



Minutes

Ordinary Meeting of Council

Wednesday 19 May 2021 at 7:00pm

Queenscliff Town Hall

Distribution

Councillors

Cr Ross Ebbels – Mayor

Cr Susan Salter

Cr Donnie Grigau

Cr Fleur Hewitt

Cr Michael Grout

Officers

Martin Gill – Chief Executive Officer

Phillip Carruthers – General Manager Organisational Performance & Community Services

Johann Rajaratnam – General Manager Planning & Infrastructure

Connor Parker – Coordinator Community Engagement & Communications

Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors



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

Appendix	Title	Agenda Item	Distribution
Appendix 1a	Memorandum of Understanding 2021–2025	12.1 Tourism Greater Geelong and the Bellarine Incorporated Memorandum of Understanding and Corporate Plan	Under separate cover
Appendix 1b	Corporate Plan 2021–2025	12.1 Tourism Greater Geelong and the Bellarine Incorporated Memorandum of Understanding and Corporate Plan	Under separate cover
Appendix 2a	Borough of Queenscliffe Climate Emergency Response Plan	13.1 Borough of Queenscliffe Climate Emergency Response Plan	Under separate cover
Appendix 2b	Climate Emergency Response Plan Strategic Engagement Plan	13.1 Borough of Queenscliffe Climate Emergency Response Plan	Under separate cover



Appendix 2c	Victoria's Climate Change Strategy	13.1 Borough of Queenscliffe Climate Emergency Response Plan	Under separate cover
Appendix 3	G21 and AFL Barwon Towards 2030: Strategy	15.1 G21 and AFL Barwon Towards 2030: Strategy	Under separate cover
Appendix 4	Response to Public Question Taken on notice at Ordinary Meeting of Council held on 28 April 2021	ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE	Under separate cover



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 7:00pm.

2. PRESENT & APOLOGIES

Present:

Cr Ross Ebbels – Mayor

Cr Susan Salter

Cr Donnie Grigau

Cr Fleur Hewitt

Cr Michael Grout

Martin Gill – Chief Executive Officer

Johann Rajaratnam – General Manager Planning & Infrastructure

Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors

Dinah O'Brien – Planning Program Leader

Connor Parker – Coordinator Community Engagement & Communications

Matt Gibbs – Communications Officer

Shannon Maloney – Economic & Community Development Program Leader

Rebecca Petit-Bramwell – Project Officer Climate Emergency Response Plan

Apologies:

Phillip Carruthers – General Manager Organisational Performance & Community Services

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:

Cr Grigau declared a conflict of interest in respect to item 14.1 Planning Permit Activity report, application 2021/031 for the property at 7 Mercer Street, Queenscliff. Cr Grigau declared that he



resides in close proximity to the subject property. There is no decision to be taken on this item.

Cr Ebbels declared a conflict of interest in respect to item 14.1 Planning Permit Activity report, application queenC33, rezone of the land at 81 Nelson Road, Queenscliff and 2020/046 for the subdivision of land at 61-75 Murray Road, Queenscliff. Cr Ebbels declared that he resides in close proximity to the subject properties. There is no decision to be taken on this item.

Officers: Nil

4. LEAVE OF ABSENCE OF COUNCILLOR

Nil.

5. PUBLIC QUESTION TIME

5.1 Public Questions Status Update

No public questions outstanding.

5.2 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.

Public questions are reproduced verbatim as received.

The Mayor advised that 2 public questions had been received by Council within the prescribed timelines.

Public Question 1 from William Pring

The Council and its officers seem to be assuming that the majority of residents and ratepayers of the Borough favour the Climate Emergency Response Plan and its implementation. Given that this plan is a potentially large and expensive extra responsibility for the ratepayers of the Borough, the ethical approach would be to harness the Council's favourable majority belief, by making the CERP



budget dependant on a voluntary rate contribution from ratepayers (separate from usual rates returned, based on property value), combined with a voluntary donations fund, which is advertised to all residents in and adjacent to the Borough, and advertised to all visitors to the Borough. Climate change grants from other bodies could also be used in this budget.

My Question:

In implementing the CERP policy, will the Council commit to a recurring CERP budget comprised of the annual income from voluntary ratepayer contributions, voluntary donations from local residents and from visitors to the Borough, and climate change grants from other bodies?

Response by Mayor:

No we won't. In the performance of its role the Local Government Act 2020 requires Council to mitigate and plan for climate change risks. As with other legislative requirements in the Act, rates from all ratepayers contribute to meeting Council's legislative responsibilities.

If enacted, different actions within the Plan will be funded in different ways, including seeking grants from other levels of government, user-pays initiatives like solar bulk buys, and Council's own funds. Where Council funding is used to implement actions, these funds will come out of general revenues, and not be the subject of a particular levy.

Everyone in the Borough will benefit from taking action on climate change, just as everyone in the Borough benefits from well-maintained roads, accessible footpaths and quality parks and beaches. And where Council provides services that benefit everyone, we fund these projects from general rate revenue.

We're proud to have developed the draft Climate Emergency Response Plan alongside the community, and we're looking forward to working together to make our Borough a safer, healthier, more sustainable place for all of our residents.

Public Question 2 from Cathy Smith

Now that the "traffic calming measure" at the corner of Hobson and Gellibrand Streets has been completed, there appears to be little discernible difference in the speed that traffic is travelling north and south along Gellibrand Street.

In answer to my previous question at the 28 April meeting, Council proposes in the 21/22 budget, a new initiative associated with traffic in Queenscliff. Furthermore, The Queenscliffe Traffic study would look at a number of issues including speed and movement through "Council's" street network after an analysis takes place.

My question to council is, what is the "new initiative", what date has been set for the "new initiative" and "analysis" to take place and what measures will Council take in the meantime to decrease speed limits in Gellibrand Street?

Response by Mayor

Council has allocated \$20,000 in the 2021/22 budget as a new initiative being to conduct a traffic study, vehicle movement, volume and speed within Queenscliff road network. Once the new



budget is adopted, this traffic study will be scheduled and is likely to occur in the first six months of the new financial year.

Council does not intend changing any speed limits in Gellibrand Street as we will wait until this study is completed and we have its recommendations.

6. CONFIRMATION OF COUNCIL MEETING MINUTES

6.1 Ordinary Meeting of Council – 28 April 2021

A copy of the previous Minutes of the Ordinary Meeting of Council held on 28 April 2021 was distributed to Councillors under separate cover.

Officer recommendation

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 28 April 2021, as distributed, be confirmed as an accurate record.

Councillors Salter / Hewitt

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 28 April 2021, as amended, be confirmed as an accurate record.



7. RECORD OF ASSEMBLY OF COUNCILLORS

A Record of Assembly for the following Assemblies of Council are included at Adjunct to item 7:

- 28 April 2021– Assembly Meeting
- 5 May 2021 – Councillor Training Session & Assembly Meeting
- 10 May 2021 – Climate Emergency Response Plan Submissions Hearing
- 10 May 2021 – Budget Presentation
- 11 May 2021 – Meeting with the QCA
- 12 May 2021 – Assembly Meeting

Officer recommendation

That the Record of Assembly of Councillors, as presented in Adjunct to Item 7, be noted.

Councillors Salter / Hewitt

That the Record of Assembly of Councillors, as amended in Adjunct to Item 7, be noted.

Carried

8. NOTICE OF MOTION

8.1 Notice of Motion Status Update

No Motions on Notice outstanding.

8.2 Motion on Notice

No Notices of Motion were received.

9. PETITIONS AND JOINT LETTERS

Nil.



10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 23 April and 13 May 2021:

Date	Function Attended
23 April 2021	Victorian Government Announcement (CEO & Cr Ebbels)
23 April 2021	Chairing Meetings for Mayors via videoconference (Cr Ebbels)
25 April 2021	Anzac Day Dawn Service (Crs Ebbels, Salter, Grout & Grigau)
25 April 2021	Anzac Day Point Lonsdale Service (Crs Ebbels & Grigau)
25 April 2021	Anzac Day Fort Queenscliff service (Cr Ebbels & Grigau)
26 April 2021	Tourism Greater Geelong & the Bellarine Board Meeting (Cr Ebbels)
26 April 2021	Rip View Restaurant Grand Opening (Cr Ebbels)
30 April 2021	Gender Equality Act 2020 – Councillor Briefing Session via videoconference (Cr Grout)
30 April 2021	G21 Board Meeting (Cr Ebbels)
4 May 2021	Media, Communications and Presentation training (CEO & Cr Ebbels)
6 May 2021	MAV Rural South Central Region Quarterly Meeting (Cr Ebbels)
6 May 2021	Official Launch of the 2021 Geelong Business Excellence Awards (Cr Ebbels)
6 May 2021	Geelong Community Forum (CEO)
7 May 2021	Hesse Street South Official Opening (CEO, Crs Ebbels, Grigau & Salter)
7 May 2021	Cottage By The Sea Rippers Club Launch (Cr Ebbels)
7 May 2021	G21 Planning & Services Pillar Meeting (Cr Grout)
7 May 2021	Barwon Water 'Water for our Future' Council Webinar (Crs Ebbels & Hewitt)
10 May 2021	Budget Presentation to Community (CEO, Crs Ebbels, Salter & Hewitt)
13 May 2021	G21 Economic Development Pillar meeting (Cr Ebbels)

Councillors Hewitt / Grigau

That the Functions Attended report be received.

