



Minutes

Ordinary Meeting of Council

Wednesday 18 July 2012 at 7:03pm

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

THIS MATERIAL DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL



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Appendices

Appendix	Title	Agenda Item	Distribution
Appendix 1	Unconfirmed Minutes of the Audit Committee Meeting held on 3 July 2012	5.2. Audit Committee – 3 July 2012	Under separate cover
Appendix 2	Extension of current Memorandum of Understanding with Geelong Otway Tourism to June 30th, 2013	13.1 Extension of Memorandum of Understanding between Geelong Otway Tourism and the Borough of Queenscliffe Council	Under separate cover
Appendix 3	Correspondence from Brett Ince, Business Manager, Geelong Otway Tourism	13.1 Extension of Memorandum of Understanding between Geelong Otway Tourism and the Borough of Queenscliffe Council	Under separate cover
Appendix 4	Minutes of Agenda Item 15.2 of Borough of Queenscliffe June 2012 Ordinary Council Meeting	15.3 Proposed Queenscliff Ferry Terminal Planning Scheme Amendment C23	Under separate cover
Appendix 5	Officers response to each submission.	15.3 Proposed Queenscliff Ferry Terminal Planning Scheme Amendment C23	Under separate cover
Appendix 6	Contract 2012/02 - Roads, Parks and Reserves Maintenance Services Evaluation	19.3. Contract 2012/02 - Roads, Parks and Reserves Maintenance Services Evaluation	Under separate cover



1. OPENING OF MEETING

7:03pm

2. PRESENT & APOLOGIES

Present:

Cr. Bob Merriman (Mayor)

Cr. Helene Butler

Cr. Lloyd Davies

Cr. David Mitchell

Cr. John Burgess (*from 7:05pm*)

Lenny Jenner - Chief Executive Officer

Ev Wuchatsch - General Manager Governance & Community

Phil Josipovic - General Manager Planning & Infrastructure

Apologies:

Nil

3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

Councillors: Cr Mitchell declared a conflict of interest in relation to
Agenda Item 7.2 Motion Number: 2012/559 - Councillor Code of Conduct
Panel, in that he was the subject of the Motion

Officers: Nil



4. PUBLIC QUESTION TIME

Nil.

5. CONFIRMATION OF COUNCIL MEETING MINUTES

5.1. Ordinary Meeting of Council – 20 June 2012

A copy of the previous Minutes of the Ordinary Meeting of Council held on Wednesday 20 June 2012 was distributed to Councillors under separate cover.

Councillors: Butler/Davies

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 20 June 2011, as distributed, be confirmed as an accurate record.

Carried

7:05pm. Cr Burgess entered the Council chambers.

5.2. Audit Committee – 3 July 2012

Councillors: Burgess/Butler

That the Unconfirmed Minutes of the Audit Committee Meeting held on 3 July 2012 (Appendix 1) be accepted.

Carried Unanimously

6. RECORD OF ASSEMBLY OF COUNCILLORS

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

Councillors: Butler/Davies

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

Carried Unanimously



7. MOTION ON NOTICE

7.1. Motion On Notice Status Update

Councillors: Butler/Davies

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

Carried Unanimously

**7.2. Motion Number: 2012/559
Councillor Code of Conduct Panel**

File: QG055-02-04

7:07pm. Cr Mitchell declared a conflict of interest and left the Council chamber.

7:08pm

Councillors: Butler/Burgess

That Cr Burgess assumes the Chair for the presentation of Item 7.2.

Carried

7:08pm. Cr Merriman stood down from the Chair to present the Notice of Motion.

In accordance with the Borough of Queenscliffe Local Law No. 1, 2010 notice was received by the Chief Executive Officer of the following motion on 16 July 2012.

I, Cr. Bob Merriman hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 18 July 2012.

Councillors: Merriman/Butler

In accordance with part 1.(c) of Motion 2011/556, appointing me as the representative of the Council for the purposes of the application to a Councillor Conduct Panel (CCP) under section 81B of the Local Government Act 1989 (Act) regarding Councillor David Mitchell, I move that Council now discontinue the application against Councillor David Mitchell for the following reasons:

- 1. By resolution of December 21, 2011 in which nine incidents of alleged misconduct were detailed and the notice of allegations lodged with the Tribunal on 18 April 2012 in relation**



to VCAT Proceeding B48/2012 - Borough of Queenscliffe v Councillor David Mitchell , Council alleged that Cr Mitchell has engaged in acts constituting misconduct as defined by the Act in that he has engaged in conduct that is in breach of the Local Government Act and the Code of Conduct adopted by the Council of the Borough of Queenscliffe (Code):

- a) Cr Mitchell released information which he knew and confirmed to be confidential.
- b) Cr Mitchell misused and/or acted in excess of his proper authority as a Councillor by:
 - i. purporting to give management and administrative directives to Council staff and contractors; and
 - ii. assuming functions that were properly the function of the CEO.
- c) Cr Mitchell was discourteous and intimidating in his dealings with Councillors and Council staff.
- d) Cr Mitchell engaged in personal insults and acrimony and failed to work as part of the Council team in his dealings with fellow Councillors and the Chief Executive Officer.

- 2. The conduct outlined in Item 1.c. above alleging that Councillor Mitchell was discourteous and intimidating in his dealings with Councillors and Council staff resulted in this behavior being a major factor in the resignation of a number of staff, the CEO taking additional security actions to protect staff and put the Council at risk as to claims of bullying, harassment and related Occupational Health and Safety issues.
- 3. Council does not resile in any way from any of the allegations. However, it is clear from the process to date, that any further action will involve significant additional expense and take possible 2 – 3 months to reach a conclusion. Any penalty imposed by the Tribunal may be irrelevant given the likelihood that the Proceeding, if it continued to a Tribunal hearing, would not be concluded until mid to late September, by which time the term of the current Council will be almost concluded and the Council will be entering 'caretaker mode'.
- 4. Council has tried to resolve these matters by all reasonable means available:
 - a) Pursuant to section 12.1 of the Code, Council endeavoured to resolve the matter in a courteous and respectful manner in both private and open discussions but Cr Mitchell refused to participate by leaving the Chamber or refusing to engage in the discussion.
 - b) Pursuant to section 12.2 of the Code and at the suggestion of Cr Mitchell, a mediator was nominated by the President of the Municipal Association of Victoria and appointed by the Chief Executive Officer. The matters which were to be the subject of the mediation were advised to Councillor Mitchell by letters on 20 July 2011, 15 September 2011 and 26 September 2011. The date and time of the mediation was agreed to by Councillor Mitchell as 10.00am on 6 October 2011. Mediator Tim McFarlane, the Mayor and Councillors Butler and Burgess duly attended at the appointed time and location only to be told by Councillor Mitchell when he arrived on that day that he would not sign the mediation agreement or participate in the mediation. This aborted mediation cost Council over \$3,000.
 - c) Council applied to a Councillor Conduct Panel under section 81B of the Act but Councillor Mitchell chose to refer the matter to VCAT pursuant to section 81D of the Act. This action by Councillor Mitchell significantly added to the potential cost of the matter in the order of in excess of \$100,000.



d) The matter proceeded to a compulsory conference at VCAT and the parties were unable to resolve the dispute after spending 3 and a half hours in mediation.

e) Council made an offer of compromise with prejudice to Councillor Mitchell on 20 June 2012 in accordance with Sections 112 – 115 of the Victorian Civil and Administrative Tribunal Act 1998. In general, the terms of the offer were as follows:

The allegations would be withdrawn save for three allegations. In return for withdrawing the majority of the allegations, Councillor Mitchell would admit to the conduct in these three allegations, consent to findings of misconduct in relation to each of the three allegations and consent to a determination by the Tribunal that he provide a written apology to his fellow Councillors and Council staff. Council also offered to accept without challenge the presumption that it would be liable for Cr Mitchell's costs in the matter.

This conciliatory offer was rejected by Councillor Mitchell on the 13 July 2012.

5. In view of the timing and the proximity of the next Council election on 27 October 2012 and considering the allegations outlined in the 21 December 2011 resolution and as detailed in items 1a. to 1d. and item 2. above together with the lengthy conduct of this matter and the high cost risk in excess of \$100,000, Council resolves to let the public decide the issue of Councillor Mitchell's suitability to serve the Borough as a Councillor at the forthcoming election. It is for these reasons that Council now moves to discontinue the application against Councillor David Mitchell.
6. There is currently a presumption that Council will bear the costs of councillor conduct proceedings before the Tribunal. The result of this presumption is that there is no incentive for a Councillor to resolve the dispute outside the Tribunal. The Local Government Legislation Amendment (Miscellaneous) Bill 2012 is currently before the Victorian Parliament and the effect of the bill would be to amend the VCAT Act such that Council would not be presumed to be liable for costs, were the matter to proceed to a hearing. If this bill becomes law, future Councillor Conduct disputes may be resolved more quickly and without the current level of financial risk to Council and the community.

