



# Agenda

## Ordinary Meeting of Council

Thursday 28 November 2019 at 7:00pm

Queenscliff Town Hall  
50 Learmonth Street, Queenscliff

### **Distribution**

#### **Councillors**

Cr Bob Merriman

Cr Boyce Pizzey

Cr Ross Ebbels

Cr Susan Salter

#### **Officers**

Martin Gill – Chief Executive Officer

Phillip Carruthers – General Manager Organisational Performance & Community Services

Johann Rajaratnam – General Manager Planning & Infrastructure

Connor Parker – Coordinator Community Engagement & Communications

In accordance with the Borough of Queenscliffe Local Law No 1, 2010, the information contained within this Agenda is for the confidential and privileged use of Councillors until at least 48 hours prior to this meeting.

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



### ***Council Vision***

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

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

***Council acknowledges the traditional owners of this land, the Wadda Warrung people, one of some 25 clans that form part of the Kulin nation. 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***

---



<b>1.</b>	<b>OPENING OF MEETING .....</b>	<b>7</b>
<b>2.</b>	<b>PRESENT &amp; APOLOGIES .....</b>	<b>7</b>
<b>3.</b>	<b>PECUNIARY INTEREST &amp; CONFLICT OF INTEREST DISCLOSURES .....</b>	<b>7</b>
<b>4.</b>	<b>LEAVE OF ABSENCE OF COUNCILLOR .....</b>	<b>7</b>
<b>5.</b>	<b>MAYORAL ELECTION .....</b>	<b>8</b>
<b>5.1</b>	<b>Setting of Mayoral Term.....</b>	<b>8</b>
<b>5.2</b>	<b>Election of Mayor .....</b>	<b>8</b>
<b>5.3</b>	<b>Election of a Deputy Mayor .....</b>	<b>9</b>
<b>5.4</b>	<b>Incoming Mayoral Speech .....</b>	<b>10</b>
<b>6.</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>11</b>
<b>6.1</b>	<b>Public Questions Status Update .....</b>	<b>11</b>
<b>6.2</b>	<b>Public Questions .....</b>	<b>11</b>
<b>7.</b>	<b>CONFIRMATION OF COUNCIL MEETING MINUTES.....</b>	<b>11</b>
<b>7.1</b>	<b>Ordinary Meeting of Council – 24 October 2019.....</b>	<b>11</b>
<b>8.</b>	<b>RECORD OF ASSEMBLY OF COUNCILLORS .....</b>	<b>11</b>
<b>9.</b>	<b>NOTICE OF MOTION .....</b>	<b>12</b>
<b>9.1</b>	<b>Notice of Motion Status Update .....</b>	<b>12</b>
<b>9.2</b>	<b>Notice of Motion.....</b>	<b>12</b>
<b>10.</b>	<b>PETITIONS AND JOINT LETTERS.....</b>	<b>12</b>
<b>11.</b>	<b>FUNCTIONS ATTENDED .....</b>	<b>13</b>
<b>12.</b>	<b>COMMUNITY WELLBEING .....</b>	<b>15</b>
<b>13.</b>	<b>LOCAL ECONOMY.....</b>	<b>15</b>
<b>14.</b>	<b>ENVIRONMENTAL SUSTAINABILITY .....</b>	<b>15</b>
<b>15.</b>	<b>PLANNING &amp; HERITAGE.....</b>	<b>16</b>
<b>15.1</b>	<b>Planning Permit Activity Report.....</b>	<b>16</b>
<b>15.2</b>	<b>Avenue of Honour update .....</b>	<b>23</b>
<b>16.</b>	<b>GOVERNANCE &amp; PERFORMANCE .....</b>	<b>28</b>
<b>16.1</b>	<b>Council Plan 2017–2021 Quarterly Report against 2019/20 Implementation Plan as at 30 September 2019 .....</b>	<b>28</b>
<b>16.2</b>	<b>2019–20 Quarterly Financial Report as at 30 September 2019.....</b>	<b>33</b>
<b>16.3</b>	<b>2020–21 Budget consultation results .....</b>	<b>37</b>
<b>16.4</b>	<b>Appointment of Portfolio Leaders, Committees and Council Delegates .....</b>	<b>41</b>
<b>16.5</b>	<b>Council Meetings 2020 .....</b>	<b>46</b>
<b>16.6</b>	<b>Review of Council Instrument of Appointment and Authorisation (Planning and Environment Act 1987).....</b>	<b>48</b>