Carried



11. COMMUNITY WELLBEING

No reports to consider.



12. LOCAL ECONOMY

12.1 Tourism Greater Geelong and the Bellarine Incorporated Memorandum of Understanding and Corporate Plan

File: QG 228-04-01

Author: Economic and Community Development Program Leader

Portfolio: Local Economy

Portfolio Holder: Cr Ebbels

PURPOSE

The purpose of this report is for Council to consider continuing its partnership with the region's tourism industry by entering into a four year Memorandum of Understanding (MOU) with Tourism Greater Geelong and The Bellarine Incorporated (TGGB).

Council is also asked to consider and note the corresponding Tourism and Greater Geelong Corporate Plan.

EXECUTIVE SUMMARY

The recommendation in this report furthers Strategic Objective 3 of the Borough of Queenscliffe Council Plan 2017 – 2021, to *foster a diverse and vibrant local economy*. In particular the recommendation supports the strategy to '*Market the Borough's unique features and provide a high quality tourism information service.*'

The Borough of Queenscliffe is a founding partner and party to a Memorandum of Understanding (MOU) with the regional tourism authority, TGGB, since its formation in 2014. The purpose of TGGB is to *build a resilient, sustainable and valued visitor economy that celebrates the character and identity of the region*.

TGGB is the official Regional Tourism Board as outlined by the State government agency, Visit Victoria. The current MOU expires 30 June 2021.

A new, four year MOU has been prepared alongside a new Corporate Plan.

Council officers consider that TGGB continues to play a crucial role in the region and continues to successfully represent the local tourism industry and the Borough of Queenscliffe. Through its partnership approach, TGGB maximises opportunities that provide value for industry and supports the growth of the local visitor economy.

Councillors Salter / Hewitt

That Council:



1. **Authorise the Chief Executive Officer to enter into a new Memorandum of Understanding with the Tourism Greater Geelong and The Bellarine Incorporated for a four year period from 1 July 2021 to 30 June 2025; and**
2. **Note the corresponding 2021–25 Tourism Greater Geelong and The Bellarine Corporate Plan.**

Carried

Cr Grigau

Regarding the public relations support, other than the Queenscliff Gallery, what business owned by rate payers in the Borough benefit from the public relations support?

Economic & Community Development Program Leader

The tourism organisation represents the Borough as a whole, it also specifically features businesses that are members of the Tourism Association. We have about 80 members in the Borough that are members, a number of them would be rate payers, however I do not have that level of detail at hand so I will take that question on notice.

Cr Ebbels

How do we relate and work with the regional tourism body?

Economic & Community Development Program Leader

We meet with all of the regional offices about every four to six weeks. These meetings usually follow the Board Meetings where we get an update on the tourism activities such as marketing, tourism development, the business events area, membership status of businesses as well as holding regular ad hoc meetings when opportunities arise.

Cr Ebbels

So there is a good two-way exchange of information?

Economic & Community Development Program Leader

Yes, there is a very strong and healthy relationship between the two organisations.



REPORT

BACKGROUND

The Borough of Queenscliffe has long recognised the importance of the visitor economy to the economic and social wellbeing of Queenscliff and Point Lonsdale and is a founding partner and party to a Memorandum of Understanding (MOU) with the regional tourism authority, Tourism Greater Geelong and the Bellarine Inc. since its formation in 2014.

The current MOU expires 30 June 2021.

The Corporate Plan, which aligns with the MOU (**Appendix 1a**) details the strategic priorities for the TGGB and discusses the impact and ongoing challenges of COVID-19 for the region. It includes growth targets, and marketing and development priorities.

It notes that in 2021 it is anticipated, even with the loss of international travel, visitor spending in the region will be \$763 million.

This results in the direct employment of 7,551 people and an additional 3,713 indirect jobs.

The Corporate Plan was recently endorsed by the Board of TGGB. A copy of the Corporate Plan 2021–2025 is included at (**Appendix 1b**).

DISCUSSION

Corporate Plan

The vision of the TGGB is:

For Geelong and the Bellarine to be a world-class inclusive destination that inspires visitors to create memories and depart with a desire to return.

The TGGB Board recently endorsed a new Corporate Plan 2021–2025. In preparing the new Corporate Plan the board incorporated feedback from our local industry members and community, recognising that growth in the Visitor Economy needed to be balanced with respect for the values that made the Borough of Queenscliffe an attractive destination. This was acknowledged in the Corporate Plan in the goals for 2025:

There is harmony between destination development, visitor attraction and community values.

It is further picked up in the strategic priorities in the Corporate Plan 2021–25:

- Sustainable Destination Development:

Plan for balanced growth that delivers economic, social and environmental benefit for future generations to enjoy.



These inclusions are a welcome refinement in the strategic direction of TGGB and demonstrates a growing understanding of the Borough's role in the regional tourism market.

MOU

The MOU is between the member municipalities who are located within the regional tourism area defined by Visit Victoria and comprises the City of Greater Geelong Council, Golden Plains Shire and the Borough of Queenscliffe.

The MOU covers the following matters:

- Resourcing of TGGB
- Annual subscription fees for the term of the agreement
- The mechanisms that will be in place to for reporting, governance and communications
- The operation of the Visitor Centres
- Role of the Corporate Plan

It also sets out the role that Council plays in supporting and promoting the visitor economy.

In 2021/22 the Borough of Queenscliffe's contribution is budgeted at \$21,172.

This is a slight increase from 2020/21 in which the Borough's contribution was \$20,555.

The City of Greater Geelong provide the majority of the annual funding for TGGB, contributing \$2.175 million.

Value to the Borough

As a strategic partner of TGGB, the Borough of Queenscliffe has access to visitor research, marketing, brand, public relations support, imagery and TGGB staff support and expertise. Over the last 24 months the Borough of Queenscliffe, its towns and supporting experiences have been the beneficiary of a number of initiatives and activity, either specific to the Borough of Queenscliffe or as part of a regional effort.

Marketing – total direct cost of activity / value: \$101,000

Complete activity:

- Still imagery acquisition profiling the Borough of Queenscliffe and businesses: \$15,000
- Greater Than > video content development highlighting the Borough of Queenscliffe: \$5,000
- Greater Than > video content distribution: \$2,000
- Thriving Ambition industry consultation, vision and planning project (funded by Regional Development Victoria, secured and managed by TGGB): \$50,000

Activity underway:

- Breathe / Greater Than > video content development and distribution: \$10,000
 - Digital distribution partnerships: \$4,000 each
 - Destination Guides (Queenscliff and Point Lonsdale specific print collateral): \$15,000
-



Public Relations Support

Queenscliff and Point Lonsdale received media coverage, facilitated by TGGB staff, to the value of \$536,700 over the last 24 months. The media value approach is an industry standard by Public Research Institute of Australia. Major features included:

- 3-page RACV Royal Auto feature specifically on Queenscliff at the end of 2019
- Highlighting the ways that businesses were doing things differently during COVID including Queenscliff Gallery online exhibitions with Herald Sun articles and 3AW interviews with 360Q owner Barry Iddles
- Profiling Sea All Dolphin Swims through City of Greater Geelong write ups in Geelong Independent and Bellarine Times and their changed business approach due to COVID
- Highlighting Sea All Dolphin Swims on National Television – Studio 10
- Highlighting Sea All Dolphin Swims in feature article page 3 of Sunday Age in 2020.
- Conde Nast Traveller – Lon Retreat
- Broadsheet articles – Lon Retreat
- Qantas Insider Magazine – Lon Retreat mentions

Queenscliff and Point Lonsdale inclusion in regional activity – total direct cost of activity / benefit: \$210,000

- Greater Than > campaign implementation: \$100,000
- Zach Tuohy / Geelong Cats partnership targeting friends and relatives' market: \$30,000
- VisitGeelongBellarine.com.au ongoing platform performance, including destination pages for Queenscliff and Point Lonsdale: \$30,000
- Visit Victoria features in *Stay Close, Go Further* campaign relating to Queenscliff and Point Lonsdale: \$25,000
- Melbourne Official Visitor Guide regional features profiling Queenscliff and Point Lonsdale: \$25,000

Web Traffic

Visitgeelongbellarine.com.au received a total of 950,000 page views across 2,200 different pages.

- Queenscliff and Point Lonsdale received a total 26,499 page views (Queenscliff 18,460 and Point Lonsdale 8,039) which combined is the highest of all town destination pages.
- Queenscliff alone is the second highest rating destination page (coming a close second to Portarlington page views).

Facebook – Greater Than > Videos (last 3 months)

- Of the 71k video views on our Greater Than videos, Queenscliff and Point Lonsdale account for 19.5k. (27%)
- Of the 6k clicks, Queenscliff and Point Lonsdale account for 1.8k. (30%)

Visitation



National Visitor Survey and International Visitor Survey data from Tourism Research Australia (see below [Table 1](#)) demonstrates significant growth of the local visitor economy, particularly in expenditure from 2017 to 31 March 2020.

