



Minutes

Ordinary Meeting of Council

Wednesday 27 April 2022 at 7:00pm

Queenscliff Town Hall

Distribution List

Councillors

Cr Ross Ebbels – Mayor

Cr Fleur Hewitt – Deputy Mayor

Cr Donnie Grigau

Cr Michael Grout

Cr Isabelle Tolhurst

Officers

Martin Gill – Chief Executive Officer

Gihan Kohobange – Manager Finance and Corporate Services

Shannon Maloney – Manager Community

Stuart Hansen – Manager Infrastructure and Environment

Connor Parker – Communications Coordinator

Jenni Walker – HR & Governance Coordinator



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

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Appendix 2	Councillor Isabelle Tolhurst signed Councillor Code of Conduct	3. Record of Councillor Declaration to Abide by the Councillor Code of Conduct	Under separate cover
Appendix 3	Audit & Risk Committee Meeting Minutes 4 April 2022	8.2 Audit & Risk Committee Meeting Minutes 4 April 2022	Under separate cover
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Appendix 6	Quarterly Financial Report 31 March 2022	18.2 2021–22 Quarterly Financial Report as at 31 March 2022	Under separate cover
Appendix 7a	Draft Budget 2022–23	18.3 Financial Budget 2022 –2023 and Updated Financial Plan 2022–23 to 2031–32	Under separate cover
Appendix 7b	Draft Financial Plan 2022–23 to 2031–32	18.3 Financial Budget 2022 –2023 and Updated Financial Plan 2022–23 to 2031–32	Under separate cover
Appendix 8a	CP029 Use of Council Facilities	18.4 Review of Council Policies	Under separate cover
Appendix 8b	CP053 CEO Employment and Remuneration	18.4 Review of Council Policies	Under separate cover
Appendix 9	Response to public question taken on notice at the ordinary meeting of Council on 23 March 2022	ADJUNCT TO 7.1 – PUBLIC QUESTIONS STATUS UPDATE	Under separate cover



1. OPENING OF MEETING

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

The Meeting opened at: 7:00pm.

2. RECORD OF COUNCILLOR AFFIRMATION OF OFFICE

On Tuesday 12 April 2022, the Victorian Electoral Commission completed a countback to fill the extraordinary vacancy made with the resignation of former Councillor Susan Salter. The countback resulted in the appointment of Ms Isabelle Tolhurst to the position of Councillor.

Section 30(1) of the *Local Government Act 2020* ('the Act') states that 'a person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the [Local Government (Governance and Integrity)] regulations'.

The Act also states that 'the oath or affirmation of office must be administered by the Chief Executive Officer and dated and signed before the Chief Executive Officer and recorded in the minutes of the Council.'

In accordance with the Act and Part 2 of the *Oaths and Affirmations Act 2018*, a person elected to be a Councillor takes the Affirmation of Office by stating the following words before the Chief Executive Officer.

On Wednesday 20 April 2022 Councillor Isabelle Tolhurst made the following affirmation:

"I, Isabelle Tolhurst, solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

Councillor Tolhurst signed and dated the Affirmation of Office before the CEO (**Appendix 1**).



3. RECORD OF COUNCILLOR DECLARATION TO ABIDE BY THE COUNCILLOR CODE OF CONDUCT

The Oath or Affirmation of Office requires that Councillors must abide by the Councillor Code of Conduct. Section 139(2) of the *Local Government Act 2020* states ‘the purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions as Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification.’

On Wednesday 20 April 2022 Councillor Isabelle Tolhurst took the Affirmation of Office, and immediately following her Affirmation made a written declaration before the CEO, Martin Gill, that she would abide by the Councillor Code of Conduct. Councillor Tolhurst’s declaration read as follows:

“I hereby declare that I have read the Councillor Code of Conduct for the Borough of Queenscliffe adopted on 17 February 2021 and declare that I will abide by this Code.”

The CEO, Martin Gill, witnessed the signing of the declaration (**Appendix 2**).



4. PRESENT & APOLOGIES

Present:

Cr Ross Ebbels, Mayor

Cr Fleur Hewitt, Deputy Mayor

Cr Donnie Grigau

Cr Michael Grout

Cr Isabelle Tolhurst

Martin Gill, Chief Executive Officer

Gihan Kohobange, Manager Finance and Corporate Services

Shannon Maloney, Manager Community

Stuart Hansen, Manager Infrastructure and Environment

Connor Parker, Communications Coordinator

Jenni Walker, HR & Governance Coordinator

Apologies:

Nil

5. 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: Nil

Officers: At 7:52pm, the CEO declared a conflict of interest regarding confidential agenda item 22.2 Appointment of Independent Person as per Council Policy CEO Employment and Remuneration (CP053) and left the Chamber while the item was discussed.

6. LEAVE OF ABSENCE OF COUNCILLOR

On 20 April 2022, the Chief Executive Officer received advice from Cr Fleur Hewitt indicating that she will be taking a leave of absence from Council from 20 May to 19 June 2022.

Councillors Grout / Grigau

That Council grant the Leave of Absence to Cr Fleur Hewitt from 20 May to 19 June 2022.

Carried



7. PUBLIC QUESTION TIME

7.1 Public Questions Status Update

At the Ordinary Meeting of Council on 23 March 2022, one public question was taken on notice. A response was sent on 20 April 2022 (**Appendix 9**).

No public questions are outstanding.

7.2 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.

The Mayor advised Council that three public questions had been received by Council within the prescribed timelines.

Public Question 1 from Carmel Bell:

My question relates to planning issues arising from the Ordinary Council Meeting of 27 October, 2021 and seeks an update/status report on the following as the April 2022 Planning Report does not do so:

*Planning Scheme Amendment C37quen (which proposes to make corrections to Heritage Overlay (HO) numbering, correctly map two individually listed Norfolk Pine trees, corrects spelling errors, reorders the Schedule to the HO for ease of reference and removes individual HO listings on buildings that have been demolished);

*Planning Scheme Amendment C39quen (which proposes to apply the Heritage Overlay over approximately 32 original and replacement Cypress trees identified in the Heritage Review 2020 as the Queenscliffe Avenue of Honour);

[NB: Planning Scheme Amendment C38quen (which replaces the Local Planning Policy Framework of the Queenscliffe Planning Scheme with a new Municipal Planning Strategy and local policies within the Planning Policy Framework) was gazetted on 24 February 2022]; and last but not least

*Stage 2A of the Lovell Chen Study implementation which relates to a comprehensive heritage review of Fisherman's Flat to be undertaken according to a proposed time line.

Response by Mayor:

Council officers are working with the Department of Environment, Land, Water and Planning to prepare the planning scheme amendment documentation for the proposed amendments C37quen and C39quen.



Council officers have undertaken a Request for Quote process seeking consultant prices for the review of the Fisherman's Flat precinct heritage controls. Council was briefed on the response to the Request for Quote outcomes at the Council Assembly held on 6 April 2022 and officers are now working through the procurement process to appoint the consultant.

Public Question 2 from Queenscliffe Community Association:

The QCA welcome new Councillor Isabelle Tolhurst to Council and wish her well representing her community.

The QCA asks for clarifications relating to the long awaited and presumably now being revised version of the Marine and Coastal Management Plan.

Importantly as way of background - It is currently referenced on the agenda as *Major Initiatives*- Complete development of Marine and Coastal Management Plan. A version of the M&CP was actioned by Council Officers and tabled some months ago and subject to a series of community recommendations, corrections, expansions and improvements. Given the expertise and quality of many of the submissions a question now relates to the new draft budget allocation of -

- \$210,000 for Development of a marine and coastal management plan (carry forward from 2020– 21 budget) * Please NB (Should read 2021-22 budget) (The 20-21 Budget is not on website as Appendix 4 April 23 2020 as it documents an unrelated Local Law and needs rectification and correction on the website)

The 2021-22 carry forward was \$196,000 for development of Marine and Coastal Management Plan.

Q . Can it be assumed that no allocation of the initial \$196,00 from the operating expense reserves was expended compiling the recently tabled M&CP and yet has been increased a further \$14,000. Or are there other explanations of what has happened to this important plan, how the previous version was funded and its current status given Council or its officers have proposed works or planned projects on coastal reserves without an updated M&CP to guide such works?

Response by Mayor:

I will ask the CEO to address this question.

Response by CEO:

I thank QCA for their questions.

There are two questions from QCA, so in accordance with our Governance Rules I will answer the first question and take the second on notice.