---



<b>16.7</b>	<b>Review of Council Delegations.....</b>	<b>51</b>
<b>17.</b>	<b>AUTHORISATION OF SIGNING &amp; SEALING OF DOCUMENTS .....</b>	<b>55</b>
<b>17.1</b>	<b>Use of Council Seal – Section 173 Agreement, 48 Lawrence Road, Point Lonsdale</b>	<b>55</b>
<b>18.</b>	<b>QUESTIONS WITHOUT NOTICE .....</b>	<b>56</b>
<b>18.1</b>	<b>Questions Without Notice Status Update .....</b>	<b>56</b>
<b>18.2</b>	<b>Questions Without Notice .....</b>	<b>56</b>
<b>19.</b>	<b>LIST OF COUNCIL MEETINGS .....</b>	<b>56</b>
<b>20.</b>	<b>CONFIDENTIAL ITEMS.....</b>	<b>57</b>
<b>20.1</b>	<b>Confirmation of 24 October 2019 Confidential Minutes .....</b>	<b>57</b>
<b>20.2</b>	<b>Authorisation of Chief Executive Officer to Enter Limited Term Recycle Contract</b>	<b>57</b>
<b>20.3</b>	<b>Authorisation of Chief Executive Officer to Enter Contract for electrical asset relocation works in Hesse Street, Queenscliff .....</b>	<b>57</b>
<b>21.</b>	<b>RATIFICATION OF CONFIDENTIAL ITEMS .....</b>	<b>57</b>
<b>22.</b>	<b>CLOSE OF MEETING .....</b>	<b>57</b>
	<b>ADJUNCT TO 8 – RECORD OF ASSEMBLY OF COUNCILLORS .....</b>	<b>58</b>
<b>8.1</b>	<b>Councillor Assembly – Thursday 24 October 2019 .....</b>	<b>58</b>
<b>8.2</b>	<b>Councillor Assembly – Thursday 7 November 2019 .....</b>	<b>59</b>
<b>8.3</b>	<b>Councillor Assembly – Thursday 21 November 2019.....</b>	<b>60</b>
	<b>ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE (COMMENCING 23 MARCH 2016) .....</b>	<b>61</b>
	<b>ADJUNCT TO 9.1 – NOTICE OF MOTION STATUS UPDATE .....</b>	<b>61</b>
	<b>ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE.....</b>	<b>61</b>

---



## Appendices

<b>Appendix</b>	<b>Title</b>	<b>Agenda Item</b>	<b>Distribution</b>
Appendix 1a	Avenue of Honour Reference group Meeting Minutes 17 May 2019	15.2 Avenue of Honour update	Under separate cover
Appendix 1b	Proposed replanting sites	15.2 Avenue of Honour update	Under separate cover
Appendix 1c	Alternate species for replanting as recommended by Homewood Consulting	15.2 Avenue of Honour update	Under separate cover
Appendix 2	Quarterly Progress report	16.1 Council Plan 2017–2021 Quarterly Report against 2019/20 Implementation Plan as at 30 September 2019	Under separate cover
Appendix 3	Quarterly Financial Report as at 30 September 2019	16.2 Quarterly Financial Report as at 30 September 2019	Under separate cover
Appendix 4	Consultation Results: Borough of Queenscliffe 2020–21 Budget	16.3 Budget Consultation Results	Under separate cover
Appendix 5	Revised Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	16.6 Review of Council Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	Under separate cover

---



---

Appendix 6	Revised Instrument of delegation Council to members of Council Staff	16.7 Revised Instrument of Delegations	Under separate cover
------------	--	--	----------------------

---



**1. OPENING OF MEETING**

*Council acknowledges the traditional owners of this land, the Wadda Warrung people, one of some 25 clans that form part of the Kulin nation. 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.*

**2. PRESENT & APOLOGIES**

*Present:*

*Apologies:*

**3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES**

*Councillors must disclose a conflict of interest in accordance with Section 79 of the Local Government Act 1989.*

Councillors:

Officers:

**4. LEAVE OF ABSENCE OF COUNCILLOR**

Nil

---



## 5. MAYORAL ELECTION

**File:** QG055-02-01

**Responsible Officer:** Chief Executive Officer

### Introduction

In accordance with Section 71 of the Local Government Act 1989, at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.

Before a Mayor is elected, the Council may resolve to elect a Mayor for a term of two years.