Table 1

	Geelong and The Bellarine			Queenscliff / Point Lonsdale		
	YE March 2017	YE March 2020	Growth %	YE March 2017	YE March 2020	Growth %
Visitation	5.0 million	6.0 million	+20%	408 thousand	418 thousand	+2.5%
Nights	4.3 million	5.5 million	+28%	571 thousand	656 thousand	+15%
Expenditure	\$869 million	\$1.1 billion	+27%	\$97 million	\$137 million	+42%

Source: Tourism Research Australia – National Visitor Survey /International Visitor Survey 2017/2020

Industry Development and Support initiatives:

- Over 80 businesses (10% of total membership base) in the Borough of Queenscliffe are active members of the organisation and have accessed one or more of the 18 industry training and development workshops offered in 2020–21.
- In response to the COVID-19 pandemic last year, TGGB was quick to react and transformed its business directing COVID relief and support to the local tourism industry. This included financial relief through membership waivers and information via a dedicated COVID-19 resource hub.
- The Borough of Queenscliffe is included in the TGGB Tourism Development Plan for the region. The Plan is an integral advocacy asset for the region, providing guidance and insight around the specific infrastructure and development needs. The Plan profiled 7 priority projects for the Queenscliff and Point Lonsdale region, with a total of 55 projects for the whole region. This included the Queenscliff Ferry terminal upgrade and Bellarine Railway Masterplan, both of which have secured funding.
- TGGB developed a Destination Brand Narrative, Atlas and Assets for the Queenscliff and Point Lonsdale region. The Brand Tool Kits are now influencing the development and content creation for the region.
- Two local businesses (Sea All Dolphin Swims and Lon Retreat) were recommended to present at the 2021 Victorian Tourism Conference as leaders in the tourism industry. This was a significant opportunity that has raised the profile of Queenscliff/Point Lonsdale experiences at a State level.

Options

- Option 1 – Council continues its relationship with TGGB and enters into a renewed 4 year MOU.
- Option 2 – Council requests more information or more time before making a decision.



COMMUNICATIONS AND ENGAGEMENT

Community Engagement



A key deliverable in the first year of the TGGB Corporate Plan is the development of a 10-year Destination Masterplan for the region focused on sustainable destination development to support a resilient visitor economy. This will include deliberative engagement and align to the principles of Council's Community Engagement Policy.

Collaboration

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

The MOU is a result of a long standing collaboration with neighbouring Councils, the City of Greater Geelong and Golden Plains Shire. Founded in 2014, TGGB represents one of the most visited regions outside of Melbourne which includes the Moorabool Valley, Bellarine Peninsula and Geelong. TGGB is the official Regional Tourism Board as outlined by the State government agency, Visit Victoria.

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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

The work of the TGGB and the tourism industry in general has a significant impact on the public, but the level of directness varies among groups and areas. Consequently a Gender Impact Assessment has not been completed on entering this MOU.

Regional, State and National Plans and Policies

The partner Councils recognise the pending State Regional Tourism Review is due to be released within the 2021–22 to 2024–25 MOU period in which case a revised MOU based on State Government recommendations may be presented to each of the existing municipal partners for consideration.



Council Plan Alignment

This report directly relates to Strategic Objective 3 *Foster a diverse and vibrant local economy* of the 2017/21 Council plan with a key objective to *promote the Borough as a destination of choice*.

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

Sustainable destination development has been identified as one of the four strategic pillars of 2021–25 TGGB Corporate Plan. A key deliverable in the first year of the Corporate Plan is a 10-year Destination Masterplan which will consider sustainability measures including environmental implications.

Financial and resource implications

Council's subscription fee of \$21,172 is consistent with the Borough of Queenscliffe draft 2021/22 Budget and it is intended that the annual subscription fees for Borough of Queenscliffe will increase by 3% each year.

Innovation and Continuous Improvement

The MOU represents best practice in establishing this type of relationship.

IMPLEMENTATION

Operational Impacts

The MOU identifies that Council will be responsible for the provision of dedicated staff to further develop and coordinate tourism in the Borough while recognising that TGGB will be the primary body developing the industry and promoting the Region. In addition the MOU identifies that TGGB will support Councils to attract tourism related investment and tourism infrastructure to the Region and where appropriate will work closely with Council's Economic Development Unit and relevant Council officers.

Implementation Process

The process requires the Chief Executive Officer to endorse and sign the MOU as presented.

ATTACHMENTS

1. Memorandum of Understanding 2021–2025 (Appendix 1a)
 2. TGGB Corporate Plan 2021–2025 (Appendix 1b)
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13. ENVIRONMENTAL SUSTAINABILITY

13.1 Borough of Queenscliffe Climate Emergency Response Plan

File: QG078.01.21

Author: Chief Executive Officer

Portfolio: Environmental Sustainability

Portfolio Holder: Cr Hewitt

PURPOSE

The purpose of this report is to seek Council adoption of the Borough of Queenscliffe Climate Emergency Response Plan (**Appendix 2a**).

EXECUTIVE SUMMARY

The Draft Climate Emergency Response Plan (CERP) furthers the following objectives and strategies within the 2017–2021 Council Plan:

- Strategic Objective 2: Environmental Sustainability by planning for actions that will protect the significant values in our natural environment for future generations.

In particular the proposed Borough of Queenscliffe Climate Emergency Response Plan will further the key strategy:

- Lead by example and work with the community to reduce carbon emissions.

The development of the draft CERP has been underpinned by an extensive community consultation process. Council has worked closely with the community and in partnership with the Queenscliffe Climate Action Group to develop a plan that aspires to achieve three targets:

- Our community's electricity consumption will be matched by a 100% renewable electricity supply by 2025;
- Our community's energy needs will be matched by a 100% renewable energy supply by 2027; and
- Our community will have transitioned to a Zero Carbon Community by 2031, realising the vision created by the Community Panel in response to the aspirations voiced by the community.

The Draft CERP includes 49 actions under eight Pillars, with the actions providing a framework to achieve the three targets. The responsibility for implementing the actions sits with Council and the community. Successful implementation of the actions will depend on input and support from government, service infrastructure providers, community and Council.

The adoption of the CERP represents the first step in a project that will need ongoing commitment. The first action of the next step would be the preparation of an Implementation Plan that will analyse and assess each action, and determine the best mechanism for undertaking the



action, including identification of resourcing commitments, project prioritisation, funding sources and partnerships.

In many ways the CERP is an extension of the work that Council has already undertaken in response to the projected impacts of climate change. The initial, fundamental success of the CERP is that this new work has been led by the community and has incorporated the views of the Wadawurrung Traditional Owners.

The CERP brings together climate science, Wadawurrung cultural values, leading climate mitigation and adaptation responses, and the determination of a local community to do more to minimise the impacts of climate change on future generations.

Councillors Hewitt / Salter

That Council:

- 1. Adopt the Borough of Queenscliffe Climate Emergency Response Plan.**
- 2. Directs the CEO to prepare, as a priority, an Implementation Plan to support the execution of the Borough of Queenscliffe Climate Emergency Response Plan.**

Carried

Cr Grigau requested a division:

For: Crs Grout, Salter, Ebbels, Hewitt

Against: Nil

Cr Grigau abstained

Cr Hewitt

I would like to get an understanding of timing for the Implementation Plan?

Project Officer Climate Emergency Response Plan

The first action would be to start working on the Implementation Plan. That would be done in the first six months post endorsement of the Plan.

Cr Grigau

Of the actions outlined in the Climate Emergency Response Plan, how many actions does Council take the lead on?

Project Officer Climate Emergency Response Plan

There are 34 actions that are directly in Council's remit, and there are a further eight actions that Council will support the community to do.

Cr Grigau

How many of those actions are in the short term?



Project Officer Climate Emergency Response Plan

In the short term, I think there is about 10 actions, however I will have to check the document.

Cr Grigau

Okay, we will take that on notice. What is the budgeted cost of the short term actions?

Project Officer Climate Emergency Response Plan

The costs will be developed as part of the Implementation Plan.

Cr Grigau

There are actions in the Climate Emergency Response Plan, you can see the figures in the document?

Project Officer Climate Emergency Response Plan

There are figures in the plan that are budget for in the 2021/22 Draft Budget such as the electric vehicle charging stations, and the other items outlined in the document.

CEO

For your information Councillors, the costs in the plan are indicative costs. We have done some initial costing to get these figures in the document, we have bought four projects to the 2021/22 draft budget which will be \$180,000 worth of investment for Council, and we will bring you more detailed figures about the next set of short term projects within the next six months.

Cr Grigau

Are we fully aware that we will be required to make grant applications to fund these schemes?

CEO

We make it clear in the plan itself and in the report that we will be making grant applications and some actions are subject to grant funding approval.



REPORT

BACKGROUND

On 12 December 2019, Council received a petition with 2145 signatures calling for Council to:

- Recognise that we are in a state of climate emergency that requires urgent action by all levels of government, including local councils;
- Declare a climate emergency in the Borough of Queenscliffe and in doing so join forces with more than 1200 governments around the world who have made that declaration;
- Commit to working in partnership with the community to develop and implement a climate emergency response plan for the Borough;
- Make climate action a strategic priority for Council – embed climate action in all Council strategies, plans and action;
- Educate the community on the impact they can have, individually and together; and
- Advocate for more climate action from state and federal governments.

Council considered the petition at its Ordinary Meeting of Council on 19 December 2019. In making a decision to accept the petition, Council made the following resolution, that Council:

Develops a Climate Emergency Response Plan in partnership with the community, including the Queenscliffe Climate Action Group;

At the Ordinary Council meeting on 27 February 2020 Council considered a Climate Emergency Response Plan Project Initiation Document. Council made the following resolution, that Council:

Endorse the Climate Emergency Response Plan Project Initiation Document as the framework for developing the Borough of Queenscliffe Climate Emergency Response Plan.

