



Agenda

Ordinary Meeting of Council

Wednesday 11 April 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	Council Plan 2010-2013 Progress Report For the quarter ended 31 March 2012	11.1 Council Plan - Quarterly Progress Report against Business Plan Priorities for the period 1 January 2012 – 31 March 2012	Under separate cover
Appendix 2	Working towards Carbon Neutrality Action Plan	12.1 Corporate Carbon Neutral Action Plan	Under separate cover
Appendix 3	Suggested Tree Management Queenscliff Music Festival Site	14.1 Queenscliff Music Festival	Under separate cover
Appendix 4	2011 Queenscliff Music Festival Report	14.1 Queenscliff Music Festival	Under separate cover
Appendix 5	2012 Queenscliff Music Festival Review for Borough of Queenscliffe	14.1 Queenscliff Music Festival	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 – 21 March 2012

A copy of the previous Minutes of the Ordinary Meeting of Council held on Wednesday 21 March 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 21 March 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.

7.2. Motion on Notice

Nil.



8. CORRESPONDENCE

8.1. Petitions and Joint Letters

Nil.

8.2. Inwards Correspondence

Date	Correspondence
23 March 2012	Correspondence received from G21 to Hon Tony Burke, Minister for Environment, regarding the G21 Delegation to Canberra
4 April 2012	Correspondence received from Australian Local Government Association regarding carbon price obligations for local government landfill operators
4 April 2012	Correspondence received from Karingal regarding the National Disability Insurance Scheme

Recommendation:

That the Correspondence be noted.



9. MAYOR'S REPORT

9.1. Functions Attended

Date	Function Attended
19 March 2012	Mayor & CEO met with Keith Gordon, Executive General Manager, Port Operations, Port of Melbourne Corporation to discuss the Point Lonsdale Vessel Traffic Service Facility
21 March 2012	Mayor & CEO attended the unveiling of the (new) Old Courthouse Building by the Hon. Ted Baillieu, MLA, Premier of Victoria and Minister for the Arts
21 March 2012	Mayor & CEO met with Jaala Pulford, MLC, Member for Western Victoria Region
21 March 2012	Mayor attended a Business Luncheon with the Hon Ted Baillieu MLA, Premier of Victoria
21 March 2012	Mayor & CEO attended a G21 Risk Register Workshop
22 March 2012	Mayor & CEO attended a presentation by the Queenscliff Historical Museum - Biography of Henrietta Dugdale
22 March 2012	Mayor & Law Enforcement Officer spoke to the Grade 5/6 Class at St Aloysius Primary School for their Law and Order unit of work
23 March 2012	Mayor attended Fishy Tales for the Maritime Weekend
23 March 2012	Mayor attended a luncheon held by Frank Costa, former Geelong Football Club President, of the 49ers - ex Junior Presidents from throughout Australia
24 March 2012	Mayor attended the Maritime Weekend Presentations
25 March 2012	Mayor presented certificates at the Point Lonsdale Board Riders "Off the Wall Classic Grommets Big Day Out"
27 March 2012	Mayor chaired the Point Lonsdale Main Street meeting
30 March 2012	Mayor & CEO attended the G21 Board Meeting
30 March 2012	Mayor & CEO attended a G21 Board meeting with the Governor of Victoria, the Hon Alex Chernov, AC, QC
30 March 2012	Mayor & CEO attended the Australian Army Community Function
2 April 2012	Mayor, CEO & General Manager Planning & Infrastructure attended the MAV Understanding Coastal Climate Challenges for Local Government



Recommendation:

That the Mayor's Report be received.



10. COUNCILLOR PORTFOLIO REPORTS

Nil.



11. GOVERNANCE, FINANCE & EXTERNAL RELATIONS

11.1 Council Plan - Quarterly Progress Report against Business Plan Priorities for the period 1 January 2012 – 31 March 2012

File: QG054-01-01

Report Author: Chief Executive Officer

Introduction

The purpose of this report is to provide Council with a quarterly progress report (**Appendix 1**) on actions taken in relation to the 2011/12 Business Plan priorities for period from 1 January 2012 – 31 March 2012.

Background

The Council Plan 2010 - 2013 was framed around five Strategic Directions and related portfolios:

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

Business Plan priorities were identified for each Strategic Direction for the 2011/12 financial year.

Statutory Requirements

In accordance with section 125 of the Local Government Act 1989 Council adopted its Council Plan 2010 - 2013 at its June 2011 Ordinary Meeting. This report provides Council with progress achieved against the Council Plan.

Financial

There are no financial implications associated with this report. The report includes details of a number of grant applications to other levels of Government.

Social Implications

The progress report highlights that Council has progressed a number of priority actions that have contributed to the health and wellbeing of the local community.



Environmental Implications

The progress report highlights that Council has progressed a number of priority actions that have contributed to the environmental sustainability of the Borough.

Risk Management

No specific issues to report. The report details some system improvements that address organisational risks.

Communication

The Council Plan reflects a strong commitment to open and transparent communication with the public. This progress report provides details regarding actions taken between 1 January 2012 – 31 March 2012 in relation to the Business Plan priorities for the 2011/12 financial year.

In 2009 Council established Portfolio Reference Groups comprising community representation under the leadership of individual portfolio Councillors. The Portfolio Reference Groups made an important contribution to the shape and final content of the Council Plan 2010 - 2013. Council made a commitment to providing each portfolio reference group member with a copy of the quarterly Progress Reports and this practice will be implemented. A copy of the Progress Report will also be placed on the Council website.

Concluding Comments

The Council Plan Quarterly Progress Report describes the range and level of activity undertaken by the Borough of Queenscliffe during the second quarter of the 2011/12 financial year. The report continues to reinforce the importance of good working relationships and project partnerships between community, Council and other levels of Government. The Council activities over the 3 month period that deserve particular attention include:

- The review of Council's strategic Financial Plan
 - Preparation of the draft 2010 – 13 Council Plan including the 2013 Business Plan Priorities
 - Preparation of the draft 2012 – 13 Budget
 - Submission of major funding applications including:
 - Queenscliff Lighthouse Reserve
 - Point Lonsdale Lighthouse Reserve
 - Funding application for Federal Government's 'Community Energy Efficiency Program' to upgrade Neighbourhood House with energy efficiency measures. The application is requesting \$60,000 to be matched by Council with \$40,000, and \$20,000 in kind (staff time)
-



- Consistent with the Council's Asset Management Plan, completion of Annual Spray Sealing Works. Council's annual spray sealing program commenced in late March and will be completed in Mid April
- Point Lonsdale Road Traffic Treatments. VicRoads has completed the Albert Street Pedestrian Crossing and Wombat Crossings prior to Easter. Landscaping of the beachside kerb outstands will be undertaken in May by Council.
- Continuation of consultation associated with appointment of Williams Boag architects to work with key stakeholders to design improvements to the functionality and operation of the Queenscliff Historical Museum, Library and Visitor Information Centre.

Recommendation:

That Council note the 2011/12 Council Plan Progress Report against Business Plan priority actions for the period 1 January 2012 – 31 March 2012.



11.2 Program Area Report: Finance and Audit

File: QG085-01-01

Responsible Officer: Senior Accountant

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 Finance and Audit.

Background

The Finance function at the Borough of Queenscliffe was, for many years, provided by an external contractor. In March 2009 this service as well as a number of other services in Council's administration was replaced with employed staff.

Staffing changes occurred in November 2011 after the retirement of the Finance Officer and in consideration of the workload mainly associated with risk management and audit functions, two part-time positions have been created which have also enabled the split of duties to provide a more robust segregation of duties.

Details on current staffing are in the "Financial" section of this report.

Key Issues

The Finance and Audit function is responsible for the provision of key financial information used by Council in making decisions and includes the following specific tasks:

- Annual budget setting process, including information to assist Council in decision making with regards to property valuations and the impact of proposed rate increases;
- Quarterly reporting to Council, comparing budget to actual and forecasting the financial year-end position (as required by the Act)
- Mid-year budget review (completed each December); and
- Year-end Financial Statements for Council's annual report. These include the financial report, standard statements and performance statement, as well as a number of items throughout the body of the annual report.

