



Agenda

Ordinary Meeting of Council

Wednesday 21 March 2012 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

Phil Josipovic - General Manager Planning & Infrastructure

Information contained in this Agenda is for the CONFIDENTIAL and PRIVILEGED use of Councillors until 5:00pm on the Friday before the meeting.

THIS MATERIAL DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL



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Appendices

Appendix	Title	Agenda Item	Distribution
Appendix 1	Borough of Queenscliffe Council Plan including the 2012/13 Business Plan priority actions	11.1 Draft Council Plan 2010-2013, including the 2012/13 Business Plan Priority Actions	Under separate cover
Appendix 2	2012/13 Budget including the Strategic Resource Plan	11.2 2012/13 Draft Budget	Under separate cover
Appendix 3	Memorandum of Understanding	12.1 Memorandum of Understanding – Bellarine local coastal hazard assessment – Third Pass Assessment	<i>CONFIDENTIAL Appendix</i> Under Separate Cover
Appendix 4	Questionnaire – Concept Plan Feedback	14.2 Future Development of Former High School Site	Under separate cover
Appendix 5	Preliminary Project Plan	14.2 Future Development of Former High School Site	Under separate cover



1. OPENING OF MEETING

2. PRESENT & APOLOGIES

3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

Councillors:

Officers:



4. PUBLIC QUESTION TIME

5. CONFIRMATION OF COUNCIL MEETING MINUTES

5.1. Ordinary Meeting of Council – 15 February 2012

A copy of the previous Minutes of the Ordinary Meeting of Council held on Wednesday 15 February 2012 was distributed to Councillors under separate cover.

Recommendation:

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 15 February 2012, as distributed, be confirmed as an accurate record.



6. RECORD OF ASSEMBLY OF COUNCILLORS

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

Recommendation:

That the Record of Assembly of Councillors, as presented in Adjunct to Item 6, be noted.



7. MOTION ON NOTICE

7.1. Motion On Notice Status Update

Recommendation:

That the Motion On Notice Status Update, as presented in Adjunct to Item 7.1, be noted.



8. CORRESPONDENCE

8.1. Petitions and Joint Letters

Nil

8.2. Inwards Correspondence

Date	Correspondence
13 February 2012	Correspondence received from Borough resident regarding World Day of Prayer.
13 February 2012	Correspondence received from ride2school regarding National Ride2School Day
16 February 2012	Correspondence received from Australian Local Government Association, Clean Up Australia & Boomerang Australia, regarding Progressing a National Container Deposit Scheme
1 March 2012	Correspondence received from Australian Local Government Association regarding 2012 National General Assembly of Local Government
13 March 2012	Correspondence received from Queenscliff resident regarding Community Garden

Recommendation:

That the Correspondence be noted.



9. MAYOR'S REPORT

9.1. Functions Attended

Date	Function Attended
13 February 2012	Cr Butler, officiating for the Mayor,& CEO & GMP&I attended the Official Opening of the Princess & Citizens Park Development attended by David Koch, MLC, Member for Western Victoria Region
13 February 2012	Mayor attended the MAV Rural South Central Region meeting
14 February 2012	Mayor & CEO attended the Queenscliff High School Site Reference Group Meeting
16 February 2012	Mayor attended the Barwon Water Leadership Lunch
18 February 2012	Mayor chaired the Maritime Weekend meeting
20 February 2012	Mayor & CEO met with Colonel Andrew Gallaway & Warrant Officer Class 1 - Regimental Sergeant Major Michelle Wyatt from Fort Queenscliff
20 February 2012	Mayor attended a meeting of the Vegetation & Hesse Street Representatives
21 February 2012	Mayor attended the Borough of Queenscliffe Australia Day thankyou afternoon tea held for volunteers
23 February 2012	Mayor attended the 150th Celebration Committee Meeting
24 February 2012	Mayor attended the G21 Board Meeting
28 February 2012 to 1 March 2012	<p>Mayor joined the G21 2012 Canberra Delegation attended by:</p> <ul style="list-style-type: none">– G21 Geelong Region Alliance– City of Greater Geelong– Borough of Queenscliffe– Golden Plains Shire– Surf Coast Shire– Colac Otway Shire– Barwon Water– Geelong Chamber of Commerce &– Barwon Medicare Local <p>The delegation met with:</p> <ul style="list-style-type: none">– Senator David Feeney, Parliamentary Secretary for Defence– The Hon Anthony Albanese, Minister for Infrastructure



Date	Function Attended
	<ul style="list-style-type: none">– Ben Hubbard, Prime Minister's Chief of Staff– Andrew Robb, Shadow Finance Minister and responsible for policy formation and Senator Michael Ronaldson– Bindi Gove, Chief of Staff for Kim Carr, Minister for Manufacturing– The Hon Simon Crean, Minister for Regional Australia– The Hon Tony Burke, Minister for Environment– Cori McKenzie, Deputy Chief of Staff of Minister Jenny Macklin
	Local Federal MP's Darren Cheeseman and Richard Marles hosted dinner for the Delegation in the Parliamentary Dining Room.
4 March 2012	Mayor officiated at the Official Ceremony to commission the new Flagstaff at the Queenscliffe Maritime Museum
5 March 2012	Mayor & GMP&I attended the Draft G21 Regional Growth Plan Executive Briefing
6 March 2012	Mayor, Crs Butler & Davies & CEO attended the Point Lonsdale Main Street Community Reference Group Meeting
11 March 2012	Mayor attended the Crackerjack Family Fair at the Point Lonsdale Bowls Club
13 March 2012	Mayor & CEO attended the High School site Community Reference Group meeting

Recommendation:

That the Mayor's Report be received.



10. COUNCILLOR PORTFOLIO REPORTS

Nil.



11. GOVERNANCE, FINANCE & EXTERNAL RELATIONS

11.1 Draft Council Plan 2010-2013, including the 2012/13 Business Plan Priority Actions

File: QG054-01-01

Responsible Officer: Chief Executive Officer

Introduction

The Borough of Queenscliffe Council Plan including the 2012/13 Business Plan priority actions (**Appendix 1**) is presented for consideration pursuant to section 125 of the Local Government Act 1989.

Background

The legislative requirements relating to Council Plans are contained in Section 125 of the Local Government Act 1989 (Act). Section 125 (2) of the Act specifies as follows:

A Council Plan must include—

- (a) the strategic objectives of the Council;*
- (b) strategies for achieving the objectives for at least the next 4 years;*
- (c) strategic indicators for monitoring the achievement of the objectives;*
- (d) a Strategic Resource Plan containing the matters specified in section 126;*
- (e) any other matters which are prescribed by the regulations.*

Statutory Requirements

In June 2010 the Borough of Queenscliffe Council approved the 2010-2013 Council Plan, incorporating the Municipal Public Health Plan. Under section 125 of the Local Government Act 1989, at least once in every financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Plan.

Should the initial plan be adjusted it is required to be advertised for public submissions in accordance with section 223 of the Act. Council is then required under section 125 (10) to advise the Minister for Local Government of the details of the adjustments to the Council Plan.

Council has determined to make a number of adjustments to its Council Plan, namely the Inclusion of the 2012/13 Business Plan priority actions.



Council Plan

The Council Plan includes the 2012/13 Business Plan priority actions framed around five key Strategic Directions:

- Governance, Finance & External Relations
- Sustainability & Local Environment
- Business & Tourism
- Community Development
- Planning, Heritage & Community Assets

The final Plan continues to reflect the medium term needs and aspirations and the short term priorities of the Borough community and the important relationship with and leadership role of Council.

As indicated the Council Plan includes the Business Plan priority actions for 2012/13. The priority actions that will particularly focus the attention and energies of Council and staff include:

- Maximise state and federal grant revenue for community and Council Plan priorities
 - Continue to implement Council's Asset Management Plan
 - Promote volunteerism through Council's Recognition Awards and ceremonies
 - Support local community organisations, civic events and arts, cultural and sporting activities in the Borough
 - Review the Council's Health & Wellbeing Plan.
 - Progress the review of the Borough of Queenscliffe Planning Scheme
 - Implement Council's Environmental Sustainability Plan
 - Implement the Council's Tree Management Strategy
 - Work with local traders, Queenscliff Lonsdale Tourism and Bellarine Tourism to maximise tourism opportunities in the Borough of Queenscliffe
 - Advocate for improved public transport services and timetabling with regional organisations and State and Federal Government.
 - Access funding from the State Government to develop a Masterplan for tourism accommodation development at the Queenscliff Lighthouse Reserve (Shortlands Bluff) and the Point Lonsdale Lighthouse Reserve (ToCH)
 - Continue to plan the celebration of the 150 year anniversary of the Borough of Queenscliffe
 - Work with Department of Defence to maximise community use and access as part of the proposed changes to the future use of the Fort.
 - Increase residents' access to information and services through upgrading the Council's website.
-



In 2012/13 emphasis will also be placed on undertaking capital works designed to improve the amenity and assets in the local community. The capital works program is provided in detail in the 2012/13 Budget document.

The proposed budget includes \$0.205m of rate-funded new initiatives as well as some major Capital Works projects totalling \$2.088m.

Highlights of the 2012/13 New Initiatives and Capital Program include:

- Annual asset renewal program (\$767,500 of which \$100,000 is funded by external grants)
- Country Roads & Bridges Program grant of \$1,000,000 comprising:
 - Roads repair and reconstruction works (\$550,000)
 - Road resealing works (\$100,000)
 - Bay Street reconstruction and associated drainage (250,000)
 - Hesse Street roundabout (\$100,000 towards the project which will require major grant contribution)
- Hesse Street revitalisation and Point Lonsdale Road – staged implementation (\$215,000)
- Dog beach car park upgrade (\$45,000)
- Shortlands Bluff tourism development project (\$85,000 grant funded)
- Fish cleaning station (\$10,000 grant funded)
- Celebration of 150th anniversary of the Borough (additional \$50,000)
- plebiscite on future boundary of the Borough (\$30,000)
- roadside E-Waste collection (\$20,000)
- staged introduction of recycled bins in public places (\$20,000)
- funds for heritage architect on key heritage buildings (\$20,000)
- crossing at Flinders & Henry Streets – subject to Vic Roads approval (\$15,000)
- playground equipment at Princess Park (\$15,000)

In framing the capital works program Council is very aware of the challenges facing State and Federal Governments associated with global economic conditions and significant weather events that will place substantial pressure on local governments' access to external funding sources.

Concluding Comments

Council has spent considerable time reviewing priorities and crafting this draft Council Plan. The Borough and its community continues to both inspire and drive Council's vision and priorities for the future.



Recommendation:

Having complied with procedures enunciated in the Local Government Act 1989 that Council:

- 1. Endorses the contents of the draft Council Plan including 2012/13 Business Plan priority actions.**
 - 2. Gives public notice by way of newspaper advertisements that Council has prepared the Council Plan, and calls for public submissions by no later than 4:00pm on Friday 4 May 2012 in accordance with Section 223 of the Local Government Act 1989.**
 - 3. Presents the draft Council Plan at two public information session to be held at 7:00pm on Monday 2 April 2011 at the Queenscliff Town Hall, Queenscliff and at 7:30pm on Tuesday 3 April 2011 at the All Saints Anglican Church, Hawthorn.**
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11.2 2012/13 Draft Budget

File: QG085-05-02

Report Authors: General Manager Governance & Community,
Senior Accountant

Introduction

The Borough of Queenscliffe 2012/13 draft Budget is presented to Council for consideration pursuant to section 127 of the Local Government Act 1989. The Strategic Resource Plan is also presented as part of the Budget pursuant to section 126 of the Local Government Act 1989.

