



Agenda

Ordinary Meeting of Council

Wednesday 22 February 2023 at 7:00pm

Queenscliff Town Hall

Distribution List

Councillors

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

Officers

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

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

THIS MATERIAL DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL



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 extend this respect to all Aboriginal and Torres Strait Islander peoples.



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Appendices

Appendix	Title	Agenda Item	Distribution
Appendix 1	Asset Plan 2022–2032	15.3 Draft Asset Plan 2022–2032	Under separate cover
Appendix 2	Active Transport Strategy 2023–2031	15.4 Draft Active Transport Strategy 2023–2031	Under separate cover
Appendix 3a	Quarterly Financial Report to 31 December 2022	16.2 2022–23 Quarterly Financial Report as at 31 December 2022	Under separate cover
Appendix 3b	Governance and Management Checklist	16.2 2022–23 Quarterly Financial Report as at 31 December 2022	Under separate cover



Appendix 3c	Sustainable Capacity, Service Performance and Financial Performance indicators	16.2 2022–23 Quarterly Financial Report as at 31 December 2022	Under separate cover
Appendix 4	Response to public question taken on notice at the Ordinary Meeting of council on 14 December 2022	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 extend this respect to all Aboriginal and Torres Strait Islander peoples.

The Meeting opened at:

2. PRESENT & APOLOGIES

Present:

Apologies:

Kelvin Spiller, Acting Chief Executive Officer
Cr Fleur Hewitt, Deputy Mayor

3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

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

Councillors:

Officers:

4. LEAVE OF ABSENCE OF COUNCILLOR

Nil.



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 – 14 December 2022

A copy of the previous Minutes of the Ordinary Meeting of Council held on 14 December 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 14 December 2022, as distributed, be confirmed as an accurate record.

6.2 Special Meeting of Council – 15 February 2023

A copy of the previous Minutes of the Special Meeting of Council held on 15 February 2023 was distributed to Councillors under separate cover.

RECOMMENDATION

That the Minutes of the Special Meeting of Council of the Borough of Queenscliffe held on 15 February 2023, as distributed, be confirmed as an accurate record.



7. RECORD OF INFORMAL MEETINGS OF COUNCILLORS

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

- 14 December 2022 – Councillor Assembly Briefing
- 18 January 2023 – Councillor Assembly Briefing
- 1 February 2023 – Councillor Assembly Briefing
- 15 February 2023 – Councillor Assembly Briefing
- 15 February 2023 – Planning Review Meeting

RECOMMENDATION

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

8. NOTICE OF MOTION

8.1 Notice of Motion Status Update

The notice of motion status update is presented in Adjunct to Item 8.1.

RECOMMENDATION

That the Notice of Motion Status Update, as presented in Adjunct to Item 8.1, be noted.

8.2 Motion on Notice

No Notices of Motion were received.



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.

9.1.1 The Springs Beach Carpark at Point Lonsdale

File: QG0900218

On 14 December 2022, Council received a petition addressed to the Chief Executive Officer with regard to safety and accessibility at the Springs Beach carpark in Point Lonsdale. Consistent with Division 9 of the Governance Rules, the petition is now tabled for Council's information.

The petition reads as follows:

Beach Safety Petition: Borough of Queenscliffe (Council)

We the undersigned hereby petition the Borough of Queenscliffe to undertake the following at The Springs Beach carpark, following a daily swimmer's serious accident on 18 October 2022:

- 1. Install a second rail on the staircase from the pathway abutting the carpark to the beach;*
- 2. Replace the decaying ramp from the pathway abutting the carpark to the beach;*
- 3. Remove five rocks at the base of the beach stairs;*
- 4. Create two additional disability car spaces near the staircase;*
- 5. Install a life-saving buoy with a solar light near the stairs;*
- 6. Install a sign with the emergency marker location code and telephone numbers for the Queenscliff Coast and 000 emergency services;*
- 7. Install an anti-slip surface on each of the stairs.*

The petition was signed by 214 people. 94 of these are Borough residents, 119 are non-residents and 1 person did not include an address on the petition.

RECOMMENDATION

That Council receives the Springs Beach Carpark at Point Lonsdale petition and lays it on the table until the March Council meeting.



9.1.2 Royal Park 2023–24 Bookings

File: QG030-03-06

On 9 February 2023, Council received a petition addressed to the Mayor and Councillors from Royal Park regular campers expressing concern regarding the bookings for the 2023–24 Holiday season and the future of the caravan park. Consistent with Division 9 of the Governance Rules, the petition is now tabled for Council's information.

The petition reads as follows:

We, the under-signed regular campers at Queenscliff Tourist Park's Royal Park Caravan Park at Point Lonsdale, wish to express our serious concern, and seek a response from the Borough of Queenscliffe, regarding bookings at Royal Park for the 2023-24 holiday season.

This request is in response to the extreme uncertainty and anxiety created by advice from the Tourist Park Office that re-booking for the 2023-24 season will not be accepted as normal. Instead, we have been advised, "campers will receive an email mid year (after tax time, as it was stated in one conversation) advising of arrangements for next summer".

When asked how campers were supposed to plan for next year, the response was "people may seek to book elsewhere and see what happens at Royal Park". This is hardly an encouraging or appropriate message, particularly for the vast majority of campers at Royal Park who are long-term customers of the Borough, with many families having camped here for 50 years or more.

Not unexpectedly, absence of meaningful communication has created an information vacuum that is resulting in significant anxiety, with rumours rife, such as:

- *the park is closing permanently*
- *there will be a limit on how long people can stay*
- *there will be a ballot for camp sites*
- *only small vans will be allowed*
- *... and many more.*

Royal Park is a much-loved venue for family holidays and a large percentage of campers return year after year, having established strong friendships with people from across the state. Campers make a significant financial contribution not only to the Borough but to the entire local community but changes such as those listed above are likely to impact people returning if they are unable to plan to camp with family and friends.

We appreciate that changes can and do occur but we believe that the Borough has a responsibility to be more transparent and up-front with its loyal customers. We would welcome an opportunity to meet with you and/or your representatives to discuss this issue as soon as possible to gain a better understanding of the Council's intentions and hopefully be given an opportunity to contribute to the Council's planning.



*Royal Park Campers
January 2023*

The petition was signed by 96 people all listed as having camping sites.

RECOMMENDATION

That Council receives the Royal Park 2023–24 Bookings petition and lays it on the table until the March Council meeting.



10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 9 December 2022 to 16 February 2023:

Date	Function Attended
9 December 2022	2022 MAV Mayoral Welcome & Induction (Cr Tolhurst)
9 December 2022	Housing in G21 Forum via videoconference (CEO)
12 December 2022	Geelong City Deal Advisory Committee Meeting via videoconference (CEO)
12 December 2022	Distinctive areas and landscapes Statements of Planning Policy Implementation meeting via videoconference (CEO)
13 December 2022	Meeting with Libby Coker MP (CEO & Mayor)
14 December 2022	Radio interview with PulseFM (Cr Tolhurst)
15 December 2022	Municipal Association of Victoria CEO forum via videoconference (CEO)
15 December 2022	Onsite meeting with VicTrack staff regarding the resident petition (CEO)
15 December 2022	St Aloysius Primary School student award ceremony (Mayor)
16 December 2022	Barwon Region Recycling Hub Joint Advisory Committee Meeting 3 – Colac (CEO)
16 December 2022	Coastal and Marine Management Plan Project Steering Committee Meeting #1 (Cr Hewitt & Cr Grout)
16 December 2022	Queenscliff Primary School student awards ceremony (Cr Tolhurst)
19 December 2022	Point Lonsdale Primary School Assembly Meeting (Cr Tolhurst)
19 December 2022	Online meeting with Mayor of the City of Greater Geelong (Cr Tolhurst & Cr Hewitt)
21 December 2022	Queenscliff Senior Citizens Christmas luncheon (CEO & Cr Tolhurst)
29 December 2022	Point Lonsdale Surf Lifesaving Club Rip View Swim Classic (Cr Tolhurst)
5 January 2023	Meeting with G21 Chief Executive Office (CEO)
6 January 2023	Point Lonsdale Civic Association Annual General Meeting (CEO & Cr Tolhurst)
11 January 2023	Meeting with Alison Marchant member for Bellarine (CEO & Cr Tolhurst)
13 January 2023	Regional approach to Local Government Public Health Services (CEO)
16 January 2023	Climate Emergency Response Plan review workshop with Queenscliff Climate Action Now (CEO)
17 January 2023	Restoration of St George the Martyr Anglican Church Queenscliff committee meeting (Cr Grigau)



Date	Function Attended
19 January 2023	Climate Emergency Australia Executive meeting via videoconference (CEO)
1 February 2023	Joint State & Local Government Monthly CEO Forum via videoconference (Acting CEO)
2 February 2023	Coastal and Marine Management Plan Project Steering Committee meeting #2 via videoconference (Cr Hewitt & Cr Grout)
5 February 2023	Hot Rods Show'n'Shine event: Mayor's Choice Awards Ceremony (Cr Tolhurst)
9 February 2023	G21 Board Induction Day (Acting CEO & Cr Tolhurst)
9 February 2023	G21 Board Meeting (Acting CEO & Cr Tolhurst)
10 February 2023	Barwon Regional Partnership Meeting #1 incl Commonwealth Games Workshop (Acting CEO)
10 February 2023	Restoration of St George the Martyr Anglican Church Queenscliff committee meeting (Cr Grigau)
13 February 2023	Tourism Greater Geelong and The Bellarine Board Meeting (Cr Ebbels)
14 February 2023	Wirring Wirring / Queenscliff hub tour with Minister Horne & Alison March (Acting CEO & Cr Tolhurst)
16 February 2023	Geelong Regional Library Corporation Board Meeting (Cr Ebbels)
16 February 2023	Queenscliff Climate Action Now Community Solar Program Information Session (Acting CEO & Cr Tolhurst)

RECOMMENDATION

That the Functions Attended report be received.



11. CHIEF EXECUTIVE OFFICER

11.1 Acting 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

Temporary staff changes

Chief Executive Officer, Martin Gill, is currently taking extended personal leave for health reasons. We thank the community for their concern and well wishes, flowers and gifts for Martin and his family during this time.

A Special Council Meeting was held on 15 February where Council formally appointed Kelvin Spiller as Acting CEO from 15 February until 6 April 2023.

I would like to take this opportunity to acknowledge and thank Tim Crawford, Manager Planning & Community Safety, who was the Acting CEO in the interim. I would also like to acknowledge the Management Team and staff who diligently reallocated the workload and maintained a business as usual approach during the transition.

Activity for the first week in office

I am in the process of meeting with senior officers, Mayor and Councillors as part of my learning curve to get up to speed quickly in relation to the strategic operation matters of Council. My focus for the short time I am with Council is to provide:

1. Support to staff generally
2. Support to the executive management team
3. Progress the CEO's work program
4. Progress the implementation program of the Council Plan
5. To provide advice and guidance to the Mayor and Councillors as required

Annual Plan update

I am in the process of drilling down to the next level of detail of the 31 projects in the Annual Plan, of which 8 projects have been completed and 23 are in various stages of completion.

Further information can be found in the second quarter report for the Annual Plan 2022–23 at item 16.1 of this agenda.

I am ascertaining further information as to the status of each of the 23 projects classified as in progress.



Staff bereavement

The Borough is mourning the sudden and unexpected passing of school crossing supervisor Shirley Hallmark earlier this month. Shirley was the Royal Park crossing supervisor for over 9 years helping ensure the safe passage of school children across Point Lonsdale Road. Shirley will be remembered as a valued and respected school crossing supervisor and will be missed by staff, Councillors and the community alike. Our thoughts go out to the Hallmark family at this difficult time.

Communications

Victoria Park Planting Plan

The Victoria Park Planting Plan was placed on public exhibition for a period of two weeks. The plan contains detailed information on the species and densities to be planted in the park, alongside planting maps, revegetation zones and a timeline.

Council received a number of submissions on the proposal. Officers are reviewing the feedback received and plan to bring the Planting Plan for endorsement at the next Council Meeting.

Community solar program

Residents, businesses and organisations across the Borough of Queenscliffe will be encouraged to take up solar power as part of a community program.

Council has funded local volunteer organisation, Queenscliffe Climate Action Now (QCAN) to spearhead the movement, which aims to help reduce confusion in accessing solar technologies and encourage a major uptake in renewable energy across the community.

The implementation of the program also addresses multiple mitigation actions listed in the 'Renewable Energy' pillar of Council's award-winning Climate Emergency Response Plan, adopted in May 2021.

The community solar program launch was held at the Queenscliff Town Hall on Thursday 16 February at 7:00pm. You can find out more by contacting QCAN via its website at queenscliffeclimateaction.org/communitysolar

RECOMMENDATION

That Council receives the Acting Chief Executive Officer Report for February 2023.



12. HEALTH & WELLBEING

No reports to consider.

13. ENVIRONMENT

No reports to consider.



14. LOCAL ECONOMY

14.1 Event Sponsorship Applications December 2022–2023

File: QG093.06.01
Author: Manager Community
Portfolio: Local Economy
Portfolio Holder: Cr Ebbels

PURPOSE

The purpose of this report is to present Councillors with a summary of the assessment of applications received for Event Sponsorship for events to be held up to December 2023 and for Council to allocate an appropriate level of financial support.

EXECUTIVE SUMMARY

Event Sponsorship Applications align with Strategic Objective 3, Local Economy of the Council Plan 2021–2025. Specifically, to *support a prosperous and diverse local economy.*

- *Support arts, festivals, markets and other community events*

Council's Event Sponsorship Policy CP022 seeks to support and promote a healthy, involved and creative community through the sponsorship of events. The Event Sponsorship program is available twice a year and event sponsorship may fall into one of three categories – local, minor, or major. Applications are assessed against economic and social opportunities, sport, recreation, cultural opportunities, and environmental sustainability.

The Event Sponsorship program opened on 1 December 2022. Council received four applications. The applications were subsequently assessed and meet the criteria.

Council has a 2022/23 budget of \$20,000 for discretionary allocation to events sponsorship that are not currently budgeted for. Council did award sponsorships to the value of \$17,158 during the July 2022 application period leaving an unallocated balance of \$2,842 for December applications. Council does have some minor savings (\$3,000) that could be re-directed to sponsorship of new events.

Successful applicants will be required to enter into an Event Sponsorship Agreement with the Borough of Queenscliffe.

RECOMMENDATION

That Council:



-
- 1. Accepts the applications and assessment as presented in this report and determines an allocation of funding:**
 - a. Barwon Heads Arts Council – Bellarine Arts Trail**
 - b. Shedding the Blues Queenscliff – Tune up #3 EXPO**
 - c. Point Lonsdale Board Riders Club – Groms Off The Wall**
 - d. Kim High and Charlotte Fraser – The Wellbeing Express**

 - 2. Requests the Chief Executive Officer to enter into an Event Sponsorship Agreement with each of the successful applicants, subject to event applicants meeting event management permits (if applicable).**
-



REPORT

BACKGROUND

Council's Event Sponsorship Policy CP022 seeks to support and promote a healthy, involved, and creative community through the sponsorship of events.