Throughout the year, a number of other functions are performed by the Finance and Audit team including:

- Fortnightly payroll;
-



- Fortnightly accounts payable (payment to suppliers);
- Monthly accounts receivable (invoices issued to customers);
- Monthly taxation (GST, PAYG and quarterly instalments for FBT);
- Monthly management reporting to the Executive Management Team and Coordinators;
- Quarterly rates instalment notices;
- Biannual audits (external and internal, reporting through to Council's Audit Committee);
- Annual insurance renewals and audits (full audit every two years, plus interim reviews).
- Biennial rates revaluation process; and
- Adhoc grant acquittals, financial surveys and other statutory returns (eg: Victoria Grants Commission, DPCD Loan Borrowings and MAV Rates Survey).
- Ongoing risk management, addressing outstanding actions from past audit reports
- Management of the Borough's information Technology system (contract supervision), and telephone network.

Discussion

In terms of reporting the functions of the Finance and Audit program area, the following headings are provided for the discussion:

1. Stakeholders
2. Finance Workload Indicators
3. Statutory deadlines
4. Audit
5. Key Audit deadlines for the 2012 calendar year
6. Risk Management
7. Rates
8. Payroll
9. Accounts Payable
10. Accounts Receivable
11. Information Technology

(1) Stakeholders

The Finance team is responsible for the provision of services to a number of key stakeholders including:

- Council
- Executive Management Team



- Program Coordinators
- Staff in general
- Ratepayers
- Suppliers (creditors)
- Customers (including debtors)
- Auditors (internal, external and insurance auditors)
- Council's Audit Committee
- Government departments (eg: Victoria Grants Commission, Department of Planning and Community Development and the Municipal Association of Victoria)

The Finance team conducts an internal customer satisfaction survey each six months, to check whether internal customer (staff) needs are being met and to identify any opportunities for improvement. It is essential that Finance provide an appropriate level of corporate support to help staff manage their program areas, for example, by assisting with budgets, forecasts and the completion of grant acquittals and other financial surveys/returns. This process of supporting staff is taken very seriously, and forms part of the annual performance appraisal for each member of the Finance team.

Finance has an important relationship with the various auditors that review and report on the various functions within Council. Over the past couple of years, significant improvement has been made in terms of scheduling and preparing for audit reviews, working to agree a series of actions which can be taken to improve upon issues identified through the audit process, and the reporting and follow-up of such items.

(2) Finance workload indicators

Rates	Approximately 3,020 properties and a total rate income of \$5.578m included in the 2012/13 Draft Budget
Payroll	Processed fortnightly, for approximately 54 staff
Creditors	Processed fortnightly, in the off-pay week, with approximately 200 creditor payments per month (160 paid by electronic funds transfer and 40 by cheque, with a continued reduction in those paid by cheque as we encourage payment by EFT)
Debtors	Processed monthly, with approximately 200 debtor invoices, of which the majority relate to provision of aged care services

(3) Statutory deadlines

Adopted Budget	The budget is required to be adopted and a copy submitted to the Minister by 31 August each year.
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Quarterly Reports	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.
Year-End Accounts	The annual report including the financial report, standard statements and performance statement, is required to be certified and a copy submitted to the Minister by 30 September each year.

(4) Audits

Council is subject to a number of audits each year, with the results of each audit review reported through to Council's Audit Committee, and the minutes of the Audit Committee meetings feeding through to the agenda for Ordinary Council Meetings.

The audits can be summarised into three main types:

i) Internal Audit

The internal auditors are an independent audit firm, appointed by Council, to conduct a number of reviews on various 'topics' which are recommended by the internal auditor and agreed in conjunction with Council's Audit Committee. The internal audit contract has recently been awarded to RSM Bird Cameron, with a commencement date of 1 March 2012 (prior to this, the internal audit reviews had been conducted by AFS & Associates for approximately 12 years). Audit reviews are conducted in May and November of each year, with the results reported through to Council's Audit Committee in June and December of each year.

Audit topics agreed for the 2012 calendar year are as follows:

May 2012

- corporate credit cards
- creditors / payments
- tax compliance: GST, FBT and PAYG
- risk management
- follow up on outstanding actions from previous audit report recommendations

November 2012

- payroll
 - insurance
 - local laws
 - risk management
 - follow up on outstanding actions from previous audit report recommendations
-



ii) External Audit

The external auditor is appointed by the Victorian Auditor-General's Office, and Council's current auditor is Crowe Horwarth, who commenced auditing the Borough in 2011. The external auditor is specifically appointed to audit Council's financial report, standard statements and performance statement. An interim audit is usually conducted in April/May of each year, to check on Council's progress in working towards the completion of year-end accounts by 30 June, and to discuss any issues which may be resolved earlier rather than waiting until the financial year-end. An interim audit report is issued, for inclusion on the Audit Committee agenda in June.

The final audit visit then takes place in July/August of each year, at which point the external auditors return to the Borough to review the final year-end accounts in preparation for certification and submitting to the Minister by the 30 September statutory deadline. The external auditors attend Council's Audit Committee meeting in September, providing the opportunity for discussion in relation to the year-end accounts. A final closing report is provided by the external auditor for this meeting.

iii) Insurance Audits

Council is audited by its insurance broker, Jardine Lloyd Thompson, on a biennial basis (with a follow-up review in every other year to assess Council's progress against outstanding audit recommendations). Audits usually take place in November of each year, with the results reported through to Council's Audit Committee in December.

There are three insurance audits as follows:

1. JMAPP: Property Risk Management Audit
2. Liability Mutual: Public Liability and Professional Liability
3. MAV Crime: Fidelity Audit

The results of these insurance audits may have the potential to impact upon the level of future insurance premiums incurred by Council, although no such \$ savings/(additional costs) have been quantified to date. Despite this, Council is committed to following up on the various insurance audit reports and taking actions as necessary. To this end, Council has included a key performance indicator in its annual performance statement, with the target for both the 2011/12 and 2012/13 financial years being to *'Improve the risk rating for each of Council's insurance audits by 5%'*.

(5) Key audit deadlines for the 2012 calendar year

26-27 April 2012	External Audit – interim audit visit
7-11 May 2012	Internal Audit visit
4 June 2012	Audit Committee
23-27 July 2012	External Audit – final audit visit (review year-end accounts)
3 September 2012	Audit Committee (review of year-end audited accounts)



November 2012 3 x Insurance Audits (further details in sub-section 5 below)
10 December 2012 Audit Committee

(6) Risk Management

Council has a number of policies and procedures in place, designed to effectively manage/mitigate risks for the Borough.

Council adopted a number of policies on 18 October 2011, and those which specifically refer to risk management issues include:

- CP001: Asset Management
- CP008: Fraud Prevention
- CP013: Procurement
- CP017: Risk Management

An internal Risk Management Committee, comprising four members of staff, meets on a monthly basis to discuss risk management issues. These meetings are minuted and reported through to Council's Audit Committee in June and December of each year. The standing agenda for these meetings provides for regular review of Council's risk register, incident reporting register and business continuity management plan, as well as checking on progress of outstanding actions from audit report recommendations. The number of incidents is also reported to Council via the quarterly financial reports.

(7) Rates

Council has established a rating structure which is comprised of four key elements:

- i) Property values, used to determine the distribution of the total residential rates levied
- ii) Differential rating for Commercial properties – including the Tourism operators
- iii) Reduced rating for Cultural and Recreational ratepayers (in the form of a rating concession)
- iv) An additional charge for second garbage bins .

Every two years, a revaluation of all properties within the municipality must be carried out under legislation. The most recent revaluation occurred effective 1 January 2012 and will be applied for the 2012/13 rating year.

Valuations are carried out by valuation contractors (some councils have internal staff valuers) and this contract is supervised/managed by the Rates Co-ordinator.

Once the Budget has been adopted for a financial year, the Rates Coordinator prepares to issue the annual rates notice, which is usually distributed to ratepayers in August each year. Rates are payable in quarterly instalments, with due dates as follows: 30th September, 30th November, 28th February and 31st May.



