Minutes

Ordinary Meeting of Council

Wednesday 21 September 2011 at 7:00pm

Queenscliff Town Hall
50 Learmonth Street, Queenscliff

Distribution

Councillors
Cr. Bob Merriman (Mayor)
Cr. Helene Butler
Cr. Lloyd Davies
Cr. David Mitchell
Cr. John Burgess

Officers
Lenny Jenner - Chief Executive Officer
Ev Wuchatsch - General Manager Governance & Community
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<td>Under separate cover</td>
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<td>Under separate cover</td>
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<tr>
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<td>Under separate cover</td>
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<td>Under separate cover</td>
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<td>Under separate cover</td>
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<td>Appendix 12</td>
<td>UDF Recommended Priorities</td>
<td>Under separate cover</td>
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</table>
1. **OPENING OF MEETING**

7:00pm

2. **PRESENT & APOLOGIES**

   *Present:*
   
   Cr. Bob Merriman (Mayor)
   
   Cr. Helene Butler
   
   Cr. Lloyd Davies
   
   Cr. David Mitchell
   
   Cr. John Burgess
   
   Lenny Jenner - Chief Executive Officer
   
   Ev Wuchatsch - General Manager Governance & Community
   
   Allison Chaloner – Senior Accountant *(7:00pm – 9:05pm)*
   
   Mitch Hodgson - Senior Planner *(7:00pm – 9:45pm)*
   
   Anthony Sang – Consultant *(7:00pm – 9:45pm)*

   *Apologies:*
   
   Nil

3. **PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES**

   *Councillors:*
   
   Cr Mitchell declared a conflict of interest in relation to Confidential Item 18.3 Councillor Conduct, in that he was the subject of the report.

   *Officers:*
   
   Nil
4. PUBLIC QUESTION TIME

Question
“Council was to receive a briefing on Golightly Park this week. Has it decided to pursue the sale of land – how many blocks? How much do you estimate the sale will contribute? How many letters of support did Council receive for the Park in its recent planning review?”

Answer
The Mayor responded indicating that Council was yet to consider the briefing on Golightly Park and so could not comment on the questions raised. The Mayor also requested officers to clarify the number of letters received in relation to Golightly Park as part of the community consultation of the Queenscliffe Planning Scheme Review.

5. CONFIRMATION OF COUNCIL MEETING MINUTES

5.1. Ordinary Meeting of Council – 17 August 2011

A copy of the previous Minutes of the Ordinary Meeting of Council held on Wednesday 17 August 2011 was distributed to Councillors under separate cover.

Councillors: Butler/Burgess

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 17 August 2011, as distributed, be confirmed as an accurate record.

Carried Unanimously

5.2. Audit Committee Meeting – 12 September 2011

Councillors: Mitchell/Burgess

That the Minutes of the Audit Committee Meeting held on 12 September 2011 (Appendix 1) be accepted.

Carried Unanimously
6. RECORD OF ASSEMBLY OF COUNCILLORS

Record in accordance with section 80A(1) of the Local Government Act 1989 (see Adjunct to Item 6).

Councillors: Butler/Mitchell

That the Record of Assembly of Councillors, as presented in Adjunct to Item 6, be noted (refer pages 105 to 115).

Carried Unanimously

7. MOTION ON NOTICE

7.1. Motion On Notice Status Update

No update

7.2. Motion Number: 2011/552
Public Tree Removal Policy

File: QG078-01-14

In accordance with the Borough of Queenscliffe Local Law No. 1, 2010 notice was received by the Chief Executive Officer of the following motion on 11 September 2011.

Background

It is recognized that many trees have a life span and therefore may require removal at some stage. However it is equally important to recognize that public trees are a significant feature in our landscape and communities attach great value to existing trees.

Therefore a clear and transparent process is required to ensure tree removal is the last resort, that the community is kept informed/consulted and to allow submissions when a public tree is proposed to be removed.

I, Cr. Lloyd Davies hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 21 September 2011.
Motion:

That Council adopt the following process when considering removal of a tree:

The removal of a public tree is to be considered as a last resort and is only to be considered after all reasonable alternatives to the tree removal have been considered and deemed inappropriate.

The following alternatives to tree removal should be considered;

1. Reduction of hazard by moving street furniture, BBQ, path etc to outside of potential fall zone.
2. Installation of tree protection zones including bark chips in branch fall zones,
3. Signs to be installed notifying of risk of branch falls and for the area to be avoided.
4. Assessment of mitigating measures such as cabling, trimming, and tree health remedial measures.
5. Any other method deemed appropriate to the circumstance.

Council is to adhere to the following procedure when a tree of 0.3m DBH or apparent age of 20 years or more is proposed for removal.

1. Tree is to be tagged with a sign clearly stating it is proposed to be removed.
2. A specific replanting plan is produced including location, species of proposed plantings and date of proposed plantings.
3. Email is sent to a list of “Stakeholders interested in public tree removal” informing them of tree location, species, approximate DBH, age and the replanting plan. A minimum of 1 month is to be provided to allow for submissions.
4. Anyone can sign up, on the Council website, to be on the “Stakeholders interested in public tree removal” email list.
5. If any objections are received and it is still deemed that the tree is to be removed then a quantitative risk assessment is to be produced by a qualified arborist and made public on the council website, available at the council reception and sent to the “Stakeholders interested in public tree removal” email list. The arborist will be specifically asked to access if a management plan can be designed to save the tree.
6. If any objections are received then Council is to be informed of the proposed tree removal and replanting plan.
7. If it is deemed that the tree cannot remain in its current state then the following order of treatment should occur; trimming (the removal of minor branches), cabling and support structures, lopping (the removal of major branches), and finally removal. Consideration should occur after each treatment to deem if further treatment is required.
8. If it is deemed the tree is to be removed than the replacement trees are to be planted prior to tree removal if practical or within 1 week of tree removal. If replanting is required to occur in a different season then they are to be planted at the first reasonable opportunity and within an absolute maximum of 12 months after the removal of the tree.
Councillors: Davies/Mitchell

That Council defer the following motion and requested a report from Officers and a response from the Council’s Vegetation Advisory Group in relation to the following proposed Motion:

The removal of a public tree is to be considered as a last resort and is only to be considered after all reasonable alternatives to the tree removal have been considered and deemed inappropriate.

The following alternatives to tree removal should be considered;

1. Reduction of hazard by moving street furniture, BBQ, path etc to outside of potential fall zone.
2. Installation of tree protection zones including bark chips in branch fall zones,
3. Signs to be installed notifying of risk of branch falls and for the area to be avoided.
4. Assessment of mitigating measures such as cabling, trimming, and tree health remedial measures.
5. Any other method deemed appropriate to the circumstance.

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Carried Unanimously
7.3. Motion Number: 2011/553
Requesting greater accountability /transparency from the State Government in respect of Landfill Levies received from Local Government and its Communities across Victoria

File: QG310-02-01

In accordance with the Borough of Queenscliffe Local Law No. 1, 2010 notice was received by the Chief Executive Officer of the following motion on 13 September 2011.

Background

For many years landfill levies have been collected by landfill operators (both Local Government and private operators) and remitted to the Environment Protection Fund.

These funds have been used in part to fund environmental activities within Government, particularly the Department of Sustainability and Environment (DSE), Sustainability Victoria (SV), the Environment Protection Authority (EPA) and to a lesser extent Waste Management Groups (both Melbourne Metropolitan and Regional Groups) with little or no clear reporting on where the funds are actually spent.

In 2009 /10 (prior to the new levies being introduced) the revenue flowing to Government from the Landfill Levy was estimated at $54 million.

In early 2010 the previous Labour Government released a revised schedule of landfill levies to be introduced commencing in 2010/11 financial year and increasing annually through to 2014/15. The new Liberal Government continued with this schedule with the exception of the 2012/13 increase of $4.00 which was advanced to the 2011/12 year. An estimate of Landfill Levy revenue flowing to Government in 2011/12 is put at $112 million (a 107% increase over the 2009/10 collections)

Again, there is no clear reporting as to where this revenue is to spent.

Landfill Levies are to be further increased in 2013/14 and 2014/15.

Currently, there are organisational reviews being undertaken in SV and EPA which are expected to be completed in this calendar year. The impact of these reviews on Landfill Levy revenues collected is uncertain and needs to be clearly enunciated by the Government.

It is with this in mind that I propose the following motion:

I, Cr. John Burgess hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 21 September 2011.
Councillors: Burgess/Butler

The Borough of Queenscliffe requests the MAV to make representation to the Minister for Environment and Climate Change for the preparation and release of a complete reconciliation (on an annual basis) of Landfill Levy revenues collected together with where these revenues are spent commencing in the 2010/2011 financial year.

Carried Unanimously
8. **MAYOR'S REPORT**

8.1. **Functions Attended**

<table>
<thead>
<tr>
<th>Date</th>
<th>Function Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 August 2011</td>
<td>Mayor attended the Geelong and District Sub-Branch Vietnam Veterans' Memorial Service</td>
</tr>
<tr>
<td>15 August 2011</td>
<td>Mayor attended the Surfside Probus Club Meeting</td>
</tr>
<tr>
<td>15 August 2011</td>
<td>Mayor attended the Former High School Site steering Committee meeting</td>
</tr>
<tr>
<td>16 August 2011</td>
<td>Mayor attended the Busking for the Kids meeting</td>
</tr>
<tr>
<td>18 August 2011</td>
<td>Mayor attended the Vietnam Veterans Day at Fort Queenscliff</td>
</tr>
<tr>
<td>18 August 2011</td>
<td>Mayor attended the G21 Sport &amp; Recreation Pillar meeting</td>
</tr>
<tr>
<td>19 August 2011</td>
<td>Mayor attended the G21 Audit Committee meeting</td>
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<tr>
<td>19 August 2011</td>
<td>Mayor attended the Queenscliff Point Lonsdale Community Enterprise meeting</td>
</tr>
<tr>
<td>20 August 2011</td>
<td>Mayor attended the Lighthouse Maritime Weekend</td>
</tr>
<tr>
<td>29 August 2011</td>
<td>Mayor, Cr Mitchell &amp; CEO and Council Officers attended the Planning for the future of Queenscliff Meeting</td>
</tr>
<tr>
<td>29 August 2011</td>
<td>Mayor &amp; Cr Mitchell attended the Stocklands Reference Group meeting</td>
</tr>
<tr>
<td>30 August 2011</td>
<td>Mayor attended the Point Lonsdale Main Street Community Reference Group meeting</td>
</tr>
<tr>
<td>1 September 2011</td>
<td>Mayor &amp; CEO met with Caroline Douglass, Executive Director Public Land Division, Department of Sustainability and Environment</td>
</tr>
<tr>
<td>1 September 2011</td>
<td>Mayor met with Ross Bird, Point Lonsdale Boardriders Club</td>
</tr>
<tr>
<td>3 September 2011</td>
<td>Mayor &amp; Cr Butler attended the Planning for 2012 Maritime Weekend meeting</td>
</tr>
<tr>
<td>5 September 2011</td>
<td>Mayor &amp; CEO met with Rob Hurley, President, Queenscliff Golf Club</td>
</tr>
<tr>
<td>5 September 2011</td>
<td>Mayor &amp; CEO met with Chris O'Dowd &amp; Dean Zanoni, Point Lonsdale Boardriders</td>
</tr>
<tr>
<td>5 September 2011</td>
<td>Mayor &amp; CEO met with Keith Cohen regarding the Queenscliff Recreation Reserve and Monahan Centre</td>
</tr>
<tr>
<td>Date</td>
<td>Function Attended</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6 September 2011</td>
<td>Mayor &amp; Ross Bird, Point Lonsdale Boardriders Club met with Royce Christie, the Premier’s Sport &amp; Recreation Officer</td>
</tr>
<tr>
<td>6 September 2011</td>
<td>Mayor, Crs Butler, Mitchell and Davies attended the Point Lonsdale Main Street Reference Group meeting</td>
</tr>
<tr>
<td>6 September 2011</td>
<td>Mayor, Crs Mitchell and Burgess attended the Queenscliff and Point Lonsdale Business &amp; Tourism Association meeting</td>
</tr>
<tr>
<td>7 September 2011</td>
<td>Mayor met with Sue Longmore &amp; Sue Wasterval regarding the former High School Site</td>
</tr>
<tr>
<td>8 September 2011</td>
<td>Mayor &amp; CEO attended the Regional Development Australia - Barwon South West Committee meeting hosted by the Borough of Queenscliffe</td>
</tr>
<tr>
<td>12 September 2011</td>
<td>Mayor attended the G21 Sport &amp; Recreation meeting</td>
</tr>
<tr>
<td>15 September 2011</td>
<td>Mayor attended the G21 Transport Pillar briefing regarding Car import/export feasibility at Port of Geelong</td>
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</table>

**Councillors: Davies/Butler**

That the Mayor's Report be received.

Carried Unanimously
### 8.2. Inwards Correspondence

<table>
<thead>
<tr>
<th>Date</th>
<th>Correspondence</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 August 2011</td>
<td>Correspondence received from Colleen Hartland MLC regarding State Government funding to public libraries restored, now library review</td>
</tr>
<tr>
<td>17 August 2011</td>
<td>Correspondence received from resident regarding Golightly Park</td>
</tr>
<tr>
<td>8 September 2011</td>
<td>Correspondence received from Bureau of Animal Welfare regarding Restricted Breed Dogs – Updated FAQ’s</td>
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</tbody>
</table>

**Councillors: Butler/Burgess**

That the Correspondence be noted.

Carried Unanimously
9. COUNCILLOR PORTFOLIO REPORTS

9.1 Community Development Portfolio
Stop Violence Against Women- Our mothers, our sisters, our daughters, our colleagues, our friends ...

Report: Cr Helene Butler

G21 Month of Action – 28 October 2011 to 25 November 2011

The G21 Month of Action provides an opportunity for individuals, groups and organisations in the region to unite in their commitment to ending violence against women.

The G21 Freedom from Violence Action Group is part of the G21 Health and Wellbeing Pillar. The focus of the Freedom from Violence Action Group is specifically to prevent violence against women.

Violence against women continues to thrive within our community. The Month of Action is all about trying to create awareness and educate our community about the issue. Through this preventative approach it is hope to have an impact on the prevalence of violence against women in the region.

What is Violence Against Women?

The United Nations defines violence against women as any act of gender based violence that results in, or is likely to result in, physical, sexual, or mental harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life (World Health Organisation 2010). It can include physical, sexual, emotional, social, financial and spiritual abuse. These types of violence are most often perpetrated by a male partner or family member.

Research findings from the Australian component of the International Violence Against Women survey has found that up to 57% of women have experienced sexual or physical violence perpetrated by a man in their lifetime (Monzos & Makkai, 2004). In Australia, for women 15 years and over 1 in 3 has experienced physical violence. Almost 1 in 5 has experience sexual violence and 16% of women have experienced violence by a partner (Australian Bureau of Statistics, 2006). Vic Health has identified that intimate partner violence is the largest contributor to death, disease and disability for women aged 15 - 44 years (Vic Health, 2004).

Everyone has the right to feel safe and to be safe. Given the statistics around the prevalence of violence against women and its existence in all sections of the community, we are directly involved in the issue if you are a women or have a partner who is a women – or have a mother, grandmother, sister, auntie, daughter or niece – then violence against women is your problem too.
The World Health Organisation identifies violence is an abuse of power 98% of violence experienced by women is perpetrated by men. This means that violence against women is a gendered problem, and it needs to be addressed as such.

To tackle the consequences of violence towards women without addressing the violence itself makes no sense at all, and to tackle the violence requires the entire community to make a stand. Make a stand now – say no to violence against women.

We are currently finalizing dates and venues for a series of talks around the community, involving community and sporting groups and business organisations during the Month of action from 25 October 2011 to White Ribbon Day on 25 November 2011. This will also be an opportunity for members of the community to show their support by signing up as ‘White Ribbon Ambassadors’.

Councillors: Butler/Davies

That Council note the report.

Carried Unanimously
9.2 Community Development Portfolio
Geelong Regional Library Corporation

Report: Cr Helene Butler

The purpose of this report is to provide information regarding end of year activity levels by library services across a range of indicators for the Geelong Regional Library Corporation including Queenscliff.

Geelong Regional Library Corporation has performed very well across a number of key performance indicators including loans, visits, attendances to events and programs, access to information technology and the provision of community programs.

The Geelong Regional Library Corporation is a growing library service with 13 libraries and 3 new libraries under construction. Planning is well underway for a new Geelong library and Heritage Centre and Leopold Library.

Membership

There are currently 95,101 members. During 2010/11 - 13,312 new members joined our libraries.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Population</th>
<th>Members</th>
<th>Members as % of population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borough of Queenscliff</td>
<td>3,318</td>
<td>2,545</td>
<td>76.7</td>
</tr>
</tbody>
</table>

New members by branch library 2010/11

<table>
<thead>
<tr>
<th>Municipality</th>
<th>New members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borough of Queenscliff</td>
<td></td>
</tr>
<tr>
<td>Queenscliff library</td>
<td>267</td>
</tr>
</tbody>
</table>

Library Usage

<table>
<thead>
<tr>
<th>Library</th>
<th>Members</th>
<th>New Members</th>
<th>Visits</th>
<th>Loans</th>
<th>Reservations</th>
<th>Reference Enquiries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queenscliff</td>
<td>2,545</td>
<td>267</td>
<td>27,719</td>
<td>55,717</td>
<td>4,494</td>
<td>2,553</td>
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</table>

Library Visits

<table>
<thead>
<tr>
<th>Library</th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
<th>2010/11</th>
<th>% change since last year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queenscliff</td>
<td>26,314</td>
<td>25,877</td>
<td>26,421</td>
<td>26,829</td>
<td>27,719</td>
<td>3%</td>
</tr>
</tbody>
</table>

Loan of collection items continue to grow with an increase of 8% across the region confirming the demand by the community for print with multi media collections.
Radio Frequency Identification (RFID) – The final stage of the Radio Frequency Identification project saw RFID rolled out to Barwon Heads, Chilwell, Drysdale, Grovedale, Highton, Queenscliff and Torquay libraries. This completes the four year project and means that RFID is now fully implemented throughout our libraries.

There continues to be a major increase in the use of information technology services including community access to the internet in libraries and use of online services. Public access internet has grown significantly across the region with an additional 2 P.C.’s at Queenscliff.

Funding

The Victorian State Government released details of its Public Library Grant allocation to local Councils/Regional Library Corporations for the financial year 2011/12, these details were received via the email from the Department of Planning and Community Development on Monday 4 July 2011.

The timing of the funding cut could not have been worse, with all Victorian Councils having recently fulfilled their statutory obligation to set a budget for the coming year.

Geelong Regional Library Corporation Allocation

The Geelong Regional Library Corporation budget was prepared using population increases and Victorian CPI (as per previous years) with an estimated total overall increase of 3.4%. The estimate can be described as conservative based on previous years’ allocations. In 2010/11 Geelong Regional Library Corporation received an overall increase of 3.5%. The amount offered to Geelong Regional Library Corporation was well below that expected for the 2011/12 financial year.

Table 1 below provides a comparison of the 2011/12 initially offered grant organized by member Council. The two end columns provide the estimates on which the Geelong Regional Library Corporation budget was constructed (and adopted) and the resulting shortfall.

<table>
<thead>
<tr>
<th>State Govt Public Library Grant Funding</th>
<th>2010/11</th>
<th>2011/12 offered</th>
<th>$ change</th>
<th>% change</th>
<th>GRLC 2011/12 estimate</th>
<th>Shortfall $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden Plains</td>
<td>$137,904</td>
<td>$136,639</td>
<td>-$1,265</td>
<td>-0.92%</td>
<td>$145,000</td>
<td>-$8,361</td>
</tr>
<tr>
<td>Greater Geelong</td>
<td>$1,187,896</td>
<td>$1,182,641</td>
<td>-$5,255</td>
<td>-0.44%</td>
<td>$1,225,908</td>
<td>-$43,267</td>
</tr>
<tr>
<td>Queenscliff</td>
<td>$57,636</td>
<td>$52,554</td>
<td>-$5,082</td>
<td>-8.82%</td>
<td>$64,445</td>
<td>-$11,891</td>
</tr>
</tbody>
</table>
The funding of all member councils decreased with Queenscliff experiencing the greatest decrease in terms of percentage. In the absence of any detailed information as to how the allocations were calculated an explanation cannot be provided at this stage.

The President of the Public Libraries Victoria Network, John Murrell, sent a recommendation not to sign the Funding and Service Agreements as well as a copy of correspondence to Hon. Jeanette Powell from Cr Bill McArthur, MAV President, expressing significant concerns at cuts to the Public libraries Grants Program.

The subsequent ‘Save Our Libraries Campaign’ was very successful and on the 4th August the MAV informed Councils and Regional Library Corporations that the State Government had made significant commitments to addressing recurrent public library funding. However, the shortfall in the current budget must be addressed.

The funding shortfall of up to $5,182 will be made up from the budgeted surplus in the 2011/12 Geelong Regional Library Corporations Budget.

Councillors: Butler/Davies

That Council note the report.

Carried Unanimously
10. GOVERNANCE, FINANCE & EXTERNAL RELATIONS

10.1 Review of Instrument of Delegation - Council to Members of Council Staff

File: QG065-01-01

Report Author: Chief Executive Officer

Introduction

The purpose of this report is to amend the existing Instrument of Delegation from Council to Members of Council Staff, due to various changes in legislation and changes to position titles.

Background

The Local Government Act 1989 allows Council to delegate to the Chief Executive Officer and in the case of other legislation, to key members of Council staff, eg. Environment Health Officer, legislative powers that Council wish to see used to implement Council Policy.

