



# Agenda

## Ordinary Meeting of Council

Wednesday 27 July 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  
Tim Crawford – Manager Planning & Community Safety  
Gihan Kohobange – Manager Finance and Corporate Services  
Shannon Maloney – Manager Community  
Stuart Hansen – Manager Infrastructure and Environment  
Connor Parker – Communications Coordinator  
Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors

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

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



### **Council Vision**

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

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

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

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## Appendices

<b>Appendix</b>	<b>Title</b>	<b>Agenda Item</b>	<b>Distribution</b>
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Appendix 1b	CP038 Waste Management	15.1 Review of Council Policies	Under separate cover
Appendix 1c	CP045 Child Safety Statement	15.1 Review of Council Policies	Under separate cover
Appendix 1d	CP048 COVID-19 Financial Hardship	15.1 Review of Council Policies	Under separate cover
Appendix 2a	Draft CP054 Victoria Park	15.2 Draft Policy – CP054 Victoria Park	Under separate cover

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Appendix 2b	CP054 Victoria Park Plan 2022	15.2 Draft Policy – CP054 Victoria Park	Under separate cover
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## 1. OPENING OF MEETING

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

The Meeting opened at:

## 2. PRESENT & APOLOGIES

*Present:*

*Apologies:*

## 3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

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

Councillors:

Officers:

## 4. LEAVE OF ABSENCE OF COUNCILLOR

On 27 June 2022, the Chief Executive Officer received advice from Cr Michael Grout indicating that he will be taking a leave of absence from Council from 24 August to 30 September 2022.

### **RECOMMENDATION**

**That Council grant the Leave of Absence to Cr Michael Grout from 24 August to 30 September 2022.**

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## **5. PUBLIC QUESTION TIME**

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

No public questions are outstanding.

### **5.2 Public Questions**

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

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

### **6.1 Ordinary Meeting of Council – 22 June 2022**

A copy of the previous Minutes of the Ordinary Meeting of Council held on 22 June 2022 was distributed to Councillors under separate cover.

### **RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 22 June 2022, as distributed, be confirmed as an accurate record.**

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## **7. RECORD OF INFORMAL MEETINGS OF COUNCILLORS**

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

- 29 June 2022 – Councillor Assembly Briefing
- 6 July 2022 – Councillor Assembly Briefing
- 20 July 2022 – Councillor Assembly Briefing

## **RECOMMENDATION**

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

## **8. NOTICE OF MOTION**

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

No Motions on Notice outstanding.

### **8.2 Motion on Notice**

No Notices of Motion were received.

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

### **9.1 Petitions and Joint Letters**

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

None received.

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## 10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 17 June and 21 July 2022:

Date	Function Attended
19 June 2022	ALGA Regional Forum (CEO & Cr Ebbels)
20–22 June 2022	ALGA National General Assembly in Canberra (CEO & Cr Ebbels)
21 June 2022	Meeting with Committee for Geelong CEO (Cr Tolhurst)
24 June 2022	MAV State Forum (CEO & Cr Ebbels)
24 June 2022	St Aloysius Primary School Celebrating 120 Years (Cr Grigau)
24 June 2022	Bellarine Film Festival Opening Night (Cr Ebbels)
29 June 2022	Climate Emergency Response Plan Community Leaders Forum #3 (CEO & all Councillors)
5 July 2022	Queenscliffe Hub project Control Group Meeting via videoconference (CEO)
6 July 2022	NAIDOC Week smoking ceremony (all Councillors)
6 July 2022	Uniting Church NAIDOC Week celebration (Cr Tolhurst)
7 July 2022	Southeast Bellarine Project Land Management Meeting via videoconference (CEO)
7 July 2022	Our Coasts Extended Stakeholder Meeting via videoconference (CEO & Cr Grout)
8 July 2022	Point Lonsdale Lighthouse Reserve Project Control Group via videoconference (CEO & Cr Ebbels)
11 July 2022	G21 Special Board Meeting via videoconference (CEO & Cr Ebbels)
11 July 2022	Borough of Queenscliffe MEMPC Meeting (CEO)
12 July 2022	Meeting with the QCA Committee (all Councillors)
12 July 2022	Meeting with Lisa Neville's office (CEO & Cr Ebbels)
12 July 2022	Food Organics Garden Organics Information Session (Cr Ebbels)