A copy of the 2012/13 Budget including the Strategic Resource Plan is located at **Appendix 2**.

Statutory Requirements

The Local Government Act 1989 requires Council to prepare a budget for each financial year and provide the opportunity for people to make a submission under section 223 of the Act on any proposal contained in the budget.

Legislative requirements relating to 4 year Strategic Resource Plans are contained in section 126 of the Local Government Act 1989. Section 126 specifies that:

A Council must—

- (a) review the Strategic Resource Plan during the preparation of the Council Plan; and*
- (b) adopt the Strategic Resource Plan not later than 30 June each year.*

Council Plan

The 2010-2013 Council Plan, including the 2012/13 Business Plan priorities, has been prepared around five key Strategic Directions:

- Governance, Finance & External Relations
- Sustainability & Local Environment
- Business & Tourism
- Community Development
- Planning, Heritage & Community Assets

This plan has directly informed the development of the 2012/13 draft budget.



2012/13 Budget including Strategic Resource Plan

Council has prepared a Budget for the 2012/13 financial year which seeks to balance the demand for services and facilities, plus the required infrastructure renewal and upgrade, as well as management of the Borough's natural environment, with the community's capacity to pay.

It is proposed that general rates increase by 4.0% for the 2012/13 financial year, a decrease from 4.5% in the 2011/12 year. While the Strategic Resource Plan indicates 4.5% rate increases from 2013/14 to 2015/16 this is reviewed each year, particularly as Council considers the challenges of providing services and meeting the costs associated with asset renewal in light of current circumstances.

The 4.0% rate increase in 2012/13 will raise total rates of \$5.578m, including \$0.010m generated from supplementary rates. The increase will go toward maintaining service levels and towards capital works including funds to address the asset renewal needs of the Borough.

The expected operating result for the 2012/13 year is a surplus of \$1.251m, which is a decrease of \$0.760m over the 2011/12 year-end forecast result. The reduced operating result is due mainly to one-off grant funding of \$0.813m received under the Local Government Infrastructure Program in 2011/12. The underlying result, which excludes items such as capital grants and contributions, asset sales and any other non-operating abnormal item, is a budgeted deficit of \$0.039m, a reduction of \$0.236m on the estimated year end forecast for 2011/12.

Services are delivered in a range of programs to meet community needs and achieve Council's strategic objectives. The 2012/13 year estimates have been provided on the basis that the majority of operational programs continue at the same service levels, but, with some programs increasing the level of service in response to government funding initiatives. Where this is occurring recurrent government funding is being provided. (example: Aged Care Services)

Included in the 2012/13 budget are a number of projects identified in previous years consultation through Council's Portfolio Reference Groups and feedback and submissions from residents and community organisations.

Assessment on a priority basis and according to funding availability, has resulted in a range of initiatives to be implemented in the 2012/13 year.

The capital works program of \$2.088m is funded by \$1.110m from external grants, \$0.678m from Council operations, \$0.260m from reserves (grant funding received in 2011/12 and carried forward funds from 2011/12) and \$0.040m from asset sales (vehicle trade-ins for annual rollover program).

Highlights of the 2012/13 New Initiatives and Capital Program include:

- Annual asset renewal program (\$767,500 of which \$100,000 is funded by external grants)
- Country Roads & Bridges Program grant of \$1,000,000 comprising:



- Roads repair and reconstruction works (\$550,000)
- Road resealing works (\$100,000)
- Bay Street reconstruction and associated drainage (\$250,000)
- Hesse Street roundabout design (\$100,000 towards the project which will require Ministerial endorsement for a government grant)
- Hesse Street revitalisation and Point Lonsdale Road – staged implementation (\$215,000)
- Dog beach car park upgrade (\$45,000)
- Shortlands Bluff and ToCH tourism development projects (\$85,000 grant dependant)
- Fish cleaning station (\$10,000 grant dependant)
- Celebration of 150th anniversary of the Borough (additional \$50,000)
- plebiscite on future boundary of the Borough (\$30,000)
- roadside E-Waste collection (\$20,000)
- staged introduction of recycled bins in public places (\$20,000)
- funds for heritage architect on key heritage buildings (\$20,000)
- crossing at Flinders & Henry Streets – subject to Vic Roads approval (\$15,000)
- playground equipment at Princess Park (\$15,000)

Net assets (net worth) are expected to increase by \$1.251m to \$64.084m although net current assets (working capital) will decrease by \$0.253m as at 30 June 2013. This is mainly due to Council progressively using cash reserves to fund the capital works program as well as debt servicing and redemption costs.

A high level Strategic Resource Plan (SRP) for the years 2012/13 to 2015/16 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. A key objective of the SRP is financial sustainability in the medium to long term, whilst still achieving the Council's strategic objectives as specified in the Council Plan. The SRP forecasts that Council's operating result will be in surplus, including the underlying result (that is, net of capital income and abnormal items).

Concluding Comments

This budget was developed through a process that included reviewing budget submissions and community feedback received in previous years. The 2012/13 draft Budget report and financial statements are presented to Council for endorsement in preparation for the public submission process.



Recommendation:

Having complied with procedures enunciated in the Local Government Act 1989, that Council:

- 1. Endorses the 2012/13 draft Budget including the Strategic Resource Plan as presented**
 - 2. Gives public notice by way of newspaper advertisements that Council has prepared the 2012/13 Budget including the Strategic Resource Plan and calls for public submissions by no later than 4pm on Friday 4 May 2012 in accordance with Section 129 of the Local Government Act.**
 - 3. Presents the draft 2012/13 budget at two public information sessions to be held at 7:00pm on Monday 2 April 2012 at the Town Hall, Queenscliff and at 7:30pm on Tuesday 3 April 2012 at the All Saints Anglican Church, Hawthorn.**
-



12. SUSTAINABILITY & LOCAL ENVIRONMENT

12.1 Memorandum of Understanding – Bellarine local coastal hazard assessment – Third Pass Assessment

File: QG290-27-05

Report Author: General Manager Planning & Infrastructure

Purpose

To advise Council of the Bellarine Local Coastal Hazard Assessment Project and outline Council's contribution to the project.

Background

- Department of Sustainability and Environment's (DSE) Future Coasts program was established to examine the vulnerability of Victoria's coastal assets and includes a state wide assessment of the physical impacts of climate change.
 - First Pass (national level) and Second Pass (state level) Climate Change Assessments have been completed. Funding of up to \$1million exists to undertake four Third Pass local level pilot project assessments along the Victorian coastline. The Bellarine Peninsula being one of the four project areas.
 - Recently a framework for Managing Coastal hazards and Vulnerability on the Bellarine Peninsula has been development in consultation with stakeholder authorities.
 - The Future Coasts Bellarine Local Coastal Hazards Assessment - Third Pass Assessment for the coast from Thomson Creek to Point Henry and inner Corio Bay to Point Wilson is due to commence early in 2012.
 - City of Greater Geelong (COGG) will project manage the technical stage of the Third Pass Assessment.
 - Borough of Queenscliffe (BOQ) will be represented by officers as members of a number of groups identified in the governance structure for the project.
 - A Memorandum of Understanding (MOU) for the project has been developed with DSE and project partners to identify governance and project management arrangements. Members of the Senior Strategic Partnership Group will be signatories to the MOU. DSE have requested the details of the MOU be kept confidential until such time as all signatories have signed it and a coordinated community announcement can be made. (see **Confidential Appendix 3**).
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Discussion

DSE's Future Coasts program was established to examine the vulnerability of Victoria's coastal assets and includes a state wide assessment of the physical impacts of climate change and development of a range of data sets.

The Future Coast program has completed First and Second Pass Assessments. The First Pass Assessment provided inundation modelling on a National level. The Second Pass Assessment resulted in the development of a detailed digital elevation model (DEM) and bathymetric (depth) data for the Victorian coast as well as probability and scenario modelling for extreme events.

This modelling used the results of elevation and bathymetric mapping to produce high resolution information relating to the potential extent of inundation resulting from climate change. It incorporated storm tide and sea level rise while allowing for land instability. This information was analysed for a variety of scenarios and included predicted changes in the years 2030, 2070 and 2100.

This information is regarded as being useful for state level planning policy guidance and risk assessment at a regional level.

Funding of up to \$1million exists via a grant from the State Government to the Municipal Association of Victoria (MAV) to undertake four Third Pass local level pilot project assessments for different coastal types along the Victorian coastline.

The Third Pass Assessment will include more detailed localised data capture of, but not limited to the following parameters:

- Catchment inundation
- Storm surge
- Erosion hazards
- Ecological / infrastructure assets

A range of localised adaptation responses will also be identified.

An essential element to all stages of the project will be to develop and implement a community engagement strategy.

Future work will be required to develop local planning controls (zones, overlays and policy).

Governance

The model advocated by DSE and adopted in the Framework is that local government should be the project manager which in this case is COGG. Project funding will be via MAV.

The role of project manager involves a range of administrative support tasks including development of project tender briefs, procurement process, managing funds, consultant appointment / management, convening meetings and reporting.



It has been noted that DSE will continue to provide support and leadership through their stewardship of the Future Coasts Program.

The other aspects of project governance presented in the Framework include:

- **Senior Strategic Partnership Group** – comprising of general and regional managers of DSE, DPCD, COGG Corangamite Catchment Management Authority (CCMA) and BOQ. The Senior Strategic Partnership Group will be provided with 6 monthly briefing notes by the Project Control Group. They will review the Framework and the MOU at the pause point following the completion of the Third Pass Assessment. Members of the this group will also be signatories to the MOU.
- **Project Control Group** – comprising of a representative from DSE, CCMA, COGG and BOQ. The Project Control Group will provide general oversight of the project and be the key focus group for the project.
- **Technical Support Group** – comprising of a representative from DSE, COGG, BOQ, CCMA, and technical specialists commissioned by DSE. The Technical Support Group who provide input to the project at key points as well as liaise directly with consultants.
- **Project Reference Group** – comprising of a representative from DSE, Department of Planning & Community Development (DPCD), COGG, BOQ, Barwon Coast Committee of Management, Bellarine Bayside Foreshore Committee of Management, CCMA, Parks Victoria, Barwon Water, Association of Bayside Municipalities, and Central Coastal Board. The Project Reference Group are stakeholders of the project and will be briefed intermittently and asked to provide comment on an as needs basis.

The expected outputs will be:

- Historical aerial imagery dating back every 5 years to 1950s.
- Detailed Digital Elevation Model and bathymetry for the coast of Victoria to 10m above and 20m below sea level with resolution of 1m.
- Coastal erosion hazard mapping.
- Coastal processes modelling including ground water impact assessment.
- Asset mapping of ecological communities and infrastructure.

DSE have identified the Bellarine Peninsula (including the Borough of Queenscliffe) from Thomson Creek at Breamlea to Point Henry as one of the pilot projects for the State. The Project Control Group have agreed to extend the study area into Corio Bay from Point Henry to Point Wilson. This component of the project will be funded by COGG.

In addition to funds provided through the Future Coasts Program a number of other agencies are contributing funds to undertake related work which will be incorporated into the Third Pass Assessment.

In addition to detailed mapping a final technical report will be produced which will identify project methodology, key findings and issues and recommendations. It is intended that the project will be



structured so that modular components can be added in the future i.e an Asset Management Plan, Adaptation Strategy, Strategic Planning Assessment etc.

