



# Agenda

## Ordinary Meeting of Council

Wednesday 23 November 2022 at 7:00pm

Queenscliff Town Hall

### **Distribution List**

#### **Councillors**

Cr Ross Ebbels – Mayor  
Cr Fleur Hewitt – Deputy Mayor  
Cr Donnie Grigau  
Cr Michael Grout  
Cr Isabelle Tolhurst

#### **Officers**

Martin Gill – Chief Executive Officer  
Tim Crawford, Manager Planning & Community Safety  
Gihan Kohobange – Manager Finance and Corporate Services  
Shannon Maloney – Manager Community  
Stuart Hansen – Manager Infrastructure and Environment  
Makenna Bryon – Communications Coordinator  
Matt Gibbs – Communications Officer  
Jenni Walker – HR & Governance Coordinator

In accordance with the Borough of Queenscliffe Governance Rules, the information contained within this Agenda is for the confidential and privileged use of Councillors until at least 48 hours prior to this meeting.

**THIS MATERIAL DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL**

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### **Council Vision**

***Inspired by the Borough's Latin motto, 'Statio Tutissima Nautis', that translates as "the safest anchorage for seafarers", our vision for the future is that:***

***The Borough remains a safe haven defined by its unique heritage, rich culture and significant natural environment. It is a special and restorative place for an involved and caring community and our visitors.***

***Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People. We acknowledge and respect their continuing connections to their Lands, Waters, Skies, Culture and the contribution they make to the life and spirit of our community. We pay respect to their past and present Elders and their emerging leaders, and extend this respect to all Aboriginal and Torres Strait Islander peoples.***

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## Appendices

<b>Appendix</b>	<b>Title</b>	<b>Agenda Item</b>	<b>Distribution</b>
Appendix 1	Borough of Queenscliffe Planning Applications Protocol	13.1 Chief Executive Officer Report	Under separate cover
Appendix 2a	Borough of Queenscliffe Climate Emergency Response Plan 2021–2031	15.1 Climate Emergency Response Plan Implementation update	Under separate cover
Appendix 2b	Climate Emergency Response Plan Implementation Framework	15.1 Climate Emergency Response Plan Implementation update	Under separate cover

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Appendix 2c	Victorian Climate Change Strategy	15.1 Climate Emergency Response Plan Implementation update	Under separate cover
Appendix 3	Final draft Bellarine Peninsula Statement of Planning Policy	17.2 Bellarine Peninsula Distinctive Area and Landscape final draft Statement of Planning	Under separate cover
Appendix 4	Municipal Association of Victoria Regional groupings of Councils discussion paper	18.3 Municipal Association of Victoria Regional Groupings of Councils Review	Under separate cover
Appendix 5	Response to public question taken on notice at the ordinary meeting of Council on 26 October 2022	ADJUNCT TO 7.1 – PUBLIC QUESTION STATUS UPDATE	Under separate cover

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## 1. OPENING OF MEETING

*Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People. We acknowledge and respect their continuing connections to their Lands, Waters, Skies, Culture and the contribution they make to the life and spirit of our community. We pay respect to their past and present Elders and their emerging leaders, and extend this respect to all Aboriginal and Torres Strait Islander peoples.*

The Meeting opened at:

## 2. PRESENT & APOLOGIES

*Present:*

*Apologies:*

## 3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

*Councillors must disclose a conflict of interest in accordance with Section 130 of the Local Government Act 2020.*

Councillors:

Officers:

## 4. LEAVE OF ABSENCE OF COUNCILLOR

Cr Donnie Grigau

## 5. CHAIR OF THE MEETING

Consistent with clause 7 of the Borough of Queenscliffe Governance Rules, the Chief Executive Officer will temporarily chair the meeting until the election of the Mayor is appointed and assumes the Chair.

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## 6. MAYORAL ELECTION

**File:** QG055-02-01

**Responsible Officer:** Chief Executive Officer/ HR & Governance Coordinator

### Introduction

In accordance with Section 25(1) of the *Local Government Act 2020* ('the Act'), at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.

In accordance with section 25(3)(a) of the Act and clause 7 of the Borough of Queenscliffe Governance Rules, the Chief Executive Officer will preside for the purposes of the election of the Mayor.

If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable (section 26(4) of the Act).

Section 18 of the Act provides that the role of the Mayor is to:

- chair Council meetings
- be the principal spokesperson for the Council
- lead engagement with the municipal community on the development of the Council Plan
- report to the municipal community, at least once each year, on the implementation of the Council Plan
- promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct
- assist Councillors to understand their role
- take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and
- provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings
- perform civic and ceremonial duties on behalf of the Council.

The Mayor is not eligible to be elected to the office of Deputy Mayor.

The Mayor has the following specific powers as per section 19 of the Act:

- to appoint a Councillor to be the chair of a delegated committee;
  - to direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business;
  - to require the Chief Executive Officer to report to the Council on the implementation of a Council decision.
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## 6.1 Setting of Mayoral Term

Before the election of the Mayor, the Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.

### RECOMMENDATION

**That Council set the Mayoral term for a 1 year or a 2 year term.**

## 6.2 Election of Mayor

In accordance with clauses 7 and 8 of the Borough of Queenscliffe Governance Rules, the Chief Executive Officer will call for nominations for the Office of the Mayor.

As per section 25(4) of the Act, the Mayor must be elected by an absolute majority of the Councillors. If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.

If only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.

**The Chief Executive Officer will vacate the Chair.**

**The Mayor as elected will assume the Chair.**

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### 6.3 Election of a Deputy Mayor

Section 20A(1) of the Act provides that Council may establish an office of Deputy Mayor.

The Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if:

- the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting;
- or the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness;
- or the office of Mayor is vacant.

#### **RECOMMENDATION**

**That Council determine whether it wishes to establish the role of Deputy Mayor for the Mayoral period.**

If Council so determines, the Mayor will call for nominations for the position of Deputy Mayor.

As per sections 25(4) and 27(1) of the Act the Deputy Mayor must be elected by an absolute majority of the Councillors. (An absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council.)

If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.

If only one Councillor is a candidate for Deputy Mayor, the meeting must declare that Councillor to be duly elected as Deputy Mayor.

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#### **6.4 Incoming Mayoral Speech**

The Mayor's speech provides the opportunity for the new Mayor to make a presentation highlighting key priorities for the forthcoming mayoral term.

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## 7. PUBLIC QUESTION TIME

### 7.1 Public Questions Status Update

No public questions outstanding.

### 7.2 Public Questions

*In accordance with Council's Public Question Time Guidelines, questions must be written and received by the Chief Executive Officer prior to 3.00pm on the day of the Ordinary Council meeting. Questions received after this time will be treated as correspondence and a written response provided consistent with Council's Customer Service Charter. Questions can be lodged online via the Borough of Queenscliffe website, via email, via post or in person by completing a Public Question Time Form.*

## 8. CONFIRMATION OF COUNCIL MEETING MINUTES

### 8.1 Ordinary Meeting of Council – 26 October 2022

A copy of the previous Minutes of the Ordinary Meeting of Council held on 26 October 2022 was distributed to Councillors under separate cover.

#### RECOMMENDATION

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 26 October 2022, as distributed, be confirmed as an accurate record.**

## 9. RECORD OF ASSEMBLY OF COUNCILLORS

A Record of Assembly for the following Assemblies of Council are included at Adjunct to item 9:

- 26 October 2022 – Councillor Assembly Briefing
- 2 November 2022 – Councillor Assembly Briefing
- 16 November 2022 – Councillor Assembly Briefing

#### RECOMMENDATION

**That the Record of Assembly of Councillors, as presented in Adjunct to Item 9, be noted.**

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## 10. NOTICE OF MOTION

### 10.1 Notice of Motion Status Update

#### RECOMMENDATION

**That the Notice of Motion Status Update, as presented in Adjunct to Item 10.1, be noted.**

### 10.2 Motion on Notice

No Notices of Motion were received.

## 11. PETITIONS AND JOINT LETTERS

### 11.1 Petitions and Joint Letters

*In accordance with the Borough of Queenscliffe Governance Rules, a petition or joint letter presented to the Council must lay on the table until the next ordinary meeting of the Council and no motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Council agrees to deal with it earlier.*

#### 11.1.1 Kirk Road roundabout Petition

At the Ordinary Meeting of Council on 26 October 2022, Council received a petition addressed to the Councillors and Executives of the Borough of Queenscliffe from a group of concerned residents regarding the temporary Kirk Road roundabout. The petition was signed by 19 people all listed as residents of Kirk Road, Point Lonsdale. The petition was laid on the table for consideration at this meeting.

Councillors received a briefing on the Kirk Road and Winterly Road intersection on 26 October, including feedback from the Council survey, this petition, and submissions received throughout the one-year trial process.

Please refer to agenda item 17.3 Kirk and Winterley Road Intersection which relates to the subject matter of this petition.

#### RECOMMENDATION

**That Council:**

- a) **Notes the petition received with a total of 19 signatures, asking Council to retain the existing Kirk Road roundabout;**
  - b) **Notes the discussion of the intersection, including the consideration of the feedback received through the petition, at item 17.3 within this agenda: and**
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**c) Requests the CEO to write to the Kirk Road roundabout petition signatories regarding the outcome of the trial roundabout.**

**11.1.2 Railway Crossing Petition**

**File: QG2260301**

On 27 October 2022, Council received a petition addressed to Cr Ebbels, Mayor at the Borough of Queenscliffe Council. Consistent with Division 9 of the Governance Rules, the petition is now tabled for Council's information.

The petition reads as follows:

**Railway crossing petition**

*This is a petition about a community access and public safety issue in our Queenscliff neighbourhood. We all live close to the corner of Mercer Street and Symonds Street. On the north side of the railway line is a fence, erected in recent years presumably to deter people from crossing the railway tracks. In the middle of this fence is a gate, which, up until a couple of months ago, had a latch but no padlock.*

*Since the padlock has been put on the gate, we have all noticed, almost on a daily basis, people trying to cross the fence either by climbing over the fence or climbing through the wires on the fence, or trying to lift their bikes, dogs or surf skis/canoes over the fence, to gain access to the public path overlooking Swan Bay. On a number of occasions, we have seen people lose their balance and fall. We believe this denial of access poses more of a risk to public safety than existed previously when people could unlatch the gate and simply walk to the other side.*

*We also believe it is unreasonable and unfair for the Railway to deny the access to the bike path and Swan Bay that the residents of Queenscliff have always had, particularly when the railway is not operating, which is most of the time. The gate should be unlocked during those times. A good alternative would be to construct a pedestrian crossing opposite the end of Mercer St -like that to the west where the bike track crosses the line. The crossing fences could have a dog leg shape thereby forcing pedestrians to look both ways, and with gates to be locked on busy train days.*

*Therefore, we ask the Queenscliffe Council to negotiate an agreement with the Railway to provide pedestrian access and only lock the gate(s) when busy train activity is occurring. This is in the interests of resident and visitor safety and equity for the residents of Queenscliff.*

The petition was signed by 49 people.