Funding is available for:

- Established and new events
- One-off and repetitive events
- Not-for-profit and commercial events

Events may fall into one of three categories – local, minor, and major and the following funding range applied to each:

- Local – up to \$5,000
- Minor – up to 10,000
- Major – over \$10,000

The Event Sponsorship program is available twice a year and is supportive to minor and major events held in the off-peak season. Local events may be held any time of year. The program is competitive and assessed on the merits of each application.

DISCUSSION

The Event Sponsorship program opened to applications on 1 December 2022. The program was advertised in the local press and promoted via the Borough Facebook page and was included as a news item in the December issue of the Borough Business E-news Bulletin. Council received four applications for Event Sponsorship for assessment and are presented in the below table.

Applicant	Event	Category	Event Date	Request
Barwon Heads Arts Council	Bellarine Arts Trial	Local	04/11/2023	\$5,000
Shedding the Blues Queenscliff	Tune-Up#3 EXPO	Local	08/10/2023	\$5,000
Kim High and Charlotte Fraser	The Wellbeing Express	Minor	29/04/2023	\$9,987
Point Lonsdale Board Riders	Groms Off The Wall	Local	05/04/2023	\$4,458



ASSESSMENT

The funding applications were assessed against the criteria set out in Events Sponsorship Policy CP022.

APPLICATION A – Barwon Heads Arts Council

Name of event:	Bellarine Arts Trial
Sponsorship Category:	Local
Sponsorship request:	\$5,000
Total event budget:	\$19,500
Expected participants:	5000
Tickets cost:	Free
Event date:	4-5 November 2023
Event location:	Various locations in Queenscliff, Point Lonsdale and the Bellarine

Event description

The Bellarine Arts Trail (BAT) is an open studio event creating an opportunity for Bellarine based artists to open their studios and collective venues to the public over a two-day weekend in November 2023.

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none">Positive economic activity for the Borough	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none">Positive social opportunity for volunteers and visitors	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none">The activity encourages cultural connection	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none">The activity encourages cultural connection	Meets criteria
Further assessment notes: The event has been held successfully for the past 4 years. The event receives a grant of \$10,000 from City of Greater Geelong. The Arts Council also delivers this event in collaboration with the Ocean Grove Rotary Club Art Show.		



APPLICATION B – Shedding the Blues

Name of event:	Tune-Up#3 EXPO
Sponsorship Category:	Local
Sponsorship request:	\$5,000
Total event budget:	\$6,600
Expected participants.	350-400
Ticket cost:	Free
Event date:	Sunday 8 October 2023
Event location:	Queenscliff Town Hall

Event description

Tune-Up#3 EXPO is an all-ages community event that integrates health and wellbeing with music. Community-based organisations and local businesses involved in wellbeing and/or music will be provided the opportunity to display and discuss their programs or products across the day with local musical groups and professional performers such as Jimi Hocking and The Bash Big Band entertaining the audience from the Town Hall stage.

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none">• Positive economic activity for the Club	Meets Criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none">• Positive social opportunity for members and guests celebrating the heritage of the club	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none">• The activity encourages recreation and sport participation.	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none">• Minimal environmental impact	Meets criteria



APPLICATION C – Joint Venture: Kim High and Charlotte Fraser

Name of Event:	The Wellbeing Express
Sponsorship Category:	Minor
Sponsorship request:	\$9,987
Total Event Budget:	\$36,385
Expected participants:	320
Ticket cost:	\$150
Event date:	29 April 2023
Event location:	The Bellarine Railway

Event description

This event is a collaboration between local business owners, Kim High, Clinical Hypnotherapist of Family Hypnotherapy and Charlotte Fraser, Senior Yoga teacher and Integrative Sound Healer of White Swan Sound and Yoga. The wellness train offers a different activity in each carriage each with a focus on the health and wellbeing of attendees, (for example, yoga, meditation, art, and tai chi).

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none">Positive economic activity for the community	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none">Positive social opportunity for volunteers and visitors	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none">The activity encourages a cultural and recreation connection.	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none">Minimal environmental impact	Meets criteria



APPLICATION D – Point Lonsdale Board Riders

Name of Event: Groms off the Wall
Sponsorship category: Local
Sponsorship request: \$2,000
Total event budget: \$2,010
Expected participants: 60-100
Ticket cost: Free
Event date: 15 April 2023
Event location: Front Beach Point Lonsdale and Engine Shed

Event description

To introduce young children to the joys of surfing in a safe environment, with water safety and tuition taught during the morning then surfing with an experienced team in the afternoon. A celebration follows at the front beach with a certificate presentation and prizes.

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none"> Positive economic activity for the Borough 	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> Positive social opportunity for volunteers and youth 	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> The activity encourages sporting activities and recreation 	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none"> Minimal environmental impact 	Meets criteria

Options

Option 1 – Council can accept assessments as presented and approve the allocation of funding as requested.

Option 2 – Council can accept the assessments as presented and determine an alternate funding amount for each application.

Option 3 – Council can accept the assessments as presented and decline to support.



COMMUNICATIONS AND ENGAGEMENT

Community Engagement



In line with the Borough of Queenscliffe Event Sponsorship Policy, Council invited applications for sponsorship from the community from 1 December 2022 to 31 December 2022. This included advertising in the local press, social media and electronic newsletters to business and community databases. Four new applications for event sponsorship were received.

Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. A brief assessment was conducted, and research undertaken on the nature of the proposed events and officers conclude that the events do promote gender equality and demonstrate access and inclusion.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

Strategic Objective 3, Local Economy: To support a prosperous and diverse local economy

- Priority 4 - Support arts, festivals, markets and other community events

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

Applications must demonstrate practices that promote positive environmental and sustainable outcomes in the short (event specific) or longer term. Each application has been assessed on the criteria.

Financial and resource implications

Council has a 2022/23 budget of \$20,000 for discretionary allocation to Events sponsorship that are not currently budgeted for. The July 2022 application period awarded \$17,158 leaving an allocation of \$2,842 for the December applications from the Event Sponsorship budget. Council does also have some minor savings (\$3,000) that could be re-directed to sponsorship of new events.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

If approved, successful applicants will be required to enter into an agreement with the Borough of Queenscliffe Council. The agreement will list all conditions relating to the funding and governance requirements as well marketing and promotional undertakings.

Funded groups will need to complete an acquittal report at the completion of the funded event.

ATTACHMENTS

Nil.



15. HERITAGE, PLANNING & INFRASTRUCTURE

15.1 Planning Permit Activity Report

File: QG290.01.02
Author: Senior Planner
Portfolio: Heritage, Planning & Infrastructure
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	8
Applications finalised since last report	33
New applications received since last report	14
Total number of active permit applications	17
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	3

RECOMMENDATION

That the Planning Permit Activity Report be received.



(a) Current applications

App. No	Date Received	Address	Proposal	No. of objections	Status
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	19	Applicant investigating alternative site on southern side of subject land
2021/048	27/05/2021	200-204 Point Lonsdale Road Point Lonsdale	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	9	Application on hold (at the request of the applicant)
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	17	Refer agenda
2022/044	02/05/2022 Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	30	Decision deferred by Councillors
2022/086	23/08/2022	25 Symonds Street Queenscliff	Demolition of a dwelling and outbuildings in a Heritage Overlay area, construction of a dwelling and front fence and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	3	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/105	05/10/2022 (Amended 23/01/2023)	70 Mercer Street Queenscliff	Demolition of a dwelling, outbuilding and fence and removal of trees in a Heritage Overlay area, construction of two dwellings (two storey) and subdivision of the land into two (2) lots	3	Under consideration
2022/119	21/11/2022	2A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	2	Under consideration
2022/123	01/12/2022	34-36 Hesse Street Queenscliff	Demolition of an outbuilding in a Heritage Overlay area and buildings and works associated with the construction of a two storey dwelling at the rear of the existing building	0	Public notification



(b) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
S 2021/031	21/12/2022	7 Mercer Street Queenscliff	Amendment to approved plans	Amended permit issued
S 2021/059	05/12/2022	14 The Esplanade Queenscliff	Amendment to approved plans	Amended permit issued
S 2021/094	18/01/2023	8 Bellarine Highway Queenscliff	Amendment to approved plans	Amended permit issued
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)	Notice of decision to grant a permit issued/permit issued
S 2021/123	18/01/2023	40 Gellibrand Street Queenscliff	Amendment to approved plans	Amended permit issued
2021/129	17/12/2021 (Amended 11/07/2022)	6 Alexander Crescent Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and construction of an outbuilding	Application withdrawn (at the request of the applicant)
S 2022/009	07/02/2022	3 Mercer Street Queenscliff	Amendment to approved plans	Amended permit issued



App. No	Date Received	Address	Proposal	Status
2022/083	04/08/2022	5 Beach Street Queenscliff	Part demolition, alterations and extensions and relocation on site of an existing dwelling in a Heritage Overlay area, construction of fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	Notice of decision to refuse to grant a permit issued
2022/084	18/08/2022	61 Point Lonsdale Road Point Lonsdale	Development of the site with a three storey building containing one (1) dwelling and one (1) retail premise	Notice of decision to grant a permit issued/permit issued
2022/091	02/09/2022 (Amended 10/10/2022)	2 Stokes Street Queenscliff	Alterations and extensions (two storey) to an existing dwelling	Notice of decision to grant a permit issued/permit issued
2022/094	08/09/2022	61-63 Stokes Street Queenscliff	Construction of a two storey dwelling and outbuilding	Permit issued
2022/096	09/09/2022	6 Ethel Court Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Permit issued
2022/098	16/09/2022	48 Flinders Street Queenscliff	Alterations and extensions (two storey) to an existing dwelling	Permit issued
2022/099	16/09/2022	1 Wharf Street East Queenscliff	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol (general licence)	Notice of decision to grant a permit issued
2022/101	20/09/2022	18 Qu'Appelle Street Point Lonsdale	Construction of a two storey dwelling	Notice of decision to grant a permit issued/permit issued



App. No	Date Received	Address	Proposal	Status
2022/104	06/10/2022 (Amended 15/11/2022)	2 Golightly Street Point Lonsdale	Construction of a dwelling, variation to the site coverage requirements of Design and development Overlay – Schedule 4 and removal of native vegetation	Notice of decision to grant a permit issued
2022/106	03/10/2022	126 Fellows Road Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
2022/107	10/10/2022	4 Loch Street Point Lonsdale	Alterations to an existing dwelling	Permit issued
2022/108	11/10/2022	5 Brookes Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Permit issued
2022/109	10/10/2022	2 Werry Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Permit issued
2022/111	13/10/2022	16 Flinders Street Queenscliff	Subdivision of the land into two (2) lots and construction of an outbuilding	Permit issued
2022/113	24/10/2022	40 Mercer Street Queenscliff	Alterations (awnings) to an existing dwelling individually listed in a Heritage Overlay	Permit issued
2022/114	03/11/2022	13 Raglan Street Queenscliff	Alterations and extensions to an existing dwelling	Permit issued
2022/115	04/11/2022	5 Richards Street Queenscliff	Demolition of a dwelling in a Heritage Overlay area	Permit issued
V 2022/117	18/11/2022	25 Flinders Street Queenscliff	Construction of outbuildings	Permit issued
V 2022/120	24/11/2022	13 Swanston Street Queenscliff	Construction of a pergola	Permit issued



App. No	Date Received	Address	Proposal	Status
V 2022/121	24/11/2022	4 St Andrews Street Queenscliff	Construction of a fence	Permit issued
2022/122	30/11/2022	11 Roddick Grove Queenscliff	Construction of a two storey dwelling	Permit issued
2022/126	12/12/2022	10 Nankervis Parade Queenscliff	Construction of a two storey dwelling	Permit issued
V 2022/130	19/12/2022	94 Hesse Street Queenscliff	Demolition of an outbuilding and construction of an outbuilding on a site individually listed in a Heritage Overlay	Permit issued
V 2023/001	09/01/2023	15 Hesse Street Queenscliff	Alterations (carport, external painting, signage, pergola, fence) to an existing building in a Heritage Overlay area	Permit issued
2023/002	09/01/2023	15 Hesse Street Queenscliff	Alterations to an existing building in a Heritage Overlay area	Permit issued
2023/004	17/01/2023	2 & 4 Egerton Street Point Lonsdale	Subdivision of the land (boundary realignment)	Permit issued



(c) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
2022/124	08/12/2022 (Amended 23/01/2023)	2 Gellibrand Street Queenscliff	Alterations to a building individually listed in a Heritage overlay	0	Under consideration
2022/125	12/12/2022	50 Mercer Street Queenscliff	Partial demolition, alterations and extensions to an existing dwelling in a Heritage Overlay area and variation to the side setback requirements of Design and Development Overlay Schedule 1	2	Under consideration
2022/126	12/12/2022	10 Nankervis Parade Queenscliff	Construction of a two storey dwelling	0	Permit issued
2022/127	14/12/2022	16 Golightly Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	1	Under consideration
2022/128	19/12/2022	52 Bellarine Highway Queenscliff	Construction of two dwellings (two storey) and subdivision of the land into two (2) lots	0	Under consideration
2022/129	19/12/2022	40 Lawrence Road Point Lonsdale	Construction of two dwellings (two storey) and removal of native vegetation	0	Public notification
V 2022/130	19/12/2022	94 Hesse Street Queenscliff	Demolition of an outbuilding and construction of an outbuilding on a site individually listed in a Heritage Overlay	N/A	Permit issued



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/131	23/12/2022	7 Henry Street Queenscliff	Construction of two dwellings (two storey) and subdivision of the land into two (2) lots	0	Further information requested 9 January 2023
V 2023/001	09/01/2023	15 Hesse Street Queenscliff	Alterations (carport, external painting, signage, pergola, fence) to an existing building in a Heritage Overlay area	N/A	Permit issued
2023/002	09/01/2023	15 Hesse Street Queenscliff	Alterations to an existing building in a Heritage Overlay area	0	Permit issued
2023/003	12/01/2023	22 Ocean Road Point Lonsdale	Construction of a two storey dwelling on a lot less than 300m ² , variation to the site coverage and setback requirements of Design and Development Overlay - Schedule 4 and removal of native vegetation	0	Public notification
2023/004	17/01/2023	2 & 4 Egerton Street Point Lonsdale	Subdivision of the land (boundary realignment)	0	Permit issued
2023/005	24/01/2023	6/4 Wharf Street East Queenscliff	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol	0	Public notification
2023/006	31/01/2023	16 Nicholas Court Point Lonsdale	Alterations to an existing dwelling	0	Under consideration



(d) VCAT matters yet to be determined

App. No	Date Received	Address	Proposal	Status
2021/130	06/09/2022	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three storey dwelling	VCAT application for review lodged by applicant VCAT hearing 28 February 2023
2022/059	09/06/2022	20-26 Hesse Street Queenscliff	Use and development of the site for ten (10) dwellings in a Heritage Overlay area, subdivision of the land into ten (10) lots with common property, access to a Transport Zone 2 and variation to easements	VCAT application for review lodged by objector VCAT practice day hearing 10 March 2023, compulsory conference 19 June 2023, hearing 29 & 30 August 2023

(e) Development Plan & Planning Scheme Amendment Summary Report

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



15.2 Planning Permit Application 2022/014 at 66 King Street, Queenscliff

File: QP120-6600

Author: Senior Planner

Portfolio: Heritage, Planning & Infrastructure

Portfolio Holder: Cr Grout

PURPOSE

The purpose of this report is to present an assessment and recommendation for a planning permit application lodged for development of 66 King Street, Queenscliff.