Council has expended \$11,000 from the Coastal and Marine Management Plan project budget during the current 2021 – 2022 Financial year.



By way of background, Council had allocated \$40,000 in 2017/18 and another \$181,000 in 2018/19 for the development of the Coastal and Marine Management Plan which was kept in a reserve account.

A total allocation of \$221,000.

The Coastal and Marine Management Plan project was then identified as an operating project in the 2020-21 budget with a funding allocation of \$196,000.

This left \$25,000 in the reserve account.

This reserve amount has been added to the unspent 2020–21 operating budget – \$185,000 – and has become a proposed budget allocation of \$210,000 in the 2022–23 budget.

Public Question 3 from David Connoley:

Retaining and protecting heritage is itemised a number of times in the current budget and Council documents yet there appears no financial allocation to further the Heritage Study or any links saving such heritage assets and resources as an important CERP initiative that contributes to the conservation of resources and potential carbon emissions.

Where is heritage placed as an initiative in the 2022-23 plan and in the longer 10 year time frame?

Response by Mayor:

In July 2021 the CEO undertook a restructure of the organisation and created a senior strategic land use planning position. This position has responsibility for implementing the strategic objectives set out in the 2021–2025 Council Plan, in particular Priority 1 in the Heritage, planning and infrastructure Portfolio which is:

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

This position is a dedicated resource funded through the annual operational budget.

Details of the overall budget allocation to the Heritage, planning and infrastructure portfolio can be found on page 29 and 30 of the draft budget.



8. CONFIRMATION OF COUNCIL MEETING MINUTES

8.1 Ordinary Meeting of Council – 23 March 2022

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

Councillors Grout / Hewitt

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

Carried

8.2 Audit & Risk Committee Meeting Minutes – 4 April 2022

A copy of the Minutes of the Audit and Risk Committee meeting held on 4 April 2022 was distributed to Councillors under separate cover. A copy is provided at **(Appendix 3)**.

Councillors Hewitt / Ebbels

That the Minutes of the Audit and Risk Committee Meeting held on 4 April 2022, as distributed, be confirmed as an accurate record.

Carried



9. RECORD OF INFORMAL MEETINGS OF COUNCILLORS

A Record of Informal Meetings of Councillors is included at Adjunct to item 9:

- 23 March 2022 – Councillor Assembly Briefing
- 6 April 2022 – Councillor Assembly Briefing
- 13 April 2022 – Councillor Assembly Briefing
- 13 April 2022 – Planning Review Meeting
- 20 April 2022 – Councillor Assembly Briefing

Councillors Hewitt / Grigau

That the Record of Informal Meetings of Councillors, as presented in Adjunct to Item 9, be noted.

Carried

10. NOTICE OF MOTION

10.1 Notice of Motion Status Update

No Motions on Notice outstanding.

10.2 Motion on Notice

No Notices of Motion were received.

11. PETITIONS AND JOINT LETTERS

11.1 Petitions and Joint Letters

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

None received.



12. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 18 March and 21 April 2022:

Date	Function Attended
18 March 2022	South Western Golf Association and Geelong Community Foundation Golf Day Reception (Cr Ebbels)
20 March 2022	Queenscliff Football Netball Club 2022 Season Launch (Cr Ebbels)
21 March 2022	Queenscliffe Climate Action Community Leaders Forum (Cr Ebbels & Hewitt)
21 March 2022	TGGB Development Plan meeting (Cr Ebbels)
23 March 2022	Sacrededge Launch (Cr Ebbels & Cr Grigau)
24 March 2022	Corangamite Climate Response Candidates Forum (Cr Ebbels)
24 March 2022	G21 Extraordinary General Meeting via videoconference (CEO & Cr Ebbels)
24 March 2022	Circular Economy Leadership Course Live Webinar via videoconference (UNSSC and MWRRG) (Cr Hewitt)
25 March 2022	G21 Board Meeting (CEO & Cr Ebbels)
25 March 2022	Inaugural By The Pier Festival (Cr Ebbels & Cr Hewitt)
27 March 2022	DELWP – Dog Beach engagement (Cr Grigau)
28 March 2022	Campfire Conversation with Kelly Caldwell (CEO, Cr Ebbels)
28 March 2022	AFL Barwon 2022 Season Launch (Cr Grigau)
29 March 2022	Compassionate Hearts on the Bellarine (Cr Ebbels & Cr Grout)
29 March 2022	Launch of the Queenscliffe Literary Festival (Cr Ebbels & Grout)
31 March 2022	Circular Economy Leadership Course Live Webinar via videoconference (UNSSC and MWRRG) (Cr Hewitt)
1 April 2022	Swan Bay Environment Association Annual General Meeting (Cr Grout)
1 April 2022	G21 Stakeholder Forum (CEO & Cr Ebbels)
1 April 2022	Point Lonsdale Surf Life Saving Club Event Recovery Workshop (Cr Ebbels)



Date	Function Attended
2 April 2022	Queenscliff Football Netball Club first home game (Crs Ebbels, Grigau & Grout)
4 April 2022	Tourism Greater Geelong & The Bellarine Board Meeting via videoconference (Cr Ebbels)
4 April 2022	Community Service Awards Reference Group Assessment meeting (Cr Hewitt)
5 April 2022	Point Lonsdale Lighthouse Reserve meeting (CEO & Cr Ebbels)
5 April 2022	Point Lonsdale Primary School visit (CEO & Cr Ebbels)
5 April 2022	Event Recovery Workshop (Crs Ebbels & Grout)
6 – 7 April 2022	Regional Partnership Forum (CEO)
10 April 2022	Shedding The Blues event at Queenscliff Town Hall (Cr Grout)
12 April 2022	VEC countback via videoconference (CEO, Crs Ebbels, Hewitt & Grigau)
12 April 2022	Queenscliffe Hub Project Control Group Meeting (CEO)
13 April 2022	Vacant Chair Ceremony (Crs Ebbels, Grigau & Grout)
14 April 2022	PLonQ Meeting (Cr Ebbels)
21 April 2022	Geelong Regional Library Corporation Board Meeting via videoconference (Cr Ebbels)

RECOMMENDATION

That the Functions Attended report be received.

Councillors Grigau / Hewitt

That the Functions Attended report, as amended, be received.

Carried



13. CHIEF EXECUTIVE OFFICER

13.1 Chief Executive Officer Report

PURPOSE

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

REPORT

Current Community engagement

Draft Borough of Queenscliffe 2022–23 Budget

Council will be considering the draft 2022–23 Budget has part of this agenda, see item 18.3. If the Councillors adopt the officer recommendation the draft budget will be placed on public exhibition from 27 April to 4.00pm Monday 23 May 2022, seeking and inviting community feedback.

Proposed Bike Park

The Borough of Queenscliffe has released a concept design for a proposed bike park in Point Lonsdale, alongside the existing Point Lonsdale Skate Park and is calling on young people to help workshop the plan.

Council is calling for riders to join an on-site workshop on Saturday 14 May 2022 to help Council engineers finalise a design and prioritise park features. Expressions of interest for the workshop can be submitted via Council's website at <https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Latest-news/Borough-shares-concept-design-for-proposed-bike-park>

Applications close at 11:59pm on Sunday 1 May 2022.

Audit & Risk Committee

The Borough of Queenscliffe Audit and Risk Committee has prepared a Biannual Activity Report. This report meets the Audit and Risk Committee reporting requirements to Council as mandated by the *Local Government Act 2020*, section 54(5). Importantly the report provides Council with a summary of the matters that the Borough of Queenscliffe Audit and Risk Committee has addressed in the reporting period in discharging its responsibilities under its Charter.

The report from the Audit and Risk Committee to Council, covers the activity from 1 July to 31 December 2021 (**Appendix 4**).

Councillors Grigau / Tolhurst

That Council receives the Chief Executive Officer Report for April 2022.

Carried



Cr Grigau asked the CEO how Council proposed to fund the bike park project and in what year.

The CEO replied that funding has been allocated in the long term financial plan with a planned date of 2023/24 for the bike park. However, he said the timing depends on community agreement on the design and with an agreed design at that time additional funding will be sought from other bodies to augment Council's funding.

Cr Grigau asked whether the bike park development at Barwon Heads had been taken into consideration.

The CEO replied that the proposed Barwon Heads bike park is not a regional park and that our park will cater to locals and local needs.



14. HEALTH & WELLBEING

No reports to consider.



