



# Agenda

## Ordinary Meeting of Council

Wednesday 16 December 2020 at 7:00pm

Via Videoconference (Zoom)

### **Distribution**

#### **Councillors**

Cr Ross Ebbels – Mayor

Cr Susan Salter

Cr Donnie Grigau

Cr Fleur Hewitt

Cr Michael Grout

#### **Officers**

Martin Gill – Chief Executive Officer

Phillip Carruthers – General Manager Organisational Performance & Community Services

Johann Rajaratnam – General Manager Planning & Infrastructure

Connor Parker – Coordinator Community Engagement & Communications

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

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

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



### **Council Vision**

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

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

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

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## Appendices

| <b>Appendix</b> | <b>Title</b>  | <b>Agenda Item</b>   | <b>Distribution</b>  |
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| Appendix 1      | Minutes of the Audit & Risk Committee Meeting held on 7 December 2020         | 6.2 Minutes of the Audit & Risk Committee Meeting held on 7 December 2020  | Under separate cover |
| Appendix 2      | City Powers Partnership list of Pledges                                       | 13.1 City Powers Partnership - Five Pledges  | Under separate cover |
| Appendix 3      | Draft updated COVID-19 Financial Hardship Policy                              | 15.1 Financial Hardship Policy for residents, ratepayers and business facing financial hardship due to COVID-19 Pandemic | Under separate cover |
| Appendix 4a     | Draft Local Law General 2021  | 15.2 Draft Local Law General 2021  | Under separate cover |
| Appendix 4b     | Policy and Procedures Manual – Additional Requirements Applying to Local Laws | 15.2 Draft Local Law General 2021  | Under separate cover |
| Appendix 5      | Community Engagement Policy   | 15.3 Community Engagement Policy   | Under separate cover |

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## 1. OPENING OF MEETING

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

The Meeting opened at:

## 2. PRESENT & APOLOGIES

*Present:*

*Apologies:*

## 3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

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

Councillors:

Officers:

Due to the current COVID-19 pandemic, for health and safety of our community this council meeting was closed to the public and made available via live streaming and for viewing via video (other than the confidential agenda items).

## 4. LEAVE OF ABSENCE OF COUNCILLOR

Nil

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## **5. PUBLIC QUESTION TIME**

### **5.1 Public Questions Status Update**

No public questions outstanding.

### **5.2 Public Questions**

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

## **6. CONFIRMATION OF COUNCIL MEETING MINUTES**

### **6.1 Ordinary Meeting of Council – 26 November 2020**

A copy of the previous Minutes of the Ordinary Meeting of Council held on 26 November 2020 was distributed to Councillors under separate cover.

#### **OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 26 November 2020, as distributed, be confirmed as an accurate record.**

### **6.2 Audit and Risk Committee Meeting – 7 December 2020**

A copy of the previous Minutes of the Audit and Risk Committee meeting held on 7 December 2020 was distributed to Councillors under separate cover (Appendix 1).

#### **OFFICER RECOMMENDATION**

**That the Minutes of the Audit and Risk Committee Meeting held on 7 December 2020, as distributed, be confirmed as an accurate record.**

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## **7. RECORD OF ASSEMBLY OF COUNCILLORS**

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

- 25 November 2020
- 26 November 2020
- 2 December 2020
- 8 December 2020
- 9 December 2020

### **OFFICER RECOMMENDATION**

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

## **8. NOTICE OF MOTION**

### **8.1 Notice of Motion Status Update**

No Motions on Notice outstanding.

### **8.2 Motion on Notice**

No Notices of Motion were received.

## **9. PETITIONS AND JOINT LETTERS**

Nil

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## 10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 20 November and 10 December 2020:

| Date             | Function Attended   |
|------------------|---|
| 24 November 2020 | G21 Region Social Housing Steering Group Meeting via videoconference (CEO)  |
| 27 November 2020 | G21 Board Meeting (CEO & Cr Ebbels)   |
| 27 November 2020 | MAV Councillor Induction – Part 1 via videoconference (Cr Grout)  |
| 27 November 2020 | G21 Councillor Induction via videoconference (Crs Ebbels, Salter, Hewitt & Grout)                                       |
| 27 November 2020 | Barwon Regional Partnership Meeting via videoconference (CEO)   |
| 28 November 2020 | Queenscliff Croquet Club Annual General Meeting (CEO)   |
| 30 November 2020 | Better Approvals Process via videoconference (Crs Ebbels, Grigau & Grout)   |
| 1 December 2020  | Queenscliffe Hub Project Control Group (CEO)  |
| 1 December 2020  | Cottage by the Sea tour (CEO & Cr Ebbels)   |
| 2 December 2020  | G21 Education & Training Pillar meeting via videoconference (Cr Salter)   |
| 3 December 2020  | MAV Councillor Induction – Part 2 via videoconference (Cr Grout)  |
| 4 December 2020  | G21 Virtual Form via videoconference (CEO, Crs Ebbels and Grout)  |
| 5 December 2020  | Virtual lighting of the Christmas tree (Cr Ebbels)  |
| 6 December 2020  | Queenscliff Music Festival show at the Pelican Bar – This Way North & Steve McEwan (Crs Ebbels, Salter, Hewitt & Grout) |
| 7 December 2020  | G21 Environment Pillar meeting via videoconference (Cr Hewitt)  |
| 7 December 2020  | Geelong Regional Library Corporation Board Meeting via videoconference (Cr Ebbels)                                      |
| 8 December 2020  | Farewell Elaine Carbines function (CEO & Crs Ebbels & Salter)   |
| 10 December 2020 | Water for our Future – Regional Forum #2 via videoconference (CEO, Crs Ebbels & Salter)                                 |





## **OFFICER RECOMMENDATION**

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



**11. COMMUNITY WELLBEING**

No reports to consider.



## **12. LOCAL ECONOMY**

### **12.1 Better Approvals Project**

|                          |  |
|--------------------------|--|
| <b>File:</b>             | <b>QG070-01-01</b>                                       |
| <b>Author:</b>           | <b>Economic and Community Development Program Leader</b> |
| <b>Portfolio:</b>        | <b>Local Economy</b>                                     |
| <b>Portfolio Holder:</b> | <b>Cr Ebbels</b>   |

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#### **PURPOSE**

The purpose of this report is to provide Council with information about the Small Business Victoria 'Better Approvals Program' and the application of this Program to Council's business support processes.

#### **BACKGROUND**

Small Business Victoria is part of the Jobs, Innovation and Business Engagement group of the Department of Jobs Precincts and Regions. Its role is to help businesses to plan, start and grow by providing information and assistance and low cost development training opportunities. Small Business Victoria administers the Better Approvals project, a 4-6 week program designed to work with Council staff to identify efficiency improvements that will assist new and expanding businesses to successfully navigate Council requirements. The project has been undertaken by 78 Victorian Councils with the Borough of Queenscliffe recently completing the project.

#### **DISCUSSION**

The Better Approvals project responds to Councils strategic objective 3, Local Economy in the Borough of Queenscliffe Council Plan 2017 – 2021. In particular it provides deliverables on: fostering a diverse and vibrant local economy by supporting local businesses, new businesses and investment opportunities.

