

MINUTES

ORDINARY MEETING OF COUNCIL

TUESDAY 24 APRIL 2018

7.00PM

**COUNCIL CONFERENCE AND RECEPTION CENTRE
CITY HALL
LITTLE MALOP STREET, GEELONG**

Council:

**Cr B Harwood (Kardinia Ward)
Mayor**

**Cr S Asher (Bellarine Ward)
Cr J Mason (Bellarine Ward)
Cr T Sullivan (Bellarine Ward)
Cr E Kontelj (Brownbill Ward)
Cr S Mansfield (Brownbill Ward)
Cr P Murrhiy (Brownbill Ward)
Cr R Nelson (Kardinia Ward)
Cr P Murnane (Kardinia Ward)
Cr A Aitken (Windermere Ward)
Cr K Grzybek (Windermere Ward)**

SECTION A - PROCEDURAL MATTERS

Acknowledgements 1

Confirmation of Minutes 1

Declarations of Conflicts of Interest 2

Question Time 2

Petitions 2

SECTION B – REPORTS

1. Amendment C373 & Planning Permit 879/2017 – Lonsdale Golf Club, Point
Lonsdale – Adoption of Amendment 3-24

2. Consolidation of Council Administrative Offices 25-28

3. 2018 General Valuation – Compliance with Valuation of Land Act 1960 29-31

4. 2017-18 Borrowing Provision of \$12.1M 32-34

5. UNESCO Creative Cities Network Annual General Meeting and Waste to
Energy Study Tour 35-49

6. Operation of Services in Armstrong Creek Integrated Children’s Centre 50-54

7. Councillor Allowances Review 55-58

8. Live Streaming and Publishing Recordings of Council Meetings 59-65

9. Mayor and Councillors’ Media Engagement Policy (2018) 66-67

10. Proposed Development (*Confidential*) 68

11. Tender T1800012 – Cloverdale Community Hub Construction (*Confidential*) 69

SECTION C – NOTICES OF MOTION

SECTION D – ASSEMBLY OF COUNCIL

SECTION E – PLANNING DELEGATIONS

SECTION F – 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
TUESDAY, 24 APRIL 2018
COMMENCING AT 7.00 PM**

PRESENT: Cr B Harwood (Mayor), Crs S Asher, K Grzybek, E Kontelj, S Mansfield, J Mason, P Murnane, P Murrhiy, R Nelson, T Sullivan

Also present: B Luxford (Acting Chief Executive Officer), J Van Slageren (Acting Director Manager Planning and Development), T Ellis (Acting Director Investment & Attraction), G Wilson-Browne (Director City Services), L Quinn (Director Community Life), P Anderson (Director Finance & Strategy), A Keen (Executive Manager People and Organisation Development), R Leonard (Executive Manager Governance & Legal Services)

OPENING: The Chair declared the meeting open at 7.00pm

ACKNOWLEDGEMENTS:

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

APOLOGIES: Cr A Aitken

LEAVE OF ABSENCE:

Cr Mason moved, Cr Nelson seconded –

That Leave of Absence be granted to Cr Trent Sullivan from 11 June to 11 July 2018, inclusive.

Carried.

CONFIRMATION OF MINUTES:

Cr Grzybek moved, Cr Mason seconded -

That the Minutes of the Special Meeting held on 13 March 2018 be confirmed.

Carried.

Cr Asher moved, Cr Kontelj seconded -

That the Minutes of the Ordinary Meeting held on 27 March 2018 be confirmed.

Carried.

Cr Sullivan moved, Cr Nelson seconded -

That the Minutes of the Special Meeting held on 17 April 2018 be confirmed.

Carried.

DECLARATIONS OF CONFLICTS OF INTEREST: Nil.

QUESTION TIME:

Snjez Jalanski asked questions in relation to the road surface on Corio Street:

On Thursday 29 September, 2016 a sunny day at approximately 10 am, I was walking along Corio Street to do some shopping when I had a serious fall, attributed to the sunken and cracked brick pavement leading to the entrance of Westfield, near the Target Dock and Emerald Place. I was assisted by passersby, a Target employee and a security guard from Westfield who commented that "I am not the first person to trip and fall on this pavement".

As a result of my injuries from this fall, on 10 August 2017 I had to have a revised left knee replacement and a femoral rod inserted in my thigh to take over the function of the posterior crucial ligament which was ruptured by the fall. The operation has not been as successful as anticipated, as I have continual inflammation in my left knee, a permanent limp which has caused trochanteric hip bursitis and ongoing pain, poor mobility, anxiety and depression. I cannot undertake paid work nor volunteer for any work or even walk my dog, as a consequence of the ongoing medical issues related to the fall. I do not receive a disability pension and have had no compensation paid for these injuries attributed to the fall.

I have written to the City of Geelong and the Council's response on 23 January, 2017 is that Council would not consider compensation unless the City is at fault. The Risk Management Services believe that the relevant area was assessed to be below intervention levels specified in the Municipal Road Management Plan and that it has been reasonably maintained and managed.

I have noticed that since my fall there has been some works undertaken in resurfacing the brick pavement with bitumen and within 1 metre from where I fell. Please refer to photo's attached in the word document. Even though the Council's MRMP stipulates this road falls below the intervention level there must have been some perceived hazard or risk for the Council to undertake resurfacing.

Are there any other Council policies outside the MRMP which would dictate for this work to be undertaken and under what circumstances?

Will the Council never repair a problem with the pavement unless it is dictated by the Municipal Road Management Plan regardless of how many people may trip, fall and seriously injure themselves, as a result of this uneven, undulating, cracked brick pavement? I want the Council to repair or replace this road surface so that no one else trips, falls or is injured. I plan to continually advocate for this change and make the Geelong community aware of this problem.

Guy Wilson-Browne, Director City Services, responded that the City was aware of the issue and as the questions are related to an ongoing liability claim will be referred to our Risk Management Department for a written response.

PETITIONS: Nil.

1. AMENDMENT C373 & PLANNING PERMIT 879/2017 - LONSDALE GOLF CLUB, POINT LONSDALE - ADOPTION OF AMENDMENT

Source: Planning and Development – Strategic Implementation
Acting Director: Joanne van Slageren
Index Reference: Application: C-373
Portfolio: Sustainable Development

Purpose

To consider submissions and adopt Planning Scheme Amendment C373 and Planning Permit 879/2017.

Background

Amendment C373 seeks to rezone vacant farmland south of the Lonsdale Golf Club's Golf Course at Point Lonsdale to Special Use Zone 3 to provide for a modest golf course expansion.

Amendment C373 modifies the previously approved Amendment C67 which allowed the course to be extended around the sensitive edges of Lake Victoria which will now be back zoned to the Rural Conservation Zone. The existing Development Plan Overlay Schedule 26 also needs to be amended to apply to the changed areas of the golf course. The amendment does not affect the area that was rezoned by C67 for residential development and is now being subdivided and developed for housing.

The permit is for a 2 lot subdivision to enable the Club to purchase land from the adjoining rural property owner for new golf course holes.

On 12 December 2017 Council resolved to support the exhibition of the amendment subject to Ministerial authorisation. The amendment and permit were exhibited from 8 February to 12 March 2018. Nineteen submissions were received – all in support of the amendment.

Key Issues

- Amendment C67, gazetted in 2013, was subject to a protracted 10 year planning approval process including an Environment Effects Statement which generated substantial interest from environmental and community groups and residents.
- The new proposal, which will have substantially reduced environmental impacts, requires approval of a fresh planning scheme amendment.
- As no submissions objected to Amendment C373, it can now be adopted and forwarded to the Minister for approval.

Cr Mason moved, Cr Sullivan seconded -

That Council:

- 1) Adopts Amendment C373 in the form as outlined in Attachment 3 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 879/2017 be approved in the form outlined in Attachment 4 of this report.**

Carried.

Attachment 1

Discussion

In 2017, Spiire Australia submitted a combined planning scheme amendment and planning permit application on behalf of the Lonsdale Golf Club to enable an expansion of the 18 hole Golf Course as part of a major redevelopment project.

The Amendment applies to land occupied by the Lonsdale Golf Course, off Fellows Road, Point Lonsdale together with the adjoining privately owned land fronting Gill Road and Emily Street, as shown in the aerial photo below.



The Amendment is a combined planning permit application and planning scheme amendment under Section 96A of the Act.

The planning permit application applies to 19 – 73 Gill Road, Point Lonsdale (Lot 1 Title Plan 822391K) and seeks approval for a 2 lot subdivision to enable the golf club to purchase the newly rezoned Special Use Zone 3 land from the adjoining property owner.

The amendment proposes to rezone vacant farmland along the southern edge of the Lonsdale Golf course, off Gill Road, Point Lonsdale, from Farming Zone and Rural Conservation Zone to Special Use Zone 3 (Private Golf Course) to provide for a modest expansion of the existing golf course. It also substantially modifies the previously approved proposal to extend the course around the edges of Lake Victoria which are now proposed to be back zoned from Special Use Zone 3 to Rural Conservation Zone as shown on the map on the previous page. The amendment also proposes to amend the existing Development Plan Overlay 26 map and schedule to reflect the new course arrangements.

The changes to the previously approved Amendment C67 mean that the reconfiguration of the Golf Course and its extension will be undertaken without the need to extend into the environmentally sensitive areas around the shores of Lake Victoria.

The new, more modest plans will result in a greatly improved environmental outcome and provide a positive closure to this long-running project.

On 12 December 2017 Council resolved to support the exhibition of the amendment subject to Ministerial authorisation.

Authorisation was granted by the Minister's delegate and the amendment and permit were exhibited from 8 February to 12 March 2018.

A total of 19 submissions were received – all in support of the amendment. The submissions were from local residents and landowners and also groups such as the Geelong Field Naturalist Club and the Corangamite Catchment Management Authority. A summary of submissions is in **Attachment 2**.

The following comments are examples of the support provided by the submitters:

- *it allows the golf club to develop new holes and will enable it to have a high quality 18 hole course when completed.*
- *improved golf course layout and provides superior environmental protection of the Lake Victoria surrounds.*
- *the proposed land to be purchased is ideal for golf holes as demonstrated by adjoining holes and will fit well with current landscape.*
- *it will not interfere with wetlands, flora and fauna along Lake Victoria which will be rezoned back to its original zoning and no longer be affected.*
- *simplifies the original proposal and removes the golf course to adjacent farmland rather than encroaching on Lake Victoria surrounds and its sensitivity.*
- *provides a better outcome for the environment (especially for bird life) and the maintenance and planting of trees will enhance appearance of the proposed land.*
- *Geelong Field Naturalist Club applauds this move as it will stop the significant impact on habitat and wildlife in high conservation areas... protecting valuable habitat and feeding areas for a range of migratory shorebirds.*
- *the clubhouse facility will provide an outstanding venue for all residents of the community.*
- *the economic benefit to Point Lonsdale and the Bellarine will be significantly enhanced by the development of another quality golf course and accompanying golf club house (entertainment facility).*
- *we urge Council to approve this proposal as soon as possible in order that development can occur.*

As none of the submissions object or seek to change the amendment it is not required to be referred to an independent panel. The amendment and permit can now be adopted in the same form as they were exhibited and forwarded to the Minister for the Planning for approval.

The amendment documents and permit to be adopted are in **Attachments 3 and 4**.

Financial Implications

The Club is a private entity and will be responsible for the full funding of this project. There are no financial implications for Council.

Community Engagement

The Amendment was exhibited in accordance with the provisions of the *Planning and Environment Act 1987* to provide for full public comment, including notifying all adjoining landowners by mail.

Social Equity Considerations

The Amendment does not raise any social equity issues.

Policy/Legal/Statutory Implications

The previous project was considered to be consistent with State and Council planning and environmental policies. The new proposal will have significantly reduced impacts and as a result will also comply with these policies.

Alignment to City Plan

The Amendment supports the overall thrust of the Sustainable Built and Natural Environment Strategic Directions in that it supports development which respects and enhances the natural environment.

Conflict of Interest

No Council officers or contractors involved in the preparation of this report have a conflict of interest regarding the matter under consideration.

Risk Assessment

There are no notable risks associated with adopting the recommendations of this report.

Environmental Implications

The revised golf course layout will result in an approved environmental outcome as sensitive land close to the edge of Lake Victoria will no longer be developed.

The revised Development Plan Overlay requires a range of environmental matters to be addressed prior to any development of the golf course.

Attachment 2 – Summary of Submissions

No.	Surname	First name	Address	Suburb	Summary of Submission
1.	Anderson	Wallace	Bellarine Highway	Point Lonsdale	Support – the amendment will have two significant benefits: firstly, it allows the golf club to develop new holes and will enable it to have a high quality 18 hole course when completed. Secondly, it means that the land along the edge of Lake Victoria can be rezoned for conservation purposes.
2.	Callan	Tim	Norman Crescent	Point Lonsdale	Support - key reason of support is social & financial uplift this development will deliver for residents and tourists of Point Lonsdale alike.
3.	CCMA		PO Box	Colac	<p>Support - Corangamite CMA has assessed this application in accordance with its functions as the Floodplain Management Authority for the Corangamite Waterway Management District pursuant to Sections 201 to 212 of the Water Act 1989.</p> <p>The background and details of the Authority's assessment of this application are detailed in the Authority's response.</p> <p>In light of this assessment and pursuant to Section 56 of the Planning and Environment Act 1987, the Authority supports the granting of a permit for the proposed 2 lot subdivision with the proposed draft conditions.</p> <p>The Corangamite CMA also supports the proposed planning scheme amendment C373. The authority will not be making a submission to the panel hearings.</p>
4.	Corinaldi	Rod	Emily St	Point Lonsdale	Support - very sensible Amendment which will make for an improved golf course layout and also provide superior environmental protection of the Lake Victoria surrounds.
5.	Cotton	James	Tunah St	Howrah TAS	Support - simplifies the original proposal and removes the golf course to adjacent farmland rather than encroaching on Lake Victoria surrounds and its sensitivity. New application enhances our support as a better proposal than before.

No.	Surname	First name	Address	Suburb	Summary of Submission
					<p>As agreement has been reached with the landowner there is no impediment to the amendment. More firmly in favour of this new proposed golf course. Request that you implement the Application expeditiously so that work can commence this year.</p>
6.	Dowling	Michael	PO Box	Geelong	<p>Support - better outcome for the environment (especially for bird life) and the maintenance and planting of trees will enhance appearance of the proposed land. Approval of amendment will enable the Golf Club to progress with very positive plans to build a better golf course and club facilities and in doing so have an enhanced facility within the Point Lonsdale community and the Bellarine. Encourages approval to the amended plan at the earliest opportunity.</p>
7.	Geelong Field Naturalists Club		PO Box	Geelong	<p>Support – provides history of the Geelong Field Naturalists Club (GFNC) involvement with the Lonsdale Golf Club (LGC) redevelopment.</p> <p><u>Former proposal</u></p> <p>GFNC made extensive submissions during the 2012 Panel hearing, opposing the planned rezoning of two areas of land near Lake Victoria that are of high conservation value.</p> <p>Parcel1 - 16.6 ha - The GFNC opposed rezoning the Emily Street wetlands to the north of the LGC from RCZ to SUZ. those sites regularly hosted many species of birds, some of which were protected by international treaty obligations.</p> <p>Parcel 2 - 20.5 ha - Similarly, West of the LGC, a section of saltmarsh adjacent to Lake Victoria was proposed to be rezoned from Rural Conservation Zone to Special Use Zone. That would then have allowed the golf course to expand into the saltmarsh area.</p> <p>After the Panel Hearing in 2012, the outcome was that lands in Parcel 1 and Parcel 2 were rezoned to SUZ in anticipation of the LGC developing the course at the sites.</p> <p><u>New proposal</u></p> <p>Recently, the GFNC received information from the LGC about new proposals for the development of the golf course. Basically, the LGC no longer intends to build sections of the golf course on Parcels 1 and 2 described above. Instead.</p>

No.	Surname	First name	Address	Suburb	Summary of Submission
					they intend to expand the course layout into existing farming areas of low conservation significance. The GFNC applauds this move as it will stop the significant impact on habitat and wildlife in the high conservation areas. This is a significant step in protecting valuable habitat.
8.	Goodman	John	Landy Crt	Point Lonsdale	Support - amendment will result in a net benefit to the environment as the land to be back zoned in the vicinity of Emily St will provide better bird / creature and conservation habitat now the golf course extension will move away from this area. The Gill Rd part of the amendment will provide vital land for the golf course extension.
9.	Greer	Rod	PO Box	Ocean Grove	Support - new proposal is a significant improvement on the original proposal, in that the environmental impact is significantly reduced. New proposal allows the Lonsdale Golf Club to develop a facility that will be an enhancement to the local community. Economic benefit to Point Lonsdale and the Bellarine will be significantly enhanced by the development of another quality golf course and accompanying golf club house (entertainment facility). Urges Council to approve this proposal as soon as possible in order that development can occur.
10.	Heseltine	James	Jennifer Crescent	Point Lonsdale	Support
11.	Horden	David and Rosemary	Norman Crescent	Point Lonsdale	Support
12.	Hudson	Jeanette & Ian	Norman Crescent	Point Lonsdale	Support – submission from retired Town Planner / Land Surveyor. Refreshing and much improved application. Environmentally the proposal is a vast improvement on the original and retains areas adjacent to Lake Victoria for waterbirds. Hoping for speedy approval so re-development can occur soon.
13.	Hutchinson	Rob	PO.Box	Point Lonsdale	Supports - Significant reduction in impact on the lakeside environment of Lake Victoria. Land previously approved for use by the golf club adjoining lake now being returned to Rural Conservation Zone status is a decision of great merit.
14.	Iser	Robert & Elizabeth	Gill Road	Point Lonsdale	Supports changes. Would like any laneway added between properties where applicable e.g. end of court to the next street adjoin boundaries giving laneway access to Lake Victoria, conservation areas, golf course, beach, other streets.

No.	Surname	First name	Address	Suburb	Summary of Submission
15.	Kiely	Moira	Griffin Close	Surrey Hills	Support - member of LGC for over 20 years and being involved in many of the previous planning submissions. Feel that the current proposal is by far the best option the Club has ever considered. The proposed land to be purchased is ideal for golf holes as demonstrated by adjoining holes and will fit well with current landscape as has indigenous trees similar to those on the rest of the course. It will not interfere with wetlands, flora and fauna along Lake Victoria which will be rezoned back to its original zoning and no longer be affected.
16.	Larcombe	Lorel	Norman Crescent	Point Lonsdale	Support
17.	McKenzie	Ross	PO Box	Point Lonsdale	<p>Support - purchased land and built a new house in the first stage of the LGC residential subdivision "Lonsdale Shores". Involved in the administration of the LGC development project for approximately 8 years, including leading the LGC through the previous Planning Scheme Amendment and Panel Hearing in 2012.</p> <p>The decision by LGC to move away from developing golf holes in the wetlands adjacent to Lake Victoria, removes the issues upon which the various environmental groups based their objections in the previous amendment proposal (2012).</p> <p>Recalls number of people who represented environmental objectors, asking us why we were wanting to build golf holes in the wetlands, rather than on farmland to the east (See highlighted paragraph in Attachment "A"). The simple answer at the time was that insufficient farmland was available for purchase to accommodate the golf course extension. That situation has now changed and extra farmland has been secured for purchase by LGC.</p> <p>Golf holes built on the farmland will, I believe, be a better outcome for LGC. Reduced construction costs and reduced ongoing maintenance costs will increase the viability of the Golf Club. The golf holes built on the farmland will be more interesting than those that were proposed in the wetlands. This is clearly a WIN/WIN, a win for LGC and a win for the environment.</p>
18.	Miller	Ian	Aurelia Close	Point Lonsdale	Support - project was initially undertaken to ensure self sufficiency in water supplies for course maintenance. The project had to satisfy a multitude of requirements including federal government environmental concerns; state

No.	Surname	First name	Address	Suburb	Summary of Submission
					<p>government environmental concerns; matters relevant to the City of Greater Geelong; the Borough of Queenscliff; and the local community.</p> <p>Progress has been slow with many impediments to be overcome and altered criteria to be addressed during the process. The Lonsdale Golf Club and its members have invested significant material assets and immeasurable amounts of effort and energy towards the satisfaction of all requirements. If the Golf Club is to be a successful and vibrant community asset once again, this project needs to proceed to conclusion.</p> <p>The abandonment of the land along the shores of Lake Victoria with attendant environmental and wildlife sensitivities, in favour of cleared grazing land remote from the lake is surely something that is unlikely to attract any justifiable objection. The Club has been, for many generations, an important community asset for Point Lonsdale, Queenscliff, Bellarine Peninsula and Ocean Grove with many members residing in those communities. It has made an important contribution to the social, emotional and physical well being of its members, associates, employees and general public for ninety years.</p> <p>The depth of frustration and disappointment among submitter's family at the delay and obstruction encountered in pursuit of this project is profound. As a member of the Club I strongly recommend prompt approval of planning amendment C373 & PP879/2017. Approval will allow us to simply get on with it.</p>
19.	Watson	Alan & Lorraine	23 Emily Street	Point Lonsdale	Support – happy to see it returned to the original environmental state.

