for approval.

All of the requirements of Council's Engineering Services Department and the Corangamite Catchment Management Authority have been included as conditions on the permit.

Amendment C356 and accompanying permit were exhibited between 9 February 2017 and 13 March 2017. Notices appeared in the Geelong Independent on 3 February 2017 and the Geelong Advertiser on 4 February 2017, with all adjoining and nearby properties individually notified.

As a result of exhibition of the Amendment a total of 3 submissions were received. One from the adjoining neighbour at 46 Ponds Drive raised issues of concern. The submissions received were from:-

1) Tract Consultants on behalf of the applicant setting out reasons why Council should support the proposal;

2) Barwon Water offering no objection to the Amendment, its requirements having being included as conditions on the permit; and

3) the owner of 46 Ponds Drive raising a number of issues of concern about unsatisfactory arrangements for garbage collection, safety issues resulting from the additional traffic generated by the proposed additional 4 dwellings, impact of the existing easement on the proposed development, suitability of driveway access arrangements to cater for 5 dwellings & potential negative impact on his property valuation.

On 2 June 2017 Council's delegate considered a report on the submissions and resolved to refer them to an Independent Panel appointed by the Minister for Planning.

The Independent Panel conducted a hearing on 27 July 2017 and has provided a report supporting the amendment. A copy of the Executive Summary is in Attachment 5. A full copy of the Panel Report has been placed on Council's amendment webpage and submitters have been notified of its release.

The Panel has addressed all of the issues raised in the concerns of the adjoining neighbour as outlined above and has concluded.

- The amendment and accompanying permit are consistent with State and Council policies.
- Ponds Drive can accommodate the traffic generated by the development and there is no reason to suggest residents' safety will be compromised by additional traffic.
- Adequate on site provision has been made for car parking.
- Council's proposed arrangements to cater for garbage bin collection, to be implemented by additional permit conditions, will address the concerns of the submitter.
- There is no evidence to suggest an adverse impact on amenity or property value of neighbours.
- Clarification of wording of "what the Permit allows" and work requirements of the adjoining levee bank (as agreed by parties at the hearing).

Based on the above, the Panel makes the following recommendations:-

1. Amendment C356 be adopted as exhibited.
2. Planning Permit Application PP1027/2016 be approved and the permit issue subject to the conditions outlined in its report.

Council officers support the Panel recommendations and recommend that Council now adopt the Amendment and permit documents in Attachment 6.

Financial Implications

The Amendment and permit will result in no future financial implications for Council. Agreement has been reached between the applicant and Council re: funding the upgrading of the levee. Any modification of the Ponds Drive court-head to facilitate garbage collection will be funded by the applicant.

Stakeholder Consultation and Communication

All affected persons have been notified at the time of exhibition of this Amendment to enable them to make a submission and appear before and independent Panel appointed by the Minister for Planning if they so wish. Submitters have been notified of the Panel recommendations.

Policy/Legal/Statutory Implications

The Amendment is consistent with the broad thrust of State and Council planning policies which support urban consolidation/infill housing in locations which have good access to existing community services and facilities.

The Amendment specifically implements recommendations contained in Council's adopted Lara Structure Plan referred to in Clause 21.13 of the Planning Scheme.

The Independent Panel agrees that the amendment and permit are consistent with State and Council policies.

Alignment to City Plan

The Amendment supports the overall thrust of Growing our Economy and Sustainable Built and Natural Environment Strategic Directions in that it facilitates the development of land identified as being suitable for future residential development.

Conflict of Interest

No Council officers involved in the preparation of this report have a direct or indirect interest, in accordance with Section 80(c) of the Local Government Act, to which this Amendment relates.

Risk Assessment

No risks have been identified in processing Amendment C356 and accompanying permit as being recommended by this report.

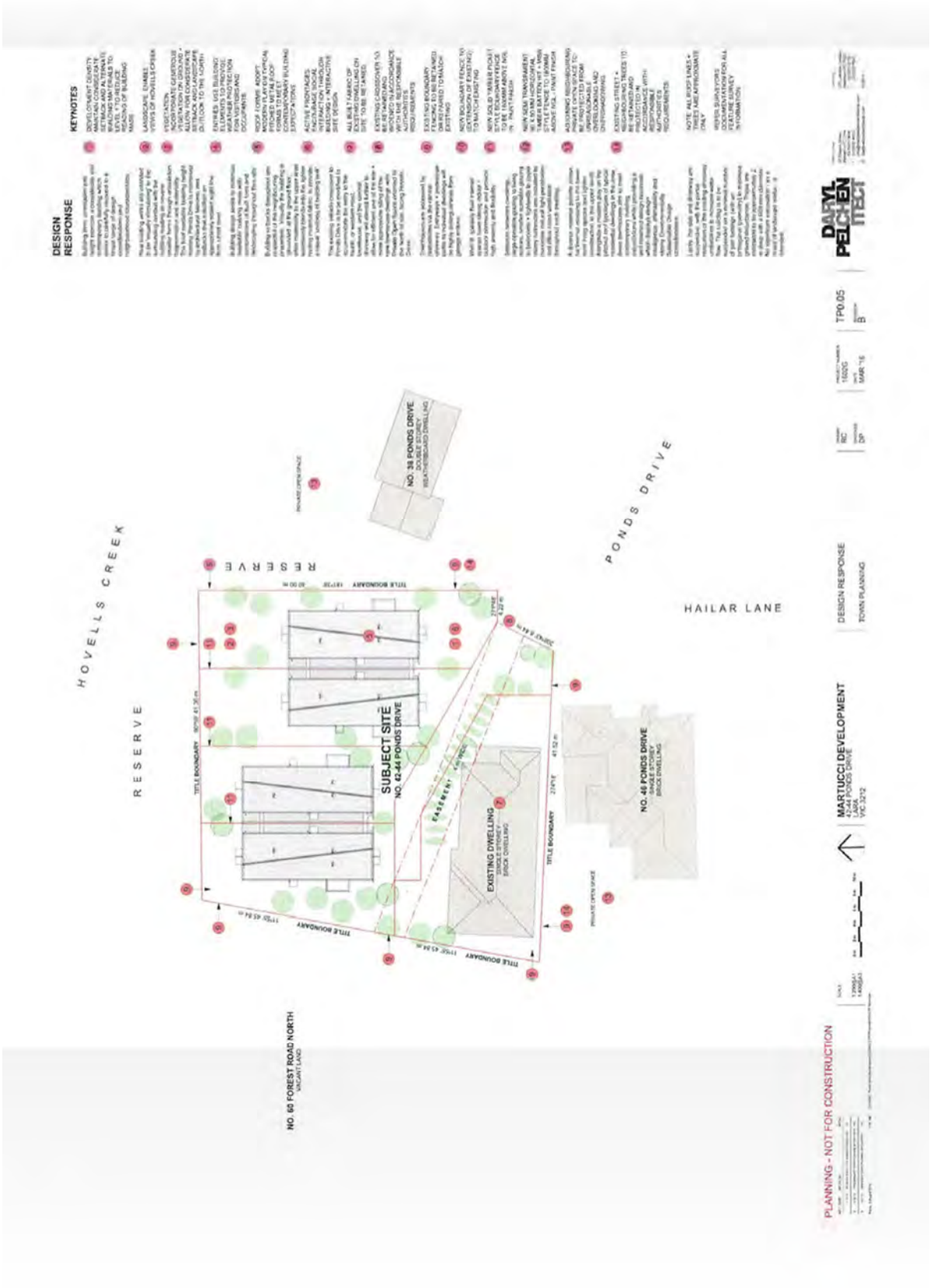
Environmental Implications

The Amendment and accompanying permit will result in no adverse environmental implications.

Attachment 2 - Zoning Map

Attachment 3 – Aerial Image

Attachment 4 – Subdivision Plan



Attachment 5 – Executive Summary of Panel Report

Executive Summary

(i) Summary

Greater Geelong Planning Scheme Amendment C356 (the Amendment) seeks to amend the zoning of that part of 60 Forest Road North and 42 – 44 Ponds Drive, Lara, currently in the Urban Floodway Zone (UFZ), to General Residential Zone - Schedule 1 (GRZ1). The Amendment also applies the Special Building Overlay (SBO) over that part of the land that is subject to overland flows.