EXECUTIVE SUMMARY

The application seeks to develop the site with two, double storey dwellings set side by side fronting King Street.

The subject land has the following zones and overlays:

- Neighbourhood Residential Zone Schedule 1 (NRZ1)
- Design and Development Overlay Schedule 1 (DDO1)

A planning permit is triggered for the proposal under the following controls:

- Construction of two dwellings under the NRZ1. Clause 55 is relevant to the assessment.
- The DDO1 for building and works.

The subject site is located on the north side of King Street, mid-block between Bethune Street and Swanston Street, Queenscliff. The subject land has an area of 753 square metres and is developed with an existing single storey dwelling that is to be demolished.

Development on surrounding land includes a range of building forms including a contemporary two storey dwelling to the east and land. The majority of surrounding forms are single storey or with modest second storeys.

The application has generated 17 objections which are focused on the following issues:

- The bulk, scale, siting, excavated driveway and design are not consistent with the neighbourhood character and contrary to DDO1.
 - The building has no connection or respect to the surrounding building forms and scale.
 - The proposal has a site coverage that is inconsistent with the standard in the DDO1.
 - The proposal will add pressure to parking issues in the street.
 - Potential overlooking and overshadowing.
-



Whilst the redevelopment opportunity for the site is recognised it is considered the overall form and scale of the of the building in addition to the basement car parking driveway will result in a building that will have little connection to and detract from the existing streetscape and the objectives of the DDO1.

RECOMMENDATION

That Council:

Having caused notice of Planning Application No. 2022/014 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987, resolve to issue a Notice of Decision to Refuse to Grant a Permit under the provisions of Clause 32.09 and 43.02 of the Queenscliffe Planning Scheme in respect of the land known and described as 66 King Street Queenscliff for the construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1 based on the following grounds:

- 1. The proposed development will result in a building form that is inconsistent with the surrounding neighbourhood character contrary to Clause 55.02-1 and 55.06-1.**
 - 2. The proposed development will conflict with the objectives of Clause 15.01-5L-02 and the Design and Development Overlay Schedule 1 at Clause 43.02 in terms of the building's scale and form and site coverage.**
 - 3. The proposed vehicle access to the basement car parking will impact the streetscape and detract from the informal and open streetscape character contrary to the objectives of Clause 15.01-5L-02 and the Design and Development Overlay Schedule 1.**
-

REPORT

BACKGROUND

On 18 February 2022, Council received an application for development of two dwellings at 66 King Street Queenscliff. The proposal is defined as:

- *Construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1*

The subject site is located on the north side of King Street, mid-block between Bethune Street and Swanston Street, Queenscliff. The subject land has an area of 753 square metres and is developed with an existing single storey dwelling that is to be demolished.

Land to the east of the site features a contemporary two storey dwelling and land to the west features single storey dwellings from a range of design periods. Land to the south, on the opposite side of King Street, feature mainly single storey dwellings with Victorian and Edwardian features, although buildings with small second levels are present. Land to the north features the rear yard of a single storey dwelling fronting Swanston Street. Hipped and gabled roofs are a feature of the area.



Figure 1: subject site location

DISCUSSION

The application seeks to undertake the following:

- Develop the land with two, double storey dwellings set side by side and fronting King Street.

- The proposal relies on a basement car park with access from King Street servicing four car parks, storage and a lift.
- The ground floor level features a lobby and three bedrooms and a study for each dwelling and the upper level features the master bedroom, main living areas and balconies facing to the north for each dwelling.
- The building form has a setback of 9 metres to King Street at the closest point and has setbacks of 2.4 metres to the eastern boundary and 2.5 metres to the western boundary.
- The building form is a contemporary cuboid form with a central section of pop up highlight windows with a total height of 8.3 metres to the highlight window pop up. The majority of the building form is at 7.2 metres.
- The building is to be constructed of grey brick at ground level and metal cladding at the upper level.
- The site coverage of the proposed dwellings is 46% considerably over the preferred 40%.

Plans of the proposed dwellings are detailed below.



