

Borough of Queenscliffe

Ordinary Meeting of Council

Minutes

Wednesday 26 June 2024 at 7:00PM

Queenscliff Town Hall



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia



Community Vision

The Borough is a special and restorative place, renowned for its distinctive coast, rich living heritage and vibrant culture. Our community is caring, and welcoming to visitors. We have a deep respect for the Wadawurrung People and are taking action to protect Country.

Our Values

1. **Integrity:** We take ownership and responsibility for our decisions and are accountable for all that we do.
2. **Respect:** We treat everyone with dignity, fairness and empathy, look out for the safety and wellbeing of others, and nurture positive and inclusive relationships.
3. **Community Focus:** We always work with our community's experience in mind and take pride in supporting our community.
4. **Sustainability:** We place climate change risks at the core of our decision-making, and take extensive action to protect our natural environment.
5. **Openness:** We actively engage with our community and are transparent in our decision-making.

Acknowledgement of Country

Bellawiyn is the Wadawurrung name for the lands where the Borough of Queenscliffe is located.

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

Cr Ross Ebbels declared the meeting open at 7:00 pm.

2. Present & Apologies

Present:

Cr Isabelle Tolhurst

Cr Ross Ebbels, Mayor

Cr Donnie Grigau

Cr Michael Grout

Cr Robert Minty, Deputy Mayor

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Community & Regulatory Services

Stuart Hansen, Manager Infrastructure & Environment

Gihan Kohobange, Manager Finance & ICT Services

Abbey Tatterson, Manager Customer Experience

Makenna Bryon, Communications Coordinator

Jackie Fletcher, EA to the CEO, Mayor & Councillors

Apologies:

Nil.

3. Conflict of Interest Disclosures

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

Councillors:

Nil.

Officers:

The CEO noted he would leave the chamber at item 20.4 CEO Employment Contract, due to the nature of the item.



4. Leave of Absence of Councillor

Nil.

5. Public Question Time

5.1. Public Question Status Update

No public questions are outstanding.

5.2. Public Questions

The Chair will accept public questions which comply with Council's Public Question Time [Guidelines](#).

The Chair advised Council that one (1) public question had been received by Council within the prescribed timelines.

Public Question 1 from the Queenscliffe Community Association (QCA)

The Officer response in the appendix to the Draft Budget submissions to concerns with regard to the high staff and consultation costs and how Council quantifies productivity savings states-

The Council operates on tight budgets and limited resources, making it impractical to manage all aspects of its operations internally in cost effective manner. Therefore, the Council uses consultants as a cost-effective means to access expertise that it lacks in-house but needs on an ad-hoc basis.

In a tight operational budget setting, the QCA would be interested in a further explanation of the actual cost efficiencies - as distinct from cost effectiveness- measures and assessments that Council uses to ensure it is getting better value for money from these consultancies given that many tenders are commercial in confidence and appear to constitute high levels of expenditure.



Response from the CEO

This question was taken on notice and a response will be sent to the Queenscliffe Community Association.

6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 22 May 2024

A copy of the minutes from the Ordinary Council Meeting on 22 May 2024 was distributed to Councillors under separate cover.

RESOLUTION

Cr Robert Minty / Cr Ross Ebbels

That the minutes of the Ordinary Council Meeting on 22 May 2024, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

6.2. Ordinary Council Meeting on 22 May 2024 Confidential Minutes

A copy of the previous confidential minutes from the Ordinary Meeting of Council on 22 May 2024 was distributed to Councillors under separate cover.

RESOLUTION

Cr Robert Minty / Cr Ross Ebbels

That the confidential minutes of the Ordinary Meeting of Council on 22 May 2024, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY



7. Record of Informal Meetings of Councillors

A Record of Informal Meetings of Councillors is included at adjunct to item 7.

- 22 May 2024 – Councillor Assembly briefing
- 3 June 2024 – Budget Submission hearing
- 12 June 2024 – Councillor Assembly briefing
- 12 June 2024 – Planning Review meeting
- 19 June 2024 – CEO & Councillor meeting
- 19 June 2024 – Councillor Assembly briefing

RESOLUTION

Cr Robert Minty / Cr Donnie Grigau

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

CARRIED UNANIMOUSLY

8. Notice of Motion

8.1. Notice of Motion Status Update

No Notices of Motion are outstanding.

8.2. Motion on Notice

No Notices of Motion were received.



9. Petitions and Joint Letters

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

None received.



10. Functions Attended

Council was represented at the following meetings and functions between 16 May and 19 June 2024.

Date	Meeting or Function
16 May 2024	G21 Health & Wellbeing Pillar Meeting #2 (CEO & Cr Minty)
16 May 2024	G21 Transport & Planning Pillar Meeting #2 (Cr Ebbels)
17 May 2024	2024 Municipal Association of Victoria State Council Meeting (Cr Ebbels)
17 May 2024	ICLEI Oceania Board Meeting via videoconference (CEO)
17 May 2024	Queenscliff Music Festival Inc Annual General Meeting (Cr Ebbels & Cr Grout)
20 May 2024	Reconciliation Week Wadawurrung Cultural experience education session (CEO & Cr Ebbels)
21 May 2024	Community Service Awards and Volunteers function (CEO, Cr Ebbels, Cr Grout, Cr Grigau & Cr Minty)
22 May 2024	National Simultaneous Story Time 2024 reading (Cr Ebbels)
24 May 2024	ICT project Meeting of the Minds (CEO)
24 May 2024	Meeting with Queenscliff Maritime Museum Committee Members (Cr Ebbels)
27 May 2024	Barwon Regional Partnership Meeting 2 (CEO)
27 May 2024	Point Lonsdale Lighthouse Reserve Stage 2- Project Control Group meeting via videoconference (Cr Ebbels & Cr Grout)
28 May 2024	Meeting with a Queenscliff Tourist Park camper (CEO)
29 & 30 May 2024	G21 Mayor's Spring Street Delegation (Cr Ebbels)
30 May 2024	Respect 2040 Executive Governance Group Meeting (CEO)
31 May 2024	G21 Arts and Culture Networking Meeting (CEO)
4 June 2024	Tourism Greater Geelong & The Bellarine Board Meeting (Cr Ebbels)
4 June 2024	Meeting with the Queenscliff Maritime Museum (CEO)
5 June 2024	Joint State/Local Government Monthly CEO Forum via videoconference (CEO)
5 June 2024	Borough of Queenscliffe After 5 Business networking event (CEO & Cr Minty)
5 June 2024	Meeting with Life Saving Victoria via Videoconference (CEO)
6 June 2024	Meeting with the Chair of Audit & Risk Committee (CEO)



6 June 2024	Reconciliation Action Plan Governance Group meeting with Tiiamanno Consultants (CEO)
6 June 2024	Geelong Heritage Centre Advisory Committee Meeting (Cr Ebbels)
7 June 2024	Conversations that matter with Stan Grant (Cr Ebbels)
11 June 2024	Audit & Risk Committee Meeting (CEO, Cr Ebbels, Cr Grout & Cr Grigau)
12 June 2024	Geelong Regional Library Corporation AEBM Executive Steering Committee Meeting (CEO)
12 June 2024	Meeting with the Wadawurrung Aboriginal Owners Corporation via videoconference (CEO)
12 June 2024	Planning Review Meeting for Planning Application 2021-048 at 202-204 Point Lonsdale Road, Point Lonsdale (CEO, Crs.....)
13 June 2024	Meeting with Barwon Water Chief Executive Officer (CEO)
13 June 2024	Meeting with St Georges Church Committee Members (Cr Ebbels)
14 June 2024	G21 Board Meeting (CEO & Cr Ebbels)
14 June 2024	G21 Journey on Wadawurrung Country at Surf Coast (CEO & Cr Ebbels)
14 June 2024	Meeting with Cottage by the Sea Chief Executive Officer (Cr Ebbels)
15 June 2024	Queenscliff Football Netball Club Heritage Day (Cr Ebbels)
17 June 2024	Event Sponsorship & Community Grants Advisory Group Meeting (Cr Minty)
18 June 2024	Visit with the Point Lonsdale Primary School grade 3/4 students (CEO & Cr Ebbels)

RESOLUTION

Cr Robert Minty / Cr Ross Ebbels

That the Functions Attended report be received.

CARRIED UNANIMOUSLY



11. Chief Executive Officer

11.1. Chief Executive Officer Report for June 2024

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.

Executive Summary

E-Waste diverted from landfill

On Saturday 11 May 2024, Council held an e-waste collection where residents could dispose of their unwanted electronic items. Thanks to the participation of our community, over 5,000 kilograms of e-waste was diverted from landfill and will be recycled and given a second life.

Over the weekend 288 cars came through the Ocean View carpark to drop off 5,075kg of electrical waste, including televisions, computers, IT equipment, irons, toasters, kettles and vacuums. All of these products will be recycled into new products via Sircel.

Since introducing an e-waste collection in 2012, Council has diverted 80,000 kilograms of e-waste from landfill, helping stop hazardous substances getting into soil and water, and saving energy and resources that go into new products.

Council is committed to ensuring waste gets disposed of in the right way. Officers are currently reviewing the processes related to the collection of hard waste, with the aim of providing residents with greater flexibility and reliability regarding collection days and times, as part of an improved collection service.

The annual hard waste collection will be delayed this year while officers finalise the Recycling Contract which will be considered in the closed section of this meeting. Further updates regarding the hard waste collection will follow in the coming months.

Council thanks the community for their contribution to the e-waste program.



Reflect Reconciliation Action Plan (RAP)

The Reflect RAP was adopted by Council on 27 March 2024. The RAP is designed to give workplaces a roadmap to begin their reconciliation journey and includes actions and undertakings that workplaces must deliver.

On 6 June 2024 the Reconciliation Action Plan (RAP) Governance Group, along with Tiimanno Consulting, met and finalised the terms of reference for the implementation of the Reflect RAP. The forty-eight actions across the four Pillars in the Reflect RAP will be rolled out over a 12 month period to April 2025. The CEO will provide regular updates about the progress of the implementation via updates in the quarterly reports to Council and the CEO monthly update in the Council agenda.

One of the many ongoing benefits of this project is that it will help to demonstrate the ongoing commitment to our developing relationship and meaningful engagement with Wadawurrung Traditional Owners and First Nations peoples. Another clear benefit is an increased understanding and respect for Wadawurrung Country and First Nations peoples.

Reconciliation Australia recommends that Council commence the process of developing the Innovate RAP towards the end of the year to give Council time to implement actions from the Reflect RAP. The Innovate RAP stage will involve consultation with the community.

Queenscliff Recreation Reserve Oval Lighting LED Upgrade

A Federal Government election commitment was made in 2022 to upgrade the Queenscliff Recreation Reserve oval lighting from the existing metal halide light that produces a lighting level of 50lux to a LED 200lux lighting system.

A project steering committee was formed to guide the delivery of the project in early February 2024. The project steering committee consists of three Queenscliff Football and Netball Club representatives and a Council officer who is performing the role of project manager.

A procurement process was commenced for the design, supply and installation of an LED lighting upgrade for the Queenscliff Recreation Reserve oval under the guidance



of the project steering committee. A Tender was advertised on 2 March 2024 and closed 29 March 2024. A letter of acceptance has now been issued to the successful contractor P&V Newell Electrical Contractors PL in partnership with Musco lighting.

Evidence that the proposed upgrade will not impact the operation of marine navigational markers is required by Ports Victoria (the responsible authority for managing the channel network). An independent lighting consultant has been engaged to assess and report on the Ports Victoria requirements. The lighting consultant has assessed current lighting conditions, assessed the proposed lighting design and provided a report for Ports Victoria with the independent assessment of the impact to navigational aids in the shipping lane. Council has received return correspondence from Ports Victoria indicating that it has no objection to progressing the proposed upgrade on the condition that Council works with Ports Victoria to resolve any navigation issues experienced by mariners caused by the lighting.

The lighting contractor has indicated that the delivery of the lighting and associated materials is anticipated to occur in the week beginning 24 June 2024. The upgrade is currently scheduled to be completed and commissioned by 8 August 2024.

Current Consultation

The Borough of Queenscliffe Coastal and Marine Management Plan (CMMP) was released for public consultation following the Council meeting on 29 May 2024. The CMMP sets the strategic direction for marine and coastal Crown land managed by the Borough of Queenscliffe. It has been designed to align with the *Marine and Coastal Act 2018* and associated policy.