The Planning Permit Application accompanying the Amendment seeks to:

- remove the restriction applying to 60 Forest Road North (Lot 1) and Lot 2, 42 – 44 Ponds Drive, that requires any development to be in accordance with an approved neighbourhood design plan and that only one dwelling can be erected on Lot 2, 42 – 44 Ponds Drive.
- build four two storey dwellings on Lot 2 and re-subdivide the existing two lots (Lots 2 and 3) into five lots.

The submitter questioned why the land was not rezoned at the time he showed interest in purchasing it. Key issues raised in relation to the planning permit application were ones of safety arising from additional traffic associated with the proposed dwellings and whether existing vehicle access to the site was acceptable. A further matter referred to was the existing difficulties associated with waste collection from his and the subject land which he believed would be exasperated when additional bins would have to be collected from four additional dwellings at 42 – 44 Ponds Drive, Lara.

The submitter was also concerned that the value of his property would be affected by the development.

The submitter is not a beneficiary of the restriction that applies to 60 Forest Road North and 42 – 44 Ponds Drive and this was not referred to in his submission. There were no objections to the removal of the restrictive covenant from these sites.

The Panel has considered the written submission and those made to it by Council and the proponent at the Hearing. The Panel believes that the Amendment is in accordance with State and Local Planning Policy. The Lara Structure Plan identifies 60 Forest Road North and 42 – 44 Ponds Drive as suitable for 'Conventional residential' and the Panel believes the proposal the subject of the application is an appropriate design solution for Lot 2, 42 – 44 Ponds Drive.

The Panel does not believe that the vehicle movements associated with four additional dwellings at 42 – 44 Ponds Drive will create a safety hazard for existing residents in this street and agrees with Council that drivers are more likely to be travelling at lower speeds as they access and leave the site.

In response to refuse collection, the Panel believes the Council has addressed what it recognised as legitimate concerns of the submitter.

The Panel concludes the Amendment is strategically sound and should be approved. Based on the inclusion of the land in the GRZ1 the Panel supports the application to remove the

restrictive covenant to build four two storey dwelltngs in accordance with the conditions on the rnodified permit at Appendix C of this Report.

(i) Recommendations

Based on the reasons set out in tlis Report, the Panel recommends that:

1. Amendment C356 to the Greater Geelong Planning Scheme be adopted as exhibited.
2. Planning Permit Application PP-1027 206 be issued subject to the condition.& ncluded In Appendix C of this Report.

28. GREATER GEELONG MUNICIPAL HERITAGE STRATEGY 2017 - 2021

Source:	**Planning & Development – Planning Strategy**
Acting Director:	**Geoff Lawler**
Index Reference:	**Project: Municipal Heritage Strategy 2017-2021**

Purpose

To adopt the Greater Geelong Municipal Heritage Strategy 2017-2021 and commit to the formation of a Heritage Advisory Committee.

Background

In late 2016 work commenced on the preparation of a draft Municipal Heritage Strategy for Greater Geelong. The Strategy is based on the '*Municipal Heritage Strategies: A guide for Councils*' toolkit prepared by the Department of Environment, Land, Water and Planning. The draft was prepared with input from a specially formed Community Project Reference Group, key external stakeholders and relevant Council departments. Public consultation on the draft has been completed with minor changes made to address some of the submissions. The Strategy is now recommended for adoption.

Key Issues

- The Strategy sets out a framework to guide Council on heritage matters within the organisation and the broader community. It will assist Council to meet its obligations under the Planning & Environment Act, Heritage Act, Aboriginal Heritage Act and the Planning Scheme. It is recommended to be reviewed alongside City Plan.
- The Strategy celebrates achievements such as the ongoing implementation of the Karreenga Aboriginal Action Plan, annual heritage awards in conjunction with the National Trust, award winning Mountain to Mouth project, minor heritage loans program to name a few.
- The Strategy was prepared in consultation with the relevant Council departments, Geelong Regional Library Corporation (Heritage Centre), Wathaurung Aboriginal Corporation and Community Reference Group.
- The draft Strategy was placed on public exhibition for 5 weeks in June/July 2017 with 11 submissions received. Submissions were generally supportive with some minor changes requested/recommended.
- Submissions strongly supported the creation of a 'Heritage Advisory Committee' or similar body to assist Council achieve its vision.
- There was community support for Council to have a dedicated unit or at least an officer(s) to oversee Council's heritage activities and to deliver the actions of the Strategy. As there is currently no such resourcing for this, an Internal Steering Committee is proposed to provide a cross-organisation approach to heritage.

K Alexander moved, L Gardner seconded -

That Council

1) **Adopts the Greater Geelong Municipal Heritage Strategy 2017-2021 (refer to Attachment 1)**

2) **Endorses the establishment of a Heritage Advisory Committee in 2018.**

3) **Recommends that the Chief Executive Officer considers the resources necessary to provide a single point of coordination for heritage issues.**

4) **Notes that a thematic history for Greater Geelong will be commissioned in the 2017/18 financial year.**

Carried.

Discussion

The Strategy sets out a framework to guide Council on heritage matters within the organisation and the broader community. The Strategy is a 'whole of Council' strategy and will be reviewed alongside the City Plan. The Strategy provides a concise overview of Council activities in the heritage space and provides support for Council departments to deliver more specific and detailed work.

The Strategy comprises of a 'background' section outlining the context, policy, history snapshot, achievements and challenges and an 'action plan' which contains the vision, objectives, actions and implementation.

The focus of the Strategy relates to Council's responsibilities and areas of influence in relation to:

- Identifying positive heritage measures;
- Identifying and prioritising work to be done in the future;
- Appropriately managing and monitoring the heritage assets of the community and
- Reporting on and celebrating achievements.

The implementation of actions identified in the Strategy will rest with the relevant departments and be subject to departmental work plans, capacity and future operational budgets for Council's consideration.

The Strategy acknowledges Council will need to build its capacity in relation to staff and Councillor training, additional resourcing and external funding.

The key issues to come out of the consultation phase (council departments, community reference group and public submissions) included:

Strategy Document

A number of minor changes or suggestions were made in relation to the draft which updated or corrected information. The majority of minor changes and corrections have been made. A copy of the final Strategy is found at Attachment 1.

It was recommended the document layout be more user friendly. The whole document is now A4 portrait and will be available in both colour and black and white.

A number of comments related to specific sites or buildings. While it is not the role of this Strategy to look at individual sites many of the suggestions fall under broader policy actions. It is also anticipated the Heritage Advisory Committee will have a role in nominating sites and recommending actions.

Implementation and Timeframes

The National Trust submissions recommended adding specific timeframes and resourcing (in-line with the toolkit) to assist delivery. The Strategy contains action delivery timeframes of short 1-2 years, medium 3-5 years or long term 5+ years.

Response

The current timeframes are considered appropriate for the first Municipal Heritage Strategy. Funding has been provided in the 2017/18 budget for the development of the Strategy and the development of a thematic history. The delivery of actions will rely on the capacity within existing units, work priorities and annual budget allocation. Some actions will form part of a unit's existing responsibilities and some actions will require additional resources. It is anticipated that over the next four years the capacity within Council to respond to heritage matters will increase.

Heritage Advisory Committee

The establishment of a Heritage Advisory Committee is seen by most submitters as vital to oversee the delivery of the Municipal Heritage Strategy and to ensure a community voice is heard by Council in relation to heritage matters.

Response

A number of Councils across Victoria have a Heritage Advisory Committee, established under a terms of reference. As an example, the City of Ballarat committee includes two councillors, two community representatives and ten representatives from relevant heritage related or community organisations/agencies with the Council providing officers to support the Committee. The Committee meet once a month with functions relating to promoting heritage, considering funding applications, offering advice on any heritage matters brought to the committee, assisting with sourcing external funding, providing policy advice, making recommendations to council on heritage matters etc.

It is a recommendation of this report that the Heritage Advisory Committee be established in 2018. The Advisory Committee will operate under Section 3(F) of the Local Government Act and will have no delegated powers and will be guided by a Terms of Reference. At this time the Planning Strategy unit will support the establishment and ongoing management of the Committee, this will include developing a Terms of Reference and carrying out membership recruitment.

Lack of a Heritage Department/Officer

It was noted in a number of submissions that Council used to have a Heritage Planner position. The perception is that no officer(s) or department within Council are 'responsible' for heritage. By way of comparison it was noted the City of Ballarat employs a Heritage Coordinator, a historian, heritage advisor (3 days per week) and administration staff, the equivalent of four full time positions.