Supplementary valuations may occur during a financial year, as additions/changes to properties occur. Objections to rate valuations may also result in a change to the rates payable by ratepayers. Any such changes resulting from supplementary rates and objections will be reflected in the year-end forecast for total rate revenue.

Other duties undertaken by the Rates Co-ordinator include maintenance of the rates database for changes in ownership, changes to valuations (supplementary rates), electoral role information, State Revenue Office data and maintenance of Land Victoria's GIS Mapbase.

(8) Payroll

Payroll is processed fortnightly, using timesheets submitted by staff and authorised by their line manager.

The payroll budget for each financial year is based on standard hours for the majority of employees, however there are some notable exceptions, for which estimated hours (including some level of contingency) is provided in the annual budget: aged care services, local law enforcement and specific project work in governance and administration.

(9) Accounts Payable

Council generally pays its suppliers on a fortnightly basis, with payroll-related creditors (Health funds, Superannuation funds etc) paid at the end of each calendar month. The average payment run is \$250,000 and approximately 80% of payments are made by electronic funds transfer (EFT). The number of payments made by cheque continues to be reduced, as Council encourages more suppliers to provide details which enable payment by EFT.

The computer system used by council does not provide for electronic commitments however purchase orders are used and Council's procurement policy and Delegations Authority are followed.

(10) Accounts Receivable

Debtor invoices/statements are issued on a monthly basis. The dollar value can vary significantly from month to month, and most fluctuations will be the result of any grant funding that requires invoices to be raised. Aged care debtor invoices are the constant in this debtor invoicing process, and we generally have an outstanding balance for aged care debtors of approximately \$10,000 at any one time, with most of this being current or in the 30 days outstanding category.

Detailed analysis of all debtors aged > 90 days is included in Council's quarterly financial report. Rates debtors make up the majority of the 90 day debtor balance, a small amount relates to infringements issued by local laws and also aged care debtors (as mentioned above).

Rate debtors (the percentage of rates outstanding at the end of financial year) is less than 2% which is considered industry best practice. In 2010/11 this was 1.8% and was second lowest in the State.



Infringement debtors comprise: parking infringements and associated legal costs, animal infringements and local law infringements.

Sundry debtors comprise: aged care services, grant funding, rechargeable works, property leases and other user fees and charges.

Debt collection - rates

All rates are deemed collectible, with no provision for doubtful debts. Interest is charged accordingly. Council uses Barwon Credit Management if external debt collection is required, this is usually on an annual basis at the end of each financial year. During the year, Council's Rates Co-ordinator sends out reminder notices after the second and third instalments, with final reminders after the fourth instalment, with instruction that non-payment (or no payment arrangement instigated) will result in debt collection proceedings.

Debt collection – infringements

Any infringements which remain outstanding after the next 28 day period are forwarded to a debt collection agency for action. All outstanding infringements debtors after a total period of 90 days from issue of the infringement come back to Council for action, after which Council's Law Enforcement Officer engages the Court system. At each financial year end, an estimate is included in the provision for doubtful debts, for those infringements which reach the Court system and for which Council receives a court order to write off the debtor balance. A provision in the order of \$4,000 is usually included in the financial report for each year.

Debt collection - sundry

Sundry debtors are managed by the finance team, working in conjunction with the relevant program area. Reminder letters are sent to all sundry debtors with balances aged > 60 days and phone calls are made by the program area, if payment is still not received, to reduce the likelihood of debtors being aged > 90 days. It is rare that a sundry debtor balance would be written off, although this may sometimes occur when small balances are involved and the cost of legal follow-up would far exceed the income foregone.

(11) Information Technology

Council contracts an external IT firm to be the network administrator under a Service agreement which was recently the subject of a competitive tender.

Apart from main server equipment Council has 33 workstation computers, 5 laptops, 8 printers (plus the large Xerox printer/copier/scanner) as well as a number of pieces of peripheral equipment.

Licences for major and minor software are updated regularly and progression of IT solutions is continually sought to ensure Council stays current including the world of social media.

Website development occurs through contracted expertise, and is managed by the unit. The Tourist Park website has recently been redeveloped and launched. The Borough's main website is also being re-worked and is due to be launched in the next few weeks.



Council Plan

The Finance and Audit function assists with the key strategy in the Council Plan to '*provide accountable governance and long term sustainable financial management*'.

Financial

Investment of Council resources in the Finance and Audit program area includes:

i) Staffing/Contract Resources

Staff	FTE
Senior Accountant	1.0
Rates & I.T. Coordinator	1.0
Assistant Accountant	0.8
Payroll & Accounts Officer	<u>0.4</u>
	3.2

External Contractors	Provided by
External Audit	Crowe Horwarth #
Internal Audit	RSM Bird Cameron (appointed March 2012)
Information Technology	Hewstone IT (appointed January 2012)

note the external audit firm is appointed by the Victorian Auditor-General's Office.

ii) Program Income and Expenditure.

Included in the program budget for the Finance & Audit department is Councils Rate revenue (excluding the Commercial premium which is included in the Tourism budget), plus interest and lease income. The following is an extract from the 2012/13 draft budget:

Rate revenue	\$5.388m
Interest income	\$.111m
Lease & other income	<u>\$.047m</u>
	\$5.545m
Depreciation	\$.777m
Employee costs	\$.267m
Information Technology	\$.137m
Loan Interest	\$.090m
Rate valuations & objections	\$.035m
Audit fees	\$.054m
Bank & rate collection fees	\$.040m
Other expenses	<u>\$.037m</u>
	\$1.438m



Net income to Council \$4.108m

(Note that rate revenue, interest income and depreciation expense are allocated 100% to the Finance and Audit program area budget, rather than spread across other areas).

Social

No specific items to report.

Environmental

No specific items to report.

Risk Management

The 'finance' section of Council's risk register considers a number of potential risks to Council, which need to be managed/mitigated through the effective operation and performance of the finance team (eg: the failure to comply with work cover, taxation and other legislation; large fluctuations from budget; receiving a qualification on the accounts).

Officer Direct or Indirect Interest

Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract 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.

There is no conflict of interest or pecuniary interest to be declared in relation to this program area report for Finance and Audit.

Assessment

The finance team continues to strive for improvements in the services provided and quality of work delivered to Council and other stakeholders. Over the past two years, results for the insurance audits have improved by 68% in relation to JMAPP property risk management, 33% for fidelity and 6% for the public and professional liability audit. Budget and year-end timetables continue to be delivered upon in much earlier timeframes than the previous year and the level of financial and non-financial (qualitative) information included in the quarterly financial reports to Council continues to develop. Many outstanding actions from previous audit report recommendations have also been addressed, signed off by auditors and the Audit Committee and removed from the list of remaining actions. The business continuity management plan, risk register and incident reporting registers have also been brought up-to-date. In addition to



updating risk management-related Council policies, staff now receive awareness and refresher training on a regular basis.

Conclusion

The Finance and Audit program area is responsible for performing statutory functions that are imperative to the Borough as an organisation and which are specifically required within the Local Government Act 1989.

The Finance and Audit team is committed to ensuring the services provided continue to reflect the needs of the Borough and are delivered efficiently in a cost effective manner.

Recommendation:

That the report be received.



11.3 Application to a Councillor Conduct Panel

File: QG055-02-04

Report Author: Chief Executive Officer

Purpose

This report provides Council with information regarding the actions arising from its 21 December 2011 Ordinary Meeting resolution to make an application to a Councillor Conduct Panel (CCP) under section 81B of the Local Government Act 1989 seeking a finding of misconduct against Councillor David Mitchell.

Background

At its 21 December 2011 Ordinary Meeting Council resolved to make an application to a Councillor Conduct Panel (CCP) under section 81B of the Local Government Act 1989 seeking a finding of misconduct against Councillor David Mitchell. As part of this resolution Council appointed Councillor Bob Merriman as the representative of the Council for the purposes of the application and having regard to the anticipated costs of a Councillor Conduct Panel being in the order of \$40,000, resolved to have this potential expenditure considered the midterm budget review.

