

# Agenda

## Ordinary Meeting of Council

Wednesday 23 March 2022 at 7:00pm

Queenscliff Town Hall

### Distribution List

#### Councillors

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

#### Officers

Martin Gill – Chief Executive Officer  
Johann Rajaratnam – Director Place  
Gihan Kohobange – Manager Finance and Corporate Services  
Shannon Maloney – Manager Community  
Stuart Hansen – Manager Infrastructure and Environment  
Connor Parker – Communications Coordinator  
Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors

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

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



### **Council Vision**

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

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

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

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## Appendices

<b>Appendix</b>	<b>Title</b>	<b>Agenda Item</b>	<b>Distribution</b>
Appendix 1a	Letter to the Minister for Local Government	4.1 Resignation of Councillor Susan Salter	Under separate cover
Appendix 1b	Letter to the Victorian Electoral Commission	4.1 Resignation of Councillor Susan Salter	Under separate cover
Appendix 1c	VEC local government countback procedure	4.1 Resignation of Councillor Susan Salter	Under separate cover
Appendix 1d	VEC countback timetable	4.1 Resignation of Councillor Susan Salter	Under separate cover
Appendix 2	Victoria Park Closed Areas Plan	8.2 Motion on Notice – Number 2022/584: Tree Management in Victoria Park	Under separate cover

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Appendix 3a	Community Grants Community Reference Group Terms of Reference	12.1 Community Grants Community Reference Group Terms of Reference	Under separate cover
Appendix 3b	Community Grants Policy CP004	12.1 Community Grants Community Reference Group Terms of Reference	Under separate cover
Appendix 4a	Draft Queenscliffe Tourist Parks Management and Operation Review	14.1 Draft Queenscliffe Tourist Parks Management and Operation Review	Under separate cover
Appendix 4b	QTP Community Consultation Report 2021	14.1 Draft Queenscliffe Tourist Parks Management and Operation Review	Under separate cover

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## 1. OPENING OF MEETING

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

The Meeting opened at:

## 2. PRESENT & APOLOGIES

*Present:*

*Apologies:*

## 3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

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

Councillors:

Officers:

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## 4. LEAVE OF ABSENCE OF COUNCILLOR

### 4.1 Resignation of Councillor Susan Salter

**File:** QG0550207

**Author:** Chief Executive Officer

#### **PURPOSE**

This report informs Council that Cr Susan Salter has formally tendered her resignation from the Borough of Queenscliffe Council, and provides information regarding the requirements of the *Local Government Act 2020* when such circumstances arise.

#### **BACKGROUND**

Susan Salter was elected to Council in November 2012 and has been serving our community as a Councillor ever since. Cr Salter has represented Council on various boards and reference groups including the Geelong Regional Library Corporation, the G21 Education Pillar, the Memorials and Plaques Reference Group and the Audit and Risk Committee. Cr Salter was also passionate about the Borough's natural environment, and was instrumental in developing Council's Avenue of Honour restoration project and Climate Emergency Response Plan.

During her term as Mayor in 2017–2018, Cr Salter oversaw the successful development of major projects like the upgrade to the Queenscliff Recreational Reserve, she maintained a focus on ensuring even the smallest of Council's services were delivering outcomes for our residents, including our aged care clients.

On 18 August 2021, Cr Salter took a leave of absence for a period of approximately 8 weeks to better manage an ongoing illness.

#### **DISCUSSION**

On 8 March 2022, Cr Salter wrote to the CEO to formally tender her resignation as Councillor, effective immediately, due to her health and no longer being in a position to service her community as she would wish.

Pursuant to section 35(1)(c) of the *Local Government Act 2020* (the Act), the Chief Executive Officer is required to notify the Minister for Local Government and the Victorian Electoral Commission (VEC) that an extraordinary vacancy has occurred within three days of receiving a written resignation from a Councillor.

On 9 March 2022, the CEO wrote to the Minister for Local Government (**Appendix 1a**) and the VEC informing them of the extraordinary vacancy (**Appendix 1b**).

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The VEC has commenced the countback procedure to fill the extraordinary vacancy. The countback will be conducted at 9:30am on Tuesday 12 April 2022. The local government countback procedure is provided at **(Appendix 1c)** and the VEC countback timetable is provided at **(Appendix 1d)**.

On 16 March 2022, Cr Salter died peacefully with her family by her side. Cr Salter will be deeply missed by her fellow Councillors, officers and our entire community.

#### **RECOMMENDATION**

**That Council notes the report.**

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## 5. PUBLIC QUESTION TIME

### 5.1 Public Questions Status Update

No public questions are 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.*

## 6. CONFIRMATION OF COUNCIL MEETING MINUTES

### 6.1 Ordinary Meeting of Council – 23 February 2022

A copy of the previous Minutes of the Ordinary Meeting of Council held on 23 February 2022 was distributed to Councillors under separate cover.

### RECOMMENDATION

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 23 February 2022, as distributed, be confirmed as an accurate record.**

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## **7. RECORD OF INFORMAL MEETINGS OF COUNCILLORS**

A Record of Informal Meetings of Councillors is included at Adjunct to item 7:

- 23 February 2022 – Councillor Assembly Briefing
- 2 March 2022 – Councillor Assembly Briefing
- 9 March 2022 – Planning Briefing
- 16 March 2022 – Councillor Assembly Briefing

### **RECOMMENDATION**

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

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## 8. NOTICE OF MOTION

### 8.1 Notice of Motion Status Update

No Motions on Notice outstanding.

### 8.2 Motion on Notice – Number 2022/584: Tree Management in Victoria Park

**File: QG0300307**

*In accordance with the Borough of Queenscliffe Governance Rules notice was received by the Chief Executive Officer of the following motion on 16 March 2022.*

#### **BACKGROUND**

Following the storm event on 29 October 2021 where a number of trees suffered significant damage, Council officers commenced a proactive vegetation management program in Victoria Park. This program was prepared in conjunction with a qualified arborist. The intent of the program was to make the park safe for users and the public.

In February this year a program of tree removal, canopy reduction and limb lopping commenced.

Following its commencement Councillors were approached by a number of local residents who were concerned about the extent of the vegetation removal. These residents asked the Councillors to stop the vegetation management program.

Following discussions with Council officers, in order to understand the public risk and explore alternative management options, *I, Cr Fleur Hewitt, hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 23 March 2022.*

#### **RECOMMENDATION**

**That Council directs Council officers to:**

- 1. cease the post 29 October 2021 storm tree management program currently underway in Victoria Park as shown on the attached plan (Closed Areas);**
  - 2. restrict all public access to the Closed Areas using appropriate fencing, signage and other measures as continued access may pose a public safety risk;**
  - 3. ensure for all future bookings that no double-axle or big rigs are permitted to camp on the western side of Victoria Park as shown on the attached plan;**
  - 4. ensure that a handout is given to all camping users at the Borough Tourist Parks in relation to the vegetation, noting the repercussions for not complying; and**
  - 5. prepare and provide to Council, for approval, a tree management and planting schedule for the whole of Victoria Park and a plan for reopening the Closed Areas within 5 months from the date of this motion.**
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## **ATTACHMENTS**

1. Victoria Park Closed Areas Plan (Appendix 2)



## 9. PETITIONS AND JOINT LETTERS

### 9.1 Petitions and Joint Letters

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

None received.

