



# Minutes

## Ordinary Meeting of Council

Wednesday 28 September 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 Service  
Gihan Kohobange – Manager Finance and Corporate Services  
Shannon Maloney – Manager Community  
Stuart Hansen – Manager Infrastructure and Environment  
Matt Gibbs – Acting Communications Coordinator  
Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors  
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 1	Audit & Risk Committee Meeting Minutes from 5 September 2022	6.2 Audit & Risk Committee Meeting Minutes 5 September 2022	Under separate cover
Appendix 2	Audit and Risk Committee Report to Council for the period 1 January 2022 to 30 June 2022	11.1 Chief Executive Officer Report	Under separate cover
Appendix 3	Environmental Advisory Group Operating Framework	13.1 Environmental Advisory Group Operating Framework	Under separate cover

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Appendix 4	2021–22 Quarterly Financial Report as at 30 June 2022	16.2 2021–22 Quarterly Financial Report as at 30 June 2022	Under separate cover
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Appendix 5b	Annual Financial Statement 2021–22	16.3 Adoption of 2021–22 Annual Financial Report and 2021–22 Performance Statement	Under separate cover
Appendix 5c	Governance and Management Checklist 2021–22	16.3 Adoption of 2021–22 Annual Financial Report and 2021–22 Performance Statement	Under separate cover
Appendix 6	Audit & Risk Committee Charter	16.4 Audit & Risk Committee Charter	Under separate cover
Appendix 7	Borough of Queenscliffe Annual Plan 2022–23	16.5 Borough of Queenscliffe Annual Plan 2022–23	Under separate cover
Appendix 8a	S6 Instrument of Delegation – Council to Members of Council Staff	16.6 Instruments of Delegations	Under separate cover
Appendix 8b	Instrument of Appointment and Authorisation ( <i>Planning and Environment Act 1987</i> )	16.6 Instruments of Delegations	Under separate cover

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Appendix 9a	CP012 Events	16.7 Review of Council Policies	Under separate cover
Appendix 9b	CP018 Councillor Resources, Support & Facilities	16.7 Review of Council Policies	Under separate cover
Appendix 10	Governance Rules	16.8 Review of Governance Rules	Under separate cover
Appendix 11	Response to public question taken on notice at the Ordinary Meeting of Council on 24 August 2022	ADJUNCT TO 7.1 – PUBLIC QUESTIONS STATUS UDPATE	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 7:00pm.

*The Mayor acknowledged the passing of Queen Elizabeth II and asked people to stand for a minute of silence.*

## 2. PRESENT & APOLOGIES

*Present:*

Cr Ross Ebbels, Mayor

Cr Fleur Hewitt, Deputy Mayor

Cr Donnie Grigau

Cr Isabelle Tolhurst

Martin Gill, Chief Executive Officer

Gihan Kohobange, Manager Finance and Corporate Services

Tim Crawford, Manager Planning & Community Service

Stuart Hansen, Manager Infrastructure and Environment

Matt Gibbs, Acting Communications Coordinator

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

Carly Douglas, Community Stakeholder Relations Officer

*Apologies:*

Shannon Maloney, Manager Community

## 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: Cr Hewitt declared a conflict of interest in respect to item 15.1 Planning Permit Activity Report, for Planning Application 2022/098 for the alterations and extension to an existing dwelling at 48 Flinders Road, Queenscliff. Cr Hewitt declared that she owns and resides in the subject property. There is no decision to be taken on this item.

Officers: Nil.

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#### **4. LEAVE OF ABSENCE OF COUNCILLOR**

Cr Michael Grout

#### **5. PUBLIC QUESTION TIME**

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

At the Ordinary Meeting of Council on 24 August 2022, one public question was taken on notice. A response was sent on 7 September 2022 (**Appendix 11**).

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.*

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

##### **Public Question 1 from Carmen Bell**

I congratulate Council on its decision to draw on community knowledge in relation to environmental matters by seeking to appoint an Environmental Advisory Group.

Would Council also consider reinstating a Heritage Advisory Group which would assist heritage advisors with local heritage knowledge input?

##### **Response by the Mayor**

Thank you for the question Carmen. I am not able to provide an answer this evening, but Council will consider the proposal and, if you are comfortable, we would like to contact you to discuss in more detail, your thoughts about the role and function of a Heritage Advisory Group.

##### **Public Question 2 from David Connoley**

Has Council determined a list of Election priority projects for the upcoming election and if so, can that be shared with the community and any associated details of deliberative community engagement with residents and stakeholders?

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### **Response by the Mayor**

Yes, Council has identified several priority projects that it has been presenting to local candidates in the lead up to the election. The projects that Council has prioritised are:

- A Bike Park and upgrade of the Skate Park Precinct, Point Lonsdale
- The new Hobson Street public toilet
- Electric vehicle chargers at the Maritime Museum and Point Lonsdale Road, Point Lonsdale; and
- Improvements to walking and cycling paths in Lawrence Road and Murray Rd (Active Transport Initiatives)

Each of the projects has been through one or multiple engagement processes during consultation for key Strategic documents such as the Council Plan and 2022–23 Budget.

### **Public Question from 3 from the QCA (Queenscliffe Community Association)**

The Audit Committee Minutes notes in regard to the Asset Plan due for completion by June 30, 2022, that-

'The Local Government Act 2020 required an Asset Plan adopted in accordance with section 92 of the Act by 30 June 2022.

However, Council is still in the process of reviewing its asset plans in line with section 92 of the Act.'

Are there reasons for non-compliance and when is the Asset Plan timetabled for completion?

### **Response by Manager Infrastructure and Environment**

The Asset Plan is single document with linkages to key strategic documents such as the Community Vision, Council Plan and Financial Plan. The Asset Plan is intended to communicate a summary of the asset classes Council manages, the state of these assets and the challenges associated with their management. The Asset Plan is heavily informed by the suite of Asset Management Plans which Council reviews and maintains on a continuous cycle, most recently adopted by Council in 2019.

The compilation and adoption of the Asset Plan has been impacted by resourcing challenges experienced over an extended period, particularly within Infrastructure and Environment Services operating at 45% capacity during this time. The Asset Plan is timetabled for completion in December 2022.

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

### **6.1 Ordinary Meeting of Council – 24 August 2022**

A copy of the previous Minutes of the Ordinary Meeting of Council held on 24 August 2022 was distributed to Councillors under separate cover.

**Councillors Tolhurst / Hewitt**

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**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 24 August 2022, as distributed, be confirmed as an accurate record.**

**Carried**

## **6.2 Audit & Risk Committee Meeting – 5 September 2022**

A copy of the Minutes of the Audit and Risk Committee meeting held on 5 September 2022 was distributed to Councillors under separate cover. A copy is provided at **(Appendix 1)**.

### **Councillors Hewitt / Tolhurst**

**That the Minutes of the Audit and Risk Committee Meeting held on 5 September 2022, as distributed, be confirmed as an accurate record.**

**Carried**

## **6.3 Special Meeting of Council – 7 September 2022**

A copy of the Minutes of the Special Meeting of Council held on 7 September 2022 was distributed to Councillors under separate cover.

### **Councillors Grigau / Tolhurst**

**That the Minutes of the Special Meeting of Council of the Borough of Queenscliffe held on 7 September 2022, as distributed, be confirmed as an accurate record.**

**Carried**

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

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

- 24 August 2022 – Councillor Assembly Briefing
- 7 September 2022 – Councillor Assembly Briefing
- 14 September 2022 – Councillor Assembly Briefing

### **Councillors Hewitt / Grigau**

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

**Carried**

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## 8. NOTICE OF MOTION

### 8.1 Notice of Motion Status Update

**Councillors Tolhurst**

**That the Notice of Motion Status Update, as distributed, in Adjunct to Item 8.1, be noted.**

**Councillors Tolhurst / Hewitt**

**That the Notice of Motion Status Update, as amended, in Adjunct to Item 8.1, be noted.**

**Carried**

### 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 August and 20 September 2022:

Date	Function Attended
17 August 2022	Meeting with Donnie Grigau – Liberal Candidate for Bellarine (Crs Ebbels, Grout & Hewitt)
17–18 August 2022	G21 Canberra delegation (CEO)
18 August 2022	Queenscliff/Point Lonsdale RSL Vietnam Veterans' Day service (Crs Ebbels, Grout & Grigau)
18 August 2022	Geelong Regional Library Corporation Board meeting via videoconference (Cr Ebbels)
19 August 2022	Councillors Listening Post in Queenscliff (Crs Ebbels, Grout & Grigau)
19 August 2022	Geelong City Deal Three-Year Review via videoconference (CEO)
22 August 2022	G21 Meeting in the lead-up to Mayors Spring Street delegation (Cr Ebbels)
23 August 2022	Victorian Local Government Grants Commission Statewide Information Session via videoconference (CEO)
23 August 2022	Queenscliffe Hub Project Control Group meeting (CEO)
23 August 2022	Meeting with Department of Environment, Land, Water and Planning to discuss regional matters via videoconference (CEO)
24 August 2022	Senior Citizens AGM and lunch (CEO)
25 August 2022	Southeast Bellarine Land Manager Group meeting via videoconference (CEO)
25 August 2022	Dinner with Alison Marchant – Labor Candidate for Bellarine (CEO, Crs Ebbels, Tolhurst & Hewitt)
25 August 2022	G21 Cultural and Economic Development Pillar meeting (Cr Tolhurst)
26 August 2022	Point Lonsdale Lighthouse Reserve Project Control Group meeting (CEO & Cr Ebbels)
26 August 2022	Bellarine Railway Tourism Stimulus Funding Project Steering Committee meeting via videoconference (CEO)
30 August 2022	Bellarine Catchment Network meeting (Cr Tolhurst)
30–31 August 2022	G21 Mayors Spring Street delegation (Cr Ebbels)
31 August 2022	Community Grants Presentation (Cr Ebbels & Cr Grigau)
1 September 2022	Local Government Professionals CEO Forum and dinner in Daylesford (CEO)
1 September 2022	Municipal Association of Victoria Active Leadership in Active Transport Q&A webinar (Cr Hewitt & Cr Tolhurst)



<b>Date</b>	<b>Function Attended</b>
2 September 2022	Rural Councils Victoria Forum in Daylesford (CEO & Cr Ebbels)
7 September 2022	Department of Jobs, Precincts and Regions, CEOs and Municipal Association of Victoria Forum via videoconference (CEO)
8 September 2022	Inter-Council Affordable Housing Forum via videoconference (CEO)
8 September 2022	Run For It Councillor candidate training (Cr Tolhurst)
11 September 2022	Councillors Listening Post in Point Lonsdale (Crs Ebbels, Hewitt & Tolhurst)
12 September 2022	Tourism Greater Geelong and The Bellarine Board meeting (Cr Ebbels)
12 September 2022	Bellarine Railway Infrastructure Project Stage 1 official opening (Cr Ebbels)
12 September 2022	G21 CEOs meeting re: First Nations Board Member meeting via videoconference (CEO)
13 September 2022	Local Government CEO meeting with Department of Environment, Land, Water and Planning and Recycling Victoria via videoconference (CEO)
13 September 2022	Meeting with the Queen's Jubilee Tree Planting Group (CEO & Cr Ebbels)
14 September 2022	Borough of Queenscliffe & Tourism Greater Geelong and The Bellarine stakeholder engagement meeting via videoconference (CEO & Crs Ebbels, Hewitt, Tolhurst & Grigau)
15 September 2022	Citizenship Ceremony (CEO, Crs Ebbels, Hewitt & Tolhurst)
15 September 2022	Geelong Regional Library Corporation Board meeting via videoconference (Cr Ebbels)
15 September 2022	Queenscliffe Maritime Museum meeting (Cr Tolhurst)
16 September 2022	Municipal Association of Victoria Special Meeting of State Council (Cr Ebbels)
16 September 2022	Australian Institute of Company Directors Company Directors Course: Introduction Session (Cr Tolhurst & Cr Hewitt)
19 September 2022	Queenscliff Boating Facility site visit with Lisa Neville (CEO & Cr Ebbels)
20 September 2022	Luncheon with Spirit of Tasmania CEO (Cr Ebbels)
20 September 2022	2022 Australian Local Government CEO Index Virtual Forum (CEO)
20 September 2022	Queenscliff Boat Ramp Project Reference Group formal handover via videoconference (CEO)

**Recommendation**

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



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**Councillors Hewitt / Grigau**

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

**Carried**

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## 11. CHIEF EXECUTIVE OFFICER

### 11.1 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

##### Gender Equality

The Victorian *Gender Equality Act* became operational on 31 March 2021 and requires all Victorian councils (as well as other entities) to promote gender equality and to take necessary and proportionate action towards achieving gender equality. Additionally, the Act requires Council to:

- Conduct **Gender Impact Assessments** when developing or reviewing any policy, program or service that has a direct and significant impact on the public;
- Undertake regular **Workplace Gender Audits** that assess the state and nature of gender inequality in Council's workplace;
- Prepare a **Gender Equality Action Plan** every four years that includes strategies and measures for promoting gender equality in Council's workplace based on the results of the workplace gender audit; and
- Submit regular **Progress Reports** to the Commission for Gender Equality in the Public Sector reporting on Council's gender impact assessments undertaken and progress made against the measures and strategies set out in Council's Gender Equality Action Plan.