**RECOMMENDATION**

**That Council receives the petition, and the petition lays on the table until 14 December 2022.**



## 12. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions from 20 October to 17 November 2022.

Date	Function Attended
20 October 2022	Queenscliffe Neighbourhood House Annual General Meeting (Cr Ebbels)
20 October 2022	Geelong Regional Library Corporation Board Strategic Workshop (Cr Ebbels)
20 October 2022	50th Anniversary of Victoria's first Community Health Centre (Crs Ebbels, Tolhurst & Grout)
21 October 2022	Australian Institute of Company Directors Course (Cr Tolhurst & Cr Hewitt)
23 October 2022	Flora Launch: A watercolouring book by Lara Davis (Crs Ebbels & Tolhurst)
25 October 2022	Morning tea with the Queenscliffe Maritime Museum volunteers (Cr Ebbels)
25 October 2022	Victoria Tourism Industry Council Leaders Lunch with the new CEO of Avalon Airport (Cr Ebbels)
25 October 2022	Consultation meeting with the Wadawurrung regarding Shortlands Bluff (CEO)
25 October 2022	Meeting with Department of Environment, Land, Water and Planning to discuss regional matters via videoconference (CEO)
26 October 2022	Municipal Association of Australia Training: Discrimination, Bully & Harassment (Cr Tolhurst)
26 October 2022	Tourism Greater Geelong & The Bellarine Annual General Meeting (Cr Ebbels)
27 October 2022	Women's Health and Wellbeing Barwon South West Annual General Meeting (CEO)
28 October 2022	Wirring Wirring (Queenscliffe Hub) official opening event (CEO, Crs Ebbels & Tolhurst)
28 October 2022	Rural Councils Victoria Annual General Meeting via videoconference (CEO & Cr Ebbels)



<b>Date</b>	<b>Function Attended</b>
30 October 2022	Queenscliff Cruising Yacht Club 60th Opening of the 2022–23 Sailing Season (Cr Ebbels)
4 November 2022	G21 Managing Growth Advisory Group via videoconference (Cr Grout)
7 November 2022	Borough of Queenscliffe Municipal Emergency Management Planning Committee Meeting (CEO)
8 November 2022	Local Government CEO's Emergency Management Briefing – Flood Update via videoconference (CEO)
9 November 2022	Point Lonsdale Lighthouse Reserve site meeting (CEO)
9 November 2022	DELWP Floods and Vic Govt Waste Support meeting via videoconference (CEO)
10 November 2022	Hobson Hesse street toilet site visit with disability advocates (CEO & Cr Tolhurst)
10 November 2022	Southeast Bellarine Biolink Masterplan Land Managers meeting via videoconference (CEO)
10 November 2022	Regional Renewable Organics Network Project Management Committee meeting via videoconference (CEO)
11 November 2022	Meeting with the CEO of the Geelong Regional Library Corporation (CEO)
11 November 2022	Queenscliff/Point Lonsdale RSL Remembrance Day Service (Cr Ebbels & Tolhurst)
11 November 2022	Friends of the Hooded Plover site visit (Cr Ebbels & Cr Tolhurst)
11 November 2022	Bellarine Liberal Candidate's Announcement regarding Queenscliffe Community Battery (CEO & Crs Ebbels, Hewitt, Grout & Tolhurst)
14 November 2022	Reconciliation Action Plan workshop with Tiiamanno Consultants (CEO, Crs Ebbels, Grout & Tolhurst)
14 November 2022	A Uke Night Out (Cr Ebbels & Cr Tolhurst)
15 November 2022	Tourism Greater Geelong and The Bellarine Christmas breakup (Cr Ebbels)
16 November 2022	Local Government Working Group on Gambling meeting (Cr Tolhurst)
17 November 2022	G21 Annual General Meeting videoconference (CEO, Cr Ebbels & Cr Tolhurst)



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Date	Function Attended
17 November 2022	Celebration for Lisa Neville's 20 years of service (Cr Ebbels)

**RECOMMENDATION**

**That the Functions Attended report be received.**

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## 13. CHIEF EXECUTIVE OFFICER

### 13.1 Chief Executive Officer Report

#### PURPOSE

The purpose of this report is to provide Council with an update on current projects and operational activities not reported through the quarterly reporting process.

#### REPORT

##### Regional Renewable Organics Network

The Borough of Queenscliffe has been working in partnership with Barwon Water, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire on the Regional Renewable Organics Network (RRON) for two and half years, taking an innovative concept through to feasibility and now into the detailed and functional design phase.

When it is up and running, the proposed RRON facility at Black Rock will take the Borough's food and garden waste and safely convert it to:

- nutrient-rich products that improve soil for agricultural uses, and
- renewable energy

The Borough's recent introduction of the FOGO bins supports this project.

[FOGO collection | Borough of Queenscliffe](#)

Among the many benefits this project will foster will be a reduction in the region's carbon emissions of between 10,000 and 15,000 tonnes annually. This is the equivalent of taking more than 4,000 cars off the road.

##### Planning Applications Protocols

Councillors have worked with officers to review and update the existing Planning Applications Protocol. The Protocol sets out the circumstances that trigger a Councillor briefing on a planning permit application, and the process for removing officer delegation or 'calling in' an application for a Council decision.

The updated Planning Applications Protocol is provided at **(Appendix 1)**. The key change is the inclusion of a note that clarifies the process when the planning officer has determined to refuse a planning permit application. The other change relates to the frequency that Councillors receive a Planning Activity (Summary) Report.

#### RECOMMENDATION

**That Council receives the Chief Executive Officer Report for November 2022.**

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#### **14. HEALTH & WELLBEING**

No reports to consider.

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## 15. ENVIRONMENT

### 15.1 Climate Emergency Response Plan Implementation update

**File:** QG078.01.21

**Report Author:** Project Officer Climate Emergency Response Plan

**Portfolio:** Environment

**Portfolio Holder:** Cr Hewitt

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#### **PURPOSE**

The purpose of this report is to provide an update on the implementation of the Borough of Queenscliffe Climate Emergency Response Plan 2021–2031.

#### **EXECUTIVE SUMMARY**

The Climate Emergency Response Plan (CERP) furthers the following objectives and strategies within the Council Plan 2021–2025, Portfolio 2 Environment: Priority 2. Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan. The intended actions are to: Implement the short-term actions in the Borough of Queenscliffe Climate Emergency Response Plan.

Since the adoption of the Climate Emergency Response Plan in May 2021, thirteen Council-led actions have been completed, and twelve Council-led projects are in progress.

A two-year review of the CERP is underway and will involve the CERP Community Panel, Queenscliffe Climate Action Now (QCAN, formerly Queenscliffe Climate Action Group), Wadawurrung Traditional Owners and Councillors. A consultative process for feedback is scheduled for February 2023.

There will be a briefing for Council in March 2023 with the review due to Council May 2023. The CERP review will also include a Gender Impact Assessment in line with Council's Gender Equality Plan and the *Gender Equality Act 2020*.

#### **RECOMMENDATION**

**That Council notes the Climate Emergency Response Plan update outlining the progress of Council-led or supported actions.**

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<b>REPORT</b>
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## **BACKGROUND**

The Climate Emergency Response Plan (CERP) was adopted by Council in May 2021 as shown at **(Appendix 2a)**. The CERP Implementation Framework **(Appendix 2b)** was developed and adopted by Council in April 2022 to guide the progress of the CERP actions for which Council is responsible.

This progress update to Council is a new report, which will be provided on a regular basis. It will complement the formal reporting framework set out in section 9 of the CERP.

Section nine of the CERP sets out the framework that Council will use to monitor and report the progress of implementation. The emphasis of this framework is maintaining engagement and focus. The success of the CERP depends on the ongoing commitment of all parties to remain involved and informed. In the first instance, the process of monitoring will be the basis of reporting. Council will monitor and report implementation progress by:

- Preparing an annual report to Council on the progress of the CERP implementation
- Publicising, where relevant, Council reports relating to key actions in the Plan
- Reporting against implementation of the Council Plan 2021–2025
- Reporting against UN Sustainable Development Goals
- Developing a CERP reporting portal on Council’s website
- Working with the community to capture and report the implementation of community actions
- Establishing an emissions reporting tool to measure the reduction in greenhouse gas emissions

## **DISCUSSION**

Since the adoption of the CERP May 2021 the following 25 actions that were funded or incorporated into existing programs in 2021/2022 have been completed or are in progress.

See the following table:



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**Pillar 1. Wadawurrung Country, Cultural Heritage and Values**

Action	Responsibility	Partnerships	Status
<b>Action 3. Development of a Reconciliation Action Plan (First Nations People)</b>	Council	Wadawurrung Traditional Owners, First Nations people & Tiimanno Consultants	In progress
<b>General Comment:</b> Feedback from Wadawurrung Traditional Owners is Council has exceeded expectations to date on Wadawurrung actions since the launch of the CERP in May 2021. See below for the many actions implemented.			
<b>Activity:</b>			
• Wadawurrung Cultural Awareness Training of Councillors, staff and community in 2021 & 2022			Complete
• Wadawurrung Songtimes Launch 2022			Complete
• Wadawurrung community flags and artwork in Wirrng Wirrng			Complete
• Consultants engaged for development of the RAP, including RAP training for the Strategic Working Group and Implementation Working Group in 2022			In progress
• NAIDOC week Welcome to Country & Smoking Ceremony 6 July 2022			Complete
• Climate Officer attendance at 'The Meaning of Trauma on the Land We Walk First Nations Family Violence' day conference Geelong, November 2022			Complete

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## Pillar 2. Renewable Energy

Action	Responsibility	Partnership	Status
<b>Action 1. Council supports community transition to renewable energy</b>	Council	QCAN, Community, Geelong Sustainability	In progress
<b>General Comment:</b> Renewable Energy is key focus of the CERP and a determining factor in ensuring it achieves the CERP's 2025 and 2031 targets. Four of the five actions below were brought forward into the 2021/2022 year as opportunities arose to act on these.			
<b>Activity:</b>			
<ul style="list-style-type: none"><li>An action brought forward into 2021/2022 was due to a successful grant from Sustainability Victoria to support the Queenscliffe Neighbourhood House to undertake a sustainability audit on their building. This audit was completed in 2022 and followed by a successful second co-funded grant for the installation of an energy efficient heating and cooling option and a battery in 2023</li></ul>			<b>Accelerated action – In progress</b>
<ul style="list-style-type: none"><li>Council and QCAN engaged Ironbark Sustainability to prepare a report of community emissions at a granular level to help with community baseline measurements and monitoring and reporting</li></ul>			<b>Accelerated action – In progress</b>
<ul style="list-style-type: none"><li>Powercor working group and pole mounted Community Battery Trial: In 2022 Council worked closely with Geelong Sustainability, Powercor and QCAN via a Sustainability Victoria grant to engage Wave Consulting to complete a Battery feasibility study for the Borough</li></ul>			<b>Accelerated action – Complete</b>



