

MINUTES

ORDINARY MEETING OF COUNCIL

TUESDAY 22 MAY 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 Murrhy (Brownbill Ward)

Cr R Nelson (Kardinia Ward)

Cr P Murnane (Kardinia Ward)

Cr A Aitken (Windermere Ward)

Cr K Grzybek (Windermere Ward)

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**MINUTES OF THE ORDINARY MEETING
OF THE GREATER GEELONG CITY COUNCIL
HELD AT THE COUNCIL CONFERENCE AND RECEPTION CENTRE
CITY HALL, LITTLE MALOP STREET, GEELONG
TUESDAY, 22 MAY 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.
- Cr Kontelj congratulated Rose Pirrottina, 2018 President of the Bell Park Soccer Club, who was awarded the inaugural Geelong Female Football Administrator of the Year Award.

APOLOGIES: Nil.

CONFIRMATION OF MINUTES:

Cr Kontelj moved, Cr Mansfield seconded -

That the Minutes of the Ordinary Meeting held on 24 April 2018 be confirmed.

Carried.

DECLARATIONS OF CONFLICTS OF INTEREST:

Cr Kontelj declared an Indirect Interest in Agenda Item 2 – 2018-2019 State Government of Victoria World Game Facilities Fund, in that his daughter plays soccer at Bell Park Sports Club.

QUESTION TIME:

Questions were submitted prior to the meeting from Carol Boglis, Paul Roberts and Paul Burton. As they were not present at the meeting their questions will be responded to in writing.

Jennifer Bantow addressed Council as follows:

Amendment C359 Combined Heritage, is about dozens of heritage places, the City Centre Fringe Areas, east, north and west, Dennys Lascelles Woolstore at 20 Brougham Street, shop at 11 Mercer Street, places in Ceres, Newtown, Ocean Grove, Geelong West, Drumcondra and Fyansford.

It proposes the addition of heritage overlays but also the deletion of heritage overlays in many places.

The National Trust supports many of the amendment proposals but does not support others.

An all day Victorian Planning Panel Hearing was held on 12 February 2018 to resolve public submissions to Amendment C359. The Panel Hearing Report was received on 23 April 2018.

There are 19 Panel recommendations.

Does Council intend to change Amendment C359 to incorporate the 19 Panel recommendations? In particular the further recommendations:

The Panel makes the following further recommendations:

“Council should consider reviewing the Woolstores Industrial Heritage Area and design policy to ensure that design response to development is best practice and avoids facadism.

Council should consider reviewing the Geelong Commercial Heritage area, in particular the contribution of post-war buildings and the heritage contribution of Ryrie Street/Fenwick Street intersection”.

The Mayor responded Council will consider the officer report about the Amendment at its upcoming meeting on 26 June 2018. It is premature to comment on how Council will decide on the Amendment prior to the officer report and recommendations being finalised and formally considered at the Council Meeting.

Under the Planning and Environment Act 1987 Council is required to consider all of the Panels’ recommendations. However, they are only recommendations and Council can choose to accept or not accept them. If it doesn’t accept recommendations justification must be provided to the Minister for Planning who has the ultimate approval role.

The Panel provides further recommendations and advice about reviewing the Woolstores and Geelong Commercial Heritage areas. This advice is beyond the scope of Amendment C359 but will be taken into account as Council determines future heritage review priorities across the municipality.

Regarding Item 1 - Potential Sale of Former Geelong Post office, and in particular, references in Item 1 to Osborne Park:

- 1) Could I first ask please if the Mayor’s views carried in the Geelong Advertiser, over the last week or so, about disposal of Council’s assets are correct, and if these views are held as Council policy or are they individual opinions?

- 2) Was the sale of the former Post Office and the Old Geelong Gaol part of Councillor's platforms when they were candidates before the election last year? These properties belong to the people of Geelong, have they been asked?
- 3) Has a serious investigation of the Bendigo Old Post Office solution been made?
- 4) Due to the inadequacies of the Conservation Management Plan and for other reasons, could Council please not accept the recommendation of Item 1, that notice is given to sell the Geelong Post Office?

The Mayor thanked Ms Bantow for her questions which are noted and will form part of the debate this evening.

Mark Brunger asked if Council thought it was a good idea to sell off the Old Post Office to maintain other buildings. The Old Post Office should be maintained as an important cultural building.

The Mayor responded the comments will be addressed during debate of the item.

John Pierotti asked could a convenient time be set up to meet with the National Trust?

The Mayor advised the request could be facilitated.

Graeme Palmer asked if Osborne House is up for sale as reported in the Geelong Advertiser? Has this been a Council decision or just a reporter's speculation?

The Mayor responded the statement is purely speculation.

PETITIONS: Nil.

1. POTENTIAL SALE OF THE FORMER GEELONG POST OFFICE

Source:	Strategy and Performance
Director:	Peter Anderson
Index Reference:	Sale of Land
Portfolio	Arts, Culture and Heritage

Purpose

To seek Council's endorsement to offer for sale the former Geelong Post Office, and give public notice of its intention to do so.

Background

The Council purchased the Geelong Post Office from the State in 1996 using an interest free loan of \$670,000 which remains outstanding. Since purchase of the property it has been used for both Council accommodation and leased to private tenants.

Built in 1889 and opened in 1891, the former Geelong Post Office building is situated on an allotment of 1,300m² and is owned freehold by Council subject to the loan arrangements with the Minister for Planning. It is zoned Activity Centre Zone and located in the Core Precinct which allows a broad range of uses including shop, food and drink premises, offices subject to Council approval (STCA) and accommodation (STCA). The land is included within a Heritage Overlay and the building appears on the Heritage Victoria Register H1046. The Geelong Post Office is depicted in Attachment 2.

Since purchase of the property it has been used for both Council accommodation and leased to tenants mainly engaged in the provision of youth services. The building provides 1,544m² of low grade office type floor space of which 623m² is currently occupied by Council staff who are due to vacate the building in June 2018.

Apart from installation of an internal lift and minor interior refurbishment, little has been done to bring the interior up to acceptable standards for office use. The maximum annual rental yield from the property was \$137,000 when fully occupied in 2016. Average annual maintenance, security and cleaning costs over the past 3 financial years have been \$138,000 per year, and annual utilities charges are approximately \$26,000.

The cost of bringing the building up to standard for office use was recently estimated to be \$3.73m.

Since the building is not intended to play a role in Council's future accommodation strategy or any other Council operations it is recommended that consideration be given to sale of the property.

Occasional enquiries are received from prospective purchasers about the property. It is feasible to convert the property into residential apartments or upgraded office uses subject to approvals from Heritage Victoria and Council.

A Conservation Management Plan has been prepared by an experienced heritage advisor and will be made available as part of any sale process. The report provides information on the significance of the building and guidelines on internal modifications.

Key Issues

- Of the 1,544m² of floor space in the building, 623m² is occupied by Council staff. The Council staff are due to be relocated in June 2018, leaving the property entirely vacant.

- The building with its solid internal and external walls is inefficient and difficult to adapt to contemporary office standards and has no identified role in any future Council operations or requirements.
- Enquiries have been received from potential purchasers and, subject to approval, the building has potential for conversion to alternative uses including apartments or short stay accommodation. There is limited on-site parking available.
- The heritage aspects of the building are adequately protected through its inclusion on the Victorian Heritage Register and within a heritage overlay on the planning scheme. A Conservation Management Plan (**Attachment 3**) has been prepared by an experienced heritage consultant. The report will be made available as part of the sale process. The Report builds on and supports work undertaken by Heritage Victoria which resulted in the preparation of Statement of Cultural Significance for the building in 1994.
- The Conservation Management Plan defines fabric loss and change, provides conservation guidelines and will be used to assist in the approvals processes at Heritage Victoria and Council should future changes to the fabric or use be proposed. The report identifies the significant changes that had been made to the former Post Office over the years and importantly those features to be preserved and/or enhanced. Whilst the report identifies the need to preserve the original exterior of the building and its existing profile against the sky, it does not advocate retention of most of the internal additions or any “restoration” of the interior back to a specific period or previous appearance.
- The Conservation Management Plan also recommends a history of the former Post Office building be prepared (for posterity and future research). The history will be commissioned and be available for any party to better understand the evolution of the property.
- It is recommended that, subject to completion of the requirements of the Local Government Act 1989, the building could be sold without conditions relating to future use or development. Should Council eventually proceed with sale an agent would be appointed and would advise upon the method of sale and the price will not be less than Council’s certified valuation to be obtained.
- Council is required to give public notice of its intention to sell the property under s189 of the *Local Government Act 1989 (LGA)*. Any person is able to make a submission and be heard in respect of that submission. If submissions require hearing they will be heard by Council’s Submissions Review Panel and a further report will be put to Council.

Strategic Context.

- Discussions have commenced with the State Government on the possible redeployment of the outstanding loan to other heritage related Council projects. The most recent advice on this matter from Heritage Victoria is:



Department of Environment,
Land, Water and Planning

8 Nicholson Street
East Melbourne, Victoria 3002
Telephone: 03 9938 6894
DX 210098
delwp.vic.gov.au

Mr Peter Anderson
Director Finance and Strategy
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

Dear Mr Anderson

HERITAGE LOANS AND OSBORNE HOUSE, GEELONG

Further to our meeting of 15 March 2018 I am pleased to provide additional advice regarding Council's strategy to enable Osborne House to be fully restored. The Minister for Planning, Hon Richard Wynne MP indicated his general support for Council's request to apply the proceeds of the future sales of the former Geelong Gaol and the former Geelong Post Office to restore Osborne House in his letter of 19 February 2018.

We recommended in the first instance that Council have the restoration works required to Osborne House scoped and costed by a suitably qualified heritage architect or consultant and Quantity Surveyor. This will provide certainty on what conservation works are required and their estimated costs. We would then expect Council to inform the Minister for Planning of the required works, costs, and the intention to repurpose the proceeds of the sales to fund the restoration.

Contingent on the Minister's decision, we would look to set up a formal agreement between the department and the City of Greater Geelong outlining the terms to repurpose the loan funds.

If you have any further queries, please do not hesitate to be in touch.

Yours sincerely

Steven Avery
Executive Director
Heritage Victoria

- Having regard to advice received from Heritage Victoria and subject to compliance with statutory requirements, the successful sale of the property and the Minister's consent the proceeds of the sale of this building would be redirected to supporting the restoration of Osborne House and the stables building within Osborne Park. At the appropriate time Council would need to consider amending its annual budget to give effect to this reallocation.
- In terms of Council's strategic approach to heritage building conservation it would be possible, with Heritage Victoria consent, for Council to establish a heritage fund as a result of the sale of the former Post Office and the Gaol.

This heritage fund could be applied to continued restoration of Council owned heritage buildings (National Wool Museum, Customs House, Osborne House and Stables, City Hall, etc.). At the moment Council has an annual heritage grants program which it has loosely described as a Heritage Fund.

The establishment of a separate and distinct Geelong Heritage Restoration Fund incorporating the current grants program but also including capital funding for funding preservation of Council Historic buildings could form part of a broader Council policy on heritage protection and building conservation.

Cr Mason moved, Cr Murnane seconded -

That Council:

- 1) Gives notice under section 189 of the *Local Government Act 1989* of its intention to sell the Geelong Post Office and such notice be placed in the Geelong Advertiser and the Geelong Independent;**
- 2) Includes in notices given as required by paragraph 1 above advice regarding the right of a person to make a written submission on the proposed sale and to be heard in respect of their written submission;**
- 3) Appoints the Submissions Review Panel to hear any submissions;**
- 4) Be provided a further report to consider the outcomes of the Submission Review Panel and or the sale of the property; and**
- 5) Refer the Conservation Management Plan dated 2 May 2018 to Heritage Victoria and the National Trust for comment, with comments available to Council by 31 July 2018.**

Carried.

Attachment 1

Financial Implications

In June 2013 the Minister for Planning advised Council that an interest free loan from 1994-95 of \$670,000 shall be payable upon sale of the property. A similar arrangement is in place for the Old Geelong Gaol which was purchased from the State at the same time. The Minister in 2013 advised that upon repayment of the loan, consideration would be given to establishing a Geelong Heritage Restoration Fund for the conservation of heritage places. It is noted that the Fund has now been established and representation has been made to State Government for the possible redeployment of the loan repayments for both the Gaol and Post Office into other heritage related Council projects.

The proceeds from the sale of the land will be non recurrent income. As property assets are disposed of the written down value is adjusted on the asset register. Given the advice of Heritage Victoria and Council's existing budget commitment to restore Osborne House and the stables it is suggested that the proceeds of the sale of the former Post Office be directed toward the restoration of Osborne House and the stables. At the appropriate time a budget transfer would be made to give effect to this intention. This allocation would include the amount that would have otherwise been payable to the State. Should surplus funds be available Council could consider the establishment of a heritage fund.

Should Council decide to retain the former Post Office Building it will need to offer the building for commercial lease to offset annual operating and maintenance liabilities (est \$140k annually). No provision has been made in the 2018/19 budget for any shortfall in expenditure on the building and no provision has been made for any restoration to occur. The property is shown on Council's forward sales program.

Community Engagement

Any person will have an opportunity to make a written submission on the proposed sale under the notice of intention to sell land. A submitter 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.

Social Equity Considerations

There are no social equity issues associated with this matter.

Policy/Legal/Statutory Implications

Section 189 of the LGA requires that Council must obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale. The price for the property will be not less than this valuation.

Under the same section of the LGA the Council is required to give public notice of its intention to sell the land and consider any submissions received. If any submissions are received they will be heard by the Submissions Review Panel followed by a report to Council. If no submissions are received the property a recommendation will be made to Council to sell the property.

Should the sale proceed an agent will be appointed to sell the property by a public process and the method of sale will be determined in consultation with the agent. Sale options include public auction, sale by expressions of interest or listing.

Alignment to City Plan

The recommendation supports the action priority relating to Responsible and Sustainable Financial Management where the sale of assets no longer required will support the identified progress indicators.

Conflict of Interest

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

Risk Assessment

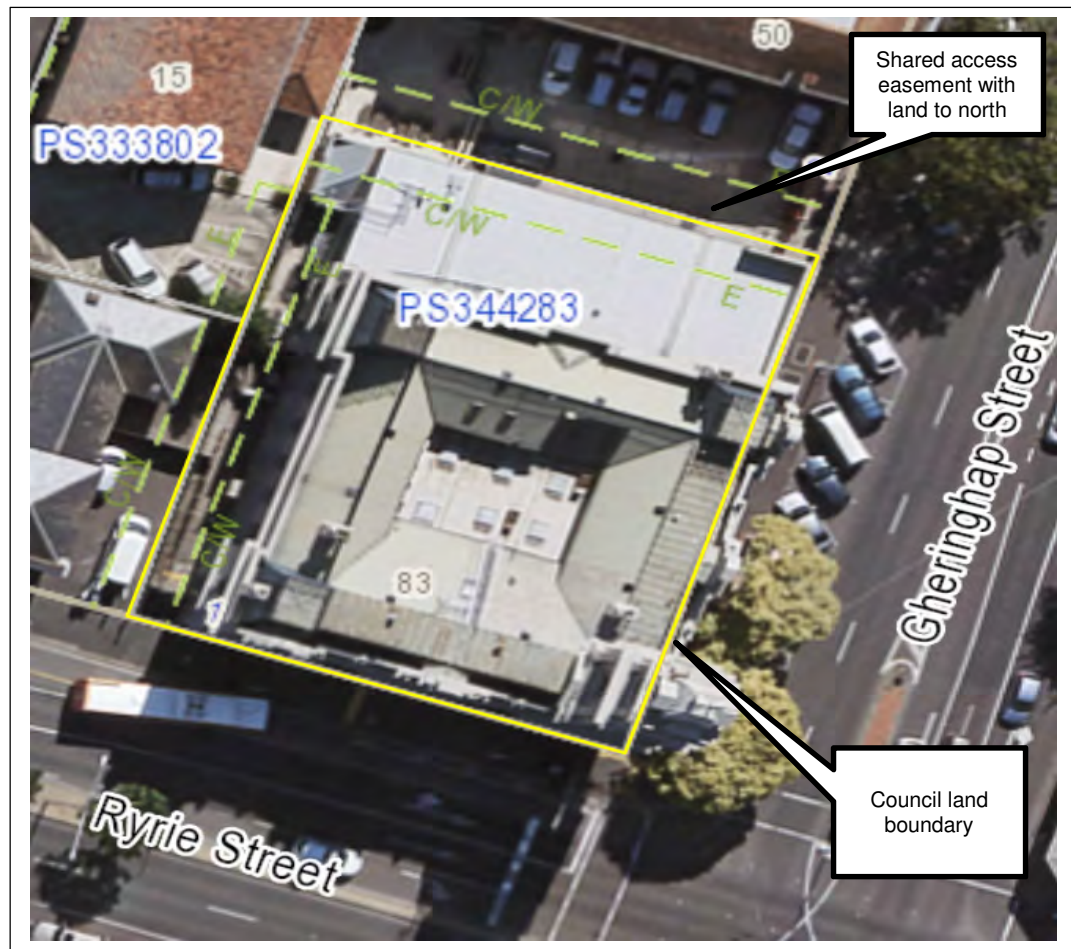
No notable risks associated with implementation of the recommendations.

Environmental Implications

Heritage protection is provided and a Conservation Management Plan issued as part of the sale process.

Attachment 2

Former Geelong Post Office



Post Office Geelong, Victoria Conservation Management Plan

2 May 2018

For:
City of Greater Geelong
PO Box 104
Geelong, Victoria 3220



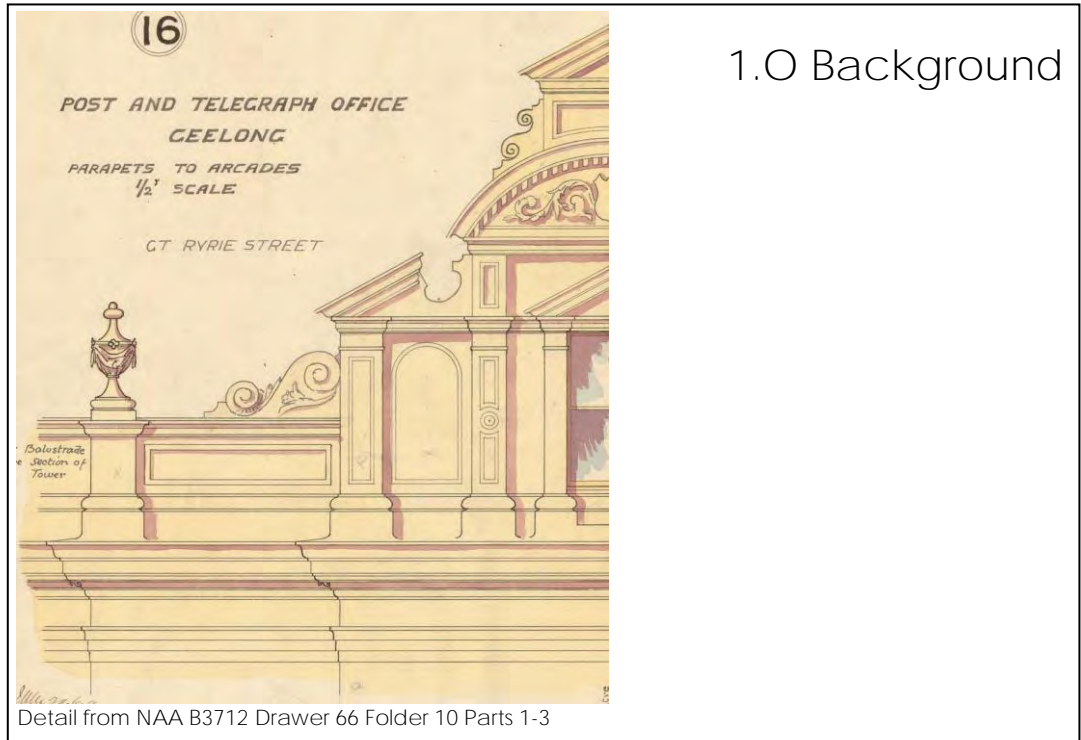
SLV H90.25/16, C post-1911,

14 Elm St Surrey Hills Victoria 3127 Australia
O412 O57 870
inelsen@bigpond.net.au

ivar nelsen abn 19 130 103 741

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1.0 Background

1.1 This Document

This document has been commissioned by the City of Greater Geelong to provide informed heritage guidance for the future conservation and use of the former Geelong Post Office.

This document is a guide and not intended to be 'published' as an independent document.

1.2 Context of This Document

The Geelong Post Office is owned by the City of Greater Geelong. The City is considering the future of the Geelong Post Office. The building will soon be vacant following the relocation of the remaining staff. Part of the City's consideration is the possible disposal of the building.

Initially, the author was commissioned to prepare 'guidelines' to inform potential users or purchasers of limitations and opportunities as a result of its heritage values. The author was then requested to convert the 'guidelines' document into a Conservation Management Plan (CMP). This is in acknowledgement of the City's Heritage Strategy 2017-2021, which requires a CMP for any heritage properties prior to significant alterations or property sale.

There was no written brief for either document. No budget was identified but it was evident in discussions that the resources for the 'guidelines' and then CMP were minimal, and the urgency was great. As a means of limiting the budget and timeline, the author proposed that the existing Heritage Victoria Statement of Significance for the Geelong Post Office would be accepted and utilised to further develop the CMP. This proposal was accepted.

It is acknowledged that the existing Statement of Significance is not in the current Heritage Victoria format. However, it is also acknowledged that its contents have

been prepared by Heritage Victoria, endorsed by the Heritage Council and are still valid. Heritage Victoria and the Heritage Council recognise the importance of the Statement of Significance. There is no implication or evidence that the existing Heritage Victoria Statement of Significance for the Geelong Post Office is in error or inappropriate.

