



Minutes

Ordinary Meeting of Council

Wednesday 21 November 2012 at 7:02pm

Queenscliff Town Hall
50 Learmonth Street, Queenscliff

Distribution

Councillors

Cr. Helene Cameron (Mayor)

Cr. Bob Merriman (Deputy Mayor)

Cr. Graham J Christie

Cr. Susan Salter

Cr. Sue Wasterval

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 10:00am on the Monday 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	Instrument of Delegation to the Chief Executive Officer	11.1 Review of Instruments of Delegation	Under separate cover
Appendix 2	Instrument of Delegation to members of Council staff	11.1 Review of Instruments of Delegation	Under separate cover
Appendix 3	Information Technology Policy	11.5 CP023 Information Technology Policy	Under separate cover
Appendix 4	Draft Community Action Plan	12.1 Community Carbon Neutral Action Plan	Under separate cover
Appendix 5	Borough's 150th Anniversary Celebrations	14.2 Borough's 150 th Anniversary Celebrations	Under separate cover
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1. OPENING OF MEETING

7:02pm

2. PRESENT & APOLOGIES

Present:

Cr. Helene Cameron (Mayor)

Cr. Bob Merriman (Deputy Mayor)

Cr. Graham J Christie

Cr. Susan Salter

Cr. Sue Wasterval

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: Nil.

Officers: Nil.



4. PUBLIC QUESTION TIME

Question:

1. Did Council receive a solicitor's letter from a Mr Currie about the sign that was erected in Point Lonsdale Road with regards to tree vandalism?
2. If so, was that the reason the sign came down?
3. As the person continues to tamper with the four trees in question, what further action is proposed?

Answer:

In response to the first question the CEO responded stating that if Council had received legal correspondence related to this matter it would be inappropriate to discuss this in a public forum. In relation to the second question, the CEO indicated that the reason the sign was removed from Point Lonsdale Road was consistent with the Council Policy related to Tree Vandalism that requires a sign to be in place for a period of 6 months. In response to question 3, the CEO stated that any person with information regarding recent damage to the trees along the foreshore of Point Lonsdale Road or any other location should contact and speak to Council officers. If information obtained by Council demonstrates further damage then the Council Policy would again be applied.

5. CONFIRMATION OF COUNCIL MEETING MINUTES

5.1. Ordinary Meeting of Council – 17 October 2012

A copy of the previous Minutes of the Ordinary Meeting of Council held on Wednesday 17 October 2012 was distributed to Councillors under separate cover.

Councillors: Merriman/Cameron

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 17 October 2012, as distributed, be confirmed as an accurate record.

Carried Unanimously



5.2. Statutory Meeting of Council – 14 November 2012

A copy of the previous Minutes of the Statutory Meeting of Council held on Wednesday 14 November 2012 was distributed to Councillors under separate cover.

Councillors: Merriman/Salter

That the Minutes of the Statutory Meeting of Council of the Borough of Queenscliffe held on 14 November 2012, be confirmed as an accurate record with the following amendments:

Page 3/Items 1 & 2

Change from future tense to past tense.

Page 8/Item 6.4

Include Mayor's Speech.

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: Merriman/Cameron

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: Merriman/Wasterval

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

Carried Unanimously

7.2. Motion on Notice

Nil.



8. CORRESPONDENCE

8.1. Petitions and Joint Letters

Nil.

8.2. Inwards Correspondence

Date	Correspondence
28 September 2012	Correspondence received from Point Lonsdale resident regarding erosion at dog beach (1)
28 September 2012	Correspondence received from Point Lonsdale resident regarding erosion at dog beach (2)
9 October 2012	Correspondence received from Point Lonsdale resident regarding groynes for Point Lonsdale front beach
12 November 2012	Correspondence received from Australian Local Government Association regarding update on the progress of constitutional recognition
14 November 2012	Correspondence received from Queenscliff Community Sports Club Inc regarding the Monahan Centre
15 November 2012	Correspondence received from Borough resident regarding Privacy Act

Councillors: Salter/Wasterval

That the Correspondence be noted.

Carried Unanimously



9. MAYOR'S REPORT

Nil.

10. COUNCILLOR PORTFOLIO REPORTS

Nil.



11. GOVERNANCE, FINANCE & EXTERNAL RELATIONS

11.1 Review of Instruments of Delegation

File: QG065-01-01

Report Author: Chief Executive Officer

Introduction

The purpose of this report is to review all delegations which have been made by the Council and which are currently in force in accordance with the Section 98(6) of the Local Government Act 1989.

Background

The Council is a legal entity composed of its members (ie the Councillors). Because it is not a "natural" person, it can act in only one of two ways: by resolution, or through others acting on its behalf.

The power of a Council to act by resolution is set out in section 3(5) of the Act -

"(5) Where a Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of the Council."

Alternatively, a Council can act through others. Where this is to occur, it is recommended that the appointment be formalised through written "instruments of delegation" wherever practicable.

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

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

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

Council last reviewed its Instrument of Delegation to the Chief Executive Officer in March 2009 and its Instrument of Delegation to Members of Council Staff in September 2011.



Statutory Requirements

Section 98 (6) of the Local Government Act 1989 states *“A Council must review within the period of 12 months after a general election all delegations which are in force and have been made by the Council under subsection (1).”*

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

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

Council Plan

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

Financial

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

Social

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

Environmental

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

Risk Management

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

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



Discussion

Maddocks (Lawyers) Delegations and Authorisations Service has been utilised to review all of Council's Instruments of Delegation and the following Instruments of Delegation have been prepared in accordance with that advice, which includes the following amendments:

Instrument of Delegation, Council to Chief Executive Officer

After review of the delegation from Council to the Chief Executive Officer, it was found that no changes are required. However to avoid any question or argument as to the validity of any powers, functions or duties that were not in existence at the time the delegation was made in 2009 (ie. any new and/or amended Acts that have been made since 2009) it is recommended to update the Instrument to ensure that the delegation incorporates all recent legislative developments.

Instrument of Delegation, Council to other Members of Council Staff

After review of the delegation from Council to other Members of Council Staff the following amendments have been made:

- legislative changes to the *Food Act 1984* have been included, particularly in relation to the registration of food premises; and
- minor change to the numbering of relevant provisions in the Planning and Environment (Fees).

Conclusion

After a thorough review of Council's Instruments of Delegation to the Chief Executive Officer and to Members of Council Staff, it is now appropriate for Council to adopt the amended Instruments of Delegation, which incorporates the most recent changes in legislation as advised by Maddocks Delegations and Authorisations Service.



Recommendation:

In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instruments of delegation, the Borough of Queenscliffe Council resolves that -

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument, (Refer Appendix 1);
2. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument, (Refer Appendix 2);
3. The instruments come into force immediately the common seal of Council is affixed to the instrument;
4. On the coming into force of the instrument all previous delegations to the Chief Executive Officer and member of Council staff are revoked;
5. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt;
6. It is noted that the instrument of delegation to the Chief Executive Officer includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.



Councillors: Merriman/Wasterval

In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instruments of delegation, the Borough of Queenscliffe Council resolves that -

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument, (Refer Appendix 1);
2. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument, (Refer Appendix 2);
3. The instruments come into force immediately the common seal of Council is affixed to the instrument;
4. On the coming into force of the instrument all previous delegations to the Chief Executive Officer and member of Council staff are revoked;
5. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt;
6. It is noted that the instrument of delegation to the Chief Executive Officer includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act;
7. Council requests the CEO prepare a briefing on a Council policy that details the process for determining planning decisions;
8. Council requests the CEO to prepare a briefing on the implications for Council managed Caravan Parks of:
 - a. Residential Tenancies Act,
 - b. Fire Regulations.

Carried Unanimously



11.2 Mayoral and Councillor Allowances

File: QG055-02-08

Report Author: Senior Accountant

Introduction

This report provides information on Mayoral and Councillor allowances to be paid for the 2012/13 financial year.

Section 74B of the *Local Government Act 1989* (the Act) stipulates the range within which Mayoral and Councillor allowances for the Borough of Queenscliffe may be paid.

At the commencement of each new term of Council, the Council is required to formally adopt a level of Mayoral and Councillor allowances, within the range specified by Order of the Governor in Council under Section 74B of the Act.

Notice is then received from the Department of Planning and Community Development each year, with respect to the level of indexation which may be applied to Mayoral and Councillor allowances.

Under section 73B(5) of the Act, Councils must increase their Councillor and Mayoral allowances in accordance with this notice. Indexation normally applies as at 1 December each year, however with elections occurring on 26 October 2012, the indexation is to apply from that date.

Note: Section 74A(4) of the Act provides that *A Council does not have to pay an allowance to a Councillor or Mayor who does not want to receive an allowance.*

Background

At the beginning of the previous Council term, allowances were set by Council resolution. Annual indexation has occurred in accordance with the legislation and departmental instruction.

The 2012/13 Budget was set based on the estimated indexation on the existing allowances payable.

The new Council is required to resolve on the allowances that are to be paid over the next 4 year Council term. Annual indexation on this amount will occur in accordance with the percentages advised by the Department of Planning and Community Development.



Discussion

Circular 39/2012, issued by the Department of Planning and Community Development on 26 October 2012, prescribes the adjusted range limit which applies under section 74B of the Local Government Act.

Table 1 below is the current allowances that were payable to the last council (plus the 2.5% indexation amount recently advised by the Minister). The green column shows the amounts included in the 2012/13 budget.

Table 2 is the range allowable for councils to consider when setting their allowances. These limits are set by the Minister for Local Government as a guide for councils to set the allowances.