Discussion

Consistent with the Council resolution and section 81B of the Local Government Act 1989, on 12 January 2012, Council's CCP registrar formally lodged Council's application with the Municipal Association of Victoria (MAV) requesting the establishment of a Councillor Conduct Panel. Council has also included the potential expenditure of \$40,000 associated with the CCP in the 2011/12 mid term budget review.

On 18 January 2012 the MAV advised Council of the membership of the Councillor Conduct Panel and Council's CCP registrar commenced the process of scheduling a date for the initial hearing.

On 7 February 2012 Council received advice from lawyers representing Cr Mitchell that Cr Mitchell wished to refer the CCP matter to the Victorian Civil Appeals Tribunal (VCAT).

On 17 February 2012 the chair of the Councillor Conduct Panel confirmed that Cr Mitchell had formally requested to have this matter heard by VCAT.

Conclusion

Further to Council's decision of 21 December 2011 regarding the application to a Councillor Conduct Panel (CCP) under section 81B of the Local Government Act 1989 seeking a finding of



misconduct against Councillor David Mitchell, this matter is now listed for preliminary hearing before VCAT on 16 April 2012 arising from Cr Mitchell's decision not to have the matter dealt with by the Council Conduct Panel.

Recommendation:

That Council note this report



12. SUSTAINABILITY & LOCAL ENVIRONMENT

12.1 Corporate Carbon Neutral Action Plan

File: QG079-01-05

Report Author: Sustainability Officer

Purpose

The purpose of this report is for Council to consider the “Corporate Carbon Neutral Action Plan” report (**Appendix 2**) prepared by consultants, Creative Environment Enterprises Pty Ltd and Officers recommendations regarding Council’s key priorities emerging from this report.

Background

The Sustainable Living Action Plan adopted by Council in August 2010 includes a key result area to reduce the level of carbon emissions in the Borough of Queenscliffe. One of the priority actions of this strategy is to develop a carbon neutral action plan to work towards carbon neutrality for Council by 2013 and the Borough community by 2020.

To first determine the level of greenhouse gas emissions, Council subscribed to the Planet Footprint environmental scorekeeping service in December 2010. Planet Footprint is tracking emissions created by Council’s use of energy, water, waste and fleet.

To progress development of an action plan, a Carbon Neutral Action Plan Steering Committee comprising Councillors, community members and Council officers was formed in February 2011. The committee provided advice and information to officers and consultants.

Creative Environment Enterprises Pty Ltd was appointed in May 2011 to develop the “Working Towards Carbon Neutrality Action Plan”, which features two separate documents – a Corporate Action Plan that focuses on reducing greenhouse emissions from Council operations and a Community Action Plan for the broader Borough community.

This report focuses on the Corporate Carbon Neutral Action Plan. The community focused Action Plan will be presented to Council when it is finalised.

Discussion

The Corporate Carbon Neutral Action Plan concentrates on the Council offices, Town Hall, Library and Visitor Information Centre, the four Council-operated caravan parks, Council’s fleet, water pumps, streetlighting, plus recycling and waste from Council offices.



Usage data for these facilities for the 2010-2011 financial year was collected and analysed by the consultants to determine Council's carbon footprint. This data not only provides Council with an emissions baseline, but can also be used to indicate the effectiveness of any future actions.

Based on the data, Creative Environment Enterprises Pty Ltd developed 17 actions to assist Council in working towards carbon neutrality in a cost effective manner.

The actions are included in the "Borough of Queenscliffe Corporate Carbon Neutral Action Plan – Key Priorities 2012 - 2015" on the following pages.



Borough of Queenscliffe Corporate Carbon Neutral Action Plan – Key Priorities 2012 - 2015

	Actions	Responsibility	Cost	Funding Source	Financial Year	Officer Comment
1	Establish project page on Council's website profiling emissions and actions taken to reduce greenhouse gas emissions.	Sustainability Officer	\$1,500	Sustainability Accord grant (State Government)	2012-2013	An important tool to engage the local community and encourage participation in the Community CNAP.
2	Conduct Level 2 Energy Audits on the Town Hall, Council offices and four Council-operated caravan parks.	Consultants / Sustainability Officer	\$20,000	Sustainability Accord grant (State Government)	2011-2012	Will highlight opportunities for reducing energy consumption (emissions) and making operating cost savings.
3	Implement prioritized energy efficiency opportunities identified during energy audits.	Sustainability Officer	\$30,000	Council (subject to budget approval). External funding opportunities will also be pursued	2012-2013	Actions could include upgrades to lighting, hot water systems, improved heating and cooling systems, insulation and double glazed windows.
4	Purchase 100% Green Power for all remaining Council Buildings and facilities.	Engineer / Sustainability Officer	\$12,160	Council(subject to budget approval)	2013-2014	Subject to Council approval. Ongoing budget requirement.
5	Prepare a Streetlighting Bulk Replacement Program Business Case outlining financial and environmental impacts of a bulk change.	Consultants/ Sustainability Officer	\$2,500	Sustainability Accord grant (State Government)	2011-2012	A review of the current streetlighting network and development of a business case for the bulk changeover of inefficient light with energy efficient technologies. Will position Council to participate in future funding opportunities.



Borough of Queenscliffe Corporate Carbon Neutral Action Plan – Key Priorities 2012 - 2015						
	Actions	Responsibility	Cost	Funding Source	Financial Year	Officer Comment
6	Develop a Sustainable Public lighting policy.	Engineer / Sustainability Officer	\$0	Staff time	2012-2013	
7	Continue to monitor and investigate the most efficient public lighting technologies available.	Engineer	\$0	Staff time	2012-2013	
8	Investigate renewable energy generation options for Council facilities.	Engineer / Sustainability Officer	\$0	Staff time	2012-2013	
9	Identify funding opportunities to progress renewable energy generation options.	Sustainability Officer	\$0	Staff time	2012-2013	
10	Purchase and install solar-powered public lighting in nominated locations.	Engineer / Sustainability Officer	\$10,000	Current sustainability operating budget	2011-2012	
11	Implement a policy for all new Council buildings to meet the highest possible Green Star standard or equivalent at the time.	Engineer / Sustainability Officer	\$0	Staff time	2013-2014	
12	Develop and endorse a sustainable procurement policy.	Sustainability Officer / Engineer	\$0	Staff time	2013-2014	Subject to Council approval. Ongoing budget requirement.
13	Develop an offset statement outlining Council's approach to offsets for fleet, waste and mains gas emissions.	Sustainability Officer	\$0	Staff time	2012-2013	The recommended approach is to implement activities that will reduce emissions from Council facilities, rather than purchasing offsets.



Borough of Queenscliffe Corporate Carbon Neutral Action Plan – Key Priorities 2012 - 2015

	Actions	Responsibility	Cost	Funding Source	Financial Year	Officer Comment
14	Implement emissions reductions activities within the Borough to offset corporate vehicle emissions.	Sustainability Officer	\$1,360	Council(subject to budget approval)	2013-2014	Subject to Council approval. Ongoing budget requirement.
15	Purchase Green Power for remaining street light electricity use.	Engineer/ Sustainability Officer	\$19,000	Council (subject to budget approval)	2013-2014	Subject to Council approval. Ongoing budget requirement.
16	Implement emissions reductions activities within the Borough to offset waste and mains gas emissions.	Sustainability Officer	\$820	Council (subject to budget approval)	2013-2014	Subject to Council approval. Ongoing budget requirement.
17	Review original Corporate CNAP actions and develop new actions and initiatives.	Sustainability Officer	\$0	Staff time	2014-2015	



Council Plan

The 2010-2013 Council Plan includes a strategy for Council to “work towards being a carbon neutral Council and community”.

A priority of the 2011/12 Business Plan is to “implement a strategy to move the Council by 2013 and community by 2020 towards carbon neutrality”.

The Corporate Carbon Neutral Action Plan addresses both the current Council Plan and Business Plan.