The Mayor is to be elected after the fourth Saturday in October but no later than 30 November in each year.

In accordance with clause 10 of the Borough of Queenscliffe Local Law No. 1, 2010, the Chief Executive Officer will preside for the purposes of the election of the Mayor.

### 5.1 Setting of Mayoral Term

The Council may resolve to elect a Mayor for a term of 1 or 2 years. This decision must be made before the Mayor is elected. If no decision is made, the term of the Mayor remains as 1 year.

#### **Recommendation:**

**That Council set the Mayoral term of one year.**

### 5.2 Election of Mayor

In accordance with clauses 11 and 12 of the Borough of Queenscliffe Local Law No. 1, 2010, the Chief Executive Officer will call for nominations for the Office of the Mayor.

- If there is only one nomination received, that Councillor must be declared elected;
- Where there are two nominations received the Councillor with the majority of votes cast will be declared elected;
- Where there are more than two nominations received and the result has not been determined as above, the nominee with the fewest number of votes must be eliminated and the names of the remaining nominees must be put to the vote again.

A request for a Division to the chair cannot be accepted.

---





### 5.3 Election of a Deputy Mayor

Section 73(3) provides for the appointment of an acting Mayor where there is vacancy in the office of Mayor, or the Mayor is absent, incapable of acting, or refusing to act. It must be noted that the appointment of the acting Mayor is not a permanent appointment. An acting Mayor must be appointed each time there is a vacancy in the office of Mayor, or the Mayor is absent, incapable of acting, or refusing to act.

The Local Government Act is silent on the matter of the election of a Deputy Mayor. Nevertheless, Councillors may, at their discretion, elect a Councillor to be a Deputy Mayor. It must be noted that 'Deputy Mayor' is only a title bestowed on the councillor so elected. As a *titular position*, a Deputy Mayor does not have any statutory role or function under the Act and cannot automatically deputise for the Mayor with regard to the exercise of these.

Unlike the Mayor (or acting Mayor), who must take precedence at all municipal proceedings within the municipal district under section 73(1) of the Act and the chair at all meetings of the Council at which he or she is present under section 73(2) of the Act, a Deputy Mayor does not and cannot undertake either of these roles unless he or she has been appointed acting Mayor by the Council on each occasion there is a vacancy in the office of Mayor, or the Mayor is absent, incapable of acting, or refusing to act.

Clause 12 (4) of the Local Law No. 1, 2010 states that if the meeting resolves to appoint a Deputy Mayor, the provisions for the election of Mayor will apply to the election of a Deputy Mayor.

#### **Recommendation:**

**That Council determine whether it wants to establish the role of Deputy Mayor for the Mayoral period.**

If Council so determines, the Chief Executive Officer, as presiding officer, will call for nominations for the position of Deputy Mayor.

- If there is only one nomination received, that Councillor must be declared elected;
- Where there are two nominations are received the Councillor with the majority of votes cast will be declared elected;
- Where there are more than two nominations received and the result has not been determined as above, the nominee with the fewest number of votes must be eliminated and the names of the remaining nominees must be put to the vote again.

The candidate who receives the majority vote is elected Deputy Mayor.

A request to the Chairperson for a division must not be accepted.

**The Chief Executive Officer will vacate the Chair.**

**The Mayor as elected will assume the Chair.**

---



#### **5.4 Incoming Mayoral Speech**

The Mayor's speech provides the opportunity for the new mayor to make a presentation highlighting key priorities for the forthcoming mayoral term.



## 6. PUBLIC QUESTION TIME

### 6.1 Public Questions Status Update

No public questions outstanding.

### 6.2 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.*

## 7. CONFIRMATION OF COUNCIL MEETING MINUTES

### 7.1 Ordinary Meeting of Council – 24 October 2019

A copy of the previous Minutes of the Ordinary Meeting of Council held on 24 October 2019 was distributed to Councillors under separate cover.

#### **Recommendation:**

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 24 October 2019, as distributed, be confirmed as an accurate record.**

## 8. RECORD OF ASSEMBLY OF COUNCILLORS

Record in accordance with section 80A(1) of the Local Government Act 1989 (see **Adjunct to Item 8**).

#### **Recommendation:**

**That the Record of Assembly of Councillors, as presented in Adjunct to Item 8, be noted.**

---



## **9. NOTICE OF MOTION**

### **9.1 Notice of Motion Status Update**

#### **Recommendation:**

**That the Notice of Motion Status Update, as presented in Adjunct to Item 9.1, be noted.**

### **9.2 Notice of Motion**

No Notices of Motion were received.