The Climate Emergency Response Plan Project Initiation Document included a strategic level project plan and a commitment to develop the CERP in collaboration with the community.

The advent of COVID-19 and the subsequent restrictions on public gatherings required a change in the engagement plan for the project. The initial intent was to facilitate a series of open invitation workshops and use a deliberative engagement process to develop the objectives of the CERP.

The adjustment to the engagement plan resulted in a series of different consultation activities underpinned by collaboration, which started with a community survey, included direct engagement with community representative groups, the local schools and the Wadawurrung Traditional Owners Aboriginal Corporation, and was followed by the establishment of a Community Panel.

The Strategic Engagement Plan is attached at **(Appendix 2b)**.

The Community Panel was tasked with developing a series of recommendations that would form the basis of the CERP document. In preparing the recommendations across five workshops the Community Panel reviewed:



- the submissions and feedback received from 420 community members;
- existing legislation and government policy context related to climate change;
- work Council had already undertaken on climate change;
- projected localised and regional climate change impacts;
- peer-reviewed articles on climate change mitigation and adaptation strategies;
- other Local Government climate emergency response plans; and
- The Wadawurrung Healthy Country Plan.

At the conclusion of the workshops the Community Panel had prepared the following key recommendations:

- the CERP should include a vision statement;
- the CERP should include three key targets; and
- actions within the CERP should be categorised under eight Pillars.

The vision and the structure recommended by the Community Panel have been incorporated into the CERP.

Draft Document

Starting with the recommendations from the Community Panel, officers prepared a draft document with input and support from the Queenscliffe Climate Action Group.

During this stage there was additional consultation with Wadawurrung Traditional Owners Aboriginal Corporation who provided advice on the recognition of cultural values, and incorporating the principles of the Wadawurrung Healthy Country Plan into the document. The Wadawurrung Traditional Owners Aboriginal Corporation also agreed to review the document and prepare a foreword for the CERP.

A draft document was presented to Council at a Council Assembly on 17 February 2021.

At the Assembly, Council asked the officers revise the document by:

- including additional content acknowledging previous work undertaken by Council;
- refining the language in the document and moving from the prescriptive direction to principle-based guidance; and
- highlighting the role of the Implementation Plan as important step in progressing the actions.

Council reviewed the changes at a Council Assembly on 17 March 2021, noting that an additional review would be important following public consultation of the draft CERP.

Consultation of the draft CERP

The draft CERP was released for public consultation in late March 2021. The consultation period extended to the 18th of April 2021.



Council received 116 submissions from the local community. Of those submissions, 106 (92%) of the total submissions supported the draft CERP.

Eighty of the submissions supported the draft CERP in its entirety without any suggested changes. Twenty-six written submissions supported the draft CERP and suggested changes to the content, or changes to a specific action.

A further five submissions opposed adoption of the CERP and five other submissions spoke to matters not dealt with in the draft CERP.

During consultation, eighteen supporting submissions were received on behalf of organisations and community groups who committed to supporting the implementation of the CERP in the Borough of Queenscliffe.

The submissions (with identifying information removed) were also sent to the Community Panel and the Queenscliffe Climate Action Group for review and comment.

Changes to the draft Document

Council reviewed the submissions and the draft document across three Council Assemblies held in May 2021.

Following these reviews a number of final changes were recommended by Council, including:

- Further refinement of the proposed actions which resulted in the removal of four actions, the merging of two actions and the introduction of one new action. Overall, the number of actions in the draft CERP was reduced from 54 to 49.
- The inclusion of additional content making it clear that the critical first step and priority action is the preparation of a comprehensive Implementation Plan, if the CERP were to be adopted by Council.
- Clearer acknowledgement of the key partners and community organisations that had offered to support the implementation of the CERP.

The final document is included here at **(Appendix 1a)**.

DISCUSSION

When the Borough of Queenscliffe declared a climate emergency, it was recognising the significant risk that climate change poses to our cultural history, our community and our assets. The decision made by the Borough of Queenscliffe recognised that immediate action would be required to reduce our emissions and build community resilience against the local impacts of climate change.

In making the decision Council was also acknowledging that over 1100 local residents wanted Council to respond, and many of those residents wanted to participate in the development of the response.



Council committed to working in collaboration with the community to develop a Climate Emergency Response Plan. Because of this commitment it is fair to say that the CERP is a community-led initiative underpinned by a strong partnership with the Borough of Queenscliffe.

The CERP

Another way of describing the CERP is to call it a leadership document or a statement of intent.

However, it is also a type of stocktake of climate change action in the Borough. It describes what we have done to date, what we are currently doing, and what we have to do to mitigate and adapt to the impacts of Climate Change.

Critically it is a guide and a framework for determining what we need to do next. In that respect it is a working document that lays the foundation for further work.

Implementation

The CERP represents the first step in a project that will need ongoing commitment.

Should Council resolve to adopt the CERP, the first action of the next step would be the preparation of an Implementation Plan that will analyse and assess each action, determine the best mechanism for doing the work to realise the action, which includes identification of resourcing commitments, project prioritisation, funding sources and partnerships.

This is critical work that will ensure that Council allocates resources in a manner that best supports the achievement of the three key targets in the CERP.

Options

Option 1 – Council elects to adopt the Borough of Queenscliffe Climate Emergency Response Plan as recommended.

Option 2 – Council elects to adopt the Borough of Queenscliffe Climate Emergency Response Plan with changes.

Option 3 – Council elects not to adopt the Borough of Queenscliffe Climate Emergency Response Plan.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



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



Collaboration

Council officers have worked with other Councils and State agencies that have developed or are developing Climate Emergency Response Plans in order to share knowledge.

GOVERNANCE CONTEXT

Relevant Law

Climate Change Act 2017
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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

Yes, a Gender Impact Assessment is scheduled to be completed in December 2021 as part of the work to prepare an Implementation Plan for the CERP. 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; and
- 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 inclusion Climate Change action in Local Government activity.



The draft CERP aligns with, and in some aspect exceeds, the objectives and targets of the Strategy.

Council Plan Alignment

Implementing the recommendation in this report assists in achieving the following objectives and strategies within the 2017–2021 Council Plan:

- Strategic Objective 2: Environmental Sustainability by planning for actions that will protect the significant values in our natural environment for future generations.

In particular the proposed Borough of Queenscliffe Climate Emergency Response Plan will further the key strategy:

- Lead by example and work with the community to reduce carbon emissions.

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

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 preparation and 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

The adoption of the draft CERP does not have any immediate financial or resource implications. Council has made provision in the draft Council budget for 2021–2022 to undertake the initial work to develop a comprehensive implementation plan, and proceed with actions in the draft CERP that were already underway.

Council currently has staff resources to manage the development of the implementation plan and continue work on climate change actions.



Innovation and Continuous Improvement

The development of the draft CERP has been 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 adoption of the draft CERP does not have any negative operational impacts. Council has existing resources that can manage the first steps of implementation. However, the implementation of the CERP will have operational impacts. These can be managed and will require further consideration following the development of an Implementation Plan.

Implementation Process

Council will prepare an Implementation Plan to detail the process of implementation. This plan will include an analysis and review of each action and develop specific project plans to implement respective actions.

ATTACHMENTS

1. Final Draft Borough of Queenscliffe Climate Emergency Response Plan (Appendix 2a)
 2. Climate Emergency Response Plan Strategic Engagement Plan (Appendix 2b)
 3. Victoria's Climate Change Strategy (Appendix 2c)
-



The meeting paused at 7:35pm and recommenced at 7:38pm.

14. PLANNING & HERITAGE

14.1 Planning Permit Activity Report

File: QG290.01.02

Author: Planning Program Leader

Portfolio: Planning & Heritage

Portfolio Holder: Cr Grout

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	26
Applications finalised since last report	8
New applications received since last report	7
Total number of active permit applications	33
Decisions awaiting review by VCAT	2
Development Plan & Planning Scheme Amendment Summary Report	1

Councillors Grout / Hewitt

That the Planning Permit Activity Report be received.