15. ENVIRONMENT

15.1 Climate Emergency Response Plan – Implementation Framework

File: QG078.01.21
Author: Chief Executive Officer
Portfolio: Environment
Portfolio Holder: Cr Hewitt

PURPOSE

The purpose of this report is to ask Council adopt the Climate Emergency Response Plan – Implementation Framework.

EXECUTIVE SUMMARY

The Climate Emergency Response Plan Implementation Framework (CERP Implementation Framework) furthers the strategic objectives of Portfolio 2 Environment in the 2021–2025 Council Plan, in particular priority 2:

Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan.

The CERP Implementation Framework furthers the Community Vision by addressing the objectives in the pillar – *Protecting Country and our Natural Environment*: we mitigate and adapt to the risks of climate change and preserve our ecosystems and biodiversity.

At the Ordinary Council meeting of 19 May 2021, Council adopted the Borough of Queenscliffe Climate Emergency Response Plan (CERP). In making its decision Council also resolved that Council:

- *Directs the CEO to prepare, as a priority, an Implementation Plan to support the execution of the Borough of Queenscliffe Climate Emergency Response Plan.*

The draft CERP Implementation Framework was presented to the Council at two Council Assembly Briefings, initially on 4 October 2021 and recently on 13 April 2022.

Following the briefing at the first Assembly Council officers have reviewed the Implementation Framework and have amended it to incorporate a clearer governance framework and project prioritisation process.

Councillors Hewitt / Grout

That Council adopts the Climate Emergency Response Plan Implementation Framework, as presented at Appendix 5a.

Carried



Cr Hewitt thanked the CEO and officers for work on the implementation framework, and asked the CEO what level of detail regarding progress against the CERP implementation framework will be available in the Annual Plan and when will that plan be available?

The CEO responded saying that the Annual Plan is one of the key strategic documents we're committed to producing and it will outline progress not only against actions in the CERP but the Council Plan as well. The CEO said the intention is to have enough detail in the Annual Plan so that action can be tracked, and the aim is to have a draft to Council in May 2022.

Cr Hewitt then asked once we have an Annual Plan will we re-visit how we report with the Quarterly Report, to which the CEO replied, 'yes'.

Cr Grout asked when will the review of all CERP actions occur, particularly given the intention to have a mid-plan review.

The CEO responded that yes the CERP does mention a mid-plan review in 2025, and it is intended this mid-plan review will occur as planned and annual reviews will occur in addition to that mid-plan review.

REPORT

BACKGROUND

After an extensive community consultation period, Council adopted the Climate Emergency Response Plan at the Ordinary Meeting of Council on 19 May 2021 and resolved to:

'Direct the CEO to prepare, as a priority, an Implementation Plan to support the execution of the Borough of Queenscliffe Climate Emergency Response Plan.'

Following the Council decision in May 2021, Council officers undertook to research other climate response Implementation Plans across the Victorian Local Government sector.

Council officers presented a draft CERP Implementation Plan and supporting Action Tracker to Council at a Council Assembly on 4 October 2021.

Following the briefing at that Assembly, Council officers reviewed the Implementation Plan and following further work with the Councillors in April 2022, moved to change the title of the document from plan to framework, and amended the document to incorporate a clearer governance framework and project prioritisation process.

During the development of the document Council completed an important first step in the implementation process by incorporating the following priority into the Council Plan:

Portfolio 2: Environment



Priority 2: Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan

Intended Actions: Implement the short term actions in the Borough of Queenscliffe Climate Emergency Response Plan

The specific reference to the short term actions in the CERP has influenced the structure of the updated CERP Implementation Framework.

Council was provided a final briefing on the updated draft CERP Implementation Framework at the Council Assembly on 13 April 2022.

DISCUSSION

The Borough of Queenscliffe declared a climate emergency in December 2019 and in May 2021 adopted a Climate Emergency Response Plan (CERP).

It included 49 individual actions across 8 Pillars. Each action represents a discrete project. In response the Draft CERP Implementation Framework recognises that specific work will need to be undertaken to plan and implement each of the individual actions.

As a result, the Draft CERP Implementation Framework establishes an overarching and ongoing governance framework for decision making over the life of the CERP, and then includes a structure for the planning and implementation of the individual actions. The Draft CERP Implementation Framework is included at **(Appendix 5a)**.

Council has prepared the Implementation Framework in three parts.

The first part provides an overview and outline of the governance framework that will be used to manage implementation over the 10 year life of the CERP. This framework describes:

- the project management arrangements
- the structure for project delivery
- an annual review and prioritisation process
- monitoring and reporting

Part 2 is the CERP Implementation Framework Action Tracker Spreadsheet (Action Tracker). The Action Tracker has been developed to capture the detail of each action in the CERP and to function as a monitoring tool. Each action in the Action Tracker has a dedicated project page that establishes a high level project management plan that is concerned with the delivery of that individual action.

The Action Tracker will be a dynamic document incorporating and collecting information as project plans are developed, work is undertaken and actions are completed. It will also be used as the basis for reporting the progress of implementation.

An extract of the Action Tracker is included at **(Appendix 5b)**.



Part 3 of the Implementation Framework sets out the actions for the current financial year. Part 3 will be updated annually following the review process set out in the CERP Implementation Framework.

Options

Option 1 – Adopt the CERP Implementation Framework as presented

Option 2 – Request further changes to the CERP Implementation Framework.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



There has been no community consultation during the development of the CERP Implementation Framework. The CERP Implementation Framework is essentially an operational document that provides a structure for implementing a key strategic document that has been subject to extensive community consultation.

Collaboration

Council officers have worked with other Councils and State agencies that have developed or are developing Climate Emergency Response Plans in order to share knowledge.

GOVERNANCE CONTEXT

Relevant Law

Climate Change Act 2017

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

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

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

Yes, an initial Gender Impact Assessment was completed in December 2021 as part of the work to prepare the CERP Implementation Framework. Because each action in the CERP represents a



discrete project with varying degrees of public impact, it was determined that a Gender Impact Assessment for each action would have more direct meaning and create better and fairer outcomes.

Regional, State and National Plans and Policies

Victoria's *Climate Change Act 2017* establishes a long-term target of net zero greenhouse gas emissions by 2050.

Council Plan Alignment

The CERP Implementation Framework furthers the strategic objectives of Portfolio 2 – Environment in the 2021–2025 Council Plan, in particular priority 2:

Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan.

It furthers the strategic indicators under this priority, in particular:

- *Carbon emission reduction targets are on track to be achieved by 2031*
- *Council is supporting community initiatives and groups that are working on the implementation of the Climate Emergency Response Plan*

Legal and Risk Implications

The *Climate Change Act 2017* and the *Local Government Act 2020* place a legislative obligation on Council to address and where possible, mitigate the impacts of climate change.

Related Documents

Victoria's Climate Change Strategy
Borough of Queenscliffe Climate Emergency Response Plan

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The implementation of the CERP and the actions within the CERP will improve environmental sustainability within the Borough of Queenscliffe.

Financial and resource implications

The adoption of the draft Implementation Framework does not have any immediate financial or resource implications. Council has made provision in the draft Council budget for 2022–2023 to proceed with actions in the CERP Implementation Framework.

Council currently has staff resources to manage the development of the CERP Implementation Framework and continue work on climate change actions.

Innovation and Continuous Improvement



The development of the CERP has been undertaken within the deliberative engagement framework set out in the *Local Government Act 2020*.

IMPLEMENTATION

Operational Impacts

Council has existing resources that can manage the first steps of implementation. However, the implementation of the CERP will have operational impacts. These can be managed and will require further consideration following the roll out of the Implementation Framework.

Implementation Process

The CERP Implementation Framework details the process of implementation.

ATTACHMENTS

1. Queenscliffe Climate Emergency Response Plan Implementation Framework (Appendix 5a)
 2. Extract of Action Tracker (Appendix 5b)
-



16. LOCAL ECONOMY

No reports to consider.



17. HERITAGE, PLANNING & INFRASTRUCTURE

17.1 Planning Permit Activity Report

File: QG290.01.02
Author: Senior Planner
Portfolio: Heritage, Planning & Infrastructure
Portfolio Holder: Cr Grout

PURPOSE

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

EXECUTIVE SUMMARY

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

CATEGORY	TALLY
Current applications	17
Applications finalised since last report	9
New applications received since last report	15
Total number of active permit applications	30
VCAT matters yet to be determined	3
Development Plan & Planning Scheme Amendment Summary Report	0

Councillors Grout / Hewitt

That the Planning Permit Activity Report be received.

Carried

Cr Grout thanked planning staff for now including in the report the number of objections received as it provides greater clarity.