Attachment 3 – Amendment to be adopted

Planning and Environment Act 1987

GEELONG PLANNING SCHEME

AMENDMENT C373

INSTRUCTION SHEET

The planning authority for this amendment is the City of Greater Geelong Council.

The Greater Geelong Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 3 attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map No 83 in the manner shown on the attached map marked Greater Geelong Planning Scheme, Amendment C373.

Overlay Maps

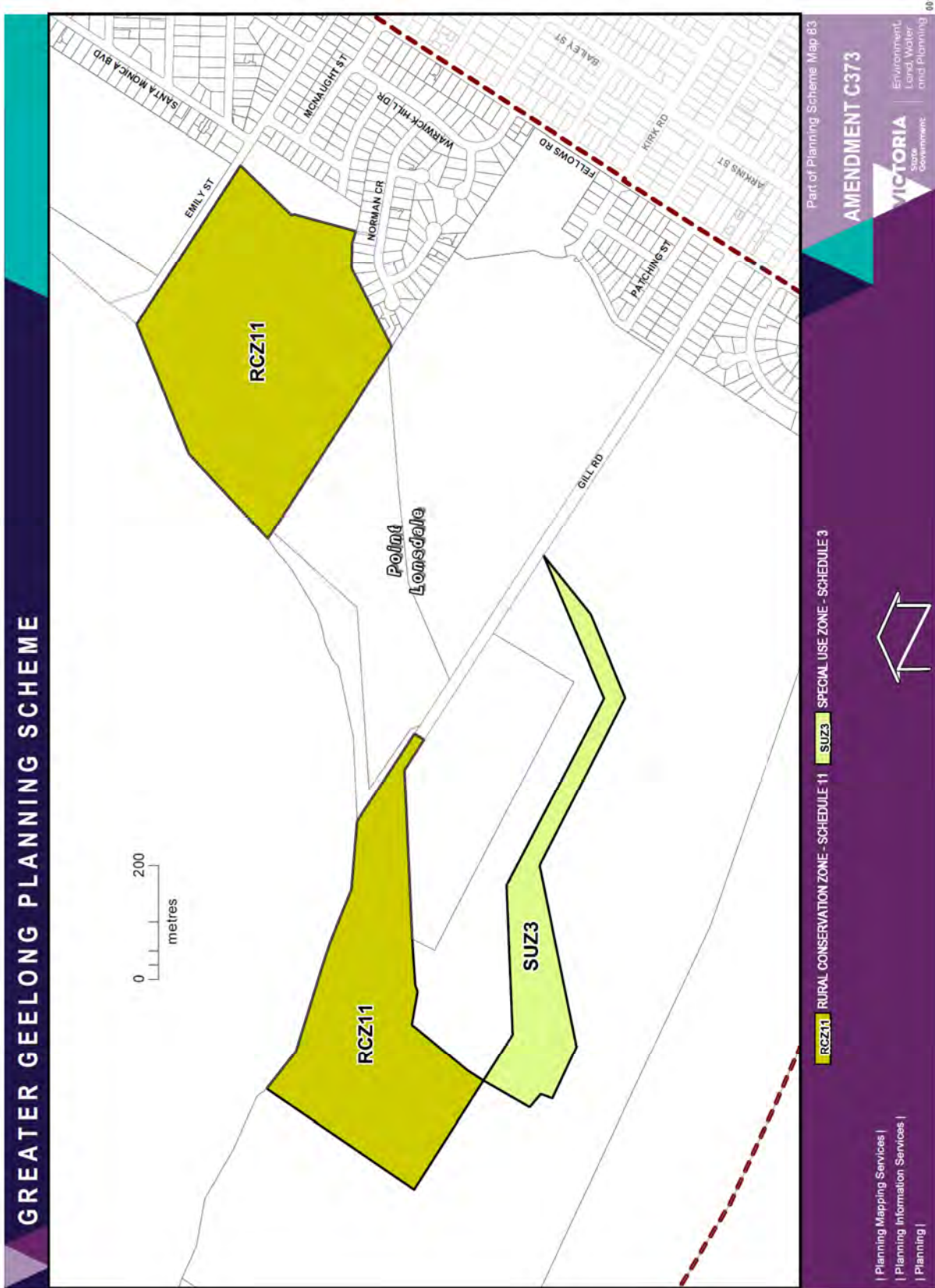
2. Amend Planning Scheme Map No 83DPO in the manner shown on the two attached maps marked Greater Geelong Planning Scheme, Amendment C373.

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

3. In Overlays – Clause 43.04 replace Schedule 26 with a new Schedule 26 in the form of the attached document.

End of document



GREATER GEELONG PLANNING SCHEME

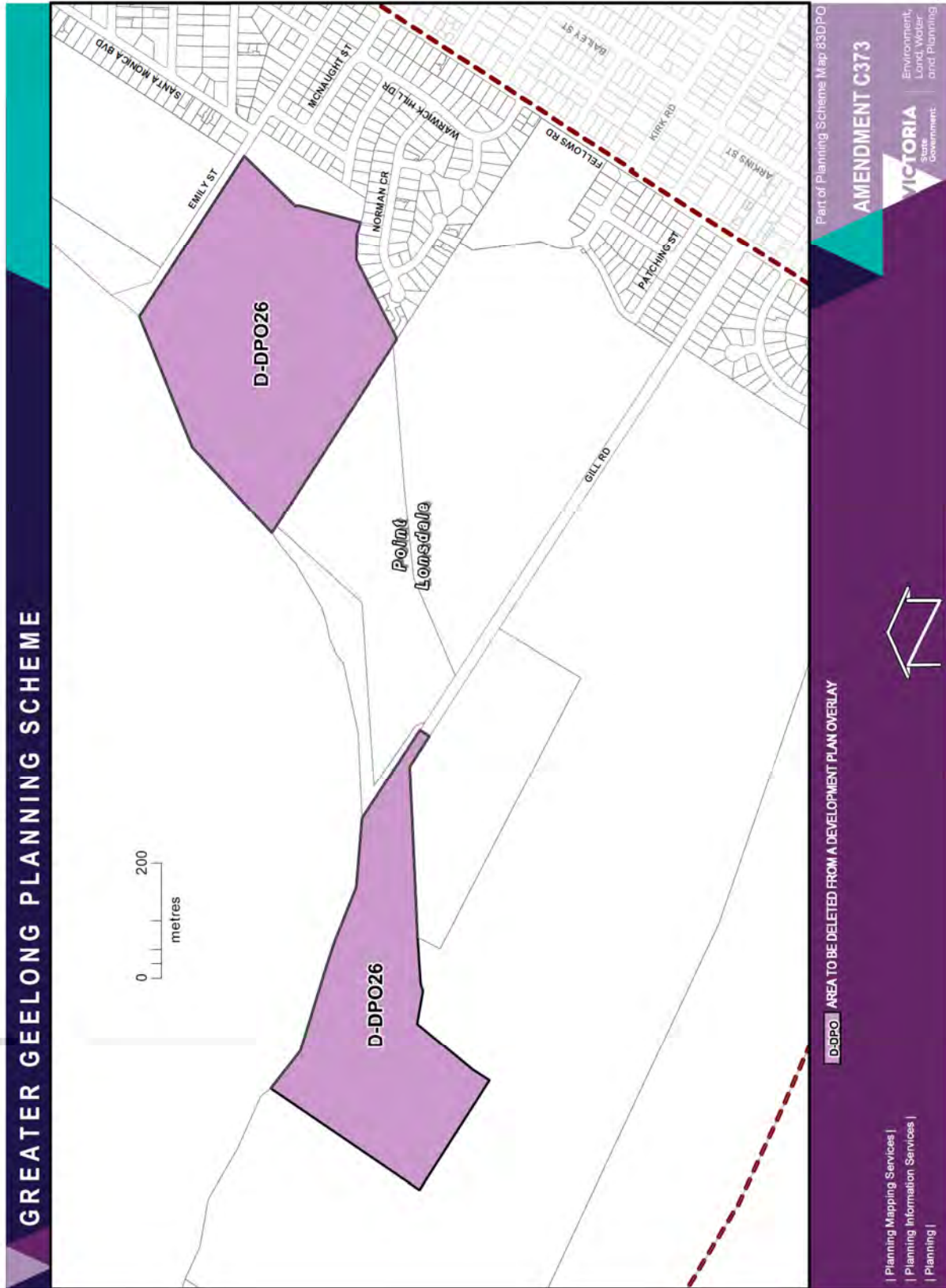
Part of Planning Scheme Map 83
AMENDMENT C373

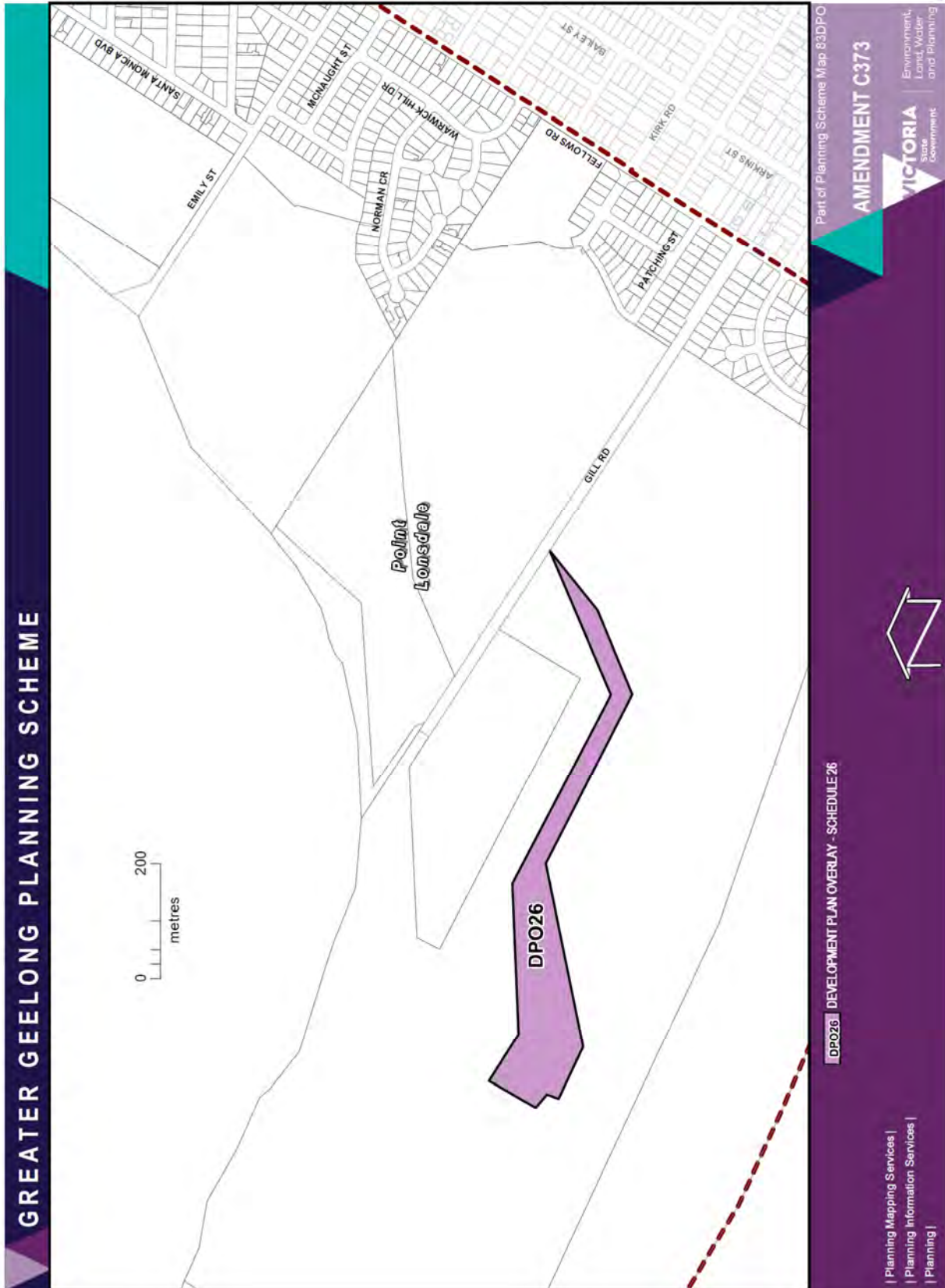
- | Planning Mapping Services |
- | Planning Information Services |
- | Planning |



RCZ10 RURAL CONSERVATION ZONE - SCHEDULE 11 | **SUZ3** SPECIAL USE ZONE - SCHEDULE 3







GREATER GEELONG PLANNING SCHEME

~~19/09/2013~~
~~C67~~
~~Proposed~~
~~C373~~

SCHEDULE 26 TO THE DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as **DPO26**.

LONSDALE GOLF COURSE REDEVELOPMENT

~~This schedule applies to Lonsdale Golf Course expansion and adjoining residential land. The schedule requires that the residential area is planned and developed in a fully integrated manner. It also requires that the golf course expansion provides for the protection and enhancement of the natural environment and implements the recommendations of relevant environmental assessment processes.~~

1.0

Requirement before a permit is granted

~~19/09/2013~~
~~C67~~
~~Proposed~~
~~C373~~

Before a Development Plan has been approved by the responsible authority, a permit may be granted for:

- Any buildings or works associated with the operation of the existing golf course (including relocation of course maintenance facilities).
- Subdivision of Lot 1 on Title Plan 822391K into two lots ~~and subdivision of Lot 1 on Title Plan 840797C~~ generally in accordance with Greater Geelong Planning Permit Application ~~1313/2009~~ 879/2017.

2.0

Conditions and requirements for permits

~~19/09/2013~~
~~C67~~
~~Proposed~~
~~C373~~

A permit for the subdivision of the land into residential lots must include, as appropriate, conditions relating to:

- Compliance with and implementation of the Urban Design Master Plan, Landscape Master Plan and the Stormwater Drainage Master Plan forming part of the approved Development Plan.
- A Construction Management Plan.
- A detailed Tree Protection Plan in accordance with AS4970-2009 including trees in the Fellows Road and Gill Road road reserves.
- A Native Vegetation Off-Set Management Plan if remnant vegetation is to be removed.
- Compliance with and Implementation of the Building and Landscape Guidelines forming part of the approved Development Plan.

A permit for the development of the golf course area must include, as appropriate, conditions relating to:

- Compliance with and implementation of the Golf Course Layout and Landscape Master Plan and Environmental Management Framework forming part of the approved Development Plan.
- A Project Environmental Management Plan.
- Landscape and revegetation plans generally in accordance with the Landscape Master Plan forming part of the approved Development Plan;
- Stormwater Management Plans generally in accordance with the Stormwater Drainage Master Plan forming part of the approved Development Plan for the Residential Subdivision Area.
- A Native Vegetation Off-Set Management Plan.
- A Maintenance PlanSchedule for the ongoing management maintenance of all landscaped and natural areas.

GREATER GEELONG PLANNING SCHEME

- Coastal Acid Sulphate Soils Management Plan to the satisfaction of the Department of Sustainability and Environment and the Environment Protection Authority.
- ~~Details of a layer of clean fill to be placed over the historic tip site adjacent to the fourth hole to the satisfaction of the Environment Protection Authority.~~
- An Earthworks Master Plan.

3.0 Requirements for development plan

19/09/2013
C67
[Proposed C373](#)

The development plan must be generally in accordance with:

- ~~The Minister's Assessment under the Environment Effects Act 1978 of the Lonsdale Golf Club Development Project dated October 2012 (Minister's Assessment).~~
- ~~The Lonsdale Golf Club Environment Effects Statement and Technical Appendices A-I (July 2011) other than as recommended to be modified in the Minister's Assessment.~~
- ~~The revised Landscape Masterplan and revised golf course layout as contained in Figures 2 and 3 respectively of the Minister's Assessment.~~
- [The Lonsdale Golf Club Proposed Golf Course Layout Masterplan prepared by Ogilvy Clayton Cocking Mead \(OCCM\) included in this clause.](#)

Separate development plans may be prepared and approved for the Residential Subdivision Area and the Golf Course Area in order that the residential subdivision can precede the golf course works.

A development plan may be amended with the approval of the responsible authority.

Residential Subdivision Area

The development plan for the Residential Subdivision Area must include [the following requirements](#):

An **Urban Design Master Plan** that includes:

- A detailed site analysis plan showing existing conditions on the subject land and adjoining and opposite properties, contours at 0.5 metres and existing vegetation.
- A subdivision layout that:
 - Creates a safe, convenient and legible street layout design that ensures development fronts streets and public open space.
 - Provides for a minimum of 100 residential lots including a mix of lot sizes to provide for multi dwelling residential development.
 - Shows key surface stormwater drainage elements including stormwater/irrigation basins, treatment areas, outfalls and overland flow paths to protect existing and future residential developments.
 - Provides a road network and hierarchy providing two access points to Fellows Road, the primary access to be opposite Kirk Road.
 - A concept for the intersection treatment of the primary access road, Fellows Road and Kirk Road.
 - Provides no direct road access from Gill Road other than pedestrian/cycle access to the residential area and clubhouse precinct.
 - Shows proposed pedestrian networks providing permeability through the site including access to the future clubhouse precinct and through the golf course area at the rear of properties fronting Diggorra Court and Norman Crescent to the Emily Street reserve.

GREATER GEELONG PLANNING SCHEME

- Shows the primary open space area and any associated area set aside for stormwater management adjacent to the future clubhouse precinct and minor open spaces providing connection to Fellows Road.
- Provides for a 5 metre widening of the Gill Road and Fellows Road reserves where appropriate in order to protect existing roadside vegetation.
- Shows a lot layout along the Fellows and Gill Road frontages which provides for common access-ways where necessary to avoid removal of trees designated for retention in the Landscape Master Plan.
- Retains significant vegetation as shown on the Landscape Master Plan.
- Shows staging of development.

A **Landscape Master Plan** that includes:

- Detailed tree retention and tree removal plans which aim to retain existing trees where practicable.
- The provision of a 5 metre landscape buffer along the north boundary of the site adjoining the existing residential properties.
- Measures by which all the 5 metre landscape buffer areas along the northern boundary is to be protected by title restrictions or other agreements.
- Landscaping details for public open space areas (including all playgrounds, earthworks, seats, bollards and fencing), road reserves and the 5 metres landscape buffer strip along the northern boundary.
- Details of plant species to be used including extensive use of local indigenous species within open space areas and where suitable within nature strips or street trees throughout the development.
- Landscaping treatment of the Fellows Road and Gill Road reserves designating trees to be removed, retained and re-established using local indigenous species.
- Implementation measures which need to be taken to ensure protection of trees designated for protection from damage caused by residential building construction and creation of access-ways on residential lots and by the provision of services in road reserves.
- Provision of pedestrian walkways throughout the residential area to the future clubhouse/open space precinct and an unsealed path along the Fellows Road frontage of the site.