Date	Function Attended
12 July 2022	Geelong Sustainability Community Battery Feasibility Study Results webinar (Cr Tolhurst)
13 July 2022	Meeting with Victoria Park Jubilee Planting Group Representatives (All Councillors)
14 July 2022	Meeting with Bethany Group & Lisa Neville's office (CEO)
15 July 2022	Meeting with the PLCA Committee (Cr Ebbels & CEO)
15 July 2022	Lunch with Commonwealth Games Organising Committee (CEO)
15 July 2022	Barwon Regional Partnership Meeting with Commonwealth Games Organising Committee (CEO)
15 July 2022	Geelong Regional Library Corporation Special Meeting (Cr Ebbels)
16 July 2022	Coast Guard Queenscliff Annual Dinner (Cr Ebbels)
19 July 2022	Regional Renewable Organic Network (RRON) Joint Steering Committee working lunch (CEO)
21 July 2022	Southeast Bellarine Coastal Project Symposium via videoconference (Cr Hewitt)

## RECOMMENDATION

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



**11. HEALTH & WELLBEING**

No reports to consider.

**12. ENVIRONMENT**

No reports to consider.

**13. LOCAL ECONOMY**

No reports to consider.

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## 14. HERITAGE, PLANNING & INFRASTRUCTURE

### 14.1 Planning Permit Activity Report

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

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#### PURPOSE

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

#### EXECUTIVE SUMMARY

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

<b>CATEGORY</b>	<b>TALLY</b>
Current applications	18
Applications finalised since last report	19
New applications received since last report	14
<b>Total number of active permit applications</b>	<b>27</b>
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	0

#### RECOMMENDATION

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

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(a) Current applications

App. No	Date Received	Address	Proposal	No. of objections	Status
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	19	Under consideration
<b>2021/048</b>	<b>27/05/2021</b>	<b>200-204 Point Lonsdale Road Point Lonsdale</b>	<b>Buildings and works associated with the construction of a two-storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1</b>	9	<b>Application on hold (at the request of the applicant)</b>
2021/081	23/08/2021 (Amended 08/06/2022)	8 Cheshunt Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	2	Under consideration
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)	6	Application on hold (at the request of the applicant)
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
2021/129	17/12/2021 (Amended 11/07/2022)	6 Alexander Crescent Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and construction of an outbuilding	0	Public notification



App. No	Date Received	Address	Proposal	No. of objections	Status
2021/130	17/12/2021 (Amended 10/06/2022)	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three storey dwelling	3	Under consideration
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	15	Under consideration
2022/020	11/03/2022	16 Ocean Road Point Lonsdale	Construction of a two-storey dwelling, variation to the site coverage requirements of Design Development Overlay – Schedule 4 and removal of native vegetation	0	Under consideration
2022/026	01/04/2022	9 McDonald Road Queenscliff	Construction of a two-storey dwelling and outbuilding (studio)	0	Referrals to DELWP & CCMA
2022/031	07/04/2022 (Amended 22/04/2022)	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	8	Under consideration
2022/040	29/04/2022 (Amended 3/05/2022)	23 Williams Road Point Lonsdale	Construction of a second dwelling, alterations to an existing dwelling, subdivision of the land into two (2) lots and removal of native vegetation	13	Under consideration
2022/044	02/05/2022 Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	7	Public notification
2022/049	10/05/2022	2 Pentland Road Point Lonsdale	Alterations and extensions to an existing dwelling, construction of a carport and outbuilding and variation to the setback requirements of Design and Development overlay – Schedule 4	0	Under consideration



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App. No	Date Received	Address	Proposal	No. of objections	Status
2022/052	23/05/2022	56-58 Flaneuse Road Point Lonsdale	Construction of a two-storey dwelling	0	Public notification
2022/054	23/05/2022	19 Hobson Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling, demolition and construction of a front fence in a Heritage Overlay area	0	Public notification
2022/057	02/06/2022	59 Flinders Street Queenscliff	Alterations and extensions to an existing dwelling	0	Under consideration
2022/059	09/06/2022	20-26 Hesse Street Queenscliff	Use and development of the site for ten (10) dwellings in a Heritage Overlay area, subdivision of the land into ten (10) lots with common property, access to a Transport Zone 2 and variation to easements	0	Initial review