1.3 A Conservation Management Plan

Heritage Victoria provides a guide to preparing CMPs. In it, a CMP is described as, "...the principal guiding document for the conservation and management of a heritage place. It is a tool that allows owners, managers and approval authorities to make sound decisions about heritage places".

The Australia ICOMOS *Burra Charter* states, "*The aim of conservation is to retain the cultural significance of a place*", and that 'significance' is encapsulated in the Statement of Significance. All other actions are guided by the Statement of Significance.

As noted above, in the case of the Geelong Post Office, the cultural significance has already been established when the property was listed on the Victorian Heritage Register – refer to the Statement of Significance in 4.2.

As the Statement of Significance exists, the normal lengthy history, description and significance sections of a CMP (which establish that significance) are therefore abbreviated.

A CMP would also normally have a list of appropriate actions and works schedules to implement the CMP. These depend upon a use being established and extent of financial resources available identified. The future use of the Geelong Post Office and available financial resources are both unknown. Once these are known, a works schedule should be established.

Likewise, a CMP would have an implementation plan. Again, as the use and available financial resources available are unknown, an implementation plan is not possible. That portion in this CMP is provided as 'guidelines'. They are not directed at a specific use or outcome but establish parameters and identifying opportunities to guide the planning and management of the building.

1.4 Heritage Status

1.4.1 City of Greater Geelong Planning Scheme Heritage Overlay

The Geelong Post Office is included on the Heritage Overlay of the City of Greater Geelong Planning Scheme (HO213). This status has statutory obligations under the Planning Scheme.

1.4.2 Victorian Heritage Register

The Geelong Post Office is included on the Victorian Heritage Register (H1046). This status has statutory obligations under the (Victorian) *Heritage Act 1995*-refer to www.heritage.vic.gov.au/permits

1.4.3 National Trust of Australia (Victoria)

The Geelong Post Office and Post Office are included on the National Trust Register (file B2722) and identified as having local significance. This status has no statutory obligations associated with it but is an expression of community interest.

1.4.4 Other

The Geelong Post Office was included on the Geelong Regional Commission Register and the Australian Heritage Commission's Register of the National Estate. Neither of those organisations exist any longer. The Register of the National Estate nominally exists but only as a database, with no statutory authority.

1.5 Abbreviations and References

- Australia ICOMOS – Australia's premier heritage organisation and the Australian arm of ICOMOS International. ICOMOS stands for International Council on Monuments and Sites.
- Burra Charter – The charter for Australia ICOMOS identifying the aims and principles of Australia ICOMOS.
- CMP – Conservation Management Plan

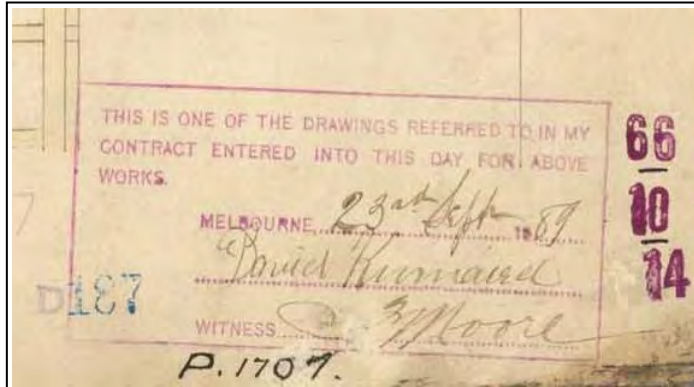
- VHR – Victorian Heritage Register, the Register of State level heritage places and maintained by Heritage Victoria.
- HO – Heritage Overlay of the City of Greater Geelong Planning Scheme.
- Geelong Post Office/Post Office – these terms will be used to describe the building in this document. **The term 'former' will not be used**
- Place – a broad term used by Australia ICOMOS. It means, "*...site, area, land, landscape, building or other work, group of buildings or other works, and may include components, contents, spaces and views*".
- Significance/Cultural Significance – for the purpose of brevity and conciseness in this document, the term 'cultural' is not used. It is implied.

1.6 Acknowledgements

I would like to thank Alan Grant from the Greater City of Geelong's Property and Procurement section for his support, documentation and assistance.

I would also like to recognise the assistance and diligence of Dr David Rowe, the Heritage Advisor for the Greater City of Geelong. Dr Rowe's knowledge of heritage in Geelong and the various archives was invaluable.

2.0 History



Detail from B3712 Drawer 66, Folder 10, Part 14

2.1 Context of the Historical Summary

In a CMP, a 'history' is usually included to support the development of a Statement of Significance. As noted previously, it was agreed to utilise the existing Heritage Victoria Statement of Significance for this document rather than duplicate work and develop another. Therefore, this section only includes an Historical Summary.

There is no known existing history of the Post Office building. A history may exist in Heritage Victoria's files, but these are not accessible to the public or researchers.

The preparation of a complete and referenced history is recommended. In particular the following aspects should be included:

- the co-location of government services in the environs of the Post Office
- the previous single storey post office building.

The following information is provided for the reader's information. The following are readily available extracts from several existing documents. They are provided as background for the reader.

2.2 Historical Summary

The following information is provided for the reader's information.

The Public Works Department of Victoria 1851-1900 by Bruce Trethowan in 1975
"The former Geelong Post Office, designed by JH Marsden, and assisted by JH Brabin, of the Public Works Department, was built in 1889-90 by David Kinnaird. The two-storey rendered brick building with an ornamental tower is prominently sited at the intersection of Ryrie and Gheringhap Streets. The clock and bell chimes were installed in the tower in 1911 as a result of a public subscription to commemorate King Edward VII."

Historic Places Documentation Sheet by Allan Willingham, undated – refer to 8.2.

“Geelong Post Office, one of the largest regional Post Offices in Victoria, erected at the height of public buildings activity in 1890. It is perhaps the finest of the Boom Classicism style post offices designed by the Public Works Department in Victoria. The Architects were JH Marsden, assisted by JH Brabin. The two Storey rendered brick structure, prominently located at the intersection of Ryrie Street and Gheringhap Street, is surmounted by an elegantly proportioned tower elaborately enhanced with classically driven ornamentation and contains a clock installed in 1911. The Post Office dominates the immediate townscape. The first automatic telephone exchange in Australia was established in the building in July 1912. “

Geelong Post and Telegraph Office History Notes, no author, no date. This document is a series of photocopied Advertiser articles and typed sheets.

“The old Post Office building was demolished in 1889 to make way for the present two storied building, including the clock tower. The old building was bought by Mr. L Ryan of the Union Club Hotel in Malop Street, for some of the stone was used to build two cottages in East Geelong. During the rebuilding Postal, Telegraphic and Telephonic facilities were transferred to the old skating rink opposite the Mechanics' Institute (now the Plaza Theatre “1982 The Geelong Performing Arts Centre), from Saturday, 31st August 1889. Mr James Fisher was Postmaster during this period, and David Kinnaird of Melbourne was the contractor for the new building.

The present Post Office was opened on Monday, 27th April, 1891. The clock Tower was erected but clocks were not installed for another twenty years, as the Government for the time was content to leave vacant the four blank faces, or oriels.

No trace can be found of Post Office history in Geelong from 1892, through to Federation, to 1907. On the 9th October 1907, a deputation from the Chamber of Commerce waited on Postmaster Mr. JT Wright, to urge that a time ball, promised for the Post Office tower, should be erected without delay. It was pointed out by Mr Wright that the matter was out of his hands as an inspector of the Department had inspected the tower but the day of his (?) was inexcusable(?). It is not known whether the time ball ever operated from the Post Office Tower.

Following the death of King Edward VII, in 1910, a movement was instituted in Geelong to perpetuate, in some fitting way, his reign of nine years. An appeal was inaugurated on behalf of a charitable body, but the meeting for this purpose was poorly attended, and the appeal was unsuccessful. The Geelong Advertiser then took up the cause of a memorial in the form of a chiming clock to be placed on the Post Office Tower, the four oriels near the top of the Tower present an unsightly appearance, as with its eight-foot apertures were boarded in. Donations of £50 each were invited with which to establish a fund, and in less than ten days, a sum of about £500 had been promised. Altogether, £1300 was raised due to the subscription, part of which was retained for maintenance purposes, after the installation of the clock and chimes. The chiming was set in motion on 2nd December 1911, twenty years after the tower had been completed, and is still ticking away the hours accurately today. A marble tablet at the base of the tower bears the following inscriptions:

The clock and chimes in this tower were subscribed for in the year 1910 by the citizens of Geelong and District to commemorate the illustrious reign of their beloved sovereign King Edward VII who reigned 1901-1910.

The first automatic telephone exchange in Australia was opened in Geelong on 6th July, 1912. It was no secret that, at the time some Postmaster General's Department Engineers were pessimistic as to the success of automatic telephone workings, due to the rather moist air met with in the Geelong area. The fears may not appear in the official files, but it was commonly known by all at the time that such doubts existed. The new exchange was apparently in the nature of a tryout for Australian conditions, and how it succeeded is not history.”

Another document exists entitled Geelong Post Office 1925-1935, subtitled From Telegraph Messenger Boy to Postman. It is based on an interview with Frank Kelly and is a series of reminiscences of this time in Geelong. It contained no building history.

National Archives of Australia drawing B3712, Drawer 66, Folder 6, Part 2, shows the large addition on the north face of the Post Office, which still exists today. The date on the drawing is 1939.

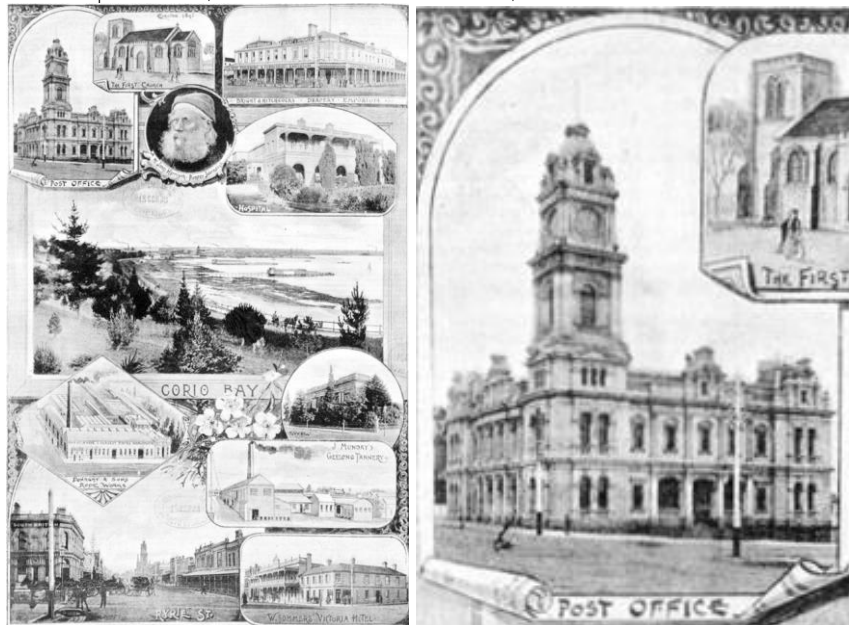
National Trust of Victoria Statement of Significance, 1992

“Geelong Post Office constructed between 1889 and 1891 to the design of Public Works Department architect, John H Marsden, is of State architectural and historical significance as a largely intact example of a late Victorian Italianate Post Office. The substantial, richly decorated asymmetrically aligned(?)corner tower, which recalls the Melbourne General Post Office, is a prominent feature in Geelong’s commercial centre. This building has played an important role in the social and commercial development of Geelong, Victoria’s second city.”

2.3 Historical Illustrations (Selection)



Previous post office, now demolished SLV H23023, a09089



SLV 1AN01/09/93/12-13b
Views in and Around Geelong

Detail from same



SLV H84.121/4, Post Office, Geelong SLV H90.25/16, coloured version
 (both photos dated C1904/05 but from the existence of the clock, they are post-1911)



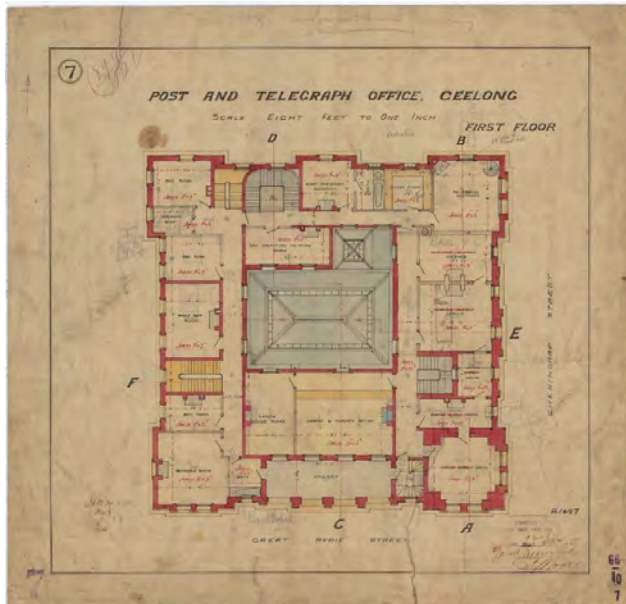
SLV H92.311/24, c1895-1900 Undated colour scheme, National Archives of Australia, B583



National Archives of Australia B3712 Drawer 66 Folder 10, Part 1
 South Elevation

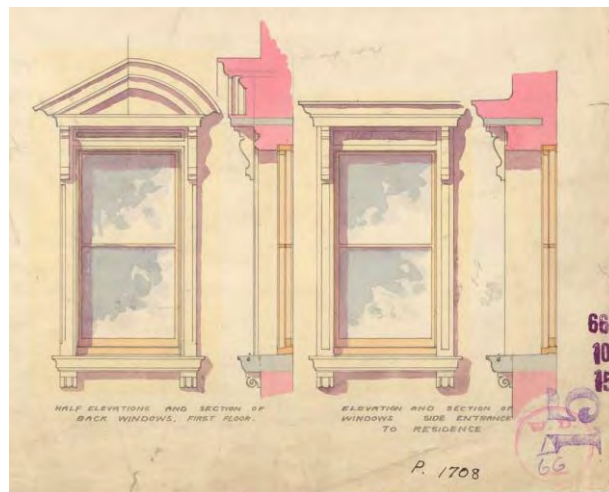


National Archives of Australia B3712 Drawer 66, Folder 10, Parts 1-2



National Archives of Australia B3712 Drawer 66, Folder 10, Part 2

3.0 Description



Detail from NAA B3712 Drawer 66 Folder 10 Part 1-7

3.1 Context of the Description

In a CMP, a 'description' is usually included to support the development of a Statement of Significance. As noted previously, it was agreed to utilise the existing Heritage Victoria Statement of Significance for this document rather than duplicate work and develop another. Therefore, the Description is abbreviated.

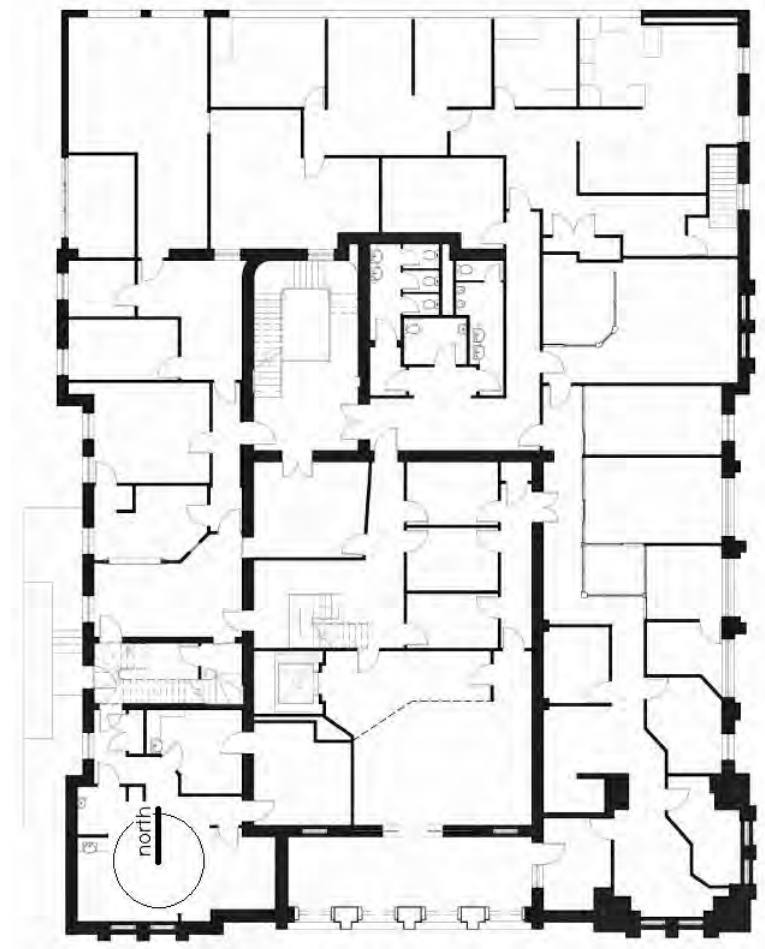
3.2 General

The Post Office building is a well-known feature within the CBD of Geelong, located on the important corner of Ryrie and Gheringhap Streets.

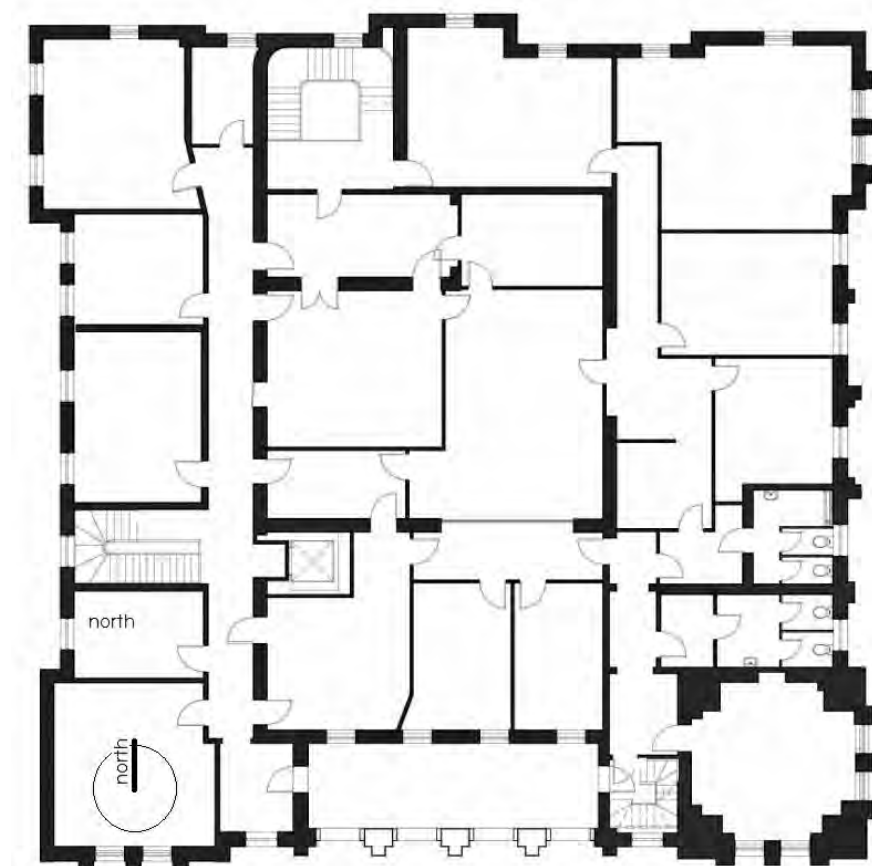
In terms of scale and decoration, the building is one of the public features in Geelong, accentuated by its corner tower. It is an expression of the Victorian style of its highest order, despite its relatively smaller scale than other regional post offices.

The building has had many alterations over the years and while the exterior appears relatively intact, its interior has suffered by a loss of integrity.

3.3 As Existing Floor Plans



Ground Floor



First Floor

3.4 As Existing Photographs (selection)



Aerial Photo



Ryrie and Gheringhap Streets



Ryrie Street



West Side



Gheringhap Street – original ground floor arcade filled in



Addition on Gheringhap Street – mock Victorian street elevation



North Side Addition



Open Space on North Side



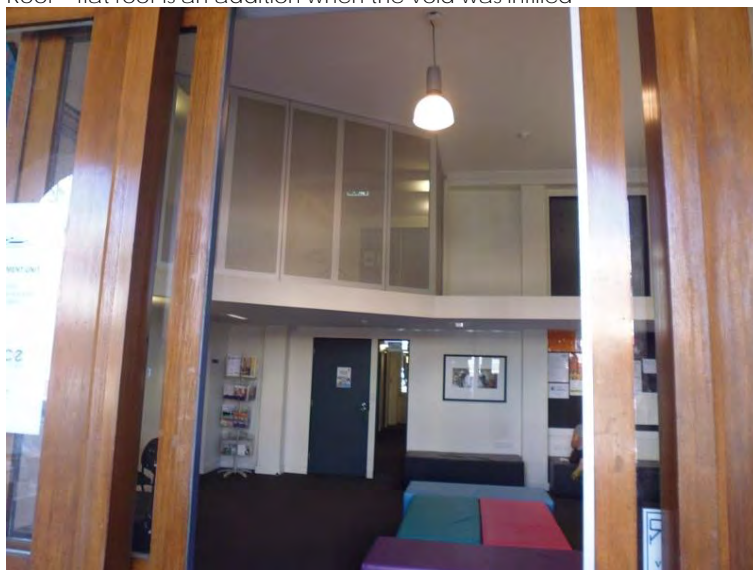
Ryrie Street Ground Floor Arcade



Ryrie Street First Floor Arcade



Roof - flat roof is an addition when the void was infilled



Main entrance space, modern false ceiling, partitions and mezzanine



Rear ground floor, some original details but modern ceilings and partitions



First Floor office, false ceilings, original walls removed, fireplace removed

3.5 Significant Changes

External

A comparison of the existing building fabric with the original drawings, indicates the external fabric is largely, although not entirely, intact. The exceptions to this are the removal of the Gheringhap Street entrance/arcade, the single storey addition at the north and the internal roofs removals, as well as several windows and doors.