Financial

The majority of actions listed in the Corporate CNAP will be funded from existing State Government grants and the current Sustainability operating budget.

Actions 1, 2 & 5 totalling \$24K will be funded by a \$45K Victorian Sustainability Accord Round 5 which relates directly to the development of the Corporate carbon neutral action plan. Council received the first payment of \$20K in March 2012. An additional \$20K will be received in July 2012 and the final \$5K payment will be received in December 2012.

Action 10 from the plan totalling \$10K will be funded using the 2011/2012 sustainability operating budget.

Action 3 is included in the draft 2012/2013 Sustainability budget.

Actions 4, 14, 15 & 16 would need to be considered by Council for the 2013/14 budget.

The remaining eight actions can be implemented with the current resources and existing budgets.

External funding opportunities will also be investigated. Council has already lodged a grant application with the Australian Government’s Community Energy Efficiency Program to complete energy efficient upgrades to the Queenscliffe Neighbourhood House.

Social

As this document is primarily an internal document, there is no real impact to the social fabric of the Borough.

Environmental

There are no negative impacts via the adoption of the report and impacts are considered to be positive in reducing Council’s greenhouse gas emissions and producing cost savings.



Risk Management

There are no significant risks associated with the contents 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 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 this report have no direct or indirect interests.

Assessment

The project has been effective in meeting its stated objectives and is an important and useful document to guide Council in its efforts to work towards carbon neutrality.

Conclusion

The Corporate Carbon Neutral Action Plan provides a comprehensive and accurate report on greenhouse gas emissions generated by Council facilities coupled with recommendations that will assist Council to work towards carbon neutrality, taking into consideration Council's limited financial capacity.

Recommendation:

That Council;

- 1. Endorse the 'Corporate Carbon Neutral Action Plan' report (Appendix 2).**
- 2. Adopt the 'Borough of Queenscliffe Corporate Carbon Neutral Action Plan – Key Priorities 2012 - 2015' as listed in this report.**
- 3. Request Officers provide an annual progress report to Council on the implementation of the Borough of Queenscliffe Corporate Carbon Neutral Action Plan – Key Priorities 2012 – 2015.**



13. BUSINESS & TOURISM

Nil.



14. COMMUNITY DEVELOPMENT

14.1 Queenscliff Music Festival

File: QG080-04-01

Report Author: Community Development & Events Coordinator

Purpose

The purpose of this report is to provide Council with information regarding the review of the 2011 Queenscliff Music Festival (QMF), and recommendations for improving the planning and operation of the 2012 QMF.

The QMF has produced two documents that review the 2011 event as follows:

- 2011 Queenscliff Music Festival Report (**Appendix 4**)
- 2012 Queenscliff Music Festival Review for Borough of Queenscliffe (**Appendix 5**)

Background

At its June 2012 Ordinary Meeting, Council supported the relocation of the Queenscliff Music Festival from the JL Jordan reserve precinct to Lower Princess Park and part of Princess Park in Queenscliff. It was anticipated this new location would have a number of significant benefits, including:

- Less impact on residents' amenity due to the physical separation of the site from private residences;
- Reduced residential exposure to noise achieved by a re-orientation of stages with sound directed away from the residential areas;
- No restrictions to Jordan Reserve or the Queenscliff Boat Ramp;
- Increased attraction to and amenity associated with the new site at Lower Princess Park and Princess Park in Queenscliff having a positive impact on the long term viability of the festival.

In supporting this change Council were particularly interested in protecting the park assets and vegetation from any damage and achieving the improvements to residential amenity.

At its December 2012 Ordinary Meeting Council considered an interim report showing the timeline and process for the debrief and related review of the 2011 QMF.

Council also received a formal briefing on the 2011 QMF from Lisa Meyers, Chair, QMF Committee of Management and Michael Currucan, Director, QMF on 26 March 2012. The content of this briefing is contained in **Appendix 4**.

Discussion

2011 was the 15th year of the QMF and the festival returned to its original site in Lower Princess Park and Princess Park. Apart from conducted a world class event, QMF's two major objectives in moving the festival to the new site, were to increase attendances and to grow the festival's 'return attendance' base. To achieve these outcomes in 2011, QMF's key priorities were the move to the new site to allow capacity for future growth, to introduce low cost camping options (based at the Queenscliff Recreation Reserve) and to increase its on line promotional presence.

Ticket sales for the 2011 event were the highest in the event's history, with a total of 8,046 tickets sold, a 21% increase on 2010. Surveys conducted throughout the festival showed the following results:

Figure 1: QMF 2011 Audience by residential area

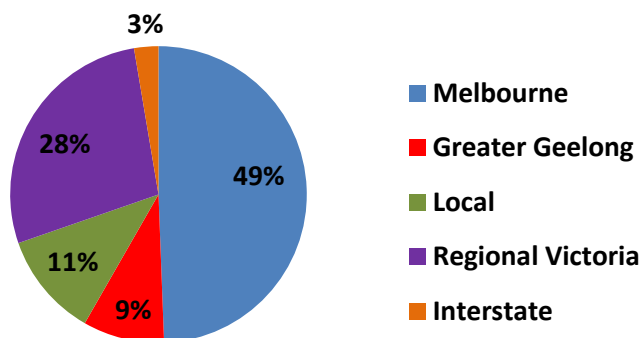


Figure 1 shows that the majority of festival attendees are from Melbourne, with Regional Victoria the next largest segment.

Figure 2: QMF 2011 Audience by gender

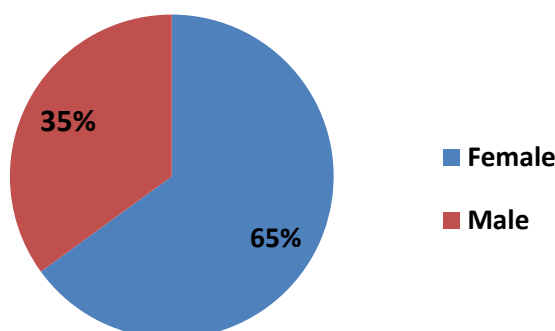


Figure 2 shows that majority of festival attendees are female, a figure also reflected in the 2010 and 2009 results.

Figure 3: QMF 2011 Audience by age

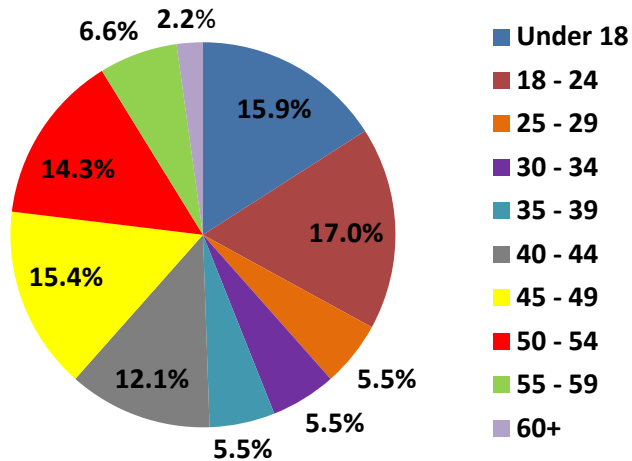


Figure 3 shows the audience by age. 2011 saw a significant increase in the Under 18, 18-24, 40-44 and 45-49 age group. This is in line with QMF's objective to increase the youth and family support base.

Audience by accommodation style

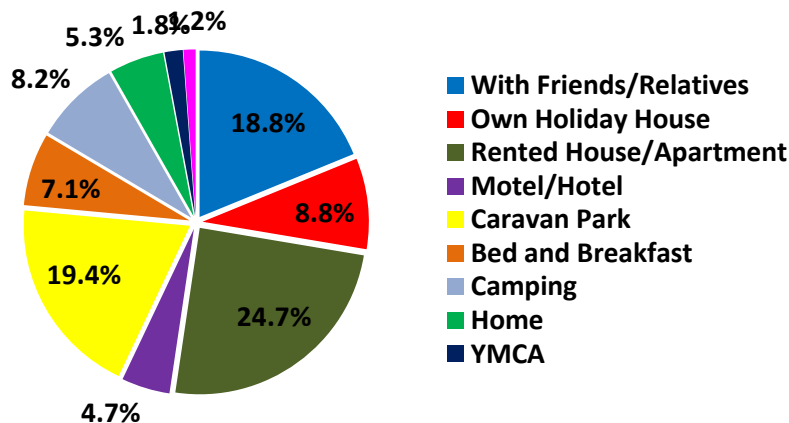


Figure 4 show the audience by accommodation style. 2011 saw a significant increase in the number of patrons staying in paid accommodation 65.9% compared to 42.6% in 2010.