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

App. No	Date Received	Address	Proposal	Status
S 2020/077	09/06/2022	18 Cheshunt Street Point Lonsdale	Amendment: Construction of a two-storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Amended permit issued
S 2021/056	16/06/2022	10 Bethune Street Queenscliff	Amendment: Alterations to existing dwelling and construction of a carport	Amended permit issued
**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)	Permit issued at the direction of VCAT
2021/115	08/11/2021	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	Permit issued
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 <sup>2</sup> and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	Notice of decision to grant a permit issued
2022/023	16/03/2022 (Amended 03/06/2022)	2 Hobson Street Queenscliff	Alterations to an existing building for use as a dwelling, demolition and construction of a front fence and construction of an outbuilding in a Heritage Overlay area	Permit issued
2022/025	29/03/2022	70 Fellows Road Point Lonsdale	Alterations and additions to an existing dwelling	Permit issued





App. No	Date Received	Address	Proposal	Status
2022/041	29/04/2022	9 Jennifer Crescent Point Lonsdale	Alterations and extensions to an existing dwelling and variation to the front setback requirements of Design and Development Overlay – Schedule 4	Permit issued
2022/043	02/05/2022	12 Bailey Street Point Lonsdale	Alterations and extensions to an existing dwelling, alterations to an outbuilding and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	Permit issued
2022/048	06/05/2022	10 Girvan Grove Point Lonsdale	Alterations and extension to an existing dwelling and removal of native vegetation	Permit issued
2022/050	11/05/2022	18 Bailey Street Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
2022/053	23/05/2022	43 King Street Queenscliff	Alterations to a building individually listed in a Heritage Overlay	Permit issued
2022/055	24/08/2022 (Amended 06/07/2022)	218 Point Lonsdale Road Point Lonsdale	Construction of a dwelling	Permit issued
V 2022/056	26/05/2022	7 Pentland Road Point Lonsdale	Construction of an outbuilding	Permit issued
V 2022/061	16/06/2022	36 Hesse Street Queenscliff	Part demolition (removal of verandah) of a building in a Heritage Overlay area	Permit issued
V 2022/062	16/06/2022	1A Hesse Street Queenscliff	Construction of a fence	Permit issued



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App. No	Date Received	Address	Proposal	Status
V 2022/063	17/06/2022	157 Point Lonsdale Road Point Lonsdale	Alterations to a dwelling and outbuilding	Permit issued
V 2022/064	20/06/2022	27 Mercer Street Queenscliff	Demolition and construction of a front fence in a Heritage Overlay area	Permit issued
V 2022/065	21/06/2022	10 Bethune Street Queenscliff	Construction of an outbuilding	Permit issued

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

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>No. of objections</b>	<b>Status</b>
2022/060	09/06/2022	49 Stevens Street Queenscliff	Part demolition, alterations and extensions to a dwelling in a Heritage Overlay area and removal of trees	1	Public notification
V 2022/061	16/06/2022	36 Hesse Street Queenscliff	Part demolition (removal of verandah) of a building in a Heritage Overlay area	N/A	Permit issued
V 2022/062	16/06/2022	1A Hesse Street Queenscliff	Construction of a fence	N/A	Permit issued
V 2022/063	17/06/2022	157 Point Lonsdale Road Point Lonsdale	Alterations to a dwelling and outbuilding	N/A	Permit issued
V 2022/064	20/06/2022	27 Mercer Street Queenscliff	Demolition and construction of a front fence in a Heritage Overlay area	N/A	Permit issued
V 2022/065	21/06/2022	10 Bethune Street Queenscliff	Construction of an outbuilding	N/A	Permit issued
2022/066	23/06/2022	7 Lockwood Street Point Lonsdale	Construction of a dwelling	0	Public notification
2022/067	24/06/2022	5 Bellarine Highway Point Lonsdale	Alterations and extensions to an existing dwelling	0	Public notification