Council's inaugural Gender Equality Action Plan has been prepared and was submitted to the Commission for Gender Equality in the Public Sector in line with required timeframes. The Commission has now formally advised that Council's Gender Equality Action Plan has been deemed compliant and has been published on the Commission's website. The Gender Equality Action Plan has also been published on Council's website (<https://www.queenscliffe.vic.gov.au/Residents/People-services/Gender-equality>).

As required by legislation, the Gender Equality Action Plan necessarily focuses on Council's workplace rather than community actions and outlines a range of actions and strategies towards progressing gender equality in our workplace over the next four years.

While we are proud of Council's commitment to gender equality and the progress already made in our workplace, we recognise there is more work to do. The approval and publication of our Gender Equality Action Plan is an important step in our work towards achieving gender equality.

##### Census data

It might not be described as a growth spurt, but there has been a population trend reversal in the Borough of Queenscliffe over the last five years. Between 2011 and 2016, the permanent resident

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population in the Borough decreased by 147 – from 3,000 (2011) to 2,853 (2016) – as the impacts of the use and function changes at Fort Queenscliff took effect.

The 2021 Census data indicates that the Borough of Queenscliffe is now the happy home for 3,276 permanent residents, a population increase of 423 in the five years since 2016.

This change is reflected in changes to the percentage of unoccupied homes across the Borough. In 2016, the percentage of unoccupied dwellings in the Borough was 53.7%; in 2021, it was 44.1%. This shift in second dwelling status reflects the broader trend in our region since the beginning of the COVID-19 pandemic and accounts for the data over the last two years that indicates an increase in internal migration within Victoria.

One population trend in the Borough didn't reverse, but it appears to have slowed down. In 2011, the median age of the residential population in the Borough of Queenscliffe was 55. In 2016, the median age had increased to 60, a statistically significant increase that reflected negative population growth and very little population movement. In 2021, the median age had increased to 62. The median age for Victoria is 38. The increase in the Borough median age means we are still proudly the Local Government Area with the oldest demographic in Victoria, but we are starting to age more slowly and are falling behind areas like Tea Gardens, NSW (median age 65.5) and Bribie Island, QLD (median age 62.7).

The modest median age increase may be a result of another demographic trend that has reversed since 2016. In 2011, there were 783 families in the Borough; by 2016, this had decreased to 752 families. On Census night in 2021, the Borough had 944 families. This increase is not reflected in an increase in the number of people under the age of 19, which has fallen from 16.3% to 13.3% of the overall population. It does appear, however, that we have more families with young adults staying in the parental home a little longer; the number of people aged between 20 and 29 in the Borough increased from 123 in 2016 to 164 in 2021.

### **G21 Canberra delegation**

On 17 August 2022, the CEO flew to Canberra with the other G21 CEOs – Eric Braslis, Anne Howard, Robyn Seymour, and Gareth Smith (attending as acting CEO for the City of Greater Geelong) – for the annual G21 Canberra delegation. The CEO group met with various department secretaries and agency representatives. The purpose of the delegation was to discuss policy direction and potential changes under the new Labor Government, and to continue to advocate on important matters for the region, including:

- Waste management and the transition to the circular economy;
  - Grants and funding programs and government commitments;
  - Commonwealth Games preparation and legacy projects;
  - Employment, including First Nations employment opportunities;
  - Population growth and the need for more social and affordable housing and worker accommodation; and
  - The transport network and regional rail programs.
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### Rural Councils Victoria Forum

On 2 September 2022, the Mayor and CEO attended the Rural Councils Victoria Forum held in Daylesford, where representatives of rural communities from across Victoria met with ministers, MPs, leaders and subject experts to explore matters of urgency to rural Victorians. Among those attending were:

- Melissa Horne MP, Minister for Local Government
- Emma Kealy MP, Deputy Leader of the National Party
- Paul Younis, Secretary, Department of Transport
- Maxine Loynd, Executive Director Rural and Regional Policy and Strategy, Department of Jobs, Precincts and Regions
- Ben Rimmer, CEO, Homes Victoria

The forum provided an opportunity to hear from government leaders discussing the state of regional Victoria, and, importantly, an opportunity for rural councils to advocate for greater support, including support to improve roads, services, housing, emergency management and rural tourism.

### Audit and Risk Committee

The Borough of Queenscliffe Audit and Risk Committee has prepared its 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 January 2022 to 30 June 2022 (**Appendix 2**).

### Councillors Grigau / Hewitt

**That Council receives the Chief Executive Officer Report for September 2022.**

**Carried**

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## **12. HEALTH & WELLBEING**

No reports to consider.

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## 13. ENVIRONMENT

### 13.1 Environmental Advisory Group Operating Framework

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

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#### PURPOSE

The purpose of this report is to present the draft Environmental Advisory Group Operating Framework for Council to adopt.

#### EXECUTIVE SUMMARY

The recommendation of this report furthers the aspirations of the Borough of Queenscliffe Community Vision, in particular the pillar: *Protecting Country and our Natural Environment – We mitigate and adapt to the risks of climate change and preserve our ecosystems and biodiversity.*

The recommendation also furthers Council Plan 2021–2025 Strategic Objective 2: Environment – *To protect our environment and address climate change issues.*

At the Ordinary Meeting on 24 August 2022, Council resolved to establish an Environmental Advisory Group which would have the following purpose:

- a. *providing strategic advice on the development, implementation and integration of policies, strategies and action plans relating to the environment;*
- b. *assisting Council in identifying, making recommendations to, and taking advocacy action on issues of environment and sustainability affecting the Borough of Queenscliffe; and*
- c. *encouraging and supporting activities and events which further environmental and sustainability outcomes in the Borough of Queenscliffe.*

Council also resolved to consider a framework for the Environmental Advisory Group at its Ordinary Meeting to be held on 28 September 2022.

Council has now prepared a draft Environmental Advisory Group Operating Framework.

<b>Recommendation</b>
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<b>That Council adopts the Environmental Advisory Group Operating Framework.</b>
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**Councillors Hewitt / Tolhurst**

**That Council adopts the Environmental Advisory Group Operating Framework with one change to the second bullet point under membership. The second bullet point should read Representatives from local environment groups.**

**Carried**

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## REPORT

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### BACKGROUND

At the Ordinary Meeting held on 24 August 2022, Council considered a Notice of Motion (NoM) to create an Environmental Advisory Group that would provide Council advice on environmental matters. In the NoM, it was noted by Cr Hewitt that Council would “benefit from the environmental expertise of members of our community”.

The NoM also noted that establishing the Environmental Advisory Group would further the aspiration in Council’s Community Vision to have a “welcoming, connected, and diverse community that is supported by informed and consultative leadership”.

In considering the NoM, Council resolved to support the creation of an Environmental Advisory Group and to consider an operating framework for the group at the September Ordinary Meeting.

### DISCUSSION

The operating framework sets out what the Environmental Advisory Group will do, what matters the group will consider, and how the group will function as an advisory group in relation to Council.

The operating framework also sets out Council’s objectives for the group and will be used as a reference to guide the development of the Terms of Reference that will be prepared by the Environmental Advisory Group.

The draft Environmental Advisory Group Operating Framework is included at **(Appendix 3)**.

Should Council adopt the framework, Council officers will commence the process to establish the Environmental Advisory Group.

### Options

Option 1 – Endorse the draft Environmental Advisory Group Operating Framework as presented.

Option 2 – Amend the Environmental Advisory Group Framework before adopting it.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



Representatives from several local environment groups will be invited to join the Environmental Advisory Group. Council will also invite representatives from the community who have experience in environmental matters; this invitation will take the form of an open Expression of Interest (EOI) process.

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## **Collaboration**

The Environmental Advisory Group creates a forum for collaboration with our local community.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

*Local Government Act 2020.*

### **Charter of Human Rights**

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

### **Gender Equality Act 2020**

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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. Adopting the Environmental Advisory Group Operating Framework is not considered direct and significant to warrant to require a Gender Impact Assessment. However, Gender Impact Assessments may be required to be performed as a result of the work of the Environmental Advisory Group.

### **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 Environmental Advisory Group furthers the Council Plan 2021–2025 Strategic Objective 2: Environment – *To protect our environment and address climate change issues.*

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

- Priority 1: *Review Council strategy, policy and operational documents and amend to incorporate the objectives of the Wadawurrung Healthy Country Plan*
- Priority 4: *Implement vegetation programs in collaboration with our community and outside agencies*

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Council Plan 2021–2025

Borough of Queenscliffe Climate Emergency Response Plan

Climate Emergency Response Plan – Implementation Framework

Draft Coastal and Marine Management Plan

Draft Vegetation Management Strategy

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## Wadawurrung Healthy Country Plan

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

The establishment of an Environmental Advisory Group will improve environmental sustainability within the Borough of Queenscliffe.

### **Financial and Resource Implications**

There are no immediate financial implications, however Council will need to monitor work created by the Environmental Advisory Group to ensure that existing maintenance programs are not impacted.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

Council officer resources will be required to support the Environmental Advisory Group Operating Framework. Depending on the extent of resources required, the Position Description of an existing role may need to be revised and other operational activity given reduced priority.

### **Implementation Process**

Should Councillors choose to adopt the framework, officers will implement the previous resolution of Council, which was for Council officers to commence an Expression of Interest process by 30 November 2022, inviting community members to join an Environmental Advisory Group.

## **ATTACHMENTS**

1. Environmental Advisory Group Operating Framework (Appendix 3)
-



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## 14. LOCAL ECONOMY

### 14.1 Event Sponsorship applications 2022–2023

<b>File:</b>	<b>QG093.06.01</b>
<b>Author:</b>	<b>Manager Community</b>
<b>Portfolio:</b>	<b>Local Economy</b>
<b>Portfolio Holder:</b>	<b>Cr Ebbels</b>

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#### PURPOSE

The purpose of this report is to present Councillors with a summary of the assessment of applications received in the Event Sponsorship Program for events to be held up to June 2023, and for Council to allocate an appropriate level of financial support.

#### EXECUTIVE SUMMARY

Event sponsorship applications align with Strategic Objective 3, Local Economy of the Council Plan 2021–2025. Specifically, to *support a prosperous and diverse local economy*.

- *Support arts, festivals, markets and other community events*

Council Policy CP022: Event Sponsorship seeks to support and promote a healthy, involved and creative community through the sponsorship of events. The Event Sponsorship Program is available twice a year and event sponsorship may fall into one of three categories – local, minor or major. Applications are assessed against economic and social opportunities, sport, recreation, cultural opportunities and environmental sustainability.

The Event Sponsorship Program opened on 1 July 2022. Council received eight applications. The applications were subsequently assessed and met most of the criteria.

Council has a 2022–23 budget of \$20,000 for allocation to event sponsorship.

Successful applicants will be required to enter into an Event Sponsorship Agreement with the Borough of Queenscliffe.

#### RECOMMENDATION

**That Council:**

- 1. Accept the applications and assessment as presented in this report and determine an allocation of funding for:**
    - a. Point Lonsdale Surf Life Saving Club**
    - b. Queenscliff Cruising Yacht Club**
-



- c. Queenscliff Harbour**
- d. Queenscliffe Maritime Museum**
- e. Marita Batna**
- f. Sea of Ukes**
- g. Theatre3Triple2**
- h. White Swan Sound and Yoga**

- 2. Request the Chief Executive Officer to enter into an Event Sponsorship Agreement with each of the successful applicants, subject to event applicants meeting event management permits (if applicable).**

#### **Councillors Ebbels / Hewitt**

##### **That Council:**

- 1. Approves allocation of funding for the following applications as follows:**
  - a. Point Lonsdale Surf Life Saving Club \$5,000**
  - b. Queenscliffe Maritime Museum \$4,458**
  - c. Sea of Ukes \$1,700**
  - d. Theatre3Triple2 \$5,000**
  - e. White Swan Sound and Yoga \$1,000**
- 2. Request the Chief Executive Officer to enter into an Event Sponsorship Agreement with each of the successful applicants, subject to event applicants meeting event management permits (if applicable).**

**Carried**



## REPORT

### BACKGROUND

Council Policy CP022: Event Sponsorship seeks to support and promote a healthy, involved and creative community through the sponsorship of events.

