



# Agenda

## Ordinary Meeting of Council

Wednesday 29 March 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 & Corporate Services  
Shannon Maloney – Manager Community  
Stuart Hansen – Manager Infrastructure & 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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## 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:*

Cr Michael Grout

## 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

### 4.1 Cr Ebbels leave of absence 24 April to 19 May 2023

On 22 February 2023, the Acting Chief Executive Officer received advice from Cr Ross Ebbels indicating that he will be taking a leave of absence from Council from 24 April to 19 May 2023.

## RECOMMENDATION

**That Council grant a leave of absence to Cr Ross Ebbels from 24 April to 19 May 2023.**

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## 5. PUBLIC QUESTION TIME

### 5.1 Public Questions Status Update

No public questions are outstanding.

### 5.2 Public Questions

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

## 6. CONFIRMATION OF COUNCIL MEETING MINUTES

### 6.1 Ordinary Meeting of Council – 22 February 2023

A copy of the previous Minutes of the Ordinary Meeting of Council held on 22 February 2023 was distributed to Councillors under separate cover.

#### RECOMMENDATION

**That the Minutes of the Ordinary Meeting of Council held on 22 February 2023, as distributed, be confirmed as an accurate record.**

### 6.1 Ordinary Meeting of Council Confidential Minutes – 22 February 2023

A copy of the previous confidential Minutes of the Ordinary Meeting of Council held on 22 February 2023 was distributed to Councillors under separate cover.

#### RECOMMENDATION

**That the confidential Minutes of the Ordinary Meeting of Council held on 22 February 2023, as distributed, be confirmed as an accurate record.**

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## 7. RECORD OF INFORMAL MEETINGS OF COUNCILLORS

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

- 22 February 2023 – Councillor Assembly Briefing
- 28 February 2023 – Point Lonsdale Maritime & Defence Precinct: Grant scope & next steps
- 1 March 2023 – Councillor Assembly Briefing
- 3 March 2023 – Reconciliation Action Plan Working Group Meeting
- 15 March 2023 – Councillor Assembly Briefing
- 22 March 2023 – Acting CEO and Councillor Assembly Briefing

### 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

There are no Notice of Motions outstanding.

### 8.2 Motion on Notice

#### 8.2.1 Motion on Notice – Number 2023/587: Council-led community conversation on The Voice

**File:** QG0550404

*In accordance with the Borough of Queenscliffe Governance Rules notice was received by the Chief Executive Officer of the following motion on 23 March 2023.*

### BACKGROUND

This year, Australians will have their say in a referendum to recognise Aboriginal and Torres Strait Islander peoples in the Constitution through an Aboriginal and Torres Strait Islander Voice.

To provide an opportunity for community members to develop knowledge on this important national issue, it is proposed that the Borough of Queenscliffe facilitate a culturally safe, community conversation to understand what the Voice will mean for First Nations people and Australian society as a whole. This constructive community conversation will seek to explore how the Voice to Parliament will work, what it can achieve, how constitutional change is effected and implemented, the interaction with established local First Nations bodies, and the role of local government and communities in the process.

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An educative discussion like this is consistent with the work Council is already undertaking to strengthen relationships with, and knowledge of, our Traditional Owners, the Wadawurrung People, through key policy and strategy including our Reconciliation Action Plan, our Climate Emergency Response Plan, and the Council Plan 2021–2025 Governance and Finance priority that seeks to “Promote greater recognition of, and develop a better understanding of Wadawurrung Traditional Owner connection to the Borough”.

With endorsement from Wadawurrung Traditional Owners Aboriginal Corporation and support from a number of community organisations, I, Cr Isabelle Tolhurst, hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 29 March.

## **RECOMMENDATION**

**That Council requests Council officers:**

- 1. Undertake research to establish an appropriate community conversation model that is educational and accessible.**
  - 2. Collaborate with Wadawurrung Traditional Owners Aboriginal Corporation to ensure the proposed event is culturally safe.**
  - 3. Once the model is established and finalised, advertise the community conversation on all Borough-owned media channels for a period of no less than 14 days.**
  - 4. Deliver this community conversation event by 31 July 2023.**
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## 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

At the Council Meeting on 22 February 2023, Council received a petition addressed to the Chief Executive Officer regarding safety and accessibility at the Springs Beach carpark in Point Lonsdale.

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

Consistent with Division 9 of the Governance Rules, the petition was laid on the table for consideration at this meeting.

Following receipt of the petition on 14 December, Officers conducted a meeting with Department of Energy, Environment and Climate Action (DEECA) officers on 20 January 2023 to discuss management of the State Government's Seawall asset.

Council officers have considered the requests made within the petition in collaboration with DEECA officers where required, noting that some aspects of the petition fall outside the management and maintenance responsibilities of Council. Response to each of the requests is provided below:

*1. Install a second rail on the staircase from the pathway abutting the carpark to the beach.*

Council officers will allocate funding within the 2023/24 operational budget to fund a second rail on the staircase. Council has been informed by DEECA that the installation is supported in-principle, however a permit is required to be formally considered. Officers will seek to gain permission prior to 30 June 2023 for installation in the first Quarter of the 2023/24 financial year.

*2. Replace the decaying ramp from the pathway abutting the carpark to the beach.*

Replacement of the existing ramp is beyond Council's area of management responsibility; however, discussions between Council officers and DEECA officers have identified that:

- The ramp at this location is primarily for maintenance plant access (such as excavators to maintain rock revetments) rather than pedestrian access.
- Any potential ramp renewal must maintain the capacity to facilitate plant access.
- Funding required for the design and construction of an accessible ramp to access the beach is not identified within current budgets.