Carried

Amendment

Councillors: Davies/

That the amendment be split into 2 parts with paragraph 1 being one motion and Items 1 – 6 forming a second motion.

Amendment lapsed for want of a seconder

7:31pm. Cr Merriman assumed the Chair following consideration of the Notice of Motion.

7:31pm. Cr Mitchell returned to the Council chamber.



8. CORRESPONDENCE

8.1. Petitions and Joint Letters

Nil.

8.2. Inwards Correspondence

Nil.



9. MAYOR'S REPORT

9.1. Functions Attended

Date	Function Attended
17 – 20 June 2012	Mayor & CEO attended the National General Assembly of Local Government in Canberra
21 June 2012	Mayor chaired the Borough's 150th Celebrations Community Organising Committee Meeting
28 June 2012	Mayor attended the Queenscliffe Historical Meeting Monthly Talk
28 June 2012	Mayor chaired the Vegetation Advisory Group Meeting
29 June 2012	Mayor & CEO attended the G21 Board Meeting
2 July 2012	Mayor and GMP&I attended the G21 Regional Growth Plan - Executive Briefing
3 July 2012	Mayor attended the Queenscliff Lonsdale Business & Tourism Association meeting
3 July 2012	Cr Lloyd Davies, for the Mayor, chaired the Proposed Botanic Gardens Project Control Group, attended by the GMPI
4 July 2012	Mayor, Cr Burgess & CEO met with members of the Queenscliff Lonsdale Business & Tourism Association
6 July 2012	Mayor attended the Developing Geelong's Growth luncheon with the Minister for Planning, the Hon Matthew Guy, MP

Councillors: Butler/Davies

That the Mayor's Report be received.

Carried Unanimously



10. COUNCILLOR PORTFOLIO REPORTS

10.1 Governance, Finance and External Relations – Australian Local Government Association Conference – 17 - 20 June 2012

File: QG 182-09-01

Report Authors: Mayor & Chief Executive Officer

Purpose

This report provides Council with a description of key events at and outcomes from the 2012 National General Assembly of Local Government attended by myself, Cr Bob Merriman, Mayor and Lenny Jenner, Chief Executive Officer from 17-20 June 2012.

Background

The 2012 National General Assembly of Local Government (NGA), held at the National Convention Centre in Canberra from 17-20 June 2012, was attended by Mayor Bob Merriman and CEO, Lenny Jenner. The NGA's conference was framed around the three themes of 'Infrastructure, Planning & Services'. Again the conference placed emphasis on the critical role of Local Government in planning with local communities and the importance of coordinated resource allocations from all levels of Government to achieve sustainable communities into the future.

Discussion

The key highlights of the 2012 National General Assembly of Local Government Conference included:

The ALGA President's Address from Cr Genia McCaffrey spelling out the ALGA priorities of:

The importance of Constitutional Reform to enable the Federal Government to directly fund Local Government into the future, particularly in light of the potential implications of the High Court ruling related to the 'Williams' case on 20 June 2012.

Gaining a fair share of Federal Government resources including support for a review of Financial Assistance Grants in 2012/13, a commitment by the Federal Government to a permanent 'Roads to Recovery' program and a call for a 'Community Infrastructure Program' to be established, beyond the existing Regional Development Australia's 'Regional Grants Program'.

The presentation by ***the Hon Simon Crean, MP, Minister for Regional Australia, Regional Development and Local Government, Minister for the Arts*** that overviewed the 'State of the Nation' and highlighted his commitment to local government and the opportunities and challenges associated with Asian economies seeking many of the things that Australian local economies are capable of fulfilling. The Minister underlined the importance of developing a structure and process to enable local and regional priorities to inform national, Federal Government priorities.



The Minister also reinforced that sound approaches to asset management and long term financial planning were critical to the future success of local government across Australia. The Minister finally emphasised the importance of getting the future referendum right, given that this represented the third attempt.

Phillip Adams AO, gave a thought provoking keynote address where he underlined the key role of local government in promoting and protecting democracy. Phillip Adams argued that against a backdrop of distrust in central government, is a strong and intensely personal interest in family, friends, one's street and one's town. Phillip Adams contended that democracies with strong local government were most successful as this is where the important things are changed, where the 'trickle up' capacity of democracy is most apparent.

Darrin Grimsey, Partner, Ernst & Young, provided an overview of the recently released report, "Strong Foundation for Sustainable Local Infrastructure: connecting communities, projects, finance and funds" (June 2012). This report focuses on local government infrastructure planning, development and funding and presents 13 recommendations to achieve best practice in infrastructure development. A key recommendation of the report is the establishment of a 'National Financing Authority for Local Government' that would provide local government with access to low risk finance.

Michael D'Ascenzo, Commissioner of Taxation, Registrar of Australian Business, presented a paper that highlighted the value of the Australian Business Register (ABR). He referred to a number of examples of how local government across Australia was utilising the ABR data base to analyse local business activity by sectors and inform local economic development policy and planning.

David Rissik, Director, National Climate Change Adaptation Research Facility (NCCARF), spoke to the themes emerging from the 96 funded pilot (climate change adaptation) projects across Australia. He highlighted that NCCARF had created a Local Government portal that provides Project Information, Reports and Fact Sheets.

Other presentations included:

- Senator Christine Milne, Leader of the Greens
- The Hon Mark Dreyfus, QC MP, Parliamentary Sec for Climate Change & Energy Efficiency
- Dr Gary Johns, Associate Professor, Public Policy Institute, ACU (former Federal Minister)
- The Hon Tanya Plibersek, MP, Minister for Health
- Kirsty Kelly, CEO, Planning Institute of Australia
- Senator Barnaby Joyce, Shadow Minister for Local Government

Conclusion

The 2012 National General Assembly of Local Government provided a useful information regarding key opportunities for and issues impacting on local government across Australia. The Assembly



was structured to enable a high level of interaction with colleagues from other municipalities. There was strong participation and representation from the G21 region that also provided an opportunity for improving regional networks.

The CEO and I took the opportunity to meet with and brief local Federal Member for Corangamite, Darren Cheeseman, MP, on priorities including the future use and access to Fort Queenscliff, issues impacting on the sustainability of the Queenscliff Golf Club and the progress of the development of the Monahan Centre.

Councillors: Burgess/Davies

That Council receive the report and note the opportunities stemming from involvement in the 2012 National General Assembly of Local Government.

Carried Unanimously



11. GOVERNANCE, FINANCE & EXTERNAL RELATIONS

11.1 Customer Service Charter

File: QG048-04-01

Report Authors: Customer Service & Records Coordinator and
General Manager Governance & Community

Introduction

The purpose of this report is to present the results of the recent audit of the Borough of Queenscliffe's Customer Service Charter as presented to Council and adopted at the June 2010 Council meeting.

Key Issues

The Borough of Queenscliffe Customer Service Charter was developed in order to set out Council's service standards, and explain to our customers what they can do if Council staff have not delivered a service to that standard.

Many Customer Service Charters across Victoria were referenced in order to develop a document that was comprehensive in content while being simple to read and understand.

The priority of the Customer Service Charter was that it be specific to the unique nature of our Council while at the same time meeting the needs and expectations of the public in a manner that is realistic and achievable for staff.

Discussion

This is the fourth audit and report to council on the performance against the set standards in the Customer Service Charter.

During the review period, it was identified that the current standard set for the service 'Reply to general correspondence within 7 days', was not being achieved on a regular basis. Upon further investigation and comparison to similar sized municipalities, it was found that the base standard for this service was a more realistic standard of 'within 12 working days'. Changes to the Customer Service Charter (brochure) is recommended to reflect a more achievable outcome and be more consistent with other Local Governments.

The electronic system employed to register, manage and report issues raised by both the public and staff (known as the "Confirm" system) has been assessed based on the statistical needs and data reporting required.



Manual data collection has been required in some areas for the current audit of the Customer Service Charter where the system was unable to access the information required.