The CMMP was placed on exhibition for a period of 28 days allowing the community to provide feedback on the plan up until close of business on 5 July 2024. A community drop-in session was held on Sunday 23 June at the Queenscliffe Hub, where Council officers were available to answer questions about the draft CMMP. Council also held information sessions with community and environmental groups.

You can find more information or make a submission via the Council website [Coastal Marine and Management Plan on Exhibition | Borough of Queenscliffe](#)



RESOLUTION

Cr Isabelle Tolhurst / Cr Robert Minty

That Council receives the Chief Executive Officer Report for June 2024.

CARRIED UNANIMOUSLY



12. Health & Wellbeing

12.1.	Draft Access and Inclusion Plan 2024–2025
Author:	Coordinator Community Services
Portfolio:	Health & Wellbeing
Councillor:	Cr Minty

Purpose

The purpose of this report is to present the Draft Access and Inclusion Plan 2024–2025 and seek Council support to place the document on public exhibition for community feedback for one month.

Executive Summary

Portfolio 1: Health and wellbeing

Strategic Objective: To support community wellbeing and encourage an active lifestyle

Priority 3: Promote diversity and gender equality

Council’s Annual Plan 2023–2024 includes the commitment to support the Disability Lived Experience Group and to develop a Disability Action Plan.

The draft plan has been developed using input from a group of twenty-two local people with lived experience of disability and is structured to reflect the themes used by the State and Federal governments and adopts the term ‘Access and Inclusion’.

The plan contains modest actions which can be achieved within existing resources in the coming twelve months. A key action is to develop a four-year plan which will align with the new Council term.

The plan is now being presented for community exhibition and comment prior to being finalised for presentation to Council for adoption before the end of this Council’s term.



RECOMMENDATION

That Council:

- a. Places the Draft Access and Inclusion Plan 2024–2025 on public exhibition inviting submissions for a period of 28 days.
- b. Following consideration of the community feedback, the Access and Inclusion Plan 2024–2025 is presented to an Ordinary Meeting of Council.

RESOLUTION

Cr Isabelle Tolhurst / Cr Robert Minty

That Council:

- a) Places the Draft Access and Inclusion Plan 2024–2025 on public exhibition inviting submissions for a period of 28 days, ending on 15 August 2024.
- b) Following consideration of the community feedback, the Access and Inclusion Plan 2024–2025 is presented to an Ordinary Meeting of Council.

CARRIED UNANIMOUSLY



REPORT

Background

Following a series of community presentations from mid-2022, Council's 2023–2024 Annual Plan includes the commitment to support the Disability Lived Experience Group and to develop a Disability Action Plan.

In late 2022, people with a Lived Experience of Disability were invited to express interest in participating in a group who would collaborate with Council to improve access and inclusion for people with a disability. A key priority was to create a new 'Disability Action Plan', as Council's previous plan was adopted in 2004.

The group was established in the middle part of 2023 and comprised twenty-two community members plus two Councillors and the group was supported by Council's CEO and the Coordinator Community Services. Across the later part of 2023 and into early 2024, the group developed and refined a new action plan prioritising actions which were achievable within available resources across a twelve month period.

As the State & Federal governments now use the terminology of 'Access and Inclusion' the new plan is being called an 'Access and Inclusion' Plan.

Discussion

At early meetings of the Lived Experience Disability Group who tagged themselves 'the LEDGs' it was noted that many of the actions listed in Council's previous 2004 plan continued to be the issues. Also, many of the issues and opportunities to improve access and inclusion being discussed were beyond the scope of a small Borough to effect significant change and would mostly take longer than twelve months to achieve.

The Lived Experience Disability Group determined that the first Access and Inclusion Plan would be limited to a twelve-month period and contain actions able to be implemented within existing resources.

A key action of the twelve-month plan was to develop a four-year action plan which would align with the forthcoming Council term, and the other strategic documents also developed within the first year of a new Council term.



The twelve-month plan would, however, also list several 'opportunities' that could not be implemented with existing resources, which might be progressed if funding or resources became available. It is anticipated that some of these opportunities will be reflected as actions in the four-year plan which will be developed across 2024–2025.

The structure of the action plan aligns with the high-level themes found in the '*Inclusive Victoria: State disability plan (2022–2026)*' and '*Australia's Disability Strategy 2021–2031*', which outlines a vision for a more inclusive and accessible Australian society. The structures of these state and federal documents align with the '*United Nations Disability Inclusion Strategy*'.

The Draft Access and Inclusion Plan 2024–2025 is provided at Appendix 12.1.1

Communications and Engagement

Community Engagement

The Draft Access and Inclusion Plan 2024–2025 is a direct product of the community engaging Council to collaborate in improving the community's access and inclusion.

The Lived Experience of Disability Group comprises community members who have worked with Councillors and officers to identify the actions that can be achieved within available resources in the coming twelve months and the areas of opportunity that could be responded to if funding and resources became available.

It is proposed that the draft plan be placed on public exhibition for a period of four weeks. All stakeholders will have an opportunity to comment on and contribute to the final plan to be presented to Council for adoption as its Access and Inclusion Plan 2024–2025.

It is proposed that the exhibition period will run from 15 July to 5 August 2024. During this period, the draft plan will be available on Council's website, promoted to all known community members with an interest in access and inclusion, and to the broader network of Council's contacts. Officers and some members of the Lived Experience Disability Group will be available to respond to questions and feedback and it is proposed to hold one or more drop-in sessions at the Town Hall.



Following this period, officers and the Lived Experience Disability Group will review the feedback, finalise the plan and prepare it for presentation to Council for adoption.

Collaboration

Officers have collaborated with local community groups in relation to this report. Following community exhibition, officers will collaborate with the Lived Experience of Disability Group to finalise the plan.

Governance Context

Relevant Law

Victoria's Disability Act 2006 requires public authorities, state government departments and local governments to prepare disability action plans. These plans need to describe how the agency will address access and inclusion barriers for people with disability, as both service users and employees. Disability action plans should align to the outcomes framework of the state disability plan so it is clear how they contribute to achieving statewide outcomes. The Victorian Government is currently considering the role of disability action plans as part of its review of Victoria's Disability Act.

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?

At the conclusion of the public exhibition and once the actions have been determined, a gender Impact assessment will be undertaken prior to finalising the plan and presentation to Council for formal consideration.

Audit and Risk Committee

Not applicable.



Regional, State and National Plans and Policies

The structure of the action plan follows the high-level themes found in the '*Inclusive Victoria: state disability plan (2022–2026)*' and '*Australia's Disability Strategy 2021–2031*', which outlines a vision for a more inclusive and accessible Australian society. The structures of these state and federal documents align with the '*United Nations Disability Inclusion Strategy*'.

Legal and Risk Implications

The legal and risk implications have been considered in association with this report.

Related Documents

Annual Plan 2023–2024

Community Vision 2021–2031

Council Plan 2021–2025

CP003 Community Engagement

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

This project will be delivered using existing Council resources.

Innovation and Continuous Improvement

Officers have reviewed processes and procedures and implement changes to enhance the outcome of this project.

Implementation

Operational Impacts

This project will be delivered with existing operational resources.



Implementation Process

This project will be delivered by existing staff and resources in collaboration with the Lived Experience Disability Group. Progress on plan implementation will be provided as part of Council's established Annual Plan reporting process.

Attachments

1. Draft Access and Inclusion Plan 2024-2025 [**12.1.1** - 11 pages]



13. Environment

No reports to consider.

14. Local Economy

No reports to consider.



15. Heritage, Planning & Infrastructure

15.1.	Planning Permit Activity Report
Author:	Senior Planner
Portfolio:	Heritage, Planning & Infrastructure Cr Ebbels

Purpose

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

Executive Summary

The following table provides a summary of the planning permit activity from the last report published at the close of business on 17 June 2024.

CATEGORY	TALLY
Current applications	6
Applications finalised since last report	6
New applications received since last report	9
Total number of active permit applications	14
VCAT matters yet to be determined	4
Development Plan & Planning Scheme Amendment Summary Report	3

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

That the Planning Permit Activity Report be received.

CARRIED UNANIMOUSLY



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2021048	27/05/2021 1 (Amended 21/03/2024)	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 Transport Zone 2	9	For consideration in Council meeting agenda
PA2023062	12/09/2023	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a six lot subdivision, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2	9	Under consideration
PA2024017	19/04/2024 (Amended 17/06/2024)	36-38 & 40 Cheshunt Street Point Lonsdale	Construction of outbuildings and fences and alterations to a dwelling individually listed in a Heritage Overlay	4	Under consideration
PA2024019	01/05/2024	25 Winterley Road Point Lonsdale	Construction of a dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and removal of native vegetation	0	Under consideration
PA2024020	03/05/2024	118 Hesse Street Queenscliff	Use and development of a pétanque terrain	0	Under consideration
A2021-081-1	08/05/2024	8 Cheshunt Street Point Lonsdale	Amendment: Alterations and extensions (two storey) to an existing dwelling	N/A	Under consideration



b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
PA2024009	13/02/2024	81 Hesse Street Queenscliff	Alterations and extensions to an existing building individually listed in a Heritage Overlay	Notice of decision to grant a permit issued
PA2024012	28/02/2024	75 Learmonth Street Queenscliff	Part demolition, alterations and extensions (two storey) to an existing dwelling and construction of a front fence in a Heritage Overlay area	Notice of decision to grant a permit issued
PA2024015	20/03/2024 (Amended 13/05/2024)	98 Hesse Street Queenscliff	Demolition of a dwelling and construction of a two storey dwelling in a Heritage Overlay area	Notice of decision to grant a permit issued
PA2024018	01/05/2024	8 Lonsdale Street Point Lonsdale	Alterations to an existing two storey dwelling	Permit issued
A 2022-119	15/05/2024	2A Nicholas Court Point Lonsdale	Amendment: Construct a building and carry out works for alterations and additions to an existing dwelling in Design and Development Overlay Schedule 3	Amended permit issued
VS2400011	27/05/2024	12 Bailey Street Point Lonsdale	Construction of an outbuilding	Permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2024021	17/05/2024 (Amended 06/06/2024)	13 Henry Street Queenscliff	Construction of a second dwelling, subdivision of the land into two (2) lots, variation to the side setback and site coverage requirements of Design and Development Overlay Schedule 1 and reduction in car parking to the existing dwelling	0	Public notification
A 2021-130-1	24/05/2024	2 Nicholas Court Point Lonsdale	Amendment: Alterations and extensions to an existing three storey dwelling	0	Public notification
VS2400011	27/05/2024	12 Bailey Street Point Lonsdale	Construction of an outbuilding	N/A	Permit issued
PA2024022	04/06/2024	42 Flinders Street Queenscliff	Construction of a two storey dwelling	0	Public notification
A 2018-093-2	06/06/2024	1 Mercer Street Queenscliff	Amendment: Part demolition, alterations and extensions to an existing two storey dwelling in a Heritage Overlay area	0	Under consideration
PA2024023	15/06/2024	6 Baillieu Street Point Lonsdale	Alterations and extensions to an existing dwelling	0	Initial review
VS2400012	17/06/2024	64 Stokes Street Queenscliff	Demolition of an outbuilding and construction of an outbuilding in a Heritage Overlay area	N/A	Under consideration
VS2400013	17/06/2024	33 Stokes Street Queenscliff	Demolition of outbuildings in a Heritage Overlay area	N/A	Under consideration
VS2400014	17/06/2024	36-38 & 40 Cheshunt Street Point Lonsdale	Demolition and construction of a front fence on a site individually listed in a Heritage Overlay area	N/A	Under consideration



d. VCAT Applications

App. No	Date Received	Address	Proposal	Status
PA2022-131	18/10/2023	7 Henry Street Queenscliff	Construction of two dwellings (two storey), variation to the setback requirements of Design and Development Overlay Schedule 1 and subdivision of the land into two (2) lots	VCAT application for review lodged by objector VCAT hearing 17 June 2024 (waiting on decision)
PA2022-044	05/12/2023	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	VCAT application for review lodged by applicant VCAT preliminary hearing 15 July 2024
PA2023-042	26/06/2023	13 Nicholas Court Point Lonsdale	Construction of a two-storey dwelling and front fence	VCAT application for review lodged by objector VCAT compulsory conference 5 July 2024 VCAT hearing 6 September 2024
PA2024-009	13/02/2024	81 Hesse Street Queenscliff	Alterations and extensions to an existing building individually listed in a Heritage Overlay	VCAT application for review lodged by objector VCAT hearing yet to be scheduled



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
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
C40quen	Proposed amendment to incorporate the recommendations of the “Heritage Review of Places in Fisherman’s Flat Urban Conservation Precinct (HO1), Fisherman’s Flat, Queenscliff, Victoria” (Ecology and Heritage Partners, August 2023)	Exhibition of amendment C40quen concluded on 12 April 2024. Twelve submissions were received. At the Ordinary Meeting on 22 May 2024 Council resolved to request that the Minister for Planning appoint a Panel to hear submissions. A Directions Hearing was held on 13 June 2024 and a Panel Hearing has been scheduled for 8 July 2024.