## **10. PETITIONS AND JOINT LETTERS**

Nil

---



## 11. FUNCTIONS ATTENDED

Council was represented at the following functions:

Date	Function Attended
24 October 2019	Council Listening Post
25 October 2019	G21 Region Alliance Board Meeting
25 October 2019	Cottage by the Sea Annual General Meeting
28 October 2019	Queenscliff Rural Australians for Refugees – ‘Community Conversations’ evening
29 October 2019	Borough After 5 Business Networking Event
30 October 2019	G21 Arts Pillar Meeting
30 October 2019	Better Boating Victoria information session re: Queenscliff boat ramp upgrade
30 October 2019	Climate Crisis and the Borough of Queenscliffe Community Meeting
31 October 2019	Victorian Aboriginal Local Government Action Plan Review and Future Strategy Forum
1 November 2019	Rotary Club of Ocean Grove Art Show opening at Point Lonsdale Primary School Hall
7 November 2019	Memorial Service for Gil Allbutt, former Borough of Queenscliffe Citizen of the Year 1993
7 November 2019	Council Listening Post
11 November 2019	Official Opening of the Community Hub at The Point Development
11 November 2019	Budget Consultation with students from St Aloysius Catholic Primary School
11 November 2019	Remembrance Day March and Service at Fort Queenscliff
11 November 2019	Grand Opening of Geelong Arts Centre’s Ryrie Street Redevelopment
13 November 2019	Visit to the Town Hall and meet and greet from the prep to grade 2 students of Point Lonsdale Primary School
14 November 2019	Welcome to the Targa Florio
14 November 2019	Information Session at the Queenscliffe Maritime Museum re: 60 <sup>th</sup> Anniversary Commemoration of loss of Commandos off Shortlands Bluff

---



Date	Function Attended
14 November 2019	G21 Region Alliance Annual General Meeting
15 November 2019	Opening and Blessing of the Multi-purpose Hall at Saint Ignatius College Drysdale
15 November 2019	The Future of Our Creative Community at the Geelong Arts Centre
15 November 2019	Opening Night of the 2019 Word for Word National Non-Fictional Festival, Geelong Library and Heritage Centre
19 November 2019	Deakin University Accessible and Inclusive Geelong Symposium with the Honourable Luke Donnellan, State Minister of Disability, Ageing & Carers
19 November 2019	Queenscliff Primary School 'Save the Bay clean up event'
20 November 2019	Book launch of 'Buckley's Chance' by Garry Linnell at Queenscliff Uniting Church
21 November 2019	Official launch of the 2019 Queenscliff Music Festival
26 November 2019	Christmas thank you event with Visitor Information Centre volunteers
26 November 2019	Bellarine Community Health Annual General Meeting

**Recommendation:**

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

---



**12. COMMUNITY WELLBEING**

No reports to consider.

**13. LOCAL ECONOMY**

No reports to consider.

**14. ENVIRONMENTAL SUSTAINABILITY**

No reports to consider.

---



## 15. PLANNING & HERITAGE

### 15.1 Planning Permit Activity Report

CATEGORY	TALLY
Current applications	15
Applications on hold at request of applicant	0
Applications finalised since last report	11
New applications received since last report	8
<b>Total number of permit applications under consideration</b>	<b>21</b>
Development Plan Summary Report	0
Planning Scheme Amendment Summary Report	2

#### 15.1 (a) Current applications

App. No	Date Received	Address	Proposal	Status
2017/059	24/07/2017	Queenscliff Harbour carpark, Wharf Street East, Queenscliff	Construct and display signage	Waiting on information from applicant
2018/021	16/03/2018	159 Point Lonsdale Road Point Lonsdale	Lopping and removal of vegetation in a Heritage Overlay where tree controls apply	Referral to DELWP
2018/032	23/04/2018	5 Tobin Drive Queenscliff	Removal of vegetation	Referral to DELWP
2018/079	23/08/2018 (Amended 7/02/2019 & 28/05/2019)	81 Nelson Road Queenscliff	Subdivision of land into seven (7) lots, removal of vegetation and works associated with the subdivision	Under consideration
**2018/104	5/11/2018	31 Cheshunt Street Point Lonsdale	Construction of a two storey dwelling and front fence	Notice of decision to grant a permit issued VCAT application for review lodged by objector VCAT hearing 5 September 2019 (determination yet to be issued)