Funding is available for:

- Established and new events
- One-off and repetitive events
- Not-for-profit and commercial events

Events may fall into one of three categories – local, minor and major and the following funding range applied to each:

- Local – up to \$5,000
- Minor – up to 10,000
- Major – over \$10,000

The Event Sponsorship Program is available twice a year and is supportive to minor and major events held in the off-peak season. Local events may be held any time of year. The program is competitive and assessed on the merits of each application.

### DISCUSSION

The Event Sponsorship Program opened to applications on 1 July 2022. The program was advertised in the local press and promoted via Council's Facebook page, as well as being included as a news item in the July issue of the Borough Business E-news Bulletin. Council received eight applications for event sponsorship, which are presented in the below table.

	<b>Applicant</b>	<b>Event</b>	<b>Category</b>	<b>Event Date</b>	<b>Request</b>
1	Point Lonsdale Surf Life Saving Club	Rip View Swim	Minor	29/12/22	\$10,000
2	Queenscliff Cruising Yacht Club	60 <sup>th</sup> Anniversary	Local	25/02/23	\$5,000
3	Queenscliff Harbour	NYE 2022	Local	31/12/22	\$5,000
4	Queenscliffe Maritime Museum	Stories of the Lifeboat	Local	10/10/22	\$4,458
5	Marita Batna	Fabulations	Local	18/01/23 to 22/01/23	\$3,950
6	Sea of Ukes	Uke Night Out	Local	14/11/22	\$1,700
7	Theatre3Triple2	The Fort Murders stage show	Local	19/04/23	\$5,000
8	White Swan Sound and Yoga	Lift YOUR Spirits	Local	18/11/22	\$3,560



## ASSESSMENT

The funding applications were assessed against the criteria set out in Council Policy CP022: Event Sponsorship.

### APPLICATION 1 – Point Lonsdale Surf Life Saving Club

<b>Name of event:</b>	Rip View Swim Classic
<b>Sponsorship Category:</b>	Minor
<b>Sponsorship request:</b>	\$10,000
<b>Total event budget:</b>	\$56,600
<b>Expected participants:</b>	1,500
<b>Tickets cost</b>	\$0 for spectators, \$65 for participants
<b>Event date:</b>	29 December 2022
<b>Event location:</b>	Point Lonsdale Road

#### Event description

The Rip View Swim Classic is an open water swim that has occurred annually in Point Lonsdale for over 32 years. Plans are underway for the 2022 event, including entertainment and improved engagement with local businesses.

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none"> <li>Opportunities for promotion of Point Lonsdale</li> <li>Opportunities for local traders to participate and trade</li> </ul>	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> <li>Positive impact and access for the community and participants</li> </ul>	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> <li>The activity encourages recreation and sport participation</li> </ul>	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none"> <li>Minimal environmental impact</li> </ul>	Meets criteria
<p>Further assessment notes: The application has been submitted under the 'Minor' category, which under the policy excludes supporting events held in peak season.</p>		

### APPLICATION 2 – Queenscliff Cruising Yacht Club

<b>Name of event:</b>	QCYC 60 <sup>th</sup> anniversary
<b>Sponsorship Category:</b>	Local Event
<b>Sponsorship request:</b>	\$5,000
<b>Total event budget:</b>	\$14,481.50



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<b>Expected participants</b>	150
<b>Ticket cost:</b>	\$50
<b>Event date:</b>	25 February 2023
<b>Event location:</b>	Queenscliff Yacht Club

#### Event description

60<sup>th</sup> Anniversary event honouring past and present Commodores, Flag Officers, Committee members and volunteers who have built, maintained, promoted, and cared for the Queenscliff Cruising Yacht Club over 60 years. Guests include members and guests from other yacht clubs around the bay, HMAS Cerberus dignitaries, State and Local Members of Government. Sponsorship request is for marketing, equipment hire, catering, and documentation of the event.

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none"><li>Positive economic activity for the Club</li></ul>	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"><li>Positive social opportunity for members and guests celebrating the heritage of the Club</li></ul>	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"><li>The activity encourages recreation and sport participation</li></ul>	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none"><li>Minimal environmental impact</li></ul>	Meets criteria

#### APPLICATION 3 – Queenscliff Harbour

<b>Name of Event:</b>	NYE 2022
<b>Sponsorship Category:</b>	Local Event
<b>Sponsorship request:</b>	\$5,000
<b>Total Event Budget:</b>	\$39,150
<b>Expected participants:</b>	650 within harbour precinct
<b>Ticket cost:</b>	\$37
<b>Event date:</b>	31 December 2022
<b>Event location:</b>	Queenscliff Harbour

#### Event description

New Year's Eve fireworks display (x2) and live entertainment at the Queenscliff Harbour. The evening will feature live bands, dancing, projections, and lighting displays. The event sponsorship request is for costs associated with marketing and promotion, equipment hire, documentation, artists, and entertainers.

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Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none"> <li>Positive economic activity for the community</li> </ul>	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> <li>Positive social opportunity for the community</li> </ul>	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> <li>The activity encourages cultural and celebratory participation</li> </ul>	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none"> <li>Minimal environmental impact</li> </ul>	Meets criteria

#### **APPLICATION 4 – Queenscliffe Maritime Museum**

<b>Name of Event:</b>	Stories of the Lifeboat – lifeboat shed tours at Maritime Museum
<b>Sponsorship category:</b>	Local
<b>Sponsorship request:</b>	\$4,485
<b>Total event budget:</b>	\$4,485
<b>Expected participants:</b>	350
<b>Ticket cost:</b>	\$15
<b>Event date:</b>	10 October to 29 October 2022 (9 days on Saturdays and Thursdays)
<b>Event location:</b>	Queenscliff Pier & Maritime Museum

#### **Event description**

The 'Stories of the Lifeboat' event includes a 25-minute tour on the Queenscliff Pier complemented with a voucher to undertake a self-guided visit of the Maritime Museum. This is a trial program.

If the event proves successful, the tours will continue monthly. The event sponsorship request is for costs associated with banners, artwork, a portable trolley, two portable rechargeable battery lights, a portable power station, and newspaper advertising.

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none"> <li>Positive economic activity for the Museum</li> </ul>	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> <li>Positive social opportunity for volunteers and visitors</li> </ul>	Meets criteria



Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> <li>The activity encourages cultural and historic connection</li> </ul>	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none"> <li>Minimal environmental impact</li> </ul>	Meets criteria

### **APPLICATION 5 – Marita Batna**

<b>Name of Event:</b>	Fabulations
<b>Event category:</b>	Local
<b>Sponsorship request:</b>	\$3,950
<b>Total event budget:</b>	\$8,450
<b>Expected participants</b>	2,000
<b>Ticket cost</b>	\$10
<b>Event date:</b>	18 – 22 January 2023
<b>Event location:</b>	Queenscliff Pier Boat Shed

### **Event description**

Art Activation Event ‘Fabulations’ is a five-day program with themed film nights and performances in the Queenscliff Pier Rescue Boat Shed. Films would include a family film, drama/diving film, archival/black-and-white film and creative/science film. Each session would be supplemented by a selection of short art films and/or local films and a night performance for all ages. Each nightly film will be introduced by an act from an entertainer or artist that would complement the evening's theme. The program will be tailored to families, groups with creative and scientific interests, groups with diving/adventure/sport and marine environment interests as well as groups with historic and local interest.

Sponsorship requested for: Parks Vic permit, equipment hire, projector, power leads, lighting, safety equipment, film hire, seating, catering, marketing, and documentation.

<b>Criteria</b>	<b>Assessment</b>	<b>Application does/does not meet criteria</b>
Economic impact	<ul style="list-style-type: none"> <li>Positive economic activity for the local business community</li> </ul>	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> <li>Positive social opportunity for community and visitors</li> </ul>	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> <li>The activity encourages cultural opportunities</li> </ul>	Meets criteria



Environmentally sustainable	<ul style="list-style-type: none"> <li>Minimal environmental impact</li> <li>Creates positive awareness of the environment</li> </ul>	Meets criteria
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### **APPLICATION 6 – Sea of Ukes**

<b>Name of Event:</b>	Uke Night Out
<b>Event Category</b>	Local
<b>Sponsorship request</b>	\$1,700
<b>Total Event Budget:</b>	\$2,250
<b>Expected participants</b>	100
<b>Ticket cost</b>	\$0
<b>Event date:</b>	14 November 2022
<b>Event location:</b>	Queenscliff RSL

#### **Event description**

Uke Night Out will be a free social event to be held at the RSL. The event hopes to create an inclusive atmosphere where community members of all genders and abilities can come together for this social event.

<b>Criteria</b>	<b>Assessment</b>	<b>Application does/does not meet criteria</b>
Economic impact	<ul style="list-style-type: none"> <li>Positive economic activity for the Ukes club</li> </ul>	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> <li>Positive social opportunity for the community</li> </ul>	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> <li>The activity encourages recreation and cultural participation</li> </ul>	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none"> <li>Minimal environmental impact</li> </ul>	Meets criteria

### **APPLICATION 7 – Theatre 3triple2**

<b>Name of event:</b>	The Fort Murders
<b>Event category:</b>	Local
<b>Sponsorship request:</b>	\$5,000
<b>Total Event Budget</b>	\$17,500
<b>Expected participants:</b>	480
<b>Ticket cost:</b>	\$25



**Event date:** from 19 April 2023 (4 shows)  
**Event location:** Point Lonsdale Primary School Hall or Queenscliff Town Hall

### Event description

A new play, 'The Fort Murders', staged by Theatre 3triple2, explores the true story of the officially unsolved murders of two soldiers stationed at Queenscliff in 1942, Roy Willis and John Hulston. Written by local playwright and tour guide at Fort Queenscliff, Ian Campbell, 'The Fort Murders' is a stage adaptation of the research from the books by historian and former police detective Dr Bob Marmion, *Murder at the Fort* and *The Price We Pay*. The production includes local performers, writers, directors, and stage assistants.

The sponsorship request is for advertising, signage, design, flyers, and posters.

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none"> <li>Positive economic activity for the community</li> </ul>	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> <li>Positive social opportunity for the community</li> </ul>	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> <li>The activity encourages historic and cultural learnings</li> </ul>	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none"> <li>Minimal environmental impact</li> </ul>	Meets criteria

### APPLICATION 8 – White Swan Sound and Yoga

**Event category:** Local  
**Name of event:** Lift YOUR Spirits  
**Sponsorship request:** \$3,560  
**Total event budget:** \$5,670  
**Expected participants:** 30  
**Ticket cost:** \$0  
**Event date:** 18 November 2022  
**Event location:** Queenscliff Uniting Church

### Event description

Lift YOUR Spirits is a day of free wellbeing activities and workshops including meditation, yoga, drumming, and chanting to be held at the Uniting Church Queenscliff. The full day workshop will host up to 30 people through a range of wellness and mindfulness activities through changing times.



Sponsorship requested is for facilitators, catering, take-home gifts, venue hire, and documentation.

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none"> <li>Limited positive impact for the event organisers</li> </ul>	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> <li>Positive social activity for participants</li> </ul>	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> <li>Positive social and recreational opportunities for the community</li> </ul>	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none"> <li>Minimal environmental impact</li> </ul>	Meets criteria

### Options

Option 1 – Council can accept the assessments as presented and approve the allocation of funding as requested.

Option 2 – Council can accept the assessments as presented and determine an alternate funding amount for each application.

Option 3 – Council can accept the assessments as presented and decline to support.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



In line with Council Policy CP022: Event Sponsorship, Council invited applications for sponsorship from the community from 1 July 2022 to 30 July 2022. This included advertising in the local press, social media and electronic newsletters to business and community databases. Eight new applications for event sponsorship were received.

### 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. A brief assessment was conducted, and research undertaken on the nature of the proposed events and officers conclude that the events do promote gender equality and demonstrate access and inclusion.

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

Not applicable.

### **Council Plan Alignment**

Strategic Objective 3, Local Economy: *To support a prosperous and diverse local economy*

- Support arts, festivals, markets and other community events

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Not applicable.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

Applications must demonstrate practices that promote positive environmental and sustainable outcomes in the short (event specific) or longer term. Each application has been assessed on the criteria.

### **Financial and Resource Implications**

Council has \$20,000 in the 2022–23 budget for allocation to event sponsorship.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

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### **Operational Impacts**

Not applicable.

### **Implementation Process**

If approved, successful applicants will be required to enter into an agreement with the Borough of Queenscliffe Council. The agreement will list all conditions relating to the funding and governance requirements as well marketing and promotional undertakings.

Funded groups will need to complete an acquittal report at the completion of the funded event.

### **ATTACHMENTS**

Nil.