Legend

Italic text Amendment/extension of time request to application previously determined by Council

Bold text Officer delegation removed

PA Planning permit application

VS VicSmart application

A Application to amend a planning permit (under Section 72)



15.2.	Planning Application 2021/048 at 200-204 Point Lonsdale Road, Point Lonsdale
Author:	Senior Planner
Portfolio:	Heritage, Planning & Infrastructure
Councillor:	Cr Ebbels

Purpose

The purpose of this report is to present an assessment of, and recommendation for the planning application 2021-048 at 200-204 Point Lonsdale Road, Point Lonsdale which seeks permission for the following:

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.

Executive Summary

Portfolio 4: Heritage, planning and infrastructure

Strategic Objective: To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure

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

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

The subject site is located on the north east corner of Point Lonsdale Road and Lawrence Road, Point Lonsdale. The subject site is 2,465 square metres in area and is currently developed with an existing single storey service station located to the south western corner of the site. Land surrounding the site consists of the following:

- West – On the opposite side of Point Lonsdale Road are the Eric Tolliday units on the Bellarine Community Health site.
- East – Two storey dwellings at 2 Lawrence Road and 5 Bowen Road.
- North – Existing single and double storey units at 206 Point Lonsdale Road.
- South – Royal Park Oval and Tourist Park facility.



The site is to be redeveloped with the following components:

- A two storey building fronting Point Lonsdale Road containing four retail tenancies totaling 460 square metres. The building is set back 12.9 metres from Point Lonsdale Road and has 13 at grade parking spaces to the front of the tenancies.
- Five two bedroom dwellings are to be located above the retail tenancies. The building has a height of 8.5 metres.
- Four attached two storey, three bedroom dwellings to the east side of the retail building with heights of 8.5 metres.
- Three attached two storey, three bedroom dwellings fronting Lawrence Road to the south with heights at 8.5 metres. These three buildings have a setback of between two metres and 4.3 metres from Lawrence Road.
- A basement car park to contain 28 parking spaces to service the retail uses and proposed dwellings.

All the dwellings proposed include roof top balconies.

The subject land fall under the following zones and overlays:

- Mixed Use Zone (MUZ)
- Design and Development Overlay – Schedule 3 (DDO3)
- Vegetation Protection Overlay – Schedule 1 (VPO1)

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

- MUZ – use and development of land for a shop exceeding a floor area of 150 square metres and to construct more than one dwelling on the land
- DDO3 – building and works
- Clause 52.06 – reduction in parking provision being three spaces (one for commercial visitors and two for residential visitors)
- Clause 52.29 – change and create access to a road in a Road Zone Category 1 (Department of Transport referral required)

The application has been placed on public notification and generated nine objections from surrounding properties and interest groups. The application was the subject of a Planning Review Meeting on the 12 June 2024.



Having reviewed the proposal against the relevant criteria in the Queenscliffe Planning Scheme and the original objections and subsequent commentary it is recommended the proposal be supported with appropriate conditions as listed in the recommendation.

RESOLUTION

Cr Ross Ebbels / Cr Isabelle Tolhurst

That Council:

Having caused notice of Planning Application No. 2021/048 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered the objections and all the matters required under Section 60 of the *Planning and Environment Act 1987* and the Queenscliffe Planning Scheme, resolves to issue a Notice of Decision to Grant a Planning Permit under the provisions of Clause 32.04, 43.02, 52.06 and 52.29 for 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 for land described as 200-204 Point Lonsdale Road, Point Lonsdale subject to the following conditions:

Amended plans

1. Before the commencement of the development, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and the plans must be generally in accordance with the amendment plans marked Rev A received on 19 March 2024 but modified to show:
 - (a) A 200 millimetre concrete edge along the northern boundary to manage stormwater outcomes.
 - (b) The garage roller door to the basement car park setback two metres from the building frontage.
 - (c) Any venting of the enclosed commercial waste storage area shall be to the eastern wall only and all walls to the waste storage area shall be constructed in materials to minimise noise transfer.



- (d) The reduction in the area of the roof top decks on Dwellings 1 to 7 by at least one third of the current area of the decks.
 - (e) Designated bicycle parking consistent with Clause 52.34 of the Queenscliffe Planning Scheme.
 - (f) A 2.2 metre high acoustic fence along the northern boundary measured from the finished ground level of pathway along the northern boundary on the subject site.
 - (g) A 2.4 metre wide concrete path for the Point Lonsdale Road frontage and for 15 metres down Lawrence Road to be constructed by the permit holder.
2. Before the commencement of the development, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale, further the landscaping strategies set out in 15.01-5L-04 of the Queenscliffe Planning scheme, and must show:
- (a) a survey (including botanical names) of all existing vegetation to be retained and/or removed
 - (b) buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary
 - (c) details of surface finishes of pathways and driveways
 - (d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant
 - (e) landscaping and planting within all open areas of the site and the road reserves

The landscape plan must incorporate the use of indigenous vegetation. All species selected must be to the satisfaction of the responsible authority. The landscape plan must also indicate that an in-ground irrigation system is to be provided to all landscaped areas.

3. Prior to the development commencing, other than works required to action this condition, the permit holder must provide:



- (a) A Preliminary Risk Screening Assessment (PRSA) by a suitably qualified practitioner confirming whether an environmental audit is required.
- (b) Where the PSRA directs an environmental audit to be completed the permit holder must provide:
 - i. an environmental audit statement under Part 8.3, Division 3 of the Environment Protection Act 2017 which states that the site is suitable for the use and development allowed by this permit; or
 - ii. an environmental audit statement under Part 8.3, Division 3 of the Environment Protection Act 2017 which states that the site is suitable for the use and development allowed by this permit if the recommendations made in the statement are complied with.

All the recommendations of the environmental audit statement where required must be complied with to the satisfaction of the responsible authority, prior to commencement of use of the site. Written confirmation of compliance must be provided by a suitably qualified environmental consultant or other suitable person acceptable to the responsible authority. Compliance sign off must be in accordance with any requirements in the environmental audit statement recommendations regarding verification of works.

- 4. Prior to the commencement of the development an updated Stormwater Management Plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. The Stormwater Management Plan must show overall stormwater management for the site and confirm increased retention on site and possible legal points of discharge.
- 5. Before the commencement of the development, a Waste Management Plan to the satisfaction of the Responsible Authority must be submitted and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. Before the use starts/development is occupied, the approved Waste Management Plan must be implemented and thereafter complied with at all times to the satisfaction of the Responsible Authority. The Waste Management Plan must include:
 - (a) Details of the size and location for the storage of general waste and recyclables;



- (b) Proposed collection details including presentation points and days/times for collection for the different types of collection including confirmation that all residential waste will be collected from Lawrence Road.

General

6. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
7. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

Landscaping

8. Within six months of occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
9. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

Amenity

10. Noise levels emanating from the premises must not exceed those required to be met under the *Environment Protection Act 2017*.
11. No permanently fixed sound amplification equipment, juke boxes or loud speakers may be used for the purpose of announcements, broadcasts, playing of music (whether recorded or otherwise) or similar purposes so as to be audible on adjoining public or private land.
12. The use must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected, through the:
 - (a) transport of materials, goods or commodities to or from the land;
 - (b) appearance of any building, works or materials;
 - (c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; or
 - (d) presence of vermin.



13. External lighting must be designed, baffled and located to the satisfaction of the Responsible Authority so as to prevent any adverse effect on adjoining land.

Department of Transport and Planning

14. Prior to commencement of the use the proponent must construct a left hand deceleration lane into Lawrence Road which should include pedestrian protection measures for separation of the adjacent shared user path. An appropriate turning circle must be maintained into the site access on Lawrence Road.
15. Prior to the commencement of works, separate approval under the *Road Management Act 2004* for this activity is required from VicRoads (the Roads Corporation). Please contact southwestworks@roads.vic.gov.au prior to commencing any works to arrange a Road Works Agreement, approval of plans and payment of design and checking fees.

Expiry

16. The permit will expire if one of the following circumstances applies:
 - (a) The development of the building(s) hereby approved has not commenced within two (2) years of the date of this permit.
 - (b) The development of the building(s) hereby approved is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires; or

- (c) Within six (6) months after the permit expires where the use or development has not yet started; or
- (d) Within twelve (12) months after the permit expires, where the development allowed by the permit has lawfully commenced before the permit expiry.

CARRIED UNANIMOUSLY



REPORT

Background

The application was lodged in 2021 and processing has been delayed awaiting approval of a Cultural Heritage Management Plan (CHMP) as required under the *Aboriginal Heritage Act 2006*. No decision on the application can be undertaken in the absence of an approved CHMP per Section 52 (1) of the *Aboriginal Heritage Act 2006*. An approved CHMP was received on 15 December 2023.

The application was advertised in 2021 and generated nine (9) objections. After receipt of the CHMP and in response to the objections, amended plans were provided to Council on 19 March 2024 marked Revision A. These plans were subsequently re-advertised to all surrounding properties and the original objectors. All of the nine (9) objections initially received remain. The key issues raised in the objections are summarised below:

- Impact on the lower density, village character of the area
- Site coverage
- Reduction in car parking
- Traffic
- Potential overlooking to north and east from balconies and roof top terraces
- Noise issues
- Contamination
- Stormwater management
- Loss of service station
- Impact on retail sector
- Not consistent with the Point Lonsdale Structure Plan
- Location of waste management facilities

The application has been referred to the relevant agencies with the following responses:

- Environment Protection Authority (EPA) – The EPA confirmed no objection to the proposal but advised careful consideration of the need for an environmental audit before any development commences needs to occur consistent with Potentially Contaminated Land (Planning Practice Note 30) July 2021. Condition 3 in the recommendation responds to that advice.



- Department of Transport and Planning (DTP) – DTP responded in 2021 with no objection subject to conditions requiring a left hand turn lane to Lawrence Road. This requirement has been included in the recommended conditions.
- Council's Engineering Department have raised the following issues:
 - Confirmation of how drainage will be contained and discharged from the site.
 - The developer should be providing footpath upgrades to the frontage of the site in the event a permit issues to link with the current shared path network.

The above items have been included in the recommended permit conditions.

Discussion

The subject land has been strategically identified for a different form of use and development via the application of the MUZ in the past. The MUZ supports a variety of uses and drives development outcomes that will be different from the traditional single dwelling on a larger lot as exists in other areas of Point Lonsdale. The issues of neighborhood character and interface with adjoining properties remain important considerations, however, these matters need to be considered in the context of the underlying zone provisions.

The development of the dwellings is required to be assessed against Clause 55 of the Queenscliffe Planning Scheme and the Design and Development Overlay Schedule 3. These assessments are included in Attachments 1 and 2.

The key issues that have been raised in objections and that are important for the consideration of the application under the permit triggers are commented upon below.

Neighbourhood character and site coverage

The subject land is zoned a MUZ which facilitates residential development at higher densities and for a range of residential and commercial uses. The application of the zone to the land through decisions of past Councils has deliberately nominated the land for a different form of development than the standard residential zoning of surrounding land. Consideration of how the building form aligns with the broader neighbourhood character remains an important consideration in context of the MUZ



however the development will provide for a different mix of uses and more intense form than a standard residential zone.

The proposed buildings have been designed to be below 8.5 metres in height and have been sited to ensure setbacks from the northern and eastern boundaries to residential properties. The scale and form of the proposal is considered to be responsive given the above context and given its corner site location. The building form is able to provide for a level of intensity that is respectful of the broader setting and able to manage off site amenity impacts as detailed later in this report.