Council began the 'Better Approvals Program' project in October 2020 with the establishment of a working group of officers from Planning, Local Laws, Building, Communications, Economic Development and Environmental Health and Public Safety and a Better Approvals Consultant to co-design customer centric solutions when navigating Council's permit process.

To inform the Better Approvals project, the Consultant sought qualitative data from local businesses about their personal experiences when navigating Council's permit processes when starting or expanding a business in the Borough of Queenscliffe.

Using the feedback from the businesses and the results of a review of the regulatory requirements, a 'concierge' model has been developed and will function within the Economic Development team to ensure clear communication and to assist businesses, provide insight into the relevant regulations and provide support through the process. A new landing page has been added to Council's website titled 'Starting, expanding or buying a business'. This page includes a pathway

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map, a simple overview of the process and importantly information about how to contact Council for support.

#### **OFFICER RECOMMENDATION**

**That the report be received.**



## **13. ENVIRONMENTAL SUSTAINABILITY**

### **13.1 Cities Power Partnership – Five Pledges**

|                          |  |
|--------------------------|--|
| <b>File:</b>             | <b>Cities Power Partnership</b>                          |
| <b>Author:</b>           | <b>Project Officer – Climate Emergency Response Plan</b> |
| <b>Portfolio:</b>        | <b>Environmental Sustainability</b>                      |
| <b>Portfolio Holder:</b> | <b>Cr Hewitt</b>   |

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#### **PURPOSE**

This report seeks Council endorsement of five Borough of Queenscliffe pledge areas for our part in Cities Power Partnership (CPP), Australia's largest local government climate alliance.

#### **EXECUTIVE SUMMARY**

This report is aligned to the Strategic Objective 2 of the 2017–2021 Council Plan, play our part in protecting the local, national and globally significant values within our natural environment for future generations.

At the Ordinary Council meeting on 27 February 2020, Council resolved unanimously to join the Cities Power Partnership. Council is now in a position to take step 2, 'Powering Up' which involves selecting five actions from the Partnership Pledge list.

The pledges recommended in this report are based on sustainability priorities for the Borough and community feedback in relation to the Climate Emergency Response Plan to date including the online survey, local community group feedback, local schools and Community Panel workshops.

It is recommended that Council adopt the following five action pledges:

#### **Renewable Energy**

Action 3: Install renewable energy (solar PV and battery storage) on Council buildings.

#### **Energy Efficiency**

Action 2: Adopt best practice energy efficiency measure across all Council buildings, and support community facilities to adopt these measures.

#### **Sustainable Transport**

Action 2: Provide fast-charging infrastructure throughout the city at key locations for electric vehicles.

#### **Work Together and Influence**

Action 1: Set city-level renewable energy or emissions reduction targets.

Action 7: Support the local community to develop capacity and skills to tackle climate change.

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## **OFFICER RECOMMENDATION**

### **That Council:**

- 1. Adopt the following Cities Power Partnership program pledges:**
  - Install renewable energy (solar PV and battery storage) on Council buildings**
  - Adopt best practice energy efficiency measure across all Council buildings, and support community facilities to adopt these measures**
  - Provide fast-charging infrastructure throughout the city at key locations for electric vehicles**
  - Set city-level renewable energy or emissions reduction targets**
  - Support the local community to develop capacity and skills to tackle climate change**
  
- 2. Write to City Powers Partnership to inform them of Council's commitment to the pledges.**



|               |
|---------------|
| <b>REPORT</b> |
|---------------|

## **BACKGROUND**

The Cities Power Partnership (CPP) is the largest climate program for local government in Australia. Launched in 2017 by the Climate Council, the program supports and celebrates the emissions reduction successes of councils across the areas of renewable energy, energy efficiency, sustainable transport and community advocacy.

Joining CPP involves three steps:

1. Signing up to be a 'Power Partner', which includes exclusive access to an online knowledge hub and webinars
2. 'Powering Up', which involves selecting five actions from the partnership pledge ranging from renewable energy, energy efficiency, transport and advocacy
3. 'Powering On', which includes annual reporting, access to local and international knowledge and ongoing media coverage.

Council voted unanimously to join the Cities Power Partnership at its meeting on 27 February 2020. A decision now needs to be made on step 2, 'Powering Up' to decide on five pledge actions.

## **DISCUSSION**

To date, CPP has partnered with 139 Councils across Australia. Participation requires Council to pledge five actions within six months of joining the program from a list of 39 possible actions across the themes of renewable energy, energy efficiency, sustainable transport and working together and influence. Refer to the full list of Partnership Action Pledges (**Appendix 2**).

Councils pledged actions will be listed on the CPP website on Council specific pages. This also represents an opportunity to highlight other sustainability and environmental projects completed by Council.

Benefits for Council in being part of CPP include:

- Access to an online knowledge hub for Council officers to share knowledge and ideas. The hub includes case studies from member councils, plus timely information from experts on topics such as climate change and renewable energy;
- Regular webinars for Council officers on current projects, issues and research;
- The CPP funding and grants coordinator advises partner councils of grant opportunities;
- Annual awards program: and
- Opportunity to promote Council's projects via the CPP website.

In signing up to the program Council agreed to the following actions:

1. Within six months of joining the program, nominate five actions from the Cities Power Partnership Pledge that Council will strive to achieve;
  2. Complete an annual online survey to provide the Climate Council with basic information on steps Council has taken to meet the five pledge actions;
  3. Nominate a point of contact within Council for liaison with the Climate Council; and
-



4. Agree to share information and learning with other local Councils undertaking similar projects.

### Options

Option 1 – Approve the five pledges recommended by Council Officers.

Option 2 – Request more time from CPP to choose five pledges.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



There are no community engagement requirements associated with this report.

### Collaboration

As part of CPP, Council is supported to share its achievements with a wider audience and gain access to knowledge and support. Council officers are able to build networks with 139 Councils across Australia signed up to CPP that will help facilitate knowledge exchange across project areas.

## GOVERNANCE CONTEXT

### Relevant Law

The new Victorian *Local Government Act 2020* includes an overarching governance principle requiring councils to promote the economic, social and environmental sustainability of the municipality, including mitigation and planning for climate change risks.

This principle connects with Victoria’s Climate Adaptation Plan 2017–2020 and the *Climate Change Act 2017*, where our role as local government is to provide leadership and good governance, represent the needs and values of local communities, and foster community cohesion.

The Victorian Government’s current suite of policies and strategies to address climate change are legislated in the *Climate Change Act 2017*. The Act includes:

- Interim targets and strategies to be updated every five years;
  - Adaptation action plans, policy objectives and guiding principles, pledges and annual reporting;
  - A target of Net Zero emissions by 2050 and 40% renewable energy by 2025;
  - An interim target of 15-20% reduction in emissions on 2005 levels by 2020 and 25% renewable energy by 2020; and
  - Key plans are the Victorian Renewable Energy Target (VRET) and the Victorian Energy Efficiency Target (VEET).
-





### **Charter of Human Rights**

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

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

The Victorian Government's current suite of policies and strategies to address climate change are legislated in the *Climate Change Act 2017* as explained above in relevant law.

In November 2016, Australia ratified the Paris Agreement and the Doha Amendment to the Kyoto Protocol, reinforcing the commitment to action on climate change. The Federal Government's current climate change plan includes:

- Reducing emissions by 5% below 2000 levels by 2020;
- Reducing emissions by 26%–28% below 2005 levels by 2030 ;
- Doubling Australia's renewable energy capacity by 2020; and
- Improving energy productivity by 40% by 2030.