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*Cr Hewitt left the chamber at 7:18pm*

## **15. HERITAGE, PLANNING & INFRASTRUCTURE**

### **15.1 Planning Permit Activity Report**

**File:** QG290.01.02

**Author:** Senior Planner

**Portfolio:** Heritage, Planning & Infrastructure

**Portfolio Holder:** Cr Grout

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#### **PURPOSE**

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

#### **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	16
New applications received since last report	16
<b>Total number of active permit applications</b>	<b>31</b>
VCAT matters yet to be determined	1
Development Plan & Planning Scheme Amendment Summary Report	0

#### **Councillors Grigau / Tolhurst**

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

**Carried**

#### **Cr Tolhurst**

With regard to Planning Application 2021/048 for 200-204 Point Lonsdale Rd. Do we know how long the application is likely to remain on hold?

#### **Manager Planning & Community Safety**

We will take that question on notice and get back to you.

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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>
2021/096	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)
2021/129	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	1	Under consideration
2021/130	17/12/2021 (Amended 06/09/2022)	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three-storey dwelling	3	Under consideration
<b>2022/014</b>	<b>18/02/2022</b>	<b>66 King Street Queenscliff</b>	<b>Construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1</b>	16	<b>Under consideration</b>



App. No	Date Received	Address	Proposal	No. of objections	Status
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
2022/044	02/05/2022 Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	21	Public notification
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	5	Referrals to Powercor, Borough Engineer
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	Under consideration
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	5	Public notification
2022/076	20/07/2022	77 Point Lonsdale Road Point Lonsdale	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol (Restaurant and Café Licence)	0	Under consideration
2022/077	25/07/2022	101 Glaneuse Road Point Lonsdale	Construction of a building, removal of native vegetation and variation to the front setback requirements of Design and Development Overlay – Schedule 4	0	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/079	29/07/2022	3 Swan Island Queenscliff	Display signage (yacht club)	0	Under consideration
2022/080	01/08/2022	36 Mercer Street Queenscliff	Part demolition, alterations and extensions to a dwelling individually listed in a Heritage Overlay, demolition of outbuildings, variation to the side setback requirements of Design and Development Overlay – Schedule 1	0	Public notification
2022/081	02/08/2022	16 Bedggood Avenue Point Lonsdale	Alterations and extensions to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	0	Public notification
2022/082	04/08/2022	16 Stokes Street Queenscliff	Part demolition, alterations and extensions (two-storey) to a dwelling in a Heritage Overlay, demolition and construction of a carport, variation to the side setback requirements of Design and Development Overlay – Schedule 1	0	Public notification
2022/083	04/08/2022	5 Beach Street Queenscliff	Part demolition, alterations and extensions and relocation on site of an existing dwelling in a Heritage Overlay area, construction of fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	1	Public notification Referral to Borough Engineer



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

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
S 2020/030	12/09/2022	49-55 Hesse Street Queenscliff	AMENDMENT: Demolition of an existing building (museum) and outbuilding, alterations and extensions to an existing building (library), buildings and works associated with the construction of a building extension and removal of trees on a site individually listed in the Heritage Overlay	Amended permit issued
2012/048	02/08/2022	44 Gellibrand Street Queenscliff	<i>Alterations and extensions to an existing building, construction of an outbuilding and variation to the side setback requirements of Design and Development Overlay – Schedule 1</i>	<i>Extension of time issued</i>
S 2021/037	08/08/2022	29 Swanston Street Queenscliff	AMENDMENT: Construction of a two-storey dwelling and front fence	Amended permit issued
S 2021/053	19/08/2022	2/22 Bellarine Highway Queenscliff	AMENDMENT: Construction of a two-storey dwelling	Amended permit issued
S 2021/087	19/07/2022	28 Gellibrand Street Queenscliff	AMENDMENT: Construction of a second dwelling (two-storey) in a Heritage Overlay	Amended permit issued
<b>2022/040</b>	<b>29/04/2022 (Amended 3/05/2022)</b>	<b>23 Williams Road Point Lonsdale</b>	<b>Construction of a second dwelling, alterations to an existing dwelling, subdivision of the land into two (2) lots and removal of native vegetation</b>	<b>Notice of refusal to grant a permit issued</b>
2022/052	23/05/2022	56-58 Glaneuse Road Point Lonsdale	Construction of a two-storey dwelling	Permit issued



App. No	Date Received	Address	Proposal	Status
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	Permit issued
2022/066	23/06/2022	7 Lockwood Street Point Lonsdale	Construction of a dwelling	Permit issued
2022/067	24/06/2022	5 Bellarine Highway Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
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	Permit issued
2022/071	01/07/2022 (Amended 31/08/2022)	6 Roddick Grove Queenscliff	Construction of a two-storey dwelling	Notice of decision to grant a permit issued
2022/072	06/07/2022	26 Buckleys Road Point Lonsdale	Construction of a two-storey dwelling	Permit issued
2022/087	25/08/2022	2 Nicholas Court Point Lonsdale	Alterations to an existing dwelling	Permit issued
V 2022/092	05/09/2022	185 Point Lonsdale Road Point Lonsdale	Construction of a front fence	Permit issued
V 2022/093	05/09/2022	38 Learmonth Street Queenscliff	Demolition of an outbuilding and front fence, construction of an outbuilding and front fence	Permit issued



**(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>
2022/084	18/08/2022	61 Point Lonsdale Road Point Lonsdale	Development of the site with a three-storey building containing one (1) dwelling and one (1) retail premise	0	Public notification
2022/085	18/08/2022	26 Wharf Street Queenscliff	Part demolition, alterations and extensions to a dwelling in a Heritage Overlay area and variation to the site coverage requirements of Design and Development Overlay - Schedule 6	0	Under consideration
2022/086	23/08/2022	25 Symonds Street Queenscliff	Demolition of a dwelling and outbuildings in a Heritage Overlay area, construction of a dwelling and front fence and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	2	Under consideration
2022/087	25/08/2022	2 Nicholas Court Point Lonsdale	Alterations to an existing dwelling	0	Permit issued
2022/088	25/08/2022	24 Flinders Street Queenscliff	Alterations to an existing dwelling, construction of a second dwelling (two-storey) and front fences, subdivision of the land into two (2) lots and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	0	Public notification Referral to Borough Engineer
2022/089	26/08/2022	94 Glaneuse Road Point Lonsdale	Construction of a dwelling and removal of native vegetation	0	Public notification
2022/090	01/09/2022	34 Baillieu Street Point Lonsdale	Construction of a two-storey dwelling	0	Public notification



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/091	02/09/2022	2 Stokes Street Queenscliff	Alterations and extensions (two-storey) to an existing dwelling	0	Public notification
V 2022/092	05/09/2022	185 Point Lonsdale Road Point Lonsdale	Construction of a front fence	N/A	Permit issued
V 2022/093	05/09/2022	38 Learmonth Street Queenscliff	Demolition of an outbuilding and front fence, construction of an outbuilding and front fence	N/A	Permit issued
2022/094	08/09/2022	61-63 Stokes Street Queenscliff	Construction of a two-storey dwelling and outbuilding	0	Further information requested 19 September 2022
V 2022/095	08/09/2022	73 Hesse Street Queenscliff	Display business identification signage in a Heritage Overlay area	N/A	Under consideration
2022/096	09/09/2022	6 Ethel Court Point Lonsdale	Construction of a two-storey dwelling	0	Further information requested 19 September 2022
2022/097	14/09/2022	3 Sara Street Point Lonsdale	Alterations and extensions (two-storey) to an existing dwelling	0	Further information requested 19 September 2022
2022/098	16/09/2022	48 Flinders Street Queenscliff	Alterations and extensions (two-storey) to an existing dwelling	0	Further information requested 19 September 2022



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App. No	Date Received	Address	Proposal	No. of objections	Status
2022/099	16/09/2022	1 Wharf Street East Queenscliff	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol (Restaurant and Café Licence)	0	Public notification

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

App. No	Date Received	Address	Proposal	Status
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

**(e) Development Plan & Planning Scheme Amendment Summary Report**

No applications to report.

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## **LEGEND**

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

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

V                  VicSmart application

S                  Secondary consent approval issued

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*Cr Hewitt returned to the chamber at 7:20pm.*

## **16. GOVERNANCE & FINANCE**

### **16.1 Council Plan Quarterly Report 1 April 2022 to 30 June 2022**

**File:** QG054-01-01

**Author:** Chief Executive Officer

**Portfolio:** Governance & Finance

**Portfolio Holder:** Cr Tolhurst

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#### **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 April 2022 to 30 June 2022.

#### **EXECUTIVE SUMMARY**

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

The quarterly report furthers the objectives of Portfolio 5, Governance and Finance in the Council Plan 2021–2025, in particular, Priority 3 – *Accountable and Transparent Governance*.

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

#### **Councillors Tolhurst / Hewitt**

**That Council notes the Quarterly Report update for the period 1 April to 30 June 2022.**

**Carried**

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## REPORT

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### 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 or continued to work on during fourth quarter of the 2021–2022 financial year.

### 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 became operational on 31 March 2022
- Facilitate and promote activities that reduce social isolation and foster inclusion in the community – **In progress**
  - Raising and flying the rainbow flag for the first time as part of a ceremony held for IDAHOBIT – the International Day Against Homophobia, Biphobia, Interphobia and Transphobia on 17 May 2022
- Contribute to the delivery of the Strategic Plan for prevention and addressing violence against women and children in the G21 region
  - Council officers continue to participate in development of action plans – **In progress**
- Promote and implement Respect 2040
  - Council officers participated in the G21 Respect 2040 Collective Action workshop
- 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**
  - The MEMPC Plan Review is 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**
    - Council adopted the CERP Implementation Framework in April
    - Completion of the Queenscliffe Community Battery Options Report
    - Secured funding for Council fleet electric vehicle chargers
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- 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 no. 2 in May
  - Prepare vegetation management policy – **In progress**
    - Draft vegetation management strategy (policy) presented to Council
  - Implement vegetation programs in collaboration with our community and outside agencies – **In progress**
    - Considered and identified locations for pocket parks planting in conjunction with the Swan Bay Environment Association
  - Apply for government environmental grants to assist community groups with vegetation programs – **Achieved**
    - Worked with members of the community to successfully receive funding as part of the Queen’s Jubilee Grant for re-vegetation planting works in Victoria Park

### Portfolio 3 – Local Economy

#### Intended action:

- Provide advice and support to local business owners impacted by COVID-19 – **In progress**
    - Secured the Victorian Government’s Local Councils Outdoor Eating and Entertainment Funding Package
    - Ongoing support through COVID business support newsletter
    - Continued engagement of a dedicated COVID Business Support Officer
    - The Environmental Health Officer has met with individual businesses to determine the level of support and information required to comply with various legislative requirements, as well as providing education sessions and sourcing online information to assist businesses to comply with food safety training requirements.
  - Develop the Shop Local campaign – **In progress**
    - Developed successful campaigns within ‘3225 Love Local Shop Local’ with Easter theme #HopLocal including street activation with free family activities over Easter to enhance the visitor experience and enhance economic recovery post-COVID
    - Development of #WonderfulWinter, a campaign dedicated to promoting businesses and events in the Borough in June
    - Design and installation of promotional flags for the Queenscliffe Literary Festival and the Queenscliff Music Festival
  - Further streamline Council Permit Process – **In progress**
    - Actively working internally to improve cross-department communication with the application of new business enquiries
    - Review of the Environmental Health section of the Council website
    - Created new Environmental Health application forms that comply with current legislation with the view to make the forms available online via Council’s website shortly
    - Created informative documents as a proactive measure for Environmental Health related queries including asbestos, e. coli, listeria, etc.
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- Support new business establishment within the Borough – **In progress**
  - Offering in-person support and guidance with all Council permits, providing inclusion on the monthly published Business E-News and offering to feature new businesses on 3225 Love Local Shop Local
- Work with Tourism Greater Geelong and the Bellarine to market Borough of Queenscliffe and its tourism point of difference – **Ongoing**

#### Portfolio 4 – Heritage, planning and infrastructure

Intended action:

- Amend and update the Planning Scheme to incorporate recommendations of the Heritage Review – **In progress**
  - Review of Fishermen’s Flat Heritage Precinct underway
- Complete a Traffic Management Study – **In progress**
  - Project commenced, consultant appointed, and traffic counts conducted
- Complete and implement an Active Transport Strategy – **In progress**
  - Draft Engagement Themes and Outcomes Paper completed
- Participate in the G21 Integrated Transport Strategy – **Achieved**
  - Council representatives reviewed and provided feedback on final document
- Advocate for improved public transport to, from and within the Borough – **In progress**

Note: The intended actions that sit under the Governance and Finance portfolio relating to financial sustainability are reported in the quarterly financial reports, included in this agenda as the Quarterly Financial Report.