Table 1 - Current allowance including latest indexation

Allowance Type	Allowance	Superannuation	Total	Qty	Budget 2012/13
Mayoral Allowance	\$ 39,011.27	\$ 3,511.01	\$ 42,522.29	1	\$ 42,000.00
Councillor Allowances	\$ 16,719.11	\$ 1,504.72	\$18,223.83 (x 4=\$72,895.32)	4	\$72,100 (\$18,025 each)
Total Mayoral & Councillor Allowances			\$ 115,417.61	5	\$ 114,100.00

Table 2 - Allowances for consideration per Local Govt Act/guidelines

Allowance Type	Range allowed	Superannuation	Total	Qty	Budget 12/13
Mayoral Allowance	Up to a maximum of \$53,684	\$4,831.56	\$58,515.56 max	1	\$42,000.00
Councillor Allowances	\$7,542-\$17,969	\$678.78-\$1,617.21	\$8,220.78-\$19,586.21	4	\$72,100 (\$18,025 each)
Total Mayoral & Councillor Allowances			\$91,398.68-\$136,860.40	5	\$ 114,100.00

Note the budget of \$114,100 is less than total estimated due to the 2.5% indexation advised by the Minister due to start on 27 October as opposed to 1 December which is usually the case (and what the budget was based on).

Also included in the order of council signed by the Minister on 26 July 2012 is the requirement for the payment of all allowances not to be made more than one month in advance.



Discussions with other Councils has revealed that some Councils have resolved to receive their allowance in arrears, and in line with fortnightly payroll processing by the administration.

Whilst the number of payments made would increase, the timing of payments coupled with the limited availability of part-time finance staff would provide a more consistent and efficient process. It is the officer's recommendation that this payment process be implemented.

Council Plan

This report is in line with the key strategy in the Council Plan to *'provide accountable governance and long term sustainable financial management'*.

Financial

The level of Mayoral and Councillor allowances must be within the range specified under section 74B of the *Local Government Act 1989* for Category 1 Councils. If increased above the levels currently in place, the impact on the 2012/13 budget should be noted.

Social

No specific items to report.

Environmental

No specific items to report.

Risk Management

No specific items to report.

Officer Direct or Indirect Interest

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

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



Summary

Council is required to set Mayoral and Councillor allowances under Section 74B of the *Local Government Act 1989* and within the range prescribed by the Order in Council.

Current practice is to make payment of Mayoral and Councillor allowances quarterly in advance. Under the Order in Council, from 27 October 2012, payment of such allowances is not to exceed one month in advance. Indexation of allowances will be in line with advice received from the Department of Planning and Community Development.

In order to receive allowances in a consistent and regular manner, payments scheduled with the fortnightly payroll operation will provide a more efficient process.

Under section 223 of the Act, Council is required to advertise the proposed level of allowances inviting public submissions. At the end of the public submission period, which must be a minimum of 28 days, Council will meet to consider written submissions and hear any person who wishes to address Council on this matter. Council will then formally adopt its level of allowances for the next four years.



Recommendation:

That Council:

- 1. Sets the level of Mayoral and Councillor allowances to be paid, ensuring values remain within the range prescribed under Section 74B of the Local Government Act 1989 and advised by the Department of Planning And Community Development.**
- 2. Resolves to increase the allowances by a sum that is equivalent to the Superannuation Guarantee contribution in accordance with the Order in Council.**
- 3. Resolves to change the payment terms, from quarterly in advance to fortnightly in arrears.**

Councillors: Merriman/Christie

That Council:

- 1. Sets the Councillor allowance at \$17,969 per annum for the next four years, therefore a rate increase that is less than 1% per year from the time of establishment in 2008;**
- 2. Resolves to increase the Councillor & Mayoral allowances by a sum that is equivalent to the Superannuation Guarantee contribution in accordance with the Order in Council;**
- 3. Resolves to change the payment terms, from quarterly in advance to fortnightly in arrears;**
- 4. Give public notice pursuant to section 223 of the Local Government Act 1989 of the level of allowances proposed to be paid and invite public submissions on the level of allowances proposed and that submissions be received up until 12noon on Thursday, 27 December 2012.**

Carried Unanimously



Councillors: Merriman/Wasterval

That Cr Salter assume the chair to allow Council to consider the Mayoral Allowance.

Carried Unanimously

7:25pm: Cr Helene Cameron departed the Council Chambers.

7:25pm: Cr Susan Salter assumes the Chair.

Councillors: Merriman/Christie

That Council sets the Mayoral allowance at \$45,252 per annum for the next four years, therefore a rate increase of 4% per year from the time of establishment in 2008.

Carried Unanimously

7:28pm: Cr Helene Cameron returned to the Council Chambers and assumed the Chair.



11.3 Appointment of Portfolio Leaders, Committees and Council Delegates

File: QG045-01-01

Report Author: Chief Executive Officer

Purpose

This report provides information to enable Council to determine the make up of Council Committees and appoint Council's delegates to various representative bodies.

Statutory Requirements

With the election of the new Council in October 2012 it is necessary to review Council representation on Committees and appoint Council delegates to specific representative bodies.

While there is no legislative or formal requirement to review Council Committees and delegates each year, it is regarded as good practice for Council to consider representation on an annual basis to allow opportunities to affirm Council involvement and individual Councillor's participation on various Committees and representative bodies for the remaining term of the Council.

Council Committees

Audit Committee

Council's Audit Committee membership comprises 2 Councillors and up to 4 independent members.

The four independent members (Roland 'Barney' Orchard, David Shaw, Richard Bull and Graeme Phipps) were recently appointed to varying terms to ensure continuity of independent expertise over term of the new Council. It is appropriate to reconfirm these appointments.

Council's Chief Executive Officer, General Manager and Senior Accountant and the Council appointed Internal Auditor (as necessary) attend these meetings to provide information and advice in an ex-officio capacity.



Recommendation:

That Council,

- 1. Determine its two Councillor representatives on Council's Audit Committee;**
- 2. Confirms the appointment of Roland Orchard and David Shaw as independent Audit Committee members for a period of 1 year and Richard Bull and Graeme Phipps as independent Audit Committee members for a period of 2 years.**

Councillors: Christie/Wasterval

That Council,

- 1. Confirms Cr Bob Merriman and Cr Susan Salter as Councillor representatives on Council's Audit Committee;**
- 2. Confirms the appointment of Roland Orchard and David Shaw as independent Audit Committee members for a period of 1 year and Richard Bull and Graeme Phipps as independent Audit Committee members for a period of 2 years.**

Carried Unanimously



Australia Day Awards Committee

Council's Australia Day Awards Committee is tasked with responsibility for reviewing and assessing nominations and making recommendations to the Council regarding Australia Day Awards under five categories:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year
- Community Service of the Year
- Community Environment Project of the Year

It is recommended that the Australia Day Committee comprises two Councillors representatives and three independent community representatives. Council's Tourism & Community Development Coordinator provides information and advice to the Australia Day Awards Committee and participates as an ex-officio member.

Recommendation:

That Council,

- 1. Determine its two Councillor representatives on Council's Australia Day Awards Committee;**
- 2. Request officers initiate a recruitment process seeking nominations for the three independent community representatives to Council's Australia Day Awards Committee;**
- 3. Delegate responsibility to the two Councillor representatives on the Council's Australia Day Awards Committee to select the three independent community representatives from the nominations received.**

Councillors: Merriman/Salter

That Council,

- 1. Confirms Cr Helene Cameron as Chair, and Cr Sue Wasterval as its two Councillor representatives on Council's Australia Day Awards Committee;**
- 2. Request officers initiate a recruitment process seeking nominations for the three independent community representatives to Council's Australia Day Awards Committee;**
- 3. Delegate responsibility to the two Councillor representatives on the Council's Australia Day Awards Committee to select the three independent community representatives from the nominations received.**

Carried Unanimously



Community Grants Committee

Council's Community Grants Committee is tasked with responsibility for evaluating Community Grant applications and making recommendations to the Council regarding successful and unsuccessful applicants and associated allocation of grant funds.

It is recommended that Council's Community Grants Committee comprises two Councillors representatives and three independent community representatives. Council's Tourism & Community Development Coordinator provides information and advice to the Community Grants Committee and participates as an ex-officio member.

Recommendation:

That Council,

- 1. Determine its two Councillor representatives on Council's Community Grants Committee;**
- 2. Request officers to initiate a recruitment process seeking nominations for the three independent community representatives to Council's Community Grants Committee;**
- 3. Delegate responsibility to the two Councillor representatives on the Council's Community Grants Committee to select the three independent community representatives from the nominations received.**

Councillors: Merriman/Wasterval

That Council,

- 1. Confirms Cr Helene Cameron as Chair, and Cr Susan Salter as its two Councillor representatives on Council's Community Grants Committee;**
- 2. Request officers to initiate a recruitment process seeking nominations for the three independent community representatives to Council's Community Grants Committee;**
- 3. Delegate responsibility to the two Councillor representatives on the Council's Community Grants Committee to select the three independent community representatives from the nominations received.**

Carried Unanimously



Reconciliation Committee

The 2010-2013 Council Plan includes a strategic objective to 'promote reconciliation'. Council established a Reconciliation Committee in 2012 comprising two Councillor representatives and four community representatives. It is recommended that Council's Reconciliation Committee comprises one or two Councillor representatives. Council officers provide information and advice to the Committee as requested.

Recommendation:

That Council determine its Councillor representative or representatives on Council's Reconciliation Committee.

Councillors: Christie/Wasterval

That Council appoint Cr Susan Salter as Council's representative on Council's Reconciliation Committee.

Carried Unanimously

Council Delegates

Council is currently represented on a number of State and regional organisations. It is proposed that Council review its delegates to the following organisations:

- Association of Bayside Municipalities
- Barwon Region Waste Management Group
- Geelong Otway Tourism
- Geelong Region Library Corporation
- G21 Region Alliance
- Municipal Association of Victoria
- Municipal Emergency Management Planning Committee and the Integrated Fire Management Planning Committee



Recommendation:

That Council appoints its delegate or delegates to the following organisations:

- Delegate to the Association of Bayside Municipalities;
- Delegate to Barwon Region Waste Management Group Board;
- Delegate to Geelong Otway Tourism Board;
- Delegate and deputy to the Geelong Region Library Corporation Board;
- Councillor delegate and officer delegate to the G21 Region Alliance Board;
- Delegate and deputy to the Municipal Association of Victoria;
- Officer delegate to the Municipal Emergency Management Planning Committee and officer delegate to the Integrated Fire Management Planning Committee.