The site coverage proposed on the site exceeds that preferred in the Design and Development Overlay by 2.5%. The Design and Development Overlay notes the following in relation to the performance standards within it:

- *While the guidelines contained in this document apply to all the areas shown above, they have essentially been prepared for residential development on conventional lots. In relation to nonresidential development or development on large sites, only the objectives that are relevant need be addressed.*

Arguably the additional site coverage does not result in unacceptable building scale or bulk, and VCAT have regularly permitted small increases in site coverage, particularly on land in a MUZ's where different built form is intended.

Car parking and traffic

The car parking requirement for the shops is 18 spaces (based on floor area) and the plans allocate 17 parking spaces resulting in a waiver of 1 parking space. The two visitor parking spaces for the dwellings are also not allocated on site and therefore these 2 parking spaces are also sought to be waived for a total waiver of 3 car parking spaces.

The application has been supported by a car parking and traffic assessment by O'Brien Traffic. Based on a car parking demand assessment it is not considered that the reduction in three car parking spaces will result in significant off site impacts due to the availability of parking in the broader area and alternate means of visiting the site (eg: pedestrian and cycling).



Traffic analysis has also been undertaken and no issues with capacity in the road network are anticipated. The Department of Transport has requested an upgrade of the left turn as part of the development in the event a permit is granted.

It is noted that updated objections have detailed that traffic may have increased in the area in the last 2-3 years. Whilst this is noted it is not considered that traffic increases have changed to a level to suggest significant change to the original analysis which noted significant capacity existed in the road network.

Overlooking

Concerns have been raised by objectors in relation to the roof terraces and potential overlooking. The design and siting of the rooftop terraces has considered overlooking within the 9 metre arcs as defined by the ResCode standards – where these are not being met screening outcomes have been provided i.e. to the north.

Whilst it is recognised that views do not end at 9 metres, the planning scheme does not require longer range views to be protected which is relevant to properties to the east which are beyond the 9 metre arc. The aspect of long range views being protected was tested at VCAT recently by the Borough of Queenscliffe on a separate site in Point Lonsdale and on review at VCAT the requirements to screen views beyond 9 metres was not supported by the Tribunal.

It is noted that the roof top decks are large, particularly on Dwellings 1 to 7 and the recommendation has included a condition to reduce the size of these roof top decks by a third to help manage expectations of how those spaces are used into the future.

Noise

It is noted that concerns have been raised in relation to increased noise via the use of the dwellings. The planning scheme does not see normal residential noise as a matter of concern and focuses on other noise sources from non-residential uses. Potential noise from the non-residential uses have been responded to via enclosing the waste storage areas for the commercial uses and an acoustic fence to the northern boundary.

Contamination

The EPA has provided advice suggesting processes should be followed to ensure potential contamination issues from the petrol station on the site are managed in accordance with relevant legislative frameworks. A site investigation report has been



completed and submitted with the application, however the EPA advice suggests more needs to be done consistent with Planning Practice Note 30 Potentially Contaminated Land July 2021. In this regard more detailed information has been required via proposed Condition 3 aligned with current environmental protections legislation.

Stormwater

The management of stormwater on the site has relied on distribution to existing public networks. Advice from Council's Engineers is that retention on site is required due to the capacity with surrounding systems. The recommendation has included a condition for a stormwater management plan to be prepared to detail solutions for stormwater retention and management.

Loss of service station/Impact on retail sector/ Not consistent with the Point Lonsdale Structure Plan

Objections have raised concern with the loss of the current service station use on the site. The service station can cease operation at any time and the Queenscliffe Planning Scheme has no control on the commercial operation of the service station and it is not a matter that can be addressed under the application assessment.

In relation to retail impact and the Point Lonsdale Structure Plan 2009, it is noted the Point Lonsdale Structure Plan identifies the site as a local shop and states the following on page 15 of the Structure Plan documents:

- *Outside of the Shopping Village, small local convenience shops (eg. Milk bars, pharmacies, newsagents) can contribute to community life by encouraging physical activity, and creating a setting for people to socialise. The "BP site" at the corner of Point Lonsdale Road and Lawrence Road (currently a convenience shop and service station) has potential for mixed use development, incorporating limited retail/office spaces with upper level residential use.*

In this context, the site is strategically recognised as having a potential retail focus and the modest scale of commercial activity proposed aligns with that direction.

Location of waste management facilities

Concerns related to waste management on the site have largely been responded to by the amended plans which include an enclosed area for the commercial waste storage and that residential waste will be collected via Lawrence Road. Conditions



have been included in the recommendation to further refine the detail associated with waste management outcomes.

Options

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

Option 2 – That Council modify the officer recommendation.

Option 3 – That Council reject the officer recommendation and refuse the application.

Communications and Engagement

Community Engagement

The application has been advertised in accordance with the requirements of the *Planning & Environment Act 1987* as detailed earlier in the report. Issues raised in the nine (9) objections received have been commented on in this report.

Collaboration

No specific collaboration opportunities were available in the processing of the application.

Governance Context

Relevant Law

The relevant legislation for the assessment of the planning application is the *Planning and Environment Act 1987* and the Queenscliffe Planning Scheme.

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.

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



Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

The relevant policy context is contained in the Queenscliffe Planning Scheme.

Legal and Risk Implications

There are no specific legal issues associated with the processing of the application.

Related Documents

The Queenscliffe Planning Scheme is the key document related to the assessment of the application.

Disclosure of Interest

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

Considerations

Environmental Sustainability

Impacts on the environment have been considered as part of the assessment of the proposal.

Financial and Resource Implications

There are no financial or resource implications associated with this report. There may be a financial implication to Council if any rights of appeal to VCAT are exercised.

Innovation and Continuous Improvement

No specific issues of innovation and continuous improvement are relevant to the consideration of the planning permit.

Implementation

Operational Impacts

The assessment of the application has occurred within existing operational resources.



Implementation Process

This project will be delivered by existing staff and resources. Any decision will be conveyed to all parties and depending on the decision, the relevant parties will have rights of appeal to VCAT.

Attachments

1. Clause 55 and DDO3 Assessment for 200-204 Point Lonsdale Road [**15.2.1** - 18 pages]
2. Amended Plans Revision A for 200-204 Point Lonsdale Road [**15.2.2** - 24 pages]



15.3.	Queenscliff Traffic Management Strategy
Author:	Manager Infrastructure & Environment
Portfolio:	Heritage, Planning & Infrastructure
Councillor:	Cr Ebbels

Purpose

The purpose of this report is to present the updated Queenscliff Traffic Management Strategy (QTMS) for adoption by Council.

Executive Summary

Portfolio 4: Heritage, planning and infrastructure

Strategic Objective: To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure

Priority 5: Maintain and improve community infrastructure within the Borough

A Traffic Management Strategy is a process of identifying existing transport and road safety issues and developing recommended solutions to improve the safety, amenity, and access within a defined study area. The study area for the QTMS is the township of Queenscliff located east of 'The Narrows' and includes the arterial and local road network.

Council engaged Ratio Consultants to develop the QTMS in response to community feedback relating to vehicle speeds, 'rat-running', traffic volumes, and road safety.

A draft QTMS was presented to Council at the Ordinary Meeting of February 2024 with a resolution to place the draft QTMS on public exhibition inviting submissions for a period of 28 days. Submissions were reviewed by Council officers, in collaboration with Ratio Consultants, and a number of updates have been made as a result of community feedback.

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

That Council adopts the Queenscliff Traffic Management Strategy as presented.

CARRIED UNANIMOUSLY



REPORT

Background

Council engaged Ratio Consultants to produce a Traffic Management Strategy for the township of Queenscliff (east of 'The Narrows').

The development of the QTMS included a range of data collection, on-site observations, engagement with key stakeholders, and data analysis. Several issues and opportunities have been identified and a prioritised implementation plan has been developed within the QTMS.

Ratio Consultants undertook the following activities in the development of the QTMS:

- Background review, including previous community engagement and feedback.
- Traffic surveys and other data collection.
- Review of Department of Transport's (DTP) Movement and Place framework.
- Review and incorporate the findings of the Active Transport Strategy.

At its Ordinary Meeting of Council on 28 February 2024, Council resolved the following:

- a) Receives the draft Queenscliff Traffic Management Strategy, and*
- b) Places the draft Queenscliff Traffic Management Strategy on public exhibition, inviting submissions for a period of 28 days.*

The public exhibition period was open from 6 March to 3 April 2024.

A total of six (6) submissions were received during the public exhibition period. These submissions were reviewed by Council officers, in collaboration with Ratio Consultants, and a number of updates were made to the draft QTMS as a result of the community feedback.

A summary of the proposed changes is provided below:

Section	Description
1.2	Improved definition of what a Traffic Management Strategy is



Section	Description
1.3	Added section outlining Road Management Responsibilities and legislative requirements of BoQ and other relevant road authorities
2.3	Added commentary on the ferry terminal upgrade
3.4	Added labels for schools in Fig 3.3
3.7	Added commentary highlighting presence of school bus services within Queenscliff
5.3	Added <i>Introduction</i> to Movement & Place (M&P) Framework section to provide background and overview of the overarching strategy and objectives
5.3	Added Table 5.1 describing street typologies within the M&P Framework and how they relate to Queenscliff
5.3	Added additional commentary on the application of the M&P Framework, including key findings relating to general traffic, freight, cycling, walking, activity, and user experience
6.2	Added Weeroona Parade and Hygeia Drive traffic arrangements within the <i>Issues & Opportunities</i> section
6.2	Added streetlighting within the <i>Issues & Opportunities</i> section
7.2	Amended suitability of traffic signals within <i>Traffic Management Treatment</i> table to reflect that it is only suitable in some circumstances, subject to detailed investigations
8.4	Amended commentary on freight and heavy vehicle movements through Hesse and Gellibrand Streets to highlight the role of the National Heavy Vehicle Regulator
8.5	Added commentary to provide clarity on the role of DTP where local roads and arterial roads intersect
Table 8.1	Upgraded priority of speed humps along King Street (adjacent to the old high school site) from 'low' to 'medium' priority
General	Updated references to reflect changes since QTMS was originally drafted, for example: <ul style="list-style-type: none"> • Updated references to Dept of Transport and Planning



Section	Description
	<ul style="list-style-type: none"> Updated references to Active Transport Strategy Added Hesse Street Pathway to Fig 3.4
General	Minor spelling, grammar, and formatting updates

A number of items raised throughout the public exhibition period were considered to be outside the scope of the QTMS. Although this feedback has not been considered in updating the QTMS, it has been reviewed in its entirety, and appropriate action has been scheduled or undertaken where applicable.

Discussion

After reviewing the existing conditions of the Queenscliff transportation network, analysing all available data, and reviewing public submissions, a number of issues and opportunities were identified.

An overview of these issues is provided below. Further detail is provided in Section 6 of the attached QTMS.

Table 1 – Issues and Opportunities

Location	Issue
School Precinct	Speeding along Stevens Street and Bethune Street 40km/h zones. The 85 th percentile speeds were shown to be up to 6.7km/h over the posted speed limit.
King Street	Minor speeding where the 85 th percentile speeds were shown to be up to 1.0km/h over the posted speed limit. Also reports of perceived 'rat-runs'.
Gellibrand Street	Minor speeding along southern length of Gellibrand Street where the 85 th percentile speeds were shown to be up to 1.2km/h over the posted speed limit.
Bellarine Highway (B110)	Speeding at various locations along the Bellarine Highway including Flinders, Hesse, and Wharf Streets. It should be noted that the speed limit has been reduced from 60km/h to 50km/h along Flinders Street since the report was first written. DTP is the responsible road authority for the Bellarine Hwy.
Stokes Street	Poor design of roundabouts leading to potentially high traffic speeds and decreased safety for all road users.



Weeroona Parade	One-way traffic movements and confusion for some motorists with evidence of vehicles entering the wrong way via Hygeia Drive.
Various – Y-intersections and slip lanes	Poor intersection design leading to increased risk.
Various – Placemaking and traffic management	Opportunities for improved placemaking and amenity initiatives.
Various – Pedestrian and cyclist infrastructure	Opportunities for improved pedestrian and cycling treatments.
Street Lighting (General)	Poor or inadequate street lighting throughout Queenscliff.

In response to the identified issues and opportunities, a prioritised Implementation Plan has been developed. A simplified summary of the Implementation Plan is provided below. More detail is provided in Section 8 of the attached QTMS.