### **Council Plan Alignment**

This action is aligned to the 2017–2021 Council Plan as follows;  
Strategic Objective 2 – Play our part in protecting the local, national and globally significant values within our natural environment for future generations.

2017/21 Strategies:

- Lead by example and work with the community to reduce carbon emissions
- Continue to implement the Council's Carbon Neutral Action Plan
- Actively participate in relevant regional, state and national environment initiatives

### **Legal and Risk Implications**

There are no significant risks associated with the contents of this report.

### **Related Documents**

See below in attachments.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

Being part of CPP and making a public commitment to pledge actions to act on climate change will demonstrate Councils leadership role to the Borough community and encourage environmental citizenship.

### **Financial and resource implications**

There are no costs associated with joining the program.

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## **Innovation and Continuous Improvement**

Confirmation of five pledges for CPP will promote the actions of Council to address climate change, and will have positive impacts for the Borough community including:

- Working together with 139 Councils to tackle climate change;
- Exclusive access to a comprehensive online Knowledge Hub containing a resource library, an online tool to track emissions, energy and cost savings and an online forum where council collaborate with other councils to share knowledge;
- Support from local and international experts, events with other climate and energy leaders and help to get local climate and energy projects up and running;
- Encouraging environmental citizenship and leadership; and
- Building community connectivity.

## **IMPLEMENTATION**

### **Operational Impacts**

In signing up to the program in February 2020, Council agreed to the following actions:

1. Within six months of joining the program, nominate five actions from the Cities Power Partnership Pledge that Council will strive to achieve;
2. Complete an annual online survey to provide the Climate Council with basic information on steps Council has taken to meet the five pledge actions;
3. Nominate a point of contact within Council for liaison with the Climate Council; and
4. Agree to share information and learning with other local Councils undertaking similar projects.

### **Implementation Process**

Officers will write to CCP to inform them of the five pledges Council has identified.

## **ATTACHMENT**

1. The CPP Partnership Action Pledges list (Appendix 2)
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## 14. PLANNING & HERITAGE

### 14.1 Planning Permit Activity Report

**File:** QG290-01-02  
**Author:** Planning Program Leader  
**Portfolio:** Planning & Heritage  
**Portfolio Holder:** Cr Grout

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#### PURPOSE

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

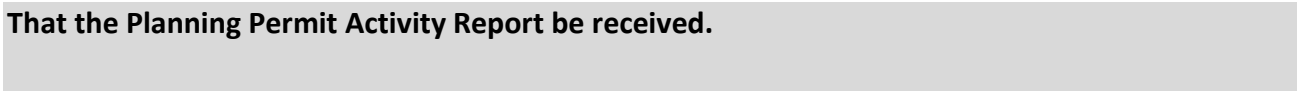
#### EXECUTIVE SUMMARY

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

| <b>CATEGORY</b>  | <b>TALLY</b> |
|--|--------------|
| Current applications   | 17           |
| Applications on hold at request of applicant                   | 1            |
| Applications finalised since last report                       | 3            |
| New applications received since last report                    | 6            |
| <b>Total number of permit applications under consideration</b> | <b>23</b>    |
| Development Plan Summary Report                                | 0            |
| Planning Scheme Amendment Summary Report                       | 1            |

#### OFFICER RECOMMENDATION

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





(a) Current applications

| App. No    | Date Received                               | Address  | Proposal   | Status  |
|------------|---|--|--|---|
| 2017/059   | 24/07/2017                                  | Queenscliff Harbour carpark, Wharf Street East, Queenscliff      | Construct and display signage  | Waiting on information from applicant   |
| **2018/079 | 23/08/2018 (Amended 07/02/2019 & 8/05/2019) | 81 Nelson Road Queenscliff                                       | Subdivision of land into seven (7) lots, removal of vegetation and works associated with the subdivision   | Public notification (combined with and related to planning scheme amendment queenC33) |
| 2019/065   | 01/10/2019                                  | The Promenade Point Lonsdale Road Point Lonsdale                 | Removal of native vegetation   | Referred to DELWP   |
| 2020/003   | 31/01/2020                                  | Point Lonsdale Lighthouse Reserve (Crown Allotments 2002 & 2009) | Removal of native vegetation   | Referred to DELWP & Heritage Victoria   |
| **2020/039 | 14/07/2020                                  | 6 Beach Street Queenscliff                                       | Demolition of outbuildings (garage and shed), removal, repositioning, restoration and painting of an outbuilding (former fisherman's cottage), construction of side and rear boundary fences, construction of a double vehicle crossover and removal, repositioning, restoration of an outbuilding (former fisherman's cottage) in a Heritage Overlay area | Public notification   |
| 2020/046   | 11/08/2020                                  | 61-75 Murray Road Queenscliff                                    | Subdivision of the land into thirteen (13) lots  | Further information requested 3 September 2020  |



| App. No    | Date Received                         | Address                                     | Proposal   | Status  |
|------------|---------------------------------------|---|--|---|
| **2020/058 | 06/10/2020                            | 31 Point<br>Lonsdale Road<br>Point Lonsdale | Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol (Restaurant and Café Licence)            | Public notification   |
| **2020/059 | 06/10/2020                            | 25 Alexander<br>Crescent<br>Point Lonsdale  | Construction of a two storey dwelling  | Under consideration   |
| 2020/060   | 08/10/2020                            | 22 Killearn<br>Avenue<br>Point Lonsdale     | Removal of easement E-1  | Under consideration   |
| **2020/061 | 08/10/2020                            | 11 Jacqueline<br>Court<br>Point Lonsdale    | Construction of two dwellings (two storey) and subdivision of the land into two (2) lots   | Public notification<br>Referred to Borough<br>Engineer          |
| 2020/063   | 13/10/2020                            | 2 Thomson<br>Street<br>Point Lonsdale       | Construction of a habitable building associated with a dwelling  | Public notification   |
| 2020/064   | 13/10/2020                            | 9 Alexander<br>Crescent<br>Point Lonsdale   | Construction of a two storey dwelling and studio and removal of native vegetation  | Under consideration   |
| 2020/065   | 21/10/2020<br>(Amended<br>16/11/2020) | 4 Queen Street<br>Queenscliff               | Construction of a two storey dwelling and variation to the site coverage and front setback requirements of Design and Development Overlay – Schedule 1 | Public notification<br>(Note: proposed site<br>coverage 45.66%) |



| App. No  | Date Received | Address                            | Proposal   | Status   |
|----------|---------------|------------------------------------|--|--|
| 2020/066 | 21/10/2020    | 51 Mercer Street<br>Queenscliff    | Alterations and extensions to an existing dwelling individually listed in a Heritage Overlay   | Further information requested 6 November 2020  |
| 2020/067 | 29/10/2020    | 62 Learmonth Street<br>Queenscliff | Part demolition alterations and extensions to an existing dwelling, demolition of an outbuilding and construction of an outbuilding in a Heritage Overlay area | Public notification                            |
| 2020/069 | 28/10/2020    | 24 Glaneuse Road<br>Point Lonsdale | Alterations and extensions to an existing dwelling and variation to the site coverage requirements of Design and Development Overlays – Schedule 4             | Public notification                            |
| 2020/070 | 28/10/2020    | 34 Kirk Road<br>Point Lonsdale     | Construction of two double storey dwellings and subdivision of the land into two (2) lots  | Further information requested 23 November 2020 |