Response

At this time Council has no dedicated and suitably qualified staff member(s) that deals exclusively with heritage matters. The Statutory Planning Department engages a heritage consultant 2 days per week to primarily assist with planning permit applications.

A search of the HERMES database reveals City of Greater Geelong has 12,223 records and the City of Ballarat has 11,933 records. This shows the comparison pointed out by the submitter is not unreasonable.

Heritage matters are picked up across Council by the relevant departments as required. Departments will generally engage heritage consultants or utilise the Heritage Advisor if projects require heritage input or advice. This approach does lead to gaps with no staff member or team tasked with keeping abreast of heritage related Acts or legislation, funding opportunities etc as these changes may have impacts across the organisation not just one department.

In order to provide a cross organisational approach to heritage it is recommended an internal working group known as the Heritage Steering Committee be established in 2017. Departments that deal with heritage related matters will be invited to share projects, information, expertise etc and will also have an opportunity to look at training opportunities and resource requirements now and for the future. This committee will be established and initially supported by the Planning Strategy unit with the ongoing responsibility for the committee to be determined.

Heritage Advisory Service

It was widely acknowledged that the Heritage Advisor role is currently operating at capacity. This position is filled by an external consultant on a 3 year contract 2 days per week. The Advisor role includes meeting with prospective and current planning permit applicants, providing written referral advice to planning officers on planning permit applications, providing in-house advice to staff on heritage matters including on Council owned or managed heritage assets etc. While the number of heritage overlays and therefore enquiries and permits have steadily increased over the years the time allocation for the Advisor has not. A number of submissions noted this role should be expanded or made full time.

Response

An action in the work plan includes reviewing the Heritage Advisory Service ongoing to ensure it meets current and future demand. This process occurs as part of the contract renewal process by the Statutory Planning Department. Council has committed to the Heritage Advisory Service for another 3 years. It is noted the Heritage Advisor only provides advice in relation to post colonial heritage matters.

Lack of Support for Heritage

There was a perception by some submitters and by participants at the Community Reference Group workshop that heritage is not given the attention, resources and funding it deserves within Council. This was expressed in the issues already noted above as well as the lack of investment in relation to Council owned and or managed heritage assets, as one submitter noted they (the properties) should be treated as an ‘asset to the community rather than a burden’.

Response

The MHS celebrates a number of heritage achievements across a diverse range of heritage activities from heritage studies and associated planning controls, exhibitions, festivals, restorations, education and interpretation and site protection. These activities show Council is committed to nurturing our history and heritage.

The sale of heritage listed Council assets is contentious and a number of properties have come up for discussion in recent times. It is a recommended action that Council prepare heritage asset plans which could include considerations such as maintenance, works program, redundant assets plan, a policy for asset transfer etc. This will help provide a more transparent approach to Council’s heritage asset management.

The MHS proposes a number of actions to address the challenges identified. While some actions form part of the core business for various Council departments other actions will require successful budget bids in order for them to be implemented. The proposed establishment of the Steering Committee and Advisory Committee will ensure greater support for heritage across the organisation.

Alongside the preparation of the MHS, $80,000 is available in the budget funding for Strategy implementation. This will include the preparation of a thematic history for Greater Geelong including Aboriginal and post colonisation heritage.

Aboriginal Cultural Heritage

There was strong support for continuing to build relationships and partnerships with Aboriginal people, communities and organisations.

A submitter noted that previous opportunities to include Aboriginal heritage as part of Council's project work had been missed and queried how this will be addressed in the future.

Response

The formation of the internal Steering Committee and community based Heritage Advisory Committee will greatly assist Council officers to build on existing relationships with the Aboriginal community.

Heritage in Central Geelong

Since the Minister for Planning took over responsibility for major development applications in central Geelong the community do not have the same ability to view, provide feedback or participate in the planning permit process. The protection of heritage places therefore requires that the heritage overlay planning scheme controls are up to date and meet current practice.

Response

The Council has written to the Minister for Planning (April 2017) to outline a process whereby the community could share their views on major development applications in Geelong. The Minister replied that he was supportive of the initiative but it is Council who would be responsible for implementing the process. Officers are in the process of establishing the process which will be introduced after Council elections.

Community Collections

Geelong Regional Libraries noted the challenges community collections face. They offered it could be useful for Council to have a corresponding action that would give both organisations opportunities for collaboration.

A submitter also raised the benefits of making policy documents such as a heritage tree register, plaques, memorials, monuments and public art and collections registers available to the public.

Response

The Arts and Culture unit indicated there is support for community collections in existing strategies.

It is up to the relevant department to make documents available to the public if appropriate.

Archaeological Sites

A submitter noted the issue of protecting archaeological sites (Aboriginal, Historic and Maritime) as part of development proposals. Under the legislation (listed in the MHS) various requirements must be met. The submitter indicated specific reference to these requirements should be made in the document. It was also noted there are Conservation Management Plans, Cultural Heritage Management Plans and other archaeological site plans that have been prepared for specific sites that could also be referenced in the MHS.

Response

The MHS has been prepared in accordance with the toolkit prepared for Councils by the Department and Heritage Victoria and addresses the matters outlined in the toolkit. There is reference to Conservation Management Plans and Cultural Heritage Management Plans as a management mechanism but site specific plans have been limited to Council owned or managed sites since the MHS focus is on Council activities, there are also cultural sensitivities around the details of Aboriginal heritage sites. Heritage Studies included in the attachment are generally those referenced in the planning scheme. This is consistent with other MHS's prepared by other Councils.

The challenge of protecting archaeological sites has now been included in the 'challenges' section of the MHS.

Actions included in the MHS make reference to providing training and education for staff around Council's obligations under the various heritage legislation. This includes the Heritage Act and the requirements around archaeological relics including utilising resources such as the Victorian Heritage Register and the Heritage Inventory.

Heritage Victoria

A submitter questioned whether Heritage Victoria had been consulted in the preparation of the Strategy.

Response

The Strategy was prepared using the guidelines prepared by Heritage Victoria. The draft was referred to Heritage Victoria who recommended some inclusions around archaeological sites and broader policy matters. These have been included in the MHS.

A thematic history of maritime infrastructure in Victoria was prepared and makes some references to Geelong. This study has been added to the 'heritage studies and documents' in the MHS. Reference to the Maritime Infrastructure Project has also been included, although the Geelong component that never made it past the draft phase.

Financial Implications

There are no impacts on the budget as a result of adopting this report. Actions outside departmental core business will be subject to separate budget bids.

Stakeholder Consultation and Communication

The preparation of the Strategy involved consultation with internal Council departments who deal with or interact with heritage, this involved interviews and written feedback on drafts. An external Community Reference Group was also established after expressions of interest were advertised in local papers to inform the content of the MHS. There were 6 representatives from the Little River Historical Society Inc, National Trust Geelong, Onefire Geelong, Geelong Environment Council, Osbourne Park Association and the Wathaurung Aboriginal Corporation who were involved in a workshop and invited to provide feedback to the draft.

Policy/Legal/Statutory Implications

The preparation of the Municipal Heritage Strategy will assist Council meet its obligations under the Heritage Act, Planning and Environment Act and the Aboriginal Heritage Act.

Alignment to City Plan

The Strategy aligns with the directions of the Sustainable Built and Natural Environments theme in City Plan.

The Strategy aligns with 'A Clever and Creative Future' as protecting and celebrating our heritage will contribute to the culture and uniqueness of Greater Geelong making it an attractive place.

Conflict of Interest

No Council officers involved in the development of the Municipal Heritage Strategy have a direct or indirect interest in the issue, in accordance with Section 80C of the Local Government Act, to which this report relates.

Risk Assessment

Implementing the recommendations of the Municipal Heritage Strategy will assist Council meet its obligations under the various Acts and legislation relating to heritage.

Environmental Implications

There are no environmental implications in relation to the Municipal Heritage Strategy.

29. BARWARRE ROAD, MARSHALL – PROPOSED ROAD SEGMENT CONSTRUCTION SPECIAL CHARGE SCHEME – DECLARATION OF CHARGE – SRC 351

Source:	**City Services**
Interim Director:	**Peter Godfrey**
Index Reference:	**Barwarre Road, Marshall; Special Rates and Charges**

Purpose

This report seeks a resolution by Council to declare the charges for a Special Charge Scheme to partially fund the construction of three road segments along Barwarre Road (east side) between Marshalltown Road and Reserve Road, Marshall. (See plan – Attachment 5).