Table 2 – Implementation Plan

Location	Recommendation
Bethune Street	Raised intersection treatment.
Stevens Street (King to Stokes)	Localised kerb outstands and speed hump.
Stevens Street (Stokes to Hobson)	Raised school crossing.
Hesse Street (Stokes to Wharf)	Advocate to DTP to formalise 40km/h speed limit currently installed as a trial.
Gellibrand and Wharf Street intersection	Realignment of kerbing to improve intersection alignment.
Bellarine Highway	Work with DTP to improve safety along Wharf, Flinders, and Bethune Street (note this has been partially implemented since the report was first drafted).
Hesse Street (roundabouts)	Wombat crossings at roundabouts.
King Street	Speed humps.
Gellibrand Street (King to Stokes)	Splitter island at Gellibrand / King intersection. Speed hump mid-block.



	Wombat crossing near Stokes Street. Subject to further site investigations (steep grade).
Stokes Street (Stevens to Learmonth)	Improved roundabout design including pedestrian refuges.
Gellibrand and Symonds Street intersection	Pedestrian refuge, splitter islands, and improved signage and line marking.
Y-intersections and slip lanes	Re-align or re-design intersections to remove Y-angle approaches.
Weeroona Parade and Hygeia Drive intersection	Narrow the exit point in Weeroona Parade.

Options

1. Council can choose to adopt the QTMS as presented.
2. Council can choose not to adopt the QTMS as presented, and request officers to evaluate further amendments to the document.
3. Council can choose not to adopt the QTMS as presented, and request officers undertake additional community engagement.

Communications and Engagement

Community Engagement

Council officers and Ratio Consultants have worked with the public and key stakeholders throughout the development of the draft QTMS. A range of feedback was reviewed in the development of the QTMS including, but not limited to:

- Council Plan 2021–25 community engagement
- Hesse Street Pedestrian Safety Strategy community engagement
- Active Transport Strategy community engagement
- Submissions and collation of key issues via the online platform 'Crowdspot'
- Community feedback and requests regarding traffic management and road safety made directly to Council officers.

The draft QTMS was placed on public exhibition between 6 March and 3 April 2024. A total of six (6) submissions were received which were reviewed by Council officers, in collaboration with Ratio Consultants, and a number of updates were made to the draft QTMS as a result of the community feedback.



Collaboration

Officers and Ratio Consultants have worked with DTP ensuring alignment with their Movement and Place framework and the Victorian Road Safety Strategy 2021–2030.

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.

A Gender Impact Assessment has not been undertaken in respect of the matters in this Council Report. While the QTMS has a direct impact on the public, it considers traffic management concerns at a strategic level only. New and upgraded infrastructure resulting from the QTMS may be subject to individual Gender Impact Assessments.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Victoria Cycling Strategy 2018–2028

Victorian Road Safety Strategy 2021–2030

Movement & Place Framework 2019

Legal and Risk Implications

Not Applicable.

Related Documents

Hesse Street Pedestrian Safety Strategy 2021



Queenscliffe Active Transport Strategy 2023–2033

Disclosure of Interest

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

Considerations

Environmental Sustainability

A number of the initiatives will improve safety for pedestrians and cyclists and therefore promote active and sustainable transport. Sustainable transport is a key pillar in the Queenscliff Climate Emergency Response Plan.

Financial and Resource Implications

The QTMS identifies 13 potential projects in its implementation plan. No estimated costings are provided in the Strategy as these will be determined on a project-by-project basis as further investigations and designs are completed.

Adoption of the QTMS 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 projects through the annual budget process.

Innovation and Continuous Improvement

Innovative treatments and continuous improvement practices will be investigated and incorporated where practical by Council officers in delivering the proposed projects.

Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

The QTMS will be used as a guiding document when considering investment in new traffic management infrastructure improvements throughout Queenscliff.

Attachments

1. Queenscliff Traffic Management Strategy Final [**15.3.1** - 53 pages]



15.4.	Point Lonsdale Lighthouse Reserve Project update #6
Author:	Manager Customer Experience
Portfolio:	Heritage, Planning & Infrastructure
Councillor:	Cr Ebbels

Purpose

This report provides an update on the capital work projects Council is currently undertaking at the Point Lonsdale Lighthouse Reserve.

Executive Summary

The projects currently being undertaken at the Point Lonsdale Lighthouse Reserve align to the following portfolio objectives including:

Portfolio 4: Heritage, planning and infrastructure

Strategic Objective: To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure

Priority 4: Maintain and promote military, maritime and historic features on Council-managed land

Priority 5: Maintain and improve community infrastructure within the Borough

Council currently has two projects underway at the Point Lonsdale Lighthouse Reserve. These projects are known as:

- The Point Lonsdale Lighthouse Reserve Development – Stage 1.
Stage 1 is funded by Regional Development Victoria and the Borough of Queenscliffe. Stage 1 of the project is nearing completion.
- The Point Lonsdale Lighthouse Reserve Development – Stage 2.
Stage 2 is funded by the Department of Energy, Environment and Climate Action (DEECA). Works for stage 2 of the project will commence in the first quarter of 2024.

At the Ordinary Meeting of Council on 13 December 2023, Council resolved to bring monthly project updates detailing the progress of these projects.



RESOLUTION

Cr Isabelle Tolhurst / Cr Robert Minty

That Council notes the Point Lonsdale Lighthouse Reserve project update for June 2024.

CARRIED UNANIMOUSLY



REPORT

Background

In 2019, following community consultation and consideration by a representative reference group, Council resolved to adopt a masterplan to guide the development and restoration of the Point Lonsdale Lighthouse Reserve.

In October 2019, Council commenced a development approval process to implement the elements of a landscape Master Plan for the Lighthouse Reserve adopted at the Ordinary Council Meeting in January 2019.

In December 2019, an amendment to the Victorian Heritage Register introduced greater heritage controls across the site, including increased controls to protect cultural heritage values.

In March 2021, Council amended the 2019 resolution to reflect the limitations to works resulting from the new heritage controls and advice from the Wadawurrung Traditional Owners Aboriginal Corporation about the cultural significance of the site.

Following the decision in March 2021, Stage 1 of the Point Lonsdale Lighthouse Reserve Development works became:

- External restoration of P1 Huts;
- Additional works in line with the site Masterplan that includes a sculptural component that observes the aboriginal historical significance of the site; and
- General site clean-up.

As part of this work a Conservation Management Plan was developed for the area included in the updated heritage citation.

In September 2022, Council was advised that the State Government had included \$1million in the 2022–2023 state budget for Stage 2 of the Point Lonsdale Lighthouse Reserve Development.

Council formed a project control group to manage Stage 2 in June 2023.



Discussion

Stage 1

As reported in Project update #3 at the March 2024 Ordinary Meeting, Council is currently in the process of gaining all the required approvals needed for the installation of the Wadawurrung sculptural element. With Wadawurrung guidance this element has also become the interpretive signage component which is needed to complete this project. Installation of the signage recognising Wadawurrung connection to the site will be subject to the obtainment of the CHMP.

Stage 2

A Project Control Group (PCG) meeting was held on Monday 24 June, however this report was prepared prior to the meeting.

It is anticipated that at this meeting the PCG will finalise the updated project plan. The most recent version of the project plan focuses on the protection of the remaining defence structures based on the information provided by the structural engineer in the dilapidation report. A verbal update will be provided during the Council meeting.

Once the finalised adjusted project plan is approved by the PCG, Council will formally request a variation to the grant agreement from the Department of Energy, Environment and Climate Action (DEECA).

As reported in Project Update #2, at the February 2024 Ordinary Meeting, a Cultural Heritage Management Plan (CHMP) is required to be completed before works commence at the Point Lonsdale Lighthouse Reserve.

The endorsement of the updated project plan will enable the Project Managers to begin the process of gaining the required approvals including the Cultural Heritage Management Plan, Heritage Victoria Permits and Marine and Coastal Management consent. Once the timeline for obtaining these permits is known an updated project timeline will be provided.

Options

1. Note the officer report as presented.
2. Request further information regarding these projects.



Communications and Engagement

Community Engagement

The purpose of this report is to inform the community of the projects occurring at the Point Lonsdale Lighthouse Reserve.

Collaboration

Since being transferred ownership of the Point Lonsdale Lighthouse Reserve from the Victorian Government in 2012, Council has been working with various government stakeholders in conjunction with the local community to restore and revitalise this area.

A community reference group has driven the key components of the masterplan that was adopted by Council 2019.

Council has worked closely with Regional Development Victoria, the Department of Jobs, Precincts and Regions, and the Wadawurrung Traditional Owners to agree to a way forward on progressing the project, including making variations to the original grant.

The current PCG includes community representatives and officers from the Department of Environment, Energy and Climate Action. Local state member Alison Marchant attends as an observer.

Governance Context

Relevant Law

Marine and Coastal Act 2018

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 a program.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

The legal and risk implications associated with these projects will continue to be monitored.

Related Documents

Council Plan 2021–2025

Disclosure of Interest

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

Considerations

Environmental Sustainability

The main aim of the P1 Hut restoration works is to make the area safe by removing asbestos in and around the buildings, enabling Council to remove the fences which restrict access to the site.

Financial and Resource Implications

There are no financial or recourse implications associated with this report.

Innovation and Continuous Improvement

Not applicable.

Implementation

Operational Impacts

There are no operational impacts associated with this report.



Implementation Process

This project will be delivered by an external contractor.

Attachments

1. Point Lonsdale Lighthouse Reserve Project update for June 2024 [**15.4.1** - 1 page]



16. Governance & Finance

16.1.	Budget 2024–25, Financial Plan 2024–25 to 2032–33 and Revised Revenue & Rating Plan
Author:	Manager Finance & ICT Services
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

Purpose

The purpose of this report is to seek Council support to:

1. Adopt the 2024–25 Budget;
2. Declare the rates and charges for the 2024–25 year;
3. Adopt the Financial Plan 2024–25 to 2033–34; and
4. Adopt the Revised Revenue and Rating Plan.

with or without modification, after having considered all public submissions made in respect of the draft documents during the community consultation period.

Executive Summary

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

Priority 4: Engage all residents, including youth and diverse groups, in conversations about the future of our community and decision-making

The Budget details the resources required over the next year to fund the range of services Council provides to the community. It includes details of capital expenditure allocations used to improve and renew Council’s physical infrastructure, buildings and operational assets. It also includes details about proposed funding for a range of operating projects. The Budget is prepared in accordance with the requirements of the *Local Government Act 2020*.



The purpose of the Financial Plan is to provide stability, predictability and establish a framework for the effective mitigation and management of strategic financial risk. Importantly, the Financial Plan should show how the viability and financial sustainability of Council will be achieved and maintained over the 10-year period.

The purpose of the revised Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council, which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

Management endorses the 2024–25 Budget and the Financial Plan as financially responsible, as they proactively address the financial challenges impacting the Borough.

RESOLUTION

Cr Donnie Grigau / Cr Isabelle Tolhurst

That Council:

1. Notes that ten (10) submissions were received and considered regarding the 2024–25 draft Budget and the draft Financial Plan for 2024–25 to 2033–34, along with five (5) submissions received during the pre-budget community feedback process;
2. Notes Council officer responses provided for all community submissions received;
3. Notes the key amendments to the 2024–25 draft Budget summarised in this Council paper and other minor amendments or editorials to 2024-25 draft Budget and draft Financial Plan as become necessary to ensure accuracy and legislative compliance;
4. Adopts the 2024–25 Budget;
5. Adopts the Financial Plan 2024–25 to 2033–34;
6. Adopts the Revised Revenue and Rating Plan;
7. Declares the amount of rates and charges intended to be raised as follows and that the general rates will be raised by the application of the differential rates included in the 2024–25 Budget:



General Rates	cents/\$CIV
General rate for rateable residential properties	0.151561
General rate for rateable residential vacant land properties	0.189451
General rate for rateable commercial properties	0.197029
Rate concession for rateable cultural and recreational properties	0.037890

Waste Management Charges	Per Property
Standard kerbside waste	365.00
An additional kerbside bin (per any bin)	135.00
Public waste	143.00

8. Declares that rates, rating differentials and charges for the period 1 July 2024 to 30 June 2025 conform with Council’s Revenue and Rating plan and will be applied as outlined in section 4.1.1 of the 2024–25 Budget;
9. Notes that general rates must be paid in full by four instalments made on or before the following dates:
 - i. Instalment 1 – 30 September 2024
 - ii. Instalment 2 – 30 November 2024
 - iii. Instalment 3 – 28 February 2025
 - iv. Instalment 4 – 31 May 2025
10. Requires that any person pay interest on any amounts of rates and charges which:
 - I. that person is liable to pay; and
 - II. have not been paid by the dates specified for their payment; and
 - III. are not specifically waived as part of Council’s Rates Assistance policy.
11. Authorises the Chief Executive Officer to levy and recover the 2024–25 general rates and annual service charges;
12. Approves the fees and charges as set in the Appendix A of the 2024–25 Budget;
13. Gives public notice that Council has adopted the 2024–25 Budget, the Financial Plan 2024–25 to 2033–34 and the Revised Revenue and Rating Plan.