Community consultation

Community consultation will occur once the technical phase of the Third pass Assessment has been completed. Following the Third Pass Assessment there will be community engagement on a number of discussion points, this will be a complex task and require specialist skills. For this reason it is considered that DPCD should have involvement on the Senior Strategic Partnership Group to assist with this component.

Project timing and resources

While there are no specific funding timeframes it is anticipated that the project tendering process will commence mid 2012 and potentially take 12 months to complete.

Council Plan

The **Council Plan 2010 – 2103** lists tackling climate change as a key challenge for Council (refer page 6 of Plan). The Plan also lists *“Initiate actions related to climate change”* as a Business Plan Priority Action (Portfolio 2 – Sustainability and Local Environment, Strategies for 2010 – 13, page 15)

Financial

There is no requirement for Council to contribute financially to the project, but it will provide a significant contribution to the project through its participation on the Project Control Group, Technical Support Group, Project Reference Group and Senior Strategic Partnership Group.

Social

The Bellarine Local Coastal Hazards Assessment - Third Pass Assessment will provide Council with a basis for managing risk by informing future strategic and statutory decision making, as well as policy development.

Environmental

There are significant environmental implications associated with climate change. The Third Pass Assessment will provide additional information relating to infrastructure and environmental assets, as well as erosion hazards and will model the effects of predicted impacts of climate change. This will assist in implementing effective planning provisions and in the management of coastal land.



Risk Management

The Bellarine Local Coastal Hazards Assessment - Third Pass Assessment will provide Council with a basis for managing risk by informing future strategic and statutory decision making, as well as policy development.

Officer Direct or Indirect Interest

Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is considered by the Council or the committee.

Officers involved in developing the report have no direct or indirect interests.

Conclusion

It is in Council's interest to participate in this project in order to inform future strategic decision making.

Recommendation:

That Council confirms its participation in the Bellarine Local Coastal Hazard Assessment project by signing and sealing the Memorandum of Understanding between Department of Sustainability and Environment, Department of Planning and Community Development, Borough of Queenscliffe, City of Greater Geelong and Corangamite Catchment Management Authority.



13. BUSINESS & TOURISM

Nil.



14. COMMUNITY DEVELOPMENT

14.1 Program Report – Environmental Health

File: QG150-01-02

Report Author: Environmental Health Officer

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 Environmental Health.

Background

The Environmental Health Program is responsible for meeting Council's statutory obligations for all matters encompassed in Environmental Health. The Acts and regulations made hereunder in which an Environmental Health Officer is authorised include:

The Food Act 1984

The Public Health & Wellbeing Act 2008

Tobacco Act 1987

Environmental Protection Act 1970

Residential Tenancies Act

Local Government Act 1989

However, there are food related fields that an Environmental Health Officer is not authorised under, which include:

- Registration and inspection of Butchers (except in supermarkets), Chicken & Seafood premises – PrimeSafe
- Registration and inspection of Milk and Dairy Production – Dairy Safe Victoria
- Registration and inspection of premises on Crown Land (Unless trading in a commercial nature to the public.

The Environmental Health area comprises both statutory and non-statutory requirements. The predominant everyday function is that of a statutory nature, but can also incorporate non-statutory requirements. The Municipal Public Health Plan and the items included, become statutory requirements. Further detail of the functions and responsibilities of these areas are outlined later within this report. The Environmental Health department is responsible for the enforcement of the requirements of the above mentioned Acts where provisions of the Acts have been breached.



Discussion

The Food Act 1984

On July 1 2010, amendments to the Food Act took effect to establish the new food premises classification system. This was the first of many changes which would affect the way in which Environmental Health departments operated with many commenting that it has been the most significant change to the Act since 1984. While classifications changed to all registered premises, this also brought about the new class of notification premise, class 4. These premises sell low risk pre-packed items, whole fruit & vegetable and include temporary premises that only have a simple sausage sizzle (short term registration). With the inclusion of this new classification introduced the requirement for these activities to incur no registration fee, which in the past they had. This was included in the Victorian Government Gazette on 22nd June 2010.

The table below lists the class of premises and their definitions under the Food Act.

Class	Definition
1	Hospitals, child care centers and listed facilities for the aged, at which ready to eat potentially hazardous food is served
2	Other premises that handle potentially hazardous unpackaged foods
3	Premises handling unpackaged low risk foods, selling potentially hazardous pre-packaged foods, or the warehousing or distributing of pre-packaged foods
4	Premises that only retail pre-packaged low risk foods, and certain other low risk or occasional activities

As a statutory requirement registered food premises need to be inspected annually. Within the Borough of Queenscliffe the break down of registered premises and number of statutory inspections completed between May 2011 and March 2012 are as follows (not including short term registrations).

Class	Registered Premises	Statutory Inspections Completed
1	2	2
2	58	39
3	16	16
4	5	5
Total	81	62

A new system for determining the number of statutory samples required for food sampling was introduced in March 2011 and included in the Victorian Government Gazette on 17th February 2011. The amount of samples required for the Borough of Queenscliffe is no longer based on population within the municipality but now based on the number of registered food premises



within each class. The Borough of Queenscliffe is required to obtain the following number of food samples annually.

Council	Total number of samples to be obtained	Total number of samples to be obtained from Class 1 premises	Total number of samples to be obtained from class 2 or 3 premises
Borough of Queenscliffe	19	2	17

The final stage and the most time consuming change to Council's Environmental Health Department, was that of the changes to temporary and mobile food premises. For the first time in Victoria there would be a state-wide registration system for all temporary and mobile food premises. Also, for the first time Water Carters are now required to inform Council when they enter the municipality and register with their primary Council. A new state-wide database is being developed to support the changes to the Food Act. The database is expected to be operational later in the year.

Public Health & Wellbeing Act 2008

The Public Health & Wellbeing Act (PHWBA) 2008 and the Public Health & Wellbeing Regulations 2009 commenced on 1st January 2010. The commencement of the PHWBA superseded the previous Health Act 1958. The purpose of introducing the PHWBA was to enact a new legislative scheme which more efficiently promotes and protects public health and wellbeing in Victoria. The Act & Regulations are primarily concerned with promoting and protecting public health and wellbeing through the management and control of various risks to public health, with particular focus on infectious disease.

As an authorised officer, an EHO has various investigative functions and powers, and has direct responsibility for enforcing parts of the PHWBA & Regulations. The Environmental Health Officer has authorised powers within the Borough of Queenscliffe over:

- Planning for municipal public health & wellbeing
- Investigating & taking steps to abate nuisance
- Registering & inspecting prescribed accommodation (e.g. hotels/motels)
- Registering & inspecting certain business premises (e.g. beauty salons & hairdressers)
- Collaborating with Department of Health to address serious public health issues
- Collaborating with the Department of Health in relation to the investigation of notifiable conditions.

As with the Food Act, there are some issues that an EHO is not the authorised officer to deal with under the PHWBA:

- Investigation of workplaces with suspected asbestos on site
- Registration of the following accommodation is exempt



- House under the exclusive occupation of the occupier
 - Self contained flats under the exclusive occupation of the occupier
 - Health & residential services
 - Nursing Homes
 - Retirement Villages
 - Any vessel, tent or caravan
 - Premise in which, not more than 5 people (Who are not family members of the of the proprietor are accommodated).
- Registration and inspection of premises on Crown land (Unless trading in a commercial nature to the public.

Example of when Council is not the lead authority:

A complaint received from a community member who was concerned that their neighbour's building contractor was conducting renovation works which included removal of asbestos. The complainant was also concerned that the neighbour did not tell them what was occurring.

WorkSafe is the organisation that has the expertise and authority in this area as the work was being competed on a "work site" WorkSafe is the appropriate authority to deal with issues identified in this example.

Prescribed Accommodation

Registered premises under the Public Health & Wellbeing Act 2008 are required to be inspected annually. The breakdown of registered premises within the Borough of Queenscliffe and number of inspections completed between May 2011 and March 2012 are summarised in the table below:

Type of Registration	Amount of Registered Premises	Number of Inspections Completed
Prescribed Accommodation Registrations	20	14
Beauty & Hairdresser Registrations	6	5
Total	26	19

Mosquito Monitoring Program

The City of Greater Geelong coordinates an annual mosquito monitoring program in conjunction with the Borough of Queenscliffe. The program normally operates from August to March and consists of ongoing monitoring and treatments of known mosquito breeding sites. Aerial treatments around Swan Bay breeding sites that affect the mosquito levels in Point Lonsdale &



Queenscliff will be done from 15 November, (due to Commonwealth Permit Restrictions) if weather conditions are appropriate.

Tobacco Act 1987

The Borough of Queenscliffe is in a Service Agreement with the MAV to ensure tobacco retailers, eating establishments and licensed premises are provided with educational visits from the EHO. In return for these educational visits, the MAV provides funding to the Borough of Queenscliffe.

Since May 2011, **31** educational visits have been conducted with tobacco retailers, eating establishments & licensed premises. Out of the 31 visits, there were 7 premises with minor breaches of the Tobacco Act.

Personnel

The staff members which make up the Environmental Health team consist of the following:

General Manager Planning and Infrastructure	- Phil Josipovic
Environmental Health Officer (EHO)	- Michelle Brown (City of Greater Geelong)

The Borough of Queenscliffe entered into a service provider agreement with the City of Greater Geelong in May 2011 to provide the services of a qualified and experienced EHO to assist the Borough in the provisions of the Environmental Health Services. The City of Greater Geelong delivers the service over an average of 19 hours per week over 52 weeks.

Council Plan

Provision of Environmental Health Services is a legislative requirement and is supported by the Municipal Public Health Plan

Financial

There are no direct financial implications as a result of this report.

Social

The social benefits derived from the provision of the services described in this report relate to public health and well being.

Environmental

There are no direct environmental impacts as a result of this report.



Risk Management

There are no identified risks as direct result of this report.

Officer Direct or Indirect Interest

Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is consider by the Council or the committee.

Officers involved in developing this report have no direct or indirect interests.

Conclusion

The Environmental Health Department plays a critical role in the administration of the provisions of all applicable legislation, Acts and Regulations to ensure compliance throughout all registered premises within the Borough of Queenscliffe. The Environmental Health Department also acts to protect, improve and promote public health within the municipality.

As Environmental Health incorporates many varying issues, the EHO will continue to improve their knowledge for the benefit of the Borough and also to improving the delivery of this service to the community.

Recommendation:

That Council note this report.



14.2 Future Development of Former High School Site

File: QG048-08-01

Report Author: General Manager Planning & Infrastructure

Purpose

The purpose of this report is to provide community consultation feedback on the proposed future use of the old Queenscliff High School Site and recommend next steps.

Background

A detailed background was included in a report considered at the Council's Ordinary Meeting on 16 November 2011. The following resolution was adopted at that meeting:

Councillors: Davies/Butler

That Council

1. *Seeks community feedback and submissions regarding the future development of the former High School site from November 2011 to the end of January 2012 and that the community consultation requests comments on the two development scenarios as detailed in this Council report:*

Scenario 1: Continue to maintain the site with little or no change

Scenario 2: Develop the site as a Botanic Garden and high value parkland, which include Indigenous Gardens and a Community Vegetable Garden with associated infrastructure and develop a community centre.