Background

This proposal will see the construction of these missing segments in Barwarre Road including road widening, kerb and channel, underground drainage and a footpath section.

The proposal was first introduced to affected property owners in 2013 where considerable consultation was carried out. Because of the small number of properties affected by this proposal, a funding mechanism known as an 'up front agreement' was initiated. A this time, 100% agreement was struck however due to the relatively large cost to property owners, a request was made to pay via instalments. Council considered this option at the time however it was rejected on the grounds of having no legal control over the recovery of funds outside a legislated framework. The agreement approach was therefore abandoned.

Special Charge Scheme has been reinitiated and all affected property owners have been advised same.

Council resolved to make its Intention to Declare a scheme at its meeting of 27 June 2017. During the subsequent submissions period, no submissions were received which nullified the requirement of a submissions panel hearing.

Key Issues

- A Special Charge Scheme been initiated and consists of three sub scheme components. Sub Scheme 1 is adjacent to three properties between 129 and 137 Barwarre Road. The works will include road widening, kerb and channel and a new footpath section.
- Sub Scheme 2 is adjacent to two properties between 181 and 185 Barwarre Road. The works consist of road widening and kerb and channel.
- Sub Scheme 3 is adjacent to one property at 193-197 Barwarre Road and also includes road widening and kerb and channel.
- Council resolved to makes its Intention to Declare a scheme at its meeting of 27 June 2017.
- During the subsequent submission period, none were received therefore a panel hearing was not required.

P Dorling moved, L Gardner seconded -

That Council:

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

a) The Special Charge is declared for a period of five (5) years commencing upon commencement of the works.

b) The special charge be declared for the purposes of defraying expenses incurred by Council in relation to the construction of Barwarre Road, Marshall which:

b1) will provide proper sealed road access, improved street drainage and enhancement to the general amenity for each of the properties included in the scheme;

b2) Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this Resolution); and

b3) arises out of Council's function of planning for and providing infrastructure for property owners.

c) it be recorded that, for the purposes of Section 163 (2A) of the Act, the special charge proceeds will not exceed the amount calculated in accordance with the prescribed formula (R x C = S), the:

c1) 'benefit ratio' (R) being calculated at 0.26 for Sub Scheme 1, 0.28 for Sub Scheme 2 and 0.14 for Sub Scheme 3 represents the special benefits to all persons liable to pay the special charge; and

c2) 'total cost' (C) of performing the function described in Part b of this Resolution based on estimated cost be recorded as $191,783 for Sub Scheme 1, $80,401 for sub scheme 2 and $72,574 for sub scheme 3.

c3) 'maximum levy' (S) total amount of the special charge be levied and recorded as $49,021 for sub scheme1, $22,844 for sub scheme 2 and $10,332 for sub scheme 3.

d) the following be specified as the area for which the special rate is so declared:

d1) the area within municipal district of Council highlighted in the plan attached to this Resolution ("the area").

e) the following be specified as the land in relation to which the special charge so declared:

e1) All land within the area shown on the plan.

f) the following be specified as the criteria which form the basis of the special charge so declared:

f1) Ownership of any land described in Part 1(e) of this Resolution.

g) the following be specified as the manner in which the special charge so declared will be assessed and levied:

g1) The costs to be apportioned based on access and amenity benefits.

g2) The special charge will be levied by sending a notice to the person who is liable to pay, pursuant to section 163(4) of the Act.

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

h1) the owners of the land described in column 1 and 2 of Schedule C to the Resolution are estimated liable for the respective amounts set out in column 8 of Schedule C; and

h2) such owners may, subject to any further resolution of Council pay the special charge in the following manner:

h2(a) the charge will become due and payable within one month of the issue of the notice requesting payment pursuant to Section 167 (3) of the Act;

h2(b) interest will not be charged for six months after the issue of the notice provided the person liable makes timely payment in accordance with any repayment arrangements that may be agreed on by Council; and

h2(c) in accordance with Section 172 of the Act, the rate of interest which is payable on the special charge which has not been paid by the specified date is set at Council's overdraft rate, reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 (2A) in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of this section).

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

Carried.

Attachment 1

Financial Implications

The project has a one off capital cost and there will be minimal ongoing maintenance costs. The scheme is funded from the core road construction program C02301 and could proceed in the 2017/18 financial year if approved.

A breakdown of costs is as follows:

Estimated scheme cost to property owners Sub Scheme 1 - $49,021 Sub Scheme 2 - $22,844 Sub Scheme 3 - $10,332	**$82,197**
Estimated scheme cost to Council Sub Scheme 1 – $142,762 Sub Scheme 2 – $57,557 Sub Scheme 3 - $62,242	**$262,561**
Total Project Cost	**$344,758**

The total estimated net cost to Council for this project is **$262,561.**

Stakeholder Consultation and Communication

Consultation with the affected property owners has taken place as follows:

2013 - 2014 – Mail out and community meeting held at the Grovedale Community Centre in regards to the proposed 'up front' agreement. 100% agreement was gained at this time.

March 2017 - un update letter was mailed advising of the change to a Special Charge Scheme. This letter included advice on the revised scheme charges.

July 2017 – Letter advising of Council's Intention to Declare a scheme and invitations to make a submission.

8 July 2017 – Public Notice placed in the local newspaper.

11 July 2017 – Copy of public noticed mailed out.

Further information will be sent to all affected property owners should Council resolve to make its Declaration of the scheme.

Policy/Legal/Statutory Implications

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

Alignment to City Plan

This report aligns with the City Plan as follows:

Community Wellbeing:

- Healthy Lifestyles – Facilitating and promoting physical activity.

- Healthy Environments – Safe, hazard and nuisance free environments.

Sustainably Built and Natural Environment

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

Conflict of Interest

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

Risk Assessment

Provision of sealed roads will provide safer driving conditions for motorists with a defined and widened road profile. Walking conditions for pedestrians will also be enhanced by minimising the risk of personal injuries through conflict with vehicles. The improved drainage will reduce the hazards associated with water over roads and the affects of nuisance flooding to property.

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

Environmental Implications

The road infrastructure proposal provides proper sealed access, improved drainage and improved safety for pedestrian and vehicular traffic**.** Dust is eliminated.

Storm water runoff will be less contaminated with silt prior to discharge as the bulk of the storm water will be cleaner coming off a sealed road environment.

It is anticipated that minimal vegetation removal will be required to complete the project. The design has taken existing vegetation into consideration.

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

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

Attachment 2

SCHEDULE 'A'

The works for Barwarre Road, Marshall which consist of excavation, concrete footpath, kerb and channel, reinstatement of nature strip, miscellaneous construction works, legal advice and professional services associated with survey, engineering design, drafting, supervision and administration of the project all as included in the cost estimate shown below.

COST ESTIMATE FOR BARWARRE ROAD CONSTRUCTION – MARSHALL

Sub Scheme 1 129–137 Barwarre Road, Marshall

Estimated cost of road and footpath construction					
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**RATE $**	**AMOUNT $**
1.01	Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.	1	ITEM	$12,000.00	$12,000.00
1.02	Traffic management costs.	5	ITEM	$800.00	$4,000.00
1.03	Setting out of works.	1	ITEM	$500.00	$500.00
2.00	**EARTHWORKS & DEMOLITION**				
2.01	Excavation and disposal of all materials to limits of work as indicated on plan, including trimming for new road pavement, excavation of soft spots and removal of concrete.	370	m^3	$60.00	$22,202.40
2.02	Removal of existing rural crossings, endwalls and pipes if in good condition to be shipped to COGG Belmont depot.	4	ITEM	$250.00	$1,000.00
2.03	Break out top of pits fill with FCR and 100mm topsoil.	2	No.	$350.00	$700.00
2.04	Placement and consolidation of engineered fill with approved materials in preparation for new works.	10	m^3	$60.00	$600.00
2.05	Saw-cutting of asphalt paving.	145	m	$3.50	$507.50
3.00	**PAVEMENT WORKS**				
	BIDIM A34 Geofabric laid on sub base	293	m^2	$20.00	$5,860.00
3.01	400mm compacted depth Class 3, 40mm crushed rock, supplied, spread and compacted.	117	m^3	$100.00	$11,720.00
3.02	150mm compacted depth Class 2, 20mm crushed rock, supplied, spread and compacted.	44	m^3	$120.00	$5,274.00
3.03	30mm compacted depth 10mm nominal size type N asphalt spread and compacted including emulsion prime & grit using a paver.	638	m^2	$35.00	$22,330.00
4.00	**CONCRETE WORKS:**				
4.01	B2 Barrier kerb and channel 450mm wide and associated laybacks for vehicle crossings, including fine crushed rock bedding.	140	m	$136.00	$19,040.00
4.02	Concrete pram crossing 1.5m wide, including fine crushed rock bedding.	2	No.	$250.00	$500.00
4.03	125mm concrete paving with SL72 mesh including crushed rock bedding and reinstate nature strip.	245	m^2	$125.00	$30,625.00

