



# **Agenda**

## **Ordinary Meeting of Council**

Wednesday 19 December 2012 at 7:00pm

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

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Appendix 2	Municipal Fire Management Plan	11.2 Borough of Queenscliffe Municipal Fire Management Plan October 2012 - 2015	Under separate cover
Appendix 3	Project Brief	13.1 Proposed Queenscliff and Point Lonsdale Lighthouse Reserves Study	Under separate cover
Appendix 4	Point Lonsdale Foreshore Concept Plan	15.3 Point Lonsdale Foreshore Revitalization Project	Under separate cover

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**1. OPENING OF MEETING**

**2. PRESENT & APOLOGIES**

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

Councillors:

Officers:

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**4. PUBLIC QUESTION TIME**

**5. CONFIRMATION OF COUNCIL MEETING MINUTES**

**5.1. Ordinary Meeting of Council – 21 November 2012**

A copy of the previous Minutes of the Ordinary Meeting of Council held on Wednesday 21 November 2012 was distributed to Councillors under separate cover.

**Recommendation:**

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 21 November 2012, as distributed, be confirmed as an accurate record.**

**5.2. Audit Committee – 10 December 2012**

**Recommendation:**

**That the Unconfirmed Minutes of the Audit Committee Meeting held on 10 December 2012 (Appendix 1) be accepted.**

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## **6. RECORD OF ASSEMBLY OF COUNCILLORS**

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

### **Recommendation:**

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

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## **7. MOTION ON NOTICE**

### **7.1. Motion On Notice Status Update**

#### **Recommendation:**

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

### **7.2. Motion Number: 2012/562 Vegetation Vandalism Policy Review Date**

**File: QG078-01-09**

*In accordance with the Borough of Queenscliffe Local Law No. 1, 2010 notice was received by the Chief Executive Officer of the following motion on 11 December 2012.*

#### **Background**

The review date for the Council Vegetation Vandalism Policy is currently May 2014. I would like to propose that this review date be brought forward to February 2013 as I am concerned that the wording and conditions expressed in the policy are inadequate to deter future damage to trees and other vegetation and to ensure the planting of replacement vegetation.

*I, Cr. Sue Wasterval hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 19 December 2012.*

#### **Motion:**

**That the review date for the Council Vegetation Vandalism Policy be brought forward from May 2014 to February 2013.**





## **8. CORRESPONDENCE**

### **8.1. Petitions and Joint Letters**

Nil.

### **8.2. Inwards Correspondence**

Date	Correspondence
27 November 2012	Correspondence received from Australian Local Government Association regarding an update on constitutional recognition.
30 November 2012	Correspondence received from Australian Local Government Association regarding National State of the Assets Report
10 December 2012	Correspondence received from Planning Institute of Australia inviting Associate Membership

#### **Recommendation:**

**That the Correspondence be noted.**



## 9. MAYOR'S REPORT

### 9.1. Functions Attended

Date	Function Attended
11 October 2012	Mayor & CEO and Sean Blackwood, General Manager Queenscliff Harbour met with Minister Ryan Smith
26 October 2012	Mayor & CEO attended the G21 Board Meeting
15 November 2012	Mayor & Crs Christie, Salter and Wasterval attended the MAV State-wide Council Induction Day "Getting to Grips with Your Role"
16 November 2012	Mayor, Cr Wasterval & CEO attended the special preview of the Fort Queenscliff Military Art Exhibition
17 November 2012	Mayor attended the Fort Queenscliff Open Day - Farewell
17 November 2012	Mayor attended the Fort Queenscliff Ball
18 November 2012	Mayor attended the HMAS GOORANGAI Commemoration Service
20 November 2012	Cr Merriman, Deputy Mayor, deputising for the Mayor attended the official opening of the Point Lonsdale Medical Suite extensions by Mr Darren Cheeseman MP
20 November 2012	Mayor attended the 150th Organising Committee meeting
22 November 2012	Mayor spoke to the Prep, Grade 1 & Grade 2 students at St Aloysius Primary School
28 November 2012	Mayor spoke at Fort Queenscliff regarding Violence Against Women
1 December 2012	Mayor attended the Community Celebration of Christmas & Lighting of the Point Lonsdale Christmas Tree
3 December 2012	Mayor attended the first meeting of the Geelong Regional Library Corporation Board
3 December 2012	Mayor attended the Committee for Geelong Annual Dinner 2012
4 December 2012	Mayor & CEO attended the 150th Organising Committee meeting
4 December 2012	Mayor & Cr Christie attended the Blues Train presentation to QLBTAs December meeting
5 December 2012	Mayor & Cr Wasterval attended the Australia Day Awards Committee meeting



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Date	Function Attended
6 December 2012	Mayor attended the MAV/Australian Institute of Company Directors 'Getting to Grips with the Mayoralty' session, followed by the MAV dinner
11 December 2012	Mayor attended the 150 <sup>th</sup> Organising Committee School Teachers meeting
12 December 2012	Mayor met with Leigh Wallace, Development Manager, & Val Lawrence, Foundation Chairman - Geelong Community Foundation
12 December 2012	Mayor attended the Queenscliff Senior Citizens Club Christmas Luncheon

**Recommendation:**

**That the Mayor's Report be received.**

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## **10. COUNCILLOR PORTFOLIO REPORTS**

Nil.

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## **11. GOVERNANCE, FINANCE & EXTERNAL RELATIONS**

### **11.1 Victorian Auditor-General's Report November 2012 - *Local Government: Results of the 2011-12 Audits***

**File:** QG085-02-05

**Report Author:** General Manager Governance & Community and  
Senior Accountant

#### **Purpose**

The purpose of this report is to inform Council of the recently released Victorian Auditor-General's report on the 2011/12 local government audit results and to summarise key issues from this report as they relate directly to the Borough of Queenscliffe.

#### **Background**

On 28 November 2012, the Auditor-General of Victoria tabled his acquittal report titled *Local Government: Results of the 2011-12 Audits*. The report acquits the final results of the 2011-12 audits and provides a detailed analysis of council financial reporting, performance reporting, financial results, financial sustainability and internal controls.

The report presents findings in relation to 103 entities within the local government sector comprising:

- 79 councils;
- 11 regional library corporations; and
- 13 associated entities.

Council officers have reviewed this report by the Auditor-General of Victoria and a summary of the findings from this report, as they relate specifically to the Borough of Queenscliffe and the council grouping 'Small Shire Councils' within which Council is categorised, is included in the sections below.

#### **Key Issues**

The report tabled by the Auditor-General of Victoria examines the financial reporting of all entities as listed above. Key areas of comment by the Auditor-General in this report include:

**(i) Clear audit opinion:** a clear audit opinion indicates that the financial reports and performance statements were prepared in accordance with the applicable reporting framework. Clear audit opinions were issued on 103 financial reports, 90 standard statements and 79 performance statements.

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*Officer comment:* The Borough of Queenscliffe received a clear audit opinion on each of the general purpose financial statements, standard statements and performance statements.

**(ii) Qualification:** a qualified audit opinion is issued when the financial report or performance statement is materially different to the requirements of the relevant reporting framework, and therefore, is less reliable and useful as an accountability document.

*Officer comment:* The Borough of Queenscliffe, along with all 78 other councils, did not receive a qualification.

**(iii) Financial results:** the combined operating results for councils deteriorated in 2011-12, with all councils' having to account for an increase in employee benefits arising from a \$367 million funding call to address a shortfall in the local government defined benefit superannuation plan. The results were also impacted by the early receipt of two quarterly instalments of grant funding from the Victorian Grants Commission.

*Officer comment:* The Borough of Queenscliffe reported an underlying surplus of \$620,000 in its accounts at 30 June 2012 (2010/11: \$827,000). The additional superannuation expense of \$218,000 was recorded in the Borough's 2011/12 financial statements (this has since been paid in full during the September 2012 quarter).

**(iv) Financial sustainability:** in the view of the Victorian Auditor-General's Office (VAGO), to be financially sustainable, entities should have the capacity to meet current and future expenditure as it falls due and should also be able to absorb foreseeable changes and financial risks, without significantly changing their revenue and expenditure policies. The four core indicators used by the Auditor-General to assess financial sustainability are underlying result, liquidity, self-financing and capital replacement. Local government is also assessed on two other indicators which represent areas of risk for the sector, being indebtedness and the renewal gap. The report indicates that 73 councils have a low financial sustainability risk, five have a medium risk and one is of high risk.

*Officer comment:* The Borough of Queenscliffe has been assessed as 'low risk' on all six indicators of financial sustainability.

**(v) Quality of financial reporting:** the quality of financial reporting is measured by the timeliness and accuracy of reporting. Local government financial reporting (in terms of the Annual Financial Statements that form part of the Annual Report) and the statutory reporting timeframe of 30 September 2012 was met by 77 of the 79 local councils.

*Officer comment:* The Borough of Queenscliffe received sign-off by the Auditor-General in the timeframe required (on 21 September 2012.)

**(vi) Internal controls:** overall, councils were assessed as having adequate internal controls for producing reliable, accurate and timely financial reports. Suggested areas for improvement include the acquittal of actual performance against the strategic objectives set, longer-term budgeting (beyond 10 years) and demonstrating links between operational and capital budgets to achieve an appropriate balance between maintaining older assets and investing in new assets.



*Officer comment:* The Borough of Queenscliffe is one of the councils that VAGO determined did not provide a clear acquittal of the previous four-year Council term. The reporting process against the Council Plan has been in the form of quarterly narrative against the annual priorities, rather than a full comprehensive report back on the four-year strategies set out in the Council Plan.

**(vii) Performance reporting:** all councils are required to report their actual performance against measures and targets associated with the key strategic activities set out in their four-year council plans. The Auditor-General's report finds that councils have some way to go in preparing performance reports that are sufficient to satisfy the information needs of local residents and ratepayers. The Department of Planning & Community Development has commenced work in developing a compulsory performance reporting framework for the sector on relevance and appropriateness.

For the years ending 30 June 2013 and 30 June 2014, audit comment in relation to the relevance and appropriateness of performance indicators will be via management letters to encourage further development. By 30 June 2015, councils will be expected to have fully implemented the reporting framework, with the audit opinion to address the fair presentation, relevance and appropriateness of the performance indicators.

*Officer comment:* The Borough of Queenscliffe will need to consider the above developments, with respect to future audits of council's performance statement, when developing its Council plan for the new four-year term.

## **Discussion**

With respect to the 79 Victorian local councils, VAGO has five specific groupings as follows:

- Inner metropolitan (17)
- Outer metropolitan (14)
- Regional city (11)
- Large shire (16)
- Small shire (21)

The Borough of Queenscliffe is assessed within the 'small shire councils' grouping. It is within this grouping that the Victorian Auditor-General's report compares the Borough of Queenscliffe with other councils, assessing performance indicators against the average for the grouping, and applying a risk assessment for Council as well as for the grouping overall.

The overall assessment of financial sustainability risk is calculated on the basis of the five-year average for all six indicators applied to local government. Financial sustainability is viewed from both a short- and long-term perspective.

The shorter-term indicators involve the council's ability to maintain a positive operating cash flow and adequate cash holdings, and to generate an operating surplus over time.

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The short-term indicators used by VAGO are as follows:

1. **Underlying result:** calculated as 
$$\frac{\text{Adjusted net result}}{\text{Underlying revenue}}$$

A positive result indicates a surplus, the larger the percentage the stronger the result. Total underlying revenue is obtained from the comprehensive income statement and is adjusted to take into account large one-off (non-recurring) transactions.

*Officer comment:* Note the definition of underlying revenue is applied differently throughout the industry. Whilst VAGO does not adjust revenue for capital grants and contributions, Queenscliffe does make adjustment for such income on the basis of applying the 'matching principle', ie. capital expenditure is not included in the income statement and therefore capital income should be removed from the revenue figure.

2. **Liquidity:** calculated as 
$$\frac{\text{Current assets}}{\text{Current liabilities}}$$

This measures the ability to pay existing liabilities which fall due in the next 12 months. A ratio of one or more indicates there are more cash and liquid assets than short-term liabilities.

The longer-term indicators signify whether there is adequate funding available to cover long-term debt and for spending on asset replacement to enable the council to maintain the quality of service delivery, meet community expectations and the demand for services.

The long-term indicators used by VAGO include:

3. **Indebtedness:** calculated as 
$$\frac{\text{Non-current liabilities}}{\text{Own-sourced revenue}}$$

Non-current liabilities are mainly comprised of borrowings. The higher the percentage, the less able councils are to cover non-current liabilities from the revenues generated from their own sources (ie: excluding external funding sources). Own-sourced revenue excludes capital grants, which are usually tied to specific projects.

4. **Self-financing:** calculated as 
$$\frac{\text{Net operating cash flows}}{\text{Underlying revenue}}$$

Measures the ability to replace assets using cash generated by operations. That is, the ratio attempts to show the amount of funding available from operations to fund the Capital program. The higher the percentage, the more effectively this can be achieved.