Internal

A comparison of the existing building fabric and the original drawings indicates significant changes throughout the interior of the building. These include, the addition of a floor and new roof in the centre of the building, a mezzanine in the centre of the building, the removal of a stair off Gheringhap Street, the removal of numerous walls, almost all fireplaces, doors, ceilings, and the construction of new partitions, ceilings and joinery.

Site

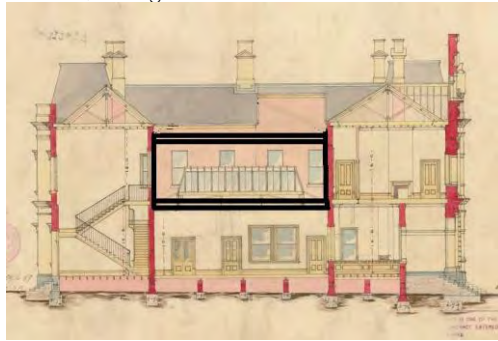
The original drawings indicate a small freestanding toilet block located immediately north of the building. This no longer exists. The subsequent elevated addition has infilled much of the courtyard at the north.



Gheringhap Street entry and Arcade, now gone



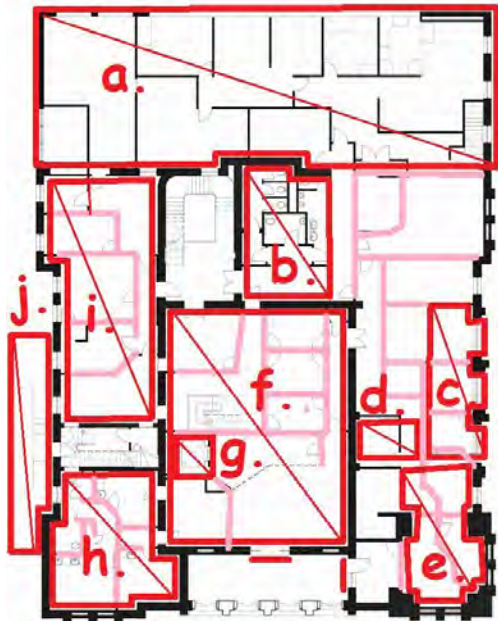
New internal roof



Original section marked up to show how the internal has been infilled

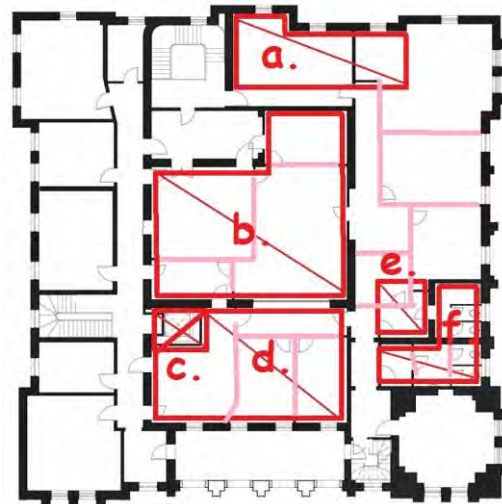


1939 addition on north elevation



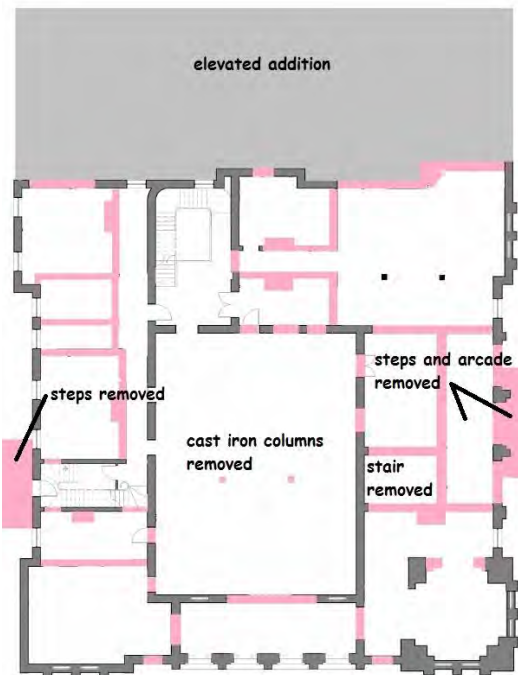
- a. Modern elevated addition
 - b. New amenities
 - c. Original entry/arcade infilled
 - d. Original stair removed
 - e. Walls removed, new ones added, toilet added
 - f. New ceiling/first floor added, new mezzanine on ground floor
 - g. Lift installed
 - h. Walls removed, new ones added
 - i. Walls removed
 - j. Original steps removed, new timber ramp
- Pink indicates new partitions/walls

As existing ground floor plan indicating major changes to the original design

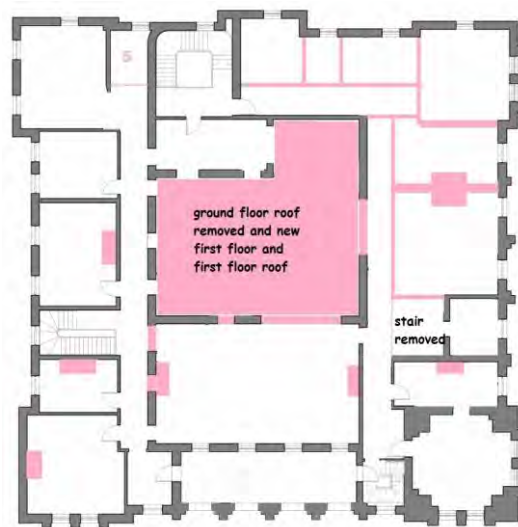


- a. Walls removed
 - b. New floor and new roof over what was a void, new partitions/ceilings
 - c. Lift added
 - d. Walls removed, new partitions/ceilings
 - e. Walls and stair removed
 - f. Walls and stair removed, amenities added
- pink indicates new partition/walls

As existing first floor plan indicating major changes to the original design



As existing ground floor plan indicating original fabric loss or change. (This is indicative and not a detailed recording.)



As existing first floor plan indicating original fabric loss and change. (This is indicative and not a detailed recording.)

Change and Fabric

In terms of existing fabric, the Heritage Victoria Statement of Significance only mentions the exterior of the building, clearly implying the interior does not make as contribution to the significance of the Post Office. This can be explained by the widespread changes to the interior fabric.

Likewise, the Heritage Victoria Statement of Significance makes no reference to later fabric or changes as contributing to the significance of the Post Office. The only exceptions are the 1910 bell and chimes and the 1912 telephone exchange. The bell and chimes remain; however, the telephone exchange and equipment have been removed at an unknown date.

3.6 Comparative Statement

Conservation Management Plans normally provide a comparison with other similar buildings in order to justify a place's relative worth. Comparable examples for the Geelong Post Office would be the Melbourne GPO, and the other large regional post offices - Ballarat Post Office and the Bendigo Post Office.



Melbourne GPO



Ballarat PO



Bendigo PO

For buildings of this scale and historical importance, such a comparison becomes academic. It would be inappropriate to state one post office building is better than another in architectural or historical terms. Each is important in its context. Of those noted above, each is included on the Victorian Heritage Register for its own merits, not for a superior size, grander aesthetic statement or longer history than the others.

Each are an example of the High Victorian style, low in form and highly decorated. They are all raised on a plinth, have a tower of similar scale and demonstrate a similar composition of elevations. Each is distinctive, but within a generic formula for public buildings of their time. They are all part of a demonstration of the importance of postal services in the Colony, as a service and an expression of economic prosperity and architectural confidence.

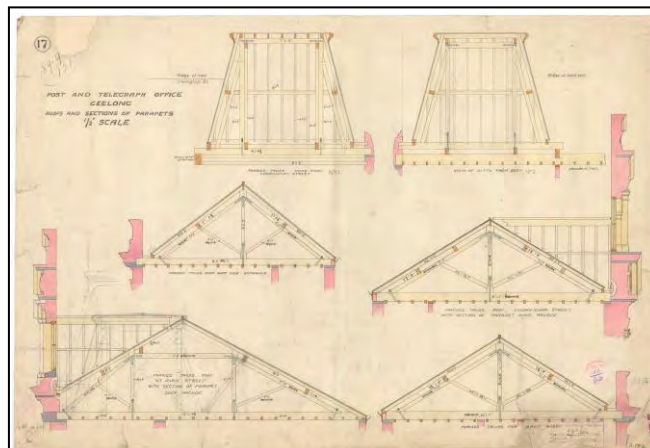
As interesting as such a comparison may be, it would not result in a lesser value of the Geelong Post Office or a radically different conservation treatment.

The Heritage Victoria Statement of Significance notes the architects, JH Marsden and JH Brabin, designed the façade of the Collingwood Post Office.



Collingwood PO

While on a smaller scale, the Collingwood Post Office is indeed of a similar style and architectural treatment, although slightly more embellished. While it is a work of the same architects, there is no direct comparison in terms of an evolving design development or pattern. It is interesting that the comparison in the Statement of Significance only refers to the façade and not the building as a whole.



4.0 Significance

4.1 Concept of Cultural Significance

The basic principle of conservation is expressed in Article 2.2 of the Australia ICOMOS *Burra Charter*.

"The aim of conservation is to retain the cultural significance of a place."

In order to conserve the Geelong Post Office, it is vital to establish its cultural significance and develop Policies and Guidelines around its cultural significance. Its cultural significance is stated in a 'Statement of Cultural Significance'.

4.2 Previous Assessments

In 1986, Allan Willingham prepared a Historic Places Documentation Sheet for the Geelong Post Office as part of the Geelong Region Historic Buildings and Objects Study – refer to Appendix 8.2. Mr Willingham recommending inclusion on the Geelong Regional Commission Register and the Australian Heritage Commission's Register of the National Estate. Unfortunately, both the Geelong Regional Commission and the Australian Heritage Commission no longer exist, and their respective registers exist only as databases. The register of the Geelong Regional Commission is now reflected in the current Planning Scheme.

In 1992 The National Trust of Victoria classified the 'Former Post Office' (B5O26).

4.3 Heritage Victoria's Statement of Cultural Significance

As stated previously, Heritage Victoria has already prepared the Statement of Cultural Significance for the Geelong Post Office in 1994 (H1O46). As it was endorsed by the Heritage Council and the Minister, for the purpose of this CMP it will be assumed it was professionally prepared to the Australia ICOMOS Burra Charter requirements.

Also, as stated previously, rather than duplicate the work of Heritage Victoria, it was agreed with the City of Greater Geelong that the Heritage Victoria Statement of Significance would be accepted and utilised for this document.

The following is the Statement of Significance for the Geelong Post Office from Heritage Victoria.

"Statement of Significance (Last updated on - May 4, 1999)

The former Geelong Post Office, designed by JH Marsden, an assisted by JH Brabin, of the Public Works Department, was built in 1889-90 by David Kinnaird. The two-storey rendered brick building with an ornamental tower is prominently sited at the intersection of Ryrie and Gheringhap Streets. The clock and bell chimes were installed in the tower in 1911.

The former Post Office is a notable example of the architects JH Marsden and JH Brabin, who also designed the facade of the Collingwood Post Office. One of the largest regional post offices in Victoria, the building demonstrates the architectural flamboyance evident in designs by the Public Works Department following the appointment of Henry Bastow as senior architect. The substantial two storey loggia surmounted by dormers and multiple pediments, is a particularly fine example of a late Victorian boom style public building with a French Second Empire influence

The building represents the important function played by the post office in a large regional centre. It was the centre of the communications network for Geelong, and in 1912 was the location for the first automatic telephone exchange in the southern hemisphere, pioneering the development of this technology in Australia.

The clock and chimes of the Post Office's tower, which were installed in 1910 as a result of a public subscription to commemorate King Edward V11, have social significance as an expression of the community's strong sentiments regarding the late King and demonstrates the close ties which existed at that time between Australia and Britain."

4.4 Assessment by Criterion

The following are extracts from the Statement of Cultural Significance with the Heritage Victoria Council criterion which are applicable to each extract.

- *"The former Geelong Post Office, designed by JH Marsden, an assisted by JH Brabin, of the Public Works Department, was built in 1889-90 by David Kinnaird."*

Criterion H Special associations with the life or works of a person, or group of persons, of importance in our history.

- *"The two-storey rendered brick building with an ornamental tower is prominently sited at the intersection of Ryrie and Gheringhap Streets."*
- *"The clock and bell chimes were installed in the tower in 1911."*
- *"The former Post Office is a notable example of the architects JH Marsden and JH Brabin, who also designed the facade of the Collingwood Post Office."*

Criterion H Special associations with the life or works of a person, or group of persons, of importance in our history.

Criterion D The importance of a place or object in exhibiting the principal characteristics or the representative nature of a place or object as part of a class or type of places or objects.

- *“One of the largest regional post offices in Victoria, the building demonstrates the architectural flamboyance evident in designs by the Public Works Department following the appointment of Henry Bastow as senior architect.”*
 Criterion E The importance of the place or object in exhibiting good design or aesthetic characteristics and/or in exhibiting a richness, diversity or unusual integration of features.
 Criterion H Special associations with the life or works of a person, or group of persons, of importance in our history.
- *“The substantial two storey loggia surmounted by dormers and multiple pediments, is a particularly fine example of a late Victorian boom style public building with a French Second Empire influence.”*
 Criterion D The importance of a place or object in exhibiting the principal characteristics or the representative nature of a place or object as part of a class or type of places or objects.
 Criterion E The importance of the place or object in exhibiting good design or aesthetic characteristics and/or in exhibiting a richness, diversity or unusual integration of features.
- *“The building represents the important function played by the Post Office in a large regional centre”.*
 Criterion A The historical importance, association with or relationship to Victoria's history of the place or object.
- *“It was the centre of the communications network for Geelong, ...”*
 Criterion A The historical importance, association with or relationship to Victoria's history of the place or object
 Criterion F The importance of the place or object in demonstrating or being associated with scientific or technical innovations or achievements.
- *“...and in 1912 was the location for the first automatic telephone exchange in the southern hemisphere, pioneering the development of this technology in Australia.”*
 Criterion F The importance of the place or object in demonstrating or being associated with scientific or technical innovations or achievements.
- *“The clock and chimes of the Post Office's tower, which were installed in 1910 as a result of a public subscription to commemorate King Edward V11, have social significance as an expression of the community's strong sentiments regarding the late King and demonstrates the close ties which existed at that time between Australia and Britain.”*
 Criterion A The historical importance, association with or relationship to Victoria's history of the place or object
 Criterion H Special associations with the life or works of a person, or group of persons, of importance in our history.

4.5 Significance of Components

This section will not categorise every individual component of the building. This section will identify the generic nature of significant fabric. The Guidelines which follow in 7.0 make reference to individual elements.

4.4.1 External

The external fabric of the Geelong Post Office is, in general, significant. With the exception of the plaque dedicating the bell and chimes, later external alterations do not contribute to the Post Office's significance.

4.4.2 Internal

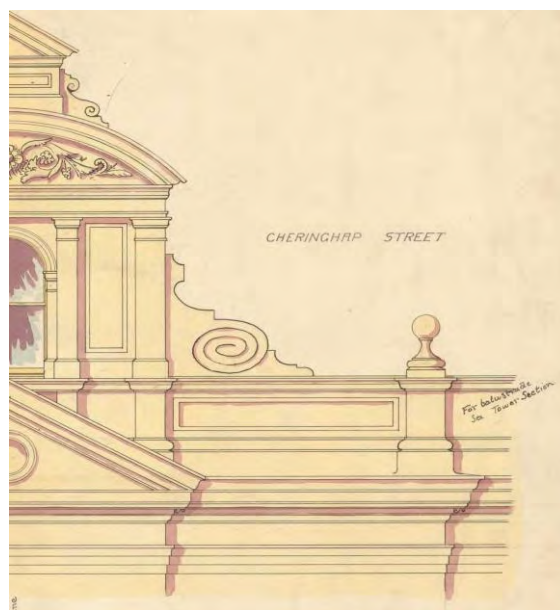
As an entity, the later internal changes do not contribute to the Post Office's significance.

Individual elements such as original joinery, fireplaces, timber and stone stairs, cast iron columns, etc still exist. As remnant traditional features they complement the more intact external fabric.

4.4.3 Site

The 'site' essentially consists of the open space to the north of the Post Office with the elevated addition and car parking. None of these elements are noted in the Statement of Significance as contributing to the significance of the Post Office.

5.0 Key Issues



Detail from NAA B3712 Drawer 66, Folder 1- Part 1-3

5.1 Obligations and Constraints from the Statement of Cultural Significance

5.1.1 Statutory

The Geelong Post Office is included on the Victorian Heritage Register (H1046). This places statutory obligations on any owners regarding any works to the building. A Permit or Permit Exemption will be required and early liaison with Heritage Victoria is recommended to avoid abortive work or planning.

Heritage Victoria notifies the City of Greater Geelong of any proposals and there is an opportunity for the City to comment.

5.1.2 Statement of Cultural Significance

As noted, the Heritage Victoria Statement of Cultural Significance focuses on the exterior of the original building. There is an obligation and constraint to treat the original exterior with a higher level of restraint than the interior.

Likewise, there is a specific mention in the Statement of Cultural Significance of the clock and chimes dedicated to King Edward VII. Their insitu retention and operation is vital.

5.2 Ownership

There is frequently an assumption that public ownership is required to conserve (once) public buildings. While this has been successful where there is a viable use identified and resources are available, it is by no means universal or successful. Numerous public buildings across Australia are successfully conserved in private

ownership. Likewise, numerous public buildings languish underutilised – in public ownership. Australia Post in particular had embarked on a broad program of disposal in the 1990s.

Statutory protection, rather than public ownership, is required to conserve (once) public buildings. The same statutory protection under the Heritage Act is applicable to privately owned places as publicly owned places.

5.3 Opportunities and Aspirations

The location of the Geelong Post Office on the corner of Ryrie and Gheringhap Streets, places the building in the centre of Geelong's CBD, with the attendant benefits of access, people and visual prominence to enhance the opportunity for reuse.

As noted, the interior of the Geelong Post Office has undergone extensive and substantial alteration. In relative terms, this provides an opportunity for more substantial changes than the exterior. While specific original fabric still exists, the interior does not present any overall qualities of merit – particularly in terms of the 'restoration' of the whole of the interior.

The Heritage Victoria Statement of Cultural Significance makes no reference to later changes externally as contributing to the heritage value of the Geelong Post Office. Like the interior, this provided an opportunity for further changes, within certain constraints for the removal and possible replacement of the additions of the north of the building. The use of this space may contribute to the viability and sustainability of the Geelong Post Office into the future.

5.4 Heritage Strategy Challenges

The City of Greater Geelong [Heritage Strategy 2017-2021](#), notes several challenges which directly relate to the future of the Geelong Post Office.

- Resourcing the ongoing management of Council owned/managed heritage assets.
- Improving the sustainability of heritage building stock without compromising heritage values.
- Ensuring adaptive re-use options for heritage places to provide a balance between acknowledging and preserving the identified heritage elements which securing the ongoing future of the place.
- Promoting understanding within the community that management of heritage places is determined by the significance of the place itself and not by its ownership. Council as an asset owner has the option to offer heritage places for sale in accordance with relevant legislation and Council Policy.

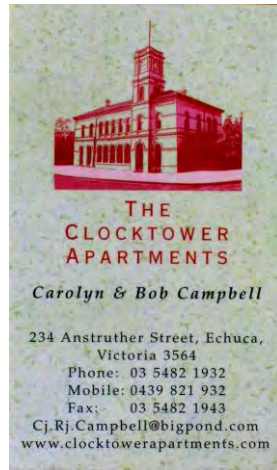
While the discussion around these challenges acknowledge the significance of Council owned heritage assets, it clearly introduces the issues of resources, adaptive re-use and public ownership.

5.5 Regeneration

There is a growing recognition that the new challenge in heritage is the 'management' of heritage as opposed to its protection. Even protected buildings need a viable use. In Europe, the trend has been embraced with a greater vigour than in Australia – thus far. The terminology used for the trend in Europe and elsewhere is 'regeneration'.

In the 1990s, the Commonwealth embarked on a programme to divest itself of dedicated post offices and provide the service through agencies in commercial buildings. While some continue to operate as postal facilities, the vast majority have successfully gone onto other uses.

New uses for these historic post offices include offices, tourist information centres, surgeries, bookshops, theatres, museums, restaurant/cafes and accommodation. The former post office in Echuca is now the successful Clocktower Apartments and Post Office Café maintaining its presence to the streetscape and contributing to the local economy.



Former Echuca Post Office



Former Kew Post Office, now a restaurant

During this period of change, it was recognised that for historic post offices, public ownership was not required to protect or conserve them. As with other former public historic buildings, statutory protection at either State (Victorian Heritage Register) or local government (Heritage Overlay) levels provided adequate statutory protection.

Within the City of Greater Geelong, other successful examples of regeneration are the T&G Building which has been converted into student accommodation by Deakin University, and the South Building at Gordon Tech College which has been converted into apartments.