4.04	O2 porous pave, or equivalent, supplied and placed as per manufacturer's specification.	77	m^2	$280.00	$21,560.00
5.00	**LANDSCAPING**				
5.01	Top soiling and seeding nature strips, medians and outer separators.	140	m^2	$10.00	$1,400.00
SUB-TOTAL					**$159,819**
10% Contingency					$15,981.89
Design					**$7,991**
Project Administration					**$7,991**
CONSTRUCTION COST ESTIMATE					**$191,783**

Sub Scheme 2 181-185 Barwarre Road, Marshall

Estimated total cost of road widening and kerb and channel

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE $	AMOUNT $
1.00	Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.	1	ITEM	$6,000.00	$6,000.00
1.01	Traffic management costs.	5	ITEM	$800.00	$4,000.00
1.02	Setting out of works.	1	ITEM	$1,000.00	$1,000.00
2.00	**EARTHWORKS & DEMOLITION**				
2.01	Excavation and disposal of all materials to limits of work as indicated on plan, including existing rural vehicle crossings, trimming for new road pavement, excavation of soft spots and removal of concrete.	173	m^3	$60.00	$10,362.62
2.02	Removal of existing rural crossings, endwalls and pipes if in good condition to be shipped to COGG Belmont depot.	2	ITEM	$250.00	$500.00
2.03	Saw-cutting of asphalt paving.	88	m	$3.50	$308.00
3.00	**PAVEMENT WORKS**				
3.01	BIDIM A34 Geofabric laid on sub base	287	m^2	$20.00	$5,740.00
3.02	150mm compacted depth Class 2, 20mm crushed rock, supplied, spread and compacted.	43	m^3	$100.00	$4,305.00
3.03	400mm compacted depth Class 4, 40mm crushed rock, supplied, spread and compacted.	115	m^3	$100.00	$11,480.00
3.04	30mm compacted depth 10mm nominal size type N asphalt spread and compacted including emulsion prime & grit using a paver.	287	m^2	$35.00	$10,045.00
4.00	**CONCRETE WORKS:**				
4.01	B2 Barrier kerb and channel 450mm wide including fine crushed rock bedding.	82	m	$145.00	$11,948.00
5.00	**LANDSCAPING**				
5.01	Top soiling and seeding nature strips.	164	m^2	$8.00	$1,312.00
SUB-TOTAL					**$67,001**
10% Contingency					$6,700.06
Design					**$3,350**
Project Administration					**$3,350**
CONSTRUCTION COST ESTIMATE					**$80,401**

Sub Scheme 3 193-197 Barwarre Road, Marshall

Estimated cost of road widening and kerb and channel					
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**RATE $**	**AMOUNT $**
1.01	Initial site establishment and set up, decamping and site cleanup and other fixed costs up to time of completion of works.	1	ITEM	$5,500.00	$5,500.00
1.02	Traffic management costs.	5	ITEM	$800.00	$4,000.00
1.03	Setting out of works.	1	ITEM	$500.00	$500.00
2.00	**EARTHWORKS & DEMOLITION**				
2.01	Excavation and disposal of all materials to limits of work as indicated on plan, including trimming for new road pavement, excavation of soft spots and removal of concrete.	142	m^3	$60.00	$8,526.00
2.02	Placement and consolidation of engineered fill with approved materials in preparation for new works.	12	m^3	$50.00	$600.00
2.03	Saw-cutting of concrete and/or asphalt paving.	78	m	$30.00	$2,340.00
2.04	Removal of existing rural crossings, endwalls and pipes if in good condition to be shipped to COGG Belmont depot.	3	No	$250.00	$750.00
3.00	**PAVEMENT WORKS**				
3.01	400mm compacted depth Class 3, 40mm crushed rock, supplied, spread and compacted.	98	m^3	$90.00	$8,820.00
3.02	150mm compacted depth Class 2, 20mm crushed rock, supplied, spread and compacted.	37	m^3	$110.00	$4,042.50
3.04	30mm compacted depth 10mm nominal size type N asphalt spread and compacted including emulsion prime & grit.	350	m^2	$35.00	$12,250.00
4.00	**DRAINAGE**				
4.01	Connect existing household storm water to kerb and channel. Including excavation, supply and placement of kerb adapters.	1	No.	$250.00	$250.00
4.02	Convert existing SEP to 1900mm x 600mm double S.E. Pit up to 1.5m deep, with gatic type cover, supplied and placed including excavation, placement of approved fine crushed rock bedding and back-filling with approved material.	1	No.	$1,850.00	$1,850.00
5.00	**CONCRETE WORKS & LANDSCAPING**				
5.01	B2 Barrier kerb and channel 450mm wide, including fine crushed rock bedding.	70	m	$115.00	$8,050.00
5.02	Concrete	2	m^2	$300.00	$600.00
5.03	Top soiling and seeding nature strips, medians and outer separators.	300	m^2	$8.00	$2,400.00
SUB-TOTAL					**$60,479**
10% Contingency					$6,047.85
Design					**$3,024**
Project Administration					**$3,024**
CONSTRUCTION COST ESTIMATE					**$72,574**

Attachment 3

Benefit Ratio Calculation – Sub Scheme 1

A Purpose

To provide infill road widening and footpath for Barwarre Road, east side abutting 129-137 Barwarre Road, Marshall.

B Coherence

The works will provide proper continuity of Barwarre Road and will be a direct benefit for abutting properties and the wider community.

C Total Cost C

Total Estimated cost of works

TOTAL COST **$191,783.00**

D Identify Special Beneficiaries

3 properties are considered to receive access and amenity benefits. The community will also receive benefit by way of improved road drainage and safety.

E Properties to include

Total Special Benefits (in) is apportioned to 3 properties

There are no Council owned properties in the scheme. Therefore:

Total Special Benefits out of the scheme TSB (out) = **0**

F Estimate of Total Special Benefits

For this sub scheme it is considered that the benefit is for pedestrian and vehicular access and property amenity. It is estimated that 75% of benefit relates to access and 25% relates to amenity. From current traffic counts the estimated use of the road is 99.25% for the wider community and 0.75% for the affected property owners. There are no amenity benefits apportioned for the wider community. Amenity benefit is based on frontage with 100% of the new kerb and channel fronting benefiting properties. TSB (in) is therefore calculated as follows:

TSB (in) = 75% X 0.75%(access) + 25% X 100% (amenity) = **25.6%**

G Estimate of Total Community Benefit -TCB

It is considered that people in the community will receive an access benefit from the works as the roadway is used to access other areas and provides improved safety. TCB is calculated as follows:

TCB = 75% X 99.25% (access) = **74.4%**

H Calculate "Benefit Ratio" - R

$$\text{Benefits Ratio} = \frac{\text{TSB (in)}}{\text{TSB (in)} + \text{TSB (out)} + \text{TCB}} = \frac{20.6}{20.6 + 0 + 79.4}$$ **0.255606**

I Maximum Total Levy (S)

Maximum Total Levy S = R X C **$49,020.96**

Council Contribution to Special Charge Scheme $142,762.04

Benefit Ratio Calculation – Sub Scheme 2

A Purpose

To provide infill road widening and kerb and channel for Barwarre Road, east side between 181 - 185 Barwarre Road, Marshall.

B Coherence

The works will provide proper continuity of Barwarre Road and will be a direct benefit for abutting properties and the wider community.