Building and Landscape Design Guidelines that have regard to the Building Siting and Design Guidelines – Point Lonsdale Coastal Area – Borough of Queenscliffe.

A **Stormwater Drainage Master Plan** that:

- Caters for the entire site and existing areas draining to the site.
- Is designed in accordance with the following reference documents:
 - WSUD Engineering Procedures: Stormwater, CSIRO Publishing, 2005.
 - City of Greater Geelong Stormwater Management Plan, 2002.
 - City of Greater Geelong Standard Specification for Roadworks and Drainage – Part 6 – Engineering Design Guidelines.
 - Infrastructure Design Manual.
- Provides for the collection, treatment and disposal of stormwater runoff which reflects best practice in water sensitive ‘urban’ design, in particular the manner in which stormwater excess from the residential component is harvested for golf course irrigation.

GREATER GEELONG PLANNING SCHEME

- Provides a detailed written description and concept plans of the proposed system of stormwater quality treatment measures. This should include suitable sized areas to be set aside for features such as wetlands, vegetated swales, bio-retention systems, gross pollutant traps and water detention/sedimentation basins. Stormwater quality treatment measures are to be assessed using the MUSIC (Model for Urban Stormwater Improvement Conceptualisation) program to determine whether the proposed treatments meet the water quality objectives listed in the State Environment Protection Policy (Waters of Victoria) and CSIRO Urban Stormwater Best Practice Guidelines;
- Demonstrates that there will be no decrease in run-off water quality and that existing downstream flows are restricted to pre-development levels to prevent impacts on the surrounding sensitive environments, including Lake Victoria;
- Provides for the design of overflow paths for a 1:100 year flood event to protect existing and future residential development and which takes account of erosion impacts;
- Provides for the staging of construction of stormwater infrastructure having regard to the proposed staging of residential subdivision.
- Outlines in detail the construction and maintenance requirements of the wetland and detention/sedimentation basins, in particular while development is proceeding and post construction when the wetland plants are establishing.

Golf Course Area

The development plan for the Golf Course Area must include the following requirements:

A **Golf Course Layout and Landscape Master Plan** that includes:

- * A detailed site analysis plan showing existing conditions on the subject land and adjoining properties.
- Details of vegetation communities to be removed, retained and established on the land showing plant species to be used including extensive use of local indigenous species.
- A detailed course layout plan including:
 - All earthworks, tees, fairways, greens and clubhouse precinct.
 - ~~Hole 5 to be located 15 metres north of the adjacent pond and Tees 12 and 13 to be set back minimum distances of 27 metres and 45 metres respectively from the southern shore of Lake Victoria.~~
 - Earth mounding and vegetation screening measures to minimise disturbance to avifauna adjoining ~~proposed~~ golf holes around the edge of Lake Victoria.
 - Stormwater overland flow paths, storage and detention basins and treatment wetlands.
 - Concept plans of the proposed system of course irrigation.
 - The location of any public pedestrian paths through the golf course land.
 - Areas of restricted access to golfers.
 - Details of fencing to regulate human access to restricted areas or reduce the likelihood of errant golf balls entering restricted access areas or adjoining land ~~e.g. Emily Street Reserve.~~
 - Interfaces with adjoining land, ~~including land designated as a conservation reserve as shown cross-hatched in yellow in Figure 3 of the Minister's Assessment.~~
- A layout plan of the clubhouse precinct and car parking area and related landscaping and proposed built form of the clubhouse.–

GREATER GEELONG PLANNING SCHEME

- ~~• Vegetation communities to be removed, retained and established on the land and details of plant species to be used including extensive use of local indigenous species.~~

An **Environment Management Framework** incorporating:

- ~~• Erosion and sediment control measures to protect Lake Victoria and surrounding wetlands, including during construction of the new golf holes;~~
- ~~• A Stormwater Drainage Masterplan including details of site drainage measures including permanent water bodies and dams for on-site irrigation;~~
- ~~• A Nutrient Management Plan outlining water quality management measures and monitoring program (including irrigation and chemical/fertilizer use) to minimise wetland and ground water contamination;~~
- ~~• Management strategies which respond to a detailed Coastal Acid Sulphate Soils (CASS) Hazard Assessment;~~
- ~~• A Native Vegetation Management Plan which identifies all existing native vegetation, areas proposed for rehabilitation, removal and offset requirements (including monitoring and reporting) and the means of protection of all sensitive vegetation both on-site and in the immediately surrounding areas;~~
- ~~• Detail the means of implementing on-going monitoring of the Native Vegetation Management Plan to ensure long-term habitat improvement;~~
- ~~• A Maintenance Schedule for the eradication and control of pest plants, weeds and vermin;~~
- ~~• Identification of any areas of Orange-bellied Parrot habitat within the site or the immediately surrounding area and the measures to be implemented to ensure their protection and enhancement;~~
- ~~• A Construction Management Plan which ensures minimal site disturbance during construction, outlines measures for protecting sensitive flora and fauna both on site and in immediately surrounding areas (including avoidance of construction during bird migratory periods); and~~
- ~~• Details of the resources and expertise required to implement the Environmental Management Framework, including liaison with and utilisation of community environmental groups.~~
- ~~• The environmental management strategies in the Environmental Management Plan Guidelines, Environment Effects Statement Technical Appendix C;~~
- ~~• All mitigation and management measures contained in Table 16-1 of the Environmental Effects Statement; and~~
- ~~• All issues raised in recommendations 10, 13, 14, 16, 17 and 18 of the Environment Effects Statement Inquiry Report dated 30 May 2012.~~
- ~~• The method for permanently securing and thereafter managing the conservation reserve on the land shown cross hatched in yellow in Figure 3 of the Minister's Assessment. This must include agreements or arrangement requiring that the Lonsdale Golf Club prepares and implements a management plan to exclude stock, undertake rabbit, vermin and weed control and other appropriate measures and works to improve bird habitat on the reserve land.~~
- ~~• Details about the resources and expertise required to implement the Environmental Management Framework, including liaison with and utilisation of community environmental groups.~~

GREATER GEELONG PLANNING SCHEME



Attachment 4 – Permit for adoption

Planning and Environment Regulations 2015 - Form 9, Section 96J

**PLANNING
PERMIT
GRANTED UNDER SECTION 96I OF
THE PLANNING AND ENVIRONMENT
ACT 1987**

Permit No.: PP-879-2017

Planning scheme: Greater Geelong Planning Scheme

Responsible authority: Greater Geelong City Council

ADDRESS OF THE LAND: 19-73 GILL ROAD, POINT LONSDALE

THE PERMIT ALLOWS: TWO (2) LOT SUBDIVISION

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

Endorsed Plan

1. The layout and site dimensions of the proposed subdivision as shown on the endorsed plan(s) shall not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plans.

Prior To Certification

2. Prior to the certification of the Plan of Subdivision must show all easements deemed necessary to protect existing or future drainage lines within the subject site, and any easements required between the subject site and the nominated legal point of discharge.

Servicing Authorities

3. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
4. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
5. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.

Date Issued:

Date Permit comes into operation:
(or if no date is specified, the permit comes into operation on the same day as the amendment, to which the permit applies, comes into operation)

Signature for the Responsible Authority

Planning and Environment Regulations 2015 - Form 9, Section 96J

Prior to Statement of Compliance

6. Unless otherwise approved in writing by the Responsible Authority, prior to the issue of a Statement of Compliance for the subdivision, the subdivider must remove any existing buildings/services that traverse the lot boundaries.

Subdivision Expiry

7. This permit as it relates to subdivision will expire if one of the following circumstances applies:

- a) The plan of subdivision has not been certified within two (2) years of the date of this permit .
- b) A statement of compliance is not issued within five (5) years of the date of certification.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six (6) months afterwards.

DRAFT

<p>Date Issued:</p> <hr/>	<p>Date Permit comes into operation: (or if no date is specified, the permit comes into operation on the same day as the amendment, to which the permit applies, comes into operation)</p> <hr/>	<p>Signature for the Responsible Authority</p> <hr/>
<p>Permit No.: PP-879-2017</p>		<p>Page 2 of 2</p>

IMPORTANT INFORMATION ABOUT THIS PERMIT

WHAT HAS BEEN DECIDED?

The Responsible Authority has issued a permit. The permit was granted by the Minister under section 96I of the **Planning and Environment Act 1987** on approval of Amendment No. *[insert amendment number]* to the Greater Geelong Planning Scheme.

WHEN DOES THE PERMIT BEGIN?

The permit operates from a day specified in the permit being a day on or after the day on which the amendment to which the permit applies comes into operation.

WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of a permit, unless the permit contains a different provision; or
 - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within 5 years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if—
 - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
 - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
 - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
 - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision—
 - the use or development of any stage is to be taken to have started when the plan is certified; and
 - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

WHAT ABOUT REVIEWS?

- In accordance with section 96M of the **Planning and Environment Act 1987**, the applicant may not apply to the Victorian Civil and Administrative Tribunal for a review of any condition in this permit.

2. CONSOLIDATION OF COUNCIL ADMINISTRATIVE OFFICES

Source:	Finance and Strategy
Director:	Peter Anderson
Index Reference:	Accommodation
Portfolio:	Finance

Purpose

In relation to the consolidation of Council's administrative offices, to:

1. Confirm Council's commitment to consolidate its administrative offices to one location within the Geelong central business district;
2. Confirm Council's support for the expansion of the Geelong Art Gallery into City Hall;
3. Create a Project Advisory Committee and appoint 6 Councillors to that Committee to consider the key issues relating to the consolidation of Council's administrative offices; and
4. To identify the consolidation of Council administrative offices project (Project) in the 2018-2021/22 Strategic Resource Plan.

Background

As early as 2000, Council identified the need to consolidate its administrative offices. In 2016 the State Government Commission of Inquiry also identified the consolidation project as a priority. Recommendation 12 of the Commission's report stated:

"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".

Land at 137 Mercer Street was purchased in 2007 for the purpose of office consolidation. After evaluating a number of sites, Council in 2017 again confirmed 137 Mercer Street as its preferred location.

Council agreed in 2015 to support expansion of the Geelong Art Gallery to the existing City Hall building should sufficient space become available.

Discussion

- There are significant benefits of consolidating Council administrative offices, including:
 - Operational cost savings. For example, energy use;
 - A single customer focus;
 - Improved workplace amenity and culture, employee time savings from not moving between offices, no duplicated IT infrastructure and increased opportunities for improving staff health and wellbeing;
 - The opportunity to incorporate community infrastructure into any building for Council administrative offices; and
 - Creation of a single recognisable 'seat of governance' presence in the City.
- Council's office consolidation project could be used as a catalyst project to stimulate additional Government and private sector investment with broad community benefit. Government funding assistance for the Council project could be available under these circumstances, for example: Regional Infrastructure Funding.

Council could also include within any new building relevant community facilities to service a growing residential population. For example, 2,200m² of additional floor space for community facilities would add \$15m to the total cost of the project.

- Based on research and using the larger City of Casey as a model, Council would need approximately 8,000m² of gross office floor space if it embraced Activity Based Working design principles. A building of 10,000m² has been used for the purpose of this analysis.
- Several development options have been evaluated against the 'status quo' scenario. A financial model has also been developed.
- In addition to the non-monetary benefits the project creates, the financial analysis using a 25 year planning period shows:

Options	Net Present Cost (2018 \$m)	Considerations
1. Status quo	92.9	Retention of Busport assumed (Approx. \$5m at end)
2. Council owned, funded and developed	104.7	Assumes debt fully repaid. Asset at end worth \$38m. Savings of over \$25m over 25 year period.
3. Joint Venture Development & Co-ownership	NA	Too many variables to cost. Risky and highly regulated option.
4. Developer builds and Council leases new premises	112.9	Savings of \$25m over the 25 year period

- Current financial modelling suggests that option 2 is preferred as it achieves consolidation and relative to the 'status quo' option achieves a better financial result after factoring in asset value and savings.
- Assuming Council funded the preferred option (2) entirely from borrowings Council's long term financial plan shows total borrowings in 2023/24 to reach \$262m or a debt to rate revenue ratio of 164%. This means that in 2023/24 Council would have more total liabilities than it raises annually in rates revenue. This ratio however still sits within the financial capacity of Council to service and repay debt and Council would still have over \$2b in net assets in 2023/24. In an earlier financial review (Ernst and Young 2016) it was suggested that a sustainable debt level for COGG could be up to \$322m.
- Future outstanding debt levels could be significantly reduced by focussed management of Council's property investment portfolio. Council could also create more capacity to pay off debt through recurrent operational efficiencies and savings.
- Future reliance on borrowings is also offset by any Government funding which could possibly be able to be obtained for the project.

- Given the significance of this project to the Council and the community, as well as the complexity of the issues that need to be considered in consolidating Council administrative offices, a project advisory committee should be established to provide proper governance oversight of the process.

Cr Murnane moved, Cr Grzybek seconded -

That Council:

- 1) Agrees in principal to the consolidation of its administrative functions to one location within the Greater Geelong area;**
- 2) Affirms support for the expansion of the Geelong Gallery to all or part of the existing Geelong Town Hall subject to the Central Administrative Office Project proceeding;**
- 3) Creates a Project Advisory Committee and approves the terms of reference (Attachment 2);**
- 4) Nominates 6 Councillors to be on the Project Advisory Committee;**
- 5) The Project Advisory Committee be asked to report to Council at a July 2018 Council meeting on:**
 - a. Scope of the Project;**
 - b. Preferred siting and funding options;**
 - c. Opportunities for the Project to be a catalyst for further CBD revitalisation projects (e.g. additional development in the Civic Precinct, the Convention Centre precinct or incorporating a Government services hub);**
 - d. Preferred future arrangements for civic and ceremonial functions;**
 - e. Expansion of the Geelong Gallery to part or all of the existing Geelong Town Hall; and**
 - f. Opportunities to attract State and Federal Government funding for the project.**
- 6) Identify the Project in the 2018/19-2021/22 Strategic Resource Plan.**

Carried.

Attachment 1

Financial Implications

The financial implications of this project both in term of capital funding and operational costs have been summarised in the report and have been the subject of more detailed work with Ernst and Young. Options for funding have been considered and a funding formula suggested.

Should Council proceed with the recommendation to further examine this project via the Project Committee the financial implications will form part of this further review.

Community Engagement

The community has not yet been engaged in the planning for this project. If the project moves to the next stage it is expected that the Council Plan and accompanying strategic resource plan will provide opportunity for engagement. The establishment of a consolidated administrative office has been considered by the Council since 2000 and during this time there has been community engagement.

Social Equity Considerations

No identifiable social equity impacts if recommendations were implemented.

Policy/Legal/Statutory Implications

No impacts in relation to the Human Rights Charter. Compliance with provisions of the Local Government Act will occur.

Alignment to City Plan

The project is identified in the draft 2018/2021 Council Plan. This Plan will be subject to further community engagement.

Conflict of Interest

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

Risk Assessment

No identifiable risk if recommendations were implemented.

Environmental Implications

No identifiable environmental implications if recommendations were implemented.

ATTACHMENT 2



COMMITTEE TERMS OF REFERENCE

Central Administrative Office Project Advisory Committee	Document No:	CTR
	Approval Date:	Draft
	Approved By:	Council
	Review Date:	April 2021
Responsible Officer: Chief Executive Officer		
	Version No:	00
Authorising Officer:	Chief Executive Officer	

1. SUMMARY

Council's administrative and civic functions are located over 10 separate locations in and around the Central Geelong Area. The difficulties resulting from fragmented locations have been recognised by Council for many years.

The annual net rent paid for commercial premises for office use now is \$2.05m and this is anticipated to increase to \$2.78m in January 2019 should Council take up further floor space in the building at 100 Brougham Street, Geelong.

In addition to the net rental situation there are many other costs associated with the inefficiencies of operating over multiple locations. These costs have been estimated to be at least \$1m per annum by consultants, Currie and Brown, in 2017.

In addition to financial penalties there are also intangible costs including the loss of a single customer focus through duplicated customer service 'shop fronts' for separate functions, reduced workplace amenity and culture, duplicated information technology infrastructure and reduced opportunities for improving staff health and wellbeing. The current configuration also results in the City of Greater Geelong having no single recognisable 'seat of governance' presence in the City.

Land at 137 Mercer Street (the Site) was purchased in 2007 for the purpose of establishing a Central Administrative Office building project (the Project). After evaluating a number of sites Council in 2017 confirmed the Site as the preferred location. Council also agreed in 2015 to support expansion of the Geelong Gallery to the Geelong Town Hall building should sufficient space become available.

Council requires considered advice regarding the Project.

2. SUPPORTING COUNCIL OBJECTIVES

The work of the Central Administrative Office Project Advisory Committee (the Committee) will strengthen and support the commitment of the City of Greater Geelong (the Council) to deliver cost effective services.

Advice from the Committee will help to achieve Council's objective of providing for the best outcomes for the local community having regard to the long term and cumulative effects of decisions. In doing this the Committee will have regard to the need for Council to ensure that:

- resources are used efficiently and effectively; and
- services and facilities provided by Council are accessible and equitable;

Advice from the Committee will also support Council's role, which includes maintaining the viability of Council by ensuring that resources are managed in a responsible and accountable manner.

3. COMMITTEE OBJECTIVES AND FUNCTIONS

The objective of the Committee is to consider and provide advice to Council on matters relevant to the Project, including:

- a) Scope of the Project;
- b) Preferred siting and funding options;
- c) Opportunities for the Project to be a catalyst for further CBD revitalisation projects;
- d) Preferred future arrangements for civic and ceremonial functions;
- e) Expansion of the Geelong Gallery to part or all of the existing Geelong Town Hall; and
- f) Opportunities to attract State and Federal Government funding for the project.

The functions of the Committee include:

- a) Providing advice to Council on matters relevant to the Project referred to the Committee by Council;
- b) Considering past reports and decisions as well as current and new strategy documents and externally sourced technical information;
- c) Undertaking consultation to inform advice as required; and
- d) Develop and implement a workplan to effectively perform its functions outlined in a) to d) herein.

4. DEFINITIONS

Committee means the Central Administrative Office Project Advisory Committee

Project means the Central Administrative Office building project.

Site means the preferred site at 137 Mercer Street, Geelong.

5. TERMS OF REFERENCE

5.1. Term

This Committee:

- Commences on the day following the Council resolution to adopt the Committee's terms of reference; and
- Ends on the day of a Council resolution to abolish the Committee.

5.2. Membership

5.2.1. Membership & Eligibility

At least six Councillors appointed by Council as members.

Four Council officers nominated by the CEO.

(Eligible Members).

5.2.2. Chairperson

5.2.2.1. Council, by resolution, will appoint a Councillor to be the chairperson of the Committee.

5.2.2.2. The chairperson's term will continue unless otherwise determined by Council.

5.2.3. Nomination of Eligible Members

5.2.3.1. Council's Chief Executive Officer shall nominate Council officer representatives.

5.2.4. Appointment of Eligible Members

5.2.4.1. Council shall appoint Councillors as members of the Committee.

5.2.4.2. The Chief Executive Officer shall appoint Council officers as members of the Committee.

5.2.5. Length of Appointment

5.2.5.1. Eligible Members will be appointed for the life of the Committee unless otherwise determined by Council.

5.2.5.2. Eligible Members must remain as such in order to maintain Committee membership. If an Eligible Member no longer meets the criteria to be an Eligible Member during their term, their Committee membership will be revoked and a new Eligible Member appointed in accordance with the selection process for the remainder of the term.

5.3. Authority

5.3.1. The Committee is an advisory committee for the purposes of the *Local Government Act 1989*. It does not have delegated authority, and reports to Council as required.

5.3.2. The Committee may appoint working groups to pursue specific projects and issues on an as needed basis.

5.3.3. The Committee has no financial delegation authority.

5.4. Meeting Procedure

5.4.1. The Committee will meet as required.

5.4.2. A meeting of the Committee will not be called with less than two weeks' notice to all members, unless exceptional circumstances exist.