5. **Capital replacement:** calculated as 
$$\frac{\text{Cash outflows for property, plant \& equipment}}{\text{Depreciation}}$$





This is a comparison of the rate of spending on infrastructure, property, plant and equipment with the level of depreciation expense. Expenditure can be deferred in the short-term, if there are insufficient funds available from operations and borrowing is not an option.

*Officer comment:* The ratio used at the Borough to indicate Council's ability to replace assets effectively is Capital Expenditure (accrued) on renewal/upgrade of existing assets (per the Capital Expenditure note to the accounts) as opposed to the total Capital cash amount reported in the Cash flow Statement. It is not felt that the VAGO ratio above shows the annual commitment to Capital spending on asset renewal.

Given the ratio below indicates renewal expenditure, the Capital replacement indicator used by VAGO seems unnecessary.

**6. *Renewal gap:*** calculated as 
$$\frac{\text{Renewal and upgrade expenditure}}{\text{Depreciation}}$$

This is a comparison of the rate of spending on existing infrastructure, property, plant and equipment with the level of depreciation expense. Ratios higher than 1:1 indicate that spending on existing assets is greater than the rate Council is consuming those assets. This is also a long-term indicator, as capital expenditure compared to depreciation needs to be averaged over a number of years as the peaks and troughs of asset replacement requirements occur.

**Financial Sustainability Risk Assessment specific to the Borough of Queenscliffe**

Within the 'small shire councils' grouping of 21 councils, the Borough of Queenscliffe is one of seven councils which has been assessed as low risk on all six indicators of financial sustainability.

Council has also been assessed as having results for the five-year average which are either equal to or more favourable than the average of the group, as follows:

- Underlying result = 9.93 % (average of the group is low risk at 7.69%)
- Indebtedness = 3.48% (average of the group is low risk at 24.46%)
- Capital replacement = 2.23 (average of the group is low risk at 1.53)
- Renewal gap = 1.78 (average of the group is low risk at 1.06)

Queenscliffe is assessed as most favourable of the group with respect to both indebtedness (for which 1 council is assessed as medium risk and all the rest are considered low risk) and the renewal gap (where 8 councils are assessed as medium risk and the remainder are deemed low risk). Council comes in third most favourable of the group, in terms of capital replacement.

Council is within the second quartile for underlying result, meaning it has been assessed as more favourable (less risk) than at least 50% of the councils within its group.



Although Council has been assessed as low risk for the self-financing indicator, Queenscliffe sits in the third quartile within the 'small shire councils' grouping, meaning that at least 50% of these councils have been assessed as more favourable than Queenscliffe.

Whilst assessed as low risk, Council is within the fourth quartile when it comes to liquidity and this means that at least 75% of councils within this grouping have more favourable results than Queenscliffe for this particular indicator of financial sustainability.

As a reminder, liquidity is a short-term indicator of financial sustainability and self-financing is a long-term indicator. Whilst Council currently sits below the average for the group, it is important to note that the more recent results indicate an improvement in the self-financing indicator. Liquidity remains of concern. These will be explored in further detail below.

The overall risk assessment of councils within the 'small shire' grouping is tabled below. Note the colour coding refers to the level of risk: green = low risk, yellow = medium risk and red = high risk.

Financial sustainability risk assessment results 2011-12

Small shire councils	Underlying result (%)	Liquidity	Indebtedness (%)	Self-financing (%)	Capital replacement	Renewal gap	Sustainability assessment
Ararat Rural City Council	4.15	4.45	21.47	21.03	1.13	0.94	●
Alpine Shire Council	2.17	2.45	31.60	30.90	1.29	0.71	●
Benalla Rural City Council	6.85	1.75	45.59	37.86	1.51	1.09	●
Borough of Queenscliffe	9.93	1.80	3.48	33.43	2.23	1.78	●
Buloke Shire Council	-7.85	0.70	13.90	46.43	1.02	0.90	●
Central Goldfields Shire Council	2.08	1.40	34.78	24.50	1.52	0.88	●
Gannawarra Shire Council	13.04	3.46	17.44	55.61	2.24	1.07	●
Golden Plains Shire Council	12.70	2.33	33.70	25.33	2.41	1.17	●
Hepburn Shire Council	9.68	2.32	22.84	42.95	1.81	1.39	●
Hindmarsh Shire Council	15.56	3.38	15.74	59.29	1.60	1.22	●
Indigo Shire Council	13.91	1.81	24.79	31.19	1.65	1.18	●
Loddon Shire Council	15.57	3.40	22.01	47.60	1.45	1.05	●
Mansfield Shire Council	11.39	2.51	20.06	3.89	1.46	0.80	●
Mount Alexander Shire Council	0.70	1.92	26.17	27.99	1.32	1.02	●
Murrindindi Shire Council	11.54	2.34	27.25	29.20	2.05	1.11	●
Northern Grampians Shire Council	7.88	2.36	32.83	40.50	1.27	1.20	●
Pyrenees Shire Council	17.79	4.45	28.10	33.83	1.47	1.07	●
Strathbogie Shire Council	4.13	2.08	29.16	35.14	1.28	0.82	●
Towong Shire Council	4.35	4.80	24.16	38.15	1.24	0.98	●
West Wimmera Shire Council	5.80	2.94	14.56	48.09	1.01	1.02	●
Yarriambiack Shire Council	0.17	2.69	24.05	33.66	1.10	0.80	●
<b>Category average</b>	<b>7.69</b>	<b>2.64</b>	<b>24.46</b>	<b>35.55</b>	<b>1.53</b>	<b>1.06</b>	●
<b>Category risk assessment</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>

Source: Victorian Auditor-General's Office.

Each of the six indicators of financial sustainability (in terms of VAGO's definitions) is further detailed on the following pages, illustrating the result for each of the past five financial years as well as the future projected trend.

Underlying result (%) 2008–2012

Small shire councils	2008	2009	2010	2011	2012	Mean	Actual trend	Forecast			Future trend
								2013	2014	2015	
Ararat Rural City Council	12.42	2.25	-1.71	6.59	1.18	4.15	■	5.66	6.81	7.03	■
Alpine Shire Council	1.87	-0.60	4.21	-1.88	7.26	2.17	■	7.91	10.28	10.43	■
Benalla Rural City Council	2.78	3.17	4.20	9.56	14.54	6.85	■	10.38	2.89	4.21	■
Borough of Queenscliffe	0.64	6.77	5.90	15.81	20.53	9.93	■	12.90	15.37	15.03	■
Buloke Shire Council	-7.04	-5.25	-22.66	-21.14	16.83	-7.85	■	56.21	47.73	-14.71	■
Central Goldfields Shire Council	-7.92	0.92	-4.37	13.28	8.48	2.08	■	16.59	7.23	8.55	■
Gannawarra Shire Council	0.60	7.07	3.28	3.83	50.40	13.04	■	10.10	4.07	3.39	■
Golden Plains Shire Council	4.03	11.85	12.74	9.53	25.35	12.70	■	10.37	8.83	11.95	■
Hepburn Shire Council	-1.90	14.60	9.83	5.49	20.36	9.68	■	7.69	6.47	7.68	■
Hindmarsh Shire Council	11.09	15.83	10.49	3.06	37.35	15.56	■	47.88	-0.47	-4.43	■
Indigo Shire Council	5.95	17.98	19.01	11.83	14.78	13.91	■	3.95	8.66	6.95	■
Loddon Shire Council	0.81	14.67	0.47	26.37	35.51	15.57	■	36.75	22.37	22.38	■
Mansfield Shire Council	2.39	27.43	23.32	18.69	-14.90	11.39	■	9.18	9.83	9.30	■
Mount Alexander Shire Council	-7.04	8.78	-5.57	1.91	5.40	0.70	■	16.40	12.44	8.82	■
Murrindindi Shire Council	2.93	11.18	11.33	8.54	23.73	11.54	■	3.87	-2.89	-0.39	■
Northern Grampians Shire Council	-0.92	8.04	-3.19	19.69	15.81	7.88	■	22.93	4.97	2.10	■
Pyrenees Shire Council	12.17	27.78	3.24	28.78	17.00	17.79	■	-56.76	20.77	-0.62	■
Strathbogie Shire Council	-0.49	4.67	-4.17	6.97	13.68	4.13	■	1.69	7.28	7.75	■
Towong Shire Council	5.41	9.39	2.30	8.77	-4.15	4.35	■	12.98	13.54	14.93	■
West Wimmera Shire Council	5.94	7.08	-2.22	7.02	11.18	5.80	■	1.56	3.95	7.17	■
Yarriambiack Shire Council	-0.89	4.47	-4.26	5.37	-3.84	0.17	■	0.39	-3.71	-3.18	■
Average underlying result (%)	2.04	9.43	2.96	8.96	15.07	7.69		11.36	9.83	5.92	

Source: Victorian Auditor-General's Office.

Council's underlying result has increased significantly for the 2011/12 financial year largely due to non-expenditure on projects which have been carried forward for completion in 2012/13. The trend as indicated in Council's long term financial plan is for continued surpluses in the underlying result for future years. Note: the trend is based on the average over a number of years to even out the impact of high carried forward expenditures which may occur in any one year.

Liquidity (ratio) 2008–2012

Small shire councils	2008	2009	2010	2011	2012	Mean	Actual trend	Forecast			Future trend
								2013	2014	2015	
Ararat Rural City Council	2.77	2.75	2.71	3.33	4.45	3.20	■	2.04	2.08	2.22	■
Alpine Shire Council	2.83	1.96	1.91	2.06	2.45	2.24	■	2.14	2.06	2.03	■
Benalla Rural City Council	1.65	1.52	1.64	1.42	1.75	1.60	■	1.01	1.02	1.08	■
Borough of Queenscliffe	2.80	1.69	1.61	2.51	1.80	2.08	■	1.15	1.15	1.14	■
Buloke Shire Council	1.68	1.44	0.41	0.44	0.70	0.93	■	2.52	0.90	0.76	■
Central Goldfields Shire Council	2.48	3.01	1.64	1.13	1.40	1.93	■	1.38	1.16	1.06	■
Gannawarra Shire Council	1.85	2.89	2.61	1.97	3.46	2.55	■	3.72	2.70	2.33	■
Golden Plains Shire Council	3.32	2.82	1.71	1.74	2.33	2.38	■	1.36	1.55	2.03	■
Hepburn Shire Council	1.11	1.99	1.83	2.63	2.32	1.98	■	0.96	1.03	1.08	■
Hindmarsh Shire Council	2.71	2.55	2.54	2.60	3.38	2.76	■	1.13	1.31	1.19	■
Indigo Shire Council	1.81	2.43	1.57	1.92	1.81	1.91	■	1.57	1.69	1.91	■
Loddon Shire Council	3.38	4.35	3.59	7.43	3.40	4.43	■	3.25	4.46	5.57	■
Mansfield Shire Council	1.67	3.68	4.09	3.68	2.51	3.13	■	1.23	1.17	1.16	■
Mount Alexander Shire Council	2.88	3.56	2.34	2.54	1.92	2.65	■	2.57	2.35	1.84	■
Murrindindi Shire Council	1.41	2.31	2.59	2.28	2.34	2.19	■	1.69	2.14	2.35	■
Northern Grampians Shire Council	1.51	1.67	1.50	2.29	2.36	1.87	■	0.59	0.60	0.61	■
Pyrenees Shire Council	2.41	2.53	4.01	5.09	4.45	3.70	■	1.09	1.08	1.30	■
Strathbogie Shire Council	2.05	1.75	1.54	1.37	2.08	1.76	■	1.14	1.25	1.26	■
Towong Shire Council	2.48	2.33	2.28	3.16	4.80	3.01	■	4.19	4.62	5.28	■
West Wimmera Shire Council	2.13	2.31	1.68	2.06	2.94	2.22	■	1.44	1.64	2.22	■
Yarriambiack Shire Council	2.07	2.88	3.55	2.93	2.69	2.83	■	2.10	3.12	0.71	■
Average liquidity	2.24	2.50	2.26	2.60	2.64	2.44		1.82	1.86	1.86	

Source: Victorian Auditor-General's Office.

Liquidity declined in the 2011/12 financial year, compared with the previous financial year. It is assessed as being a medium risk in future years. Note that a review of the longer term position of council is carried out each year and included in the Draft Budget and accompanying Strategic Resource Plan (SRP). The 2011/12 year included a review of Council's loan agreements and all loans moved from the previous split between current and non-current to 100% current liability. This has directly impacted on the liquidity ratio for 2011/12. Note also that the SRP figures are

based on full completion of the capital program by year end which is never the case, thus the actual position and the resulting liquidity position will always be better than forecast.