CARRIED UNANIMOUSLY



REPORT

Background

Local Government Act 2020

- Section 94 of the *Local Government Act 2020* provides that Council must prepare and adopt a Budget for each financial year and the subsequent 3 financial years;
- Section 96 of the *Local Government Act 2020* provides that Council must develop the budget in accordance with its community engagement policy;
- Section 91 of the *Local Government Act 2020* provides that Council must develop, adopt and keep in force a Long-Term Financial Plan for period of at least the next 10 financial years in accordance with its deliberative engagement practices.

2024–25 Budget Process

Council has engaged with the community and developed the 2024–25 Budget in accordance with the requirements of the *Local Government Act 2020*. Councillors and officers have worked together over many months in developing the Budget to ensure it meets the needs and aspirations of our community.

The preparatory work can be summarised as follows:

- Pre-budget community Budget Consultation 22 January 2024 to 23 February 2024;
- Pre-budget community budget presentation;
- Councillors and officers considered development of proposed budgets at seven (7) briefings November 2023 to April 2024;
- Proposed Draft Budget submitted to Council for consideration 24 April 2024;
- Draft Budget available for public inspection and comment 25 April 2024;
- Public submission process undertaken April/May 2024;
- Draft Budget presentation to the community 8 May 2024;
- Submissions period closes 24 May 2024;
- Submissions considered by Council 03 June 2024; and
- Final Budget presented to Council for adoption 26 June 2024.



Financial Plan Process

Although the *Local Government Act 2020* mandates that Council adopts the Financial Plan by 31 October of the year following a Council election, Councillors and officers have assessed the Financial Plan during the 2024–25 Budget process and have recommended updates to ensure it reflects our current financial position.

Additionally, Council elected to provide the community an opportunity to submit proposals to change the updated Financial Plan as part of the annual budget process.

Revenue and Rating Plan

While the *Local Government Act 2020* mandates that Council adopts the Revenue and Rating Plan in the year following a Council election, the recent introduction of a state levy on short-term accommodation properties starting 1 January 2025, has prompted Council to remove differential rates on tourist accommodation properties.

Consequently, this change to the Council's rating structure necessitated amendments to the Revenue and Rating Plan.

Discussion

a) Budget 2024–25

Changes from the 2024–25 Draft Budget

During the exhibition period Council received additional financial information from the Valuer General Victoria (VGV) which has been incorporated into the draft budget. In addition, in response to community submissions Council has made some changes to the 2024–25 budget. The key changes are summarised here:

Rates: VGV has finalised the last supplementary valuation for the 2023–24 financial year since issuing of the draft budget. This supplementary valuation has considered some of the property improvements/developments completed recently within the Borough resulting in a slight increase in the annualised rates for the 2023–24 financial year. There is an increase of \$2,300 in rates income for the 2024–25 financial year compared to the draft budget because of the increase in annualised rates for the current year.



Property Valuation: The VGV has now certified the general valuation of all rateable land and non-rateable leviable land in the Borough of Queenscliffe. As a result, there have been minor changes to the advertised general rates of each property class as shown below. The changes in valuation data impact only the distribution of rates across the Borough and not the total rates income of Council.

Type or class of land	Draft Budget	Final Budget
	cents/\$CIV	cents/\$CIV
General rate for rateable residential properties	0.151641	0.151561
General rate for rateable residential vacant land properties	0.189551	0.189451
General rate for rateable commercial properties	0.197133	0.197029
Rate concession for rateable cultural and recreational properties	0.037910	0.037890

Other expenses: In response to community submissions, a contribution of \$10,000 for Gil Allbutt boat shed refurbishment project (Queenscliffe Maritime Museum), has been included under the Contributions and Donations.

Budget 2024–25

Given the prevailing economic conditions, local councils face numerous financial and budgeting challenges. Inflation remains higher than the Reserve Bank of Australia’s target range of 2% to 3%. This persistent upward trend in costs directly affects numerous council activities, in particular, procurement of materials and services.

The budget is prepared on several assumptions about the economic conditions and how they will affect the operation of the Borough. These assumptions will be refined and adjusted in quarterly forecast reviews as they emerge through the 24-25 FY.

The budget includes a **rate increase of 2.75 percent**. This is in line with the State Government’s rate capping framework, which has capped rate increases by Victorian councils. The additional income estimated from the rate increase is \$200,000 (annualised basis). The total rates income for 2024–25 is estimated to be \$7,464,000.



The average capital improved value (CIV) of rateable properties in the Borough has increased by just 0.6% over the past 12 months. During a revaluation year, property valuation changes can vary significantly across different rating categories and individual properties. However, **the outcome of the revaluation process is a redistribution of the rate burden among all properties** in the municipality within the 2.75% rate cap increase and does not affect the total amount of rates levied by the Council.

The total amount of rates collected each year only rises by the rate cap (with inflation and rising costs). Each property in the Borough contributes a percentage of this total amount. The percentage each property contributes depends on the property's value, as assessed by the Victorian Valuer General's Office.

A property that increases in value more than other properties will contribute more (in 2024–25 properties with more than 0.6% increase). **A property that does not increase in value as much as other properties, may end up contributing less.** However, most properties (where the increase in value is around 0.6%) will see an increase in contributions similar to the rate cap.

The changes outlined in the "Revised Revenue and Rating Plan" involve the **removal of the rating differential for tourist accommodation properties.** This change will not affect the total revenue collected by the Council through rates. Instead, it will alter how the rates are distributed among various property types within the Borough.

The income from waste management charges is estimated to increase by \$256,000 in 2024–25 to \$1,537,000 (before Council provides a pensioner rebate). Council operates a full cost recovery strategy for waste services. In calculating waste charges to be applied in the 2024–25 financial year, Council is budgeting to recover a forecasted deficit of \$33,000 in the standard kerbside waste reserve account and a forecasted deficit of \$61,000 in the public waste reserve account for the financial year 2023–24. This deficit mainly reflects an increase in the public waste recycling costs and the deferral of the full cost recovery of kerbside employee costs from 2023–24.

The **projected increase in waste management charges for a residential property is \$82.00 in 2024–25.**



The Council will continue to pursue full cost recovery for all waste management expenses. Adjustments required to make sure Council adheres to the Minister's Good Practice Guidelines regarding service rates and charges, released in December 2023 will be incorporated into future budgets, ensuring Council's financial sustainability.

The budget includes a **\$10,000 contribution for the refurbishment of the Gil Allbutt boat shed at the Queenscliffe Maritime Museum**. Additionally, no new operating projects are proposed for the 2024–25 budget, apart from ongoing operating projects which total \$142,000.

The **Local Government Performance Reporting Framework (LGPRF) based projected underlying result for the 2024–25 year is a deficit of \$41,000 (-0.3%)**.

In the 2024-25 Budget, **a breakeven underlying result is forecasted on a recurring basis**. The anticipated rise in costs related to the outdoor services contract and municipal building surveyor services has been mitigated by operational cost-saving measures, particularly through staff resource restructuring. As part of delivering a breakeven budget, Council is committed to undergoing a value management process for its key contracts. However, it is worth flagging that the **projected reduction in staff resources might affect the current service levels provided by the Council**.

No new capital projects are identified in the 2024–25 Budget. This is not a reflection of Council's overall cash position, which remains positive, but it does reflect the reduction in resource capacity (considering the ongoing projects) required to ensure Council maintains a breakeven operation position.

Council considers it good practice to invest in asset renewal and upgrade projects an amount at least equivalent to the annual depreciation expense. However, for the coming financial year, as the budgeted spend is below total depreciation for 2024–25, the remaining funds will be transferred to the asset replacement reserve to be used against future renewal or upgrade capital projects (**transfer from operating income to assets renewal reserve**).

All project funds are drawn from the current budget, with no carryover from previous years. However, it is unlikely that all capital work planned for the 2023–24 financial year will be completed by 30 June 2024. The 2024–25 budget will be adjusted to



include carryover projects from the 2023–24 financial year during the first-quarter forecasting process.

On a cash basis, the Budget is a balanced budget with a **zero-debt balance sheet after transferring cash surplus of \$69,000 to the general reserve for future use.** Despite the inflationary pressures on materials, goods and services, the Budget does not draw any funds from the general reserve.

The Budget 2024–25 satisfies all other financial sustainability indicators specified in the Council Plan, except for Council's contribution to asset renewal and upgrade. However, as stated above, **shortfall in the investment in asset renewal and upgrade is proposed to be transferred to asset replacement reserve** which does not reflect in the result for this indicator.

b) Financial Plan 2024–25 to 2033–34

The Financial Plan has been prepared based on various assumptions as detailed in the Financial Plan itself.

The forecast position in the Financial Plan sits **within the projected rates cap over the next 10-year** period meeting Council's commitment to maintaining future rates increases at or within the capped rate.

The Financial Plan **does not yet reflect Council's strategy for aligning with the Minister's Good Practice Guidelines on service rates and charges.** However, Council remains committed to achieving full cost recovery for all waste management expenditures. Adjustments necessary to comply with the Minister's Guidelines will be integrated into the next iteration of the financial plan.

The **Local Government Performance Reporting Framework (LGPRF) based measure is projecting an average annual underlying surplus of \$116,000 over the 10-year planning horizon** even though Council has earmarked a couple of non-recurring operating projects for future years.

Council is projecting an average **annual underlying surplus excluding the impact of non-recurring transactions (based on the Council Plan measure) of \$143,000 over the 10-year planning horizon.**



The Financial Plan forecasts \$18.5 million investment in existing assets over the next 10 years. Asset renewal work and reasonable asset upgrade works have been prioritised in the Financial Plan over any new capital work. This measure is taken to prevent any adverse effects on Council's financial stability, which could lead to increased demands for asset renewal in the future. The Financial Plan includes only preliminary cost estimates, pending community consultations and thorough feasibility evaluations to determine the scope and timing of these projects. Nonetheless, Council anticipates that there will continue to be a reliance on external grant opportunities to execute potential capital projects outlined in the Financial Plan.

No new property sales are planned during the next 10-year period except for the annual replacement of motor vehicles.

Under the current policy position Council will continue to have a **debt free balance sheet** over the 10-year planning horizon.

Based on the 10-year average, Council's projected financial performance over the 10-year planning horizon **satisfies all financial sustainability indicators**.

c) Revised Revenue and Rating Plan

Under section 93 of the *Local Government Act 2020*, a council must prepare and adopt a Revenue and Rating Plan for a period of at least the next four financial years. The Revenue and Rating Plan establishes the revenue-raising framework within which Council proposes to work and operate within.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council, which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

Strategies outlined in the Revenue and Rating Plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.

The Treasurer of Victoria proposed a new levy on short stay accommodation platforms in the 2023/24 state budget. The proposed levy is to be implemented with



effect from 1 January 2025. The Short Stay Levy will be set at 7.5 per cent of the short-stay accommodation platforms' revenue. The revenue raised from the levy will go to Homes Victoria, supporting its work building and maintaining social and affordable housing across the state, with 25 per cent of funds to be invested in regional Victoria.

Further, the proposal suggests removing any other charges on tourist accommodation properties by local councils. As a result, the Borough of Queenscliffe will not be able to impose a rating differential of 110% on tourist accommodation properties with effect from 1 January 2025.

Removing tourist accommodation properties will not have an impact on the overall rates income of Council. It will only impact the way the rates burden has been distributed among different types of properties in the Borough.

Council has close to 11% of total properties classified as tourist accommodation properties. When the tourist accommodation differential is removed the additional rates burden that would be redistributed to an average residential property would be approximately \$23.