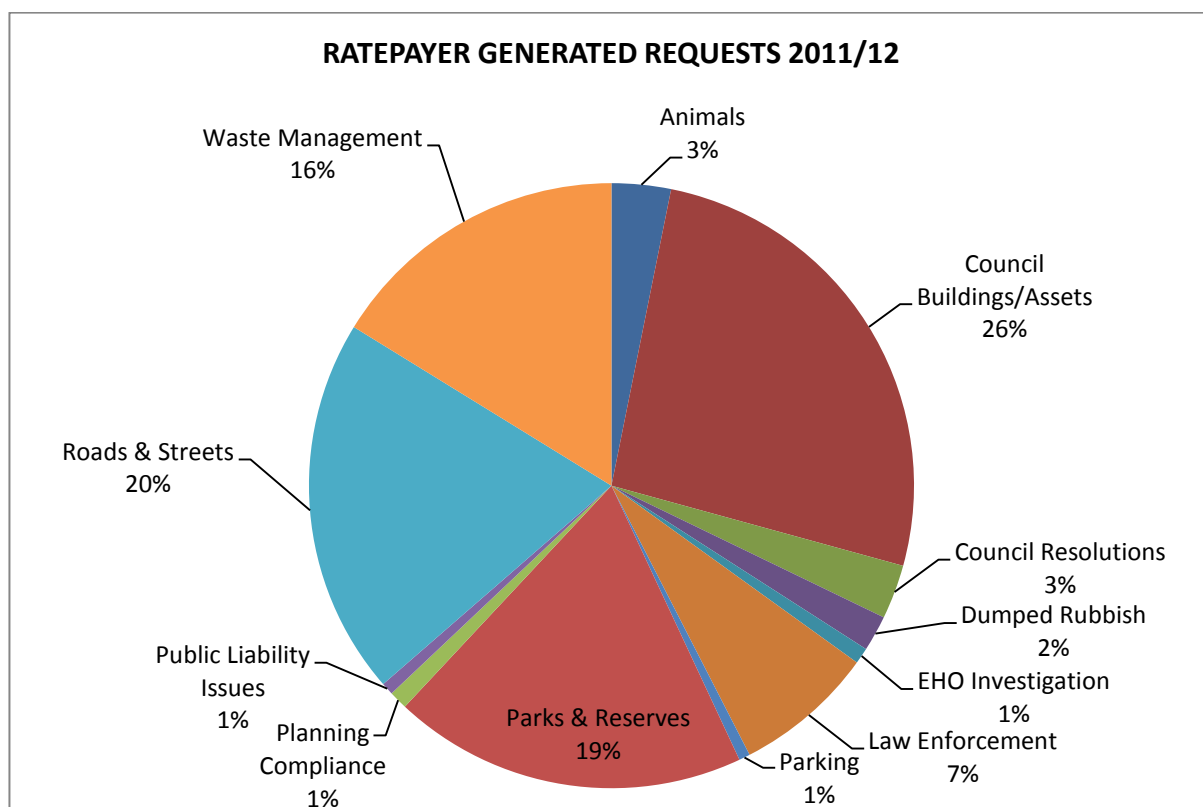
Auditing of the Customer Service Charter was undertaken as per the table below. Two auditing periods were conducted, the first being a week as a snap shot, the second being a more extensive gathering of information over a longer period (see table).

Overall, the performance against the standards set was satisfactory. Where resources affected some outcomes (e.g. response time in answering phone calls), processes and procedures have been examined. Currently, Council has four incoming phone lines, with an average of two Customer Service Staff as first response to these calls. Lack of back up staff will continue to be a challenge for such a small team.

In terms of the volume of requests into the Confirm system the following graph shows the level of activity over the past twelve month period.

It is important to note that the report identified that all requests received were dealt with/completed within the time frames in the Customer Service Charter.

As well as the above items, there were 1,510 entries to the Confirm system that related to requests and enquiries of a general nature, generated directly from ratepayers. These were logged under the following headings as per the graph below:





The following table provides the outcome of the audit against the items listed in the Charter document.

Required Service	Our Standard	How we will measure our standards	Outcome of Audit
Answer your telephone call	Within 5 rings	Audit 6 monthly - conduct an audit over 1 week (by Customer Service Coordinator)	Audit Conducted 14 th – 18 th May 2012 452 calls received 37 went to the answering machine after 5 rings
Staff will be friendly, helpful & courteous.	All of the time	Customer service satisfaction survey twice a year - given to customers that have had direct contact at the counter for completion over a one week period. (100 per audit.)	Conducted 14 th – 18 th May 2012 85 customer satisfaction surveys handed out at customer service counter - 46 responses left in the locked box - see results in next table below.
Reply to general correspondence	Within 12 working days	Audit 6 monthly - CSO's to determine 6 general correspondence items & follow up 1 week later to monitor performance - brief report to follow.	Conducted 14 th – 18 th May 2012 4 pieces of mail that required a response & all were replied to within 8 days.
Respond to general requests	Within 1 week	Audit 6 monthly - CSO's to determine 6 general correspondence items & follow up 1 week later to monitor performance - brief report to follow.	Conducted 14 th – 18 th May 2012 6 general requests were audited & all were completed within 1 week.
Keeping you informed	In a timely manner via rates newsletter, media releases, community notice board & web site	The quantity & quality of information provided to the public via the identified means.	Audit period 1/3/2012 to 31/5/2012:- 1 x rates newsletter <i>Borough Bites</i> (produced quarterly) Community notice boards used for significant events in the Borough Mayor's Column twice per month in Bellarine Times newspaper.



Required Service	Our Standard	How we will measure our standards	Outcome of Audit
			Mayors Column monthly Queenscliffe Herald Two-Page Spread monthly in Bellarine Times Public notices in local papers Releases as direct quote by phone from the Mayor, CEO or Communications Officer - average 4-5 per week. Web site updated as required.
If Council can't provide the service you require, we will endeavor to refer you to where service may be available	100% of the time	Standard customer service practice – survey customers.	Refer results of Customer Satisfaction Audit for more detail.
Dogs: (animals) <i>Respond to urgent dog requests</i>	7 days a week	Monthly reports generated via Confirm system - date of request & time it was followed up.	Reporting Period 2011/12 48 calls logged - none urgent – all responded to immediately (within one hour).
Environmental Health: <i>Respond to food complaints that pose an immediate health risk</i>	Within 24 hours	Monthly reports generated via Confirm system - date of request & time it was followed up.	Reporting Period 2011/12 Food call outs - 13 dealt with within specified standard time



Required Service	Our Standard	How we will measure our standards	Outcome of Audit
Roads & Footpaths: <i>Inspect & assess urgent requests about damage</i>	Within 2 working days	Monthly reports generated via Confirm system - date of request & time it was followed up.	Reporting Period 2011/12 306 issues called in – of these, 24 were considered urgent and actioned within 2 working days, the remaining 282 were completed within acceptable timeframes. Road Management Plan standards adhered to.
Waste: <i>Missed Garbage collection</i>	Within 2 working days	Monthly reports generated via Confirm system - date of request & time it was followed up.	Reporting Period 2011/12 246 garbage issues, of these, 71 related to collections and responded to within 24 hours.
Any Council related safety matter that places the community at risk	Immediately	Monthly reports generated via Confirm system - date of request & time it was followed up.	Reporting Period 2011/12 10 issues were reported, and responded to immediately (within a 2 hour period)
Drainage issues: <i>Inspect & assess urgent requests</i>	Within 2 working days	Monthly reports generated via Confirm system - date of request & time it was followed up.	Reporting Period 2011/12 40 drainage issues reported, all were dealt with within 2 working days
Dumped Rubbish: <i>Inspect and collect</i>	Within 5 working days	Monthly reports generated via Confirm system - date of request & time it was followed up.	Reporting Period 2011/12 29 dumped rubbish issues, all dealt with within 5 working days
Noise: General - <i>respond & investigate.</i> Urgent - <i>respond and investigate</i>	Within 5 working days Immediately	Monthly reports generated via Confirm system - date of request & time it was followed up.	Reporting Period 2011/12 5 issues reported and dealt with within the specified time frames.



Customer Satisfaction Audit

As an individual that has had contact with the Borough of Queenscliffe, your feedback is important to us.
Please take the time to complete this service satisfaction sheet and place it in the box provided.



46 of 85 surveys completed	Please circle your response							
Staff professional attitude & presentation	excellent	43	good	3	fair		poor	
Staff friendliness & politeness	excellent	45	good	1	fair		poor	
Staff knowledge in relation to your visit today	excellent	42	good	4	fair		poor	
Speed with which your enquiry was dealt with	excellent	40	good	6	fair		poor	
Ease of access to council staff	excellent	43	good	3	fair		poor	
Staff overall performance	excellent	43	Good	3	fair		poor	
Staff referred you to the relevant non Council authority (where applicable)	excellent	45	Good	1	fair		poor	

Area of Council that you had contact with:

e.g.: Aged Care (please write) **Registration of dog, Aged Care, front desk/reception/customer service, general service & enquiries, rates payment, town planning**

Further comment on any area of council is welcomed and can be provided on the back of this card.

"staff always excellent"

"correspondence is always acknowledged & if appropriate, action taken. I am always happy with the service I receive from the Customer Service Staff."

"council always helpful"

"very friendly & helpful"



Council Plan

Business Plan priority: Continue to improve the standard of Customer Service

Financial

Minimal financial implications relating to printing of brochures.

Social

No social issues.

Environmental

No environmental issues.

Risk Management

Implementation of the Customer Service Charter and the defined standards specified will provide, by means of regular reporting, a logical and systematic process for identifying and monitoring risk exposures that are likely to adversely impact on the Council's operations. i.e. response time to rubbish removal, dog pick ups, health issues.

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

The setting of standards for a range of customer service issues was based on both the reasonable expectations of customers, residents and visitors and also the ability of a small staff team to deliver a high quality service.