Carried

Councillors Grout / Hewitt

That Councillors receive a briefing on the following Planning Applications:

- 1) 2021/035 – 26 Stokes Street, Queenscliff**

Carried



(a) Current applications

App. No	Date Received	Address	Proposal	Status
**2018/079	23/08/2018 (Amended 07/02/2019 & 8/05/2019)	81 Nelson Road Queenscliff	Subdivision of land into seven (7) lots, removal of vegetation and works associated with the subdivision	Under consideration as part of planning scheme amendment queenC33)
2019/065	01/10/2019	The Promenade Point Lonsdale Road Point Lonsdale	Removal of native vegetation	Referred to DELWP
2020/003	31/01/2020	Point Lonsdale Lighthouse Reserve (Crown Allotments 2002 & 2009)	Removal of native vegetation	Referred to DELWP & Heritage Victoria
2020/046	11/08/2020	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	Under consideration
**2020/070	28/10/2020 (Amended 17/03/2021)	34 Kirk Road Point Lonsdale	Construction of two double storey dwellings, subdivision of the land into two (2) lots and removal of native vegetation	Under consideration
2020/074	03/12/2020	14 Crows Nest Place Queenscliff	Construction of a two storey dwelling	Under consideration
2021/002	05/01/2021	30 Cheshunt Street Point Lonsdale	Conversion of two existing dwellings into one dwelling and alterations and extensions to an existing dwelling	Public notification



App. No	Date Received	Address	Proposal	Status
2021/003	08/01/2021	17 Bowen Road Point Lonsdale	Alterations to an existing dwelling and carport	Further information requested 19 January 2021
**2021/004	15/01/2021	38 Ward Road Queenscliff	Construction of a two storey dwelling and removal of native vegetation	Under consideration
2021/006	15/01/2021 (Amended 03/02/2021)	134 Hesse Street Queenscliff	Buildings and works associated with the relocation of a structure (coaches box)	On hold pending further instruction from applicant
2021/013	03/02/2021	22 Cheshunt Street Point Lonsdale	Extensions to an existing single storey dwelling	Under consideration
2021/014	16/02/2021	9 Girvan Grove Point Lonsdale	Construction of a dwelling and removal of native vegetation	Public notification
2021/017	22/02/2021 (Amended 06/05/2021)	71 Bellarine Highway Point Lonsdale	Change of use from residential to leisure and recreation/restricted recreation facility (yoga studio), waiver of parking required for the use (parking allocation within common property), alterations to a building associated with a section 2 use, display of business identification signage, variation to the site coverage requirements of Design and Development Overlay – Schedule 5, and alteration of access to a road in a Road Zone Category 1	Further information requested 24 February 2021 and second request 10 May 2021 (Note: proposed site coverage 52.63%)
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower	Further information requested 15 March 2021



App. No	App. No	App. No	D	App. No	Date Received	Address	Proposal	App. No	Date Received	Address
2021/019	03/02/2021	61 Buckleys Road Point Lonsdale					Construction of a dwelling		Under consideration	
2021/020	12/03/2021	1/85 Point Lonsdale Road Point Lonsdale					Alterations and extensions to an existing dwelling and removal of native vegetation		Public notification	
2021/022	16/03/2021	12 Waterview Close Queenscliff					Construction of an outbuilding (garage) and front fence and alterations to an existing dwelling		Public notification Referrals to Borough Engineer & CCMA	
2021/023	19/03/2021	30 Glaneuse Road Point Lonsdale					Construction of a dwelling		Public notification Referral to Borough Engineer	
2021/024	19/03/2021	69 Stokes Street Queenscliff					Construction of a two storey dwelling and front fence and variation to the site coverage and wall height on boundary requirements of Design and Development Overlay – Schedule 1		Public notification	
2021/025	19/03/2021	5 Lonsdale Street Point Lonsdale					Construction of a dwelling (to 8.45 metres in height)		Further information requested 30 March 2021	
2021/028	01/04/2021	46 Glaneuse Road Point Lonsdale					Construction of a dwelling and outbuilding		Further information requested 19 April 2021	
2021/029	06/04/2021	24 Albert Street Point Lonsdale					Alterations and extensions to an existing two storey dwelling		Public notification	
2021/031	14/04/2021	7 Mercer Street Queenscliff					Part demolition, alterations and extensions to an existing dwelling		Public notification	



App. No	App. No	App. No	D R	App. No	Date Received	Address	Proposal	App. No	Date Received	Address
2021/032	15/04/2021	1 Rayleigh Avenue Queenscliff					Construction of a two storey dwelling and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 5		Further information requested 3 May 2021 (Note: proposed site coverage 43%)	
2021/034	22/04/2021	64 Kirk Road Point Lonsdale					Removal of native vegetation and alterations to a front fence		Further information requested 10 May 2021	
2021/035	22/04/2021	26 Stokes Street Queenscliff					Alterations to an existing dwelling individually listed in a Heritage Overlay		Under consideration	



(b) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
**2020/072	18/11/2020 (Amended 14/04/2021)	82A & 82B Glaneuse Road Point Lonsdale	Construction of one dwelling and removal of native vegetation at 82A Glaneuse Road (lot 2), and construction of one dwelling, and removal of native vegetation at 82B Glaneuse Road (lot 1) and boundary re-alignment (subdivision)	Notice of decision to grant a permit issued
**2020/077	16/12/2020	18 Cheshunt Street 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 (as per Council Resolution 28 April 2021)
**2021/008	22/01/2021	134 Hesse Street Queenscliff	Buildings and works associated with the demolition of an existing building and construction of an outbuilding (amenities block) and fence and lopping of vegetation	Notice of decision to grant a permit issued
2021/010	27/01/2021	1/11 Queen Street Queenscliff	Extensions to an existing dwelling	Permit issued
2021/021	15/03/2021	7 Bowen Road Point Lonsdale	Alterations to an existing dwelling	Permit issued
V 2021/027	31/03/2021	6/42 Hesse Street Queenscliff	Display business identification signage	Permit issued
2021/030	07/04/2021	49-55 Hesse Street Queenscliff	Demolition and replacement of exterior walls (library) on a site individually listed in the Heritage Overlay	Permit issued
V 2021/033	22/04/2021	5/42 Hesse Street Queenscliff	Display business identification signage	Permit issued



(c) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	Status
V 2021/036	28/04/2021	129-131 Point Lonsdale Road Point Lonsdale	Construction of an outbuilding	Under consideration
2021/037	07/05/2021	29 Swanston Street Queenscliff	Construction of a two storey dwelling and front fence	Initial assessment
2021/038	03/05/2021	63 Flinders Street Queenscliff	Alterations and extensions to an existing dwelling, construction of an outbuilding and front fence and variation to the front setback requirements of Design and Development Overlay – Schedule 3	Initial assessment
V 2021/039	04/05/2021	2/45 Hesse Street Queenscliff	Display business identification signage	Initial assessment
2021/040	07/05/2021	145 Point Lonsdale Road Point Lonsdale	Construction of a two storey dwelling and variation to the site coverage requirements and side setback of Design and Development Overlay – Schedule 3	Initial assessment
V 2021/041	06/05/2021	14 Golightly Street Point Lonsdale	Construction of outbuildings	Initial assessment
V 2021/042	10/05/2021	6 Beach Street Queenscliff	Construction of an outbuilding	Initial assessment



(d) Decisions awaiting review by VCAT

App. No	Date Received	Address	Proposal	Status
**2020/039	14/07/2020	6 Beach Street Queenscliff	Demolition of outbuildings (garage and shed), removal, repositioning, restoration and painting of an outbuilding (former fisherman's cottage), construction of side and rear boundary fences and construction of a double vehicle crossover in a Heritage Overlay area	Notice of Decision to refuse a permit issued (as per Council Resolution 17/02/2021) VCAT appeal lodged by applicant VCAT hearing 22 & 23 November 2021
**2020/059	06/10/2020	25 Alexander Crescent Point Lonsdale	Construction of a two storey dwelling	Notice of decision to grant a permit issued VCAT appeal lodged by objector VCAT hearing 4 October 2021



(e) Development Plan & Planning Scheme Amendment Summary Report

Ref. No.	Address	Proposal	Status
queenC33	81 Nelson Road, Queenscliff	Rezone the land at 81 Nelson Road, Queenscliff to Neighbourhood Residential Zone – Schedule 1 (NRZ1) and General Residential Zone – Schedule 1 (GRZ1), apply Design and Development Overlay – Schedule 3 (DDO3) and Design and Development Overlay – Schedule 5 (DDO5), delete Development Plan Overlay 1 (DPO1) and subdivide the land into seven (7) lots.	Under consideration

LEGEND

****** Objections received

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

Bold Officer delegation removed

V VicSmart application



15. GOVERNANCE & PERFORMANCE

15.1 G21 and AFL Barwon Towards 2030: Strategy

File: Q055.12.18

Author: Executive Project Officer

Portfolio: Governance & Performance

Portfolio Holder: Cr Susan Salter

PURPOSE

The purpose of this report is to note the draft G21 and AFL Barwon Towards 2030: Strategy (**Appendix 3**) and place the strategy on public exhibition for a period of six weeks.

EXECUTIVE SUMMARY

This report responds to a number of objectives and strategies contained in the 2017–2021 Council Plan, namely:

- Strategic Objective 1, Community Wellbeing, “Increase participation in sport, recreation and life-long learning opportunities”
- Strategic Objective 5, Governance and Performance, “Foster partnerships with community organisations, business, neighbouring councils and statutory organisations and other levels of government”.

The draft Strategy provides clubs, leagues, Local Government Authorities (LGAs) and other stakeholders the opportunity to align planning, investment and development priorities across the region for the next 10 years.

Councillors Salter / Grigau

That Council note the draft G21 and AFL Barwon Towards 2030: Strategy, as presented, and place the document on public exhibition for a period of not less than six weeks until 11.59pm on Sunday, 11 July 2021.

Carried



REPORT

BACKGROUND

AFL Barwon, in partnership with local government authorities within the G21 region via the Sport and Recreation Pillar, commissioned insideEDGE Sport and Leisure Planning to develop the G21 and AFL Barwon Towards 2030: Strategy (**Appendix 3**).

This draft Strategy builds on the efforts and achievements realised since the initial 2015 Strategy and aims to provide a roadmap to the continued enhancement of facility provision and participation, as well as an updated strategic framework that guides all project partners in collaboration.

The draft Strategy highlights the initial Strategy's achievements and highlights how changes and trends since this time have impacted and influenced community sports and their facilities. The draft Strategy responds to new trends in participation, facilities and demographics. The draft Strategy also reconsiders and refocuses new emerging areas which will require strategic action.