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## 10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 18 February and 17 March 2022:

Date	Function Attended
21 February 2022	Meeting with Libby Coker (CEO, Crs Ebbels, Hewitt, Grout & Grigau)
22 February 2022	Meeting with the Queenscliffe Community Association (CEO & Cr Ebbels)
24 February 2022	G21 Region Social Housing Project Steering Group via videoconference (CEO)
24 February 2022	Circular Economy Leadership Course Live Webinar via videoconference (UNSSC and MWRRG) (Cr Hewitt)
25 February 2022	Meeting with the Queenscliffe Maritime Museum (CEO)
25 February 2022	Point Lonsdale Lighthouse Reserve Project Control Group (CEO & Cr Ebbels)
28 February 2022	Tourism Greater Geelong & The Bellarine Board Planning Day (Cr Ebbels)
1 March 2022	Meeting with the Queenscliffe Historical Museum (CEO & Cr Ebbels)
1 March 2022	Queenscliffe Hub Project Control Group via videoconference (CEO)
1 March 2022	Barwon Regional Partnership Meeting (CEO)
1 March 2022	Launch of ABC in Geelong (Cr Ebbels)
1 March 2022	Team Tourism networking event (Cr Ebbels)
1 March 2022	G21 Transport Pillar Meeting (Cr Grout)
2 March 2022	Queenscliffe Hub Project Steering Committee meeting (CEO & Cr Ebbels)
2 March 2022	G21 Environment Pillar Meeting via videoconference (Cr Hewitt)
3 March 2022	Meeting with the Point Lonsdale Civic Association (CEO & Cr Ebbels)
3 March 2022	Circular Economy Leadership Course Live Webinar via videoconference (UNSSC and MWRRG) (Cr Hewitt)
3 March 2022	G21 Planning Pillar Meeting (Cr Grout)



<b>Date</b>	<b>Function Attended</b>
4 March 2022	Meeting with the Swan Bay Environment Association (CEO)
6 March 2022	Clean up Australia Day event (Crs Ebbels, Hewitt & Grout)
6 March 2022	Geelong Revival Motoring Festival (Cr Ebbels)
7 March 2022	VLGA's celebration of International Women's Day 2022 (Cr Grigau & Cr Hewitt)
8 March 2022	Committee for Geelong's 2022 International Women's Day Breakfast (Cr Ebbels)
10 March 2022	G21 Arts, Heritage & Culture Pillar Special Meeting via videoconference (Cr Grigau)
10 March 2022	Circular Economy Leadership Course Live Webinar via videoconference (UNSSC and MWRRG) (Cr Hewitt)
11 March 2022	G21 Health and Wellbeing Pillar meeting via videoconference (CEO)
13 March 2022	Point Lonsdale Bowls Club Crackerjack Fair (Cr Ebbels)
15 March 2022	Queenscliffe Hub Project Control Group via videoconference (CEO)
15 March 2022	Councillor Listening Post (Crs Ebbels, Grigau & Grout)
17 March 2022	Geelong Heritage Centre – Collection Advisory Committee Meeting (Cr Ebbels)
17 March 2022	Circular Economy Leadership Course Live Webinar via videoconference (UNSSC and MWRRG) (Cr Hewitt)

## **RECOMMENDATION**

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



## **11. CHIEF EXECUTIVE OFFICER**

### **11.1 Chief Executive Officer Report**

#### **PURPOSE**

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

#### **REPORT**

##### **Queenscliff Recreation Reserve**

The Queenscliff Recreation Reserve Caravan Park Amenities construction is poised to commence.

BDH Constructions was appointed the construction contract and has recently taken possession of the site. Preparation of the old amenities block for demolition has commenced. Demolition of the building will occur over several days following the disconnection of the redundant fire service from the water main.

Following demolition the installation of all underground services will be installed prior to constructing the new floor slab.

The construction program will extend into the new financial year and, subject to a uninterrupted construction period, the new facilities will be completed in November 2022.

##### **Draft Coastal & Marine Management Plan**

A critical part of the development of the Coastal & Marine Management Plan (CMMP) is consultation with key stakeholders. The stakeholder group for the project is wide and varied, and this was acknowledged by Council through an extended community consultation period for the latest draft version of the CMMP. Consultation was held between November 2021 and February 2022.

Council received 21 submissions to the draft CMMP. The submissions have now been reviewed by Councillors and Council officers. It would be fair to say that the submissions received by Council were well considered, well informed, and offered clear insight into the issues and matters the community wishes the CMMP to address.

In response, Council is now considering the best framework for developing the next iteration of the CMMP. Council is working with Council officers to prepare a stage 2 project plan that includes a project governance model. The intent of the stage 2 project will be to work through all the matters raised in the submissions, to formalise the involvement and input of DELWP, and to work with stakeholders to draft an updated CMMP before further consultation.

##### **Street Tree Planting Program**

Council is about to commence its 2021–22 Street Tree Planting Program.

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This program is part of a four year rolling plan. This year's plantings are to occur in the streets of Point Lonsdale.

There are approximately 100 trees to be planted and the species selected are as follows:

- *Melaleuca lanceolata* (Moonah);
- *Leptospermum laevigatum* (Coastal Tea tree);
- *Bursaria spinose* (Blackthorn, Sweet busaria, Christmas bush);
- *Banksia integrifolia* (Coastal Banksia); and
- *Banksia marginata* (Silver Banksia).

In the lead up to the plantings, Council officers will be highlighting the locations where trees are proposed to be planted with white paint. A letter will also be sent to the adjacent property owner, prior to planting, asking whether they have any concerns with the proposed plantings.

The program is due to commence in autumn and completed before the end of the financial year.

This year, in response to the 29 October 2021 storm, Council will undertake an additional program of planting. This program will be focussed in Queenscliff and will include planting to replace the trees lost in Victoria Park due to the storm event.

### **Johann Rajaratnam**

The Ordinary Council meeting on 23 March 2022 will be last Council meeting Johann attends in his capacity as the Director Place. Johann will leave the Borough of Queenscliffe on 8 April 2022 to take up a role with the City of Frankston.

Over the last three years Johann has played an integral part in transforming the organisation, embedding the ethos of continuous improvement and managing key capital projects such as the Queenscliffe Hub.

While we are disappointed to be losing Johann, it is good to know that he will remain in, and continue to contribute to, the local government sector.

### **RECOMMENDATION**

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

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## 12. HEALTH & WELLBEING

### 12.1 Community Grants Community Reference Group Terms of Reference

**File:** QG045-03-13  
**Author:** Manager Community  
**Portfolio:** Health & Wellbeing  
**Portfolio Holder:** Cr Grigau

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#### **PURPOSE**

The purpose of this report is to seek Council endorsement of the Community Grants Community Reference Group Terms of Reference.

#### **EXECUTIVE SUMMARY**

The recommendation in this report is aligned to the Borough of Queenscliffe 2021 – 2025 Council Plan, in particular the Health and Wellbeing strategic direction, and links to the following pillars from the Community Vision:

- *Enhancing health and wellbeing – Our community encourages an active and outdoor lifestyle and nurtures the welfare of all.*
- *Encouraging an inclusive and engaged community – We have a welcoming, connected and diverse community that is supported by informed and consultative leadership.*

The Community Grants Community Reference Group Terms of Reference outlines the role and function, membership, recruitment and assessment of the Community Grants Community Reference Group.