While it is not mandatory for Council to review the Revenue and Rating Plan before the upcoming Council election in October 2024, the primary amendment outlined in the revised plan enables the exclusion of tourist accommodation properties.

Furthermore, several additional adjustments have been suggested, including the incorporation of supplementary details regarding non-rateable land and changes to the process for addressing outstanding rates and charges in accordance with the preliminary version of Ministerial Guidelines on the Payment of Rates and Charges, recently released for public consultation by the Local Government Victoria.

Options

1. Endorse the documents as presented.
2. Request officers make further adjustments or amendments to the documents.

Communications and Engagement



Community Engagement

Council undertook an initial round of community consultation in January and February 2024 to inform the development of the Draft Budget.

At the Council meeting held on Wednesday 24 April 2024, Council resolved to give public notice that it had prepared a draft budget for 2024–25, a draft financial plan 2024–25 to 2033–34 and draft revised revenue and rating plan and resolved to exhibit the documents for the period commencing on Thursday 25 April 2024 and concluding at 4:00pm on Friday 24 May 2024.

During the public submission period, the officers presented key aspects of the draft documents at a community information session held on 8 May 2024, there was an opportunity for questions on the draft documents to be answered by Council officers.

At the close of the public submission period on 24 May 2024, ten (10) public submissions were received in addition to five (5) submissions received during the pre-budget community feedback process. Subsequently, four (4) submitters presented their submission in person to Councillors at a Council Assembly on Monday 3 June 2024.

Officers provided written responses regarding each submission received. The Officer feedback was provided to Councillors ahead of the Council Assembly and Councillors considered all submissions received.

All submitters will be provided with a copy of the officer feedback, including responses to queries, comments or questions raised following adoption of the budget at this meeting.

Collaboration

The budget has been prepared based on the Local Government Better Practice Guides, Model Budget 2024–25, Financial Plan 2024–25 to 2033–34 and Revenue and Rating Plan.

Governance Context



Relevant Law

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 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 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; staff resourcing has not allowed for a Gender Impact Assessment to be undertaken in this instance.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

The budget provides useful information to Councillors and officers in relation to the financial sustainability of Council's operations and an effective tool to monitor ongoing financial performance.

Related Documents

Climate Emergency Response Plan 2021–2031

Community Vision 2021–2031

Council Plan 2021–2025

Financial Plan 2023–2033

CP001 Asset Management

CP039 Discretionary Reserves

Disclosure of Interest

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

Considerations



Environmental Sustainability

The budget provides information in relation to Council's commitment to Environmental Sustainability.

Financial and Resource Implications

The Budget and the Financial Plan provide the opportunity for constant review of Council's financial position and an indication of the availability of financial resources.

Innovation and Continuous Improvement

Additional information has been provided in an easy-to-understand manner to enhance the transparency of Council operations.

Implementation

Operational Impacts

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

Implementation Process

Capital works and operational works programs will be developed and implemented in line with the proposed budget.

Attachments

1. Budget 2024-25 [**16.1.1** - 92 pages]
2. Financial Plan 2024-25 to 2033-34 [**16.1.2** - 34 pages]
3. Revised Revenue and Rating Plan [**16.1.3** - 27 pages]
4. 2024-25 Budget Submissions Summary [**16.1.4** - 25 pages]



16.2.	Royal Park Oval Fencing Renewal Project
Author:	Manager Infrastructure & Environment
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

Purpose

The purpose of this report is to seek Council’s approval to access the Asset Replacement reserve for the purpose of funding the renewal of the Royal Park oval fencing project.

Executive Summary

Portfolio 4: Heritage, planning and infrastructure

Strategic Objective: To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure

Priority 5: Maintain and improve community infrastructure within the Borough

Portfolio 5: Governance and Finance

Strategic Objective: To provide a financially viable Council that is accountable, transparent and practices good governance.

Priority 3: Accountable and transparent governance

The current condition of the Royal Park oval fence has exceeded its useful life and fencing renewal is required independently of a broader project to renew the northern amenities block that is still in the planning phase.

In the interest of renewing the oval fence without further delay, it is recommended that a sum up to \$75,000 ex GST is allocated from the Asset Replacement Reserve to fund the fencing renewal project. The Asset Replacement reserve has \$2,158,311 allocated within the draft 2024/2025 budget.



RESOLUTION

Cr Isabelle Tolhurst / Cr Donnie Grigau

That Council allocate a sum up to \$75,000 ex GST from the Asset Replacement Reserve to fund the Royal Park oval fencing renewal project.

CARRIED UNANIMOUSLY



REPORT

Background

A future need to renew and upgrade facilities at the Point Lonsdale Royal Park oval has previously been identified in Council's Financial Plan. The need for the project has been generated by the increasing demand for playing and training time on Queenscliff recreation reserve oval.

The upgrade of Royal Park oval facilities, including appropriate fencing, will assist in maintaining a suitable facility at the Queenscliff Recreation Reserve while making more playing and training hours available, particularly for junior teams. The key items of a proposed future project included designing a game-day facility for players, renewing fencing and goal posts and providing new oval irrigation.

It is anticipated that Council will support the planning stage for this project in the 2024/25 budget.

Discussion

The current condition of the Royal Park oval fence has exceeded its useful life and fencing renewal is required independently of the future work required to meet the broader needs.

Officers have liaised with the Queenscliff Cricket Club and the Queenscliff Football and Netball Club to identify a preferred fencing replacement. The preferred fencing style which is supported by both clubs is a PVC picket fence with 85% recycled content. The PVC fencing offers a robust UV resistant, fully maintainable solution. The proposed fencing is also supported by a 30 year product warranty.

Officers have undertaken a request for quotation and have identified the preferred manufacturer and a preferred installer. The combined cost for removal/disposal of the existing fence, supply of new fencing and installation of the new fencing is approximately \$75,000 ex GST.

The Royal Park Oval Upgrade Reserve was created to recognise the future need at the oval and provide seed funding to achieve the identified required improvements. The Royal Park Oval Upgrade Reserve is allocated \$360,000 in the draft 2024/25 budget. While the fence replacement is considered 100% renewal in nature, it is



however recommended that a sum up to \$75,000 ex GST is allocated from the Asset Replacement Reserve to fund the fencing renewal. The Asset Replacement Reserve has \$2,158,311 allocated within the draft 2024/2025 budget.

Subject to resolution of Council, the work can be awarded to the preferred supplier and installer to facilitate renewal works within the first quarter of the 2024–2025 financial year.

Options

1. \$75,000 ex GST is allocated from the Asset Renewal Reserve to fund the fencing renewal project.
2. \$75,000 ex GST is allocated from the Royal Park Oval Upgrade Reserve to fund the fencing renewal.
3. Funding is not allocated from Reserves. The renewal of the Royal Park Oval fencing is considered within the preparation of future budgets.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding this proposal. Engagement with the sporting community has occurred regarding the proposed fence renewal.

Collaboration

There are no collaboration requirements associated with this report.

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; while the matters in this report do have a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

There are no legal or risk implications associated with report.

Related Documents

Council Plan 2021–2025

CP001 Asset Management

CP039 Discretionary Reserves

Disclosure of Interest

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

Considerations

Environmental Sustainability

The proposed fence to be installed is a PVC product with 85% recycled content. The existing fence material will be disposed of through metal recycling services.

Financial and Resource Implications

There are no financial or resource implications associated with this report. The Asset Replacement Reserve contains adequate funds for the fencing renewal project.

Innovation and Continuous Improvement

Not applicable.



Implementation

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

Nil



16.3.	Annual Plan 2024-2025
Author:	Chief Executive Officer
Portfolio:	Governance & Finance
Councillor:	Cr GrigauCr Grigau

Purpose

The purpose of this report is to present the Borough of Queenscliffe Annual Plan 2024–2025 for adoption by Council.

Executive Summary

At the Ordinary Meeting of Council on 27 October 2021, Council formally adopted the Borough of Queenscliffe Council Plan 2021–2025. Annual Plans are then developed for each of the four years of the Council Plan.

The Annual Plan 2024–2025 sets out the programs and projects Council plans to deliver over the 2024–2025 financial year.

The Annual Plan 2024–2025 outlines the actions Council intends to undertake to further the objectives and address the priorities of the Borough of Queenscliffe Council Plan 2021–2025, and the Municipal Health and Wellbeing Plan which is integrated into the Council Plan.

RECOMMENDATION

That Council adopts the Annual Plan 2024–2025 as presented

RESOLUTION

Cr Michael Grout / Cr Isabelle Tolhurst

That Council adopts the Annual Plan 2024–2025 as amended.

CARRIED UNANIMOUSLY



REPORT

Background

At the Ordinary Meeting of Council on 27 October 2021, Council formally adopted the Borough of Queenscliffe Council Plan 2021–2025. Annual Plans are then developed for each of the four years of the Council Plan. The Annual Plan 2024–2025 sets out the programs and projects Council plans to deliver over the 2024–2025 financial year.

The Annual Plan 2024–2025 outlines the actions Council intends to undertake to further the objectives and address the priorities of the Borough of Queenscliffe Council Plan 2021–2025, and the Municipal Health and Wellbeing Plan which is integrated into the Council Plan.

Discussion

The actions in the Annual Plan 2024–2025 are the 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 is 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 2024 and ending on 30 June 2025. This year's Annual Plan also includes several projects that have been carried over from the previous financial year.

Progress against the actions in the Annual Plan will be reported through quarterly reports to Council including quarterly financial reports to Council.

Options

1. Endorse the Annual Plan 2024–2025 as presented.
2. Request further changes to the Annual Plan 2024–2025 before adopting it.



Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding this proposal.

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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.

The actions set out in the Annual Plan will be subject to Gender Impact Assessments as required and as project details and program objectives are developed through the implementation of the Annual Plan 2024–2025.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

G21 The Geelong Region Plan

Growing up in G21 2021

Women's Health and Wellbeing Barwon South West – Respect 2040.



Department of Health and Human Services Climate Change Adaptation Action Plan
2022–2026

Victorian Public Health and Wellbeing Plan 2019–2023

Legal and Risk Implications

Not applicable.

Related Documents

Climate Emergency Response Plan 2021–2025

Community Vision 2021–2031

Council Plan 2021–2025

Financial Plan 2022–2032

Disclosure of Interest

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

Considerations

Environmental Sustainability

The Annual Plan 2024–2025 provides information in relation to Council's commitment to Environmental Sustainability.

Financial and resource implications

This project is subject to additional Council resources and budget considerations.

Innovation and Continuous Improvement

Not applicable.

Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. Annual Plan 2024-2025 [**16.3.1** - 15 pages]



16.4.	Fair Access Policy
Author:	HR & Governance Coordinator
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

Purpose

The purpose of this report is to present the new council policy CP055 Fair Access for adoption.

Executive Summary

Portfolio 5: Governance and Finance

Strategic Objective: To provide a financially viable Council that is accountable, transparent and practices good governance.

Priority 3: Accountable and transparent governance

Priority 4: Engage all residents, including youth and diverse groups, in conversations about the future of our community and decision-making

Priority 6: Advocate and work in partnership with other levels government and the private sector on issues important to Borough residents

The state government requires all Victorian councils to adopt a Fair Access policy by 1 July 2024. Without this policy, Councils are not eligible to receive Victorian Government recreational infrastructure funding.

The Fair Access policy is aimed at reducing the barriers experienced by women and girls in accessing community sports and is based on the Fair Access principles developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth.

RESOLUTION

Cr Michael Grout / Cr Isabelle Tolhurst

That Council adopts the new council policy CP055 Fair Access as presented.

CARRIED UNANIMOUSLY



REPORT

Background

The state government requires all Victorian councils to adopt a Fair Access policy by 1 July 2024. Without this policy, Councils are not eligible to receive Victorian Government recreational infrastructure funding.

The Fair Access policy is aimed at reducing the barriers experienced by women and girls in accessing community sports, and is based on the Fair Access principles developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth.

It is important to note that the Fair Access policy will need to be a dynamic policy that will be revised as the journey towards fair access evolves and changes. This means that the Council can be responsive to the needs of our sporting clubs as we all work towards Fair Access.

Discussion

Fair Access and the Fair Access principles align with Council's gender equality commitment.

Council has not been provided any financial resourcing to implement the Fair Access policy outcomes and this has been taken into account with the development of the policy. As a consequence of the lack of Government funding provided for the implementation of the policy, the policy deliberately aims to have achievable targets for both our Council and sporting clubs to comply with the Fair Access requirements.