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/068	27/06/2022	6 Beach Street Queenscliff	Demolition of an existing dwelling and outbuildings, construction of a dwelling in a Heritage Overlay area and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	0	Further information requested 5 July 2022
2022/069	01/07/2022	64 Learmonth Street Queenscliff	Construction of an outbuilding (studio) and variation to the site coverage requirements of Design and Development Overlay Schedule 1	0	Public notification
2022/070	01/07/2022	10 Fellows Road Point Lonsdale	Alterations and extensions to an existing dwelling	0	Under consideration
2022/071	01/07/2022	6 Roddick Grove Queenscliff	Construction of a two-storey dwelling	0	Public notification Referral to CCMA
2022/072	06/07/2022	26 Buckleys Road Point Lonsdale	Construction of a two-storey dwelling	0	Public notification
V 2022/073	13/07/2022	19 Bedggood Avenue Point Lonsdale	Construction of an outbuilding	N/A	Further information requested 18 July 2022



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

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
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 hearing 9 August 2022
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 <sup>2</sup> , 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 VCAT application for review lodged by objector VCAT compulsory conference 17 October 2022 VCAT hearing 19 December 2022





## 15. GOVERNANCE & FINANCE

### 15.1 Review of Council Policies

**File:** Q055.01.12

**Co-Authors:** Executive Project Officer  
HR & Governance Coordinator  
Manager Finance & Corporate Services

**Portfolio:** Governance & Finance

**Portfolio Holder:** Cr Tolhurst

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#### PURPOSE

The purpose of this report is to consider four Council policies:

1. CP007 Equal Employment Opportunity (revised)
2. CP038 Waste Management (revised)
3. CP045 Child Safety (revised)
4. CP048 COVID Financial Hardship (extend)

#### EXECUTIVE SUMMARY

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

- Strategic Objective 1: Health and Wellbeing: To support community wellbeing and encourage an active lifestyle.
- Strategic Objective 2: Environment: To protect our environment and address climate change issues.
- Strategic Objective 5 Governance and Finance: To provide a financially viable Council that is accountable, transparent and practices good governance.

#### CP007 Equal Employment Opportunity

The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to upholding the principles of Equal Employment Opportunity in all Council activities.

#### CP038 Waste Management

The purpose of this policy is to outline the arrangements for waste management services provided to properties in the Borough of Queenscliffe that are entitled to receive such services and to raise revenue in an equitable manner, in accordance with Council's adopted budget and adopted revenue and rating plan, to fully recover the cost of Council's waste services.

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### **CP045 Child Safety**

The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to child safety in the delivery of Council services and activities.

### **CPO048 COVID Hardship**

The purpose of this policy is to set out the temporary measures the Borough of Queenscliffe will adopt to assist ratepayers experiencing financial hardship due to the COVID-19, and to establish assistance measures that minimise post emergency financial stress for ratepayers.

### **RECOMMENDATION**

**That Council adopt the following revised Council policies as presented:**

- a. CP007: Equal Employment Opportunity**
  - b. CP038: Waste Management**
  - c. CP045: Child Safety**
  - d. Extend Council Policy CP048: COVID Financial Hardship until 31 December 2022**
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## 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

#### CP007 Equal Employment Opportunity – Revised

CP007 Equal Employment Opportunity was first adopted in June 2010 and last reviewed in March 2019. The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to upholding the principles of Equal Employment Opportunity in all Council activities.

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

- Update Council officer titles
- Insert reference to obligations under the *General Equality Act 2020*
- Change the language in the policy to non-binary, e.g., his/her to their
- Update reference from *Local Government Act 1989* to *2020*
- Update complaints contact details
- Change reference to Compliance Committee to Staff Consultative Committee

#### CP038 Waste Management – Revised

This policy was first adopted by Council in October 2017 and last updated in June 2021. The purpose of this policy is to outline the arrangements for waste management services provided to properties in the Borough of Queenscliffe that are entitled to receive such services. To raise revenue in an equitable manner, in accordance with Council's adopted budget and adopted revenue and rating plan, to fully recover the cost of Council's waste services.

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

- Update Council officer titles
  - Update reference from Rating Strategy to Revenue and Rating Plan
-



- Remove green waste services & update definitions to reflect services offered
- Kerbside waste service is renamed as “Standard Kerbside Waste Service” adding food & green waste as a part of the standard kerbside waste service
- Changes to reflect frequency of waste services and sizes of the waste bins provided

#### **CP045 Child Safety – Revised**

This policy was first adopted by Council in May 2018 and last updated in February 2021. The purpose of this policy is to affirm the Borough of Queenscliffe’s commitment to child safety in the delivery of Council services and activities.