#### 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**
  - Research was undertaken to identify a suitably qualified consultants to help develop the Reconciliation Action Plan
- Continue to engage and seek input from our community on key strategic matters – **Ongoing**
  - In April, Council sought community feedback on the Draft Budget and Draft Financial Plan
  - In April, following a community consultation process, Council adopted the Climate Emergency Response Plan Implementation Framework
  - In May, Council released a concept design for a proposed bike park in Point Lonsdale and called for riders to join workshop to help Council engineers finalise a design and prioritise park features
  - In May, Council elected several community members to the Community Grants Community Reference Group for two years following an Expression of Interest process
  - In June, Council shared the results of the Community Satisfaction Survey for 2022.



- Implement ICT strategy – **Ongoing**
  - Transition to Microsoft 365 has been completed, pending security uplift
  - Rural Council Transformation Fund grant application was successful for the Electronic Document Records Management System project and the project to design, and implementation has now commenced
  - Rural Council Transformation Fund grant application was successful for the new Corporate System procurement and the tender has gone to the market
- Make submissions to key government policy initiatives that align with the Community Vision and Council Plan – **Ongoing**
  - A motion was submitted to the National General Assembly calling for a fairer, more secure future for refugees and asylum seekers
  - Council supported the Planning for a Safe Climate – tackling climate change through the planning system

### Options

Option 1 – Note the Quarterly Report update.

Option 2 – Request further information or make amendments to the Quarterly Report update.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The Council Plan 2021–2025 reflects a strong commitment to providing information regarding actions taken, outcomes achieved and challenges. This report provides details regarding actions taken between 1 April 2022 to 30 June 2022.

### Collaboration

Not applicable.

## GOVERNANCE CONTEXT

### Relevant Law

Not applicable.

### Charter of Human Rights

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



### **Gender Equality Act 2020**

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

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

No. This is an update on Council programs and services, but is not a program or service in its own right, and therefore a Gender Impact Assessment is not required.

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

Not applicable.

### **Council Plan Alignment**

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

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

10-Year Financial Plan  
Council Plan 2021–2025  
Climate Emergency Response Plan

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

The quarterly report highlights that Council has completed or commenced several 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.

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**Implementation Process**

Not applicable.

**ATTACHMENTS**

Nil.

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## 16.2 2021–22 Quarterly Financial Report as at 30 June 2022

**File:** QG085-01-08

**Authors:** Manager Finance & Corporate Services

**Portfolio:** Governance & Finance

**Portfolio Holder:** Cr Tolhurst

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### **PURPOSE**

The purpose of this report is for Council to consider and note the 2021–22 Quarterly Financial Report as at 30 June 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 work performance for the 12 months to 30 June 2022 and explains key variances against the third quarter results presented to Council in April 2022.

The year-end result of Council meets all financial sustainability indicators specified in the Council Plan 2021–2025 and the actual accumulated cash surplus for the 2021–22 year is \$1,596,000.

**Councillors Tolhurst / Hewitt**

**That Council notes the Quarterly Finance Report to 30 June 2022.**

**Carried**

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## REPORT

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### BACKGROUND

At its Ordinary 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 2022.

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. The review updates Council on changes from original estimates to forecast outcomes, and it identifies any efficiency savings achieved and/or emerging issues to be addressed.

### DISCUSSION

The **actual accumulated cash surplus for the 2021–22 year is \$1,596,000** at June 2022 and an increase of \$783,000 on the third quarter forecasted cash surplus.

The increase is mainly due to the additional income from tourist parks, additional planning and building permit application fee income, savings in employee costs and savings in materials and services.

Based on the Local Government Performance Reporting Framework (LGPRF) definition, Council reported an underlying surplus of \$702,000 (5.6%) for the 2021–22 financial year which is largely driven by the same factors that lead to the increase in the cash surplus for the year. **Based on the Council Plan definition** (excluding one-off transactions and after adjusting for the timing of operating grants where applicable), the reported **underlying surplus is \$565,000 (5.5%)**.

During the financial year, Council **invested \$9.1 million in capital work** projects to enhance its total asset base. This is the highest amount that Council has invested in upgrading its community assets in nearly 15 years.

The final settlement in relation to the **sale of Council land in Murray Road land** did not take place before the end of the 2021–22 financial year as forecasted earlier. Settlement is expected to take place in February 2023.

Council has cash and cash equivalents and cash investments (maturity dates between 3 and 12 months) of \$10.3 million at 30 June 2022. Of the total, \$3.3 million is subject to intended allocations, leaving \$7.0 million as unrestricted cash holdings. **Council has enough unrestricted cash to settle all its liabilities as at 30 June 2022.**

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

Explanations for key variances against the previous forecast are included at **(Appendix 4)**.

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

Policy Statement	Measure	Target	Yearend Forecast	Actual
<b>Sustainable operating result</b>				
Consistent operating results (in \$'000).	<b>Our adjusted underlying result:</b> The difference between recurrent income and recurrent expenses.	> \$0	-\$177	\$565
<b>Working capital</b>				
Ensure Council maintains sufficient working capital to meet its obligations as they fall due.	<b>Current assets vs current liabilities:</b> The value of our current assets divided by our current liabilities.	> 1.0	3.89	2.5
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	<b>Level of unrestricted cash reserve against current liabilities:</b> Our current liabilities as a percentage of our unrestricted cash reserves (based on the remaining maturity).	> 100%	366%	238%
<b>Borrowings</b>				
That Council applies loan funding to new capital and maintains total borrowings in line with rate income and growth of the municipality.	<b>Total borrowings against rate revenue:</b> Our total borrowings as a percentage of our rate revenue.	< 15%	0%	0%
<b>Commitment for asset renewals</b>				
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	<b>Asset renewal and upgrade expenses against depreciation:</b> The financial investment in asset renewal and upgrade work divided by the cost of depreciation (based on a three years rolling average).	> 100%	288%	290%



Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for renewal capital.	<b>Council's contribution to asset renewal and upgrade:</b> Council's contribution to asset renewal and upgrade expenses as a percentage of Own Source Revenue.	> 10%	21%	14%
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**Options**

Option 1 – Note the Quarterly Finance Report to 30 June 2022 as presented.

Option 2 – Request officers to make further amendments to the Quarterly Finance Report to 30 June 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 Financial Report provides financial information in relation to the Environmental Sustainability activities of Council.

### **Financial and Resource Implications**

The Quarterly Financial Report 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 operational activities.

### **Implementation Process**

Not applicable.

## **ATTACHMENTS**

1. Quarterly Financial Report to 30 June 2022 (Appendix 4)
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### 16.3 Adoption of 2021–22 Annual Financial Report and 2021–22 Performance Statement

**File:** QG085-02-02

**Authors:** Manager Finance & Corporate Services

**Portfolio:** Governance & Finance

**Portfolio Holder:** Cr Tolhurst

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#### **PURPOSE**

The purpose of this report is to adopt the 2021–22 Performance Statement and the 2021–22 Financial Statements in principle, subject to no substantive material changes.

#### **EXECUTIVE SUMMARY**

Council is required to include in its annual report, audited annual financial statements comprising the general purpose financial statements and an audited performance statement in the manner and form prescribed by the Local Government (Planning and Reporting) Regulations 2020 (the Regulations).

The 2021–22 financial statements and performance statement have been prepared by the Council and reviewed by the Victorian Auditor-General's Office (VAGO). A draft closing audit report has been received from VAGO. VAGO has concluded that the statements are presented fairly and has, 'in-principle' given its clearance of the statements.

#### **Councillors Tolhurst / Grigau**

##### **That Council:**

- 1. Adopt the 2021–22 Performance Statement in principle, subject to no substantive material changes;**
- 2. Adopt the 2021–22 Financial Statements in principle, subject to no substantive material changes;**
- 3. Authorise Cr Ross Ebbels and Cr Isabelle Tolhurst to sign the 2021–22 Performance Statement and the 2021–22 Financial Statements;**
- 4. Authorise Mr Gihan Kohobange as Principal Accounting Officer to sign the 2021–22 Performance Statement and the 2021–22 Financial Statements; and**
- 5. Include the 2021–22 Governance and Management Checklist in the Report of Operations section of the 2021–22 Annual Report.**

**Carried**

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

The Financial Report represents Council's financial performance and position for the financial year and is prepared and presented in its final form in accordance with applicable Accounting Standards and relevant legislative requirements. The Victorian Auditor-General must issue an audit opinion stating that this requirement has been met.

The performance statement includes information about the performance of Council for the financial year. In the 2014–15 reporting year, the Victorian Government introduced the Local Government Performance Reporting Framework, a mandatory system of performance reporting for councils that prescribes the mandatory performance indicators and measures that will be included in the annual report and published by Local Government Victoria on their website at [www.knowyourcouncil.vic.gov.au](http://www.knowyourcouncil.vic.gov.au)

The performance statement and general-purpose financial statements must be certified by the Principal Accounting Officer, Chief Executive Officer and two authorised Councillors. The Mayor and a Councillor are normally the nominated signatories authorised by Council to sign the statements on Council's behalf.

Council, upon receipt of the Auditor-General's audit opinion, must then include the Performance Statement and the Financial Statements in the annual report to be lodged with the Minister for Local Government within three months of the end of the financial year.

The *Local Government Act 2020* also requires the inclusion of a Governance and Management Checklist in the Report of Operations within the annual report, which also forms part of the Local Government Performance Reporting Framework. The Governance and Management Checklist measures whether Council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision-making. This Checklist must be certified by the Mayor and Chief Executive Officer.

## **DISCUSSION**

### 2021–22 Financial Statements

The 2021–22 General Purpose Financial Statements have been prepared in line with the Local Government Model Financial Report 2021–22, issued by Local Government Victoria, as required by the Regulations.

The reported surplus for the 2021–22 year is \$8,354,000 (excluding any revaluation surplus). This includes capital grant income of \$7,652,000 of which corresponding expenditure is reported in the Statement of Capital Works.

When capital grant income is excluded, Council has reported an operating surplus of \$702,000 for the 2021–22 financial year which is largely driven by the early receipt of the 2022–23 Financial

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Assistance Grant, additional income from tourist parks, additional planning and building permit application fee income and savings in employee costs.

The balance sheet shows that Council has a very strong asset position with over \$187 million worth of assets that are used to provide services to the community.

Total liabilities are \$4.4 million which is predominately, leave provisions, trade payables, and grant income received in advance.

Council has cash/cash equivalents and cash investments (maturity dates between 3 and 12 months) of \$10.3 million at 30 June 2022. Of the total, \$3.3 is subject to intended allocations, leaving \$7.0 million as unrestricted cash holdings. **Council has enough unrestricted cash to settle all its liabilities as at 30 June 2022.**

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

The Victorian Auditor-General's Office (VAGO) reports to Parliament in November / December each year, on the results of the Local Government Audits for the most recent financial year. In its report, VAGO considers the outcomes for each Council grouping across seven financial sustainability risk indicators.

The following charts indicate the Borough's trend over the past five years on the above financial sustainability indicators. The 2021–22 results are those calculated by the Borough for each of these ratios, as the final VAGO figures are not expected to be reported to Parliament and subsequently released to the public until late in the 2022 calendar year. **Applying the seven indicators of financial sustainability assessed by VAGO, the Borough of Queenscliffe remains in a sound financial position.**

Financial Sustainability Indicators	Risk Assessment Matrix			Risk Assessment						21/22**
	Low	Medium	High	16/17*	17/18*	18/19*	19/20*	20/21*	5 yrs average	
Net result	>0%	-10% - 0%	<-10%	2.5%	10.8%	25.1%	4.4%	-0.9%	8.4%	41.3%
Adjusted underlying result	>5%	0% - 5%	< 0%	2.3%	0.7%	-0.2%	-3.7%	-13.7	-2.9%	5.6%
Liquidity	>1.0	0.75 - 1.0	<0.75	3.1	2.9	5.0	5.1	2.9	3.8	3.1
Internal financing	>100%	75% - 100%	<75%	183.0%	135.0%	144.2%	151.3%	128.1%	148.3%	122.8%
Indebtedness	<=40%	40% - 60%	>60%	1.1%	1.1%	0.5%	1.2%	1.1%	1.0%	1.1%
Capital replacement	>1.5	1.0 - 1.5	<1.0	1.2	1.8	2.9	1.4	2.1	1.9	5.6
Renewal gap	>1.0	0.5 - 1.0	<0.5	0.8	1.1	2.2	1.2	1.9	1.5	5.4

Source: VAGO

\* Based on VAGO reports

\*\*Based on the audited results, calculated by BoQ

Note: Net result and the adjusted underlying result are impacted by accounting adjustments, one-off transactions and timing of operating grants.