**2019/036	14/06/2019	44 Baillieu Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Notice of decision to grant a permit issued
2019/040	01/07/2019	28-30 Buckley's Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Public notification
V 2019/051	07/08/2019	6 Beach Street Queenscliff	Demolition of outbuildings and fences and construction of fences in a Heritage Overlay area	Further information requested 15 August 2019
2019/055	02/09/2019	22 Laker Drive Point Lonsdale	Extensions to an existing dwelling	Public notification
2019/058	09/09/2019	2 Loch Street Point Lonsdale	Construction of a dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Public notification (Note: proposed site coverage 44.32%)
2019/059	16/09/2019	7 Girvan Grove Point Lonsdale	Alterations and extensions to an existing dwelling, alterations to an outbuilding, construction of a front fence and variation to the side setback requirements of Design and Development Overlay – Schedule 4	Further information requested 30 September 2019
2019/063	30/09/2019	93 Hesse Street Queenscliff	Construction of a second dwelling and fences, demolition of buildings on a site individually listed in a Heritage Overlay, subdivision of the land into two (2) lots, creation of access to a road in a Road Zone Category 1, reduction of the car parking requirements of Clause 52.06 of the Queenscliffe Planning Scheme and variation to the site coverage, setback and wall height on boundary requirements of Design and Development Overlay – Schedule 1	Public notification
2019/065	01/10/2019	The Promenade Point Lonsdale Road Point Lonsdale	Removal of native vegetation	Referral to DELWP
2019/067	11/10/2019	7 & 9A Mercer Street Queenscliff	Subdivision of the land (boundary realignment)	Under consideration
2019/069	10/10/2019	2 Nelson Road Point Lonsdale	Creation of access to a road in a Road Zone Category 1	Referral to VicRoads



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

App. No	Date Received	Address	Proposal	Status
---------	---------------	---------	----------	--------

NO APPLICATIONS TO REPORT

---



### 15.1(c) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
**2019/038	27/06/2019	71 Learmonth Street Queenscliff	Construction of two dwellings (one double storey and one single storey) and alterations to a front fence	Permit issued
2019/050	02/08/2019	32 Ocean Road Point Lonsdale	Alterations to an existing dwelling	Permit issued
2019/052	15/08/2019	9 Williams Road Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
2019/053	22/08/2019	1/1 Edgewater Close Queenscliff	Alterations and extensions to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 3	Permit issued
2019/056	02/09/2019	12 The Esplanade Queenscliff	Alterations and extensions to an existing dwelling	Application lapsed
2019/061	23/09/2019	1/58 Hesse Street Queenscliff	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol (Restaurant and Café Licence)	Permit issued
2019/062	24/09/2019	2/4 Anderson Street Point Lonsdale	Alterations to an existing dwelling	Permit issued
2019/064	01/10/2019	68 Fellows Road Point Lonsdale	Construction of an outbuilding	Permit issued
2019/066	09/10/2019	1 Brookes Street Point Lonsdale	Alterations to an existing dwelling and construction of a carport	Permit issued
V 2019/070	17/10/2019	13 Bowen Road Point Lonsdale	Construction of an outbuilding	Permit issued
2019/075	4/11/2019	54-56 Ocean Road Point Lonsdale	Construction of a temporary outbuilding building associated with the existing place of assembly (Surf Life Saving Club)	Permit issued



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

App. No	Date Received	Address	Proposal	Status
V 2019/070	17/10/2019	13 Bowen Road Point Lonsdale	Construction of an outbuilding	Permit issued
2019/071	15/10/2019	49 Mercer Street Queenscliff	Alterations to an existing dwelling	Referral to Heritage Advisor
2019/072	16/10/2019	5 Bedggood Avenue Point Lonsdale	Construction of two dwellings and subdivision of the land into two (2) lots	Further information requested 8 November 2019
2019/073	17/10/2019	2/14 Bellarine Highway Queenscliff	Construction of a two storey dwelling and variation to the site coverage requirements of Design and Development Overlay Schedule 5	Further information requested 8 November 2019 (Note: proposed site coverage 47.77%)
2019/074	24/10/2019	3 Loch Street Point Lonsdale	Alterations and extensions to an existing dwelling and variation to the side setback requirements of Design and Development Overlay Schedule 4	Further information requested 4 November 2019
2019/075	4/11/2019	54-56 Ocean Road Point Lonsdale	Construction of a temporary outbuilding building associated with the existing place of assembly (Surf Life Saving Club)	Permit issued
2019/076	8/11/2019	38 Learmonth Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling	Initial review
2019/077	18/11/2019	12 Thomson Street Point Lonsdale	Construction of a dwelling, removal of native vegetation and removal of easement B2	Initial review