Councillors: Salter/Christie

That Council appoints its delegate or delegates to the following organisations:

- Cr Graham Christie to the Association of Bayside Municipalities;
- Cr Sue Wasterval to Barwon Region Waste Management Group Board;
- Cr Graham Christie to Geelong Otway Tourism Board;
- Cr Helene Cameron, as delegate and Cr Susan Salter as deputy to the Geelong Region Library Corporation Board;
- Cr Bob Merriman as Councillor delegate and CEO, Lenny Jenner as officer delegate to the G21 Region Alliance Board;
- Cr Bob Merriman as delegate and Cr Helene Cameron as deputy to the Municipal Association of Victoria;
- Lenny Jenner as officer delegate to the Municipal Emergency Management Planning Committee and to the Integrated Fire Management Planning Committee.

Carried Unanimously



Council Portfolios

The previous Council established Portfolio Reference Groups in early 2009 with the goal of strengthening community participation and gaining additional information and advice regarding priorities related to the Council Plan and Budgets. The portfolios established by the previous Council included:

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

Recommendation:

That Council reviews the Portfolio Reference Group structure and determines Councillor appointments to Portfolio Reference Groups.

Councillors Salter/Christie:

That Council:

Defers Councillor appointments to Portfolio Reference Groups pending the framing of the new Council Plan;

Appoints the following Councillors as Council representatives to Community Reference Groups:

- **Cr Helene Cameron as Chair and Cr Graham Christie to the 150th Anniversary Organising Committee;**
- **Cr Sue Wasterval as Chair and Cr Susan Salter to the Botanic Gardens Project Reference Group;**
- **Cr Bob Merriman as Chair and Crs Graham Christie and Susan Salter to the Hesse Street Revitalisation Reference Group;**
- **Defers appointment to the Queenscliffe Planning Scheme Project Steering Group;**
- **Cr Bob Merriman and Cr Sue Wasterval to the Point Lonsdale Foreshore Development Reference Group;**
- **Defers the decision regarding Council's delegate to the Queenscliffe Hub Development Project Reference Group.**

Carried Unanimously



11.4 Council Meetings 2013

File: QG055-01-08

Report Author: Chief Executive Officer

Introduction

Council is required to determine and publicly advertise the time and date for the holding of Ordinary Meetings of Council. The fundamental purpose of Council meetings is to enable Council to fulfil the functions of a Council as detailed in section 3 of the Local Government Act 1989. Council practice has been to conduct Ordinary Meetings on a monthly basis.

From time to time, Council may also hold Special Meetings at which extraordinary items may be considered. Special Meetings of Council may only deal with the business specified in the public notice calling the meeting.

Council has also established a practice of conducting 'Planning Review Meetings' to review specific planning applications. These meetings are designed to provide an opportunity for applicants and submitters to present information to Council and for Council to gain an increased understanding of those planning applications where Council has formally removed officers' delegation in accordance with the Planning & Environment Act. These meetings have been scheduled as necessary two weeks prior to the Ordinary Meetings of Council. Council has no delegated authority to make decisions at the 'Planning Review Meetings'.

Given the recent election of the new Council, it is appropriate and timely for Council to determine its schedule of Ordinary Meetings and Planning Review Meetings for 2013.

Recommendation

That Council determine its schedule of Ordinary Meetings and Planning Review Meetings (when necessary) for 2013 and give public notice in the local media and on the Council website in accordance with the Local Government Act 1989.



Councillors: Christie/Wasterval

That Council sets its schedule of Ordinary Meetings and Planning Review Meetings for 2013 as follows and gives public notice in the local media in accordance with the Local Government Act 1989.

Ordinary Meeting of Council

Wednesday 30 January 2013 at 7:00pm

Wednesday 27 February 2013 at 7:00pm

Monday 18 March 2013 at 7:00pm

Wednesday 24 April 2013 at 7:00pm

Wednesday 22 May 2013 at 7:00pm

Wednesday 26 June 2013 at 7:00pm

Wednesday 24 July 2013 at 7:00pm

Wednesday 28 August 2013 at 7:00pm

Wednesday 18 September 2013 at 7:00pm

Tuesday 22 October 2013 at 7:00pm

Wednesday 27 November 2013 at 7:00pm

Wednesday 18 December 2013 at 7:00pm

Planning Review Meeting

No meeting in January 2013

Wednesday 13 February 2013 at 7:00pm

Wednesday 6 March 2013 at 7:00pm

Wednesday 10 April 2013 at 7:00pm

Wednesday 8 May 2013 at 7:00pm

Wednesday 12 June 2013 at 7:00pm

Wednesday 10 July 2013 at 7:00pm

Wednesday 14 August 2013 at 7:00pm

Wednesday 4 September 2013 at 7:00pm

Wednesday 9 October 2013 at 7:00pm

Wednesday 13 November 2013 at 7:00pm

Wednesday 4 December 2013 at 7:00pm

Note (1) Planning Review Meetings will only occur when planning applications are to be determined by the Borough of Queenscliffe Council

Carried Unanimously



11.5 CP023 Information Technology Policy

File: QG055-01-12

Responsible Officer: Chief Executive Officer

Introduction

The purpose of this report is to introduce a new 'Information Technology' Policy for consideration as presented in **Appendix 3**.

Background

It is essential for Council to have policies in place to provide a strong framework for Council management to implement. As a result of regular review of Council's policies, a gap in the area of Information Technology has been identified. In response a new high level Council policy and a suite of accompanying procedures have been developed.

Council Plan

The Borough of Queenscliff Council Plan clearly sets out Council's key directions and strategies which all relate in some way or another to the various policies presented.

Financial

There are no financial considerations with this report.

Social

There are no negative social impacts resulting from the proposed revised policies, Council policies clearly communicate to the community Council's commitment and intentions in relation to a wide variety of issues and situations.

Environmental

There are no negative environmental impacts resulting from the proposed revised policies, they aim to enhance amenity and improve the local environment.



Risk Management

This policy substantially reduces Council's risk by ensuring the appropriate use of Information Technology by all Users that support Council's governance, service provision and administration.

Discussion

Council has taken advantage of the MAV Contract IT8010, that was awarded in February 2012 to Kaon SecurITy, for the supply of an IT Policy and Procedures System to participating Councils.

Council officers have worked closely with Kaon SecurITy to customise a suite of Standard Operating Procedures to suit our organisation, which cover the following areas:

- Acceptable Use
- Access Control
- Anti- Virus
- Business Continuity
- Cloud Computing
- Communications Equipment
- Computer System and Equipment Use
- Information Technology for Councillors
- Cyber Crime and Security Incident
- Online Services
- Email
- Encryption
- Firewall Management
- Hardware management
- Information Management
- Internet Use
- Internet Voice and Video
- Laptop Security
- Legal Compliance
- Network Management
- Password and Authentication
- Personnel Management
- Physical Access
- Remote Access
- Software management
- Special Access

This draft IT policy has been developed as an overarching higher level policy to demonstrate Council's high level commitment to the management of Information Technology and security.

Conclusion

Having identified a gap in the area of Information Technology, and taking advantage of the MAV IT procurement process, it is now appropriate for Council to consider the draft 'Information Technology' Policy for adoption.



Councillors: Wasterval/Salter

That Council adopt the 'Information Technology' Policy (CP023) as presented in Appendix 3.

Carried Unanimously



12. SUSTAINABILITY & LOCAL ENVIRONMENT

12.1 Community Carbon Neutral Action Plan

File: QG079-01-05

Report Author: Sustainability Officer

Purpose

This report seeks approval from Council to consult with the community to obtain feedback on proposed initiatives to reduce the community's carbon emissions. Feedback from the community will assist in framing a prioritised Action Plan to reduce community emissions.

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

Consultants were appointed in May 2011 to develop the 'Working towards Carbon Neutrality' Action Plan, which features two documents – a Corporate Action Plan focusing on Council emissions and a Community Action Plan for the broader Borough community.

The corporate action plan was adopted at the April 2012 Ordinary Council meeting.

Consultants presented a draft community action plan to Council officers in June 2012. The document includes two sections;

- Part 1: Context, Footprint & Offsets

This section defines community emissions and identifies greenhouse gases produced from electricity, gas, transport and waste.

- Part 2: Implementation Strategy

This section addresses the delivery of an emissions reduction strategy in the Borough community. It includes examples of successful community carbon neutral initiatives and recommends the establishment of a sustainability alliance to deliver specific actions. The alliance would be a partnership between community groups, clubs, schools, businesses and Council. A list of proposed actions to reduce emissions and educate the wider community on carbon neutrality is also included.



The list of proposed actions to reduce community emissions was based on suggestions from a community workshop in August 2011. Input was also provided by reference group members. The list of actions was endorsed by the Reference Group in August 2012.

Discussion

Given the intent for the community to “own” the action plan, it is important to invite the community to be involved in the planning and implementation of an action plan to reduce community emissions. To achieve this, Council has prepared a four-page brochure including key information from the draft Community Action Plan prepared by consultants (see **Appendix 4**).

*Please note, **Appendix 4** includes the document text only. The final brochure will be professionally designed.*

The brochure provides a snapshot of the Borough’s emissions profile, outlines why community action is needed and describes the establishment of a community alliance. It also briefly describes actions already undertaken to reduce emissions from Council operations.

The brochure also includes 45 potential carbon reduction initiatives, which were endorsed by the Community Reference Group in August 2012.

It is recommended the information brochure be posted to all Borough ratepayers in early December 2012.