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### 2021–22 Performance Statement

The 2021–22 Performance Statement has been prepared based on the “Local Government Better Practice Guide Performance Statement 2021–22” issued by Local Government Victoria.

The performance statement includes the results of the prescribed sustainable capacity, service performance, financial performance indicators and measures, together with a description of the municipal district and an explanation of material variations in the results.

Council has performed well against all performance indicators and within the expected range though results for a few indicators have reported material variations.

### Auditor-General’s audit opinion

Crowe Australasia, on behalf of the Victorian Auditor-General's Office (VAGO), presented a summary of its audit findings on the performance statements and the financial report to the Audit and Risk Committee with a draft closing report. Key audit matters addressed in the draft closing report are as follows:

- Based on the evidence assessed as part of the audit, Crowe Australasia expect to conclude that both the Borough of Queenscliffe’s financial report and its performance statement are presented fairly, and consequently expect to issue unmodified audit opinions; and
- The auditors have identified a difference in the financial statements related to the accrual of the VAGO audit fee (\$29,100) and a small number of minor presentation and disclosure changes in the financial report and performance statement as a result of the audit review, which management has adjusted subsequently. Audit procedures had not identified any unadjusted differences.

### Governance and Management Checklist

The Governance and Management Checklist measures whether a council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision making.

Council has met all but one of the qualitative measures included in the Governance and Management Checklist for the 2021–22 financial year.

The *Local Government Act 2020* (the Act) required an Asset Plan adopted in accordance with section 92 of the Act by 30 June 2022. However, Council is still in the process of reviewing its asset plans in line with section 92 of the Act.

### Audit and Risk Committee

The Audit and Risk Committee has reviewed the audited financial statements, performance statement and the governance and management checklist at its meeting held on 5 September 2022 and recommended that Council adopt the Financial Report and Performance Statement in principle.

The related recommendations from the Audit and Risk Committee are provided in the meeting minutes at **(Appendix 1)**.

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## Options

Option 1 – Adopt the 2021–22 Performance Statement and the 2021–22 Financial Statements as presented.

Option 2 – Request officers to make further amendments to the 2021–22 Performance Statement and the 2021–22 Financial Statements if required.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The Financial Report represents Council's financial performance and the financial position for the financial year. The Performance Statement includes the results achieved in relation to prescribed sustainable capacity, service performance and financial performance indicators. The Governance and Management Checklist measures whether a council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision making.

### Collaboration

The 2021–22 Performance Statement has been prepared based on the Local Government Better Practice Guide Performance Statement 2021–22, issued by Local Government Victoria. The 2021–22 General Purpose Financial Statements have been prepared in line with the Local Government Model Financial Report 2021–22, issued by Local Government Victoria.

## GOVERNANCE CONTEXT

### Relevant Law

Section 98 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. 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.

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### **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**

Financial report and the performance statement provide 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 related conflicts of interest.

## **CONSIDERATIONS**

### **Environmental Sustainability**

Financial Statements provide financial information in relation to the Environmental Sustainability activities of Council.

### **Financial and Resource Implications**

Financial Statements provide the opportunity for constant review of Council's financial position against the adopted budget and the financial plan (available resources).

### **Innovation and Continuous Improvement**

Format of the performance statement, the financial statements and governance and the management checklist will be further improved in line with the 2021–22 annual report design.

## **IMPLEMENTATION**

### **Operational Impacts**

Financial Statements provide financial information about Council's planned operational activities.

### **Implementation Process**

Not applicable.

## **ATTACHMENTS**

1. Performance Statement 2021–22 (Appendix 5a)
-



2. Annual Financial Statement 2021–22 (Appendix 5b)
3. Governance and Management Checklist 2021–22 (Appendix 5c)



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## 16.4 Audit & Risk Committee Charter

**File:** QG085-01-08

**Author:** Manager Finance & Corporate Services

**Portfolio:** Governance & Finance

**Portfolio Holder:** Cr Tolhurst

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### **PURPOSE**

The purpose of this report is to enable Councillors to adopt the revised Audit and Risk Committee Charter.

### **EXECUTIVE SUMMARY**

The Audit and Risk Committee of Council has reviewed the Audit and Risk Committee Charter and support its adoption.

Section 53 of the *Local Government Act 2020* requires all Councils to establish an Audit and Risk Committee and section 54 requires Council to prepare and approve an Audit and Risk Committee Charter.

Council adopted the Charter at its Ordinary Meeting on 27 August 2020, and as part of Council's continuous improvement, the Charter is regularly reviewed.

### **Councillors Tolhurst / Hewitt**

**That Council adopts the Audit and Risk Committee Charter.**

**Carried**

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## REPORT

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### BACKGROUND

The *Local Government Act 2020* (LG Act) section 54 requires adoption of an Audit and Risk Committee Charter (the Charter) specifying the functions and responsibilities of the Audit and Risk Committee.

### DISCUSSION

As a part of the annual review process, the Audit and Risk Committee has performed a comprehensive review of its Charter and has suggested changes for Council to consider.

Key changes proposed are:

- Define the meaning of terms 'Monitor', 'Review' and 'Advise' used throughout the Charter;
- Remove transitional provision/s no longer required;
- Update to reflect changes to the organisational structure and new designations; and
- Emphasise that Council policies relating to risk management, finance and accounting are to be presented to the Audit and Risk Committee prior to consideration by Council.

### Options

Option 1 – Adopt the revised Charter as presented.

Option 2 – Request officers to make further amendments to the Charter.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The Charter is prescribed by legislation and described in detail in the *Local Government Act 2020*.

### Collaboration

Extensive collaboration occurred across the local government sector in the development of the Charter.

## GOVERNANCE CONTEXT

### Relevant Law

*Local Government Act 2020*

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### **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 Charter 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.

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

Not applicable.

### **Council Plan Alignment**

This report responds to the following strategic objective contained in the Council Plan 2021–2025: Strategic Objective 5 Governance and Finance: To provide a financially viable Council that is accountable, transparent and practices good governance.

### **Legal and Risk Implications**

This is a requirement of the *Local Government Act 2020*.

### **Related Documents**

Not Applicable.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

The revised Charter states that the Committee will review Council activities to ensure a system exists and is used to recognise climate change impact on Council activities.

### **Financial and Resource Implications**

There are no unbudgeted implications of this paper.

### **Innovation and Continuous Improvement**

The Charter will be reviewed and enhanced over time in the same manner as all Council policies.

## **IMPLEMENTATION**

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### **Operational Impacts**

Annual workplan of the Audit and Risk Committee reflects the requirements of the revised Charter.

### **Implementation Process**

The Charter is implemented through the annual workplan of the Audit and Risk Committee.

### **ATTACHMENTS**

1. Audit and Risk Committee Charter, with tracked changes (Attachment 6)
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## 16.5 Borough of Queenscliffe Annual Plan 2022–23

**File:** QG054-01-01

**Report Author:** Chief Executive Officer

**Portfolio:** Governance & Finance

**Portfolio Holder:** Cr Tolhurst

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### **PURPOSE**

The purpose of this report is to present the draft Borough of Queenscliffe Annual Plan 2022–23 for adoption by Council.

### **EXECUTIVE SUMMARY**

At the Ordinary Meeting of Council on 27 October 2021, Council formally adopted the Borough of Queenscliffe Council Plan 2021–2025.

The Annual Plan sets out the programs and projects Council plans to deliver over the 2022–23 financial year.

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

### **Recommendation**

**That Council adopts the Annual Plan 2022–23.**

### **Councillors Hewitt / Tolhurst**

**That Council adopts the Annual Plan 2022–23, with one change to Portfolio 4. Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve, design to be completed in the second quarter.**

**Carried**

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## REPORT

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### BACKGROUND

At the Ordinary Meeting of Council on 22 September 2021, Council formally adopted the Council Plan 2021–2025. The Annual Plan sets out the programs and projects Council plans to deliver over the 2022–23 financial year as shown at **(Appendix 7)**.

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

### DISCUSSION

The actions in the Annual Plan are work Council undertakes in addition to the many ‘business as usual’ activities conducted to ensure services are delivered and Council meets its statutory responsibilities.

The Annual Plan complements the annual budget, which are developed in parallel to provide consistency between Council’s work program and the resourcing allocations determined in the budget.

The Annual Budget and Annual Plan are components of the Integrated Strategic Planning Framework prescribed by the *Local Government Act 2020*.

This Annual Plan covers the period that corresponds with the financial year commencing on 1 July 2022 and ending on 30 June 2023.

#### Reporting

Progress against the Annual Plan will be reported through:

- Quarterly reports to Council
- Quarterly financial reports to Council
- Annual report to Council

### Options

Option 1 – Endorse the draft Annual Plan 2022–23 as presented.

Option 2 – Request further changes to the draft Annual Plan 2022–23 before endorsing it.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement





Council has completed detailed and extensive consultation with ratepayers and residents to inform the strategic objectives that underpin the Council Plan 2021–2025.

Council prepared the key strategies in collaboration with 25 local residents who formed a representative community panel which worked with the broader community input to develop the Community Vision.

The Annual Plan is based on key aspects of the Council Plan and therefore directly links to earlier community engagement.

### **Collaboration**

In addition to the collaboration with the local community, Council has worked with the Department of Health in the preparation of the health and wellbeing priorities integrated into the Draft Council Plan 2021–2025. These aspects flow down to the Annual Plan.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

*Local Government Act 2020*

### **Charter of Human Rights**

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

### **Gender Equality Act 2020**

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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. However, the Annual Plan 2022–23 has been developed with reference to the *Gender Equality Act 2020* and includes a specific action to align decision making and operational activity with the objectives of the *Gender Equality Act 2020*. The actions set out in the plan will be subject to Gender Impact Assessments and project details and program objectives are developed through the implementation of the Annual Plan 2022–23.

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

The following G21 Regional Alliance strategies have been reviewed in the preparation of the Annual Plan 2022–23:

- The Geelong Region Plan
- Growing up in G21 2021

Council has also reviewed Women's Health and Wellbeing Barwon South West – Respect 2040.

Council has referred to the following State Plans:

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- Department of Health and Human Services Climate Change Adaptation Action Plan 2022–2026
- Victorian Public Health and Wellbeing Plan 2019–2023

### **Council Plan Alignment**

The strategic direction of Council is set around five portfolios. The strategic objectives of each portfolio define Council's priorities for service planning and delivery over the next four years.

The priorities outlined are statements about what we aim to undertake on behalf of our community to achieve each strategic objective. These priorities highlight the many challenges and opportunities facing the Borough of Queenscliffe and capture the intended outcomes of Council's ongoing service delivery.

The Annual Plan is based on the following five portfolios and strategic objectives:

#### Portfolios 1: Health and Wellbeing

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

#### Portfolio 2: Environment

Strategic Objective: To protect our environment and address climate change issues

#### Portfolio 3: Local Economy

Strategic Objective: To support a prosperous and diverse local economy

#### Portfolio 4: Heritage, Planning and Infrastructure

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

#### Portfolio 5: Governance and Finance

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

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Council Plan 2021–2025  
Borough of Queenscliffe Community Vision 2021–2031  
Borough of Queenscliffe Financial Plan 2021–2031  
Climate Emergency Response Plan

### **Disclosure of Interest**

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

## **CONSIDERATIONS**



### **Environmental Sustainability**

The Annual Plan 2022–23 provides information in relation to Council’s commitment to Environmental Sustainability.

### **Financial and Resource Implications**

The Annual Plan introduces new projects that were not considered during the preparation of the 2022- 23 Annual Budget. These changes to the budget will need to be reconciled.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

The Borough of Queenscliffe Annual Plan 2022–23 directs and informs Council’s operational activities.

### **Implementation Process**

Capital works and operational works programs will be developed and implemented in line with the Council Plan and Financial Plans.

## **ATTACHMENTS**

1. Borough of Queenscliffe Annual Plan 2022–23 (Appendix 7)
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## 16.6 Instruments of Delegations

<b>File:</b>	<b>QG065.01.01</b>
<b>Author:</b>	<b>Executive Projects Officer</b>
<b>Portfolio:</b>	<b>Governance &amp; Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Tolhurst</b>

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### PURPOSE

The purpose of this report is to enable Councillors to consider resolving the delegation of certain powers to members of Council staff and to update Council's Instrument of Appointment and Authorisation for the specific purpose of enforcing the *Planning and Environment Act 1987*.

### EXECUTIVE SUMMARY

The Council Plan includes Strategic Objective 5: Governance and Performance, that is *to provide transparent and accountable governance and meet all legislative requirements*. Delegation by Council of powers to the Chief Executive Officer and members of staff is formalised via written 'instruments of delegation' and this meets the good governance objectives of that element of the Council Plan.