#### **RECOMMENDATION**

**That Council endorse the Community Grants Community Reference Group Terms of Reference.**

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## REPORT

### BACKGROUND

Council resolved at its 23 February 2022 Ordinary Meeting to adopt the Community Grants Policy CP004 (**Appendix 3a**). The purpose of this policy is to provide a Community Grants Program that aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council.

### DISCUSSION

The Community Grants Policy prescribes that the Community Grants Reference Group will consist of at least one (1) Councillor, three (3) Community Members and Council officers as necessary.

Expressions of interest will be invited from the community to participate on the Community Grants Community Reference Group. Membership to the Reference Group will be formally considered in a closed meeting of Council.

The Terms of Reference outlines the role and function, membership, recruitment and assessment of the Community Grants Reference Group. A copy of the Community Grants Community Reference Group Terms of Reference is provided at (**Appendix 3b**).

### Options

Option 1 – Endorse the Community Grants Community Reference Group Terms of Reference.

Option 2 – Request officers to make further amendments to the Community Grants Community Reference Group Terms of Reference.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The Community Grants Community Reference Group Terms of Reference outlines an expression of interest process, inviting the community to apply to participate on the Community Grants Community Reference Group for a period of two years. The expression of interest process will be open for 6 weeks and advertised throughout the Borough of Queenscliffe and surrounding area.

### Collaboration

Not applicable.

## GOVERNANCE CONTEXT

### Relevant Law

Not applicable.

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### **Charter of Human Rights**

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

### **Gender Equality Act.**

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; the Community Grants Community Reference Group Terms of Reference do not have a sufficiently significant direct impact on the public to require a Gender Impact Assessment. However the Terms of Reference does include that the Reference Group be as representative of community as possible and that age and gender of the applicant will be reviewed with a view to ensuring appropriate and diverse representation.

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

Not applicable.

### **Council Plan Alignment**

This report is aligned to the Borough of Queenscliffe 2021–2025 Council Plan, in particular to the Health and Wellbeing strategic direction and links to the following pillars from the Community Vision:

- Enhancing health and wellbeing – Our community encourages an active and outdoor lifestyle and nurtures the welfare of all
- Encouraging an inclusive and engaged community – We have a welcoming, connected and diverse community that is supported by informed and consultative leadership

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Not applicable.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

There are no environmental implications associated with this report.

### **Financial and resource implications**

There are no financial implications.

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## **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

There are minimal operational impacts.

### **Implementation Process**

The Terms of Reference outlines that the Chief Executive Officer will establish an appropriate recruitment and selection process to evaluate potential members, taking account of the applicant's involvement and participation in the wider community.

Expressions of interest will be invited from members of the community between March and May 2022.

Membership to the Reference Group will be formally considered in a closed meeting of Council.

## **ATTACHMENTS**

1. Community Grants Policy CP004 (Appendix 3a)
  2. Community Grants Community Reference Group Terms of Reference (Appendix 3b)
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## 13. ENVIRONMENT

### 13.1 Food Organics and Garden Organics (FOGO) Kerbside Service

**File:** QG3100101

**Author:** Manager Infrastructure and Environment

**Portfolio:** Environment

**Portfolio Holder:** Cr Hewitt

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#### **PURPOSE**

The purpose of this briefing is to inform Council of the process to introduce a kerbside Food Organics and Garden Organics (FOGO) service.

#### **EXECUTIVE SUMMARY**

This report responds to Portfolio 2: Environment in the Council Plan 2021 – 2025, Specifically *Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan.*

*The Circular Economy (Waste Reduction and Recycling) Act 2021* was introduced in December 2021. The legislation provides for stronger regulation of the state's waste and recycling. This includes the standardisation of household recycling services with the mandatory introduction of a four-bin service model as outlined in the Circular Economy policy released in February 2020. The Circular Economy policy indicates the deadlines will be 2027 for implementation of a glass service and 2030 for implementation of a FOGO service.

The introduction of a FOGO service will provide greater significant environmental and economic benefits to the Borough community when compared to the introduction of a separate kerbside glass collection service. Officers have focused on the introduction of a FOGO service for this reason.

The target commencement date for the introduction of kerbside FOGO service is 1 August 2022.

#### **RECOMMENDATION**

**That Council endorses the kerbside waste reform proposal to introduce a kerbside Food Organics and Garden Organics service in August 2022.**

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

*The Circular Economy (Waste Reduction and Recycling) Act 2021* was introduced in December 2021. The Act provides the foundation for Victoria's transition to a sustainable circular economy. The legislation provides for stronger regulation of the state's waste and recycling. This includes the standardisation of household recycling services with the introduction of a four-bin service model as outlined in the Circular Economy policy released in February 2020.

The Act introduces the Recycling Victoria (RV) entity in a regulator role rather than in the enabler/facilitator role currently provided by the Barwon South West Waste & Resource Recovery Group. RV will have the power to direct councils in relation to procurement, service standards and data collection. No detail on these requirements have been released and are expected to be included within new regulations and standards yet to be developed or released. The Act includes penalties attached to many of these provisions. Once all regulated requirements are communicated, officers will review the processes and resourcing that will be required to ensure compliance.

The Act contains requirements for Local Government to introduce a separate glass recycling service and food organics / garden organics (FOGO) service, in addition to the waste and comingled recycling services currently provided. Details of implementation deadlines are expected to be contained in regulations that will complement the proposed Act. It is widely understood through the Circular Economy policy that the deadlines will be 2027 for implementation of a glass service and 2030 for implementation of a FOGO service.

The introduction of a FOGO service will provide greater significant environmental and economic benefits to the Borough community when compared to the introduction of a separate kerbside glass collection service. Officers have focused on the introduction of a FOGO service for this reason.

## **DISCUSSION**

Service cost modelling indicates the most favourable FOGO collection service model over the long term is:

- Weekly Kerbside FOGO service 240ltr (provided on current collection day)
- Fortnightly kerbside landfill service 120ltr (provided on current collection day)
- Fortnightly kerbside comingled recyclables service 240ltr (provided on current collection day)
- Four weekly kerbside glass service 140ltr (provided on a Friday)

This model is slightly more expensive through the transition period compared to other models that maintain a weekly landfill collection, however it quickly becomes the most favourable due to the documented diversion rates achieved and the reduced operational costs. Diversion rates of 70% are being achieved with the preferred collection model. These results also make this model the most environmentally beneficial.

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The target FOGO service introduction date is 1 August 2022. The service introduction has three key tasks:

- Securing kerbside collection and organics processing certainty;
- Procurement and delivery of required bin infrastructure; and
- Communication and education.

A brief summary of the each task is contained below.

#### Securing kerbside collection and organics processing certainty

Securing certainty surrounding these key logistical aspects is critical to ensure accurate cost modelling as well as confidence that the service can be sustainably provided over the long term.

Council currently has an organics processing contract which utilises a process with the capability to process kerbside FOGO material. The current contract expires on 30 June 2024. Council is currently collaborating with G21 Councils to secure long term (10 year plus) processing agreements.

Certainty regarding operational collection cost is critical to ensure cost models guiding decisions are accurate. The Borough of Queenscliffe is currently in the final stages of a collaborative procurement process with Surf Coast Shire Council and Golden Plains Shire Council for kerbside collection services. The contract, set to commence in July 2023, will be for a term of 7 years with an option for a further 3 years and includes pricing requirements for a FOGO collection service. Once awarded Council will have certainty of long term operational costs.