DISCUSSION

The draft Strategy has highlighted a range of critical issues that AFL Barwon and G21 LGAs face regarding growth in football and netball participation and the need to prioritise and plan for infrastructure upgrades and new development.

The draft Strategy has considered a range of regional and local issues specific to the Borough of Queenscliffe including:

- Experiencing a 60% decline in female participation from 35 to 14 club participants from 2018 to 2019. The decline in participation in Queenscliffe is thought to be due to an already low participation base, and is the result of the club not fielding one female side.
- An aspiration that 80% of player and umpire change rooms for football and netball clubs are gender neutral, accessible and universal in their design by 2030.
- Developing partnerships with schools to advocate for access to facilities and consider collaborative investment into school facilities where increased usage outcomes can be demonstrated.
- Where gaps in provision are evident, ensuring AFL and netball playing facilities have sports lighting to training standard to assist in meeting demand.
- All new/redevelopments to player and umpire change rooms to be gender neutral in their design.

The Critical Strategic Directions in the draft Strategy highlight the following outcomes for the Borough of Queenscliffe:

See over page:



TASK	STRATEGIC RECOMMENDATIONS	TIMELINE	COUNCIL RESPONSIBILITY (Initiate, Deliver, Support)
1.2	Project partners and the G21 Sport & Recreation Pillar to work collaboratively in advocating for the continuation of existing, and identification of alternate, funding streams to support infrastructure investment, including the Country Football and Netball Program (CFNP)	Immediate	Deliver
2.1	Utilising facility audit information provided within the Strategy, prioritise collaborative investment with project partners into core facility upgrades where facility gaps are evident.	80% of all player and umpire change facilities to meet gender neutral, accessible and universal design requirements by 2030	Initiate, Deliver
2.2	A collective, region-based approach with project partners to develop partnerships with schools to advocate for access to facilities where adequate provision is available to meet demand. Consider collaborative investment into school facilities where increased usage outcomes can be demonstrated, and promote and advertise accordingly.	Prior to the resumption of season, identify a collective approach to improve partnerships with schools to assist in meeting demand.	Initiate, Deliver
2.3	Develop all facilities to include lighting to a minimum training level standard – this will help alleviate demand and capacity issues experienced across the Region.	Utilising the facility audit information, upgrade facilities where need and demand necessitate as funding becomes available	Initiate, Deliver
3.1	All new and redeveloped facilities must meet the requirements in the AFL's Preferred Facility Guidelines including the provision of gender neutral facilities for football and netball players as well as umpires.	100% of new football and netball player and umpire change room developments must be gender neutral.	Deliver
3.2	In conjunction with facility audit data and female participation information, prioritise gender neutral facility developments that address facility gaps.	Upgrade facilities that have existing female football participation but which are not gender neutral as priority.	Initiate, Deliver



3.3	In conjunction with facility audit data, continue to improve the quality of netball player and umpire change facilities in the Region to enhance participant experience and opportunity.	All netball player and umpire change facilities to be considered in good to excellent condition by 2030	Initiate, Deliver
4.2	LGAs, AFL Barwon and Leisure Networks identify vulnerable areas experiencing participation decline. Develop participation strategies that identifies actions for improvement, resource requirements and a focus on school participation and linkages.	Immediate	Deliver
5.1	LGAs, AFL Barwon and project partners successfully provide access to additional football and netball facilities identified by LGA in the Appendices of the report (pg. 84 & 90). <i>Note (provision is based on teams/players not population as netball doesn't have a provision ratio based on population)</i>	Access to an additional 8 Ovals and 14 Courts by 2025. Access to an additional 8 Ovals and 12 Courts by 2030 (in addition to those identified to 2025)	Initiate, Deliver
6.1	AFL Barwon and LGAs utilise and program the three identified regional level facilities (Spring Creek Reserve Torquay) to host higher level games and/or events.	Through AFL Barwon fixturing and opportunity for higher level event hosting	Deliver

Strategic Recommendations to be undertaken by other stakeholders include:

TASK	STRATEGIC RECOMMENDATIONS	TIMELINE	COUNCIL RESPONSIBILITY (Initiate, Deliver, Support)
1.3	AFL Barwon to initiate the development of an annual State of Play report to outline participation trends, facility compliance, new development initiatives and the implementation of the Strategy.	Annually	Support
4.1	Project partners to set up a COVID-19 working group to establish a return-to-play timeline which includes strategies for engagement of participants during competition cessation and the ongoing monitoring of club health from season 2021 onwards.	Immediate	Support
4.3	AFL Victoria, Netball Victoria and AFL Barwon to work collaboratively in clarifying human resource allocation following COVID-19. An assessment and opportunity to further review and support the FDM roles should be explored further	2020/21	Support



6.2	AFL Barwon and AFL Victoria undertake a feasibility study in collaboration with project partners to identify the ideal location of a future long-term Regional Administration Centre.	End of 2021	Support
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Options

Option 1 – note the strategy and place on exhibition as recommended.

Option 2 – note the strategy and place on exhibition for a shorter period of time.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The community engagement process is to 'inform' the community and the draft Strategy will be published on Council's website and will be communicated internally to all staff and provided to the local football and netball clubs.

Collaboration

Collaboration with the G21 Board, the four other G21 Councils, AFL Barwon and Netball Victoria has been involved in the review of this Strategy.

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

A Gender Impact Assessment is required by the *Gender Equality Act 2020* when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. While the Strategy does have a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment. However, taking steps towards gender equality is a key part of the Strategy.

Regional, State and National Plans and Policies

Not Applicable.



Council Plan Alignment

This report responds to a number of objectives and strategies contained in the 2017-2021 Council Plan, namely:

- Strategic Objective 1, Community Wellbeing, “Increase participation in sport, recreation and life-long learning opportunities”
- Strategic Objective 5, Governance and Performance, “Foster partnerships with community organisations, business, neighbouring councils and statutory organisations and other levels of government”.

Legal and Risk Implications

Not applicable.

Related Documents

G21 and AFL Barwon Regional Strategy (2015)

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

Not applicable.

Financial and resource implications

Not applicable.

Innovation and Continuous Improvement

The Strategy provides opportunities for potential innovation to facilities in the region and improvements to community assets.

IMPLEMENTATION

Operational Impacts

The tasks associated with the Strategy are within the normal program area responsibilities and it is not envisioned to impose any additional operational impact.

Implementation Process

At the conclusion of the public exhibition period, insideEDGE will consider the community feedback discuss any potential amendments with the Project Control Group (PCG) and then refine the content to complete the final Strategy to be endorsed by Council. The Strategy will also be received by the G21 Board, the four other G21 Council's, AFL Barwon and Netball Victoria.

ATTACHMENTS

1. G21 and AFL Barwon Towards 2030: Strategy (Appendix 3)
-



15.2 Bellarine Rail Trail – Murray Road, Queenscliff

File: QG240-13 08

Author: Chief Executive Officer

Portfolio: Governance & Performance

Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is to seek Council support to amend the Council resolution made at the Ordinary Council Meeting on 20 June 2019 in which Council adopted a preferred design outcome for the Murray Road section of the Bellarine Rail Trail.

This report also seeks Council support to undertake further community consultation on an alternative design outcome for the Bellarine Rail Trail Bike in Murray Road.

EXECUTIVE SUMMARY

The purpose of this report furthers the objectives of Strategic Objective 5 Governance and Performance in the 2017 – 2021 Council Plan, in particular it furthers the objective to:

Provide transparent and accountable governance and meet all legislative requirements.

The Bellarine Rail Trail extends from Geelong to Queenscliff. The Murray Road, Queenscliff section of the Bellarine Rail Trail is the only section where pedestrians and cyclists have to walk or ride on the road.

At the Ordinary Council Meeting on 20 June 2019, following community consultation, Council made the following resolution:

- 1. Adopt Option 4 concept plans (Appendix 2) as the preferred design for a shared trail along the Murray Road, Queenscliff section of the Bellarine Rail Trail*
- 2. Request Council officers to pursue funding opportunities for this shared path along the Murray Road, Queenscliff section of the Bellarine Rail Trail*
- 3. Request Council Officers pass on Council's gratitude and communicate this decision to all people and organisations that participated in the community consultation and issue a media release to the general public*

In preparing the relevant applications for environmental and planning permits to undertake the works it became clear that the boardwalk component of the Option 4 concept plan, which would be located on the north side of Murray Road, would have a detrimental impact on an ecological community identified in the *Environmental Protection and Biodiversity Conservation Act 1999*.

In response, Council officers are recommending that Council amends part of the resolution from 20 June 2019 to remove the reference the Option 4 concept plan.



Council officers are also recommending that Council engages with the community before finalising an alternative design for a shared trail in Murray Road.

Councillors Salter / Grout

That Council:

- 1. Amend the Council resolution on the design concept for the Murray Road shared trail made on 20 June 2019, by deleting the first bullet point:
*Adopt Option 4 concept plans (Appendix 2) as the preferred design for a shared trail along the Murray Road, Queenscliff section of the Bellarine Rail Trail***
- 2. Commence community consultation on options to address speeding vehicles and safety of pedestrians and cyclists that use Murray Road and avoid the environmentally sensitive area to the north of Murray Road.**

Carried



REPORT

BACKGROUND

The Murray Road, Queenscliff section of the Bellarine Rail Trail is the only part where pedestrians and cyclists have to walk or ride on the road. This conflict of vehicles, cycles and pedestrians is not an ideal situation under the current design conditions in Murray Road.