Figure 2: Site plan

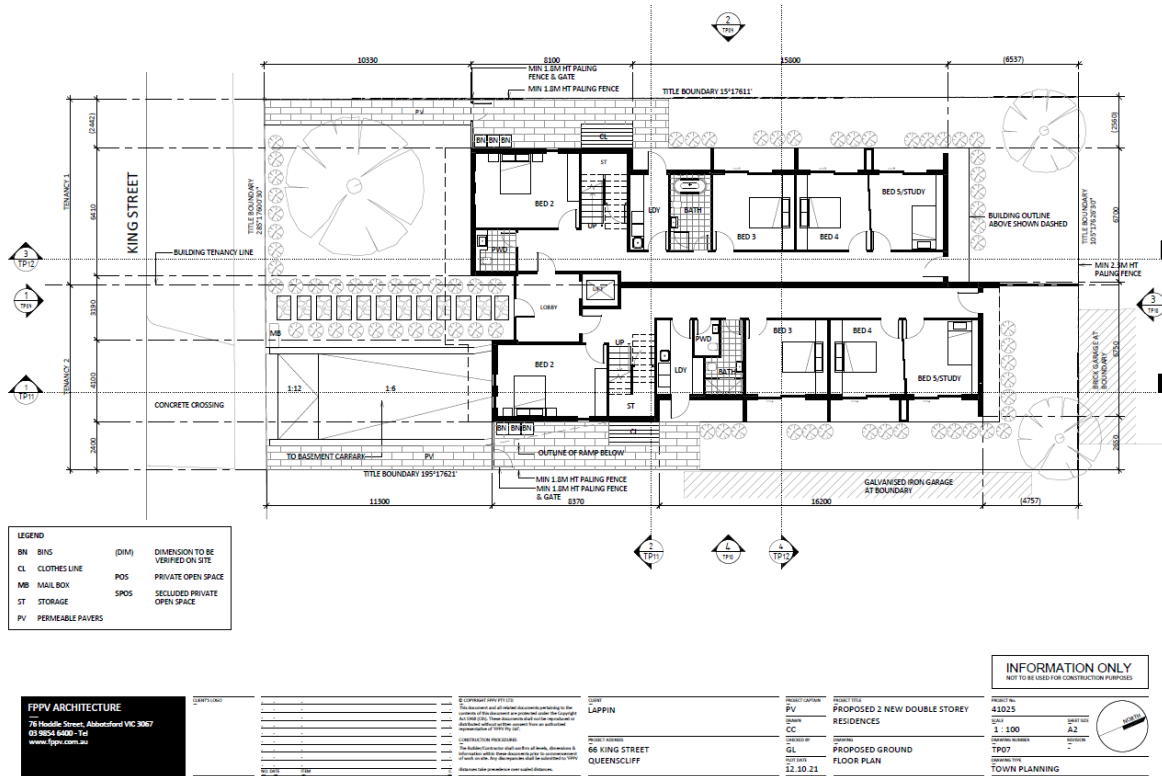


Figure 5: proposed ground level plan

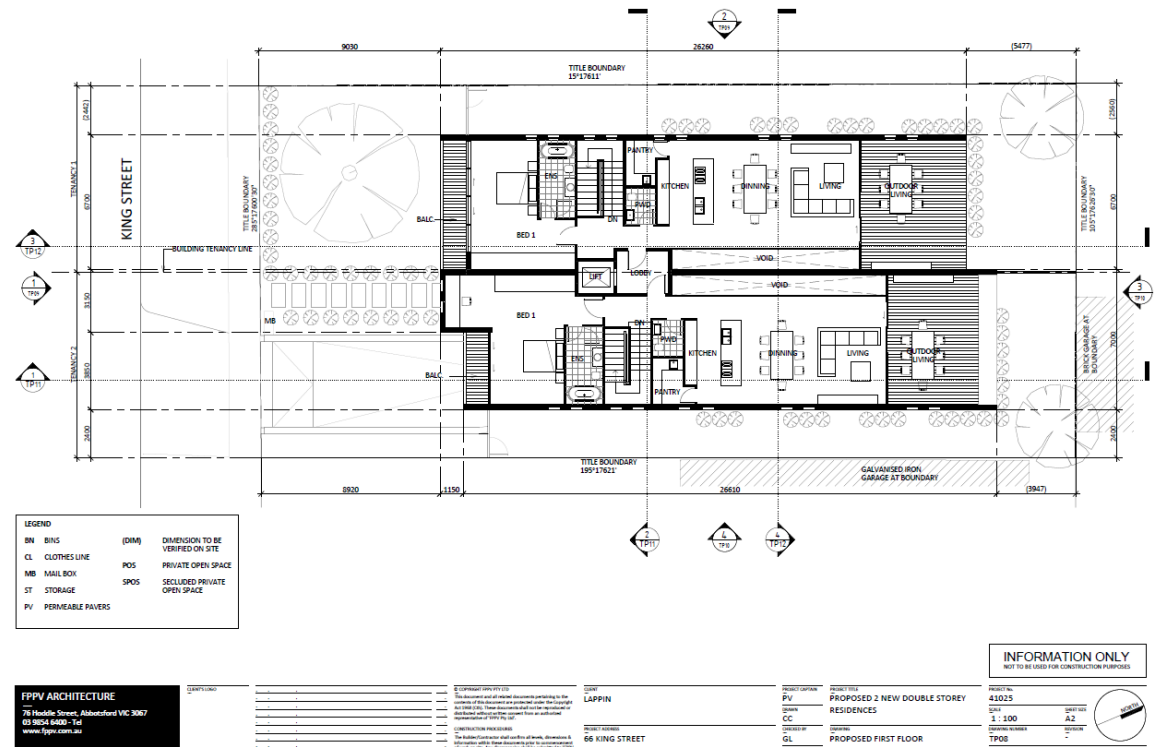


Figure 6: proposed upper level plan

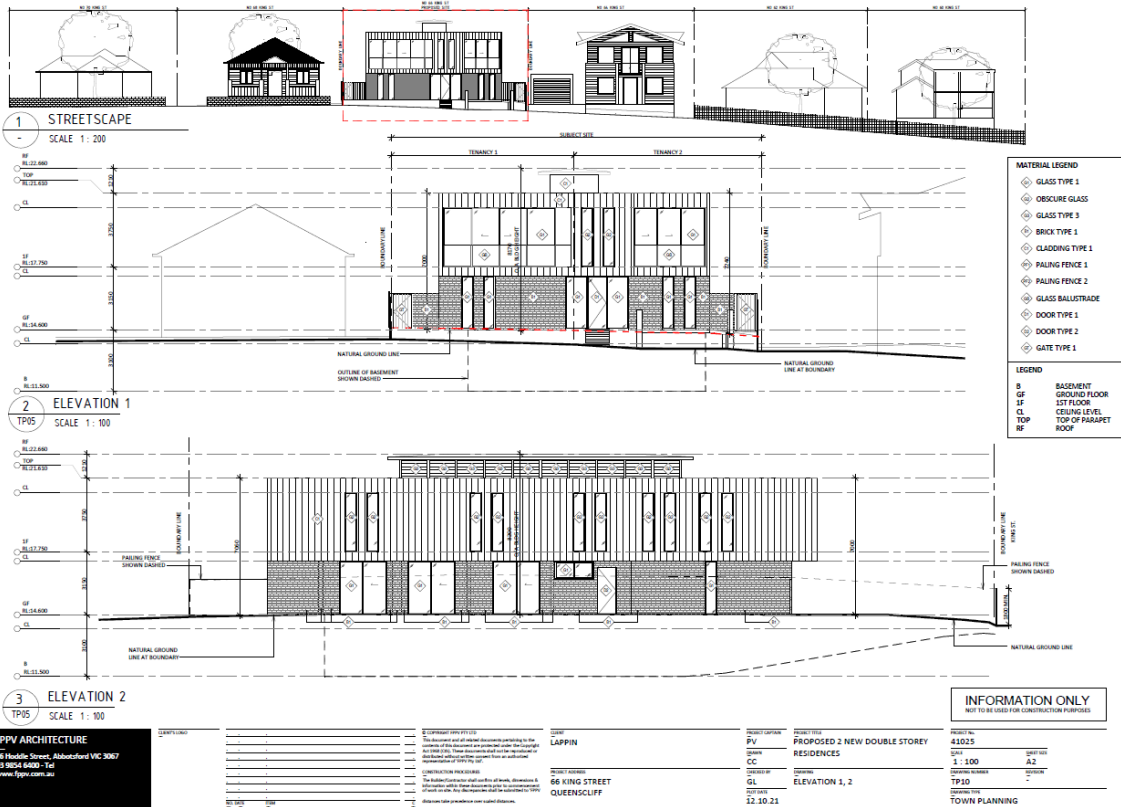


Figure 7: proposed elevations

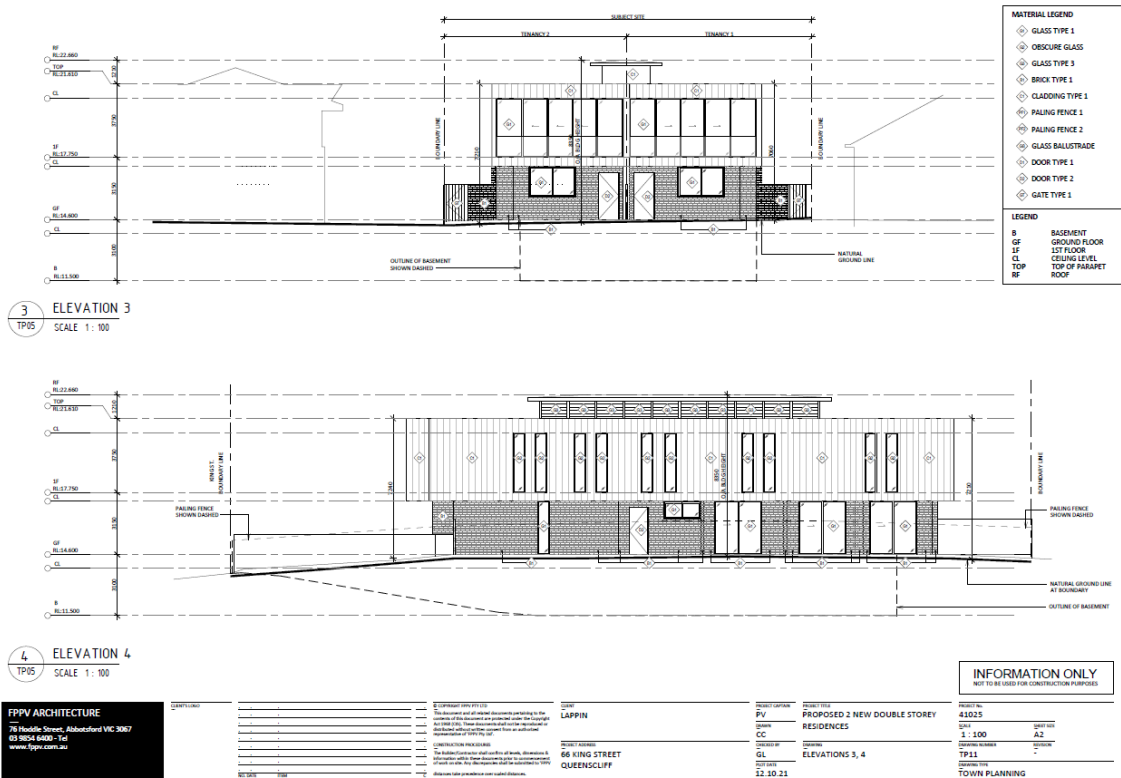


Figure 8: proposed elevations

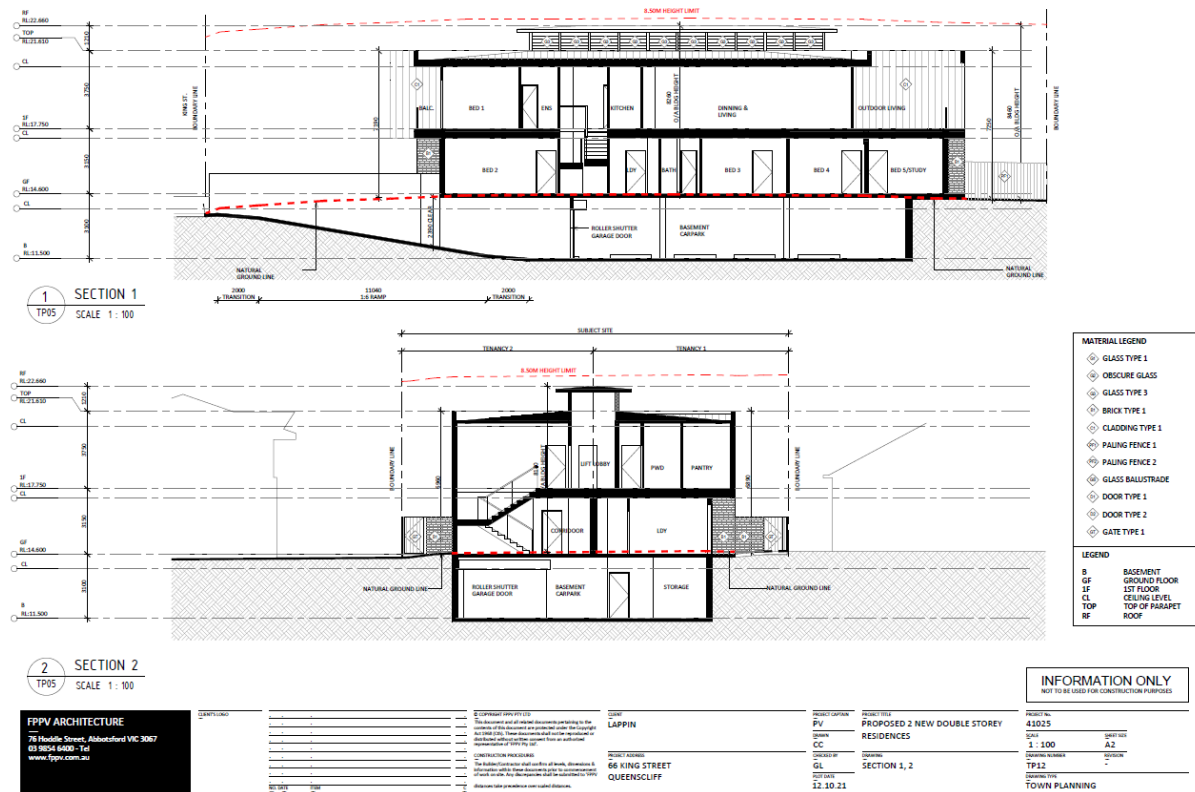


Figure 9: proposed sections

The main assessment focus of the application is related to how the building will integrate into the streetscape and surrounding neighbourhood. The surrounding neighbourhood along King Street exhibits a range of housing forms including modified Victorian, Edwardian and Californian Bungalow style dwellings with hipped and gabled roof forms. There are also more contemporary building forms such as at 64 King Street and 60 King Street.

Guidance on how buildings are encouraged to respond to neighbourhood character are contained in policy at Clause 15.01-5L-02 and in the DDO1 of the Queenscliffe Planning Scheme. Clause 15.01-5L-02 specifically relates to the neighbourhood character of the locality and links to the DDO1 and has the following relevant strategies related to siting and design:

- Interpret traditional building designs, including single and double frontages, pitched, hipped and gable roofs, vertical rectangular window openings and verandahs.
- Use traditional building materials, including horizontal weatherboard cladding, rendered brickwork, brick chimneys, timber verandahs, door and window joinery, and painted finishes.
- Retain the general uniformity in scale and massing of buildings within the street and avoid buildings that are visually dominant when viewed from public spaces, in the streetscape or townscape skyline due to height, bulk, colour, materials, scale or proportion.



- *Reflect traditional widths and proportion of adjoining buildings, including on sites with a greater width than adjoining properties.*

It is noted the proposed building is setback from the street and side and rear boundaries which provides some space around the building however the flat roof (noting there is a highlight window pop up), cuboid building form with very little articulation in the wall planes, and with little materiality that reflects the above policy, is considered at odds with the immediate character as highlighted in the DDO1. The building form introduces considerable additional building volume at the upper level, compared to other buildings in the streetscape, with little articulation to the walls. The building's scale is also accentuated by a proposed site coverage at 46% higher than the preferred 40% under the DDO1. The increased site coverage adds to the dominance of the building and the variation to site coverage in this case is considered to compound the impact of the building on the surrounding neighbourhood character.

Council has processed development applications in the past for some surrounding sites such as 60 and 64 King Street, that provided for contemporary interpretation of the character elements detailed in various DDO's. Whilst such buildings are also a reference in the streetscape it is considered the overall streetscape reflects more modest scaled buildings with traditional roof forms and materials. The divergence of the proposed design from the character of the immediate area is considered significant in this case.

The building also relies on basement car parking and whilst such a parking option provides for less built form at ground level it involves a retained and engineered driveway to the front of the site further detracting from the wide, open landscape road reserve and front garden context of the street. Such an outcome is inconsistent with the broader principle in Clause 15.01-5L-02 which includes an aim to minimise the need for earthworks.

The proposed two dwellings are able to respond to the majority of the objectives and standards related to Clause 55 as detailed in Attachment 1 apart from Clause 55.02-1 and 55.06-1 related to neighbourhood character outcomes.

Review of the application has confirmed that proposal in its current form is inconsistent with policy related to neighbourhood character in the Queenscliffe Planning Scheme.

Options

- Option 1 – That Council adopt the officer recommendation.
- Option 2 – That Council modify the officer recommendation.
- Option 3 – That Council reject the officer recommendation.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The application has been advertised, in accordance with the requirements of the *Planning & Environment Act 1987*. Specifically, the applicant:

- Directly notified, via Registered Post, surrounding landowners.
- Displayed a sign on the property for a period of not less than 14 days.

Council received 17 objections to the proposal. The key issues raised in the objections are summarised and responded to below:

Reason for objection	Officer response
The bulk, scale, siting, excavated driveway and design are not consistent with the neighbourhood character and contrary to DDO1	The form and scale of the building is considered incompatible with the current and preferred neighbourhood character as identified in the DDO1. The recommendation to refuse the application is based on these issues.
The building has no connection or respect to the surrounding building forms and scale.	As detail above.
The proposal has a site coverage that is inconsistent with the standard in the DDO1.	The site coverage standard in the DDO1 is discretionary. In some circumstances a higher site coverage maybe supportable however in the context of the current application it is considered the higher site coverage compounds the building's impact on the streetscape.
The proposal will add pressure to parking issues in the street.	The issues of car parking impacts are noted however the proposal is able to provide car parking at the ratio for a three or more bedroom dwelling as detailed at Clause 52.06 being two spaces for each dwelling.
Potential overlooking and overshadowing.	The main concerns raised above overlooking and overshadowing relate to the property to the west at 68 King Street. As detailed in Attachment 1 the proposal is able to meet the relevant standards related to overlooking and overshadowing of neighbouring properties including 68 King Street.



Council resolved to remove officer delegation for deciding the application and is reported to Council for a decision accordingly.

In accordance with Council's Planning Protocol, a Planning Review Meeting was held on 15 February 2023 (replacing an online meeting of the 8 February 2023 which was abandoned due to technical issues). The meeting gave the applicant and objectors an opportunity to elaborate on their objections and answer questions posed by Councillors. The applicant and a number of objectors attended the meeting.

Collaboration

There has been no collaboration with other Council's in assessing the application.

GOVERNANCE CONTEXT

Relevant Law

Development and land use within the Borough of Queenscliffe is regulated by the provisions of the Queenscliffe Planning Scheme. An assessment against the relevant elements of the Queenscliffe Planning Scheme has been provided earlier in this report.

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.

The assessment of the planning application does not require a Gender Impact Assessment.

Regional, State and National Plans and Policies

There are no additional Regional, State and National Plans and Policies applicable to the assessment of the application.

Council Plan Alignment

The assessment of the proposal aligns with *Portfolio 4: Heritage, planning and infrastructure* in the Council Plan 2021–2025. The Strategic Objective for Portfolio 4 is *to protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure*.

Legal and Risk Implications

There are no legal or risk implications for Council associated with the proposal.



Related Documents

There are no related documents associated with the application.

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

Broad criteria relating to energy efficiency and siting have been considered as part of the application.

Financial and resource implications

There are no budget or resource implications specific to the processing of the application.

Innovation and Continuous Improvement

There are no areas for innovation and continuous improvement identified as a result of the application.

IMPLEMENTATION

Operational Impacts

There are no operational impacts associated with the application.

Implementation Process

The decision of Council will be shared with the applicant and objectors.

ATTACHMENTS

Clause 55 assessment (see below)



ATTACHMENT 1 – ASSESSMENT AGAINST CLAUSE 55

55.02 NEIGHBOURHOOD CHARACTER AND INFRASTRUCTURE				
55.02-1 Neighbourhood Character	Met?	Standard B1	Met?	Comments
<p><i>To ensure that the design respects the existing neighbourhood character or contributes to neighbourhood character.</i></p> <p><i>To ensure that development responds to the features of the site and the surrounding area</i></p>	Yes	<p><i>The design response must be appropriate to the neighbourhood and the site.</i></p>	No	<p>The proposal is not considered to respond to the surrounding neighbourhood character. The form, scale, limited articulation and site coverage combine to result in a building that will detract from the surrounding streetscape.</p>
		<p><i>The proposed design must respect the existing or preferred neighbourhood character and respond to the features of the site</i></p>	No	<p>As above.</p>
55.02-2 Residential Policy	Met?	Standard B3	Met?	Comments
<p><i>To ensure that residential development is provided in accordance with any policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</i></p> <p><i>To support medium densities in areas where development can take advantage of public transport and community infrastructure and services</i></p>	Yes	<p><i>An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</i></p>	Yes	<p>Provided with the application.</p>
55.02-3 Dwelling Diversity	Met?	Standard B3	Met?	Comments
<p><i>To encourage a range of dwelling sizes and types in developments of ten or more dwellings</i></p>	Yes	<p><i>Developments of ten or more dwellings should provide a range of dwelling sizes and types, including:</i></p> <ul style="list-style-type: none"> <i>• Dwellings with a different number of bedrooms.</i> <i>• At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level.</i> 	N/A	N/A
55.02-4 Infrastructure	Met?	Standard B4	Met?	Comments
	Yes	<p><i>Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available.</i></p>	Yes	<p>Appropriate services are available to the site.</p>



<p>To ensure development is provided with appropriate utility services and infrastructure.</p> <p>To ensure development does not unreasonably overload the capacity of utility services and infrastructure.</p>		<p>Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.</p>	Yes	No capacity issues have been identified.
		<p>In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.</p>	Yes	
55.02-5 Integration With The Street	Met?	Standard B5	Met?	Comments
<p>To integrate the layout of development with the street</p>	Yes	<p>Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.</p>	Yes	Vehicle and pedestrian access is provided.
		<p>Development should be oriented to front existing and proposed streets</p>	Yes	The dwellings are orientated to the street.
		<p>High fencing in front of dwellings should be avoided if practicable</p>	Yes	No front fencing is proposed
		<p>Development next to existing public open space should be laid out to complement the open space.</p>	N/A	

55.03 SITE LAYOUT AND BUILDING MASSING				
55.03-1 Street Setback	Met?	Standard B6	Met?	Comments
<p>To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site</p>	Yes	<p>Walls of buildings should be set back from streets the distance specified below:</p> <p>There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.</p> <p>average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street or 9 metres, whichever is the lesser.</p> <p>There is an existing building on one abutting allotment facing the same street and no existing building on the other abutting allotment facing the same street, and the site is not on a corner:</p> <p>The same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser.</p> <p>There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner.</p> <p>9 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.</p> <p>The site is on a corner.</p> <p>front setback if there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser.</p>	Yes	The walls of the building are setback 9 metres in compliance with the standard.



		<p>front setback if there is no building on the abutting allotment facing the front street, 6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.</p> <p>nt walls of new development fronting the side street of a corner site should be setback at least the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 3 metres, whichever is the lesser.</p> <p>e walls of new development on a corner site should be setback the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 2 metres, whichever is the lesser.</p>		
		<p>Porches, pergolas and verandahs that are < 3.6m high and eaves may encroach ≤ 2.5m into the setbacks of this standard</p>	NA	
55.03-2 Building Height	Met?	Standard B7	Met?	Comments
To ensure that the height of buildings respects the existing or preferred neighbourhood character	Yes	<ul style="list-style-type: none"> The maximum building height should not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land. If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres. 	Yes	The buildings are proposed at 8.3 metres below the mandatory height requirement in the DDO1.
		Changes of building height between existing buildings and new buildings should be graduated.	Yes	
55.03-3 Site Coverage	Met?	Standard B8	Met?	Comments
To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site	Yes	The site area covered by buildings should not exceed 60 per cent	Yes	The buildings propose a site coverage of 46%. The site coverage exceeds the 40% encouraged in the DDO1 and this is responded to earlier in the report.
55.03-4 Permeability	Met?	Standard B9	Met?	Comments
To reduce the impact of increased stormwater run-off on the drainage system To facilitate on-site stormwater infiltration	Yes	The site area covered by the pervious surfaces should be at least 20% of the site	Yes	The permeability of the proposal is over 40% of the site.



		<p><i>The stormwater management system should be designed to:</i></p> <ul style="list-style-type: none"> <i>Meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999).</i> <p><i>Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.</i></p>		No specific stormwater details have been provided. These matters could be provided for via condition in the event a permit issued.
55.03-5 Energy Efficiency	Met?	Standard B10	Met?	Comments
<p><i>To achieve and protect energy efficient dwellings and residential buildings</i></p> <p><i>To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy</i></p>	Yes	<p><i>Buildings should be:</i></p> <p><i>Orientated to make appropriate use of solar energy</i></p> <p><i>Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced</i></p>	Yes	The dwellings are orientated to take advantage of northern sunlight.
		<p><i>Living areas and private open space should be located on the north side of the development if practicable</i></p>	Yes	
		<p><i>Developments should be designed so that solar access to north-facing windows is maximised</i></p>	Yes	See above.
55.03-6 Open Space	Met?	Standard B11	Met?	Comments
<p><i>To integrate the layout of the development with any public and communal open space provided in or adjacent to the development</i></p>	N/A	<p><i>If any public or communal open space is provided on site, it should:</i></p> <p><i>Be substantially fronted by dwellings, where appropriate</i></p> <p><i>Provide outlook for as many dwellings as practicable</i></p> <p><i>Be designed to protect any natural features on the site</i></p> <p><i>Be accessible and useable</i></p>	N/A	N/A
55.03-7 Safety	Met?	Standard B12	Met?	Comments
<p><i>To ensure the layout of development provides for the safety and security of residents and property</i></p>	Yes	<p><i>Entrances to dwellings should not be obscured or isolated from the street and internal accessways</i></p>	Yes	
		<p><i>Planting which creates unsafe spaces along streets and accessways should be avoided</i></p>	Yes	
		<p><i>Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways</i></p>	Yes	
		<p><i>Private spaces within developments should be protected from inappropriate use as public thoroughfares</i></p>	Yes	
55.03-8 Landscaping	Met?	Standard B13	Met?	Comments
<p><i>To encourage development that respects the landscape character of the neighbourhood</i></p>	Yes	<p><i>The landscape layout and design should:</i></p> <p><i>Protect any predominant landscape features of the neighbourhood</i></p> <p><i>Take into account the soil type and drainage patterns of the site</i></p> <p><i>Allow for intended vegetation growth and structural protection of buildings</i></p>	Yes	No specific landscaping plan has been provided however ample space exists on the land for appropriate landscaping.