#### Procurement and delivery of required bin infrastructure

The introduction of the preferred model of FOGO service requires the purchase of 240ltr bins to replace the existing 120ltr yellow recycle bins. The collaborative procurement process currently in progress for the provision of kerbside collection services also incorporates procurement and delivery of bin infrastructure. While collection services under this contract would commence in July 2023, the purchase of bins would be possible from the date of contract award (anticipated to be April 2022).

Other necessary procurements include the purchase of benchtop kitchen caddies and compostable caddy liners to assist the separation of organics within the kitchen. Officers are currently assessing available caddy models for suitability.

#### Communication and education

The success of the FOGO service introduction is perhaps most reliant on successful communication of the waste service changes and effective education of its correct use. The realisation of the environmental and economic benefits is dependent on achieving low contamination of the FOGO material collected.

Council officers will deliver a communication and education program over three distinct phases:

- Phase 1: public first introduced to the FOGO collection pre-service commencement;
  - Phase 2: specific detailed education of how to use the new service. This messaging will be delivered as bin infrastructure is distributed to homes;
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- Phase 3: Ongoing education and performance feedback to be delivered intensively over the first 12 months of service.

Introduction of a FOGO service is strongly supported by Council's Climate Emergency Response Plan and in turn it is anticipated that the proposed service will have support within the community. Despite the anticipated community support, it is evident from similar service introductions at other municipalities that segments of the community will be challenged by the changes.

Arguments against the introduction of similar services typically revolve around the perception that it delivers a reduction in service or that garbage bins will only be picked up every second week. Council messaging will reinforce that all putrescible (rotting) waste will be collected weekly just within a bin with a different lid colour. Messaging will also reinforce the changed collections provide an increase in service, the equivalent to an additional 120ltr bin each fortnight.

It is intended that Council works with interested and supportive community members such as QCAG to encourage community champions to help communicate the positive outcomes and challenge misinformation.

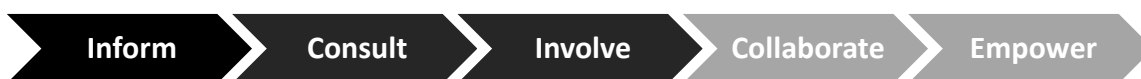
### Options

Option 1 – Receive and endorse the proposed kerbside waste reforms proposal to introduce the Kerbside FOGO service in August 2022.

Option 2 – Defer the introduction of the kerbside FOGO service until the Circular Economy policy implementation deadline in 2030.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



Community engagement will be delivered in three stages.

Stage 1 will include messaging about the service introduction via social media, print media and letterbox drop to all residents.

Stage 2 will include educational messaging regarding the correct use of the kerbside collection system. Stage two messaging will be rolled out as the bin infrastructure is delivered to households immediately prior to FOGO service commencement.

Stage 3 will provide reminders and reinforcements through print media, social media, Council newsletters and website regarding the correct use of the kerbside system over the first 12 months of the service.



### **Collaboration**

Council is currently participating in a collaborative procurement with Surf Coast Shire Council and Golden Plains Shire Council for Kerbside collection services which includes provision for the collection of both future FOGO and glass Kerbside bin services.

Council is also collaborating with G21 Councils and Barwon Water on the Regional Renewable Organic Network (RRON) project. It is anticipated that the RRON project will provide secure organic processing capability within the Barwon Region.

### **GOVERNANCE CONTEXT**

#### **Relevant Law**

The *Circular Economy (Waste Reduction and Recycling) Act 2021* includes the requirement for all Victorian municipalities to introduce a four-bin service – specifically including a Kerbside FOGO service.

#### **Charter of Human Rights**

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

#### **Gender Equality Act 2020**

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; while the Food Organic and Garden Organic Service has a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment. The kerbside FOGO service provides environmental and social benefits is accessible by the entire community equally.

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

The proposal within this report is consistent with the State Government's Circular Economy policy released in February 2020.

#### **Council Plan Alignment**

This report responds to Portfolio 2: Environment in the Council Plan 2021 – 2025, Specifically *Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan*.

#### **Legal and Risk Implications**

Introduction of a separate FOGO collection service is required within the *Circular Economy (Waste Reduction and Recycling) Act 2021*. Failing to implement a FOGO service would expose the Borough to financial penalties under the Act.

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### **Related Documents**

Climate Emergency Response Plan 2021–2031. This document contains a key action to introduce a four bin waste and recycling collection system.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

Recent Kerbside service audits indicate that 39% of the landfill (red lid) bin are food and garden organics that could be diverted from landfill through the introduction of a kerbside FOGO service. In the 2020–2021 financial year this would have equated to over 400 tonnes less landfill with that material being processed into soil conditioners.

### **Financial and resource implications**

The State Government landfill tax in 2021–2022 is \$105.90 per tonne increasing to \$125.90 per tonne on 1 July 2022. The landfill tax has increased by \$60 per tonne between 30 June 2021 and 1 July 2022. It is projected that \$116,000 of landfill tax will be paid to the State Government on behalf of the Borough's kerbside waste service in the 2021–2022 financial year.

The introduction of a kerbside FOGO service has the potential to save more than \$50,000 in landfill tax payments in its first year of operation. This figure will increase year on year as the landfill tax increases.

It is estimated that the capital costs to introduce the kerbside FOGO service will be approximately \$200,000.

### **Innovation and Continuous Improvement**

Council is collaborating with G21 councils and Barwon Water on an innovative organics processing proposal. It is anticipated that this project will secure organics processing capacity for the long term and stabilise processing gate fees.

## **IMPLEMENTATION**

### **Operational Impacts**

The proposed FOGO collection service will amend the current collection service. The amended service will have capacity to introduce a future Kerbside collection service as required by the *Circular Economy (Waste Reduction and Recycling) Act 2021*.

### **Implementation Process**

- Commencement of service introduction communications plan – April 2022
  - Award of waste collection service and bin supply contract – April 2022
-



- Purchase of bin infrastructure – May 2022
- Target commencement date for FOGO service – August 2022.

## **ATTACHMENTS**

Nil

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## 14. LOCAL ECONOMY

### 14.1 Draft Queenscliffe Tourist Parks Management and Operation Review

**File:** QG 052-03-2020/11  
**Author:** Manager Community & CEO  
**Portfolio:** Local Economy  
**Portfolio Holder:** Cr Ebbels

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#### PURPOSE

The purpose of this report is to request Council receive the draft Queenscliffe Tourist Parks Management and Operation Review and to place it on public exhibition for the purpose of community consultation.

#### EXECUTIVE SUMMARY

The recommendation in this report supports an initiative that furthers the objectives of Portfolio 3: Local Economy in the Council Plan 2021 – 2025, in particular Priority 2 *Improve the management of Council-operated tourist parks for the benefit of the whole community.*

It links to the community vision and the corresponding pillar – Supporting business and community prosperity – *we have a thriving local economy and community that is underpinned by high quality infrastructure and services.*

The draft Queenscliffe Tourist Parks Management (QTP Review) and Operation Review has been prepared by Sustainable Park Solutions, a specialist caravan park management company.

Following consultation with the community, park users, park management and Council, Sustainable Park Solutions has made 52 recommendations, with actions aimed at ensuring the sustainability of the Queenscliffe Tourist Parks, while delivering an improved guest experience.