Recipients will be asked to select the top 10 initiatives from the list and rank their selection in order of importance from 1 – 10 (1 being the top priority).

It is also recommended that Council host several listening posts in December 2012 and January 2013 to receive feedback on the proposed initiatives. It is proposed to set up listening posts in the Queenscliff and Point Lonsdale shopping precincts and at the Queenscliffe Neighbourhood House.

Results from the community consultation will assist in framing an action plan to reduce community emissions. It is anticipated that the results of the Community Consultation will be reported back to Council at its February 2013 Ordinary Meeting.

Council Plan

The Borough of Queenscliffe Council Plan 2010-2013 includes strategies to:

- Work towards being a carbon neutral Council and community
 - Initiate actions related to climate change
-



Financial

Council received a \$45,000 grant from the Victorian Local Sustainability Accord to implement a carbon neutral action plan and educate the Borough community on opportunities to reduce greenhouse gas emissions.

The grant will be used to fund the community consultation process including the design, printing and posting of the information brochure, plus advertising and information sessions (listening posts). Total costs will be approximately \$4,600.

Social

The community consultation will have several benefits for the Borough community including;

- Raising awareness of the need for the community to take action to reduce emissions.
- Encouraging the community to become more environmentally sustainable
- Encourage the community to become involved with the development, prioritisation and implementation of the Sustainable Living Action Plan.

Environmental

Initiatives delivered through an action plan will have a positive impact on the environment by;

- reducing carbon emissions;
- use of renewable energy sources; and
- saving energy.

Risk Management

There are no significant risks associated with this report.

Officer Direct or Indirect Interest

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

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



Conclusion

Reducing the Borough's carbon emissions and creating a more sustainable future relies on the participation of the entire community. Providing the community with an opportunity to have input in the development of actions to reduce emissions will encourage ownership and support of the final action plan.

Councillors: Wasterval/Salter

That Council:

- 1. Approves a community consultation process as detailed in this report seeking feedback and comments on proposed initiatives to reduce the community's carbon emissions.**
- 2. Requests Officers to conduct the Community Consultation process and report back to Council on the results in February or March 2013.**

Carried Unanimously



13. BUSINESS & TOURISM

13.1 Federal Government Tourism Industry Regional Development Fund

File: QP090-4600
QG119-02-01

Report Author: Chief Executive Officer

Purpose

This report provides Council with information relating to the funding guidelines for the Australian Government's Tourism Industry Regional Development Fund and seeks Council's endorsement for two separate actions related to this funding opportunity:

- Preparation of a funding submission by Council for a Development Plan for Fort Queenscliff, and
- Provision of a letter of support for a funding submission from the Vue Grand proprietors for upgrading of existing accommodation at this iconic heritage hotel.

Background

The Australian Government has recently announced the Tourism Industry Regional Development fund with \$42.9 million available for grants. The purpose of this Grants Program is to encourage interstate and international tourism, increasing visitor numbers and expenditure in line with long term industry objectives. The Grants Program will offer funding amounts from \$50,000 - \$250,000 on a dollar-for-dollar matched funding basis.

Applications close on Friday 14 December 2012. Successful applicants are expected to be announced in March 2013 (with unsuccessful applicants also advised at that time) and Funding Agreements implemented during April and May 2013.

This funding program provides a unique opportunity for regional accommodation providers, regional tourism operators, attractions, related businesses and industry partners to access matched grant funding, aiming to achieve maximum return on investment both in dollars and quality visitor outcomes.

Eligible applicants need to demonstrate how the project is market responsive, improves the attractiveness of the destination, 'fits' with the region's tourism experience and how it will meet long term industry objectives. Successful grant recipients will be expected to be already working closely with regional industry partners, tourism organisations and local authorities, especially where a development approval is anticipated. It is important to note this is a highly competitive, merit-based grants program and meeting the eligibility and assessment criteria do not guarantee that an offer of funding will be made.



Funding is available in two streams for projects, namely:

- **Innovative tourism projects** and
- Projects that **Improve tourism infrastructure** in regional areas.

Innovative Tourism Projects

Innovative projects are expected to attract and extend the stays of visitors from new markets or returning visitors to a tourism precinct, event or attraction due to their unique offering, process or benefit and high strategic value. This funding is an opportunity for tourism operators and partners to increase the scope of visitor experiences.

Improve Tourism Infrastructure

An Improvement or Upgrade Project may include a refresh or refurbishment of an existing product or service which attracts a new or returning market.

Discussion

Opportunities for funding under the 2 streams are discussed below.

Stream 1: Innovative Tourism Projects

Project: Development Plan for the Fort Queenscliff Precinct

Applicant: Borough of Queenscliffe Council

Project Scope:

Council officers have identified this funding program as an opportunity to undertake a Development Plan for the future use of the Fort Queenscliff precinct with the goal to develop and realise its tourism potential. This proposal has been identified as a priority by Geelong Otway Tourism, Bellarine Peninsula Tourism and the Queenscliff Lonsdale Business and Tourism Association. The G21 Great Ocean Road Tourism Gap Analysis report also identified this as a priority development. The Department of Defence has indicated their in-principle support for the Development Plan however has also stated that no funds are available from the Defence Department.

It is proposed that Council make application under the **Innovative Tourism Projects** stream of the TIRD Fund, to produce a Development Plan that includes a detailed feasibility assessment of the Fort Queenscliff site, an assessment of the tourism attraction market, a product gap analysis, an assessment of planning and heritage considerations, possible site improvement works and an explanation of and evidence to support proposed capital investment together with revenue and expenditure assumptions. The Development Plan would also examine appropriate business management models and seek to determine the feasibility of the preferred business model.



Project Funding:

The total cost of the Development Plan for Fort Queenscliff is estimated at \$105K. A proportion of these funds are the subject of existing funding submissions to the State Government including:

Tourism Victoria	\$20K (confirmed)
Planning & Community Development	\$30K (Expression of Interest approved)

It is proposed that Council submits a funding application to the Innovative Tourism Projects Stream seeking \$50K and that Council allocates the remaining \$5K to the project.

Stream 2: Improve Tourism Infrastructure

Project: Refurbishment of the accommodation at the Vue Grand

Applicant: Vue Grand Proprietors

Project Scope:

The owners of the Vue Grand Hotel have written to and met with the Chief Executive Officer seeking a letter of support from Council for a grant application to refurbish the existing accommodation at the Vue Grand. If successful, this will result in the standard of accommodation in all rooms increasing to a 4.5 to 5 star rating. This would represent a significant boost to the standard of accommodation product available in the Borough particularly for medium sized groups associated with conferences and the wedding market.

Project Funding:

The total cost of the refurbishment of the accommodation at the Vue Grand is estimated at \$25K per room with 30 rooms in need of an upgrade. This brings the total project cost to \$750K and the proprietor is seeking \$250K from the Tourism Industry Fund.

It is proposed that Council provides a letter to support the funding submission from the Vue Grand proprietors to the Federal Government Tourism Industry Regional Development Fund.

Financial

The estimated cost of producing a Development Plan for Fort Queenscliff is \$105K. A contribution of \$5K from Council would be a small but valuable demonstration of Council's interest in and commitment to the project. While there is no allocation in Council's 2012/13 budget, funds could be allocated from any cash surplus given the relative importance of the project and its potential positive impact on tourism visitation. As indicated in this report the balance of funding is expected to be by way of grants from the State Government.

There is no financial implication to Council in respect to the letter of support to the application from the Vue Grand proprietors.



Council Plan

The Borough of Queenscliffe's strategic direction is 'to support local businesses and tourism by providing an environment in which they can flourish' and 'to implement opportunities arising from the Tourism Infrastructure Study'. As such there are 11 Destination Development Initiatives identified in the Tourism Infrastructure study including investigation and consideration of the development of 'active tourism hubs and precincts' of which the Fort is one.

The Borough of Queenscliffe Council Plan has also states it will 'work with businesses and other organisations to provide a greater variety of tourism accommodation in the Borough' and in the year 2012/13 'to implement opportunities arising from the Tourism Infrastructure Plan which has identified investment in accommodation development as a key priority'.

Environmental

There are no environmental concerns with this report

Conclusion

The Australian Government's Tourism Industry Regional Development Fund presents opportunities to improve the range and quality of tourism product on offer in the Borough of Queenscliffe. This report proposes that Council:

- Applies for funding to produce a Development Plan for Fort Queenscliff, and
- Provides a letter of support for a funding submission from the Vue Grand for upgrading the quality of accommodation on offer at this iconic heritage hotel.

Both actions have the potential to increase the level of tourist visitation to the Borough and in turn have a positive impact on employment and investment in the local economy.

Councillors: Christie/Merriman

That Council:

- 1. Requests officers to make application for funding under the Innovative Tourism Project Stream of the Tourism Industry Regional Development Fund for a Development Plan for Fort Queenscliff; and**
- 2. Requests officers to provide a letter of support to the Vue Grand Hotel's funding application under the Improve Tourism Infrastructure Stream of the Tourism Industry Regional Development Fund for refurbishment to the existing accommodation.**

Carried Unanimously



14. COMMUNITY DEVELOPMENT

14.1 Regional Development Australia Funding

File: QG119-02-04

Report Author: Chief Executive Officer

Purpose

This report provides Council with information relating to the funding guidelines for the Regional Development Australia Fund as the basis for Council determining which infrastructure project should form the basis of an Expression of Interest to the Federal Government.

Background

The Regional Development Australia (RDA) Fund is a \$1Billion fund established by the current Federal Government 'to help Australia's regions to grow and support dynamic communities and enhance liveability across the Country'.

The RDA fund has focused on funding regionally significant projects with the Federal Government emphasising that 'regional impact is important and that projects should reach beyond a town or local government area and offer real benefit to a number of communities'.

The Federal Government committed to conduct four funding rounds during their term of office. Two of the four funding rounds have been completed. Funding rounds three and four have recently been advertised with a closing date for Expressions of Interest of Thursday 6 December 2012. Given this timing, there is limited opportunity to plan and prepare an 'Expression of Interest'.