<p>To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance</p> <p>To provide appropriate landscaping</p> <p>To encourage the retention of mature vegetation on the site</p>		<p>In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals</p> <p>Provide a safe, attractive and functional environment for residents</p>		
		<p>Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood</p>	N/A	
		<p>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made</p>	N/A	
		<p>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting</p>	Yes	
55.03-9 Access	Met?	Standard B14	Met?	Comments
<p>To ensure the number and design of vehicle crossovers respects the neighbourhood character</p>	Yes	<p>The width of accessways or car spaces should not exceed: 33% of the street frontage, or if the width of the street frontage is less than 20m, 40% of the street frontage</p>	Yes	
		<p>No more than one single-width crossover should be provided for each dwelling fronting a street</p>	Yes	One crossover provided with common driveway
		<p>The location of crossovers should maximize the retention of on-street car parking spaces</p>	Yes	No additional on street parking impact will occur given the site has an existing crossing which will be relocated.
		<p>The number of access point to a road in a Road Zone should be minimised</p>	Yes	
		<p>Developments must provide access for service, emergency and delivery vehicles</p>	Yes	
55.03-10 Parking Location	Met?	Standard B15	Met?	Comments
<p>To provide convenient parking for resident and visitor vehicles</p> <p>To protect residents from vehicular noise within developments</p>	Yes	<p>Car parking facilities should: Be reasonably close and convenient to dwellings and residential buildings Be secure Be well ventilated if enclosed</p>	Yes	Basement parking provided.
		<p>Shared accessways or car parks of other dwellings and residential buildings should be located at least 1.5m from the windows of habitable rooms. This setback may be reduced to 1m where there is a fence at least 1.5m high or where window sills are at least 1.4m above the accessway</p>	N/A	

55.04 AMENITY IMPACTS				
55.04-1 Side And Rear Setback	Met?	Standard B17	Met?	Comments
	Yes	<p>A new building not on or within 200mm of a boundary should be set back from side or rear boundaries 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.</p>	Yes	The building is setback from boundaries consistent with the standard.



<p>To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings</p>		<p>Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5m into the setbacks of this standard</p>	Yes	
		<p>Landings having an area of not more than 2sqm and less than 1m high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard</p>	N/A	
<p>55.04-2 Wall On Boundaries</p>	<p>Met?</p>	<p>Standard B18</p>	<p>Met?</p>	<p>Comments</p>
<p>To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings</p>	Yes	<p>A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of a lot should not abut the boundary for a length of more than:</p> <p>10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or</p> <p>Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater.</p>	N/A	No walls on the boundary are proposed
		<p>A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1m of a side or rear boundary of a lot should not abut the boundary for a length of more than:</p> <p>10m plus 25% of the remaining length of the boundary of an adjoining lot, or</p> <p>Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater.</p>	N/A	
		<p>A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property boundary.</p>	N/A	
		<p>The height of a new wall constructed on or within 200mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.</p>	N/A	



55.04-3 Daylight To Existing Windows	Met?	Standard B19	Met?	Comments
<i>To allow adequate daylight into existing habitable room windows</i>	Yes	<i>Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3sqm and minimum dimensions of 1m clear to the sky. The calculation of the area may include land on the abutting lot</i>	Yes	
		<i>Walls or carports more than 3m in height opposite an existing habitable room window should be set back from the window at least 50% of the height of the new wall if the wall is within a 55° arc from the centre of the existing window. The arc may be swung to within 35° of the plane of the wall containing the existing window Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window Refer to Diagram B2</i>	Yes	
55.04-4 North Facing Windows	Met?	Standard B20	Met?	Comments
<i>To allow adequate solar access to existing north-facing habitable room windows</i>	Yes	<i>If a north-facing habitable window of an existing dwelling is within 3m of a boundary on an abutting lot, a building should be setback from the boundary 1m, plus 0.6m for every metre of height over 3.6m up to 6.9m, plus 1m for every metre of height over 6.9m, for a distance of 3m from the edge of each side of the window. A north-facing window is a window with an axis perpendicular to its surface oriented north 20 degrees west to north 30 degrees east. Refer to Diagram B3</i>	N/A	No north facing habitable room windows are present.
55.04-5 Overshadow Open Space	Met?	Standard B21	Met?	Comments
<i>To ensure buildings do not significantly overshadow existing secluded private open space</i>	Yes	<i>Where sunlight to secluded private open space of an existing dwelling is reduced, at least 75%, or 40sqm with minimum dimension of 3m, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9am and 3pm on 22 September</i>	Yes	Shadowing impacts are consistent with the standard.
		<i>If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced</i>	N/A	



55.04-6 Overlooking	Met?	Standard B22	Met?	Comments
To limit views into existing secluded private open space and habitable room windows	Yes	A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9m (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45° angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7m above the floor level	Yes	Upper level habitable windows to the east and west are treated with obscure glazing to 1.7 metres above floor level to avoid overlooking. The north facing rear balconies do allow viewing to the rear of the property at 7 Swanston Street. The area overlooked is a driveway and garage and not considered secluded open space.
		A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of an existing dwelling within a horizontal distance of 9m (measured at ground level) of the window, balcony, terrace, deck or patio should be either: <ul style="list-style-type: none"> • offset a minimum of 1.5m from the edge of one window to the edge of the other • have sill heights of at least 1.7m above floor level • have fixed, obscure glazing in any part of the window below 1.7m above floor level • have permanently fixed external screens to at least 1.7m above floor level and be no more than 25% transparent 	Yes	
		Obscure glazing in any part of the window below 1.7m above floor level may be openable provided that there are no direct views as specified in this standard	Yes	
		Screens used to obscure a view should be: <ul style="list-style-type: none"> • perforated panels or trellis with a maximum of 25% openings or solid translucent panels • permanent, fixed and durable • designed and coloured to blend with the development 	Yes	
55.04-7 Internal Views	Met?	Standard B23	Met?	Comments
To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development	Yes	Windows and balconies should be designed to prevent overlooking of more than 50% of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development	Yes	Internal overlooking has been managed with nib walls on the rear balconies.
55.04-8 Noise Impacts Objective	Met?	Standard B24	Met?	Comments
To contain noise sources in developments that may affect existing dwellings	Yes	Noise sources, such as mechanical plant, should not be located near boundaries of immediately adjacent existing dwellings	Yes	
		Noise sensitive rooms and secluded private open spaces of new dwellings	Yes	



To protect residents from external noise		and residential buildings should take account of noise sources on immediately adjacent properties		
		Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms	NA	

55.05 ON-SITE AMENITY AND FACILITIES				
55.05-1 Accessibility	Met?	Standard B25	Met?	Comments
To encourage the consideration of the needs of people with limited mobility in the design of developments	Yes	The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.	Yes	The dwellings have access to bathrooms at ground floor and provide accessible lifts for access to the upper level.
55.05-2 Dwelling Entry	Met?	Standard B26	Met?	Comments
To provide each dwelling or residential building with its own sense of identity	Yes	Entries to dwellings and residential buildings should: be visible and easily identifiable from streets and other public areas provide shelter, a sense of personal address and a transitional space around the entry	Yes	The entrance to the dwellings is visible from the street.
55.05-3 Daylight To New Windows	Met?	Standard B27	Met?	Comments
To allow adequate daylight into new habitable room windows	Yes	A window in a habitable room should be located to face: an outdoor space or a light court with a minimum area of 3sqm and minimum dimension of 1m clear to the sky, not including land on an abutting lot, or a verandah provided it is open for at least one third its perimeter, or a carport provided it has two or more open sides and is open for at least one third of its perimeter	Yes	
55.05-4 Private Open Space	Met?	Standard B28	Met?	Comments
To provide adequate private open space for the reasonable recreation and service needs of residents	Yes	A dwelling or residential building should have private open space: an area of 40sqm, with one part secluded at the side or rear with a min area of 25sqm, a min dimension of 3m and convenient access from a living room, or a balcony of 8sqm with a min width of 1.6m and convenient access from a living room, or a roof-top area of 10sqm with a min width of 2m and convenient access from a living room	Yes	Both dwellings have access to ground level open space and upper level balconies consistent with the standard.
55.05-5 Solar Access To Open Space	Met?	Standard B29	Met?	Comments
	Yes	The private open space should be located on the north side of the dwelling or residential buildings	Yes	The open space areas have access to northern sunlight.



To allow solar access into the secluded private open space of new dwellings and residential buildings		The southern boundary of secluded private open space should be set back from any wall on the north of the space at least $(2 + 0.9h)$ metres, where 'h' is the height of the wall Refer to Diagram B29	NA	
55.05-6 Storage	Met?	Standard B30	Met?	Comments
To provide adequate storage facilities for each dwelling	Yes	Each dwelling should have convenient access to at least 6m ³ of externally accessible, secure storage space	Yes	Storage spaces are provided for in the basement.

55.06 DETAILED DESIGN				
55.06-1 Design Detail	Met?	Standard B31	Met?	Comments
To encourage design detail that respects the existing or preferred neighbourhood character	Yes	The design of buildings, including: Facade articulation and detailing, Window and door proportions, Roof form, and Verandahs, eaves and parapets, should respect the existing or preferred neighbourhood character.	No	The building forms is considered to detract from the broader eclectic form of the area in terms of scale, roof form and materials.
		Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character	No	The proposed driveway access to the basement will detract from the streetscape.
55.06-2 Front Fences	Met?	Standard B32	Met?	Comments
To encourage front fence design that respects the existing or preferred neighbourhood character	Yes	The design of front fences should complement the design of the dwelling and any front fences on adjoining properties	N/A	No front fencing is proposed.
		A front fence within 3m of a street should not exceed: Streets in a Road Zone – 2m Other Streets – 1.5m	N/A	
55.06-3 Common Property	Met?	Standard B33	Met?	Comments
To ensure that communal open space, car parking, access lanes and site facilities are practical, attractive and easily maintained To avoid future management difficulties in areas of common ownership	Yes	Developments should clearly delineate public, communal and private areas	Yes	
		Common property, should be functional and capable of efficient management	Yes	The common property areas are clear and able to be managed easily.
55.06-4 Site Service	Met?	Standard B34	Met?	Comments
To ensure that site services can be installed and easily maintained To ensure that site facilities are accessible, adequate and attractive	Yes No N/A	The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically	Yes	
		Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development	Yes	



		<i>Bin and recycling enclosures should be located for convenient access</i>	Yes	Bin storage is available in the basement areas.
		<i>Mailboxes should be provided and located for convenient access</i>	Yes	Mail boxes will be provided to Australian Standards.



15.3 Asset Plan 2022–2032

File: QG0770201

Author: Manager Infrastructure & Environment

Portfolio: Heritage, Planning & Infrastructure

Portfolio Holder: Cr Grout

PURPOSE

The purpose of this report is to present the Asset Plan 2022–2032 for Council to adopt.

EXECUTIVE SUMMARY

The adoption of the Asset Plan Borough of Queenscliffe 2022–2032 directly aligns with Strategic Objective 4: Heritage, Planning and Infrastructure priority 5 *to maintain and improve community infrastructure within the Borough.*

Section 92 of the *Local Government Act 2020* (Act) highlights the requirement for good asset management practices across the local government sector in Victoria.

The Asset Plan is a document that communicates the importance and magnitude of the infrastructure assets for which Council is the custodian. The Asset Plan is intended to be a strategic public facing document that informs the community on how the Council-controlled (infrastructure) assets are to be managed to achieve the Community Vision and supporting Council Plan objectives.

The Act requires councils to ensure that the Asset Plan aligns with the Council Plan, Council Budget, Annual Report, Community Vision and Financial Plan, in keeping with the Integrated Strategic Planning and Reporting Framework.

RECOMMENDATION

That Council adopts the Borough of Queenscliffe Asset Plan 2022–2032.



REPORT

BACKGROUND

Section 92 of the *Local Government Act 2020* (Act) highlights the requirement for good asset management practices across the local government sector in Victoria.

Assets primarily include local roads, associated traffic infrastructure, buildings, stormwater infrastructure, parks, and recreation facilities. The Act requires councils to develop an Asset Plan to transparently and clearly set its direction and priorities that support the efficient and responsible management of these assets on behalf of the community.

Under the Act the plan must include the following—

- (a) information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council;
- (b) any other matters prescribed by the regulations.

The Act requires councils to ensure that the Asset Plan aligns with the Council Plan, Council Budget, Annual Report, Community Vision and Financial Plan, in keeping with the Integrated Strategic Planning and Reporting Framework.

DISCUSSION

Purpose of the Asset Plan

The Asset Plan is a document that communicates the importance and magnitude of the infrastructure assets for which Council is the custodian. This will result in more informed community engagement and a mutual understanding of the best use of Council assets in the interest of the community.

The Asset Plan referred to in the Act is intended to be a strategic public facing document that informs the community on how the Council-controlled (infrastructure) assets are to be managed to achieve the Community Vision and supporting Council Plan objectives.

The Asset Plan will provide the community a high-level view of the information contained within Council's suite of detailed Asset Management Plans (most recently adopted in 2019), while providing a conduit between the Council Plan and Asset Management Plans to inform their regular reviews.

Figure 1. Below provides a diagram to demonstrate the Asset Plan's purpose in the context of the Integrated Strategic Planning and Reporting Framework.



Figure 1. How the Asset Plan relates to Council’s key strategic plans.

Contents of the Asset Plan

The Act identifies some of the key components of an Asset Plan including information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council.

The Asset Plan Guidance 2022 document produced by Local government Victoria provides guidance on what may be included in an Asset Plan to satisfy the requirements of the Act.

These may include:

- Strategic Intent
- Linkage to the Community Vision, Council Plan and Financial Plan
- Financial Integration
- Asset Classes
- State of the Assets
- Challenges and Choices

Council’s Asset Plan has been drafted in accordance with the requirements of the Act with the guidance of Local Government Victoria’s Asset Plan Guidance 2022 document, as well guidance from the Institute of Public Works Engineering Australasia (IPWEA) recommended Asset Plan content and structure.

Options

Option 1 – Adopt the Asset Plan, Borough of Queenscliffe 2022–2032 as presented.

Option 2 – Provide guidance to the CEO regarding changes to the proposed Asset Plan required by Council to enable the adoption of an Asset Plan.