5.4.3. A quorum for a meeting shall be one more than half of the membership of the Committee.

5.4.4. Meeting minutes and agendas will be circulated at least one week prior to the meeting.

5.5. Reporting

The Committee will report to Council as required by its Chair but is required to present a final report to the 24 July 2018 Council Meeting.

5.6. Secretariat

Council's Chief Executive Officer shall appoint a Council officer to provide secretariat services to the Committee.

5.7. Facilities & Resources

Adequate human and financial resources shall be provided to ensure the effective operation of the Committee.

5.8. Evaluation

The Committee will review its objectives, activities and participation annually.

6. QUALITY RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location
Meeting minutes/Agenda's	Committee	PROV	EDRMS
Correspondence	Committee	PROV	EDRMS
Submissions	Committee	PROV	EDRMS

3. 2018 GENERAL VALUATION - COMPLIANCE WITH VALUATION OF LAND ACT 1960

Source: Finance & Strategy - Financial Services
Director: Peter Anderson
Index Reference: Financial Management Reporting
Portfolio: Finance

Purpose

To undertake the 2018 General Valuation in compliance with the *Valuation of Land Act (Vic) 1960*.

Background

Council is required under the *Valuation of Land Act (Vic) 1960* (Act) to conduct bi-annual valuations.

In accordance with the Act, administrative matters are to be noted and recorded in the minutes of Council.

Recent changes to the Act mean that 2018 is the last General Valuation to be conducted by Council. Future General Valuations will be conducted annually by the Valuer-General Victoria. The 2019 valuation will become the first annual General Valuation.

Key Issues

To comply with the Act, administrative matters required to be resolved by Council include:

- That a General Valuation be undertaken by Council as the valuation authority responsible for the municipal area;
- To advise every other rating authority within its area of Council's resolution to cause a general valuation to be made.
- To note the statutory declaration by the appointed Valuer that the valuation and return will be impartial and true (**Attachment 2**).

Council has contracted Opteon Property Group to undertake the 2018 General Valuation.

Cr Murnane moved, Cr Sullivan seconded -

That Council, in accordance with the *Valuation of Land Act (Vic) 1960* as the valuation authority, resolves to:

- 1) Undertake the 2018 General Valuation;**
- 2) Give the necessary notice to other statutory authorities, and;**
- 3) Note receipt of the Contract Valuer's statutory declaration (Attachment 2).**

Carried.

Attachment 1

Financial Implications

The 2018 General Valuation including objections is to be conducted in accordance with Contract Number C1700005 by Opteon Property Group.

Community Engagement

The Valuer-General Victoria, the State Revenue Office and the following neighbouring municipalities will be advised of Council's resolution:

- Surf Coast Shire Council
- Wyndham City Council
- Golden Plains Shire Council
- Borough of Queenscliffe
- Moorabool Shire Council

Social Equity Considerations

There are no social equity implications arising from this report.

Policy/Legal/Statutory Implications

All municipal rating valuations must comply with the Valuation of Land Act 1960, the Local Government Act 1989 and the Fire Services Property Levy Act 2012.

Alignment to City Plan

This report is aligned in Council's City Plan objective on 'How We Do Business'.

Conflict of Interest

No officer involved in the preparation of this report has any direct or indirect conflict of interest in the matters raised in this report.

Risk Assessment

Compliance with legislation negates any risk.

Environmental Implications

There are no environmental impacts arising from this report.



State of Victoria

Statutory Declaration

I, **Robert Tot**, AAPI, of Level 1, 68-70 Gheringhap Street, Geelong, Victoria, Certified Practising Valuer, do solemnly and sincerely declare that:

1. I am a valuer of Opteon Property Group and am authorised to make this declaration on its behalf.
2. Opteon Property Group has been appointed by City of Greater Geelong to carry out valuations pursuant to the provisions of the Valuation of Land Act 1960.
3. The said valuations and returns will be impartial and true to the best of my judgement and will be made by myself or under my immediate personal supervision as required under Section 13DH the Valuation of Land Act (VLA).

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at Geelong

This 24th day of February 2017

A handwritten signature in black ink, appearing to read 'Robert Tot', written over a dotted line.

Signature of person making this declaration
[to be signed in front of an authorised witness]

Before me,

Signature of Witness

A handwritten signature in black ink, appearing to read 'Corey Lockwood', written over a dotted line.

Qualification to witness:

CPA 9257245

Full Name

COREY LOCKWOOD

Address

36 CROFTON ST
GEELONG WEST 3218

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958* (as of 1 January 2010), (previously *Evidence Act 1958*), (eg. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)

Opteon Property Group

Opteon (Victoria) Pty Ltd

ABN 73 140 547 600

PO Box 1875, Geelong VIC 3220

P 1300 786 022 E vic.enquiries@opg.net

F 03 5223 2309 W www.opg.net

VALUE MADE VISIBLE

Liability limited by a scheme approved under Professional Standards Legislation

4. 2017-18 BORROWING PROVISION OF \$12.1M

Source:	Finance & Strategy
Director:	Peter Anderson
Index Reference:	Financial Services
Portfolio:	Finance

Purpose

To delegate powers and functions to the Chief Executive Officer to accept or reject a tender for the provision of a \$12.1m loan and authorise the Chief Executive Officer and Mayor to execute all necessary documents to secure the loan.

Background

Council adopted its 2017-18 Budget on 27 June 2017. The Budget provides for loan borrowings of \$39.31m in 2017-18.

Loan borrowings are timed based on working capital requirements and expenditure forecasts for each specific capital project.

A review of cash flows by project has been completed. Opportunities to defer borrowings and realise both interest and principal savings in 2017-18 have been identified.

Key Issues

- The 2017-18 budget includes provisions for new borrowings of \$39.3m.
- It is proposed that, based on project cash flow requirements, a loan tender for a \$12.1m loan be issued.
- The 2017-18 loan borrowing is sought for the Hendy Street Reserve Development, Leopold Community Hub Stage 2, Drysdale Clifton Springs Sports Precinct and Drysdale Landfill Cell 5.
- Tight timeframes apply to acceptance of loan borrowing tenders with financial institutions only holding quoted interest rates for a short period of time, requiring draw down within one week in some cases. This constraint prevents Council from having an opportunity to formally consider the tender prior to acceptance.
- It is proposed Council delegate its powers and functions to the Chief Executive Officer to accept the lowest conforming tender, and for the Mayor and Chief Executive Officer to sign all necessary documentation to execute the \$12.1m loan (such documentation would include: Bank – Letter of Offer; Deed of Charge and Certificate in relation to Deed of Charge).
- An updated report will be presented to Council to notify the final rate settlement agreed for the loan.
- The reduction in planned loan borrowings is forecast to save \$1.1m interest in 2017-18.
- The revised loan borrowings will result in a loan balance as at 30 June 2018 of \$48.1m relative to the 2017 opening loan balance \$45.5m.

Cr Murnane moved, Cr Kontelj seconded -

That Council delegates to the Chief Executive Officer its powers and functions to accept or reject a tender for the provision of a \$12.1m loan and authorise the Mayor and Chief Executive Officer to sign all necessary documentation to secure the loan.

Carried.

Attachment 1

Discussion

In order to respond quickly to tender submissions, authority is sought from Council to delegate the awarding of the provision of \$12.1m loan to the Chief Executive Officer. The most suitable tenderer will be selected having consideration to the interest rate; loan repayment term (ie. ten year term) and principal and interest repayments that delegate authority to sign and execute all related loan documentation to the Chief Executive Officer and Mayor.

Upon execution of the \$12.1m loan documentation, an updated confidential report will be presented to Council to confirm details and rates of the loan and how the final rates compare with budget assumptions.

A review has been undertaken of Council's loan borrowings with the aim of reducing Council's new loan borrowings from \$39.31m in 2017-18.

Opportunities to reduce borrowings in 2017-18 from \$39.3m to \$12.1m will result in interest savings of \$1.09m in 2017-18.

Table 1 lists the borrowings by project comparing budget borrowings to revised borrowings.

Table 1	Budget Borrowings 2017-18 \$'000	Revised 2017-18 Borrowings \$'000	Variance Fav/(Unfav) \$'000	Deferred Borrowings to 2018-19 \$'000
Project Name				
Hendy Street Children's Hub	4,300	0	4,300	4,300
Central Geelong Action Plan	7,190		7,190	0
Hendy St Reserve Redevelopment	1,500	1,800	(300)	0
Leopold Community Hub Stage 2	3,800	3,800	0	0
Rosewall Neighbourhood House	2,100		2,100	2,100
Highton Family Hub	506		506	506
DCP's Armstrong Creek	9,386		9,386	9,386
Drysdale Clifton Springs Sports Precinct	3,226	3,226	0	0
GREP – Elcho Drain	2,419		2,419	2,419
Cloverdale Community Hub	1,000		1,000	1,000
Drysdale Landfill Cell 5	3,285	3,285	0	0
Drysdale Integrated Children's Centre	600		600	600
Purnell Road CFC				
Grand Total	\$39,312	\$12,111	\$27,201	\$20,311

An opportunity exists to utilise the higher than projected receipts from property sales of \$8,604 to offset planned borrowings for Central Geelong Action plan projects Net cost \$7,190. These planned borrowings are recommended to be cancelled.

Cumulative receipts from Developer Contribution levies are \$12.1m and cumulative expenditure year to date is \$8.5m leaving a positive cash balance of \$3.6m. Planned borrowings can therefore be deferred into 2018-19.

Planned borrowings for Hendy Street Children's Hub, Rosewall Neighbourhood House, Highton Family Hub, GREP Elcho drain, Cloverdale Community Hub and Drysdale ICC can all be deferred into 2018-19 based on delays to these projects and anticipated cash flows.

Table 2 summarises the forecast annual principal repayments, interest payments and loan balance amounts each year. The loan balance is forecast to increase in line with proposed new loans, however these estimates will be updated as part of the 2018-19 Strategic Resource Plan.

Table 2	Opening loan	New	Principal	Loan Balance	Borrowing
Year	Balance	Borrowings	Repayments	\$'000	Imposed limit
	\$'000	\$'000	\$'000	\$'000	\$'000
2017-18	45,509	(12,111)	(9,566)	48,054	
2018-19	48,054	(44,577)	(9,826)	82,804	132,176
2019-20	82,804	(31,695)	(10,432)	104,067	137,438
2020-21	104,067	(56,588)	(12,857)	147,798	142,842
2021-22	147,798	(90,706)	(16,163)	222,341	148,168

Financial Implications

- Favourable receipts from property sales in 2017-18 of \$8.6m provide an opportunity to cancel planned loan borrowings.
- Cash flows for projects requiring loan borrowing funding have been reviewed and an opportunity for deferment of \$20.3m loan borrowings to 2018-19 exists.
- The reduction in planned loan borrowings is forecast to save \$1.1m interest in 2017-18.

Community Engagement

Provision for loan borrowings was communicated through the 2017-18 budget process.

Social Equity Considerations

There are no social considerations associated with the acceptance of this tender.

Policy/Legal/Statutory Implications

This report complies with Council's Loan Borrowing Policy CPL510.4.

Alignment to City Plan

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

Conflict of Interest

No officer involved in the preparation of this report has any direct or indirect conflict of interest in the matters raised in this report.

Risk Assessment

There are no risks associated with the acceptance of this tender.

Environmental Implications

There are no environmental implications associated with the acceptance of this tender.

5. UNESCO CREATIVE CITIES NETWORK ANNUAL GENERAL MEETING & WASTE TO ENERGY STUDY TOUR

Source:	Investment & Attraction – Economic Development & Events
A/Director:	Tim Ellis
Index Reference:	UNESCO Creative Cities Network
Portfolio:	Economic Development

Purpose

To explain Council's designation to the UNESCO Creative Cities Network; the opportunities this presents and the obligations as Secretariat.

This report provides a recommendation for the Mayor's attendance at the UNESCO Creative Cities Network XII Annual General Meeting in Krakow Katowice, Poland, 12-15 June 2018 (see Draft Programme for Delegates - **Attachment 3**)

The report also recommends the Mayor conduct a study tour of two UNESCO Creative Cities, Dundee and Turin, to understand how best to leverage the opportunity and to examine their waste to energy operations as a fact finding mission (see Greater City of Geelong - Suggested Mayoral Itinerary - **Attachment 2**).

Background

On the 31st October 2017, Council was notified that its application to become a member of the UNESCO Creative Cities Network was successful.

Geelong is Australia's first (and only) City of Design and it is the only non-capital city in Australia to have UNESCO Creative Cities Network designation. Other Australian members of the UNESCO Creative Cities Network are Melbourne (Literature), Sydney (Film) and Adelaide (Music).

The UNESCO Creative City designation is a key step in Greater Geelong's journey to transform our community's clever and creative vision aspirations into reality.

One of Council's obligations as designated Secretariat is for the Mayor, as Council's lead representative, to attend the UNESCO Creative Cities Network Annual General Meetings. The 2018 Annual Meeting is in Krakow Katowice, Poland, 12-15 June 2018.

To better understand and determine how best Council can leverage the UNESCO designation, the benefits, implement the best governance structure and resources, funding models and projects for the benefit of Greater Geelong, it is proposed that the Mayor visit two other members of the UNESCO Creative Cities Network, Dundee and Turin.

Dundee and Turin are excellent examples of how cities have transformed their economies from their traditional manufacturing base utilising the UNESCO Creative City designation and global network.

It is also proposed that, whilst in Dundee and Turin, the Mayor conduct a study tour of two waste to energy plants. This will seek to further Geelong's understanding of opportunities that exist in waste to energy and help Geelong establish a position on how to take this technology forward. A letter of invitation from the Mayor of Dundee has been received and attached to this report (**Attachment 4**)

Key Issues

The UNESCO Creative City designation is a four-year commitment and the Mayor is the lead representative for the City. The designation requires Council to:

- Have the Mayor attend UNESCO Creative Cities Network Annual General Meetings each year in various locations;
- Establish a Secretariat to coordinate awareness raising activities, facilitate a strategic Advisory Group, create and coordinate delivery of a number of project management plans (i.e. strategic plan, communications and marketing plan, stakeholder engagement plan), create a website and a logo, and provide support to other stakeholders in the region to leverage off the network designation; and
- Report every four years on how Greater Geelong is benefiting by contributing to the United Nations Sustainable Development Goal 11 (sustainable cities and communities) and the New Urban Agenda.

The issues of waste and energy are high on the national and regional agenda and pose large challenges for the region from an environmental, financial and community perspective.

Understanding the opportunities, challenges and commercial models for the establishment of a waste to energy plant in the region will assist and enable Geelong to collaborate with the G21 Councils, the western interface Councils and state government to work on a region wide solution to potentially mitigate the current challenges.

Cr Murrhly moved, Cr Mason seconded -

That Council:

- 1) Notes the requirements of maintaining the UNESCO Creative City designation to the UNESCO Creative Cities Network;**
- 2) In accordance with Councillors' Expenses and Facilities Policy, authorise the Mayor, Cr Bruce Harwood, to attend the XII Annual General Meeting of the UNESCO Creative Cities Network in Krakow Katowice, Poland, 12-15 June 2018; and**
- 3) Notes that the Mayor, whilst in Europe, will undertake a fact finding visit to two other UNESCO Creative Cities Network, Turin and Dundee, and visit waste to energy plants in these cities, as per invitations received from the UNESCO representatives from these cities.**

Carried.

Attachment 1

Discussion

The City of Greater Geelong was successful in its application to become a member of the UNESCO Creative Cities Network in the field of design.

There are currently 180 members of the UNESCO Creative Cities Network each having a designation in one of seven sub-networks; Design, Film, Gastronomy, Literature, Media Arts, Music, Craft and Folk Art.

The UNESCO Creative Cities Network was created in 2004. Council's designation is a four year commitment and requires the City to adhere to and report on key deliverables as earlier described.

Members of the network work together on the common objective of placing creativity and design thinking at the heart of their development plans at the local level; and cooperate actively at the international level.

Council's designation to the UNESCO Creative Cities Network will benefit the Greater Geelong community in the following ways:

- **Improve Greater Geelong's liveability by** encouraging policy that supports design thinking, which transforms the community's vision aspirations into reality; this will be achieved by drawing on the international network of practitioners to share best practice, help solve problems and pursue funding.
- **Strengthen Greater Geelong's international profile and leadership** by providing visibility for our innovative policies, strategies and activities towards design thinking and sustainable urban development.
- **Increase Greater Geelong's regional and international attractiveness** to economic investors and stakeholders, skilled design professionals or visitors, and facilitate the financial resources from the public and private sectors.
- **Network with fellow Creative Cities Network members** through joint events and common projects, knowledge sharing and creative partnerships.
- **Build momentum around Greater Geelong's design capability** by putting the spotlight on design thinking as a driving force, mobilising all stakeholders and encouraging dialogue between local authorities, public and private organisations, academia and the design community.

A draft project plan has been developed to ensure the UNESCO Creative City designation in the first four years is successful, and that opportunities for the Greater Geelong community are maximised.

Council's current priorities during 2018 are:

- Host a launch;
- Mayor to attend UNESCO Creative Cities Network Annual General Meeting in Krakow Katowice, Poland;
- Establish a Secretariat to coordinate awareness raising activities, facilitate a strategic Advisory Group, create and coordinate the delivery of a number of project management plans (i.e. strategic plan, communications and marketing plan, stakeholder engagement plan), create a website and create a logo, and support other stakeholders in the region to leverage off the UNESCO Creative Cities Network designation;
- Establish a strategic Advisory Group; *and*
- Secure funding to support the Secretariat and network activities.

Council's identified priorities during 2019-2021 are:

- Progress M~M Greening the Songline;
- Complete the Geelong cultural precinct redevelopment;
- Facilitate the Secretariat;
- Attend UNESCO Creative Cities Network Annual General Meetings;
- Share knowledge and best practice about creative solutions;
- Use design thinking to enhance our urban form, commercial and industrial sectors and the community;
- Support iconic projects, competitions and knowledge transfers; *and*
- Report on Greater Geelong's contributions to the New Urban Agenda and the United Nations Sustainable Development Goal 11.

One obligation of the UNESCO Creative City designation is for Council's lead representative to attend the Annual Conference each year. The 2018 Annual General Meeting will be held in Krakow Katowice, Poland, 12-15 June 2018.

Attending the Annual General Meetings delivers on our obligation as Secretariat and will enable us to start to form relationships with other designated cities and to learn more of the opportunities the network provides. It is also recommended that the Mayor is accompanied by a Council officer to attend relevant non Mayoral activities of the Annual General Meeting.

To better understand and determine how best the City of Greater Geelong can leverage the UNESCO Creative designation, implement the best governance structure and resources, funding models and projects for the benefit of Greater Geelong it is proposed to visit two other Creative City members in the field of design, Dundee and Turin.

Turin is one of Italy's main industrial centres that has made the transition from a traditional manufacturing base into a creative hub through its membership of the UNESCO Creative Cities Network. There are a number of parallels with Greater Geelong and having been part of the network since 2008 can provide a wealth of experience and insight.

Visiting Turin also provides the chance to visit the Turin waste to energy plant. The Turin waste to energy plant has been designed as a structure that is well integrated in the local area and open to the public. The plant includes a visitor centre and takes visitors on a discovery about waste to energy, through a multimedia production that describes the objectives of the plant and how it operates using images, text and interactive games.

Dundee is another similar city to Geelong as regional capital. Dundee have used their designation to embed design thinking across all their business activities, support investment into iconic infrastructure (Victoria & Albert Museum), and to help solve community issues such as homelessness. The Dundee region also has a waste to energy plant that has been in operation since 1994 and has recently secured investment for the build of a new waste to energy plant that will have the capacity to support 110,000 tonnes per annum.

The learnings from like cities such as Dundee and Turin will be invaluable to assisting Geelong to implement and leverage the UNESCO Creative City designation and to understand the opportunities to progress a waste to energy facility in the region.

Financial Implications

The set up cost to cover our obligations as a UNESCO Creative Cities Network member, and for UNESCO website presence, a launch event, development of website and logo is \$25,000.

The approximate travel costs for the Mayor and a Council officer, to attend the 2018 UNESCO Creative Cities Network XII Annual General Meeting in Poland and to also visit Dundee and Turin is approximately \$18,000.