The Victorian Government has introduced new Child Safe Standards which came into effect on 1 July 2022. The eleven new standards replace the seven standards and principles that were previously adopted. The changes made to the standards were to support greater national consistency and reflect the National Principles for a Child Safe Organisation developed following the Royal Commission into Institutional Responses to Child Sexual Abuse.

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

- Maintain Council’s commitment and replace the seven existing principles with the new eleven principles that are now in place from the Victorian Government

#### **CP048 COVID Financial Hardship – Term extended until 31 December 2022**

This policy was first adopted by Council in April 2020 and last adopted in June 2021. The purpose of this policy is to set out the temporary measures the Borough of Queenscliffe will adopt to assist ratepayers experiencing financial hardship due to the COVID-19, and to establish assistance measures that minimise post emergency financial stress for ratepayers.

Council’s Rates Assistance Policy (CP031) provides assistance only for residential properties (primary residential property) and does not cover commercial properties. Hence, this temporary policy was introduced in 2020 to cover all properties impacted by the COVID pandemic.

Since adoption of the policy, there has been a very low uptake of the program. So far only two applications have been finalised and payment assistance provided under this policy. However, health professionals are predicting a severe COVID wave during the winter season which can result in financial hardships for some ratepayers.

Considering the uncertainties associated with the COVID pandemic, Council officers have recommended this policy be extended until 31 December 2022.

#### **Options**

Option 1 – adopt the revised policies as presented.

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

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## 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.

#### **Collaboration**

Not Applicable.

## GOVERNANCE CONTEXT

### **Relevant Law**

*Local Government Act 2020*

*Equal Opportunity Act 2010*

Equal Opportunity Act 2010 Guide

*Fair Work Act 2009*

*Gender Equality Act 2020*

Borough of Queenscliffe Enterprise Bargaining Agreement

Borough of Queenscliffe Rating Strategy

Borough of Queenscliffe Adopted Budget

Borough of Queenscliffe General Local Law 2021

*Cultural and Recreational Lands Act 1963*

*Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*

### **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 direct and significant to require a Gender Impact Assessment.

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

Not applicable.

## **Council Plan Alignment**

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

Strategic Objective 1: Health and Wellbeing: To support community wellbeing and encourage 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 2: Environment: To protect our environment and address climate change issues.

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.

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.

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## **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 polices 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**

All policies will be communicated with relevant staff and management and implemented as defined.

## **ATTACHMENTS**

1. CP007 Equal Employment Opportunity (Appendix 1a)
  2. CP038 Waste Management (Appendix 1b)
  3. CP045 Child Safety (Appendix 1c)
  4. CP048 COVID Financial Hardship (appendix 1d)
-



## 15.2 Draft Policy – CP054 Victoria Park

<b>File:</b>	<b>QG0300307</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Portfolio:</b>	<b>Governance &amp; Finance</b>
<b>Portfolio Holder:</b>	<b>Cr Tolhurst</b>

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### PURPOSE

The purpose of this report is for Council to consider and approve for consultation, a new Council Policy – CP054 Victoria Park.

### EXECUTIVE SUMMARY

The draft policy presented in this report furthers the strategic objectives of the Borough of Queenscliffe Council Plan 2021 – 2025, in particular:

- Priority 5 in the Environment Portfolio – *Regenerate and revegetate open spaces with indigenous plants and increase tree canopy coverage.*
- Priority 2 in the Local Economy Portfolio – *Improve the management of Council-operated tourist parks for the benefit of the whole community*
- Priority 5 within the Heritage, planning and infrastructure Portfolio – *Maintain and improve community infrastructure with the Borough*

At its Ordinary Council meeting in March 2022, Council resolved to direct Council officers to:  
**prepare and provide to Council, for approval, a tree management and planting schedule for the whole of Victoria Park ...**

At its Ordinary Meeting in June 2022, Council, as part of the 2022–23 budget, resolved to allocate \$40,000 for the development of a tree management and planting schedule (including purchase and planting of trees) at Victoria Park.

The proposed policy articulates the intent of the previous Council decisions and sets out the principles that will structure Council’s management of Victoria Park.