Cr Grigau queried why permit application 2021/116 had been received on 8 November 2021 yet was still a current application.

The CEO took this question on notice.



(a) Current applications

App. No	Date Received	Address	Proposal	No. of objections	Status
2020/071.1	09/12/2021	1 Hesse Street Queenscliff (JL Jordan Boat Ramp)	Building and works associated with the redevelopment of the Queenscliff Boat Ramp, including additional car parking areas, and removal of vegetation (amended proposal to include a fish cleaning table)	7	Under consideration
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	19	Under consideration
2021/048	27/05/2021	200-204 Point Lonsdale Road Point Lonsdale	Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1	9	Application on hold (at the request of the applicant)
2021/081	23/08/2021	8 Cheshunt Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, construction of a habitable outbuilding (two storey) and variation to side setback under Design and Development Overlay – Schedule 4	2	Application on hold (at the request of the applicant)
2021/096	20/09/2021	33-35 Flinders Street Queenscliff	Subdivision of the land into ten (10) lots (re-subdivision), removal of native vegetation and alterations to access to a Road Zone Category 1 (RDZ1)	5	Under consideration
2021/115	08/11/2021	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	0	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
2021/116	08/11/2021	13 Baillieu Street Point Lonsdale	Alterations and extensions to an existing dwelling and alterations to an outbuilding	0	Public notification
2021/122	02/12/2021	12 Bowen Road Point Lonsdale	Installation of Telstra telecommunications facility (satellite dish)	0	Under consideration
2021/129	17/12/2021 (Amended 24/12/2021)	6 Alexander Crescent Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and construction of an outbuilding	0	Public notification
2021/130	17/12/2021	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three storey dwelling	3	Under consideration
2022/010	08/02/2022	39 Buckleys Road Point Lonsdale	Construction of a two storey dwelling	0	Public notification
2022/012	11/02/2022	54 Glaneuse Road Point Lonsdale	Alterations and extensions to an existing dwelling and alterations to an outbuilding	0	Public notification
2022/014	18/02/2022	66 King Street Queenscliff	Construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	0	Waiting on applicant to provide additional information
2022/015	21/02/2022	31 Point Lonsdale Road Point Lonsdale	Alterations to a building individually listed in a Heritage Overlay	0	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/018	08/03/2022	4/8 Loch Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling on a lot less than 300m ² and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	0	Public notification
2022/019	10/03/2022	7 Beach Close Point Lonsdale	Construction of a two storey dwelling	1	Public notification
2022/020	11/03/2020	16 Ocean Road Point Lonsdale	Construction of a two storey dwelling and variation to the site coverage requirements of Design Development Overlay – Schedule 4	0	Further information requested 17 March 2022



(b) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
2021/053	04/06/2021	2/22 Bellarine Highway Queenscliff	Construction of a two storey dwelling	Permit issued at the direction of VCAT
2021/078	16/08/2021	8 Beach Street Queenscliff	Alterations and external painting to an existing dwelling in a Heritage Overlay	Permit issued
S 2021/090	01/04/2022	28 Swanston Street Queenscliff	Alterations and extensions to an existing dwelling and construction of a front fence	Amended permit issued
2021/123	03/12/2021 (Amended 07/03/2022)	40 Gellibrand Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m ² , demolition of an outbuilding in a Heritage Overlay and variation to the site coverage and setback requirements of Design and Development Overlay Schedule 1	Notice of decision to grant a permit issued
2022/002	10/01/2022	3/42 Gellibrand Street Queenscliff	Alterations and extensions to an existing building	Permit issued
V 2022/016	28/02/2022	32A Golightly Street Point Lonsdale	Alterations to an existing outbuilding	Permit issued
2022/017	07/03/2022	42 Stokes Street Queenscliff	Alterations to an existing dwelling in a Heritage area	Permit issued
2022/021	17/03/2022	23 Williams Road Point Lonsdale	Construction of a second dwelling, subdivision of the land into two (2) lots and removal of native vegetation	Application withdrawn by applicant



App. No	Date Received	Address	Proposal	Status
V 2022/024	29/03/2022	16 Baillieu Street Point Lonsdale	Alterations to an existing dwelling (entry structure)	Permit issued



(c) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
2022/021	17/03/2022	23 Williams Road Point Lonsdale	Construction of a second dwelling, subdivision of the land into two (2) lots and removal of native vegetation	0	Application withdrawn by applicant
V 2022/022	18/03/2022	9 Roddick Grove Queenscliff	Removal of native vegetation (in the road reserve)	N/A	Under consideration
2022/023	16/03/2022	2 Hobson Street Queenscliff	Alterations to an existing building for use as a second dwelling, construction of an outbuilding	0	Further information requested 21 March 2022
V 2022/024	29/03/2022	16 Baillieu Street Point Lonsdale	Alterations to an existing dwelling (entry structure)	N/A	Permit issued
2022/025	29/03/2022	70 Fellows Road Point Lonsdale	Alterations and additions to an existing dwelling	0	Further information requested 11 April 2022
2022/026	01/04/2022	9 McDonald Road Queenscliff	Construction of a two storey dwelling and outbuilding (studio)	0	Public notification Referrals to DELWP, Parks Vic, EPA, CCMA, Environmental Health Officer
2022/027	04/04/2022	46 Jordan Road Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	0	Public notification
2022/028	05/04/2022	12 The Esplanade Queenscliff	Construction of a two storey dwelling and outbuilding (bungalow)	0	Further information requested 11 April 2022



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/029	05/04/2022	36 Ocean Road Point Lonsdale	Alterations and extensions to an existing dwelling, construction of a front fence and variation to the side setback requirements of Design and Development Overlay – Schedule 4	0	Public notification
2022/030	05/04/2022	14 Mercer Street Queenscliff	Alterations and extensions to an existing dwelling (roof deck) in a Heritage area	0	Public notification
2022/031	07/04/2022	14 Douglas Court Point Lonsdale	Construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	0	Public notification
V 2022/032	11/04/2022	30 Mercer Street Queenscliff	Demolition and construction of a front fence	N/A	Initial assessment
V 2022/033	14/04/2022	13 Anderson Street Point Lonsdale	Construction of a front fence	N/A	Under consideration
2022/034	14/04/2022	4 McDonald Road Queenscliff	Construction of a pergola	0	Initial assessment
2022/035	14/04/2022	5 Queen Street Queenscliff	Subdivision of the land into two (2) lots	0	Initial assessment



(d) VCAT matters yet to be determined

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



18. GOVERNANCE & FINANCE

18.1 Council Plan Quarterly Report as at 31 March 2022

File: QG054-01-01
Author: Chief Executive Officer
Portfolio: Governance & Finance
Portfolio Holder: Vacant

PURPOSE

The purpose of this report is to provide Council with and update on the work undertaken to further the strategic objectives and strategies outlined in the Council Plan 2021–2025 for the period 1 January 2022 to 31 March 2022.

EXECUTIVE SUMMARY

The timing of the development and adoption of the Community Vision and Council Plan in 2021 meant that Council did not prepare an annual implementation plan for the 2021–2022 financial year.

However, following the adoption of the 2021–2025 Council Plan at the Ordinary Council meeting on 27 October 2021, work commenced on implementing actions identified within the plan.

This report outlines the projects in the 2021–2025 Council Plan that Council worked on during the third quarter of the 2021–2022 financial year.

Councillors Hewitt / Grigau

That Council note the Quarterly Report update 1 January to 31 March 2022.

Carried

Cr Hewitt thanked all Council staff for all their work this quarter, particularly as we adjust to new COVID 'normal' and noted a number of staff have been affected by COVID with other staff stepping up to ensure work was completed.

The CEO commented that at times staff have been at 25% reduced capacity.



REPORT

BACKGROUND

The Council Plan 2021–2025 includes five portfolios:

- Health and Wellbeing
- Environment
- Local Economy
- Heritage, Planning and Infrastructure
- Governance and Finance

Under each portfolio Council established priorities and a corresponding list of intended actions that Council would undertake to further the strategic objectives of the Council Plan 2021–2025. This quarterly report provides an update on the progress of those intended actions that Council has started to work on.