**(b) Applications on Hold at Request of Applicant**

| App. No  | Date Received | Address                               | Proposal  | Status   |
|----------|---------------|---------------------------------------|---|--|
| 2019/040 | 01/07/2019    | 28-30 Buckleys Road<br>Point Lonsdale | Alterations and extensions (two storey) to an existing dwelling | On hold pending further instruction from applicant |

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

| App. No    | Date Received | Address                              | Proposal  | Status        |
|------------|---------------|--------------------------------------|---|---------------|
| **2020/042 | 23/07/2020    | 73 Hesse Street<br>Queenscliff       | Demolition of a building (unit), alterations and extensions to an existing building (supermarket) in a Heritage overlay area and reduction of the car parking requirements of Clause 52.06 of the Queenscliffe Planning Scheme (associated with the existing use of the site) | Permit issued |
| 2020/056   | 25/09/2020    | 62 Baillieu Street<br>Point Lonsdale | Alterations and extensions to an existing dwelling  | Permit issued |
| V 2020/068 | 30/10/2020    | 19 Hesse Street<br>Queenscliff       | Display business identification signage   | Permit issued |

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

| App. No    | Date Received | Address   | Proposal  | Status  |
|------------|---------------|---|---|---|
| 2020/071   | 17/11/2020    | 1 Hesse Street<br>Queenscliff (JL<br>Jordan Boat<br>Ramp) | Building and works associated with the redevelopment of the<br>Queenscliff boat ramp, including additional car parking areas, and<br>removal of vegetation  | Public notification<br>Referrals to Engineering,<br>DELWP, EPA & CCMA |
| 2020/072   | 18/11/2020    | 82A & 82B<br>Glaneuse Road<br>Point Lonsdale              | Construction of one dwelling and removal of native vegetation at 82A<br>Glaneuse Road (lot 2), and construction of one dwelling, and removal<br>of native vegetation at 82B Glaneuse Road (lot 1) and boundary re-<br>alignment (subdivision) | Further information<br>requested 3 December<br>2020                   |
| V 2020/073 | 23/11/2020    | 5A Flinders<br>Street<br>Queenscliff                      | Construction of a fence   | Further information<br>requested 30 November<br>2020                  |
| 2020/074   | 03/12/2020    | 14 Crows Nest<br>Place<br>Queenscliff                     | Construction of a two storey dwelling   | Under consideration   |
| 2020/075   | 04/12/2020    | 21 Stokes Street<br>Queenscliff                           | Demolition of an existing outbuilding (garage) and construction of a<br>replacement outbuilding (garage)  | Under consideration   |
| V2020/076  | 08/12/2020    | 54-56 Stokes<br>Street<br>Queenscliff                     | Repainting of existing dwelling   | Under consideration   |





**(e) Development Plan Summary Report**

| App. No | Address | Proposal | Status |
|---------|---------|----------|--------|
|---------|---------|----------|--------|

NO APPLICATIONS TO REPORT

**(f) Planning Scheme Amendment Summary Report**

| Amend. No. | Address                        | Proposal   | Status                           |
|------------|--------------------------------|--|----------------------------------|
| queenC33   | 81 Nelson Road,<br>Queenscliff | Rezone the land at 81 Nelson Road, Queenscliff to Neighbourhood Residential Zone – Schedule 1 (NRZ1) and General Residential Zone – Schedule 1 (GRZ1), apply Design and Development Overlay – Schedule 3 (DDO3) and Design and Development Overlay – Schedule 5 (DDO5), delete Development Plan Overlay 1 (DPO1) and subdivide the land into seven (7) lots. | Public notification of amendment |

**LEGEND**

\*\* Objections received

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

**Bold** Officer delegation removed

V VicSmart application

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## **15. GOVERNANCE & PERFORMANCE**

### **15.1 Financial Hardship Policy for residents, ratepayers and business facing financial hardship due to COVID-19 Pandemic**

**File:** QG152.06.02

**Author:** Chief Executive Officer

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Salter

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#### **PURPOSE**

This report seeks Council approval to extend the COVID-19 Financial Hardship Policy until 30 June 2021.

#### **EXECUTIVE SUMMARY**

This report aligns with the Council Plan 2017–2021 strategic objectives and strategies, specifically Strategic Objective 5: Maintain a cohesive, well governed, financially sustainable and independent Borough and to provide transparent and accountable governance and meet all legislative requirements.

At its meeting on 28 August 2020, Council resolved to extend the COVID-19 Financial Hardship Policy until 31 December 2020 in response to the COVID-19 global pandemic declared on the 30 January 2020.

The measures put in place to contain the spread of COVID-19 have continued to have significant impact on the economy and the ability of individuals and businesses to maintain income streams. The Policy was put in place to help those people in our community who are facing financial stress. It provides a framework for accessing this support and the opportunity to set in place manageable payment plans.

It is recommended that the COVID-19 Financial Hardship Policy is extended until 30 June 2021.

#### **OFFICER RECOMMENDATION**

**That Council adopts the updated COVID-19 Financial Hardship Policy extending it until 30 June 2021.**

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## REPORT

### BACKGROUND

COVID-19 was declared a global pandemic on the 30 January 2020 and a State of Emergency was declared in Victoria on the 16 March 2020. The measures put in place to contain the spread of COVID-19, especially the second wave in Victoria have had a significant impact on the economy and the ability of individuals and businesses to maintain income streams.

On 23 April 2020, Council adopted the COVID-19 Financial Hardship Policy, to establish assistance measures that minimise financial stress for ratepayers facing hardship and extend the principles embodied in Council's current Rates Assistance Policy to all rateable properties within the Borough of Queenscliffe.

### DISCUSSION

The proposed policy sets out the circumstances and the framework for Council assistance.

The policy will apply to all properties and the assistance provided through the policy will be available to ratepayers who are experiencing financial hardship due to the economic impacts of COVID-19.

The assistance will essentially take the form of interest free, deferral of rate payments. Individual property owners and businesses that pay rates within the Borough will be eligible to apply for assistance following the issue of the 4th instalment rates notices in May 2020.

Council officers have now reviewed this policy and recommend the following amendments:

| Section | Proposed amendment(s)   |
|---------|---|
| POLICY  | 1. Payment Arrangement And Interest Hold, extended until 30 June 2021   |
|         | 2. Rates Deferral And Interest Hold, extended until 30 June 2021  |
|         | 3. Debt Recovery, on hold until 30 June 2021  |
|         | 4. Impact Of Not Having A Duly Approved COVID-19 Hardship Application, debt recovery actions and charging of interest will commence with effect from 1 January 2021 for outstanding rates and charges not supported with a duly approved COVID-19 hardship application. |

When setting rates for the 2020 – 21 financial year Council resolved to provide a rebate on the waste levy, a key service for the community and a significant expenditure item in the budget. All ratepayers received the benefit of this decision.

This was done to minimise any increase in service charges. In effect, Council decided to forgo any revenue increase for the next financial year and find savings within the business.