Based on the financial modelling used by QMF, the festival provides an economic benefit to the town of over \$1.88 million with an average of \$235 spent by each festival attendees. Accommodation providers report full bookings for this weekend. A total of \$122,046 is spent on marketing the festival which promotes Queenscliff and the surrounding region (Reference : 2011 Queenscliff Music Festival Report, prepared by QMF).



Key Issues

Following the 2011 Queenscliff Music Festival, Council officers have met with QMF organisers and undertaken an assessment of the key issues related to the planning and conduct of the event at the Princess and Lower Princess Park site. The key issues identified are outlined in the following table:

Key Issue	Feedback	Officer Comment	Recommendation
Community Feedback	<p>Businesses</p> <p>The local businesses have indicated their support for the 2011 arrangements, noting that “no road closures forced patrons onto sidewalk and into businesses”</p> <p>Residents</p> <p>4 complaints received - mainly about noise on the Sunday night ‘after-party’ and impact of base sound.</p> <p>Attendees</p> <p>1 complaint received re entry staff response - complaint also sent to QMF as this was not a council issue.</p> <p>General</p> <p>3 compliments received - great festival and well organised.</p>	<p>QMF have indicated their interest in continuing at the new location in Princess & Lower Princess Parks.</p> <p>In terms of reducing the impact of noise QMF will be looking at key improvements in 2012:</p> <p>(1) programing of louder bands and mix of acts with higher impact bands located greater distance from residential areas</p> <p>(2) orientation of tents to ensure maximum amount of sound is facing out to sea,</p> <p>(3) improved communication between Local Laws and QMF organisers and</p> <p>(4) relocation of the Sunday ‘after-party’.</p>	<p>Council Officers to work with QMF re the proposed improvements in 2012.</p>
Noise/Sound Monitoring	<p>Council receive delegated authority from EPA to monitor noise levels for the 3 days of the festival. As part of the event permit, QMF are required to conduct noise testing using appropriately calibrated equipment at a</p>	<p>Four complaints were received by Local Laws officers. However, Local Laws officers’ ability to attend and conduct their own sound testing was severely hampered by the bad weather during the event. This hampered the</p>	<p>The following actions are recommended for Council consideration:</p> <p>(1) Consider QMF request for tree removal after advice from</p>



Key Issue	Feedback	Officer Comment	Recommendation
	number of designated distances from the event.	officers' ability to immediately respond to noise complaints at the time they were received. Council officers have met with QMF and Local residents in order to understand the nature of concerns and identify future practices that would reduce the impact of noise and provide improved monitoring.	officers; (2) Independent noise testing by appropriately accredited consultant be undertaken and paid for by QMF; (3) QMF review band programming including 'after-party' location.
Stage Location and Orientation	In the initial submission to council the tents and stages were to be positioned so the maximum amount of sound was projected towards the west therefore lessening the impact on residents.	During set up of the tents and stages the positioning of the tents changed due to restrictions with trees in Lower Princess Park (this was particularly significant with two trees and the impact on the orientation of the Lighthouse Stage). The change in the planned orientation resulted in a number of tent spikes being driven into the road surface without Council's knowledge.	(1) QMF to continue investigating different tent orientation options. If tent spikes need to be driven into the road this will be identified as early as possible. (2) QMF to include in the Event Plan to be submitted 6 weeks prior to the festival.
Traffic Management	With the relocation of the festival the number of road closures were significantly reduced. Some issues with road closure barriers being moved to allow cars into the closed road area were experienced.	Both QMF and Council were disappointed with the level of service delivered from the current Traffic Management Company. This will be reviewed for 2012.	Council to work with QMF to update Traffic Management Plan. QMF to review the Current Traffic Management provider.
Tree and Park Management	In 2011 QMF was relocated to Lower Princess Park, part of Princess Park and the	The grassed areas of the parks coped remarkably well given the high volume of rainfall all day Saturday.	(1) Council to work with QMF re future Tree and Park



Key Issue	Feedback	Officer Comment	Recommendation
	helicopter landing site. As part of the event plan QMF were fenced off the mulched area around the trees in Princess Park and took action to prevent damage to trees.	<p>On Sunday patrons were sitting on the grassed area, with no water lying around. Once the tents were removed the parks recovered very well.</p> <p>In the days leading to the 2011 festival QMF requested that one tree in the vicinity of the Lighthouse Stage be removed (this was not supported at the time). QMF 'tied back' this tree to allow the Lighthouse Stage tent to be erected. This is one of the three trees that QMF is requesting be removed.</p>	<p>Management.</p> <p>(2) Council to consider the request by QMF to remove trees.</p> <p>(3) Council to continue to require QMF to comprehensively plan and demonstrate actions to protect trees and minimise public risk.</p>
Public Health	QMF staff worked with Council's Health Officer to provide all the required documentation for the food providers in the QMF compound.	The food vendors inside and outside the QMF compound were in general well set up with a sound understanding of what was required from them. The EHO undertook inspections as required.	Council to continue to work with QMF and food vendors.

Council Plan

The Borough of Queenscliffe Council Plan 2010-2013 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'. It is a Business Plan Priority Action for 2010-2011 to 'Support local organisations, civic events and arts, cultural and sporting activities in the Borough'.

Financial

Council provides sponsorship to QMF of \$9,000 and in-kind support to the value of \$8,500. This is incorporated into the Council's sponsorship agreement with QMF.



Social

The community benefits from the festival through:

- The festival providing \$22,020 in community donations to support local organisations such as the Bellarine Railway, Queenscliff Coast Guard and Queenscliff CFA.
- Complimentary ticket donations to the value of \$8,830 were provided for fundraising events and activities to community groups such as Cottage by the Sea, Queenscliff Sea Scouts, Point Lonsdale Surf Club and Barwon Health Foundation.
- Engagement of 480 community volunteers, approximately 30% are from the 3225 postcode area, contributing approximately 4,800 hours to festival operations.
- QMF annual fundraiser held at the Queenscliff Town Hall on 25 June 2011.
- Provision of a music training workshop at Bellarine Secondary College Youthfest on 12 August 2011.
- Provision of live music at the Searoad Ferries QMF launch on 25 September 2011 and Melbourne Cup Weekend.
- Free musical and cultural show for over 600 local and regional Primary School children, parents and teachers on the Friday of the festival. This event incorporated the traditional Welcome to Country ceremony.

With regard to the provision of labour, QMF's philosophy is to engage volunteers first, then ask community groups to provide the services and then finally to engage paid contractors.

There also appears to be a small section of the community who is adversely affected by the event due to noise and disruption over the weekend of the event. In 2011, the most impacted judging by the four complaints received were Gellibrand Street residents.

Environmental

As part of the Event Permit QMF must return the parks to their original condition. At the completion of the 2011 festival the parks recovered very well, despite the adverse weather on the Saturday of the festival that saw record rainfall.

QMF have requested the removal of 3 trees in Lower Princess Park, the site of the main Lighthouse Stage. The removal of Tree 1 (refer attachment 3) will allow the current main tent to be orientated towards the Rip projecting more sound out to sea. It will also mean only 3 spikes will need to be placed in Weeroona Parade compared to the current requirement of 10. The removal of Trees 2 and 3 (refer **Appendix 3**) allows for a larger tent to be used for the main stage and for future growth of the festival. Council officers inspected the trees and have made the following observations:

- Removal of tree 1 (Norfolk Pine) is supported due to its form and growth being unsatisfactory/unhealthy. Replacement trees are to be planted in the south east corner of the public open space. (at the expense of QMF)



- While removal of tree 2 (Norfolk Island Pine) and tree 3 (Agonis-Willow Myrtle) is not supported due to the good form and good health of these trees, QMF has indicated how the retention of these trees will limit the future opportunities for increasing the scale of stages as the QMF increases in size.