---



### 15.1(e) Development Plan Summary Report

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

NO APPLICATIONS TO REPORT

### 15.1(f) Planning Scheme Amendment Summary Report

Amend. No.	Address	Proposal	Status
C28	Land parcel CA 2C SEC1, Queenscliff	Zoning of Commonwealth land (CA) to Public Park and Recreation Zone (PPRZ)	Discussions with DELWP on progression of the amendment are underway
C30	81 Nelson Road, Queenscliff	Rezone the land at 81 Nelson Road, Queenscliff to Neighbourhood Residential Zone – Schedule 1 (NRZ1) and General Residential Zone – Schedule 1 (GRZ1), apply Design and Development Overlay – Schedule 3 (DDO3) and Design and Development Overlay – Schedule 5 (DDO5), delete Development Plan Overlay 1 (DPO1) and subdivide the land into seven (7) lots.	Amendment documents being prepared

#### LEGEND

- \*\* Objections received
- Italics* Amendment or extension of time request to application previously determined by Council
- Bold** Officer delegation removed
- V VicSmart application (officer delegation cannot be removed)
-



**Recommendation:**

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



## 15.2 Avenue of Honour update

<b>File:</b>	<b>QG045-03-09</b>
<b>Report Author:</b>	<b>General Manager of Planning and Infrastructure</b>
<b>Strategic Objective:</b>	<b>Preserve and enhance the Borough as a special place through excellence of design and conservation of its rich culture and unique heritage</b>
<b>Portfolio:</b>	<b>Planning and Heritage</b>
<b>Portfolio Holder:</b>	<b>Cr Boyce Pizzey</b>

### Purpose

The purpose of this report is to advise Council of the recommendations of the Avenue of Honour Reference Group (the reference group) in relation to proposed replacement planting along the Avenue of Honour (the Avenue).

### Background

At its meeting of 21 June 2018, Council considered a report on the status of the Avenue of Honour reference group. Amongst a number of other matters considered on the night, Council resolved the following:

- 4. Request Council officers to provide a Council Briefing prior to undertaking community engagement to assess the community's preferred replacement tree characteristics based on the short listed preferences agreed to by the Community Reference Group as outlined in this report;*

At its meeting on 17 May 2019, the reference group selected the Monterey Cypress as the preferred species for replacement planting along the Avenue of Honour. The reference group's position was that any further community consultation should take the form of a community bulletin outlining the matters considered by the reference group and its recommendation to Council (see **Appendix 1a**). With respect to species selection, while the majority view of the reference group was Monterey Cypress, it should be noted that a number of members have subsequently expressed concerns about the recommendation to use Monterey Cypress. These concerns relate to the issue of Canker Seridium and the advice provided in the Homewood Consulting report. They have expressed these concerns via email, verbally during reference group meetings and to the CEO directly.

In order to gain a full understanding of any risks or issues associated with implementing the recommendation of the reference group and to ensure Council officers were informed on the

---



management of any new plantings, detailed below is the advice of Homewood Consulting in relation to the matter.

## Key Issues

### 1. *Location of replacement planting*

The reference group highlighted two areas for proposed replanting. These are identified as Gap A and Gap B in **Appendix 1b** of this report.

### 2. *Lead time for sourcing replacement trees and determining success.*

Should council proceed with selecting Monterey Cypress after the community consultation envisaged in its resolution of June 2018, specimens would need to be contract grown to the required size. Homewood believe that 40cm pots can be sourced in limited quantities, however mature trees will need to be grown for the project and are likely to take 2 to 3 years to get to 1.8 metres in height.

Homewood also advise that trees would then take upwards of 8 years before an assessment can be made as to whether they have been successful or not at the specified locations. Council should note that many of the current Monterey Cypress are nearing the end of their useful life expectancy and will need to be removed in the next 10–15 years.

### 3. *Canker Seridium (Canker)*

Canker Seridium was found in some of the foliage samples from the trees in the Avenue.