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Action	Responsibility	Partnerships	Status
<b>Action 3. Rooftop Solar Rollout Plan</b>	Council	QCAN, Community	In progress
<b>Activity:</b>			
<ul style="list-style-type: none"><li>Council is supporting QCAN on plans for their community rooftop solar, battery and heat pump rollout in 2023.</li></ul>			<b>Accelerated action – In progress</b>

Action	Responsibility	Partnerships	Status
<b>Action 6. Solar, Battery and Heat Pump Bulk Buy</b>	Council	Geelong Sustainability, QCAN, Community	Complete for 2021
<b>Activity:</b>			
<ul style="list-style-type: none"><li>Facilitate and support solar, heat pumps, batteries and electric chargers at home rollout for the community. Completed with Geelong Sustainability in 2021.</li></ul>			Complete
<ul style="list-style-type: none"><li>Council is supporting QCAN on plans for their community rooftop solar, battery and heat pump rollout in 2023. <i>* Repeat action from Action 3.</i></li></ul>			<b>Accelerated action – In progress</b>

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**Pillar 4. Sustainable Transport**

Action	Responsibility	Partnerships	Status
<b>Action 1. Active Transport Strategy</b>	Council	Consultants	In progress
<b>General Comment:</b> Consultants drafting the report in 2022.			
<b>Activity:</b>			
<ul style="list-style-type: none"> <li>Development of an Active Transport Strategy for the Borough</li> </ul>			In progress

Action	Responsibility	Partnerships	Status
<b>Action 3. Eliminate Council's Transport Emissions &amp; Action 4. Electric Vehicle Infrastructure</b>	Council	DELWP, Jet Charge and RACV Solar	In progress
<b>General Comment:</b> Due to funding opportunities Council was able to accelerate action on Electric Vehicle Infrastructure for Council and community chargers. See details below.			
<b>Activity:</b>			
<ul style="list-style-type: none"> <li>Installation of two community electric vehicle charging stations</li> <li>The two-community electrical vehicle <b>50 kW fast chargers</b> will be able to charge four cars simultaneously. Jet Charge was the successful tender for this process and the chargers will be installed in February. Works have begun for this such as electrical upgrades. This is co-funded with DELWP.</li> </ul>			In progress
<ul style="list-style-type: none"> <li>An action brought forward this year due to a successful grant is the installation of <b>two 11kW chargers for Council Fleet</b> in the Council carpark. This is co-funded with DELWP. RACV Solar is the successful supplier of this service, and these chargers will be installed in February 2023.</li> </ul>			<b>Accelerated action – In progress</b>





**Pillar 5. Mobilisation, Education and Collaboration**

Action	Responsibility	Partnerships	Status
<p><b>Action 2. Communications Priority</b>  <b>Action 3. Community Mobilisation</b>  <b>Action 5. Identify Key Partnerships</b></p>	Council	BSWCA, CEA, QCAN & CERP Community Leaders.	In progress
<p><b>General Comment:</b>            The CERP Implementation Framework was adopted by Council in April 2022. This Framework sets out clear direction to manage the implementation of the CERP until 2031. As a community-led CERP, a key focus on the success of the plan is Council’s partnerships with councils, community groups and organisations delivering actions. Council is dedicated to working in partnership as outlined below.</p>			
<p><b>Activity:</b></p>			
<ul style="list-style-type: none"> <li>Develop CERP Implementation Framework</li> </ul>			Complete
<ul style="list-style-type: none"> <li>A key participant in the development of the <b>BSWCA Climate Alliance priorities and CEA for 2022/2023.</b></li> </ul>			<b>Accelerated action – In progress</b>
<ul style="list-style-type: none"> <li>Ongoing support provided from Council to key community groups and organisations implementing CERP Actions and sharing their actions in the quarterly QCAN <b>CERP Community Leaders Forums.</b></li> </ul>			<b>Accelerated action – Complete for 2022</b>



**Pillar 6. Adaptation and Resilience**

Action	Responsibility	Partnerships	Status
<b>Action 2. Strategic Alignment of Climate Emergency Response Plan</b> <b>Action 3. Monitoring, Evaluation and Reporting Framework</b> <b>Action 8. Coastal Inundation and Sea Level Rise: Advocacy</b>	Council	BSWCA, CEA, QCAN & CERP Community Leaders.	In progress
<b>General Comment:</b> Council has provided clear direction by aligning the CERP with the Council Plan 2021–2025. This along with a rigorous reporting and tracking method for actions using the CERP Implementation Action Tracker and CERP Implementation Framework improves the outcomes of the CERP.			
<b>Activity:</b>			
<ul style="list-style-type: none"> <li>CERP aligned with 2021–2025 Council Plan. <i>Completed by Council in 2022</i></li> </ul>			Complete
<ul style="list-style-type: none"> <li>CERP Implementation Action Tracker developed, and reporting methods included in CERP Implementation Framework. <i>Completed 2022.</i></li> </ul>			Complete



### Pillar 7. Consumption and Waste

Action	Responsibility	Partnerships	Status
<b>Action 1. Introduce Four Bin Waste and Recycling Collection System</b>	Council	RON, State Government	Complete
<b>General Comment:</b> The rollout of the Food Organics and Garden Organics (FOGO) waste service was completed. The Borough bins app has been successful in helping residents easily transition to the new service.			
<b>Activity:</b>			
• Roll out Food Organics and Garden Organics (FOGO) waste service. <i>Completed 2022</i>			Complete

### Pillar 8. Environmental Regeneration

Action	Responsibility	Partnerships	Status
<b>Action 3. Weed Control and Revegetation</b>	Council	BCN, SBEA, QCA, QCAN, & local community groups	In progress
<b>General Comment:</b> Council has appointed a Vegetation and Foreshore Officer to oversee weed management in the Borough, and a vegetation Management Policy is in development.			
<b>Activity:</b>			
• Ocean Road weed management			In progress
• Vegetation Management Policy for the Borough			In progress



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The regular tracking and reporting of key project indicators will allow Council and the community to track the progress of implementation. In order to effectively and efficiently monitor progress the following tools will be utilised:

1. Action Tracker – project status reports
2. Annual CERP Implementation Report
3. Emissions modelling – measuring emissions reductions from a 2022 baseline

In addition to the bi-annual review of the CERP which is scheduled to be presented to Council in May 2023 and part of the process to identify priority actions, the CERP will be subject to a detailed mid-point review and assessment in 2026.

The formal reviews will be conducted in a similar manner to the development of the CERP; led by the community and incorporating input from the Wadawurrung Traditional Owners.

The formal reviews will also take into account any changes to legislation, state and federal policy settings.

### **Options**

Option 1 – Council notes the progress of Council-led and supported CERP actions.

Option 2 – Requests further information or changes to the CERP implementation update.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Community Engagement**



The development of the CERP is underpinned by a deliberative engagement process creating a framework for collaboration and empowering the community.

### **Collaboration**

Council officers work with other councils, state and federal agencies, community groups, businesses, schools, and industry to implement CERP actions.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

*Climate Change Act 2017*

*Local Government Act 2020*

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### **Charter of Human Rights**

This report has had consideration to, and complies with, the Charter of Human Rights and Responsibilities Act 2006.

### **Gender Equality Act 2020**

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

No, the CERP will be reviewed in 2023 using the Gender Impact Assessment toolkit under the *Gender Equality Act 2020*. Because each action in the CERP represents a discrete project with varying public impacts, it was determined that a Gender Impact Assessment for each action would have more direct meaning and create better and fairer outcomes.

### **Regional, State and National Plans and Policies**

Victoria's *Climate Change Act 2017* establishes a long-term target of net zero greenhouse gas emissions by 2050.

In April 2021 the Victorian Government released the Victorian Climate Change Strategy (**Appendix 2c**).

Victoria's Climate Change Strategy (Strategy) includes actions to:

- transition our state to a clean energy future that will create jobs, cut costs for households and businesses and strengthen our energy system
- invest in innovative technologies, such as zero emissions vehicles and hydrogen, and partner with businesses and communities to set Victoria up for their adoption
- recognise and safeguard the role of our natural environment in reducing emissions, and ensure our farmers are well placed to embrace new technologies and practices that reduce emissions
- support Victorian businesses and communities to cut emissions and thrive in a net-zero emissions future.

In conjunction with the release of the Strategy the Victorian Government also developed a number of tools for the local government sector, to support the inclusion of climate change action in local government activity. The CERP aligns with, and in some aspects exceeds, the objectives and targets of the Strategy.

### **Council Plan Alignment**

The Climate Emergency Response Plan (CERP) furthers the following objectives and strategies within the 2021–2025 Council Plan, Portfolio 2 Environment:

- Priority 2. Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan
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The intended actions are to: Implement the short-term actions in the Borough of Queenscliffe Climate Emergency Response Plan.

### **Legal and Risk Implications**

The *Climate Change Act 2017* and the *Local Government Act 2020* place a legislative obligation on Council to address and where possible, mitigate the impacts of Climate Change.

The risk for Council is doing nothing. The CERP provides a framework for meeting our legislative responsibilities.

### **Related Documents**

Borough of Queenscliffe Climate Emergency Response Plan  
Borough of Queenscliffe Climate Emergency Response Plan Implementation Framework  
Victoria's Climate Change Strategy  
Climate Emergency Response Plan Strategic Engagement Plan

### **Disclosure of Interest**

No officer involved in the preparation of this report has any conflicts of interest.

## **CONSIDERATIONS**

### **Environmental Sustainability**

The Climate Emergency Response Plan Project provides for extensive community involvement in the development of the Borough of Queenscliffe Climate Emergency Response Plan. This project structure provides an environment for community participation and inclusion in decision making through activities designed to address a social issue that has been advocated by the local community.

### **Financial and resource implications**

This CERP update and review does not have immediate financial or resource implications. Council made provision in the Council budget for the 2021/2022 actions.

### **Innovation and Continuous Improvement**

The CERP consultation process is undertaken within the deliberative engagement framework set out in the *Local Government Act 2020*. Council is one of the first local government authorities to invest and work within the framework.

## **IMPLEMENTATION**

### **Operational Impacts**

The implementation of the CERP has operational impacts; these are managed within each budget cycle and the successful application of state and federal grants for actions.