In announcing the final two funding rounds the Federal Government has included a change in the guidelines and a specific allocation of funds to include grants for projects in small towns.

Regional Development Australia (RDA) Fund Guidelines

The RDA fund guidelines include the following requirements:

- Projects seeking funding from Round Three must be located in a town with a population of 30,000 or less;
 - Smaller projects will be supported, with grants of between \$50,000 and \$500,000 available;
 - Strong preference will be given to projects that have partner contributions. Preference will also be given to projects where these partner contributions include cash. In-kind
-



contributions will be accepted as partner contributions. Partner contributions must be ready to flow from the time that the Funding Agreement is signed;

- While projects may fall into one or more categories, proponents should nominate the primary category for their project—economic; community; arts and culture; or sport and recreation.
- A number of documents are to be provided with application. Failure to provide some of these documents will not render an application as ineligible, however it can diminish the project's chance of success as it will impact on the assessment of risk, viability and capacity to deliver the project. It will also impact on the Department's analysis of the case against the selection criteria, which informs the discussions and recommendations of the RDAF Advisory Panel.
- Projects must be investment ready and capable of commencing construction within 12 months of signing the Funding Agreement.
- Projects must be completed by 31 December 2016.
- RDA committees are encouraged to select a diverse range of projects from towns across their region.

To be eligible, applications must satisfy all of the eligibility criteria that include:

Eligibility Criterion 1: The applicant must be an eligible organisation. Council should note that the Borough of Queenscliffe Council meets this criterion;

Eligibility Criterion 2: The application must be for an eligible project in an eligible town. Council should note that Queenscliff and Point Lonsdale are both eligible towns and eligible projects must be capital in nature, and for infrastructure related to or supporting the economy, the community, the arts and culture, or sport and recreation.

Eligibility Criterion 3: the project and applicant must have been nominated by the RDA committee. Applications which are not one of the RDA committee's five priority projects will be ineligible. Project details in the EOI and the final application form must be the same, as EOIs are selected on a competitive basis. Council should note that this criterion presents a significant challenge as only five projects will be selected by the RDA Committee across the entire Barwon South West region.

Eligibility Criterion 4: the project must be viable and sustainable. Applications must provide evidence to demonstrate that the completed asset will be maintained in a viable state for at least five years. Evidence may include an Asset Management and Operations Plan or other operational documents. Authorisation of the application, which includes a declaration that the asset will be retained and maintained for at least five years, by the Executive Officer of the applying organisation will also be accepted as evidence. Council should note that the Borough's Expression of Interest would include this statement of commitment regarding asset maintenance.



Potential Projects

While officers have identified a number of projects that would benefit from the Regional Development Australia Fund, the current status of the project planning would not allow the projects to meet the funding criteria requiring projects to commence construction by December 2013. Projects that could meet this requirement are summarised below:

Project 1: Development of the Queenscliffe Botanic Gardens

Scope: The scope of the project includes the establishment of a botanic garden, community vegetable garden, indigenous garden, community building with public access toilets and car parking.

Status: Council officers have requested quotations in response to the concept design and governance project brief with a closing date of 14 December 2012. This planning phase is likely to be completed by the end of the 2012/13 financial year.

Matching Funds: Council has allocated \$300K towards this project (excluding cost of developing the concept designs) from the Local Government Infrastructure Fund (LGIF). Funds from the LGIF are required to be expended by September 2015.

Project 2: Construction of Point Lonsdale Foreshore Precinct Improvements (Stage 2)

Scope: Stage 2 scope of works includes foreshore improvements in Point Lonsdale between Loch Street and Albert Street and includes all ability access ramps and paths, BBQ facilities, renewal of picnic tables, new beach hut shelters and seating. The undergrounding of power in Point Lonsdale Road between Admans Street and Kirk Road could be included in this proposal

Status: Council officers have completed a concept plan for the design of stage 2 of the foreshore precinct. It should be noted that Stage 1 works which include the look out platform opposite the main shopping centre and improved ramp and stair access to the promenade will be implemented in the next 12 months with funding secured from DPCD.

Matching Funds: Council has allocated \$275K towards this project from the Local Government Infrastructure Fund for the undergrounding of powerlines. Funds are required to be expended by September 2015.

Project 3: Upgrade of Queenscliff Recreation Reserve and Monahan Centre (Stage 2)

Scope: Scope of works for the upgrade of the recreation reserve include demolition of pre-existing sports club and change rooms, construction of netball facilities, new playground, water saving initiatives (e.g. water tanks), car parking, football ground lighting and improved / new sporting infrastructure.

Stage 2 works on the Monahan Centre include wall lining and electrical finalisation of areas outside stage 1 scope; equipment and fitout of gym, spa and sauna; new security system; upgrade external cladding outside scope of stage 1 works.

Status: Council officers are currently undertaking a Caravan and Camping Market and Infrastructure Assessment that will be completed by February 2013. This will inform a broader



Queenscliffe Recreation Reserve Masterplan that is scheduled to be completed by the end of the 2012/13 financial year.

Matching Funds: No matching funds have been allocated by Council in the 2012/13 Budget. No allocation of grant funds from other State or Federal Government sources have been allocated to this project.

Project 4: Hesse Street Revitalisation (Stage 2)

Scope: Scope of works for Stage 2 of this project may include items such as footpath renewal, further consideration of vegetation, community art works, improved linkages to and from Hesse Street and improved directional and tourism signage. It should be noted that these items and other minor and lower cost items are yet to be considered and prioritised in detail by the Hesse Street Revitalisation Reference Group.

Status: A broad concept plan has been completed and endorsed by Council in June 2010. Detailed design of Stage 2 has not commenced. No funds have been allocated for this planning in the 2012/13 financial year.

Matching Funds: No matching funds have been allocated by Council in the 2012/13 Budget. No allocation of grant funds from other State or Federal Government sources have been allocated to this project.

Council Plan

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

In addition, priority actions in the Council Plan include Source funding opportunities to implement priority works in the Point Lonsdale shopping precinct and development of the former High School site, the site of the proposed botanic gardens.

Financial

Funds have been committed to the two projects as discussed in this report. If successful, the funding from Regional Development Australia will enable Council to complete the projects in a more timely manner with less reliance on staging of works that may require additional funding from Council in future years.



Social

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

Environmental

There are no environmental concerns with this report.

Risk Management

There are no significant risks associated with this report.

Conclusion

The Regional Development Australia Fund provides an opportunity for Local Government to apply for Federal Government funding for projects (grant value up to \$500K). Four projects are presented for Council's consideration and review, keeping in mind that Council can only make one application and the maximum funding requested cannot exceed \$500K. Officers' assessment is that two projects that are likely to have the best chance of success given the funding criteria, (including the availability of matching funds from Council), are as follows:

- Project 1 – Development of the Queenscliffe Botanic Gardens
- Project 2 - Construction of Point Lonsdale Foreshore Precinct Improvements (Stage 2)

Councillors: Christie/Merriman

That Council:

- 1. Nominates the construction of Point Lonsdale Foreshore Precinct Improvements (Stage 2) as the Borough of Queenscliffe Council's Expression of Interest to the Regional Development Australia Fund;**
- 2. Requests officers to submit an Expression of Interest for funding for this project to the Round 3 Regional Development Australia Fund that closes on Thursday 6 December 2012.**

Carried



14.2 Borough's 150th Anniversary Celebrations

File: QG080-60-01

Report Author: Chief Executive Officer

Purpose

This purpose of this report is to brief Council on and seek their endorsement of the program for the Borough of Queenscliffe Council's 150th Anniversary 4th and 5th May 2013.

Background

The Borough of Queenscliffe is celebrating its 150th anniversary from when it was proclaimed 'The Municipal Council of Queenscliffe' on the 4th May 1863 by His Excellency Sir Henry Barkly.

Planning for the Anniversary has been underway since February 2012 with the assistance of a Celebrations Community Organising Committee. This Committee includes interested individuals and representatives from the following community organisations:

- Queenscliff Maritime Museum
- Queenscliff Historical Museum
- Bellarine Railway
- Queenscliff Civic Association
- Point Lonsdale Civic Association
- Queenscliff Lonsdale Business Tourism Association
- Local primary schools
- Local news outlets

There have been six community organising committee meetings to date. The committee has worked through suggested ideas and activities that could occur over the Anniversary weekend (4-5 May 2013) and throughout the Anniversary year. The committee has also developed an official 150th Anniversary community logo for use by community organisations on any promotional events and activities in 2013.

Discussion

A program of official activities has been developed based on suggestions from the Community Organising Committee.



This program will be presented to the next Community Organising Committee meeting scheduled for Tuesday 20 November 2012 at 4.30pm. Please see attachment Borough's 150th Anniversary Celebrations (**Appendix 5**) and the Borough's 150th Anniversary Celebrations Draft Itinerary (**Appendix 6**).

The 'Borough's 150th Celebrations' centres around the anniversary weekend, the 4 and 5 May 2013 with a number of official events including a Community Celebration Party in Queenscliff, an 'Open House' weekend for the Borough's heritage attractions, a theatrical historic re-enactment, Art Acquisition Award and Exhibition, and the screening of 'Old Time' films supplied by the Queenscliffe Historical Museum. Plans also include a tour of the Borough with the His Excellency the Honourable Alex Chernov AC QC, Governor of Victoria and Mrs Chernov.

Correspondence has also been sent inviting the Premier of Victoria and the Minister for Local Government to the celebration weekend.

Council Plan

The Borough's 150th Anniversary celebration is identified as a Council Plan Business Plan Priority Action for 2012-2013.

Financial

Over recent months Council officers have investigated and pursued potential funding programs. However advice has been received that it is unlikely that the Anniversary program and activities will attract external funding.