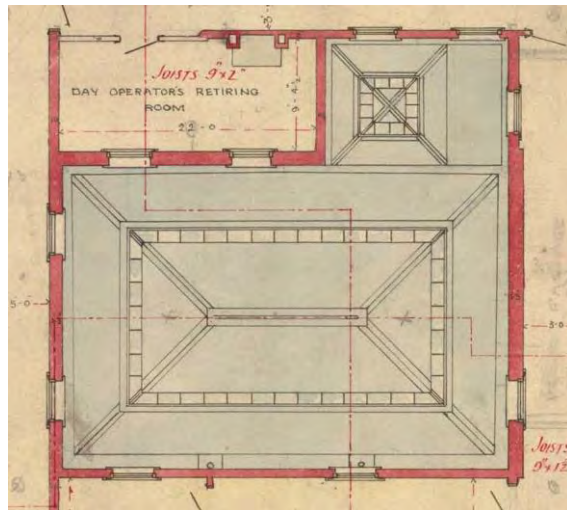
In 2013 the Victorian Heritage Council published 'Adaptive Reuse of Industrial Heritage: Opportunities and Challenges' to "...inspire and encourage clients, architects, consultants and government to expand the considered reuse of Victoria's remarkable industrial heritage". While the document focuses on 'industrial' heritage, the direction, principles and case studies are equally applicable to heritage buildings generally - and posts offices.



2013 publication

Heritage buildings and structures must find a new relevance in the community through regeneration – without compromising their heritage values. Museums are no longer to inevitable future for heritage buildings.

6.0 Policies



Detail from NAA B3712 Drawer 66 Folder 10 Parts 2-3

- 6.1 The Geelong Post Office must be managed to conserve its cultural significance and the fabric which reflects that significance.

Rationale: The Post Office is part of Geelong's cultural heritage and identity. The Post Office provides residents and visitors with a tangible expression of Geelong's history and streetscape. The Post Office is an historical record and must be conserved for the appreciation of present and future generations.

- 6.2 The Geelong Post Office must be managed in accordance with statutory heritage requirements.

Rationale: The Post Office is included on the Heritage Overlay of the City of Greater Geelong and the Victorian Heritage Register. The statutory requirements of these two listing must be recognised and responded to accordingly.

The statutory requirements of the Heritage Overlay and the Victorian Heritage Register are applicable to any owners, public or private. In this regard, the retention of the Post Office in public ownership is not required to protect the building's cultural significance.

- 6.3 The Geelong Post Office must be conserved with a primary focus on the original 1890 fabric – with the only exception being the 1910-11 clock and chimes.

Rationale: The Heritage Victoria Statement of Significance clearly only refers to the original 1890 design. With the exception of the 1910-11 clock and chimes, the 1912 automatic telephone exchange) there is no direct mention, nor implication, of later changes contributing to the significance of the building.

The 1912 automatic telephone exchange is noted as contributing to the significance, but as noted elsewhere in this document, there is no remaining fabric from that exchange. Its presence in the building at one time is an historical fact, but there are no direct physical restrictions on the building's future.

The clock and chimes have drawn particular attention and must be maintained in a working order.

- 6.4 The Geelong Post Office must be conserved with a primary focus on the exterior of the building, and within that its Ryrie and Gheringhap Street fabric.

Rationale: The Heritage Victoria Statement of Cultural Significance makes no direct or implied reference to the interior of the building as having merit or making any contribution to the significance. Only the design qualities of the exterior of the building are mentioned. This is most likely because the interior of the building has been significantly altered over time with the loss of much fabric including walls, joinery, fireplaces, etc.

In relative terms, the exterior of the building contributes to its design/aesthetic significance more than the interior. The architectural composition, patterns, classical details, original fabric should be the focus of conservation and retention. This includes the original fabric on the walls, joinery and roof.

In the context of the exterior, the building as seen from Ryrie and Gheringhap Streets are the most significant and sensitive to change. The north and west elevations are less sensitive.

- 6.5 The Geelong Post Office must be conserved with a recognition that the relative integrity of the interior of the building has suffered significantly, and as a whole does not reflect the original building appearance or state.

Rationale: As noted, the interiors of the Post Office have been dramatically altered. The retention of remaining original fabric must be required, but the reinstatement of any rooms to their original appearance (in the context of a 'house museum' is not warranted as they are either of minor architectural merit or would require so much new fabric as to be of questionable value.

- 6.6 The Geelong Post Office must be managed in a manner which provides it with a viable future and to generate revenue to provide for its future maintenance.

Rationale: The Post Office was built to accommodate certain functions and activities. The inherent role of any building is to accommodate activities and be of ongoing use.

Setting the Post Office aside as a 'museum' to conserve its significance is not warranted and could be counter-productive in terms of its future viability and conservation.

The use of the Post Office as a public venue is ideal but not mandatory if it places the building under further threat from lack of resources.

In the June 2003 Heritage Council of Victoria's [A Review of Heritage Place Management in Victoria](#), it was noted, "*The sustainability of most heritage places relies on...a usage plan that can both recover the costs of operation and contribute to the ongoing cost of maintenance.*"

This is paralleled in the City of Greater Geelong [Heritage Strategy 2017-2021](#), which highlights the challenges of reducing the dependence of heritage asset management on Council resources.

The Post Office must be managed to generate revenue on an ongoing basis, without unsustainable dependence on grants or continuous public funds. An appropriate portion of any revenue generated by the Post Office must be quarantined for the purpose of its ongoing maintenance.

A degree of creativity and innovation (both in management terms and physical changes) may be required to realise this policy.

- 6.7 The Geelong Post Office must be managed to ensure it is maintained, secure and waterproof until and after a new use(s) is determined.

Rationale: Deterioration by neglect is a significant issue in the conservation of historic places. Sometimes this is by accident but unfortunately it is sometimes intentional.

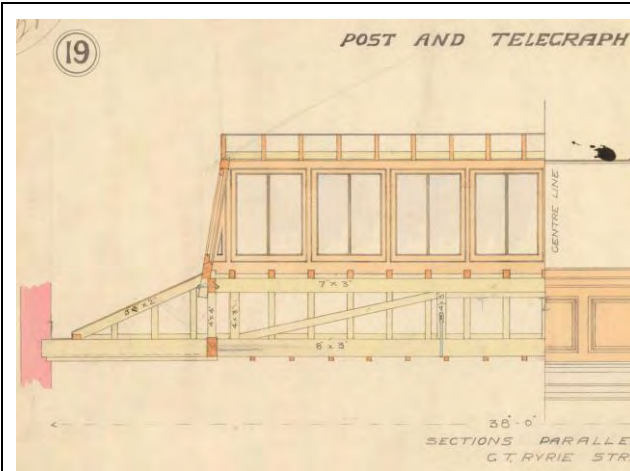
Should there be a delay in developing a future use for the building, its significant fabric must be maintained in its existing condition and enhanced to provide security against unauthorised access and/or waterproofing.

Through the Post Office's inclusion on the Victorian Heritage Register, Heritage Victoria can require security and/or maintenance works, but any owner should be proactive in this regard.

- 6.8 The Geelong Post Office must be managed to provide interpretative information about the building to the public.

Rationale: The Post Office is an important structure and development in the history of Geelong. While it may not retain its original function or public ownership, its contribution should be recognised.

This may be as simple as a 'blue plaque' from Heritage Victoria but with some creativity it could go further. Incorporating the term 'post office' into a name, the use of large scale murals of old photos of the building internally, etc are other options. The interpretation should be subtle and not visually distract from the appreciation of the building's design.



Detail from NAA B3712 Drawer 66, Folder 10, Parts 1-4

7.0 Implementation Guidelines

7.1 Note

As noted previously, the future use of the Geelong Post Office is unknown. The following guidelines have been prepared without a specific use or proposal for physical change.

In that context, the following guidelines establish some specific but mostly generic constraints, to provide an appropriate direction when formulating and developing proposals for the Post Office.

7.2 Guidelines

7.2.1 General

- Wherever possible, works should not involve:
 - changes to significant fabric as note below;
 - changes which have an adverse impact upon the appreciation of the heritage values of the building; and
 - changes which are reversible.
- Wherever possible, materials and features should be repaired rather than replaced.
- The development of proposals and the implementation of works should involve the input from an experienced heritage practitioner.
- **The introduction of sustainable 'green' technologies** and opportunities should be encouraged but accommodated in such a manner as to minimise possible visual disruption to the appreciation of the building.
- Appropriate building acts and regulations must be complied with, but in such a manner as to minimise potential disruption to the fabric and appreciation of the Post Office. It may be possible to apply for dispensation on the basis of the cultural values of the building, but every attempt should be made to comply.

- Works to the Post Office require a permit from Heritage Victoria – refer to www.heritage.vic.gov.au/permits. Reference should be made to this document and how the proposed works comply with it.
- Variations to the following parameters may be considered but not on the basis of expediency. Proposed variations must demonstrate a tangible benefit to the sustainable conservation the building and/or a particularly creative or innovative approach to its regeneration.
- The retention of the Post Office in public ownership is not required to conserve its cultural values.

7.2.2 External

- The original external composition, detailing and materials must be retained and allow to visually dominate.
- The existing profile of the building against the sky must be retained.
- The return of an appropriate original colour scheme, to complement the **building' original composition and architectural** expression, is required. Further qualified heritage advice is required for this endeavour.
- Original exposed unpainted brickwork and stonework must not be painted.
- The arched arcade on the ground floor of Ryrie Street must be retained and expressed. The enclosure of the arcade may be considered only if the enclosure is transparent, recessed behind the arches and requires minimal disruption to the fabric. Similar applies to the recessed arcade on the first floor.
- Within the arcade, the doors to the north and east have been altered. While the original doors/door openings may be reinstated, any new doors in the altered openings must be simple and contemporary.
- The floor of the arcade has been altered in height and detail and may be further altered if required for disabled access. The slate material and pattern must be retained.
- Requirements for disabled access must be addressed sensitively and every effort made to conceal a ramp or raising mechanism and not disrupt the **appreciation of the building's composition**.
- The retention of the raised single storey addition to the north is not required. It may be retained but should not be enlarged and any changes must not further impact upon the original north wall or its visual appreciation. If it is removed, the altered fabric of the north elevation should be reinstated. Refer to Special Note 3 below.
- The open space to the north (existing and/or enlarged with the removal of the single storey addition), may be considered for new building purposes, only if they support the viable use of the Post Office building, allow views from the north of the Post Office building, and are designed in a simple contemporary manner which does not distract from the appreciation of the Post Office building.
- The roof profile, slate roof and decoration must be retained.
- The inner faces of the original roofs, and later added roofs may be altered to accommodate services, etc but nothing must be visible from the public realm.
- All services must be concealed. **Redundant 'modern' exposed services** must be removed.
- Window treatments, including internal, must ensure they do not disrupt **from the appreciation of the building's whole architectural composition** and visual impact.
- New signage must not intrude upon the appreciation of the original design of the building. It must be modest, understated and respect the architectural composition of the buildings. Signage must not be mounted on the roof. Free standing signage is preferred. Signage must not replicate Victorian signs and should be simple and contemporary. Creativity is essential. Signage must have minimal and reversable impact on the building in terms of fixings.

7.2.3 Internal

- The literal 'restoration' of the Post Office interior (as a whole or for individual rooms) back to a specific period or previous appearance, in the **context of a 'house museum'**, is not required.

- Any remnant original detailing (cornices, architraves, doors, windows, skirtings, etc) must be retained and expressed. Cornices must be retained, even if hidden above a new ceiling. The expression of the original cornices in public spaces is encouraged. Doors/architraves may be moved within original walls where alterations are permitted.
- New walls or openings should be expressed as new in terms of cornices, skirtings, architraves and doors. They should be contemporary but subtle.
- The two cast iron columns on the first floor (NE corner) must be retained and expressed.
- The cantilevered bluestone stair on the north wall must be retained and expressed. Any requirements for smoke/fire isolation must be addressed sensitively. Similarly, for the smaller timber stair on the west wall must be retained and sensitively addressed.
- **The existing brass plaque relating to the building's telephone exchange must be reinstated in the building, in a public area in the location of the original telephone exchange.**
- The reinstatement of an original colour scheme is not required as the interiors have lost their overall integrity. A subtle interpretation of early colours may be used to provide character and reflect favourably on the presentation of the whole building.
- The reinstatement of original lighting is not required.
- The conservation of the building should also include the adaptation of the secondary rooms, with elements of restoration as required in 'public' rooms.
- New alterations/additions to accommodate new functions must not imitate original features. They must be contemporary but subtle and allow any original fabric to be appreciated. Creativity will be required to achieve a respectful but united whole.
- OH&S issues relating to access to the tower and roof must be dealt with creativity. Safety is paramount, but conservation must be considered. For the existing tower timber stairs, they may have to be dismantled, labelled and stored in the roof if they can not be made to comply. Any replacement within the tower however must consider the visibility of tower interior from the street and seek to minimise its visual presence.

7.2.4 Special Notes:

- Special Note 1. The most significant change to the exterior of the building is the removal of the Gheringhap Street entrance. This entrance reflected the one on Ryrie Street, with the radiating steps flowing beyond the building's façade and onto the footpath.



Original arcade and steps on Gheringhap Street

The removal corresponds with the decline of the use of the telegraph which was located on this side of the building.

The changes to the fabric have been well executed in terms of maintaining the detailing of the original building, but it is non-the-less a major alteration.

The reinstatement of the original Gheringhap Street entrance is philosophically encouraged, but not mandatory. If functionally desirable, it may be reinstated but the detailing must match the

original. If it is not to be reinstated, the present detailing should be retained.

Special Note 2: The single storey elevated addition to the north of the Post Office, is clearly not an original portion of the building/design. Although the associated single storey wall facing onto Gheringhap Street has been well designed to mimic the original building, it is not original. As not part of the original design, it does not share in the building's architectural values nor its associations with the Architects JH Martin or JH Brabin.

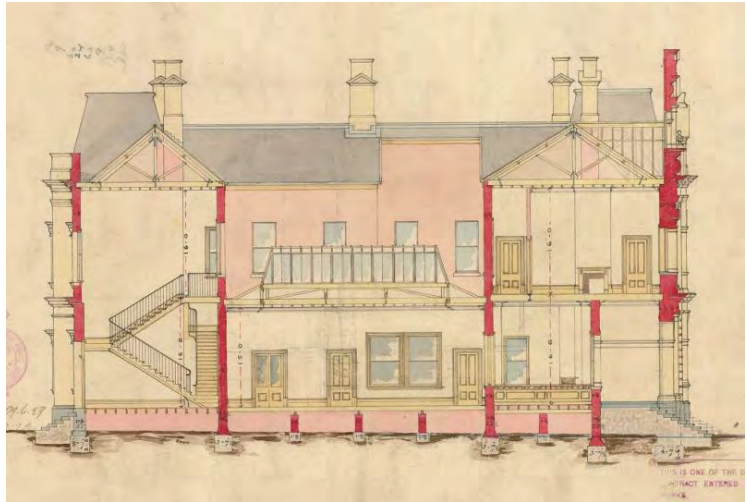


Except for the small portion of wall mentioned above, the addition does not reflect or address the original building and may be considered an eyesore. The connection of the addition to the original building has also necessitated the removal of large portions of the original north ground floor wall.

The area to the north of the Post Office was a service yard. An amenities building is indicated on the original drawings, but this has been subsequently removed.

The retention of the addition is not required, in total or in part. Under appropriate conditions, this space may be built on or the addition may be further altered, but only if there is a direct functional and financial benefit to the viable use of Post Office building. The retention of the small portion of wall mentioned above is encouraged, and its sensitive adaptation may be considered as part of a new or modified building envelope. Any new or modified building envelope in this location must not exceed the height of the original parapet and must be set back 1000mm from the east face of the Post Office. Its design must be contemporary, simple and modest and not compete with the original Post office in form, detailing or colour.

Special Note 3: The original internal roof form has been significantly modified with the loss of two large skylights. These skylights would have illuminated single storey working spaces below with highly decorative timber trusses. Similar skylights still exist at the Bendigo Post.



This original plan indicates the skylights which have been removed and floored over to create a new first floor space.

The loss of these skylights resulted from/with the infill of the first floor across what was a void. The extension of the first floor into these areas has significantly altered the composition of the original spaces and an understanding of the use of the building. String course mouldings, highlight windows and of course the trusses have been obliterated.

While the reinstatement of these spaces would be philosophically desirable, and the original drawings indicate some detailing, the resulting reinstatement would require a questionable amount of conjecture and new fabric. If a reinstatement was to be considered, it would have to reflect a high degree of attention to originality.

The reinstatement of the internal roofs, highlight windows, spaces below, etc is therefore not mandatory.

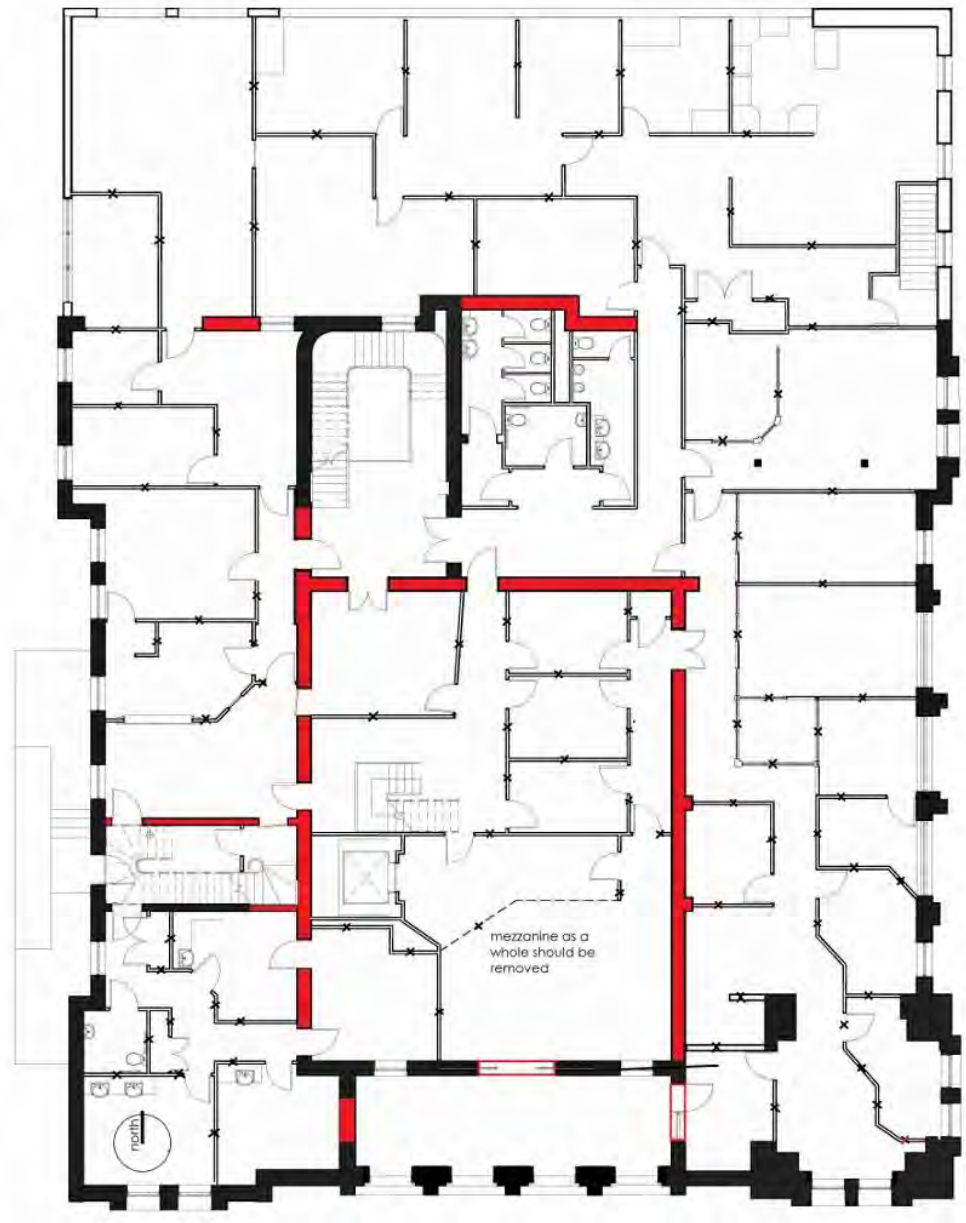
Special Note 4:

The clock and chimes are a special feature of the Geelong Post Office, specifically because of their memorial associations with King Edward VII and because of their contribution within the CBD.



The clock and chimes must be maintained in a working order. The memorial plaque on Gheringhap Street must be retained. The mechanisms for the clock and chimes must be investigated further to determine their authenticity. They may be upgraded to provide a more efficient running but, if original, the mechanisms must be retained within the tower. Their relocation for exhibition purposes may be considered.