2. *Notes the majority view of the High School Site Reference Group:*
 1. *That the former High School Site be developed as a Botanic Garden.*
 2. *That a condition of furthering the Botanic Garden objective,*
 - (a) *That a Community Building be located and configured on the High School site consistent with the location, design and floor plan of the Marine Discovery Centre (MDC) Building as described in the Concept Plan dated 12 September 2011, and*
 - (b) *That Building Reports and Costings be contracted out including consultation with the Reference Group's consideration, to both construct a new building as described in 2(a) and to address the limitations of the existing MDC building.*
 3. *That the development and future management of the Botanic Gardens shall be the responsibility of the Botanic Gardens Incorporated Association holding the High School Site under lease consistent with the attached Organisational Chart.*
 4. *That these recommendations be forthwith communicated to Council for consideration.*
-



Finally that any future development of the old High School site includes active consultation with all potential user groups.

3. *Requests officers to provide a copy of the draft information for community consultation to the Community Reference Group meeting on 22 November 2011.*
4. *Requests Officers provide a report to the Community Reference Group on the outcome of the community consultation and the implications for future development of the former High School site at the meeting of the Reference Group on 14 February 2012.*

Carried

Cr Mitchell requested a division:

For: Crs Butler, Davies and Merriman

Against: Crs Mitchell and Burgess

Discussion

In response to the above resolution Council officers, in consultation with the High School site Community Reference Group, prepared a Draft Botanic Gardens Concept Plan for the future development of the former High School site in Queenscliff. The proposal included establishment of a botanic garden, community vegetable garden, the continued development of the indigenous garden, a community building (including public toilets) and associated infrastructure.

A questionnaire (refer to **Appendix 4**) was prepared and distributed to households asking for the community's view on the proposal. The questionnaires were distributed using the following methods:

- An insert in the Rip Rumour in December 2011 and January 2012 (total 7,500 copies)
- 23 letters to residents adjoining, adjacent or opposite the site (King Street, Queen Street, Flinders Street and Smith Street.
- Hard copies available at the Council offices, library and Visitor Information Centre
- Council's website with a link enabling residents to complete it online

Half-page advertisements outlining the draft concept plan were also placed in the Queenscliffe Herald in December 2011 and January 2012.

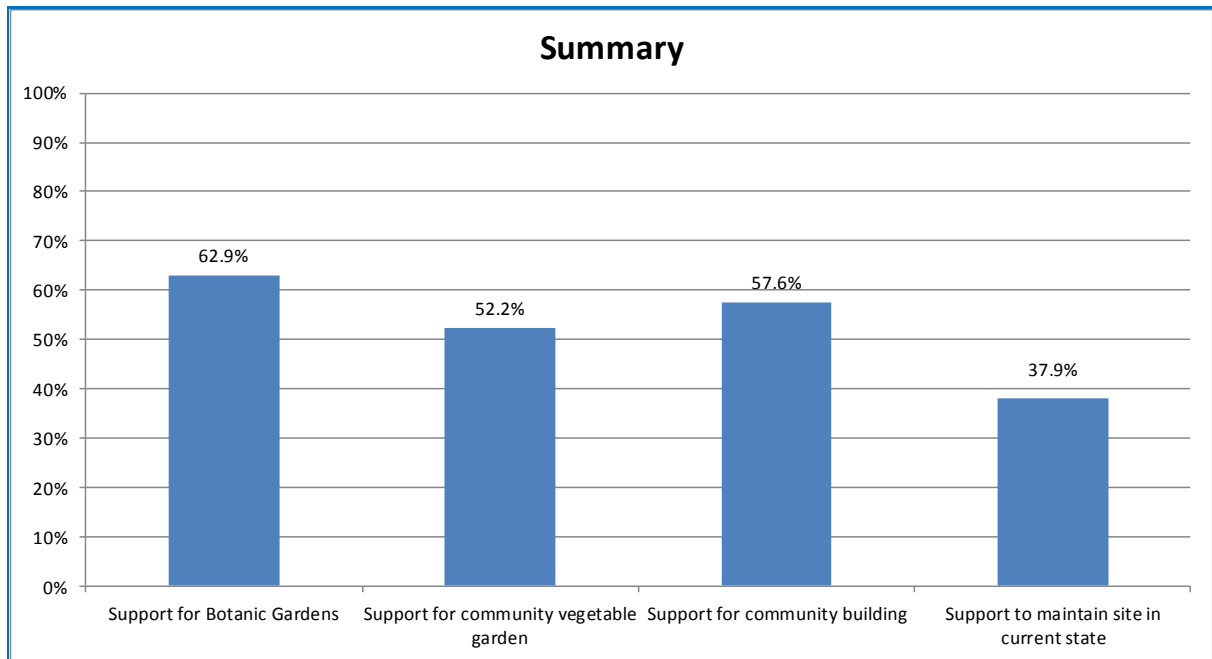
People were requested to return the questionnaire to Council by 31 January 2012. A total of 224 questionnaires were returned.

It was considered appropriate to carry out the community consultation between December and January as this presented the best opportunity to capture the views of both the permanent and seasonal (whose principal residence is outside the Borough) property owners within the Borough. The following sections summarise the responses received to each of the six questions in the questionnaire.



Summary

The following chart summarises the responses which indicate levels of support for a botanic garden, community vegetable garden, community building and maintaining the site in its current state.



The questionnaire asked 6 questions. The aggregated responses to the questions are summarised on the following pages.

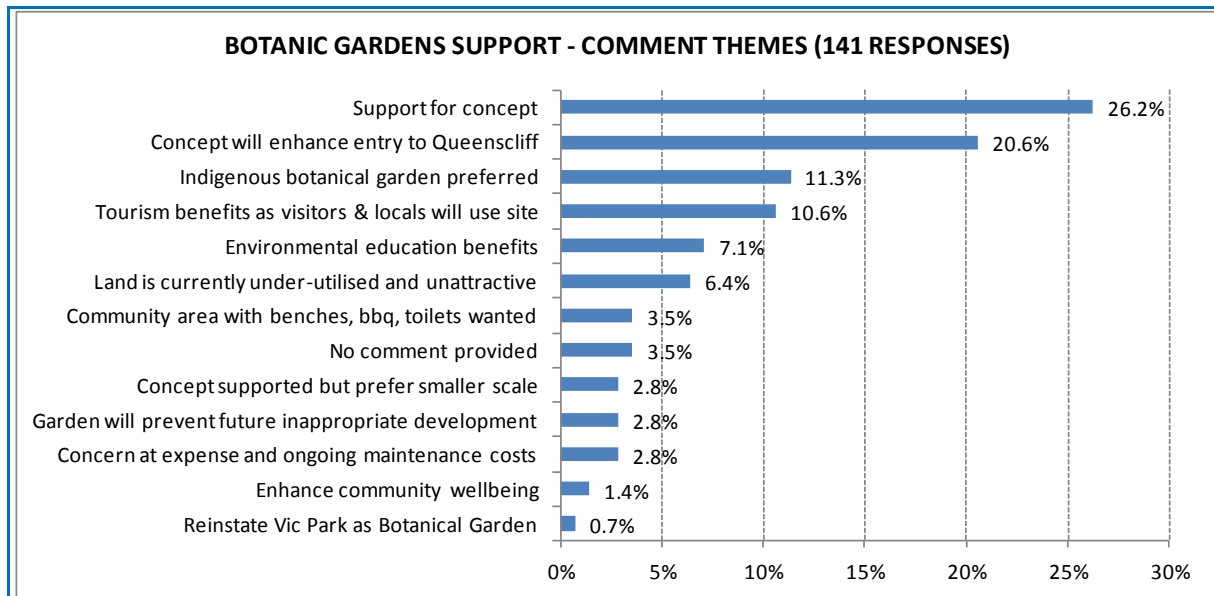


Question 1: Do you want to see the site developed as a Botanic Garden as described?

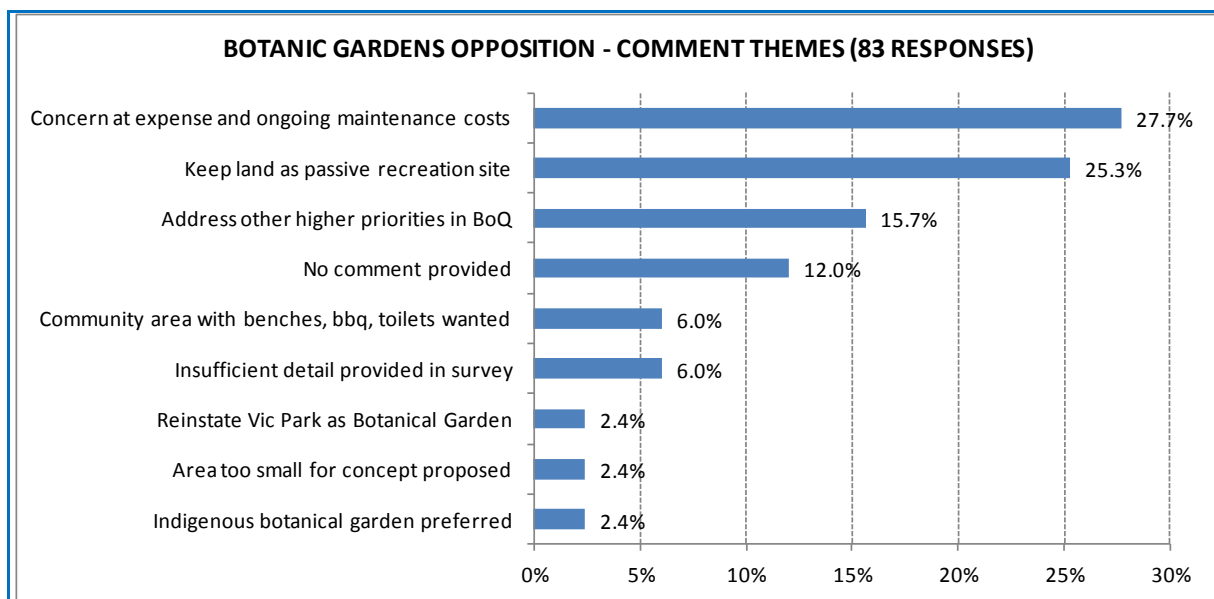
YES - 141 (62.9%)

NO - 83 (37.1%)

Respondents were asked to explain their answer. In analysing these responses, Council officers grouped them into 'themes'. The result of "YES" respondents by theme to Question 1 is shown below.