Council officers will write to DEECA to communicate the petition's request in relation to the accessible ramp to formalise its consideration.

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*3. Remove five rocks at the base of the beach stairs.*

Council's maintenance contractors have removed rocks that were able to be moved manually from beneath the stairs. The bottom of the stairs is currently safely accessible. It is evident that this is subject to change with moving sand levels and will be monitored. Council officers are engaging with DEECA on the broader issue of the seawall / revetment wall maintenance which falls outside of Council's management responsibility.

*4. Create two additional disability car spaces near the staircase.*

Council officers have reviewed the current parking arrangements and provision of disability parking at the Lawrence Road/ Springs Beach car park. Currently there is one dedicated disability park located from a total of 30 parks. While the current ratio of 3% exceeds the generally accepted ratio of 2% for provision of disability carparks, Council agrees that one additional disability park is warranted (providing a ratio exceeding 6%). Officers will review the parking arrangements and provide the additional disability park by 30 June 2023.

*5. Install a life-saving buoy with a solar light near the stairs.*

Installation of a life-saving buoy is not considered appropriate at this location. Council supports safe access to beaches through its support of the Point Lonsdale Surf Life Saving Club and their provision of flagged swimming beaches. Council officers will undertake a review of the current hazard warning signs at this location to ensure swimmers are aware of specific risks associated with this beach area.

Lighting the beach area is also not supported as Council does not support or encourage swimming at this location outside of daylight hours.

*6. Install a sign with the emergency marker location code and telephone numbers for the Queenscliff Coast Guard and 000 emergency services.*

An emergency marker with instructions to call 000 is already present at the site. Council will review the placement of this sign to ensure it is located appropriately.

*7. Install an anti-slip surface on each of the stairs.*

Officers have reviewed the request to apply an anti-slip surface to the stairs accessing Springs Beach. Due to the environment that the stairs are situated in and the imperfect surface of the stairs, officers believe that there is not a suitable anti-slip product or treatment that can be applied which will be robust enough to remain safely attached at this location. It is possible the application of a substandard solution may create a higher risk of injury than existing conditions.

**RECOMMENDATION**

**That Council:**

**1. Notes the petition received with a total of 214 signatures, regarding safety and accessibility at the Springs Beach carpark in Point Lonsdale.**

**2. Notes officers' responses to each element of the petition including:**



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- a) The advice from Department of Energy, Environment and Climate Action to install a second handrail on the Springs Beach access stairs**
  - b) The advice from Department of Energy, Environment and Climate Action be noted in relation to replacing the decaying ramp**
  - c) The commitment to communicate with the Department of Energy, Environment and Climate Action the petition's request to replace the existing ramp**
  - d) Action undertaken to move rocks at the base of the Springs Beach stairs**
  - e) The commitment to create one additional disability car parking space within the Springs Beach car park.**

**3. Requests the CEO to write to the authors of the petition regarding the outcome.**

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### 9.1.2 Royal Park 2023–24 Bookings

#### File: QG030-03-06

At the Council Meeting on 22 February 2023, Council received a petition addressed to the Mayor and Councillors from Royal Park regular campers regarding bookings at Royal Park for the 2023–24 holiday season and the future of the caravan park.

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

Consistent with Division 9 of the Governance Rules, the petition was laid on the table for consideration at this meeting.

Council understands the fond connections its regular campers have with camping at Royal Park and has subsequently opened bookings for regular campers for the 2023/24 Summer season. Details of seasonal packages, casual stays, booking procedures and terms and conditions have since been communicated to regular campers.

Royal Park, along with all Council-managed Tourist Parks, sits on Crown Land. Council under the Crown Land Policy *Improving Equity of Access to Crown Land Caravan and Camping Parks 2011* and its *Best Practice Management Guidelines* has obligations to balance the needs of regular visitors and the rights of wider Victorians to have fair and reasonable access to Crown Land, particularly during peak seasons. To meet such obligations Council continues to review its Tourist Parks procedures. Any significant changes to its current packages and booking procedures beyond the upcoming season will be communicated with regular campers prior to the 2023/24 summer season.

#### RECOMMENDATION

##### That Council:

1. Notes the petition received with a total of 96 signatures, regarding bookings at Royal Park for the 2023–24 holiday season;
  2. Notes that bookings for the 2023/24 season at Royal Park have opened for regular Royal Park campers;
  3. Notes that regular campers of Royal Park will be communicated with regarding any significant changes to current packages and booking procedures; and
  4. Requests the CEO to write to the authors of the petition regarding the outcome.
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## 10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 17 February 2023 to 23 March 2023:

Date	Function Attended
17 February 2023	Meeting with Wadawurrung Traditional Owners Aboriginal Corporation (Acting CEO & Cr Tolhurst)
18 February 2023	Queenscliff Bowling, Tennis and Croquet Club pickleball event (Cr Tolhurst)
18 February 2023	Point Lonsdale Surf Life Saving Club Pink Zinc patrol event (Cr Tolhurst)
20 February 2023	Geelong Leaders Forum about the Voice (Cr Tolhurst, Cr Ebbels & Cr Grout)
24 February 2023	Municipal Association of Victoria Chairing Meetings Training (Cr Tolhurst)
24 February 2023	Association of Bayside Municipalities Annual General Meeting and Nature Based Coast Projection (Cr Grout)
26 February 2023	Queenscliff Lonsdale Yacht Club 75th Anniversary Celebration (Cr Tolhurst)
27 February 2023	Tourism Greater Geelong and The Bellarine Board Planning day (Cr Ebbels)
27 February 2023	ABC in Geelong launch event (Cr Tolhurst)
27 February 2023	Borough of Queenscliffe Citizenship Ceremony (Crs Tolhurst, Hewitt, Ebbels & Grout)
28 February 2023	Veterans Hub Engagement Session with the Minister for Veterans' Affairs and Libby Coker MP (Cr Tolhurst & Cr Grout)
2 March 2023	Community Service Awards Community Reference group assessment meeting (Cr Grigau)
5 March 2023	Queenscliff Cricket Club 165 Year Celebration (Cr Tolhurst, Cr Ebbels & Cr Grout)
7 March 2023	Golightly Caravan Park – Informal Working Group (Acting CEO, Cr Ebbels & Cr Grout)
7 March 2023	Sustainability Victoria & CERP presentation (Cr Tolhurst)
7 March 2023	Borough after 5 event (Acting CEO & all Councillors)
8 March 2023	Committee for Geelong's International Women's Day breakfast (Acting CEO & Cr Tolhurst)
8 March 2023	Disability Lived Experience Reference Group – Inception meeting (Acting CEO, Cr Tolhurst & Cr Grigau)
8 March 2023	Funeral of Ron Forbes (Acting CEO)



Date	Function Attended
8 March 2023	Meeting with the Queenscliffe Community Association (all Councillors)
9 March 2023	Golightly Caravan Park working group meeting (Acting CEO, Cr Ebbels & Cr Grout)
9 March 2023	Fisherman's Flat heritage review community meeting with consultant (Acting CEO, Crs Tolhurst, Ebbels & Grout)
10 March 2023	Meeting with Sacrededge Festival organisers (Cr Hewitt)
15 March 2023	Meeting with Queenscliffe Historical Museum (Acting CEO)
16 March 2023	Councillors Listening Post (Crs Tolhurst, Grout & Grigau)
16 March 2023	Meeting regarding the G21 Canberra Delegation via videoconference (Cr Tolhurst)
17 March 2023	Coastal Marine and Management Plan community engagement session with community groups (Crs Tolhurst, Hewitt, Grout & Grigau)
17 March 2023	Coastal Marine and Management Plan community engagement session with environment groups (Crs Tolhurst, Hewitt, Grout & Grigau)
17 March 2023	G21 Sport & Recreation sub-working group meeting via videoconference (Cr Grigau)
20 March 2023	Queenscliffe Municipal Emergency Management Planning Committee Meeting (Acting CEO)
20 March 2023	G21 Transport Pillar 2025 Vision workshop (Cr Grout)
21 March 2023	Meeting with Queenscliffe Historical Museum (Acting CEO)
21–23 March 2023	G21 Canberra Delegation (Cr Tolhurst)
21 March 2023	Queenscliffe Literary Festival Lunch (Acting CEO, Crs Hewitt, Ebbels, Grout & Grigau)
22 March 2023	Sacrededge Festival launch Event (Cr Hewitt & Cr Ebbels)
23 March 2023	MAV Sexual Harassment Prevention Training (Crs Ebbels, Hewitt, Grout & Grigau)

## RECOMMENDATION

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



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## 11. CHIEF EXECUTIVE OFFICER

### 11.1 Acting Chief Executive Officer Report March 2023

#### 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

##### **Sale of Council owned land Marry Road**

On Friday 24 February Council completed the sale of Council owned land at 61–75 Murray Road, Queenscliff. Council first published a notice of intent to sell the land at an the Ordinary Meeting of Council in July 2018, having owned the land since August 1982. The land has been zoned for residential purposes for the entirety of that period, and development plans for the site have been in place since 2008.

The 9,509 square meters of land was sold to real estate developer Mantello Holdings for \$3.5 million. The sale included an approved development plan to allow subdivision into 13 individual lots ranging in size from 445 to 908 square meters. These lots are now being marketed by the developer as 'The Cove, Queenscliff'.

In accordance with the *Local Government Act 2020* and Council Policy CP044 Sale, Exchange or Transfer of Council Land, proceeds from the sale will be assigned in accordance with the relevant key budget principles as included in Council's financial plan and adopted budget. Proceeds from the sale will be directed to either investing in projects to generate additional revenue streams or investing in projects to reduce operating expenses.

##### **Climate Emergency Response Plan**

The Borough's Climate Emergency Response Plan (CERP) continues to be implemented in partnership with the community. Actions within the CERP that are currently progressing include the following:

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

Development of a Reconciliation Action Plan (First Nations People) has commenced. The Reconciliation Action Plan Working Group and Implementation group have had their first meetings and established their terms of reference in March.

##### *Pillar 2. Renewable Energy*

Council supported Queenscliff Climate Action Now (QCAN) through the Memorandum of Understand and the provision of funding, in promoting their community rooftop solar, battery and heat pump rollout in 2023.

Energy efficient heating and cooling and a solar battery will be installed at the Neighbourhood House in 2023. These installations are supported through grant funding from Sustainability Victoria. These measures were identified and recommended by an energy audit undertaken as a CERP action in 2021/22, also grant funded by Sustainability Victoria.

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Electric Vehicle chargers for the community are currently being installed in front of Council offices in Learmonth Street. It is anticipated that the chargers will be operational in late April. Council is also installing chargers to support the transition of Council's fleet to electric vehicles. The first electric vehicle was introduced to the fleet in December 2022. Both charging projects are supported by State Government grant funding.