In general the performance across most areas was shown to be at least satisfactory and within the standard set. It was anticipated that there would be challenges in achieving some standards and this has been evident in the areas where resources are often stretched.

A system to manage the many and varied types of requests is currently in use. Some manual processes are still necessary in capturing information for the audit. The results of the audit will feed into the continuous improvement program of assessing our procedures and developing alternatives where necessary and appropriate.

Improved reporting capability in regard to the telephone system is expected in the next twelve months and will assist with providing further data for the next audit.

Councillors: Davies/Butler

That Council:

- 1. Receives the fourth audit of its Customer Service Charter;**
- 2. Amends the Customer Service Charter item "Reply to correspondence" to show "12 working days" as the Standard to be achieved.**
- 3. Requests officers provide an annual report in July each year on performance against the Customer Service Charter standards.**
- 4. Requests officers undertake an annual review of the Customer Service Charter standards to ensure that the standards are appropriate and meeting the needs of the Council and community.**

Carried Unanimously



12. SUSTAINABILITY & LOCAL ENVIRONMENT

Nil.



13. BUSINESS & TOURISM

13.1 Extension of Memorandum of Understanding between Geelong Otway Tourism and the Borough of Queenscliffe Council

File: QG288-02-01

Report Author: General Manager Governance & Community

Introduction

This report seeks Council's approval to extend the current Memorandum of Understanding (MOU) to 30 June 2013 between the Borough of Queenscliffe Council and Geelong Otway Tourism. A copy of the Memorandum of Understanding is attached in **Appendix 2**.

Background

Geelong Otway Tourism Inc was established in 1993 as a regional tourism body following the amalgamation of Councils in Victoria. A regional approach to tourism was adopted following advice and direction from the then Australian Tourist Commission and Tourism Victoria.

The newly amalgamated City of Greater Geelong entered into a partnership with the local tourism industry, represented by four associations (Geelong By The Bay Tourist Association, Bellarine Peninsula Tourism, Colac Otway Tourism and Surf Coast Tourism). The basis of the partnership was that the City of Greater Geelong provided resources to Geelong Otway Tourism Inc for staff, accommodation and administration. Membership funds from industry would go towards regional marketing campaigns, supply planning, and development services.

The partnership has been very effective and now includes Surf Coast Shire, Colac Otway Shire, Golden Plains Shire and the Borough of Queenscliffe, as well as other relevant tourism bodies within the region.

The role of Geelong Otway Tourism Inc has expanded over time to include managing the operation of Visitor Information Centres in Geelong and facilitating and marketing conferences, incentive travel and events in the region.

Council Plan

Council is a member of Geelong Otway Tourism and the extension of the MOU is consistent with the Council Plan strategic direction '*supporting local businesses and tourism by providing an environment in which they can both flourish*'.



Financial

The Borough of Queenscliffe contribution to Geelong Otway Tourism for 2012/13 is \$14,896.10 (ex GST). This is included in Council's 2012/13 budget.

Social

The local economy is fundamentally shaped by tourism visitation. This has important flow on benefits for the health and vitality of the local community and the range of social, cultural, civic and community activities and events.

Environmental

There are an increasing range of tourism opportunities that are linked to and dependent on the maintaining the health of the local environment.

Risk Management

Geelong Otway Tourism plays a pivotal role in advocating on tourism related issues in a variety of settings and at different levels of government. The organisation provides leadership to the region's tourism industry in responding to both demand and supply issues, as well as opportunities to collaborate on a range of campaigns and initiatives.

There are clear benefits in continuing to invest in and support an integrated approach to tourism across the region. A review of the existing organisational and governance structures commenced in 2010 and is getting closer to completion.

Discussion

In 2009 Tourism Victoria commenced a review of regional tourism and the twelve regional marketing campaign committees across the State. Throughout 2010 and 2011 several meetings were conducted to identify the most effective organisational and governance structure for tourism in the Barwon South West region. There have been significant discussions over recent months and a variety of proposals suggested regarding the establishment of a Great Ocean Road Regional Tourism Board. Last month under the direction of Tourism Victoria an Interim Board was established, of which the Borough of Queenscliffe is a member.

As such, the Board of Geelong Otway Tourism Inc (see attached letter from Brett Ince, Business Manager, Geelong Otway Tourism – **Appendix 3**) has requested that the current Memorandum of Understanding be extended to 30 June 2013. The current Memorandum of Understanding expires on 30 June 2012.



Please note that the letter refers to a new clause 29 that in part states that *'this Memorandum of Understanding will cease ONLY if a new structure is agreed upon by all parties during the 2012-13 period'*. Officers will provide a report seeking Council approval for any proposed change to the current MOU that arise from the review of organisational and governance arrangements.

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

Given the current review of our regional tourism structure it is appropriate to extend the Memorandum of Understanding between the Borough of Queenscliffe Council and Geelong Otway Tourism Inc to 30 June 2013.

Councillors: Butler/Burgess

That Council authorises the Chief Executive Officer to endorse the extension of the current Memorandum of Understanding between Geelong Otway Tourism Inc and the Borough of Queenscliffe Council to 30 June 2013.

Carried Unanimously



14. COMMUNITY DEVELOPMENT

Nil.



15. PLANNING, HERITAGE & COMMUNITY ASSETS

15.1. Planning Permit Activity Report

15.1 (a) Summary Report

App. No	Date Received	Address	Proposal	Status
2009/066	28/06/2012	17 Golightly Street Point Lonsdale	The development of a two storey dwelling (up to 7.150 metres)	Amendment to existing planning permit – amended permit issued
**2010/058	18/06/2010	1 Beach Street Queenscliff	Demolition of buildings within a Heritage Overlay ("Fisherman's Wharf")	Waiting on advice from applicant
2011/102	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	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
2011/119	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	Under consideration
**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	Notice of Decision issued
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.	Under consideration
**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	Under consideration



App. No	Date Received	Address	Proposal	Status
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	Under consideration
**2012/011	06/02/2012	57 Winterley Road Point Lonsdale	Construction of a dwelling (two storey) and removal of native vegetation	Notice of Decision issued
**2012/015	15/02/2012 (Amended 12/06/2012)	23 Lonsdale Street Point Lonsdale	The development of a dwelling (two storey)	Under consideration
**2012/019	28/02/2012 (Amended 23/04/2012)	22 Jennifer Crescent Point Lonsdale	The development of a second dwelling (two storey), alterations to an existing dwelling, and variation to the setback requirements of Design and Development Overlay - Schedule 4	Public notification Referral to Engineering Department
2012/021	06/03/2012 (Amended 11/04/2012)	62 Stokes Street Queenscliff	Alterations and extensions to an existing dwelling and outbuilding in a Heritage Overlay	Under consideration
2012/023	14/03/2012 (Amended 26/04/2012 & 11/05/2012)	96 Glaneuse Road Point Lonsdale	Alterations to an existing dwelling, the development of an outbuilding (bungalow) and variation to the side and rear setbacks of Design and Development Overlay – Schedule 4	Under consideration
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	Public notification Referral Engineering Department
**2012/026	20/03/2012 (Amended 02/05/2012)	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”)	Under consideration
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	Under consideration



App. No	Date Received	Address	Proposal	Status
2012/028	21/03/2012	17 Edgewater Close Queenscliff	Alterations and extensions to an existing two storey dwelling	Under consideration
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	Under consideration
2012/030	23/03/2012	7A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	Under consideration
2012/031	03/04/2012	29 Roddick Grove Queenscliff	Alterations (deck) to an existing dwelling	Under consideration
**2012/032	03/04/2012	60 Buckleys Road Point Lonsdale	Alterations and extensions to an existing dwelling	Under consideration
2012/033	10/04/2012	17 Victor Street Point Lonsdale	Alterations and extensions to an existing dwelling	Under consideration
2012/034	05/04/2012	9 Bailey Street Point Lonsdale	Alterations and extensions to an existing dwelling	Under consideration
2012/035	18/04/2012	11-13 Golightly Street Point Lonsdale	Alterations and extensions to an existing dwelling and the construction of a front fence	Under consideration
2012/036	24/04/2012	10 Bethune Street Queenscliff	The development of a second dwelling (two storey) and carport and subdivision of the land into two lots	Further information requested 1 May 2012
**2012/037	24/04/2012	44 Glaneuse Road Point Lonsdale	Alterations and extensions to an existing two storey dwelling and variation to the front setback requirements of Design and Development Overlay – Schedule 4	Under consideration
2012/038	24/04/2012	5 Bowen Road Point Lonsdale	Alterations and extensions to an existing three storey dwelling and variation to the side and rear setback requirements of Design and Development Overlay – Schedule 3 and lopping of native vegetation	Application on hold at applicants request
2012/039	30/04/2012	18 Albert Street Point Lonsdale	The development of a dwelling (two storey) and variation to the wall length on boundary requirements of Design and Development Overlay – Schedule 4	Under consideration
2012/040	01/05/2012	76 Hesse Street Queenscliff	Part demolition and alterations to a building in a Heritage Overlay	Under consideration
2012/043	04/05/2012	3 Moore Court Point Lonsdale	Alterations and extensions (carport) to an existing dwelling	Further information requested 16 May 2012