When Council set its rates on 18 June 2020 there were 21 active coronavirus cases in the whole of Australia and the expectation was that Australia was continuing to move away from the worst of the impacts.

There was no expectation that the access to properties of non-resident ratepayers would be limited. There was no expectation that the permanent residents would be prevented from using playgrounds or have limited access to other services.

There was however, an expectation that Council would continue to operate and undertake all the work Council normally does the middle of the year in preparation for the population inflow of our non-resident ratepayers in the warmer months.

There was an expectation that Council would continue to meet its statutory obligations which make up about 70% of budget expenditure.

Further, rates and charges represents approximately 70% of Council's operating income for 2020–21 financial year.

As a result, it is not feasible for Council to offer any reduction on rates for rates payers who have not been able to access/use their properties and council services as they would have done in a usual year.

However, officers will continue to monitor the situation closely, especially during the summer holiday season and would recommend further measures if necessary for the consideration of Council.

### **Options**

Option 1 – Adopt the updated COVID-19 Financial Hardship Policy as presented with this report.

Option 2 – Elect to continue with the existing timelines set out in the COVID-19 Financial Hardship Policy.

Option 3 – Elect to make additional changes to the COVID-19 Financial Hardship Policy as presented with this report.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Community Engagement**



Council has a commitment to community engagement and effective consultation, however there are no community engagement requirements associated with this report.

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## **Collaboration**

This policy shares many objectives with other policy initiatives developed by other Victorian councils in response to the financial impacts resulting from the COVID-19 State of Emergency.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

The policy seeks to find the balance between providing meaningful and effective support to ratepayers and the maintaining the short term sustainability of the Borough of Queenscliffe. Council has been asked by State Government to maintain existing staffing levels, to continue to provide services to the community, and to support State Government relief initiatives. Within this context Council has reviewed its budget position, found savings and modified its capital works program so it can implement measures that will support ratepayers facing financial hardship.

### **Charter of Human Rights**

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

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

Consideration has been given to other local government COVID financial hardship policies as well as the State Government's COVID relief plan.

### **Council Plan Alignment**

This report aligns with the Council Plan 2017–2021 strategic objective and strategies, specifically Strategic Objective 5: Maintain a cohesive, well governed, financially sustainable and independent Borough and to provide transparent and accountable governance and meet all legislative requirements. To ensure the continuing financial sustainability and independence of the Borough and to enhance communication and community engagement in decision-making across the 3225 postcode area.

### **Legal and Risk Implications**

There are no legal or risk implications associated this report.

### **Related Documents**

CP048 COVID-19 Financial Hardship Policy  
CP031 Rate Assistance Policy

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

Not applicable.

### **Financial and resource implications**

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There should be minimal long term financial impact on Council if the updated policy is approved. There will be some short term impacts on cash flow, and the loss of a small amount of interest income resulting from a reduction in cash reserves.

### **Innovation and Continuous Improvement**

The purpose of this policy is to ensure Council is responsive to ratepayers experiencing financial hardship during the COVID-19 State of Emergency. It establishes a mechanism through which Council can offer some form of financial support to ratepayers experiencing financial hardship.

The policy also provides Council a framework for considering applications for support which should ensure that there is a clear, consistent and fair application of the policy.

### **IMPLEMENTATION**

#### **Operational Impacts**

There are no direct operational impacts associated with extending this policy.

#### **Implementation Process**

The COVID-19 Financial Hardship Policy will be in place until 30 June 2021.

### **ATTACHMENT**

1. Draft updated CP048 COVID-19 Financial Hardship Policy (Appendix 3)
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## 15.2 Draft General Local Law 2021

**File:** QG185.01.03  
**Author:** Executive Project Officer  
**Portfolio:** Governance & Performance  
**Portfolio Holder:** Cr Salter

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### PURPOSE

The purpose of this report is to recommence the process to declare General Local Law 2021, after receiving advice from Council's lawyers, and seek submissions in accordance with section 223 of the Local Government Act 1989.

### EXECUTIVE SUMMARY

The Council Plan includes Strategic Objective 5 Governance and Performance, that is, to 'provide transparent and accountable governance and meet all legislative requirements'. The general Local Law presented in this report has been developed in accordance with that strategy and with the legislative requirements contained in the Local Government Act 1989.

### OFFICER RECOMMENDATION

#### That Council:

1. Give notice in the Government Gazette and by public notice by way of newspaper advertisements its intention to make General Local Law 2021 and associated Policies and Procedures Manual.
  2. Pursuant to Section 223 of the Local Government Act 1989, place General Local Law 2021 and associated Policies and Procedures Manual on public exhibition for a period of 28 days and receive submissions by no later than 12:00pm on Monday 18 January 2021.
  3. Hear submissions to the proposed General Local Law 2021 and associated Policies and Procedures Manual at a meeting of Council at 5:30pm on Wednesday 27 January 2021 in the Queenscliff Town Hall.
-



|               |
|---------------|
| <b>REPORT</b> |
|---------------|

### **BACKGROUND**

The authority for Council to make Local Laws is framed within the context of the Local Government Act 1989. The relevant provisions in the Act states '*A Council may make Local Laws for or with respect to any act, matter or thing in respect of which the Council has a function or power under this or any other Act*' and clearly sets out what a Local Law 'must' and 'must not' do.

Local Laws are developed with consideration to other existing legislation and must not be inconsistent with any Act or regulation. A Local Law is inoperative if it is inconsistent.

Both current Local Law No 1 2010 – Processes of Municipal Government and Local Law No 2 – Community Amenity cease to operate on 24 December 2020, unless revoked earlier by Council.

### **DISCUSSION**

Legislative changes to the Local Government Act meant that Council has introduced new Governance Rules which address the conduct of council meetings and the election of mayor, amongst other things. Local Law No 1 2010 – Processes of Municipal Government mostly was incorporated into the new Governance Rules.

Therefore it is recommended to revoke Local Law No 1 2010 – Processes of Municipal Government and Local Law No 2 2010 – Community Amenity and make one new general Local Law which consists the existing Local Law No 2 2010 – Community Amenity (with some amendments) and includes the use of the common seal.

Council commenced this process two months ago. A draft Local Law 2020 General was advertised and feedback was sought with 22 submissions being received, with 18 of those relating to flying drones. Some minor amendments were made to the proposed draft Local Law 2020 General, which included the removal of requiring a permit to fly a drone and inclusion of a clause to recover waste costs, and a final draft was forwarded to Council lawyers for review.

Council lawyers have advised that the provisions relating to the making of local laws in the Local Government Act 2020 do not come into effect until 1 July 2021, therefore the process for introducing the proposed local law must be made in accordance with the Local Government Act 1989, which contains a different process from the Local Government Act 2020 process that has been followed to date. The process Council must follow in order to continue to have a local law until the change over to the provisions of the Local Government Act 2020 includes gazettal, newspaper notification, public exhibition and receipt and hearing of submissions.