Council has allocated \$100,000 in the 2012/13 budget for events and activities associated with the celebrations of the 150th Anniversary.

Social

Expected key social and economic benefits include increased visitation to the Borough over the anniversary weekend and increased community awareness of the Borough's history, the foundations of how and why the community was established and the importance the Borough had on the safe-keeping of the State in the 1800's. This will invoke an even stronger sense of community pride and connectedness as the community celebrates this auspicious milestone together with visitors.

Outcomes also include increased availability of material that illustrates the history of the Borough with legacy items being the 150th pictorial book, extension of the Artists Trail to include significant photography pieces, and art acquisition piece. This will boost the Borough's artistic scene and is expected to inspire local and visiting artists.



There will be significant promotion of the Anniversary in the 2012/13 summer months raising awareness of the Anniversary to visitors and regular holiday makers to the region, encouraging them to visit again during the celebrations. This increased focus and promotion of the area will lead to increased visitation to Queenscliff and Point Lonsdale, particularly to the historical attractions, throughout 2013.

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

The planning of the 150th Anniversary celebration has involved considerable community consultation and feedback via the Community Organising Committee. This has resulted in the development of a program of events that is designed to promote participation of and contributions from all corners of the community.

The program and activities will be funded from the allocation in Council's 2012/13 budget.

This celebration provides a tremendous opportunity for the community to be involved in a milestone event that recognises the Borough of Queenscliffe's 150th year. The Anniversary is significant to Victorian local government given the role the Borough has played in the development of the state. The defence facilities, such as Fort Queenscliff, reflect the importance of the defence of Port Phillip Bay and its major cities of Melbourne and Geelong during the two World Wars.

It is also the only local government area to remain unchanged during the municipal restructure of 1994.

The Anniversary provides an opportunity to celebrate the heritage and character of the Borough throughout the 150 years.



Councillors: Christie/Merriman

That Council having considered any further feedback emanating from the Community Organising Committee meeting conducted on 20 November 2012;

- 1. Endorses the Borough of Queenscliffe 150th Anniversary Program;**
- 2. Requests Officers to progress planning and implementation;**
- 3. Requests Officers keep Council abreast of 150th anniversary program;**
- 4. Confirms Cr Helene Cameron as Chair and Cr Graham Christie as its delegate to the 150th Anniversary Community Organising Committee.**

Carried Unanimously



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
**2012/004	10/01/2012 (Amended 26/10/2012)	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	Public notification of revised plans
**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	Under consideration
**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	Notice of Decision issued
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	Under consideration
2012/053	01/06/2012	90 King Street Queenscliff	The construction of fences	Under consideration
**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	Notice of Decision issued
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	Public notification Referral to Engineering Department
**2012/058	07/06/2012 (Amended 02/11/2012)	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	Referral to Heritage Advisor



App. No	Date Received	Address	Proposal	Status
**2012/060	14/06/2012 (Amended 16/07/2012)	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	Notice of Decision issued
**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	Referrals to Engineering Department, Heritage Advisor, Municipal Building Surveyor & Vic Roads
**2012/062	21/06/2012 (Amended 20/08/2012)	1B Murray Road Queenscliff	2 lot subdivision and the development of two double storey dwellings	Notice of Decision issued
**2012/067	17/07/2012	27 Hobson Street Queenscliff	2 lot subdivision, alterations and extensions to an existing dwelling, alterations and extensions to an existing outbuilding for the development of a second dwelling (two storey), variation to the site coverage and setback requirements of Design and Development Overlay - Schedule 1 and removal of trees in a Heritage Overlay where tree controls apply	Under consideration
**2012/068	18/07/2012	10 Waterview Close Queenscliff	The development of a dwelling (two storey), carport and fence and variation to the setback requirements of Design and Development Overlay – Schedule 3	Notice of Decision issued
2012/069	20/07/2012	Foreshore reserve south of Weeroona Parade and Wharf Street East Queenscliff	The removal of vegetation	Under consideration
2012/070	23/07/2012	68 Baillieu Street Point Lonsdale	The development of a dwelling (two storey)	Application on hold at request of applicant
2012/076	08/08/2012	50 Stokes Street Queenscliff	The installation of a rainwater tank in a Heritage Overlay	Under consideration
2012/077	10/08/2012	101 Bellarine Highway Point Lonsdale	The erection of advertising signage	Under consideration
**2012/079	15/08/2012	9 Stevens Street Queenscliff	2 lot subdivision in a Heritage Overlay	Notice of Decision issued



App. No	Date Received	Address	Proposal	Status
2012/080	17/08/2012	43 Hesse Street Queenscliff	Alterations to an existing building, the erection of advertising signage and construction of fencing and gates in a Heritage Overlay	Public notification Referral to Heritage Advisor
**2012/081	20/08/2012	59 Point Lonsdale Road Point Lonsdale	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
2012/085	03/09/2012	15-17 Stevens Street Queenscliff	Removal of trees from a right of way access road in a Heritage Overlay where tree controls apply	Under consideration
2012/086	12/09/2012	159 Point Lonsdale Road Point Lonsdale	Works associated with extensions to the lawn cemetery and construction of roads and the removal of native vegetation	Referrals to Engineering Department, Heritage Advisor & DSE
2012/087	20/09/2012	15 Stokes Street Queenscliff	Alterations and external painting to an existing dwelling in a Heritage Overlay	Referral to Heritage Advisor
2012/088	24/09/2012	18 Werry Road Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification Referral to CCMA
2012/089	25/09/2012	19 Alexander Crescent Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Public notification
2012/090	28/09/2012	16 Kirk Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, variation to the setback requirements of Design and Development Overlay – Schedule 4 and construction of a front fence	Public notification



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

App. No	Date Received	Address	Proposal	Status
2009/131.1	06/09/2012	57/57A Mercer Street Queenscliff	Alterations, extensions and external painting of an existing dwelling, the construction of a second dwelling and subdivision of the land into two lots	Permit issued
**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	Permit issued
**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”)	Permit issued
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	Permit issued
2012/047	09/05/2012 (Amended 03/09/2012)	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 and fence and removal of an easement under Clause 52.02 of the Queenscliffe Planning Scheme	Permit issued
2012/057	07/06/2012	80-82 Kirk Road Point Lonsdale	The development of a dwelling and removal of native vegetation	Permit issued
2012/064	28/06/2012 (Amended 13/08/2012)	7 Jennifer Crescent Point Lonsdale	Alterations and extensions to an existing dwelling, the construction of a carport and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	Permit issued
2012/074	06/08/2012	76 Hesse Street Queenscliff	External painting of a building in a Heritage Overlay	Application withdrawn (lapsed)
2012/071	18/07/2012 (Amended 30/08/2012)	94 Hesse Street Queenscliff	Part demolition of an existing dwelling, alterations and extensions (deck) to an existing dwelling in a Heritage Overlay	Permit issued
2012/072	31/07/2012	147 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued



App. No	Date Received	Address	Proposal	Status
2012/078	07/08/2012	88 Hesse Street Queenscliff	Variation to carriageway easement on Plan of Subdivision PS536225L (removal of access rights)	Permit issued
2012/083	27/08/2012	6 Waterview Close Queenscliff	The construction of a front fence	Application withdrawn (lapsed)
2012/084	03/09/2012	4 Thomson Street Point Lonsdale	Alterations and extensions (outbuilding) to an existing dwelling	Permit issued
2012/096	23/10/2012	3 & 4/42 Hesse Street Queenscliff	The development of business identification signage in a heritage overlay	Permit issued



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

App. No	Date Received	Address	Proposal	Status
2012/091	10/10/2012	2A Cheshunt Street Point Lonsdale	Alterations (decks) to an existing dwelling	Public notification
2012/092	11/10/2012	18 Victor Street Point Lonsdale	The development of a two storey dwelling	Public notification Referral to Engineering Department
2012/093	15/10/2012	1 Elizabeth Street Point Lonsdale	The development of a two storey dwelling, variation to the wall height on boundary requirements of Design and Development Overlay - Schedule 4 and removal of native vegetation	Public notification
2012/094	15/10/2012	13 Learmonth Street Queenscliff	The construction of a fence on a site individually listed in a Heritage Overlay	Under consideration
2012/095	23/10/2012	14 Alexander Crescent Point Lonsdale	Alterations to an existing dwelling	Public notification
2012/096	23/10/2012	3 & 4/42 Hesse Street Queenscliff	The development of business identification signage in a heritage overlay	Permit issued
2012/097	31/10/2012	85 King Street Queenscliff	The development of a two storey dwelling	Further information requested 8 November 2012
2012/098	02/11/2012	24 King Street Queenscliff	Alterations to an existing dwelling and outbuilding individually listed in a Heritage Overlay	Public notification Referral to Heritage Advisor
2012/099	31/10/2012	12 Girvan Grove Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification
2012/100	05/11/2012	66 Hesse Street Queenscliff	The development of business identification signage in a heritage overlay	Under consideration

LEGEND

****** Objections received

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

Bold Officer delegation removed



Councillors: Merriman/Salter

That the report be received.

Carried Unanimously



15.2 Queenscliffe Sports Club Building Enhancement Project

File: QG 232 03 02

Report Author: Projects & Contracts Engineer &
General Manager of Planning and Infrastructure

Purpose

The purpose of this report is to provide information to Council to enable a decision with respect to the correspondence received from the Queenscliff Community Sports Club on 12 November 2012 (refer **Attachment 1**) requesting an allocation of \$60K to fund key items for the Monahan Centre that are additional to the scope of the current contract works being undertaken as part of the Queenscliffe Sports Club Building Enhancement Project Stage 1. The additional items include floor coverings, heating and cooling fit off as well as a Bain Marie and gas hotplate for the Day Canteen within the Monahan Centre building.