Council undertook to resolve this problem by separating pedestrians and bicycles from vehicle traffic, creating a safer transport network for everyone.

Following community consultation, a design that combined the creation of a separated boardwalk and the conversion of Murray Road to a One-Way Road, west of Nelson Road emerged as the preferred option. This was adopted by Council at its Ordinary Council meeting on 20 June 2019.

DISCUSSION

During the design development stage of the project, in preparing documentation for the relevant permit applications for the proposed works, it became clear that the boardwalk component of the project would have a detrimental impact on an EPBC Act listed ecological community.

Council officers worked with concerned residents and it was determined that an alternative design would need to be developed to avoid disturbance of the sensitive areas north of Murray Road.

Having made the decision to change the design, Council officers have prepared this report to gain formal support to pursue a design different from that adopted by Council at its Ordinary Council Meeting on 20 June 2019.

In order to give approval Council needs to amend the previous decision and remove the resolution to adopt Option 4 concept plans as the preferred design for a shared trail along the Murray Road, Queenscliff section of the Bellarine Rail Trail.

Options

Option 1 – Council elects to support the recommendation the report.

Option 2 – Council elects to adopt a different motion.

Option 3 – Council elects to not amend the Council resolution of 20 June 2019.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The original design process included direct community feedback about aspects of the design. The recommendation of this report, if adopted, would facilitate the continuation of this approach and involve the community in the development of a preferred design.



Collaboration

Beyond the ongoing involvement of the community in the design process, the recommendation in the report does not require collaboration with external agencies or other government authorities.

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

A Gender Impact Assessment is required by the *Gender Equality Act 2020* when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. The recommendation to amend the Council resolution is not considered sufficiently significant to require a Gender Impact Assessment. However, Council officers may undertake a Gender Impact Assessment on the proposed designs during the development process.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

The shared trail in Murray furthers Strategic Objective 1: Community Wellbeing, in the 2017–21 Council Plan, in particular it furthers the objective to:

Develop path and trail links that encourage walking and cycling and connections to neighbouring towns and the region

The recommendation to amend the 20 June 2019 Council decision furthers the objectives of Strategic Objective 5: Governance and Performance, in the 2017–2021 Council Plan, in particular it furthers the objective to:

Provide transparent and accountable governance and meet all legislative requirements.

Legal and Risk Implications

The governance risk associated with the change in the design adopted by Council would be mitigated if Council elects to amend the resolution made on 20 June 2019.

There are no other legal or risk implications.

Related Documents

Not applicable.

Disclosure of Interest

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



CONSIDERATIONS

Environmental Sustainability

The recommendation in this report responds to knowledge about the importance of an ecological community that was gained through the design development process.

The ecological community would have been disturbed if the design option adopted by Council on 20 June 2019 was to proceed.

Financial and resource implications

There are minimal financial and resource implications associated with the recommendation in this report. The additional resources required for further consultation can be absorbed within the existing Infrastructure program budgets.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

There will be some minor operational impacts in undertaking the community consultation process recommended in this report because it had not been scheduled into the work program. These impacts will not detrimentally affect other operations throughout the business.

Implementation Process

Should Council resolve to adopt the recommendation, officers will:

- Amend the 20 June 2019 resolution of Council and create a formal record of the new resolution; and
- Prepare material for, and conduct community consultation, to develop an alternative design for the shared trail in Murray Road.

ATTACHMENTS

Nil.



15.3 New Council Website

File: QG166.01.02

Author: Communications Officer

Portfolio: Governance & Performance

Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is to advise Council of the publication of a new website for the Borough of Queenscliffe.

EXECUTIVE SUMMARY

Early last year, Council officers began investigating the possibility of moving to a new website following an independent report that highlighted security issues with the existing architecture.

After gaining quotes from three separate Australian local government website providers, Council signed a service contract with OpenCities in late 2020. Officers then undertook a process of reviewing, restructuring and migrating content to the new system. This coincided with a shift in focus to make the website more customer-oriented, alongside subsequent staff training.

Council's communications team achieved practical completion of the new website in April 2021, and it is now available on the live web. Council officers will continue to improve and innovate on the new site, with a current focus on helping customers complete more tasks and make payments through the website.

Councillors Hewitt / Salter

That Council note the report.

Carried

Cr Grigau

When will be remainder of the historical documents be migrated to the new website; do you have a proposed timing?

Communications Officer

We have finished uploading the historical council agendas and minutes dating back to October 2016. We have every single form uploaded to the new website, and our goal over the next three months is to have these forms converted to digital forms which can be submitted online.

Cr Ebbels

I note when the council website was first released there were not many events listed, however there seems to be more events listed now, is that a result of timing and training?



Communications Officer

Yes, we are working closely with officers at the Visitor Information Centre who are taking a lead role in uploading events on the new website. We have also added an area where any members of the public can submit their event details which will be reviewed by officers and published if the event meets the required criteria.



REPORT

BACKGROUND

The Borough of Queenscliffe has maintained an online presence since at least 1998. Its most recent website redevelopment came in May 2013, in time for the Council's 150th anniversary celebrations.

In the last two years, Council has made a number of changes to the way it conducts community engagement, finding new and innovative ways to consult with and inform residents, ratepayers and visitors. These include a new social media page, expanding our use of emailed updates, and more letterbox drops. Naturally, these methods often point back to Council's website as a central source of truth and information.

While implementing these changes, Council's communications team found that the functionality of the website had become increasingly outdated and was not adequately serving the needs of customers or Council. Furthermore, an independent review in January 2020 discovered significant security issues in the website's architecture. Council officers discovered that updating the existing website to fix these errors would be extremely challenging.

Therefore, Council officers moved to investigate service offerings from three new Australian local government website providers. Councillors were briefed on this proposal in June 2020, and following significant discussions internally with Council's executive management team, a service contract was signed with Melbourne-based provider OpenCities in December 2020.

DISCUSSION

Designing and delivering a new website for the residents, ratepayers and visitors of the Borough of Queenscliffe required careful consideration by Council's communications team. While the existing website served a purpose as a means to an end, it had become increasingly overrun with outdated information and dead links. The function of the site had slowly developed into a repository of information with limited ability for customers to complete tasks or quickly find essential information.

By contrast, the new site is customer-focused, presenting information in easy-to-understand language and with more opportunities to accomplish tasks online. A report commissioned by Council and conducted by service provider OpenCities found that the vast majority of traffic was directed towards the top 10–20 web pages, but that these pages were often buried beneath other material that was only accessed a few times a year at most. The report recommended a new layout and method to organise the website based on what information customers were trying to access, rather than an arbitrary list.

Migrated content was rewritten with a focus on inclusive, personable language. A dynamic list of nine 'top tasks' headlines the site's home page, pointing users to the most commonly completed actions on the site. Page insights allow Council officers to update and evolve these tasks as user behaviour changes.



Council officers and Councillors were briefed on the functionality and look of the new website at all-staff meetings and assemblies respectively, prior to the site's publication. A small group of Council officers have also been trained by Council's communications team so that they can complete specific website maintenance tasks autonomously and help customers complete tasks (like grant applications or permit submissions) independently through the website.

Throughout the process, Council's communications team have worked in tandem with the designers and development team at OpenCities to achieve a smooth and timely rollout of the site. Officers will continue to liaise with them in future as new features are released.

Options

Option 1 – To note the report.

Option 2 – To note the report and request further information from officers.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Users of the site have been invited to provide feedback as they use and discover its new features. Promotion of this feedback channel has been included in media releases and social media posts relating to the site.

Collaboration

Council officers researched and considered other local government websites during the creation of the new Borough of Queenscliffe website, and these sites have indirectly influenced its structure and features. OpenCities' discussion forum also presented an opportunity for officers to communicate with developers, IT specialists and fellow Council communications teams. This sharing of strategies and feature suggestions will continue indefinitely as Council officers strive for continuous improvement.

GOVERNANCE CONTEXT

Relevant Law

The policy directly responds to and complies with the requirements of the *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

A Gender Impact Assessment is required by the *Gender Equality Act 2020* when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. The development of a new Council website is not considered sufficiently significant to require a Gender Impact Assessment.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

The implementation of a new Council website falls under Strategic Objective 5 of Council's 2017–2021 Council Plan, 'Governance and Performance', which is to *maintain a cohesive, well governed, financially sustainable and independent Borough*. Specific strategies under this objective that relate to the website include *Enhance communication and community engagement in decision-making across the 3225 postcode area*, and *Strengthen and promote the Borough as a place to explore and implement innovative approaches to environmental, technological, social and economic initiatives*.

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

Not applicable.

Financial and Resource Implications

Ongoing costs for the hosting and maintenance of the website are \$22,500 per annum. While this is an increase on Council's previous website expenses, this figure is competitive with other proposals received by Council for a new website. It also represents our purchase of 'software as a service (SaaS)', allowing for constant feature improvements and security upgrades, mitigating the need to consider any additional costs or providers in the near future.

First-year costs for the new website have been funded by a Victorian Government grant, and ongoing costs are paid for using savings from elsewhere in Council's Community Engagement and Communications budget, representing no overall cost increase in this program area.

Innovation and Continuous Improvement

The new website and the adoption of the OpenCities platform represents a significant improvement on Council's previous offering, both to the front-end user and to staff internally.