#### ***Delegation to Members of Council Staff***

This report presents to Council its existing Instrument of Delegation to Members of Council Staff. It takes into account all legislative changes which were assented to, or made, since the last update which affect Council's powers, duties and functions.

#### ***Instrument of Appointment and Authorisation (Planning and Environment Act 1987)***

The *Planning and Environment Act 1987* prohibits Council from delegating its power to the Chief Executive Officer to appoint officers under this Act. Therefore, Council officers appointed for the purposes of the *Planning and Environment Act* must be appointed through a resolution of Council.

### Councillors Tolhurst / Grigau

#### That Council:

**1. In the exercise of the powers conferred by legislation referred to in the attached Instruments of Delegation, resolves that:**

**1.1 There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.**

**1.2 The instrument comes into force immediately the common seal of Council is affixed to the instrument.**

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**1.3 On the coming into force of the instrument, all previous delegations to members of Council staff are revoked.**

**1.4 The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

**2. In the exercise of the powers conferred by s 147(4) of the *Planning and Environment Act 1987*, the Borough of Queenscliffe Council (Council) resolves that –**

**2.1 The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.**

**2.2 The instrument comes into force immediately once it is signed by Council's Chief Executive Officer, and remains in force until Council determines to vary or revoke it.**

**Carried**



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## REPORT

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### BACKGROUND

Specifically in response to the commencement of the *Local Government Act 2020* (2020 Act), Council's Delegation to Members of Council staff has been reviewed and updated accordingly. The last review was undertaken in September 2021.

In accordance with section 11 of the *Local Government Act 2020* (7), a Council must review, within the period of 12 months after a general election, all delegations which have been made under this section and are still in force.

### DISCUSSION

Maddocks (Lawyers) provide Council with legal services which include provision of a Delegations and Authorisations Service. This service has been utilised to review the following Instruments of Delegation, which has been prepared using a best practice model and include the following amendments:

#### ***S6 Instrument of Delegation – Council to Members of Council Staff***

The following is a summary of key changes that have been made to the Delegation from Council to Council Staff since the last update in September 2021:

- Update to staff titles
  
  - A range of amendments have been made to the *Food Act 1984*, including:
    - Sections 19EA(3), 19N(2), 38G(2), 39(2) and 43 of the *Food Act 1984* (Food Act) have been inserted pursuant to the *Food Amendment Act 2020*. Section 39A has also been amended to reflect the new power to register or renew the registration of a food premises. These provisions are in force.
    - Sections 19IA(1) and (2), 39A(6), 40(1) and 40E of the Food Act have also been inserted. While they contain duties, rather than powers, it was thought it may assist to have these noted in the instrument.
    - Section 45AC of the Food Act has been inserted to enable a delegate to authorise a person for the purposes of bringing proceedings.
    - Section 38G(4) of the Food Act has been amended to reference the correct provision.
  
  - A range of amendments have been made to the *Planning and Environment Act 1987*, including:
    - Section 4I of the Act has been amended to refer to the duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with the public available requirements.
    - Section 12A of the *Planning and Environment Act 1987* (P&E Act) has been removed as it has been repealed.
    - Amendment of a typographical error at s 14 of the Act.
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- Sections 18, 21(2), 26(2) and 46V(3) of the Act have been amended to include a note as to the period the documents must be made available in accordance with the public availability requirements.
  - Section 22(1) of the Act has been amended to clarify which submissions must be considered.
  - Section 22(2) of the Act has been inserted in two parts, which relate to the power to consider late submissions and the separate duty to consider late submissions.
  - Sections 46V(4), (5) and (6) of the Act have been included with respect to the Melbourne Airport Environs Strategy Plans. This will only be relevant to those councils whose municipal district is wholly or partly within the Melbourne Airport Environs Area.
  - Section 96J of the Act has been amended to refer to the duty rather than as a power.
  - Section 113(2) of the P&E Act has been inserted pursuant to the *Planning and Environment Amendment Act 2021*. It relates to the power to request the Minister for a declaration for land to be proposed to be reserved for public purposes.
  - Section 185B of the Act has been inserted, which relates to the duty to comply with a request from the Minister for information.
- Sections 91ZU, 91ZZC, 91ZZE, 142D, 142G, 142I, 206AZA, 207ZE, 311A and 317ZDA of the Residential Tenancies Act 1997 (RT Act) have been removed from the S6 and inserted in the S7. This is because the specific power of delegation provided under the RT Act only applies to Part 14 and regulations under this part. Therefore, the delegation of other powers and functions under the RT Act comes from the *Local Government Act 2020*.
  - Section 96 of the *Road Management Act 2004* has been inserted to enable a delegate to authorise a person for the purpose of instituting legal proceedings.
  - The *Residential Tenancies Regulations 2021* have been removed from the S6. Upon review, it was determined that the power to approve any other toilet system is not a power under the Residential Tenancies Regulations 2021 but rather a power under other legislation, such as the Environment Protection Regulations 2021.

#### ***Instrument of Appointment and Authorisation (Planning and Environment Act 1987)***

Council's Instrument of Delegation to the Chief Executive Officer provides for the Chief Executive Officer to appoint officers to be 'authorised officers' for the purposes of enforcing most Acts, Regulations and Local Laws.

However, the *Planning and Environment Act 1987* prohibits Council from delegating its power to the Chief Executive Officer to appoint officers under this Act. Therefore, Council officers appointed for the purposes of the Planning and Environment Act must be appointed through a resolution of Council.

Council's previous Instrument was last updated in November 2019. Since then, a number of staff changes have been made and new titles implemented. It is therefore appropriate to update these amendments.

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## Options

It is not possible to achieve the best outcomes for the community, including future generations, without having clear delegations in place to enable day-to-day operations and routine decisions to be made.

Option 1 – Support the recommendation in the report

Option 2 – elect not to support the recommendations and revert all decision making under delegation back to Council.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



Council must keep a public register of all Delegations made under section 11 of the *Local Government Act 2020*. It is recommended that this register be published on Council's website.

### Collaboration

Not applicable.

## GOVERNANCE CONTEXT

### Relevant Laws

*Local Government Act 2020*

*Domestic Animals Act 1994*

*Food Act 1984*

*Heritage Act 2017*

*Local Government Act 1989*

*Planning and Environment Act 1987*

*Residential Tenancies Act 1997*

*Road Management Act 2004*

Planning and Environment Regulations 2015

Planning and Environment (Fees) Regulations 2016

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Residential Tenancies Regulations 2021

Road Management (General) Regulations 2016

Road Management (Works And Infrastructure) Regulations 2015

### Charter of Human Rights

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

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### **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 policy 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**

Not Applicable.

### **Council Plan Alignment**

To achieve Strategic Objective 5: Governance and Performance, that is *to provide transparent and accountable governance and meet all legislative requirements*, Council needs clear delegations in place to enable day-to-day operations to be carried out in accordance with relevant legislation.

### **Legal and Risk Implications**

Under the *Local Government Act 2020*, Delegations must be reviewed within 12 months of a general election.

### **Related Documents**

Not Applicable.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

This report does not raise any sustainability implications.

### **Financial and Resource Implications**

The retainer fee for the Maddocks delegations and authorisations subscription service is budgeted for annually.

### **Innovation and Continuous Improvement**

Continuous improvement is achieved by regular review of delegations via the professional Maddocks Delegations service, which is undertaken at the Borough at least annually, and in accordance with section 11 (7) of the *Local Government Act 2020*, within 12 months of a general election.

## **IMPLEMENTATION**

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### **Operational Impacts**

Delegation of powers is considered essential to enable day-to-day decisions to be made and there are several reasons why delegations should be reviewed regularly. In particular:

- accountability and responsibility for decisions is possible only if decision-makers are identified;
- in delegating responsibility, Council can set conditions, limitations and guidelines for decision-makers, including reporting requirements;
- Council decisions are often subject to legal scrutiny in courts and tribunals. This calls for precision about what decision was made, who made it and when it was made.

### **Implementation Process**

Delegations are to be signed and sealed following resolution and the Delegations Register will be updated and maintained by the Chief Executive Officer in accordance with section 11(8) of the *Local Government Act 2020*.

### **ATTACHMENTS**

1. S6 Instrument of Delegation – Council to Members of Council Staff (Appendix 8a)
  2. Instrument of Appointment and Authorisation: Planning and Environment Act 1987 (Appendix 8b)
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## 16.7 Review of Council Policies

<b>File:</b>	<b>Q055.01.12</b>
<b>Co-Authors:</b>	<b>Executive Project Officer Manager Community</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 to consider two revised Council policies:

1. CP012 Events
2. CP018 Councillor Resources, Support & Facilities

### **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 3: 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.

### **CP012 Events – Revised**

The purpose of this policy is to outline Council’s position on events and set out Council’s approach to support the development of events within the municipality.

### **CP018 Councillor Resources, Support & Facilities – Revised**

The purpose of this policy is to outline the resources, support and facilities that will be provided to Councillors to effectively exercise their duties as an elected Councillor.

### **Councillors Tolhurst / Grigau**

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

- a. CP012 Events
- b. CP018 Councillor Resources, Support & Facilities

**Carried**

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## REPORT

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### 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

#### CP012 Events – Revised

CP013 Events was first adopted in October 2011 and last revised in March 2019. The purpose of this policy is to outline Council's position on events and set out Council's approach to support the development of events within the municipality.

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

- Update to Officer positions/titles
- Expand on the 'Event Organiser' definition
- Update Council Plan objectives to align with current 2021–2025 plan
- Rename application form from 'approval form' to 'permit form', to better reflect the application process
- Amend the period for submitting an application to 8 weeks from 3 months, as this timeframe is considered acceptable
- Amend reference specifically to the Events Officer for being responsible for assessing applications, to more broadly, 'an officer from the Community Development team', to enable better workflows amongst the team.

#### CP018 Councillor Resources, Support & Facilities – Revised

CP018 Councillor Resources, Support & Facilities was first adopted in October 2011 and last revised in April 2019. The purpose of this policy is to outline the resources, support and facilities that will be provided to Councillors to effectively exercise their duties as an elected Councillor.

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

- Update to relevant section of the current Local Government Act (ie. Section 42 LG Act 2020)
-



- Update to Officer positions/titles
- Delete reference to an 'exclusive' Councillor office as this is no longer practicable (refer clause 3.0)
- Update to ICT requirements to reflect current practice (refer clause 5.0)
- Delete reference to *Local Government Act 1989* and its associated 'Recognition and Support: The Victorian Governments Policy Statement on Local Government Mayoral and Councillor Allowances and Resources (November 2008)
- Insert reference to other relevant Council policies, CP005 & CP016

### 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 'Your Council > Organisation and governance > Policies and procedures' section 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*

### 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.



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*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.

### **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 3: To support a prosperous and diverse local economy

The strategic directions set out in this portfolio link to the following pillars 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**

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### **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**

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

## **ATTACHMENTS**

1. CP012 Events (Attachment 9a)
  2. CP018 Councillor Resources, Support & Facilities (Attachment 9b)
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## 16.8 Review of Governance Rules

**File:** QG055.01.12  
**Author:** Executive Project Officer  
**Portfolio:** Governance & Finance  
**Portfolio Holder:** Cr Tolhurst

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### PURPOSE

The purpose of this report is for Council to consider revised draft Governance Rules in accordance with legislative changes that came into effect from 2 September 2022.

### EXECUTIVE SUMMARY

The Council Plan 2021–25 includes Strategic Objective 5: Governance and Finance, that is to provide a financially viable Council that is accountable, transparent and practices good governance. The Governance Rules presented in this report have been developed in accordance with that strategy and with the legislative requirements contained in the *Local Government Act 2020*.

Amendments to the *Local Government Act 2020* concerning ‘attendance’ and ‘remote’ meetings took effect on 2 September 2022. The Borough of Queenscliffe Governance Rules have been updated to reflect these changes.

The revised Governance Rules were placed on public exhibition from 25 August to 8 September 2022, no submissions were received. It is now appropriate for Council to consider its revised Governance Rules.

### Recommendation

**That Council adopt the Borough of Queenscliffe Governance Rules as presented.**

### Councillors Tolhurst / Hewitt

**That Council adopt the Borough of Queenscliffe Governance Rules, with an addition to Part 4, Minutes of Council Meetings and Committee Meetings: that video recordings of meetings, where available, will be published on the Council website.**

Carried

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## REPORT

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### BACKGROUND

Council adopted its new Governance Rules at its Ordinary Meeting of Council on 27 August 2020 and last amended them on 21 October 2021. Amendments are now required to take into account the *Local Government Act 2020* (the Act) concerning 'attendance' and 'remote' meetings which took effect on 2 September 2022.