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### **Implementation Process**

A review of the CERP is underway and will involve the CERP Community Panel, QCAN, Wadawurrung Traditional Owners and Councillors. A consultative process for feedback is scheduled for February 2023. There will be a briefing for Council in March 2023 with the review due to Council May 2023. The CERP review will also include a Gender Impact Assessment in line with Council's gender equality obligations.

### **ATTACHMENTS**

1. Climate Emergency Response Plan 2021–2031 (Appendix 2a)
  2. Climate Emergency Response Plan Implementation Framework (Appendix 2b)
  3. Victorian Government: Victorian Climate Change Strategy (Appendix 2c).
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**16. LOCAL ECONOMY**

No reports to consider.

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## 17. HERITAGE PLANNING & INFRASTRUCTURE

### 17.1 Planning Permit Activity Report

**File:** QG290.01.02

**Author:** Senior Planner

**Portfolio:** Heritage, Planning & Infrastructure

**Portfolio Holder:** Cr Grout

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#### PURPOSE

The purpose of this report is to present a record of planning permit activity in the Borough of Queenscliffe.

#### EXECUTIVE SUMMARY

The following table provides a summary of the planning permit activity during the last month.

CATEGORY	TALLY
Current applications	25
Applications finalised since last report	15
New applications received since last report	3
<b>Total number of active permit applications</b>	<b>28</b>
VCAT matters yet to be determined	0
Development Plan & Planning Scheme Amendment Summary Report	3

#### RECOMMENDATION

**That the Planning Permit Activity Report be received.**

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(a) Current applications

App. No	Date Received	Address	Proposal	No. of objections	Status
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	19	Applicant investigating alternative site on southern side of subject land
<b>2021/048</b>	<b>27/05/2021</b>	<b>200-204 Point Lonsdale Road Point Lonsdale</b>	<b>Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1</b>	<b>9</b>	<b>Application on hold (at the request of the applicant)</b>
2021/096	20/09/2021	33-35 Flinders Street Queenscliff	Subdivision of the land into ten (10) lots (re-subdivision), removal of native vegetation and alterations to access to a Road Zone Category 1 (RDZ1)	6	Application on hold (at the request of the applicant)
2021/129	17/12/2021 (Amended 11/07/2022)	6 Alexander Crescent Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and construction of an outbuilding	1	Under consideration
<b>2022/014</b>	<b>18/02/2022</b>	<b>66 King Street Queenscliff</b>	<b>Construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1</b>	<b>17</b>	<b>Under consideration</b>



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/044	02/05/2022 Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	28	Under consideration
2022/083	04/08/2022	5 Beach Street Queenscliff	Part demolition, alterations and extensions and relocation on site of an existing dwelling in a Heritage Overlay area, construction of fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	7	Under consideration
2022/084	18/08/2022	61 Point Lonsdale Road Point Lonsdale	Development of the site with a three storey building containing one (1) dwelling and one (1) retail premise	10	Under consideration
2022/086	23/08/2022	25 Symonds Street Queenscliff	Demolition of a dwelling and outbuildings in a Heritage Overlay area, construction of a dwelling and front fence and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	2	Under consideration
2022/088	25/08/2022	24 Flinders Street Queenscliff	Alterations to an existing dwelling, construction of a second dwelling (two storey) and front fences, subdivision of the land into two (2) lots and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	0	Under consideration
2022/091	02/09/2022	2 Stokes Street Queenscliff	Alterations and extensions (two storey) to an existing dwelling	1	Public notification
2022/094	08/09/2022	61-63 Stokes Street Queenscliff	Construction of a two storey dwelling and outbuilding	0	Public notification



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/096	09/09/2022	6 Ethel Court Point Lonsdale	Construction of a two storey dwelling	0	Further information requested 19 September 2022
2022/097	14/09/2022	3 Sara Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	2	Under consideration
2022/098	16/09/2022	48 Flinders Street Queenscliff	Alterations and extensions (two storey) to an existing dwelling	0	Public notification
2022/099	16/09/2022	1 Wharf Street East Queenscliff	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol (Restaurant and Café Licence)	5	Under consideration
2022/101	20/09/2022	18 Qu'Appelle Street Point Lonsdale	Construction of a two storey dwelling	2	Under consideration
2022/102	28/09/2022	28 Swanston Street Queenscliff	Alterations to an existing dwelling	0	Under consideration
2022/104	06/10/2022	2 Golightly Street Point Lonsdale	Construction of a dwelling, variation to the site coverage requirements of Design and development Overlay – Schedule 4 and removal of native vegetation	0	Public notification
2022/105	05/10/2022	70 Mercer Street Queenscliff	Demolition of a dwelling, outbuilding and fence and removal of trees in a Heritage Overlay area, construction of two dwellings (two storey) and subdivision of the land into two (2) lots	0	Public notification Referral to Borough Engineer



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/106	03/10/2022	126 Fellows Road Point Lonsdale	Alterations and extensions to an existing dwelling	0	Public notification
2022/107	10/10/2022	4 Loch Street Point Lonsdale	Alterations to an existing dwelling	0	Public notification
2022/108	11/10/2022	5 Brookes Street Point Lonsdale	Construction of a dwelling and removal of native vegetation	0	Public notification Referral to Borough Engineer
2022/109	10/10/2022	2 Werry Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	0	Further information requested 20 October 2022
2022/111	13/10/2022	16 Flinders Street Queenscliff	Subdivision of the land into two (2) lots and construction of an outbuilding	0	Public notification



**(b) Applications Finalised Since Last Report**

App. No	Date Received	Address	Proposal	Status
2021/123	03/12/2021 (Amended 07/03/2022)	40 Gellibrand Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m <sup>2</sup> , demolition of an outbuilding in a Heritage Overlay and variation to the site coverage and setback requirements of Design and Development Overlay Schedule 1	Permit issued at the direction of VCAT
2021/130	17/12/2021 (Amended 06/09/2022)	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three storey dwelling	Notice of decision to grant a permit issued
S 2022/012	18/10/2022	54 Glaneuse Road Point Lonsdale	AMENDMENT: Alterations and extensions to an existing dwelling and alterations to an outbuilding	Amended permit issued
2022/031	07/04/2022 (Amended 22/04/2022)	14 Douglas Court Point Lonsdale	Construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Notice of decision to grant a permit issued
2022/059	09/06/2022	20-26 Hesse Street Queenscliff	Use and development of the site for ten (10) dwellings in a Heritage Overlay area, subdivision of the land into ten (10) lots with common property, access to a Transport Zone 2 and variation to easements	Notice of decision to grant a permit issued
2022/060	09/06/2022	49 Stevens Street Queenscliff	Part demolition, alterations and extensions to a dwelling in a Heritage Overlay area and removal of trees	Notice of decision to grant a permit issued
2022/068	27/06/2022	6 Beach Street Queenscliff	Demolition of an existing dwelling and outbuildings, construction of a dwelling in a Heritage Overlay area and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	Permit issued



App. No	Date Received	Address	Proposal	Status
2022/079	29/07/2022 (Amended 26/09/2022)	3 Swan Island Queenscliff	Display signage (yacht club)	Permit issued
2022/080	01/08/2022	36 Mercer Street Queenscliff	Part demolition, alterations and extensions to a dwelling individually listed in a Heritage Overlay, demolition of outbuildings, variation to the side setback requirements of Design and Development Overlay – Schedule 1	Permit issued
2022/081	02/08/2022	16 Bedggood Avenue Point Lonsdale	Alterations and extensions to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Permit issued
2022/082	04/08/2022	16 Stokes Street Queenscliff	Part demolition, alterations and extensions (two storey) to a dwelling in a Heritage Overlay, demolition and construction of a carport, variation to the side setback requirements of Design and Development Overlay – Schedule 1	Permit issued
2022/090	01/09/2022	34 Baillieu Street Point Lonsdale	Construction of a two-storey dwelling	Permit issued
2022/103	06/10/2022	32 Gellibrand Street Queenscliff	Alterations and extensions to an existing dwelling individually listed in a Heritage Overlay	Permit issued
V 2022/110	11/10/2022	40 King Street Queenscliff	Installation of a swimming pool and associated equipment in a Heritage Overlay area	Permit issued
V 2022/112	12/10/2022	2 Gellibrand Street Queenscliff	Demolition of outbuildings on a site individually listed in a Heritage Overlay	Permit issued



**(c) New Applications Received Since Last Report**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>No. of objections</b>	<b>Status</b>
2022/113	24/10/2022	40 Mercer Street Queenscliff	Alterations (awnings) to an existing dwelling individually listed in a Heritage Overlay	0	Under consideration
2022/114	03/11/2022	13 Raglan Street Queenscliff	Alterations and extensions to an existing dwelling	0	Under consideration
2022/115	04/11/2022	5 Richards Street Queenscliff	Demolition of a dwelling in a Heritage Overlay area	0	Initial review

**(d) VCAT matters yet to be determined**

No applications to report.





**(e) Development Plan & Planning Scheme Amendment Summary Report**

Reference no.	Details	Status
C37quen	Proposed administrative corrections to the Queenscliffe Planning Scheme	C37quen has no formal status. Council officers are working to identify policy neutral administrative corrections to the Queenscliffe Planning Scheme.
C39quen	Proposed application of additional controls on three (3) Monterey Cypress trees on the Bellarine Highway	C39quen has no formal status. Council officers are awaiting incorporation of the Bellarine Distinctive Area and Landscape Statement of Planning Policy into the Queenscliffe Planning Scheme before progressing C39quen
DP2	Queenscliff Ferry Terminal (1 Wharf Street East, Queenscliff): Proposed amendment to incorporate an all abilities public access pathway to the beach	Initial review

**LEGEND**

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

**Bold**      **Officer delegation removed**

V      VicSmart application

S      Secondary consent approval issued



## 17.2 Bellarine Peninsula Distinctive Area and Landscape final draft Statement of Planning Policy

<b>File:</b>	<b>QG054-01-01</b>
<b>Report Author:</b>	<b>Strategic Planner (land use)</b>
<b>Portfolio:</b>	<b>Heritage, Planning &amp; Infrastructure</b>
<b>Portfolio Holder:</b>	<b>Cr Grout</b>

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### **PURPOSE**

The Minister for Planning is seeking endorsement of the Bellarine Peninsula Distinctive Area and Landscape final draft Statement of Planning Policy (DAL SPP) from all nominated Responsible Public Entities (RPE) and responsible Victorian Government Ministers. The purpose of this report is to seek endorsement of the DAL SPP by Council in their role as an RPE.

### **EXECUTIVE SUMMARY**

The final draft Statement of Planning Policy aligns with the strategic objective of Council portfolio 4: Heritage, planning and infrastructure. Specifically, the objective is *to protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure.*

The Bellarine DAL SPP has been developed by the Department of Environment, Land, Water and Planning (DELWP). DELWP has worked closely with Wadawurrung, the City of Greater Geelong, the Borough of Queenscliffe and other government agencies and authorities in preparing the DAL SPP.