Funding to support our Secretariat obligations, will be sought from representative organisations in Geelong and the state government. The Secretariat obligations are currently being managed by the Economic Development Unit.

Community Engagement

Council's application to the UNESCO Creative Cities Network was prepared in partnership with a number of internal and external stakeholders; Deakin University, the Australian Centre for Innovation and Design, Runway, Creative Geelong, and the state government, through Creative Victoria; along with Council's Arts & Culture team, Economic Development Unit and the Strategy & Program Delivery team.

Letters of support were provided for the application from a number of these stakeholders and other UNESCO Creative Cities Network members (e.g. Montreal).

G21 have provided a letter of support for the City of Greater Geelong to attend the 2018 UNESCO Creative Cities Network XII Annual General Meeting in Poland and to visit waste energy plants in Europe (**Attachment 5**)

The Secretariat will engage with the community to ensure the international network provides an opportunity to share best practice, solve problems and pursue funding.

Social Equity Considerations

The Greater Geelong community can use the network to address challenges and seek new ways to operate, by asking other members of the network to share best practice.

There will be opportunities to collaborate, share ideas and build capability to deliver on the Council's commitment to social equity and create a more safe, resilient and sustainable city and community.

Policy/Legal/Statutory Implications

There are no legal or statutory implications of this report. There are policy implications. As a member of the Network, we commit to using the membership to drive policies, strategies and activities towards the United Nations Sustainable Development Goal 11. This goal is about making cities and human settlements inclusive, safe, resilient and sustainable.

Alignment to City Plan

Council's designation to the UNESCO Creative Cities Network is aligned to a number of priorities outlined in the City Plan including: arts and culture, economic development, sustainable development, an inclusive and diverse community, tourism and events, transport and connections, disability access, inclusion and volunteering, community health and safety, environment and sustainability, social infrastructure and planning, leadership and governance, finance, strategy and communications.

Membership of the network provides an opportunity to transform these priorities, and the community-led aspirations in *Greater Geelong: A Clever and Creative Future*, into reality by drawing on an international network of practitioners to form relationships, recognise, create or act on opportunities, share information and seek potential partners for projects.

Council's community-led vision is that "By 2047, Greater Geelong will be internationally recognised as a clever and creative city-region that is forward looking, enterprising and adaptive, and cares for its people and environment."

As members of the UNESCO Creative Cities Network, the designation supports the delivery of the community-led vision through international recognition in the creative field of design.

Currently, Council's led initiatives include the Geelong Library and Heritage Centre, the Mountain to Mouth extreme arts event, the iconic Waterfront redevelopment, little Malop St redevelopment and Geelong central business district revitalisation.

Conflict of Interest

No Council officers who have provided advice in relation to this report have declared a conflict of interest regarding this report.

Risk Assessment

If resources are not made available to support the Mayor's and Council officers attendance to future UNESCO Creative Cities Network Annual General Meetings held in various locations each year, and if the Council fails to report on activities every four years, there is a risk of losing the UNESCO Creative City designation.

Environmental Implications

There are no environmental implications of this report.

Attachment 2



UNESCO
CREATIVE
CITIES
NETWORK

**XII ANNUAL MEETING
CREATIVE CROSSROADS** 12 - 15.06.2018
KRAKOWICE | Kraków—Katowice



Greater City of Geelong – Suggested Mayoral Itinerary

A Draft Programme for Delegates has now been issued to Council from UNESCO.

Friday 08.06.18 - Saturday 09.06.18 - Travel

Travel from Melbourne, Australia to Krakow, Poland

Sunday 10.06.18 – Krakow

Rest and acclimatise

Monday 11.06.18 – Thursday 14.06.18 – Krakow / Katowice

XII UNESCO Creative Cities Network Annual General Meeting

Friday 15.06.18 – Travel from Katowice to Edinburgh, Scotland

Travel

Saturday 16.06.18 – Edinburgh

Day in Edinburgh

Sunday 17.06.18 – Travel to Dundee by Train

Travel

Monday 18.06.18 - Dundee

Meet with Dundee Council Creative City Design

Tuesday 19.06.18 – Dundee

Tour of Waste to Energy Plant (Dundee Energy Recycling)

Wednesday 20.06.18 – Dundee to Turin, Italy

Travel

Thursday 21.06.18 – Turin

Meet with Turin Creative City Design

Friday 22.06.18 – Turin

Tour of Waste to Energy Plant (TRM – Trattamento Rifiuti Metropolitan)

Saturday 23.06.18 - Sunday 24.06.18

Travel from Turin to Milan

Sunday 24.06.18 – Milan to Kuala Lumpur

Travel

Monday 25.06.18 – Kuala Lumpur

Meet with Air Asia X

Tuesday 26.06.18 – Travel

Travel to Melbourne, Australia

Attachment 3



UNESCO
 CREATIVE
 CITIES
 NETWORK

**XII ANNUAL MEETING
 CREATIVE CROSSROADS**
 KRAKOWICE | Kraków — Katowice

12 - 15.06.2018



XII Annual Meeting of the UNESCO Creative Cities Network Krakow & Katowice (Poland), 12-15 June 2018

DRAFT PROGRAMME FOR DELEGATES

The XIIth annual gathering of the UNESCO Creative Cities Network will be hosted by the member cities of Krakow and Katowice (Poland) from 12 to 15 June 2018. **“Creative crossroads”** will be the common thread across this year’s meeting, celebrating the collaborative spirit which lies at the core of the Network and drives member cities’ local and international action.

Stimulating innovative collaborations across the different creative fields, geographic regions and disciplines is the common ambition that for this year’s meeting. To invite member cities to share ideas, connect and co-create, innovative interactive formats are proposed, from thematic workshops to interdisciplinary sessions, where member cities will be able to pool their creative thinking to reflect on common initiatives.

Streamlining member cities’ local and international efforts towards the **2030 Agenda for Sustainable Development** is a major objective of the Network’s strategic framework, approved in July 2017. The 2030 Agenda for Sustainable Development provides a global entry point for demonstrating the power of local actions on culture and creativity towards global goals.

The UCCN is already recognised globally as a significant and visible platform for showcasing the numerous and innovative ways in which cities implement the 17 Sustainable Development Goals. Member cities are innovating locally through numerous thematic initiatives and the Secretariat has launched the Lab.2030 initiative to capture and voice these innovative experiences. Building on this accumulated knowledge will be at the core of this year’s plenary sessions and will also be addressed within the creative fields workshops.

MONDAY 11 JUNE 2018	
8.00 am – 6.00 pm	Registration
10 a.m. – 12.30 p.m.	<p>Welcoming in the Network member cities designated in 2017</p> <p>An integration session will be organised by the UCCN Secretariat for new member cities designated in 2017, to support their smooth integration in the Network. This session will be the opportunity to discuss UCCN key strategic priorities and working mechanisms and to meet through informal exchanges.</p> <ul style="list-style-type: none"> □ Participants: <ul style="list-style-type: none"> – focal points of the 64 member cities designated in 2017 – members of the UCCN Secretariat – coordinators of the 7 subnetworks □ Key points: <ul style="list-style-type: none"> – Overview of the UCCN global strategic objectives, priorities and working mechanisms – Presentation of the 2030 Agenda for Sustainable Development and the New Urban Agenda – Roundtable discussion and ice-breaking exchanges between new member cities

12.30 p.m. – 1.30 p.m.	Lunch (to be covered by the participants)
1.30 p.m. – 5.30 p.m.	Informal Creative Fields Workshops Interdisciplinary Mixer with local creatives <input type="checkbox"/> Schedule and detailed programme to be confirmed
6 p.m. – Midnight	Cultural evening (optional)
TUESDAY 12 JUNE 2018	
8.00 a.m. – 9.00 a.m.	Welcome of participants and registration
9.00 a.m. – 10.15 a.m.	Opening Ceremony Welcome concert Joint welcome address by the Host Cities <input type="checkbox"/> M. Jacek Majchrowski, Mayor of Krakow <input type="checkbox"/> M. Marcin Krupa, Mayor of Katowice
	Opening remarks <input type="checkbox"/> UNESCO representative <input type="checkbox"/> Ms Maria-Francesca Merloni, UNESCO Goodwill Ambassador for Creative Cities Keynote speech <input type="checkbox"/> Speaker to be confirmed Poetry performance
10.30 a.m. – 11.00 a.m.	Coffee Music break – Dzielnica Brzni Dobrze
11.00 a.m. – 1.00 p.m.	Opening the path towards creative sustainable cities: UCCN's core commitment towards 2030 <p>Through its founding principle – placing creativity at the core of urban development through local action and international cooperation – UCCN is supporting a new vision for a sustainable urban future, where cities are made for and by their citizens, pooling together their creative resources.</p> <p>This vision is echoed in the international policy framework: the <i>2030 Agenda for Sustainable Development</i> and the <i>New Urban Agenda</i> engage policy-makers and communities around the world in building more inclusive, safe, resilient and sustainable cities. Within this framework, culture has been recognised as a driver for sustainable development.</p> <p>The UCCN has clearly endorsed this commitment within its 2017 Strategic Framework. UNESCO is engaged into advocacy, data collection and transversal reflection on culture's multifaceted contribution to making better cities. Meanwhile, member cities are piloting innovative experiences to substantialise Sustainable Development Goals in their own policies and field action. How is the Network moving forward towards 2030? What is the ongoing discussion? What are the key achievements and ways forward?</p>

	<p>After an introduction by UNESCO, three panel discussions will be organised on three key thematic approaches to the 2030 Agenda, reflecting ways in which UCCN can contribute to the global discussion on urban sustainability.</p>
	<p>Up-lifting culture and creativity in the urban agenda: achievements and ways forward (20 min)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introductory presentation, Jyoti Hosagrahar, Director of the Division for Creativity, UNESCO <p>Panel #1_Creativity for People: Engaging citizens to build cities for all (30 min)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Panel discussion with 3 member cities and 1 facilitator <p>Panel #2_Creativity for Prosperity: Stimulating sustainable growth and entrepreneurship (30 min)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Panel discussion with 3 member cities and 1 facilitator <p>Panel #3_Creativity for the Planet: Fostering resilience and environmental awareness (30 min)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Panel discussion with 3 member cities and 1 facilitator <p>Wrap up and conclusion (10 min)</p>
1.00 p.m. – 2.30 p.m.	Lunch
2.30 p.m. – 3.00 p.m.	Walk/Transportation to venues of the Creative Field Workshops
3.00 p.m. – 6.00 p.m.	<p>Creative Fields Workshops #1</p> <ul style="list-style-type: none"> <input type="checkbox"/> 7 parallel break-out sessions by creative field, facilitated by coordinators of each field. <input type="checkbox"/> Key points: <ul style="list-style-type: none"> – Introduction and integration of the 2017 designated cities – Activities and projects implemented at the local and international level to implement the UCCN Mission Statement – Achievements and prospects towards operationalising the 2030 Agenda for Sustainable Development – Preparation of workshop's conclusions
6.00 p.m. – 7.30 p.m.	Break
7.30 p.m. – 11 p.m.	Dinner and cultural evening

WEDNESDAY 13 JUNE 2018	
9.00 a.m. – Noon	<p>Creative Fields Workshops #2</p> <ul style="list-style-type: none"> □ 7 parallel break-out sessions by creative field, facilitated by coordinators of each field. □ Key points: <ul style="list-style-type: none"> – Future subnetwork activities and initiatives – Dates and host city of the next sub-network meeting – Renewal of subnetwork coordinator & deputy coordinator
Noon – 1.30 p.m.	Lunch
1.30 p.m. – 4.30 p.m.	<p>Mayors' Forum Urban Leadership through Creativity</p> <p>UCCN acts as a laboratory where member cities develop creative solutions to the world's most pressing development issues. The 2030 Agenda offers a framework to guide decision making and strategic planning at the city level and streamline local, national and international efforts towards a common mission. The Mayors' Forum opens a platform for Mayors to showcase their cities' vision and share with other delegates through interactive exchanges.</p> <ul style="list-style-type: none"> □ 6 to 8 Mayors on stage, in 3 to 4 groups, successively invited to the podium □ Key points for each group: <ul style="list-style-type: none"> – Mayors' visions towards 2030, reflected in a milestone initiative and supported by a key message (2 minute statement for each Mayor) – Q&A with the audience to contribute ideas and build a common vision of UCCN's contribution to the 2030 Agenda (15-20 minutes per group).
4.30 p.m. – 5.00 p.m.	Coffee Music break – Dzielnica Brzmi Dobrze
5.00 p.m. – 6.30 p.m.	<p>Urban Talks : the creative city we want</p> <p>Through the New Urban Agenda, adopted in 2016, the international community sent a clear message: the prevailing urban development models used for decades around the world need to be thoroughly reformed. The sectoral or functionalist planning approaches favored in the second half of the twentieth century contributed to urban sprawl, depletion of natural resources and increased spatial and social segregation. Yet in addition to planning practices, urban governance must also evolve in order to involve citizens more closely in public decision-making. In a context of rapid urban growth, policymakers, professionals and civil society have been called upon to reinvent urban development paradigms in order to build more sustainable, resilient and inclusive cities and to make governance more participatory.</p>

	<p>In this context, the founding principle of the UNESCO Creative Cities Network – placing creativity at the heart of urban development – has become increasingly relevant.</p> <p>How can this approach contribute new ideas to urban policymaking? How can it inform our responses to the massive social and economic changes of our time, from changes to the way we work to the emergence of artificial intelligence? How can it help us transition to a greener economy? How can the creative sector respond to the concerns and needs of youth? Are there any downsides to this approach? Beyond urban marketing, how can we build and cement a truly participatory and inclusive approach to the creative city we want?</p> <p>To shed light on these issues, this year's Annual Meeting will host an open discussion involving three guests, a city thinker, a creative practitioner and a youth representative. These participants will have the chance to share their views and experiences of the city, providing a fresh perspective that will contribute greatly to the Network's ongoing efforts to make cities more sustainable.</p>
6.30 p.m. – 7.30 p.m.	Break
7.30 p.m. – 11 p.m.	Dinner and cultural evening
THURSDAY 14 JUNE 2018	
9.00 a.m. – Noon	<p>Creative Cities as incubators for innovation: transversal thematic workshops</p> <p>Creative Cities are called upon innovating public policies and mobilising widely creative sectors to address major issues of the urban development agenda, for the wellbeing and with the participation of their local communities. Across the different creative fields, new ideas and approaches are moulded.</p> <p>The purpose of these five parallel workshops is to build on cities' ideas and creative power to explore emerging issues that are currently arising on the urban discussion scene. For each workshop, following a short conceptual introduction, 2 or 3 case studies relevant to the topic will be presented by member cities. Building notably on design thinking methodology, a discussion will then be organised in small groups to capture key ideas and proposals and explore further local experiments. A background document will be provided, including the concept rationale and the summary of the case studies.</p>

	<p>Workshop #1_Culture for better policies: measuring and monitoring culture</p> <ul style="list-style-type: none">– How can the multifaceted contribution of culture be captured across the different policy areas?– How can we build on existing data sources to better understand the role and impact of culture?– How can we build local capacity to produce and update specific data sets on culture's contribution?– How can measurement and monitoring be incorporated in policy-making, towards more data-driven self-improving processes?– What non statistical evidence can cities gather? <p>Workshop #2_Digital frontline: embrace the future</p> <ul style="list-style-type: none">– How can media arts open new paths for knowledge building and education?– How is the digital era reshaping the way we work and produce, particularly in the creative sector?– How can media arts regenerate urban spaces and encourage new forms of interaction between citizens?– How can local authorities incorporate the potential of media arts in their policies and strategies?– How can digital help to build forms of social cohesion and cultural exchange? <p>Workshop #3_Creative mobilities for people-centered cities</p> <ul style="list-style-type: none">– How can transportation routes and equipment be leveraged to expand access to culture?– How can culture and creativity enhance use of public transportation,– How can culture and creativity improve the daily transportation experience and foster social interactions and inclusion?– How can a long-term strategy be established, integrating both culture and mobility into a sustainable vision of the city?– How can public and private stakeholders be mobilised in efficient and sustainable ways to operationalise this strategy? <p>Workshop #4_Housing and public spaces for all: creative visions</p> <ul style="list-style-type: none">– How is creativity helping to create inclusive, quality public spaces, reflecting cultural diversity?– How can creativity help revitalise marginalised urban areas, including informal settlements?– How can cultural diversity be reflected and recognised in the way we shape housing and public spaces? <p>Workshop #5_Creativity for the youth: stimulating entrepreneurship and civic engagement</p> <ul style="list-style-type: none">– How can the creative sector offer new opportunities for the youth, particularly in the Global South?– How can entrepreneurship be supported and stimulated in creative ways?– How can the creative economy stimulate new forms of civic engagement for the youth? How can creativity help foster integration of the youth, notably for access to housing or jobs?
--	---

12.00 p.m. – 1.30 p.m.	Lunch
1.30 p.m. – 3.30 p.m.	<p>UCCN in motion: showcasing progress and sharing inspiring ideas</p> <p>Moderation: UNESCO representative</p> <ul style="list-style-type: none"> – Presentation of the Secretariat Report – General report on the third round of the Membership Monitoring Reports: highlights and recommendations for the future presented by the Secretariat – Sharing my city's story: "The little thing that makes big difference" – Inspiring ideas from the Membership Monitoring Reports presented by member cities
3.30 p.m. – 6.30 p.m.	Pack-up and transfer to Katowice (provided by the Host Cities)
6.30 p.m. – 11 p.m.	Dinner and cultural evening
FRIDAY 15 JUNE 2018	
9.00 a.m. – Noon	<p>Interdisciplinary Sessions #1 Meetings with local creatives</p> <p>How to stimulate new ideas and approaches to implement the Sustainable Development Goals? A group of young creative thinkers from Katowice will take up the challenge, and facilitate the sessions aimed to encourage member cities to address collectively the SDGs through innovative methodologies such as the <i>lotus flower</i> and the <i>honeycomb</i>, bringing together member cities across the different creative fields.</p>
Noon – 1.30 p.m.	Lunch
1.30 p.m. – 3.00 p.m.	<p>Interdisciplinary Sessions #2 Capacity-building and Networking Activities</p> <p>How much do you know about your peer? How much do your peer know about you? Two parallel sessions will be designed to foster capacity-building and networking through a <i>speed dating</i> and a <i>project market place</i>. The <i>speed dating</i> session will invite a series of member cities to present a flagship initiative to nine of their peers around a table.</p> <p>After a five-minute presentation, peers will have the opportunity to ask all questions they may have about the initiative during a limited time. For more spontaneous interventions, the <i>project market place</i> is the place to be. A stage will be at the disposal of all delegates to take the floor and display in 3 minutes one creative initiative that makes their city proud. A background document will be provided for each session (including the concept rationale and format). Delegates are highly encouraged to participate in one session.</p>




3.00 p.m. – 4.30 p.m.	Creative Fields Reports Conclusions of the 7 creative fields workshops will be restituted by each creative field's coordinator in plenary.
4.30 p.m. – 5.00 p.m.	Coffee break
5.00 p.m. – 6.00 p.m.	UCCN Annual Meeting in the future <ul style="list-style-type: none">– Presentation of the 2019 UCCN Annual Meeting by Fabriano and Q&A– Presentation of the candidates for the 2020 UCCN Annual Meeting Host City and Q&A– Conclusions of the 2018 XIIth UCCN Annual Meeting
6.00 p.m. – 8.00 p.m.	Closing Ceremony (with dinner) <ul style="list-style-type: none">– Speeches by the Mayors of Krakow and Katowice– Closing remarks: UNESCO representative
8.00 p.m. – 11 p.m.	Dinner and cultural evening



UNESCO CITY OF DESIGN DUNDEE

Leisure & Culture Dundee
1 Shore Terrace
Dundee
DD1 3AH
Scotland

T +44 (0)1382 307456
E contact@dundeecityofdesign.com
W www.dundeecityofdesign.com

 @DesignDundee
 @DesignDundee
 facebook.com/cityofdesigndundee

Mayor Bruce Harwood
City of Greater Geelong
PO Box 104
Geelong 3220 Australia
DX 22063 Geelong

12th April 2018

Dear Mayor Bruce Harwood,

Invitation: International Visit to Dundee, 17th – 20th June 2018

On behalf of UNESCO City of Design Dundee I would like to extend an invitation to you to visit Dundee from Sunday 17th June to Wednesday 20th June.