Indebtedness (%) 2008–2012

Small shire councils	2008	2009	2010	2011	2012	Mean	Actual trend	Forecast			Future trend
								2013	2014	2015	
Ararat Rural City Council	13.80	1.29	1.23	1.02	21.47	7.76	■	10.62	8.61	9.12	■
Alpine Shire Council	2.87	16.01	21.57	20.92	31.60	18.60	■	17.89	16.09	14.59	■
Benalla Rural City Council	49.24	44.34	47.27	38.56	45.59	45.00	■	47.90	44.16	40.52	■
Borough of Queenscliffe	31.04	26.13	21.20	15.72	3.48	19.51	■	10.61	7.68	4.91	■
Buloke Shire Council	8.38	7.93	13.64	17.99	13.90	12.37	■	16.18	16.05	15.98	■
Central Goldfields Shire Council	76.53	71.03	59.67	47.79	34.78	57.96	■	39.71	39.81	29.09	■
Gannawarra Shire Council	36.10	32.25	30.00	31.23	17.44	29.40	■	35.35	31.27	27.20	■
Golden Plains Shire Council	13.84	11.41	22.37	37.99	33.70	23.86	■	27.94	24.34	20.06	■
Hepburn Shire Council	23.68	28.60	25.72	14.89	22.84	23.15	■	21.53	19.35	15.35	■
Hindmarsh Shire Council	1.91	2.10	1.87	1.94	15.74	4.71	■	42.06	37.07	32.25	■
Indigo Shire Council	19.42	14.32	10.06	14.89	24.79	16.70	■	18.71	23.90	18.93	■
Loddon Shire Council	33.28	31.41	31.18	28.42	22.01	29.26	■	22.73	22.19	21.03	■
Mansfield Shire Council	28.56	30.95	24.89	18.83	20.06	24.66	■	27.21	29.83	25.59	■
Mount Alexander Shire Council	22.90	20.49	18.19	24.86	26.17	22.52	■	23.65	20.54	18.18	■
Murrindindi Shire Council	39.86	25.32	29.03	27.50	27.25	29.79	■	25.39	22.83	20.49	■
Northern Grampians Shire Council	12.80	19.84	15.80	20.95	32.83	20.44	■	17.69	14.53	12.03	■
Pyrenees Shire Council	14.72	17.06	30.87	33.50	28.10	24.85	■	26.25	21.89	17.62	■
Strathbogie Shire Council	35.12	31.01	28.59	19.85	29.16	28.75	■	17.62	12.67	8.62	■
Towong Shire Council	2.30	2.42	10.62	9.36	24.16	9.77	■	8.52	7.36	6.30	■
West Wimmera Shire Council	1.18	2.22	2.66	2.35	14.56	4.59	■	2.51	2.43	2.34	■
Yarriambiack Shire Council	7.65	6.52	5.49	2.88	24.05	9.32	■	2.91	2.53	2.38	■
Average indebtedness (%)	22.63	21.08	21.52	20.55	24.46	22.05		22.05	20.24	17.26	

Source: Victorian Auditor-General's Office.

Queenscliffe is trending favourably downward in the indebtedness indicator and this is the direct result of the shift in recognition of bank loans, previously reported in current and non-current terms, as 100% current liability in the 2011/12 year-end accounts. Note that long term loans entered into in previous years (including the office and town hall refurbishment) are nearing maturity. All pre-existing loans will have reached maturity by Year 2018. Note also that one new loan has commenced during 2012/13 for \$149,000 in relation to meeting Council's obligations for the defined benefits superannuation liability shortfall.

Self-financing (%) 2008–2012

Small shire councils	2008	2009	2010	2011	2012	Mean	Actual trend	Forecast			Future trend
								2013	2014	2015	
Ararat Rural City Council	27.60	27.47	22.53	27.95	21.03	25.31	■	27.52	28.49	28.77	■
Alpine Shire Council	17.41	16.61	20.80	17.34	30.90	20.61	■	23.96	27.40	27.22	■
Benalla Rural City Council	17.54	21.87	21.06	17.01	37.86	23.07	■	22.82	17.49	18.84	■
Borough of Queenscliffe	10.97	16.18	20.38	25.42	33.43	21.28	■	18.59	23.90	23.51	■
Buloke Shire Council	27.15	24.76	15.29	12.54	46.43	25.23	■	67.46	61.93	20.10	■
Central Goldfields Shire Council	18.59	26.77	24.20	38.16	24.50	26.44	■	31.26	24.87	25.96	■
Gannawarra Shire Council	25.40	30.06	26.67	31.50	55.61	33.85	■	50.74	24.68	24.12	■
Golden Plains Shire Council	23.94	31.80	25.92	26.70	25.33	26.74	■	25.01	24.93	25.67	■
Hepburn Shire Council	27.88	31.12	33.59	36.66	42.95	34.44	■	26.82	26.16	26.63	■
Hindmarsh Shire Council	31.88	38.67	32.65	27.09	59.29	37.92	■	62.22	28.39	27.29	■
Indigo Shire Council	24.88	40.40	35.37	16.06	31.19	29.58	■	25.63	31.14	29.50	■
Loddon Shire Council	30.91	39.73	30.71	45.20	47.60	38.83	■	55.06	47.10	46.68	■
Mansfield Shire Council	19.73	45.07	26.45	43.00	3.89	27.63	■	26.12	28.59	28.15	■
Mount Alexander Shire Council	23.43	31.74	28.40	18.66	27.99	26.05	■	29.83	28.72	26.26	■
Murrindindi Shire Council	29.04	18.74	22.71	21.59	29.20	24.25	■	28.73	20.93	23.38	■
Northern Grampians Shire Council	20.03	32.26	24.56	43.02	40.50	32.08	■	1.48	3.93	5.55	■
Pyrenees Shire Council	41.42	54.99	30.02	50.40	33.83	42.13	■	-28.49	50.54	33.62	■
Strathbogie Shire Council	17.54	30.86	25.11	23.78	35.14	26.49	■	25.09	25.66	27.04	■
Towong Shire Council	35.39	36.82	23.53	30.73	38.15	32.92	■	38.60	34.08	35.28	■
West Wimmera Shire Council	29.33	39.35	30.06	35.11	48.09	36.39	■	29.41	32.12	34.74	■
Yarriambiack Shire Council	27.26	33.19	35.26	28.75	33.66	31.62	■	27.66	54.66	-4.53	■
Average self-financing (%)	25.11	31.83	26.44	29.37	35.55	29.66		29.31	30.75	25.42	

Source: Victorian Auditor-General's Office.



Whilst the result of this ratio shows Queenscliffe in a positive light, the VAGO formula of taking operational cash flows as a percentage of revenue does not account for grants received in advance. The increase in cash held at year end may include significant non-recurrent grants and thus not indicate or measure the real funding available and generated from operations. (in terms of unencumbered cash). Officers do not believe this ratio relevant or applicable in the assessment of financial sustainability.

Capital replacement (ratio) 2008–2012

Small shire councils	2008	2009	2010	2011	2012	Mean	Actual trend	Forecast			Future trend
								2013	2014	2015	
Ararat Rural City Council	1.63	1.04	1.13	0.87	0.98	1.13	■	1.46	1.28	1.30	■
Alpine Shire Council	0.99	1.25	1.58	0.93	1.70	1.29	■	1.37	1.63	1.65	■
Benalla Rural City Council	1.15	1.16	0.91	1.59	2.77	1.51	■	3.08	1.06	1.09	■
Borough of Queenscliffe	2.00	3.59	1.61	1.16	2.77	2.23	■	2.69	2.77	2.76	■
Buloke Shire Council	0.88	0.86	1.22	0.61	1.56	1.02	■	5.56	4.90	0.63	■
Central Goldfields Shire Council	0.92	1.68	1.43	2.35	1.23	1.52	■	3.27	1.66	1.41	■
Gannawarra Shire Council	1.46	0.92	1.34	1.86	5.62	2.24	■	3.08	1.59	1.31	■
Golden Plains Shire Council	1.39	2.29	2.92	3.03	2.45	2.41	■	1.80	1.51	1.50	■
Hepburn Shire Council	1.49	1.31	1.43	1.78	3.06	1.81	■	1.31	1.29	1.31	■
Hindmarsh Shire Council	1.82	1.73	1.64	1.13	1.70	1.60	■	4.56	0.99	0.99	■
Indigo Shire Council	0.89	1.16	2.70	1.53	1.98	1.65	■	1.89	1.54	1.17	■
Loddon Shire Council	0.98	1.14	0.98	0.76	3.38	1.45	■	4.25	1.78	1.80	■
Mansfield Shire Council	1.05	1.07	1.20	2.48	1.50	1.46	■	3.23	1.80	1.44	■
Mount Alexander Shire Council	0.88	1.14	1.40	1.31	1.87	1.32	■	2.84	2.18	2.10	■
Murrindindi Shire Council	1.29	0.95	1.97	2.48	3.58	2.05	■	1.43	0.98	1.00	■
Northern Grampians Shire Council	1.21	1.28	0.93	1.85	1.09	1.27	■	1.26	1.24	1.10	■
Pyrenees Shire Council	1.73	1.77	1.17	1.53	1.16	1.47	■	1.74	2.24	1.08	■
Strathbogie Shire Council	0.87	1.17	1.38	1.44	1.56	1.28	■	1.99	1.36	1.51	■
Towong Shire Council	1.50	1.28	1.22	1.04	1.17	1.24	■	2.76	1.60	1.43	■
West Wimmera Shire Council	1.26	1.20	1.20	0.36	1.02	1.01	■	1.29	1.08	1.00	■
Yarriambiack Shire Council	0.89	0.95	0.97	0.93	1.77	1.10	■	1.42	1.24	1.17	■
Average investment gap	1.25	1.38	1.44	1.48	2.09	1.53		2.49	1.70	1.37	

Source: Victorian Auditor-General's Office.

Completion of large capital works projects, including those carried forward from previous years, will help to continue the improvement within this indicator. Council's implementation of the asset management plan includes setting monies aside in the asset replacement reserve for future expenditure requirements.



#### Renewal gap (ratio) 2008–2012

Small shire councils	2008	2009	2010	2011	2012	Mean	Actual trend
Ararat Rural City Council	0.77	0.89	0.88	1.21	0.94	0.94	■
Alpine Shire Council	1.37	0.74	0.76	0.55	0.13	0.71	■
Benalla Rural City Council	0.85	0.94	1.01	1.61	1.04	1.09	■
Borough of Queenscliffe	2.32	2.45	0.95	0.88	2.31	1.78	■
Buloke Shire Council	0.80	0.87	0.93	0.50	1.40	0.90	■
Central Goldfields Shire Council	0.42	0.86	0.51	1.74	0.88	0.88	■
Gannawarra Shire Council	1.00	0.59	0.97	1.39	1.40	1.07	■
Golden Plains Shire Council	0.68	1.21	0.98	1.24	1.76	1.17	■
Hepburn Shire Council	0.81	0.68	1.06	1.43	2.95	1.39	■
Hindmarsh Shire Council	1.39	1.27	1.15	0.91	1.40	1.22	■
Indigo Shire Council	0.61	0.00	2.70	0.86	1.74	1.18	■
Loddon Shire Council	0.69	0.84	0.73	0.34	2.63	1.05	■
Mansfield Shire Council	0.83	0.76	0.91	0.82	0.70	0.80	■
Mount Alexander Shire Council	0.75	0.74	1.09	0.88	1.65	1.02	■
Murrindindi Shire Council	0.92	0.69	1.39	0.95	1.61	1.11	■
Northern Grampians Shire Council	0.90	0.70	0.61	1.52	2.29	1.20	■
Pyrenees Shire Council	1.33	1.53	0.94	1.01	0.53	1.07	■
Strathbogie Shire Council	0.48	0.65	0.77	0.85	1.36	0.82	■
Towong Shire Council	1.27	1.23	0.79	0.55	1.07	0.98	■
West Wimmera Shire Council	0.99	1.12	1.10	0.94	0.96	1.02	■
Yarriambiack Shire Council	0.66	0.62	0.72	0.61	1.42	0.80	■
<b>Average renewal gap</b>	<b>0.94</b>	<b>0.92</b>	<b>1.00</b>	<b>0.99</b>	<b>1.44</b>	<b>1.06</b>	

Source: Victorian Auditor-General's Office.

As per the comments for capital replacement above, continued focus on Council's asset management plan is required to ensure existing infrastructure, property, plant and equipment is renewed as and when required.

#### Comparison of the Financial Sustainability Risk Assessment for the Borough of Queenscliffe, as compared with all 79 local councils in Victoria

Throughout this report, the results for Queenscliffe have been compared against the other 20 councils within the 'small shire councils' grouping, which is deemed the most relevant point of reference by a number of peak bodies in addition to the Victorian Auditor-General's Office.