The document reflects a detailed understanding of the unique values of the Bellarine and identifies measures for their protection for at least the next 50 years.

Once endorsed by all the RPE's, the Minister for Planning will forward the DAL SPP to the Governor in Council for approval. When approved, the SPP will be incorporated into the Victorian Planning Provisions in the Queenscliffe Planning Scheme and Greater Geelong Planning Scheme and must be considered when assessing and making decisions on land use within the area defined as the Bellarine DAL.

### **RECOMMENDATION**

#### **That Council:**

- 1. Endorses the Bellarine Peninsula Distinctive Area and Landscape final draft Statement of Planning Policy; and**
  - 2. Forwards a copy of the Council resolution to the Minister for Planning.**
-



## REPORT

### BACKGROUND

In October 2019 the Borough of Queenscliffe, and part of the City of Greater Geelong, was declared a Distinctive Area and Landscape under Part 3AAB Division 2 46AO of the *Planning and Environment Act 1987*. The declared area is identified as the Bellarine Distinctive Area and Landscape (Bellarine DAL).

The declaration identified:

- environmental, geographical, heritage and cultural features of the Bellarine as important to the people of Victoria; and,
- significant threats that would result in loss of values.

The Bellarine Peninsula Distinctive Area and Landscape final draft Statement of Planning Policy (DAL SPP) identifies a 50-year vision, objectives and strategies to protect the acknowledged values.

### DISCUSSION

The SPP identifies eight (8) policy domains each containing an objective and associated strategies. The policy domains are:

- Aboriginal cultural heritage – Wadawurrung Country
- Environment and biodiversity
- Landscapes
- Environmental risks and resilience
- Historic heritage
- Tourism, agriculture and natural resources
- Strategic infrastructure
- Settlements

Responsible Public Entities, which includes the Borough of Queenscliffe, must have regard to each of the objectives when making decisions for any land located within the declared area.

### Options

Option 1 – Council endorses the Bellarine Peninsula Distinctive Area and Landscape – final draft Statement of Planning Policy.

Option 2 – Council resolves not to endorse the Bellarine Peninsula Distinctive Area and Landscape final draft Statement of Planning Policy.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The Department of Land, Environment, Water and Planning (DELWP) undertook the following three formal phases of public engagement:



- Phase 1 – understanding the significant values of the Bellarine Peninsula the community wants to protect. Engagement between 14 May and 15 July 2019.
- Phase 2 – Feedback sought on a draft vision statement and potential policy approaches to inform the draft SPP. Engagement between 17 April and 14 June 2020.
- Phase 3 – Public exhibition of the draft Bellarine Peninsula Statement of Planning Policy. Engagement between 29 June and 31 August 2021.

### **Collaboration**

DELWP actively engaged officers and Councillors of both the City of Greater Geelong and the Borough of Queenscliffe during the preparation of the DAL SPP.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

As discussed above, the declaration of the Bellarine DAL and the drafting of the DAL SPP has been undertaken in accordance with the requirements of the *Planning and Environment Act 1987*.

### **Charter of Human Rights**

This report has had consideration to, and complies with, the Charter of Human *Rights and Responsibilities Act 2006*.

### **Gender Equality Act 2020**

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? The Borough of Queenscliffe has not undertaken a Gender Impact Assessment in this instance but notes that DELWP is subject to the Gender Impact Assessment requirements in the *Gender Equality Act 2020*.

### **Regional, State and National Plans and Policies**

The legislation enabling recognition and protection of Victoria's distinctive areas and landscapes was introduced into the *Planning and Environment Act 1987* in 2018. There are no additional regional, state or national plans or policies that apply specifically to distinctive areas and landscapes.

### **Council Plan Alignment**

The DAL SPP has not been drafted in response to the Borough of Queenscliffe Council Plan. However, the DAL SPP will strengthen the planning framework in the Queenscliffe Planning Scheme. This may assist Council in the delivery of the following identified priorities:

### **Portfolio 2 Environment**

Priority 3: Protect our coastal and public areas including their ecosystems and biodiversity.

### **Portfolio 4 Heritage, planning and infrastructure**

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Priority 1: Improve planning controls to protect built form heritage values within the Borough of Queenscliffe.

Priority 2: Enhance planning controls to protect neighbourhood character and promote environmentally sustainable design.

### **Legal and Risk Implications**

There are no legal or risk implications, specific to the Borough of Queenscliffe, associated with endorsing the Bellarine DAL SPP.

### **Related Documents**

The Bellarine Peninsula Distinctive Area and Landscape final draft Statement of Planning Policy (October 2022) is provided at **(Appendix 3)**.

The technical studies that informed development of the SPP are available at [www.engage.vic.gov.au/project/distinctive-areas-and-landscapes-program/page/bellarine-peninsula](http://www.engage.vic.gov.au/project/distinctive-areas-and-landscapes-program/page/bellarine-peninsula)

### **Disclosure of Interest**

No officer involved in the preparation of this report has any conflicts of interest.

## **CONSIDERATIONS**

### **Environmental Sustainability**

The core focus of the DAL SPP is the protection and enhancement of existing environmental values within the Bellarine DAL area. Objective 4 has been drafted as a specific response to environmental risks and resilience and reads as follows:

*To achieve a zero-carbon future and support the resilience of the declared area's distinctive attributes by taking sustained measures to reduce greenhouse gas emissions, mitigate climate change and natural hazards risks and adapt to their impacts.*

### **Financial and resource implications**

There are no immediate financial or resource implications created by endorsing the DAL SPP. Any further work, beyond incorporation of the SPP into the Queenscliffe Planning Scheme, will require budget allocation and inclusion in Council's annual budget cycle.

### **Innovation and Continuous Improvement**

The Queenscliffe Planning Scheme is a dynamic document that experiences a constant cycle of continuous improvement as new provisions are drafted and incorporated. The DAL SPP is one such example.

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## **IMPLEMENTATION**

### **Operational Impacts**

Consideration of each of the objectives nominated in the Bellarine DAL is a requirement when assessing planning permit applications for proposed buildings and works and land use.

### **Implementation Process**

Once the DAL SPP has been approved by the Governor in Council, the SPP will be incorporated into both the City of Greater Geelong and Borough of Queenscliffe Planning Schemes as part of the Victorian Planning Provisions. The DAL SPP will then have immediate effect.

## **ATTACHMENTS**

1. Final draft Bellarine Peninsula Statement of Planning Policy (Appendix 3)
-



### 17.3 Kirk and Winterley Road Intersection

<b>File:</b>	<b>QS 820</b>
<b>Report Author:</b>	<b>Roads &amp; Infrastructure Engineer</b>
<b>Portfolio:</b>	<b>Heritage, Planning &amp; Infrastructure</b>
<b>Portfolio Holder:</b>	<b>Cr Grout</b>

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#### **PURPOSE**

The purpose of this report is to inform Council of the ending of the trial of the temporary roundabout at the corner of Kirk and Winterley Roads Point Lonsdale and the reversion back to a standard T-intersection, and the community engagement and analysis that was undertaken to inform this decision.

#### **EXECUTIVE SUMMARY**

This report aligns with *Portfolio 4: Heritage, planning and infrastructure* in the Council Plan, specifically to provide sustainable, suitable infrastructure. It links to the Community Vision by providing high quality infrastructure.

Several concerns were raised about the effectiveness and function of the temporary roundabout in Kirk Road which was installed in response to concerns raised about traffic behaviour by residents in Kirk Road.

Council conducted a survey seeking the broader view in the community. The online engagement period was open from 28 September 2022 to 16 October 2022. During this period 236 responses were received.

The online engagement presented 3 options for consideration.

Council officers have reviewed the community feedback and have incorporated these observations into the analysis of traffic movements, pedestrian safety, and cost. Based on the feedback and analysis, Council road engineers have determined to remove the temporary roundabout and revert the intersection to a T-intersection combined with the installation of new additional advisory signage, reinstatement of line marking and minor tree trimming to improve sight distances for vehicles exiting their driveways.

#### **RECOMMENDATION**

**That Council notes the ending of the trial roundabout at the corner of Kirk and Winterley Roads, Point Lonsdale, and the reversion of the intersection to a T-intersection with additional measures to be undertaken to improve safety and reduce traffic speeds.**

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<b>REPORT</b>
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## **BACKGROUND**

In recent years, several residents on Kirk Road have contacted Council with concerns about speeding vehicles. Midway through 2021, officers commissioned a traffic engineer to examine the issue and provide traffic management solutions. In response to the perceived issues around speeding vehicles there was a recommendation to install a roundabout to slow traffic.

Council installed a temporary roundabout at the intersection in October 2021 for a trial period of one year.

During the trial period, Council received feedback from residents that the temporary roundabout has created additional safety issues with respect to vehicle movements, road width, parked cars, and driveway access.

## **DISCUSSION**

Council's engineers determined, upon review of the trial performance of the intersection with the roundabout installed, and observations from road users, that the roundabout as currently configured is not a suitable solution for controlling traffic at the intersection.

Council officers explored three options for a more permanent solution; these were presented to the community through the online engagement process.

### **Option 1 – Raised intersection**

Install a raised safety platform, remove the roundabout, and convert the location back to a T-intersection. This encourages vehicles approaching the intersection from all three directions to lower their speed and take caution when proceeding. Kirk Road would continue to have a posted speed limit of 50Km/hr.

### **Option 2 – Permanent roundabout**

Replace the existing temporary roundabout with a permanent roundabout. This encourages vehicles approaching the intersection from all three directions to lower their speed and take caution when proceeding. The design of the permanent roundabout forces vehicles to lower their speed to pass through the intersection safely. Due to size constraints, service vehicles such as garbage trucks and fire trucks would need to drive over a mountable central island, while larger trucks and buses would be unable to navigate the intersection in some directions. The permanent roundabout would be constructed to a standard configuration which requires more room than the current temporary solution resulting in some impact to the current amenity.

### **Option 3 – Revert to standard T-intersection**

Remove the existing temporary roundabout, and the intersection reverts to its pre-existing state as a standard T-intersection. As part of this option, additional advisory signage would be installed to improve safety and reduce traffic speeds at the intersection. Line marking would be reinstated, and minor tree trimming would be completed to improve sight distances for vehicles exiting their driveways.

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Each option was assessed according to the perceived level of pedestrian safety, ease of use for vehicles (both utilising the intersection and entering/exiting driveways), and estimated cost.