COMMUNICATIONS AND ENGAGEMENT

Community Engagement



This Asset Plan is to be adopted pursuant to 92(6) of the *Local Government Act 2020*. Subsequently the *Local Government Act 2020* requires the Asset Plan to be reviewed in accordance with Council’s deliberative engagement practices, by 31 October in the year following a general election.

Collaboration

Not Applicable.

GOVERNANCE CONTEXT

Relevant Law

The *Local Government Act 2020* requires Council to develop and adopt an Asset Plan.

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 Asset Plan addresses Council’s provision of assets and services at a high level it will be a requirement to undertake a Gender Impact Assessment during the consideration and planning for new or upgraded assets which specifically consider the services being provided.

Regional, State and National Plans and Policies

Not Applicable.

Council Plan Alignment

The adoption of the Asset Plan responds to the following objectives within the 2021–2025 Council Plan:

- Portfolio 4: Heritage, planning and infrastructure Priority 5: *Maintain and Improve Community Infrastructure within the Borough.*
-



- Portfolio 5: Governance and finance Priority 1: *Maintain and Build the Financial Sustainability of the Borough.*

Legal and Risk Implications

Adoption of the Asset Plan is a requirement of the *Local Government Act 2020*. Not adopting an Asset Plan creates risk associated with non-compliance with the Act.

Related Documents

Buildings Asset Management Plan, June 2019
Roads, Footpath and Kerb Asset Management Plan, June 2019
Urban Stormwater Drainage Asset Management Plan, June 2019
Open Space Asset Management Plan, June 2019
Council Plan 2021–2025
Council Budget
Annual Report
Community Vision
Financial Plan

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 has no direct impact on environmental sustainability.

Financial and resource implications

The Asset Plan presents a high-level financial forecast indicating the funding required to maintain the Borough's community assets and services at the existing levels of service. The addition of new and upgraded assets (or higher levels of service) not currently included in the financial plan will result in larger capital and operational demand increasing projected shortfalls of available funding.

Innovation and Continuous Improvement

Asset Management Plans for individual asset classes will continue to be reviewed on a regular basis with the aim of continual improvement to the efficiency of Council's asset management practices.

IMPLEMENTATION

Operational Impacts



The development of the Asset Plan has been done with consideration to the Council Plan and Financial Plan. Adoption of the Asset Plan is not expected to result in operational impacts.

Implementation Process

Following adoption the Asset Plan will be a key conduit for Council's asset management plans to integrate with the Council Plan and Financial Plan.

ATTACHMENTS

1. Borough of Queenscliffe Asset Plan 2022–2032 (Appendix 1)
-



15.4 Draft Active Transport Strategy 2023–2031

File: QG052032021

Author: Manager Infrastructure & Environment

Portfolio: Heritage, Planning & Infrastructure

Portfolio Holder: Cr Grout

PURPOSE

The purpose of this report is to present the draft Active Transport Strategy and seek Council’s endorsement to commence the next phase of community consultation.

EXECUTIVE SUMMARY

The recommendation of this report directly aligns with strategic priority 6 – *Facilitate Walking Cycling and Active Transport* within the Council Plan 2021–2025 Portfolio 4: Heritage, planning and infrastructure.

Active transport is anything that gets people moving and their blood pumping while travelling from one place to another. This includes walking, bike-riding and other non-motorised forms of mobility such as skating, rollerblading or scooting. It also includes non-motorised wheelchairs.

Council engaged Ratio Consultants to produce an Active Transport Strategy to provide Council with strategic direction for active transport network planning, infrastructure provision, and education, that makes our active transport network accessible, integrated, comfortable, attractive and safer for people of all ages, abilities and genders.

This report presents the draft Active Transport Strategy, outlines the engagement undertaken to date and makes a recommendation to place the draft strategy on public exhibition.

RECOMMENDATION

That Council:

- a) **Endorses the draft Active Transport Study:**
 - b) **Requests the CEO to finalise the graphic design layout of the draft Active Transport Strategy prior to placing the document on public exhibition; and**
 - c) **Once design is complete, places the draft Active Transport Strategy on public exhibition, inviting submissions for a period of 14 days.**
-



REPORT

BACKGROUND

Council engaged Ratio Consultants to produce an Active Transport Strategy to provide Council with strategic direction for active transport network planning, infrastructure provision, and education, that makes our active transport network accessible, integrated, comfortable, attractive and safer for people of all ages, abilities and genders.

The Active Transport Strategy seeks to establish a community vision for active transport and to develop a number of objectives that will support and achieve that vision.

In the development of this strategy, Ration Consultants engaged with the community in the following:

- Community workshops which included key community stakeholders as well as external agencies including the Department of Transport and Victoria Police
- Targeted engagement with the schools, Bellarine Community Health and the City of Greater Geelong
- Online engagement via 'Crowdspot'
- Workshop with Councillors including presentation of the engagement outcomes and themes

DISCUSSION

Following the community engagement activities a vision for active transport in the Borough was developed. The vision seeks 'a connected Borough, where walking, riding and wheeling are safe and enjoyable ways of moving to, from and around the Borough regardless of age, ability or gender'.

The objectives developed to support this vision include:

Objective	What does this look like in the Borough of Queenscliffe?
Connected Places and Destinations	Develop a complete path and cycling network that connect people between places and destinations. This includes connections within the Borough, and adjacent places.
Active Transport for All Ages and Abilities	Active transport is available as a choice for everyone, regardless of age or ability.
A Healthy Community	The community is engaged and participating in active travel, contributing to healthier lifestyle.



Designing for and protecting the natural environment

The movement of people and supporting infrastructure is respectful of the natural environment.

Creating Active Transport Networks which are inclusive and safe

Active transport is safe, comfortable, and attractive for all users, in all places, at all times.

The resulting draft Active Transport Strategy comprises three main sections:

- **The Strategy:** This section sets out the strategies and initiatives under each objective. These include a range of policy, advocacy, infrastructure changes and other education or communication initiatives.
- **Active Transport Networks:** This section sets out the long-term and aspirational walking and cycling networks and recommendations to implement within the next 10-years, including design principles.
- **Implementation Plan:** This section sets out the priority, costs and key stakeholders and potential funding sources to implement the strategies.

The draft Active Transport Strategy (**Appendix 2**) is yet to be graphically designed for public presentation; however it contains the product of all engagement and consultation to date.

This report recommends creating a graphically designed version prior to placing the draft on public exhibition to improve the visual interest and readability of the document.

Options

Option 1 – That Council adopt the officer recommendation as presented.

Option 2 – Place the draft Active Transport Study on public exhibition prior to commencing the graphic design element of the document.

Option 3 – Request further changes to the draft Active Transport Strategy before placing the document on public exhibition.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Council and Ratio consultants have worked directly with the public and key stakeholders throughout the development of the draft Active transport Strategy. Key engagement activities included public workshops, stakeholder meetings and the collation of key related issues via the online platform ‘Crowdspot’.

This report recommends placing the draft Active Transport Strategy on public exhibition and inviting submissions for a period of 14 days as the final phase of community engagement.



Collaboration

Officers and Ratio consultants have worked with the City of Greater Geelong and the Geelong Regional Alliance (G21) in the development of the draft Active Transport Strategy. Collaboration has been important as regional level transport planning has been occurring in parallel with the development of Council's plan.

GOVERNANCE CONTEXT

Relevant Law

Not Applicable.

Charter of Human Rights

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

Gender Equality Act 2020

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

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

No; while the Active Transport Strategy has a direct impact on the public, it considers the accessibility of active transport for all ages, abilities and genders at a high strategic level only. New and upgraded assets resulting from the adopted Active Transport Strategy will be subject to individual Gender Impact Assessments which consider the impact of each new asset specifically.

Regional, State and National Plans and Policies

Victorian Cycling Strategy 2018–2028
Victorian Road Safety Strategy 2021–2030
Movement and Place Framework 2019

Council Plan Alignment

This report responds to the Council Plan 2022–2025 Portfolio 4: Heritage, planning and infrastructure, specifically Priority 6: *Facilitate Walking Cycling and Active Transport*.

Legal and Risk Implications

Not Applicable.

Related Documents

Council's Climate Emergency Response Plan 2021–2031 identifies the Active Transport Strategy as an action under Pillar 4. Sustainable Transport.



Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The Active Strategy is a key action within Council's Climate Emergency Response Plan. The Active Transport Strategy is integral to facilitating a transition to sustainable transport.

Financial and resource implications

The Active Transport Strategy identifies priority pathway projects. The aggregated cost of the proposed priority pathway projects is estimated at approximately \$2 million.

Adoption of the draft Active Transport Strategy does not commit budget expenditure. The Strategy instead will be used to guide priority when seeking external grant funding for projects. Council may also give budget consideration and commitment for proposed active transport priorities through the annual budget process.

Innovation and Continuous Improvement

The draft Active Transport Strategy includes the innovative recommendation of creating a 30km/hr area wide speed limit through key areas of the municipality.

IMPLEMENTATION

Operational Impacts

Not Applicable.

Implementation Process

Following adoption of an Active Transport Strategy, it will be used as a guiding document when considering investment in new transport-related infrastructure throughout the Borough.

ATTACHMENTS

1. Draft Active Transport Strategy 2023–2031 (Appendix 3)
-



16. GOVERNANCE & FINANCE

16.1 Second Quarter Report for the Annual Plan 2022–23

File: QG054-01-01

Author: Chief Executive Officer

Portfolio: Governance & Finance

Portfolio Holder: Cr Hewitt

PURPOSE

The purpose of this report is to provide Council with an update on the work undertaken to further the strategic objectives and strategies outlined in the Annual Plan 2022–23 for the period 1 October to 31 December 2022.

EXECUTIVE SUMMARY

The quarterly report furthers the objectives of Portfolio 5, Governance and Finance in the Council Plan 2021 – 2025, in particular *Priority 3 – Accountable and Transparent Governance*.

At the Ordinary Meeting of Council held on 28 September 2022, Council adopted the Annual Plan 2022–23. The Annual Plan sets out the programs and projects Council plans to deliver over the 2022–23 financial year.

The Annual Plan sits with the 2022–2023 budget as part of the resource allocation and management section of the Integrated Strategic Planning Framework. It outlines the actions we intend to undertake to further the objectives and address the priorities of the Borough of Queenscliffe 2021–2025 Council Plan and Municipal Health and Wellbeing Plan which is integrated into the Council Plan.

This report outlines the projects in the Annual Plan 2022–23 that Council worked on during second quarter of the 2022–2023 financial year.

RECOMMENDATION

That Council note the Quarterly Report update for the period 1 October to 31 December 2022.



REPORT

BACKGROUND

The actions in the Annual Plan are work Council undertakes in addition to the many 'business as usual' activities conducted to ensure services are delivered and Council meets its statutory responsibilities.

The Annual Plan complements the annual budget, which are developed in parallel to provide consistency between Council's work program and the resourcing allocations determined in the budget.

The Annual Budget and Annual Plan are components of the Integrated Strategic Planning Framework prescribed by the *Local Government Act 2020*.

This Annual Plan covers the period that corresponds with the financial year commencing on 1 July 2022 and ending on 30 June 2023.

DISCUSSION

Portfolio 1 - Health and wellbeing

Action	Responsibility	Role	Q2 Milestone	Status
Develop Bike Park Concept	Infrastructure and Environment	Provider	Community Consultation	In progress
Comments				
<ul style="list-style-type: none">A high level concept design for the bike park has been drafted based on the consultation session held with community stakeholder groupsCouncil was informed that the preferred Crown land site proposed for the bike park is no longer supported by the State GovernmentOfficers will review options to progress the project and brief Council in April 2023				



Action	Responsibility	Role	Q2 Milestone	Status
Gender Equality Statement of Commitment	CEO Office	Provider	Draft Statement of Commitment prepared and reviewed by Council	Complete
Comments				
<ul style="list-style-type: none">A draft Gender Equality Statement of Commitment was shared with Councillors on 7 December 2022				

Action	Responsibility	Role	Q2 Milestone	Status
Prepare Health and Wellbeing Action Plan	CEO Office	Provider	Draft Health and Wellbeing Action Plan presented to Council	Complete
Comments				
<ul style="list-style-type: none">A draft Health and Wellbeing Action Plan was shared with Councillors on 14 December 2022				



Action	Responsibility	Role	Q2 Milestone	Status
Establish a Disability Inclusion Reference Group	CEO Office	Provide & Partner	Commence the Expression of Interest process	Complete
Comments <ul style="list-style-type: none">• The Disability Lived Experience Reference Group expression of interest process commenced in November and closed on 16 December 2022• Council received 22 expressions of interest to participate in the Disability Lived Experience Reference Group• The CEO acknowledged everyone who submitted an expression of interest noting that a workshop will be held early in 2023• Mosaic Lab has been appointed to facilitate a suit of workshops for the Disability Lived Experience Reference Group• An inception meeting has been scheduled for early March for planning and preparation of the group				



Portfolio 2 – Environment

Action	Responsibility	Role	Q2 Milestone	Status
Prepare Vegetation Management Strategy	Planning and Community Safety	Provide	Preparation of the Vegetation Strategy paused at request of Councillors	Paused
<p>Comments</p> <ul style="list-style-type: none">• A draft Vegetation Management Strategy was shared with Councillors on 14 December 2022; Councillors have requested that officers put the preparation of the Vegetation Strategy on hold until the revised draft Coastal and Marine Management Plan is available. Both documents will have recommendations and actions that will need to be coordinated in their delivery• Councillors and officers are revisiting the policy objectives and will hold another workshop with Councillors in due course				



Action	Responsibility	Role	Q2 Milestone	Status
Finalise scope of Integrated Water Management Plan	Infrastructure and Environment	Provide	Commence scoping exercise	In progress
Comments <ul style="list-style-type: none">• Council officers have undertaken an initial integrated Water Management Plan scoping exercise in December 2022• Integrated Water Management Forum members including Barwon Water and the Corangamite Catchment Management Authority have been invited to participate in refining the scope of the Borough's IWM plan• A Councillor briefing from Barwon Water has been scheduled for May 2023				

Action	Responsibility	Role	Q2 Milestone	Status
CERP 2 Electric vehicle charging stations installed	Infrastructure and Environment	Provide	Installation of EV chargers completed	In progress
Comments <ul style="list-style-type: none">• Electric vehicle fast charging stations are expected to be installed on Learmonth Street outside the Council offices in March 2023				



Action	Responsibility	Role	Q2 Milestone	Status
Development of a planting schedule at Victoria Park	Infrastructure and Environment	Provide	Planting plan completed and endorsed by Council	In progress
Comments <ul style="list-style-type: none">• Council considered a draft Victoria Park Planting Schedule 2022–2025 at the Ordinary Meeting of Council on 14 December 2022 and resolved to release the draft plan for community consultation in January 2023• The plan was placed on public exhibition with submissions closing on 16 February• Officers are reviewing feedback and propose to present the Victoria Park Planting Schedule 2022–2025 for adoption at an upcoming Council meeting				

Action	Responsibility	Role	Q2 Milestone	Status
Establishment of a tree management system for Victoria Park	Infrastructure and Environment	Provide	Tree Management System procured	In progress
Comments <ul style="list-style-type: none">• Council allocated \$120,000 for a new tree management system as part of the 2022–2023 Budget• Cloud based spatial application platform Konect will be utilised to form Council’s tree management system• Construction of the tree management system within the new software platform will commence in March 2023• The tree management system will be applied to all trees actively managed by Council				



Action	Responsibility	Role	Q2 Milestone	Status
Establishment of environmental grants program to assist community groups with vegetation projects	CEO Office	Provide	Council to consider draft grants program framework	In progress
Comments <ul style="list-style-type: none">Officers sought direction and feedback from Councillors regarding the establishment of environmental grants program at an Assembly briefing on 18 January 2023The environmental grants program will be incorporated or held in conjunction with the annual community grants process.				