We're offering three days of activity, including meeting the team from UNESCO City of Design Dundee, a guided tour of the city, the opportunity to visit the latest exhibition at Dundee Contemporary Arts and seeing the design opportunities in Dundee. There will also be the opportunity to discuss the UNESCO designation and benefits of being in the Creative Cities Network as well as possible future collaborations.

This visit will be an excellent way to strengthen links between Dundee and the City of Greater Geelong. I very much look forward to welcoming you to Scotland and Dundee City.

Yours truly,

A handwritten signature in black ink that reads 'Stewart Murdoch'.

Stewart Murdoch
Chair, UNESCO City of Design Dundee



PO Box 4078
131 Myers Street GEELONG VICTORIA 3220
www.G21.com.au G21info@G21.com.au

TEL: +61 3 5227 4000
FAX: +61 3 5224 2594
ACN 110 680 647
ABN 14 110 680 647

Ref: 2018-121-let-ECC

12th April 2018

TO WHOM IT MAY CONCERN

RE: Letter of support for City of Greater Geelong UNESCO Creative Cities Network delegation

As Chair and CEO of G21 - Geelong Region Alliance, we write this letter in support of the City of Greater Geelong's attendance at the XII Annual General Meeting of the UNESCO Creative Cities Network in Krakow Katowice, Poland in June 2018.

The G21 - Geelong Region Alliance was established in 2002 by five municipalities (Geelong, Queenscliff, Surf Coast, Golden Plains and Colac Otway) with support of the Victorian Government and a wide range of local organisations. Membership now spans all three levels of government, non-government organisations, businesses and community groups.

Under the G21 - Geelong Region Alliance, we have brought together our region's leaders to develop a regional plan, determine regional priority projects and advocate for their implementation. We represent the voice of the G21 region and have a formal role as the Regional Strategic Planning Committee, in advising the State and Federal Governments on regional issues and priorities.

On 31 October 2017 Geelong became a member of the UNESCO Creative Cities Network (UCCN) in the area of Design.

As a member of the UCCN, Geelong has an opportunity to leverage from arguably the world's most recognised non-corporate brand to build a more sustainable city by:

- Boosting our national and international profile as a proactive, clever and innovative city;
- Creating opportunities for collaboration and networking; and,
- Supporting the development of policies that promote inclusion and diversity, community health and safety, transport and connections, environment and sustainability and social infrastructure gender equity.

City of Greater Geelong Mayor Bruce Harwood will join the UCCN's 180 members from 72 countries to showcase and discuss the outcomes of local initiatives, set the network's 2018/19 priorities, and identify projects and policies that put culture and creativity at the core of sustainable urban development.

As part of this UNESCO Creative Cities Network delegation, Cr Harwood also plans to tour waste-to-energy plants in Europe.

Victorian councils are currently investigating initiatives to ensure the long-term future of recycling and sustainable waste management following the implementation of China's National Sword Policy to restrict the importing of contaminated paper, cardboard and plastics.

The opportunity to meet and collaborate with cities recognised as global leaders in the use of innovative and cost-effective waste-to-energy infrastructure will provide invaluable knowledge and support for Geelong as we explore sustainable waste management strategies for the future.

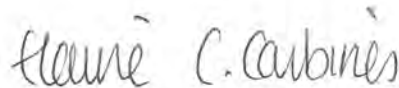
The proposed trip also allows the Mayor to take the opportunity to take up the invitation from Justin Giddings, CEO of Avalon Airport, to meet with Air Asia executives in Kuala Lumpur to further build relationships between AirAsia and the City of Greater Geelong and to promote the benefits of the G21 region. The introduction of regular international flights to Avalon is a game changer for the visitor economy and our region.

We wish Mayor Harwood much success in his efforts on behalf of our region through participating in this international delegation.

Yours sincerely,



Bill Mithen
CHAIRPERSON



Elaine Carbines
CHIEF EXECUTIVE OFFICER



6. OPERATION OF SERVICES IN ARMSTRONG CREEK INTEGRATED CHILDREN'S CENTRE

Source:	Community Life – Family Services
Director:	Linda Quinn
Index Reference:	Family Services
Portfolio:	An Inclusive & Diverse Community

Purpose

To seek approval to tender the operation of long day care and kindergarten services in the Armstrong Creek Integrated Children's Centre to an Early Years Manager.

Background

The Council currently owns and operates 11 centre-based early years facilities across the municipality, equating to approximately 11% of the early years market. There are four standalone long day care centres, one standalone kindergarten, three Enhanced Early Learning Centres (EELC) and three Integrated Children's Centres (ICC). ICCs include a mix of early years services, such as kindergarten, occasional care, maternal and child health, playgroups, toy libraries, school holiday programs and long day care. EELCs include a mix of early years services, such as those listed above, but not including long day care.

Currently, Council governs and directly operates existing EELCs and ICCs. Under a model where an external provider delivers child care from a Council facility, the quality of the service can be managed through contract provisions.

Many Council-owned early years assets across Victoria are operated by Early Years Managers (EYMs). EYMs often operate multiple services in one location or municipality. They are regulated under national education and care legislation and are financially supported through state and federal government funding.

Key Issues

- The Council cannot sustain an increase in the service delivery of child care without significant investment in not only operational centre staff, but additional staff in family services management and Council resources to support those service staff, including from People & Organisational Development, IT and Finance.
- Stage one of the Armstrong Creek ICC is due to finish construction in November 2018 and open in January 2019. If Council chooses to directly operate this facility it will require significant financial investment in the 2018/19 budget. In order to efficiently and effectively deliver the services in the Armstrong Creek ICC, it is recommended that Council lease its premises to an external EYM provider.
- In order to support the commencement of operation of the Armstrong Creek ICC at the start of 2019, the governance and operating model needs to be decided upon by the end of April.
- Council will continue to operate the maternal and child health service in the new ICC.

Cr Nelson moved, Cr Murrhiy seconded -

That Council authorises the tendering of a contract seeking an external provider to occupy and operate the long day care and kindergarten in the Armstrong Creek Integrated Children's Centre.

Carried.

Attachment 1

Discussion

Councils across Victoria have implemented a range of different models in the delivery of early years services in Council owned buildings. These service delivery models have been explored in the table below.

Options for Service Delivery

	Advantages	Disadvantages
<p><i>Option 1:</i> <i>Direct Council management (Council maintains governance and operation)</i></p>	<p>Provides clear and cohesive governance.</p> <p>Strong management and established support systems.</p> <p>Direct control over quality and service management.</p> <p>Capacity to sub-contract as required.</p> <p>Driven by non-commercial community interests.</p> <p>Maintains a mixed economy of local service provision (e.g. not for profit, local government and commercial providers).</p>	<p>Imposes additional responsibility on Council.</p> <p>Increases Council's liabilities and costs in relation to the direct service delivery.</p> <p>Requires additional resources in staff at an operational, management and organisational level.</p> <p>Reduces opportunity for Early Years Managers to enter the market without capital investment.</p>
<p><i>Option 2:</i> <i>Indirect Council management (Council maintains governance over the facility but contracts out the operation of long day care and kindergarten)</i></p>	<p>Provides clear and cohesive governance.</p> <p>Driven by non-commercial community interests.</p> <p>Eliminates the responsibility of service delivery from Council to an Early Years Manager.</p> <p>Does not increase Council's liabilities or costs in relation to the direct service delivery.</p> <p>Does not require additional resources in staff at an operational or organisational level.</p> <p>Contracting of Council facilities enables EYMs to enter the market without capital investment.</p> <p>Promotes strong partnerships between</p>	<p>Council does not have immediate control over quality of service provision.</p> <p>Does not maintain a mixed economy of local service provision.</p> <p>If service provider doesn't deliver the service in line with contract requirements it could lead to reputational damage to Council.</p>

	<p>Council and EYMs leading to enhanced program delivery to the community.</p> <p>Promotes economic growth.</p> <p>Ensures quality service provision through monitoring of specific contract requirements.</p> <p>Potential financial gain to Council subject to commercial rent.</p>	
<p><i>Option 3:</i> <i>Lease arrangement (the EYM leases the entire building and is responsible for the operation and governance of all early years services except maternal and child health).</i></p>	<p>Provides clear and cohesive governance.</p> <p>Driven by non-commercial community interests.</p> <p>Reduces the responsibility of service delivery from Council to an Early Years Manager.</p> <p>Does not require additional resources in staff at an organisational, operational and/or management level.</p> <p>Reduces liability and costs for Council.</p> <p>Clearly defined lines of reporting and accountability.</p> <p>Potential financial gain to Council subject to commercial rent.</p>	<p>Minimises Council's involvement and oversight of the operation and governance.</p> <p>Does not eliminate Council liabilities and asset maintenance.</p> <p>Reduced control over quality and service management.</p> <p>May compromise the integrated service delivery for maternal and child health.</p>

Recommended Option

Officers recommend that Council adopt Option 3 as the preferred method of operation of the Armstrong Creek ICC.

The current early years market includes a range of service providers including private, not-for-profit and local government. Under Option 3, the Council would enter into a lease agreement with the successful tenderer. The Council frequently enters into lease agreements with organisations, businesses and community groups who provide services in Council buildings and/or on Council land.

A large number of Councils across Victoria have successfully leased or contracted the operation of long day care and kindergarten programs in Council-owned facilities. In order to ensure close monitoring of the delivery of quality early years services, and to promote integrated service delivery, the Council would maintain the overall governance of the facility while leasing out the operation of long day care and kindergarten services.

The Armstrong Creek Integrated Children's Centre

The Armstrong Creek ICC is the next new centre being built by the Council and will be ready for operation from January 2019. It will deliver 92 long day care places and 99 preschool places.

It has been designed to provide an integrated early childhood service that delivers a comprehensive range of early childhood education and care services for the growing community of Armstrong Creek and surrounding area.

The new Armstrong Creek ICC will include provision for maternal and child health, long day care, kindergarten, playgroups, family support, health, toy library and early intervention services, along with stronger partnerships across and between the services to deliver better outcomes for children.

The location of the new Armstrong Creek ICC provides a key focal point for the local community, and opportunity for close integration and linkages with other education, community, and recreation services and amenities.

Armstrong Creek ICC would require approximately 20-30 EFT to operate long day care and kindergarten programs. The final number will depend on the number of children attending, with fees offsetting, but not entirely covering, the majority of the direct cost.

Financial Implications

No additional financial resources have been included in the 2018-2019 budget for the Council to operate long day care and kindergarten at the Armstrong Creek ICC. However, provision has been made for maternal and child health.

If the Council were to operate the Armstrong Creek ICC, the cost implications are listed below:

2017/18 (based on Ocean Grove ICC)

Income	\$3,847,000
Expenditure	\$4,161,205
Total	-\$314,205

During the establishment period (up to three years) a new service such as Armstrong Creek may experience higher costs depending on the number of children accessing the service.

Community Engagement

Community engagement was undertaken on the design of the Armstrong Creek building and a community meeting held at the Geelong West town hall in May 2017 in conjunction with the new school. This provided an opportunity for members of the Armstrong Creek Community to provide input into the design of the new building.

Project information and an invitation to provide feedback was posted on the Council's website in May 2017.

Notification was sent to adjoining property owners in accordance with planning permits, approval processes and complete copy of the planning application uploaded on the Council's website for public access and notification in July 2017.

Social Equity Considerations

Providing accessible early years infrastructure to a new and emerging community in Armstrong Creek applies social equity. This will be the first Council-owned early years building in Armstrong Creek.

Policy/Legal/Statutory Implications

The Council's Procurement Policy will be followed in tendering the Armstrong Creek ICC contracts.

Alignment to City Plan

The recommended option aligns with the City Plan in the objective of 'securing Geelong's economic future', which lists a priority as 'support existing businesses and encourage new and emerging growth sectors'.

It also aligns with the objective 'we will focus on developing and maintaining effective working relationships to deliver the Council's strategic directions and cost effective services that meet the changing needs of the community'. This objective includes the priority, 'responsible and sustainable financial management'.

Conflict of Interest

No officer involved in the preparation of this report has any direct or indirect conflict of interest in relation to this report.

Risk Assessment

The community of Armstrong Creek may be disappointed Council is not operating the long day care and kindergarten in the new Armstrong Creek ICC.

Poor service provision by an external agency may lead to Council reputational damage.

The careful and considered appointment of a suitable Early Years Manager will be undertaken in order to reduce the risk to Council. Contract management and DET regulations enforcing quality service provision will further reduce the risk to Council.

Environmental Implications

There are no known environmental impacts associated with this recommendation.

7. COUNCILLOR ALLOWANCES REVIEW

Source:	Governance and Legal Services
Executive Manager:	Rebecca Leonard
Index Reference:	Councillor Allowances
Portfolio:	Leadership and Governance

Purpose

To review allowances payable to Councillors as required by section 74 of the *Local Government Act (Vic) 1989*.

Background

Pursuant to section 74 of the *Local Government Act (Vic) 1989 (Act)*, this Council must review and determine the level of Councillor allowance by 30 June 2018. This review does not include a review of the allowances of the Mayor and Deputy Mayor, which are set pursuant to the *City of Greater Geelong Act (Vic) 1993*.

Section 74A(2) of the Act requires the City of Greater Geelong (**City**) to pay an allowance to each of its Councillors (except where a Councillor does not wish to receive an allowance). The allowance is in addition to any out-of-pocket expenses incurred by Councillors while performing their duties as members of the Council.

The Minister for Local Government (**Minister**) establishes the limits and ranges of Councillor allowances by Order in Council made under section 74B of the Act or by a Minister's notice published under section 73A, 73B or 74C of the Act. The City must pay a Councillor allowance within the limits and ranges specified in the most recent of these Orders or notices. This notice does not apply to the Mayor and Deputy Mayor of the Greater Geelong City Council.

Mayor and Deputy Mayor allowance amounts must be paid by the City as specified in the most recent of either an Order in Council made under section 12 of the *City of Greater Geelong Act (Vic) 1993* or a Minister's notice made under section 13(3) of the *City of Greater Geelong Act (Vic) 1993* (except where a Mayor or Deputy Mayor does not wish to receive an allowance).

Key Issues

- The Minister conducts an annual review of the limits and ranges of Councillor allowances. The most recent review approved an adjustment factor of 2.0% and became effective on 1 December 2017 as published in the 23 November 2017 Victoria Government Gazette in the Minister's notice made under section 73B(4) of the Act.
- Councillor allowance amounts for Category 3 Councils (which includes the City) are able to be set within the range between \$12,614 per annum and \$30,223 per annum. The City currently pays Councillors at 100% of the maximum allowance payable which is \$30,223 per annum.
- Most Victorian Councils pay the maximum allowable amount to their Councillors.
- On a conservative estimate, the role requires at least an average of 20 hours per week in reading meeting business papers, attending Council meetings, attending Council committee meetings, meeting with community organisations, responding to requests and correspondence as well as personally meeting with residents, ratepayers and stakeholders.

- The payment of an allowance to Councillors can have a significant impact on a person's decision to stand for Council and to return for a second or subsequent term. In particular, surveys have shown that women, single parents and young adults with or without children can be under-represented in candidacies as well as business owners and young professionals due to the time and effort required for the role.
- Council must review and determine the level of Councillor allowance by 30 June 2018. There is no review of the allowance paid to the Mayor and Deputy Mayor, whose allowances are set by the *City of Greater Geelong Act 1993*.
- A person has a right to make a submission under section 223 of the Act in respect of a review of allowances.

Cr Kontelj moved, Cr Mason seconded -

That Council:

- 1) In accordance with Section 223 of the *Local Government Act (Vic) 1989 (Act)*, provides public notice of Council's intention to set the Councillor allowance amount at \$30,223 per annum;**
- 2) Stipulates in the public notice given under paragraph 1 that:**
 - a) persons may make a written submission on Council's intention to set the Councillor allowance amount under Section 74 of the Act at \$30,223 per annum; and**
 - b) written submissions must be received by 5.00pm, Monday 28 May 2018;**
 - c) a person making a written submission under paragraph 2(a) is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission;**
- 3) If a request has been made under paragraph 2(c), provides the person with the opportunity to be heard in support of the submission in accordance with the request at a meeting of the Council or of a committee determined by the Council in accordance with section 223(1)(b) of the Act;**
- 4) If a committee hears submissions, the committee must provide a report on its proceedings, including a summary of hearings, to the Council in accordance with section 223(1)(c) of the Act;**
- 5) Considers all the submissions made under paragraph 2 and any report made under paragraph 4 when making the decision in respect of which the submissions have been made;**
- 6) Notifies in writing, each person who has made a separate submission, and in the case of a submission made on behalf of a number of persons, one of those persons, of the decision and the reasons for that decision; and**
- 7) If no submissions are made under paragraph 2, sets the Councillor allowance amount at \$30,223 per annum, payable from 24 April 2018.**

Carried.

Attachment 1

Financial Implications

The City's 2017/18 budget contains provision for the payment of Councillor allowances.

There are no financial implications for the 2017/18 budget that relate to this report as the proposal does not propose to increase or decrease Councillor allowance amounts from those currently paid.

Community Engagement

The review of Councillor allowance amounts is subject to statutory community consultation provided by section 223 of the Act.

Social Equity Considerations

The Councillor allowance amount proposed has been chosen to assist and encourage women, single parents and young adults with or without children, as well as business owners and young professionals to stand for election as Councillors given the time and effort required for the role.

Policy/Legal/Statutory Implications

There are no policy implications related to the subject of this report.

The proposal complies with sections 74, 74A and 223 of the Act.

The Governor in Council by Order in Council has most recently set the Councillor allowance category for the City as Category 3 effective on 27 October 2012 as published in the 5 July 2012 Victoria Government Gazette.

The Minister conducts an annual review of the limits and ranges of Councillor allowances under section 73B of the Act. The most recent review approved an adjustment factor of 2.0% and became effective on 1 December 2017 as published in the 23 November 2017 Victoria Government Gazette in the Minister's notice made under section 73B(4) of the Act. Refer to the Victoria Government Gazette extract below.

Victoria Government Gazette

G 47 23 November 2017 2547

Local Government Act 1989

MAYORAL AND COUNCILLOR ALLOWANCES ADJUSTMENT

In accordance with section 73B(4)(a) of the **Local Government Act 1989**, notice is hereby given that an adjustment factor of 2.0% applies to Mayoral and Councillor allowances.

In accordance with section 73B(4)(b) of the **Local Government Act 1989**, the new limits and ranges of Mayoral and Councillor allowances, adjusted in accordance with the adjustment factor, are:

Category 1	Councillors: \$8,490–\$20,231 per annum	Mayors: up to \$60,442 per annum
Category 2	Councillors: \$10,490–\$25,225 per annum	Mayors: up to \$78,051 per annum
Category 3	Councillors: \$12,614–\$30,223 per annum	Mayors: up to \$96,534 per annum

This notice does not apply to the Lord Mayor, Deputy Lord Mayor and Councillors of the Melbourne City Council, and the Mayor and Deputy Mayor of the Greater Geelong City Council.

The new adjusted limits and ranges take effect on 1 December 2017.

Dated 14 November 2017

MARLENE KAIROUZ MP
Minister for Local Government

Alignment to City Plan

The subject of this report aligns with the City Plan strategic direction – How We Do Business – by ensuring compliance with the requirements of the Act.

Conflict of Interest

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Risk Assessment

There are no high or extreme risks associated with implementing the recommendation contained in this report.

Environmental Implications

There are no environmental implications associated with the subject of this report.