The rankings within the **Small Shire Councils** grouping are as follows:

21 in 'Small Shire Councils' Grouping	Underlying result	Liquidity	Indebtedness	Self-financing	Capital replacement	Renewal gap
Maximum	17.79	4.80	45.59	59.29	2.41	1.78
Minimum	-7.85	0.70	3.48	3.89	1.01	0.71
Average	7.69	2.64	24.46	35.55	1.53	1.06
Queenscliffe - result 2011/12	9.93	1.80	3.48	33.43	2.23	1.78
Queenscliffe - ranking 2011/12	9th	18th	1st	13th	3rd	1st
Queenscliffe - result 2010/11	7.42	2.28	15.72	25.42	1.83	1.43
Queenscliffe - ranking 2010/11	9th	10th	8th	15th	2nd	1st





The rankings within **all councils Statewide** are as follows:

79 Victorian Local Councils	Underlying result	Liquidity	Indebtedness	Self-financing	Capital replacement	Renewal gap
Maximum	17.79	4.80	72.72	59.29	2.41	1.79
Minimum	-7.85	0.70	0.75	3.89	1.01	0.36
Average	6.20	2.14	27.22	29.65	1.52	1.03
Queenscliffe - result 2011/12	9.93	1.80	3.48	33.43	2.23	1.78
Queenscliffe - ranking 2011/12	15th	50th	4th	24th	4th	2nd
Queenscliffe - result 2010/11	7.42	2.28	15.72	25.42	1.83	1.43
Queenscliffe - ranking 2010/11	30th	25th	32nd	36th	8th	1st

## Council Plan

The Council Plan reference applicable is: *'to provide accountable governance and long term sustainable financial management'*.

## Financial

This report illustrates Council's commitment to long term sustainable financial management.

## Social

No social issues.

## Environmental

No environmental issues.

## Risk Management

This report is part of Council's risk management framework and provides focus on long term financial sustainability.

## 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.*

There is no conflict of interest or pecuniary interest to be declared in relation to this quarterly finance report.



## Reference(s)

For a full copy of the Victorian Auditor-General's report, in relation to the 2011/12 local government audit results, please refer to the link below:

[http://www.audit.vic.gov.au/reports\\_and\\_publications/latest\\_reports/2012-13/20121128-local-government.aspx](http://www.audit.vic.gov.au/reports_and_publications/latest_reports/2012-13/20121128-local-government.aspx)

## Conclusion

The recent report from the Victorian Auditor-General on the 2011/12 local government audit results highlights an overall continuing positive movement by Council in working towards long-term financial sustainability in terms of the VAGO definitions and assessment. It is important that indicators of financial sustainability continue to receive focus by Council, and reference to these indicators is included in the annual financial statements.

Financial Performance Indicators are useful mechanisms to compare historic results with longer-term plans for the future and to provide trends that would require corrective action. Benchmarking indicators with other Councils also provides a valuable mechanism and some perspective on how a Council "measures up" and ranks with a grouping or with other chosen benchmark partners (for example, similar geographic issues, socio-economic profiles, or locations around the State).

This summary of the VAGO report is provided to Council to indicate the type of information and results that have been published in the recent report on the 2011/12 audited results. Comprehensive benchmarking that is provided to council as part of the annual review of the Long Term Financial Plan, which leads into the annual Budget process, contains a suite of performance indicators, some of which are included in the VAGO list of indicators, however some definitions differ. (eg: capital income removed from the underlying surplus calculation.)

## Recommendation:

**That Council notes the Council officers report summarizing the findings of the Victorian Auditor-General Report released November 2012 on the 2011/12 local government audit results.**





## **11.2 Borough of Queenscliffe Municipal Fire Management Plan October 2012 - 2015**

**File:** QG056-01-07

**Report Author:** Law Enforcement Officer

### **Purpose**

To present the Municipal Fire Management Plan (October 2012-2015) to Council for adoption.

### **Background**

Fire Prevention Planning within Victoria is in a state of transition. This transition is being driven by the State Government under the auspice of the Integrated Fire Management Planning Team.

At the State level a new State Fire Management Planning Committee was created to oversee the integration and improvement in fire prevention following the last few major fire incidents in Victoria.

The State was divided into several Regional groups and 'Regional Strategic Fire Management Committees' were formed to lead and assist local municipalities in fire prevention planning. In the south west of the State, the Barwon South West Regional Strategic Fire Management Committee was formed.

This committee is chaired by the Country Fire Authority and the committee's membership is comprised of Local Government, Country Fire Authority, VICSES, Victoria Police, Water Authorities, Department of Sustainability and Environment, Department of Planning & Community Development, VicRoads, Parks Victoria, Corangamite Catchment Management Authority and Forestry owners.

The Borough of Queenscliffe is represented on the Barwon South West Regional Strategic Fire Management Committee by the Municipal Fire Prevention Officer and when available the Municipal Emergency Resource Officer.

The State Government also employed Fire Planning Network Managers to work with and assist Municipalities to move from historical practices to a truly integrated approach in Fire Management.

The State driven push to integrated fire management planning has required the following to occur:

- to transition from the old format of Municipal Fire Prevention Committees to the new Municipal Fire Management Committees;
  - prepare and maintain a Municipal Fire Management Plans (MFMP's) that meets the aims and objectives of Integrated Fire Management;
-



- to conduct risk assessments within the municipal footprint, to identify the risks and develop strategies to mitigate that risk;
- submit the MFMP for audit every 3-years.

A MFMP has been prepared in compliance with the new requirements and has been distributed to MEMP Committee members for comment. In addition the MFMP has been available on Council's website for community feedback. The MFMP is now presented to Council for adoption after which it will form the basis of the Borough of Queenscliffe's fire management policies and work schedules. The plan will be used to identify areas of immediate concern allowing for implementation of fire prevention requirements.

The MFMP is attached as **Appendix 2**.

## Discussion

Each Municipality has been required to have a Municipal Fire Management Plan (previously known as a Municipal Fire Prevention Plan) since approximately 1984 shortly after the Ash Wednesday fires. These plans have evolved over time and continue to be amended and upgraded based on all new and current information available to the fire authorities.

After the 'Black Saturday' fires it was determined that all plans should be revisited to include both chemical and structural information and build upon the wildfire (bushfire) model that has been the basis of Fire Prevention Plans for over 30 years.

Chemical information covers the likes of Hazmat (Hazardous Materials) and includes the possible storage of chemicals and various fuel types. Whilst the Borough of Queenscliffe does not have large quantities of this type of materials within the municipal boundaries the potential for future storage or usage is foreseeable.

Structural information looks more towards the potential for building type fires and includes both residential and commercial premises. Having a number of older type buildings within the municipality increases the likelihood of structural type fires and whilst containment of any fire outbreak is a priority consideration must be given to the heritage, cultural and social aspects of any fire event.

This plan seeks to not only identify these areas of concern but also to provide strategies and risk treatments.

## Key Issues

In accordance with the Country Fire Authority Act 1958, Council has a statutory responsibility to resource and plan for fire prevention activities. Council is also required to have a Municipal Fire Management Plan and appoint officers to particular positions. Council complies with their legislative requirements.

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The 2012 - 2015 MFMP also complies with recent amendments to the Country Fire Authority Act that requires details of Neighbourhood Safer Places and Community Information Guides (previously known as Township Protection Plans) to be included.

The MFMP is an all agencies approach to fire management for the municipal district of the Borough of Queenscliffe. The MFMP will support and complement the current Municipal Community Fire Plan until the review of the current plan in 2015.

The previous Municipal Fire Management Plan had a Wildfire/Bushfire focus; however the latest version now includes both chemical and structural information.

### **Council Plan**

The Municipal Fire Management Plan is provided to Council from the Municipal Fire Management Committee. The MFMP forms an integral part of the MEMP and provides Council with an overview of the area together with information relating to any works required. It includes any Community Information Guides (CIGs) within the municipality.

Note: CIGs were previously known as Township Protection Plans (TPPs)

### **Financial**

The costs associated with the new Plan have not been estimated due to the various meetings, seminars and working groups attended by Council Officers. However the costs associated will be absorbed within Council's Fire Prevention budget.

Previously, the Municipal Fire Management Plan has been distributed in hard copy. However, it is recommended that in order to keep costs down, as well as to comply with a number of agency requests, the Plan will be distributed via PDF files and will be available on Council's website.

This approach allows agencies and stakeholders to copy the Plan into their own computer systems.

### **Social**

The Borough of Queenscliffe has a large population of absentee owners and visitors alike. Queenscliff, in particular, has limited access and egress via the road network, as such it is imperative that all areas are maintained in a safe manner.

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## **Environmental**

Strategic Fire Management principals ensure that vegetation is dealt with in a sensitive manner to ensure that the needs of both the community and the environment are met with the least amount of impact. As a community that has a large number of absentee owners it is imperative that continual monitoring of all properties within the municipal district are inspected and any works required are carried out prior to the declared fire danger period

## **Risk Management**

Fire events, depending upon the type and location, will have an impact on the environment. To this end, this impact will be managed according to the needs of the situation by calling upon the relevant expertise that exists both within council and within other agencies.

Environmental agencies such as DSE, Parks Vic, together with the help and support of City of Greater Geelong and Borough of Queenscliffe Officers who have been involved in the creation of this Plan.

## **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.

## **Assessment**

The Borough of Queenscliffe Municipal Fire Management Plan has been reviewed for compliance with prescribed requirements, standards and relevant directives i.e. EMMV, IFMP Planning Guide and information provided by the State Committee, Fire Services, Fire Services Commissioner, plus alignment with BSW Regional Strategic Fire Management Plan priorities and objectives.

This has indicated a high level of compliance with current requirements

## **Conclusion**

The current Plan will ensure, as far as is practicable, that the Plan will pass the audit when scheduled by the CFA as part of the 3 year audit cycle.

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The Borough of Queenscliffe and City of Greater Geelong Municipal Fire Management Planning Committee has been heavily involved in the Victorian Fire Risk Register (VFRR) planning process since 2009.

The aim of the VFRR is to minimise the risk of adverse impact of Bushfires on assets in the human settlement, economic, environmental and cultural contexts.

The objective of the VFRR is to:

- Identify and rate Bushfire risk to assets
- Identify current mitigation treatments to manage risk and the responsible agencies for implementing these strategies
- To produce an integrated Bushfire Document and Risk Register across responsible agencies
- To support and inform Bushfire planning at a local level

Each year council's Municipal Fire Management Planning Committee undergoes a review of the VFRR data. The most recent review which is lead by specialists from the Country Fire Authority was on October 2012.

**Recommendation:**

**That Council adopt the Borough of Queenscliffe Municipal Fire Management Plan (MFMP) 2012 - 2015 and apply the common seal of the Borough of Queenscliffe.**

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**12. SUSTAINABILITY & LOCAL ENVIRONMENT**

Nil.

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## **13. BUSINESS & TOURISM**

### **13.1 Proposed Queenscliff and Point Lonsdale Lighthouse Reserves Study**

**File:** QG100-04-10

**Report Author:** General Manager Planning & Infrastructure

#### **Introduction**

Council has been informed by Department of Sustainability and Environment (DSE) officers on 30 November 2012 that the Minister for Environment and Climate Change has appointed the Borough of Queenscliffe as Committee of Management (CoM) for the parcels of Crown Land known as the Queenscliff Lighthouse Reserve and the Point Lonsdale Lighthouse Reserve. At the time of writing this report, formal documentation was not received to reflect this appointment but is expected in the near future.

The appointment of Council as CoM has formalised what Council has been negotiating with DSE officers for some time and is on the understanding that Council will develop the two sites for eco-tourism accommodation with possible commercial and community components on the Point Lonsdale Lighthouse Reserve.

The purpose of this report is to seek Council endorsement to appoint a suitably qualified and experienced consultant to undertake a study and prepare a development plan for the two reserves.

#### **Key Issues**

- Planning for future use of two strategically important reserves.

#### **Discussion**

Tourism based retail and accommodation is critical to the local economy in the Borough of Queenscliffe. However, the Borough has experienced a decline of over 40% in overnight tourism over the past 15 years in 5-star hotel accommodation and 3 to 5-star eco-friendly self contained accommodation.

Recent changes to land management arrangements for the Queenscliff and Point Lonsdale Lighthouse Reserves has provided an opportunity for the development of these reserves for tourism accommodation and related purposes. In particular, the provision of high quality, environmentally-friendly tourist accommodation will respond to a niche in the market and compliment the local and regional economy which is highly reliant on tourism (i.e. both within the Borough of Queenscliffe and the Bellarine Peninsula).

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In recognising this opportunity and in order to facilitate the development of such tourism infrastructure, it is critical appropriate planning be undertaken. It is proposed that this planning be undertaken by a suitably qualified and experienced consultant undertaking a detailed study following a quotation process in accordance with Council's procurement policy.

The key outcomes of this study will be:

- Costed Concept Plans and detailed feasibility for the development of high quality eco-tourism accommodation units at the Queenscliff Lighthouse Reserve. This will include the provision of tender documentation for the procurement and management of construction work for development in accordance with the adopted concept plans.
- Concept plans for development of accommodation and related retail, hospitality and community facilities at the Point Lonsdale Lighthouse Reserve taking into account identified restrictions for the site. This will include the provision of Expression of Interest (EOI) and Request for Proposal (RFP) documentation for the private development market to submit proposals to Council for the development of the site.

The above outcomes reflect Council officers' view that the scope of works for the Queenscliff Lighthouse Reserve would be within Council's capacity to manage and deliver while the scope of works for the Point Lonsdale Lighthouse Reserve would be best met by the private market with suitable lease arrangements in place.