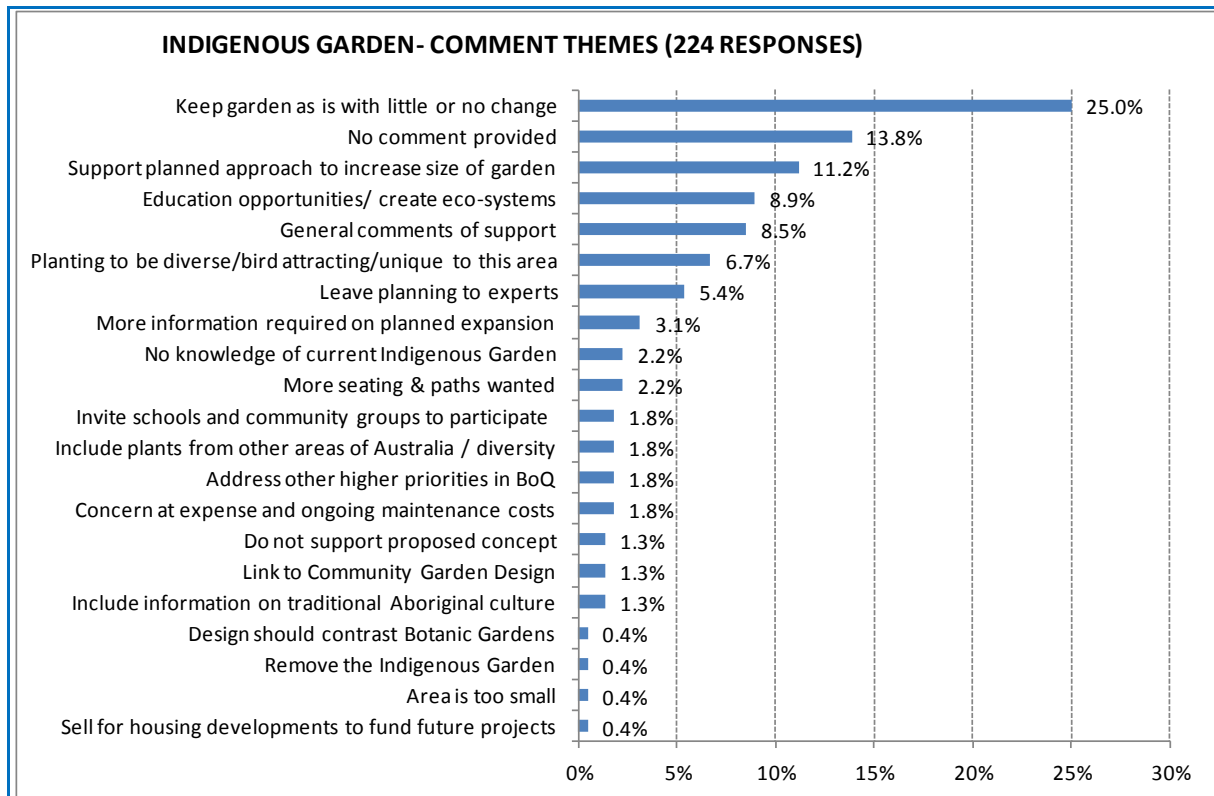
The result of "NO" respondents by theme to Question 1 is shown below.





Question 2: How would you like to see the expansion of the indigenous garden progress?

This question did not ask whether respondents supported the indigenous garden (i.e. yes or no), rather provided space for comments only. Again, the comments were grouped in themes with the results shown below.



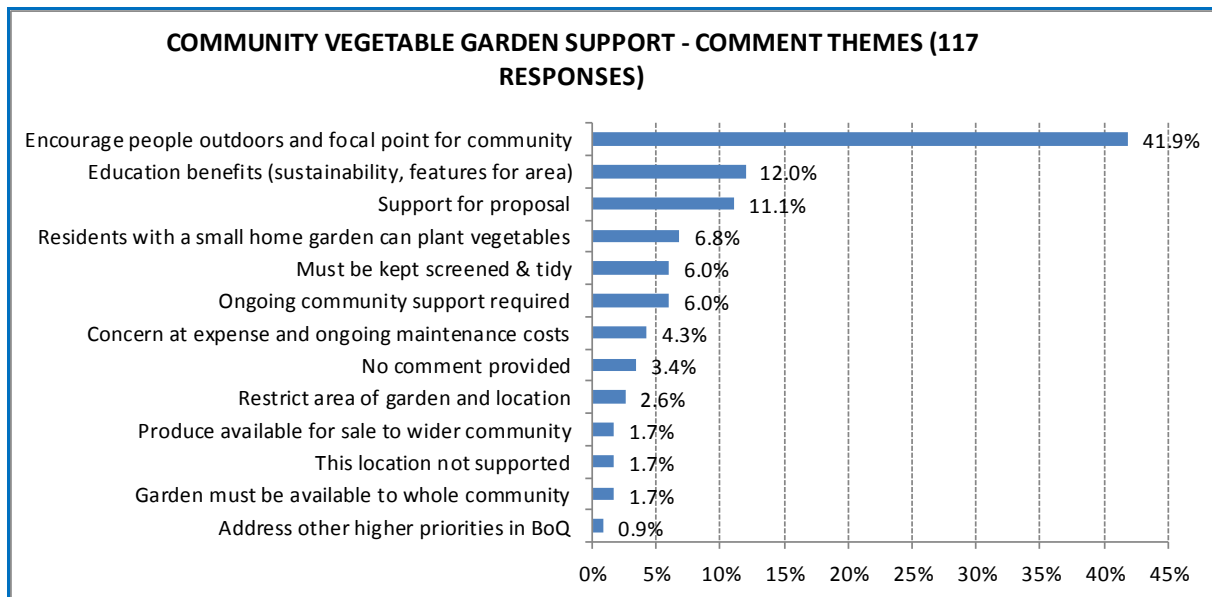


Question 3: Do you support the establishment of a community vegetable garden?

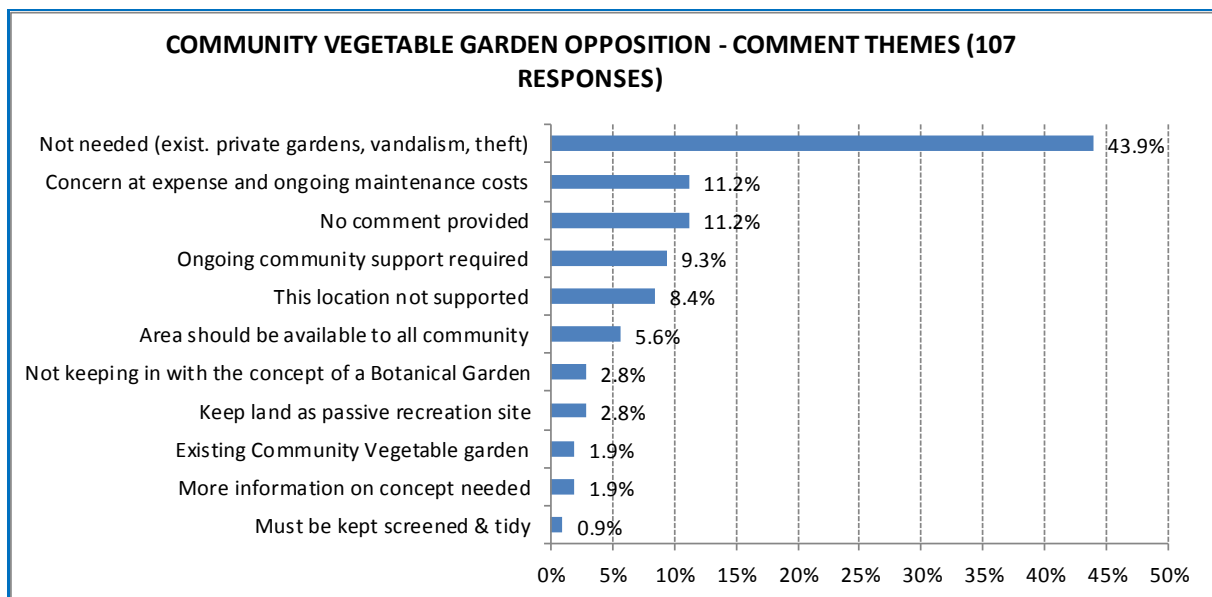
YES - 117 (52.2%)

NO - 107 (47.8%)

Respondents were asked to explain their answer. In analysing these responses, Council officers grouped them into 'themes'. The result of "YES" respondents by theme to Question 3 is shown below.



The result of "NO" respondents by theme to Question 3 is shown below.



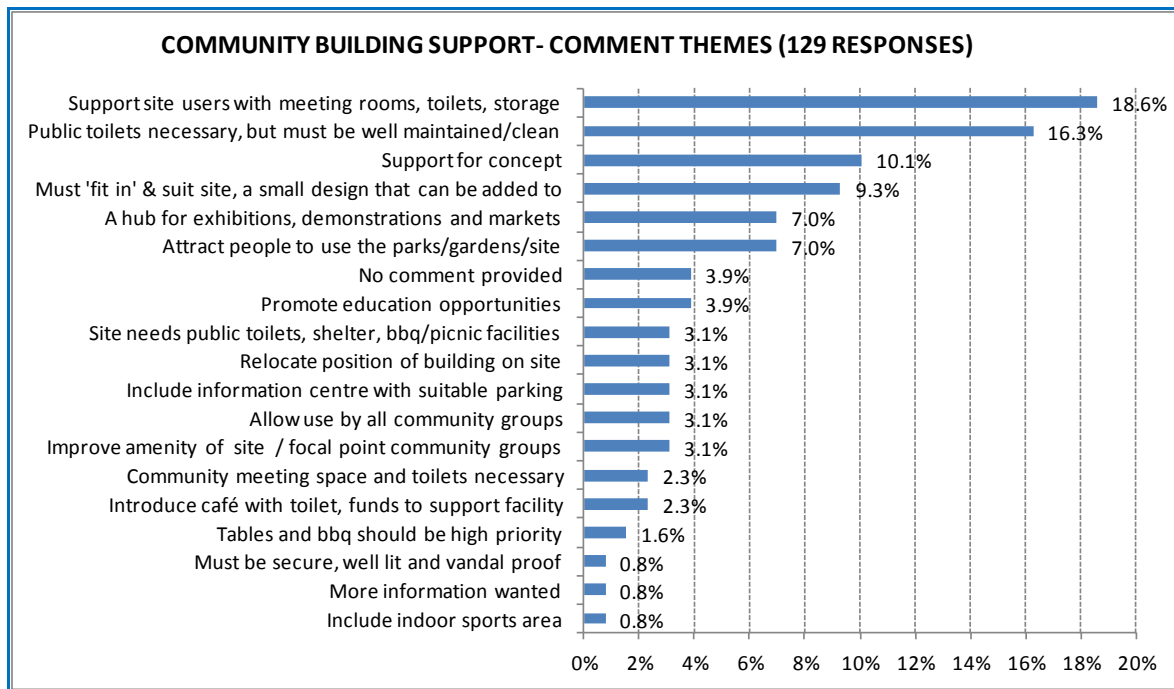


Question 4: Do you support the construction of a community building?

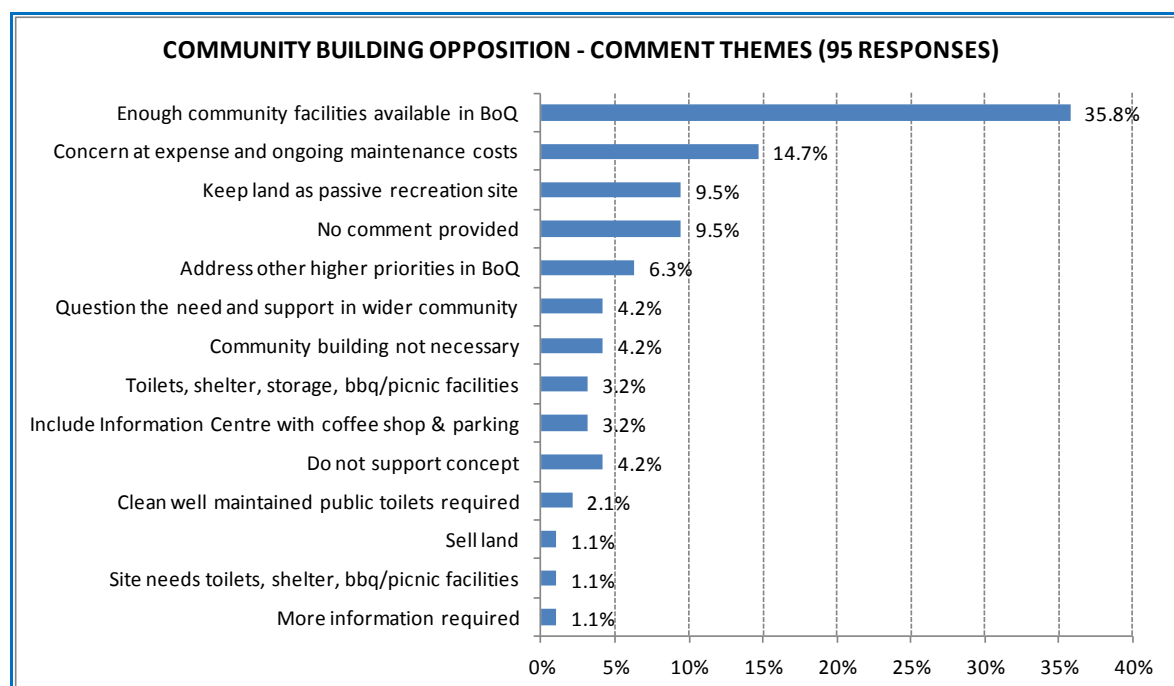
YES - 129 (57.6%)

NO - 95 (42.4%)

Respondents were asked to explain their answer. In analysing these responses, Council officers grouped them into 'themes'. The result of "YES" respondents by theme to Question 4 is shown below.