Solution	Pedestrians	Vehicles	Cost
Raised Intersection	Safe	Easy	Average (>\$100k)
Permanent Roundabout	Less safe	Moderately easy	Expensive (>\$250k)
Standard T-intersection	Moderately safe	Moderately easy	Inexpensive (<\$10k)

All three options were within acceptable safety standards. Reverting to a standard T-intersection was considered the best option based on community engagement, environmental impacts, financial impacts and on-going operational impacts as outlined below.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



Council asked the community for their preference of the three options discussed above. The online engagement period was open from 28 September to 16 October 2022. Council received 236 responses to the online survey.

Officers received several comments and enquiries from residents throughout the 12-month trial period. Overall, 24 residents provided feedback via phone or written submissions.

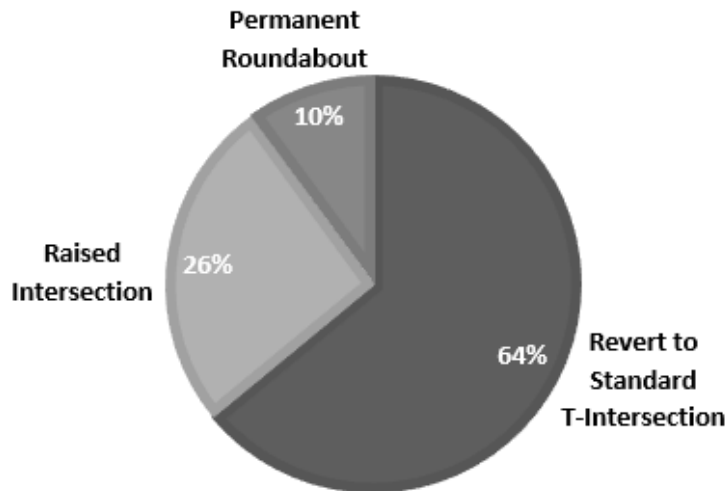
Council received a petition from 19 residents in Kirk Road, expressing support for some form of traffic calming at the intersection.

Councillors received a briefing on the Kirk Road and Winterly Road intersection on 26 October, including feedback from the Council survey, the petition, and the feedback received throughout the one-year trial process.

Overall, 257 individual residents have provided feedback on the intersection via one or more of the above engagement channels.

The following figure 1. provides a summary of community preferences for the intersection of Kirk and Winterley Road based on the overall feedback from the 257 individual residents:

**Figure 1.** community engagement summary



Some of the feedback provided throughout the 12-month trial period raised issues beyond the scope of the Kirk and Winterley Road intersection review. This feedback will be considered by Council officers independently of this report.

**Collaboration**

Not applicable.

**GOVERNANCE CONTEXT**

**Relevant Law**

*Road Management Act 2004*

**Charter of Human Rights**

This report has had consideration to, and complies with, the Charter of Human Rights and Responsibilities Act 2006.

**Gender Equality Act 2020**

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

No. While the Kirk and Winterley Road intersection may have an impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

**Regional, State and National Plans and Policies**

Not applicable.

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### **Council Plan Alignment**

Portfolio 4: Heritage, planning and infrastructure. Strategic Objective – To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure.

Priority 5 is to maintain and improve community infrastructure within the Borough. The purpose of this report is to ensure that the infrastructure at the Kirk and Winterley Road roundabout is fit-for-purpose and incorporates good design principles.

### **Legal and Risk Implications**

The Council must ensure that it performs its functions as responsible road authority in line with the *Road Management Act 2004*. This includes managing traffic on roads in a manner that enhances the safe and efficient operation of roads.

### **Related Documents**

Not applicable.

### **Disclosure of Interest**

No officer involved in the preparation of this report has any conflicts of interest.

## **CONSIDERATIONS**

### **Environmental Sustainability**

Reverting to a standard T-intersection will have the smallest environmental impact of the 3 options proposed.

The other options would require the installation of crushed rock, asphalt, concrete kerb, and concrete drainage pits and pipes. These construction materials have high levels of embodied energy, including the mining, manufacturing, and transportation of materials to site.

### **Financial and resource implications**

Reverting to a standard T-intersection will have the smallest financial implication of the 3 options proposed. The estimated cost for this option is estimated to be between \$5,000 and \$10,000 and can be funded from existing budgets.

The raised intersection and roundabout are estimated to cost \$100,000 and \$250,000 respectively and would likely need external funding to be sought.

### **Innovation and Continuous Improvement**

The raised intersection, also known as a 'raised safety platform' is an innovative treatment documented in the *AustRoads Guide to Road Design Part 7: New and Emerging Treatments (2021)*. These Guidelines recognise that engineering design solutions are often evolving, and innovative solutions are often required to treat local conditions and circumstances.

The permanent roundabout and standard T-intersection are more traditional engineering solutions.

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## **IMPLEMENTATION**

### **Operational Impacts**

Reverting to a standard T-intersection will have the smallest operational impact.

The raised intersection and permanent roundabout will require additional infrastructure to be installed, including concrete kerb, drainage, and extra signage, which will require ongoing maintenance over the life of the assets.

### **Implementation Process**

Reverting to a standard T-intersection would cause minimal disruption during implementation and would be completed in early 2023. Some minor traffic management would be required with works expected to be completed within a day or two.

The options for a raised intersection or permanent roundabout would have a greater impact on traffic during construction with road closures required during construction and a timeline likely to be a couple of weeks. The timing of works is unknown as external funding would likely need to be sourced prior to committing to the works.

## **ATTACHMENTS**

Nil.

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## 18. GOVERNANCE & FINANCE

### 18.1 Appointment of Council Portfolios and Delegates

<b>File:</b>	<b>QG045-01-01</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Portfolio:</b>	<b>Governance &amp; Finance</b>
<b>Portfolio Holder:</b>	<b>Cr Tolhurst</b>

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#### **PURPOSE**

This report provides information to enable Council to allocate portfolio responsibilities and appoint Council delegates to various committees, representative bodies and Community Reference Groups.

#### **EXECUTIVE SUMMARY**

This recommendation in this report furthers the objectives of Council Plan 2021–2025, Portfolio 5: Governance and Portfolio to provide a financially viable council that is accountable, transparent and practices good governance. It links to the community vision by encouraging an inclusive and engaged community.

The Council Plan 2021–2025 is structured around five Strategic Objectives:

- Health & Wellbeing
- Environment
- Local Economy
- Heritage, Planning & Infrastructure
- Governance & Finance

It is considered good practice for Council to consider representation, on an annual basis, to allow opportunities to affirm Council involvement and individual Councillor's participation on various Committees and representative bodies for the forthcoming 12 month period of office.

#### **RECOMMENDATION**

##### **That Council:**

- a) determine the Councillor appointments to Portfolios for the next 12 month period;**
  - b) determine its Councillor representatives on Council's Audit & Risk Committee;**
  - c) determine its representatives on the CEO Performance Review Committee;**
  - d) determine its Council Delegates for state, regional and local organisations as outlined in this report; and**
  - e) determine its Councillor representation on the various Reference Groups and Steering Committees outlined in this report.**
-



## REPORT

### BACKGROUND

While there is no legislative or formal requirement to review Council Committees and delegates each year, it is regarded as good practice for Council to consider representation on an annual basis to allow opportunities to affirm Council involvement and individual Councillor's participation on various Committees and representative bodies for the forthcoming 12 month period of office.

The Council Plan 2021–2025 is structured around five Strategic Objectives.

Portfolio
Health & Wellbeing
Environment
Local Economy
Heritage Planning & Infrastructure
Governance & Finance

### DISCUSSION

#### ***Audit & Risk Committee***

In accordance with *Division 8 of the Local Government Act 2020*, Council must establish an Audit and Risk Committee. It is not a delegated committee and must include as members both Councillors and non-councillors who have expertise in financial management and risk and experience in public sector management.

Council's Audit and Risk Committee membership comprises up to 3 Councillors and up to 4 independent members. The four current independent members are Roland 'Barney' Orchard, Richard Bull, Helen Butteriss and Graeme Phipps.

Council's Chief Executive Officer and the Manager Finance and Corporate Services attend these meetings to provide information and advice in an ex-officio capacity. The Council-appointed internal auditor and Victorian Auditor General appointed external auditor also attend these meetings to provide formal reports as required.

Council's current representatives on the Audit and Risk Committee are Crs Ebbels, Tolhurst and Hewitt.



### **CEO Employment and Remuneration Advisory Committee**

The adoption of Council Policy CP053 CEO Employment and Remuneration in November 2021 saw the Council's CEO Performance Review Committee now become the CEO Employment and Remuneration Advisory Committee. This committee fulfils the *Local Government Act 2020* requirement for Council to review the performance of the CEO at least once each year. Section 18(1)(g) of the Act requires the Mayor to take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer. The CEO Employment and Remuneration Policy was most recently reviewed at the Council meeting held on 27 April 2022.

Council's current representatives on the CEO Employment and Remuneration Advisory Committee are Crs Ebbels, Tolhurst and Grout. Council has also appointed the independent professional Philip Shanahan to this committee.

### **Council Delegates**

Council is currently represented on a number of state, regional and local organisations. The current delegates are as follows:

<b>Forum</b>	<b>Current</b>
Association of Bayside Municipalities	Cr Hewitt & Cr Grout
Barwon South West Local Government Waste Forum	Cr Hewitt
Geelong Queenscliffe Coastal Adaptation Planning Project (Our Coast)	Cr Grout
*Geelong Regional Library Corporation Board (x1 sub rep)	Cr Ebbels Sub Rep: Cr Grout
Geelong Heritage Centre Collection Advisory Committee	Cr Ebbels
*Municipal Association of Victoria (x1 sub rep)	Cr Ebbels Sub Rep: Cr Hewitt
Rural Councils Victoria	Cr Ebbels
Tourism Greater Geelong & The Bellarine Board	Cr Ebbels
Bellarine Community Safety Group	Cr Grigau
G21 Region Alliance Board	Cr Ebbels



G21 Health and Wellbeing/Sport and Recreation Pillar	Cr Grigau
G21 Cultural and Economic Development Pillar	Cr Tolhurst
G21 Sustainability Pillar	Cr Hewitt
G21 Managing Growth Advisory Group	Cr Grout

\*The term for the Geelong Regional Library Corporation Board, and the Municipal Association of Victoria is proposed for a two-year term. All other positions are proposed for a one-year term.

### ***Council Reference Groups***

The Council Plan 2021–2025 underlines Council’s commitment to valuing and drawing on the skills, knowledge and views of the local community through Community Reference Groups. Councillor representatives on Reference Groups have been typically appointed based on ‘portfolio’ responsibilities.