The proposed consultancy tasks for the Queenscliff Lighthouse Reserve are:

### **Development Plan Tasks**

- Produce a Discussion Paper that describes all factors to be taken into account in preparing the Development Plan including:
  - Any State Government planning policies, the Queenscliffe Planning Scheme, other relevant State and Federal legislation and relevant site planning undertaken by the Department of Sustainability & Environment and the Borough of Queenscliffe Council;
  - The 'development principles' to be applied to the Queenscliff Lighthouse Reserve;
  - Draft development options utilising the 'development principles'.
  - Market demand assessment underpinning proposed options.
- Produce a Queenscliff Lighthouse Reserve Development Plan, including final Concept Plan, as a quality eco-accommodation development designed to increase tourist accommodation options and improve the natural values of the site.

### **Financial Feasibility Tasks**

- A detailed financial feasibility assessment for the Queenscliff Lighthouse Reserve site will be completed. This will include a financial plan that provides an analysis of demand and supply (market assessment), explanation of and evidence to support capital investment and revenue and expenditure assumptions.





- The Financial Feasibility will also examine appropriate business management models and demonstrate the feasibility of the recommended business model.
- It is assumed that Council will manage the development of the Queenscliff Lighthouse Reserve. A full life cycle costing of the Queenscliff Lighthouse Reserve Development Plan only will be prepared to enable Council to fully consider its role in the development and ongoing management of the proposed development at this site.
- The financial and human resources management capacity of Council to undertake the development of the Queenscliff Lighthouse Reserve will need to be examined as part of this consultancy.

### **Tender Documentation Tasks**

*For the Queenscliff Lighthouse Reserve, the consultant is required to:*

- Identify and assess appropriate procurement strategies for the development and management of the Queenscliff Lighthouse Reserve.
- Preparation of procurement documentation (tender, expression of interest, etc) informed by the Development Plan and Financial Feasibility will be prepared.
- The nature of procurement document for the Queenscliff Lighthouse Reserve will be dependent on the possible involvement of the Council in development and ongoing management of the site.

The proposed consultancy tasks for the Point Lonsdale Lighthouse Reserve are:

### **Development Plan Tasks**

- Produce a Discussion Paper that describes all factors to be taken into account in preparing a Development Plan including:
    - Any State Government planning policies, the Queenscliffe Planning Scheme, other relevant State and Federal legislation and relevant site planning undertaken by the Department of Sustainability & Environment and the Borough of Queenscliffe Council;
    - The 'development principles' to be applied to the Point Lonsdale Lighthouse Reserve;
    - Draft development options utilising the 'development principles'.
    - Market demand assessment underpinning proposed options.
  - Produce a Point Lonsdale Lighthouse Reserve Concept Plan, recognising the significant natural values and features, the Indigenous and European heritage and the opportunities for quality eco-accommodation development designed to increase tourist accommodation options, retail and hospitality facilities, enhancement of public open space and the possible inclusion of community facilities. The Concept plan should be to the level of detail required
-



to illustrate what may be possible on the site while retaining enough flexibility for potential developers to prepare their own designs.

### **Financial Feasibility Tasks**

- A high level financial feasibility assessment for the Point Lonsdale Lighthouse site will be completed. This will include a financial plan that provides an analysis of demand and supply (market assessment), explanation of and evidence to support capital investment and revenue and expenditure assumptions. The financial feasibility is to be used by Council only to indicate the viability of potential investment by the private sector.
- The Financial Feasibility will also examine appropriate business management models and demonstrate the feasibility of the recommended business model.
- A cost/benefit analysis is to be undertaken including investment opportunities and job creation on both sites.

### **Tender Documentation Tasks**

*It is assumed that development of the Point Lonsdale Lighthouse reserve will be beyond the financial and human resources of Council.*

*In this context, the consultant is required to:*

- Identify and assess appropriate procurement strategies for the development and management of the Point Lonsdale Lighthouse Reserve. The consultant must ensure that identified procurement strategies are fully compliant with the requirements of the Local Government Act (1989) and any other relevant legislation (e.g. Crown Land (Reserves) Act (1978)).
- It is assumed the procurement strategy for the Point Lonsdale Lighthouse Reserve would be a two-stepped process, namely:
  - Expression of Interest – calling for interested parties to submit their interest in the development of the site and provide details that indicate their capacity to undertake a project of the scale required;
  - Request for Proposal – shortlisted companies from the previous step requested to submit a proposal or tender which sets out in detail their development vision and how it fits with Development Plan for the site. Full financial details and land tenure requirements are to be provided.
- Preparation of procurement documentation (tender, expression of interest, etc) informed by the Development Plan and Financial Feasibility will be prepared.
- The development of procurement documentation for the Point Lonsdale Lighthouse Reserve will be designed to enable Council to select the future developer of the site.



Preparation of a Probity Plan that outlines arrangements for members of the Project Control Group (and all other project participants) to deal with confidentiality, conflict of interest, evaluation of proposals and any other matters considered to be necessary from a probity point of view.

A Project Brief has been prepared by Council officers which will form the basis of requesting quotations from consultants. The Project Brief is attached as **Appendix 3**.

Council has received a \$55,000 grant from the State Government through the Department of Planning and Community Development (DPCD) to undertake this study. One of the requirements of the grant is that the Project Brief be reviewed by DPCD staff. The brief has been forwarded to the relevant DPCD staff member and endorsed.

### **Council Plan**

The current 2009-2013 adopted Council Plan includes the following 2012/13 Business Plan Priority Action under the Business and Tourism Portfolio:

*"Access funding from the State Government to develop a Masterplan for tourism accommodation development at the Queenscliff Lighthouse Reserve (Shortlands Bluff) and the Point Lonsdale Lighthouse Reserve (ToCH)"*

The proposed study is consistent with the stated priority action.

### **Financial**

It is estimated the proposed study will not exceed \$100,000 (excluding GST). Funding for the project has been secured from the State Government through DPCD (\$55,000) and from DSE as a result of Council being appointed Committee of Management (\$45,000). In summary, it is estimated that the study will be fully funded from external sources.

Looking ahead, once developed the two reserves will provide an additional source of income to Council through direct management of tourism accommodation (Queenscliff Lighthouse Reserve) and lease income on commercial terms (Point Lonsdale Lighthouse Reserve).

### **Social**

The Queenscliff and Point Lonsdale Lighthouse Reserves, when developed, will provide an economic benefit to the local economy through the creation of additional tourism accommodation and employment opportunities both during construction and after completion.

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## Risk Management

During the initial study phase of the project, there are no apparent major risks. The study is fully funded and will identify options for future development of the two reserves.

Once the options have been identified, a detailed risk assessment will be undertaken to ensure Council is not unreasonably exposed to significant risk during the implementation phase of the project.

All options and associated risks will be presented to Council at a future date when the study has been completed and Development Plan prepared.

## 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

Being appointed Committee of Management for the Queenscliff Lighthouse Reserve and Point Lonsdale Lighthouse Reserve presents Council an opportunity for a new revenue source which could be used to partially offset the cost of Council services to the community.

It is critical that a comprehensive study be undertaken and development plans for the reserves be prepared in order to identify the best options for Council to realise this additional revenue, provide a boost to the local economy and create an attractive tourism option.

## Recommendation:

### That Council:

1. Endorse the *Queenscliff and Point Lonsdale Lighthouse Reserves Development Study Project Brief* (Appendix 3).
2. Appoint one or two Councillors to, and determine the chairperson of, the Project Reference Group (as per the *Queenscliff and Point Lonsdale Lighthouse Reserves Development Study Project Brief*).
3. Delegate responsibility to the Councillors and Council staff representatives of the Project Reference Group to select community representatives and relevant industry stakeholders to the Project Reference Group.



**14. COMMUNITY DEVELOPMENT**

Nil.

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## 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	Refer agenda
**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
2012/052	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
2012/056	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	Notice of Decision issued
**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	VCAT appeal lodged by objector Date of hearing yet to be advised



App. No	Date Received	Address	Proposal	Status
**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	VCAT appeal lodged by applicant. Date of hearing yet to be advised
**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
2012/069	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
**2012/080	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	Under consideration
**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	Referral to Engineering Department
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



App. No	Date Received	Address	Proposal	Status
**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	Under consideration
**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	Under consideration
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
**2012/097	31/10/2012	85 King Street Queenscliff	The development of a two storey dwelling	Public notification
2012/099	31/10/2012	12 Girvan Grove Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification





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

App. No	Date Received	Address	Proposal	Status
**2012/044	04/05/2012	38 Jordan Road Point Lonsdale	The development of a second dwelling, alterations and extensions (carport) to an existing dwelling and variation to the setback requirements of Design and Development Overlay – Schedule 4	Permit issued
<b>**2012/054</b>	<b>05/06/2012</b>	<b>79 Hesse Street Queenscliff</b>	<b>Creation of access to a road in a Road Zone, Category 1 and the construction of fences in a Heritage Overlay</b>	<b>Permit issued</b>
**2012/062	21/06/2012 (Amended 20/08/2012)	1B Murray Road Queenscliff	2 lot subdivision and the development of two double storey dwellings	Permit issued
**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	Permit issued
2012/076	08/08/2012	50 Stokes Street Queenscliff	The installation of a rainwater tank in a Heritage Overlay	Notice of Refusal issued
2012/077	10/08/2012	101 Bellarine Highway Point Lonsdale	The erection of advertising signage	Notice of Refusal issued
**2012/079	15/08/2012	9 Stevens Street Queenscliff	2 lot subdivision in a Heritage Overlay	Permit issued
2012/087	20/09/2012	15 Stokes Street Queenscliff	Alterations and external painting to an existing dwelling in a Heritage Overlay	Permit issued
2012/098	02/11/2012	24 King Street Queenscliff	Alterations to an existing dwelling and outbuilding individually listed in a Heritage Overlay	Application withdrawn
2012/100	05/11/2012	66 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
2012/101	26/11/2012	18-20 Baillieu Street Point Lonsdale	Part demolition of a dwelling individually listed in a Heritage Overlay	Public notification Referral to Heritage Advisor
2012/102	04/12/2012	1 Beach Street Queenscliff	Works associated with the reinstatement of Fisherman's Wharf (reinstatement work to wharf and sheet pile wall, construction of steps, fenders and safety ladder, reinstatement of services) and security fencing	Referrals to DSE & Heritage Advisor
2012/103	07/12/2012	43 Learmonth Street Queenscliff	External painting of a dwelling in a Heritage Overlay	Initial assessment being undertaken
2012/104	06/12/2012	8 Gellibrand Street Queenscliff	Demolition of a dwelling in a Heritage Overlay, the development of a dwelling (two storey), outbuilding and front fence and variation to the setback requirements of Design and Development Overlay - Schedule 1	Initial assessment being undertaken
2012/105	10/12/2012	40 Mercer Street Queenscliff	Alterations to an existing dwelling individually listed in a Heritage Overlay	Initial assessment being undertaken
2012/106	11/12/2012	1A Murray Road Queenscliff	2 lot subdivision with common property	Initial assessment being undertaken
2012/107	4/12/2012	79-81 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")	Initial assessment being undertaken

**LEGEND**

**\*\***                Objections received

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

**Bold**             Officer delegation removed



**Recommendation:**

**That the report be received.**



## **15.2 No. 64 King Street, Queenscliff**

**File:** QP120-6400

**Responsible Officer:** Senior Planner

### **Purpose**

The purpose of this report is to advise Council of the planning implications of the proposed development at No. 64 King Street, Queenscliff, summarised as:

- The proposal is for alterations to the existing single storey dwelling on the site, resulting in a double storey dwelling, with a maximum height of 8.495 metres and site coverage of 28%.
- The existing crossover is to be retained and a double garage is to be provided in front of the existing carport, and is to be constructed of shingle cladding and roofing.
- This is a redesign of a previous contemporary design application, which received five (5) objections. The advertising of the new application resulted in no further objections being received, and one (1) objection being withdrawn.
- It is considered that the proposed alterations to the dwelling are generally consistent with the requirements of the Queenscliffe Planning Scheme, and any areas of non-compliance are not fatal to the application, as conditions can be included on any approval granted to address the non-compliance issues.
- The loss of native vegetation from the front setback area can be addressed by including conditions on any permit issued, which will ensure that the vegetated character of the area will be ensured in the long term.
- Accordingly, it is recommended that Council resolves to issue a Notice of Decision to Grant a Permit for alterations and extensions (two storey) to an existing dwelling and variation to the side setback requirements of the Design and Development Overlay – Schedule 1 (DDO1).

### **Key Issues**

- Compliance with provisions of Queenscliffe Planning Scheme;
- Urban character;
- Concerns of objectors.