Delegation of powers is considered essential to enable day-to-day decisions to be made and there are several reasons why delegations should be reviewed regularly. In particular:

- accountability and responsibility for decisions is possible only if decision-makers are identified;
- in delegating responsibility, Council can set conditions, limitations and guidelines for decision-makers, including reporting requirements;
- Council decisions are often subject to legal scrutiny in courts and tribunals. This calls for precision about what decision was made, who made it and when it was made.

Council last reviewed its Instrument of Delegation to the Chief Executive Officer and Members of Council Staff in March 2009.

Statutory Requirements

Council is required to resolve to sign and seal new Instruments of Delegation except where the Chief Executive Officer may further sub-delegate to members of Council staff and in this case the Chief Executive Officer is required to sign an Instrument of Sub-Delegation.

Where an officer acts without the appropriate delegation, Council could be exposed to civil or insurance claims should a third party wish to pursue legal action.
Council Plan

Council’s Governance, Finance and External Relations Strategic Objective is “Providing accountable governance and long term sustainable financial management”. Effective and accountable governance include clear delegations of responsibility.

Financial

There are no budget implications resulting from the recommendations to this report.

Social

There are no social implications resulting from the recommendations of this report.

Environmental

There are no environmental implications resulting from the recommendations of this report.

Risk Management

Regular review of Council’s Instruments of Delegation ensures that Council’s delegations are consistent with legislative changes and is protected from possible litigation where staff are acting in accordance with Council formal delegation.

Council subscribes to the Maddocks (Lawyers) Delegations and Authorisations Service which not only assists Council in managing its delegations and authorisations, but helps to mitigate any risk to Council by following this professional advice.

Discussion

Maddocks Lawyers were engaged to review Council’s Instruments of Delegation and the Instrument of Delegation from Council to Members of Council Staff has been prepared in accordance with that advice, which includes:

– The Food Act 1984 underwent some significant changes between 2009 – 2011. Given Council’s responsibilities under the Food Act, Council should, as soon as possible, delegate to its staff (or officers) the powers, discretions, duties and functions conferred and imposed on it.

– The Health Act 1958 was repealed in 2008 and replaced by the Public Health and Wellbeing Act 2008.

– There have been some minor amendments to the Planning and Environment Act 1987.
The Rail Safety Act 2006 concerns Council’s powers and obligations when working close to rail infrastructure.

The 1999 version of the Residential Tenancies (Caravans and Moveable Dwellings Registration and Standards) Regulations was revoked and replaced with the 2010 version. A few of the powers, duties and functions of Council are the same under the two versions, though the numbering has completely changed throughout the Regulations.

It should be noted that, after a thorough review, there is no need to amend the Instrument of Delegation to the Chief Executive Officer.

**Conclusion**

After a thorough review of Council’s Instruments of Delegation to the Chief Executive Officer and to Members of Council Staff, it is now appropriate for Council to adopt an amended Instrument of Delegation to Members of Council Staff, which incorporates recent changes in legislation and some changes to position titles.

**Councillors: Butler/Davies**

In the exercise of the powers conferred by Section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Delegation (Appendix 2), the Borough of Queenscliffe Council (Council) resolves that:

1. There be delegated to the Members of Council Staff holding, acting in or performing the duties of the Officers or positions referred to in the attached Instrument of Delegation, to Members of Council staff the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument;
3. On the coming into force of the instrument all previous delegations to members of Council Staff (other than the Chief Executive Officer) are revoked; and
4. The duties and functions set out in the instrument must be performed and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

Carried

Cr Mitchell requested a division:
For: Crs Burgess, Butler, Davies and Merriman
Against: Cr Mitchell

Councillor Request:
That a workshop discussion be held in the future if required.
10.2 Review of Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

File: QG065-01-01

Report Author: Chief Executive Officer

Introduction

The purpose of this report is to update Council’s Instrument of Appointment and Authorisation for the specific purpose of enforcing the Planning and Environment Act 1987.

Background

Council’s Instrument of Delegation to the Chief Executive Officer provides for the Chief Executive Officer to appoint officers to be ‘authorised officers’ for the purposes of enforcing most Acts, Regulations and Local Laws.

However, Section 188 of the Planning and Environment Act 1987 prohibits Council from delegating its power to the Chief Executive Officer to appoint officers under this Act. Therefore, Council officers appointed for the purposes of the Planning and Environment Act must be appointed through a resolution of Council.

Council Plan

Council’s Governance, Finance and External Relations Strategic Objective is “Providing accountable governance and long term sustainable financial management.” Effective and accountable governance includes clear delegations of responsibility.

Financial

There are no budget implications resulting from the recommendations to this report.

Social

There are no social implications resulting from the recommendations of this report.

Environmental

There are no environmental implications resulting from the recommendations of this report.
Risk Management

Regular review of Council’s Instruments of Delegation ensures that Council’s delegations are consistent with legislative changes and is protected from possible litigation where staff are acting in accordance with Council formal delegation.

Council subscribes to the Maddocks (Lawyers) Delegations and Authorisations Service which not only assists Council in managing its delegations and authorisations, but helps to mitigate any risk to Council by following this professional advice.

Discussion

To ensure compliance with the Planning and Environment Act and to authorise Council’s Senior Planner, Senior Law Enforcement Officer and Environmental Health Officer/s generally to institute proceedings for offences against the Act, and the regulations made under that Act, it is appropriate for Council to resolve to adopt the Instrument of Appointment and Authorisation presented.

Recommendation:

In the exercise of the powers conferred by Section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Appointment and Authorisation (the Instrument) (Appendix 3), the Borough of Queenscliffe Council (Council) resolves that:

1. The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument;
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it;
3. On the coming into force of the instrument all previous appointments and authorisations of members of Council Staff referred to in the instrument are revoked; and
4. The instrument be sealed.
Councillors: Butler/Davies

In the exercise of the powers conferred by Section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Appointment and Authorisation (the Instrument) (Appendix 3), the Borough of Queenscliffe Council (Council) resolves that:

1. The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument;

2. The instrument comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it;

3. On the coming into force of the instrument all previous appointments and authorisations of members of Council Staff referred to in the instrument are revoked; and

4. The instrument be sealed and that the Mayor be authorized to sign this document.

Carried Unanimously
10.3 Quarterly Finance Report for the period to 30 June 2011

File: QG085-01

Report Author: Senior Accountant

Introduction

This report provides information on Council’s operating and capital performance for the twelve months to 30 June 2011 against the budget adopted by Council in July 2010.

The report considers the original budget against full year actuals for all program areas and capital works projects.

The quarterly report, whilst reporting essentially the same figures as the Annual Financial Statements, differs substantially in that it is a “management” report based around Program areas and generated to ensure accountability for Program leaders and for management to monitor actual results in each area.

The underlying position for the 2010/11 financial year end is $827,000 compared with the original budget of $69,000.

Background

At its 21 July 2010 meeting Council adopted the budget for the 2010/2011 financial year. The budget was based on projected completion of projects and capital works at 30 June 2010 and information available at that time.

Statutory Requirements

Under Section 138 of the Local Government Act 1989, at least quarterly, a report comparing expenses and revenue to budget must be presented to the Council.

Summary of Financial Report

The reports note any major variations between the Budget and the year end position at 30 June 2011. A number of statements are presented including:

- Standard Income Statement (including the underlying operating result) and Standard Balance Sheet (including chart on the cash balances over the last two financial years)
- Working Capital Summary - conversion of Operating result to Cash/Rates result
- Program summaries
- Reserves summary
- Debtors analysis
- Debt position
- Cash and investments
- Creditor payments
- Capital report
- Line item report
- Program report

**Council Plan**

The financial report is in line with the key strategy in the Council Plan to ‘provide accountable governance and long term sustainable financial management’.

**Financial**

The report attached provides the opportunity for constant review of Council’s financial position to ensure compliance with budgets.

**Social Implications**

No specific items to report.

**Environmental Implications**

No specific items to report.

**Risk Management**

The quarterly report is part of Council’s risk management framework to ensure financial reporting includes reporting against the adopted annual budget.

**Community Engagement**

The reports are prepared in consultation with senior managers and reviewed by the Management Team. The report forms part of the Council meeting agenda and minutes which are public documents.
Operating Result and Underlying Operating Surplus at 30 June 2011

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>Year End Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$8.108m</td>
<td>$8.574m</td>
</tr>
<tr>
<td>less Expenditure</td>
<td>$7.695m</td>
<td>$7.065m</td>
</tr>
<tr>
<td><strong>Operating Result</strong></td>
<td><strong>$0.412m</strong></td>
<td><strong>$1.509m</strong></td>
</tr>
<tr>
<td>less Other non-operating items</td>
<td>$0.060m</td>
<td>$0.151m</td>
</tr>
<tr>
<td><strong>Surplus</strong></td>
<td><strong>$0.352m</strong></td>
<td><strong>$1.358m</strong></td>
</tr>
<tr>
<td>less Capital income and Asset sales</td>
<td>$0.343m</td>
<td>$0.471m</td>
</tr>
<tr>
<td>add back Other non-operating items</td>
<td>$0.060m</td>
<td>$0.151m</td>
</tr>
<tr>
<td>less adjustment to match grant funding to year of expenditure</td>
<td>$0.000m</td>
<td>$0.211m</td>
</tr>
<tr>
<td><strong>Underlying Operating Surplus</strong></td>
<td><strong>$0.069m</strong></td>
<td><strong>$0.827m</strong></td>
</tr>
</tbody>
</table>

The above statement shows a surplus of $0.827m at the end of June 2011 against a budgeted surplus of $0.069m, an increase of $0.758m above budgeted underlying surplus.

An increase over budget has resulted for operating and capital grants, capital contributions and interest received as well as changes for some expense items. More detailed comments are provided in the report.

In order to ascertain an underlying operating result, as has been calculated in Council’s Long Term Financial Planning and Financial Key Performance Indicators, any Capital funding needs to be deducted. Whilst this does not comply with current accounting standards and therefore cannot be disclosed in this manner in the audited statements for the Annual Financial Report, it is deemed a valuable method of determining a purely operational result. This is done on the basis that Capital Expenditure is not contained in the Income Statement whilst the Capital funding, in terms of grants and contributions (matching principle), is included.

Note the Annual Financial Statements also show an abnormal amount of $4.414m for asset revaluation increments taking the reported "bottom" line to $5.772m. For the purposes of this management report this item has been omitted.

**Detailed report by program area**

A full report of actual income and expenditure against each program area is shown in the attached report (refer Appendix 4).

As with previous quarterly reports there are a number of non-financial indicators included in this report. There is continued focus on the provision of meaningful, measurable performance indicators in each program area.
Capital report

The end of year results for Capital funding and expenditure is shown in the attached report (refer Appendix 4). Project income and expenditure has been collated and the transfers to and from reserves is provided to show a clear picture of capital transactions.

Incomplete projects have funding carried forward into the 2011/12 financial year.

Reserves summary

The Crown Land Reserve and the Carried Forward Reserve summaries are provided to show the movements as project funding is transferred from one year to the next.

Summary

Results for the financial year-end at 30 June 2011 are presented as an attachment to this report (Appendix 1). The main points from the June quarterly report are:

- $1,226,000 held in the Crown Land Reserve for:
  - completion of projects in 2011/12 ($771,000 capital works and $314,000 operating works);
  - funds set aside as ‘matching funds’ in the event that grant funding applications are successful and Council needs to make some level of contribution to new projects ($50,000 as per 2010/11 adopted budget); and
  - discretionary balance set aside for future Crown Land projects which Council may decide need priority action ($91,000 at 30/06/11, however this will be reduced to $50,000 in the 2011/12 year per adopted budget);

- $374,000 incomplete capital works transferred to carry forward reserve for completion in 2011/12 (this includes $137,000 unexpended grant funding for the Queenscliff Sports Club Enhancement Project);

- $141,000 incomplete operating works transferred to carry forward reserve for completion in 2011/12 (this includes $47,700 Planning Scheme Review and $26,100 Sustainability: Carbon Neutral Action Program and Climate Change Adaptation Plan);

- $76,000 additional operating grant income received in the June quarter and transferred to carry forward reserve for spending in 2011/12 (this includes $62,800 Victoria Grants Commission prepayment of Quarter 1 2011/12 grant income);

- $65,000 various underspends on Infrastructure works (includes $22,000 building maintenance; $16,000 playgrounds; $10,000 street furniture; $8,000 powerline clearance; $5,000 parks and gardens; $4,000 signage).

- $41,000 waste disposal, comprising $32,000 less expenditure on the new waste collection contract than anticipated (forecast based on estimated volumes, year end actual came in
below forecast level); $6,000 less expenditure than anticipated for the landfill levy and $3,000 additional recycling income above that level forecast;

- $31,000 additional interest on high cash balances due to above carry forward items;

- $28,000 under-expenditure related to the provision of aged care services, particularly for personal and respite care where level of need varies from one month to the next and some ‘buffer’ needs to be included in forecast to cover uncertainty;

- $21,000 net savings in relation to the environmental health officer (maternity leave cover partially filled by a contractor, also long service leave funded from provision);

- $20,000 underspend on weed control and revegetation works;

- $13,000 town planning development approvals and appeals expenditure less than previously forecast (difficult to forecast the level of activity in this area); and

- $8,000 for that part of the forecast not used by year end in relation to the provisional contract sum for road maintenance and works (not easy to predict).

As a reminder, other key variances included in previous quarterly reports are listed below. Note that some of these items previously forecast for completion in 2010/11 may either not have eventuated as yet, or have not been completed prior to the financial year end. In either instance, they will be included in the 2011/12 forecast as they occur. In particular:

- Queenscliff sports club enhancement project has commenced and will be completed over a period of two financial years ($137,000 grant funding not yet expended has been transferred to carry forward reserve, as indicated on the previous page);

- Ferry to Pier (grant funding not yet received, only the Council contribution of $30,000 has been set aside in the Crown Land Reserve at 2010/11 year end);

- Point Lonsdale surf life saving access ramp is partially expended and the balance of funds is included in the Crown Land Reserve for completion in 2011/12;

- Boat Ramp upgrade has been completed and capitalised as part of the 2010/11 financial year end, however an amount of $26,700 has been held over in the Crown Land Reserve for operating expenditure in relation to soil disposal and testing;

- Cliff Safety operating grant income has been transferred to carry forward reserve for completion in 2011/12; and

- Sustainability accord grant funding now confirmed and is to be received in 2011/12.

As reported for the January – March 2011 quarter:

- additional results for capital projects as follows:

  - $450,000 Queenscliff sports club enhancement project ($250,000 community contributions and $200,000 grant funding; note the total project cost is $955,000 with the remaining $505,000 included in the 2011/12 draft budget);

  - $300,000 ferry to pier project ($250,000 grant funding, $20,000 community contributions and $30,000 Council contribution);
- $40,000 allowance made for additional expenditure in relation to the Point Lonsdale surf life saving access ramp resulting from higher than predicted tender price. Council is seeking to offset these costs through additional State Government funding;

- $40,000 additional expenditure for the boat ramp area upgrade including pontoons. The additional costs have resulted from higher than predicted tender price for works, higher than predicted cost of new pontoons and additional costs of marine survey testing to meet environmental safety standards;

- $30,000 additional expenditure associated with Nicholas Court, Point Lonsdale kerb and channel works. The new residential development in Nicholas Court combined with the impact of recent substantial storm events has necessitated urgent risk management works to prevent flooding of up to eight properties in Nicholas Court and Williams Road, Point Lonsdale.

- $79,000 additional lease income associated generated from Council’s review of lease arrangements and Council’s increased Crown land management responsibilities.

**As reported for the October – December 2010 quarter:**

- an increase in operating grants:
  - $190,000 cliff safety, funding announced during 2010/11
  - $45,000 grant income associated with the local government Sustainability Accord (yet to be confirmed by the State government)

- $30,000 Council contribution set aside for Ferry to Queenscliff Pier project. This was initially predicted to be included as a 2011/12 expense but in light of the funding agreement with the State Government has been included in the 2010/11 forecast.

**As reported for the July – September 2010 quarter:**

- an increase in capital grants: $250,000 play & park development, budgeted 2009/10
- additional interest income resulting from high cash balances in the first half year
- additional expenditure resulting from the recent tender of waste disposal contract
- information technology above budget, for Office 2010 and additional licenses
- some shift from operating (maintenance) to capital (renewal) budgets for buildings

The 2010/11 full year position is an increase in surplus of $758,000 in terms of the underlying operating result. This is the result of a combination of factors which includes $531,000 total operating carry forwards ($314,000 Crown Land projects, $141,000 operating expense budgets not spent and $66,000 additional operating grants received in the June quarter but not yet expended); $196,000 underspends on forecast operating expenditure (including infrastructure works, waste disposal, provision of aged care services, environmental health salaries, weed control and revegetation works, and town planning approvals and appeals); and $31,000 additional interest
income resulting from the level of carry forwards held in reserve at the end of the 2010/11 financial year.

Further commentary is included in the body of the attached report.

**Councillors: Davies/Burgess**

That Council receives the Quarterly Finance Report for the period to 30 June 2011.

*Carried*

**Cr Mitchell requested a division:**

*For:* Crs Burgess, Butler, Davies and Merriman  
*Against:* Cr Mitchell

Cr Burgess made reference to the positive commentary from Mr Martin Thompson, External Auditor, on the standard of financial reporting presented to the External Auditors, particularly the work of Council’s Senior Accountant, Ms Allison Chaloner. In this context Council commended the Senior Accountant Ms Allison Chaloner, on the standard of her work.
10.4 Adoption of 2010/11 Financial Report, Standard Statements and Performance Statement

File: QG 085-02-02

Report Author: General Manager Governance & Community

Introduction

Under the Local Government Act 1989 section 131, Council is required to prepare annual accounts comprising the financial report, standard statements and a performance statement in the manner and form prescribed by the regulations.

These statements are to be signed and submitted to the Victorian Auditor General's Office and upon receipt of the Auditor-General's certification, a complete set is to be sent to the Minister within three months of the end of the financial year.

Discussion

At the Audit Committee meeting held 12 September 2011, the 2010/11 financial report, standard statements and performance statement were presented. The Audit firm appointed by the Auditor General to carry out the end-of-year audit was Crowe Howarth and a representative of the firm, Mr Martin Thompson, attended the Audit Committee meeting.

A summary of the Audit and its findings was presented coupled with a final management letter. Key items listed within the closing report issued by the Audit firm are as follows:

- Audit identified no areas of material misstatement;
- Six recommendations were made in relation to the control environment for asset management, internal audit and procurement;
- Audit is satisfied with the assumptions and estimates used, specifically in relation to: the valuation of infrastructure, land and buildings, plant and equipment; impairment of assets; depreciation on buildings, plant and equipment; employee benefits provision;
- No material differences were identified during the audit and no adjustments were required to be made to the financial report;
- Ongoing internal control issues, reported in the interim audit management letter in June 2011, include: segregation of duties in the Finance area; Information Technology (I.T.) strategic plan; I.T. policies and procedures;
- The final management letter includes one item, which has been included in the management letter for all Victorian councils at the request of the Victorian Auditor General’s Office (VAGO), in relation to awareness of procurement practice.
- No new financial reporting issues have been identified in the final management letter.
Statutory Requirements

Under Section 131 (8) of the Local Government Act 1989, Council must authorise two Councillors to certify the financial report and standard statements in their final form after any changes recommended, or agreed to, by the auditor have been made.

Under Section 132 (8) of the Local Government Act 1989, Council must authorise two Councillors to certify the performance statement in the form and manner required by the regulations. The approval by the two Councillors must be given in the form and manner required by the regulations.

The Financial Report represents Council's financial performance and position for the 2010/11 financial year and is prepared and presented in its final form according to Accounting standards and the relevant legislative requirements. The Auditor and Auditor-General certify that this has been done.

Council Plan

The annual financial report is in line with the Strategic Direction of the Council Plan 2010-2013 to 'provide accountable governance and long term sustainable financial management' and the key strategy 'to responsibly manage financial, human and physical resources'.

Social

Nil.

Environmental

Nil.

Risk Management

Risks as identified during the audit will be addressed as part of Council's Risk management processes which is overseen by the Risk Management Committee. A summary of issues that were identified by the auditor during the audit identified three ongoing internal control issues as high risk, with the item included in the final management letter on procurement being assessed as moderate risk.

Community Consultation

Nil.
2010/11 FINANCIAL REPORT AND STANDARD STATEMENTS AND PERFORMANCE STATEMENT

The 2010/11 Financial Report is included at Appendix 7 and has been completed in line with the Victorian Council Model Financial Report.

The 2010/11 Standard Statements as required under Section 131 (b) of the Local Government Act 1989 are included at Appendix 6.

The 2010/11 Performance Statement which has been prepared under section 132 of the Act is included at Appendix 5. The Performance Statement has also been audited by Crowe Howarth.

The external auditors (Crowe Howarth) have conducted the final audit of the accounts and presented their report at the Audit Committee held on 12 September 2011.

Councillors: Burgess/Butler

1. That the 2010/11 Financial Report be approved and forwarded to the Auditor-General.
2. That the 2010/11 Standard Statements be approved and forwarded to the Auditor-General.
3. That the 2010/11 Performance Statement at Appendix 5 be approved and forwarded to the Auditor-General

Carried Unanimously

AUTHORITY TO SIGN

Under section 131 (8) of the Act, Council must authorise 2 Councillors to certify the financial report, standard statements and the performance statement in their final form after any changes recommended, or agreed to, by the auditor, have been made.

Councillors: Burgess/Butler

1. That Council appoint the following two Councillors: Cr Bob Merriman and Cr John Burgess to sign the required statements and forward to the Auditor General.
2. That Council authorise Ms Evelyn Wuchatsch as Principal Accounting Officer to sign the required statements and forward to the Auditor General.