There have now been a number of amendments made to the previous advertised draft Local Law 2020 as a result of feedback. These include:

- Title change – to be known as General Local Law 2021
  - Revert back to reference the Local Government Act 1989 and update references to other legislation, eg Road Safety Act
  - Update definitions
  - Minor heading changes
-





- Minor formatting changes
- Remove reference to infringements amounts under each offence, as this is addressed in schedule 4
- Delete clauses 14 (3) and 14 (4), not necessary to be spelt out the local law
- Delete clause 19 (3), not necessary to be spelt out the local law
- Add new clause 30 (2), to provide clarity regarding lighting of barbecues
- Delete clauses 32 (1) (b) and 32 (1) (c), Council is unable to enforce a failure to comply direction issued by an officer of another entity
- Provide clarity to clause 35 (1), to place controls on building sites for works that are subject to a building permit
- Reword clause 36, for ease of reading
- Delete clause 37 (4), not necessary to detail an administrative process
- Reword clause 40, for ease of reading
- Amend clause 42 (2) and 42 (3) be read as a note, rather than a clause
- Delete clauses 48 (4) and 48 (5), as it is unnecessary to state this in the local law as any enforcement activity is exercised at Council's discretion
- Delete clause 49 (5), not necessary to state this in the local law
- Delete clause 51 from local law and move to Policy and Procedures manual, as it is not necessary to refer to operational considerations prior to issuing a permit
- Delete clause 56 (2), not necessary to state this in the local law
- Reword clause 57, for ease of reading
- Delete clause 59 from local law and move to Policy and Procedures manual, as it concerns administrative functions
- Delete clause 60, already addressed under 'offences' clause
- Delete clause 61, not necessary to state conduct of staff in the local law, as it is addressed in the Staff Code of Conduct
- Delete clause 63, as it duplicates section 224 of the Local Government Act 1989
- Minor changes to the associated Policy and Procedures Manual, including adding administrative functions, move Schedule 1 Notice to Comply template and Schedule 2 Notice of Impoundment and Schedule 3 Deed of Indemnity
- Update schedule 4 Penalties for Infringement Notice Purposes

### Options

Option 1 – resolve to place the draft General Local Law 2021, as presented, on exhibition for a period of 28 days and invite community feedback, including the opportunity for submitters to speak to their submission at an assembly meeting at 5:30pm on Wednesday 3 February 2021.

Option 2 – resolve to place the draft General Local Law 2021, as presented, on exhibition for a longer period of time.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



Inform

Consult

Involve

Collaborate

Empower

---



It is proposed to invite community feedback on the draft Local Law for a minimum period of 28 days, with submissions being received until 12:00pm on Monday 18 January 2021.

### **Collaboration**

Council Officers have researched and reviewed neighbouring municipalities' local laws and other coastal municipalities, such as Warrnambool and Mornington Peninsula to gain into common themes to include in the new local law.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

Local Government Act 1989

### **Charter of Human Rights**

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

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

Ministers Guidelines for Local Laws, 2010

### **Council Plan Alignment**

The Borough of Queenscliffe Council Plan clearly sets out Council's key directions and strategies which all relate in some way or another to the objectives of these Local Laws.

### **Legal and Risk Implications**

The Local Laws provide for those matters which require a local law under the Local Government Act 1989 and any other Act and reduce Council's risk by regulating and controlling issues associated with community amenity and the use of the common seal.

The content of the proposed Local Law must be reviewed by Council's legal advisors and confirmed as consistent with the Local Government Act 1989 and other relevant legislation prior to adopting the final General Local Law 2021.

### **Related Documents**

Local Law Policy and Procedures Manual

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

The Local Law addresses many social and environmental issues by:

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- Prohibiting, regulating and controlling activities, events, practices and behaviour in places so that no nuisance is caused and there is no detriment to the amenity of the neighbourhood, to a person or to a person's property; and
- Providing for the peace, order and good government of the municipal district of the Borough of Queenscliffe.

### **Financial and resource implications**

There are costs associated with advertising in the Government Gazette and local newspapers throughout the process to declare the Local Laws. The Local Law also provides Council with the opportunity for recompense when offences have occurred.

A number of Fixed Infringement Notice penalties are proposed to deal with minor offences, giving the person to whom a notice is issued the option of paying a fixed penalty, rather than proceeding to a court hearing. This system uses inducements such as convenience of payment, lower fine levels than in open court, the avoidance of a conviction being recorded and saving of legal costs to dispose of matters in an efficient and timely manner.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

Council officers need to be formally authorised to implement and enforce local laws. These instruments are currently in place for Local Law officers, the Environment Health Officer, the Municipal Building Surveyor. Victoria Police are also authorised for the purpose of enforcing and issuing of infringement notices in relation to the consumption of alcohol.

### **Implementation Process**

| <b>Timeframe</b>     | <b>Action</b>   |
|----------------------|---|
| 19 December 2020     | Public Notice – Inviting community feedback   |
| 24 December 20       | Government Gazette Notice, advising s223 submission process   |
| 18 January 2021      | Close of feedback period (28 days)  |
| 18 – 29 Feb 2021     | Review and consider submissions   |
| 3 February 2021      | Assembly meeting to hear submissions (if required)  |
| 4 – 11 February 2021 | Legal Advice - Certificate from lawyer – must have certificate in hand at the meeting to resolve to adopt the Local Law |
| 17 February 2021     | Council Meeting – Opportunity to adopt draft Local Law  |

## **ATTACHMENTS**

1. Draft General Local Law 2021 (Appendix 4a)
  2. Policy and Procedures Manual – Additional Requirements Applying to Local Laws (Appendix 4b)
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### 15.3 Draft Community Engagement Policy

**File:** QG055.09.01

**Author:** Coordinator – Community Engagement and Communications

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Salter

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#### **PURPOSE**

The purpose of this report is to adopt a new Community Engagement Policy, in line with the requirements of the *Local Government Act 2020*.

#### **EXECUTIVE SUMMARY**

The Community Engagement Policy responds to Strategic Objective 5 Governance and Performance, particularly to provide transparent and accountable governance and meet all legislative requirements and enhance communication and community engagement in decision-making across the 3225 postcode area.

The *Local Government Act 2020* requires Council to have a community engagement policy in place that has a number of specific inclusions defined by the Act. Council's existing policy does not include the specific references required by the Act, and needs to be updated accordingly.

The draft Community Engagement Policy presented for Council's consideration meets the requirements of the Act while also making broader improvements to the policy (**Appendix 5**). This draft itself has been improved by community engagement, and includes changes made in response to feedback received from residents.

Adopting the draft Community Engagement Policy will provide a more transparent and thorough account of Council's community engagement practices, and provide an important baseline from which to begin major engagements in the new year, such as the development of the Council Plan.

#### **OFFICER RECOMMENDATION**

**That Council adopt the Community Engagement Policy outlined in Appendix 5.**

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## REPORT

### BACKGROUND

The *Local Government Act 2020* is more prescriptive on some areas of Council practice and policy than the 1989 Act. Community engagement is one such area, in that while the 1989 Act refers broadly to community engagement as a best practice principle, the 2020 Act mandates many of the principles and situations in which Council must engage in consultation. Due to the highly prescriptive nature of the 2020 Act, Councils across Victoria are required to update or adopt community engagement policies to comply with the new law. The Borough of Queenscliffe currently has a Community Engagement Policy in place, however the prescriptive nature of the 2020 Act however means that this policy does not comply with the new legislation in its current form and must be updated.