C Total Cost C

Total Estimated cost of works

TOTAL COST **$80,401.00**

D Identify Special Beneficiaries

2 properties are considered to receive access and amenity benefits. The community will also receive benefit by way of improved road drainage and safety

E Properties to include

Total Special Benefits (in) is apportioned to 2 properties

There are no Council owned properties in the scheme. Therefore:

Total Special Benefits out of the scheme TSB (out) = **0**

F Estimate of Total Special Benefits

For this sub scheme it is considered that the benefit is for vehicular access and property amenity. It is estimated that 70% of benefit relates to access and 30% relates to amenity. From current traffic counts the estimated use of the road is 99.2% for the wider community and 0.8% for the affected property owners. There are no amenity benefits apportioned for the wider community. Amenity benefit is based on frontage with 90% of the new kerb and channel fronting benefiting properties. TSB (in) is therefore calculated as follows:

TSB (in) = 70% X 0.8%(access) + 30% X 90% (amenity) = **27.6%**

G Estimate of Total Community Benefit -TCB

It is considered that people in the community will receive an access benefit from the works as the roadway are used to access other areas and provides improved safety. TCB is calculated as follows:

TCB = 70% X 99.2% (access) = **69.4%**

H Calculate "Benefit Ratio" - R

$$\text{Benefits Ratio} = \frac{\text{TSB (in)}}{\text{TSB (in)} + \text{TSB (out)} + \text{TCB}} = \frac{20.2}{20.2 + 0 + 79.8} \quad \textbf{0.284}$$

I Maximum Total Levy (S)

Maximum Total Levy S = R X C **$22,843.83**

Council Contribution to Special Charge Scheme $57,557.17

Benefit Ratio Calculation – Sub Scheme 3

A Purpose

To provide infill road widening for Barwarre Road, east side abutting 193-197 Barwarre Road, Marshall.

B Coherence

The works will provide proper continuity of Barwarre Road and will be a direct benefit for abutting properties and the wider community.

C Total Cost C

Total Estimated cost of works

TOTAL COST **$72,574.00**

D Identify Special Beneficiaries

1 property is considered to receive access and amenity benefits. The community will also receive benefit by way of improved road drainage and safety

E Properties to include

Total Special Benefits (in) is apportioned to 1 property

There are no Council owned properties in the scheme. Therefore:

Total Special Benefits out of the scheme TSB (out) = **0**

F Estimate of Total Special Benefits

For this sub scheme it is considered that the benefit is for vehicular access and property amenity. It is estimated that 80% of benefit relates to access and 20% relates to amenity. From current traffic counts the estimated use of the road is 99.70% for the wider community and 0.30% for the affected property owner. There are no amenity benefits apportioned for the wider community. Amenity benefit is based on frontage with 65% of the new kerb and channel fronting benefiting properties. TSB (in) is therefore calculated as follows:

TSB (in) = 80% X 0.30%(access) + 20% X 65% (amenity) = **13.2%**

G Estimate of Total Community Benefit - TCB

It is considered that people in the community will receive an access benefit from the works as the roadway is used to access other areas and provides improved safety. TCB is calculated as follows:

TCB = 80% X 99.70% (access) = **79.8%**

H Calculate "Benefit Ratio" - R

$$\text{Benefits Ratio} = \frac{\text{TSB (in)}}{\text{TSB (in) + TSB (out) + TCB}} = \frac{13.24}{13.24 + 0 + 79.8} = \mathbf{0.142}$$

I Maximum Total Levy (S)

Maximum Total Levy S = R X C **$10,332.04**

Council Contribution to Special Charge Scheme $62,241.96

Attachment 4

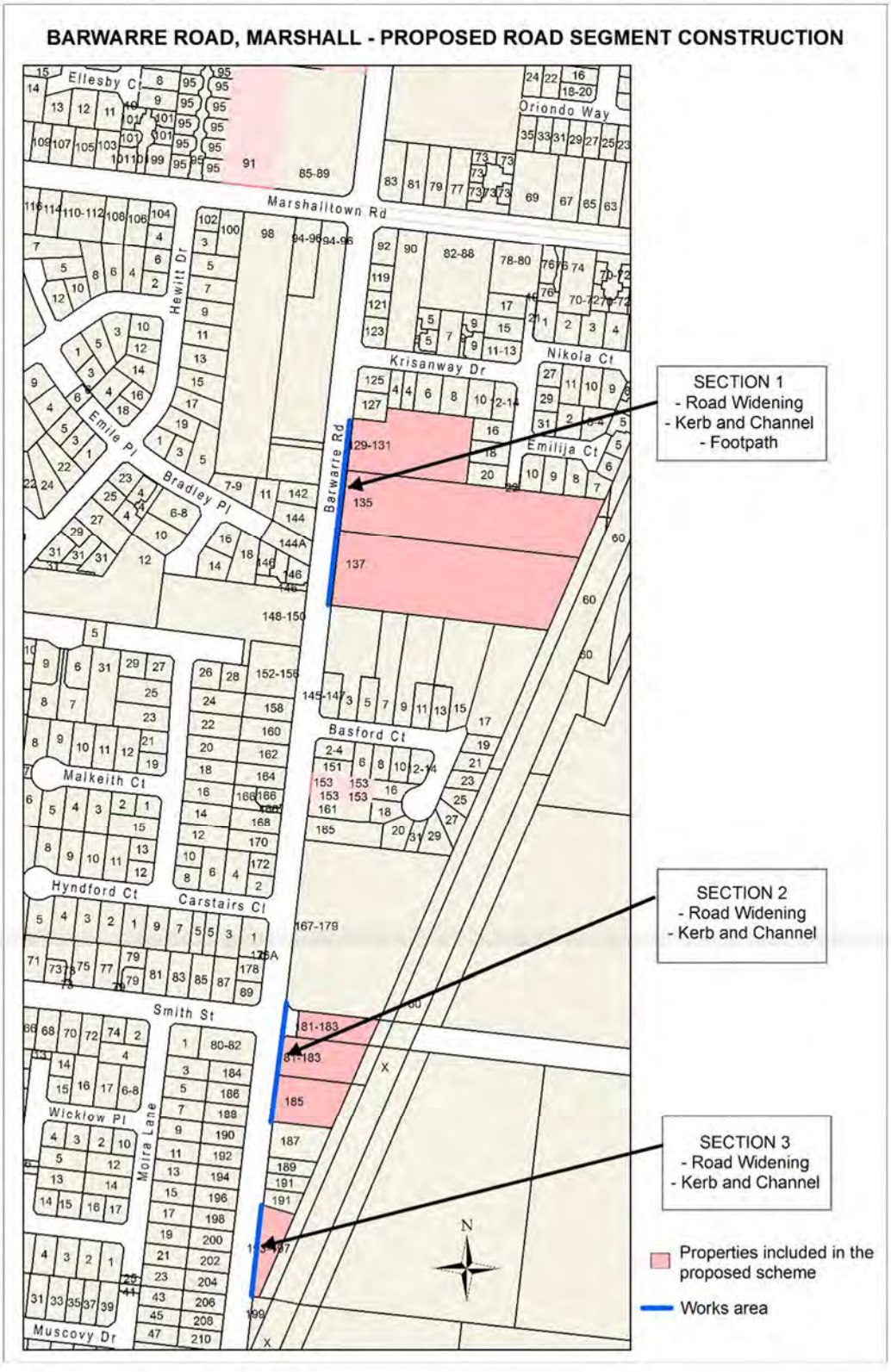
SCHEDULE 'C'

PROPOSED SPECIAL CHARGE SCHEME – BARWARRE ROAD CONSTRUCTION, MARSHALL

Barwarre Road Construction Cost Apportionment							
Column 1	Column 2	Column 3	Column 4	Column5	Column 6	Column 7	Column8
Prop Key	Address	Apportionable Frontage (Road)	Apportionable Frontage (Footpath)	Access and Amenity Benefit (Road)	Access benefit (f/path)	Amenity benefit (f/path)	Estimated total cost
Sub Scheme 1 – Road widening and footpath							
340265	129-131 Barwarre Road, MARSHALL VIC 3216	32.00	42.07	$9,768.84	$1,208.33	$1,038.15	$12,015.32
220760	135 Barwarre Road, MARSHALL VIC 3216	46.83	46.83	$14,296.09	$1,208.33	$1,155.61	$16,660.03
220759	137 Barwarre Road, MARSHALL VIC 3216	58.00	58.00	$17,706.03	$1,208.33	$1,431.25	$20,345.61
Sub Scheme 2 – Road widening							
220754	181-183 Barwarre Road, MARSHALL VIC 3216	50.60	-	$13,286.18	-	-	$13,286.18
220756	185 Barwarre Road, MARSHALL VIC 3216	36.40	-	$9,557.65	-	-	$ 9,557.65
Sub Scheme 3 – Road widening							
312728	193-197 Barwarre Road, MARSHALL VIC 3216	40.00	-	$10,332.04	-	-	$10,332.04