DISCUSSION

Portfolio 1 – Health and Wellbeing

Intended action:

- Provide the Commonwealth Home Support Program (CHSP) – **Achieved**
- Implement the objectives and provisions of the *Gender Equality Act 2020* – **In progress**
 - Gender Equity Action Plan completed and submitted to Gender Equality Commissioner
- Facilitate the regular meeting of the Municipal Emergency Management Planning Committee (MEMPC) and an annual review of the EMP’s work in collaboration with Regional MEMPC – **Achieved**
 - MEMPC meetings held on 7 February 2022 and 7 March 2022
 - MEMPC Plan Review underway and self-assurance process completed

Portfolio 2 – Environment

Intended action:

- Implement the short-term actions in the Borough of Queenscliffe Climate Emergency Response Plan (CERP) – **In progress**
 - Work underway to complete CERP actions identified and included in 2021–2022 budget papers
 - Prepare vegetation management policy – **In progress**
 - Draft policy presented to Council at an Assembly Briefing in March.
 - Collaborate with the Corangamite Catchment Management Authority to implement the Borough of Queenscliffe Priority Directions in the Regional Catchment Management Strategy – **In progress**
 - Attended Regional Catchment Strategy Implementation workshop for all relevant agencies and land managers in the Bellarine landscape system in February 2022
-



Portfolio 3 – Local Economy

Intended action:

- Develop the *Shop Local* campaign – **In progress**
 - Hop Local initiative planned for Easter weekend

Portfolio 4 – Heritage, Planning and Infrastructure

Intended action:

- Complete a Traffic Management Study – **In progress**
 - Project commenced, consultant appointed and traffic counts conducted
- Complete and implement an Active Transport Strategy – **In progress**
 - Project commenced and consultant engaged
- Participate in the G21 Integrated Transport Strategy – **Achieved**
 - Council representatives attended workshop and planning sessions

The intended actions that sit under the Governance and Finance portfolio relating to financial sustainability are reported in the quarterly financial reports, included at item 18.2 in this agenda.

Portfolio 5 – Governance and Finance

Intended action:

- Partner with the Wadawurrung Traditional Owners to develop a Reconciliation Action Plan for the Borough as accredited by Reconciliation Australia – **In progress**
 - Project to prepare Reconciliation Plan commenced
- Continue to engage and seek input from our community on key strategic matters – **Ongoing**
 - Planning for Bike Park consultation underway
- Implement ICT strategy – **In progress**
 - Transition to Microsoft Exchange Online commenced
 - Office 365 installation scoped and planned
 - Tender process for procurement of EDRMS commenced

Options

Option 1 – Note the quarterly report update.

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

COMMUNICATIONS AND ENGAGEMENT

Community Engagement





The Council Plan reflects a strong commitment to providing information regarding actions taken, outcomes achieved and challenges. This report provides details regarding actions taken between 1 January to 31 March 2022.

Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No, this is an update on Council programs and services but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

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

Legal and Risk Implications

Not applicable.

Related Documents

10 year Financial Plan

Disclosure of Interest

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

CONSIDERATIONS



Environmental Sustainability

The quarterly report highlights that Council has completed or commenced a number of priority actions that have contributed to the environmental sustainability of the Borough and its declaration of a climate emergency.

Financial and resource implications

There are no financial implications associated with this report.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

Not applicable.

ATTACHMENTS

Nil.



18.2 2021–22 Quarterly Financial Report as at 31 March 2022

File:	QG085-01-08
Authors:	Manager Finance and Corporate Services
Portfolio:	Governance & Finance
Portfolio Holder:	Vacant

PURPOSE

The purpose of this report is to consider 2021–22 Quarterly Financial Report as at 31 March 2022.

EXECUTIVE SUMMARY

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

This report provides information on Council’s operating and capital performance for the nine months to 31 March 2022 and explains key variances against the quarter 2 results presented to Council in February 2022.

The forecast accumulated cash surplus for the 2021–22 year is \$813,000. The forecasted year-end result meets all financial sustainability indicators except the adjusted underlying result specified in the Council Plan 2021–2025.

Councillors Grout / Tolhurst

That Council note the Quarterly Finance Report to 31 March 2022 included at Appendix 6.

Carried

Cr Ebbels asked the Manager Finance and Corporate Services how the financial assistance grant we received was invested, was it invested in a short-term deposit, long-term or something else?

The Manager Finance and Corporate Services replied that there are no conditions regarding investment with the grant we received, but that we have invested it in a short-term deposit given the anticipated rise in interest rates.



REPORT

BACKGROUND

At its Ordinary Council Meeting on 23 June 2021, Council adopted the 2021–22 Budget. This budget was based on a set of key assumptions, including the projected completion of major projects and capital works at 30 June 2021.

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

DISCUSSION

The **forecast accumulated cash surplus for the financial year 2021–22 is \$813,000**. This is a \$579,000 increase from the quarter two forecast.

Early receipt of the Financial Assistance Grant (FAG), 2022–23, allocation in full and a part of the 2023–24 allocation (received in the 2021–22 financial year), has contributed to the increase in the forecasted cash surplus for the year.

Council **forecasts an underlying surplus of \$852,000 (6.0%) (LGPRF based)** for the 2021–22 financial year which is driven by the net increase in operating income (essentially due to the receipt of FAG in advance) and decrease in operating expenses (due to temporary staff vacancies and cancelled events due to COVID restriction).

As evident in 2021–22, in most instances, the reported underlying result is impacted by the timing of recurrent operating grants (especially FAG), non-recurrent operating grants and non-recurrent operating expenses included in the budget of a particular year. As a result, the underlying result is more meaningful when it is assessed excluding the impact of non-recurrent operating income and expense items, and adjusted for the timing of recurrent operating grants where applicable as defined in the Council Plan of the Borough.

The forecasted adjusted underlying result (Council Plan based) for the year 2021–22 is a deficit of \$177,000 (-1.8%). The forecasted reduction in recurring operating income (income from tourist parks, interest income, lease income, and environmental health fees), resulted in a negative adjusted underlying result for the year.

Total financial assets (cash and cash equivalents and financial assets) as at **31 March 2022 is \$11.7 million**. A significant part of the total financial assets represents grants received in advance for the Queenscliffe Boat ramp upgrade and Queenscliffe Cultural Hub projects.

*Council has a **debt free balance sheet**.*



During the last nine months, **\$4.9 million** has been spent in **capital projects** against the **forecast of \$9.5 million for the year**.

Explanations for key variances against the December 2021 forecast are included at **(Appendix 6)**.

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

Policy Statement	Measure	Target	Yearend Forecast – Dec 21	Yearend Forecast – Mar 22
Sustainable operating result				
Consistent operating results.	Our adjusted underlying result: The difference between recurrent income and recurrent expenses.	> \$0	-\$186	-\$177
Working capital				
Ensure Council maintains sufficient working capital to meet its obligations as they fall due.	Current assets vs current liabilities: The value of our current assets divided by our current liabilities.	> 1.0	3.25	3.89
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	Level of unrestricted cash reserve against current liabilities: Our current liabilities as a percentage of our unrestricted cash reserves (based on the remaining maturity).	> 100%	303.8%	366%
Borrowings				
That Council applies loan funding to new capital and maintains total borrowings in line with rate income and growth of the municipality.	Total borrowings against rate revenue: Our total borrowings as a percentage of our rate revenue.	< 15%	0%	0%
Commitment for asset renewals				
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Asset renewal and upgrade expenses against depreciation: The financial investment in asset renewal and upgrade work divided by the cost of depreciation (based on a three years rolling average).	> 100%	331.5%	288%



Policy Statement	Measure	Target	Yearend Forecast – Dec 21	Yearend Forecast – Mar 22
Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for renewal capital.	Council’s contribution to asset renewal and upgrade: Council’s contribution to asset renewal and upgrade expenses as a percentage of Own Source Revenue.	> 10%	28%	21%

Options

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

Option 2 – request officers to make further amendments to the Quarterly Finance Report to 31 March 2022.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



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

Collaboration

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

GOVERNANCE CONTEXT

Relevant Law

Section 97 of the *Local Government Act 2020*

Charter of Human Rights

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

Gender Equality Act 2020

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



Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No, this is an update on Council finances but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

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

- Priority 1 – *Maintain and build the financial sustainability of the Borough.*
- Priority 3 – *Accountable and transparent governance.*

Legal and Risk Implications

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

Related Documents

2021–22 Financial Budget

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

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

Financial and resource implications

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

Innovation and Continuous Improvement

The report has been simplified to enhance transparency of Council operations.

IMPLEMENTATION

Operational Impacts

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



Implementation Process

Not applicable.