Consequently, Council's Governance Rules need to make express provision for requesting and approving attendance at Council and Delegated Committee meetings by electronic means of communication.

### DISCUSSION

The Governance Rules address:

- The conduct of Council meetings;
- The conduct of meetings of delegated Committees;
- The form and availability of meeting records;
- The election of Mayor and the Deputy Mayor;
- The appointment of an Acting Mayor;
- An election period policy, in accordance with section 69 of the Act;
- The procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee, under section 130 of the Act;
- The procedure for the disclosure of a conflict of interest by a Councillor under section 131 of the Act;
- The disclosure of a conflict of interest by a member of council staff when providing information in respect of a matter within the meaning of section 126(1) of the Act;
- Any other matters prescribed by the regulations.

After reviewing the requirements of the *Local Government Act 2020*, the following amendments were focused on:

- whether meetings are to be wholly attendance meetings, wholly virtual meetings or partially attendance and partially virtual meetings (refer new Clause 103);
- how, if a meeting is intended to a wholly attendance meeting, a Councillor can request that they attend by electronic means (refer new Clause 103);
- a decision by Council as to whether it agrees to such a request (refer new Clause 103);
- removing the requirement for people asking questions to be physically in attendance at the meeting, to allow for attendance by electronic means (refer amended Clause 99); and
- amend to more gender-neutral language (amended throughout document).

The revised Governance Rules were placed on public exhibition from 25 August to 8 September 2022. No submissions were received. Therefore, no further amendments have been made.

### Options

Option 1 – Make further changes to the Governance Rules and then ask for public feedback.

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Option 2 – Adopt the Governance Rules as presented.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The revised Governance Rules were placed on public exhibition from 25 August to 8 September 2022. No submissions were received.

**Collaboration**  
Not applicable.

## GOVERNANCE CONTEXT

**Relevant Law**  
*Local Government Act 2020*

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

**Gender Equality Act 2020**  
The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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 Governance Rules 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**  
Not Applicable.

**Council Plan Alignment**  
The Governance Rules presented aligns with the following Council Plan 2021–2025 strategic objective and strategies: Strategic Objective 5: *Provide a financially viable Council that is accountable, transparent and practices good governance.*

- Priority 3: *Implement good governance decision making process*
-



### **Legal and Risk Implications**

To ensure legislative compliance, Governance Rules need to be in alignment with the *Local Government Act 2020*.

### **Related Documents**

Not applicable.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

There are no environmental implications to the report.

### **Financial and Resource Implications**

Not applicable.

### **Innovation and Continuous Improvement**

The Governance Rules can be reviewed and updated via a resolution of Council at any time allowing for continuous improvement. Noting that any non-legislative change must go through a community engagement process.

## **IMPLEMENTATION**

### **Operational Impacts**

Not applicable.

### **Implementation Process**

Once adopted, the Governance Rules will be distributed to all Councillors and staff involved in Council meetings and published on Council's website.

## **ATTACHMENT**

1. Borough of Queenscliffe Governance Rules (Attachment 10)
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## **17. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS**

No reports to consider.

## **18. QUESTIONS WITHOUT NOTICE**

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

At the Ordinary Meeting of Council on 24 August 2022, two questions without notice were taken on notice. The response is provided at adjunct to 18.1.

There are no Questions Without Notice are outstanding.

### **18.2 Questions Without Notice**

#### **Cr Tolhurst**

Further to Cr Hewitt's question from the August Council meeting, I appreciate that Council takes vegetation vandalism seriously. Can we commence an education program for all rate payers across the Borough about the consequences of vegetation vandalism, and the requirement to protect our environment.

#### **CEO**

We can certainly undertake a program to increase awareness, we can come back to you with an engagement proposed for the Councillors' consideration.

## **19. LIST OF COUNCIL MEETINGS**

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

PLANNING REVIEW MEETING

Wednesday 12 October 2022 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 26 October 2022 at 7:00pm

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## 20. CLOSED SESSION OF MEETING

**Time: 7:45pm**

**Councillors Hewitt / Tolhurst**

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

### 20.1 Confirmation of 24 August 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.

### 20.2 Confirmation of 7 September 2022 Special Council Meeting Confidential 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.

**Carried**

**Time: 7:48pm**

**Councillors Hewitt / Grigau**

That Council reopen the meeting and resume standing orders.

**Carried**

## 21. RATIFICATION OF CONFIDENTIAL ITEMS

**Councillors Tolhurst / Hewitt**

That the decisions made in camera be ratified by Council.

**Carried**

## 22. CLOSE OF MEETING

The meeting closed at 7:49pm.

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

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

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

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 24 August 2022 3:00pm – 5:15pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Isabelle Tolhurst	Martin Gill, CEO Stuart Hansen, MIE Tim Crawford, MPCS Dinah O’Brien, SP Anna Handberg, BS&ICT	1. Music for people on Wadawurrung Country (External presenters Kelly Caldwell, Ben Shaw and Ben Talbot-Dunn) 2. Cyber Security Refresh 3. Street Tree & Vegetation Strategy 4. Annual Plan 2022–23 5. Review of Council Policies: <ul style="list-style-type: none"><li>a. CP012 Events</li><li>b. CP018 Councillor Resources, Support &amp; Facilities</li></ul>	Nil



Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 7 September 2022 3:33pm – 4:40pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Isabelle Tolhurst	Martin Gill, CEO Stuart Hansen, MIE Tim Crawford, MPCs Shannon Maloney, MC Brydon King, SP Brett Harris, ASLFO Shelley Sutton, ESO	1. Planning Application 2022/068 for 6 Beach Street, Queenscliff 2. Dog Laws Review 3. Event Sponsorship Applications 2022/23	Nil.
<b>Assembly Briefing</b> 14 September 2022 1:30pm – 3:40pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Isabelle Tolhurst	Martin Gill, CEO Tim Crawford, MPCs Shannon Maloney, MC	1. Low Light / Winter Festival 2. Governance Rules community feedback 3. Confidential Regional Waste & Circular Economy Hub 4. Environmental Advisory Group (NOM 2022/586) 5. Annual Plan 2022–23 6. Golightly Caravan Park Design Brief	Nil.

AO – Arts officer	BSA – Business Services Accountant	BOC – Business Operations Coordinator
ACC – 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	MPCS – Manager Planning & Community Services	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	ESO – Events Support Officer
ASLEO – Acting Senior Law Enforcement Officer	BS&ICT – Business Systems & ICT Coordinator	ASLFO – Acting Senior Law Enforcement Officer



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## ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
24 August 2022	<p><b>Public question 1 from Queenscliff Community Association (QCA)</b></p> <p>The Agenda notes that the CEO (without Mayor &amp; Councillors) had a meeting with DELWP and WorkSafe on August 16.</p> <p>Can the contents and Minutes of that meeting (and any associated or related correspondence) be tabled tonight with an explanation of why Council did not consider such a meeting to be of Strategic Policy importance to warrant councillor attendance, particularly given;</p> <ul style="list-style-type: none"><li>• Council’s new Victoria Park Policy,</li><li>• Council’s 23rd March recommendation,</li><li>• Plans for the future use directions and plantings of Victoria Park,</li><li>• Widespread community concern and outrage over the unprecedented damage and destruction of Victoria Park?</li></ul>	Question taken on notice.	Response sent on 7 September 2022, see <b>(Appendix 11)</b>

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

Date	Notice of Motion	Action	Status
23 March 2022	<p><b>Number 2022/584: Tree Management in Victoria Park</b></p> <p><i>That Council directs Council officers to:</i></p> <ol style="list-style-type: none"><li><i>1. cease the post 29 October 2021 storm tree management program currently underway in Victoria Park;</i></li><li><i>2. restrict all public access to the Closed Areas, as shown on the attached plan, using appropriate fencing, signage and other measures as continued access may pose a public safety risk in accordance with advice received from Council’s arborist;</i></li><li><i>3. ensure for all future bookings that no double-axle or big rigs are permitted to camp on the western side of Victoria Park’s main roadway;</i></li><li><i>4. ensure that a handout is given to all camping users at the Borough Tourist Parks in relation to protecting the vegetation, noting the repercussions for not complying; and</i></li><li><i>5. prepare and provide to Council, for approval, a tree management and planting schedule for the whole of Victoria Park including the Closed Areas within 5 months from the date of this motion.</i></li></ol>	<p>At the Ordinary Meeting of Council on 24 August 2022, Council adopted CP054 Victoria Park Policy.</p> <p>Number 5 is underway, \$40,000 has been allocated in the 2022–23 Budget for planting, and Council provided support and sponsorship for the Queen's Jubilee Tree Planting.</p>	In progress



24 August 2022	<p><b>Number 2022/585: Disability Lived Experience Reference Group</b></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"><li><i>1. Directs Council officers to undertake an Expression of Interest process inviting diverse community members to be part of a new Disability Lived Experience Reference Group.</i></li><li><i>2. Directs Council officers to Commence the Expression of Interest process in the second quarter of the 2022-23 Financial Year.</i></li><li><i>3. Establish a Terms of Reference with the Group, with the key objectives of:</i><ol style="list-style-type: none"><li><i>a) Undertaking benchmarking to establish the number of people who identify as having a disability in the Borough and key access issues</i></li><li><i>b) Reviewing all Council disability and access inclusion documentation, notably Council's Disability Access and Inclusion Policy</i></li><li><i>c) Reviewing major Council projects to ensure they meet the needs and ambitions of disabled people in the Borough</i></li></ol></li></ol>	A meeting has been proposed with representative groups to assist in determining the Expression of Interest (EOI) criteria.	In progress
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24 August 2022	<p><b>Number 2022/586: Environmental Reference Group</b></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"><li><i>1. Establishes an Environmental Advisory Group which compromises members of the community and at least one Councillor and Council Officer with the purpose of:</i><ol style="list-style-type: none"><li><i>a) providing strategic advice on the development, implementation and integration of policies, strategies and action plans relating to the environment;</i></li><li><i>b) assisting Council in identifying, making recommendations to, and taking advocacy action on issues of environment and sustainability affecting the Borough of Queenscliffe; and</i></li><li><i>c) encouraging and supporting activities and events which further environmental and sustainability outcomes in the Borough of Queenscliffe.</i></li></ol></li><li><i>2. Considers a framework for the Environmental Advisory Group at the Ordinary Meeting to be held on 28 September 2022; and</i></li><li><i>3. Directs Council officers to commence an Expression of Intertest process by 30 November 2022, inviting community members to join an Environmental Advisory Group.</i></li></ol>	Refer to item 13.1 Environmental Advisory Group in this agenda.	In Progress
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**ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE**

Date	Question	Action	Status
24 August 2022	<p><b>Cr Hewitt</b> We have had some recent environment vandalism, and a review of the Local Laws, so I would like to ask what activities the Borough will be undertaking to address enforcement issues in the short term.</p> <p><b>Response</b> Having read the question again in order to prepare a response, I am not sure the intent of the question was captured in the wording. Taken on face value, we don't have 'enforcement issues' and the response would be:</p> <p><i>The process of enforcement is framed by the relevant legislation, associated regulations and any local law Council may have adopted. If there is a breach of the provisions set out in this framework, Council officers will investigate and confirm that there has been a contravention, before commencing the relevant, prescribed enforcement process.</i></p> <p>I would prefer not to guess at the intent, but I am happy to re-visit the response above following clarification form Cr Hewitt.</p> <p>With respect to the recent incidents of the vegetation vandalism and Council's response, we have investigated the incidents that have been brought to our attention, issued a warning to one property owner and written to all residents who own property bordering the Foreshore Reserve in Crows Nest Place and all property owners in The Esplanade reminding them, or introducing them, to Council Policies and the provisions of the <i>Planning &amp; Environment Act 1987</i>. Any further vegetation vandalism in this area will result in enforcement action.</p>	Nil	Complete



Date	Question	Action	Status
24 August 2022	<p data-bbox="387 320 1574 392"><b>Cr Hewitt</b> Are we able to get an update on the installation of the Telstra [telecommunication tower]?</p> <hr/> <p data-bbox="387 440 1173 472"><b>Response from the Manager Planning &amp; Community Safety</b></p> <p data-bbox="387 520 1552 632">The application is currently on hold from the permit applicant pending them investigating an alternative site location. Currently the tower is proposed on the northwest side of the oval close to Mercer Street and has generated a number of objections.</p> <p data-bbox="387 679 1507 743">The applicant is looking at a location on the southern side and contact has been made about having an on-site meeting to look at options over the next couple of weeks.</p> <p data-bbox="387 791 1462 863">In the event the application is amended, all parties will be advised and provided an opportunity to comment before finalising a decision.</p>	Nil	Complete

**Confirmed**

**Cr Ross Ebbels, Mayor, 26 October 2022**