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

Council is actively participating in the development of the Barwon South West Climate Alliance (BSWCA) Climate Alliance priorities and CEA for 2022/2023.

Officers continue to provide support to key community groups and organisations implementing CERP Actions to share details of their achievements in the quarterly QCAN CERP Community Leaders Forums.

**Community-Led CERP Minor Two-Year Review**

A two-yearly review of the CERP is currently being undertaken. Four CERP Review evening community workshops were run over January and February 2023. Actions identified within the CERP have been reviewed to ensure that they are still relevant and address any external or legislative influences that may have changed since the plan's endorsement. Feedback from the review process will be considered and presented to Council in May 2023.

**Ron Forbes, former Town Clerk**

On 8 March, I represented the Borough in my capacity as Acting CEO and attended the funeral of Ron Forbes at the Holy Trinity Catholic Church in Queenscliff. I have known Ron and his wife Gloria for many years. Ron was Town Clerk for the Borough from 1969 to 1990 when he retired. Ron was 90 years of age and was involved in many local community and sporting organisations including tennis, cricket, football umpiring, golf, cemetery trust, and altogether had 70 years' service with the Fire Brigades in Sunbury, Leongatha and Queenscliff. We acknowledge the contribution Ron has made to our community and our condolences go out to the Forbes family.

**International Women's Day Breakfast**

On 8 March, I attended the Committee for Geelong International Women's Day breakfast with the Mayor and eight Borough staff. Corrina Eccles was presented with the Committee for Geelong's 'Frank Costa Leadership Award' and there was a standing ovation from the guests at the event when Corrina's name was mentioned. Corrina's acceptance speech was personal, professional and inspirational for all emerging leaders. Some of the key messages from International Women's Day relate to:

- The social, cultural, and political achievements of women
  - Raising awareness of gender issues, and
  - Taking a stand against discrimination and inequity.
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### Staff updates

This week we learned that Matt Gibbs, our highly valued Communications Officer and winner of the LGPro Young Achiever of the Year Award, has taken up a position with the NDIS in Geelong. On behalf of the Councillors and the Management Team, I've thanked Matt for his commitment to his role and all that he was able to achieve, particularly in the digital space, implementing a new council website and establishing a presence on social media in his 3 plus years with the Borough.

### Current Community Engagement

#### Fisherman's Flat Heritage Review

The Heritage Review of Places in Fisherman's Flat Precinct was placed on public exhibition from 24 February for a period of four weeks. Council engaged Ecology and Heritage Partners to undertake a review of the heritage values of Fisherman's Flat. The consultant was asked to:

- Review existing citations for places within Fisherman's Flat;
- Review the recommendations of the BoQ Planning Scheme Review (Lovell Chen 2021) as they relate to Fisherman's Flat;
- Confirm or modify the 'contributory' and 'non-contributory' classifications within Fisherman's Flat; and
- Assess previously unidentified heritage buildings.

The draft was released to offer the community the opportunity to review and provide feedback. Council held a community meeting on 9 March 2023 to receive further feedback and input from the community. The submission period closes on 24 March 2023. The submissions will be reviewed by officers and, with input from Councillors and community members, officers will work with Ecology and Heritage Partners on the next iteration of the Heritage Review with the longer-term objective of incorporating the Heritage Review into the Queenscliffe Planning Scheme.

#### Coastal and Marine Management Plan

Council held two Coastal and Marine Management Plan (CMMP) community engagement meetings on 17 March 2023 with community and environmental groups. The meetings were well attended, and the intent of the meetings was to inform the community of the progress of the CMMP to date and receive further input and feedback from the community. The next steps include further refinement of CMMP actions and a resourcing plan and a period of engagement with Wadawurrung working towards a draft CMMP.

### RECOMMENDATION

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

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## **12. HEALTH & WELLBEING**

No reports to consider.

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## **13. ENVIRONMENT**

### **13.1 Dog Restrictions Order**

**File:** QG1850101

**Author:** Manager Planning & Community Safety

**Portfolio:** Environment

**Portfolio Holder:** Cr Tolhurst

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#### **PURPOSE**

The purpose of this report is to adopt the amended Dog Order detailed in **(Appendix 1)**.

#### **EXECUTIVE SUMMARY**

This report aligns with Portfolio 2 Environment Priority 3 – Protect our coastal areas and public areas including their ecosystems and biodiversity under the Council Plan 2021–2025.

A review of Council dog restrictions relevant to the beaches in Queenscliffe was conducted between September – December 2022 to gauge community and stakeholder feedback and any need for change. There were 1,255 responses from the community to the public survey, which is indicative of the importance of dog restrictions to the community in Queenscliffe.

In order to have consistent and well understood dog restrictions that align fully with Parks Victoria, the body responsible for the Marine National Park beaches located in Point Lonsdale, an amendment of the dog restriction dates in December is desirable.

#### **RECOMMENDATION**

**That Council adopt the amended Dog Order in Appendix 1 and give notice in the next Government Gazette and advertise in the local media.**

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## REPORT

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### BACKGROUND

In 2016 Council changed the dog restrictions on local beaches during the summer months, moving the ban for dogs on beaches from 1 December to 28 February between 9am–8pm to 15 December to 28 February. These local laws do not align completely with Parks Victoria regulations on local beaches which start on 1 December. Parks Victoria is the body responsible for Marine National Parks including the Port Phillip Heads Marine National Park located in Point Lonsdale.