Council officers recommend that the QTP Review is placed on public exhibition to provide an opportunity for parties who participated in the initial consultation, as well as the wider community, to provide feedback.

#### RECOMMENDATION

##### That Council:

1. Receive the draft Queenscliffe Tourist Park Management and Operation Review.
  2. Places the draft Queenscliffe Tourist Park Management and Operation Review on exhibition for the purpose of public consultation.
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<b>REPORT</b>
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## **BACKGROUND**

At the 23 August 2018 Ordinary Meeting of Council, Council adopted the Queenscliffe Council Managed Caravan Parks Master Plan (amended as required) and resolved:

*that officers explore and assess future options for the management and operation of Council's caravan parks, having regard to the capacity of Council resources, financial return and local economic benefits and provide a report to Council within twelve months.*

The project was delayed partly in response to work that was been undertaken through 2018 – 2020 on the Destination Queenscliff project.

In mid-2021, officers sought quotes from three consultancies. In July 2021 *Sustainable Park Solutions*, a specialist caravan park management company which provides caravan park feasibility, management, redevelopment and marketing services to local government, corporate and private sector park operators, was engaged to undertake the management and operation review of the Council managed tourist parks.

The project brief provided to the consultants as part of the request for quote process stated that the review should identify actions that would:

- Increase access to, occupancy of, and revenue from Council managed caravan parks.
- Improve the standard of infrastructure and amenities.
- Support changes that meet current day caravan and camping standards / requirements.
- Minimise environmental impacts and ensure that plans limit removal of existing significant vegetation and improve future vegetation planning and management.
- Minimise impact to neighbourhood amenity.
- Ensure full compliance with legislation and regulations.

In addition the brief included the following requirements, that the Management and Operation Review would assess:

- Parks current facilities
  - Potential movements in site numbers and design rationale
  - Operational budgets
  - Revenue model assumptions
  - Projected returns over 10 years
  - Return on Investment (ROI)
  - Overview and recommendations for improvement or enhancement to ensure best practice.
  - Financial assessment future management options
-



## DISCUSSION

The review process commenced with community consultation. A critical component of the QTP Review has been to understand the broad perspectives, perceptions and experiences of the Parks from the users and the community.

The first round of community consultation was open for three weeks from Monday 26 July 2021 to Sunday 15 August 2021. Consultation with Park users, the community and stakeholders occurred in two ways: direct stakeholder engagement and broader engagement via a survey, open to anyone who wanted to take part. More broadly the consultation involved:

- One-on-one consultation with users of the Recreation reserves and traders
- One-on-one consultation with representatives of the Golightly Park 12 month permit holders
- Direct email to participants in recent Council consultations
- Direct email to recent park guests
- Facebook posts
- Media release
- Newspaper advertising
- Website news article
- Website project page

The survey was designed to seek responses to two key questions:

- What features/facilities were most liked about the parks and
- What facilities were most in need of improvement?

At the conclusion of the consultation, Council received 363 online survey responses, 10 written submissions and the consultant had held eight one-on-one telephone conversations with key stakeholder groups or representatives. The breakdown of the survey respondents was as follows:

- 38% were casual campers of the Park
- 23% were seasonal package users of the Park
- 5% were 12 Month permit holders
- 35% were from the local community

A summary of the survey results are included in the QTP Review at page 21. A separate report was produced for Council in September 2021 and is included at **(Appendix 4b)**.

In addition to the public consultation process, Council participated in the process of the review. Between July and November 2021 Council received the following briefings:

- 21 July 2021 Council Assembly – Council was advised of the consultancy appointment and introduced to the project plan including community engagement activity and timelines.
  - 15 September 2021 Council Assembly – Council was presented with a project update, including results of the Stage 1 of community consultation, learnings of the research undertaken and a draft management and operating model for the Queenscliffe Tourist Parks.
-



- 20 October 2021 Council Assembly – Council was presented with a revised draft operating model including a Financial Performance analysis.
- 17 November 2021 Council Assembly – Council was presented with the Draft Queenscliffe Tourist Parks Management and Operation Review.
- 24 November 2021 Council Assembly – Further discussion of Draft Queenscliffe Tourist Parks Management and Operation Review.

#### Outcomes of the review

The Draft Queenscliffe Tourist Parks Management and Operation Review (**Appendix 4a**) presents 52 recommendations that are essentially actions aimed at ensuring the sustainability of the Parks and improving the guest experience.

The recommendations have been developed in response to the review of:

- 1) existing, key strategic documents including the Queenscliffe Council Managed Caravan Parks Master Plan – 2018 and the earlier Strategic review of Council Operated Caravan parks – 2013
- 2) current government policy setting for the management of Crown Land and Key regulatory issues
- 3) a contextual market and competitor analysis
- 4) community consultation
- 5) current park and operation analysis
- 6) financial Analysis

The outcomes of the current review are not inconsistent with the recommendations in the previous work by Council. The similar themes include:

- Moving away from 12 month permit sites
- Investment in infrastructure
- Minimising environmental impacts
- Enhancing vegetation

One difference is the recommendation to reduce the overall number of sites in the parks noted in the proposed revision of the 2018 site plans; these can be found in the landscape and Amenity Plan Appendix to the QTP Review.

Overall however, the QTP review recommends a number of operational changes, which would have greatest effect if they were supported by changes to the configuration of the parks and investment in park infrastructure.

Council officers recommend that the QTP Review is now placed on exhibition to provide an opportunity for parties who participated in the initial consultation, as well as the wider community, to provide feedback.

#### **Options**

- Option 1 – Council resolves to adopt the officer recommendation as presented.
  - Option 2 – Council resolves to vary the recommendation.
  - Option 3 – Council may request further information before it makes a decision.
-





## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The QTP review consultation has been described above. If the recommendation of this report is supported then further consultation will take place prior to Council making any formal decisions to implement any of the recommendations in the QTP review.

### Collaboration

Not applicable.

## GOVERNANCE CONTEXT

### Relevant Law

The *Crown Land (Reserves) Act 1978* has been considered along with the Policy Statement: *Improving Equity Access to Crown Land Caravan and Camping Parks 2011* in relation to any future development works.

### Charter of Human Rights

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

### Gender Equality Act 2020

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

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

Not at this stage. However, the Review does list recommendations addressing accessibility issues with recommendations to improvement of facilities such as such as car parking and park amenities.

### Regional, State and National Plans and Policies

The *Crown Land (Reserves) Act 1978* has be considered along with the Policy Statement: *Improving Equity Access to Crown Land Caravan and Camping Parks 2011* in relation to any future development works. Noting also that *the Best Practice Management Guidelines for Committees of Management Managing Caravan and Camping Parks on Crown Land* need to be applied.

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### **Council Plan Alignment**

This report aligns with the objectives of 'Portfolio: Local Economy' in the Council Plan 2021–2025, in particular Priority 2, *Improve the management of Council-operated tourist parks for the benefit of the whole community.*

### **Legal and Risk Implications**

The Queenscliffe Tourist Parks are all located on Crown Land (although a section of the Golightly Park is owned by Council).

Council has an obligation as the Committee of Management to manage, improve, maintain and control the land for the purposes for which it is reserved.