### **Discussion**

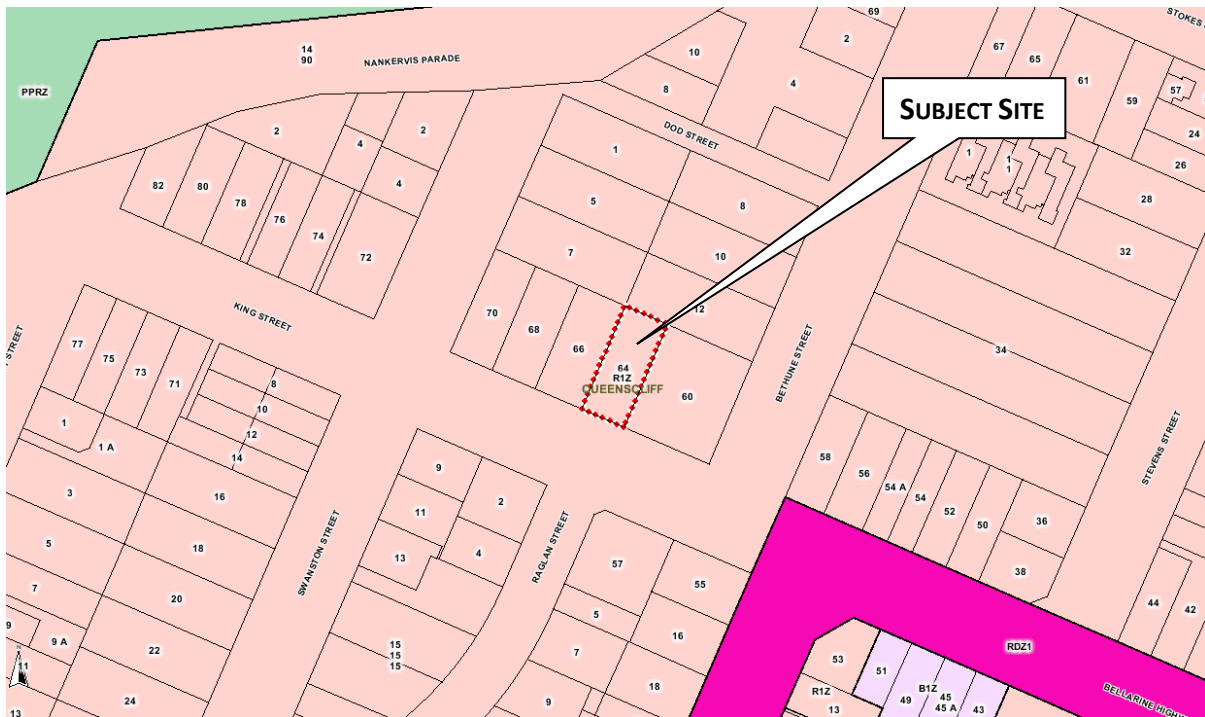
#### **Subject site and surrounds**

The subject site is located on the north side of King Street, Queenscliff opposite the T intersection with Raglan Street.

The site has a total area of approximately 680m<sup>2</sup> in size, and is generally flat.

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### Locality Plan



Source: [www.land.vic.gov.au](http://www.land.vic.gov.au) - 11.12.2012

### Aerial Image



Source: Council MapInfo GIS System - 11.12.2012

The aerial image demonstrates the surrounding built form in the area, of typical residential density within Queenscliff, with a double size block to the east of the subject site.

The existing dwelling on site is shown in the photo below.



Source: site inspection - 14.05.2012

### **Proposal**

The application proposes the construction of significant alterations to the existing single storey dwelling.

The ground floor footprint is being mostly demolished, with the chimney and carport the only things being retained. The ground floor of the dwelling is to comprise two (2) bedrooms, shared bathroom, water closet, laundry, open plan bar, entertainment and study area, with a north facing deck provided towards the rear of the dwelling. There is also a deck provided at the entry to the dwelling,

There is also a double garage proposed to the west of the dwelling, in front of the existing carport, located on the site's side boundary.

The first floor of the dwelling is to comprise a master bedroom with large en suite and walk in robe, and a small balcony facing the front of the site. There is also a large kitchen/dining/sitting room area provided, with a separate pantry/preparation area. A large north facing deck is provided at first floor level as well.

The proposal is to be constructed of painted horizontal weatherboard cladding, corrugated galvanised roof sheeting, painted timber fascia board around the eaves of the roof, with open timber battens to eaves and upper level screen.

The proposed dwelling has a minimum setback of 8.0 metres to King Street, 1.92 metres from the east (side), 11.785 metres to the north (rear), and the garage is proposed to be located on the site's west (side) boundary.

The proposed garage is to be constructed of shingle cladding on all sides, with a hipped shingle roof, and a maximum height of 3.6 metres, as measured to the peak of the gable adjoining the site's west (side) boundary.



The proposal represents 28% site coverage, with the majority of the remainder of the site being permeable.

### **Planning Scheme controls**

The site is located in a Residential 1 Zone, and is subject to a Design and Development Overlay - Schedule 4 (DDO4), and Vegetation Protection Overlay – Schedule 1 (VPO1).

### **Permit triggers**

The proposed development requires a planning permit under the following provisions of the Queenscliffe Planning Scheme:

- Clause 43.02-2 – buildings and works in a Design and Development Overlay; and

### **Referrals**

There have been no internal or external referrals sent in respect of this application.

### **Financial**

There are no financial implications for Council. This is the development of privately owned land and any costs will be borne by the landowner.

### **Social**

Consideration has been given to the impact of the proposed development on the amenity of the surrounding property owners, with particular regard given to the concerns raised by objectors.

Given the development is considered to be generally compliant with the provisions of the Queenscliffe Planning Scheme, subject to appropriate conditions on any permit issued, it is considered that the development should not have an unreasonable effect on the surrounding community.

### **Environmental**

There are not considered to be any environmental implications of this application.

### **Risk Management**

All matters set out under the Planning and Environment Act 1987 have been considered in the assessment of the application. A detailed assessment of the proposal is outlined later within this report.

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### **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.*

There is no conflict of interest or pecuniary interest to be declared in relation to this application for planning permit.

### **Assessment**

The following is an assessment of the proposal against the relevant provisions of the Queenscliffe Planning Scheme.

#### State Planning Policy Framework (SPPF)

The proposed development has been assessed against the relevant provisions of the State Planning Policy Framework (SPPF), and it is considered that the proposal is consistent and appropriate with the appropriate strategic objectives.

#### Local Planning Policy Framework (LPPF)

Clause 22.04-1 – Urban Character (Queenscliff) is of specific relevance to this application.

The proposed alterations to the existing dwelling have been considered against the provisions of this urban character policy, and it is considered that the proposal is generally consistent with the requirements of the Scheme. Any area of non-compliance is considered to be minor in nature, and is not fatal to the application.

#### Zoning

The subject site is located within the Residential 1 Zone.

Pursuant to Clause 32.01-2 of the Queenscliffe Planning Scheme, no planning permit is required to construct a single dwelling on a lot greater than 300m<sup>2</sup>. As the subject site is approximately 680m<sup>2</sup> in size, no permit is required.

Accordingly, no consideration is given to the provisions of the Residential 1 Zone, or the decision guidelines contained within.

#### Overlays

The subject site is affected by the following overlays:

- Design and Development Overlay – Schedule 1 (DDO1)

*Design and Development Overlay - Schedule 1 (DDO1)*





A planning permit is triggered for the development by this overlay. The overlay seeks to ensure that new development maintains, protects and enhances the distinguishing elements of the urban character of the Queenscliff township. The overlay contains particular requirements for a planning permit application, an assessment of the application against these requirements is shown below:

	<i>Requirement</i>	<i>Proposed</i>	<i>Compliance</i>
<i>Building Height</i>	Maximum two storey and 8.5 metres above natural ground level	Proposed dwelling is double storey with a maximum height of 8.495 metres.	Complies.
<i>Building Setbacks</i>	The minimum front setback for the proposed development should be the average of the adjoining properties.	The proposed entry deck has a setback of 8.0 metres to King Street, and the dwelling is setback 10.5 metres. This is considered to be consistent with the street setback requirements of the DDO1.	Does not comply – variation required.
	Side setback minimum of 1.0 metres for single storey and 1.92 metres for double storey.	The dwelling has a minimum setback of 1.92 metres at ground floor and to the stairwell. The first floor of the dwelling is approximately 2.9 metres from the boundary at its closest point.	Complies.
	Buildings should not be built on side and rear boundaries unless this is a dominant feature of buildings in the street.	The proposed garage is to be located on the site's west (side) boundary for a length of approximately 6.8 metres, with a maximum height of 3.6 metres. This does not appear to be a dominant feature of buildings in the street.	Does not comply – variation required.
<i>Permeable surface area</i>	At least 30% of the area of a site should have a permeable surface.	72%	Complies
<i>Site Coverage</i>	Maximum 40%	28%	Complies
<i>Adjacent to a heritage overlay</i>	Does not adjoin a property in a heritage overlay	The site does not adjoin a property in a heritage overlay.	N/A



As demonstrated above, the proposal is generally compliant with the requirements of the Design and Development Overlay – Schedule 4, with a variation being sought in regard to the side setback of the garage to the western boundary.

#### *Side setback*

It is considered appropriate to allow the garage to be located on the site's western (side) property boundary in this instance as it is not considered likely to result in any detriment to the urban character of the surrounding area. The garage is to be constructed of shingle cladding, which is considered to be sympathetic to the character of the surrounding urban area, and is also to have a hipped roof toward the street, to minimise any perceived bulk from the garage.

It is noted that there is an existing carport on the boundary of this site, and so this garage does not propose a setback that does not already exist; albeit the garage has a larger presence than a carport, and is located between the carport and the street.

#### Particular Provisions

There are no particular provisions of relevance to this application.

#### General Provisions

##### *Clause 65 – Decision Guidelines*

The proposal has been assessed and is considered to be consistent with the relevant decision guidelines contained within Clause 65 of the Scheme.

Accordingly, it is considered appropriate that the proposal be supported in this instance.

#### **Public notification**

As noted earlier within this report, this is an amended design following prior initial consideration of a more contemporary design.

The earlier proposal sought to construct a contemporary style extension to this dwelling. This application was advertised in accordance with Section 52 of the Planning and Environment Act 1987 by sending a set of the proposed plans by registered post to adjoining and surrounding property owners, maintaining a notice on site for a minimum of fourteen (14) days, erecting a public notice in the municipal offices for fourteen (14) days, and including a public notice in the local Echo newspaper.

Five (5) objections were received in relation to the proposal, from surrounding property owners and also persons who do not live near the property, but have concerns regarding the appropriateness of the proposal in the context of the surrounding area.

Concerns were also raised by Council officers, and the application was subsequently placed on hold while the applicant considered alternative designs with the client.

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An amended design was lodged with Council, and was subsequently advertised to the parties who were previously concerned with the original proposal. It was not considered necessary to advertise to the surrounding property owners who had not raised a concern with the previous proposal, given the amended design is considered to be a reduction in scale and contemporary design from what was previously proposed.

The advertising of the revised application resulted in one objection being withdrawn. No other correspondence was received in respect of the revised application. While the previous objections still stand, it is noted that no concerns have been raised in respect of the new application.

## **Conclusion**

It is considered that the proposal is appropriate and warrants support for the following reasons:

- The development is generally consistent with the requirements of the Queenscliffe Planning Scheme, subject to the inclusion of conditions on any permit issued;
- The proposed built form has given due regard to the surrounding urban character of this precinct of Queenscliff;
- The development has been significantly altered to reflect the concerns initially raised by Council officers and surrounding residents, and the revised proposal has received no objections in regard to the design.

For the reasons outlined above, it is considered that the proposed development is appropriate for the site and should be supported.

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**Recommendation:**

That Council, having caused notice of Planning Application No. 2012/004 to be given under Section 52 of the Planning and Environment Act 1987 and the Queenscliffe Planning Scheme, and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 resolves that the application be approved and that a Notice of Decision to Grant a Permit be issued for alterations and extensions (two storey) to an existing dwelling and variation to side setback requirements of Design and Development Overlay – Schedule 1, at No. 64 King Street, Queenscliff, in accordance with plans to be submitted pursuant to Condition 1 hereof, and subject to the following conditions:

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application on 26<sup>th</sup> October, 2012, but modified to show:
  - a) the provision of a full colour, finishes and building materials schedule is to be submitted to and approved by the responsible authority. The schedule must include illustrated examples (demonstrated on an A4 or A3 sheet) of the materials to be used for the development, for all external elevations. The colours/materials used for the development must be appropriate for the site and sympathetic to the character of the surrounding area, to the satisfaction of the responsible authority.
2. The development as shown on the endorsed plans must not be altered without the prior written consent of the responsible authority.
3. Prior to a Certificate of Occupancy being issued for the altered dwelling hereby permitted, all buildings and works and the conditions of this permit must be complied with, unless with the further prior written consent of the Responsible Authority.
4. Prior to a Certificate of Occupancy being issued for the altered dwelling hereby permitted, all works on or facing the boundaries of adjoining properties must be finished and surface cleaned to a standard that is well presented to neighbouring properties in a manner to the satisfaction of the Responsible Authority.
5. The site must be drained to the satisfaction of the responsible authority.
6. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
7. All piping and ducting above the ground floor storey of the development (other than rainwater guttering and downpipes) must be concealed to the satisfaction of the responsible authority.
8. In accordance with section 68 of the *Planning and Environment Act 1987*, this permit will expire if one of the following circumstances applies:

The development is not started within two (2) years from the date of permit issue.