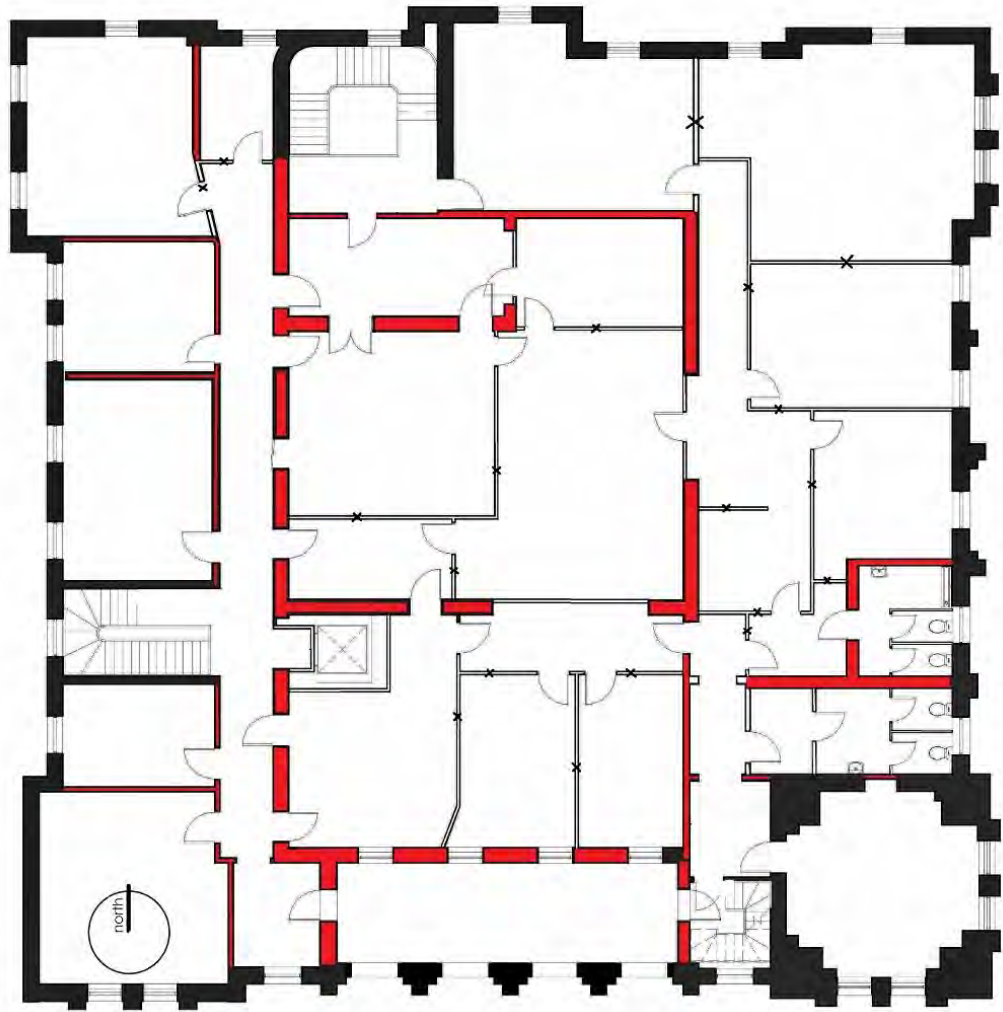
7.3 Guidelines Illustrations



Ground Floor

Legend

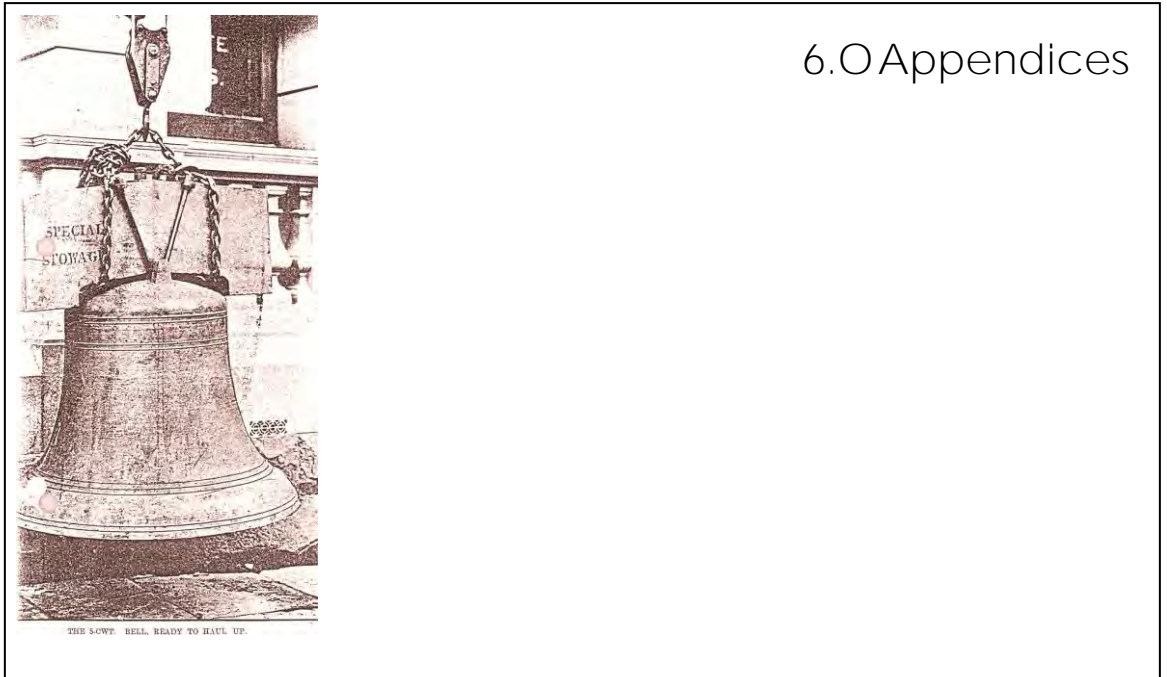
- Solid black walls are original and are to be retained intact
- Red filled walls are original (in part) and to be retained. Internally, they may have new openings or existing openings filled in
- White filled walls are not original and may be removed, altered or removed
- Walls with an X are not original but should be removed to enhance the appreciation of the building's potential.
- Variations to these indicators may be considered but not for expediency.



First Floor

Legend

- Solid black walls are original and are to be retained intact
- Red filled walls are original (in part) and to be retained. Internally, they may have new openings or existing openings filled in.
- White filled walls are not original and may be removed, altered or removed
- Walls with an X are not original but should be removed to enhance the appreciation of the building's potential.
- Variations to these indicators may be considered but not for expediency.




6.1 Bibliography


- Australian Archives, Series B3712, Drawer 43 Folder 4, Barcode 10513009
- Department of Sustainability and Environment, Files:
- [The Public Works Department of Victoria. An Architectural History.](#) Bruce Threthowan, University of Melbourne, Melbourne, 1975
- [Geelong. A Tableau Through Time.](#) Geelong and District Historical Society, Geelong, 1985
- Geelong Historical Society, <http://www.Geelonghistory.asn.au>
- Victorian Heritage Database Online, <http://vhd.heritage.victoria.vic.gov.au/vhd/heritagevic>

6.2 Historic Places Documentation Sheet, prepared for the Geelong Regional Commission by Allan Willingham, undated


HISTORIC PLACES DOCUMENTATION SHEET

Geelong Regional Commission 

PLACE NAME: GEELONG POST OFFICE
 LOCAL GOVERNMENT AREA: CITY OF GEELONG
 Sheet 180

<p>ARCHITECTURAL HISTORY (References)</p> <p>STYLE OR PERIOD: "Boom Style" Classical Revival</p> <p>ARCHITECT(S)/DESIGN ORIGIN: J.H. Marsden & J.H. Brabin Reference: Architects, Public Works Dept. of Victoria, Trethowan, Bruce, "The Public Works Dept. of Vic., 1851-1900" Vol. 2 p. 100</p> <p>BUILDER: David Kinnard Reference: Original Contract Drawings dated 23 September 1889</p> <p>PRINCIPAL ARTISANS/ARTISTS/TRADES Reference:</p> <p>TENDER NOTICE: Victorian Government Gazette Reference:</p> <p>DATE(S) OF CONSTRUCTION 1889-1890 Reference: Contract Drawings</p> <p>ESTIMATE/CONTRACT VALUE</p> <p>SUBSEQUENT WORKS/ALTERATIONS/ADDITIONS Sheringhap Street Entrance removed. Clock and bell chimes installed 1911.</p> <p>ORIGINAL OWNER(S)/OCCUPANT(S) Post and Telegraph Dept.</p> <p>SUBSEQUENT SIGNIFICANT OWNERS/OCCUPANTS</p> <p>OTHER NOTES The first automatic telephone exchange in the Southern Hemisphere was established in this building on the 6th of July, 1912.</p>	<div style="text-align: center;">  </div> <p>NEGATIVE FILE:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Australian Heritage Commission Register of National Estate</td> <td><input type="checkbox"/> Historic Buildings Preservation Council Register No. File No.</td> </tr> <tr> <td><input type="checkbox"/> National Trust of Aust. (Vic) Classified/Recorded File No.</td> <td><input checked="" type="checkbox"/> Geelong Regional Commission Register No.213</td> </tr> </table> <p>IDENTIFICATION DATA PLACE NAME Geelong Post Office ADDRESS 85 Corner of Rylee and Gheringhap St. Geelong 3220</p> <p>LOCAL GOVERNMENT AREA City of Geelong TITLE INFORMATION</p> <p>MAP REFERENCE</p> <p>PRESENT USE Post Office PRESENT OWNER/LESSEE Australia Post ADDRESS C/- 1st Floor, Geelong P.O., TELEPHONE Cnr. Gheringhap & Rylee Sts., Geelong 3220.</p>	<input type="checkbox"/> Australian Heritage Commission Register of National Estate	<input type="checkbox"/> Historic Buildings Preservation Council Register No. File No.	<input type="checkbox"/> National Trust of Aust. (Vic) Classified/Recorded File No.	<input checked="" type="checkbox"/> Geelong Regional Commission Register No.213
<input type="checkbox"/> Australian Heritage Commission Register of National Estate	<input type="checkbox"/> Historic Buildings Preservation Council Register No. File No.				
<input type="checkbox"/> National Trust of Aust. (Vic) Classified/Recorded File No.	<input checked="" type="checkbox"/> Geelong Regional Commission Register No.213				

HISTORIC PLACES DOCUMENTATION SHEET

Geelong Regional Commission 

PLACE NAME: GEELONG POST OFFICE
 LOCAL GOVERNMENT AREA: CITY OF GEELONG

<p>DOCUMENTATION REFERENCES AND BIOGRAPHIC NOTES</p> <p>Trethowan, Bruce, "The Public Works Department of Victoria 1851-1900", Research Report Department of Architecture University of Melbourne 1975, Vol. 2 pp. 15,98,100, Vol. 1 p. 104</p> <p>Commonwealth Archives Brighton - Contract Drawings including plans, elevations, sections, details. Post and Telegraph Office, Geelong, dated J.H.M. 29/06/89, with contract stamp dated 23 September 1889 and signed David Kinnard, contractor.</p> <p><u>Geelong Advertiser</u> 12 December 1854 Tender Notice for erection of Post Office at Geelong (the original post office on the site).</p> <p>Foundation Stone "This memorial stone was laid by His Excellency, the Earl of Hopetoun, G.C.M.G. Governor of Victoria, 13 February 1890".</p> <p>Geelong Historical Records Centre Photograph No. 1308 (c.1915) Smith, James (ed) <u>Cyclopedia of Victoria</u> Niven and Co. Melbourne 1904 Vol. 2 pp. 431-432 including illustration.</p> <p>The columns of the <u>Geelong Advertiser</u> have not been searched in detail, but would include details of construction of the buildings and an account of the laying of the foundation stone in February 1890.</p>	<p>CITATION</p> <p>Geelong Post Office, one of the largest regional Post Offices in Victoria, erected at the height of public building activity in 1890, is perhaps the finest of the Boom Classicism style post offices designed by the Public Works Department in Victoria. The architects were J.H. Marsden, assisted by J.H. Brabin. The two storey rendered brick structure, prominently located at the intersection of Rylee Street and Gheringhap Street, is surmounted by an elegantly proportioned tower elaborately enhanced with classically derived ornamentation and containing a clock installed in 1911. The Post Office dominates the immediate townscape. The first automatic telephone exchange in Australia was established in the building in July 1912.</p> <p>SIGNIFICANCE OF PLACE</p> <p><input checked="" type="checkbox"/> Its creative and/or technical accomplishment <input type="checkbox"/> Its demonstration of a way of life, custom, process or function no longer practised, in danger of being lost or of exceptional interest. <input checked="" type="checkbox"/> Its strong association with an important figure or figures, development, or cultural phase. <input checked="" type="checkbox"/> Its townscape and/or landscape value. <input type="checkbox"/> Its scarcity value.</p> <p>SIGNIFICANCE</p> <p><input type="checkbox"/> LOCAL <input type="checkbox"/> REGIONAL <input checked="" type="checkbox"/> STATE <input type="checkbox"/> NATIONAL <input type="checkbox"/> WORLD</p> <p>CONDITION</p> <p><input checked="" type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> DETERIORATED <input type="checkbox"/> RUINS</p> <p>INTEGRITY</p> <p><input checked="" type="checkbox"/> HIGH <input type="checkbox"/> LOW <input checked="" type="checkbox"/> ALTERED <input type="checkbox"/> DAMAGED</p> <p>RECOMMENDATIONS: PROTECTIVE MEASURES</p> <p>Geelong Regional Commission Register Australian Heritage Commission Register of the National Estate</p>
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DOCUMENTATION — Allan Willingham, Architect, 151 McKean St., North Fitzroy, 3066. Tel: 03 489 8492. SIGNATURE.....DATE.....

Search the National Trust Database

Former Post Office

Location

83 Ryrie Street, (Cnr Moorabool Street) GEELONG,
GREATER GEELONG CITY

File Number

B5026

Level

State

Statement of Significance

Geelong Post Office constructed between 1889 and 1891 to the design of Public Works Department architect, John H Marsden, is of State architectural and historical significance as a largely intact example of a late Victorian Italianate Post Office. The substantial, richly decorated asymmetrically aligned corner tower, which recalls the Melbourne General Post Office, is a prominent feature in Geelong's commercial centre. This building has played an important role in the social and commercial development of Geelong, Victoria's second city.
Classified: 16/12/1992

Group

Postal and Telecommunications

Category

Post Office

Cr Kontelj declared an Indirect Interest in Agenda Item 2 – 2018-2019 State Government of Victoria World Game Facilities Fund, in that his daughter plays soccer at Bell Park Sports Club and left the meeting room prior to discussion at 8.00pm.

2. 2018-19 STATE GOVERNMENT OF VICTORIA WORLD GAME FACILITIES FUND

Source: Community Life – Social Planning & Investment
Act/Director: Fiona Reidy
Index Reference: Sport & Recreation Grants & Funding - Incoming
Portfolio: Social and Infrastructure Planning

Purpose

To seek Council endorsement to apply to the State Government's 2018/19 World Game Facilities Fund.

Background

The State Government's World Game Facilities Fund (WGFF) aims to support local football (soccer) clubs to upgrade existing facilities or develop new facilities. Only local government areas are eligible, so clubs must apply to their Council via an Expression of Interest (EOI). Applications must be submitted to Sport & Recreation Victoria (SRV) by 30 May, 2018.

Key Issues

- Due to the tight timeframes set by the State Government, the expression of interest process for football (soccer) clubs was open from Friday 13 April to midnight on Sunday 22 April, 2018.
- Following an assessment of the eight (8) Expressions of Interest received, the Bell Park Sports (Soccer) Club female friendly facilities upgrade is the recommended project for submission to SRV. This project has the greatest alignment to Council policy, the WGFF criteria and readiness for delivery and construction.
- The maximum total grant amount available from the WGFF is \$250,000. Council can submit up to two applications. As the recommended project is seeking the maximum contribution of \$250,000 from the funding program, only one application is proposed.
- The total project cost is \$810,000 and the project will require a Council contribution of \$270,000. The Bell Park Sports Club will contribute \$170,000 cash and \$120,000 in-kind.
- The project will address the lack of adequate change facilities to support more than 60 females currently participating at the Bell Park Sports Club. The current change facility is in poor condition and not appropriate for female use.

Cr Murrhy moved, Cr Aitken seconded -

That Council:

- 1) endorses the development of a submission to Sport & Recreation Victoria's World Game Facilities Fund for the Bell Park Sports Club female change facility development;**
- 2) allocates an amount of \$270,000 in the 2018/19 Budget, noting that should this application be unsuccessful, Council's contribution will not be required.**

Carried.

Attachment 1

Discussion

Information on the World Game Facilities Fund can be found at: <http://www.sport.vic.gov.au/grants-and-funding/our-grants/world-game-facilities-fund>.

The Bell Park Sports (Soccer) Club female friendly change facility upgrade will deliver two sets of unisex change rooms and amenities, umpire change rooms and first aid area. It will provide a facility that is welcoming for females and supports growth in women's soccer. At present, the Bell Park Sports Club has 60+ female participants who do not have access to appropriate change facilities. The current change facilities are outdated and without adequate privacy. The project will also strengthen existing community partnerships between the Bell Park Sports Club and local not-for-profit organisations and aligns with Council's strategic planning to deliver a facility that is in line with Football Federation Victoria facility guidelines. This project was unsuccessful in the most recent round of the State Government's 2018/19 Community Sport Infrastructure Fund. Feedback from the previous application has been sought from Sport & Recreation Victoria representatives and will be addressed in the submission to the WGFF.

Other submissions received through the Expression of Interest (EOI) process were of a high standard, however many of the EOIs require further project planning to demonstrate a robust understanding of cost and scope. Officer support will be provided where identified to strengthen these applications for future funding opportunities.

Financial Implications

Should the funding submission to SRV be successful, Council will be expected to make a commitment to the project in the 2018-19 financial year. The minimum funding ratio for this program is \$1.5 State : \$1 Local

Proposed funding:

Funding Source	Confirmed	Amount
World Game Facilities Fund	N	\$250,000
Council contribution 2018/19	N	\$270,000
Bell Park Sports Club (cash)	Y	\$170,000
Bell Park Sports Club (in-kind)	Y	\$120,000
Total income/total project cost		\$810,000

Requires amendment to budget.

Pending a successful outcome of this grant submission, a total contribution of \$270,000 from Council's 2018/19 Budget will be required.

\$245,000 is already allocated to the project in the draft 2018/19 Council Budget. An additional contribution of \$25,000 will be required in the 2018/19 to bring Council's total budget contribution for this project to \$270,000. The \$25,000 difference is due to cost escalation and more detailed quantity surveyor costings. If the grant application is unsuccessful, no contribution from Council will be required.

Council will not have maintenance responsibility for this facility as it is located on private land and will be the responsibility of the Bell Park Sports Club.

Community Engagement

Following the State Government opening the grant applications on 27 March, 2018 Council advertised and opened an Expression of Interest (EOI) process which called for submissions from all soccer clubs within the municipality. Soccer clubs were contacted directly advising them of the new funding round.

EOIs were assessed against the WGFF Guidelines along with Council's budget drivers and the Our Future Community Indicators. Alignment to supporting strategies such as the G21 Regional Football (Soccer) Strategy and project readiness was also considered. Discussions were held with local SRV and FFV representatives to ensure both had a level of comfort with the proposal. The assessment of applications can be found at **Attachment 2**.

Social Equity Considerations

The proposed project will support growth in football (soccer) across the municipality and within the Bell Park Sports Club. The current facility cannot accommodate the existing 60+ female participants due to being outdated and not aligning with modern standards. The project will provide a truly gender neutral facility that is compliant and appropriate for females.

Policy/Legal/Statutory Implications

There are no legislative or legal ramifications associated with the adoption of this report.

The proposed funding contributions for this project meet the requirements of Council's Private Sporting Infrastructure Capital Co-Contribution Policy. As the Bell Park Sports Club are located on private land, the policy notes that Council will contribute up to one-third of the total project cost, with the Club to contribute a minimum two-thirds of the total project cost from any other funding sources including cash and in-kind. The proposed contribution from both the State Government and the Bell Park Sports Club equates to two-thirds of the total project cost.

Alignment to City Plan

The recommended project aligns to the City Plan's priority of *Community Wellbeing* along with the City's Clever and Creative vision through the *Inclusive, Diverse, Healthy and Socially Connected Communities*. This project will encourage healthy lifestyles and connected communities through active recreation and participation in sport.

Conflict of Interest

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

Risk Assessment

There are no immediate risks associated with this report. The project will include relevant risk management and Occupational Health & Safety assessments.

Environmental Implications

There are no foreseeable environmental implications associated with this report. Environmentally sustainable design initiatives will be incorporated into the design where practicable.

Attachment 2 - Assessment - Grant Submissions World Game Facilities Fund 2018/19

Applicant	Project description	Received Via	Total project cost	Total request from program	Total request from Council	Total contribution from applicant (cash)	Total contribution from applicant (in-kind)	SRV criteria*						Alignment to CoGG Budget Drivers			Comments		
								Project scope clearly outlined?	Budget outlined (including recent QS)	Supporting plans provided?	Addresses safety and universal design?	Have stakeholders been engaged	Is the project strategically supported	Does the project result in participation outcomes	Alignment with Council Strategy/Policy	Asset Management		Economic Development	
Elcho Park Cardinals Soccer Club	Hurst Reserve Soccer Floodlighting	Smarty Grants	\$285,000	\$150,000	\$100,000	\$5,000	\$30,000	✓			✓	✓	✓	✓	✓	✓	Addition to Council's asset base	Assumed that local contractors would be used to undertake works	Good project but requires further planning to ensure project readiness. Officers to work with Club to assist in further project planning
Geelong Rangers Soccer Club	Female Friendly Change Rooms	Smarty Grants	\$200,000	\$100,000	\$80,000	\$20,000		✓			✓	✓	✓	✓	✓	✓	Addition to Council's asset base	Assumed that local contractors would be used to undertake works	Good project but requires further planning to ensure project readiness. Officers to work with Club to assist in further project planning
FC Leopold	Estuary Reserve Floodlighting	Smarty Grants	\$165,000	\$100,000	\$55,000	\$10,000		✓		✓	✓	✓	✓	✓	✓	✓	Addition to Council's asset base	Assumed that local contractors would be used to undertake works	Good project, needs a QS to test costings. Officers to work with Club to assist in further project planning
Geelong Rangers Soccer Club	Myers Reserve Floodlighting	Smarty Grants	\$236,500	\$150,000	\$66,500	\$20,000		✓	✓	✓	✓	✓	✓	✓	✓	✓	Addition to Council's asset base	Assumed that local contractors would be used to undertake works	Good project, well planned. Not afforded highest priority on this occasion, due to this type of infrastructure investment not being the highest strategic priority. Officers to work with club to identify future funding opportunities
North Geelong Warriors Soccer Club	Elcho Park Floodlighting	Smarty Grants	\$350,000	\$150,000	\$100,000	\$50,000	\$50,000	✓	✓		✓	✓	✓	✓	✓	✓	No impact on Council's asset base - club located on private land	Assumed that local contractors would be used to undertake works	Good project but requires further planning to ensure project readiness. Officers to work with Club to assist in further project planning
Lara United Football Club	Lara Reserve Floodlighting Installation	Email	\$190,000	\$100,000	\$90,000			✓	✓		✓	✓	✓	✓	✓	✓	Addition to Council's asset base	Assumed that local contractors would be used to undertake works	Good project but requires further planning to ensure project readiness. Officers to work with Club to assist in further project planning
Bell Park Sports Club*	Female Friendly Change Rooms	Email	\$810,000	\$250,000	\$270,000	\$170,000	\$120,000	✓	✓	✓	✓	✓	✓	✓	✓	✓	No impact on Council's asset base - club located on private land	Assumed that local contractors would be used to undertake works	Good project, well developed with supporting plans and costs. Recommended for submission due to; - Clear female participation outcomes - Strategic alignment and priority - This project leverages the greatest financial benefit
Barwon Soccer Club**	Female Friendly Change Rooms	Email	\$300,000	\$150,000	\$100,000	\$25,000	\$25,000	✓		✓	✓	✓	✓	✓	✓	✓	Addition to Council's asset base	Assumed that local contractors would be used to undertake works	Good project but requires further planning including updated QS to ensure project readiness. Officers to work with Club to assist in further project planning

* \$245,000 for the Bell Park Sports Club project has been identified in the 2018/19 draft Council budget, noting that \$270,000 is the total amount required.