### **Related Documents**

Queenscliffe Council Managed Caravan Parks Master Plan 2018  
Impact of Caravan Parks on Energy Management 2021 Deakin University

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

The draft Queenscliffe Tourist Parks Management and Operation Review has been prepared to respond to a range of key actions, including, to *minimise environmental impacts and ensure that plans limit removal of existing significant vegetation and improve future vegetation planning and management.* The Review has also considered findings from the Impact of Caravan Parks on Energy Management 2021 report by Deakin University and the Borough of Queenscliffe Climate Emergency Response Plan 2021–2031.

### **Financial and resource implications**

The draft Queenscliffe Tourist Parks Management and Operation has budgeted for costs associated to undertake Stage 2 of the community engagement, to invite and review public submissions.

### **Innovation and Continuous Improvement**

The draft Queenscliffe Tourist Parks Management and Operation Review has 52 recommendations, with a number of recommendations proposing opportunities for innovation and business improvement.

## **IMPLEMENTATION**

### **Operational Impacts**

The receipt of the QTP Review does not have any operational impacts. If Council resolves to place the QTP review on exhibition there will be minimal operational impact.

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### **Implementation Process**

If Council resolves to place the QTP review on exhibition officers will prepare a brief engagement plan and communications collateral.

At conclusion of the public exhibition, Council officers will review and assess all submissions received and present a further report to Council at a later date.

### **ATTACHMENTS**

1. Draft Queenscliffe Tourist Parks Management and Operation Review (Appendix 4a)
  2. QTP Community Consultation Report 2021 (Appendix 4b)
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## 15. HERITAGE, PLANNING & INFRASTRUCTURE

### 15.1 Planning Permit Activity Report

**File:** QG290.01.02

**Author:** Director Place

**Portfolio:** Heritage, Planning & Infrastructure

**Portfolio Holder:** Cr Grout

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#### PURPOSE

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

#### EXECUTIVE SUMMARY

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

<b>CATEGORY</b>	<b>TALLY</b>
Current applications	14
Applications finalised since last report	16
New applications received since last report	7
<b>Total number of active permit applications</b>	<b>21</b>
VCAT matters yet to be determined	4
Development Plan & Planning Scheme Amendment Summary Report	0

#### RECOMMENDATION

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

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(a) Current applications

App. No	Date Received	Address	Proposal	Status
**2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	Under consideration
<b>**2021/048</b>	<b>27/05/2021</b>	<b>200-204 Point Lonsdale Road Point Lonsdale</b>	<b>Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1</b>	<b>Application on hold (at the request of the applicant)</b>
2021/078	16/08/2021	8 Beach Street Queenscliff	Alterations and external painting to an existing dwelling in a Heritage Overlay	Under consideration
**2021/081	23/08/2021	8 Cheshunt Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, construction of a habitable outbuilding (two storey) and variation to side setback under Design and Development Overlay – Schedule 4	Application on hold (at the request of the applicant)
**2021/096	20/09/2021	33-35 Flinders Street Queenscliff	Subdivision of the land into ten (10) lots (re-subdivision), removal of native vegetation and alterations to access to a Road Zone Category 1 (RDZ1)	Under consideration
2021/115	08/11/2021	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	Under consideration
2021/116	08/11/2021	13 Baillieu Street Point Lonsdale	Alterations and extensions to an existing dwelling and alterations to an outbuilding	Public notification



App. No	Date Received	Address	Proposal	Status
2021/122	02/12/2021	12 Bowen Road Point Lonsdale	Installation of Telstra telecommunications facility (satellite dish)	Public notification Referral to DELWP
**2021/123	03/12/2021 (Amended 07/03/2022)	40 Gellibrand Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m <sup>2</sup> , demolition of an outbuilding in a Heritage Overlay and variation to the site coverage and setback requirements of Design and Development Overlay Schedule 1	Under consideration
2021/129	17/12/2021 (Amended 24/12/2021)	6 Alexander Crescent Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and construction of an outbuilding	Public notification
**2021/130	17/12/2021	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three storey dwelling	Under consideration
2022/002	10/01/2022	3/42 Gellibrand Street Queenscliff	Alterations and extensions to an existing building	Under consideration
2022/010	08/02/2022	39 Buckleys Road Point Lonsdale	Construction of a two storey dwelling	Public notification
2022/012	11/02/2022	54 Glaneuse Road Point Lonsdale	Alterations and extensions to an existing dwelling and alterations to an outbuilding	Public notification



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

App. No	Date Received	Address	Proposal	Status
S 2020/040	16/02/2022	76 Mercer Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage overlay area	Amended permit issued
S 2020/072	03/02/2022	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)	Amended permit issued
S 2021/015	25/02/2022	1/24 Golightly Street Point Lonsdale	Alterations and Additions to an existing dwelling	Amended permit issued
<b>**2021/024</b>	<b>19/03/2021 (Amended 21/06/2021)</b>	<b>69 Stokes Street Queenscliff</b>	<b>Construction of a two storey dwelling and front fence</b>	<b>Permit issued at the direction of VCAT (following compulsory conference)</b>
S 2021/047	11/02/2022	22 Girvan Grove Point Lonsdale	Alterations and extensions to an existing dwelling	Amended permit issued
S 2021/061	03/02/2022	37 Anderson Street Point Lonsdale	Construction of a dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Amended permit issued
S 2021/091	27/01/2022	49 Buckleys Road Point Lonsdale	Alterations to an existing dwelling and construction of an outbuilding and front fence	Amended permit issued
<b>**2021/102</b>	<b>04/10/2021 (Amended 28/10/2021)</b>	<b>149 Point Lonsdale Road Point Lonsdale</b>	<b>Demolition of an outbuilding on a site individually listed in a Heritage Overlay, construction of an outbuilding (studio) and alteration to access to a Road Zone Category 1 (RDZ1)</b>	<b>Notice of decision to grant a permit issued</b>



App. No	Date Received	Address	Proposal	Status
2021/107	20/10/2021	9 Bowen Road Point Lonsdale	Construction of two double storey dwellings, subdivision of the land into two (2) lots, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 3	Permit issued
**2021/125	06/12/2021	45 Learmonth Street Queenscliff	Demolition of a dwelling and outbuilding, construction of a dwelling in a Heritage Overlay and variation to the site coverage requirements of Design and Development overlay Schedule 1	Notice of decision to grant a permit issued
**2021/128	16/12/2021	75 King Street Queenscliff	Construction of two dwellings, subdivision of the land into two (2) lots and variation to the site coverage and setback requirements of Design and Development Overlay Schedule 3	Notice of decision to grant a permit issued
2021/132	23/12/2021	4 Girvan Grove Point Lonsdale	Construction of a dwelling	Permit issued
2022/007	27/01/2022	103 King Street Queenscliff	Alterations to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 3	Permit issued
V 2022/009	07/02/2022	3 Mercer Street Queenscliff	Construction of a pool and associated fencing in a Heritage Overlay area	Permit issued
V 2022/011	11/02/2022	108 Glaneuse Road Point Lonsdale	Alterations to an existing deck	Permit issued
V 2022/013	11/02/2022	157 Point Lonsdale Road Point Lonsdale	Construction of a front fence	Permit issued