In considering how to best undertake such an update, Council officers also considered this an opportunity to make more substantive improvements to the policy as a whole. Council's current Community Engagement Policy was adopted in 2014, and has not been formally reviewed since then. While the broad strokes of the policy have remained relevant, Council's day-to-day engagement practices have evolved and improved beyond what is referenced in the policy. Officers therefore set out to update the policy not only to comply with the *Local Government Act 2020* but to better it, incorporating best practice behaviours Council already uses into the policy as part of the update.

While legally Council has until the end of March 2021 to adopt this policy, Council has an intense program of community engagement scheduled for early next year, and it would be prudent for this engagement to commence with the new policy in place, rather than changing Council's policy in the middle of several detailed engagements. For this reason, officers have endeavoured to prepare a final policy for consideration before the end of 2020, and this policy is presented now for Council's consideration.

### DISCUSSION

The proposed draft constitutes a substantial rewrite of large sections of the Community Engagement Policy, with most of the policy being reordered, reworded or entirely new. While changes made to the policy are numerous, some of the most significant changes are:

- A new list of principles that meets the requirements of the *Local Government Act 2020*. These principles are applied throughout the policy, and interpreted as three broad principles for Council's community engagement:
  1. Community engagement should have a clear purpose and function;
  2. Community engagement should be accessible to everyone;
  3. Community engagement should be open and transparent.

These clear principles make it easier for Council and the community to check that engagement activities comply with this policy, and also understand how and why Council uses different engagement strategies.

- Definitions have been updated for clarity and consistency throughout the document. Some areas of ambiguity have also been removed, such as the difference between *consultation* broadly and the *IAP2 Level 2 - Consult*. Some new definitions have also been added based on community feedback.
-



- Greater clarity has been provided on how project categories impact community engagement activities.
- A list of specific plans for which Council will conduct engagement in line with the Local Government Act 2020 has been included.
- A commitment to early engagement has been listed within the policy.
- Examples of consultation methods are directly listed within the policy.
- Examples of advertising methods are directly listed within the policy.
- Methodologies are connected back to the principles referred to earlier in the policy.
- A commitment to continuous improvement has been listed within the policy.

Many of these changes are the direct result of feedback received from the community during a period of consultation. Council provided an early draft of the policy that met the requirements of the *Local Government Act 2020* to the public for their consideration and feedback. This feedback period was advertised in newspapers, on Council's website, and via social media posts and paid advertising. Council received two submissions on the policy, which were both substantial. Both submissions were considered in detail and resulted in improvements to the policy. Council officers want to thank those residents who took the time to provide considered input to improve the policy.

The resulting policy is both a more accurate reflection of best practices already used by Council and a more transparent account of the considerations Council makes when designing and implementing community engagement strategies. Its adoption will set Council up well to engage the community during the development of major strategies over the next 12 months, including the Council Vision and Plan.

### Options

Option 1 – resolve to adopt the Community Engagement Policy outlined in Appendix 5.

Option 2 – resolve to not adopt the Community Engagement Policy outlined in Appendix 5.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The draft policy recommended for adoption was formulated in line with *IAP2 Level 2 – Consult*, in which residents were invited to provide feedback on an early draft. Participants were provided with a copy of the existing policy, a rationale for proposed changes, and an explanation of the impacts of the Local Government Act 2020. Consultation was advertised widely, including in newspapers, in paid social media advertising and on Council's website.

Council received two submissions as part of this process, and both submissions resulted in improvements to the policy. A log of these changes has been made available to residents and the public on Council's website.

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## **Collaboration**

Council officers researched and considered other local government engagement strategies in developing this policy. This policy is unique to the Borough of Queenscliffe however, in a reflection of the particular requirements of our community and Council.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

The policy directly responds to and complies with the requirements of the *Local Government Act 2020*.

### **Charter of Human Rights**

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

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

Not applicable.

### **Council Plan Alignment**

The Community Engagement Policy responds to Strategic Objective 5 Governance and Performance, to

- provide transparent and accountable governance and meet all legislative requirements.
- ensure the continuing financial sustainability and independence of the Borough.
- enhance communication and community engagement in decision-making across the 3225 postcode area.
- advocate on opportunities and issues of key concern to the local community to other levels of government.
- continually review and plan to meet corporate needs while enhancing organisational capacity and performance.
- maximise the return on Council assets and leverage external funding opportunities.
- strengthen and promote the Borough as a place to explore and implement innovative approaches to environmental, technological, social and economic initiatives.
- foster partnerships with community organisations, business, neighbouring Councils and Statutory Organisations and other levels of government.

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Not applicable.

### **Disclosure of Interest**

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

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## CONSIDERATIONS

### **Environmental Sustainability**

Not applicable.

### **Financial and resource implications**

Community engagement tasks occupy a significant part of the program work of Communications staff. While the policy presented for consideration is not expected to expand the scope of work beyond what is currently completed *de facto* by staff, it does commit Council to this level of engagement going forward. This should be considered in future resourcing discussions regarding Council's engagement capabilities.

### **Innovation and Continuous Improvement**

This policy codifies a number of substantive improvements already made by Council to its community engagement program. Council will continue to evaluate its community engagement performance and make further improvements to practices over time.

## IMPLEMENTATION

### **Operational Impacts**

While this draft policy contains substantial changes from the existing policy, the new policy more accurately reflects existing best practices completed by Council, and should not result in substantive changes to tasks completed by Council staff. Council staff would be made aware of the new policy upon its adoption to ensure they are familiar with its contents.

### **Implementation Process**

Council staff will be notified of the contents of the policy, which will immediately apply to current and future community engagement processes managed by Council.

## ATTACHMENT

1. Draft Community Engagement Policy (Appendix 5)
-





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

### **16.1 Section 173 Agreement for 5 Bedggood Avenue, Point Lonsdale**

The Chief Executive Officer is authorised under the Instrument of Delegation Council to Chief Executive to sign and seal Section 173 Agreements.

On 2 December 2020, the Chief Executive Officer applied the Council Seal to the Section 173 Agreement in relation to the land situated at 5 Bedggood Avenue, Point Lonsdale in accordance with the requirements of condition 13 of Planning Permit number 2019/072.

#### **OFFICER RECOMMENDATION**

**That Council note the use of the Common Seal.**

## **17. QUESTIONS WITHOUT NOTICE**

### **17.1 Questions Without Notice Status Update**

No Questions Without Notice outstanding.

### **17.2 Questions Without Notice**

## **18. LIST OF COUNCIL MEETINGS**

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

PLANNING REVIEW MEETING

Wednesday 13 January 2021 at 7:00pm (if required)

HEAR PUBLIC SUBMISSIONS

Wednesday 3 February 2021 at 5:30pm (if required)

COUNCIL MEETING

Wednesday 17 February 2021 at 7:00pm

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## 19. CLOSED SESSION OF MEETING

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

### OFFICER RECOMMENDATION

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

#### 19.1 Confirmation of 26 November 2020 Confidential Council Meeting Minutes

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

#### 19.2 Australia Day Awards 2021

This agenda item is deemed to contain confidential information as per section 3(1)(h) of the Local Government Act 2020 as it contains confidential meeting information, being the records of meetings closed to the public under section 66(2)(a), being the confidential award nomination submissions. This ground applies as the Australia Day award nomination submission and deliberation process is confidential.

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

### OFFICER RECOMMENDATION

That Council reopen the meeting and resume standing orders.