App. No	Date Received	Address	Proposal	Status
2012/044	04/05/2012	38 Jordan Road Point Lonsdale	The development of a second dwelling, alterations and extensions (carport) to an existing dwelling and variation to the setback requirements of Design and Development Overlay – Schedule 4	Public notification Referrals to CCMA & Municipal Building Surveyor
2012/045	08/05/2012 (Amended 31/05/2012)	3 Swan Island Queenscliff	Extension to the hours of a licensed premises, licensed floor area and outdoor area under Clause 52.27 of the Queenscliffe Planning Scheme to use the land for consumption of alcohol under a "Restricted Club Licence"	Public notification
**2012/047	09/05/2012	15-17 Stevens Street Queenscliff	Part demolition of a dwelling, demolition of outbuildings, alterations and extensions (two storey) to an existing dwelling individually listed in a Heritage Overlay, construction of an outbuilding (two storey) and fence and removal of an easement under Clause 52.02 of the Queenscliffe Planning Scheme	Public notification Referral to Heritage Advisor
2012/048	11/05/2012	44 Gellibrand Street Queenscliff	Alterations and extensions to an existing building, construction of an outbuilding and variation to the side setback requirements of Design and Development Overlay – Schedule 1	Public notification
2012/050	22/05/2012	1/78 Hesse Street Queenscliff	Demolition of fences and decking and construction of fencing and paving	Under consideration
**2012/051	25/05/2012	10 Cheshunt Street Point Lonsdale	The development of a dwelling (two storey), removal of native vegetation and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	Under consideration
2012/052	01/06/2012	122 Fellows Road Point Lonsdale	2 lot subdivision with common property, and the development of two dwellings (single storey) and a front fence	Further information requested 26 June 2012
2012/053	01/06/2012	90 King Street Queenscliff	The construction of fences	Public notification
2012/054	05/06/2012	79 Hesse Street Queenscliff	Creation of access to a road in a Road Zone, Category 1 and the construction of fences in a Heritage Overlay	Public notification Referrals to Vic Roads, Engineering Department and Heritage Adviser
2012/055	06/06/2012 (Amended 04/07/2012)	1/189 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing dwelling and the construction of a fence	Public notification
2012/056	07/06/2012	36 Golightly Street Point Lonsdale	2 lot subdivision, development of a dwelling and front fence, variation to the setback requirements of Design and Development Overlay – Schedule 4, and removal of native vegetation	Further information requested 27 June 2012



App. No	Date Received	Address	Proposal	Status
2012/057	07/06/2012	80-82 Kirk Road Point Lonsdale	The development of a dwelling and removal of native vegetation	Further information requested 27 June 2012
2012/058	07/06/2012	26 Gellibrand Street Queenscliff	The development of a dwelling (two storey) and fence and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 1	Further information requested 27 June 2012



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

App. No	Date Received	Address	Proposal	Status
2009/066	28/06/2012	17 Golightly Street Point Lonsdale	The development of a two storey dwelling (up to 7.150 metres)	Amended permit issued
2006/157	20/04/2012	20-26 Hesse Street Queenscliff	The demolition of the existing buildings, the carrying out of buildings and works for the construction of 23 dwellings, 5 shops and carpark, the waive of the standard car parking for shops	Amended permit issued
**2011/103	30/09/2011 (Amended 16/03/2012)	9 Stevens Street Queenscliff	Demolition of a dwelling and garage and development of a new dwelling (two storey) in a Heritage Overlay	Permit issued
2012/049	17/05/2012	8 Jordan 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
2012/060	14/06/2012	4 Beach Street Queenscliff	Part demolition of an existing dwelling, demolition of outbuildings, alterations and extensions to a dwelling, construction of an outbuilding and fence in a Heritage Overlay and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 6	Further information requested 27 June 2012 Referrals to Heritage Advisor and CCMA
2012/061	19/06/2012	10-18 Hesse Street Queenscliff	Part demolition of an existing building in a Heritage Overlay, buildings and works for the construction of a two storey building comprising of the existing restaurant and eight (8) new dwellings, reduction of the standard car parking requirement of Clause 52.06, variation to the design standards for car parking of Clause 52.06, waiver of the loading bay requirement of Clause 52.07, alteration to access to a road in a road zone category 1, and variation to the setback and site coverage requirements of the Design and Development Overlay – Schedule 1	Initial assessment being undertaken
2012/062	21/06/2012	1B Murray Road Queenscliff	2 lot subdivision and the development of two double storey dwellings	Initial assessment being undertaken
2012/063	27/06/2012	37 Bethune Street Queenscliff	The development of a dwelling, carport and fence and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 1	Initial assessment being undertaken
2012/064	28/06/2012	7 Jennifer Crescent Point Lonsdale	Alterations and extensions to an existing dwelling, the construction of a carport, variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4 and removal of native vegetation	Initial assessment being undertaken
2012/065	04/07/2012	14 Laker Drive Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification
2012/066	09/07/2012	32 Learmonth Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay	Initial assessment being undertaken

LEGEND

****** Objections received

Italics *Amendment or extension of time request to application previously determined by Council*

Bold **Officer delegation removed**



Councillors: Mitchell/Davies

That the report be received.

Carried Unanimously

Councillors: Mitchell/Davies

That Council requests that Officers clarify the Council's Heritage Advisors advice on views regarding Application No: 2012/047 – 15 – 17 Stevenson Street, Queenscliff, and advise Council regarding the potential loss of views.

Councillors: Mitchell/Davies

That Council requests a briefing from officers regarding Application No: 2012/063 – 37 Bethune Street, Queenscliff.

Carried Unanimously

Councillor Question:

Is a Councillor briefing planned for 10-18 Hesse Street, Queenscliff?

Response:

The CEO confirmed that officers will provide a briefing to Council on Application No: 2012/061 – 10 – 18 Hesse Street, Queenscliff.



Councillors: Mitchell/Davies

That Council resolve to remove delegation conferred under Section 98(1) of the Local Government Act 1989 in relation to Application No: 2012/051 – 10 Cheshunt Street, Point Lonsdale.

Carried Unanimously

Councillors: Davies/Mitchell

That Council resolve to remove delegation conferred under Section 98(1) of the Local Government Act 1989 in relation to Application No: 2012/054 – 79 Hesse Street, Queenscliff.

Motion Withdrawn



15.2 Queenscliffe Planning Scheme Review – Scope of Community and Stakeholder Consultation

File: QG290-01-09

Report Author: Senior Planner

Purpose

To provide Council with an update in regards to the Planning Scheme Review, commenced in 2011, as well as provide options in regard to the scope of the upcoming “Community and stakeholder review” phase of the project.

Background

- Council commenced a formal review of the Queenscliffe Planning Scheme in early 2011, to review the existing content of local policies and overlays, and consider the relevance in the modern town planning landscape.
 - This review has been conducted by 10 Consulting Group, acting on behalf and at the direction of Council.
 - This review involved extensive community consultation during May, 2011, in the form of public meetings with local residents, meetings with local professionals in relevant fields, consideration of formal written submissions, as well as an online survey which was available for interested people to complete.
 - A report was prepared on the findings of the community consultation process, which fed into a draft “Review, Analysis and Recommendations” report, provided to Council officers in November 2011.
 - The Steering Committee for the Queenscliffe Planning Scheme Review has considered the content of the draft report internally, as well as seeking expert advice by way of a peer review from an independent consultant.
 - The Steering Committee will request a final set of changes to the report, in light of the committee’s review and advice from peer review process, before the report proceeds to being exhibited formally.
 - The final draft report will be put to public consultation to allow opportunity for interested parties to make further submissions, prior to final report being prepared and considered by Council.
 - The purpose of this report is to put the “community and stakeholder review” phase into context within the Queenscliffe Planning Scheme Review process, and allow Council to make an informed decision on how this further consultation phase can be conducted in an efficient and effective manner.
-



Discussion

There are a number of different options in regards to the scope of consultation that can be undertaken as part of the “community and stakeholder review” phase. For instance, the initial phase of community consultation consisted of:

- Three (3) workshops, comprising one community workshop in each of Queenscliff and Point Lonsdale, as well as a separate workshop with relevant local professionals;
- Meetings with key staff;
- Meetings with Councillors;
- Discussions with key governmental stakeholders;
- Consideration of written submissions; and
- An online survey.

It is considered that the initial level of consultation needed to be much broader as its aims were to capture all the issues that a wide range of the population may wish to raise in regard to the future strategic path for the municipality. The aim of the workshops was to facilitate discussion of strategic issues being faced by the local community, and to gauge feedback on various strategic matters of relevance to Council’s long term strategic planning.