Options

1. Council adopts the policy as presented.
2. Council can request further information or amendments to the draft policy before adopting it.
3. Council can defer the adoption of the policy, noting that Council will not be eligible to receive any Victorian Government recreational infrastructure funding without a Fair Access policy in place.

Communications and Engagement



Community Engagement

The purpose of this report is to inform the community regarding this proposal.

Thirteen sporting clubs in the Borough were emailed a copy of the draft Fair Access policy, seeking their feedback and comments on it. The following clubs were emailed:

- Point Lonsdale Boardriders Club
- Point Lonsdale Bowls Club Inc
- Point Lonsdale Surf Life Saving Club
- Point Lonsdale Tennis Club Inc
- Queenscliff Bowling, Tennis & Croquet Club
- Queenscliff Croquet
- Queenscliff Sports Club Inc
- Queenscliff Cricket Club Inc
- Queenscliff Cruising Yacht Club
- Queenscliff Football and Netball Club
- Queenscliff Golf Club Inc
- Queenscliff Lonsdale Yacht Club Inc
- Point Lonsdale Basketball Association

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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. The adoption of the policy may result in Gender Impact Assessments being conducted with Borough sporting organisations.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

'Change our Game' by the Office for Women in Sport and Recreation, Victoria

Legal and Risk Implications

The legal and risk implications have been considered in association with this report.

Related Documents

Annual Plan 2023–2024

Community Vision 2021–2031

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

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

Innovation and Continuous Improvement

Not applicable.

Implementation

Operational Impacts

This project will be delivered with existing operational resources.



Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. Proposed CP055 Fair Access [**16.4.1** - 3 pages]



16.5.	Review of Council Policies
Authors:	Communications Coordinator HR & Governance Coordinator Manager Finance & ICT Services
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

Purpose

The purpose of this report is for Council to consider two revised Council policies, as follows:

- CP011 Investment of Available Funds; and
- CP049 Social Media.

Executive Summary

Portfolio 5: Governance and Finance

Strategic Objective: To provide a financially viable Council that is accountable, transparent and practices good governance.

Priority 3: Accountable and transparent governance

This report outlines proposed amendments to two existing Council policies.

Council Policy CP011 Investment of Available Funds

This policy was first adopted in November 2008 and last revised in July 2021. The purpose of this policy is to provide guidance on the effective and responsible utilisation of Council’s available cash funds that conforms to applicable Federal and State regulations, including Section 103 of the *Local Government Act 2020* (the Act), and which meet Council’s requirements in ensuring sufficient liquidity to meet day-to-day operational commitments.

Council Policy CP049 Social Media

This policy was first adopted in December 2019 and this is its first revision. The main purpose of this policy is to define the rules and regulations that Council’s official social media channels operate within, and to provide guidance to Councillors and staff regarding social media use, including personal use as it relates to Council social media platforms.



RECOMMENDATION

That Council adopt the following revised policies as presented:

- a. CP011 Investment of Available Funds; and
- b. CP049 Social Media.

RESOLUTION

Cr Donnie Grigau / Cr Robert Minty

That Council considers the two policies separately.

CARRIED UNANIMOUSLY

Cr Grigau / Cr Minty

That Council adopts CP011 Investment of Available Funds as presented.

CARRIED UNANIMOUSLY

Cr Isabelle Tolhurst / Cr Robert Minty

That Council adopts CP049 Social Media as presented.

CARRIED



REPORT

Background

Good governance is a core role of Council and the timely and regular review of Council policies is essential to ensuring that current and relevant direction and guidance is available to Council and its officers in relation to the core corporate governance functions of Council.

The establishment of Council policies, typically reviewed on a cyclical basis, is influenced by a range of considerations, such as:

- Ensuring compliance with legislative requirements;
- Alignment with best practice guidelines applicable to the local government sector and/or business;
- Implementing internal and external audit recommendations; and
- Conveying Council's strategic intent to the organisation and/or the community in relation to a Council function or responsibility.

Discussion

The proposed changes have been provided in draft form for both policies (see attachments).

CP011 Investment of Available Funds (Revised)

Apart from minor wording changes, the key changes proposed in the revised draft policy are summarised below:

Section 6 – The Borough of Queenscliffe has been granted approval as a participating authority under the *Treasury Corporation of Victoria Act 1992*. Participating authorities collaborate with TCV to oversee financial matters, ensuring stability and implementing prudent risk management measures for the State of Victoria. As a participating authority, the Council is enabled to place term deposits and overnight deposits at competitive rates with TCV. The policy has been updated to reflect this arrangement.

Section 7 – It has been proposed to grant authority to the Financial Services Coordinator in addition to the Manager Finance and ICT Services for the day-to-day management of Council's investment portfolio (when the Manager Finance and ICT Services is unavailable).



CP049 Social Media (Revised)

Apart from minor wording changes, the key changes proposed in the revised draft policy are summarised below:

- *Context* – minor wording changes to reflect this policy is no longer new and that Council now has a social media presence;
- *Purpose* – removed references to the policy not applying to social media operated by the Queenscliffe Visitor Information Centre and Queenscliffe Tourist Parks;
- *Section 1* – add in reference to raised community satisfaction and enhanced confidence in Council through sincere dialogue with the community;
- *Section 1* – add in reference that social media also supports and complements other Council communications;
- *Section 2* – add in reference to other Council social media channels; and
- *Sections 3, 3.1, 3.2, Other References* – add in reference to Council Policy CP021 Election Period Policy.

Options

1. Adopt the revised policies as presented.
2. Request changes to the policies as presented.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding the proposed changes to these policies.

Collaboration

Not applicable.

Governance Context



Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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; while the matters in this report do have a direct impact on the public, they are not considered sufficiently significant to require a Gender Impact Assessment.

Audit and Risk Committee

The revised changes to Council Policy CP011 Investment of Available Funds were presented to Council's Audit & Risk Committee at its meeting on 15 April 2024, with further proposed changes then circulated out of session and confirmed at its meeting on 11 June 2024.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

The absence of clear policies, relating to good governance practices, increases the risk that relevant legislative provisions may not be complied with and current practices may not be transparent.

Related Documents

CP011 Investment of Available Funds

CP049 Social Media

Disclosure of Interest

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

Considerations



Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

There are no financial or recourse implications associated with this report.

Innovation and Continuous Improvement

Continuous improvement is a key consideration when Council policies are reviewed.

Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. Draft CP011 Investment of available funds [**16.5.1** - 6 pages]
2. Draft CP011 Investment of available funds revised TRACK CHANGES [**16.5.2** - 6 pages]
3. Draft CP049 Social Media [**16.5.3** - 4 pages]
4. Draft CP049 Social Media revised TRACK CHANGES [**16.5.4** - 5 pages]



17. Signing & Sealing of Documents

No reports to consider.

18. Questions Without Notice

18.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

18.2. Questions Without Notice

Cr Isabelle Tolhurst asked the CEO how many projects have had a Gender Impact Assessment undertaken since the new legislation was introduced.

The CEO advised that officers recently completed a Gender Impact Assessment for the proposed bike park project, and that there is a section in each Council report within the agenda regarding gender equality. However, he does not know the exact number and would take the question on notice.

Cr Grigau asked the CEO what actions Council has taken to support the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) people in our community in the past 12 months.

The CEO advised that he would take this question on notice.

19. List of Council Meetings

Planning Review Meeting

10 July 2024 at 7:00pm (if required)

Councillor Listening Post

Friday 12 July 2024 at 11:00am to 12:00pm

Wirrng Wirrng/ Queenscliffe Hub



Ordinary Meeting of Council

24 July 2024 at 7:00pm

Queenscliff Town Hall

20. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.

RESOLUTION

Cr Donnie Grigau / Cr Isabelle Tolhurst

Time 8:31pm

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. Roads, Parks and Reserves Maintenance Contract 2023/01

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

20.2. Kersbide Food Organic Garden Organic (FOGO) Receival and Processing Services Contract 2024/03

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



commercial or financial undertaking to disadvantage. This ground applies as the report contains tender and/or contractual documentation.

20.3. Receival and Processing of Comingled Recyclables Contract 2023/10

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

20.4. CEO Employment Contract 2024

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, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. This ground applies as this item is a personnel (human resources) matter.

CARRIED UNANIMOUSLY

21. Ratification of Confidential Items

Having considered confidential items, the Chair will resume the meeting.

RESOLUTION

Cr Robert Minty / Cr Isabelle Tolhurst

Time 8:58pm

That Council reopens the meeting and resume standing orders.

CARRIED UNANIMOUSLY



RESOLUTION

Cr Robert Minty / Cr Isabelle Tolhurst

That the decisions made in camera be ratified by Council.

CARRIED UNANIMOUSLY

22. Close of Meeting

Cr Ross Ebbels declared the meeting closed at 9:01 pm.



23.1. 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
Councillor Assembly Briefing 22 May 2024 2:35pm – 5:00pm Wirrng Wirrng	Cr Ebbels, Mayor Cr Grout Cr Minty	Martin Gill, CEO Tim Crawford, MCRS Stuart Hansen, MIE Abbey Tatterson, MCE Brydon King, SP	1. Planning Application 2024/012 at 75 Learmonth Street 2. Planning Application 2024/015 at 98 Hesse Street	Nil.



<p>Budget Submission Hearing 3 June 2024 6:00pm – 6:45pm Wirrng Wirrng</p>	<p>Cr Ebbels, Mayor Cr Grout Cr Minty</p>	<p>Martin Gill, CEO Tim Crawford, MCRC Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE</p>	<p>1. Community Submissions to the draft Budget 2024/25</p>	<p>Nil.</p>
<p>Councillor Assembly Briefing 12 June 2024 2:03pm – 4:30pm Wirrng Wirrng</p>	<p>Cr Ebbels, Mayor Cr Grout Cr Grigau Cr Minty</p>	<p>Martin Gill, CEO Tim Crawford, MCRC Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Steve Quick, RIE Jenni Walker, HR&GC</p>	<p>1. Queenscliff Traffic Management Strategy 2. Confidential Roads, Parks & Reserves Maintenance Contract 3. Fair Access Policy 4. Draft Budget 2024/25 5. Draft Annual Plan 2024/25</p>	<p>Nil.</p>
<p>Planning Review Meeting 12 June 2024 7:00pm – 8:22pm Queenscliff Town Hall</p>	<p>Cr Ebbels, Mayor Cr Grout Cr Grigau Cr Minty</p>	<p>Martin Gill, CEO Tim Crawford, MCRC Brydon King, SP</p>	<p>1. Planning Application 2021-048 at 2022-204 Point Lonsdale Road, Point Lonsdale</p>	<p>Nil</p>
<p>CEO & Councillor Meeting 19 June 2024 2:05pm – 2:35pm Wirrng Wirrng</p>	<p>Cr Ebbels, Mayor Cr Grout Cr Minty</p>	<p>Martin Gill, CEO</p>	<p>1. Planning Application at 2022-204 Point Lonsdale Road, Point Lonsdale 2. Fridge in the Town Hall foyer 3. Hesse Street roundabout</p>	<p>Nil.</p>



<p>Councillor Assembly Briefing 19 June 2024 2:35pm – 4:20pm Wirrng Wirrng</p>	<p>Cr Ebbels, Mayor Cr Grout Cr Minty</p>	<p>Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Steve Ward, CSC Makenna Bryon, CC Jodie Hunt, FSC</p>	<ol style="list-style-type: none"> 1. Draft Access & Inclusion Plan 2. Review of Council Policy CP049 Social Media 3. Draft Budget 2024/25 4. Comingled Recycling Contract 5. Food Organic Garden Organic (FOGO) Contract 6. Confidential Organic Recycling Contract 	<p>Nil.</p>
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CSC – Community Services Coordinator	CC – Communications Coordinator	CEO – Chief Executive Officer
CERP – Project Officer, Climate Emergency Response Plan	CO – Communications Officer	SP – Senior Planner
CSRO – Community Stakeholder Relations Officer	EA – Executive Assistant to the CEO, Mayor & Councillors	FSC - Financial Services Coordinator
HR&GC – HR & Governance Coordinator	MCE – Manager Customer Experience	MFS – Manager Finance & ICT Services
MIE – Manager Infrastructure & Environment	MPCS – Manager Community & Regulatory Services	RIE – Roads Infrastructure Engineer