** \$75,000 for the Barwon Soccer Club (Grovedale Recreation Reserve) Master Plan has been identified in the 2018/19 draft Council budget.

Cr Kontelj re-entered the meeting room at 8.10pm.

3. HARD WASTE SERVICE

Source: City Services - Environment and Waste Services
Director: Guy Wilson-Browne
Index Reference: Hard Waste Investigations
Portfolio: Environment and Sustainability

Purpose

To recommend a proposal for the introduction of a residential hard waste collection commencing in April 2019, entitling each property to one hard rubbish collection per year.

Background

Sustainability Victoria's data shows that 42 of the 79 local governments in Victoria provide a hard waste collection. Hard waste collections pick up solid waste that is either not accepted or does not fit into garbage bins such as furniture and white goods.

The City has received many requests from residents for a hard waste service over many years. One of the main reasons for the requests is that many residents lack the ability to transport bulky items for disposal at landfills or resource recovery centres.

The benefits of a hard waste service can include:

- improved opportunities to recycle;
- better outcomes for elderly residents and people with disabilities through on-property removal of waste;
- improved access to waste disposal services for those unable to transport material to resource recovery centres or landfills;
- provision of a high level of service to residents and ratepayers; and
- reduced cost of removal of hard waste items for residents.

Key Issues

The design of the hard waste service must be one that best meets the needs of the community. While there are advantages and disadvantages to different hard waste delivery models, a residential booked at-call hard waste service offering collection from both the kerbside and within the property boundary has a number of key advantages over other models including:

- increased flexibility for residents;
- greater waste diversion from landfill;
- increased safety and reduced loss of amenity for residents and collection workers;
- higher level of service as waste is collected from within the property;
- likely to be a lower cost in long term;
- suitable for densely built-up areas; and
- decreased scavenging.

The collection service will be delivered by a third party provider and will allow for one collection per annum.

The estimated budget required for this service for the 2018-19 financial year is \$750,000 with an April 2019 start. The estimated cost for the 2019-20 financial year is \$3 million. These estimates allow for one collection per residential property per annum.

A hard waste service will operate in conjunction with the City's existing waste and resource recovery disposal programs. These include free disposal of white goods, paint, scrap metals, oils, car batteries, BBQ gas cylinders, televisions, computers equipment and excess recycling at the Drysdale and Geelong resource recovery centres.

The City conducts discount offers for items that are difficult to get to the resource recovery centres. One is the lounge suite pick up service. Residents can have their old lounge suite picked up for \$20. The City subsidises the remainder of the cost, which is \$80. Since starting in June 2017, the City has picked up over 1,000 lounge suites.

Another is the discount mattress offer. It operates during June and November each year. Residents can drop off their mattress for \$10 or have it picked up for \$15. The normal drop off and collection cost is \$22.50 and \$35 respectively. The City collects around 1,400 to 1,800 mattresses during each of these months. Normally, the monthly average is 300 mattresses.

All other existing waste and recycling services will continue.

Cr Mason moved, Cr Kontelj seconded -

That Council authorises the implementation of a booked at-call hard waste service for a 12 month period commencing in April 2019, subject to approval of funding in the 2018-19 budget, which allows one booking per year per residential property and collection from within the property boundary or kerbside.

Carried.

Attachment 1

Discussion

Booked hard waste services provide residents the ability to arrange a limited number of collections at any point throughout the year. This model is by far the most common in Melbourne with 20 of the region's 31 councils offering a booked hard waste collection. Some councils also allow residents to book additional collections for a fee.

Blanket hard waste services are a 'one size fits all' approach, offering a hard waste service to all residents in a defined area, or suburb, at a date and time set by a council. Seven of the 31 metropolitan councils offer blanket collection services.

A range of factors influence the participation rate by residents of a hard waste service. These include the extent to which residents are aware of a council's hard waste service or alternative management options such as local waste transfer facilities, or community enterprises that provide drop off opportunities for residents.

The following is a summary of the main factors to consider when designing a booked at-call hard waste service.

Scheduling Systems (booked services)

Booked service collections require bookings that are localised within suburbs and grouped to minimise travel across the municipality. Booked services also require guaranteed maximum waiting times to be set.

Property Mix

The mix of properties, width of pathway, presence of a nature strip and presence of a front yard impact the placement of material within a property and on street. In areas where there is a significant number of multi-unit developments, there can be constrained space for the placement of waste material for collection. This has significant impacts on blanket-based services. Retirement villages may also have constrained spaces for placement of waste and may require smaller collection vehicles.

Infrastructure and Events

Narrow access roads, slow traffic, local events and seasonal influx of visitors may affect the ability of residents to place waste in a suitable area and could reduce the speed of collection. Appropriate scheduling of services can help reduce this issue.

Non-Conforming Materials

Council will specify which materials are able to be collected via the hard waste service. Non-conforming materials and volumes can result in safety, amenity, legal and financial issues. To restrict the placement of non-conforming items Council will need to set clear parameters for materials that will, and will not be collected.

Communication and Promotion

The extent of promotion for a hard waste service can influence the participation rate by the community. The City will implement a communication plan to promote the service. Most councils that operate a successful hard waste service undertake significant promotion and enable bookings via their website.

Type of Service

It is important to design a service that meets the needs of residents, reduces impacts on amenity and the environment, and minimises costs and risks.

In determining the needs of residents, it is important to consider the type of service - whether it be a blanket area service or booked at-call service. Another consideration is the collection point – whether it is from the kerbside, within the property boundary, or both.

Monitoring the Service

The City will regularly monitor the hard waste service to ensure a high participation rate, effective diversion of material from landfill, lowest possible service costs and responsive management of service safety issues. To help ensure the success of the service a formal review will be undertaken after 12 months.

Service Key Performance Indicators (KPIs) and targets will enable residents, staff and contractors to provide feedback on performance. The KPIs include:

- percentage of material diverted from landfill;
- tonnes of hard rubbish collected per month;
- number of bookings per month;
- unit cost per service;
- number of complaints;
- community satisfaction; and
- number of dumped rubbish complaints per month.

Service Models

There are four hard waste service models:

- Option 1 - booked by the resident, and waste is collected from within the property boundary;
- Option 2 - booked by the resident and waste is collected from the kerbside;
- Option 3 - booked by the resident and material is collected from either within the property or on the kerbside; and
- Option 4 - blanket (suburb or area based) kerbside collection.

The following describes the four hard waste service models.

Option 1: Booked by the resident and waste is collected only within the property boundary

Under this option, the resident books a collection via council's website or at a customer service centre for waste collection within the property boundary. A booked service allows council and contractor to liaise with the resident to determine the most appropriate time and date to collect the waste material. Material presented for collection is for a limited time prior to collection, which helps prevent scavenging, reduces windblown litter and improves safety. Collection within the property minimises the impact on street amenity.

The disposal costs for a booked hard waste service are often higher than a blanket service, with sorting and transportation of recovered material more expensive than compacting on site and transporting direct to landfill. Advantages include lower volumes collected when compared to a blanket service, together with higher volumes of recyclable material collected for profit.

The opportunity to recycle material is greater due to the increased ability to stagger collections and take material back to a depot for extraction of recyclable materials.

Collecting from only within the property boundary can cause issues in highly built-up areas where properties may not have the area within the property boundary to place the material. It does however keep kerbside areas free for other residents, particularly those using the footpath.

Option 2: Booked by the resident and waste is collected only from the kerbside

Similar to option 1 but waste collection is from the kerbside rather than within the property boundary. However, this decreases street amenity.

Being a booked service it has the benefit of setting an agreed date and time for the collection and increases the opportunity for recycling. Generally, the contractor will arrange for a number of collections from an area to decrease costs and increase efficiency.

Kerbside waste placement leads to a greater risk of salvaging, windblown litter and subsequent safety risks when compared to collection within the property boundary. Others could also add to the material placed at the kerb.

Option 3: Booked by the resident and material is placed either within the property or on the kerbside

This option has the benefits outlined above for a booked service, however provides residents with the flexibility to place materials within the property boundary or on the kerbside.

One of the major advantages of this service is that it allows residents with minimal or no front yard to place material on the kerb. Alternatively, if there is minimal or no kerb, the resident can use space within their property boundary. This option enables collections in areas with a broader mix of properties including higher density areas compared to the other booked service options.

There may be safety and amenity issues with material placed onto the kerb, however the amount of material placed on the kerb will be less than option 2, and being a booked service reduces the time material is on the kerb.

Option 4: Blanket (suburb or area based) kerbside collection

This option provides residents living within an area or suburb to place material on the kerb for collection. This has significant risks associated with it, including safety, salvaging, dislodging of materials and placement of material by others. Dislodged material, particularly during windy weather, becomes a significant safety issue. It may also block roads and footpaths.

The large amount of material placed on the kerb reduces the ability to rapidly identify and remove non-conforming materials when compared to booked services. The ability of contractors to store collected material, as well as sort and retrieve recyclable material is also limited compared to the booked service options due to the very large volume of material collected at the same time.

There are significant amenity issues with a blanket service due to the large amount of waste material placed on the kerbside. Councils that operate this service experience a high number of complaints from residents due to amenity and safety concerns.

Only seven of 31 councils in the Melbourne metropolitan area use a blanket service and a number of these are moving to a booked service model in the next 2 years.

Table 1 compares each of the models.

Table 1: Ranking summary for hard waste service models 1 to 4.

Option	1. Booked – within property	2. Booked – kerbside only	3. Booked – within property & kerbside	4. Blanket kerbside
Criteria				
Cost	High	High	High	High
Safety Risk	Low / Medium	Medium	Medium	High
Theft & Dumping Risk	Low	Medium	Low / Medium	High
Impact Urban Amenity	Medium	High	Medium / High	High
Flexibility of service to cater to residents and contractors	Medium	Medium	Very High	Medium
Recycling	High	High	High	Low
Community Satisfaction	High	Medium / High	High	Medium

Financial Implications

The cost of hard rubbish services vary widely and depend upon the service model, specifications and characteristics of a municipality such as size, density and demographics. Melbourne metropolitan councils spend approximately \$29.84 million and non-metropolitan councils \$600,000 to deliver hard waste services.

Generally, blanket services have higher service costs. There is more material to collect, sort and dispose of compared to a booked at-call service. Casey City, which is a similar size to the City in terms of population, has a twice-yearly booked residential service. It has a high service uptake with over 50,000 bookings per annum. The service costs the Casey about \$4 million per annum.

Yarra Ranges Shire has about half the properties of Casey and provides a blanket collection. Presentation to the kerbside is almost 100%. This is common for blanket services. The cost of this service is about \$2 million per annum.

The hard waste costs at other councils provide a guide as to what a booked at-call service for the City might cost. Table 2 provides a summary of a tender for a booked hard waste service in 2017. The data relates to an outer metro council, which has about 80% of the number of properties compared to the City. Residents that use the service mostly only do so once a year, despite being able to access two services annually.

As part of the tender specifications many councils are now setting the number of collections per year and tenders request costs based on this rather than the number of properties.

Table 2: 2017 hard waste tender costs for a large outer metro council

Contractor	Schedule rate \$ per collection		No of Collections per Year	Total Cost \$		
	Collection, Sorting, Recycling & Disposal	Call Receival		Collection	Call Receival	Total Cost
A	\$59.40	\$7.95	19,100	\$1,134,540	\$151,845	\$1,286,385
B	\$77.60	\$3.55	19,100	\$1,482,160	\$67,805	\$1,549,965
C	\$90.54	\$3.86	19,100	\$1,729,314	\$73,726	\$1,803,040

Various hard waste budget options have been prepared based upon varying participation rates and figures from other councils (Table 3).

The City's hard waste service will be limited to a maximum of one booking per residential property per year to help minimise costs. The City anticipates considerable demand for the service so it is important to limit collections initially.

The estimated budget required for this service for the 2018-19 financial year is \$750,000 assuming an April 2019 start. The estimated 2019-20 cost is \$3 million.

Limiting the type and volume of waste accepted and charging for some items can reduce net cost.

Each booked service will have a maximum volume of three cubic metres. Timber pieces will be limited to 1.5 metres length. The service will not accept mattresses. However the City will continue to offer mattress disposal promotions and options.

The tender will be for a 12 month service with options to extend at Councils discretion subject to satisfactory performance.

Table 3: Estimated hard waste service option costs

Proportion of 110,000 Properties Serviced	Number of Collections	Total Service Cost At \$70 per collection \$	Residential Waste Charge with Hard Waste Service and Recycling Impacts \$ per assessment	% Increase in Waste Charge over 2016-17 level (\$278.05)	Added Cost to Residential Waste Charge Excluding Recycling Impacts \$ per assessment	% Increase to Residential Waste Charge Excluding Recycling Impacts
0.0%	0	0	310.00	11.5%	0	0.0%
7.5%	8,200	750,000	316.90	14.0%	6.90	2.2%
17.5%	19,200	1,500,000	323.70	16.4%	13.70	4.4%

37.0%	40,629	3,000,000	337.40	21.3%	27.40	8.8%
50.0%	54,914	4,000,000	346.00	24.4%	36.00	11.6%

* Please note that the above number of collections within the set budgets includes additional costs e.g. promotion of the service.

Funds will be required to implement and manage the service. These include:

- Recruitment of a full time officer to maintain the service at an estimated cost of \$106,000 per year. The officer will coordinate management of the service contract and assist in the management of complaints and issues associated with bookings such as safety issues, damage to footpaths and removal of non-compliant waste material.
- Promotion and advertising at an estimated total cost of \$50,000 per year, including:
 - Letter drop box - \$12,000
 - Community Update - \$2,000
 - Rate notice - \$5,000
 - Animal Registrations - \$2,000
 - Rethink Your Rubbish newsletter – N/A
 - Local newspapers advertisements & CityNews - \$16,000
 - Social media - \$3,000
 - Radio - \$3,000
 - Posters \$2,000
 - Media releases – N/A
 - Customer service centres – N/A
 - Billboards - \$5,000
 - Development of a booking system estimated to cost is \$40,000

Community Engagement

Service promotion and community awareness will determine uptake of the service. As the hard waste service will be a new service, extensive promotion will be required. The City will develop and implement a detailed communication strategy for the introduction of a hard waste service.

Social Equity Considerations

The implementation of a hard waste service will provide all residents with an additional method to dispose of waste materials. This will help maintain a clean and safe community.

Policy/Legal/Statutory Implications

There are no legal or statutory implications related to the recommendation in this report.

Alignment to City Plan

The hard waste service aligns with the City's strategic priorities for a sustainable built and natural environment.

Conflict of Interest

There is no direct or indirect and conflict of interest relating to the advice or report for any staff member.

Risk Assessment

There are a number of potential risks associated with the delivery of a hard waste service. In general, a booked at-call service has fewer hazards than a blanket service. Some blanket hard waste collections have resulted in waste on kerbsides, on footpaths and on roads for over 4 weeks presenting a significant safety and amenity issue.

Risks can be minimised by using the the WorkSafe Safe Collection of Hard Waste Guidelines, which recommend:

1. identifying hazards associated with collection practices,
2. finding the identified hazard in the table,
3. eliminating the hazard where practicable, and
4. if elimination is not reasonably practicable, implementing lower order risk control methods.

The City will need to undertake further research to identify, mitigate and where possible eliminate risks associated with its hard waste service.

Table 4: comparison of OH&S issues for booked and blanket hard waste services

Issue	At-call Service	Blanket Area Collection	Discussion
Manual handling large, bulky and awkward items	Fewer oversized objects on the property and kerb – thus decreasing the risk.	Likely to have more oversized objects in an area. If many are not collected, they pose a significant risk.	At-call service provides greater potential for hazard reduction.
Slips and trips – waste on pathway	Waste where possible can be collected from resident's property.	Waste on footpath provides a potential hazard.	At-call service provides greater potential for hazard reduction.
Hazardous substances and dangerous goods - Inadvertent collection of hazardous substances and dangerous goods Exposure of public to hazardous substances and dangerous goods placed on kerb	Knock back policy easier to administer with at-call.	Hazardous substances pose risk to public if left on kerb.	At-call service provides greater potential for hazard reduction.
Occupational violence – residents, scavengers and road users	Entering resident's property must be managed.	Scavengers are a management issue with area collections.	Carefully manage risks for both booked and blanket collections.

Issue	At-call Service	Blanket Area Collection	Discussion
Stacked waste reducing traffic visibility	Less material placed onto the kerb at once.	Greater volume of material on the kerb can reduce visibility.	At-call service provides greater potential for hazard reduction.

Environmental Implications

Careful management of the hard waste service can minimise environmental impacts through the development of service specifications that place a high priority on:

- maximising recycling of materials,
- minimising material going to landfill,
- minimising transport,
- ensuring collection within established timeframes, and
- reporting of environmentally hazardous items.

Recycling and resource recovery

A booked service should generate less waste and allow more recycling compared to a blanket service, though it is difficult to compare services due to their differences e.g. what can be picked-up. The amount of material collected varies considerably between councils in the range of 50kg to 200kg per property per year. The average is about 75kg per household per booking. The average recycling rate for the Melbourne metropolitan area is 25%. If the City were to adopt a service with one booking per annum and an anticipated 37% participation rate and 75kg collected per booking, the approximate amount of material collected will be 3,053 tonnes. At an average recycling rate of 25%, 763 tonnes of material will be recycled and 2289 tonnes of material landfilled. This represents approximately 2% of the amount of material currently being disposed of at the Drysdale landfill per annum.

Summary

The preferred model is a booked hard waste service, allowing for one booking per year for residential properties over a 12-month period to commencing in April 2019. This is the preferred model as it minimises safety risks, provides greater opportunity for recycling, minimises impacts on amenity and provides greater flexibility for residents to select the date of their service.

4. WASTE AND RESOURCE RECOVERY STRATEGY

Source:	City Services - Environment and Waste Services
Director:	Guy Wilson-Browne
Index Reference:	Waste and Resource Recovery Strategy 2018-2023
Portfolio:	Environment and Sustainability

Purpose

To inform Council of the development of the Waste and Resource Recovery Strategy 2018-23.

Background

In September 2012, Council adopted the Waste Management Position Paper 2012-16. This set Council's strategic waste position:

"to focus upon the consolidation of its existing waste services while observing and positioning itself to take advantage of opportunities to process additional waste material should proven means of processing be identified"

Guided by this strategic waste direction, the City has:

- received a \$500,000 grant from the State Government for a green organics composting facility;
- commenced construction of the green organics composting facility in Anakie;
- developed a hard waste collection service for Home and Community Care clients and other residents in need of assistance;
- received a \$100,000 grant from the Alcoa Foundation and collaborated with local communities and primary schools to introduce public place recycling bins in Portarlington, Drysdale, Ocean Grove and St Leonards;
- informed and engaged communities through waste education programs and community meetings such as the Drysdale Landfill Community Consultation Group;
- expanded the range of items that can be dropped off at resource recovery centres e.g. electrical items, car and household batteries, fluorescent tubes;
- undertaken kerbside bin surveys and utilised the results to implement education programs resulting in a significant reduction in green organics and recycling bin contamination levels;
- upgraded the Drysdale landfill, including the construction of new waste cells which incorporate best practice technology to minimise environmental impacts; and
- continued to work with the Barwon South West Waste and Resource Recovery Group to help implement community waste education programs, joint procurement and development of waste strategies.

As the City continues to grow, a new strategy is required to set a waste management vision, waste management directions and strategic actions to reduce waste and increase resource recovery.

Key Issues

- The proposed vision for the strategy is "to achieve zero waste to landfill from all Council's operations and services, and to support the community to achieve the same", which is in line with the City's commitment to the One Planet Living principles.

- Consultation on the development of the strategy will have two stages. The first stage will see development of a background report and discussion paper and stakeholder consultation. The report and paper will provide stakeholders with a summary of waste services, current strategic directions from regional waste groups and state government departments, and a summary of issues and opportunities. The City will consider feedback collected from stakeholders for incorporation into a draft Waste and Resource Recovery Strategy.
- In stage 2, the draft strategy will be exhibited and further consultation undertaken. The City will refine the draft strategy based on this consultation into a final strategy for Council to consider for adoption.