In September 2022, Council supported a proposal by officers to undertake community engagement about the potential to amend the dog restrictions on beaches to make a year-round dog on leash management approach. Online community engagement was completed over four weeks between October and November 2022.

Stakeholder consultation with Parks Victoria was completed around the same time as the responsible authority for the Port Phillip Heads Marine National Park located in Point Lonsdale (local beaches to the high tide mark between Springs Beach and Back Beach near the Point Lonsdale Surf Club beach base).

### DISCUSSION

There was strong community support to change to dog on-leash year-round on the local beaches. There was also a range of opposing views from the community and stakeholders not to change dog restrictions on beaches.

The Parks Victoria Dog Regulations known as 'Set-Asides' prohibit dogs on beaches from 1 December to the last day of February from 8am–8pm between the Springs Beach in Point Lonsdale to Back Beach near the Point Lonsdale Surf Club base.

Parks Victoria are in the process of amending their Set-Aside times from 8am–8pm to 9am–8pm which will result in fully aligned dog restrictions between both agencies.

It is not practical to have conflicting dog regulations between Council Local Laws and Parks Victoria Regulations. To achieve the best outcome for all parties that acknowledges beach usage, compliance with dog restrictions and working in partnership with Parks Victoria, it is recommended Council adopt the amended Dog Orders in Appendix 1.

### Options

Option 1 – That Council adopt and amend the Dog Order on Appendix 1 and give notice in the next Government Gazette and advertise in local media.

Option 2 – That Council maintain the current summer Dog Order restrictions on beaches.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement

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Inform

**Consult**

Involve

Collaborate

Empower

An online public survey was conducted between 19 October to 16 November 2022. More than 1,250 respondents from across the Borough and beyond let us know their thoughts on the potential changes to the Council's dogs on beaches laws, almost three times as many people which took part in our previously most popular survey. Throughout the course of October and November 2022, our community told us about the myriad of reasons for and against enacting these changes.

In response to the potential changes to the Council's dogs on beaches laws, an almost two-thirds majority (65%) were in favour of the change. A smaller majority (54%) also supported the introduction of a year-round designated dog-free zone. Point Lonsdale Front Beach was the most suggested location, outstripping the next most popular spot by two to one.

Many respondents chose to provide additional comments to give context to their survey response. 85% of people who disagreed with the law change proposal also shared their comments, compared to less than half of those in favour of change.

Throughout these comments, emerging themes included local law enforcement and compliance, safety of children and the elderly, and protection of wildlife. While the survey results continued to roll in, Councillors and Council officers engaged in constructive discussions with key stakeholders including land managers and volunteer organisations.

Council Officers have listened to the feedback received on improvements that can be made for any future community engagement concerning dog restrictions. It should also be reinforced that no predetermination or decisions had been made by Council about any possible changes to dog restrictions on beaches prior to the survey being conducted evident by the fact the recommendation is to strengthen current summer dog restrictions on beaches.

### **Collaboration**

Parks Victoria expressed interest in aligning their existing dog laws with the Borough's. Stakeholder engagement with Parks Victoria during this process has created opportunities for improved dog restriction management on the beaches in Point Lonsdale that are within the Port Phillip Heads Marine National Park.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

The relevant legislation to enforce this Dog Restriction Order is Section 26 of the *Domestic Animals Act 1994* as per Appendix 1.

### **Charter of Human Rights**

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



### **Gender Equality Act 2020**

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

No; while the Dog Restriction Order has a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

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

*Domestic Animals Regulations 2015*

#### **Council Plan Alignment**

**Portfolio 1: Health and wellbeing** – High levels of quality physical activity and health. Including mental wellbeing are maintained.

**Portfolio 2: Environment** – Coastal areas are protected and enhanced in line with the objectives of the Victorian Coastal Strategy.

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

Not applicable.

#### **Related Documents**

Dog Restriction Order as per Appendix.

#### **Disclosure of Interest**

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

## **CONSIDERATIONS**

#### **Environmental Sustainability**

Not applicable and no change to the current impact on beaches and coastal erosion related to dogs on beach restrictions.

#### **Financial and resource implications**

There are some moderate costs updating new signage that can be accommodated within the operational budget.

#### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

#### **Operational Impacts**

New dog restriction signage will be required for the summer period prior to 1 December 2023.

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### **Implementation Process**

The amended Dog Order would be published in the next available government gazette. The Borough of Queenscliffe communications team will make the community and visitors aware of the summer restriction beach dog restriction date changes.

### **ATTACHMENTS**

1. Dog Restriction Order (Appendix 1)



#### **14. LOCAL ECONOMY**

No reports to consider.

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## 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

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#### PURPOSE

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

#### EXECUTIVE SUMMARY

The following table provides a summary of the planning permit activity from the last report published at the close of business on 20 March 2023.