- a) The development is not completed within four (4) years from the date of permit issue.



**In accordance with section 69 of the Planning and Environment Act 1987, the responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within three months afterwards.**

- Note (1):** The requirements of Part 4 - Siting - of the Building Regulations have not been taken into consideration in the granting of this Planning Permit.
- Note (2):** Prior to the commencement of the development you are required to obtain the necessary Building Permit.
- Note (3):** The applicant/owner must provide a copy of this planning permit to any appointed Building Surveyor. It is the responsibility of the applicant/owner and Building Surveyor to ensure that all building development works approved by any building permit is consistent with the planning permit.



### **15.3 Point Lonsdale Foreshore Revitalization Project**

**File:** QG090-02-20/1A & QG240-05-02

**Report Author:** Roads & Infrastructure Engineer

#### **Purpose**

This report provides information to Council regarding the Point Lonsdale Foreshore Revitalisation project and seeks Council's endorsement of the Point Lonsdale Foreshore Development Concept Plan.

#### **Background**

A comprehensive study of Point Lonsdale Village was commissioned by Council in 2000. The study, Point Lonsdale Shopping Village and Foreshore Areas Urban Design Framework (UDF), was completed and the report released to the community in July 2002. The report recommended 20 key development proposals for the Village and foreshore area - including a lookout platform and improved access to the beach promenade. It is important to note that the UDF report was not adopted by that Council or any subsequent Council.

The former Council reconvened a Point Lonsdale Main Street community reference group in May 2011 through an Expression of Interest process. Once established the Reference Group was tasked with reviewing the UDF's 20 key development proposals and determining the highest priorities for action. The Reference Group's top five priorities were presented to Council at its Ordinary Meeting on 21 September 2011 as follows:

1. Turning Point at Admans Street
2. Undergrounding of power and overhead services
3. Loop ramp to beach
4. Informal street edge carparking
5. Selective cypress removal

At its Ordinary Meeting of 21 March 2012 Council allocated funding under the State Government's Country Roads & Bridges Program to implement the Priority 1 project to construct a roundabout at the Admans Street Point Lonsdale Road intersection. The anticipated timeline for completion of this project is mid-late 2013.

At its Ordinary Meeting of 16 November 2011 Council allocated \$275,000 from the Local Government Infrastructure Fund for the undergrounding of powerlines in the shopping precinct of Point Lonsdale Road.

Council also allocated funds to undertake a Landscape Plan for the Point Lonsdale foreshore in line with the third priority to construct a *'Loop Ramp to the Beach - Create safe and comfortable ramp*

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*access from Point Lonsdale Road to the beachfront walkway at the primary crossing point opposite the proposed 'Village Square', and establish improved viewing and seating areas overlooking the bay.'* The Landscape Plan was also designed to respond to community concerns regarding the condition of the foreshore grass embankment between Loch Street and Albert Street.

Between March and July 2012 Council Officers worked with the Reference Group to develop a concept plan for the Point Lonsdale foreshore area including:

Stage 1: Lookout Platform including construction of all abilities ramp and stairs adjoining ramp.

Stage 2: Construct a new all abilities access ramp from the Albert Street pedestrian crossing to the beach promenade; modify the existing Albert Street steps and link to the pedestrian crossing; install picnic tables and timber shelters on the lower embankment opposite Albert Street and install new BBQ, shelter and picnic tables opposite Loch Street, adjacent to the Loch Street playground. The undergrounding of powerlines in Point Lonsdale Road from Admans Street to Kirk Road is included in Stage 2.

### **Community Consultation**

The concept plan (refer **Appendix 4**) was the subject of community consultation in September 2012.

Three community information sessions were held in late September on a Tuesday afternoon, Thursday night and Sunday morning of which there was a combined attendance of 25 people. Comments received at the information sessions were positive and the eleven written submissions received were in support of the proposal.

The written submissions were emailed to the Reference Group on 16 November 2012 for their consideration and discussed at the Reference Group meeting of 27 November 2012. The Reference Group did not consider there were any new ideas from the community that warranted incorporation into the foreshore plan. Of the public feedback received:

- Several ideas from the public had already been discussed at length and discarded by the Reference Group in previous meetings;
- Some comments related to things outside of the scope of the project (ie underground powerlines, replacing street furniture further north of project area, the deteriorating condition of promenade, etc), and
- While noted for future reference, the remaining comments related to things outside of Council's direct management (ie. groynes and seawall).

Along with the usual displaying of the information on Council's website, the Library and Town Hall, a large 'real estate' sized sign of the foreshore concept plan was installed on the foreshore adjacent to the proposed lookout platform location. A brochure holder was installed on the sign and over 250 copies of the concept plan were taken by the public.



## **State and Federal Government Funding Opportunities**

### ***Stage 1:***

In March 2012 the State Government announced a new Community Works Funding Program (with grants to a maximum of \$200,000) that provided an opportunity for Council to progress Priority 3 including a lookout platform and associated all abilities ramp and stair access point to the beach directly opposite the pedestrian crossing. This resulted in a successful funding submission and an allocation of \$200,000 to this priority.

Detailed design services for Stage 1 are currently out to quote and construction of Stage 1 is planned after the 2013 Easter school holidays. It should be noted this work will need to be co-ordinated with Admans Street Roundabout works which include powerline undergrounding at the Admans Street intersection and new drain construction and kerb & channel renewal from Admans Street to an existing stormwater pit opposite the IGA Supermarket. In relation to the undergrounding of powerlines, PowerCor has nominated a start date of 22 April 2013 after the Easter School holiday period, subject to Council signing a works agreement.

### ***Stage 2:***

In late October 2012 the Federal Government released Round 3 of the Regional Development Australia Fund (RDAF), in which they had changed the guidelines making it available for projects in small towns for funding up to \$500,000. At its Ordinary Meeting on 21 November 2012, Council resolved to submit an Expression of Interest for Stage 2 of the Point Lonsdale Foreshore Revitalisation project. Successful Expression of Interest will be announced on 13 February 2013, full applications are then due on 27 March 2013 with successful projects to be announced after 7 June 2013.

## **Council Plan**

Constructing the Point Lonsdale Foreshore Revitalisation project aligns with the following strategies from the Council Plan 2010-2013:

- 1.1 Achieve financial strength and maximize external funding opportunities.
- 2.2 Protect, restore and rehabilitate the natural ecosystems of the foreshore, coastal and marine environments and increase ecosystem connectivity.
- 2.6 Increase the amenity and usefulness of paths and trails in the Borough and surrounds without any detrimental impact on the significant environmental values.
- 4.4 Promote safe walking and cycling activity.
- 5.1 Protect, conserve and add value to the unique natural, built and heritage values of the Borough of Queenscliffe, drawing on an understanding of the limitations of the natural environment and the municipality's historical background.
- 5.4 Improve the development of infrastructure and maintain community assets.





## **Financial**

### ***Stage 1:***

Council has allocated \$175,000 in the 2012-13 budget of which \$75,000 comes from the Local Government Infrastructure Fund. As indicated, Council was successful in obtaining a further \$200,000 from the State Government Community Works Program. It is anticipated the current budget of \$375,000 will be sufficient to construct the Stage 1 works.

### ***Stage 2:***

Council has allocated \$275,000 towards the undergrounding of powerlines component of this project from the Local Government Infrastructure Fund. As part of the Admans Street Roundabout project, a further estimated \$370,000 will be spent undergrounding powerlines at the Admans Street intersection. A further \$185,000 is required to fully underground the powerlines in Point Lonsdale Road from Admans Street to Kirk Road. If successful, the RDAF grant of \$500,000 will cover this and the balance of \$315,000 will be used to undertake other components of the foreshore concept plan to the extent the budget allows.

Council also has in-kind contributions from Parks Victoria (pier timber donation), men's shed (picnic table assembly) and the Lions Club (funding new seats at playgrounds). The Lions Club & Rotary are also interested in contributing new picnic/ BBQ facilities with details to be discussed and finalised in early 2013.

Council officers will continue to monitor funding opportunities for this project to complete all planned works and applications as necessary.

## **Social**

The social benefits of the implementation of this project numerous. It is envisaged the lookout platform will open up viewing opportunity of the spectacular panorama of the entrance to Port Philip Bay, become a community meeting place, a place to relax and enjoy the ambience, reducing the gap between the shops and beach. The all abilities access ramp from the beach promenade to the lookout platform, and connecting with the wombat crossing directly linking to the shops, again draws the beach and shops closer together. The all abilities access ramp will make the beach promenade more accessible to the elderly, young children, parents with prams, cyclists and the mobility impaired.

## **Environmental**

The environmental benefits include rejuvenation of existing open space making it more accessible and improvements to the aesthetics. The proposed works also include a significant amount of re-vegetation.

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There are four environmental issues that are currently being assessed by the Reference Group:

- The future of three Norfolk Island Hibiscus trees that are considered an unsuitable tree for public spaces;
- The health and future of three Monterey Cypress trees - in the past two of the three trees have been assessed as healthy, while one tree was defined as unhealthy. The UDF study recommended removing the unhealthy Cypress and pruning the other two trees. An arborist report on the health, life expectancy and impact of proposed works has been commissioned. The Reference Group will consider this matter when the arborist report is received.
- New tree planting – the Reference Group is in favour of planting new trees on the foreshore for shade and amenity. The location of these trees has the potential to be a contentious issue with the community; especially residents living opposite whose view may be impacted. The Reference Group continues to discuss the issue of tree locations.

### **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 considered by the Council or the committee.*

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

### **Conclusion**

The Point Lonsdale Foreshore Revitalisation project has been developed in conjunction with the Point Lonsdale Main Street Reference Group. The Concept Plan produced received positive comments from the community consultation undertaken. The vegetation component of the project is yet to be finalised by the Reference Group before further public consultation.

A grant of \$200,000 has been secured from State Government for implementation of Stage 1 works. As part of the Admans Street Roundabout project undergrounding of powerlines will occur at the Admans Street intersection.

An expression of interest has been lodged for a Federal Government grant of \$500,000 under the Regional Development Australia Fund for Stage 2 of the project.

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**Recommendation:**

**That Council:**

- 1. Endorses the Point Lonsdale Foreshore Concept Master Plan (refer Appendix 4), with the exception of elements 13 & 29 related to existing trees.**
  - 2. In relation to elements 13 & 29, requests Officers to develop a Vegetation Plan in conjunction with the Point Lonsdale Main Street Reference Group, seek community feedback on this plan and provide a report to Council on this matter.**
  - 3. Authorises Council Officers to implement the project in accordance with the concept plan within the project's budgetary constraints.**
-



## **16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS**

Nil.

## **17. QUESTIONS WITHOUT NOTICE**

### **17.1. Questions Without Notice Status Update**

#### **Recommendation:**

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

### **17.2. Questions Without Notice**

## **18. LIST OF COUNCIL MEETINGS**

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

#### **PLANNING REVIEW MEETING**

Wednesday 13 February 2013 at 7:00pm (if required)

#### **COUNCIL MEETING**

Wednesday 30 January 2013 at 7:00pm



## **19. CONFIDENTIAL ITEMS**

Time: \_\_\_\_\_pm

### **Recommendation:**

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. Confirmation of Confidential Council Meeting Minutes – 21 November 2012  
(in accordance with Section 89 (2d) of the Local Government Act 1989)**
- 19.2. Confidential Audit Committee – 10 December 2012  
(in accordance with Section 89 (2f) of the Local Government Act 1989)**
- 19.3. 2013 Australia Day Awards  
(in accordance with Section 89 (2i) of the Local Government Act 1989)**
- 19.4. Loan Application - Queenscliffe Heritage Restoration Fund Application  
(in accordance with Section 89 (2d) of the Local Government Act 1989)**

Time: \_\_\_\_\_pm

### **Recommendation:**

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

## **20. RATIFICATION OF CONFIDENTIAL ITEMS**

### **Recommendation:**

That the decisions made in camera be ratified by Council.