The result of "NO" respondents by theme to Question 4 is shown below.

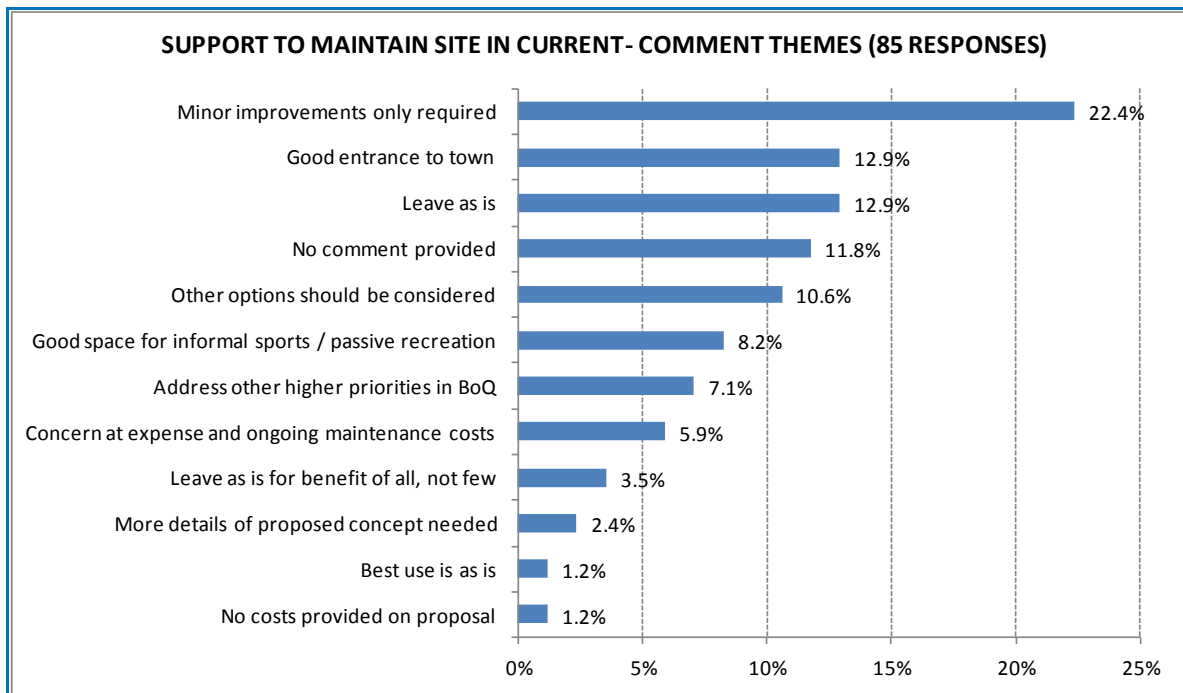


Question 5: Do you want the site maintained in its current state with little or no change?

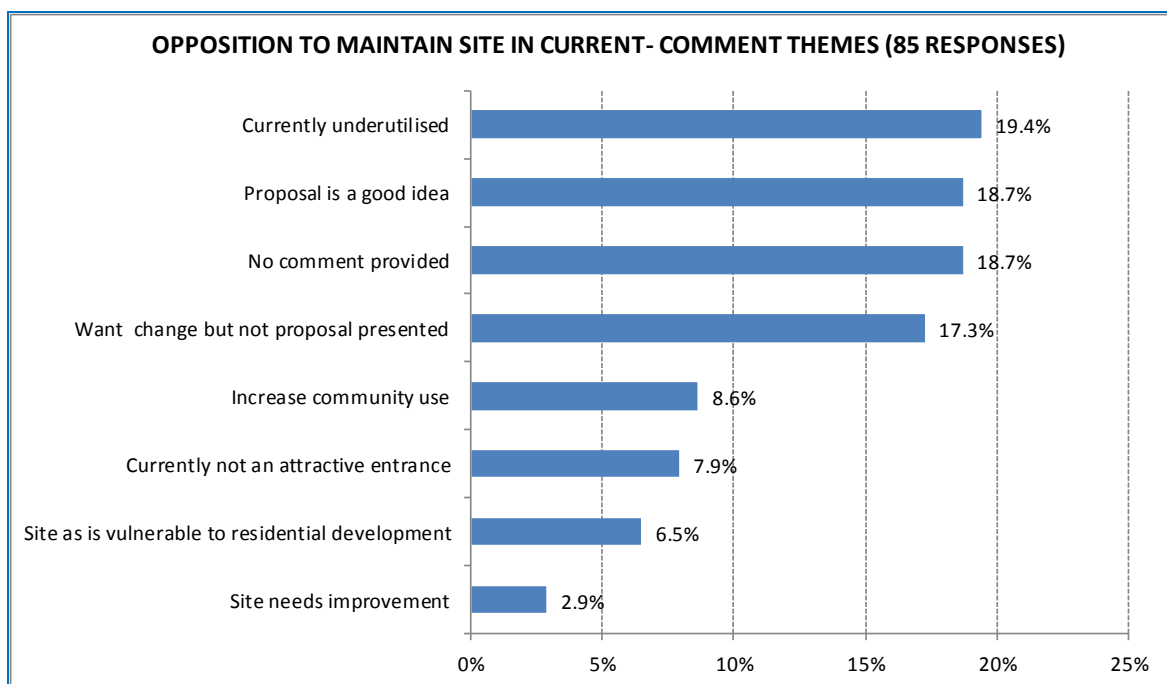
YES - 85 (37.9%)

NO - 139 (62.1%)

Respondents were asked to explain their answer. In analysing these responses, Council officers grouped them into 'themes'. The result of "YES" respondents by theme to Question 5 is shown below.



The result of "NO" respondents by theme to Question 5 is shown below.





Question 6: Please provide any other comments.

An analysis of a sample of responses to this question indicated comments were generally in accordance with the responses provided to Questions 1 through to 5, i.e. reasons why respondent supports or does not support the proposal. As a result no further detailed analysis was carried out on responses to question 6 as it was considered unlikely it would provide any additional benefit to the analysis.

Assessment

Community Questionnaire Accuracy

The key question with the questionnaire is how relevant is the sample size in capturing the community's views? In order to determine an appropriate sample size, the following factors need to be determined:

Confidence interval (also called margin of error): the plus-or-minus figure usually reported in newspaper or television opinion poll results. For example, if you use a confidence interval of 4 and 47% of your sample picks an answer you can be "sure" that if you had asked the question of the entire relevant population between 43% (47-4) and 51% (47+4) would have picked that answer.

Confidence level tells you how sure you can be the results reflect the view of the whole community. It is expressed as a percentage and represents how often the true percentage of the community who would pick an answer lies within the confidence interval. The 95% confidence level means you can be 95% certain; the 99% confidence level means you can be 99% certain. Most researchers use the 95% confidence level.

When you put the confidence level and the confidence interval together using the example above (i.e. confidence level of 4 and raw result of 47%), you can say that you are 95% sure that the true percentage of the community that picked a specific answer is between 43% and 51%.

The questionnaire on the proposed botanic gardens concept plan and associated infrastructure at the old high school site was made available to all residents therefore the 224 returns can be considered the "sample size". With this sample size and assuming a confidence level of 95%, a typical confidence level of between 6% and 7% is relevant. It should be noted that the larger the sample size the lower the confidence interval would be. For the purposes of this assessment, a confidence interval of 6.5% has been adopted.



The below table summarises the likely accuracy of the questionnaire results presented in the summary section previously in this report.

	Raw Results	Confidence Interval Adjustment (6.5%)	
		Low	High
Support for Botanic Gardens	62.9%	56.4%	69.4%
Support for community vegetable garden	52.2%	45.7%	58.7%
Support for community building	57.6%	51.1%	64.1%
Support to maintain site in current state	37.9%	31.4%	44.4%

From the table above Council can be 95% confident that between 56.4% and 69.4% of the community support the botanic gardens. Similarly Council can be 95% confident that between 45.7% and 58.7% of the community support a community vegetable garden.

When determining a sample size, the key consideration is the accuracy required. Further, the sample should be a random sample. Given this particular questionnaire was on a voluntary basis, it is likely that only those who either strongly support or oppose the proposal took the time to complete the questionnaire and return it. It is likely the results would have been different if a truly random sample of 224 residents were interviewed thus capturing people who have a strong opinion on the matter as well as those who do not have a strong opinion.

Facility Management

Council has been working closely with a Community Reference Group in identifying options for future use of the former High School site. The reference group consists of ten community members, two Councillors and relevant Council staff. The community members represent a number of local community groups who all have a desire to convert the former high school site to an asset that can be enjoyed by the community at large. The contribution to date of the reference group members has been significant, in particular a future development plan that included site design guidelines, a proposed community building, vegetation management, planting precincts, and site governance. However before a final decision is made as to the scope of final works for the development of the high school site a number of issues need to be addressed. The first to be discussed in this report is the governance structure required to manage the site following its development is completed. This would include management of the proposed community building.

Three governance models have been identified for further consideration.

1. ***Council management*** - Council assumes all responsibility for the management and maintenance of the redeveloped site.
2. ***Council appoints a Committee of Management*** (under Section 86 of the Local Government Act). Under this arrangement Council would have the authority to appoint and dismiss Committee of Management members.



3. ***Council establishes a Crown land lease with an Incorporated Association*** or other legal entity most likely to be made up of members from the groups currently represented on the reference group.

The reference group has indicated its preference for model 3 above. However, it is recommended before a final model is adopted by Council, a detailed analysis of the advantages and disadvantages of each model be undertaken by Council officers in consultation with the reference group, then presented to a future Council Workshop.

Business Plan

If either governance model 2 or 3 above is selected, it is considered essential that a business plan needs to be developed by either the proposed Committee of Management or the Incorporated Association which details how the entity will generate the income necessary to:

- Develop the botanic gardens, community vegetable garden and indigenous garden.
- Maintain the botanic gardens and proposed community facility
- Define how the facility will be managed and operated
- Meet all operating costs and regulatory requirements, and:
- Address all insurance requirements.

In the absence of a comprehensive business plan, it is possible the cost of maintaining and operating the redeveloped site would fall to Council. The capital costs (discussed in the financial section of this report) and ongoing maintenance and operating costs would be significant. It is also likely an additional Council resource would be required to manage the community building.