Risk Management

As part of the Event Application QMF prepare an Emergency Management Plan in conjunction with the Borough, Victoria Police, CFA, Vic Roads, St Johns, and Parks Vic. This document outlines the procedure to deal with any emergencies that might arise within the QMF compound. This document will be reviewed before the 2012 event.

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.

Assessment

Now in its 16th year the Queenscliff Music Festival is a professionally run event that engages with the community through contributions to community groups as well as engaging a large number of volunteers, while also showcasing international acts and highlighting regional performers.

Through the Event Application process QMF must submit a large number of plans covering all aspects of the event, including Traffic Management Plans, Noise Management Plans, and Emergency Management Plans. These plans ensure the festival is run to the highest possible standard in relation to safety.

Conclusion

The Queenscliff Music Festival is an iconic event that contributes to the local community and businesses while also promoting the town of Queenscliff through an extensive marketing campaign. The relocation to the new site allows for future growth of the festival to ensure long term viability.



Recommendation:

- 1. Notes the review of the 2011 Queenscliff Music Festival.**
- 2. That council support the 2012 QMF at Lower Princess and Princess Park noting that QMF is required to submit:**
 - a. an Event Application including a revised Traffic Management plan including parking options**
 - b. a Site Management Plan**
 - c. a Revised Emergency Management Plan**
 - d. a Noise Management Plan**
 - e. Finalization of the QMF 2012 site boundary considering the exclusion of the proposed Princess Park Kiosk development footprint.**
- 3. That Council in response to the issues regarding trees:**
 - a. Approves the removal of tree 1 (refer Appendix 3) and requests QMF to provide for replacement tree plantings as directed by Council officers, after consultation with the Vegetation Advisory Committee;**
 - b. Based on the information provided, determines whether trees 2 and 3 (refer Appendix 3) should be removed, and if Council supports the removal, requests QMF to provide for replacement tree plantings as directed by Council officers, after consultation with the Vegetation Advisory Committee;**
- 4. That Council officers review and improve its current sound monitoring procedures;**
- 5. That Council officers support QMF to improve its Emergency Management Plan in conjunction with all relevant stakeholders and parties to ensure procedures and chain of command structures are valid.**



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.
**2011/077	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	Under consideration
**2011/080	22/07/2011 (Amended 23/08/2011)	187 Point Lonsdale Road Point Lonsdale	The development of a dwelling (two storey), outbuilding and fencing	Notice of Decision issued
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
**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	Under consideration
**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	Notice of Decision issued



App. No	Date Received	Address	Proposal	Status
**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	Notice of Decision issued
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	Under consideration
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
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
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
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
**2012/009	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
**2012/011	06/02/2012	57 Winterley Road Point Lonsdale	Construction of a dwelling (two storey)	Under consideration
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	Under consideration



App. No	Date Received	Address	Proposal	Status
2012/015	15/02/2012	23 Lonsdale Street Point Lonsdale	The development of a dwelling (two storey)	Public notification Referral to CFA
2012/017	22/02/2012	42 Wharf Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay	Under consideration
2012/019	28/02/2012	22 Jennifer Crescent Point Lonsdale	The development of a second dwelling (two storey), alterations to an existing dwelling, and variation to the side setback requirements of the Design and Development Overlay – Schedule 4	Further information requested 23 March 2012
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	Public notification
2012/021	06/03/2012	62 Stokes Street Queenscliff	Alterations and extensions to an existing dwelling and outbuilding in a Heritage Overlay	Further information requested 15 March 2012 Referral to Heritage Advisor
2012/023	14/03/2012	96 Glaneuse Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Further information requested 26 March 2012



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

App. No	Date Received	Address	Proposal	Status
**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	Permit issued
2011/084	4/08/2011	99-101 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing building (including a third storey)	Permit issued
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	Permit issued
2011/122	22/12/2011	117 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Permit issued
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	Permit issued
2012/007	23/01/2012	26 Flinders Street Queenscliff	Creation of access to a road in a Road Zone, Category 1	Permit issued
2012/008	24/01/2012	34 Stevens Street Queenscliff	Construction of an outbuilding in a heritage overlay	Permit issued
2012/010	02/02/2012	8 Edgewater Close Queenscliff	Alteration and extensions (two storey) to an existing dwelling	Permit issued
**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	Application withdrawn by applicant
2012/016	15/02/2012	7 Bowen Road Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
2012/018	24/02/2012	8 Buckleys Road Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued



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

App. No	Date Received	Address	Proposal	Status
2012/024	19/03/2012	163 Point Lonsdale Road Point Lonsdale	The development of a two storey dwelling and front fence and alteration of access to a road in a Road Zone, Category 1	Initial assessment being undertaken
2012/025	20/03/2012	42 Buckleys Road Point Lonsdale	The development of a dwelling (two storey) and garage and removal of native vegetation	Further information requested 29 March 2012
2012/026	20/03/2012	13 Hesse Street Queenscliff	The development of business identification signage in a Heritage Overlay , waiver of the car parking requirements of Clause 52.06 of the Queenscliffe Planning Scheme associated with the use of the site as a restaurant and Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol ("Restaurant and Café Licence")	Public notification Referral to Heritage Advisor
2012/027	20/03/2012	9 Raglan Street Queenscliff	The development of a dwelling (two storey), outbuilding (pool house) and front fence and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 1	Public notification Referral to Heritage Advisor
2012/028	21/03/2012	17 Edgewater Close Queenscliff	Alterations and extensions to an existing two storey dwelling	Initial assessment being undertaken
2012/029	19/03/2012	4 Bay Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay and construction of a fence	Public notification Referrals to Heritage Advisor & CCMA
2012/030	23/03/2012	7A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	Initial assessment being undertaken

LEGEND

****** Objections received.

Bold text Officer delegation removed



Recommendation:

That the report be received.



15.2 Ministerial Amendment to Correct Heritage Map Anomalies

File: QG161-02-01

Report Author: Senior Planner

Purpose

To advise Council of the need for a Ministerial Amendment to correct existing anomalies between the Heritage Overlay Schedule and the Heritage Overlay Maps contained within the Queenscliffe Planning Scheme. This correctional amendment is to be conducted by the Department of Planning and Community Development (DPCD), on behalf of the Minister for Planning at no cost to Council due to the Rural Council Flying Squad program.

Background

- The existing Heritage Overlay Maps 2, 3, 4 and 5 fail to identify approximately 50 properties that are individually listed in the Schedule to the Heritage Overlay.
- While the maps fail to identify them, the properties are still listed in the Schedule to the Heritage Overlay, and therefore currently have Heritage Overlay controls applicable. These planning controls are identified in Planning Certificates issued by Council's Planning Department, which are required to be included in Section 32 statements when properties are being offered for sale.
- It is also noted that there are currently two properties listed as Schedule 101 to the Heritage Overlay; No. 18 Gellibrand Street, Queenscliff, and No. 26 Simpson Street, Point Lonsdale.
- Council consider this anomaly to be appropriate for a correctional amendment to the Queenscliffe Planning Scheme.
- The DPCD has offered to coordinate this correctional amendment, consistent with the requirements of Section 20(4) of the Planning and Environment Act 1987, which states:
"The Minister may exempt himself or herself from any of the requirements of sections 17, 18 and 19 and the regulations in respect of an amendment which the Minister prepares, if the Minister considers that compliance with any of those requirements is not warranted or that the interests of Victoria or any part of Victoria make such an exemption appropriate."
- The assistance from DPCD is to be provided by the "Rural Council Planning Flying Squad", which was launched in November 2011 to provide specialist expert and technical assistance on issues such as major projects and developments, long-term land use issues, strategic plans as well as immediate planning support with planning permit and amendment work.
- This is seen as an opportunity to correct an existing anomaly in the Planning Scheme Maps at no cost to Council.
- An application has already been lodged with the Flying Squad, with subsequent discussions being held with representatives from DPCD regarding our application.