Attachment 5

PLAN



Attachment 6

PROCESS CHART

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

Barwarre Road, Marshall

Stage	***Status***	***Description***
Approval to prepare scheme		Decision made to prepare scheme following consideration of surveys of property owners and feed back from the community. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs. April 2015.
Intention to Declare Scheme		Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process. 27 June 2017
Advertisement		The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a month's time. 8 July 2017
Submissions		From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme. No submissions.
Submissions Review Panel Hearing		A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to Council regarding the scheme. Not required.
Declaration Report		Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme.
Appeal		Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties.
Construction		Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement.
Final Cost Report		At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

30. CONTRACTUAL MATTER

Source: **City Services - Capital Projects**
General Manager: **Peter Godfrey**

P Dorling moved. L Gardner seconded -

That in accordance with Section 89 (2) (d) of the Local Government Act 1989, this contractual matter be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

31. PROPOSED DEVELOPMENT

Source: **Property and Procurement - Strategy and Performance**
Acting Director: **Peter Anderson**

P Dorling moved, L Gardner seconded -

That in accordance with Section 89 (2) (e) of the Local Government Act 1989, this matter which contains commercial information relating to a proposed development be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

32. TENDER T1700019 - SUPPLY AND INSTALLATION OF GYMNASIUM EQUIPMENT FOR LEISURE CENTRES

Source: **Community Life - Leisure and Recreation Services**
Director: **Linda Quinn**
Index Reference: **Tender T1700019**

Purpose

To seek Council endorsement to award Contract C1700019 for supply, installation and ongoing maintenance of strength and cardio equipment at Council's four Leisure Centres to the Evaluation Panel's preferred supplier, The Fitness Generation t/a NovoFit.

Background

Council owns and directly operates a number of leisure and aquatic facilities. These facilities have been equipped with high quality cardio and strength equipment which is continually upgraded and is a key driver of membership sales and retention.

To deliver this Contract, Council sought the services of an experienced health and fitness equipment supplier for replacement and upgrade of gymnasium equipment over the next five years (inclusive of extension options).

Key Issues

- Council received a total of five tender submissions. The assessment panel comprised the Manager Leisure & Recreation Services, Co-ordinator Leisure Projects and Assets, Co-ordinator Leisure Facilities and Centre Manager Waterworld,.

- Submissions were assessed against price and non-price criteria including technical capability, service and maintenance and the tenderers economic contribution to the local community.

- The Panel recommended The Fitness Generation t/a NovoFit as the preferred supplier. NovoFit have supplied Council with strength and cardio for the past eight years and have a proven track record of quality, reliability and service.

- NovoFit tendered the lowest overall price based on annual estimated requirements for the next five years and achieved the highest comparative criteria score.

- NovoFit recognises Councils commitment to a healthier community and have included in their proposal, sponsorship of Council's Water Smart Kids Program at Waterworld and Splashdown Centres for the total value of $20,000 per annum over the term of the contract (value $100,000 over five years). Economic contribution to the Geelong region was a criteria in the request for tender.

- The total procurement spend over the five year period will be approximately $2.5 million (excluding GST, however pricing may be subject to change due to currency fluctuations between AUD/USD). This will be dependent on the availability of funds through Council's capital budget process. There is $409,650 (ex-GST) in 2017-18 budget allocation for strength and cardio gymnasium equipment replacement.

P Dorling moved, L Gardner seconded -

That Council award Contract C1700019 for the Supply and Installation of Gymnasium Equipment for Leisure Centres, to The Fitness Generation Pty Ltd t/a NovoFit at their tendered rates for the next three years with the option of two further years at the sole discretion of Council.

Carried.

Financial Implications

Currently there is $409,650 (ex-GST) in 2017-18 budget allocation for strength and cardio gymnasium equipment replacement.

It is anticipated that the total procurement spend over the five year contract period will be approximately $2.5 million subject to budget allocations.

Tender pricing is fixed for 12 months and is based on .75c AUD/USD. Due to currency fluctuations quoted prices may vary over the Contract term.

Transport costs of the new equipment to site (including the removal of the existing equipment) and all ongoing maintenance and parts is included over the five year Contract term.

NovoFit will contribute $20,000 per annum over the term of the Contract (value $100,000 over five years) to Council's Water Smart Kids Program at the Waterworld and Splashdown Centres.

Stakeholder Consultation and Communication

The Tender process was subject to consultation between the key stakeholders within the Leisure and Recreation Services Department and the Procurement Unit.

Policy/Legal/Statutory Implications

This Tender was publicly tendered in accordance with the requirements of section 186 of the *Local Government Act* 1989 and the tender process has been conducted in accordance with Council's Procurement Policy.

Risk Assessment

The Tender evaluation process involved the assessment of Work, Health and Safety policies, procedures and risk assessment documents.

Alignment to City Plan

Council's commitment to improve the health and wellbeing of the Geelong community is evidenced by the operation of our four Leisure Centre facilities which encourage community participation while incorporating the latest advancements in strength and cardio technology.

Apart from the community benefits the project aligns to the City Plan priorities in the area of Responsible and Sustainable Financial Management.

Conflict of Interest

The officers responsible for this report have no direct or indirect interests requiring disclosure.

ASSEMBLY OF COUNCIL RECORD

Chief Executive Officer: **Kelvin Spiller**
Source: **Legal Services and Governance**

Summary

- Section 80A (2) of the Local Government Act 1989 requires the record of an Assembly of Council be reported to the next practicable Ordinary Meeting of Council.
- A record of Assembly of Council meeting(s) is attached as an Appendix to this report.

P Dorling moved, L Gardner seconded -

That the information be received.

Carried.

RECORD OF ASSEMBLIES OF COUNCIL
(Council Meeting 20 September 2017)

Assembly Details	Administrators	Officer Attendees	Agenda Items	Conflict of Interest Disclosures
Community Engagement *(East Geelong)* **16 August 2017**	Kathy Alexander Laurinda Gardner Pater Dorling	G Lawler (A/DIR) P Godfrey (A/DIR) A Keen (EXEC MGR) R Leonard (EXEC MGR) G Russell T Ellis (MGR) J Van Slageren (MGR) T Donovan (OFF)	• Opportunity for residents to raise general questions.	• Nil
Council Briefing **12 September 2017**	Kathy Alexander Laurinda Gardner Peter Dorling	K Spiller (CEO) L Quinn (DIR) B Luxford (DIR) P Godfrey (A/DIR) G Lawler (A/DIR) P Anderson (A/DIR) R Leonard (EXEC MGR) A Keen (EXEC MGR) J Naughton (CO ORD)	• Geelong Waterfront Safe Harbour Project • Central Geelong Live Music Action Plan • Arts & Cultural Precinct Masterplan • Central Geelong Public Realm Framework • Tender T1700019 – Supply and Installation of Gymnasium Equipment for Leisure Centres • City of Greater Geelong Fair Play Strategy • Healthy Choices – Sugar Sweetened Beverages Strategy • Northern ARC Health and Wellbeing Hub – Business Case • Thompson Road, Furner Avenue, Bell Park – Proposed Footpath Construction SRC352 – Intention to Declare • Barwaree Road, Marshall – Proposed Road Segment Construction Special Charge Scheme – Declaration of Charge • Civic Precinct & Accommodation Strategy • Proposed Development (Confidential) • Road Renaming – Unnamed Laneway, East Geelong • Road Renaming – W Boulevard, Armstrong Creek • Road Renaming – South Western Section Thornhill Road, Highton • Councillor Code of Conduct Policy • Councillor Facilities & Expenses Policy • Special Committee Delegation	• Nil

			• Membership of Special Advisory Committees Policy • Meeting Procedure Local Law • Broadcasting Policy • Chief Executive Officer Performance Matters Policy • Greater Geelong Municipal Heritage Strategy 2017-21 • Amendment C353 Signage Controls, Beckley Park, Corio – Adoption • Amendment C367 and Planning Permit 1463/2016 – 2-120 Mollers Land, Leopold – Resolution to Exhibit • Amendment C338 & Planning Permit 1418/2015 – Thornhill Road, Highton – Consideration of Panel Report and Adoption • Amendment C251 & Permit 408/2016 – Thornhill Road, Highton – Consideration of Panel Report and Adoption • Amendment C356 & PP1027/2016 Ponds Drive, Lara – Consideration of Panel Report & Adoption of Amendment • Amendment C327 – Olive Grove Area, Portarlington – Consideration of Panel Report and Adoption • Amendment C351 – Part 1 – 732-770 Banks Road, Ocean Grove, Adoption • Amendment C358 – Commercial/Apartment Building Corner Kilgour & Moorabool Streets, Geelong – Consideration of Submission and Adoption	

PLANNING DELEGATIONS – AUGUST 2017

Source: **Planning & Development - City Development**
Acting Director: **Geoff Lawler**
Index Reference: **Delegation**

Summary

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

P Dorling moved, L Gardner seconded -

That the information be received.