Carried Unanimously
10.4 Community Services Program Report

File: QG140-01-02

Report Author: Community Services Coordinator

Purpose

This report is designed to increase Council and community awareness of the scope and progress of activities undertaken by Council in specific program areas. The report for this month focuses on Council’s activities in the area of Community Services, particularly the delivery of aged and disability services.

Introduction

The Aged Care & Disability Service is an integral area of Council that provides a range of personal support services under the Home & Community Care Program (HACC) to people living at home, whose capacity for independent living is at risk, or who are at risk of premature or inappropriate admission to long term residential care. HACC funds services which are targeted to frail older people, people with disabilities, and carers.

The HACC Program is funded jointly by the Commonwealth and State Governments under the Home and Community Care Act (Commonwealth) 1985. In Victoria Local Governments contribute significant funds and resources to HACC services, as do consumers who contribute via fees.

The Community Services area also oversees the Maternal Child and Health contract which is currently provided by Bellarine Community Health Inc and assists the Kindergarten with maintenance of the buildings and in a limited capacity with program direction.

Community Services is a complex area of Council that is funded via a number of government departments including at a state level the Department of Health and the Department of Education and Early Childhood Development and federally by the Department of Health and Aging (specifically for Community Aged Care Packages).

Staffing of the Community Services program consists of 1 Coordinator at .88 EFT, 1 Assessment Officer at .78 EFT and 10 Community Care Workers at approximately .52 EFT each.

Aged Care & Disability Services are available to clients 365 days of the year between the hours of 7am - 7pm with the option for extended hours to provide respite services. Overnight care is not provided. The Aged Care & Disability Services provides the following services on a day to day basis.
Assessment & Care management
This activity provides an assessment of an individual’s need for community support services, both HACC and non-HACC, plus an assessment of their strengths and abilities aimed at maximising the individual’s independence.

This activity also includes the development and implementation of a care plan, the monitoring of the effectiveness of the care plan in meeting consumer needs, and the regular review and re-assessment of consumer needs.

Care Coordination
Care Coordination includes a range of tasks which occur after assessment and care planning for a subgroup of clients with complex needs and circumstances. Clients needing care coordination include clients receiving services from multiple organisations who are not receiving case management as part of a package of care.

Home Care
The Home Care service aims to maintain a safe, secure, healthy home environment for frail older people and people with disabilities, and their resident carers.

While cleaning tasks form an essential part of Home Care, it is more than a cleaning service. It is focused on enhancing consumer’s independence by providing housekeeping, assistance with personal administration, monitoring wellbeing and escorting to appointments/social activities.

Personal Care
Personal Care provides assistance with activities that people would normally do for themselves but they are unable to perform without assistance because of illness, disability or frailty. Examples of personal care are bathing, dressing, grooming, toileting, and assistance with getting in and out of bed and assistance with mobility and eating.

Respite Care
Respite services support the caring relationship by providing the carers of frail older people and, people of any age with a disability, with a break from their caring responsibilities. They also provide an opportunity for the person being cared for to have a break, or an outing without their usual carer.

Respite services can be provided in a variety of ways and in a range of locations. These include in the consumer’s home, on a one to one basis or, in the community where consumers can participate in individual or community activities with the support of a respite worker.

Property Maintenance/ Lawn Mowing
‘Property maintenance and minor modifications’ provides assistance with maintenance and repair of the consumers home, garden or yard to maintain the home in a safe and habitable condition.
The service can also provide advice to consumers about other appropriate subsidised home maintenance services, such as the Disability Program Aids and Equipment Program (AEP) and the Office of Housing’s Home Renovation Service.

**Demand for and provision of services (2010/11 snapshot)**

The demand for and number of clients using each service is constantly changing in response to the nature of the needs and assessment of the most effective service response. A summary of 2010/11 services is captured in the following graphs.

**Number of clients for each service 10/11**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number of Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>assessment/review</td>
<td>139</td>
</tr>
<tr>
<td>respite care</td>
<td>127</td>
</tr>
<tr>
<td>home maintenance</td>
<td>143</td>
</tr>
<tr>
<td>personal care</td>
<td>10</td>
</tr>
<tr>
<td>home care</td>
<td>37</td>
</tr>
</tbody>
</table>

Note: clients may receive multiple services

**Home visits 10/11**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number of Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>assessment/review</td>
<td>1293</td>
</tr>
<tr>
<td>respite care</td>
<td>270</td>
</tr>
<tr>
<td>home maintenance</td>
<td>4768</td>
</tr>
<tr>
<td>personal care</td>
<td>3113</td>
</tr>
<tr>
<td>home care</td>
<td>144</td>
</tr>
</tbody>
</table>

Note: clients may receive multiple services

**Service hours 10/11**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>assessment/review</td>
<td>938</td>
</tr>
<tr>
<td>respite care</td>
<td>367</td>
</tr>
<tr>
<td>home maintenance</td>
<td>1615</td>
</tr>
<tr>
<td>personal care</td>
<td>6488</td>
</tr>
<tr>
<td>home care</td>
<td>1649</td>
</tr>
</tbody>
</table>

Note: clients may receive multiple services
Delivered Meals (‘Meals on Wheels’)

The Aged Care & Disability Service undertakes the assessment, in conjunction with Bellarine Community Health, for the ‘Meals on Wheels’ service which provides a nutritious, appetising and culturally appropriate main meal delivered to the consumer’s home - these meals are provided for people who have been assessed as being nutritionally at risk.

Bellarine Community Health Inc has the funded service agreement with the Department of Health to provide the actual meals.

Case Study

Case studies can often provide people with an insight into what services look like ‘on the ground’ and the difference that can be made in people’s lives. This story provides a valuable reflection on the importance of this program.

An elderly couple in their 90’s was found by our Community Care Worker, on her arrival to undertake home care duties, in the following situation:

The husband was assisting his wife with her personal care activities on a daily basis. On this particular day he was found sitting on the floor in front of his wife, unable to get himself up after assisting his wife to get her shoes on.

After assisting the gentleman to his feet, the Community Care Worker suggested that he call the Assessment Officer to discuss his current situation and the means by which Council could offer assistance to him in order to maintain his wife and himself at home safely, with dignity and independence.

After a comprehensive in home assessment, a number of services were put in place to provide practical assistance for the couple, including:

- Daily personal care for the wife including assistance with showering, dressing & personal grooming.
- Home care changed from 2 hours fortnightly to 1.25 hours weekly to support the couple on a more regular basis.
- A specialist Aged Care Assessment (geriatric team) was organised to assist the couple with their ongoing/future care needs.
- Meals on wheels 3 days per week

The above intervention helped ensure that the couple could manage at home instead of the very real prospect of early inappropriate nursing home admission.

The couple have continued receiving assistance from the Aged Care Service, and remain living comfortably in their own home to this day – 4 years after the initial assessment.

Home Referral Service

The purpose of the Home Referral Service is to ensure that patients discharged from hospital can be adequately cared for in the community.

The Home Referral Services arranges short-term, brokered, HACC-like services to support people assessed by a discharging hospital or post-acute care provider as requiring additional services to
assist with recuperation or transition to continuing care following an acute care (e.g. fractured hip/severe illness) episode.

**Community Aged Care Packages (CACP)**

CACPs offer an integrated, individually tailored package of services for frail aged people with multiple care needs, to remain living at home, by coordinating the different services needed.

CACPs are available to all members of the general Australian population including veterans and widows/widowers. To access a CACP, an older person must be assessed and approved as eligible for low level residential care by an Aged Care Assessment Team.

The Aged Care & Disability Service currently manages 5 packages that provide the same range of services as HACC - each package is worth approximately $13k per annum.

**Brokered Services from External CACP providers**

A number of agencies including Bellarine Community Health, St Laurence, Southern Cross and others that provide services in the region, regularly broker services from the Aged Care & Disability Service.

**Home based, linked emergency alarm system - MePaks**

The Aged Care & Disability Service undertakes assessment for eligibility of funded alarm packages, completion and lodgment of the application forms for MePacs.

**After Hours Service/On Call**

The Aged Care & Disability Service provides an after hours service as per the legislative requirements as CACP providers.

After hours calls pertain to many service issues including: Community Care Workers advising of missing clients, medication issues, clients that have become unwell or taken a fall, deceased clients, calls from the hospital to advise of client admission & Community Care Workers calling in sick.

This service is administered by the Community Services Coordinator & Assessment Officer on a weekly rotating basis.

**Waiting List**

Over the period of the last 15 years, Council has never been in the position of having to place residents seeking care assistance onto a waiting list.

While this has been common practice in other local government areas, the Borough has been in the position of providing services to those that need them in a timely manner.
Challenges into the future

There are a number of current and emerging issues that present as key challenges to older residents’ level of independence as they age. A summary of these issues include:

Transport

One of the difficulties that our elderly residents and those with disabilities face within the Borough is the ability to travel around easily within their community as well as to neighbouring towns.

The reliability of public transport has been an issue for many years, with a number of clients missing vital medical appointments in Geelong when public transport has been unable to meet their transport needs.

The ability to access the bus system has proved physically challenging for many residents with several clients sustaining serious injuries exiting/falling from the buses over the last few years & thus undermining their confidence in using the service in the future.

The issues identified above have increased demand on the HACC services to provide transport for appointments and shopping/banking needs and while there has been funding available under the Building Bellarine Connection Committee (see attached brochure). Little has been done to actually deal with the grass roots transport problems for residents.

The graph below shows that client travel accounts for nearly 25% of the kilometres travelled by staff, with the balance being the Community Care Worker travel between jobs.

Note: clients pay a charge for the kilometres to transport them to appointment etc.

![Travel in km's July 2010 to June 2011](image)

Staffing – now and into the future

“Those responsible for recruiting, training, or supervising direct care workers hold one of the most challenging jobs in health care today. That is because direct care workers are increasingly hard to find. Once found, they are increasingly hard to keep. Staff vacancies make a supervisor’s job especially difficult because ‘working short’ increases the stress on all those who do remain on the job.” (Dawson, Rico & Trocchio)
Due to the ageing population, the number of people who will require community care support is expected to significantly increase, yet many organisations which provide this type of assistance are finding it increasingly difficult to recruit and retain suitable workers.

Traditionally, over 90% of Community Care Workers are female, with more than 50% of workers aged 45 years and over. In the Borough’s case, 100% of the Community Care Workers are female and over 45 years old.

The vast majority of workers are employed on a part-time or casual basis, with full time work rarely being offered, making this type of work less attractive and less secure.

**National Census 2011**

*In 2006, the most populous age group in Borough of Queenscliffe was 60-64 year olds, with 250 persons. In 2021 the most populous forecast age group will be 70-74 year olds, with 365 persons.*

*The number of people aged under 15 is forecast to decrease by 94 (-20.2%), representing a decline in the proportion of the population to 11.2%. The number of people aged over 65 is expected to increase by 500 (50.5%), and represent 45.0% of the population by 2021.*

*The age group which is forecast to have the largest proportional increase (relative to its population size) by 2021 is 65-69 year olds, who are forecast to increase by 59.0% to 337 persons.*

With the completion of the most recent National Census in August 2011, data will be made available in late 2012 that will provide valuable information about the people, households and communities of the Borough of Queenscliffe.

The data that will have the biggest impact on the Borough of Queenscliffe will relate directly to our aging population and while the statistics that have come out of the 2006 census data as shown above forecast a dramatic increase in our aging population, this does not necessarily correlate to
an increase on service demand. The census data may provide information related to income status that will provide an insight into numbers of people eligible for the range of aged and disability services.

**Keeping people active**

Data commissioned and provided by the Department of Planning & Community Development in 2008 based on Melbourne University research highlights the comparatively high level of community participation of Borough of Queenscliffe residents in volunteering and in local clubs and community events. Similarly the Department of Health data (2010) underlines the comparatively higher level of health of Borough residents. Based on other health research findings one could assert a strong correlation between these results.

It will be important for Council to continue to work with the local community to support the ongoing health of local sport, recreation, arts and cultural groups, community and civic organisations and local activities and events that clearly translate into healthy communities.

**Active Service Model**

The Active Service Model is a quality improvement initiative which explicitly focuses on promoting capacity building and restorative care in service delivery. The core elements of the Active Service Model are:

- capacity building, restorative care and social inclusion to maintain or promote a person’s capacity to live as independently and autonomously as possible;
- a holistic person and family centred approach to care that promotes wellness and active participation in goal setting and decisions about care;
- timely and flexible services that respond to the person’s goals and maximise their independence; and,
- collaborative relationships between providers, for the benefit of people using services.

The principles underpinning the Active Service Model are:

- people want to remain autonomous;
- people have the potential to improve their capacity;
- people’s needs should be viewed in an holistic way;
- HACC services should be organised around the person and carer, the person should not be slotted into existing services; and,
- a person’s needs are best met where there are strong partnerships and collaborative working relationships between the person, their carers and family, support workers and between service providers.

Source - [http://www.chpcp.org/resources/asm_discussion_paper%20May%202008.pdf](http://www.chpcp.org/resources/asm_discussion_paper%20May%202008.pdf)
The above information is a summary of the direction that HACC is moving toward in the future, with a short term – move in, move out of the service approach to care being slowly implemented across Victoria.

This type of care will see service delivery change quite dramatically from the way it has traditionally been delivered, with more onus on people doing for themselves or being directed to more appropriate services to enable capacity building within themselves.

Summary

The Aged Care & Disability Service provides a comprehensive range of support systems, without the need for placing clients onto waiting lists, that are an important and valued service to the frail aged and people with disabilities living within the Borough of Queenscliffe.

The care and assistance provided under the Aged & Disability Service impacts directly on the quality of a person's life and the choices they are able to make about their situations.

The Borough of Queenscliffe Aged & Disability Service is highly regarded in the community and by other service providers in the area and Council should be proud of the levels of care that it provides, in conjunction with the HACC Program, to the vulnerable members of its community.

Councillors: Davies/Butler

That the report be received.

Carried Unanimously

Cr Davies acknowledged the ‘No Waiting List’ policy and encouraged Officers to continue to advocated for improved transport provision in the Borough of Queenscliffe.

Councillor Request:

That Officers clarify with Bellarine Community Health Services any changes in the provision of Meals-On-Wheels services.
11. SUSTAINABILITY & LOCAL ENVIRONMENT

No report

12. BUSINESS & TOURISM

No report
13. COMMUNITY DEVELOPMENT

13.1 Revised Australia Day Awards Policy

File: QG080-05-01

Report Author: General Manager Governance & Community

Purpose

This report requests Council consideration and endorsement of recommended changes to the Australia Day Awards Policy (Appendix 8), including the creation of a new award titled, 'Community Environment Project of the Year'.

Introduction

Each year on Australia Day the Borough of Queenscliffe presents awards to local citizens and groups that have made outstanding contributions to the community. The awards are provided by the National Australia Day Council and are administered by Local Government Authorities throughout Australia on behalf of the council. These awards are an opportunity to honour individuals or groups who have made an outstanding contribution to the Borough of Queenscliffe Community.

The Australia Day Awards Policy outlines the awards presented to the local community and the criteria for each award.

Key Issues

The Australia Day Award committee met in December 2010 to decide the 2011 Award winners. At this meeting the committee requested that a new Award be developed to recognise the greater community activity in the Environment. It is recommended that the new award is called the ‘Community Environment Project of the Year Award’. The award is to be presented to the ‘person or group who has staged the most outstanding environment project in the Borough during the year’. The criteria for the new award are:

- Group or organisation that has staged an outstanding environment project in the Borough during the previous year.
- Dedicated environmental leadership in the community.
- Positive impact on the Borough of Queenscliffe Community
- Contributions made by all group members have been completed on a voluntary basis.
Along with the inclusion of a new award, some wording changes to the policy are recommended (see attached Policy with tracked changes, showing the old wording and new wording).

**Council Plan**

The Borough of Queenscliffe Council Plan identifies the Strategic Direction for Community Development to 'Work in partnership with the community to build a strong, safe, inclusive and connected community'. The strategies for 2010-2013 include 'Facilitate opportunities in sport, recreation, arts, cultural and civic activities', and 'Support and recognize volunteerism'. It is a Business Plan Priority Action for 2011-2012 to 'Support local community organisations, civic events and arts, cultural and sporting activities in the Borough', and 'Promote volunteerism through Council's Recognition Awards and ceremonies'.

**Financial**

There are no financial considerations with this report.

**Social**

The Australia Day Awards recognise the valuable contribution made by volunteers to the Borough community. This recognition also acknowledges the diversity of the programs run by volunteers in the Borough of Queenscliffe.

**Environmental**

The new award is a valuable way to recognise outstanding volunteer contributions to the environment within the Borough community. Consistent with the priorities in the Council Plan, the new award may encourage new environmental projects that contribute to a more sustainable municipality.

**Risk Management**

There are no Risk Management considerations with this report.

**Assessment**

The Australia Day Awards Policy will be reviewed in May 2014.
Conclusion

The Australia Day Awards are a valuable way to recognise individual or groups who have made outstanding contributions the Borough of Queenscliffe community. These awards will be presented as part of the 2012 Australia Day celebrations on Thursday 26th January, 2012. The inclusion of the new Award “Community Environment Project of the Year” allows the Borough to recognise the greater contribution to the environment from the community.

Councillors: Butler/Burgess

That Council approves the Australia Day Awards policy as presented, including establishing a new award to be titled, “Community Environment Project of the Year”.

Carried Unanimously
13.2 Community Facilities Funding Program

File: QG110-02-02

Report Author: Chief Executive Officer

Purpose

This report provides Council with information relating to the funding guidelines for the State Government 2012/13 Community Facilities Funding Program as the basis for Council determining which projects should form that basis of a Council submission/s for funding under one of the funding categories – ‘Minor Facilities’.

Background

The State Government’s 2012/13 Community Facilities Funding Program guidelines have been released and two of the funding categories – (1) ‘Minor Facilities’ and (2) ‘Recreation Planning or Facility Feasibility Studies’ - provide an opportunity for Council to submit applications for funding.

This report deals specifically with potential applications under the ‘Minor Facilities’ category. Possible applications under the ‘Recreation Planning or Facility Feasibility Studies’ will be discussed at a future Assembly meeting then presented formally to Council in October 2011.

An overview of the Community Facilities Funding Program guidelines highlights that following points:

<table>
<thead>
<tr>
<th>Minor Facilities</th>
<th>Recreation Planning or Facility Feasibility Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum grant per project = $100K</td>
<td>Maximum grant per project = $30K</td>
</tr>
<tr>
<td>Funding ratio = $2 State to $1 Local</td>
<td>Funding ratio = $2 State to $1 Local</td>
</tr>
<tr>
<td>Maximum number of applications = 3 per LGA</td>
<td>Maximum number of applications = 1 per LGA</td>
</tr>
<tr>
<td>Maximum allocation to a LGA = $200K</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Total Project Cost: Must be less than $500K</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Closing Date: 28 September 2011</td>
<td>Closing Date: 2 November 2011</td>
</tr>
</tbody>
</table>

Potential Projects

Officers have reviewed potential projects and present the following three projects for Council’s review and determination.
**Project 1:** Upgrade of the Queenscliff Senior Citizens Centre

**Goal:**
Increase the standard of the facility for the Senior Citizens and incorporate improvements and additions to meet the needs of the Queenscliff Sea Scouts.

**Scope:**
The project would include (1) cosmetic internal improvements – painting, carpeting and sanding and sealing the floor of the hall (2) upgrading disabled access toilets near the main entrance (3) upgrading the male and female changerooms to including toilets and showers (4) re-roofing the centre (5) constructing an outdoor sitting area adjacent to the kitchen and meeting room and (6) constructing a large garage and purpose built storage attached to the west wall of the centre.

**Total Cost:**
Approx $200K for the Senior Citizens Centre improvements + approx. $50K for demolition of the Queenscliff Sea Scouts facility.

**Funding Ratio:**
$100K State Government grant + $150K Council.

**Budget Implications:**
Council would be required to include a $150K allocation in its 2012/13 budget however a significant proportion of this contribution can be allocated from Council’s annual asset renewal program and/or asset renewal reserve.

**Benefits:**
- Increases the range and level of uses of the Senior Citizens Centre at times that are compatible for both key user groups.
- Significantly improves the facilities available to the Queenscliff Sea Scouts and upgrades the standard of the Queenscliff Senior Citizens facilities.
- Positive impact on Council’s asset management as this would (1) address the current and emerging risk management issues associated with the Queenscliff Sea Scouts building (2) improve the standard of the Senior Citizens and (3) reduce the number of buildings on the asset register.

**Challenges:**
- Ensuring the needs of both the Queenscliff Senior Citizens and the Queenscliff Sea Scouts are effectively met without compromising the programs of the two organisations.
- Negotiating compatible lease and use arrangements to ensure effective governance of the Senior Citizens Centre for both organisations.

**BoQ officers’ evaluation of the project against assessment criteria:**
Strong compatibility with criteria.
Project 2: Community Centre at the former High School site (Stage 1)

Goal: Establish a community facility (utilising the MDC building) at the former High School site that is accessible to a range of community groups.

Scope:
The Stage 1 project would need to include (1) relocation of the MDC building to a location to be determined (2) connection of utilities including power, water and sewerage (3) access improvements including pathways (4) improvements to the internal building including plaster, glazing, painting and some floor coverings (5) creating internal toilets and kitchen or kitchenette (6) creating parking infrastructure (7) creating external decking (8) landscaping.

Total Cost:
Approx $400K (yet to be confirmed) – this includes $60K relocation costs + $40K connection of utilities + $300K for the facility improvements.