Scope of Works

In addition to the elements identified in the draft Botanic Gardens Concept Plan, the question results have also revealed significant support for the following:

- Picnic areas including tables and BBQs
- Public toilets which are clean and well maintained
- Retaining part of the site for passive recreation purposes

It is considered that inclusion of the above elements would make the site enjoyable to a larger cross section of the community as well as visitors.

In addition to the above, consideration during any future design process needs to be given to the level of car parking required to service the upgraded facilities and increase use by the community.

A detailed site plan indicating the location and layout of the various elements and how they connect to each other is recommended.



Community Facility

Two options have been considered for the establishment of a community building at the former High School site, namely:

- Relocation of the former Marine Discovery Centre (MDC) building currently located at the corner of Wharf Street and Weeroona Parade, Queenscliff.
- Construct a new purpose built building.

A building inspection of the MDC building was completed in August 2011 which revealed the structure was generally in good condition, but significant repairs would be required on the roof, fascias and flooring. All the windows would need to be replaced. There would also be repairs required to external and internal linings following relocation. The building currently does not have any toilets and would require significant upgrades to comply with current standards and to make it suitable for its intended use. The total preliminary estimated cost for the relocation and upgrade is \$355,000.

A new purpose built building of similar size is estimated to cost \$425,000 (based on Rawlinsons Australian Construction Handbook).

It is recommended that a more comprehensive feasibility study be undertaken on the option of relocating the MDC building to determine whether it is the more cost effective to relocate the MDC building or construct a new building.

It should be noted that previous quotes by a building relocation company and local builder have been obtained to relocate and refurbish the MDC building but have limitations as a result of:

- No detail design prepared to ensure building fully meets all user requirements and fully compliant with Building Code of Australia and access for all abilities requirements;
- Only small kitchenette allowed for;
- No changes to existing floor plan layout;
- No external additions (e.g. decking)
- Only minor repairs to existing building fabric allowed.

Project Timeline

If the project is to proceed on the basis of the proposed scope included in the community questionnaire as described previously, the element that would take the longest to deliver would be the community facility building. It is estimated the project completion date would be late March 2014. **Appendix 5** shows a preliminary project plan listing tasks required to deliver the community facility and associated timelines, assuming a commencement date of April 2012.



Council Plan

The **Council Plan 2010 - 2013** includes the following statement under the heading **2011-12 Business Plan Priority Actions** (page 20):

- *Work with local groups interested in establishing a community garden on the High School Site.*

Financial

The preliminary estimated cost of the project is approximately \$700,000 and includes the following elements:

Item	Total	Comments
Community Building	\$ 425,000	Based on Rawlinsons Construction Handbook (2011) for community buildings, rates in handbook range from \$2300 per sq.m to \$2600 per sq.m.
Design Consultant	\$ 29,750	Architect fees can be between 10% to 15% of project cost, 7% assumed in this estimate
Connection to utilities (power, water, sewerage, gas, telephone)	\$ 60,000	Provisional costing only
2.5m wide Granitic Sand Paths	\$ 28,000	Based on actual cost of paths constructed in Citizens & Princess Park
Botanic Gardens Establishment	\$ 15,000	Provisional costing only
Community Garden Establishment	\$ 10,000	Provisional costing only to allow for fencing and small storage shed.
Sub-Total	\$ 567,750	
Contingency (15%)	\$ 85,163	
Total Estimated Cost	\$ 652,913	
Possible Additions (based on survey feedback)		
Item	Total	Comments
Picnic Tables	\$ 6,000	Estimate includes installation and based on current rates
BBQ	\$ 16,000	Based on a double BBQ installed as per Citizens Park
Playground	\$ 25,000	Minimal equipment, 1 x swing, 1 x slide, 1 x climber
Sub-total	\$ 47,000	
Total Estimated Project Cost (including additions)	\$ 699,913	

It is possible some savings could be achieved if the MDC building can be relocated, reconfigured and upgraded to meet current requirements and proposed uses. This option is yet to be confirmed and as mentioned, requires consideration as part of a feasibility study.

The currently available funds for this project total approximately \$360,000 made up of \$300,000 of State Government funding through the Regional Infrastructure Program and \$60,000 of Council funding.



The \$340,000 estimated shortfall may be addressed by one or more of the following:

- Seek additional external funding
- Allocate additional Council funding
- Reduce scope of works

It should be noted that the estimates provided above are preliminary only. Further work is required to refine the costs including preparing more detailed designs for the community building, botanic gardens, community vegetable garden and associated infrastructure as well as obtaining quantity surveyor estimates.

Social

There are a number of social benefits that could be achieved as a result of the proposed project, including:

- Attractive gathering space for the community
- Community gardening activities that will promote health and well being, particularly in an ageing community such as Queenscliff and Point Lonsdale
- Modern meeting spaces for community use
- Passive recreation area
- Improve the entrance to Queenscliff.

Environmental

The planting of trees and other vegetation through the proposed botanic garden, community vegetable garden and existing indigenous garden will have a direct benefit to the environment.

The construction of a new community facility will add to Borough's carbon emissions footprint. The carbon footprint addition can be minimised by constructing an energy efficient building using environmentally friendly materials.

Risk Management

The key risks associated with the proposed project and suggested mitigation strategies are listed in the table below.

Risk	Mitigation Strategy
Costs exceed available budget	<ul style="list-style-type: none">– Appointment of design consultant to prepare detail design– Quantity Surveyor estimates prepared at each key design stage to ensure it is within budget parameters



Risk	Mitigation Strategy
Project scope creep (i.e. scope increases during project delivery)	<ul style="list-style-type: none">– Appointment of a Project Control Group (PCG) representative of key stakeholders– PCG sign off at key milestones– Final project scope approval by Council
Project not delivered on time	<ul style="list-style-type: none">– Prepare project plan in consultation with design consultant to set realistic timelines– Regularly monitor progress against project plan– Report progress at regular intervals to PCG– Report progress as required to Council
Additional cost to Council as a result of unforeseen operating costs and limited business planning	<ul style="list-style-type: none">– Community group to be responsible for ongoing management of facility– Detailed business plan to be prepared before project is commenced confirming ongoing financial sustainability– Governance model for facility agreed to by all relevant stakeholders– Legal agreements entered into for ongoing use and management of facility

The risks identified are preliminary only and a detailed risk assessment would need to be prepared as part of the project plan if the proposal is approved to proceed further.

Officer Direct or Indirect Interest

Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is consider by the Council or the committee.

Officers involved in developing the report have no direct or indirect interests.

Conclusion

With respect to the results of the community questionnaire, the following conclusions can be made:

- There is majority community support for the establishment of a botanic gardens (56.4% to 69.4%)



- There is marginal community support for the establishment of a community vegetable garden (45.7% to 58.7%)
- There is majority community support for the establishment of a community building (51.1% to 64.1%)
- Less than 45% of the community (31.4% to 44.4%) support maintaining the site in its current state

In addition to the above, the questionnaire also indicated strong support for the inclusion of:

- Picnic area including tables and BBQ
- Well maintained and clean public toilets
- A childrens playground

Based on the community questionnaire results, there appears to be overall support for the proposed concept however that support is not considered strong. Support for the community vegetable garden is marginal at best.

It is also clear additional work needs to be undertaken to firm up scope of works for the project and the associated estimated cost



Recommendation:

That Council:

- 1. Note the contents of this report**
- 2. Approve the following actions:**
 - a. Authorise the CEO to establish a Project Reference Group (PRG) consisting of key Council staff, two Councillors and up to 5 community members to provide information and advice to the project consultant.**
 - b. Council officers prepare a project design brief and request quotations from suitably qualified design consultants to:**
 - i. Prepare a detailed site plan inclusive of all elements identified in this report including:**
 - Botanic gardens location and layout including location and species of plantings
 - Community vegetable gardens location and layout
 - Indigenous garden layout including location and species of plantings
 - Connecting vehicular / pedestrian paths
 - Car parking requirements, location and layout
 - Location and layout of community building
 - Other recommended elements such as picnic facilities and public toilets.
 - ii. Assess the needs of the various groups and determine the scope and scale of a proposed community building to meet stakeholder needs.**
 - iii. Assess the suitability and prepare cost estimates of the various community building options including relocation of the Marine Discovery Centre building, construction of a new building and installation of a new pre-fabricated building for use as a Community building and recommend the preferred option.**
 - iv. Prepare a detailed design and full cost estimate of the proposed Community Building.**
 - v. Suggest staging options to deliver project.**
 - c. Council officers, after consultation with the PCG prepare an analysis of the three governance models identified in this report and present findings at a future Councillor workshop.**
 - d. The PCG prepare a detailed Business Plan to demonstrate financial viability and capacity to manage, operate and maintain the proposed community building, botanic, community vegetable and indigenous gardens.**
 - e. Council officers prepare a Council report when detailed designs (including a quantity surveyor's estimate), Business Plan and preferred governance model have been completed.**



15. PLANNING, HERITAGE & COMMUNITY ASSETS

15.1. Planning Permit Activity Report

15.1 (a) Summary Report

App. No	Date Received	Address	Proposal	Status
**2010/058	18/06/2010	1 Beach Street Queenscliff	Demolition of buildings within a Heritage Overlay ("Fisherman's Wharf")	Waiting on advice from applicant
**2011/057	27/05/2011 (Amended 28/11/2011 & 15/12/2011)	20-26 Hesse Street Queenscliff	Buildings and works for the construction of a two storey building within a Heritage Overlay, 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 and creation of access to a road in a road zone category 1, and variation to the side setback and site coverage requirements of the Design and Development Overlay – Schedule 1.	VCAT Appeal lodged by objector VCAT hearing scheduled for Wednesday 23 rd May, 2012.
**2011/059	03/06/2011 (Amended 16/11/2011)	48 Mercer Street Queenscliff	Alterations and extensions (two storey) to an existing dwelling in a Heritage Overlay and variation to the side setback requirements of Design and Development Overlay – Schedule 1	Notice of Decision issued
**2011/077	15/07/2011	69 Flinders Street Queenscliff	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	Referral to CFA
**2011/080	22/07/2011 (Amended 23/08/2011)	187 Point Lonsdale Road Point Lonsdale	The development of a dwelling (two storey up to 8.5 metres), outbuilding and fencing	Under consideration
2011/084	4/08/2011	99-101 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing building (including a third storey)	Under consideration
2011/102	27/09/2011	21 Stevens Street Queenscliff	Demolition of a dwelling and development of a new dwelling (two storey) and outbuilding in a Heritage Overlay, variation to the setback requirements of Design and Development Overlay – Schedule 1	Public notification