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

App. No	Date Received	Address	Proposal	Status
2022/014	18/02/2022	66 King Street Queenscliff	Construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	Waiting on applicant to provide additional information
2022/015	21/02/2022	31 Point Lonsdale Road Point Lonsdale	Alterations to a building individually listed in a Heritage Overlay	Public notification
V 2022/016	28/02/2022	32A Golightly Street Point Lonsdale	Alterations to an existing outbuilding	Under consideration
2022/017	07/03/2022	42 Stokes Street Queenscliff	Alterations to an existing dwelling in a Heritage area	Under consideration
2022/018	08/03/2022	4/8 Loch Street Point Lonsdale	Alterations (two storey) to an existing dwelling on a lot less than 300m <sup>2</sup> and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	Further information requested 15 March 2022
2022/019	10/03/2022	7 Beach Close Point Lonsdale	Construction of a two storey dwelling	Public notification
2022/020	11/03/2020	16 Ocean Road Point Lonsdale	Construction of a two storey dwelling and variation to the site coverage requirements of Design Development Overlay – Schedule 4	Further information requested 15 March 2022



(d) VCAT matters yet to be determined

App. No	Date Received	Address	Proposal	Status
2018/062.2	25/06/2021	1/3 Edgewater Close Queenscliff	Amendment: Alterations and extensions (two storey) to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 3	Notice of decision to amend a permit issued VCAT application for review lodged by objector VCAT compulsory conference 7 June 2022 VCAT hearing 9 August 2022
**2021/053	04/06/2021	2/22 Bellarine Highway Queenscliff	Construction of a two storey dwelling	Notice of decision to grant a permit issued VCAT application for review lodged by objector VCAT compulsory conference 1 April 2022 and hearing 7 June 2022
**2021/067	15/07/2021	5 Beach Street Queenscliff	<b>Demolition of a dwelling, outbuilding and fences in a Heritage Overlay, construction of a dwelling and fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6</b>	<b>VCAT application lodged by applicant (failure to determine)</b> <b>VCAT hearing 14 &amp; 15 July 2022</b>
**2021/102	04/10/2021 (Amended 28/10/2021)	149 Point Lonsdale Road Point Lonsdale	Demolition of an outbuilding on a site individually listed in a Heritage Overlay, construction of an outbuilding (studio) and alteration to access to a Road Zone Category 1 (RDZ1)	Notice of decision to grant a permit issued VCAT application for review lodged by applicant VCAT hearing 21 September 2022



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

No applications to report.

**LEGEND**

\*\* Objections received

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

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

V VicSmart application

S Secondary consent approval issued



## 16. GOVERNANCE & FINANCE

### 16.1 Borough of Queenscliffe motion to the National General Assembly 2022

**File:** QG1821001  
**Author:** Chief Executive Officer  
**Portfolio:** Governance and Finance  
**Portfolio Holder:** Vacant

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#### **PURPOSE**

The purpose of this report is seek Council approval of a motion to be put to the Australian Local Government Association National General Assembly in June 2022, calling for the urgent transition of refugees on Temporary Protection Visas or Safe Haven Enterprise Visas to Permanent Protection Visas.

#### **EXECUTIVE SUMMARY**

The proposed motion responds to Portfolio 5: Governance and finance in the Council Plan 2021 – 2025. Specifically to Priority 6: *Advocate and work in partnership with other levels government and the private sector on issues important to Borough residents.*

It links to the community Vision: *We have a welcoming, connected and diverse community that is supported by informed and consultative leadership.*

Council has previously considered this matter at the Ordinary Council meeting 26 March 2020. At that meeting Council made the following resolution:

*That Council supports the adoption of a unified approach to urgent transition of refugees on Temporary Protection Visas or Safe Haven Enterprise Visas but that the matter is deferred until our federal, state and local government bodies can next meet.*

At the Municipal Association of Victoria (MAV) State Council meeting in 2021 the following motion was put and supported:

*Borough of Queenscliffe*

*We request the MAV advocate to all levels of Government and politicians to adopt a unified approach to transitioning refugees on Temporary Protection Visas or Safe Haven Enterprise Visas to Permanent Protection Visas as quickly as possible. It is in the best interest for ensuring a cohesive, strong, and safe nation.*

The Australian Local Government Association (ALGA) National General Assembly in June 2022 provides a forum for Council to seek support for the motion from Australian local government sector as a whole, and the sector's national advocacy organisation.



In putting the motion Council is meeting its responsibility as a Refugee Welcome Zone signatory and the commitment to upholding the human rights of refugees.

Council is putting the motion to ALGA because it is a strategic issue of national importance.

#### **RECOMMENDATION**

**That Council approves the submission of the following motion for consideration at the Australian Local Government Association National General Assembly in June 2022:**

*The Borough of Queenscliffe request the Australian Local Government Association, on behalf the Local Government sector, advocate to the Federal Government and political parties to adopt a unified approach to transitioning refugees on Temporary Protection Visas or Safe Haven Enterprise Visas to Permanent Protection Visas as quickly as possible.*



## REPORT

### BACKGROUND

In 2014, the Australian government brought in new laws adversely affecting people who had come by sea to seek safety in Australia. The laws removed many of the safeguards enshrined in the UN Refugee Convention, an international treaty to which Australia is a signatory. For example the new laws:

- Retrospectively changed the status of new born children;
- Limited or excluded access to merit based reviews;
- Granted the relevant Minister powers to detain people at sea and transfer them to any country the Minister chooses without Parliamentary scrutiny;

The laws were called the *Migration Maritime Powers Legislation Amendment (resolving the Asylum Legacy Caseload) Act 2014*.

The legacy caseload refers to approximately 30,000 people seeking asylum who arrived in Australia by boat between 13 August 2012 and 1 January 2014; and people who came to Australia by boat before 13 August 2012, but who had not had their protection visa applications finalised by 18 September 2013.

Temporary protection visas require refugees to continually reapply for protection every few years. Refugees are denied the right to be united with family and may be sent back to a country where they were previously persecuted. The United Nations High Commissioner for Refugees has described these conditions as punitive and noted their impact on mental health.

The Borough of Queenscliffe became a Refugee Welcome Zone signatory in 2014. A refugee Welcome Zone is an initiative of the Refugee Council of Australia where councils have made a commitment to welcoming and upholding the human rights of refugees.

In 2019 the Australian Human Rights Commission prepared a report that deals directly with the issue of temporary protection for refugees – *Lives on Hold: Refugees and Asylum seekers in the Legacy Case Load 2019*.

One of the key findings of this report was:

There is a significant risk that some people in the Legacy Caseload who are in need of protection will be denied refugee status and removed from Australia, contrary to Australia's non-refoulement obligations. A robust legal framework for refugee status determination is essential for Australia to comply with its international obligations.

In the Geelong Region, there are approximately 400 people who have been recognised as refugees under the UN Refugee Convention, but have only been granted temporary visas.



## DISCUSSION

Council has previously considered this matter at the Ordinary Council meeting 26 March 2020. At that meeting Council made the following resolution:

*That Council supports the adoption of a unified approach to urgent transition of refugees on Temporary Protection Visas or Safe Haven Enterprise Visas but that the matter is deferred until our federal, state and local government bodies can next meet.*

The ALGA National General Assembly in June 2022 provides an opportunity for Council to raise the issue at national forum.

ALGA is seeking motions that allow the Assembly to consider issues of national importance and set advocacy priorities for organisation. The use of Temporary Protection Visas or Safe Haven Enterprise Visas is both a local, and national issue.

Motions will be accepted by ALGA until Friday 25 March 2022.