Funding Ratio:
$100K State Government grant + $60K (Ferry to Pier funding) + $60K (2010/11 roll forward) + $180K Council.

Budget Implications:
A $180K allocation would be required in the 2012/13 budget. As this would be a new Council asset there would also be an increase in Council’s annual depreciation.

Benefits:
- Provides a community meeting place for a range of community groups interested in this proposal including Bellarine Catchment Network, Queenscliff Global Warming Group, Queenscliff Indigenous Garden and Queenscliff Community garden.
- Provides a ‘community hub’ that will facilitate broader use of the former High School site.

Challenges:
- Undertaking a broad community consultation process to reconcile:
  o The range of community views regarding whether a building should be established on this site
  o The range of community views regarding use of the former MDC building as the appropriate community facility or if a new facility (more sustainable practice) should be constructed.
- Demonstrating the need for a community centre on the site given the availability of other community facilities including the new Neighbourhood House.
- Determining the most appropriate governance arrangements and identifying a community group capable of and willing to take responsibility for the operational management of the facility.

Initial evaluation against assessment criteria:
Potentially strong compatibility but the challenges listed need to be addressed within a very limited timeframe. Some of the assessment criteria questions will not be able to be addressed.
Project 3: New clubrooms for the Point Lonsdale Boardriders

Goal: Establish new clubrooms for the Point Lonsdale Boardriders

Scope:
The project would involve construction of new clubrooms for the Point Lonsdale Boardriders adjacent to the public toilets in Ganes Reserve, Point Lonsdale.

Total Cost:
Approx $400K+ (to be determined).

Funding Ratio:
$100K State Government grant + $300K (to be determined).

Budget Implications:
To be determined – if Council was the owner of the facility this would be a new Council asset so there would be an associated increase in Council asset management liabilities (and annual depreciation). If the facility was owned by the Point Lonsdale Boardriders and Council made a financial contribution to the development, this would be an additional operational cost.

Benefits:
- Provides a community meeting place and home for the Point Lonsdale Boardriders.
- Likely to generate significant ‘in-kind’ contributions from club members.

Challenges:
- Limited time for Council to evaluate the proposal.
- No time for community consultation regarding this proposal including the possible location in Ganes Reserve, Point Lonsdale.
- Demonstrating the need for a community centre on the site given the availability of other community facilities including the new Neighbourhood House.
- Depending on the cost of the project, management of the project construction may require exemption from Minister for Local Government under the LG Act.

Initial evaluation against assessment criteria:
Low compatibility with this funding program given the strong emphasis in the criteria on multi-use facilities.
Council Plan

The Borough of Queenscliffe Council Plan identifies the Strategic Direction for Community Development to 'Work in partnership with the community to build a strong, safe, inclusive and connected community'. One of the Strategies identified to achieve this “Facilitate opportunities in sport, recreation, arts, cultural; and civic activities.”

Financial

The summary report on each project details the corresponding budget implications for the 2012/13 financial year. Any project that Council determines to be the subject of a funding submission to the State Government will require Council to include the matching funds in the framing of the 2012/13 budget.

Social

The social benefits of the respective projects centre on improving the range of community facilities.

Environmental

There are no environmental concerns with this report.

Risk Management

The summary report on each project details the scope and the benefits and challenges associated with each project.

Conclusion

The Community Facilities Funding Program provides an opportunity for Local Government to apply for State Government funding for facility development of a minor nature (projects with a total value of less than $500K). Three projects are presented for Council’s consideration and review, keeping in mind that while Council can make up to three applications the maximum funding requested cannot exceed $200K.
Recommendation:

That Council:

1. Determines the projects that should be included in Council’s submissions to the State Government for funding under the 2012/13 Community Facilities Funding Program;

2. Requests officers to include a funding allocation for any successful Community Facilities Funding Program submissions when preparing the draft 2012/13 budget.

Councillors: Davies/Butler

That Council submit an application for funding for Project 1 to upgrade the Senior Citizens Hall as outlined in this report.

Resolution Withdrawn

Councillors: Burgess/Butler

That Council submit an application for funding for Project 1 to upgrade the Senior Citizens Hall as outlined in this report.

Carried

Cr Mitchell requested a division:
For: Crs Burgess, Butler and Merriman
Against: Crs Mitchell & Davies

Amendment
Councillors: Davies/

That Council submit an application for funding for Project 1 to upgrade the Senior Citizens Hall as outlined in this report but withdrawing the demolition of the Sea Scouts Hall.

Amendment lapsed for want of a Seconder
Councillors: Mitchell/Davies

That Council submit an application for funding for Project 2 Community Centre at the former High School Site (Stage 1) as outlined in this report.

Lost

Cr Mitchell requested a division:

For: Cr Mitchell
Against: Crs Burgess, Butler, Davies and Merriman

Councillors: Burgess/Butler

That Council not proceed with Project 3: New Clubrooms for the Point Lonsdale Boardriders as outlined in this report at this time.

Carried Unanimously
14. PLANNING, HERITAGE & COMMUNITY ASSETS

14.1. Planning Permit Activity Report

14.1 (a) Summary Report

<table>
<thead>
<tr>
<th>App. No</th>
<th>Date Received</th>
<th>Address</th>
<th>Proposal</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/041</td>
<td>28/04/2010</td>
<td>24 Buckleys Road Point Lonsdale</td>
<td>The development of a dwelling, variation to the setback requirements of DDO4 and removal of native vegetation</td>
<td>Under consideration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>2010/058</strong></td>
<td></td>
</tr>
<tr>
<td>**2010/058</td>
<td>18/06/2010</td>
<td>1 Beach Street Queenscliff</td>
<td>Demolition of buildings within a Heritage Overlay (&quot;Fisherman's Wharf&quot;)</td>
<td>Waiting on advice from applicant.</td>
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<td>2010/115</td>
<td>8/12/2010</td>
<td>1 Wharf Street East, Queenscliff</td>
<td>Alterations and extensions to an existing building</td>
<td>Under consideration</td>
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<td>**2011/009</td>
<td>17/01/2011</td>
<td>7 Milne Court Point Lonsdale</td>
<td>Alterations and extensions to an existing dwelling (single storey extension and roof deck) and removal of native vegetation</td>
<td>Under consideration</td>
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<td>**2011/034</td>
<td>25/03/2011</td>
<td>17 Lockwood Street Point Lonsdale</td>
<td>Alterations and extensions (two storey) to an existing dwelling, variation to the side setback requirements of Design and Development Overlay - Schedule 4</td>
<td>Notice of Decision issued</td>
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<td>2011/037</td>
<td>7/04/2011</td>
<td>2 Nelson Road Point Lonsdale</td>
<td>Alterations and extensions to an existing building, reduction in car parking requirement and variation to the setback requirement of the Design and Development Overlay – Schedule 3</td>
<td>Under consideration</td>
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<tr>
<td>**2011/044 (Amended 16/05/2011)</td>
<td>3/05/2011</td>
<td>6 Fraser Street Queenscliff</td>
<td>The development of a dwelling (two storey up to 7.6 metres)</td>
<td>Notice of Decision issued</td>
</tr>
<tr>
<td>2011/045</td>
<td>4/05/2011</td>
<td>2a Bellarine Highway Queenscliff</td>
<td>The construction of a shadesail structure</td>
<td>Referral to DSE &amp; Parks Vic</td>
</tr>
<tr>
<td>2011/050</td>
<td>20/05/2011</td>
<td>46 Stevens Street Queenscliff</td>
<td>Alterations and extensions (two storey up to 7.75 metres) to an existing dwelling and variation to the side setback requirements of Design &amp; Development Overlay - Schedule 1</td>
<td>Application on hold</td>
</tr>
<tr>
<td>App. No</td>
<td>Date Received</td>
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</tr>
<tr>
<td>2011/055</td>
<td>26/05/2011</td>
<td>6 Ocean Road Point Lonsdale</td>
<td>The development of a dwelling (two storey up to 8.5 metres), variation to site coverage, front setback and wall height requirements of Design and Development Overlay – Schedule 4 and removal of native vegetation</td>
<td>Referral to CFA</td>
</tr>
<tr>
<td><strong>2011/057</strong></td>
<td>27/05/2011</td>
<td>20-26 Hesse Street Queenscliff</td>
<td>Buildings and works for the construction of a two storey building comprising eight (8) shops and eight (8) dwellings, reduction of the standard car parking requirement of Clause 52.06, waiver of loading bay requirement of Clause 52.07, alteration to access to a road in a Road Zone Category 1 and subdivision of the land into sixteen (16) lots with common property.</td>
<td>Referrals to Engineering Department &amp; Heritage Advisor</td>
</tr>
<tr>
<td><strong>2011/059</strong></td>
<td>03/06/2011</td>
<td>48 Mercer Street Queenscliff</td>
<td>Alterations and extensions (two storey up to 7.3 metres) to an existing dwelling in a Heritage Overlay and variation to the side setback requirements of Design and Development Overlay – Schedule 1</td>
<td>Public notification</td>
</tr>
<tr>
<td>2011/060</td>
<td>06/06/2011</td>
<td>1 Elgin Grove Point Lonsdale</td>
<td>The development of a dwelling (two storey), variation to the site coverage and wall height on boundary requirements of Design and Development Overlay – Schedule 4 and removal of native vegetation</td>
<td>Under consideration</td>
</tr>
<tr>
<td><strong>2011/061</strong></td>
<td>07/06/2011</td>
<td>153 Point Lonsdale Road Point Lonsdale</td>
<td>The development of a second dwelling (two storey up to 7.65 metres) and subdivision of the land into two lots</td>
<td>Application on hold</td>
</tr>
<tr>
<td>2011/064</td>
<td>20/06/2011</td>
<td>63 Hesse Street Queenscliff</td>
<td>Alterations and external painting to an existing building and erection of business identification signage in a Heritage Overlay, and permission under Clause 52.27 of the Queenscliff Planning Scheme to use the land to sell alcohol for consumption both on and off the premises (general licence)</td>
<td>Under consideration</td>
</tr>
<tr>
<td><strong>2011/065</strong></td>
<td>20/06/2011</td>
<td>16 Wharf Street Queenscliff</td>
<td>Alterations and extensions to an existing dwelling and demolition of an outbuilding in a Heritage Overlay, and variation to the setback requirements of Design and Development Overlay – Schedule 6.</td>
<td>Notice of Decision issued</td>
</tr>
<tr>
<td>2011/066</td>
<td>21/06/2011</td>
<td>23A Edgewater Close Queenscliff</td>
<td>The development of a dwelling (two storey up to 6.58 metres) and variation to the front setback requirements of Design and Development Overlay – Schedule 3</td>
<td>Under consideration</td>
</tr>
<tr>
<td><strong>2011/068</strong></td>
<td>28/06/2011</td>
<td>9 Grant Road Point Lonsdale</td>
<td>The development of a dwelling (two storey up to 7.23 metres) and removal of native vegetation</td>
<td>Under consideration</td>
</tr>
<tr>
<td><strong>2011/071</strong></td>
<td>1/07/2011</td>
<td>13 Bedgood Street Point Lonsdale</td>
<td>Alterations and extensions (two storey up to 7.3 metres) to an existing dwelling, variation to the setback requirements of Design and Development Overlay – Schedule 4 and removal of native vegetation</td>
<td>Under consideration</td>
</tr>
<tr>
<td>App. No</td>
<td>Date Received</td>
<td>Address</td>
<td>Proposal</td>
<td>Status</td>
</tr>
<tr>
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</tr>
<tr>
<td>2011/072</td>
<td>11/07/2011</td>
<td>8 Jordan Road Point Lonsdale</td>
<td>The development of a dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4</td>
<td>Under consideration</td>
</tr>
<tr>
<td>2011/073</td>
<td>11/07/2011</td>
<td>3 Mercer Street Queenscliff</td>
<td>Demolition of a dwelling and outbuilding and the development of a dwelling (two storey up to 8 metres) in a Heritage Overlay and variation to the side setback requirements of Design and Development Overlay – Schedule 1</td>
<td>Under consideration</td>
</tr>
<tr>
<td>2011/076</td>
<td>15/07/2011</td>
<td>37 Beach Street Queenscliff</td>
<td>Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay and the development of an outbuilding to be used for accommodation</td>
<td>Under consideration</td>
</tr>
<tr>
<td>2011/077</td>
<td>15/07/2011</td>
<td>69 Flinders Street Queenscliff</td>
<td>The development of two dwellings (two storey up to 7.0 metres), fencing and gates, variation to the setback and wall height on boundary requirements of Design and Development Overlay – Schedule 3, subdivision of the land into two lots and removal of native vegetation</td>
<td>Further information requested 4 August 2011</td>
</tr>
<tr>
<td>2011/078</td>
<td>14/07/2011</td>
<td>14 Lockwood Street Point Lonsdale</td>
<td>Alterations and extensions to an existing dwelling, construction of an outbuilding, variation to the site coverage requirements of Design and Development Overlay – Schedule 4 and removal of vegetation in the road reserve</td>
<td>Public notification</td>
</tr>
<tr>
<td>2011/080</td>
<td>22/07/2011</td>
<td>187 Point Lonsdale Road Point Lonsdale</td>
<td>The development of a dwelling (two storey up to 8.5 metres), outbuilding and fencing..</td>
<td>Public notification</td>
</tr>
<tr>
<td>2011/082</td>
<td>26/07/2011</td>
<td>30 Fellows Road Point Lonsdale</td>
<td>Alterations and extensions to an existing dwelling</td>
<td>Public notification</td>
</tr>
<tr>
<td>2011/084</td>
<td>4/08/2011</td>
<td>99-101 Point Lonsdale Road Point Lonsdale</td>
<td>Alterations and extensions to an existing building (including a third storey)</td>
<td>Public notification</td>
</tr>
<tr>
<td>2011/085</td>
<td>9/08/2011</td>
<td>9 Loch Street Point Lonsdale</td>
<td>The development of a dwelling (two storey up to 8.5 metres) and front fence and removal of vegetation on site and within the road reserve</td>
<td>Public notification, Referral to Engineering Department</td>
</tr>
</tbody>
</table>
## 14.1(b) Summary Report: Applications Finalised Since Last Report

<table>
<thead>
<tr>
<th>App. No</th>
<th>Date Received</th>
<th>Address</th>
<th>Proposal</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2010/105</strong></td>
<td>19/11/2010</td>
<td>73 Nelson Road</td>
<td>The development of a second dwelling (two storey up to 7.13 metres) and carport and subdivision of the land into two lots</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/043</td>
<td>02/05/2011</td>
<td>1 Jacqueline Court</td>
<td>The construction of an outbuilding (studio)</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/054</td>
<td>25/05/2011</td>
<td>96 Fellows Road</td>
<td>The development of a dwelling (two storey up to 8.36 metres) and removal of native vegetation</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/058</td>
<td>31/05/2011</td>
<td>25 Stevens Street</td>
<td>Alterations and extensions (two storey up to 7.2 metres) to an existing dwelling in a Heritage Overlay and variation to the site coverage requirements of Design and Development Overlay – Schedule 1</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/062</td>
<td>09/06/2011</td>
<td>34 Ward Road</td>
<td>Alterations and extensions to an existing dwelling, construction of a fence and removal of native vegetation</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/063</td>
<td>17/06/2011</td>
<td>3/33 Baillieu Street</td>
<td>Alterations and extensions to an existing dwelling on a lot less than 300m2 and variation to the setback requirements of Design and Development Overlay - Schedule 4</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/069</td>
<td>30/06/2011</td>
<td>74 Kirk Road</td>
<td>Alterations and extensions to an existing dwelling, construction of a front fence and removal of native vegetation</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/074</td>
<td>12/07/2011</td>
<td>45 Williams Road</td>
<td>Alterations and extensions to an existing dwelling and variation to the side setback requirements of Design and Development Overlay – Schedule 4</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/075</td>
<td>15/07/2011</td>
<td>33 Bethune Street</td>
<td>The construction of a front fence</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/079</td>
<td>22/07/2011</td>
<td>32 Mercer Street</td>
<td>Alterations (deck) to existing dwelling in a Heritage Overlay</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/081</td>
<td>25/07/2011</td>
<td>1 Richards Street</td>
<td>External painting of a dwelling in a Heritage Overlay</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/083</td>
<td>27/07/2011</td>
<td>16 Crows Nest Place</td>
<td>The construction of a fence in a Heritage Overlay</td>
<td>Permit issued</td>
</tr>
<tr>
<td>App. No</td>
<td>Date Received</td>
<td>Address</td>
<td>Proposal</td>
<td>Status</td>
</tr>
<tr>
<td>---------</td>
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<td>--------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>2011/088</td>
<td>19/08/2011</td>
<td>35 Williams Road Point Lonsdale</td>
<td>Removal of native vegetation</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/090</td>
<td>24/08/2011</td>
<td>45-47 King Street Queenscliff</td>
<td>The development of business identification signage</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/091</td>
<td>24/08/2011</td>
<td>14 Fraser Street Queenscliff</td>
<td>Alterations and extensions (pergola) to an existing dwelling</td>
<td>Application withdrawn – permit not required</td>
</tr>
<tr>
<td>2011/092</td>
<td>25/08/2011</td>
<td>5 Stevens Street Queenscliff</td>
<td>Externally paint a dwelling individually listed in a Heritage Overlay</td>
<td>Permit issued</td>
</tr>
</tbody>
</table>
### 14.1(c) Summary Report: New Applications Received Since Last Report

<table>
<thead>
<tr>
<th>App. No</th>
<th>Date Received</th>
<th>Address</th>
<th>Proposal</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011/086</td>
<td>15/08/2011</td>
<td>5/4 Wharf Street East Queenscliff</td>
<td>Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell alcohol under a “Restaurant and Café Licence”.</td>
<td>Public notification</td>
</tr>
<tr>
<td>2011/087</td>
<td>16/08/2011</td>
<td>37 Stevens Street Queenscliff</td>
<td>Part demolition, alterations and extensions (two storey up to 7.6 metres) to an existing dwelling in a Heritage Overlay and variation to the side setback requirements of Design and Development Overlay – Schedule 1</td>
<td>Public notification, Referral to Heritage Advisor</td>
</tr>
<tr>
<td>2011/088</td>
<td>19/08/2011</td>
<td>35 Williams Road Point Lonsdale</td>
<td>Removal of native vegetation</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/089</td>
<td>19/08/2011</td>
<td>23 Alexander Crescent Point Lonsdale</td>
<td>Alterations and extensions to an existing dwelling</td>
<td>Public notification</td>
</tr>
<tr>
<td>2011/090</td>
<td>24/08/2011</td>
<td>45-47 King Street Queenscliff</td>
<td>The development of business identification signage</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/091</td>
<td>24/08/2011</td>
<td>14 Fraser Street Queenscliff</td>
<td>Alterations and extensions (pergola) to an existing dwelling</td>
<td>Application withdrawn – permit not required</td>
</tr>
<tr>
<td>2011/092</td>
<td>25/08/2011</td>
<td>5 Stevens Street Queenscliff</td>
<td>Externally paint a dwelling individually listed in a Heritage Overlay</td>
<td>Permit issued</td>
</tr>
<tr>
<td>2011/093</td>
<td>29/08/2011</td>
<td>7 Baillieu Street Point Lonsdale</td>
<td>The development of a dwelling and front fence</td>
<td>Initial assessment being undertaken</td>
</tr>
<tr>
<td>2011/094</td>
<td>29/08/2011</td>
<td>59 Hesse Street Queenscliff</td>
<td>Alterations to an existing building</td>
<td>Initial assessment being undertaken</td>
</tr>
<tr>
<td>2011/095</td>
<td>09/09/2011</td>
<td>1/1-3 Bethune Street Queenscliff</td>
<td>Alterations to a dwelling</td>
<td>Under consideration</td>
</tr>
<tr>
<td>2011/096</td>
<td>13/09/2011</td>
<td>17 Learmonth Street Queenscliff</td>
<td>The construction of a front fence in a Heritage Overlay</td>
<td>Referral to Heritage Advisor</td>
</tr>
</tbody>
</table>

**Legend**  
** - Objections received.  
**Bold text** - Officer delegation removed
Councillors: Mitchell/Burgess

That the report be received.

Carried Unanimously

Councillors: Mitchell/Davies

That Council request Officers (Senior Planner & Heritage Advisor) provide a briefing on:
Application 2011/057 – 20-26 Hesse Street, Queenscliff
and that advice be sent from an architect on this matter.

Carried Unanimously
14.2 Proposed Queenscliff Ferry Terminal Planning Scheme Amendment

File: QG290-18-27

Report Author: Anthony Sang, St Quentin Consulting

Introduction

The purpose of this report is to consider a request made by AECOM Australia Pty Ltd on behalf of Peninsula Searoad Transport for a Planning Scheme Amendment. Amendment C23 to the Queenscliffe Planning Scheme proposes to facilitate future upgrading of the Queenscliff Ferry Terminal, specifically to ensure that appropriate standards of security, safety and service quality are met.

The primary driver for the Amendment is a desire to upgrade access to and movement within the Ferry Terminal Precinct separating vehicles from pedestrians, improving safety and security, enabling unrestricted access for emergency vehicles and reducing queuing and congestion during peak periods. Upgrades are also proposed to public transport (bus and taxi) access to drop off areas closer to the Terminal. Additional car parking will be formalized together with improved directional signage. Improvements to pedestrian pathways are expected to improve foot access to the foreshore area and encourage walking into nearby Harbour and Town Centre. Emergency service access is also much improved.

Future use, development (buildings and works) and display of advertising signage is to be governed by use of an Implementation Plan that will be an Incorporated Document within the Planning Scheme. This will be supported by need for a Development Plan to be prepared consistent with the broad directions provided for within the Implementation Plan.