App. No	Date Received	Address	Proposal	Status
**2011/103	30/09/2011	9 Stevens Street Queenscliff	Demolition of a dwelling and development of a new dwelling (two storey up to 7.7 metres) in a Heritage Overlay and alterations to an existing outbuilding	Public notification Referral to Heritage Advisor
**2011/104	30/09/2011	35 Hobson Street Queenscliff	The development of a second dwelling (two storey), demolition of outbuildings and removal of vegetation in a Heritage Overlay, alterations to an existing dwelling and subdivision of the land into two (2) lots	Under consideration
**2011/106	18/10/2011	153 Point Lonsdale Road Point Lonsdale	The construction of two dwellings (double storey), construction of a front fence, and subdivision of the land into two (2) lots with common property	VCAT Appeal lodged by objector VCAT hearing yet to be scheduled
**2011/107	20/10/2011	14 Jordan Road Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Under consideration
2011/118	13/12/2011	33 Stokes Street Queenscliff	Demolition of outbuilding, partial demolition of existing dwelling, alterations and extensions to an existing dwelling in a Heritage Overlay and variation to the side setback requirements of Design and Development Overlay – Schedule 1	Under consideration
2011/119	16/12/2011	29 Mercer Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay, demolition of an outbuilding, and variation to the side setback requirements of Design and Development Overlay – Schedule 1	Referral to Heritage Advisor
2011/120	21/12/2011	3 Edgewater Close Queenscliff	The development of two dwellings (a single storey dwelling and a two storey dwelling up to 8.0 metres) and front fence, variation to the setback requirements of Design and Development Overlay – Schedule 3 and subdivision of the land into two lots	Public notification Referrals to Engineering Department & CCMA
2011/121	21/12/2011	142 Fellows Road Point Lonsdale	The development of an outbuilding (garage) and variation to the setback requirements of Design and Development Overlay – Schedule 4	Under consideration
2011/122	22/12/2011	117 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Under consideration
2012/002	03/01/2012	40 Wharf Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay and development of an outbuilding.	Public notification Referrals to Heritage Advisor and CCMA
2012/004	10/01/2012	64 King Street Queenscliff	Alterations and extensions (two storey) to an existing dwelling and variation to side setback requirements of Design and Development Overlay – Schedule 1	Further information requested 24 January 2012



App. No	Date Received	Address	Proposal	Status
2012/005	16/01/2012	63-65 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing building and a reduction of the standard car parking requirement of Clause 52.06	Under consideration
2012/006	16/01/2012 (Amended 2/03/2012)	12 Bay Street Queenscliff	Demolition of an existing dwelling and construction of a dwelling in a Heritage Overlay	Public notification
2012/007	23/01/2012	26 Flinders Street Queenscliff	Creation of access to a road in a Road Zone, Category 1	Referral to Engineering Department
2012/008	24/01/2012	34 Stevens Street Queenscliff	Construction of an outbuilding in a heritage overlay	Under consideration
**2012/009	25/01/2012	24 Beach Street Queenscliff	Part demolition of an existing dwelling, alterations and extensions to an existing dwelling in a heritage overlay, construction of an outbuilding and variation to the site coverage requirements of Design and Development overlay – Schedule 6	Under consideration
2012/010	02/02/2012	8 Edgewater Close Queenscliff	Alteration and extensions (two storey) to an existing dwelling	Public notification
2012/011	06/02/2012	57 Winterley Road Point Lonsdale	Construction of a dwelling (two storey)	Public notification Referral to Engineering Department
**2012/012	07/02/2012	2 Hobson Street Queenscliff	Part use of the land for the purpose of a medical centre (osteopathic clinic) with a waiver of the car parking requirement of Clause 52.06	Public notification



15.1(b) Summary Report: Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
2011/099	21/09/2011	20 Symonds Street Queenscliff	The construction of a fence in a Heritage Overlay	Permit issued
2011/108	26/10/2011	9 Pardalote Close Queenscliff	Alterations and extensions to an existing two storey dwelling	Permit issued
2011/109	31/10/2011	29 Cheshunt Street Point Lonsdale	The development of a dwelling (two storey up to 8.1 metres) and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Permit issued
2011/115	01/12/2011 (Amended 24/01/2012)	18-20 Alexander Crescent Point Lonsdale	The development of a dwelling, variation to the front and side setback requirements of Design and Development Overlay - Schedule 4 and removal of native vegetation on site and within the road reserve	Permit issued
2011/123	23/12/2011 (Amended 7/02/2012)	111 Hesse Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay	Permit issued
2012/001	04/01/2012	49 King Street Queenscliff	The development of an outbuilding (garage) and carport	Permit issued
2012/003	04/01/2012	44 Gellibrand Street Queenscliff	Alterations and extensions to an existing dwelling	Permit issued
2012/013	08/02/2012	16 Beach Street Queenscliff	Construction of a fence in a heritage overlay	Permit issued
2012/022	13/03/2012	11 Lindors Close Queenscliff	The removal of vegetation	Application withdrawn (permit not required)



15.1(c) Summary Report: New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	Status
2012/014	10/02/2012	27 Hesse Street Queenscliff	Subdivision of land individually listed in the Heritage Overlay into two lots and the development of a fence	Public notification
2012/015	15/02/2012	23 Lonsdale Street Point Lonsdale	The development of a dwelling (two storey)	Further information requested 20 February 2012
2012/016	15/02/2012	7 Bowen Road Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification
2012/017	22/02/2012	42 Wharf Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay	Public notification
2012/018	24/02/2012	8 Buckleys Road Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification
2012/019	28/02/2012	22 Jennifer Crescent Point Lonsdale	The development of a second dwelling (two storey) and alterations to an existing dwelling	Initial assessment being undertaken
2012/020	27/02/2012	6 Kiora Street Point Lonsdale	Alterations and extensions to an existing two storey dwelling, construction of fences and variation to the setback requirements of Design and Development Overlay – Schedule 4	Further information requested 29 February 2012
2012/021	06/03/2012	62 Stokes Street Queenscliff	Alterations and extensions to an existing dwelling and outbuilding in a Heritage Overlay	Initial assessment being undertaken
2012/022	13/03/2012	11 Lindors Close Queenscliff	The removal of vegetation	Application withdrawn (permit not required)
2012/023	14/03/2012	96 Glaneuse Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Initial assessment being undertaken

LEGEND

****** Objections received.

Bold text Officer delegation removed



Recommendation:

That the report be received.



16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

17. QUESTIONS WITHOUT NOTICE

17.1. Questions Without Notice Status Update

Recommendation:

That the Questions Without Notice Status Update, as presented in Adjunct to Item 17.1, be noted.

17.2. Questions Without Notice

18. LIST OF COUNCIL MEETINGS

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

PLANNING REVIEW MEETING
Wednesday 4 April 2012 at 7:00pm (if required)

COUNCIL MEETING
Wednesday 18 April 2012 at 7:00pm



19. CONFIDENTIAL ITEMS

Time: _____pm

Recommendation:

That in accordance with Section 89 (2d) of the Local Government Act 1989:

- **Country Roads and Bridges Initiative – Project List 2012-15**

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.

19.1 Country Roads and Bridges Initiative – Project List 2012-15

Time: _____pm

Recommendation:

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

20. RATIFICATION OF CONFIDENTIAL ITEMS

Recommendation:

That the decisions made in camera be ratified by Council.

21. CLOSE OF MEETING



ADJUNCT TO 6 - RECORD OF ASSEMBLY OF COUNCILLORS

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

6.1. Councillor Assembly – Monday 13 February 2012

Assembly Commenced: 6:17pm

Assembly Closed: 7:07pm

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. Phil Josipovic, General Manager Planning & Infrastructure (*from 6:22pm – 7:07pm*)

Ms. Allison Chaloner, Senior Accountant

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. 2012/13 Draft Council Plan and Draft Budget



6.2. Councillor Assembly – Wednesday 15 February 2012

Assembly Commenced: 6:20pm

Assembly Closed: 7:03pm

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 (6:30pm – 7:03pm)

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Ms. Allison Chaloner, Senior Accountant (6:26pm – 7:03pm)

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Future of Former High School Site – Survey Results
2. Departure of the Army



6.3. Meeting of the Vegetation Advisory Group & Hesse Street Revitalisation Group – Monday 20 February 2012

Assembly Commenced: 3:30pm

Assembly Closed: 5.15pm

Assembly Location: Queenscliff Town Hall

Attendees:

Cr Bob Merriman	Stuart Hansen	Robyn Laws
Cr Helene Butler	Graham Christie	Tracey Otter
Cr John Burgess	Tony Cooke	Bruce Sutherland
Phil Josipovic	Colleen Kenwood	Katherine Bourke
Shane Poulter	Rob Hendrey	

Apologies:

Joan Lindros	Jane Molophy	Lester Hunt
Lorraine Golightly	Susan Salter	Garry Purton
Lenny Jenner		

Conflict of Interest Disclosures:

Councillors:	Nil
Officers:	Nil

Agenda Items:

1. Project Background and Status Update
2. Hesse Street utility services locations
3. Tree planting options – general discussion



6.4. Borough's 150th Celebrations Community Organising Committee - Thursday 23 February 2012

Assembly Commenced: 10:00am

Assembly Closed: 11:00am

Assembly Location: Town Hall

Attendees:

Cr Bob Merriman
Emma Clark - BoQ
Maree Greenwood - BoQ
Leanne Stein – BoQ
Val Lawrence
Kate Kenny – Bellarine Railway
Carmel Christenson
Joan Kenwood - QCA
John Goodman – PLCA
Martin Brown
Les Irving-Dusting - Queenscliff Maritime Museum
Jocelyn Grant - Queenscliff Historical Museum

Apologies:

Cr Helene Butler
Lenny Jenner - BoQ
Lorraine Golightly - QLBT

Conflict of Interest Disclosures:

Councillors: Cr Butler declared a conflict of interest in that she is the President of the Queenscliffe Historical Museum
Officers: Nil

Agenda Items:

1. Meeting Notes and Actions from meeting on Thursday 4 February.
2. Further discussion about event ideas and how to celebrate this milestone.



6.5. Councillor Assembly – Monday 5 March 2012

Assembly Commenced: 6:18pm

Assembly Closed: 8:37pm

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. Phil Josipovic, General Manager Planning & Infrastructure

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. **Future development and siting of the Point Lonsdale Surf Life Saving Club**
2. **Gellibrand Street, Queenscliff redevelopment design presentation**
3. **G21 Canberra Delegation & BoQ Deputations**
4. **MAV – Minimum number of Councillors**
5. **CoGG/G21 Priority – Development of Yarra Street Pier**
6. **26 March 2012 Council Workshop**
7. **Councillor Communiqué**
8. **Project Status Report**



6.6. Point Lonsdale Main Street Community Reference Group -Tuesday 6 March 2012

Assembly Commenced: 3.30 pm Assembly Closed: 5.30 pm

Assembly Location: Point Lonsdale Bowls Club

Attendees:

Cr Bob Merriman
Cr Helene Butler
Cr Lloyd Davies
Lenny Jenner – Chief Executive Officer
Daniel Barker – Borough of Queenscliffe
Emma Clark – Borough of Queenscliffe
Bruce Golightly
John Goodman
Graham Christie

Apologies:

Damien Cayzer
Tamara Gaylard
Geoff Dyke
Dean Zanoni
Lester Hunt

Conflict of Interest Disclosures:

Councillors: Nil
Officers: Nil

Agenda Items:

1. Pedestrian Crossing Update
2. Point Lonsdale Urban Design Framework – Priority's Update
3. Point Lonsdale Foreshore Upgrade



ADJUNCT TO 7.1 – MOTION ON NOTICE STATUS UPDATE

Date	Motion Number	Action	Status
21 September 2011	2011/552 - Public Tree Removal Policy	That Council defer the following motion and request a report from Officers and a response from the Council's Vegetation Advisory Group in relation to this Motion	This is yet to be implemented.

ADJUNCT TO 17.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question Title	Action	Status
15 February 2012	Will the Planning Officers include in the Monthly List of Planning Applications: (1) Applications to extend existing Planning Permits, and (2) Applications to vary existing Planning Permits	The CEO responded indicating that he would arrange a briefing workshop with the Council to identify Council's expectations and determine the way of managing such circumstances in the future	Briefing planned for 2 April 2012
15 February 2012	Can we please be advised when the rail lines stored on Vic track land in the narrows beside Swan bay will be removed	The CEO advised that a letter requesting a response to the concerns raised is being prepared and will be sent in the coming days.	Letter sent to Bellarine Railway. No response received at this time.