CATEGORY	TALLY
Current applications	8
Applications finalised since last report	13
New applications received since last report	13
<b>Total number of active permit applications</b>	<b>21</b>
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	3

#### RECOMMENDATION

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

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**(a) Current applications**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>No. of objections</b>	<b>Status</b>
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	19	Applicant investigating alternative site on southern side of subject land
<b>2021/048</b>	<b>27/05/2021</b>	<b>200-204 Point Lonsdale Road Point Lonsdale</b>	<b>Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1</b>	<b>9</b>	<b>Application on hold (at the request of the applicant)</b>
<b>2022/044</b>	<b>02/05/2022 Amended 03/06/2022)</b>	<b>6 McDonald Road Queenscliff</b>	<b>Use of the land for a helicopter landing site</b>	<b>30</b>	<b>Decision deferred by Councillors</b>
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	Under consideration
2022/129	19/12/2022	40 Lawrence Road Point Lonsdale	Construction of two dwellings (two storey) and removal of native vegetation	1	Under consideration
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



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App. No	Date Received	Address	Proposal	No. of objections	Status
2023/003	12/01/2023	22 Ocean Road Point Lonsdale	Construction of a two storey dwelling on a lot less than 300m <sup>2</sup> , variation to the site coverage and setback requirements of Design and Development Overlay - Schedule 4 and removal of native vegetation	2	Under consideration
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 on and off the premises	0	Under consideration

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

App. No	Date Received	Address	Proposal	Status
S 2020/069	16/02/2023	24 Glaneuse Road Point Lonsdale	Amendment to approved plans	Amended plans issued
2021/130	06/09/2022	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three storey dwelling	Amended permit issued at the direction of VCAT
<b>2022/014</b>	<b>18/02/2022</b>	<b>66 King Street Queenscliff</b>	<b>Construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1</b>	<b>Notice of decision to refuse to grant a permit issued</b>
S 2022/028	09/03/2023	12 The Esplanade Queenscliff	Amendment to approved plans	Amended plans issued
S 2022/059	16/02/2023	25 Alexander Crescent Point Lonsdale	Amendment to approved plans	Amended plans issued
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	Notice of decision to grant a permit issued
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	Notice of decision to grant a permit issued
2022/119	21/11/2022	2A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	Notice of decision to grant a permit issued



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App. No	Date Received	Address	Proposal	Status
2022/124	08/12/2022 (Amended 23/01/2023)	2 Gellibrand Street Queenscliff	Alterations to a building individually listed in a Heritage overlay	Permit issued
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	Notice of decision to grant a permit issued
2022/127	14/12/2022	16 Golightly Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Notice of decision to grant a permit issued
2022/128	19/12/2022	52 Bellarine Highway Queenscliff	Construction of two dwellings (two storey) and subdivision of the land into two (2) lots	Permit issued
2023/006	31/01/2023	16 Nicholas Court Point Lonsdale	Alterations to an existing dwelling	Permit issued

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

App. No	Date Received	Address	Proposal	No. of objections	Status
2023/007	14/02/2023	26 Learmonth Street Queenscliff	Part demolition, alterations and extensions (two storey) to an existing dwelling individually listed in a Heritage Overlay and variation to the site coverage and side setback requirements of Design and Development Overlay Schedule 1 on a lot less than 300m <sup>2</sup>	0	Further information requested 14 March 2023
2023/008	15/02/2023	34 Stevens Street Queenscliff	Alterations to an existing building individually listed in a Heritage Overlay	0	Under consideration
2023/009	16/02/2023	64 Kirk Road Point Lonsdale	Alterations and extensions to an existing dwelling and construction of an outbuilding	0	Public notification
2023/010	17/02/2023	44 Flinders Street Queenscliff	Construction of a two storey dwelling	0	Public notification
2023/011	22/02/2023	2 Simpson Street Point Lonsdale	Construction of a two storey dwelling and front fence and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	0	Further information requested 6 March 2023
2023/012	28/02/2023	42 Flinders Street Queenscliff	Subdivision of the land into two (2) lots and alter access to a road in a Transport Zone 2	0	Further information requested 6 March 2023
2023/013	03/03/2023	10 Victor Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	0	Initial assessment



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App. No	Date Received	Address	Proposal	No. of objections	Status
V 2023/014	10/03/2023	71 Hesse Street Queenscliff	External painting of a building in a Heritage Overlay area	N/A	Initial assessment
2023/015	15/03/2023	82 Hesse Street Queenscliff	Alterations and extensions to an existing building in a Heritage overlay area	0	Initial assessment
2023/016	16/03/2023	33 & 1/33 Baillieu Street Point Lonsdale	Subdivision of land (boundary realignment including common property)	0	Initial assessment
2023/017	16/03/2023	20 Crows Nest Place Queenscliff	Demolition of an existing dwelling and construction of a two storey dwelling in a Heritage Overlay area	0	Initial assessment
2023/018	16/03/2023	Road reserve, Point Lonsdale Road Point Lonsdale	Removal of native vegetation	0	Initial assessment
2023/019	20/03/2023	20 Victor Street Point Lonsdale	Construction of a two storey dwelling	0	Initial assessment

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

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
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 compulsory conference 19 June 2023, hearing 29 & 30 August 2023
2022/083	04/08/2022	5 Beach Street Queenscliff	<b>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</b>	<b>VCAT application for review lodged by applicant VCAT hearing 27 &amp; 28 July 2023</b>





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**(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 DEECA

**LEGEND**

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

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

V      VicSmart application

S      Secondary consent approval issued

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## **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

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#### **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.

This report was tabled at the previous meeting and has been updated to reflect some anomalies identified by Councillors.