The Development Plan will include requirements for further details to be provided in relation to matters such as: siting, height and scale of all buildings and works, Traffic and Access Plan, Landscape Plan, Advertising Sign Master Plan.

Key Issues

Amendment History

The subject land is presently located within a Special Use Zone - Schedule 1 (Queenscliff Harbour). The area held under lease by the Queenscliff Ferry Terminal was included within the ‘Queenscliff Harbour’ Schedule following Gazetall of Amendment C16 to the Queenscliff Planning Scheme on 25th August 2005. However, as implied by the title of the Schedule, its focus was on redevelopment of the Harbour Precinct. The Explanatory Report accompanying C16 noted:

“Peninsula Searoad Transport has plans to redesign the ferry terminal to improve the efficiency of this area in terms of car parking provision and vehicular circulation. This will be the subject of a separate process.”
The separate process referred to above has been initiated by the current request for Amendment C23.

**Permit History**

This Amendment request follows an Application for Planning Permit submitted in July 2007. Council requested Further Information from the applicant including: written consent from the public land manager and details as to how the proposal meets the relevant zone and overlay provisions. Parks Victoria in their capacity as public land manager of the southern portion of the land withheld written consent on the basis that they were concerned that the proposal did not sufficiently address potential for environmental impacts and community concerns.

Subsequently, a Project Working Group (PWG) was established to review the approach taken. The PWG includes representatives from: Department of Sustainability and Environment (DSE), Parks Victoria, VicRoads, Department of Business and Innovation (DBI) and Peninsula Searoad Transport together with the Borough of Queenscliffe. The Group have had input into the preparation of the plans forming part of the Amendment documentation.

**Proposed Planning Scheme Amendment**

As a means of facilitating future upgrade of the Queenscliff Ferry Terminal and expansion of the associated facilities, consultation with representatives from the Borough of Queenscliffe, Department of Planning and Community Development and the Department of Sustainability and Environment was undertaken, and it was determined that preparation of a Planning Scheme Amendment was the most appropriate mechanism to provide for the considered and orderly development of the site, ensuring that land use planning objectives and controls respond appropriately to the proposed activities to be undertaken on site.

**What Changes to the Queenscliffe Planning Scheme are Proposed**

Planning Scheme Amendment C23 as requested comprises three main parts:

- Amendments to the Queenscliff Planning Scheme Maps and Ordinance (Text), including:
  - Creating a new Schedule 3 to the Special Use Zone;
  - Rezoning part of the land to a Special Use Zone - Schedule 3 (SUZ3);
  - Rezoning part of the land to a Road Zone - Category 1 (RDZ1);
  - Amending the ordinance of Schedules 1 and 2 to the Environmental Significance Overlay currently applying to the site;
  - Amending where relevant sections of the Municipal Strategic Statement (MSS) to ensure consistency;

- Incorporating the *Queenscliff Ferry Terminal Implementation Plan 2010* (refer Appendix 9) into the Planning Scheme to guide future use and development;

- Incorporating the *Queenscliff Ferry Terminal Native Vegetation Precinct Plan 2010* (refer Appendix 10) into the Planning Scheme to provide for removal of vegetation, ongoing
protection of vegetation to be retained and outlining actions necessary to offset the loss of vegetation in a holistic landscape based approach to vegetation management.

Discussion

Strategic Assessment Guidelines

The following provides an assessment and response to each of the relevant strategic considerations as included within Practice Note No. 46 Strategic Assessment Guidelines for preparing and evaluating planning scheme amendments:

1. Why is an amendment required?

The Amendment proposes to facilitate future upgrading of the Queenscliff Ferry Terminal including considerations such as: improved vehicular and pedestrian access, passenger drop off, increased formal car parking, signage, security, landscaping and amenity. The Amendment also enables medium and longer term changes to be undertaken in accordance with the Incorporated Document titled: Queenscliff Ferry Terminal Implementation Plan 2010.

Whilst components of the proposed works may be considered within the discretion afforded by the Planning Permit process, the proposal is inconsistent with the primary purpose of the various zones currently applying to the site. It is therefore considered inappropriate for such works to be approved by means of a Planning Permit.

Future use and development of the site will instead be undertaken in accordance with an approved Implementation Plan – Queenscliff Ferry terminal Implementation Plan 2010.

2. Does the amendment implement the objectives of planning and address any environmental, social and economic effects?

Environmental Effects

The Amendment will lead to formalisation of an expanded access road and parking area which will impact upon vegetation within the adjoining land. A strategic approach has been taken in preparing a Native Vegetation Precinct Plan (NVPP) based upon Flora and Fauna assessments previously undertaken identifying offset requirements to compensate for past and proposed removal of native vegetation. Such an approach is consistent with the principles of Net Gain embedded in Victoria’s Native Vegetation Management – A Framework for Action (DNRE, 2002). Offsets will be provided directly adjacent to the disturbed areas on a like-for-like basis, revegetating denuded areas of native vegetation which are a continuation of the patch being removed. A Vegetation Offset Management Plan (VOMP) will provide details of the offset measures required which are to be implemented by Parks Victoria (by agreement with DSE and Borough of Queenscliffe) funded directly by Peninsula Searoad Transport.

Overall, despite some impact upon vegetation within coastal foreshore land the prescribed offsets will result in improved environmental outcomes.
In terms of impacts upon fauna background studies found that: “It is unlikely that the site provides significant habitat for any threatened fauna species, or provides permanent habitat for threatened fauna species. Small numbers of species have a low likelihood of utilising the site on a seasonal or opportunistic basis primarily for foraging purposes…” (Queenscliff Ferry Terminal Flora and Fauna Assessment report, AECOM, 14 January 2009).

The proximity of similar and generally better quality habitat proximate to the area of disturbance indicates that marine birds (which are the only recorded species likely to be using this area) are unlikely to be impacted upon.

**Social and Economic Effects**

The primary driver for the Amendment is a desire to upgrade access to and movement within the Ferry Terminal Precinct separating vehicles from pedestrians, improving safety and security, enabling unrestricted access for emergency vehicles and reducing queuing and congestion during peak periods. Upgrades are also proposed to public transport (bus and taxi) access to drop off areas closer to the Terminal. Additional car parking will be formalized together with improved directional signage. Improvements to pedestrian pathways are expected to improve foot access to the foreshore area and encourage walking into nearby Harbour and Town Centre. Emergency service access is also much improved.

The Queenscliff to Sorrento Ferry is recognized as infrastructure of State significance providing an essential service that links Melbourne and the Mornington Peninsula to the Bellarine Peninsula and Great Ocean Road Region. The service contributes to both local, regional and state tourism network and continuity of service may be constrained without upgrades being undertaken as proposed.

The Amendment will provide improved amenity for all users of the Ferry Terminal leading to improved tourism opportunities for the region. The incorporation of the plans (both the Queenscliff Ferry Terminal Implementation Plan 2010 and *Queenscliff Ferry terminal Native Vegetation Precinct Plan 2010*) will remove third party input into the approval process, but only once the Development Plan is approved consistent with the requirements of the Schedule to the Special Use Zone. The Amendment includes draft Traffic, Landscape and Vegetation Management Plans for community review.

### 3. Does the amendment comply with all the relevant Minister’s Directions?

The amendment is consistent with Ministerial Direction No. 11 ‘Strategic Assessment of Amendments’ under Section 12(2)(a) of the *Planning and Environment Act 1987*.

Ministerial Direction No. 13 ‘Managing Coastal Hazards and the Coastal Impacts of Climate Change’ applies to Planning Scheme Amendments which provides for the rezoning of non-urban land for urban use and development. The explanatory report is required to demonstrate how the proposal:

- *Is consistent with the policies, objectives and strategies for coastal Victoria as outlined in Clause 15.08 of the State Planning Policy Framework*
Following Gazettal of Amendment VC71 (20th September 2010), Clause 15.08 was redistributed to Clause 13.01 (Climate change impacts) under the revised SPPF format. This Clause includes the following salient strategies:

- **Plan for sea level rise of not less than 0.8 metres by 2100, and allow for the combined effects of tides, storm surges, coastal processes and local conditions such as topography and geology when assessing risks and coastal impacts associated with climate change.**

- **Apply the precautionary principle to planning and management decision-making when considering the risks associated with climate change.**

- **Ensure that new development is located and designed to take account of the impacts of climate change on coastal hazards such as the combined effects of storm tides, river flooding, coastal erosion and sand drift.**

- **Ensure that land subject to coastal hazards are identified and appropriately managed to ensure that future development is not at risk.**

The Victoria Planning Provisions do not define ‘non-urban land’ nor ‘urban use and development’, however the Proponent submits that the majority of development is to occur within the footprint of the existing ferry terminal (which is already within a Special Use Zone). Whilst a small section requires rezoning from both Public Park and Recreation Zone (PPRZ) and Public Conservation and Resource Zone (PCRZ) to either a Special Use Zone - Schedule 3 (SUZ3) or Road Zone, Category 1 (RDZ1), it has been argued that it is an existing land use in an appropriate location for such a use.

The upgrade of the terminal is consistent with the Victorian Coastal Strategy 2008 and the Queenscliff Boating Coastal Action Plan (CAP) as per the below:

- **The site is identified as the preferred location for coastal infrastructure like the ferry terminal and the upgrade of regional coastal facilities is explicitly referenced in the CAP**

- **The use and development of the ferry terminal is dependent on a location in a coastal environment and cannot be established elsewhere**

- **The proposed development is located in a significant activity area and will result in a significant community benefit through better access to the ferry and the foreshore**

- **The impacts of storm surge and sea level rise associated with climate change have been considered**

- **The upgrade will improve efficiency in operations of the ferry terminal and improve access for private vehicles, public transport, emergency services and pedestrians**

- **Landscaping and revegetation will improve local character and overall amenity, including additional native vegetation planting that will be undertaken in conjunction with Parks Victoria**

- **Lease agreements and associated management plans will be in place before the redevelopment occurs.**

The proponent has also undertaken an evaluation of the current and future risks associated with proposed development anticipated by the Amendment ('Preliminary Hazard Assessment', AECOM, 3rd September 2010), predicated upon the design life of the road and parking area not exceeding 50 years. The existing seawall was constructed in 1993. Between 1990 and 2010 sea levels have risen by 0.07 metres. In 2060 sea levels are expected to have risen by 0.40 metres. By 2100,
which is well beyond the design life of the proposed infrastructure, sea levels are anticipated to rise by 0.80 metres. The Preliminary Hazard Assessment found that as the design life of the proposed infrastructure is approximately 50 years and the height and condition of the seawall is sufficient to mitigate the effects of sea level rise to 2060.

Such an approach is consistent with the Victorian Coastal Strategy (2008) which states: “...that climate change should not be a barrier to investment in minor coastal public infrastructure provided the design-life is within the timeframe of the potential impact.” This is further reinforced within the General Practice Note: Managing coastal hazards and the coastal impacts of climate change (December 2008). Under the heading: ‘Rezoning of land for urban purposes’, the following is outlined:

Proposals to rezone land should be accompanied by an informed coastal vulnerability assessment for that part of the coastline. This should be informed using the best available information to understand the impacts of coastal climate change. Considerations as part of this process may include:

- The intended use and design lifespan and value of a proposal assessed against the relative risk exposure during that time.

The amendment is consistent with Section 7(5) of the Planning and Environment Act 1987 relating to the Ministerial Direction on the ‘Form and Content of Planning Schemes’.

No other Ministerial Directions apply to the Amendment.

4. Does the amendment support or implement the State Planning Policy Framework (SPPF)?

The Amendment supports and/or implements the following provisions of the State Planning Policy Framework (SPPF):

**Clause 11.05-4 Climate change, natural hazards and community safety**

This requires that proposals respond to the impacts of climate change and natural hazards and promote community safety by siting and designing new development to minimise risk to life, property, the natural environment and community infrastructure from natural hazards, such as bushfire and flooding.

This amendment includes an assessment of the risk posed to the proposed infrastructure from inundation associated with coastal climate change processes. The Preliminary Hazard Assessment found that as the design life of the proposed infrastructure is approximately 50 years and the height and condition of the seawall is sufficient to mitigate the effects of sea level rise to 2060.

**Clause 12.01-1 Protection of habitat**

The objective of this clause seeks:

To assist the protection and conservation of biodiversity, including native vegetation retention and provision of habitats for native plants and animals and control of pest plants and animals.
Flora and fauna assessments have been undertaken to determine the existence of any existing environmental values used to determine the potential for detrimental impacts associated with the change in land use. The flora investigation found observed no threatened species within the study area and none are expected to occur. Similarly, the fauna investigation made no observations of threatened fauna species. The majority of birds observed were marine or migratory species with the subject site unlikely to support significant or permanent habitat for any threatened species. A small number of species have a low likelihood of utilising the site on a seasonal or opportunistic basis for foraging. Marine birds are the only species likely to be using the area. Given the small area of clearing proposed and the availability of better quality habitat in the local area, these species are unlikely to be impacted.

Clause 12.01-2 Native vegetation management

This Clause seeks:

To achieve a net gain in the extent and quality of native vegetation.

An assessment utilising the three step approach as outlined in Victoria’s Native Vegetation Management - A Framework for Action (Department of Natural Resources and Environment, 2002) has been applied. The amendment achieves a net gain in the extent and quality of vegetation by incorporating a Native Vegetation Precinct Plan into the Planning Scheme.

Clause 12.02-1 Protection of coastal areas

This Clause seeks:

To recognise and enhance the value of the coastal areas to the community and ensure sustainable use of natural coastal resources.

Strategies identified as a means of achieving the above include assessment against the Coastal Management Act 1995 to:

- Provide clear direction for the future sustainable use of the coast, including the marine environment, for recreation, conservation, tourism, commerce and similar uses in appropriate areas;
- Protect and maintain areas of environmental significance;
- Identify suitable areas and opportunities for improved facilities

In addition, the Victorian Coastal Strategy 2008 requires that a number of principles be adhered to, namely:

Principle 1: Provide for the protection of significant environmental and cultural values.

Principle 2: Undertake integrated planning and provide clear direction for the future.

Principle 3: Ensure the sustainable use of natural coastal resources.

When the above principles have been considered and addressed:

Principle 4: Ensure development on the coast is located within existing modified and resilient environments where the demand for development is evident and the impact can be managed.
The subject land has been modified by introduction of man-made features (such as the seawall) which have altered coastal processes leading to sand accretion over the past 15 years. The area intended to be included within an expanded lease boundary contains little floristic or faunal value. Consultation with DSE and Parks Victoria has identified nearby areas of foreshore that have higher values and which may be protected and enhanced as an offset to any loss associated with the car park redevelopment. Further details are contained within both the: Native Vegetation Precinct Plan and Vegetation Offset Management Plan.

Clause 12.02-2 Appropriate development of coastal areas

This Clause seeks:

*To ensure development conserves, protects and seeks to enhance coastal biodiversity and ecological values.*

Strategies listed as a means of achieving the above include:

- Ensure development is sensitively sited and designed and respects the character of coastal settlements.
- Encourage revegetation of cleared land abutting coastal reserves.
- Maintain the natural drainage patterns, water quality and biodiversity within and adjacent to coastal estuaries, wetlands and waterways.
- Avoid disturbance of coastal acid sulfate soils.
- Protect cultural heritage places, including Aboriginal places, archaeological sites and historic shipwrecks.

The proposed Amendment is consistent with the above strategies. Where possible development will be confined to existing disturbed areas. The Planning controls as proposed, specifically the Implementation Plan / Development Plan will require that future built form outcomes acknowledge and respect the locale. Disturbed areas of vegetation will be minimised, and offset through a Vegetation Offset Management Plan (VOMP). It appears that the land has been formed by a combination of recent coastal accretion, civil earthwork associated with progressive development (as the foreshore has accreted), port reclamation, dredging and work associated with the sea wall. On this basis it seems unlikely that any culturally significant Aboriginal material would be present which may be disturbed by future works envisaged by the Implementation Plan.

Clause 12.02-3 Coastal Crown land

All of the land subject to the Amendment is Crown Land. The relevant objective seeks to achieve development that provides an environmental, social and economic balance:

*Use and development on or adjacent to coastal foreshore Crown land:*

- Maintains safe, equitable public access and improves public benefit whilst protecting local environmental and social values.
- Demonstrates need and coastal dependency.
- Is located within a defined activity or recreation node.
The proposal seeks to balance environmental impacts against improvements to public access for all Ferry Terminal users. The nature of the use is dependent upon its specific coastal location. The existing lease boundary does not provide sufficient area for reconfiguration and expansion of the facilities associated with the terminal operations.

Separate approval will be required under either Crown Land (Reserves) Act 1978 and/or Land Act 1958 for revocation of reserve status and to undertake changes to the lease boundary currently occupied by the Proponent.

Clause 12.02-4 Coastal tourism

The objective of this clause seeks:

To encourage suitably located and designed coastal and marine tourism opportunities.

The planning tools as proposed (i.e. Queenscliff Ferry Terminal Implementation Plan 2010 and Development Plan requirement under Part 5.0 of Schedule 3 to the SUZ) must ensure that the scale and intensity of future use and development are appropriate to the location and minimise impacts on the natural, visual and environmental and coastal character of the locale. Decision guidelines within the proposed Zone Schedule and existing Schedule 1 to the Environmental Significance Overlay require regard to be had to the Victorian Coastal Strategy 2008 and/or Siting and Design Guidelines for Structure on the Victorian Coast.

Clause 12.02-5 Bays

This objective seeks:

To improve the environmental health of the bays and their catchments.

In seeking to improve the environmental health of the bays and their catchments the aim of this Clause is to improve public access and recreation facilities around Port Phillip Bay. The amendment seeks to maintain and enhance direct access to the foreshore.

Clause 12.02-6 The Great Ocean Road region

The objective of this clause seeks:

To manage the sustainable development of the Great Ocean Road region.

In managing sustainable development of the Great Ocean Road Region as a whole, strategies which seek to support transport needs of key regional industries including tourism must be met. The amendment supports continued provision of travel choice to the region and the tourism industry more generally.

Clause 12.04-1 Environmentally sensitive areas

This objective seeks:

To protect and conserve environmentally sensitive areas.

The amendment will not diminish the environmental, conservation or recreation values of the Port Phillip Bay foreshore. Part of this area has already been subject to modification associated with
the past construction of the sea-wall. Adjacent foreshore land which is more intact will be protected and enhanced as part of the works associated within the amendment.

Clause 12.04-2 Landscapes
Here the objective sets out:

To protect landscapes and significant open spaces that contribute to character, identity and sustainable environments.

New development in sensitive locations such as on the bays or coastal foreshore should not detract from natural quality. The majority of works shown on the Implementation Plan are confined to the existing area occupied by the current Ferry terminal operations. Future development on site will be regulated by both the Implementation Plan and requirement for approval of detailed Development Plan.

Clause 13.01-1 Coastal inundation and erosion
The objective of this Clause seeks:

To plan for and manage the potential coastal impacts of climate change.

Land subject to coastal hazard must be managed appropriately so as to ensure future development is not placed at risk. The Amendment has included a ‘Preliminary Hazard Assessment’. The Preliminary Hazard Assessment found that as the design life of the proposed infrastructure is approximately 50 years and the height and condition of the seawall is sufficient to mitigate the effects of sea level rise to 2060.

Clause 14.02-1 Catchment planning and management
The objective of this Clause seeks:

To assist the protection and, where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environment.

Future development will include provision of drainage swales to direct stormwater runoff away from the surrounding marine environment.

Clause 17.03-1 Facilitating tourism
This objective states:

To encourage tourism development to maximise the employment and long-term economic, social and cultural benefits of developing the State as a competitive domestic and international tourist destination.

The Amendment supports the objective of maximising the employment and long-term economic, social and cultural benefits of developing the region as a tourist destination which is in accord with the following applicable strategy:
Seek to ensure that tourism facilities have access to suitable transport and be compatible with and build upon the assets and qualities of surrounding urban or rural activities and cultural and natural attractions.

Clause 18.01-1  
Land use and transport planning; and

Clause 18.02-5  
Car parking

Objectives listed under the above Clauses seek:

To create a safe and sustainable transport system by integrating land-use and transport.

To ensure an adequate supply of car parking that is appropriately designed and located.

The Amendment will support provision of safe, convenient and direct pedestrian and cyclist access to the Ferry Terminal. Likewise reconfiguration of the access and parking areas will better serve the expected demand for supply of well designed and convenient car parking. A ‘Traffic Development Plan’ has been prepared by Cardno Grogan Richards in support of the revised public access and car parking arrangements.

5. How does the amendment support or implement the Local Planning Policy Framework (LPPF) and, specifically, the Municipal Strategic Statement (MSS)?

The amendment supports and/or implements the relevant clauses of the Municipal Strategic Statement and Local Policies in the LPPF:

Clause 21.02  Municipal Profile

Beneath the heading ‘Regional Context’, the Municipal Profile notes the importance of the ferry service in contributing to economic development by boosting visitor numbers, whilst also providing an alternative transport node linking to the Mornington Peninsula. Upgrading the ferry terminal will enhance the service offering.

Clause 21.03  Key Influences

This Clause notes: “A significant challenge will be to balance appropriately the needs of tourism with those of permanent and temporary residents, the natural environment, built and cultural heritage.”

The Amendment has taken account of and sought to balance the social and economic benefits against key social and environmental imperatives.