In regard to the appropriate scope for the next phase of community consultation, it is not considered necessary to be as broad as the initial community consultation process, as the feedback sought in the initial phase was to collect as much information from as many different sections of the community as possible; whereas the upcoming “community and stakeholder review” is to provide feedback on a specific document, that is the “Review, Analysis and Recommendations” report.

Accordingly, it is considered appropriate that the scope of the review be lesser than what was previously undertaken, and allow for:

- A total of two (2) workshops, comprising one (1) in Queenscliff and one (1) in Point Lonsdale, to be attended by members of the community and relevant local professionals; and
- Consideration of written submissions from any interested party.

The report will be made available on Council’s website, so that people can access and download the information at their convenience, as well as making a hard copy available for review at the Council offices. This will enable those people who wish to attend a workshop an opportunity to consider the content of the report and provide a greater level of specific feedback, compared to the initial phase of consultation. It is predicted that the report will be made available to the public at least one (1) calendar month prior to the first workshop being held, and that written submissions would be accepted for at least one (1) calendar month after the second workshop. This will allow sufficient time for interested members of the public to review the report, prepare for the workshop, make a constructive contribution to the workshop, and prepare and lodge any written submission they consider to be necessary.



This is considered to be an efficient method of community review, ensuring the community is afforded sufficient opportunity for preparation for the workshop, as well as reflection after the workshop before lodging a written submission.

It is intended that the workshops will be facilitated by 10 Consulting Group, whom are experienced in coordinating community consultation sessions such as these.

Following the "community and stakeholder review" phase, analysis and a report will be prepared summarising any additional submissions received, as well as feedback provided at the workshops. These will be taken into consideration in the preparation of the final report to be presented to Council.

Council Plan

One of the Business Plan Priority Actions for the "Planning, Heritage and Community Assets" portfolio is to "Progress the review of the Borough of Queenscliffe Planning Scheme".

Accordingly, it is considered that the intent of this report in determining the scope for the "community and stakeholder review" phase of the project is consistent with the Council Plan as it seeks to further this key piece of strategic work.

Financial

The Queenscliffe Planning Scheme Review is identified within the Council Budget. Accordingly, the progression of this project and the "community and stakeholder review" phase is within the financial planning for the municipality. It is noted that the initial quote from the tender submission by 10 Consulting Group only allowed for one (1) workshop during this phase of consultation. Accordingly, any further workshops will be at an additional expense to Council.

Social

The proposed "community and stakeholder review" is aimed at ensuring that all members of the community are given sufficient opportunity to provide feedback on the draft report "Review, Analysis and Recommendations", prepared in light of the previous consultation phase and consideration of the content of the Queenscliffe Planning Scheme. The diligence of Council to ensure that the community is given adequate opportunity to contribute in respect of this project is considered to be a positive social outcome for the community.



Environmental

There are no environmental implications of the proposed "community and stakeholder review". Any environmental implications of the Queenscliffe Planning Scheme Review will be considered at a later date when dealing with specific pieces of strategic work resulting from this review process.

Risk Management

By ensuring all members of the community are given adequate opportunity to provide feedback as part of the "community and stakeholder review", it is minimising the risk of failing to identify key issues facing the local community. This reduction in risk is considered to be a positive effect of the proposed "community and stakeholder review".

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

It is considered in Council's interest to further progress the Review of the Queenscliffe Planning Scheme, and to ensure that the scope of the "community and stakeholder review" is appropriate, efficient, and fair to any interested members of the community.



Councillors: Butler/Burgess

That Council approves the scope of the “community and stakeholder review” phase of the Queenscliffe Planning Scheme Review to include:

- a. A total of two (2) workshops, with one (1) to be held in Queenscliff and one (1) to be held in Point Lonsdale, to be attended by members of the community and relevant local professionals; and**
- b. Writing to all persons who lodged submissions during the previous community consultation period advising of the proposed workshops at least one (1) month prior to the first workshop;**
- c. Advertising of the proposed community workshops;**
- d. Make available the draft report "Review, Analysis and Recommendations" on Council's website at least one (1) month prior to the first workshop;**
- e. Acceptance of written submissions from any interested party up to one (1) month after the second workshop; and**
- f. Consideration of any written submissions from any interested party.**

Cr Mitchell requested a division:

For: Crs Merriman, Butler, Burgess & Davies

Against: Cr Mitchell

Carried



15.3 Proposed Queenscliff Ferry Terminal Planning Scheme Amendment C23

File:	QG290-18-27
Report Author:	Senior Planner Anthony Sang, St Quentin Consulting
Presented by:	General Manager Planning & Infrastructure

Purpose

The purpose of this report is to consider the submissions received to Amendment C23 to the Queenscliffe Planning Scheme, following formal exhibition of the Amendment, and the presentation by submitters at the public meeting held on Wednesday 4 July 2012.

Background

This matter was considered by Council as Agenda item 15.2 at its June 2012 Ordinary Council Meeting, see **Appendix 4**. Council resolved to note the report and defer consideration of the matter to its July 2012 Ordinary Meeting to allow the opportunity for Council to hear directly from the proponent and any submitters wishing to address Council in support of their submission consistent with Planning Review Meeting protocols at a meeting to be scheduled immediately following the Planning Review Meeting on the evening of Wednesday 4 July 2012.

It should be noted that the June 2012 Council report included the following documents as appendices:

- Copies of individual submissions
- Officer response to each individual submission to proposed Queenscliff Ferry Terminal Planning Scheme Amendment

Appendix 5 to this report only includes the officers response to each submission. For individual submissions refer to minutes from Council's ordinary meeting of June 2012.

Summary

Approximately thirty six (36) interested persons attended the public meeting held on Wednesday 4 July 2012, with 18 individual people presenting to Council.

The following general themes emerged through submissions presented to Council:



Supporting Submissions

- Opportunity for comprehensive redevelopment, better integrating Terminal within surrounds. At present parking occurs informally both within and beyond leasehold boundary;
- Redevelopment facilitated by Amendment C23 will enable works to be completed which were initiated at time of adjacent Queenscliff Harbour redevelopment;
- Proposal resultant from significant planning with relevant authorities (up to 10 years). Amendment is a compromise between the range of opinions expressed;
- Employment opportunities include the creation of 51 direct and 71 indirect jobs. Economic benefits to region;
- Amendment does affect public land – however such land is weed infested and not used for public purposes;
- Not just a transport service or tourism service, but rather a “tourism experience”. Itineraries being developed promote international opportunities (e.g. by linking with Phillip Island on Mornington Peninsula);
- Local and regional businesses and tourism operators rely upon arterials to provide linkages;
- Queenscliff is a tourist town – per resident tourism expenditure approx. \$16K as compared to National average per resident expenditure approx. \$3K;
- Majority of visitors to region travel by car (91.5%). Paramount that Terminal amenity supports positive tourism experience;
- Increased visitation will lead to increased local business spending;
- Queenscliff throughout history and by necessity has welcomed and should continue to welcome visitors;
- Area not in existence in past decades (built up by sand accretion);
- Vegetation in foreshore area was introduced circa 1980 as part of Marine Sciences Development. Now heavily weed infested. Evidence of weed colonisation from wind drift into landscaped surrounds in Harbour car park;
- Only 2% of foreshore between Ferry Terminal and Pier area affected directly by Amendment;
- Amendment provides opportunity to redress issues of: safety, access (including disabled access), car parking and landscaping (amenity and improved coastal management);
- Consultant retained by Proponent is same consultant who undertook work on behalf of Borough in adjacent area.

Opposing Submissions

- Car parking provides for increased visitation to Sorrento not Queenscliff;
- Entry to Queenscliff bleak, unrelieved expanse of car park;



-
- Insufficient discussion of alternative solutions;
 - Impact on coastal vegetation and loss of landscape amenity;
 - Concern as to scale of future Terminal Building (with an emphasis on allowing a building of up to 8.5 metres in height with any use as a 'Retail premises' capped at a leasable floor area of 1,000m²) and ability to meet Siting and Design Guidelines for Structures on the Victorian Coast;
 - Schedule 3 to SUZ may enable uses incompatible with Terminal operations;
 - Removal of ESO1 and ESO2 should not be taken lightly;
 - Replacement Terminal Building should not be exempt from third party input. Should be removed from Implementation Plan and remain subject to a Planning Permit;
 - Land should remain within current Zones and Overlays. Infrastructure works should not be supported;
 - Permit exemptions could allow unfettered development;
 - Siting and Design Guidelines seek to minimise car parking. Opportunity to extend car parking area seaward using dredge infill should be explored;
 - Road authority should take account of scenic, cultural and heritage issues;
 - Coastal processes (storm surge) will potentially undermine expanded facility;
 - Detail of 'Development Plan/s' required now (prior to approval of Amendment);
 - Section 2 Uses should not be allowed within Schedule 3 to SUZ;
 - Independent consultant should prepare VOMP for Foreshore;
 - Ferry carpark empty or underutilised for much of the year. Opportunity to reconfigure layout;
 - Need for further empirical traffic study to justify demand for car parking;
 - Need for Economic Impact Assessment to determine potential impact upon local businesses;
 - Heritage and conservation focus appears to be shifting in favour of Tourism;
 - High percentage of Ferry users arriving by car use Queenscliff as 'exit point' only. Visitors not captured by local businesses;
 - Terminal is integral to Harbour. Risk that if approved, Terminal may 'accede' from related adjacent uses;
 - Crown Land reserved for use of community. Not suitable for private enterprise;
 - Just because the foreshore area is currently 'ugly' and in need of rehabilitation does not mean that it should/will continue this way;
 - Employee parking should be provided off site;
 - Shuttle service could be provided from Pier to Terminal by operator in lieu of additional car parking;
-



- Reclaimed land is valuable. Queenscliff one of few locations where land is being 'created'. Should be enjoyed by community as an asset.