#### **RECOMMENDATION**

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

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## REPORT

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### 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
<p>Comments</p> <ul style="list-style-type: none"><li>A high level concept design for the bike park has been drafted based on the consultation session held with community stakeholder groups</li><li>Council was informed that the preferred Crown land site proposed for the bike park is no longer supported by the State Government</li><li>Officers will review options to progress the project and brief Council in April 2023</li></ul>				

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Action	Responsibility	Role	Q2 Milestone	Status
Gender Equality Statement of Commitment	CEO Office	Provider	Draft Statement of Commitment prepared and reviewed by Council	In progress
<p>Comments</p> <ul style="list-style-type: none"><li>• A draft Gender Equality Statement of Commitment was shared with Councillors on 7 December 2022</li><li>• Councillors requested further development of the draft Statement; a revised draft is being reviewed by the Acting CEO</li></ul>				

Action	Responsibility	Role	Q2 Milestone	Status
Prepare Health and Wellbeing Action Plan	CEO Office	Provider	Draft Health and Wellbeing Action Plan presented to Council	In progress
<p>Comments</p> <ul style="list-style-type: none"><li>• A draft Health and Wellbeing Action Plan was shared with Councillors late last year. A further review is being undertaken by the Acting CEO and Management team</li></ul>				

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

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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"><li>• 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</li><li>• Councillors and officers are revisiting the policy objectives and will hold another workshop with Councillors in due course</li></ul>				

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Action	Responsibility	Role	Q2 Milestone	Status
Finalise scope of Integrated Water Management Plan	Infrastructure and Environment	Provide	Commence scoping exercise	In progress
<p>Comments</p> <ul style="list-style-type: none"><li>• Council officers have undertaken an initial integrated Water Management Plan scoping exercise in December 2022</li><li>• 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</li><li>• A Councillor briefing from Barwon Water has been scheduled for May 2023</li></ul>				

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



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
<p>Comments</p> <ul style="list-style-type: none"><li>• 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</li><li>• The plan was placed on public exhibition with submissions closing on 16 February</li><li>• Officers are reviewing feedback and propose to present the Victoria Park Planting Schedule 2022–2025 for adoption at an upcoming Council meeting</li></ul>				

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
<p>Comments</p> <ul style="list-style-type: none"><li>• Council allocated \$120,000 for a new tree management system as part of the 2022–2023 Budget</li><li>• Cloud based spatial application platform Konect will be utilised to form Council's tree management system</li><li>• Construction of the tree management system within the new software platform will commence in March 2023</li><li>• The tree management system will be applied to all trees actively managed by Council</li></ul>				





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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	Paused
<p>Comments</p> <ul style="list-style-type: none"><li>• Officers sought direction and feedback from Councillors regarding the establishment of environmental grants program at an Assembly briefing on 18 January 2023</li><li>• The environmental grants program was deferred to the 2023/24 financial year.</li></ul>				

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

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Portfolio 3: Local Economy

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

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
<p>Comments</p> <ul style="list-style-type: none"><li>In September, Council participated in a workshop to discuss the Draft Sustainable Destination Master Plan with the Project Consultant</li><li>Council 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</li></ul>				

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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"><li>• A Project Steering Committee (PSC) has been established</li><li>• 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</li><li>• The first Coastal and Marine Management Plan Steering Committee meeting was held on 16 December 2022</li><li>• A second Coastal and Marine Management Plan Steering Committee meetings was held on 2 February 2023</li></ul>				

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"><li>• A draft Asset Plan was completed and shared with Councillors on 18 January 2023</li><li>• Asset Plan 2022–2032 was adopted by Council at its February 2023 Ordinary Meeting</li></ul>				

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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
<p>Comments</p> <ul style="list-style-type: none"><li>• Consultants have completed the assessment (literature and on-ground) of Fishermans Flats</li><li>• A draft of the Heritage Review of places in Fishermans Flat was distributed to Councillors in November 2022</li><li>• Councillors provided feedback on the draft review at the Councillor Assembly Briefing held on 16 November 2022 with comments forwarded to the consultant for incorporation into the document</li><li>• A revised draft was received on 30 January 2023. Officers are reviewing the document with the intention of beginning a public consultation process</li></ul>				

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



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
<p>Comments</p> <ul style="list-style-type: none"><li>• The site selection for the new toilet facility is progressing; however it is yet to be finalised</li><li>• Stakeholder consultation has commenced regarding the accessibility of proposed sites</li><li>• A further update on the community consultation is to be provided to Councillors</li><li>• Finalisation of the toilet facility design is subject to completion of the site selection process</li></ul>				

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
<p>Comments</p> <ul style="list-style-type: none"><li>• Department of Energy, Environment and Climate Action (DEECA) has completed community consultation regarding an adaptation plan to address erosion at Dog Beach</li><li>• The DEECA adaptation plan recommendation supports the extension of the existing timber fencing</li><li>• Officers have costed extension of the existing fencing and are seeking funding from DEECA to complete the project</li></ul>				



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

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
<p>Comments</p> <ul style="list-style-type: none"><li>• Officers are consulting with Wadawurrung traditional owners regarding signage for the Point Lonsdale Lighthouse Reserve</li><li>• The Mayor and Acting CEO met with Corrina Eccles, Wadawurrung Leader, on 17 February 2023 to further this and other projects</li></ul>				



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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
<p>Comments</p> <ul style="list-style-type: none"><li>• The Queenscliff Traffic Management Study is underway</li><li>• A draft Queenscliff Traffic Management Study will be presented to Councillors in early 2023</li></ul>				

Action	Responsibility	Role	Q2 Milestone	Status
Active Transport Strategy	CEO Office	Provider	Draft Active Transport Strategy presented to Council	Complete
<p>Comments</p> <ul style="list-style-type: none"><li>• A draft Active Transport Strategy was presented to Councillors on 14 December 2022 and 8 February 2023</li><li>• The draft Active Transport Strategy was endorsed by Council at its February 2023 Ordinary Meeting and is on public exhibition</li></ul>				