Clause 21.04  Vision - Strategic Framework

The Vision Statement seeks to promote and facilitate sustainable economic development, allow for growth in clearly defined locations and resist otherwise inappropriate proposals which may compromise acknowledged natural, built and cultural environmental values. The Amendment is consistent with the Proposed Land Use Framework Plan (Map D) which provides a broad diagrammatic representation of the vision. The location of the proposed Ferry Terminal upgrade is within the hatched ‘Harbour Redevelopment Area’.
**Clause 21.05-2 Environment**

In recognition of the importance that the natural environment has both for local and broader communities, a range of objectives are listed which seek to preserve and maintain the ecology of environmentally sensitive areas and in turn preserve biodiversity of flora and fauna. Strategies seek to identify foreshore locations suitable for appropriate tourism service development whilst ensuring that any such land is sensitively developed so as to avoid any adverse impacts upon those areas.

The Amendment seeks to balance development of the site against actions to be included within a Native Vegetation Precinct Plan (NVPP), including a Vegetation Offset Management Plan (VOMP) which proposes actions to offset any loss of vegetation (past occurrence and as proposed by the Amendment).

**Clause 21.05-4 Economic Development (Tourism)**

The Borough is integral to a regional tourism product known referred to as ‘Bays and Peninsula’s Region’ with both day trippers and short-term stays from Melbourne and the Mornington Peninsula a focus. The Amendment responds to the objective which seeks to build sustainable tourism without detracting from the significant coastal landscape upon which it is based.

The Amendment will assist in achieving complementary community benefits associated with the reconfiguration of the Ferry Terminal by alleviating access difficulties and congestion and providing additional car parking. The proposed enhancement of the Ferry Terminal will also deliver a key infrastructure improvement that will offer benefits to the local community as well as visitors to the Bellarine and Mornington Peninsulas and beyond.

**Clause 21.05-5 Infrastructure**

The MSS acknowledges the critical importance of sustaining vital transport linkages for the economic wellbeing of the Borough. This must be balanced against:

> “Traffic and car parking must have minimal impact on residential amenity, natural environment values, landscape, built heritage and urban character. It is important to ensure that the character and amenity of Queenscliff and Point Lonsdale, and areas of environmental significance are not compromised by the excessive movement of traffic and parking within the Borough.”

Included amongst the ‘Other actions’ within this Clause is the following:

> “…providing a new access road to the Queenscliff/Sorrento vehicle and passenger ferry terminal from Wharf Street/Weerona Parade along with improved local access roads and facilities for pedestrians and cyclists in conjunction with the redevelopment of Queenscliff Harbour.”

Whilst this may have been achieved at least in part as part of the Harbour redevelopment, the Amendment proposes additional road alignment changes and a comprehensive approach to access, parking and set down / pick up areas proximate to the Ferry. Space constraints associated with existing conditions require that the works extend beyond the current Special Use Zone / lease boundaries.
Clause 22.01  Advertising Sign Policy

This policy applies to all land within the Municipality and is designed to be read in parallel with Clauses 52.05 and 65 of the Planning Scheme. It has a basis in the following:

“The Borough comprises an outstanding area [sic] heritage and urban character. As such there is need to appropriately control advertising signs to ensure that they are compatible with the character of the area in which they are located and the building or site on which they are to be displayed, to avoid creation of visual disorder and clutter, and to ensure road safety is not negatively affected.”

The Amendment proposes to regulate display of advertising signage by requiring submittal of an Advertising Master Plan prior to display of signage. This approach is consistent with that taken for SUZ1 (Queenscliff Harbour).

Additional ‘directional’ or related signage may be displayed where consistent with Clause 52.05-4 (Signs not requiring a permit) of the Queenscliffe Planning Scheme. A proposed overhead lane advisory sign has received in principal approval from the Road Management Authority:

“VicRoads has given previous approval in principal [sic] to the provision of a directional sign gantry, immediately east of the roundabout.”

Clause 22.02  Physical Infrastructure

Relevant objectives include:

To ensure that the installation of physical infrastructure has minimal impact on the landscape and heritage values of the Borough.

To maintain the visual amenity of the Borough by preventing the inappropriate location of services and physical infrastructure.

The Amendment is, where practical consistent with the objectives of this Strategy. There are few options for the location of additional infrastructure given land availability within the area zoned for Special Use. Additional physical infrastructure will be offset by provision of additional low level landscaping to provide relief to the hard surfaces of the expanded parking area. Siting of infrastructure has had regard to the Siting and Design Guidelines for Structures on the Victorian Coast, December 1998.

Clause 22.04  Urban Character Policy

This policy builds upon Clause 21.05-1 in seeking to order to ensure that new development maintains, enhances and harmonises with the prevailing character of the area. Salient objectives under the overall Urban Character Policy include:

- To recognise and protect the significant cultural heritage and natural coastal atmosphere of the Borough which distinguishes its special character;
- To minimise the visual impact of new development in foreshore areas, having regard to building height and topographical features of the land, bulk, site coverage, external materials and finishes and the removal of vegetation; and
To require all new development to have regard to the siting and design objectives and guidelines of the Borough of Queenscliffe Urban Character Study. Building heights must have regard to the prevailing character of the area. The visual impact of the development will be minimised by appropriate revegetation of the foreshore and car park surrounds.

Clause 22.04-1 Queenscliff

The subject land is located within the ‘Queenscliff Urban Heritage’ area. This sub-policy is read in conjunction with the overarching Clause 22.04. Specific policies outlined within this sub-policy include:

- The layout of new development gives regard to the visual sensitivity, scale and proportion of the street and townscape skyline.
- The layout of new development is consistent in terms of location and relationships to any existing buildings on the site or associated adjacent buildings.
- The layout of new buildings, paved areas, and driveways, car parking, active outdoor living areas and landscape areas complement the site having regard to its physical, historic and environmental features and the location of buildings and other features on adjacent land.
- The layout of new development gives regard to the need for future extensions or additions on the site (i.e. total site planning).

New development should meet the following design standards:

- Minimise the need for earthworks on the land;
- Protect existing trees on the site which are visible or contribute to the streetscape;
- Provide a landscape plan which shows the existing and proposed vegetation for the site;
- Give regard to sea or townscape views from the site or across the site from other properties, public places and roads.

The above policy measures are arguably more applicable to residential development within the township area, however the more generic policy measures (listed above) are still relevant. The future layout of the reconfigured access, parking and built form components when complemented by additional landscaping are intended to be sympathetic to the physical, historic and environmental features of the site.

6. Does the amendment make proper use of the Victoria Planning Provisions?

Future use, development (buildings and works) and display of advertising signage is to be governed by use of an Implementation Plan that will be an Incorporated Document within the Planning Scheme. This will be supported by need for a Development Plan to be prepared consistent with the broad directions provided for within the Implementation Plan.

The Development Plan will include requirements for further details to be provided in relation to matters such as: siting, height and scale of all buildings and works, Traffic and Access Plan, Landscape Plan, Advertising Sign Master Plan.
The Amendment has been prepared having regard to the following:

- VPP Practice Note – *Applying the Special Use Zone* (February 1999)
- VPP Practice Note – *Writing Schedules* (May 2000)
- VPP Practice Note – *Incorporated and Reference Documents* (August 2000)
- VPP Practice Note – *Managing Native Vegetation in the Planning System* (September 2008)
- VPP Practice Note – *Preparing a Native Vegetation Precinct Plan* (September 2008)
- VPP Practice Note – *Native Vegetation Offsets* (September 2008)

The schedule is consistent with the VPP Practice Note on the appropriate use of the Special Use Zone:

- The complexity of planning requirements is reduced by keeping the number of zones used to a minimum.
- An appropriate combination of the other available zones, overlays and local policies cannot give effect to the desired objectives or requirements.
- The SUZ facilitates an important redevelopment project that needs certainty in terms of a broad planning framework and flexibility during detailed design.

The Amendment has been prepared in accordance with the relevant Practice Notes and is considered to make appropriate use of the Victoria Planning Provisions.

*Is the intended use of a Special Use Zone / Road Zone appropriate?*

The majority of land forming part of the Amendment is already located within a Special Use Zone - Schedule 1 (*Queenscliff Harbour*). However, as the name implies the objectives and decision guidelines primarily relate to the Harbour Precinct and do not sufficiently provide for use and development specific to the operations of the Ferry Terminal Precinct. During consideration of Planning Scheme Amendment C16 to the Queenscliffe Planning Scheme it was noted within the Explanatory Report:

> “Peninsula Searoad Transport have plans to redesign the ferry terminal to improve the efficiency of this area in terms of car parking provision and vehicular circulation. This will be the subject of a separate process.”

The continued use of a Special Use Zone is consistent with the VPP Practice Note - *Applying the Special Use Zone* (February 1999) which provides guidance as to where the Special Use Zone may be applied:

*A Special Use Zone can be considered when either:*

- An appropriate combination of the other available zones, overlays and local policies cannot give effect to the desired objectives or requirements.
- The site adjoins more than one zone and the strategic intent of the site, if it was to be redeveloped, is not known and it is therefore not possible to determine which zone is appropriate.
The use of distinct Schedules for the Queenscliff Harbour and Queenscliff Ferry Terminal will better define the role and function of these separate land use activities.

The rezoning of land from PPRZ to RDZ1 is considered appropriate to provide for proposed provision of access related infrastructure. Whilst discretionary under the PPRZ, the development is inconsistent with the purpose of this zone. The rezoning to RDZ1 has received in principle support from VicRoads as Road Management Authority in correspondence dated 24th January 2011:

“The proposed works which directly affect VicRoads, include widening the road zone to accommodate a bicycle lane, new car parking and additional lanes for vehicle access to the Ferry Terminal east of the roundabout in Wharf Street.

In accordance with Clause 52.29 of the Queenscliffe Planning Scheme, I wish to advise VicRoads is supportive of the proposed change to the Road Zone Category 1 (RDZ1) as shown in the Incorporated Plan as prepared.”

Is the drafting of the Schedule to the Special Use Zone acceptable?

The drafting of Schedule 3 to the Special Use Zone is generally consistent with Ministerial Direction on the Form and Content of Planning Schemes and VPP Practice Note - Writing Schedules (May 2000).

Should the documents be incorporated into the Planning Scheme?

The Amendment proposes to incorporate both of the following documents into the Queenscliffe Planning Scheme:

- Queenscliff Ferry Terminal Implementation Plan 2010 (under the Schedule to Clause 81.01);
- Queenscliff Ferry Terminal Native Vegetation Precinct Plan 2010 (under the Schedule to Clauses 52.16 and 81.01).

The VPP Practice Note - Incorporated and Reference Documents (August 2000) notes:

There are three types of external documents:

1. Incorporated documents
2. Reference documents
3. Other documents not mentioned in the planning scheme

“The planning authority must carefully consider how different documents are treated in the planning scheme. Depending on the role the document plays in decision-making, the document may become an incorporated document, a reference document or it may not be mentioned in the planning scheme at all.”

“At the local level, planning authorities may wish to incorporate their own documents. Development guidelines, incorporated plans or restructure plans are common types of local incorporated documents.”

The Practice Note then sets out the following:

When should a document be incorporated?

A document must be incorporated if:
1. **The document is essential to the administration or enforcement of the planning scheme, that is, without the document the scheme cannot be properly understood.** The Code of Forest Practices for Timber Production – Revision No. 2, November 1996 is an example.

2. **The document is necessary to determine the extent of a planning control, or whether planning permission is required in a particular case, such as the Code of Practice for Telecommunications Facilities in Victoria. Without using this document it is not possible to tell whether a permit is required for a telecommunications facility or not.**

3. **The document is required to be incorporated under an Act, specific planning provision or Ministerial Direction, such as an incorporated plan under the Incorporated Plan Overlay, and the documents listed in the Ministerial Direction on the Form and Content of Planning Schemes.**

4. **The document will be used to guide the exercise of discretion by the responsible authority (except for a development plan under the Development Plan Overlay, which does not need to be incorporated).**

Incorporation of these two documents will provide greater certainty of outcome for not only Peninsula Searoad Transport, but also for the Borough of Queenscliffe, the community, as well as other stakeholders who are involved in administration of the Precinct. It is understood that DPCD suggested use of and supports the incorporation of both plans into the Queenscliffe Planning Scheme.

The Implementation Plan is intended to be read in conjunction with descriptions listed in an accompanying Table. That Table details such matters as: form and scale of the proposed replacement Passenger Terminal Building, Enhancement and Revegetation of the Foreshore, Advertising Signage principles and longer term infrastructure upgrades. However, as drafted the Incorporated Document has omitted reference to what remains an integral part of the document. Prior to seeking Authorisation, it is recommended that the document titled: Queenscliff Ferry Terminal Implementation Plan 2010 be amended to include the accompanying table of descriptions within the document for Incorporation under the Schedule to Clause 81.01.

As a means of providing certainty and transparency, the Amendment is accompanied by components of the Development Plan as required by the proposed Schedule 3 to the Special Use Zone. Included within the documentation are drafts of: Traffic and Access and Landscape Plans.

*Is the use of a Native Vegetation Precinct Plan appropriate?*

Future development including widening of Wharf Street East, expansion of the car parking area and construction of pathways are predicated upon removal of native and non-native vegetation. The Amendment proposes use of a Native Vegetation Precinct Plan (NVPP) that will be incorporated into the Queenscliffe Planning Scheme.

Three interrelated VPP Practice Notes apply:

- VPP Practice Note – *Managing Native Vegetation in the Planning System* (September 2008)
- VPP Practice Note – *Preparing a Native Vegetation Precinct Plan* (September 2008)
VPP Practice Note – *Native Vegetation Offsets* (September 2008)

Consistent with the principles of achieving a net gain as set out within *Victoria’s Native Vegetation Management - A Framework for Action* a three step approach is generally adopted as follows:

1. **Avoid** adverse impact, particularly through native vegetation removal;
2. If impacts cannot be avoided, **minimise** impacts through appropriate planning and design;
3. Identify appropriate **offset** options.

A Native Vegetation Precinct Plan sets out requirements for the protection and removal of native vegetation for a defined area or ‘precinct’. Consistent with the first of the above Practice Notes (Managing Native Vegetation in the Planning System), a NVPP is deemed appropriate under the following circumstances:

- The precinct contains significant native vegetation and a clear direction about the extent of the vegetation loss is needed to inform the overall planning of the precinct; or
- There is an opportunity to consolidate offset requirements onto fewer sites or a preferred site, and maximise development on others.

The NVPP is subject to approval by the Minister for Planning and upon approval (incorporation into the Scheme) can only be changed by a subsequent Planning Scheme Amendment.

The preparation of the NVPP appears to be consistent with the second of the Practice Notes (Preparing a Native Vegetation Precinct Plan) and Clause 52.16-2 of the Queenscliffe Planning Scheme.

Vegetation impacts were identified, offset requirements quantified and a means determined as to how Net Gain may be achieved within the Flora and Fauna Assessments undertaken by the Proponent. A Vegetation Offset Management Plan (VOMP) was also drafted outlining matters such as: revegetation requirements, management obligations, timelines and methods for payment. The above all appear to be consistent with the third relevant Practice Note (Native Vegetation Offsets). Offsets will be provided ‘like-for-like’ within the adjacent Crown Land by agreement between Parks Victoria, DSE and the Borough of Queenscliffe. Parks Victoria will implement the offset requirements on behalf of Peninsula Searoad Transport.

**7. How does the amendment address the views of relevant agencies?**

As noted within the DRAFT Explanatory Report prepared by the Proponent:

“The amendment has taken into account the views of the following agencies:

- Borough of Queenscliffe
- Parks Victoria
- Department of Sustainability and Environment
- Department of Transport
- VicRoads
Following the withdrawal of the original planning permit in 2007, a Project Working Group (PWG) was set up to work through the proposed development...A revised plan was developed which incorporated the comments and concerns of all parties – these plans have now been endorsed by all of the PWG parties. The Planning Scheme Amendment reflects the views of these parties.”

The views of the relevant agencies have been sought on a number of occasions to inform the preparation of the Amendment request, and formal referral comment will be sought from each as part of the Exhibition process.

8. Does the amendment address the requirements of the Transport Integration Act 2010?

In responding to the above, the following questions must be addressed:

– Is the amendment likely to have a significant impact on the transport system, as defined by section 3 of the Transport Integration Act 2010?

The Amendment will lead to improvements both to the physical and management components comprising the transport system as they relate to operation of the ferry passenger service. Future development facilitated by the Amendment will lead to improved ingress and egress to the terminal, improved facilities for the loading and disembarking of passengers and goods including provision for pedestrians, persons with limited mobility, vehicles and emergency services. Reconfiguration of the access, queuing and parking layout will also enable bus and taxi drop off areas to be located proximate to the terminal building. Management considerations include strategic planning as provided for within and beyond this Amendment for expansion of the lease boundaries to enable the above listed physical components to be undertaken to improve service offering.

– Are there any applicable statements of policy principles prepared under section 22 of the Transport Integration Act 2010?

The Minister has not issued any relevant statements of policy principles pursuant to Section 22 of the Act applicable to the Queenscliff Ferry Terminal Upgrade.

9. What impact will the new planning provisions have on the administrative costs of the responsible authority?

The Amendment is not expected to have a significant future impact on Council’s resource and administrative costs.

The purpose of incorporating both the Queenscliff Ferry Terminal Implementation Plan 2010 and the Queenscliff Ferry terminal Native Vegetation Precinct Plan 2010 (NVPP) is to provide certainty both for the Responsible Authority and the broader community as to outcomes anticipated by the Amendment.
Implementation Plan

A Development Plan must be approved prior to the commencement of any buildings and works. The Development Plan must in turn be generally in accordance with the Implementation Plan forming part of this Amendment. The Development Plan will include (though not be limited to) consideration of such matters as: staging (if relevant), buildings and works, a Traffic and Access Plan and a Landscape Plan. Following approval of the Development Plan it is anticipated that most uses will not trigger a Planning Permit requirement.

Native Vegetation Precinct Plan (NVPP)

Following approval of the NVPP and associated Vegetation Offset Management Plan (VOMP), Peninsula Seaward Transport will make direct payment to Parks Victoria to undertake revegetation and ongoing management of offsets on its behalf. Council will not be burdened by this process.

Administrative costs associated with the preparation and assessment of the Amendment are being met directly by the Proponent.

Council Plan

The proposed Amendment has been prepared in accordance with legislative requirements. The Amendment is also consistent with the Adopted Council Plan 2010 - 2013, particularly those matters pertaining to each of the following Portfolios:

- Sustainability and Local Environment
- Business and Tourism
- Community Development
- Planning, Heritage and Community Assets

The Amendment will assist in delivery of the Council’s Vision by improving roads and transport. Salient strategies set out within the Council Plan include:

- 5.4 Improve the development of infrastructure and maintain community assets.
- 5.5 Enhance traffic management.

Financial

There are no budgetary implications as the Proponent/Applicant is funding the cost of the Amendment. If approved it is not expected that the Amendment will lead to a significant increase in permit applications.

Social

Refer Discussion (above) - Part 2: Strategic Assessment Guidelines.
Environmental

Refer Discussion (above) - Part 2: Strategic Assessment Guidelines.

Risk Management

Any notable risks associated with either implementing or not implementing the recommendations are contained in the above report.

Conclusion

The request to Amend the Queenscliffe Planning Scheme as submitted by AECOM Australia Pty Ltd on behalf of Peninsula Searoad Transport has been assessed against the Strategic Assessment Guidelines prepared by the Department of Planning and Community Development (DPCD). Following review of the merits of the proposal against the objectives of the Planning Scheme including the State and Local Planning Policy Framework and related legislation it is considered that the Amendment request has sufficient justification to warrant a request for Ministerial Authorisation to prepare and exhibit Planning Scheme Amendment C23 being made.

Any issues raised through submissions following formal Exhibition of the Amendment may be considered in more detail as part of a subsequent report to Council.
Councillors: Burgess/Butler

That Council:

1) Prior to seeking Authorisation, request the proponent modify the document titled: Queenscliff Ferry Terminal Implementation Plan 2010 to include the accompanying table of descriptions within the document.

2) Subject to confirmation that the proponent agrees to 1) above, seek Ministerial Authorisation to prepare Amendment C23 to the Queenscliffe Planning Scheme to:

- introduce a new Schedule 3 to the Special Use Zone (SUZ3) into the Queenscliffe Planning Scheme;
- rezone land from a Special Use Zone - Schedule 1 to a Special Use Zone Schedule 3 (SUZ3);
- rezone land from a Public Conservation and Resource Zone (PCRZ) to a Special Use Zone - Schedule 3 (SUZ3);
- rezone land from a Public Park and Recreation Zone (PPRZ) to a Special Use Zone - Schedule 3 (SUZ3);
- rezone land from a Public Park and Recreation Zone (PPRZ) to a Road Zone, Category 1 (RDZ1);
- amend Schedules 1 and 2 to the Environmental Significance Overlay (ESO1 and ESO2);
- make consequential changes to relevant Clauses within the Municipal Strategic Statement (MSS);
- introduce and incorporate ‘Queenscliff Ferry Terminal Native Vegetation Precinct Plan 2010’ into the Schedule to Clause 52.16 and Schedule to Clause 81.01;
- introduce and incorporate ‘Queenscliff Harbour Implementation Plan 2010’ into the Schedule to Clause 81.01.

3) Upon receiving Authorisation exhibit Amendment C23 to the Queenscliffe Planning Scheme for the minimum statutory period of one month.

Carried

Cr Mitchell requested a division:

For: Crs Burgess, Butler and Merriman
Against: Crs Mitchell & Davies
Amendment
Councillors: Davies/Mitchell

That Council:

1) Prior to seeking Authorisation, request the proponent modify the document titled: *Queenscliff Ferry Terminal Implementation Plan 2010* to include the accompanying table of descriptions within the document.