Background

The Queenscliff Sports Club Building Enhancement Project is a major redevelopment of the JA Monahan Centre. Items included in the redevelopment are listed below:

1. External improvements to the building to improve viewing of the oval
2. Player and umpires facilities
3. Programme Room
4. Medical Area
5. Community Meeting Rooms
6. All abilities access and facilities
7. Function room serviced by a commercial kitchen
8. Canteen and Day Bar facilities
9. Spa and Sauna
10. Gym

A State government grant of \$500,000 was secured from the Department of Planning and Community Development as part of the 2008/2009 Community Facility Funding Program.

Local funding of \$500,000 was committed. The initial funding commitments were made as detailed below:

- Queenscliff Sports Club - \$100,000
 - Queenscliff Football and Netball Club - \$75,000
 - Queenscliff Cricket Club - \$75,000
-



– Borough of Queenscliffe - \$250,000

Several attempts were made to secure funding from the Federal Government including three formal submissions from the Council that were all unsuccessful. A Quantity Survey undertaken by Council in September 2009 estimated the building redevelopment cost at \$1,691,100 inc GST. Due to the funding shortfall the project was split into stages. The project was tendered in August 2009 with 7 firms invited to tender after an Expression of Interest process was undertaken in June 2009. Six tenders were received at closing of tenders. As discussed in the confidential briefing to Council all tenders were significantly more than the value of the Quantity Survey previously undertaken. Despite negotiations with the preferred tenderer Council was unable to form a functional reduced scope of works to enable the project to commence within the available funds of \$1,000,000 ex GST. Council resolved to withdraw from the tender process without awarding the tender and to again seek Federal Government funding through the Regional Local Community Infrastructure Program. Council was again unsuccessful in acquiring Federal funding.

Following this outcome Council was approached by the Queenscliff Community Sports Club with a proposal to undertake stage 1 of the redevelopment project within the available funding with an amended specification utilising Sports Club members and supporters.

The proposed stage 1 specifications included amendments to the fixtures and fittings to a more basic standard and elimination of heating and cooling, the commercial kitchen and floor coverings.

The Sports Club members and supporters that were willing to engage in the project included qualified trades people working not-for-profit and local businesses supplying materials at heavily discounted rates or in-kind. Council investigated the Sports Club's proposal undertaking the necessary due diligence to ensure that all risks to Council and the project were considered. After the due diligence process was completed it was considered that the proposal was viable.

The Local Government Act prevents a community partnership model being employed in the manner as proposed by the Queenscliff Community Sports Club. Council applied for exemption to section 186(5)(c) of the Local Government Act to enable the proposed 'community Partnership' model to be employed to undertake the redevelopment project. Exemption requests are only considered by the Minister of Local Government in exceptional circumstances. Exemption was granted to Council which was a significant milestone for the project. This exemption meant that Council could award the project outside of the normal procurement requirements of the Act.

Council entered into a formal agreement with Steve Clark of Clark Homes on 4 April 2011 to undertake the unique 'community partnership' model of contract. Steve Clark, a Sports Club member, is a registered commercial builder. The Contract was required to be overseen by a registered commercial builder to ensure compliance with all regulations and to achieve a successful outcome.

The funding agreement between the State Government Department of Planning & Community Development and Council requires the project to be completed by June 2013. The Stage 1 project has progressed well considering the flexibility in scheduling trades required to capitalise on the available goodwill from all involved in delivering the project. The redeveloped Monahan Centre is expected to be open and operational for sports by April 2013. The community rooms will also be



available and the kitchen operational however it is uncertain if the function room will be operational until flooring, crockery and other essentials items are sourced. The Sport Club are actively fundraising on many fronts to obtain these essential items.

Council's financial investment in the Project

Over and above the Council allocation of \$250K to upgrade the Monahan Centre, Council resolved at the November 2011 Ordinary Meeting of Council to allocate \$70,000 ex GST to the Queenscliffe Sports Club for the purpose of installing a commercial kitchen in the Monahan Centre.

Council has also met the cost of an upgraded power supply to the Queenscliffe Recreation Reserve. The upgraded power supply was necessary for both the redevelopment of the Monahan Centre and to achieve improvements to the provision of power to camping, caravans and cabin accommodation at the Queenscliff Recreation Reserve and Victoria Park. The initial cost of the upgraded power supply has now been installed at the recreation reserve at a cost of approximately \$120K ex GST. Further power supply works through the camping area that are mandatory will be staged over future financial years. These works include consolidating the points of electricity supply on the eastern side of the Queenscliffe Recreation Reserve and the point of electricity supply in Victoria Park to the new upgraded point of supply. These works are scheduled to be tendered in 2013.

Key Issues

- The operation of the Monahan Centre post completion of the Queenscliffe Sports Club Building Enhancement Project Stage 1
- The capacity of the Queenscliff Sports Club to fundraise for investment in the Monahan Centre
- Council's asset renewal obligations that have been avoided by the undertaking of the Queenscliff Sports Club Building Enhancement Project Stage 1.
- Council's asset renewal obligations that are still required with respect to the Monahan Centre

Discussion

On 12 November 2012 Council received a written request for funding assistance from the Queenscliff Sports Club. The Club requests Council to consider allocating a further \$60,000 ex GST toward the Queenscliff Sports Club Building Enhancement Project to achieve an optimal level of operation of the Monahan Centre at the conclusion of the Stage 1 development. The request was received after a series of meetings between the Sports Club and Council officers to discuss the completion of the Queenscliffe Building Enhancement Project.

The additional funding requested would be used to complete three key items not included in the Stage 1 building Contract:



1. Heating and air conditioning fit off
2. Floor coverings – carpet to entrance, stairs, meeting and social rooms and nonslip vinyl to the first aid room, bar and storeroom.
3. Day canteen Bain Marie and gas hotplate.

The Sports Club consider these three items central to the amenity of the upgraded facility and the ability of the club to raise revenue once the Monahan Centre is operational. This revenue is considered crucial for the club to be able to meet facility management, operational and maintenance costs and further investment into the redevelopment of the Monahan Centre and sporting infrastructure.

When considering the Sports Club's request for additional funding assistance it is important to note several points:

Value achieved in undertaking the project in this manner

The 'community partnership' model that is being employed to realise Stage 1 of this project (the most significant stage) has the ability to capitalise on community members and organisations that have the desire to contribute to the facility and provide substantial cost efficiencies.

Preliminary assessments undertaken prior to commencement estimated that efficiencies of 25% would be achievable. As discussed in the confidential briefing to Council this is evidenced when comparing the lowest tendered amount for stage 1 works received in the failed August 2009 tender process with the 'community partnership' contracted sum. A detailed analysis post completion will confirm the level of savings achieved. The savings are expected to be significant.

Asset renewal works that have been 'avoided' by undertaking this project.

The condition of the Monahan Centre was poor prior to commencement of stage 1 of the Queenscliff Sports Club Building Enhancement project. The building required substantial funds to renew components of the building. The completion of Stage 1 of the development has effectively undertaken much needed renewal of the flooring within the old basketball court (now the program area, medical area and gym area), renewal of all doors and fittings, renewal of roofing iron, painting of the majority of walls and repair of water damaged walls has also now been completed. The quantum of these 'avoided' renewal costs have not been calculated however it is estimated to be in excess of \$200,000. The building renewal will also provide all of the services that the sports club building adjacent to the Monahan Centre does. This will allow for the repurposing or removal of the sports club building. If the building is removed in the future this will effectively further reduce Council's building renewal requirements. In summary, it is important to note that these are Council buildings that were identified in the Asset Management Plan as requiring asset renewal investment by Council. This centre upgrade has resulted in significant asset renewal costs being avoided.



Asset renewal that is being undertaken or about undertaken outside of Works Under Contract.

Council is still required to undertake renewal of several building components. The renewal works still required on the Monahan Centre include the renewal of the grandstand roofing, the renewal of the grandstand balustrade, the renewal of existing shower and toilets fitout including painting as well as some repair work that is require to several windows. These works are funded by Council's annual budget commitment to building asset renewal.

The funds raised by QCSC

The Queenscliff Community Sports Club to date has made enormous contribution to the realisation of the redevelopment project. In addition to the member sporting clubs contributing an initial sum of \$250,000 and the means to commence the project within the available budget, the Sports Club have raised further funds for investment in the Monahan Centre. The sports club have to date purchased the air conditioning system (for which they require funding to complete the fit off), facilitated the renewal of the grandstand seating, raised money to contribute to other items that have been considered important for the operation of the facility once open such as crockery and utensils for the kitchen and the function room bar. The additional money raised by the club that has been, or is about to be, invested into the Monahan Centre is approaching \$100K.

Options

Council officers have considered three options in preparing this report:

- No further contribution towards the Monahan Centre;
- Provision of a low or zero cost loan;
- Provision of a grant to the Sports Club for the items as requested.

Option 1: No further contribution from Council

This was not considered to be a suitable response to the Sports Club's request given the significance of the Council and community asset, how close the project is to completion and effective operation, the level of investment in the Centre to date by the community and Council, the savings to Council in avoiding asset renewal demands and the level of investment in the Centre achieved through implementing 'community model' of construction that resulted in substantial savings.

Option 2: Low or zero cost loan to fund items requested

Council officers have formally discussed this option with the Queenscliff Community Sports Club to understand the club's position should Council decide to offer such a loan. The Sports Club respectfully stated that they would have to decline any offer of a loan. The Queenscliff Sports Club has developed a Business Plan for operating the Monahan Centre facility. The Sports Club feel that the initial 'start up' period (years 1 and 2) of centre operation will be challenging and severely limits the capacity of the Sports Club to commit to any loan repayments.



Option 3: Fund items that have been requested

That Council fully fund the requested \$60K comprising items of:

1. Heating and air conditioning fit off – valued at \$15,500;
2. Floor coverings – carpet to entrance, stairs, meeting and social rooms and nonslip vinyl to the first aid room, bar and storeroom – valued at \$41,500;
3. Day canteen Bain Marie and gas hotplate – valued at \$3,000.