Cr Mansfield moved, Cr Mason seconded -

That Council notes the development of the Waste and Resource Recovery Strategy 2018-23.

Carried.

Attachment 1

The Waste and Resource Recovery Strategy 2018-23 will provide a strategic blueprint for the management of solid waste, recyclables and resources in the City. Driving the development of the strategy is the community aspiration 'Development and Implementation of Sustainable Solutions' in the City's 30-year vision document *Greater Geelong: A Clever and Creative Future* and the *City Plan*. The City aims to move to a zero-waste community and encourage economically viable, environmentally sound and socially responsible business practices.

National, state, regional and local waste management frameworks have also guided the strategy, including:

- the Statewide Waste and Resource Recovery Infrastructure Plan Victoria 2015-44;
- the Barwon South West Waste and Resource Recovery Group Implementation Plan 2017-26; and
- the City's Environment Management Strategy 2014-17.

In September 2012, Council adopted a *Waste Management Position Paper*. It set Council's position:

"to focus upon the consolidation of its existing waste services while observing and positioning itself to take advantage of opportunities to process additional waste material should proven means of processing be identified".

As the municipality continues to grow, a new strategy is required to set a waste management vision, waste management directions and strategic actions to reduce waste and increase resource recovery in the City. The strategy will guide the City to plan and review waste infrastructure and service levels.

The proposed vision for the strategy is "to achieve zero waste to landfill from all City operations and services, and to support the community to achieve the same", which is in-line with Council's commitment to the One Planet Living principles. There are three proposed strategic objectives:

- **Council Leadership:** take the lead to avoid and reduce waste generated in the City's operations and services and increase resource recovery;
- **Sustainable Community:** encourage and support waste management initiatives by the community and industry; advocate and facilitate circular economy within the municipality and region, and
- **Collaboration:** work in partnership with adjoining councils, governments and organisations to move towards a zero-waste city and region.

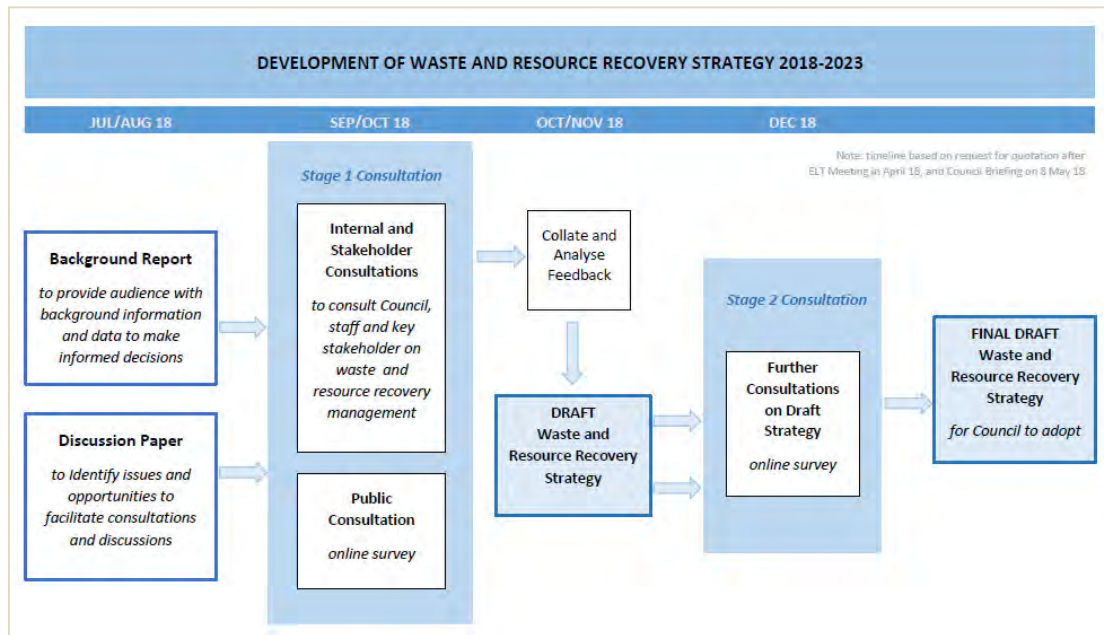
Financial Implications

Consultation for the development of the strategy is budgeted at \$40,000. Actions arising out of the strategy will be subject to future annual budget processes.

Community Engagement

Consultation for the development of the Strategy will have two stages. Stage 1 will involve the development of a background report and discussion paper. Consultation will involve councillors, City staff, stakeholders and the community. The City will consider feedback collected for incorporation into a draft Resource Recovery and Waste Management Strategy. Stage 2 will involve exhibiting the draft strategy for feedback. The

City will develop a detailed communications and engagement plan to facilitate consultation.



An internal Project Control Group (PCG) will assist with consultation and development of the Strategy. The Environment and Waste Department will chair the PCG. Other PCG members will come from:

- Financial Services
- Customer Service
- Corporate Communication and Marketing
- Social Planning and Investment
- Planning Strategy and Urban Growth
- Enterprise Geelong
- Executive Leadership – Guy Wilson-Browne

Social Equity

The development and implementation of the Waste and Resource Recovery Strategy will help ensure the City maintains affordable and efficient waste services. This helps maintain a clean and safe community.

Policy/Legal/Statutory Implications

The development of the Strategy will require a review of existing Council strategies, as well as those of the Barwon South West Waste and Resource Recovery Group and other state government agencies.

Alignment to City Plan

The Waste and Resource Recovery Strategy aligns with Council's strategic priorities for a sustainable built and natural environment.

Conflict of Interest

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

Risk Assessment

The development of the Waste and Resource Recovery Strategy will help identify and reduce risks associated with waste and resource recovery services.

Environmental Implications

The Waste and Resource Recovery Strategy will provide direction and actions to reduce the impact of waste on the environment. It will provide an opportunity to outline ways to decrease consumption and increase resource recovery and recycling.

5. THOMPSON ROAD, FURNER AVENUE, BELL PARK - PROPOSED FOOTPATH CONSTRUCTION - SRC 352 - DECLARATION OF CHARGE

Source: Engineering Services - City Services
Director: Guy Wilson-Browne
Index Reference: Thompson Road and Furner Avenue, Bell Park, Geelong, Special Rates and Charges
Portfolio: Social and Infrastructure Planning

Purpose

To declare the charges for a Special Charge Scheme to partially fund the construction of a footpath along Thompson Road and Furner Avenue, Bell Park.

Background

Council's footpath network strategy identifies the footpath construction priorities of which Thompson Road and Furner Avenue, Bell Park is listed (See plan – Attachment 5). It is considered that the proposed new footpath will provide a missing pedestrian link between Norlane and Bell Park residential and commercial areas. The new footpath will provide safer pedestrian access for all users.

Council made its intention to declare the Special Charge Scheme on 20 September 2017. In the subsequent submissions period, no submissions were received. A formal submissions panel hearing was therefore not required.

Key Issues

- It is proposed to construct 1 kilometre of 1.5 metre wide footpath to provide for pedestrian access along the west side of Thompson Road and Furner Avenue, Bell Park.
- There are 21 properties abutting the proposed footpath that will receive special benefit. There are 2 Council owned properties in the scheme.
- The total estimated project cost is \$317,823. Additional works estimated at \$34,106 will be funded by Council to improve existing infrastructure.
- A Benefit Ratio of 0.28 has been calculated in accordance with section 163 of the *Local Government Act 1989 (Act)*, which equates to a Council contribution to the scheme of \$204,276 and property owner contribution of \$79,441.
- Property owners are considered to receive benefit from the works by way of improved pedestrian access and general amenity including pedestrian safety improvements.
- The scheme has been prepared in accordance with the Special Rate and Charges provisions of the Act along with the 2004 Ministerial Guidelines and Council's Special Rates and Charges Policy.
- All affected property owners were notified by letters and public notices of the scheme.

Cr Kontelj moved, Cr Mansfield seconded -

That Council:

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

- a) **The Special Charge is declared for a period of 5 years commencing upon completion of the works.**
- b) **The Special Charge be declared for the purpose of defraying any expenses incurred by Council in relation to the construction of the footpath on Thompson Road and Furner Avenue, Bell Park. Council considers the project:**
 - b1) **will provide proper pedestrian access, improved pedestrian safety and enhancement to the general amenity for each of the properties included in the scheme;**
 - b2) **will provide a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this Resolution); and**
 - b3) **arises out of Council's function of planning for and providing infrastructure for property owners.**
- c) **The total cost of project, be recorded as \$317,823 (Schedule A at Attachment 2).**
- d) **It be recorded that, for the purposes of section 163 (2A) of the *Local Government Act 1989* (Act), the special charge proceeds will not exceed the amount calculated in accordance with the prescribed formula ($R \times C = S$), the:**
 - d1) **'benefit ratio' (R) being calculated at 0.28 represents the special benefits to all persons liable to pay the special charge (Schedule B at Attachment 3);**
 - d2) **'total cost' (C) of performing the function described in part 1 (b) of this resolution based on estimated cost be recorded as \$283,717; and**
 - d3) **'Maximum levy' (S) be recorded as \$79,440.76.**
- e) **The following be specified as the area for which the special charge is so declared:**
 - e1) **The area within municipal district of Council highlighted in the plan attached to this resolution (Attachment 5).**
- f) **The following be specified as the land in relation to which the special charge is so declared:**
 - f1) **Land within the area shown on the plan (Attachment 5).**
- g) **The following be specified as the criteria which form the basis of the special charge is so declared:**
 - g1) **Ownership of any land described in Part 1(e) of this resolution.**
- h) **The following be specified as the manner in which the special charge so declared will be assessed and levied:**
 - h1) **Each lot receives a primary access and amenity benefit;**
 - h2) **The maximum levy is shared between lots and divided on an access benefit plus amenity benefit based on frontage;**
 - h3) **The special charge will be levied by sending a notice to the person who is liable to pay, pursuant to section 163(4) of the Act.**

- i) **Having regard to the preceding parts of this resolution but subject to section 166 (1) of the Act, it be recorded that:**
- i1) The owners of the land described in column 2 and 3 of Schedule C (Attachment 4) to the resolution are estimated to be liable for the respective amounts set out in column 7 of Schedule C; and**
 - i2) Such owners may, subject to any further resolution of Council pay the special charge in the following manner;**
 - i2a) The charge will become due and payable within one month of the issue of the notice requesting payment pursuant to section 167 (3) of the Act;**
 - i2b) Interest will not be charged for six months after the issue of the notice provided the person liable makes timely payment in accordance with any repayment arrangements that may be agreed on by Council; and**
 - i2c) In accordance with section 172 of the Act, the interest rate payable on the special charge which has not been paid by the specific date is set at Council's overdraft rate, reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of section 172 (2A) of the Act in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of this section).**
- 2) Authorises the Chief Executive Officer to levy the Special Charge in accordance with section 163 (4) of the Act.**

Carried.

Attachment 1

Financial Implications

The project is a one off capital cost and there will be minimal ongoing maintenance costs. If approved, the scheme could proceed this financial year under the core footpath program C02303. Financial details are as follows:

Scheme levy to Property Owners (income)	\$79,440.76
Scheme Levy to Council – \$204,276.24 Direct Funding by Council for pavement reinstatement and a supporting reinforced concrete retaining wall and footing - \$34,106	\$238,382.24
Total Project Cost	\$317,823.00

From the table above, the net cost to Council for this project is estimated to be \$238,382.24.

Community Engagement

Consultation was carried out as follows:

- June 2017 - Information pack to affected property owners that included an explanation letter, a plan showing the location of works, a Special Rates and Charge Scheme brochure, a detailed cost apportionment spreadsheet and informal survey form. Six responses were received.
- November 2017 – Letter to owners on advertising the scheme
- 11 November 2017 – Public Notice in local newspaper
- November 2017 – Letter to owners with copy of the public notice

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

Social Equity Considerations

The proposed new footpath works towards achieving the objectives of the Greater Geelong – A Clever and Creative Future document through the provision of:

- a sustainable, connected and networked walking, cycling and public transport services that allow all abilities access into and across the city-region
- support for the most vulnerable community members

The proposed new footpath removes a missing link between Norlane and Bell Park residential and commercial areas, connecting residents with North Geelong Secondary College, local Child Care services and existing pedestrian crossing facilities on the Geelong-Ballarat railway line.

Removing the need for pedestrians to walk on Furner Avenue and Thompson Road will improve the safety of all pedestrians, especially children and the elderly accessing adjoining facilities.

Policy/Legal/Statutory Implications

The scheme has been prepared in accordance with the Special Rate and Charge provisions of the Act along with the 2004 Ministerial Guidelines and Council's Special Rates and Charges Policy and Community Engagement Guidelines.

Alignment to City Plan

This report aligns with the City Plan as follows:

Sustainably Built and Natural Environment

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

Conflict of Interest

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

Risk Assessment

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

There are no identified risks for Council in declaring the scheme.

Environmental Implications

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

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

The proposal does not affect any natural habitats.

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

Attachment 2

SCHEDULE 'A'

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

**COST ESTIMATE FOR CONSTRUCTION OF FOOTPATH –
THOMPSON ROAD AND FURNER AVENUE, BELL PARK**

SCHEME WORKS					
ITEM	DESCRIPTION	QTY	UNIT	RATE \$	AMOUNT \$
1.00	Initial site establishment and set up, decamping and site clean-up and other fixed costs up to time of completion of works.	1	ITEM	\$28,000.00	\$28,000.00
2.00	Traffic management costs.	10	ITEM	\$800.00	\$8,000.00
3.00	Setting out of works.	1	ITEM	\$500.00	\$500.00
4.00	Service / Cable locations	1	ITEM	\$1,000.00	\$1,000.00
5.00	Excavation and disposal of all materials to limits of work as indicated on plan, including trimming for spots and removal of concrete.	20	m ³	\$60.00	\$1,200.00
6.00	Concrete pram crossing 1.5m wide, including fine crushed rock bedding. (116-122 Furner Ave)	5	No.	\$250.00	\$1,250.00
7.00	125mm (25 Mpa) concrete paving with SL72 mesh including crushed rock bedding.	1383	m ²	\$135.00	\$186,705.00
8.00	Tactile Ground Surface Indicator Tiles, supplied and placed. (116-122 Furner Ave)	2	m ²	\$250.00	\$500.00
9.00	Top soiling and seeding nature strips, medians and outer separators.	922	m ²	\$8.00	\$7,376.00
10.00	Remove white posts and concrete footings. (283-285 Thompson Road)	2	No	\$200.00	\$400.00
11.00	Drainage pit lids and housings raised to match new path. (257 (3#) & 271-281 (2#) Thompson Road)	5	No	\$300.00	\$1,500.00
SUB-TOTAL					\$236,431.00
10% Contingency					\$23,643.00
Design					\$11,821.55
Project administration					\$11,821.55
CONSTRUCTION COST ESTIMATE					\$283,717.00

COUNCIL FUNDED WORKS					
ITEM	DESCRIPTION	QTY	UNIT	RATE \$	AMOUNT \$
1.00	Initial site establishment and set up, decamping and site clean-up and other fixed costs up to time of completion of works.	1	ITEM	\$2,000.00	\$2,000.00
2.00	Setting out of works.	1	ITEM	\$500.00	\$500.00
3.00	225mm dia UPVC pipe, supplied, laid and jointed including excavation, placement of approved fine crushed rock bedding and back-filling with approved material. (283-285 Furner Ave)	4.88	m	\$118.00	\$575.84

4.00	Saw-cutting of Asphalt paving and concrete. Including vehicle crossing to 124 to130 Furner Avenue.	1	Item	\$500.00	\$500.00
5.00	Supply, place and compaction of 20mm Class 2 FCR in pavement area in front of kerb and channel to 300mm deep including, 30mm compacted depth 10mm nominal size type N Asphalt spread and compacted including emulsion prime & grit. (104, 106-114 & 116-122 Furner Ave)	30	m ²	\$155.00	\$4,650.00
6.00	B2 Barrier kerb and channel 450mm wide, including fine crushed rock bedding. (104, 106-114 & 116-122 Furner Ave)	16	m	\$136.00	\$2,176.00
7.00	Reinforced Concrete Retaining Wall and Footing with SL72 mesh including 50mm compacted depth Class 3 FCR bedding and reinstate nature strip. (90-94 Furner Ave)	42	m	\$410.00	\$17,220.00
8.00	Reconstruction of pipe post and rail fence. Supply and install two posts and alter the rail at two locations. (66-72 Furner Ave)	2	No	\$400.00	\$800.00
SUB-TOTAL					\$28,422.00
10% Contingency					\$2,842.20
Design					\$1,421.09
Project administration					\$1,421.09
CONSTRUCTION COST ESTIMATE					\$34,106.00

Attachment 3

Benefit Ratio – Schedule ‘B’

A Purpose

To construct a footpath in Thompson Road and Furner Avenue Bell Park to provide all weather pedestrian access for property owners and the wider community.

B Coherence

The footpath will connect with the Furner Avenue Railway Reserve underpass and provide a pedestrian link between Norlane and Bell Park. It will also provide an additional link with the Council Reserve at 66-72 Furner Avenue. It will provide a special benefit to adjoining properties and benefit to the wider community.

C Total Cost C

Total Estimated cost of works	\$317,823.00
Direct funding by Council to construct a supporting reinforced concrete retaining wall and minor pavement replacement works.	\$34,106.00
Total Cost of Footpath Construction	\$283,717.00

D Identify Special Beneficiaries

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

E Properties to include

21 abutting properties receive both access and amenity benefits. Therefore: Total Special Benefits (in) is apportioned to 21 properties. There are two (2) Council owned properties in the scheme. Therefore Total Special Benefits out of the scheme is apportioned to 2 properties.

F Estimate of Total Special Benefits

For this scheme, benefit will be apportioned on the basis of access and amenity by way of a Benefit Unit (BU). We shall assume that the makeup of the BU for each property comprises 1/2 BU of amenity and 1/2 BU for access benefits. The Council owned properties share the same access and amenity benefit as the private properties but has a larger frontage and double the footpath extent. A summary of the special benefits is shown in table form below:

	21 Private Properties TSB(in)	2 Council Properties TSB(out)		
Access	10.5 BU	2.0BU	TSB (in) =	21.0
Amenity	10.5 BU	2.0BU		
Total Special Benefits	21 BU	4.0BU	TSB (out) =	4.0

G Estimate of Total Community Benefit -TCB

It is considered that people in the community will receive a benefit from the works as the pathway is used to access other areas. Estimated pedestrian use of the footpath is 20% for the abutting properties and 80% for the wider community. There are no amenity benefits considered for the wider community. If 20% of access benefit represents a total of 12.5 BU, 80% will represent 50BU.