The current reference groups and Council representatives are as follows:

<b>Council Reference Groups</b>	<b>Current</b>
Community Excellence Awards Reference Group	Cr Hewitt
Community Grants Advisory Reference Group	Cr Grigau & Cr Grout
Memorial & Plaques Reference Group	Cr Ebbels
Disability Lived Experience Reference Group	Cr Tolhurst & Cr Grigau
Environmental Reference Group	Cr Hewitt & Cr Grout
Coastal & Marine Management Plan Steering Committee	Cr Hewitt & Cr Grout

### **Options**

Option 1 – Allocate the portfolio responsibilities and appoint Council’s delegates to various Committees, representative bodies and Reference Groups.

Option 2 – Request additional information or more time to allocate these responsibilities and delegations.





## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



There is no statutory requirement for community consultation associated with this report.

#### Collaboration

Not applicable.

## GOVERNANCE CONTEXT

#### Relevant Law

Not applicable.

#### Charter of Human Rights

This report has had consideration to, and complies with, the Charter of Human Rights and Responsibilities Act 2006.

#### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No, as it is not considered the appointment of Councillors to portfolios and committees has a direct and significant impact on the public.

#### Regional, State and National Plans and Policies

Not applicable.

#### Council Plan Alignment

This report responds to Portfolio 5: Governance and Finance in the Council Plan 2021–2025, Priority 3 to provide *accountable and transparent governance*, specifically:

- Council is operating in an open and transparent manner
- Regular reporting to the community on Council performance and accountability
- Meet all legislative requirements of the *Local Government Act 2020*
- Limit the number of Council decisions made *in camera*
- Ensure Council documents not subject to confidentiality or privacy law are publicly available on the website and upon request

#### Legal and Risk Implications

There are no relevant legal or risk implications associated with this report.

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### **Related Documents**

Council Plan 2021–2025  
Climate Emergency Response Plan  
CP053 CEO Employment and Remuneration Policy  
Audit and Risk Committee Charter

### **Disclosure of Interest**

No officer involved in the preparation of this report has any conflicts of interest.

## **CONSIDERATIONS**

### **Environmental Sustainability**

There are no economic, social, environmental and climate change implications associated with this report.

### **Financial and resource implications**

There are no budget or resource implications associated with this report.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

Not applicable.

### **Implementation Process**

The Executive Assistant to the CEO, Mayor and Councillors will advise all relevant organisations and agencies of the appointments.

## **ATTACHMENTS**

Nil.

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## 18.2 Council Meeting Schedule for 2023

<b>File:</b>	<b>QG0550108</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Portfolio:</b>	<b>Governance &amp; Finance</b>
<b>Portfolio Holder:</b>	<b>Cr Tolhurst</b>

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### **PURPOSE**

This report seeks Council endorsement of its schedule of Ordinary Meetings of Council and Planning Review Meetings for the 2023 calendar year.

### **EXECUTIVE SUMMARY**

This report links to the community vision by *encouraging an inclusive and engaged community*. It responds to Portfolio 5: Governance and Finance in the Council Plan 2021–2025, specifically Priority 3, to provide *accountable and transparent governance*.

The fundamental purpose of Council meetings is to enable Council to fulfil the functions of a Council as detailed in section *Part 3 of the Local Government Act 2020*. Council practice has been to conduct Ordinary Meetings on a monthly basis.

The fundamental purpose of Planning Review Meetings is to review specific statutory planning applications. These meetings are designed to provide an opportunity for applicants and submitters to review information and to gain an increased understanding of those statutory planning applications where Council has formally removed officers' delegation in accordance with the *Planning & Environment Act 1987*.

Council is required to determine and publicly advertise the time and date for the holding of Ordinary Meetings of Council.

### **RECOMMENDATION**

#### **That Council:**

- a) Approves the schedule of Ordinary Meetings and Planning Review Meetings (when necessary) for 2023 as presented; and**
  - b) Publishes the 2023 Council meeting dates on the Council website.**
-



## REPORT

### BACKGROUND

Council is required to determine and publicly advertise the time and date for the holding of Ordinary Meetings of Council. The fundamental purpose of Council meetings is to enable Council to fulfil the functions of a Council as detailed in Part 3 – Council Decision Making of the *Local Government Act 2020*. Council practice has been to conduct Ordinary Meetings on a monthly basis.

Council may hold a Planning Review Meetings to review specific statutory planning applications. These meetings are designed to provide an opportunity for applicants and submitters to present information to Council and for Council to gain an increased understanding of those statutory planning applications where Council has formally removed officers' delegation in accordance with the *Planning & Environment Act 1987*. These meetings have been scheduled on the second Wednesday of the month as required. It is important to note that Council has no delegated authority to make decisions at Planning Review Meetings.

Council may from time to time, hold Special Meetings at which extraordinary items may be considered. Special Meetings of Council can be called by the Mayor or at least 3 Councillors and may only deal with the business specified in the public notice regarding the meeting. Special meetings are conducted on an as needs basis and will be published in accordance with the *Local Government Act 2020*.

### DISCUSSION

The table below proposes the dates and time for Ordinary Meetings of Council and Planning Review Meetings for 2023.

#### Ordinary Meetings of Council

#### Planning Review Meetings

Wednesday 22 February 2023 at 7:00pm	* Wednesday 8 February 2023 at 7:00pm
Wednesday 22 March 2023 at 7:00pm	* Wednesday 8 March 2023 at 7:00pm
Wednesday 26 April 2023 at 7:00pm	* Wednesday 12 April 2023 at 7:00pm
Wednesday 24 May 2023 at 7:00pm	* Wednesday 10 May 2023 at 7:00pm
Wednesday 28 June 2023 at 7:00pm	* Wednesday 14 June 2023 at 7:00pm
Wednesday 26 July 2023 at 7:00pm	* Wednesday 12 July 2023 at 7:00pm
Wednesday 23 August 2023 at 7:00pm	* Wednesday 9 August 2023 at 7:00pm
Wednesday 27 September 2023 at 7:00pm	* Wednesday 13 September 2023 at 7:00pm
Wednesday 25 October 2023 at 7:00pm	* Wednesday 11 October 2023 at 7:00pm
Wednesday 22 November 2023 at 7:00pm	* Wednesday 8 November 2023 at 7:00pm
+Wednesday 13 December 2023 at 7:00pm	* Wednesday 6 December 2023 at 7:00pm

*Ordinary Meetings of Council will typically be scheduled on the 4<sup>th</sup> Wednesday of the month unless otherwise indicated.*

*\*Planning Review Meetings will only be conducted if required.*

*+ This meeting will be held on the 2 Wednesday of the month.*



## Options

Option 1 – Approves the proposed Council meeting schedule for 2023 as presented.

Option 2 – Requests officers to make changes to the proposed schedule before publishing to the council website.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



There is no statutory requirement for community consultation associated with this report. Council will publish a list of dates on the public website.

### Collaboration

Collaboration with other councils is not required, however the proposed schedule is in line with other surrounding councils.

## GOVERNANCE CONTEXT

### Relevant Law

*Local Government Act 2020*

### Charter of Human Rights

This report has had consideration to, and complies with, the *Charter of Human Rights and Responsibilities Act 2006*.

### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No.

### Regional, State and National Plans and Policies

Not applicable.

### Council Plan Alignment

This report responds to Portfolio 5: Governance and Finance in the Council Plan 2021–2025, Priority 3 to provide *accountable and transparent governance*, specifically:

- Council is operating in an open and transparent manner
  - Regular reporting to the community on Council performance and accountability
  - Meet all legislative requirements of the *Local Government Act 2020*
-



- Limit the number of Council decision made *in camera*
- Ensure Council documents not subject to confidentiality or privacy law are publicly available on the website and upon request.

### **Legal and Risk Implications**

There are no relevant legal or risk implications associated this report.

### **Related Documents**

Council Plan 2021–2025  
Governance Rules

### **Disclosure of Interest**

No officer involved in the preparation of this report has any conflicts of interest.

## **CONSIDERATIONS**

### **Environmental Sustainability**

There are no economic, social, environmental and climate change implications associated with this report.

### **Financial and resource implications**

There are no budget or resource implications associated with this report.

### **Innovation and Continuous Improvement**

Council will continue to stream and record Council meetings for access via the website in accordance with the Governance Rules.

## **IMPLEMENTATION**

### **Operational Impacts**

The Council meeting timetable will be delivered in accordance with this schedule.

### **Implementation Process**

The Council meeting and Planning Review meetings will be conducted in accordance with the Governance Rules.

## **ATTACHMENTS**

Nil.

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### 18.3 Municipal Association of Victoria Regional Groupings of Councils Review

**File:** QG1970102

**Report Author:** Chief Executive Officer

**Portfolio:** Governance & Finance

**Portfolio Holder:** Cr Tolhurst

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#### **PURPOSE**

The purpose of this report is for Council to consider and determine a position on the proposed configuration of the Municipal Association of Victoria (MAV) regional groupings of councils.

#### **EXECUTIVE SUMMARY**

This report responds to the following strategic objective contained in the Council Plan 2021–2025: Strategic Objective 5 Governance and Finance: *To provide a financially viable Council that is accountable, transparent and practices good governance.*

Following a change to the MAV Rules at the State Council on 16 February 2022, the MAV Board must now consult participating member councils to determine the regional groupings of councils and classify each member council as belonging to:

- one of the five regional groupings of metropolitan councils; or
- one of the five regional groupings of non-metropolitan councils.

The Borough of Queenscliffe has been included in the Great South Coast Barwon group. There are two options for this group; one including the Ararat Rural City the other excluding Ararat Rural City.

MAV has requested feedback on the proposed groupings. The MAV Board will consider all feedback and the regional groupings will be determined at a Board meeting in December.

#### **RECOMMENDATION**

##### **That Council:**

- 1. Endorse the Non-metropolitan Regional Grouping Option 1; and**
  - 2. Directs the CEO to write to Municipal Association of Victoria and provide feedback.**
-



## REPORT

### BACKGROUND

The MAV Rules 2022 were made, subject to Governor in Council approval and publication in the Victoria Government Gazette, at the Special meeting of State Council on Friday 16 September 2022.

The MAV Rules create an MAV Board comprised of the President and ten delegates elected to the Board in the office of Director, five from metropolitan councils and five from non-metropolitan councils. As result MAV has undertaken a review of the current regional groupings of Council.

The principles to determine the proposed regional grouping applied during the review were:

- each region should be of equal electoral size (number of councils)
- each region should comprise councils with common interests, be these spatial or by nature of the councils' operating environment; and
- MAV regions should align with other representative structures that engage with councils.

### DISCUSSION

There are 2 options for Non-metropolitan Regional Groupings as outlined on the MAV papers:

#### Non-metropolitan Option 1

This option is based on the nine Regional Development Victoria's (RDV) Regional Partnerships and proposes retaining RDV's Gippsland Region and combines the other eight regions to form four regions as follows:

- Goulburn and Ovens Murray Regional Partnership Regions combined
- Loddon Campaspe and Mallee Regional Partnership Regions combined
- Wimmera Southern Mallee and Central Highlands Regional Partnerships combined, excluding Golden Plains.
- Great South Coast and Barwon Regional Partnership Regions combined, with Golden Plains included.