Action	Responsibility	Role	Q2 Milestone	Status
Create Environmental Advisory Group	Councillors	Provide	Recruit and undertake first meeting of Advisory Group	In progress
Comments <ul style="list-style-type: none">Council adopted the Environmental Advisory Group Operating Framework on 28 September 2022Officers and councillors are working together to establish the next steps for the Environment Advisory Group				



Portfolio 3: Local Economy

Action	Responsibility	Role	Q2 Milestone	Status
Finalise the new Queenscliff Tourist Park Operational Model	Community	Provider	Workshop with Council	In progress
Comments <ul style="list-style-type: none">A workshop with Councillors will be scheduled for the next quarter				

Action	Responsibility	Role	Q2 Milestone	Status
Work with Tourism Greater Geelong and The Bellarine to market the Borough of Queenscliffe and its tourism point of difference	Community	Partner	Workshop with Council	Complete
Comments <ul style="list-style-type: none">In September, Council participated in a workshop to discuss the Draft Sustainable Destination Master Plan with the Project ConsultantCouncil assisted Tourism Greater Geelong and The Bellarine to arrange a drop-in session at the Town Hall for wider business and community to provide feedback on the Draft Sustainable Destination Master Plan				



Portfolio 4 – Heritage, Planning and Infrastructure

Action	Responsibility	Role	Q2 Milestone	Status
Development of a Coastal and Marine Management Plan (CMMP)	CEO Office	Provide	Project Plan completed	In progress
<p>Comments</p> <ul style="list-style-type: none">• A Project Steering Committee (PSC) has been established• The PSC membership includes two Borough of Queenscliffe Councillors, two community representatives and representatives from the Wadawurrung Traditional Owners Aboriginal Corporation, Department of Energy, Environment and Climate Action, Parks Victoria and Corangamite Catchment Management Authority• The first Coastal and Marine Management Plan Steering Committee meeting was held on 16 December 2022• A second Coastal and Marine Management Plan Steering Committee meetings was held on 2 February 2023				

Action	Responsibility	Role	Q2 Milestone	Status
Complete Asset Plan	Infrastructure and Environment	Provide	Asset Plan completed	Complete
<p>Comments</p> <ul style="list-style-type: none">• A draft Asset Plan was completed and shared with Councillors on 18 January 2023• A Asset Plan 2022–2032 is presented to Council for adoption at item 15.3 in this Council agenda				



Action	Responsibility	Role	Q2 Milestone	Status
Review of Fishermans Flat Heritage Overlay	Planning and Community Safety	Provide	Updated Fishermans Flat Heritage Overlay citation completed and preparation of amendments to the Queenscliffe Planning Scheme	In progress
Comments <ul style="list-style-type: none">• Consultants have completed the assessment (literature and on-ground) of Fishermans Flats• A draft of the Heritage Review of places in Fishermans Flat was distributed to Councillors in November 2022• Councillors provided feedback on the draft review at the Councillor Assembly Briefing held on 16 November with comments forwarded to the consultant for incorporation into the document• A revised draft was received on 30 January 2023. Officers are reviewing the document with the intention of beginning a public consultation process				

Action	Responsibility	Role	Q2 Milestone	Status
Upgrade Edgewater Close storm water system	Infrastructure and Environment	Provide	Complete design work	Complete
Comments <ul style="list-style-type: none">• The design work for the Edgewater Close storm water system was completed in November 2022• During works existing infrastructure has been discovered and renewed.• Edgewater Close storm water system works have been completed				



Action	Responsibility	Role	Q2 Milestone	Status
Install new public toilet facility in Hobson Street	Infrastructure and Environment	Provide	Undertake procurement and inform community	In progress
Comments <ul style="list-style-type: none">• The site selection for the new toilet facility is progressing; however it is yet to be finalised• Stakeholder consultation has commenced regarding the accessibility of proposed sites• Finalisation of the toilet facility design is subject to completion of the site selection process				

Action	Responsibility	Role	Q2 Milestone	Status
Install new and upgrade existing timber fence at Dog Beach	Infrastructure and Environment	Partner	Complete design work with Department of Environment, Land Water and Planning (DELWP)	In progress
Comments <ul style="list-style-type: none">• Department of Energy, Environment and Climate Action (DEECA) has completed community consultation regarding an adaptation plan to address erosion at Dog Beach• The DEECA adaptation plan recommendation supports the extension of the existing timber fencing• Officers have costed extension of the existing fencing and are seeking funding from DEECA to complete the project				



Action	Responsibility	Role	Q2 Milestone	Status
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure and Environment	Provider	Design completed	In progress
Comments <ul style="list-style-type: none">• An indicative design for the toilet renewal at Point Lonsdale Lighthouse Reserve has been prepared• The indicative design will inform a design and construct approach to delivery of the project• Officers are preparing procurement documentation for a design and construct contract. The project tender is expected to be advertised in March 2023				

Action	Responsibility	Role	Q2 Milestone	Status
Installation of signage that includes recognition of Wadawurrung Country and uses Wadawurrung language to identify places	Infrastructure and Environment	Partner	Develop Design with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC)	In progress
Comments <ul style="list-style-type: none">• Officers are consulting with Wadawurrung traditional owners regarding signage for the Point Lonsdale Lighthouse Reserve• The Mayor and Acting CEO met with Corrina Eccles, Wadawurrung Leader on 17 February to further this and other projects				



Action	Responsibility	Role	Q2 Milestone	Status
Queenscliff Traffic Management Study	Infrastructure and Environment	Partner	Draft Queenscliff Traffic Management Study presented to Council for review	In progress
Comments				
<ul style="list-style-type: none">The Queenscliff Traffic Management Study is underwayA draft Queenscliff Traffic Management Study will be presented to Councillors in early 2023				

Action	Responsibility	Role	Q2 Milestone	Status
Active Transport Strategy	CEO Office	Provider	Draft Active Transport Strategy presented to Council	Complete
Comments				
<ul style="list-style-type: none">A draft Active Transport Strategy was presented to Councillors on 14 December 2022 and 8 February 2023The draft Active Transport Strategy is presented at item 15.2 within this Council agenda				



Action	Responsibility	Role	Q2 Milestone	Status
Planning Scheme Amendment – Avenue of Honour (C37quen)	Planning and Community Safety	Provide	Authorisation of proposed planning Scheme Amendment by Minister for Planning	In progress
Comments <ul style="list-style-type: none">Discussions are being held with the regional planning team at Department of Energy, Environment and Climate Action (DECCA) to determine the most efficient and relevant mechanism for protection of those trees that are not currently protected by an Overlay (or Overlays) in the Queenscliffe Planning SchemeThe work will also be informed by the Bellarine Distinctive Areas and Landscapes (DAL) Statement of Planning Policy when it is incorporated into the Queenscliffe Planning Scheme				

Action	Responsibility	Role	Q2 Milestone	Status
Planning Scheme Amendment - State legislative changes (C39quen)	Planning and Community Safety	Provide	Authorisation of proposed planning Scheme Amendment by Minister for Planning	In progress
Comments <ul style="list-style-type: none">Discussions being undertaken with the Regional Planning Team at Department of Energy, Environment and Climate Action to facilitate minor corrections to the Queenscliffe Planning Scheme				



Action	Responsibility	Role	Q2 Milestone	Status
Develop a new masterplan for Golightly Park	CEO Office	Provide	Procure relevant consultants	In Progress
Comments <ul style="list-style-type: none">• Officers met with Councillors on 15 December 2022 to workshop opportunities with Golightly Caravan Park• Officers have had discussions with consultancy Sustainable Park Solutions in preparing various options and financial analysis				

Portfolio 5 – Governance and finance

Action	Responsibility	Role	Q2 Milestone	Status
BoQ ICT transformation	Finance and Corporate Services	Provide	Complete phase 1 of ICT transformation – EDRM	In progress
Comments <ul style="list-style-type: none">• Four Councils involved in the project, have finalised and agreed on the Business Classification Scheme (a common record classification framework in line with relevant regulatory requirements), there are delays in commencing the implementation stage due to the delays in finalising the Business Classification Scheme.				



Action	Responsibility	Role	Q2 Milestone	Status
Develop a Reconciliation Action Plan for the Borough as accredited by Reconciliation Australia	All groups	Partner	Draft Reconciliation Plan completed	In progress
<p>Comments</p> <ul style="list-style-type: none">• Councillors and staff undertook a training session in October and November 2022 respectively for strengthening cultural knowledge and involvement for the development of a Reflect Reconciliation Action Plan• RAP Strategic Working Group monthly sessions (March to September 2023) have been set up with Tiiamanno Aboriginal Consultancy, a Wadawurrung traditional owner, and First Nations representatives to collaborate with officers and Councillors on the development of the Reflect Reconciliation Action Plan• The Reflect Reconciliation Action Plan set outs steps to prepare the Borough for reconciliation initiatives in future RAP's. Committing to a reflect RAP means scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on the vision for reconciliation and exploring the Boroughs sphere of influence. A Reflect Reconciliation Action Plan (RAP) is not only a formal statement of the organisation's commitment to reconciliation, it is also a significant step in the journey to restoring equity and access for Australia's First Nations People• An internal officer RAP Implementation Group has been established to promote reconciliation through increasing knowledge and understanding of First Nations Cultures, and strengthening relationships between Aboriginal and Torres Strait Islander peoples and our staff and local community. The RAP Implementation group will provide feedback to the RAP Strategic Working Group, through the RAP Strategic Working Group member that attends the RAP Implementation Group meetings				



Action	Responsibility	Role	Q2 Milestone	Status
Establish and embed with the overall record management process a proper system for physical file storage, retrieval and disposal	Finance and Corporate Services	Provide	In place and operational	In progress
Comments <ul style="list-style-type: none">• The implementation of the electronic document records management system (EDRM) will commence soon. Council has finalised the design phase• Physical files have been reduced and relocated to offsite storage where possible• Officers have secured grant funding to digitalise all planning and building physical files				

Action	Responsibility	Role	Q2 Milestone	Status
Review CP003 – Community Engagement	CEO Office	Provide	Council to review Policy	Complete
Comments <ul style="list-style-type: none">• Council adopted CP003 – Community Engagement on 14 December 2022 following a community consultation process				



Action	Responsibility	Role	Q2 Milestone	Status
Develop Project Management Policy	Councillors	Provide	Draft Policy prepared	In progress
Comments				
<ul style="list-style-type: none">• A revised draft of Project Management Framework SOP047 was distributed to Councillors in September 2022• Councillors are continuing to work with officers to develop a Project Management Policy				



Options

Option 1 – Note the quarterly report update.

Option 2 – Request further information or make amendments to the quarterly report update.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The Council Plan 2021–2025 reflects a strong commitment to providing information regarding actions taken, outcomes achieved and challenges. This report provides details regarding actions taken between 1 October and 31 December 2022.

Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the 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, this is an update on Council programs and services but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

This report provides an update on the intended actions outlined in the Borough of Queenscliffe Council Plan 2021–2025.



Legal and Risk Implications

Not applicable.

Related Documents

10 Year Financial Plan
Council Plan 2021–2025
Climate Emergency Response Plan

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The Annual Plan 2022–23 provides information in relation to Council's commitment to Environmental Sustainability.

Financial and resource implications

There are no financial implications associated with this report.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

The Borough of Queenscliffe Annual Plan 2022–23 directs and informs Council's operational activities.

Implementation Process

Capital works and operational works programs will be developed and implemented in line with the Council Plan and Financial Plans.

ATTACHMENT

Nil.



16.2 2022–23 Quarterly Financial Report as at 31 December 2022

File:	QG085-01-08
Authors:	Manager, Finance & Corporate Services
Portfolio:	Governance & Finance
Portfolio Holder:	Cr Hewitt

PURPOSE

The purpose of this report is for Council to consider and note the 2022–23 Quarterly Financial Report as of 31 December 2022, and approve allocations of funding for the Queenscliffe Cultural Hub project and Queenscliff sports and recreation precinct development work.

EXECUTIVE SUMMARY

This report aligns with Strategic Objective 5 Governance and Finance in the Council Plan 2021–2025, specifically to provide a financially viable Council that is accountable, transparent and practices good governance. It links to the Community Vision by demonstrating informed and consultative leadership.

This report provides information on Council’s forecasted operating and capital work performance for the 2022–23 financial year and explains key variances against the previous forecasts presented to the Council in October 2022.

The forecasted year-end result meets all financial sustainability indicators specified in the Council Plan 2021–2025 except for the adjusted underlying result. The forecasted accumulated cash surplus for the 2022–23 year is \$118,000, after allocating additional funding detailed in this agenda item.

RECOMMENDATION

That Council:

- 1. Note the Quarterly Finance Report to 31 December 2022 included at Appendix 3a;**
 - 2. Note the Governance and Management Checklist progress update included at Appendix 3b;**
 - 3. Note the update against the Sustainable Capacity, Service Performance and Financial Performance indicators included at Appendix 3c;**
 - 4. Note the statement by the Chief Executive Officer, ‘The Chief Executive Officer, as required under Section 97(3) of the Local Government Act 2020 is of the opinion a revised budget is not required’; and**
 - 5. Approve the following additional funding allocations from the current year income;**
 - Queenscliffe Cultural Hub, \$181,000;**
 - Queenscliff sports and recreation precinct development work - \$70,000**
-



REPORT

BACKGROUND

At its Ordinary Meeting on 29 June 2022, Council adopted the 2022– 23 Budget. This budget was based on a set of key assumptions, including the projected completion of major projects and capital works at 30 June 2022.

Budgeting is conducted on a conservative basis, with the responsible financial management of ratepayer monies foremost in Council’s mind when adopting its budget. The quarterly forecast review process provides an opportunity for up-to-date information to be presented by officers to Council. The review updates Council on changes from original estimates to forecast outcomes, and it identifies any efficiency savings achieved and/or emerging issues to be addressed.

DISCUSSION

The forecasted **accumulated cash result** at year-end is a **surplus of \$118,000** which is a \$149,000 reduction from the previous forecast mainly due to the additional budget allocations for some capital projects.

Additional income (from tourist parks and interest income) more than the increase in operating expenses has a positive impact on the cash surplus for the year before making the following additional budget allocations in the quarter 2 forecast.

- \$254,000* for PL lighthouse reserve upgrade (huts),
- \$181,000 for Queenscliffe cultural hub; and
- \$70,000 for Queenscliff sports and recreation precinct development work.

*Council approved the allocation of \$254,000 for this project in a special Council meeting in September 2022.

Council has forecasted an underlying deficit of \$447,000 based on the Local Government Performance Reporting Framework definition (LGPRF measure) for the 2022–23 financial year which is mainly driven by the timing of Financial Assistance Grant (FAG) and non-recurrent operating projects.

The forecasted adjusted underlying result based on the Council Plan definition (Council Plan measure) for the year 2022–23 is a deficit of \$123,000 (-1.15%). There is an improvement in the forecasted underlying result against the previous forecast, mainly due to the additional income from tourist parks.