ATTACHMENTS

1. Quarterly Financial Report 31 March 2022 (Appendix 6)



18.3 Draft Budget 2022–2023 and Draft Financial Plan 2022–23 to 2031–32

File:	QG085–05–02
Authors:	Manager Finance and Corporate Services
Portfolio:	Governance & Finance
Portfolio Holder:	Vacant

PURPOSE

The purpose of this report is to authorise the Chief Executive Officer to give public notice of the Proposed Annual Financial Budget 2022–2023 ('the Draft Budget 2022–23') and the updated Financial Plan 2022–23 to 2031–32 ('the Draft Financial Plan').

EXECUTIVE SUMMARY

The budget details the resources required over the next year to fund the large range of services Council provide to the community. It also includes details of capital expenditure allocations to improve and renew Council's physical infrastructure, buildings and operational assets as well as funding proposals for a range of operating projects. This proposed 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 to establish a framework for the effective mitigation and management of strategic financial risk. Importantly, the Plan should show how the viability and financial sustainability of Council will be achieved and maintained over the 10-year period.

Management endorses the Draft Budget 2022–23 and the Draft Financial Plan as financially responsible, to maintain existing services and infrastructure and deliver priority projects and services that are valued by our community.

Councillors Grout / Tolhurst:

That Council:

- 1. Endorse the Draft Budget 2022–23 including the proposed schedule of fees and charges as presented at Appendix 7a;**
 - 2. Endorse the Draft Financial Plan 2022–23 to 2031–32 as presented at Appendix 7b;**
 - 3. Authorise the Chief Executive Officer to give public notice of the Draft Budget 2022–23 and Draft Financial Plan, by way of newspaper advertisements, that Council has prepared the Draft Budget 2022–23 and the Draft Financial Plan, and make copies available for inspection on Council's website or by request at info@queenscliffe.vic.gov.au or by post,**
 - 4. Seek written public submissions on the Draft Budget 2022–23 and the Draft Financial Plan during the consultation period of Thursday 28 April 2022 to 4:00 pm Monday 23 May 2022;**
-



-
5. Receive submissions and, where requested, allow submitters to be heard by Council in support of those submissions on any proposal contained in the Draft Budget 2021–22 and the Draft Financial Plan at a Council Assembly on Wednesday 1 June 2022 at 6:00 pm; and
 6. Consider a motion to adopt the Draft Budget 2022–23 including the schedule of fees and charges and the Draft Financial Plan at a Council Meeting to be held on Wednesday 22 June 2022, having regard to all submissions received.

Carried

Cr Grigau queried a statement in the Human Resources section in the draft budget, namely that the staff FTE had grown from 42.8 to 45.3 FTE.

While there was some discussion on this point, the question was taken on notice by the CEO.



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.

2022–23 Draft Budget Process

Council has developed and will engage on the 2022–23 Draft Budget in accordance with the requirements of the *Local Government Act 2020*. Councillors and officers have worked together over many months in developing the Draft Budget to ensure it meets the needs and aspirations of our community.

- Councillors and officers considered development of proposed budgets at five briefings January 2022 to April 2022;
- Proposed budget submitted to Council for consideration 27 April 2022;
- Draft Budget available for public inspection and comment 28 April 2022;
- Public submission process undertaken April/May 2022;
- Draft Budget presentation to the community 11 May 2022;
- Submissions period closes 23 May 2022;
- Submissions considered by Council 1 June 2022;
- Final Budget presented to Council for adoption 22 June 2022; and
- Copy of adopted Final Budget submitted to the Minister 30 June 2022.

Financial Plan Process

Although the Act only requires Council to adopt the Financial Plan by 31 October in the year following a general election, Councillors and officers have considered the Financial Plan as well during the 2022–23 draft budget process and have proposed changes (updated) to ensure it remains up to date. Further, Council has decided to provide an opportunity for the community to make submissions for any proposal contained in the updated Financial Plan, as a part of the annual budget process.

DISCUSSION



Draft Budget 2022–23

The current economic uncertainties fuelled by the spread of COVID-19 globally and the war in Ukraine make it difficult for local governments to formulate an accurate financial budget for 2022–23. 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.

The budget includes a **rate increase of 1.75 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 due to the rate increase is \$119,000 (annualised basis). The total rates income for 2022–23 is \$6,922,000.

The **average rateable property’s capital improved value (CIV)** in the Borough has **increased by 35.8%** in the past 12 months. Property valuation changes can vary considerably across the differential rating categories and individual properties in a revaluation year. There is a common misconception that as properties are revalued, Council receives a ‘windfall gain’ of additional revenue. This is not true, as the revaluation process **only** results in a redistribution of the rate burden across all properties in the municipality.

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 higher than other properties will contribute more (in 2022–23 properties with more than 35.8% 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 35.8%) will see an increase in contributions closer to the rate cap.

Council has decided to phase the recovery of the cost associated with the kerbside waste collection transition project over a number of financial years to minimise the impact on property owners. As a result, the total waste charges for 2022–23 will increase by the lesser amount.

The projected **increase in waste management** charges for a **residential property is \$13.50 (3.5%)** in 2022–23. Without the phasing of cost recovery the waste management charges for a residential property would have increased by \$64.00 (16.5%) in 2022–23.

The total value of the **Draft Budget is \$16.3 million**, which includes an **operating budget of \$12.5 million** and a **capital works program of \$3.8 million** to provide new infrastructure and improve roads and facilities around the Borough.

The total value of **new operating initiatives and new operating cost commitments** included in the budget is **\$397,000**.

Further, **\$315,000** has been allocated in the budget for **new capital works** to be commenced in 2022–23.



The Local Government Performance Reporting Framework (LGPRF) based **underlying result** for the 2022–23 year is a deficit of \$1,460,000 (-13.2%). However, after adjusting for the timing of recurrent operating grants, non-recurrent operating grants and non-recurrent operating expenses, a \$343,000 (-3.3%) underlying deficit (Council Plan based) is projected for 2022–23.

Loss of income from tourist parks due to the anticipated closure of 26 camping sites, additional operating costs and depreciation expenses associated with new and upgraded assets, and loss of income from boat ramp parking fees are the key influences of the projected underlying deficit for the next four years.

However, there may be some opportunities for Council to achieve operational efficiencies and additional ongoing income as a result of the ongoing initiatives/projects (new operating model to manage tourist parks, ICT transformation, future investment in amenities in tourist parks to enhance visitor experience etc.). Details of cost efficiencies and additional income figures are not possible to estimate until project plans and operational requirements are further developed.

The long term outlook for Council will depend on careful and prudent planning, in particular when considering the need and ongoing management of new assets. The impacts of rate capping, limited opportunities for rate income growth, community expectations about service levels and the ongoing management of existing assets will continue to provide financial challenges for the Borough in the coming years.

The draft budget 2022–23 satisfies all other financial sustainability indicators specified in the Council Plan, except for the adjusted underlying result.

Key budget highlights

<i>Key Statistics</i>	<i>2021–22 Forecast \$million</i>	<i>2022–23 Budget \$million</i>
<i>Total Operating Expenses</i>	<i>\$12.4</i>	<i>\$12.5</i>
<i>Comprehensive Operating Surplus</i>	<i>\$8.0</i>	<i>\$0.1</i>
<i>Underlying operating surplus / (deficit) – Council Plan based</i>	<i>(\$0.2)</i>	<i>(\$0.3)</i>
<i>Cash result</i>	<i>\$0.8</i>	<i>\$0.0</i>
<i>Capital Works Program</i>	<i>\$9.4</i>	<i>\$3.8</i>
<i>Funding the Capital Works Program</i>		
<i>Council – Reporting year income</i>	<i>\$1.3</i>	<i>\$1.2</i>
<i>Council – Reserves</i>	<i>\$0.9</i>	<i>\$1.0</i>
<i>Borrowings</i>	<i>\$0.0</i>	<i>\$0.0</i>
<i>Grants</i>	<i>\$7.2</i>	<i>\$1.6</i>
<i>Cash and Investments</i>	<i>\$10.4</i>	<i>\$7.7</i>



<i>Budgeted Expenditure by Portfolio (excluding depreciation)</i>	<i>Budget \$million</i>	<i>Budget %</i>
<i>Portfolio 1 – Health and wellbeing</i>	<i>\$3.2</i>	<i>29%</i>
<i>Portfolio 2 – Environment</i>	<i>\$2.0</i>	<i>17%</i>
<i>Portfolio 3 – Local economy</i>	<i>\$1.4</i>	<i>14%</i>
<i>Portfolio 4 – Heritage, planning and infrastructure</i>	<i>\$1.1</i>	<i>11%</i>
<i>Portfolio 5 – Governance and finance</i>	<i>\$3.2</i>	<i>29%</i>
<i>Total</i>	<i>\$10.9</i>	<i>100%</i>