Homewood advise that the spread of the disease will depend on prevailing climactic conditions. Wetter, humid conditions will create more favourable conditions for the pathogen and result in its spread. Drier conditions result in less spread but also put the trees under stress.

The age of the Avenue trees make them more susceptible when conditions place them under stress. Homewood also point out that “the disease tends to be more prolific in older trees due to the micro climate created by the dense, closed canopies of mature trees which prevents air circulation and favours spread of the disease (D Smith 2019, pers comm. 22 July).”

Homewood’s view is that if Monterey Cypress is used as a replacement tree for the Avenue of Honour, there is strong evidence to suggest that they will not be ultimately successful (Homewood 2015) because of the presence of Canker. In addition, that the trees will need to be intensively monitored and managed to ensure that they are healthy and to improve their natural defence against an initial infection (Homewood 2015).

### 4. *Treatment of Canker*

At present, Homewood reports indicate that there is no proven cure for Canker. Research trials are underway in the US but there is currently no registered chemical to treat the disease in Australia (Homewood 2015).

---





The only long term management option suggested is to replace affected trees with known tolerant cypress species or unrelated plant species such as Australian natives (DEPI 2013) (Homewood 2015).

The health of over-mature trees should be maintained as much as possible to mitigate the effect of Cypress Canker. Mulching the root zones is recommended to help maintain their health.

*5. Growth Rate and replacement methodology*

Initially, Monterey Cypress trees are tall, narrow or broadly conical. The trees spread with age. Even in ideal conditions, new trees will take 15+ years to get to the height of the existing trees and 30+ years to achieve the canopy spread.

Homewood recommend a “block” replacement strategy for the Avenue rather than the proposed “gap” replanting method discussed in previous sections. Their analysis of pro’s and con’s is outlined below:

**Block**

Remove and replace sections at a time.

<b>PROS</b>	<b>CONS</b>
<ul style="list-style-type: none"> <li>• Renewal takes place within 5-15 year timeframe</li> <li>• Costs for renewal are split over budget periods</li> <li>• Landscape impact can be reduced by planting advanced tree stock</li> </ul>	<ul style="list-style-type: none"> <li>• Significant impact on the landscape in the area where tree removal occurs</li> <li>• Managing retained trees becomes increasingly intensive as they age and decline</li> <li>• The replacement avenue will have a multi-tiered appearance until all the trees reach maturity</li> </ul>

*6. Availability of Alternate tree species*

Three evergreen species were recommended by Homewood in their last report in 2019 as alternatives to the Monterey Cypress. They are of a similar form and shape to Monterey Cypress and are expected to tolerate the coastal conditions in the proposed planting area. The tree are as follows (see **Appendix 1c** for images):

- Cedrus deodara – Deodar Cedar or Himalayan Cedar
- Cedrus libani – Cedar of Lebanon
- Quercus ilex – Holm Oak or Holly Oak

It is unlikely that the alternate species trees will be available for immediate purchase as advanced stock, in any substantial quantity. As such and as with the Monterey Cypress, it is expected that advanced stock will have to be contract grown specifically for the project with an estimated minimum lead in time of 2 years (Homewood 2019).

The three alternate tree species suggested are not susceptible to Seridium Canker.

---



### **Officer Direct or Indirect Interest**

*Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is considered by the Council or the committee.*

Officers involved in developing the report have no direct or indirect interests.

### **Discussion**

Officers consider that there are many positives associated with using Monterey Cypress as a replacement species for the Avenue of Honour. This is primarily associated with the uniformity of appearance afforded by a monoculture. In addition, using similar species has historically been the strong preference of the community based on a 2013 community survey undertaken by Council—where 64% of respondents indicated a preference to use Monterey Cypress to replace existing trees. (Note this survey was conducted prior to any advice about Canker Seridium had been received by Council, and therefore was not a factor in the responses to the survey).

The primary negative of selecting Monterey Cypress is the presence and impact of Canker. This is known to be impacting current trees and is likely to limit the potential of future trees to be planted if Monterey Cypress is selected.

With this in mind, and based on the technical advice provided by Homewood, officers consider that using Monterey Cypress would ultimately be unsuccessful if Council is seeking to maintain the Avenue of Honour from a long term perspective. If the species is selected it will require significant, intensive and ongoing maintenance in a scenario where new planting will be hard to establish and established specimens will be highly susceptible to Canker in any circumstance.