### Options

- Option 1 – Submit the motion to ALGA for the upcoming ALGA National General Assembly.
- Option 2 – Submit and amended motion for the ALGA National General Assembly.
- Option 3 – Do not submit a motion to the ALGA National General Assembly.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The Queenscliff Rural Australians for Refugees have attended two Council Assemblies and presented Council with an overview of the 'Give Them a Future' campaign.

### Collaboration

Not applicable.

## GOVERNANCE CONTEXT

### Relevant Law

Migration Maritime Powers Legislation Amendment (resolving the Asylum Legacy Caseload) Act 2014.

Charter of Human Rights and Responsibilities Act 2006.

Local Government Act 2020



### **Charter of Human Rights**

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

### **Gender Equality Act 2020**

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; the preparation and submission of the motion does not have direct impact on the public.

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

The provisions within the *Migration Maritime Powers Legislation Amendment (resolving the Asylum Legacy Caseload) Act 2014* reflect the national policy position of the Federal Government.

### **Council Plan Alignment**

The proposed motion responds to Portfolio 5: Governance and finance in the Council Plan 2021 – 2025. Specifically to Priority 6: *Advocate and work in partnership with other levels government and the private sector on issues important to Borough residents.*

The intended actions is

- *Make submissions to key government policy initiatives that align with the Community Vision and Council Plan*

It links to the community Vision: *We have a welcoming, connected and diverse community that is supported by informed and consultative leadership.*

### **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**

There are no resource implications if Council approves the recommendation in this report.





### **Innovation and Continuous Improvement**

Not applicable.

### **IMPLEMENTATION**

#### **Operational Impacts**

There are no operational impacts.

#### **Implementation Process**

If the recommendation is accepted the CEO will prepare paper to accompany the motion which addresses the ALGA requirements:

All motions should have a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of your council.

The motions must be submitted by 11:59pm on Friday 25 March 2022.

### **ATTACHMENTS**

Nil.



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

No reports to consider.

## **18. QUESTIONS WITHOUT NOTICE**

### **18.1 Questions Without Notice Status Update**

At the Ordinary Meeting of Council on 23 February 2022, one question without notice was taken on notice. The response is provided at adjunct to 18.1.

No Questions Without Notice outstanding.

### **18.2 Questions Without Notice**

## **19. LIST OF COUNCIL MEETINGS**

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

PLANNING REVIEW MEETING  
Wednesday 13 April 2022 at 7:00pm (if required)

COUNCIL MEETING  
Wednesday 27 April 2022 at 7:00pm



## 20. CLOSED SESSION OF MEETING

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

### RECOMMENDATION

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

#### 20.1 Confirmation of 23 February 2022 Confidential Council Meeting Minutes

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

#### 20.2 Community Service Awards Community Reference Group Expressions of Interest

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 Community Service Awards consideration and recommendation process is confidential.

#### 20.3 Regional Renewable Organic Network – Waste Supply Agreement

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 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.

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

### RECOMMENDATION

That Council reopen the meeting and resume standing orders.



**21. RATIFICATION OF CONFIDENTIAL ITEMS**

**RECOMMENDATION**

**That the decisions made in camera be ratified by Council.**

**22. CLOSE OF MEETING**

The meeting closed at:



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

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

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

Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 23 February 2022 2:30pm – 4:45pm Via videoconference (Zoom)	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney, MC Stuart Hansen, MIE Carly Douglas, CSRO	1. Outdoor Economy package phase two 2. Hesse Street works 3. Priority Projects 2022 4. National General Assembly	Nil.



Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 2 March 2022 3:00pm – 5:40pm Via videoconference (Zoom)	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney, MC Stuart Hansen, MIE Carly Douglas, CSRO Dinah O’Brien, SP	<ol style="list-style-type: none"> <li>1. VIVA Gas Terminal project – External Presenters</li> <li>2. Community Services Awards: Reference Group Nominations</li> <li>3. Community Grants Reference Group: Terms of Reference</li> <li>4. Draft Coastal &amp; Marine Management Plan: Community feedback &amp; next steps</li> <li>5. RON Waste supply agreement update</li> </ol>	Nil.
<b>Planning Briefing</b> 9 March 2022 10:00am – 10:50am Via videoconference (Zoom)	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Johann Rajaratnam, DP Brydon King, CSP	<ol style="list-style-type: none"> <li>1. Planning application 2021/123 – 40 Gellibrand Street, Queenscliff</li> <li>2. Planning application 2021/125 – 45 Learmonth Street, Queenscliff</li> <li>3. Planning application 2021/128 – 75 King Street, Queenscliff</li> <li>4. Planning Briefings process</li> </ol>	Nil.
<b>Assembly Briefing</b> 16 March 2022 9:00am – 12:05pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Johann Rajaratnam, DP Gihan Kohobange, MFS Jodie Hunt, BSA Shannon Maloney, MC Stuart Hansen, MIE Gihan Kohobange, MFS Jodie Hunt, BSA Brydon King, SCP Connor Parker, CC Fiona Kerney, RC	<ol style="list-style-type: none"> <li>1. Planning application 2020/071.1 Queenscliff Boat Ramp</li> <li>2. Budget workshop – 1st cut Draft Budget 2022/23</li> <li>3. Food Organic and Garden Organic Service (FOGO)</li> <li>4. Regional Renewable Organic Network – Waste Supply Agreement (RRON)</li> </ol>	Nil



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AO – Arts officer	BSA – Business Services Accountant	BOC – Business Operations Coordinator
CC – Communications Coordinator	CEO – Chief Executive Officer	CERP – Project Officer, Climate Emergency Response Plan
COVID BSO – COVID Business Support Officer	CSC – Community Services Coordinator	CSP – Contract Senior Planner
CSRO – Community Stakeholder Relations Officer	DP – Director Place	EA – Executive Assistant to the CEO, Mayor and Councillors
EPO – Executive Project Officer	HR&GC – HR & Governance Coordinator	MC – Manager Community
MFS – Manager Finance and Corporate Services	MIE – Manager Infrastructure & Environment	RC – Rates Coordinator
SLEO – Senior Law Enforcement Officer	SP – Strategic Planner	



**ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE**

No public questions outstanding.

**ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE**

No Motions on Notice outstanding.





## ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question	Action	Status
23 February 2022	<p><b>Question 1 From Cr Hewitt</b> Over the past few years, the capital expenditure hasn't always aligned with the budget forecast. What are the learnings from past performance, and how can we tweak our processes to ensure that we can deliver on the projects that we set out to achieve in that period?</p> <p><b>Response</b> There are a number of factors that have influenced the gap between projected capital project expenditure and budget forecasts over the last four years. These include but are not limited to:</p> <ul style="list-style-type: none"><li>• the inclusion of capital projects in the budget before finalizing the project scope and/or regulatory approval process if required.</li><li>• External events that delay construction – e.g. COVID 19</li><li>• Extension of design development phases as a result of consultation processes</li><li>• Resource capacity within Council</li></ul> <p>One key factor however, has been project planning and the lack of proper project phasing. Large projects are generally developed and constructed over multiple financial years. Up until recently Council officers have included total project costs in the annual budget forecasts, rather than linking forecast project expenditure to project timing. The introduction of project management framework in 2021 should start to address this practice.</p> <p>The project management framework will embed better project planning, and it will ensure that there is better decision making prior to a project proceeding. This is particularly important in light of the resource capacity within Council.</p>	Nil	Complete