New operating initiatives and new operating cost commitments included in the budget:

- \$210,000, Development of a marine and coastal management plan (carry forward from 2020–21 budget);
- \$107,000, Short term actions to be implemented based on the Climate Emergency Response Plan (CERP);
 - \$42,000, Queenscliffe neighbourhood house energy upgrades (Sustainability Victoria round 2 grant of 50% of the cost);
 - \$20,000, Biannual energy efficiency audit and education program (program to run every other year);
 - \$20,000, Reconciliation Action Plan (development and implementation), 5 year project and \$20,000 each year (subject to 50% grant funding);
 - \$20,000, Installation of signage that includes recognition of Wadawurrung Country and uses Wadawurrung language to identify places.
 - \$5,000, CERP monitoring and evaluation dashboards;
- \$40,000, Development of a tree management and planting schedule (including purchase and planting of trees) – Victoria Park;
- \$25,000, Consolidation of the Borough of Queenscliffe Enterprise Bargaining Agreement;
- \$7,000, Implementation of Gender Equality Action Plan;
- \$5,000, Finalisation of the scope of integrated water management plan (2022–23 finalise project scope / \$45,000 for implementation in 2023/24);
- \$3,000, Update Borough of Queenscliffe photo library (Use in Publications /Website etc.).

New capital works included in the budget:

- \$250,000, New toilet in Hobson Street;
 - \$40,000, New fence at Dog Beach;
 - \$15,000, Edgewater Close drainage upgrade.
-



Draft Financial Plan 2022–23 to 2031–32

The draft Financial Plan has been prepared based on various assumptions as detailed on page 7 and 8 of **(Appendix 7b)**.

The draft financial plan sits **within the projected rates cap over the next 10-year** period meeting the Council's commitment to maintaining future rates increases at or within the capped rate.

Mainly due to the cost associated with the implementation of the kerbside transition project, **waste management charges (per a residential property) are expected to increase on average by 3.1% each year for the next five years**. Council has decided to recover the cost associated with the implementation of the kerbside transition project over a period of 5 years to minimise the impact on the community.

Council is projecting **underlying deficits** (based on the Council Plan measure) for each year over the 10-year planning horizon. A cumulative underlying deficit of \$1.5 million is projected for the next ten years which is an average \$152,000 deficit each year. The same reasons mentioned against the projected underlying deficits of the draft budget 2022–23 are triggering this trend over the 10-year planning horizon.

The Financial Plan forecasts \$23.6 million investment in existing assets over the next 10 years. Asset renewal work and reasonable asset upgrade work have been prioritised in the Plan over any new capital work. This is to avoid any detrimental impact on the financial sustainability of the Council resulting in additional asset renewal requirements in the future. Only high-level cost estimates have been used in the Plan, with the scope and timing of these projects subject to community consultations and detailed feasibility assessments. However, Council will have to depend heavily on external grant funding opportunities to undertake potential capital projects identified in the draft financial plan.

No new property sales are planned except for the annual replacement of motor vehicles. Currently no investment opportunities **have been identified for proceeds from the sale of Murray Road land in this Plan**.

*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 except for the adjusted underlying result** as detailed earlier.

Options

Option 1 – endorse the Draft Budget 2022–23 and the Draft Financial Plan as presented.

Option 2 – request Officers to make further amendments to the Draft Budget 2022–23 and the Draft Financial Plan.

COMMUNICATIONS AND ENGAGEMENT



Community Engagement



Should Council resolved to endorse the Draft Budget 2022–23 and the Draft Financial Plan as outlined in this report, the Draft Budget and the Draft Financial Plan will be open for public submissions until 4:00pm, Monday 23 May 2022.

Council will provide an opportunity for submitters to speak to their written submissions at a public meeting on Wednesday 1 June 2022. All submissions will be considered and Council will have an opportunity to adopt the Budget 2022–23 and the Financial Plan at its Ordinary Meeting of Council scheduled for Wednesday 22 June 2022.

Collaboration

The proposed budget has been prepared based on the Local Government Better Practice Guides, Model Budget 2022–23 and Financial Plan 2022–23 to 2031–32.

GOVERNANCE CONTEXT

Relevant Law

Council prepares its annual Budget under the provisions of the *Local Government Act 2020* and the *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 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 draft budget and financial plan both have a direct and significant impact on the public, resourcing (officer time) has not allowed for a comprehensive Gender Impact Assessment to be conducted.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

Portfolio 5 Governance and Finance:

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



Priority 1 – Maintain and build the financial sustainability of the Borough.

Priority 3 – Accountable and transparent governance.

Legal and Risk Implications

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

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

Financial and resource implications

The draft budget and the draft 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. Draft Budget 2022–23 (Appendix 7a)
 2. Draft Financial Plan 2022–23 to 2031–32 (Appendix 7b)
-



18.4 Review of Council Policies

File: Q055.01.12

Authors: Executive Project Officer
Business Support Accountant
HR & Governance Coordinator

Portfolio: Governance & Finance

Portfolio Holder: Vacant

PURPOSE

The purpose of this report is to consider two revised Council policies:

1. CP029 Commercial, Community & Mixed Use Leases – Revised and renamed
2. CP053 Chief Executive Officer (CEO) Employment and Remuneration – Revised

EXECUTIVE SUMMARY

This report responds to a number of objectives and strategies contained in the Council Plan 2021–2025, namely:

- Strategic Objective 3: Local economy: To support a prosperous and diverse local economy.
- Strategic Objective 5 Governance and Finance: To provide a financially viable Council that is accountable, transparent and practices good governance.

CP029 Commercial, Community and Mixed Use Leases was last reviewed on 23 August 2018. The purpose of this policy is to provide a consistent framework for the use of Council owned and managed land and facilities by setting out principles applying to such use. The policy has been extensively workshopped and subsequently significantly rewritten to better outline the aspects of developing agreements for the use of Council facilities.

CP053 CEO Employment and Remuneration was first adopted by Council on 24 November 2021. The purpose of this policy is to provide arrangements for CEO recruitment, appointment, contract arrangements, performance monitoring and performance appraisal. It is now proposed that the existing policy be amended to now document the terms on which a suitably qualified independent person be appointed to both the CEO Employment and Remuneration Committee and the CEO Recruitment Committee.

RECOMMENDATION

That Council adopt the following revised Council policies as presented:

- a) CP029 Use of Council Facilities
 - b) CP053 CEO Employment and Remuneration
-



Councillors Hewitt / Tolhurst

That Council:

- a) defer consideration of CP029 Use of Council Facilities until Council's October 2022 Ordinary Meeting;**
- b) adopt revised Council Policy CP053 CEO Employment and Remuneration 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

CP029 Use of Council Facilities – Revised

CP029 Commercial, Community and Mixed Use Leases was last reviewed on 23 August 2018. The purpose of this policy is to provide a consistent framework for the use of Council owned and managed land and facilities by setting out principles applying to such use. It is not intended to be a rigid set of rules, but rather a framework that assists Council in participating in fair and equitable discussions with all types of users.

Council officers have now reviewed this policy and recommend its name change to CP029 Use of Council Facilities. The policy has been extensively workshopped and subsequently significantly rewritten to better outline the aspects of developing agreements for the use of Council facilities.

CP053 CEO Employment and Remuneration – Revised

This policy was first adopted by Council on 24 November 2021. The purpose of this policy is to provide arrangements for CEO recruitment, appointment, contract arrangements, performance monitoring and performance appraisal.

The policy outlines that Council will establish two committees, the CEO Employment and Remuneration Committee and the CEO Recruitment Committee and provides, in line with the requirements of the *Local Government Act 2020*, that a suitably qualified independent person be appointed to both these committees.

The existing policy provides for Council to determine the terms of the appointment of the independent person and therefore does not provide a framework as to the terms of the appointment. It is now proposed that the existing policy be amended to now document the terms on which a suitably qualified independent person be appointed to both the CEO Employment and Remuneration Committee and the CEO Recruitment Committee.



Options

Option 1 – adopt the revised policies as presented

Option 2 – request officers to make further amendments to the policies

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



All Council policies are published on Council's website under the 'Council – publications, strategies and reports' tab and are communicated internally to all staff. Targeted communication will be undertaken with those staff who hold responsibilities in each policy presented.

It is intended that all current and future users of Council facilities will be notified directly of the amended CP029 Use of Council Facilities policy.

Collaboration

Not Applicable.