Discussion

The amendment applies to the following sites:

<ul style="list-style-type: none">▪ 18 Gellibrand Street, "Neptune Cottage"▪ 22 Gellibrand Street "Clydesville"▪ 47 Hesse Street Queenscliff Post▪ 58 Hesse Street Shop and Dwelling▪ 59 Hesse Street "Olinda House"▪ 60 Hesse Street Shop and Dwelling▪ 61 Hesse Street "Oceania"▪ 62 Hesse Street "Oceania"▪ 72 Hesse Street Shop▪ 76 Hesse Street former Bank of Victoria▪ 80 Hesse Street Shop and Dwelling▪ 88 Hesse Street "Seaview"▪ 90 Hesse Street "Coombe Lodge"▪ 93 Hesse Street "Kelvinargh"▪ 94 Hesse Street "Warley Cottage"▪ 95 Hesse Street "Canbrea"▪ 96 Hesse Street "Shenfield"▪ 105 Hesse Street "Rombord"▪ 107 Hesse Street "Navestock"▪ 12 King Street "Mythian"▪ 22 King Street "Sefton"▪ 24 King Street "Alikum"▪ 11-13 Learmonth Street "Bronte"▪ 26 Learmonth Street "Nippy-Ville"▪ 31 Learmonth Street▪ 33 Learmonth Street former Cobb & Co stables	<ul style="list-style-type: none">▪ 48A Learmonth Street▪ 59 Learmonth Street▪ 64 Learmonth Street▪ 66 Learmonth Street▪ 72 Learmonth Street▪ 74 Learmonth Street▪ 26 Mercer Street▪ 34 Mercer Street▪ 36 Mercer Street▪ 40 Mercer Street "Brigadoon"▪ 43 Mercer Street▪ 51 Mercer Street "Waitemata"▪ 60 Mercer Street former shop▪ 78 Mercer Street "Bungalow Cottage"▪ 7 Raglan Street▪ 5 Stevens Street▪ 7 Stevens Street "Logan Bank"▪ 15-17 Stevens Street "Seaview"▪ 18 Stokes Street "Bon Accord"▪ 26 Stokes Street "Clifton House"▪ 15 Nicholas Court▪ Corner of Grimes Road and Point Lonsdale Road "Christmas Tree"▪ 42 Mercer Street▪ 20 Symonds Street▪ Lonsdale Bight South of the Narrows "Merlan" Shipwreck
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The Ministerial amendment is to correct existing anomalies between the Queenscliffe Planning Scheme Maps and the Schedule to the Heritage Overlay to accurately reflect existing planning controls. There are no additional planning controls to be created under this correctional amendment. Accordingly, it is not necessary to require public consultation for this correctional amendment.

Council Plan

One of the key strategies for the **Council Plan 2010 – 2013** is to 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.

It is considered that the proposed correctional amendment will strengthen the existing planning controls and ensure that the public has better access to information regarding the heritage value of properties within the municipality.

Financial

As this Ministerial Amendment pursuant to Section 20 part 4 of the Planning and Environment Act 1989 is to be conducted by the DPCD on behalf of the Minister for Planning, there is to be no financial cost to Council. This is seen as a fantastic opportunity to undertake this necessary correctional strategic work with no financial implications for Council.

Social

The proposed Ministerial Amendment pursuant to Section 20 part 4 will strengthen the existing planning controls on historically significant properties by making it easier for members of the public to identify the controls. Having this information more freely available will better educate the community in regard to these existing controls, which is considered to be a benefit of the proposal.

Environmental

There are no environmental implications of the proposed Ministerial Amendment.

Risk Management

By correcting this existing anomaly within the Queenscliffe Planning Scheme, it reduces risk of members of the public making incorrect assumptions about the planning controls applying to sites and blaming Council for the inaccuracy within the Scheme. This reduction in risk is considered to be a positive effect of the proposed correctional amendment.

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 considered in Council's interest to accept the offer of the DPCD to coordinate this correctional amendment to remove this anomaly between the Heritage Overlay Schedule and Maps.

Recommendation:

That Council:

- 1. Request a Ministerial amendment pursuant to Section 20 part 4 of the Planning and Environment Act 1987 to enable the preparation, adoption and approval of an amendment to the Queenscliffe Planning Scheme that corrects the anomalies between the Schedule to the Heritage Overlay and the Overlay Maps, with no additional planning controls to be introduced.**
 - 2. Note that given no additional planning controls are to be introduced, public consultation is not necessary for this Ministerial Amendment.**
 - 3. Note that the amendment be known as Queenscliffe Planning Scheme Amendment C24.**
-



16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

Nil.

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 2 May 2012 at 7:00pm (if required)

COUNCIL MEETING
Wednesday 23 May 2012 at 7:00pm



19. CONFIDENTIAL ITEMS

Time: _____pm

Recommendation:

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

- **CONFIDENTIAL Contract 2012/02 - Roads, Parks and Reserves Maintenance Services Evaluation**

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 CONFIDENTIAL Contract 2012/02 - Roads, Parks and Reserves Maintenance Services Evaluation

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 19 March 2012

Assembly Commenced: 6:19pm

Assembly Closed: 7:40pm

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

Michelle Brown & Lyndon Ray, City of Greater Geelong (*6:19pm to 6:50pm*)

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Environmental Health Officer Presentation
2. BRWMG Presentation
3. Municipal Elections – Community and Candidate Information Sessions
4. 2012/13 Draft Budget Papers



6.2. Councillor Assembly – Wednesday 21 March 2012

Assembly Commenced: 6:19pm

Assembly Closed: 6:24pm

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. Municipal Elections – Community and Candidate Information Sessions
 2. Draft Council Workshop Agenda – 26th March 2012
-



6.3. Councillor Assembly Full Day Workshop – Monday 26 March 2012

Assembly Commenced: 9:04am

Assembly Closed: 5:11pm

Assembly Location: Queenscliff Town Hall

Attendees:

Cr. Bob Merriman

Cr. John Burgess

Cr. Helene Butler

Cr. Lloyd Davies

Cr. David Mitchell

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community (2:00pm to 5:10pm)

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Ms. Allison Chaloner, Senior Accountant (10:35am to 12:05pm)

Ms. Emma Clark, Community Development Coordinator (4:00pm to 5:11pm)

Chris O'Dowd, Terry Walsh & Ross Bird, Point Lonsdale Boardriders (9:04am to 9:55am)

Steve Davey and Rob Tot, Opteon (10:35am to 12:05pm)

Lisa Meyer, Chair & Michael Carrucan, Director – Queenscliff Music Festival (4:00pm to 5:11pm)

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Point Lonsdale Boardriders
2. General Matters for Council Consideration
 - Increases in Insurance Premiums
 - Confidential report on funding applications
 - MAV Strategic Planning Workshop outcomes – 8 March 2012
3. Confidential: Revaluation Presentation by BoQ Valuers



Agenda Items:

4. Caravan Park compliance with current regulations – implications for future policy and operations
 5. Confidential: Future of Golightly Caravan Park
 6. Continuation of General Matters for Council Consideration
Election Caretaker Arrangements 2012
 7. Queenscliff Music Festival Presentation – 2011 Debrief & 2012 Update
-



6.4. Public Meeting – Monday 2 April 2012

Assembly Commenced: 7:00pm

Assembly Closed: 8:35pm

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

Ms. Allison Chaloner, Senior Accountant

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Presentation of Business Plan & Draft Budget
-



6.5. Public Meeting – Tuesday 3 April 2012

Assembly Commenced: 7:35pm

Assembly Closed: 9:20pm

Assembly Location: All Saints Anglican Church, 464 Glenferrie Road, Hawthorn

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

Ms. Allison Chaloner, Senior Accountant

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Presentation of Business Plan & Draft Budget
-



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 May 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.	Completed