The management principles set out in the proposed policy seek to:

- uphold Council’s core value of sustainability and its commitment to delivering environmental regeneration actions under the Climate Emergency Response Plan; and
- deliver on Council’s commitment to improving the management of Council-operated tourist parks for the benefit of the whole community, specifically, by bettering dual use areas for community and visitors alike.

### RECOMMENDATION

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**That Council approves the draft policy CP054 – Victoria Park and places it on public notice, inviting feedback, for a period of 14 days.**



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<b>REPORT</b>
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### **BACKGROUND**

Following the storm event on 29 October 2021 where many trees suffered significant damage, Council officers commenced a proactive vegetation management program in Victoria Park. This program was prepared in conjunction with a qualified arborist. The intent of the program was to make the park safe for users and the public.

In February this year a program of tree removal, canopy reduction and limb lopping commenced.

Following its commencement Councillors were approached by several local residents who were concerned about the extent of the vegetation removal. These residents asked the Councillors to stop the vegetation management program.

At the Ordinary Council meeting in March 2022, Council resolved to direct Council officers to cease the post 29 October 2021 storm tree management program taking place in Victoria Park and to fence off areas.

In late May 2022, WorkSafe inspected the site and determined that the vegetation in Victoria Park continued to pose an unacceptable risk to public safety and issued Council with a formal provisional improvement notice (PIN) that required Council to take remedial action to reduce the risk rating for trees in Victoria Park to low risk.

The work to meet the WorkSafe PIN directions commenced in June 2022.

At its Ordinary Meeting in June, as part of the 2022–23 budget, Council resolved to allocate \$40,000 for the development of a tree management and planting schedule (including purchase and planting of trees) at Victoria Park.

### **DISCUSSION**

The proposed policy collates and articulates the intent of the previous Council decisions by setting out the principles that will structure Council's ongoing management of Victoria Park. This management framework will see:

- an emphasis on restoring and enhancing the environmental attributes of Victoria Park through revegetation, and planned, sensitive vegetation management practices; and
- a reduction in the overall intensity of camping in Victoria Park.

Reducing the extent of camping will allow Victoria Park to recover from the impact of the 29 October 2021 storm and give the areas to be revegetated time to establish. For some Queenscliff residents it will be seen as an opportunity to restore the balance of use.

Should the policy be adopted, however, Council will lose \$168,000 in annual income. The income from the Council managed Tourist Parks goes to the management and maintenance of all Crown Land in the Borough where Council is the Committee of Management, as a result there may be an impact on services levels.

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### Options

Option 1 – Council elects to revise the policy before placing it on public notice.

Option 2 – Council elects not to approve the draft policy.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



Council will provide an opportunity for the community to provide feedback on the draft policy through a 14-day public notification process.

### 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, the proposed policy does not have a direct or significant impact on issues of gender equality and does not require a Gender Impact Assessment.

### Regional, State and National Plans and Policies

Not applicable.

### Council Plan Alignment

This subject of this report, being the ongoing management of Victoria Park aligns with the Council Plan 2021–2025, in particular:

- Priority 5 in the Environment Portfolio – *Regenerate and revegetate open spaces with indigenous plants and increase tree canopy coverage.*
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- Priority 2 in the Local Economy Portfolio – *Improve the management of Council-operated tourist parks for the benefit of the whole community*
- Priority 5 within the Heritage, planning and infrastructure Portfolio – *Maintain and improve community infrastructure with the Borough*

### **Legal and Risk Implications**

There are no relevant legal or risk implications associated this report.

### **Related Documents**

Nil.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

There are no economic, social, environmental and climate change implications associated with this report.

### **Financial and resource implications**

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

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

Not applicable at this stage of the process.

### **Implementation Process**

Council officers will place the draft policy on public notice. Following the consultation period, officers will collate and review all submissions received and provide a briefing for Councillors.

Council will review and determine if changes are required to the draft policy. A Council report will be prepared for a future Council meeting for Council to consider adopting the proposed policy.

## **ATTACHMENTS**

1. Draft CP054 Victoria Park (Appendix 2a)
  2. CP054 Victoria Park Plan 2022 (Appendix 2b)
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**16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS**

No reports to consider.

**17. QUESTIONS WITHOUT NOTICE**

**17.1 Questions Without Notice Status Update**

There are no Questions Without Notice outstanding.