Further to the above, it is considered appropriate to provide some additional commentary on the issue of the economic impact of the proposed retail component of the future ferry terminal building, and the risk of detracting from the core retail area of Queenscliff Town Centre (Hesse Street). This commentary is provided below:

Economic Impact of Retail Component

The existing terminal building is ageing and will require replacement. Future upgrade of the Transport terminal (Ferry Terminal Building) seeks to provide for uses similar to that established within the existing Terminal. Such uses include: passenger ticket sales, Cafe and transition for pedestrians. Accordingly, use as a 'Retail premises' is listed as a Section 1 Use within the Table of uses (Part 1.0) of Schedule 3 to the Special Use Zone. A Condition of the Section 1 Use requires that:

The combined leasable floorspace must not exceed 1000 square metres.

Must be generally in accordance with Queenscliff Ferry Terminal Implementation Plan 2010 and the Development Plans (to be prepared in stages)

Concern has been raised that the proposed floorspace 'cap' of 1000 square metres appears excessive and may have the potential to detract from the core retailing areas of the Queenscliff Town Centre (Hesse Street) and the adjacent Queenscliff Harbour. On this basis it is recommended that Council work with the proponent to review and revise the suggested 1000 square metres combined leasable floorspace, to the extent required for delivery of facilities ancillary to and commensurate with the needs of the primary Transport terminal operations. This may require the preparation of an Economic Impact Assessment to demonstrate the suitability of any such limitation. If agreement can be reached with the proponent pre-Panel, it is recommended that such a modification be referred to Panel.

Council Plan

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

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



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

5.4 Improve the development of infrastructure and maintain community assets.

5.5 Enhance traffic management.

Financial

Other than the costs associated with processing the amendment and subsequent Development Plan/s, there are not expected to be any significant costs arising out of this proposal. All costs associated with the Panel hearing are required to be borne by Peninsula Searoad Transport as proponent. Upon approval of the NVPP and VOMP, direct payment to Parks Victoria will be made by the Ferry operator to cover costs associated with revegetation and ongoing management of the Offset Zone.

Any proposed upgrading of infrastructure to serve the Ferry Terminal if the Amendment is successful will be funded by the Ferry Operator.

Social

The applicant's Summary report argues that the proposal will produce a range of community benefits such as improved access to the Ferry terminal for all users of the Ferry services (be they pedestrian, car, taxi or bus) as well as enhanced access and connectivity to the foreshore, adjacent Harbour and entry into the township.

Environmental

As noted above, this Amendment will facilitate future development which will have environmental implications which have been raised as part of the Exhibition process. The proposed Panel will provide expert review of these issues and will provide advice on whether the issues are adequately addressed by Planning Tools proposed, specifically in regard to the suitability of the proposed Incorporation of the Native Vegetation Management Plan (NVPP).

Risk Management

There are not expected to be any notable risks associated with either implementing or not implementing the recommendations contained in 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 the report have no direct or indirect interests.

Conclusion

Issues raised in submissions have been considered in detail, as well as considering the issues raised at the public meeting of 4 July 2012. This report, in conjunction with the report presented under Agenda item 15.2 at the June Ordinary Council Meeting, have examined the issues raised within the submissions and at the public meeting, and has determined that it is appropriate to refer submissions to an Independent Panel appointed by the Minister for Planning for further examination.



Councillors: Burgess/Butler

That Council, having considered all submissions to Amendment C23 to the Queenscliffe Planning Scheme resolves to:

- 1) Request the Minister for Planning to appoint an Independent Panel under Part 8 of the Planning and Environment Act 1987;**
- 2) Refer all submissions to the Panel;**
- 3) Make the following changes to Amendment C23 and submit these to the Panel:**
 - **Planning Scheme Map**
 - **Amend Planning Zone Map No. 4 to correct a mapping anomaly by rezoning that part of the declared Bellarine Highway currently zoned Special Use Zone 1 (SUZ1) to a Road Zone, Category 1 (RDZ1) in accordance with Submission No. 36 (VicRoads).**
 - **Local Planning Policy Framework**
 - **Following Clause 21.05-4 “Other Businesses and Industry” – “Strategies” after the 2nd Dot Point amend the proposed new Dot Point: *“To ensure appropriate vehicle, bus, taxi, pedestrian and cyclist access and infrastructure is provided to the Queenscliff Ferry terminal.”***
 - **Particular Provisions**
 - **Correct a clerical error by amending the title of Incorporated Document within Schedule to Clause 52.16 to: “Queenscliff Ferry Terminal Native Vegetation Precinct Plan 2010”.**
- 4) Authorise officers to negotiate with the proponent to review the cap of 1000 square metres of leasable retail space in the proposed future terminal building with due regard to potential economic impact to core retailing areas of Hesse Street, Queenscliff and the Queenscliff Harbour area. Result of negotiations to be forwarded to Panel as a joint submission from Council and proponent.**
- 5) Submit to the Panel its response to the submissions generally as outlined in this report and the report included under Agenda item 15.2 of the June 2012 Ordinary Council Meeting.**

Cr Mitchell requested a division:

For: Crs Merriman, Butler, Burgess & Davies

Against: Cr Mitchell

Carried



16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

Nil

17. QUESTIONS WITHOUT NOTICE

17.1. Questions Without Notice Status Update

Councillors: Davies/Butler

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

Carried

17.2. Questions Without Notice

Question:

Cr Helene Butler asked that further to the recent briefing about the proposed plebiscite and consistent with the Council Plan and the approved 2012/2013 budget, should it be appropriate for Council to write to the residents living in the Geelong side of Point Lonsdale to explain Councils motivation for undertaking the plebiscite and outlining the benefits that we see in moving to single governance and management provided by the BOQ for all residents within the Point Lonsdale town boundary? If we agree that this is the appropriate course of action a draft letter should be sent to each Councillor for approval.

Answer:

The Council discussed the merits of sending a letter from Council to residents living in the area of Point Lonsdale within the City of Greater Geelong.

Question:

Cr David Mitchell asked how the commercial rate was applied in the Borough of Queenscliffe to properties that were rented.

Answer:

The CEO indicated that he would provide information to Council regarding this matter.



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 31 July 2012 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 15 August 2012 at 7:00pm



19. CONFIDENTIAL ITEMS

Time: 8:47pm

Councillors: Davies/Butler

That Council consider at the conclusion of all other business, at which time the meeting be closed to members of the public:

19.1. Confidential Audit Committee – 3 July 2012

(in accordance with Section 89 (2h) of the Local Government Act 1989)

19.2. 2012/13 Community Grants

(in accordance with Section 89 (2i) of the Local Government Act 1989)

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

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

(Report released to the public – refer Appendix 6)

19.4. CONFIDENTIAL Contract 2012/01 – Gellibrand Street & Learmonth Street Reconstructions

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

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

Carried

Time: 8:54pm

Councillors: Butler/Burgess

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

Carried Unanimously

20. RATIFICATION OF CONFIDENTIAL ITEMS

Councillors: Butler/Burgess

That the decisions made in camera be ratified by Council.