## 20. RATIFICATION OF CONFIDENTIAL ITEMS

### OFFICER RECOMMENDATION

That the decisions made in camera be ratified by Council.

## 21. CLOSE OF MEETING

The meeting closed at:

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## ADJUNCT TO 7 – RECORD OF ASSEMBLY OF COUNCILLORS

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

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

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

| Attendees   | Apologies | Time  | Matters discussed  | Conflict of interest disclosures |
|---|-----------|---|--|----------------------------------|
| <b>Councillor Induction</b> – Wednesday 25 November 2020  |           |   |  |                                  |
| Queenscliff Town Hall   |           |   |  |                                  |
| Cr Ross Ebbels - Mayor<br>Cr Donnie Grigau<br>Cr Fleur Hewitt<br>Cr Michael Grout<br>Cr Susan Salter<br>Martin Gill, CEO<br>Johann Rajaratnam, GMPI<br>Phillip Carruthers,<br>GMOP&CS<br>Gihan Kohobange, MFS<br>Alex Tonkin, BSA | Nil       | 2:00pm – 4:50pm<br><br><br><br><br><br><br><br><br><br>2:00pm – 4:30pm<br>2:00pm – 4:30pm | 1. Understanding the current financial position<br>2. Financial Reporting requirements | Nil                              |



| Attendees  | Apologies | Time  | Matters discussed   | Conflict of interest disclosures |
|--|-----------|---|---|----------------------------------|
| <b>Councillor Induction and Assembly Meeting – Thursday 26 November</b>  |           |   |   |                                  |
| Queenscliff Town Hall  |           |   |   |                                  |
| Cr Donnie Grigau<br>Cr Fleur Hewitt<br>Cr Michael Grout<br>Cr Ross Ebbels<br>Cr Susan Salter<br>Martin Gill, CEO<br>Johann Rajaratnam, GMPI<br>Phillip Carruthers,<br>GMOP&CS<br>Connor Parker, CCEC<br>Jenni Walker, EAHR&CGC | Nil       | 1:00pm – 5:15pm<br><br><br><br><br><br><br><br><br><br>3:30pm – 4:15pm<br>4:15pm – 5:00pm | 1. Organisational structure, workforce profile and diversity<br>2. How to get things done through Council staff<br>3. Preparation for Council Meeting<br>4. Community Engagement Overview<br>5. Personal Interest Returns<br>6. Outdoor Dining Grant                    | Nil                              |
| <b>Councillor Induction – 2 December 2020</b>  |           |   |   |                                  |
| Queenscliff Town Hall  |           |   |   |                                  |
| Cr Donnie Grigau<br>Cr Fleur Hewitt<br>Cr Michael Grout<br>Cr Ross Ebbels<br>Cr Susan Salter<br>Martin Gill, CEO<br>Johann Rajaratnam, GMPI<br>Phillip Carruthers,<br>GMOP&CS<br>Connor Parker, CCEC                           | Nil       | 1:00pm – 6:15pm<br><br><br><br><br><br><br><br><br><br>1:00pm – 3:40pm                    | 1. COVID-19 Hardship Policy update<br>2. Community Engagement Policy<br>3. Climate Emergency Response Plan<br>Community Feedback update<br>4. City Powers Partnership Pledges<br>5. Local Law review<br>6. Lessons from the Campaign trail<br>7. Amenities Block update | Nil                              |



| Rebecca Petit-Bramwell,<br>CERP  |                  | 2:15pm – 4:00pm   |  |                                  |
|--|------------------|---|--|----------------------------------|
| Stuart Hansen, SPO   |                  | 5:05pm – 6:15pm   |  |                                  |
| Kim Irons, Stonehouse<br>Irons Architecture  |                  | 5:05pm – 6:15pm   |  |                                  |
| Attendees  | Apologies        | Time  | Matters discussed  | Conflict of interest disclosures |
| <b>Councillor Induction – 8 December 2020</b>  |                  |   |  |                                  |
| Queenscliff Town Hall  |                  |   |  |                                  |
| Cr Fleur Hewitt<br>Cr Michael Grout<br>Cr Ross Ebbels<br>Cr Susan Salter<br>Martin Gill, CEO<br>Johann Rajaratnam, GMPI<br>Phillip Carruthers,<br>GMOP&CS<br>Jenni Walker, EAHR&CGC<br>Jackie Fletcher, EA<br>Chris Kotur, Christine<br>Kotur Consulting | Cr Donnie Grigau | 9:00am – 2:27pm<br><br>11:25am – 2:27pm<br>11:25am – 2:27pm<br><br>1:00pm – 2:27pm<br>1:00pm – 2:27pm<br>9:00am – 12:50pm | 1. Working together to deliver<br>2. Leadership & managing expectations<br>3. Media roles<br>4. Code of conduct, confidentiality,<br>conflicts of interest, fraud &<br>corruption<br>5. Local Government Inspectorate,<br>IBAC, Ombudsman<br>6. Transparency | Nil                              |



| Attendees  | Apologies | Time   | Matters discussed   | Conflict of interest disclosures  |
|--|-----------|--|---|---|
| <b>Councillor Induction – 9 December 2020</b>  |           |  |   |   |
| Queenscliff Town Hall  |           |  |   |   |
| Cr Donnie Grigau<br>Cr Fleur Hewitt<br>Cr Michael Grout<br>Cr Ross Ebbels<br>Cr Susan Salter<br>Martin Gill, CEO<br>Johann Rajaratnam, GMPI<br>Phillip Carruthers,<br>GMOP&CS<br>Shannon Di Lisio, ECDPL<br>Connor Parker, CCEC<br>Karl Flowers, Decisive<br>Consulting Pty Ltd<br>Matt McDonald, CEO,<br>Searoad Ferries<br>Brett Ince, CEO, TGGB | Nil       | 11:30am – 4:57pm<br><br><br><br><br>12:00pm – 4:57pm<br>12:00pm – 4:57pm<br>12:00pm – 4:57pm<br><br>1:45pm – 2:30pm<br>11:30am – 2:00pm<br>12:30pm – 2:00pm<br><br>2:17pm – 3:15pm | 1. Demographic Data<br>2. Searoad Ferries update<br>3. Social Media Policy /Community<br>Engagement Policy<br>4. QEDAC<br>5. Tourism update from TGGB<br>6. Economic Development Strategy<br>7. Sponsorships & grants / Visitor<br>Information Centre<br>8. Local Law | Nil   |
| CEO - Chief Executive Officer  |           | GMOP&CS General Manager, Organisational Performance<br>and Community Services  |   | GMPI – General Manager Planning & Infrastructure                            |
| EA – Executive Assistant to the CEO, Mayor and Councillors   |           | CCEC – Coordinator Community Engagement &<br>Communications  |   | PPL – Planning Program Leader   |
| ECDPL – Economic & Community Development Program<br>Leader   |           | ECDO – Economic & Community Development Officer  |   | RIE – Roads & Infrastructure Engineer                                       |
| MFS – Manager Financial Services   |           | BSA – Business Services Accountant   |   | EAHR&CGC – Executive Assistant & HR and Corporate<br>Governance Coordinator |
| ADO – Arts Development officer   |           |  |   |   |



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

No public questions outstanding.

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

No Motions on Notice outstanding.

**ADJUNCT TO 17.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE**

No Questions Without Notice outstanding.

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