#### Non-metropolitan Option 2

This option proposes:

- the Gippsland and Rural North East regions are the same as Option 1
- a different configuration for the three other MAV Board regions.

In both options, the Borough of Queenscliffe is included in the Great South Barwon Coast group. The Great South Barwon Coast group includes all the G21 councils and generally reflects the two existing Regional Development Victoria Partnerships groups in the region.

Option 1 does not include Ararat Rural City Council; however Option 2 does. Both options are viable as Ararat Rural City Council has common interests with councils in the Great South Barwon Coast Group and the Wimmera Southern Mallee Central Highlands Group.

Officers are recommending option 1, because the boundaries align with current Regional Development Victoria partnership boundaries.





## Options

Option 1 – Support the officer recommendation, being Option 1.

Option 2 – Elect to support Option 2 non-metropolitan regional groupings.

Option 3 – Propose a different non-metropolitan regional grouping configuration.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



MAV are consulting with the Borough of Queenscliffe and other councils. This Council report informs the Borough of Queenscliffe community about the process and the position of Council.

### Collaboration

The Municipal Association of Victoria is seeking feedback from all member Councils before the Board considers the item at a meeting in December 2022.

## GOVERNANCE CONTEXT

### Relevant Law

*Municipal Association Act 1907*

*Local Government Act 2020*

### Charter of Human Rights

This report has had consideration to, and complies with, the Charter of Human Rights and Responsibilities Act 2006.

### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; while the Municipal Association of Victoria Regional groupings of Councils has a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

### Regional, State and National Plans and Policies

Not applicable.

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### **Council Plan Alignment**

This report responds to the following strategic objective contained in the Council Plan 2021–2025: Strategic Objective 5 Governance and Finance: *To provide a financially viable Council that is accountable, transparent and practices good governance.*

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Not applicable.

### **Disclosure of Interest**

No officer involved in the preparation of this report has any conflicts of interest.

## **CONSIDERATIONS**

### **Environmental Sustainability**

There are environmental sustainability implications associate with this report.

### **Financial and resource implications**

There are no financial or resource implications associate with this report.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

There are no operational impacts associated with this report.

### **Implementation Process**

The MAV Board will consider all feedback. The regional groupings will be determined at a Board meeting in December. All MAV Members and MAV delegates will be advised of the outcome within 14 days of the decision being made.

## **ATTACHMENTS**

1. Municipal Association of Victoria Regional groupings of Councils discussion paper (Appendix 4)
-



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

### **19.1 Point Lonsdale Lighthouse Reserve Works Part 3 Instrument of Agreement**

At the Special Meeting of Council on 7 September 2022, Council resolved to sign and seal the Point Lonsdale Lighthouse Reserve Works Part 3 Instrument of Agreement Contract 2022/10.

Council applied the Common Seal to the above contract on 21 October 2022.

#### **RECOMMENDATION**

**That Council note the use of the Common Seal.**

## **20. QUESTIONS WITHOUT NOTICE**

### **20.1 Questions Without Notice Status Update**

No Questions Without Notice outstanding.

### **20.2 Questions Without Notice**

## **21. LIST OF COUNCIL MEETINGS**

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

#### **PLANNING REVIEW MEETING**

Planning Application 2022/044 for 6 McDonald Road, Queenscliff  
Wednesday 7 December 2022 at 7:00pm

#### **COUNCIL MEETING**

Wednesday 14 December 2022 at 7:00pm

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## 22. CLOSED SESSION OF MEETING

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

### RECOMMENDATION

That, in accordance with sections 66(1) and 66(2)(a) of the Local Government Act 2020, the meeting be closed to members of the public for the consideration of the following confidential items:

#### 22.1 Confirmation of 26 October 2022 Confidential Council Meeting Minutes

This agenda item is deemed to contain confidential information as per section 3(1)(h) of the Local Government Act 2020 as it contains confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). This ground applies as the Council minutes being confirmed are for matters that have previously been deemed confidential.

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

### RECOMMENDATION

That Council reopen the meeting and resume standing orders.

## 23. RATIFICATION OF CONFIDENTIAL ITEMS

### RECOMMENDATION

That the decisions made in camera be ratified by Council.

## 24. CLOSE OF MEETING

The meeting closed at:

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## ADJUNCT TO 7 – RECORD OF INFORMAL MEETINGS OF COUNCILLORS

The Borough of Queenscliffe Governance Rules (rule 11) require tabling of records of informal meetings of Councillors at the next convenient Council meeting and that their record be included in the minutes of that Council Meeting. If there is a meeting of Councillors that:

- 11.1 is scheduled or planned outside of an Ordinary Meeting of Council for the purpose of discussing the business of Council or briefing Councillors; and
- 11.2 is attended by at least one senior member of Council staff; and
- 11.3 all Councillors have been invited by the Chief Executive Officer; and
- 11.4 a majority of Councillors are present; and
- 11.5 is not a Delegated Committee meeting or Community Asset Committee meeting.

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 26 October 2022 3:00pm – 5:20pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Michael Grout Cr Isabelle Tolhurst	Martin Gill, CEO Tim Crawford, MPCS Stuart Hansen, MIE Brydon King, SP Dinah O’Brien, STP Steve Quick, RIE	<ol style="list-style-type: none"><li>1. Planning application 2022/083 for 5 Beach Street, Queenscliff</li><li>2. Planning Application 2022/084 for 61 Point Lonsdale Road, Point Lonsdale</li><li>3. Planning Application 2021/048 for 200-204 Point Lonsdale Road, Point Lonsdale</li><li>4. Bellarine Peninsula Statement of Planning Policy next steps</li><li>5. Kirk Road and Winterley Road Intersection community feedback and next steps</li></ol>	Nil.



Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 2 November 2022 2:30pm – 5:06pm Queenscliff Town Hall	Cr Ross Ebbels – Mayor Cr Fleur Hewitt Cr Michael Grout Cr Donnie Grigau Cr Isabelle Tolhurst	Martin Gill, CEO Tim Crawford, MPCs Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC Anna Handberg, BS&ICT Dinah O’Brien, STP	1. Microsoft Teams training 2. G21 Regional Plan request for funding 3. Coastal & Marine Management Plan Governance Structure & Project Control Group Purpose Statement 4. Golightly Caravan Park Design Brief 5. Environmental Advisory Group update	Nil.
<b>Assembly Briefing</b> 16 November 2022 2:30pm – 5:00pm Queenscliffe Hub Auditorium	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Isabelle Tolhurst Cr Michael Grout	Martin Gill, CEO Tim Crawford, MPCs Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC Jodie Hunt, FSC Dinah O’Brien, STP Jackie Fletcher, EA	1. Differential Rates, Budget timetable & Budget process 2. Draft Risk Management Policy 3. Fisherman’s Flat Heritage Review update 4. Proposed Council meeting schedule 2023 5. Point Lonsdale Lighthouse Reserve update	Nil.

AO – Arts officer	BSA – Business Services Accountant	BOC – Business Operations Coordinator
ACC – Acting Communications Coordinator	CEO – Chief Executive Officer	CERP – Project Officer, Climate Emergency Response Plan
COVID BSO – COVID Business Support Officer	CSC – Community Services Coordinator	STP – Strategic Planner: Land use
CSRO – Community Stakeholder Relations Officer	MPCS – Manager Planning & Community Safety	EA – Executive Assistant to the CEO, Mayor and Councillors



EPO – Executive Project Officer	HR&GC – HR & Governance Coordinator	MC – Manager Community
MFS – Manager Finance and Corporate Services	MIE – Manager Infrastructure & Environment	RC – Rates Coordinator
SLEO – Senior Law Enforcement Officer	SP – Senior Planner	ESO – Events Support Officer
ASLEO – Acting Senior Law Enforcement Officer	BS&ICT – Business Systems & ICT Coordinator	ASLFO – Acting Senior Law Enforcement Officer
FSC – Financial Services Coordinator		

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### **ADJUNCT TO 7.1 – PUBLIC QUESTIONS STATUS UPDATE**

At the ordinary meeting of Council on 26 October 2022, one public question was taken on notice. The response is provided at **(Appendix 5)**.

No public questions are outstanding.

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**ADJUNCT TO 10.1 – NOTICE OF MOTION STATUS UPDATE**

24 August 2022	<p><b>Number 2022/585: Disability Lived Experience Reference Group</b></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"><li><i>1. Directs Council officers to undertake an Expression of Interest process inviting diverse community members to be part of a new Disability Lived Experience Reference Group.</i></li><li><i>2. Directs Council officers to Commence the Expression of Interest process in the second quarter of the 2022-23 Financial Year.</i></li><li><i>3. Establish a Terms of Reference with the Group, with the key objectives of:</i><ol style="list-style-type: none"><li><i>a) Undertaking benchmarking to establish the number of people who identify as having a disability in the Borough and key access issues</i></li><li><i>b) Reviewing all Council disability and access inclusion documentation, notably Council's Disability Access and Inclusion Policy</i></li><li><i>c) Reviewing major Council projects to ensure they meet the needs and ambitions of disabled people in the Borough</i></li></ol></li></ol>	<p>A meeting was held on 11 October 2022 with representative groups to assist in determining the Expression of Interest (EOI) criteria.</p> <p>The EOI application process commenced on 21 November 2022</p> <p>The group is now considering the draft EOI selection criteria.</p>	In progress
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24 August 2022	<p><b>Number 2022/586: Environmental Reference Group</b></p> <p><i>That Council:</i></p> <p><i>1. Establishes an Environmental Advisory Group which compromises members of the community and at least one Councillor and Council Officer with the purpose of:</i></p> <p><i>a) providing strategic advice on the development, implementation and integration of policies, strategies and action plans relating to the environment;</i></p> <p><i>b) assisting Council in identifying, making recommendations to, and taking advocacy action on issues of environment and sustainability affecting the Borough of Queenscliffe; and</i></p> <p><i>c) encouraging and supporting activities and events which further environmental and sustainability outcomes in the Borough of Queenscliffe.</i></p> <p><i>2. Considers a framework for the Environmental Advisory Group at the Ordinary Meeting to be held on 28 September 2022; and</i></p> <p><i>3. Directs Council officers to commence an Expression of Intertest process by 30 November 2022, inviting community members to join an Environmental Advisory Group.</i></p>	<p>Council adopted the Environmental Advisory Group Operating Framework at the Ordinary Meeting of Council on 28 September 2022.</p> <p>Officers have prepared a recruitment proposal for Council review.</p>	In progress
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**ADJUNCT TO 20.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE**

No Questions Without Notice outstanding.