Officers' view is that this is readily justified given the points stated earlier, that is, the significance of the Council and community asset, how close the project is to completion and effective operation, the level of investment in the Centre to date by the community and Council, the savings to Council in avoiding asset renewal demands and the level of investment in the Centre achieved through implementing 'community model' of construction that resulted in substantial savings.

Council Plan

Council initiated this project under the 2010-13 Council Plan. The Queenscliff Community Sports Club Building Enhancement Project is supported by 2010-2013 Council Plan strategies:

- 4.2 Facilitate opportunities in sport, recreation and cultural and civic activities
- 4.5 Support and encourage community projects
- 5.4 Improve the development of infrastructure and maintain community assets

Financial

The cost of options 1 and 2 is minimal.

The cost of Option 3 is \$60K. Council could direct funds from its Asset Renewal Reserve to meet this payment with no resulting impact on the 2012/13 budget.

Social

The Queenscliff Sports Club Building Enhancement project will provide social benefits directly to the 1,000+ sports club members and to all those indirectly associated with the sporting activities.

Risk Management

By enabling the Queenscliff Sports Club to generate income to maintain and further improve the new facilities Council reduces the risk of being required to continually support the Queenscliff Community Sports Club financially.



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.

The Projects and Contracts Engineer has contributed to the compilation of this report. The Projects & Contracts Engineer declares an interest due to his current participation in the Queenscliffe Cricket Club which is a member of the Queenscliffe Sports Club.

Council's Chief Executive Officer and General Manager of Planning and Infrastructure have reviewed and endorsed the content of this report.

Conclusion

It is the officer's opinion that without the three items requested the amenity of the Centre will be lessened and Sports Club's ability to generate revenue will be reduced. The ability to generate revenue from the operation of the facility is of critical importance as the Sports Club's fundraising capacity has been exhausted with the fundraising that has been undertaken to date. It is likely that fundraising will be more difficult for the Sports Club to achieve over the near future due to the support that has already been given by Club members, sponsors and supporters.

It is also likely that without an ability to generate its own revenue the Sports Club will be placed in a position where it requires Council to continually assist them financially in the future. Any reduction in Sports Club revenue would also mean that the Club's investment in the building and sports facilities would not occur also potentially drawing on Council funds in the future. It is recommended that Council allocate \$60,000 (ex GST) to the Queenscliff Community Sports Club as requested under agreement that the Sports Club procure the items identified within their request to Council dated 12 November 2012.

Councillors: Merriman/Christie

That Council allocates \$60,000 (ex GST) to the Queenscliff Community Sports Club under agreement that the Queenscliff Community Sports Club procure the items identified within their request to Council dated 12 November 2012 and that these funds are drawn from Council's Asset Renewal Reserve.

Carried Unanimously



Attachment 1



QUEENSCLIFF COMMUNITY SPORTS CLUB INC.

A 12165 ABN 90 359 091 730

Incorporating: Queenscliff Football & Netball Club Inc. and Queenscliff Cricket Club Inc.

PRESIDENT:
BILL COMERFORD O.A.M.
Ph: 03 5258 2304
Mobile: 0418 553 264

SECRETARY:
ALAN MALONEY
Ph: 03 5258 2236
Mobile: 0423 937 020



12.11.12

To Queenscliffe Borough Council

Dear Mayor & Councillors

Further to our recent discussions with Council officers, Lenny Jenner and Stuart Hanson, the Queenscliff Community Sports Club (QCSC) is writing to request Council consider allocating an additional \$60,000 to achieve an optimal level of operation of the Monahan Centre at the conclusion of the Stage 1 redevelopment.

This additional funding allocation would be used to complete three key items not included in the Stage 1 building contract:

1. Heating and air conditioning fit off	\$15,500
2. Floor coverings - carpet to entrance, stairs, meeting and social rooms and non-slip vinyl to first aid room, bar and storerooms	\$41,500
3. Bay canteen Bain Marie and gas hot plate	\$ 3,000
Total	\$60,000

These components will allow the QCSC to operate the refurbished facility at a more optimal level of amenity for club members, the wider community and visitors to the Borough. Our assessment is that the improved amenity and functionality of the Centre will result in increased revenue to meet facility management, operation and maintenance costs and hopefully future improvements to the building and sports infrastructure.

To date the QCSC has contributed \$400,000 cash to this development through its initial contribution of \$250K and an exhaustive level of fund raising activities that have included the 'Buy a Brick' program, a Community Ball, sale of a 2013 QCSC calendar, a community Golf Day, garage sales as well as donations from sports clubs and the general public.

In addition, the combined efforts of the Monahan Centre contractor working in collaboration with the QCSC Committee and members has delivered a significant amount of in-kind voluntary labour, reduced cost of goods from suppliers and lower professional rates from many trades.

On behalf of the members of the QCSC we again would like to thank the Council for its ongoing support to this exciting community project and hope that you consider favourably our request for the additional funding.

With regards,

Bill Comerford O.A.M.
President, QCSC Inc.

J.A. MONAHAN CENTRE, HESSE ST. QUEENSCLIFF



16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

16.1 Contract 2012/07 – Lawn Mowing and Minor Garden Home Maintenance Service

File: QG055-04-03
QG052-03-2012/07

Report Author: General Manager Planning & Infrastructure

At its ordinary meeting on 19 September 2012 Council resolved to award Contract 2012/07 Aged Care and Disability Services Lawn Mowing and Minor Garden Maintenance Service to Active Care Attendant Care Agency Pty Ltd. The contract was signed and sealed 16 November 2012.

Councillors: Merriman/Wasterval

That Council notes the 'Use of the Seal' on Contract 2012/07 – Lawn Mowing and Minor Garden Home Maintenance Service.

Carried Unanimously

17. QUESTIONS WITHOUT NOTICE

17.1. Questions Without Notice Status Update

Councillors: Merriman/Christie

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

Carried Unanimously

17.2. Questions Without Notice

Nil.



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 5 December 2012 at 7:00pm

COUNCIL MEETING

Wednesday 19 December 2012 at 7:00pm

19. CONFIDENTIAL ITEMS

Time: 8:31pm

Councillors: Merriman/Wasterval

That Council suspend standing orders and commence in-camera meeting, at which time the meeting will be closed to members of the public, to resolve on matters pertaining to the following items:

- 19.1. Minor Acquisition of Land Adjacent to Road Reserve
(in accordance with Section 89 (2d) of the Local Government Act 1989)**
- 19.2 Loan Application - Queenscliffe Heritage Restoration Fund Application
(in accordance with Section 89 (2d) of the Local Government Act 1989)**

Carried Unanimously

Time: 8:58pm

Councillors: Merriman/Salter

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

Carried Unanimously



20. RATIFICATION OF CONFIDENTIAL ITEMS

Councillors: Merriman/Salter

That the decisions made in camera be ratified by Council.

Carried Unanimously

21. CLOSE OF MEETING

8:59pm

Confirmed

Cr H Cameron

MAYOR

19 December 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 17 October 2012

Assembly Commenced: 6:25pm

Assembly Closed: 6:51pm

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

Mr. Mitch Hodgson, Senior Planner (6:34pm – 6:46pm)

Ms. Allison Chaloner, Senior Accountant (6:34pm – 6:51pm)

Apologies:

Nil

Conflict of Interest Disclosures:

Councillors: Cr Mitchell declared a conflict of interest in relation to Item 1 in that he has a close association with Ms Jo Ritchie, an objector to this planning application related to 79 Hesse Street, Queenscliff (6:34pm – 6:47pm)

Officers: Nil

Agenda Items:

1. 79 Hesse Street – Addendum report
2. Councillor phones and computers
3. Council Meeting Agenda



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.
19 September 2012	2012/560 - Efficient Street Lights	<p>That Council:</p> <p>Requests officers to investigate options and implications for provision of public lighting services for all non cost-shared lighting in the Borough including bulk change to energy efficient luminaries and a focus on innovative control systems, and;</p> <p>Prepare a report to Council outlining available options and implications of each identified option including but not limited to calling for public tenders for public lighting services.</p> <p>Endorse the following motion at the MAV:</p> <p>'That the MAV advocate for increased innovation in lamp technology and improved contestability in the provision of public lighting in the Victorian market.'</p>	This is yet to be implemented.



ADJUNCT TO 17.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question Title	Action	Status
17 October 2012	Can the CEO provide an update on the status of Council's advocacy regarding the future of the Fisherman's Coop building?	<p>The CEO responded stating that Council has continued its advocacy to the State Government and to Parks Victoria regarding the future use of Fisherman's Coop. This includes several meetings and letters to state public servants and to Ministers communicating the resolution passed by Council seeking community use of the site and for the governance to rest with a suitable community organisation. In passing this resolution Council was well aware of the Queenscliff Maritime Museum's interest in using the buildings to expand their operation.</p> <p>Given the lack of any response from Parks Victoria on this matter I am seeking a meeting with The Hon Ryan Smith, Minister for the Environment to take place in November 2012.</p>	<p>The CEO met with Minister Ryan Smith on 11 October 2012. A second meeting was held with senior officers from DSE and Parks Victoria on 8 November 2012.</p> <p>Completed</p>
17 October 2012	Can the CEO clarify if the email regarding numbers of properties paying the commercial rate can be included in the Council minutes?	<p>The CEO confirmed that this would be included.</p> <p>The commercial rate is applied to 266 properties.</p> <p>This includes 114 'Tourist Accommodation Dwellings' within the following property types:</p> <p>88 = Detached dwellings 19 = Single unit/villa/townhouses 7 = Strata Units 114 = Total</p>	Completed



Date	Question Title	Action	Status
17 October 2012	Can the CEO provide a briefing to the new Council on the work undertaken by the current Council and the Municipal Association of Victoria regarding the view that a minimum of seven Councillors should be the benchmark for Local Government?	The CEO responded stating that he would include this in a briefing to the new Council.	This is yet to be implemented.