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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
<b>Comments</b> <ul style="list-style-type: none"><li>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 Scheme</li><li>The 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</li></ul>				

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
<b>Comments</b> <ul style="list-style-type: none"><li>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</li></ul>				





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

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 – EDM	In progress
<p>Comments</p> <ul style="list-style-type: none"><li>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.</li></ul>				

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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"><li>• 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</li><li>• 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</li><li>• 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</li><li>• 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</li></ul>				



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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
<p>Comments</p> <ul style="list-style-type: none"><li>• The implementation of the electronic document records management system (EDRM) will commence soon. Council has finalised the design phase</li><li>• Physical files have been reduced and relocated to offsite storage where possible</li><li>• Officers have secured grant funding to digitalise all planning and building physical files</li></ul>				

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

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Action	Responsibility	Role	Q2 Milestone	Status
Develop Project Management Policy	Councillors	Provide	Draft Policy prepared	In progress
<p>Comments</p> <ul style="list-style-type: none"><li>• A revised draft of Project Management Framework SOP047 was distributed to Councillors in September 2022</li><li>• Councillors are continuing to work with officers to develop a Project Management Policy</li><li>• This matter is to be further discussed with the CEO on his return to the office</li></ul>				

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## 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.

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### **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.

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

No reports to consider.

## **18. QUESTIONS WITHOUT NOTICE**

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

At the Ordinary Meeting of Council on 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**

PLANNING REVIEW MEETING  
Wednesday 12 April 2023 at 7:00pm (if required)

COUNCIL MEETING  
Wednesday 26 April 2023 at 7:00pm

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## 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 Community Service Awards 2023

This agenda item is deemed to contain confidential information as per section 3(1)(f) of the *Local Government Act 2020* as it contains personal information which if released would result in the unreasonable disclosure of information about a person or their personal affairs. This ground applies as the Community Service Awards consideration of nominations and recommendation process is 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:

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

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

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

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 22 February 2023 1:30pm – 3:30pm Wirrng Wirrng	Cr Isabelle Tolhurst, Mayor Cr Ross Ebbels Cr Michael Grout	Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC Jodie Hunt, FSC	1. Budget workshop	Nil.
<b>Point Lonsdale Maritime &amp; Defence Precinct meeting</b> 28 February 2023 1:00pm – 2:00pm Queenscliff Town Hall	Cr Isabelle Tolhurst, Mayor Cr Ross Ebbels Cr Michael Grout	Stuart Hansen, MIE	1. Point Lonsdale Maritime & Defence Precinct 2. Department of Energy, Environment & Climate action grant scope and next steps	Nil.

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Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 1 March 2023 2:37pm – 4:27pm Wirrng Wirrng	Cr Isabelle Tolhurst– Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Tim Crawford, MPCS Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC Brydon King, SP	1. Planning Briefing 2021/018 at 134 Hesse Street, Queenscliff 2. Hot Rods event update 3. Avenue of Honour program of works	Nil.
<b>Reconciliation Action Plan Working Group Meeting</b> 3 March 2023 1:00pm – 3:00pm Wirrng Wirrng	Cr Isabelle Tolhurst– Mayor Cr Ross Ebbels Cr Michael Grout	Kelvin Spiller, A/CEO Stuart Hansen, MIE Gihan Kohobange, MFS Jenni Walker, HR &GC Shannon Maloney, MC Tim Crawford, MPCS Makenna Bryon, CC Rebecca Petit-Bramwell, CERP	1. Welcome & Acknowledgement of Country 2. Introductions 3. Terms of Reference 4. Reconciliation Australia 5. Working Group representation 6. Draft Reflect Reconciliation Action Plan 7. Chair of the meeting	Nil.
<b>Assembly Briefing</b> 15 March 2023 2:30pm – 6:05pm Wirrng Wirrng	Cr Isabelle Tolhurst– Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Kelvin Spiller, A/CEO Tim Crawford, MPCA Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC Jodie Hunt, FSC Brydon King, SP	1. Acting CEO update 2. Planning Permit 2022/044 at 6 McDonald Rd 3. Victoria Park Planting Program community feedback 4. Budget: 1 <sup>st</sup> Cut draft Budget 2023/24	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
		Makenna Bryon, CC	5. Community Service Awards nominations	
<b>Acting CEO &amp; Councillor Assembly Briefing</b> 22 March 2023 1:15pm – 2:00pm Wirrng Wirrng	Cr Fleur Hewitt – Deputy Mayor Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Kelvin Spiller A/CEO	1. Legal Advice in relation to resident complaint 2. Queenscliffe Historical Museum operational and building matters 3. Fort Queenscliff onsite inspection 4. Audit & Risk Committee operation and membership 5. Coastal & Marine Management Plan land exclusions 6. Fisherman’s Flat Heritage Study 7. Vegetation Management Policy 8. Victoria Park notice board	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



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

No public questions outstanding.

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

No Notice of Motions are outstanding.

#### ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question	Action	Status
22 March 2023	<b>Cr Grout</b> Cr Grout asked a question on access to ecology reports which was taken on notice by the Manager Planning & Community Safety.	Nil	Complete
	<b>Response by the Manager Planning &amp; Community Safety</b> Council can commission ecological studies if required, however cost effectiveness needs to be taken into consideration for the purposes its required. A peer review of an ecological study provided by an applicant for a planning permit is often more efficient depending on the circumstances and helps identify gaps that the applicant can respond to.		

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