**17.2 Questions Without Notice**

**18. LIST OF COUNCIL MEETINGS**

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

PLANNING REVIEW MEETING

Wednesday 10 August 2022 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 24 August 2022 at 7:00pm

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## 19. CLOSED SESSION OF MEETING

Time: \_\_\_\_\_ pm

### RECOMMENDATION

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

#### 19.1 Confirmation of 22 June 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.

#### 19.2 Community Grants 2022/23

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 Community Grants consideration and recommendation process is confidential.

#### 19.3 Provision of Cleaning Services for Municipal Buildings & Facilities Contract 2022/01

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.

#### 19.4 Provision of Cleaning Services for Amenities Blocks and & BBQ Facilities 2022/02

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.

#### 19.5 CEO Interim (six-monthly) Performance Appraisal

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



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

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

**RECOMMENDATION**

**That Council reopen the meeting and resume standing orders.**

**20. RATIFICATION OF CONFIDENTIAL ITEMS**

**RECOMMENDATION**

**That the decisions made in camera be ratified by Council.**

**21. CLOSE OF MEETING**

The meeting closed at:

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## ADJUNCT TO 7 – RECORD OF 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
<b>Assembly Briefing</b> 29 June 2022 2:30pm – 4:10pm Queenscliff Town Hall & Zoom	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout Cr Isabelle Tolhurst	Martin Gill, CEO Stuart Hansen, MIE Shannon Maloney MC Daniel Alexander, CE	1. Victoria Park Planning for revegetation	Nil.



<b>Informal Meeting Details</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
<b>Assembly Briefing</b> 6 July 2022 2:30pm – 4:50pm Queenscliff Town Hall & Zoom	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout Cr Isabelle Tolhurst	Martin Gill, CEO Stuart Hansen, MIE Tim Crawford, MP&CS Shannon Maloney, MC Brydon King, SP Dinah O’Brien, STP	1. Welcome Tim Crawford, new Manager Planning & Community Safety 2. Planning Briefings: <ul style="list-style-type: none"><li>○ 2022/031: 14 Douglas Crt, Point Lonsdale</li><li>○ 2022/040: 23 Williams Rd, Point Lonsdale</li><li>○ 2022/014: 66 King St, Queenscliff</li></ul> 3. Tree management policy 4. Fisherman’s Flat Heritage update	Nil.
<b>Assembly Briefing</b> 20 July 2022 2:30pm – 4:55pm Queenscliff Town Hall & Teams	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 Tim Crawford, MP&CS Brydon King, SP Jenni Walker, HR&GC	1. Disability inclusion proposal – External presenters 2. Planning Briefings: <ul style="list-style-type: none"><li>○ 2022/059: 20–26 Hesse St, Queenscliff</li><li>○ 2022/044: 6 McDonald Rd, Queenscliff</li></ul> 3. Community Grant applications 2022/23 4. Review of Council policies: <ul style="list-style-type: none"><li>○ CP007 Equal Employment Opportunity</li><li>○ CP075 Child Safety Statement</li><li>○ CP038 Waste Management</li><li>○ CP048 Covid Financial Hardship</li></ul>	Nil.



			5. Provision of cleaning services for municipal building & facilities: Contract 2022-01 6. Provision of Cleaning Services for Amenities Block & BBQ facilities: Contract 2022-02	
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AO – Arts Officer	CSC – Community Services Coordinator	MIE – Manager Infrastructure & Environment
BOC – Business Operations Coordinator	CSRO – Community Stakeholder Relations Officer	MP&CS – Manager Planning & Community
BSA – Business Services Accountant	EA – Executive Assistant to the CEO, Mayor and Councillors	SLEO – Senior Law Enforcement Officer
CC – Communications Coordinator	EPO – Executive Project Officer	SP – Senior Planner
CEO – Chief Executive Officer	HR&GC – HR & Governance Coordinator	CE – Civil Engineer
CERP – Project Officer, Climate Emergency Response Plan	MC – Manager Community	RC – Rates Coordinator
COVID BSO – COVID Business Support Officer	MFS – Manager Finance and Corporate Services	STP – Strategic Planner





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

No public questions outstanding.

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

No Motions on Notice outstanding.

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

No questions without notice outstanding.

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