OpenCities regularly releases new features to its products each quarter that are included in Council's service package, allowing for continuous innovation and improvement. Notably, Council officers are looking to implement an integrated online form and payment system in the future that will improve the resident experience while freeing Council's customer service officers to complete other tasks.

IMPLEMENTATION

Operational Impacts

Once the new website becomes embedded into the workflow of staff, a minor increase in internal productivity may be observed thanks to the ease of use in finding information. Further efficiencies will likely be achieved as Council officers begin to implement more 'digital front door' services, such as forms and payments.

Implementation Process

The new website went live on 28 April 2021. Council officers will continue to monitor and analyse user behaviours to further improve usability, including, chiefly, the migration of hard-copy forms to digital forms.

ATTACHMENTS

Nil.



16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

No reports to consider.

17. QUESTIONS WITHOUT NOTICE

17.1 Questions Without Notice Status Update

No Questions Without Notice outstanding.

17.2 Questions Without Notice

Nil.

18. LIST OF COUNCIL MEETINGS

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

BUDGET SUBMISSIONS HEARING

Wednesday 2 June 2021 at 6:00pm (if required)

PLANNING REVIEW MEETING

Wednesday 9 June 2021 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 23 June 2021 at 7:00pm



19. CLOSED SESSION OF MEETING

Time: 7:47pm

Councillors Salter / Hewitt

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:

19.1 Confirmation of 28 April 2021 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.

19.2 Queenscliff Boat Ramp Upgrade – Contract 2021/07

This agenda item is deemed to contain confidential information as per section 3(1)(g) of the Local Government Act 2020 as it contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets or if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. This ground applies as the report contains tender and contractual documentation.

19.3 Regional Renewable Organic Network Heads of Agreement

This agenda item is deemed to contain confidential information as per section 3(1)(g) of the Local Government Act 2020 as it contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets or if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. This ground applies as the report contains tender and contractual documentation.

Carried

Time: 7:58pm

Councillors Salter / Hewitt

That Council reopen the meeting and resume standing orders.

Carried



20. RATIFICATION OF CONFIDENTIAL ITEMS

Councillors Salter / Hewitt

That the decisions made in camera be ratified by Council.

Carried

21. CLOSE OF MEETING

The meeting closed at 7:59pm.



ADJUNCT TO 7 – RECORD OF ASSEMBLY OF COUNCILLORS

An Assembly of Councillors is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

An Assembly of Councillors does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139 of the *Local Government Act 1989* a club, association, peak body, political party or other organisation.

Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting – 28 April 2021				
Queenscliff Town Hall				
Cr Ross Ebbels - Mayor Cr Donnie Grigau Cr Fleur Hewitt Cr Michael Grout Cr Susan Salter Martin Gill, CEO Johann Rajaratnam, GMPI Phillip Carruthers, GMOP&CS Connor Parker, CCEC Shannon Maloney, ECDPL Carly Douglas, ECDO Rebecca Petit-Bramwell, CERP	Nil	2:30pm – 6:17pm	1. Wadawurrung Healthy Country Plan 2. Climate Emergency Response Plan 3. G21 Regional Alliance 4. Outdoor Dining Grant update 5. Council Vision & Plan community feedback & next steps 6. New Council Website 7. Aged Care Review	Nil
		5:30pm – 6:00pm		
		5:10pm – 5:30pm		
		5:10pm – 5:30pm		
		2:30pm – 4:20pm		
		2:30pm – 3:30pm		



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Shannon Maloney, ECDPL Carly Douglas, ECDO Rebecca Petit-Bramwell, CERP Stuart Hansen, SPO Shaun Cumming, BW Chris Kotur, Christine Kotur Consulting		11:40am – 12:40pm 11:40am – 12:40pm 4:30pm – 8:10pm 10:30am – 11:30am 10:30am – 11:30am 12:30pm – 4:20pm		
Climate Emergency Response Plan Submissions Hearing – 10 May 2021 Queenscliff Town Hall				
Cr Ross Ebbels - Mayor Cr Donnie Grigau Cr Fleur Hewitt Cr Michael Grout Cr Susan Salter Martin Gill, CEO Rebecca Petit-Bramwell, CERP Vauna Jaensch David Connoley, QCA Michelle Jepson David Kenwood, PLCA Bill Pring (via videoconference)	Nil	3:30pm – 5:00pm	1. Community members and community representative organisations to speak to their submissions on the Draft Climate Emergency Response Plan	Nil



Attendees	Apologies	Time	2. Matters discussed	Conflict of interest disclosures
Budget Presentation – 10 May 2021				
Queenscliff Town Hall				
Cr Ross Ebbels - Mayor Cr Fleur Hewitt Cr Susan Salter Martin Gill, CEO Phillip Carruthers, GMOP&CS Gihan Kohobange, MFS Alex Tonkin, BSA Fiona Kerney, RC Connor Parker, CCEC Matt Gibbs, CO	Cr Donnie Grigau Cr Michael Grout	6:00pm – 7:10pm	1. Draft Budget 2021/22	Nil
Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Meeting with the QCA – 11 May 2021				
Queenscliff Town Hall				
Cr Ross Ebbels - Mayor Martin Gill, CEO David Kenwood, QCA David Connoley, QCA Judd Epstein, QCA Cathie Bond, QCA Joan Lindross, QCA	Michelle Jepson, QCA Jane Abbott, QCA Kate Jackson, QCA Keith Stowers, QCA Heather Craven, QCA Andrew Sutherland, QCA Judd Epstein, QCA	11:00am– 12:15pm	1. 2021/22 Budget 2. Shortland's Bluff 3. Coastal Management Plan 4. Climate Emergency Response Plan 5. Safety Crossings 6. Queenscliffe Hub 7. Borough wide Traffic Study 8. Proposed bike park 9. Hesse Street, Queenscliff 10. Recreation Reserve and Victoria Park	Nil



			11. Vacant land 20-28 Hesse St, Queenscliff 12. Band Pavilion in Citizens Park	
Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting – 12 May 2021				
Queenscliff Town Hall				
Cr Ross Ebbels - Mayor Cr Fleur Hewitt Cr Michael Grout Cr Susan Salter Martin Gill, CEO Johann Rajaratnam, GMPI Phillip Carruthers, GMOP&CS Peter Mc Lean, RIE Katherine Grech, BBV Cindy Deayton, Case Meallin Rebecca Petit-Bramwell, CERP	Cr Donnie Grigau (via videoconference)	2:00pm – 5:10pm 2:45pm – 3:05pm 2:00pm – 2:45pm 2:00pm – 2:45pm 3:45pm – 5:10pm	1. Confidential item – Queenscliff Boat Ramp Upgrade Main Works 2. Murray Road shared pathway 3. Leasing Policy 4. Implications of Federal Budget commitments on Aged Care 5. Climate Emergency Response Plan	Nil

CEO - Chief Executive Officer	GMOP&CS General Manager, Organisational Performance and Community Services	GMPI – General Manager Planning & Infrastructure
ADO – Arts Development officer	BSA – Business Services Accountant	CCEC – Coordinator Community Engagement & Communications
CERP – Projects Officer, Climate Emergency Response Plan	CSC – Community Services Coordinator	EA – Executive Assistant to the CEO, Mayor and Councillors
EAGMPI – Executive Assistant General Manager Planning & Infrastructure	EAHR&CGC – Executive Assistant & HR and Corporate Governance Coordinator	ECDO – Economic & Community Development Officer
ECDPL – Economic & Community Development Program Leader	EPO – Executive Projects Officer	MFS – Manager Financial Services



ODCS – Organisational Development Customer Service & ICT services	PPL – Planning Program Leader	RC – Rates Coordinator
RIE – Roads & Infrastructure Engineer	SLEO – Senior Law Enforcement Officer	SPO - Special Projects Officer
TPTL – Tourist Park Team Leader (Acting)	CO – Communications Officer	



ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
28 April 2021	<p>Public question 1 from the QCA</p> <p>Re Proposals Point Lonsdale -Ocean Grove track</p> <p>By way of background some strong opposition to any proposed tracks particularly through Buckley's Park was aired at a community forum 2 years ago held in Ocean Grove.</p> <p>It included a submission from the GEC that noted the following (in part)-</p> <p>'The Vision Statement as written does not give an honest statement of the views of the meeting. I find it inappropriate in the extreme to state that the meeting "Supported sensitively placed and well managed walking paths and bike trails that connect Ocean Grove and Point Lonsdale" being translated into support for these to be constructed through the environmentally sensitive Buckley Park and the undeveloped wetland and woodland areas between the two towns.</p> <p>The Geelong Environment Council (GEC) has supported the protection of Buckley Park, its management plan, and subsequent restoration and protection through the Management plan prepared by the COGG. This must not be compromised or disregarded.</p> <p>It was the view of the majority of attendees at the Forum that environmental protection is the highest priority for the area between the two highly developed towns.'</p> <p>Has Council or its officers been involved in any feedback, discussions or decisions relating to any proposals in relation to tracks linking Point Lonsdale and Ocean Grove and if so can they be detailed tonight and, with respect to the important surrounding wetlands has Council sought</p>	Second question taken on notice	Response sent on 5 May 2021 see Appendix 5



	assurances from the COGG that these wetlands are being fully protected fully given their significance to Laker's Cutting and Swan Bay?		
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ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

No Motions on Notice outstanding.

ADJUNCT TO 17.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

No questions without notice outstanding.