Carried.

Planning Decisions Report August 2017

App Number	Location	Application Type	Decision Date	Description	Authority Description
PP-1501-2016	14 Wyuna Parade, BELMONT VIC 3216	Construction of Three (3) Dwellings and Three (3) Lot Subdivision	1/8/2017	Delegate - No Appeal Lodged	Delegated Authority
PP-1535-2016	31 Meadowvale Drive, GROVEDALE VIC 3216	Buildings and Works for the Construction of Sixteen (16) Dwellings and Sixteen (16) Lot Subdivision	4/8/2017	NOD - Planning Permit	Development Hearings Panel
	31 Meadowvale Drive, GROVEDALE VIC 3216	Buildings and Works for the Construction of Sixteen (16) Dwellings and Sixteen (16) Lot Subdivision	29/8/2017	No Appeal Lodged Permit Issued	Development Hearings Panel
PP-377-2017	PARENT - 223 Yarra Street, SOUTH GEELONG VIC 3220	Use of an Existing Building for the Purposes of a Convenience Shop	15/8/2017	No Appeal Lodged Permit Issued	Development Hearings Panel
PP-492-2017	3 Corvi Court, OCEAN GROVE VIC 3226	Three (3) Lot Subdivision	18/8/2017	NOD - Planning Permit	Development Hearings Panel
PP-522-2017	3 Dearnley Street, MANIFOLD HEIGHTS VIC 3218	Buildings and Works Associated with the Construction of a Dwelling over 7.5 metres in Height	4/8/2017	NOD - Planning Permit	Development Hearings Panel
	3 Dearnley Street, MANIFOLD HEIGHTS VIC 3218	Buildings and Works Associated with the Construction of a Dwelling over 7.5 metres in Height	29/8/2017	Grant a Planning Permit	Delegated Authority
PP-843-2015/B	320 Plains Road, LARA VIC 3212	Use and Development of part of the land as a Store	18/8/2017	NOD - Amended Permit	Development Hearings Panel
PP-1019-2016	21 Dennys Court, GROVEDALE VIC 3216	Staged Multi Lot Subdivision (12 Lots) Including Construction of a Second Dwelling	17-Aug-2017	NOD - Delegate	3 - Objections
PP-121-2017	23 Rotherham Street, BELMONT VIC 3216	Buildings and Works for the Construction of a Second Dwelling and a Two (2) Lot Subdivision	9-Aug-2017	NOD - Delegate	1 - Objection
PP-1351-2016	1B Lookout Road, OCEAN GROVE VIC 3226	Construction of a Dwelling greater than 7.5 metres and Removal of Vegetation	14-Aug-2017	NOD - Delegate	2 - Objections
PP-1396-2016	8 Harrison Court, HIGHTON VIC 3216	Buildings and Works Associated with the Construction of Three Dwellings and a Three Lot Subdivision	3-Aug-2017	NOD - Delegate	1 - Objection
PP-237-2017	45 Wattle Bird Crescent, BARWON HEADS VIC 3227	Construction of Three (3) Dwellings and Three (3) Lot Subdivision	4-Aug-2017	NOD - Delegate	2 - Objections
PP-253-2017	16 Mundy Street, GEELONG VIC 3220	Buildings and Works Associated with the Construction of Six (6) Dwellings	15-Aug-2017	NOD - Delegate	4 - Objections

PP-295-2017	21 Lorikeet Court, LEOPOLD VIC 3224	Two Lot Subdivision and Creation of Carriageway Easements	1-Aug-2017	NOD - Delegate	1 - Objection
PP-299-2017	3 Petras Place, OCEAN GROVE VIC 3226	Construction of Three (3) Dwellings and a Three (3) Lot Subdivision	4-Aug-2017	NOD - Delegate	5 - Objections
PP-316-2017	133 Yarra Street, GEELONG VIC 3220	Use and Development of the Land for an Office and Shop Including a Reduction of Car Parking and Loading Bay Requirements	8-Aug-2017	NOD - Delegate	4 - Objections
PP-37-2017	170 Old Melbourne Road, LARA VIC 3212	Use and Development of Land for a Market Garden	3-Aug-2017	NOD - Delegate	4 - Objections
PP-388-2017	1 Church Street, BELMONT VIC 3216	Buildings and Works Associated with the Construction of Five (5) Dwellings, Five (5) Lot Subdivision and the Reduction of One (1) Visitor Car Parking Space	29-Aug-2017	NOD - Delegate	1 - Objection
PP-421-2017	7 Horwood Drive, BREAMLEA VIC 3227	Buildings and Works for the Construction of an Outbuilding	8-Aug-2017	NOD - Delegate	4 - Objections
PP-429-2017	45 Logan Street, HAMLYN HEIGHTS VIC 3215	Construction of Three (3) Dwellings and a Three (3) Lot Subdivision	4-Aug-2017	NOD - Delegate	1 - Objection
PP-443-2017	27 Buckland Avenue, NEWTOWN VIC 3220	Buildings and Works for the Partial Demolition and Construction of an Extension to the Dwelling and Addition of Carport	1-Aug-2017	NOD - Delegate	1 - Objection
PP-466-2017	9 Alexandra Avenue, GEELONG VIC 3220	Demolition of Existing Dwelling, Outbuildings and Fencing and Building and Works to Construct a Dwelling, Garage, Carport and Fencing	29-Aug-2017	NOD - Delegate	1 - Objection
PP-472-2017	24 Sharp Street, NEWTOWN VIC 3220	Partial Demolition and Additions to Existing Dwelling, Demolition of an Outbuilding and Construction of an Outbuilding	9-Aug-2017	NOD - Delegate	1 - Objection
PP-474-2017	10 Giddings Street, NORTH GEELONG VIC 3215	Buildings and Works Associated with the Construction of One Additional Dwelling and a Two Lot Subdivision	28-Aug-2017	NOD - Delegate	1 - Objection
PP-493-2017	5 Yongala Court, GROVEDALE VIC 3216	Two (2) Lot Subdivision	9-Aug-2017	NOD - Delegate	4 - Objections
PP-523-2017	2/25 Alison Street, PORTARLINGTON VIC 3223	Construction of a Dwelling more than 7.5 metres in Height	9-Aug-2017	NOD - Delegate	5 - Objections
PP-572-2017	26 Stephen Street, NEWTOWN VIC 3220	Buildings and Works for the Construction of an Extension to an Existing Dwelling Exceeding 7.5 metres in Height	4-Aug-2017	NOD - Delegate	2 - Objections
PP-574-2017	Factory No 2/38 Essington Street, GROVEDALE VIC 3216	Change of Use to a Restricted Recreation Facility and Display of Business Identification Signage	1-Aug-2017	NOD - Delegate	1 - Objection

PP-682-2017	23 Waratah Street, GEELONG WEST VIC 3218	Partial Demolition, Construction of a garage with habitable addition and pergola	29-Aug-2017	NOD - Delegate	1 - Objection

K Alexander moved, P Dorling seconded -

That the meeting be closed to the public.

Carried.

The Meeting was closed to the public at 8.14pm

A record of the proceedings of this section of the meeting is contained in a Confidential Minute Book.

The Meeting was opened to the public at 8.18pm

As there was no further business the meeting closed at 8.18pm. Wednesday, 20 September 2017.

Signed: _____
Dr Kathy Alexander (Chair)

Date of Confirmation: _____