2) Subject to confirmation that the proponent agrees to 1) above, seek Ministerial Authorisation to prepare Amendment C23 to the Queenscliffe Planning Scheme to:

- introduce a new Schedule 3 to the Special Use Zone (SUZ3) into the Queenscliffe Planning Scheme;
- rezone land from a Special Use Zone - Schedule 1 to a Special Use Zone Schedule 3 (SUZ3);
- rezone land from a Public Conservation and Resource Zone (PCRZ) to a Special Use Zone - Schedule 3 (SUZ3);
- rezone land from a Public Park and Recreation Zone (PPRZ) to a Special Use Zone - Schedule 3 (SUZ3);
- rezone land from a Public Park and Recreation Zone (PPRZ) to a Road Zone, Category 1 (RDZ1);
- amend Schedules 1 and 2 to the Environmental Significance Overlay (ESO1 and ESO2);
- make consequential changes to relevant Clauses within the Municipal Strategic Statement (MSS);
- introduce and incorporate ‘Queenscliff Ferry Terminal Native Vegetation Precinct Plan 2010’ into the Schedule to Clause 52.16 and Schedule to Clause 81.01;
- introduce and incorporate ‘Queenscliff Harbour Implementation Plan 2010’ into the Schedule to Clause 81.01.

3) Upon receiving Authorisation exhibit Amendment C23 to the Queenscliffe Planning Scheme for a minimum of three months.

4) Directly mail all Borough residents and ratepayers notification of the submission period including clear and concise maps of zoning change.

Amendment Lost
14.3 Council Response to Point Lonsdale Structure Plan (Amendment C22) Panel Report

File: QG290-18-26

Report Author: Chief Executive Officer

Purpose

The purpose of this report is to provide an opportunity for Council to consider its response to the Point Lonsdale Structure Plan (Amendment C22) Panel Report. Attached to this report is a copy of the Minister’s letter, the Panel Report and a draft letter from Council to the Minister in relation to each of the Panel’s eight recommendations.

Introduction

The Minister for Planning has written to Council inviting Council to comment on the Point Lonsdale Structure Plan Panel Report.

Once Council has considered and finalised its response to the Panel Report, the attached draft letter, amended as necessary, will be sent to the Hon Matthew Guy, Minister for Planning. This is one of the final stages in the process towards Ministerial approval and gazettal of the Amendment and thus the introduction of the Point Lonsdale Structure Plan into the Queenscliffe Planning Scheme.

Background

Amendment C22 proposes to makes changes to the Queenscliffe Planning Scheme based on directions in the Point Lonsdale Structure Plan, which was adopted by Council in April 2009. Amendments C22 and C165 were prepared by the (former) Minister for Planning, as Planning Authority, at the request of the Borough of Queenscliffe and the City of Greater Geelong. The (former) Minister adopted this role to enable a coordinated amendment process.

Public exhibition of the amendments occurred between 15 November 2010 and 31 January 2011. A total of 228 submissions were received, of which nine requested changes or opposed the amendments. Key issues raised in submissions related to the golf club, location of the settlement boundary, role of individual sites including Stockland sites, MacMahon and Hanley land and clarification of directions relating to the environment, tourism and open space and the future municipal boundary location.

The Department of Planning and Community Development, on behalf of the Minister for Planning, requested the appointment of a Panel to consider submissions. The Panel was conducted on the 21 – 23 June 2011 at the Borough of Queenscliffe offices.
The Panel provided a report to the Minister for Planning on 19th July 2011. In its report, the Panel commented that the Structure Plan was a well thought out and robust document which provides an appropriate framework for guiding future planning of the township and commended the collaborative approach taken by the Borough of Queenscliffe and the City of Greater Geelong. The Panel recommended that the amendments be adopted subject to some modification.

The Minister for Planning provided a copy of the report to Council in mid August 2011 and allowed Council one month to respond to the Panel Report. An extension of time to the end of September was sought and granted to enable Council to give appropriate consideration to the Panel’s report and recommendations and to provide comments to the Minister.

**Discussion – Proposed responses to the Panel’s Recommendations**

**Panel Recommendation**

1. Include the Point Lonsdale Structure Plan as a Reference Document in the Greater Geelong and Queenscliffe Planning Schemes, but only include Parts A and B. As a result of this Amendment process, Part C is no longer relevant to be retained as part of the Reference Document.

**Council’s Comments**

Part C provides valuable background which informs the recommendations contained in Part A and Part B. The community had significant input into Part C as part of consultation on the Plan and the Panel made a point of noting that these consultation processes had been extensive. Based on the above, it is considered that retention of Part C within the reference document offers greater transparency and its removal does not add any value. Thus, Council does not support this recommendation.

**Panel Recommendation**

2. Update all references to the Stockland Waterways development site to reflect its relevancy as a gazetted proposal (not as a proposed development that is still seeking final approvals). In particular, revise Chapter 3 (at pages 10 and 12), and the 2nd dot point in part B Implementation and Review, Other City of Greater Geelong Actions (this dot point could be deleted).

**Council’s Comments**

This recommendation stems from the Panel’s view that the Stockland Waterways development site has been “fully approved” (refer pages 16 & 18 of Panel Report). Council suggests that this is incorrect.

The Australian Government Department of Environment, Water, Heritage and the Arts approval (EPBC 2003/1144) states that “Construction of Point Lonsdale Residential and Waterways Development for Stages 4 – 14 ....must not commence until the Minister has approved this plan.” Whilst stages 1 – 3 have been approved by the Minister, no approval has been granted in respect stages 4 – 14.
Council submits that the relevant sections of the Panel Report need to be corrected whilst the recommendation above needs to be appropriately reworded.

Panel Recommendation

3. Amend the Township Structure Plan map on page 8 to show:

- The portion of the golf club’s land currently shown as a ‘residential growth area’ to be shown as a ‘potential residential growth area subject to an EES’ so as to be differentiated from those ‘residential growth areas’ already zoned for residential use;
- Overlay the Stockland Master Plan over the Stockland site to clearly show the extent of the proposed residential area only.
- Place a notation on the Township Structure Plan on the McMahon land reflecting the comments made on Page 11 of the Structure Plan in a manner similar to that done in respect to the Hanley and Stockland properties – i.e. “opportunity for further investigation for potential development.”

Council’s Comments

This first dot point is considered acceptable in relation to more specific words on the status of the golf club land.

In relation to the second dot point of overlaying the Stockland Master Plan over the Structure Plan map, there may be issues in relation to scale of maps and therefore legibility. Further, future amendment of the Master Plan may result in out of date information being shown on the Structure Plan map. A solution may be to include some information from the Master Plan without it being overlaid in its entirety.

In relation to the third dot point of including a notation of “opportunity for further investigation for potential development” on the Structure Plan map referring to the McMahon land, Council does not support this recommendation. It is considered that there has been insufficient investigation done to justify this notation on the Structure Plan map. Including this notation is arguably inconsistent with the Practice Note on Implementing a Coastal Settlement Boundary, which includes a recommended approach that identification of areas suitable for future urban development are inside the settlement boundary. It would be more appropriate that the McMahon land be considered as part of a future review. This will enable up-to-date consideration of the lot supply status within the township.

Panel Recommendation

4. With respect to the Stockland Fellows Road Land, modify the wording of the Structure Plan to remove all references to this land being rezoned to any residential zone and remove any wording implying that the rezoning of this land be through a section 96A combined rezoning/permit application process. Specifically:

(i) At page 15, amend the last sentence of the last paragraph under Retail/Commercial to read: *Opportunity exists to rezone the land to a Special Use Zone to facilitate the development of an appropriately scaled tourist accommodation or tourist related use. Any development must respond to the site constraints and designed to sit comfortably within the*
landscape/environmental setting in terms of site coverage, building height and materials, landscaping and vegetation protection enhancement. Site buildings should be consistent with the prevailing built form height of the locality.

(ii) At Page 18/19, replace the last dot point on Page 18 under Activities Directions with the words “Rezone the land to a special use zone to facilitate an appropriate tourism use and to ensure no bulky goods, commercial or retail use on the site.”

(iii) At Page 35, replace the 3rd dot point under Implementation Plan Applying Zones and Overlays with the words “Rezone the Business 4 Zone land on the corner of Fellows road and Bellarine Highway to a Special Use Zone which provides for the tourist use and development of the land.”

Council’s Comments
The adopted Structure Plan makes reference to the Stockland Fellows Road Land at Page 15 noting that:

Opportunity exists to rezone the land to one of the suite of residential zones to facilitate an appropriate scaled tourist accommodation or tourism related use. Any development on the site would need to be designed appropriately to integrate with the open landscape whilst providing a gateway element to announce entry to the township.

The panel concluded that a Special Use Zone would be more appropriate than any residential zone and that an amendment could also be accompanied by a Design and Development Overlay to ensure a built form outcome worthy of this landmark site.

Council supports this approach (i.e., applying a Special Use Zone) but notes that the challenge will be to draft zone provisions which provide for appropriate certainty for the community and flexibility for potential uses. Council submits that the Special Use Zone be supported by a Design and Development Overlay which provides clear direction on design outcomes for the site.

Panel Recommendation
5. In Review of Structure Plan at the end of Part B, amend the first sentence to read as follows: A review of the Structure Plan should be undertaken every five years from the date of its adoption by the Councils.

Council’s Comments
Council submits that whilst a review of the Structure Plan five years from its date of adoption is appropriate, a full review may not be necessary. Rather, a desktop review could consider planning issues facing the township, particularly in relation to lot supply status and coastal climate change impacts. This may indicate that a more detailed review is not required or that a part or full review, along with resulting planning scheme amendments, is necessary.

Panel Recommendation
6. At Clause 21.14, amend the first dot point under Point Lonsdale (page 4 of 16) to read: Support low scaled and designed tourism opportunities on designated land identified on the Point Lonsdale Structure Plan map at Clause 21.14-15.
Council’s Comments
This recommendation refers to a proposed change to a clause in the Greater Geelong Planning Scheme. The Borough of Queenscliffe has no comment in relation to this recommendation.

Panel Recommendation
7. At Clause 21.14, amend the first and second sentences under Applying zones and overlays for Point Lonsdale (page 5 of 16) to read:
   - Apply the Residential 1 Zone with a Development Plan Overlay to identified growth areas in the Point Lonsdale Structure Plan as appropriate.
   - Apply appropriate design and environmental overlays to areas of consistent urban and landscape character.

Council’s Comments
This recommendation refers to a proposed change to a clause in the Greater Geelong Planning Scheme. The Borough of Queenscliffe has no comment in relation to this recommendation.

Panel Recommendation
8. Delete all references to the word “Planisphere” in relation to authorship of the Point Lonsdale Structure Plan in the Queenscliffe Planning Scheme, so that it reads Point Lonsdale Structure Plan, April 2009.

Council’s Comments
Council concurs with this recommendation.

Council Plan
A Business Plan Priority Action within the Council Plan is to “Progress a planning scheme amendment to incorporate the Point Lonsdale Structure Plan.”

Financial
There are no financial implications associated with progressing the planning scheme amendment and responding to the Panel Report.

Social Implications
The development of the Structure Plan had due regard to social and community issues with contributions from relevant professionals across a range of agencies and service providers. The process included extensive community consultation.
Environmental Implications

The development of the Structure Plan had regard to environmental issues and constraints. The process considered the coastal location, climate change and sea level rise/storm damage impacts on the coast and urban development, urban development impacts on dunes, significant wetlands, RAMSAR sites and areas affected by Acid Sulfate Soils and salinity and related environmental policy/legislative context (including Coastal Spaces, EPBC and EES processes and recently released Victorian Coastal Strategy etc).

The Panel was satisfied that environmental matters had been adequately addressed and considered in the Structure Plan.

Risk Management

There are no risk management issues associated with responding to the Panel Report.

Recommendation

That Council consider the attached draft letter to the Minister for Planning as its formal response to the Point Lonsdale Structure Plan (Amendment C22) Panel Report.

Councillors: Butler/Burgess

That Council requests Officers to forward a letter, based on the information in this report, to the Minister for Planning as Council’s formal response to the Point Lonsdale Structure Plan (Amendment C22) Panel Report.

Carried Unanimously
14.4 Point Lonsdale Main Street Traffic Management Works

File: QG240-13-02

Report Author: Road & Infrastructure Engineer

Introduction

The purpose of this report is to provide Council with information related to the outcomes of the Point Lonsdale Main Street Community Reference Group including recommendations pertaining to the Traffic Management Treatments in Point Lonsdale Road and the recommended priority projects from the Point Lonsdale Urban Design Framework (UDF). The report includes a description and initial officer assessment of these elements and seeks Council approval to progress broader community consultation and related action on these matters.

Background

- Council and the community has been involved in a range of consultation processes related to the Traffic Management Treatments in Point Lonsdale Road and the Point Lonsdale Urban Design Framework (UDF) produced in 2002.
- VicRoads has played an important role in planning to improve pedestrian and road safety in Point Lonsdale Road. In May 2009 VicRoads installed a 40km/h speed limit in Point Lonsdale Road from Cheshunt Street to Admans Street with the understanding that Council would support the implementation of additional traffic management treatments, including pedestrian outstands and a coloured central median, to restrict vehicle speeds.
- In October 2010 Council requested VicRoads extend the 40km/h zone to the north of Loch Street. VicRoads extended the 40km/h zone in December 2010 with the understanding a central median treatment would be implemented in February 2011 and other traffic management treatments discussed and finalised with Council in March 2011.
- Community concerns regarding the design of the proposed road treatments led to Council increasing the membership and expanding the terms of reference of the Point Lonsdale Main Street Community Reference Group to include (1) consideration of the Traffic Management Treatments in Point Lonsdale Road and (2) prioritisation of the projects identified in the Point Lonsdale Urban Design Framework (UDF).

Key Issues

The report deals with two key components and related issues:

Traffic Management Treatments in Point Lonsdale Road including:
- Visual pavement marking at the start of the 40kmh zone
- Pedestrian safe crossing points
– Placement of a ‘wombat’ crossing in the shopping centre
– Centre median pavement markings

Priority projects in Point Lonsdale Road based on the Point Lonsdale Urban Design Framework (2002)
– Reference Group ranking of future Priority Projects

Discussion

Traffic Management Treatments in Point Lonsdale Road
The proposed traffic management treatments endorsed by the Point Lonsdale Main Street Community Reference Group (refer Appendix 11) consist of the following works:

– Placement of ‘zig-zag’ line markings at the approaches to the 40kmh zone, located between the ‘40kmh AHEAD’ signs and ‘40kmh’ signs.
– Creating a pedestrian crossing refuge in Point Lonsdale Road at Albert Street.
  o This will be located south of Albert Street.
  o An overhead light will be placed on the adjacent power pole to illuminate this crossing refuge.
  o This will result in the loss of 1x parking space on west side and 3-4 parking spaces on east side of road depending on final design.
– Creating a pedestrian crossing refuge in Point Lonsdale Road at Kirk Road
  o This will be located north of Kirk Road.
  o The bus stop on west side of Point Lonsdale Road will be unaffected.
  o The existing overhead light on power pole may require upgrading to meet minimum lighting standards over the pedestrian crossing refuge.
  o Kerb outstand on west side of road to be checked for garbage truck turning movement.
  o This will result in the loss of 3-4 parking spaces on east side of road depending on final design.
– Creating a ‘Wombat Crossing’ in the shopping centre
  o This is to be located outside No. 93-97 Point Lonsdale Road.
  o The Reference Group also considered an alternate location outside no.79-81 but given this location’s proximity to the playground and the lack of illumination this position was not supported. Concerns were discussed regarding the high cost (est. $20K) of introducing new lighting and the increased safety risk associated with the proximity to the playground.
  o The existing overhead light on the power pole may require upgrading to meet minimum lighting standards.
This will result in the loss of 2x parking spaces on the west side of road (including a disabled parking space that would need to be relocated) and the loss of 3-4 parking spaces on east side of road depending on final design.

- Non-marking of the Centre Median Road (as initially proposed)
  
- The centre median road markings as proposed is not supported.

VicRoads did not formally comment on the Reference Group’s revised proposal but indicated they would be willing to support the Reference Group’s recommendations and monitor the effectiveness, reserving the role and responsibility to install the centre median road markings as they originally proposed if this proposal proves to be ineffective in slowing traffic.

Priority projects in Point Lonsdale Road based on the Point Lonsdale Urban Design Framework (2002)

The Reference Group has prioritised the Point Lonsdale Urban Design Framework (UDF) studies 20 key recommendations in what they see as being most important to the community (refer Appendix 12). The top five priorities are discussed below.

**Priority 1 - Turning point at Admans Street**

**Description:**

Create safe vehicle turning area at the intersection of Point Lonsdale Road and Admans Street so as to discourage U-turning in the Village centre, while maintaining views to Point Lonsdale lighthouse to the south.

- UDF plan proposes a ‘local road’ sized roundabout and is reliant on relocation of a power pole and modifications to the verandah at no. 55 Point Lonsdale Road.

- It is important to note that VicRoads has not supported a ‘local road’ sized roundabout at Admans Street stating any roundabout would have to conform to VicRoads standards being on a VicRoads controlled road (i.e. minimum of 14m diameter roundabout plus 7.0m traffic lane, making the roundabout a minimum of 28m diameter. The road reserve is 20m wide at Admans Street and Rip View entry road.

**Officer Comment:** A proposal for a turning point would have to be approved by VicRoads who have stated that this would be a low priority for VicRoads funding given the low accident history. Council would need to play a strong advocacy role with VicRoads.

**Priority 2 - Undergrounding of power & overhead services**

**Description:**

Remove existing above ground electrical services & power poles to Point Lonsdale Road and underground all services allowing for improved and uninterrupted bay views from the street level.

- A preliminary design and costing was undertaken by Powercor in April 2009. The extent of the undergrounding works was Admans Street to Kirk Road at a cost of $700,000 for Powercor’s assets (street works cost). An additional $150,000 (property works cost) was estimated for other associated costs (ie Powercor only designed and costed
undergrounding works to the property boundary, additional works are required to connect properties from boundary to existing point of supply and upgrade switchboards to current regulations).

- There is support to extend the undergrounding works along Point Lonsdale Road further north to Loch Street. This almost doubles the length of project, hence can be expected to double the preliminary estimated costs.
- Given lead times in planning a project of this nature it is anticipated construction could be in the 2013-14 financial year.

Officer Comment: Council has allocated $5,000 in the 2011-12 budget to engage a consultant to prepare a detailed design & cost estimate for the undergrounding of overhead services in Point Lonsdale Road.

Priority 3 - Loop Ramp to Beach

Description:
Create safe and comfortable ramp access from Point Lonsdale Road to the beachfront walkway at the primary crossing point opposite the proposed ‘Village Square’, and establish improved viewing and seating areas overlooking the bay.

- The Point Lonsdale UDF Plan consists of a designated lookout space (opposite the proposed crossing), comprising of a decked timber structure at the same level as Point Lonsdale Road footpaths, with associated concrete ramp connections in two directions to the lower promenade. The cantilevered nature of the structure allows for vegetation of the embankment around and under the deck.
- The UDF cost estimate of this element was $90,000+ which is considered to be low and is also now several years out of date.

Officer Comment: Considerable works are proposed in UDF Plan which would need to have community consultation, be designed, re-costed and consent sort from DSE as the works would be on Crown land.

Priority 4 - Informal Street Edge Car Parking

Description:
Restore the informal quality of on-street car parking to the north of the Village allowing for expanded coastal parkland and a reduction in carriageway area.

- This priority refers to the area of Point Lonsdale Road north of Kirk Road. The UDF suggests changing the car parking spaces from bitumen to gravel to decrease the ‘formality’ of the parking area and decrease the perceived width of the road leading to reduced traffic speeds. The number of car parking spaces does not change.
- UDF did not give an estimated cost for this element.
Creation of gravel verges would have a negative impact on stormwater drainage and increase road surface maintenance. (ie road edge breakaways, potholing, erosion and cleaning the gravel washed into the grassed foreshore areas.

The proposed Albert Street and Kirk Road Pedestrian Crossings with kerb outstands physically narrow the road and reducing speed.

**Officer Comment:** While this priority would contribute to the overall aim of decreasing the perceived width of the road and decreasing traffic speed, the proposed treatments of Point Lonsdale Road that include two pedestrian safe crossing refuges at Albert Street and Kirk Road are likely to have a positive impact in reducing driver behaviour. In addition creation of gravel verges will have an impact on stormwater drainage and increase road surface maintenance. (ie increase the likelihood of road edge breakaways, potholing, erosion and cleaning the gravel washed into the grassed foreshore areas).

**Priority 5 - Selective Cypress Removal**

**Description:**
Remove one unhealthy Cypress Tree and undertake selective pruning of remaining healthy trees to ensure their sustainable protection.

- UDF states the 3x Monterery Cypress trees provide a valuable contribution to the local character and amenity of the centre, one is in poor condition and as such is recommended for removal.

**Officer Comment:** Whilst some removal and maintenance has occurred over the last several years the tree identified in poor health has not yet been removed.

**Council Plan**

This proposal has strong affiliation with the following components of the Council Plan:

1.3 Promote strong community engagement and active participation and advocate on issues of importance to the community.

2.1 Work in partnership with the community and other organisations to protect and restore the local environment and promote sustainable practices.

2.6 Increase the amenity and usefulness of paths and trails in the Borough and surrounds without any detrimental impact on the significant environmental values.

4.4 Promote safe walking and cycling activity.

5.1 Protect, conserve and add value to the unique natural, built and heritage values of the Borough of Queenscliffe, drawing on an understanding of the limitations of the natural environment and the municipality’s historical background.

5.4 Improve the development of infrastructure and maintain community assets.

5.5 Enhance traffic management
Financial

Traffic Management Treatments in Point Lonsdale Road

VicRoads has indicated funding has been successfully acquired to contribute towards traffic and pedestrian safety measures to support the 40kmh zone. Council has $30,000 allocated to Point Lonsdale Shopping Centre for traffic treatments in the 2011-12 budget.