8. LIVE STREAMING AND PUBLISHING RECORDINGS OF COUNCIL MEETINGS

Source:	Governance & Legal Services
Executive Manager:	Rebecca Leonard
Index Reference:	Council Meetings
Portfolio:	Leadership and Governance

Purpose

To seek Council approval to proceed with live streaming and recording and publishing Council meetings upon installation of the appropriate equipment.

Background

The Citizens' Jury (Jury) recommended that Council broadcast Council meetings through multiple media platforms. The Jury highlighted that broadcasting would:

- Provide unedited data and information to the wider community in an open and transparent public forum;
- Provide a platform for the public to refer back to, fostering a sense of involvement; and
- Hold Councillors to account to the Code of Conduct.

The Victorian Government encouraged the Council to implement this recommendation.

In response to the Jury's recommendation, in September 2017 Council approved the Live Streaming and Publishing Recordings of Council Meetings Policy ("Policy") (**Attachment 2**). The Policy provides a framework for how Council meetings could be streamed and/or recorded and published.

Key Issues

- There are many benefits in streaming and publishing recordings of Council meetings, including but not limited to:
 - Accessibility to residents who might be unable to personally attend Council meetings for whatever reason;
 - Improved transparency in decision making and improved communication and interaction at Council meetings; and
 - Providing an objective documentary account of Council proceedings as a complement to formal minutes of the meeting (which only record outcomes of motions – not debate or other contextual material).
- The Victorian Ombudsman in her report: *Investigation into the Transparency of Local Government Decision Making 2016* noted that live streaming is another way for Councils to increase the public's accessibility to Council meetings, particularly for people who find it difficult to physically attend.
- In addition, equipment used to stream or broadcast Council meetings can also be used for other purposes, such as facilitating other community engagement processes, broadcasting citizenship ceremonies and use internally by staff to communicate with each other and stakeholders.
- Viewing of recordings of Council meetings has been embraced by other communities, for example, the City of Moreland has up to 2,500 viewers of its streamed Council meetings on Facebook after 3 years.

- Live streaming or publishing recordings of Council meetings comes with some risk. The key risks are (including but not limited to):
 - Council becoming liable for breach of legislation for streaming or publishing recorded material which is in breach of legislation, for instance, defamatory statements;
 - Councillors, Council officers, or members of the public becoming personally liable for statements made which constitute a breach of legislation;
 - Misuse of recordings by a third party;
 - Ensuring that the production quality of the live or recorded content is of a standard that would encourage public interest, including clearly identifying who is talking, good quality audio and visual recording; and
 - Having the technical skills necessary to operate the recording equipment.
- In consideration of the risks, the following mitigating actions have and can be implemented by Council officers:
 - The Policy provides for notices to be published at meetings, with any recordings published on the internet;
 - Council officers will undertake appropriate training to enable them to operate the recording equipment and to understand their legal obligations;
 - Additional Council officer resourcing will be required to operate recording equipment and edit recording content to remove any offending statements that might cause Council to breach any legislation, or void its insurance, with an estimated cost of \$30,000 per year;
 - Council has insurance that would provide indemnity in some cases for Councillors, Council Officers and Council if a defamatory statement was (accidentally or unintentionally) published by Council. There are exclusions in Council's insurance policies which would need to be carefully managed.
- Quotes to obtain the relevant audio, video and lighting equipment and technology to enable the live streaming and/or publishing of recordings of Council meetings indicate a cost of at least \$80,000. Budget has been allocated to purchase and install this equipment in this financial year. It may take up to 2 months to procure, install and test the appropriate equipment to live-stream and record Council meetings.

Cr Kontelj moved, Cr Grzybek seconded -

That Council:

- 1) Authorises the Chief Executive Officer to stream or publish recordings of Council meetings in accordance with the Live Streaming and Publishing Recordings of Council Meetings Policy;**
- 2) Notes the risk mitigation measures that will be adopted by the City in respect of streaming or publishing recordings of Council meetings; and**
- 3) Notes that streaming or publishing recordings of Council meetings will commence by the Council's Ordinary Meeting on 24 July 2018.**

Carried.

Attachment 1

Financial Implications

The cost of upgrading existing equipment and purchasing and installing new equipment to support streaming and recording and publishing recordings of Council meetings is estimated to be at least \$80,000. Additional staff attendance would also be required to support the streaming and recording and publishing recordings of Council meetings with an estimated cost of \$30,000 per year.

Community Engagement

The Citizens' Jury considered the issue of live streaming Council meetings. No other community consultation has been undertaken in relation to this policy. In accordance with our Community Engagement Policy, any changes would need to be communicated to the community.

Social Equity Considerations

Council meeting content may be made more accessible to the community through live streaming and/or publishing recordings of Council meetings.

Policy/Legal/Statutory Implications

Legal risks associated with live streaming and publishing recordings are outlined in this report.

Alignment to City Plan

The live streaming and/or publishing of recordings of Council meetings aligns with How We Do Business.

Conflict of Interest

No officer involved in the preparation of this report has any direct or indirect conflict of interest in the matters raised in this report.

Risk Assessment

A risk assessment has been completed to identify key risks of recording and publishing recordings of Council meetings. Those risks have been considered in the Live Streaming and Publishing Recordings of Council Meetings Policy.

Environmental Implications

No direct environmental implications arise from this report.



COUNCIL POLICY

Live Streaming and Publishing Recordings of Council Meetings	Document No:	CPL40.2
	Approval Date:	20 September 2017
	Approved By:	Council
	Review Date:	20 April 2018
Responsible Officer: Executive Manager, Governance & Legal Services	Version No	00
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 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 the City of Greater Geelong Facebook page. The recording will be made available on Council's website www.geelongaustralia.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

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 the City of Greater Geelong Facebook page. The recording will be made available on Council's website www.geelongaustralia.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 the City of Greater Geelong Facebook page. The recording will be made available on Council's website www.geelongaustralia.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.

9. MAYOR AND COUNCILLORS' MEDIA ENGAGEMENT POLICY (2018)

Source:	Governance & Legal Services
Executive Manager:	Rebecca Leonard
Index Reference:	Mayor and Councillors Media Engagement
Portfolio:	Leadership & Governance

Purpose

To present the revised *Mayor and Councillors' Media Engagement Policy (2018)* for adoption by Council, noting that this revision recognises Council's re-introduction of councillor-assigned portfolios, and councillor representation on a range of internal and external committees, boards, associations and forums.

Background

Council adopted the inaugural *Mayor and Councillors' Media Engagement Policy* in October 2015 to better clarify and assure the mayor's role (under the *Local Government Act*) as the 'principal spokesperson' for Council.

Council then adopted a revised version in August 2017 that recognised the Victorian Electoral Commission's changes to the municipality's ward structure, and further changes in the media landscape – particularly social media.

Key Issues

- Victoria's *Local Government Act (Vic) 1989 (Act)* appoints the Mayor of any Victorian Council as the principal spokesperson for that council, representing its views, and those of the community; and is responsible for carrying out the civic and ceremonial event duties of the Office.
- However, the Act's brevity on these important duties means that further guidance is needed (for councillors and officers) on who fulfils these roles in the mayor's absence, and for the roles of individual councillors in engaging with media.
- Without such guidance, there is a risk of an unintended breach of protocol for councillors and staff, potentially impacting the council's and organisation's reputations.
- The latest (2018) revision of the *Mayor and Councillors' Media Engagement Policy* accommodates the re-introduction (13 March 2018) of councillor-assigned portfolios, and councillor appointments to a range of council committees, and as representatives to council-endorsed external committees, boards, associations and forums.

Cr Asher moved, Cr Kontelj seconded -

That Council adopt the Mayor and Councillors' Media Engagement Policy 2018.

Carried.

Attachment 1

Financial Implications

There is no impact to budget from the matters arising from this report.

Community Engagement

Corporate Communications and Marketing Services has previously consulted with and monitored the activities of other 'like councils' as to how they manage media engagement. Notably, the City has based this policy on the City of Melbourne's similar policy (revised July 2017).

Social Equity Considerations

This revision will help ensure fair, transparent engagement by the mayor and councillors with the community they serve.

Policy/Legal/Statutory Implications

The revised policy is in line with relevant Victorian Government Acts for the good governance of local councils generally, and the role of the mayor and councillors in particular.

Alignment to City Plan

The revised policy aligns with *City Plan's* 'How We Do Business' by facilitating and ensuring appropriate engagement and communication between our mayor and councillors, and the community they serve.

Conflict of Interest

City staff have had no conflict of interest in the preparation or submission of this report.

Risk Assessment

The *Mayor and Councillors' Media Engagement Policy* will help generate effective communication and engagement between the council and its community.

Environmental Implications

There are no environmental impacts from the matters arising in this report.

COUNCIL POLICY

MAYOR AND COUNCILLORS’ MEDIA ENGAGEMENT POLICY	Document No:	CPL60.7
	Approval Date:	xx April 2018
	Approved By:	Council
	Review Date:	01-07-2019
Responsible Officer:	Version:	04
Manager Corporate Communications and Marketing Services		
Authorising Officer:	Executive Manager, Governance & Legal	

1. PURPOSE

To help ensure the Council and City officers abide by the requirements of the *Local Government Act* by specifying the roles of the mayor, deputy mayor and other councillors whenever they engage with Media on behalf of the City of Greater Geelong (the City) and its Council.

2. SCOPE

This policy applies to all internal and external engagement with Media involving the mayor, deputy mayor, and other councillors, such as:

- photo or video shoots, and other similar Media opportunities
- attendances at public events, launches, etc.; and
- the City’s internal and external corporate communication run via City-operated Communication Channels (namely: print, radio and TV, online/web and social media).

3. REFERENCES

The mayor, deputy mayor, other councillors, the City’s Chief Executive Officer, Executive Leadership Team and all City officers are expected to demonstrate high standards of professional conduct and behaviour consistent with relevant legislation, regulations and policies – such as:

- *Local Government Act 1989*
- *City of Greater Geelong Act 1993 and City of Greater Geelong Amendment Act 2017*
- *Councillor Code of Conduct and Councillors’ Expenses and Facilities Policy*
- *Community Engagement Policy*
- *Media Liaison Procedure*
- *Media Issues Management Procedure*
- *Publication Policy*
- *Disciplinary Policy; and*
- *Plaques and Memorials Procedure.*

City officers are also expected to observe the City’s purpose and organisational values:

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

4. DEFINITIONS

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

City means City of Greater Geelong: the organisation led by the Chief Executive Officer.

Council Plan means a four-year plan that outlines the Council's strategic direction and priorities during its term of office.

Clever and Creative Vision means the local community's 30-year strategic vision for the Geelong city-region.

Communication Channel(s) means the mainstream vehicles the City uses to convey information to (and receive information from) its various audiences and stakeholders, such as in print (paid and earned), radio, TV, online/web and social media – but not email or mail.

Committee(s) includes any Council Committees, or external committees, boards, associations and forums, to which Council appoints councillors to represent its interests.

Corporate Communications and Marketing Services means the Manager, Corporate Communications and Marketing Services or his or her delegate or team members.

Council means the mayor, deputy mayor and other councillors who form the City's Council.

Issue means activities, policies or decisions the City or Council generate that could create significant public interest – and affect the City's or Council's reputation.

Mayoral Media Engagement Responsibilities are determined by the Mayor and Councillors' Support Unit, and generally meet at least one of these criteria:

- key City announcements regarding:
 - *Clever and Creative Vision*
 - *Council Plan* and *Council Plan* updates
 - the City's annual budget and rate notices, and
 - the City's *Annual Report*;
- announcements or commentary relating to premier events, major projects or key community infrastructure the City is planning or undertaking;
- any matter involving the City (or one of its committees) that could generate state, national or international level dialogue;
- controversial matters that could impact the reputation of the municipality, its Council, or the City as an organisation;
- the outcomes of any Council decisions (made at Council Meetings or Special Meetings);
- civic and ceremonial duties involving the City or Council, as determined by custom, history or practice (ANZAC Day, Christmas program, or citizenship awards);
- a City or Council event or activity involving the prime minister, premier or other senior leaders or dignitaries – including interstate and overseas guests or visitors;
- a significant natural or human-induced emergency – local, state or international; and
- any issue where the community would reasonably expect to hear from the City's primary Council spokesperson.

Media Engagement means how the City, mayor, deputy mayor and councillors engage with the community via the Media, to disseminate news, views, ideas and information regarding their responsibility to develop, implement and deliver the City's strategic vision, policies, programs and services.

Media means any accredited organisation whose primary activities focus on the dissemination of news and information to the public using various Communication Channels.

Media Release means any information the City or Council *proactively* provides to Media, including via the City's website and social media.

Media Response/Statement means any information the City or Council provides to Media in response to a specific opportunity, request or inquiry.

Portfolio means any of the suite of Portfolios Council has introduced to allow councillors to maintain effective oversight of key strategic focus areas for the Council.

Stakeholder means any individual, group or organisation who could be affected by a City or Council decision, or who might have an interest in or influence over a pending City or Council decision.

Ward means the four representative areas (or wards) that together comprise the City of Greater Geelong municipality, as set by the Victorian Electoral Commission: Bellarine, Brownbill, Kardinia, and Windermere.

5. COUNCIL POLICY

5.1 The mayor's role as principal Council spokesperson

Pursuant to the *Act*, the functions of the mayor are to:

- a. chair all meetings of Council at which he or she is present, to lead its decision-making process;
- b. act as the principal spokesperson for Council – to represent its views, and those of the community; and
- c. carry out the civic and ceremonial duties of the mayor and councillors.

This policy recognises the mayor as the principal Council spokesperson to be quoted in all reactive or proactive engagement with Media, relating to the Mayoral Media Engagement Responsibilities.

5.2 Delegation of mayor's spokesperson role to the deputy mayor

If the mayor is unavailable, the deputy mayor becomes Council's principal spokesperson.

5.3 Delegation to other councillors

If both the mayor and deputy mayor are unavailable then the mayor, or in his or her absence, the deputy mayor, can delegate the Mayoral Media Engagement Responsibilities to any other councillor. Without this delegation, no other councillor can engage with Media on behalf of Council.

5.4 Briefing other councillors and the City's Chief Executive Officer on Mayoral Media Engagement

The Mayor and Councillors' Support Unit will inform all councillors and the City's CEO in a timely manner of any Media Engagement the mayor performs on Council's behalf.

5.5 Attendance of all councillors at Media Engagement events

All councillors are welcome to attend any official City or Council Media Engagement opportunity or event involving the mayor (or deputy mayor).

5.6 Involvement of other councillors at Media Engagement events

The mayor (or deputy mayor) can invite other councillors to participate in any Media Engagement opportunity, especially if it relates to that councillors' Ward, Portfolio or Committee appointment.

Such Media Engagement may be conducted jointly with the mayor (or deputy mayor), and other eligible councillors, and could typically involve:

- a public, Media or event spokesperson role (as an MC, or to deliver a speech);
- participation in a staged Media opportunity or event (a photo shoot, radio or TV interview);
- being quoted in a proactive City Media Release or Media Response (approved by the mayor);

- and being included in any other relevant proactive City Media Engagement – including all social media, print and online.

5.7 **Assigning order of representation for councillors**

If the mayor invites a councillor (or councillors) to participate in a City-organised Media Engagement, the mayor (or deputy mayor) will generally:

- speak first on behalf of Council
- be the focus of any City-organised Media Engagement
- and be first quoted in any City Media Release or other content (including *Community Update* and the City’s social media, if appropriate).

If several councillors attend a Media Engagement event then the mayor will determine which order these councillors might speak and/or appear, if at all (including on the City’s social media).

5.8 **Media Engagement decision matrix**

The Mayor and Councillors’ Support Unit will advise the mayor, councillors and CEO of potential Media Engagement opportunities by referring to the Media Engagement decision matrix (see **Attachment 1**):

As a general guide the Mayor and Councillors’ Support Unit will propose Media Engagement opportunities to relevant councillor(s).

Where a Media Engagement opportunity clearly focuses on a ward-based matter, the Mayor and Councillors’ Support Unit will offer *all* councillors from that ward the opportunity to participate.

If multiple councillors from that ward accept the offer, then they will collaboratively determine who speaks first; if they cannot, the Mayor will decide.

Where a Media Engagement opportunity clearly focuses on a portfolio-based matter, the Mayor and Councillors’ Support Unit will offer the relevant portfolio chair (or, in their absence, the deputy chair) the opportunity to participate.

Where a Media Engagement opportunity clearly focuses on a Committee-based matter, the Mayor and Councillors’ Support Unit will offer the relevant Committee-member councillor the opportunity to participate.

5.9 **Communication support for Mayoral Media Engagement Responsibilities**

The Mayor and Councillors’ Support Unit will offer the mayor (or deputy mayor) support to perform the Mayoral Media Engagement Responsibilities.

Any councillor invited by the mayor to officially represent the City or Council in a Media Engagement opportunity (for their Ward, Portfolio or Committee) will receive similar support.

All support requests should be made to the Mayor and Councillors’ Support Unit (via mayor.councillor@geelong.vic.gov.au) as early as practicable to ensure quality delivery by deadline.

5.10 **Limits of Mayoral Media Engagement Responsibilities**

The Chief Executive Officer is responsible for managing any Media Engagement regarding the City’s day-to-day operations (under Section 94A of *The Act*).

The CEO will use her or his discretion as to whether or not to involve the mayor and councillors in operational Media Engagement matters.

The mayor and councillors must promptly refer on any Media inquiries they receive to media@geelongcity.vic.gov.au – which is managed by Corporate Communications and Marketing Services.

5.11 **Respecting the Media’s editorial independence**

Media representatives attending a City-organised Media Engagement will make their own editorial decisions as to which councillors they invite (or do not invite) to appear in any staged presentation, event, photo, video or similar activity.

It is inappropriate for any councillor – including the mayor – to influence or determine the Media’s editorial needs or decisions.

6. KEY PRACTICE GUIDELINES

6.1 Official City statements issued by the mayor, deputy mayor or other councillors – including those prepared and/or issued on their behalf by the Mayor and Councillors’ Support Unit – must:

- be consistent with the City’s current policy and position
- support the reputation of the City, its staff, its Council, and its councillors
- be respectful of the mayor, other councillors, the City’s Chief Executive Officer, City officers, and all members of the public
- not commit the City or its resources to a course of action without prior Council discussion and/or resolution
- not be in breach of any laws (such as privacy, defamation, racial vilification, or equal opportunity), or the *City’s Code of Conduct – Councillors*; and
- avoid any admission of legal liability.

6.2 If a councillor chooses to express a *personal* opinion or view that differs from the Council’s agreed position, the councillor must clearly identify their opinion or view as *their own*. In that case, the City’s resources will not be available for their communication or engagement requirements.

6.3 All councillors quoted in City-generated Media content (such as Media Releases, Media Responses/Statements, and in *Community Update*) will have an opportunity to approve their comments in a timely manner, prior to an advised deadline.

6.4 Staff from the Mayor and Councillors’ Support Unit will use their professional judgement to determine what constitutes a Mayoral Media Engagement Responsibility.

6.5 The City’s CEO will ultimately determine the interpretation and/or application of this policy.

6.6 Under the City’s *Publication Policy*, the City’s CEO delegates to the Manager, Corporate Communications and Marketing Services the **editorial control** for the content and publication of all City-organised Communication Channels, including (but not restricted to):

- Social media (for the City and the mayor)
- *Geelong Australia* website
- *Community Update* and *City News*
- the City’s *Annual Report* and *Council Plan*.

7. SOCIAL MEDIA

- 7.1 Corporate Communications and Marketing Services oversees the management of all City-owned social media accounts, and holds all passwords. It may choose to delegate management of the City's mayoral accounts to the Mayor and Councillors' Support Unit.
- 7.2 At the mayor's request, and with approval of the City's CEO, authorised City officers will use the mayoral social media accounts to promote activities and opportunities listed in this policy under Mayoral Media Engagement Responsibilities.
- 7.3 The City will not solicit or pay for any followers (or similar) on any City-owned social media accounts.
- 7.4 The mayor and councillors are *wholly responsible* for maintaining any *private* social media accounts they might hold, create or operate *under their own name*, and accept all legal responsibilities for such accounts.
- 7.5 All councillors should inform the Mayor and Councillors' Support Unit of any existing *private* social media accounts they operate, or any they create, during their term of office.
- 7.6 City officers shall not assist any councillor with the creation or operation of any *private* social media account – unless approved by the CEO.
- 7.7 All councillors should operate any private social media accounts in strict accord with the **KEY PRACTICE GUIDELINES** in Section 6 of this policy, and the *Code of Conduct – Councillors*.