TCB = 50.0

H Calculate "Benefit Ratio" - R

Benefits Ratio =
$$\frac{\text{TSB (in)}}{\text{TSB (in) + TSB (out) + TCB}} = \frac{21}{21 + 4 + 50} = 0.28$$

I Maximum Total Levy (S)

Maximum Total Levy S = R X C

Council Contribution to Special Charge Scheme

\$79,440.76
\$204,276.24

Attachment 4

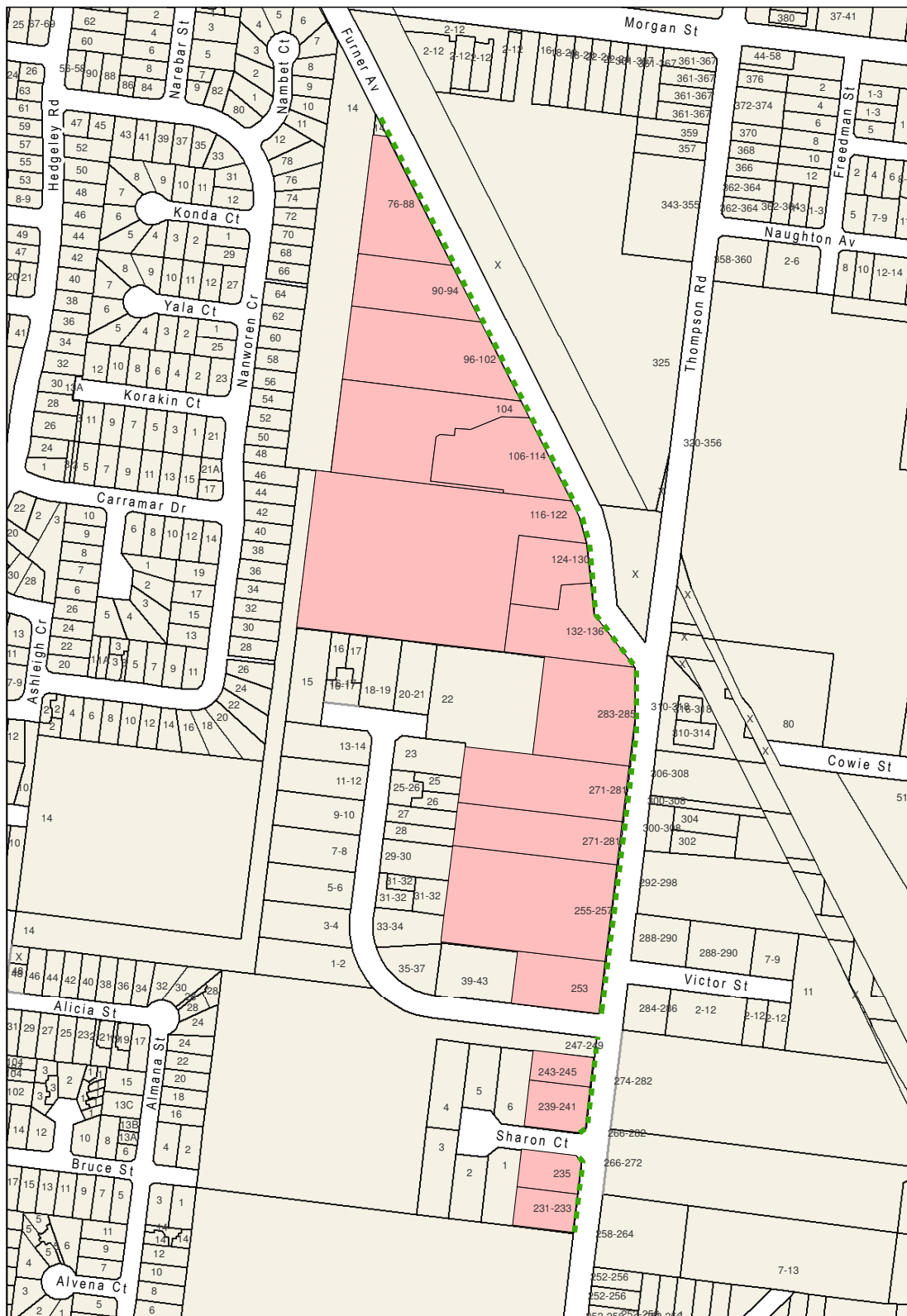
**SCHEDULE 'C'
SPECIAL CHARGE SCHEME FOR FOOTPATH CONSTRUCTION
THOMPSON ROAD and FURNER AVENUE, BELL PARK**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Prop Key	Address	Legal Details	Apportionable frontage (m)	Access Benefit	Amenity Benefit	Footpath Cost
278118	76-88 Furner Avenue, BELL PARK	Lot 1 LP 131085	48.2	\$2,337.87	\$2,751.11	\$5,088.98
278119	90-94 Furner Avenue, BELL PARK	Lot 2 LP 131085	43.7	\$2,337.87	\$2,494.73	\$4,832.60
278120	96-102 Furner Avenue, BELL PARK	Lot 3 LP 131085	66.9	\$2,337.87	\$3,818.32	\$6,156.19
354743	104 Furner Avenue, BELL PARK	Lot 2 PS 715070	2.7	\$2,337.87	\$155.88	\$2,493.75
354742	106-114 Furner Avenue, BELL PARK	Lot 1 PS 715070	64.5	\$2,337.87	\$3,684.14	\$6,022.00
299930	116-122 Furner Avenue, BELL PARK	Lot A PS 504302	16.8	\$2,337.87	\$961.58	\$3,299.44
315801	124-130 Furner Avenue, BELL PARK	Lot 1 PS 449381	28.7	\$2,337.87	\$1,640.50	\$3,978.37
320563	Factory No 1/132-136 Furner Avenue, BELL PARK	1/2 Share of Lot 2 PS 449381	39.4	\$1,168.93	\$2,248.91	\$3,417.84
315802	Factory No 2/132-136 Furner Avenue, BELL PARK	1/2 Share of Lot 2 PS 449381	39.4	\$1,168.93	\$2,248.91	\$3,417.84
280221	231-233 Thompson Road, BELL PARK	Lot 1 LP 215029	17.3	\$2,337.87	\$987.84	\$3,325.71
280222	235-237 Thompson Road, BELL PARK	Lot 2 LP 215029	23.0	\$2,337.87	\$1,313.32	\$3,651.18
298668	239-241 Thompson Road, BELL PARK	Lot 2 PS 337777	25.7	\$2,337.87	\$1,465.77	\$3,803.64
298669	243-245 Thompson Road, BELL PARK	Lot 1 PS 337777	20.0	\$2,337.87	\$1,143.73	\$3,481.59
296611	251 Thompson Road, BELL PARK	Part Share of Lot 1 PS 601749	16.8	\$1,168.93	\$959.29	\$2,128.23
295120	253 Thompson Road, BELL PARK	Part Share of Lot 1 PS 601749	16.8	\$1,168.93	\$959.29	\$2,128.23
280225	255 Thompson Road, BELL PARK	Lot A PS 601749	83.0	\$2,337.87	\$4,739.36	\$7,077.23
280226	1/271-281 Thompson Road, BELL PARK	Lot 1 PS 311991	26.6	\$2,337.87	\$1,520.02	\$3,857.89
280227	2/271-281 Thompson Road, BELL PARK	Lot 2 PS 311991	40.7	\$2,337.87	\$2,322.86	\$4,660.72
280228	283-285 Thompson Road, BELL PARK	Part Share of Lot 1 PS 530757	25.1	\$771.50	\$1,434.94	\$2,206.44
311845	287-289 Thompson Road, BELL PARK	Part Share of Lot 1 PS 530757	25.1	\$771.50	\$1,434.94	\$2,206.44

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Prop Key	Address	Legal Details	Apportionable frontage (m)	Access Benefit	Amenity Benefit	Footpath Cost
311846	291-295 Thompson Road, BELL PARK	Part Share of Lot 1 PS 530757	25.1	\$771.50	\$1,434.94	\$2,206.44

Attachment 5

Plan



Attachment 6

PROCESS CHART

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

Thompson Road and Furner Avenue, Bell Park

Stage	Status	Description
<i>Approval to prepare scheme</i>	✓	Decision made to prepare scheme following consideration of surveys of residents and feedback from the community via informal survey. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs. May 2017
<i>Intention to Declare Scheme</i>	✓	Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process. 20 September 2017
<i>Advertisement</i>	✓	The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a month's time. 11 November 2017
<i>Submissions</i>	✓	From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme. No submissions received.
<i>Submissions Review Panel Hearing</i>	✓	A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to Council regarding the scheme. Not required.
<i>Declaration Report</i>	✓	Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme.
<i>Appeal</i>		Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties.
<i>Construction</i>		Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement.
<i>Final Cost Report</i>		At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

NOTICE OF MOTION by - Cr Harwood (Mayor)

CENTRAL ADMINISTRATIVE OFFICE PROJECT ADVISORY COMMITTEE MEMBER APPOINTMENT

At the Council Meeting on 24 April 2018, 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 six 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.

Post the April 24 Meeting, Mayor Bruce Harwood called for expressions of interest from all Councillors to be involved in the Project Advisory Committee. Eight Councillors have indicated they can commit to the significant additional time required to ensure the successful delivery of the committee and project.

Given the breadth and scale of the work the committee is to complete, it is felt that the additional Councillors and the experience they bring will be a positive for the committee and project.

Cr Harwood moved, Cr Sullivan seconded -

That Council:

- 1) **Appoint eight Councillors to the Central Administrative Office Project Advisory Committee;**
- 2) **Appoint the following Councillors to the committee:**

Cr Bruce Harwood (Mayor)
Cr Peter Murrphy (Deputy Mayor)
Cr Anthony Aitken
Cr Kylie Grzybek

Cr Jim Mason
Cr Pat Murnane
Cr Ron Nelson
Cr Trent Sullivan

- 3) Notes the Mayor's delegation under S11E (1)(b) of the City of Greater Geelong Act 1993, to appoint a Councillor as the chair to the committee and that Cr Bruce Harwood to be appointed as said Chair.**
- 4) Notes the existing Terms of Reference adopted at the Council meeting on 24 April 2018 allow for eight Councillors to be appointed.**

Carried.

NOTICE OF MOTION – Cr Harwood

CENTRAL ADMINISTRATIVE OFFICE PROJECT ADVISORY COMMITTEE – CONSOLIDATION OF COUNCIL ADMINISTRATIVE OFFICES TO CENTRAL GEELONG LOCATION

In 2001, Council commenced discussions about potentially moving out of the current City Hall administration offices to a specifically designed building within Central Geelong. This was in recognition of Council offices being spread over a number of sites within Central Geelong and the associated costs of rent and leases on these premises. There was also the consideration of the inefficiencies and effectiveness of Council operations as a result of the fractured work environment having a detrimental effect on Council.

This led to the Council of the day commencing discussions about options that could be considered in relation to a long term solution. The solution to include a location within the existing proximity of the current City Hall premises, the aligning of all Central Geelong operations into the one building and potential community activity in and around such new infrastructure.

The discussion has continued for many years to a point where in 2007 Council purchased a land at 137 Mercer Street with the specific intent that this was a more than appropriate site for Council to build a designated civic accommodation. There was much excitement from within Council and also the Geelong Gallery, as this now represented a genuine opportunity for the Geelong Gallery to realise a long held aspiration of moving into the City Hall precinct, thus achieving a much needed extension of their premises.

In the ensuing years further reports were commissioned with the most recent in 2017. All reports strongly advocate for the Council to consolidate the business servicing the community into one building with the preferable site being 137 Mercer Street, Geelong. The value of this land in 2018 is approximately \$13M.

The current net rent paid for commercial premises for Council offices is now \$2.5M annually with an expectation that this will rise if additional floor space is required in 2019. In addition to the financial penalties currently being experienced there is also the intangible costs of the loss of a single customer focus with duplicated service “shop fronts” for separate functions, reduced workplace amenity and culture, employee time costs moving between offices and duplicated I.T infrastructure. Consultant reports have suggested this additional cost is in excess of \$1m per annum.

In 2018 Council has formed a Central Administrative Office Project Advisory Committee to further investigate the potential of developing a civic accommodation facility that meets the needs of the community and Council today.

One of the first orders of business for the Committee is to determine the desired location of the civic accommodation building. At the Council Meeting on 24 April 2018, Council agreed in principal to the consolidation of its administrative functions to one location within the Greater Geelong area.

This Notice of Motion's intention is for the Central Administrative Office Project Advisory Committee to note the work undertaken by various Councils over the years and narrow the scope of the site selection to be within Central Geelong and to note the two previously identified Council owned sites as 137 Mercer Street and 21 Gheringhap Street Geelong (Civic Centre Car Park site).

These two sites have initially been deemed to be the most appropriate sites to consider as they meet the desired criteria of being within Central Geelong and close to City Hall, the current site of the City of Greater Geelong. In 2017 a site analysis identified 137 Mercer Street as the preferred site.

It is acknowledged that there is significant work to be done by the Committee to fully analyse both sites.

By narrowing the focus of the Committee to a Central Geelong location it will give surety to the organisation that we are determined to pursue this project for the overall benefit of the community including the critical Arts and Culture precinct housing the Geelong Gallery. The intent is for any such movement and consolidation of Council services to also become a further catalyst to greater development opportunities engaging the Revitalisation of Central Geelong strategy.

Cr Harwood moved, Cr Nelson seconded -

That Council:

- 1) through its Central Administrative Office Project Advisory Committee only consider locations that are within Central Geelong for the consolidation of its administrative functions to one location; and**
- 2) notes 137 Mercer Street, Geelong and 21 Gheringhap Street, Geelong as its two previously identified Council owned sites within Central Geelong for the consolidation of its administrative functions to one location.**
- 3) seeks Expressions of Interest from developers and investors for further potential central administrative office locations within the Central Geelong area.**
- 4) approves an amendment to paragraph one of page two of this Notice of Motion as read.**

Carried.

ASSEMBLY OF COUNCIL RECORD

Source: Governance & Legal Services
Act/CEO: Brett Luxford
Portfolio: Leadership and Governance

Summary

- Section 80A (2) of the Local Government Act 1989 requires the record of an Assembly of Council be reported to the next practicable Ordinary Meeting of Council.
- A record of Assembly of Council meeting(s) is attached as an Appendix to this report.

Cr Kontelj moved, Cr Grzybek seconded -

That the information be received.

Carried.

**RECORD OF ASSEMBLIES OF COUNCIL
(Council Meeting 22 May 2018)**

Assembly Details	Councillors	Officer Attendees	Agenda Items	Conflict of Interest Disclosures
<p>Council Briefing 30 April 2018</p>	<p>Crs Harwood, Asher, Mansfield, Mason, Murrhiy, Murnane, Nelson, Sullivan</p>	<p>B Luxford (A/CEO) M Kuhn (A/DIR) T Ellis (A/DIR) J Van Slageren (A/DIR) P Anderson (DIR) G Wilson-Browne (DIR) G Russell (MGR) T Raven (CO ORD) J Brown (CO ORD) M Macgugan (SNR COMM ADV) F Gray (MGR) J Malone (CO ORD) J Salter (OFF) J Hurse (CO ORD) R Thomas (MGR) T Hellsten (MGR) N Anson (PROJ MGR) J Chalmers (OFF) K Ivens (SNR ADV TO MAYOR & CEO)</p>	<ul style="list-style-type: none"> • Car Parking Strategy • Northern and Western Geelong Growth Areas • Draft Settlement Strategy • Hard Waste • Bike Connections Stage 3 (High Street) 	<ul style="list-style-type: none"> • Nil.
<p>Council Briefing 1 May 2018</p>	<p>Crs Harwood, Asher, Grzybek, Mason, Murrhiy, Murnane, Nelson, Sullivan</p>	<p>B Luxford (A/CEO) M Kuhn (A/DIR) T Ellis (A/DIR) J Van Slageren (A/DIR) P Anderson (DIR) G Wilson-Browne (DIR) R Leonard (EXEC MGR) G Russell (MGR) K Waters (A/SNR ADV TO MAYOR & CEO) T Hellsten (MGR) T Raven (CO ORD) J Brown (CO ORD) M Macgugan (SNR COMM ADV) J Munro (Monitor)</p>	<ul style="list-style-type: none"> • Geelong Major Events Committee Annual Report 2016/17 • Geelong Major Events Committee Appointment of External Representatives 2018/22 • Central Geelong Marketing Annual Report to Council 2016/17 • Christmas in Geelong 2017 • Community Representation – Bellarine Multi Arts Facility – Committee of Management • Draft Greater Geelong Settlement Strategy • Northern and Western Geelong Growth Areas • Drysdale Urban Design Framework – Drysdale Town Square • Thompson Road, Furner Avenue, Bell Park – Proposed Footpath Construction SRC353 – Declaration of Charge • Quarterly Financial Report March 2018 • Access and Inclusion Advisory Committee 	<ul style="list-style-type: none"> • Nil

<p>Council Briefing 15 May 2018</p>	<p>Cr Harwood (Mayor), Crs Aitken, Grzybek, Kontelj, Mansfield, Mason, Murnane, Murrihy, Nelson, Sullivan</p>	<p>B Luxford (A/CEO) G Wilson-Browne (DIR) F Reidy (ACT DIR) J Van Slageren (ACT DIR) P Anderson (DIR) T Ellis (A/DIR) R Leonard (EXEC MGR) A Keen (EXEC MGR) G Russell (MGR) K Waters (OFF) T Raven (CO ORD) J Brown (CO ORD) R Thomas (MGR) B Szymczak (COMM ADV) J Giacchi (GENERAL COUNSEL) R Stevens (MGR) T McDonald (MGR) K Ivens (SNR ADV MAYOR & CEO)</p>	<ul style="list-style-type: none"> • 2018-2019 State Government of Victoria World Game Facilities Fund • Hard Waste • Waste & Resource Recovery Strategy • Thompson Road, Furner Avenue, Bell Park – Proposed Footpath Construction SRC352 – Declaration of Charge • Potential Sale of Former Geelong Post Office 	<ul style="list-style-type: none"> • Cr Kontelj declared a Conflict in Agenda Item 1-2018-2019 State Government of Victoria World Game Facilities Fund and left the room prior to discussion.
<p>Civic Accommodation Project Advisory Group 16 May 2018</p>	<p>Crs Harwood, Aitken, Grzybek, Mason, Murnane, Nelson, Sullivan</p>	<p>P Anderson (DIR) T Ellis (A/DIR) S Broadbent (MGR) M Kelly (MGR) F Gray (MGR) D Chrimes (OFF)</p>	<ul style="list-style-type: none"> • Civic Accommodation Project Discussions 	<p>Nil.</p>

PLANNING DELEGATIONS – APRIL 2018

Source: Planning & Development - City Development
Act/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 - April 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	11/4/2018	Grant an Amended Planning Permit- (No Appeal Lodge)	Development Hearings Panel
PP-1071-2017	8 Griffen Street, HAMLYN HEIGHTS VIC 3215	Construction of Five (5) Dwellings and a Five (5) Lot Subdivision	6/4/2018	NOD - DHP - Planning Permit	Development Hearings Panel
PP-1272-2015	27 Bayfield Court, NEWCOMB VIC 3219	Development of the Land for Two Dwellings, Two Lot Subdivision and Variation of Restrictive Covenants PS507775M and PS507783N on Lot 38, Plan of Subdivision 507783N, Vol 10716, Fol 620	6/4/2018	NOD - DHP - Planning Permit	Development Hearings Panel
PP-1424-2011/B	PARENT - 404 Ryrie Street, EAST GEELONG VIC 3219	Part Demolition of the Existing Building, Buildings and Works Associated with the Existing Dwelling, Use of Part of the Site as a Food and Drink Premises (Cafe) and Associated Buildings and Works and Reduction in Car Parking and Liquor Licence	20/4/2018	NOD - DHP - Amended Permit	Development Hearings Panel
PP-1501-2013/B	3/151 Bellarine Highway, MOOLAP VIC 3224	Change of Use to Restricted Recreation Facility (Gymnasium)	20/4/2018	NOD - DHP - Amended Permit	Development Hearings Panel

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	10/4/2018	PI - No Appeal Lodged Permit Issued	Development Hearings Panel
PP-792-2017	104-108 Sparks Road, NORLANE VIC 3214	Use and Development of the Land for a Medical Centre, Display of Business Identification Signage and Reduction of Bicycle Facilities and Car Parking Requirements	20/4/2018	Refusal to Grant a Planning Permit	Development Hearings Panel
PP-10-2018	379 Autumn Street, NEWTOWN VIC 3220	Construction of Three (3) Dwellings and a Three (3) Lot Subdivision	9-Apr-2018	NOD - Delegate	Objections - 1
PP-107-2018	1 Temt Terrace, GROVEDALE VIC 3216	Construction of Two (2) Dwellings Including Two (2) Lot Subdivision	12-Apr-2018	NOD - Delegate	Objections - 1
PP-109-2018	11-13 Stephen Street, NEWTOWN VIC 3220	Partial Demolition and Buildings and Works Associated with an Existing Dwelling Exceeding 7.5m in Height within a Heritage Overlay	20-Apr-2018	NOD - Delegate	Objections - 1
PP-1107-2017	50 Francis Street, BELMONT VIC 3216	Buildings and Works for the Construction of Four (4) Dwellings and a Four (4) Lot Subdivision	30-Apr-2018	NOD - Delegate	Objections - 4
PP-1200-2017	24 Drumcondra Avenue, DRUMCONDRA VIC 3215	Partial Demolition and Buildings and Works Associated with a Dwelling within a Heritage Overlay	3-Apr-2018	NOD - Delegate	Objections - 2
PP-1332-2017	21 South Street, BELMONT VIC 3216	Construction of a Second Dwelling and a Two (2) Lot Subdivision	3-Apr-2018	NOD - Delegate	Objections - 2
PP-1372-2017	29 Lawton Avenue, GEELONG WEST VIC 3218	Partial Demolition of Existing Dwelling, Demolition of Outbuilding and Front Fencing and Works Associated with Additions to the Existing Dwelling and Construction of an Outbuilding, Front Fence and Swimming Pool	16-Apr-2018	NOD - Delegate	Objections - 1
PP-1376-2017	125 Aphrasia Street, NEWTOWN VIC 3220	Construction of a Second Dwelling and a Two (2) Lot Subdivision and Alteration to a Road Zone	3-Apr-2018	NOD - Delegate	Objections - 2
PP-1425-2017	12 Minerva Road, MANIFOLD HEIGHTS VIC 3218	Buildings and Works for the Construction of Three (3) Dwellings and Three (3) Lot Subdivision	30-Apr-2018	NOD - Delegate	Objections - 1
PP-31-2018	20 Research Road, LARA VIC 3212	Use of Land for Caravan and Boat Storage and the Construction of Multiple Outbuildings and Pool	12-Apr-2018	NOD - Delegate	Objections - 1
PP-541-2017	88 High Street, BELMONT VIC 3216	Construction of Five (5) Dwellings	9-Apr-2018	NOD - Delegate	Objections - 1
PP-558-2017	23 Noble Street, BARWON HEADS VIC 3227	Construction of Two (2) Dwellings and Two (2) Lot Subdivision	12-Apr-2018	NOD - Delegate	Objections - 1

PP-69-2018	74-92 The Parade, OCEAN GROVE VIC 3226	Buildings and Works for the Construction of a Telecommunications Facility	3-Apr-2018	NOD - Delegate	Objections - 4
PP-79-2018	47 Osborne Street, OCEAN GROVE VIC 3226	Construction of a Dwelling more than 7.5 Metres in Height	10-Apr-2018	NOD - Delegate	Objections - 4
PP-84-2018	152 Weller Street, GEELONG WEST VIC 3218	Extension to Existing Dwelling in a Heritage Overlay	4-Apr-2018	NOD - Delegate	Objections - 1
PP-845-2017	39 Brown Street, PORTARLINGTON VIC 3223	Construction of Two (2) Dwellings and Two (2) Lot Subdivision	11-Apr-2018	NOD - Delegate	Objections - 1
PP-855-2017	109 Stevens Street, PORTARLINGTON VIC 3223	Buildings and Works for the Construction of Two (2) Dwellings	30-Apr-2018	NOD - Delegate	Objections - 2
PP-968-2017	133-143 Torquay Road, GROVEDALE VIC 3216	Use and Development of a Car Park and Creation of Access to a Road Zone	3-Apr-2018	NOD - Delegate	Objections - 1
PP-98-2018	41 Seaview Avenue, ST LEONARDS VIC 3223	Construction of Three (3) Dwellings	12-Apr-2018	NOD - Delegate	Objections - 3

CLOSE OF MEETING

As there was no further business the meeting closed at 9.13pm. Tuesday, 22 May 2018.

Signed: _____
Cr Bruce Harwood (Mayor)

Date of Confirmation: _____.