Priority projects in Point Lonsdale Road based on the Point Lonsdale Urban Design Framework (2002)

Priority 1 - Turning Point at Admans Street
A proposal for a turning point would have to be approved by VicRoads who have stated that this location has a low accident history, therefore would be a low priority for VicRoads funding.

Priority 2 - Undergrounding of power & overhead services
Powercor estimates the works at $700,000 for the street component of the works. It is estimated the property component of the works would be in the order of $150,000.

– Council Officers are investigating state and federal funding initiatives/grants that may be applicable for these works.

– Council could implement a Special Charge Scheme under the LGA to charge property owners deemed to receive a benefit a proportion of the costs.

– Extending the extent of the undergrounding to Loch Street doubles the length of the project, hence the estimated cost can be expected to also double to $1.7mil.

– Council has $5,000 in the 2011-12 budget to engage a consultant to prepare a detailed design & cost estimate.

Priority 3 - Loop Ramp to Beach
The UDF cost estimate of this element was $90,000+, which is considered low and is also now several years out of date. The concept needs to be finalised and costed. Consent in principal should be obtained from DSE before proceeding with this element.

Priority 4 - Informal Street Edge Car Parking
UDF did not give an estimated cost for this element. There would be an initial cost to remove the asphalt in the parking spaces and an ongoing annual maintenance cost to fix road edges, potholes and drainage erosion.

Priority 5 - Selected Cypress Removal
UDF estimates the cost of this element at $5,000; this estimated cost is still considered adequate.
Social

The proposed works discussed in this report increase the safety residents and visitor’s alike by reinforcing the 40km/h speed zone and providing pedestrian crossing points at strategic locations on Point Lonsdale Road.

Environmental

A Cypress tree in poor health is proposed to be removed as recommended by the UDF plan and prioritised as Priority 4 by the Community Reference Group.

There are no foreseen environmental impacts associated with the proposed road works.

Risk Management

For the undergrounding of overhead services, correct design process is required to be undertaken by a professional in the area of electrical infrastructure, to mitigate any existing risk, avoid the creation of new public safety risks and ensure financial risks are avoided.

Conclusion

Traffic Management Treatments in Point Lonsdale Road

To take the proposed traffic management treatments as determined by the Point Lonsdale Main Street Community Reference Group to the wider community for comment.

Priority projects in Point Lonsdale Road based on the Point Lonsdale Urban Design Framework (2002)

Priority 1 - Turning Point at Admans Street: is outside of Councils control and VicRoads has stated any treatments need to comply with their standards, which due to the limited space excludes a roundabout. Council officers will liaise with VicRoads as to what options if any are available for a turning treatment at this location.

Priority 2 - Undergrounding Overhead Services: is progressing with $5,000 in the 2011-12 budget to engage an electrical infrastructure consultant to prepare a detailed design & cost estimate.

Priority 3 - Loop ramp to Beach: needs the concept to be fleshed out, finalised and costed. Consent for the proposal is required from DSE.

Priority 4 - Informal Street Edge Car Parking: is not considered necessary now as the Albert Street & Kirk Road pedestrian crossings physically narrow the road meeting the objectives of this element – to have the perception of narrowing the roadway leading to reduced traffic speed.
Priority 5 - Selected Cypress Removal: Remove the Cypress in poor health and re-assess the two remaining cypress trees for health and public safety issues; take the appropriate action of pruning or removal.

**Recommendation:**

**That Council:**

1. Endorses the recommendations of the Point Lonsdale Main Street Reference Group as described in this report.

2. Requests officers to immediately seek community feedback on the recommendations of the Point Lonsdale Main Street Reference Group as described in this report related to the Traffic Management Treatments in Point Lonsdale Road, specifically:
   - Visual pavement marking at the start of the 40kmh zone;
   - Pedestrian safe crossing refuges at Albert Street and Kirk Road;
   - Placement of a ‘wombat’ crossing in the shopping centre as described above;
   - Non placement of centre median pavement markings.

3. In response to the priorities identified by the Point Lonsdale Main Street Community Reference Group as described in this report under Priority projects in Point Lonsdale Road based on the Point Lonsdale Urban Design Framework (2002), requests officers to respond as follows:
   - Priority 1: Continue to advocate to VicRoads for a turning point at or near Admans Street, consistent with the Point Lonsdale Structure Plan recommendations and the Council Plan;
   - Priority 2: Engage an electrical consultant to prepare a design and cost estimate for the Undergrounding of Power (Overhead Services) consistent with the Council Plan Priority Actions for 2011/12;
   - Priority 3: Immediately seek community feedback on implementation of this Priority Project with the intention of including this in the ‘Hesse Street & Point Lonsdale Main Street’ project consistent with the 2011/12 Council Plan and 2011/12 Budget;
   - Priority 4: Take no action as this was not identified by the Reference Group as part of the Traffic Management Treatments in Point Lonsdale Road and the narrowing of Point Lonsdale Road is achieved through the two proposed pedestrian safe crossing points at Albert Street and Kirk Road;
   - Priority 5: Remove the Cypress tree in poor health and assess the remaining two Cypress trees as part of the implementation of Priority 3.

4. Requests officers to provide a report on the community feedback related to the Traffic Management Treatments in Point Lonsdale Road and the implementation of Priority 3 and Priority 5 above as part of the ‘Hesse Street & Point Lonsdale Main Street’ project.
Councillors: Davies/Butler

That Council:

1. Endorses the recommendations of the Point Lonsdale Main Street Reference Group as described in this report.

2. Requests officers to immediately seek community feedback on the recommendations of the Point Lonsdale Main Street Reference Group as described in this report related to the Traffic Management Treatments in Point Lonsdale Road, specifically:
   - Visual pavement marking at the start of both 40kmh zones;
   - Pedestrian safe crossing refuges at Albert Street and Kirk Road;
   - Placement of a ‘wombat’ crossing in the shopping centre as described above;
   - Non placement of centre median pavement markings.

3. In response to the priorities identified by the Point Lonsdale Main Street Community Reference Group as described in this report under Priority projects in Point Lonsdale Road based on the Point Lonsdale Urban Design Framework (2002), requests officers to respond as follows:
   Priority 1: Continue to advocate to VicRoads for a turning point at or near Admans Street, consistent with the Point Lonsdale Structure Plan recommendations and the Council Plan;
   Priority 2: Engage an electrical consultant to prepare a design and cost estimate for the Undergrounding of Power (Overhead Services) consistent with the Council Plan Priority Actions for 2011/12;
   Priority 3: Immediately seek community feedback on implementation of this Priority Project with the intention of including this in the ‘Hesse Street & Point Lonsdale Main Street’ project consistent with the 2011/12 Council Plan and 2011/12 Budget;

4. Requests officers to provide a report on the community feedback related to the Traffic Management Treatments in Point Lonsdale Road and the implementation of Priority 3 above as part of the ‘Hesse Street & Point Lonsdale Main Street’ project.

5. Defer consideration of:
   Priority 4: Take no action as this was not identified by the Reference Group as part of the Traffic Management Treatments in Point Lonsdale Road and the narrowing of Point Lonsdale Road is achieved through the two proposed pedestrian safe crossing points at Albert Street and Kirk Road;
   Priority 5: Remove the Cypress tree in poor health and assess the remaining two Cypress trees as part of the implementation of Priority 3.

and refer these matters to the Point Lonsdale Main Street Reference Group.

Carried Unanimously
15. AUTHORIZATION OF SIGNING & SEALING OF DOCUMENTS

16. QUESTIONS WITHOUT NOTICE

16.1. Questions Without Notice Status Update
No update

16.2. Questions Without Notice

Question:
Cr Burgess asked the Chief Executive Officer to provide any advice on the implementation of the Borough of Queenscliffe Council sponsored MAV State Council resolution regarding the minimum number of Councillors.

Answer:
The CEO responded indicating the there had been no response to his requests to the MAV for a status report on this matter.

17. LIST OF COUNCIL MEETINGS

All Council Meetings are held at the Council Offices, 50 Learmonth Street, Queenscliff unless otherwise indicated.

PLANNING REVIEW MEETING
Wednesday 5 October 2011 at 7:00pm (if required)

COUNCIL MEETING
Tuesday 18 October 2011 at 7:00pm

Councillors: Burgess/Butler

That Council sends a letter of congratulations to the three Queenscliff Premiership Winners.

Carried Unanimously
18. **CONFIDENTIAL ITEMS**

**Time:** 10:05 pm

Councillors: Butler/Burgess

That in accordance with Section 89 (2a, 2d, 2e & 2f) of the Local Government Act 1989:
- Confirmation of Confidential Council Meeting Minutes – 17 August 2011
- Confirmation of Confidential Audit Committee Meeting Minutes – 12 September 2011

That in accordance with Section 89 (2a) of the Local Government Act 1989:
- Councillor Conduct

be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

That Council suspend standing orders and commence 'in camera' meeting.

**Carried Unanimously**

18.1 **Confirmation of Confidential Council Meeting Minutes – 17 August 2011**

18.2 **Confirmation of Confidential Audit Committee Meeting Minutes – 12 September 2011**

18.3 **Councillor Conduct**

**Time:** 10:30 pm

Councillors: Butler/Burgess

That Council cease 'in camera' meeting and resume standing orders.

**Carried Unanimously**

19. **RATIFICATION OF CONFIDENTIAL ITEMS**

Councillors: Butler/Burgess

That the decisions made in camera be ratified by Council.

**Carried Unanimously**
20. CLOSE OF MEETING

10:33pm

Confirmed

Cr B Merriman

MAYOR

18 October 2011
ADJUNCT TO 6 - RECORD OF ASSEMBLY OF COUNCILLORS

Record in accordance with section 80A(1) of the Local Government Act 1989.

6.1. Vegetation Advisory Group Meeting – Friday 12 August 2011

Assembly Commenced: 3:39pm Assembly Closed: 5:09pm

Assembly Location: Queenscliff Town Hall

Attendees:

- Cr. Bob Merriman
- Cr. David Mitchell
- Mr. Lenny Jenner, CEO
- Garry Purton, Foreshore & Caravan Parks Coordinator
- Shane Poulter, Technical Officer Infrastructure
- Tony Cooke
- Deb Brearley
- Joan Lindross
- Susan Salter
- Lester Hunt

Apologies:

- Cr. Helene Butler
- Dean Zanoni

Conflict of Interest Disclosures:

- Councillors: Nil
- Officers: Nil

Agenda Items:

1. Point Lonsdale Foreshore Vegetation
   Mud Map presented

2. Agenda items for Advisory Group for 2011/201
   The following were suggested as future Agenda items:
   - Development of a nature strip planting policy
   - Status of roadside trees in the Narrows area, including former High School site. Discussion on actions to address badly or severely pruned trees and general condition of the mature/over-mature Cypresses
   - Condition of Cypress(es) near the Wreck Bell
   - Vegetation Plans for Princes & Citizens Park
   - The species of the trees to be used in Hesse Street redevelopment

3. Other Business
6.2. Meeting of Steering Committee for Former High School Site - Monday 15 August 2011

Assembly Commenced: 2.40pm  Assembly Closed: 4.24pm

Assembly Location: Queenscliff Town Hall

Attendees:
Cr Bob Merriman
Cr Helene Butler
Mr Lenny Jenner, CEO
Jacqueline Wilson, Sustainability Officer
Sue Wasterval, Queenscliffe Global Warming Group
Sue Longmore, Bellarine Catchment Network
Deb Brearley, Community Garden (2.30pm–4.10pm)
Fay Agterhuis, Indigenous Garden (3.09pm–4.10pm)
Les Harrison, Men’s Shed (2.50pm–4.24pm)
Graham Christie, Queenscliff & Lonsdale Business and Tourism Association
Tony Cooke

Apologies:
Matt Crawley, Bellarine Catchment Network
John Goodman (Men’s Shed)

Conflict of Interest Disclosures:
Councillors: Nil
Officers: Nil

Agenda Item:

1. Presentation of Discussion Paper examining options for the future use of the old High School Site addressing the following;
   • Future landscaping and choices of vegetation (indigenous, exotics or combination of both) for the site
   • Future development of the (i) Indigenous Garden and (ii) Community Garden, including the level of community interest and potential involvement
   • Facility or building needs ranging from;
     - No change to current arrangements
     - Creation of outdoor facility only
     - Establishment of a community centre
   • Governance and management arrangements
6.3. Councillor Assembly – Monday 15 August 2011

Assembly Commenced: 6:18pm          Assembly Closed: 7:45pm

Assembly Location: Queenscliff Town Hall

Attendees:
Cr. Bob Merriman
Cr. Helene Butler
Cr. Lloyd Davies
Cr. David Mitchell
Cr. John Burgess
Mr. Lenny Jenner, CEO
Ms. Ev Wuchatsch, General Manager Governance & Community (6:18pm – 7:28pm)
Mr. Mitch Hodgson, Senior Planner (6:18pm – 7:10pm)
Mr Enzo Bruscella, Barwon Regional Waste Management Group (7:05pm – 7:45pm)

Apologies:
Nil

Conflict of Interest Disclosures:
Councillors: Nil
Officers: Nil

Agenda Items:

1. Briefings:
   Application 2011/068, 9 Grant Road, Point Lonsdale (urban character and over shadowing)
   Application 2011/073, 3 Mercer Street, Queenscliff (impact on the sharing of views)

2. Planning Heritage Presentation

3. Presentation - Barwon RWMG’s Regional Resource Recovery Strategies
   - Enzo Bruscella & John Burgess
6.4. Kids Busking for the Kids Meeting - Tuesday 16 August 2011

Assembly Commenced: 2:00pm  Assembly Closed: 3:00pm

Assembly Location: Queenscliff Town Hall

Attendees:
Cr Bob Merriman
Emma Clark
Rob Bryne
Connie Trathen
Kevin Carey
Jenny Jacobs
Michael Currucan

Apologies:
Lenny Jenner
Jen Carroll
Fay Agtherhuis
Alan Joyce
Gordon Baker
Ray Radford
Andrew Zagdanski

Conflict of Interest Disclosures:
Councilors: Nil
Officers: Nil

Agenda Items:
1. Terms of Reference for each Sub-Group
2. Volunteer Needs
3. Other Issues – as discussed
6.5. Councillor Assembly – Wednesday 17 August 2011

Assembly Commenced: 6:16pm  Assembly Closed: 6.48pm

Assembly Location: Queenscliff Town Hall

Attendees:
Cr. Bob Merriman
Cr. Helene Butler
Cr. Lloyd Davies
Cr. David Mitchell
Cr. John Burgess
Mr. Lenny Jenner, CEO
Ms. Ev Wuchatsch, General Manager Governance & Community
Mr. Mitch Hodgson, Senior Planner (6.16pm to 6.25pm)

Apologies:
Nil

Conflict of Interest Disclosures:
Councillors: Item 6: Cr Davies declared a conflict of interest in that his current employer is undertaking projects for Queenscliff Harbour Pty Ltd and left the meeting at 6:43pm
Item 6: Cr Butler declared a conflict of interest in that her current employer may be involved in business with Queenscliff Harbour Pty Ltd owners and left the meeting at 6:43pm

Officers: Nil

Agenda Items:
1. Planning & Heritage Presentation (Mitch Hodgson)
2. Councillor Communiqué (Lenny Jenner)
3. Point Lonsdale Structure Plan (Lenny Jenner)
4. Council Meeting Agenda (All)
5. Pile & Swing Moorings Update (Cr Bob Merriman)
6. Fisherman’s Wharf Update (Cr Bob Merriman)

Assembly Commenced: 3:00pm  Assembly Closed: 3:42pm

Assembly Location: Queenscliff Town Hall

Attendees:
Cr. Bob Merriman
Cr. David Mitchell
Mr. Mitch Hodgson, Senior Planner
Mr. Greg Parry
Mr. Barney Orchard

Apologies:
Mr. Barry Capp
Mr. Stuart Miller

Conflict of Interest Disclosures:
Councillors: Nil
Officers: Nil

Agenda Items:
1. Discussion re Minister Burke
2. General Business
6.7. Point Lonsdale Main Street Community Reference Group - Tuesday 30 August 2011

Assembly Commenced: 3.30pm  
Assembly Closed: 5:00pm

Assembly Location: Point Lonsdale Bowls Club

Attendees:
Cr Bob Merriman
Cr Helene Butler
Cr David Mitchell
Stuart Hansen – Borough of Queenscliffe
Emma Clark – Borough of Queenscliffe
Mark Tonkin – Vic Roads
Bryan Sherritt – Vic Roads
Damian Cayzer
Jocelyn Grant
Geoff Dyke
Dean Zanoni
Lester Hunt
Anne Fuller
Tamara Gaylard
Barney Orchard – Proxy for John Goodman

Apologies:
Cr Lloyd Davies
John Goodman
Bruce Golightly

Conflict of Interest Disclosures:
Councillors: Nil
Officers: Nil

Agenda Items:
1. Road Management & Treatment – Point Lonsdale Road
2. Point Lonsdale Urban Design Framework - Priorities
6.8. Councillor Assembly – Monday 5 September 2011

Assembly Commenced: 6:15pm                Assembly Closed: 9:08pm

Assembly Location: Queenscliff Town Hall

Attendees:
Cr. Bob Merriman
Cr. Helene Butler
Cr. Lloyd Davies
Cr. David Mitchell
Cr. John Burgess
Mr. Lenny Jenner, CEO
Clive Attwater & Robert Costello, SGS Economics & Planning (6:15pm to 7:39pm)

Apologies:
Nil

Conflict of Interest Disclosures:
Councillors:
Item 3.1: Cr Davies declared a conflict of interest in that his current employer is undertaking projects for Queenscliff Harbour Pty Ltd and left the meeting between 8:52pm and 9:00pm

Item 3.1: Cr Butler declared a conflict of interest in that her current employer may be involved in business with Queenscliff Harbour Pty Ltd owners and left the meeting between 8:52pm and 9:00pm

Officers: Nil

Agenda Items:

1. Local Coastal Climate Change Pathway Project – Developing a Strategic Framework to Manage Coastal Hazards and Vulnerability on the Bellarine Peninsula
   Consultants: Clive Attwater & Robert Costello, SGS Economics & Planning

2. Confidential - 2012/13 State Government Community Facilities Funding
   (Briefing Paper to be circulated)

3. Mayor’s Report:
   3.1. Fishermans Wharf
   3.2. TocH

4. Works in the Queenscliff Tourist Railway precinct

5. Other Updates
6.9. **Point Lonsdale Main Street Community Reference Group – Tuesday 6 September 2011**

**Assembly Commenced:** 4 pm  
**Assembly Closed:** 6.30 pm

**Assembly Location:** Point Lonsdale Bowls Club

**Attendees:**
- Cr Bob Merriman
- Cr Helene Butler
- Cr Lloyd Davies
- Cr David Mitchell
- Lenny Jenner – Chief Executive Officer
- Stuart Hansen – Borough of Queenscliffe
- Emma Clark – Borough of Queenscliffe
- Mark Tonkin – Vic Roads
- Bryan Sherritt – Vic Roads
- Damian Cayzer
- Lester Hunt
- Anne Fuller
- Tamara Gaylard
- Bruce Golightly
- Barney Orchard – Proxy for John Goodman

**Apologies:**
- John Goodman
- Jocelyn Grant
- Geoff Dyke
- Dean Zanoni

**Conflict of Interest Disclosures:**
- Councillors: Nil
- Officers: Nil

**Agenda Items:**
1. Road Management & Treatment
2. Point Lonsdale Urban Design Framework
6.10. Councillor Assembly – Wednesday 7 September 2011

Assembly Commenced: 6:22pm Assembly Closed: 6:55pm

Assembly Location: Queenscliff Town Hall

Attendees:
Cr. Bob Merriman
Cr. Helene Butler
Cr. Lloyd Davies
Cr. David Mitchell
Cr. John Burgess
Mr. Lenny Jenner, CEO
Ms. Ev Wuchatsch, General Manager Governance & Community
Mr. Mitch Hodgson, Senior Planner

Apologies:
Nil

Conflict of Interest Disclosures:
Councillors: Nil
Officers: Nil

Agenda Items:

1. Application 2011/80 – 187 Point Lonsdale Road, Point Lonsdale for reasons of removal of vegetation in the road reserve – Mitch Hodgson
2. Application 2011/84 – 99-101 Point Lonsdale Road, Point Lonsdale for reasons of urban character – Mitch Hodgson
3. Briefing Paper - Queenscliff Planning Scheme - Amendment C23 ('Queenscliff Ferry Terminal Upgrade') – Lenny Jenner
6.11. Planning Review Meeting – Wednesday 7 September 2011

Assembly Commenced: 7:02pm Assembly Closed: 7:14pm

Assembly Location: Borough of Queenscliffe Council Offices

Attendees:
Cr. Bob Merriman
Cr. Helene Butler
Cr. David Mitchell
Cr. John Burgess
Cr. Lloyd Davies
Mr. Lenny Jenner, CEO
Mr Mitch Hodgson, Senior Planner

Presenters:
1. Applicant Mr Chris Price, Price Williams Architects
2. Objector Mr. Michael Wells
3. Objector Ms. Marion Westrup
4. Applicant Mr Chris Price, Price Williams Architects
5. Applicant Mr. Lionel Waddell

Apologies:

Conflict of Interest Disclosures:
Councillors: Nil
Officers: Nil

Agenda Items:
1. Planning Permit Application No: 2011/073 3 Mercer Street, Queenscliff
ADJUNCT TO 7.1 – MOTION ON NOTICE STATUS UPDATE

No Status Updates

ADJUNCT TO 16.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

No Status Updates