## **21. CLOSE OF MEETING**



## **ADJUNCT TO 6 - RECORD OF ASSEMBLY OF COUNCILLORS**

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

### **6.1. Councillor Induction Workshop – Monday 12 November 2012**

**Assembly Commenced: 9:00am**

**Assembly Closed: 4:00pm**

**Assembly Location: Camp Wyuna, 71 Flinders Street Queenscliff**

#### **Attendees:**

Cr. Helene Cameron

Cr. Graham J Christie

Cr. Bob Merriman

Cr. Susan Salter

Cr. Sue Wasterval

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Ms. Susan Benedyka, The Regional Development Company

Mr. Rob Carolane, The Regional Development Company

#### **Apologies:**

Nil

#### **Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

#### **Agenda Items:**

1. Councillor Induction Workshop



## 6.2. Councillor Induction Workshop – Monday 19 November 2012

**Assembly Commenced: 9:00am**

**Assembly Closed: 4:30pm**

**Assembly Location: Camp Wyuna, 71 Flinders Street Queenscliff**

### **Attendees:**

Cr. Helene Cameron

Cr. Graham J Christie

Cr. Bob Merriman

Cr. Susan Salter

Cr. Sue Wasterval

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community (*absent 12:00noon - 1:00pm*)

Mr. Phil Josipovic, General Manager Planning & Infrastructure (*absent 12:00noon - 1:00pm*)

Mr. Phil Shanahan, Consultant Facilitator

### **Apologies:**

Nil

### **Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

### **Agenda Items:**

1. Councillor Induction Workshop



### **6.3. Councillor Assembly – Monday 19 November 2012**

**Assembly Commenced: 4:35pm**

**Assembly Closed: 5:34pm**

**Assembly Location: Camp Wyuna, 71 Flinders Street Queenscliff**

**Attendees:**

Cr. Helene Cameron

Cr. Graham J Christie

Cr. Bob Merriman

Cr. Susan Salter (4:35pm to 5:23pm)

Cr. Sue Wasterval

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community

Mr. Phil Josipovic, General Manager Planning & Infrastructure

**Apologies:**

Nil

**Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

**Agenda Items:**

1. Review the Council Agenda
2. Confidential Tender briefing
3. Regional Development Australia Fund
4. Tourism Industry Regional Development Fund
5. Liquor Licencing Information Update





#### **6.4. 150th Anniversary Organising Committee Meeting - Tuesday 20 November 2012**

**Assembly Commenced:** 4:30pm      **Assembly Closed:** 5:30pm

**Assembly Location:** Queenscliff Town Hall

**Attendees:**

Lenny Jenner – Borough of Queenscliffe, Chair

Shannon Di Lisio – Borough of Queenscliffe

Cr Helene Cameron

Cr Graham Christie

John Goodman – PLCA

Martin Brown

Jackie Hutchison

**Apologies:**

Val Lawrence

Cr Bob Merriman – Borough of Queenscliffe

Leanne Stein – Borough of Queenscliffe

Lorraine Golightly

Val Lawrence

Tracey Otter –QLBTA

Les Irving Dusing – Maritime Museum

**Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

**Agenda Items:**

- 1 Welcome
- 2 Confirmation of meeting notes from 13 September 2012
- 3 Actions from meeting 13 September 2012
- 4 Funding update
- 5 150th program and Governor of Victoria itinerary
- 6 Next meeting



#### **6.4. Point Lonsdale Main Street Community Reference Group - Tuesday 27 November 2012**

**Assembly Commenced: 3:30pm      Assembly Closed: 5:00pm**

**Assembly Location: Point Lonsdale Bowls Club**

**Attendees:**

Cr Bob Merriman

Cr Sue Wasterval

Phil Josipovic - General Manager Planning & Infrastructure

Daniel Barker – Roads & Infrastructure Engineer

Dean Zanoni

Bruce Golightly

Tamara Gaylard

John Goodman

Geoff Dyke

Merv Jaensch

Jocelyn Grant

**Apologies:**

Lester Hunt

Damien Cayzer

**Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

**Agenda Items:**

- 1 Welcome – Confirmation of last meeting minutes
- 2 UDF update on Admans Street Roundabout & Undergrounding power lines.
- 3 Purpose of Workshops:
- 4 Consider community consultation feedback on concept design.
- 5 Vegetation discussion
- 6 Project Timelines
- 7 Close



### **6.5. Councillor Assembly – Monday 3 December 2012**

**Assembly Commenced: 9:00am**

**Assembly Closed: 5:45pm**

**Assembly Location: Camp Wyuna Meeting Room, Queenscliff**

**Attendees:**

Cr. Helene Cameron, Mayor (9:00am – 4:58pm)

Cr. Bob Merriman, Deputy Mayor

Cr. Susan Salter

Cr. Sue Wasterval

Cr. Graham J Christie

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community (9:00am – 4:40pm)

Mr. Phil Josipovic, General Manager Planning & Infrastructure (9:00am – 5:30pm)

Ms. Allison Chaloner, Senior Accountant (9:00am – 1:30pm)

Mr. Stuart Hanson, Infrastructure & Contracts Engineer (10:00am – 11:15am)

Mr. Mitch Hodgson, Senior Planner (12:45pm – 5:05pm)

**Apologies:**

Nil

**Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

**Agenda Items:**

1. Councillor Induction Program
  - Review Induction Program to date
  - Council Plan 2013 – 2017 (clarify date for January 2013 workshop)
  - Long Term Financial Plan, 2013/14 Budget & Asset Management Plan
  - State Planning Policy & Queenscliffe Planning Scheme
  - Overview of BoQ Programs & Services
2. Councillor Delegates to Committees & Organisations
  - MAV (Committees & Rural Councils Victoria) & Hesse Street Hub
3. Confidential: CEO Contract
4. LG Act Amendment
5. Government Grants Info request



#### **Agenda Items:**

6. Email communication to Councillor
  7. Councillor Profiles
  8. Council / Staff Meetings before Xmas
  9. Setting time for Briefing from G21
  10. Monahan Centre Facility Tour – 5:00pm Wednesday 19 December
  11. Draft Council Meeting Agenda – 19 December 2012
  12. Community Carbon Neutral Action Plan survey
  13. MAV/Brace Diploma of Local Government – clarify Councillor interest
-



## **6.6. 150th Anniversary Organising Committee Meeting - Tuesday 4 December 2012**

**Assembly Commenced: 4:30pm      Assembly Closed: 5:45pm**

**Assembly Location:              Queenscliff Town Hall**

### **Attendees:**

Cr Helene Butler  
Cr Graham Christie  
Leanne Stein – Borough of Queenscliffe  
Tracey Otter – QLBT  
Lenny Jenner – Borough of Queenscliffe  
Shannon Di Lisio – Borough of Queenscliffe  
John Goodman – PLCA  
Martin Brown  
Carmel Christenson  
Jackie Hutchison  
Meryl Hodgson – Maritime Museum

### **Apologies:**

Les Irving Disting – Maritime Museum  
Val Lawrence  
Jenny Cowburn

### **Conflict of Interest Disclosures:**

Councillors:              Nil  
Officers:                  Nil

### **Agenda Items:**

- 1      Welcome
- 2      Confirmation of meeting notes from 20 November 2012
- 3      Actions from meeting 20 November 2012
- 4      Program discussion
- 5      General business
- 6      Next meeting



### 6.7. Australia Day Awards Selection Committee - Wednesday 5 December 2012

**Assembly Commenced:** 8:30am                      **Assembly Closed:** 9:40am

**Assembly Location:** Borough of Queenscliffe Council Offices

**Attendees:**

Cr Helene Cameron, Mayor

Cr Sue Wasterval

Shannon Di Lisio – Tourism & Community Development Coordinator

Bill Comerford

**Apologies:**

Gwen Joyce (*however her assessments were submitted at the meeting*)

Val Lawrence

**Conflict of Interest Disclosures:**

**Councillors:** Cr Cameron – removed herself from the room during the discussion and recommendation of the Community Service of the Year.

**Officers:** Nil

**Agenda Items:**

1. Discussion about each Award Category and decision on Award winners.
2. Community Environment Project of the Year Award
3. Community Service of the Year Award
4. Community Event of the Year Award
5. Citizen of the Year Award
6. General discussion



## **6.8. Councillor Assembly – Wednesday 5 December 2012**

**Assembly Commenced: 6:00pm**

**Assembly Closed: 6:45pm**

**Assembly Location: Queenscliff Town Hall**

### **Attendees:**

Cr. Helene Cameron

Cr. Graham J Christie

Cr. Bob Merriman

Cr. Susan Salter

Cr. Sue Wasterval

Mr. Lenny Jenner, CEO

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Mr. Mitch Hodgson, Senior Planner

### **Apologies:**

Nil

### **Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

### **Agenda Items:**

1. State Planning Policy & Queenscliffe Planning Scheme Briefing
  2. Planning Review Meeting Update
  3. Councillor Delegates to Committees & Organisations – MAV Committees
-



## **6.9. Planning Review Meeting – Wednesday 5 December 2012**

**Assembly Commenced: 7:03pm**

**Assembly Closed: 9:12pm**

**Assembly Location: Queenscliff Town Hall**

### **Attendees:**

Cr. Helene Cameron

Cr. Graham J Christie

Cr. Bob Merriman

Cr. Susan Salter

Cr. Sue Wasterval

Mr. Lenny Jenner, CEO

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Mr. Mitch Hodgson, Senior Planner

### **Presenters:**

#### **64 King Street, Queenscliff**

1. Applicant Mr Chris Price, Price Williams Architects
2. Objector Joan Kenwood, Queenscliffe Community Association

#### **10-18 Hesse Street, Queenscliff**

1. Applicant Mr Shayne Linke, Contour Consultants Pty Ltd
2. Objector Suzanne Cronin
3. Objector Joan Kenwood & David Kenwood, Queenscliffe Community Association
4. Objector Heather Carter & Barry Sutton
5. Objector RD Craig
6. Objector Nicholas Johnstone
7. Objector David Parker

### **Apologies:**

Brian O'Cleirigh

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**Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

**Agenda Items:**

1. 64 King Street, Queenscliff
2. 10-18 Hesse Street, Queenscliff



## **6.10. Councillor Induction Workshop – Monday 10 December 2012**

**Assembly Commenced: 8:30am**

**Assembly Closed: 3:30pm**

**Assembly Location: Camp Wyuna, 71 Flinders Street Queenscliff**

### **Attendees:**

Cr. Helene Cameron

Cr. Graham J Christie

Cr. Bob Merriman

Cr. Susan Salter

Cr. Sue Wasterval

Mr. Lenny Jenner, CEO

Ms. Ev Wuchatsch, General Manager Governance & Community

Mr. Phil Josipovic, General Manager Planning & Infrastructure

Ms. Susan Benedyka, The Regional Development Company

### **Apologies:**

Nil

### **Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

### **Agenda Items:**

1. Councillor Induction Workshop – Working Together to Deliver



### **6.11. Hesse Street Hub Meeting – Tuesday 11 December 2012**

**Assembly Commenced: 9:30am**

**Assembly Closed: 11:45am**

**Assembly Location: Queenscliff Town Hall**

**Attendees:**

Cr Graham Christie – Borough of Queenscliffe  
Lenny Jenner – Borough of Queenscliffe  
Phil Josipovic – Borough of Queenscliffe  
Shannon Di Lisio – Borough of Queenscliff  
Peter Williams – Williams Boag Architect  
Jessica Black – Williams Boag Architect  
Jocelyn Grant – Queenscliff Historical Museum  
Alistair Hope – Queenscliff Historical Museum  
Alison Katona – Geelong Regional Library  
Judith Oke – Geelong Regional Library  
Maree Greenwood – Visitor Information Centre  
Brian Milnes - Visitor Information Centre  
Robyn Laws – Hesse St Revitalisation Group

**Apologies:**

Joan Lindros – Hesse St Revitalisation Group  
Rob Hendrey – Hesse St Revitalisation Group

**Conflict of Interest Disclosures:**

Councillors: Nil.  
Officers: Nil.

**Agenda Items:**

1. Welcome / Introductions / Apologies  
Acknowledgement of Richard S de Fegely, RIP
2. Hesse Street Hub Concept Planning Update (Lenny Jenner)
  - Positive Steps & Remaining Challenges
  - So where to from here? – Task and Process



**Agenda Items:**

- Achieve greater integration of functions
- Limit the building envelope
- Make greater use of the site / rear vista

New timeframe and process

3. Rethinking the Hesse Street Hub Concept (Peter Williams)
4. Setting times for Next Meetings



## **6.12. 150th Anniversary School Representatives - Tuesday 11 December 2012**

**Assembly Commenced: 4:15pm Assembly Closed 5:00pm**

**Assembly Location: Borough of Queenscliff Meeting Room 1**

### **Attendees:**

Cr Helene Cameron

Leanne Stein – Borough of Queenscliffe

Shannon Di Lisio – Borough of Queenscliffe

Jenny Cowburn – Queenscliff Primary School

Fay Agterhuis – Point Lonsdale Primary School

Fiona Dawson - St Aloysius Primary School

### **Apologies:**

James Casey – St Aloysius Primary School

### **Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

### **Agenda Items:**

- 1 Welcome
- 2 Current program for 150th
- 3 Discussion on how schools to be involved
- 4 Next meeting



#### ADJUNCT TO 7.1 – MOTION ON NOTICE STATUS UPDATE

Date	Motion Number	Action	Status
21 September 2011	2011/552 - Public Tree Removal Policy	That Council defer the following motion and request a report from Officers and a response from the Council's Vegetation Advisory Group in relation to this Motion.	This is yet to be implemented.
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 a briefing to the new Council on the work undertaken by the current Council and the	The CEO responded stating that he would include this in a briefing to the new Council.	This is yet to be implemented.



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Date	Question Title	Action	Status
	Municipal Association of Victoria regarding the view that a minimum of seven Councillors should be the benchmark for Local Government?		

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