A reconciliation between the underlying result as per the LGPRF measure and the Council Plan measure is provided on page 9 of **(Appendix 3a)**.



The final settlement in relation to the sale of Murray Road land is expected to be finalised by the end of February 2023. Necessary accounting adjustments have been incorporated into the quarter 2 forecast.

The proceeds from the sale will be set aside in a reserve account until a potential project/s is identified in the future in line with Council policy “CP044, Sale, Exchange or Transfer of Council Land”.

*Council will continue to have a **debt free balance sheet.***

Explanations for key variances against the previous forecast are included at **(Appendix 3a)**.

Forecasted year-end result **meets all financial sustainability indicators specified in the Council Plan 2021–2025 except for the adjusted underlying result** as summarised below.

Policy Statement	Measure	Indicator	Notes	Target	Adopted Budget	Yearend Forecast - Sep	Yearend Forecast - Dec
Sustainable operating result							
Consistent operating results.	Our adjusted underlying result: The difference between recurrent income and recurrent expenses.	Our adjusted underlying result		> \$0	-\$397	-\$318	-\$123
Working capital							
Ensure Council maintains sufficient working capital to meet its obligations as they fall due.	Current assets vs current liabilities: The value of our current assets divided by our current liabilities.	Current assets vs current liabilities		> 1.0	3.77	2.66	4.35
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	Level of unrestricted cash reserve against current liabilities: Our current liabilities as a percentage of our unrestricted cash reserves (based on the remaining maturity).	Level of unrestricted cash reserve against current liabilities		> 100%	359.9%	248.5%	414.5%
Borrowings							
That Council applies loan funding to new capital and maintains total borrowings in line with rate income and growth of the municipality.	Total borrowings against rate revenue: Our total borrowings as a percentage of our rate revenue.	Total borrowings against rate revenue		< 15%	0%	0%	0%
Commitment for asset renewals							
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Asset renewal and upgrade expenses against depreciation: The financial investment in asset renewal and upgrade work divided by the cost of depreciation (based on a three years rolling average).	Asset renewal and upgrade expenses against depreciation		> 100%	301.8%	308.8%	317.7%
Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for renewal capital.	Council's contribution to asset renewal and upgrade: Council's contribution to asset renewal and upgrade expenses as a percentage of Own Source Revenue.	Council's contribution to asset renewal and upgrade		> 10%	19%	27%	24%



Queenscliffe Cultural Hub

The project has now been practically completed and is within the defects liability period.

In total, \$6.4 million has been spent on the project of which \$5.7 million is funded through state and federal grants. Total Council contribution has been \$743,000 (12%).

Based on the actual cost incurred, the project has reported an additional cost overrun of \$91,000 when compared to the quarter 1 total project cost estimate.

At the practical completion stage, the project has reported cost variations and expenditures outside of the original budget (\$5.8 million), totalling \$854,000 mainly due to:

- \$668,000 construction cost variation
 - Client/Tenant lead change – \$89,000
 - Latent conditions – \$229,000
 - Design omissions – \$336,000
 - Authority requirements – \$19,000
 - Other – \$15,000
- Variation to project consultants' contracts due to changes to the scope of work and extension of the project period – \$92,000
- Expenditure incurred by Council outside of the original project budget – \$74,000 (mainly for Community engagement activities and QHM display fitout).

The original budget included a construction contingency of \$276,000 and hence the overall cost overrun of the project is \$578,000 (10% of the original budget) at the practical completion stage when compared against the original project budget of \$5.8 million.

It is estimated that the Council will have to incur a further \$90,000 for a mechanical screen for ventilation noise attenuation and to upgrade audio and visual equipment to enable hybrid meetings at the auditorium.

The additional cash surplus forecasted for the current financial year will be used to allocate additional funding required to cover already incurred additional cost overrun of \$91,000 and future expenditure of \$90,000.

Queenscliff sports and recreation precinct development

The estimated overspend of \$70,000 of the current year's project work consists of a \$20,000 additional civil contract claim (which is still being considered by the Council) and \$50,000 road reconstruction work within the QTP which was not a part of the original scope of work. This is the last stage of a multiyear project of \$4.5 million with 74% grant funding.

Local Government Performance Reporting Framework (LGPRF)

Officers continue to monitor the governance and management checklist items that require action before 30 June 2023, **all** items are expected to be achieved by year-end. A progress update is provided at the **(Appendix 3b)**.



An update against the sustainable capacity, service performance and financial performance indicators is provided at the **(Appendix 3c)**. Data is not available to report against three service performance indicators. The **BoQ is within the expected range for all reported indicators**.

Options

Option 1 – note the Quarterly Finance Report to 31 December 2022 as presented.

Option 2 – request Officers to make further amendments to the Quarterly Finance Report to 31 December 2022.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Quarterly financial report provides information on Council’s operating and capital performance to the community on a quarterly basis.

Collaboration

Similar reports from neighbouring municipalities were reviewed and considered in developing the format of the quarterly finance report.

GOVERNANCE CONTEXT

Relevant Law

Section 97 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

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, this is an update on Council finances but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.



Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

Portfolio 5 Governance and Finance: Strategic Objective – To provide a financially viable Council that is accountable, transparent and practices good governance.

Priority 1: *Maintain and build the financial sustainability of the Borough.*

Priority 3: *Accountable and transparent governance.*

Legal and Risk Implications

This report in each quarter compares budget/forecast results with actual results, providing useful information to Councillors and officers in managing the organisation's risks.

Related Documents

2022–23 Financial Budget

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

Quarterly report provides financial information in relation to the Environmental Sustainability activities of Council.

Financial and resource implications

The quarterly financial report provides the opportunity for constant review of Council's financial position against the adopted budget (available resources).

Innovation and Continuous Improvement

The report has been simplified to enhance transparency of Council operations with the inclusion of the following additional information.

- Disclosure of recurrent and non-recurrent income and non-recurrent materials and services expenses separately on the Statement of Income and Expenditure
- A reconciliation between the underlying result as per the LGPRF measure and the Council Plan measure
- Disclosure of capital expenditure, capital project wise on the Statement of Capital Works

IMPLEMENTATION



Operational Impacts

The report provides financial information about Council's operational activities.

Implementation Process

Not applicable.

ATTACHMENTS

1. Quarterly Financial Report to 31 December 2022 (Appendix 3a)
 2. Governance and Management Checklist (Appendix 3b)
 3. Sustainable Capacity, Service Performance and Financial Performance indicators (Appendix 3c)
-



17. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

17.1 Employment Contract to appoint Kelvin Spiller as Acting Chief Executive Officer

At the Special Meeting of Council on 15 February 2023, Council resolved to sign and seal the Employment Contract to appoint Kelvin Spiller as Acting Chief Executive Officer from 15 February to 6 April 2023.

Council applied the Common Seal to the employment contract on 15 February 2023.

RECOMMENDATION

That Council note the use of the Common Seal on the Employment Contract to appoint Kelvin Spiller as Acting Chief Executive Officer from 15 February to 6 April 2023.

18. QUESTIONS WITHOUT NOTICE

18.1 Questions Without Notice Status Update

At the Ordinary Meeting of Council on 14 December 2022, one question without notice was taken on notice. The response is provided at adjunct to 18.1.

No questions without notice are outstanding.

18.2 Questions Without Notice



19. LIST OF COUNCIL MEETINGS

19.1 Proposed change of date for the March Ordinary Meeting of Council

The Ordinary Meeting of Council scheduled for 22 March 2023 conflicts with the annual G21 Canberra Delegation, which is scheduled from 21 to 23 March 2023. Given that the Mayor and Acting CEO have been invited to attend the G21 Canberra Delegation, it is proposed that the March Ordinary Meeting be moved to Wednesday 29 March 2023.

RECOMMENDATION

That Council:

- a) Hold the March Ordinary Meeting of Council on Wednesday 29 March 2023 at 7:00pm; and**
- b) Give notice via the Council Website of the change of date of the meeting.**

UPCOMING MEETINGS

PLANNING REVIEW MEETING

Wednesday 8 March 2023 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 29 March 2022 at 7:00pm (note the proposed change of date)



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 14 December 2022 Confidential Council Meeting Minutes

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

Time: _____pm

RECOMMENDATION

That Council reopen the meeting and resume standing orders.

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	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 14 December 2022 2:30pm – 5:55pm Queenscliff Town Hall & videoconference	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Martin Gill, CEO Tim Crawford, MPC Gihan Kohobange, MFS Stuart Hansen, MIE Brydon King, SP Dinah O'Brien, STP Makenna Byron, CC Matt Gibbs, CO	1. Planning Application 2022/083 at 5 Beach Street, Queenscliff 2. Planning Application 2022/083 at 6 McDonald Road, Queenscliff 3. Active Transport Strategy 4. Tree and Vegetation Strategy update 5. Budget: Situational analysis 6. Point Lonsdale Lighthouse Reserve	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 18 January 2023 2:30pm – 5:45pm Wirrng Wirrng Auditorium	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Martin Gill, CEO Tim Crawford, MPCS Gihan Kohobange, MFS Stuart Hansen, MIE Jenni Walker, HR&GC	<ol style="list-style-type: none"> 1. Audit & Risk Committee: appointment of independent members 2. Draft Asset Plan 3. Dog Laws review survey results 4. Draft Environmental Grants Framework 5. Point Lonsdale Marine & Defence Precinct: Grant scope and next steps 6. Flinders Street speed reduction advocacy 7. Vegetation vandalism education update 	Nil.
Assembly Briefing 8 February 2023 7:00pm – 10:00pm Wirrng Wirrng Auditorium	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Michael Grout Cr Donnie Grigau	Tim Crawford, Acting CEO Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC Shelley Sutton, ESO Makenna Bryon, CC Matt Gibbs, CO Steve Quick, RIE	<ol style="list-style-type: none"> 1. Acting CEO update 2. Event Sponsorships Round 2 3. Draft Active Transport Strategy 4. Dog Laws review survey results and community engagement 5. Point Lonsdale Marine & Defence Precinct 	Nil



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 15 February 2023 2:30pm –4:50pm Wirrng Wirrng Auditorium	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Kelvin Spiller, Acting CEO Tim Crawford, MPCs Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC	1. Acting CEO update 2. Budget: Critical Review of second Quarter forecast 3. Budget: Input for the 2023/24 Budget	Nil.
Planning Review Meeting 15 February 2023 7:00pm – 8:31pm Wirrng Wirrng Auditorium	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Kelvin Spiller, Acting CEO Tim Crawford, MPCs Brydon King, SP	1. Planning Application 2022/014 at 66 King Street, Queenscliff 2. Submissions	Nil.

AO – Arts officer	BSA – Business Services Accountant	BOC – Business Operations Coordinator
CC –Acting Communications Coordinator	CEO – Chief Executive Officer	CERP – Project Officer, Climate Emergency Response Plan
COVID BSO – COVID Business Support Officer	CSC – Community Services Coordinator	CO – Communications Officer
CSRO – Community Stakeholder Relations Officer	MPCS – Manager Planning & Community Safety	EA – Executive Assistant to the CEO, Mayor and Councillors
EPO – Executive Project Officer	HR&GC – HR & Governance Coordinator	MC – Manager Community
MFS – Manager Finance and Corporate Services	MIE – Manager Infrastructure & Environment	RC – Rates Coordinator
SLEO – Senior Law Enforcement Officer	STP – Strategic Planner	ESO – Events Support Officer
ASLEO – Acting Senior Law Enforcement Officer	BS&ICT – Business Systems & ICT Coordinator	VFO – Vegetation and Foreshore Officer



ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
14 December 2022	Public question 5 from Marvyn Brown The Fly Neighbourly Agreement referred to by DEWLP, whether Council had thought if that was appropriate or not, and if so, how it is monitored/enforced?	Question taken on notice.	Response sent on 22 December 2022, see (Appendix 4)



ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

24 August 2022	<p>Number 2022/585: Disability Lived Experience Reference Group</p> <p><i>That Council:</i></p> <ol style="list-style-type: none"><i>1. Directs Council officers to undertake an Expression of Interest process inviting diverse community members to be part of a new Disability Lived Experience Reference Group.</i><i>2. Directs Council officers to Commence the Expression of Interest process in the second quarter of the 2022-23 Financial Year.</i><i>3. Establish a Terms of Reference with the Group, with the key objectives of:</i><ol style="list-style-type: none"><i>a) Undertaking benchmarking to establish the number of people who identify as having a disability in the Borough and key access issues</i><i>b) Reviewing all Council disability and access inclusion documentation, notably Council's Disability Access and Inclusion Policy</i><i>c) Reviewing major Council projects to ensure they meet the needs and ambitions of disabled people in the Borough</i>	<p>A meeting was held on 11 October 2022 with representative groups to assist in determining the Expression of Interest (EOI) criteria</p> <p>The Disability Lived Experience Reference Group expression of interest process commenced in November and closed on 16 December 2022</p> <p>Council received 22 submissions from members of the community in response to the EOI</p> <p>The CEO acknowledged everyone who submitted an expression of interest noting that a workshop will be held in early in 2023</p> <p>Mosaic Lab have been appointed to facilitate a suit of workshops for the Disability Lived Experience Reference Group</p> <p>An inception meeting has been scheduled for early March, with the aim of planning and preparation of the group</p> <p>This items has been incorporated into the Annual Plan 2022–2023, future updates will be provided quarterly.</p>	Complete
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24 August 2022	<p>Number 2022/586: Environmental Reference Group</p> <p><i>That Council:</i></p> <p><i>1. Establishes an Environmental Advisory Group which compromises members of the community and at least one Councillor and Council Officer with the purpose of:</i></p> <p><i>a) providing strategic advice on the development, implementation and integration of policies, strategies and action plans relating to the environment;</i></p> <p><i>b) assisting Council in identifying, making recommendations to, and taking advocacy action on issues of environment and sustainability affecting the Borough of Queenscliffe; and</i></p> <p><i>c) encouraging and supporting activities and events which further environmental and sustainability outcomes in the Borough of Queenscliffe.</i></p> <p><i>2. Considers a framework for the Environmental Advisory Group at the Ordinary Meeting to be held on 28 September 2022; and</i></p> <p><i>3. Directs Council officers to commence an Expression of Interest process by 30 November 2022, inviting community members to join an Environmental Advisory Group.</i></p>	<p>Council adopted the Environmental Advisory Group Operating Framework at the Ordinary Meeting of Council on 28 September 2022.</p> <p>Council considered the draft environment grants framework and funding options at the assembly briefing on 18 January 2023.</p> <p>This items has been incorporated into the Annual Plan 2022–2023, future updates will be provided quarterly.</p>	Complete
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ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question	Action	Status
14 December 2022	Cr Grigau Cr Grigau noted that he understood that the ongoing operational costs for the Victoria Park planting schedule would be considered as part of the annual budget process, and asked for guidance on what the ongoing operational cost might be?	Nil	Complete
	Response Officers estimate the annual operational maintenance costs for the Victoria Park planting schedule to be between \$5,000 to \$10,000. The costs could fluctuate due to weather conditions, such as hot and dry seasons demand more watering of plants, wetter seasons increase weed coverage which in turn requires more weed management. Other considerations could include outcomes of the community consultation, such as if grass areas are to be included. Any grass areas would require more management and in turn affect the maintenance costs.		