GOVERNANCE CONTEXT

Relevant Law

Local Government Act 2020

Retail Leases Act 2003

Crown Land (Reserves) Act 1978

Charter of Human Rights

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

Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; while the policies presented in this report may have an impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

Regional, State and National Plans and Policies

Leasing Policy for Crown Land in Victoria 2010, Department of Sustainability and Environment



Council Plan Alignment

This report responds to the following strategic objectives contained in the 2021–2025 Council Plan:

Strategic Objective 1 Health and Wellbeing: To support community wellbeing and an active lifestyle.

The strategic directions set out in this portfolio link to the following pillars in the Community Vision:

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

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

The strategic directions set out in this portfolio link to the following pillar in the Community Vision:

- Supporting business and community prosperity. We have a thriving local economy and community that is underpinned by high quality infrastructure and services

Strategic Objective 4: Heritage, planning and infrastructure: To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure.

The strategic directions set out in this portfolio link to the following pillar in the Community Vision:

- Supporting business and community prosperity. We have a thriving local economy and community that is underpinned by high quality infrastructure and services

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

The strategic directions set out in this portfolio link to the following pillar in the Community Vision:

- Encouraging an inclusive and engaged community. We have a welcoming, connected and diverse community that is supported by informed and consultative leadership.

Legal and Risk Implications

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

As referenced in each individual policy.

Disclosure of Interest

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

CONSIDERATIONS



Environmental Sustainability

Key policy reviews also provide the opportunity for constant assessment of environmental risks to the organisation, which assist in limiting unnecessary exposure to risk.

Financial and resource implications

Key policy reviews provide the opportunity for constant assessment of the financial and non-financial risks to the organisation, which assist in limiting unnecessary exposure to risk. Tasks associated with both policies presented in this report fall within current responsibilities of existing officers.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

The tasks associated with the policies are within the normal program area responsibilities and it is not envisioned to impose any additional operational impact.

Implementation Process

CP029 Use of Council Facilities policy will apply to any agreements that are due for review and any new arrangements.

CP053 CEO Employment and Remuneration policy will apply to any future appointment of an independent person to both the CEO Employment and Remuneration Committee and the CEO Recruitment Committee.

ATTACHMENTS

1. CP029 Use of Council Facilities (Appendix 8a)
 2. CP053 CEO Employment and Remuneration (Appendix 8b)
-



19. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

No reports to consider.

20. QUESTIONS WITHOUT NOTICE

20.1 Questions Without Notice Status Update

At the Ordinary Meeting of Council on 23 March 2022, one question without notice was taken on notice. The response is provided at adjunct to 20.1.

No Questions Without Notice outstanding.

20.2 Questions Without Notice

Nil.

21. LIST OF COUNCIL MEETINGS

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

BUDGET PRESENTATION TO THE COMMUNITY

Wednesday 11 May 2022 at 6:30pm

PLANNING REVIEW MEETING

Wednesday 11 May 2022 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 25 May 2022 at 7:00pm



22. CLOSED SESSION OF MEETING

Time: 7:51 pm

Councillors Tolhurst / Grigau

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:

22.1 Confirmation of 23 March 2022 Confidential Council Meeting Minutes

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

22.2 Appointment of Independent Person as per Council Policy CEO Employment and Remuneration (CP053)

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 contains personal information of those who have made an expression of interest in being appointed as Council's independent person to both of the following Council committees: CEO Employment and Remuneration Advisory Committee and the CEO Recruitment Committee.

22.3 Kerbside Collection Services Contract 2021/21

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

22.4 Community Service Awards 2022

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 contains personal information of those who have been nominated to receive a community service award.

Carried



Time: 8:04pm

Councillors Hewitt / Grigau

That Council reopen the meeting and resume standing orders.

Carried

23. RATIFICATION OF CONFIDENTIAL ITEMS

Councillors Grout / Tolhurst

That the decisions made in camera be ratified by Council.

Carried

24. CLOSE OF MEETING

The meeting closed at: 8:04pm.



ADJUNCT TO 9 – RECORD OF INFORMAL MEETINGS OF COUNCILLORS

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

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

Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 23 March 2022 9:00am – 11:30am Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney MC Stuart Hansen, MIE Gihan Kohobange, MFS Jenni Walker, HR&GC	1. St George’s Church restoration appeal 2. Gender Equality Action Plan: workshop 2 3. Victoria Park tree management 4. Rezoning of the High School land to PCRZ	Nil.



Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 6 April 2022 9:00am – 12:15pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney MC Stuart Hansen, MIE Gihan Kohobange, MFS Jodie Hunt, BSA Dinah O'Brien, SP Shelley Sutton, BSA	<ol style="list-style-type: none"> 1. Active Transport Strategy preliminary consultation results 2. Budget workshop: 2nd cut Draft Budget 22/23 & draft Financial Plan 3. CP029 Use of Council Facilities 4. Fisherman's Flat Heritage Review 	Nil.
Assembly Briefing 13 April 2022 9:00am – 12:30pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Shannon Maloney MC Stuart Hansen, MIE Gihan Kohobange, MFS Jodie Hunt, BSA Jenni Walker, HR&GC	<ol style="list-style-type: none"> 1. CEO Performance Review policy (CP053) & independent person appointment process 2. Community Service Awards Community Reference Group recommendations 3. Waste Contract 4. CERP Implementation Plan 5. Final draft budget 2022/23 & Financial Plan 6. Victoria Park re-vegetation 	Nil.
Planning Review Meeting 13 April 2022 7:00pm – 7:55pm Queenscliff Town Hall	Cr Ross Ebbels – Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Brydon King, CSP	<ol style="list-style-type: none"> 1. Planning Application 2020/071.1 for 1 Hesse Street, Queenscliff (Boat Ramp) 	Nil.



Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 20 April 2022 9:00am – 11:30am Queenscliff Town Hall	Cr Ross Ebbels – Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout Cr Isabelle Tolhurst	Martin Gill, CEO Shannon Maloney MC Stuart Hansen, MIE Brydon King, CSP Connor Parker, CC Jenni Walker, HR&GC	1. New Councillor Swearing in ceremony 2. Planning Briefing: 2021/130 – Nicholas Court, Point Lonsdale 3. Planning Scheme Amendment C39- Avenue of Honour Heritage Overlay 4. Commemorative dates celebrated by Council 5. Royal Park Change rooms	Nil.

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



ADJUNCT TO 7.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
23 March 2022	<p>Public question 1 from the Rip Rumour:</p> <p>Question In 2016, the Borough collaborated with DELWP, the City of Greater Geelong, and three local coastal management organisation to establish 'Our Coast', a project that uses the latest data on projected sea level rise and storm surge to model potential inundation levels. In the wake of the recent floods in NSW and Queenscliff (<i>sic</i>), can Council detail the mitigation measures it has taken to date to protect low lying areas from inundation – particular Fisherman's Flat and areas around Murrays Road which have been identified as being at high risk of flooding?</p>	Question taken on notice.	Response sent on 20 April 2022 <i>see Appendix 9</i>

ADJUNCT TO 10.1 – NOTICE OF MOTION STATUS UPDATE

No Motions on Notice outstanding.



ADJUNCT TO 20.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question	Action	Status
23 March 2022	<p data-bbox="387 408 1552 520">Cr Grigau Are we collecting both landfill and recycling at the same time in the same truck in Hesse Street?; this has been observed including at the Hot Rods weekend.</p> <p data-bbox="387 568 1552 711">Response Public litter and public recycling are required to be collected separately and delivered to the Drysdale landfill and Geelong material recovery facility respectively under the waste collection contract.</p> <p data-bbox="387 759 1552 1062">Officers have investigated the incident on the weekend of the informal Hot Rod event where the collection of both the public litter and public recycling by a single collection vehicle occurred. The contractor has confirmed that this did occur. The contractor has cited logistical challenges as the reason for collection of the litter and recyclables with a single vehicle. The logistical challenges included driver shortages and the absence of prior formal arrangements for additional collections for that weekend. The contractor was contacted by Council on the weekend of the informal the event with a request to help manage the waste that had been generated.</p> <p data-bbox="387 1110 1552 1254">The practice of disposing of recyclables to landfill is not considered acceptable. In this particular circumstance the contributing cause for this is understood to be out of the contractor's control. The contractor had made the decision to prioritise collection of spilling bins in this instance.</p> <p data-bbox="387 1302 1552 1374">Corrective action has been formally discussed with the contractor in an effort to manage similar situations in future better.</p>	Nil	Complete