Carried Unanimously

21. CLOSE OF MEETING

8:55pm

Confirmed

Cr B Merriman

MAYOR

15 August 2012



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 – Wednesday 20 June 2012

Assembly Commenced: 6:25pm

Assembly Closed: 7:00pm

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

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Ms. Ev Wuchatsch, General Manager Governance & Community

Apologies:

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. 2012/13 Budget - wording and other minor changes
2. Proposed Timetable for 16 July 2012 Councillor Assembly
3. Gellibrand Street Project Design



6.2. 150th Celebrations – Thursday 21 June 2012

Assembly Commenced: 10:00am Assembly Closed: 11:00am

Assembly Location: Queenscliff Town Hall

Attendees:

Cr Bob Merriman
Cr Helene Butler
Maree Greenwood
Emma Clark
Shannon Di Lisio
Lenny Jenner

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil
Officers: Nil

Agenda Items:

1. Action items from 3 May meeting
 2. Review of 'Kinds Busking for the Kids event plan
 3. Action plan and timeline for 2013 event
-



6.3. Vegetation Advisory Group Meeting – Thursday 28 June 2012

Assembly Commenced: 4:03pm

Assembly Closed: 4:58pm

Assembly Location: Queenscliff Town Hall

Attendees:

Cr. Bob Merriman	Dean Zanoni
Cr. Helene Butler	Garry Purton
Lenny Jenner	Susan Salter
Shane Poulter	Lester Hunt
Deb Brearley	Michael Carrucan, QMF

Apologies:

Phil Josipovic

Joan Lindross

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Consideration of Ordinary Meeting Council Meeting Resolution of 11 April 2012 regarding the Queenscliff Music Festival.

That Council:

a. Approves the removal of tree 1 and requests QMF to provide for replacement tree plantings as directed by Council officers, after consultation with the Vegetation Advisory Committee;

b. Prior to making a decision in regarding to removal of trees 2 & 3 that the proposed tree removal and the replacement plantings be referred to the Vegetation Advisory Committee for their response, with officers then providing a report to Council.

2. Queenscliff Music Festival presentation
3. Discussion regarding future of identified trees and related replating



6.4. Councillor Assembly – Monday 2 July 2012

Assembly Commenced: 6:30pm

Assembly Closed: 7:22pm

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

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Apologies:

Ms. Ev Wuchatsch, General Manager Governance & Community

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Briefing 20 – 26 Hesse Street, Queenscliff
2. Confidential Briefing
3. Council Communiqué
4. Change of Planning Review Meeting date due to recent State Government advice scheduling Ministers' Forum with Local Government Mayors and CEOs on 1 August 2012
Change date from Wed 1 August 2012 to Tuesday 31 July 2012
5. Forthcoming Assembly agendas for July and August 2012



6.5. Proposed Botanic Gardens Project Control Group – Wednesday 3 November 2012

Assembly Commenced: 6:15pm

Assembly Closed: 8:15pm

Assembly Location: Queenscliff Town Hall

Attendees:

Cr. Lloyd Davies

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Ms Sue Wasterval

Ms Fay Agterhuis

Ms Mia Cooke

Mr Joe Rutecki

Apologies:

Cr. Bob Merriman

Mr. Lenny Jenner, CEO

Ms Susan Salter

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Terms of Reference
2. Project Timelines
3. Next steps



6.6. Councillor Assembly – Wednesday 4 July 2012

Assembly Commenced: 5:06pm

Assembly Closed: 6:08pm

Assembly Location: Queenscliff Town Hall

Attendees:

Cr. Bob Merriman

Cr. John Burgess

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community

Lorraine Golightly, QLBT

Terry Philp, QLBT

Graham Christie, QLBT

Apologies:

Jen Carroll, QLBT

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. QLBT



6.7. Councillor Assembly – Wednesday 4 July 2012

Assembly Commenced: 6:17pm

Assembly Closed: 6:35pm

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

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Briefing 20 – 26 Hesse Street, Queenscliff
(deferred from 2 July 2012)
 2. Clarify presenters for 7:30pm Public Meeting on 4 July 2012
-



6.8. Planning Review Meeting – Wednesday 4 July 2012

Assembly Commenced: 7:07pm

Assembly Closed: 7:28pm

Assembly Location: Queenscliffe Town Hall

Attendees:

Cr. Bob Merriman

Cr. Helene Butler

Cr. David Mitchell

Cr. John Burgess

Cr. Lloyd Davies

Mr. Lenny Jenner, CEO

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Presenters:

- | | | |
|-----|-----------|--|
| 1. | Applicant | Mr Chris Price, Price Williams Architects |
| 2. | Objector | Mr David Connoley |
| 3. | Objector | Mr Mike & Ms Susan Kelly |
| 4.. | Objector | C. Johnson, Queenscliffe Community Association |

Apologies:

Mr Mitch Hodgson, Senior Planner

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. 64 King Street, Queenscliff



6.9. General Planning Meeting – Wednesday 4 July 2012

Assembly Commenced: 7:07pm

Assembly Closed: 9:46pm

Assembly Location: Queenscliffe Town Hall

Attendees:

Cr. Bob Merriman

Cr. Helene Butler

Cr. David Mitchell

Cr. John Burgess

Cr. Lloyd Davies

Mr. Lenny Jenner, CEO

Mr. Anthony Sang, St Quentin Consulting

36 people in the public gallery

Presenters:

- | | | |
|-----|------------------|--|
| 1. | Applicant | Matt McDonald, SeaRoad Transport |
| 2. | Submitter no. 21 | Joan Lindros |
| 3. | Submitter no. 23 | Joan Lindros, Geelong Environment Council |
| 4. | Submitter no. 30 | Les Irving-Dusting, Queenscliffe Maritime Museum |
| 5. | Submitter no. 2 | Michael Carrucan, Queenscliff Music Festival |
| 6. | Submitter no. 12 | Rob Hurley |
| 7. | Submitter no. 7 | Graham Christie, Queenscliff Lonsdale Business & Tourism Assoc Inc |
| 8. | Submitter no. 15 | Roger Grant, Geelong Otway Tourism |
| 9. | Submitter no. 14 | Narelle Needham on behalf of Hugo Armstrong, Bellarine Tourism |
| 10. | Submitter no. 3 | Lorraine Golightly, Big 4 Beacon Resort |
| 11. | Submitter no. 31 | June Negri |
| 12. | Submitter no. 29 | Alf McKenzie |
| 13. | Submitter no. 1 | Carmen Bell |
| 14. | Submitter no. 32 | Joan Kenwood, Queenscliffe Community Association |
| 15. | Submitter no. 19 | Joan Kenwood |
| 16. | Submitter no. 18 | David Kenwood, Queenscliffe Environment Forum Inc |



- | | | |
|-----|------------------|----------------------------------|
| 17. | Submitter no. 22 | David Kenwood |
| 18. | Submitter no. 17 | David Connoley |
| 19. | Submitter no. 25 | Mary Grundy and Jennifer Gilbert |
| 20. | Submitter no. 27 | Richard Webb |
| 21. | Submitter no. 20 | Chris Johnson |
| 22. | Submitter no 21 | Sue Wasterval |
| 23. | Applicant | Matt McDonald, SeaRoad Transport |

Apologies:

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Mr Mitch Hodgson, Senior Planner

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Proposed Queenscliffe Planning Scheme Amendment C23 (Ferry Terminal)
-



6.10. Community Grants Advisory Committee – Thursday 5 July 2012

Assembly Commenced: 10.20am **Assembly Closed:** 11.45am

Assembly Location: Council Offices

Attendees:

Cr Helene Butler

Emma Clark

Shannon Di Lisio

Gwen Joyce

Bill Comerford

Apologies:

Leanne Stein

Conflict of Interest Disclosures:

Councillors: Cr Butler is the Council representative for Committee of Management of Queenscliff Maritime Museum and left the room between 11:00am and 11:05am whilst committee members discussed the QMM application

Officers: Nil

Others Gwen Joyce is a member of the Uniting Church and left the room between 11:30am and 11:35am whilst committee members discussed the Uniting Church application

Agenda Items:

1. Discussion of each application received



6.11. Planning Scheme Review Steering Committee Meeting – Wednesday 11 July 2012

Assembly Commenced: 5:00pm

Assembly Closed: 6:00pm

Assembly Location: Borough of Queenscliffe Offices

Attendees:

Cr. Bob Merriman

Mr. Lenny Jenner, CEO

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Mr. Mitch Hodgson, Senior Planner

Apologies:

Cr. David Mitchell

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Welcome.
2. Update on progress of Planning Scheme Review.
 - Received Draft Report from 10 Consulting Group.
 - Received Peer Review from Glossop Town Planning, and distributed.
 - Officers comments on Draft Report prepared and distributed.
3. Preliminary comments on Peer Review Report provided by Glossop Town Planning
4. Steering Committee members identified changes to be made to the Draft Report.
5. Scope of “community and stakeholder consultation”
6. Review of timeline and process from here.
7. Close meeting.



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
21 March 2012	Advise Council on an appropriate policy in regard to unauthorised tree lopping	The CEO undertook to report back to Council	Yet to be actioned.
20 June 2012	That the CEO progress the meeting with the Council's Vegetation Advisory Committee regarding the April 2012 Ordinary Council meeting resolution related to removal and replanting of trees as requested by the Queenscliff Music Festival (QMF)	The CEO responded to both Cr Burgess' and Cr Mitchell's requests indicating that a meeting of the Vegetation Advisory Committee would be arranged in the coming weeks and that he would initiate a request to QMF for the tent footprint map.	Completed
20 June 2012	That the CEO seek a 'tent footprint map' from regarding the area required for the current and future tents on the site.		Completed