8. QUALITY RECORDS

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

Record	Retention/Disposal Responsibility	Retention Period	Location
Media Inquiries (via email alerts) Media Releases Media Responses/Statements Official speaking notes, speeches and other event-related information	Corporate Records	Permanent – as required by law	In Rex, lodged by the Mayor and Councillors' Support Unit

9. ATTACHMENTS

- Media Engagement decision matrix*

ATTACHMENT 1: Media Engagement decision matrix

Media Engagement opportunity	Spokesperson: order of delegation								
	Mayor	Deputy mayor	Ward Cr(s)	Portfolio Chair	Portfolio Deputy Chair	Committee, board, assoc. or forum Cr	CEO or snr delegate		
Media has asked for an interview or comment on an issue that meets the criteria of a Mayoral Media Engagement Responsibility .	Primary speaker	Secondary speaker – if delegated by the mayor.	N/A	N/A	N/A	N/A	At the CEO's discretion – in consultation with the mayor		
Media has asked for an interview or comment on an issue that does <i>not</i> meet the criteria of a Mayoral Media Engagement Responsibility – but clearly relates to a specific ward .	Secondary speaker	If delegated by the mayor.	Primary speaker	N/A	N/A				
Media has asked for an interview or comment on an issue that does <i>not</i> meet the criteria of a Mayoral Media Engagement Responsibility – but clearly relates to a specific portfolio .	Tertiary speaker	If delegated by the mayor.	N/A	Primary speaker	Standby speaker – if delegated by the Portfolio chair.				
Media has asked for an interview or comment on an issue that does <i>not</i> meet the criteria of a Mayoral Media Engagement Responsibility – but clearly relates to both a specific portfolio , and a specific ward .	Tertiary speaker	If delegated by the mayor.	Secondary speaker	Primary speaker	Standby speaker – if delegated by the Portfolio chair.				
Media has asked for an interview or comment on an issue that does <i>not</i> meet the criteria of a Mayoral Media Engagement Responsibility – but clearly relates to a Committee .	Secondary speaker	If delegated by the mayor.	N/A	N/A	N/A	Primary speaker			
Media has inquired about a City operational, administrative, or regulatory matter.	Secondary speaker – in consultation with the CEO	N/A	N/A	N/A	N/A	N/A	Primary speaker, with courtesy advice to all councillors		

10. PROPOSED DEVELOPMENT

Source: Finance and Strategy
Director: Peter Anderson
Portfolio: Finance

Cr Murnane moved, Cr Grzybek seconded -

That in accordance with Section 89 (2)(h) of the Local Government Act 1989, this matter which the Council considers may prejudice the Councillor any other person, be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

11. TENDER T1800012 - CLOVERDALE COMMUNITY HUB CONSTRUCTION

Source: Finance & Strategy
Director: Peter Anderson
Index Reference: T1800012
Portfolio: An Inclusive and Diverse Community

Cr Murnane moved, Cr Nelson seconded -

That in accordance with Section 89 (2) (d) of the Local Government Act 1989, this contractual matter be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

NOTICE OF MOTION – Cr Harwood

CAMPAIGN TO URGE THE STATE GOVERNMENT TO ASSIST IN RESOLVING VICTORIA'S GROWING WASTE AND RECYCLING CRISIS.

China's new National Sword Policy, which restricts the import of contaminated paper, cardboard and plastics, has disrupted recycling markets worldwide, significantly impacting Victoria and its recycling processors.

This follows two years of clear warnings from China, the world's largest recycling processor, that the system needed to change or it would close its doors.

As a result, Victoria appears to be one of the most vulnerable states in Australia, and is facing the potential collapse of its recycling industry.

The impact of China's new policy is being felt throughout Victoria's regional cities and in metropolitan Councils, as recycling processors seek to reset contractual arrangements with Councils to better reflect current market conditions.

Over the past six years, our community has paid more than \$34.6 million dollars to the Victorian Government via a compulsory Waste Levy applied to the Drysdale landfill.

However, \$500 million of this fund, collected from Councils across the state, has remained unspent.

Now is the time for State Government to use the funds to design an environmentally-sustainable solution to the issues facing the recycling industry, to foster best-practice use of resources in waste management and to encourage innovative responses to greenhouse gas emissions, climate change and landfill issues.

The Victorian Government recently announced a \$13 million contribution to address short-term recycling issues.

However, this is only a temporary solution until 30 June 2018, and it does not do enough to address the industry's long-term viability. It will not provide Councils and their contractors with enough time to develop long-term solutions.

Councils will be required to meet any increase in recycling costs from 1 July 2018 onwards. Therefore, from 1 July 2018 if no further State Government funding is provided the municipal waste charge is likely to increase.

We know from our community's input into Greater Geelong's clever and creative vision that Geelong residents expect Council to show environmental leadership.

With Victoria's recycling industry in crisis, the City of Greater Geelong is now investing in, and researching, waste-to-energy options for our region and beyond.

Now is the time to further investigate realistic options for future waste management solutions.

We join the call of other local Councils for the Victorian Government to invest its \$500 million Sustainability Fund to help the City of Greater Geelong and the state of Victoria to develop innovative solutions, new technologies and sustainable markets that will ensure a sustainable future for our waste management.

Cr Harwood moved, Cr Mason seconded -

That Council requests the Victorian State Government, as a matter of urgency, to invest its \$500 million Sustainability Fund in innovative solutions, new technologies and sustainable management of recycling and waste materials.

Carried.

NOTICE OF MOTION – Cr Harwood

COMMUNITY FOCUS COMMITTEE MEETINGS TO BECOME COMMUNITY FOCUS COUNCIL MEETINGS

Community Focus Committee Meetings began in February 2018 with the intention of Council better connecting with its community and giving the community more opportunities to ask questions and submit information to Council before decisions are made.

Three meetings have been held to date throughout the municipality in Leopold, Highton and South Geelong. They have been supported by the community with between 20-50 members of the public attending each meeting and asking a number of questions and submitting information and petitions.

The Committee cannot make decisions regarding the following:

- 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 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.

Disbanding the Committee and adopting a Community Focus Council Meeting structure (in line with the power and delegations of an Ordinary Meeting of Council) will expand the nature of the business that can be considered, giving the community the opportunity to hear a broader range of topics and debate.

This will also enable the streamlining of internal processes, allowing for a more efficient conduct of Council business.

Community Focus Council Meetings will be held throughout the municipality giving the community access to Council and ensuring transparency for Council business.

Community Focus Council Meetings will include an informal 30 minute meet and greet with Councillors from 6.30pm prior to the meeting starting at 7.00pm

Cr Harwood moved, Cr Grzybek seconded -

That Council:

- 1) revokes the Terms of Reference and the Instrument of Delegation for the Community Focus Committee;**
- 2) replaces the Community Focus Committee Meetings with Community Focus Council Meetings;**
- 3) notes the Community Focus Council Meetings will have the same power and delegation as an Ordinary Meeting of Council and will operate in accordance with the terms of the Council's Meeting Procedures Local Law 2017;**
- 4) holds Community Focus Council Meetings on the second Tuesday of the month, with the exception of January and December and be held at venues throughout the municipality;**
- 5) allows and encourage the community to attend, submit information and ask questions on issues that arise at Community Focus Council Meetings or raise general issues or questions.**

Carried.

NOTICE OF MOTION – Cr Jim Mason

PORTFOLIO NAME CHANGE

Background

Our heritage gives us a sense of our cultural identity. It helps us to understand the past, enrich the present and can be of immense value to future generations.

It is vital that we recognise the importance of heritage in our deliberations and strategic focus.

Whilst it is a strategic area of focus under the Arts and Culture portfolio, I strongly believe that it deserves a higher level of recognition through inclusion in the portfolio name. Consequently, I propose the following notice of motion:

Cr Mason moved, Cr Sullivan seconded -

That Council amend the Portfolio name *Arts and Culture* adopted by Council resolution on 13 March 2018 to *Arts, Culture and Heritage* to reflect the broader strategic areas of focus.

Carried.

ASSEMBLY OF COUNCIL RECORD

A/Chief Executive Officer: Brett Luxford
Source: Governance and Legal Services

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.

Cr Kontelj moved, Cr Asher seconded -
That the information be received.

Carried.

**RECORD OF ASSEMBLIES OF COUNCIL
(Council Meeting 24 April 2018)**

Assembly Details	Councillors	Officer Attendees	Agenda Items	Conflict of Interest Disclosures
<p>Council Briefing 3 April 2018</p>	<p>Cr Harwood (Mayor), Crs Aitken, Asher, Grzybek, Kontelj, Mason, Murnane, Murrihy, Nelson, Sullivan</p>	<p>B Luxford (A/CEO) G Wilson-Browne (DIR) R Stevens (ACT DIR) T Ellis (ACT DIR) S Boer (A/DIR) T Ellis (A/DIR) R Leonard (EXEC MGR) G Russell (MGR) V Shelton (MGR) J Salter (OFF) R Grant (MGR) J Brown (CO ORD) M Macgugan (OFF) K Waters (OFF)</p>	<ul style="list-style-type: none"> • Tourism Policy Renewal and Visitor Economy Performance • Future Use of Council Land – Crown Allotment 56C – Osborne Park Precinct • Road Renaming Cashel Avenue, Grovedale • Revocation of Flood Prone Area Designation of new Lots at Warralily Estate – Stage 78A • Revocation of Flood Prone Area Designation of New Lots at Warralily Estate, Stage 91 • Naming of New Pavilion at the Belmont Criterium Track, Barwon Heads Road, Belmont • Social Infrastructure Plan – Progress Report • Operation of Services in New Early Years Facilities 	<ul style="list-style-type: none"> • Nil.
<p>Budget Briefing – Supplementary Review 5 April 2018</p>	<p>Cr Harwood (Mayor), Crs Aitken, Asher, Mason, Murnane, Murrihy, Nelson, Sullivan</p>	<p>B Luxford (A/CEO) G Wilson-Browne (DIR) T Hellston (A/DIR) T Ellis (A/DIR) S Boer (MGR) R Stevens (A/DIR) A Keen (EXEC MGR) R Leonard (EXEC MGR) M Kelly (MGR) K Fulton CO ORD) G Russell (MGR) I Hicks (MGR) J Brown (CO ORD) R Thomas (MGR) M Mitchell (OFF) L Jacobsen (OFF) J Munro (MONITOR)</p>	<ul style="list-style-type: none"> • 2018-2019 Budget 	<ul style="list-style-type: none"> • Nil.

<p>Budget Briefing 11 April 2018</p>	<p>Cr Harwood (Mayor), Crs Aitken, Asher, Grzybek, Kontelj, Mason, Murnane, Murrhy, Nelson, Sullivan</p>	<p>B Luxford (A/CEO) G Wilson-Browne (DIR) T Hellston (A/DIR) T Ellis (A/DIR) S Boer (A/DIR) L Quinn (DIR) M Kelly (MGR) K Fulton (CO ORD) C Kirby (CO ORD) G Russell (MGR) J Brown (CO ORD) R Thomas (MGR) L Jacobsen (OFF) S Noonan (CO ORD)</p>	<ul style="list-style-type: none"> • 2018-2019 Budget 	<ul style="list-style-type: none"> • Crs Asher, Murnane and Kontelj declared a Conflict in the Chamber of Commerce • Crs Asher and Murnane declared a Conflict in the Committee for Geelong
<p>Council Briefing 17 April 2018</p>	<p>Crs Harwood, Aitken, Grzybek, Kontelj, Mason, Murrhy, Murnane, Nelson, Sullivan</p>	<p>B Luxford (A/CEO) L Quinn (DIR) T Ellis (A/DIR) J Van Slageren (A/DIR) P Anderson (DIR) G Wilson-Browne (DIR) R Leonard (EXEC MGR) A Keen (EXEC MGR) G Russell (MGR) M Kelly (MGR) I Hicks (MGR) T Raven (CO ORD) K Davies (OFF) M Macgugan (OFF) J Brown (CO ORD) K Waters (OFF)</p>	<ul style="list-style-type: none"> • Consolidation of Council Administrative Offices • UNESCO Creative Cities Network Annual General Meeting and Waste to Energy Study Tour • 2017-18 Borrowing Provision of \$12.1M • 2018 General Valuation Compliance with Valuation of Land Act 1960 • Operation of Services in Armstrong Creek Integrated Children's Centre • Live Streaming and Publishing Recordings of Council Meetings • Councillor Allowances Review • Mayor and Councillor's Media Engagement Policy • Amendment C373 and Planning Permit 879/2017 – Lonsdale Golf Club, Point Lonsdale – Adoption of Amendment • Tender T1800012 – Cloverdale Community Hub Construction (<i>Confidential</i>) 	<ul style="list-style-type: none"> • Nil

<p>Council Briefing – Budget Additional Meeting 18 April 2018</p>	<p>Crs Harwood, Aitken, Mason, Murrihy, Nelson, Sullivan, Murnane, Kontelj</p>	<p>B Luxford (A/CEO) G Wilson-Browne (DIR) T Ellis (A/DIR) S Boer (MGR) L Quinn (DIR) M Kelly (MGR) K Fulton (CO ORD) R Leonard (EXEC MGR) J Van Slageren (A/DIR) G Russell (MGR) J Brown (CO ORD)</p>	<ul style="list-style-type: none"> • 2018-19 Budget 	<ul style="list-style-type: none"> • Nil
--	--	--	--	---

PLANNING DELEGATIONS – MARCH 2018

Source: Planning & Development - City Development
A/Director: Joanne Van Slageren
Index Reference: Delegation
Portfolio: Sustainable Development

Summary

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

Cr Asher moved, Cr Sullivan seconded -

That the information be received.

Carried.

Planning Decisions Report - March 2018

App Number	Location	Application Type	Decision Date	Description	Authority Description
PP-1027-2014/A	181-199 Matthews Road, LEOPOLD VIC 3224	USE OF LAND FOR A RESIDENTIAL HOTEL AND PLACE OF ASSEMBLY (FUNCTION CENTRE) IN THE FARMING ZONE. CONSTRUCTION OF BUILDINGS AND WORKS FOR A RESIDENTIAL HOTEL AND PLACE OF ASSEMBLY (FUNCTION CENTRE) ON LAND IN THE FARMING ZONE. CONSTRUCTION OF BUILDINGS AND WORKS ON LAND IN THE ENVIRONMENTAL SIGNIFICANCE OVERLAY SCHEDULE 2. CONSTRUCTION OF BUILDINGS AND WORKS ON LAND IN THE SIGNIFICANT LANDSCAPE OVERLAY SCHEDULE 10. USE OF LAND FOR THE SALE AND CONSUMPTION OF LIQUOR UNDER CLAUSE 52.27. USE OF LAND FOR A HELICOPTER LANDING SITE UNDER CLAUSE 52.15	16/3/2018	NOD - DHP - Amended Permit	Development Hearings Panel
PP-1118-2017	65 Ontario Avenue, CORIO VIC 3214	Buildings and Works for the Construction of Three (3) Dwellings	2/3/2018	Refusal to Grant a Planning Permit	Development Hearings Panel
PP-1587-2014	851-859 Portarlinton Road, LEOPOLD VIC 3224	Use and Development of Land for a Dwelling	27/3/2018	PI - Extended Planning Permit	Delegated Authority
PP-17-2018	26-28 Milton Street, BELL PARK VIC 3215	Variation to Packaged Liquor Licence No. 32052396 to increase the area that liquor is allowed to be supplied	16/3/2018	NOD - DHP - Planning Permit	Development Hearings Panel
PP-55-2015	312 Bellerine Street, SOUTH GEELONG VIC 3220	Buildings and Works for the Construction of Two (2) Dwellings and Two (2) Lot Subdivision	7/3/2018	PI - Extended Planning Permit	Delegated Authority
PP-558-2007/A	15/71 Bellarine Highway,	Fitness Studio	2/3/2018	Refusal to Grant a Planning Permit	Development Hearings Panel
PP-867-2017	89A Skene Street, NEWTOWN VIC 3220	Use of the land for Medical Centre (Skin Clinic), Partial Demolition, Building and Works to Alter and Extend an Existing Building, Business Identification Signage and a Reduction in the Standard Car Parking Requirements	13/3/2018	PI - No Appeal Lodged Permit Issued	Development Hearings Panel

PP-1010-2017	8 Payne Street,	Development of the Land for Two Additional Dwellings	14-Mar-2018	NOD - Delegate	Objectors - 3
PP-1110-2017	80 Willis Street, PORTARLINGTON VIC 3223	Display of Internally Illuminated Business Identification Signage and Floodlit Promotional Signage	26-Mar-2018	NOD - Delegate	Objectors - 5
PP-1172-2017	19 Curtin Street, BELL PARK VIC 3215	Construction of Second Dwelling	9-Mar-2018	NOD - Delegate	Objectors - 3
PP-1265-2017	2 Muxworthy Avenue, HERNE HILL VIC 3218	Construction of Two Dwellings and a Two Lot Subdivision	26-Mar-2018	NOD - Delegate	Objectors - 5
PP-1267-2017	30 Elizabeth Street, HIGHTON VIC 3216	Buildings and Works Associated with the Construction of Two (2) Dwellings	8-Mar-2018	NOD - Delegate	Objectors - 4
PP-1269-2017	9 Oregon Avenue, CORIO VIC 3214	Construction of a Second Dwelling and Buildings and Works Associated with an Existing Dwelling	27-Mar-2018	NOD - Delegate	Objectors - 2
PP-1335-2017	116 High Street, DRYSDALE VIC 3222	Three (3) Lot Subdivision and Alteration to a Road Zone	8-Mar-2018	NOD - Delegate	Objectors - 2
PP-1421-2017	18 Presidents Avenue, OCEAN GROVE VIC 3226	Buildings and Works for the Construction of Two (2) Dwellings and Two (2) Lot Subdivision	19-Mar-2018	NOD - Delegate	Objectors - 1
PP-1434-2017	9 Cheam Walk, HIGHTON VIC 3216	Buildings and Works for the Construction of Two (2) Dwellings and Two (2) Lot Subdivision	8-Mar-2018	NOD - Delegate	Objectors - 1
PP-16-2018	27 Buckland Avenue, NEWTOWN VIC 3220	Buildings and Works for the Alteration to an Existing Dwelling in Heritage Overlay	26-Mar-2018	NOD - Delegate	Objectors - 1
PP-405-2017	401 Shannon Avenue, NEWTOWN VIC 3220	Construct Three (3) Dwellings and Subdivide the Land into Three (3) Lots and Create and Alter Access to a Road in a Road Zone Category 1	6-Mar-2018	NOD - Delegate	Objectors - 3
PP-530-2017	3 Mallaluka Avenue, OCEAN GROVE VIC 3226	Development of the Land for a Second Dwelling, a Two (2) Lot Subdivision and Removal of a Native Tree from the Roadside Reserve	28-Mar-2018	NOD - Delegate	Objectors - 5
PP-764-2017	42 Shackleton Street, BELMONT VIC 3216	Development of the Land for Three (3) Dwellings and Three (3) Lot Subdivision	20-Mar-2018	NOD - Delegate	Objectors - 3

Cr Nelson moved, Cr Murnane seconded -

That the meeting be closed to the public.

Carried.

The Meeting was closed to the public at 8.18pm

A record of the proceedings of this section of the meeting is contained in a Confidential Minute Book.

Cr Nelson moved, Cr Kontelj seconded -

That the Meeting be opened to the public.

Carried.

CLOSE OF MEETING

As there was no further business the meeting closed at 8.18pm. Tuesday, 24 April 2018.

Signed: _____
Cr Bruce Harwood (Mayor)

Date of Confirmation: _____.