Critically, however, in its resolution of June 2018, Council sought the views of the Reference Group in relation to species, not officers. In effect, Council set up the Reference Group to provide advice on this very matter. As such, whilst officers have undertaken an assessment of the recommendation, it is considered that officers are obligated to remain within the limitations of the Council's resolution and the reference group's recommendation. The recommendation to Council therefore remains consistent with these limitations rather than any alternative position described in the discussion above.

With respect to consultation, Council's resolution at its 21 June 2018 Ordinary Meeting on this matter is clear in that it seeks a briefing from officers on community consultation in relation to the appropriate species to be planted. Upon Council's resolution of appropriate species, a separate briefing will be provided to Council on next steps associated with consultation. This will take into account the view of the reference group as detailed previously.

---



**Recommendation:**

**That Council:**

- 1. Endorse the reference group recommendation to use Monterey Cypress as the replacement species for the Avenue of Honour.**
  - 2. Request officers to develop and brief Council on a Communications and Engagement Plan noting the recommendations of the Avenue of Honour Reference Group in relation to consultation.**
  - 3. Acknowledge and thank the Avenue of Honour Reference Group for the work to date.**
-



## 16. GOVERNANCE & PERFORMANCE

### 16.1 Council Plan 2017–2021 Quarterly Report against 2019/20 Implementation Plan as at 30 September 2019

<b>File:</b>	<b>QG054-01-01</b>
<b>Report Author:</b>	<b>Chief Executive Officer</b>
<b>Strategic Objective:</b>	<b>Maintain a cohesive, well governed, financially sustainable and independent Borough</b>
<b>Portfolio:</b>	<b>Governance and Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Bob Merriman</b>

#### **Purpose**

The purpose of this report is to provide Council with the progress report (**Appendix 2**) on actions taken in relation to the 2017–2021 Council Plan and the Initiatives for the period from 1 July to 30 September 2019 as defined in the 2019/20 Implementation Plan.

#### **Background**

The Council Plan 2017–2021 was framed around five Strategic Objectives and related portfolios:

1. Enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture;
2. Play our part in protecting the local, national and globally significant values within our natural environment for future generations;
3. Foster a diverse and vibrant local economy;
4. Preserve and enhance the Borough as a special place through excellence of design and conservation of its rich culture and unique heritage;
5. Maintain a cohesive, well governed, financially sustainable and independent Borough.

The Council Plan 2017–2021 identifies that the Strategic Objectives will be achieved by implementing initiatives in specific financial years. These are documented in Council's 2019/20 Implementation Plan.

#### **Statutory Requirements**

In accordance with section 125 of the Local Government Act 1989 Council adopted its Council Plan that covers the four year period from 2017 to 2021 at its 10 August 2017 Special Meeting. For the

---



2019/20 financial year Council defined the specific initiatives that would form part of its 2019/20 Implementation Plan. This report provides Council with progress achieved against the adopted priorities for the first quarter of 2019/20.

### **Financial**

There are no financial implications associated with this report. The report includes details of a number of grant applications to other levels of Government. The Quarterly Financial Report to be considered as part of this Ordinary Council meeting details Council's financial position as at 30 September 2019.

### **Social**

The progress report highlights that Council has progressed a number of priority actions that have contributed to the health and wellbeing of the local community.

### **Environmental**

The progress report highlights that Council has progressed a number of priority actions that have contributed to the environmental sustainability of the Borough.

### **Risk Management**

No specific issues to report. The report details some system improvements that address organisational risks.

### **Officer Direct or Indirect Interest**

*Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is considered by the Council or the committee.*

Officers involved in developing the report have no direct or indirect interests.

### **Assessment**

This progress report provides details regarding actions taken between 1 July to 30 September 2019.

---



The Council Plan Quarterly Progress Report describes the range and level of activity undertaken by the Borough of Queenscliffe during the first quarter of the 2019/20 financial year. The report continues to reinforce the importance of good working relationships and project partnerships between residents, local community organisations, Council, neighbouring municipalities and other levels of Government. The Council activities over the financial year period to 30 September 2019 that deserve particular attention include:

- Council progressed or completed a number of capital improvements in the three-month period from 1 July to 30 September 2019. Work on capital improvements included:
    - Repair works completed to the roof of the Queenscliff Maritime Museum;
    - Repair works completed to two historic coastal defence structures in Point Lonsdale;
    - Funding has been confirmed under the Fixing Local Roads Stage 2 funding program for Hesse Street South and King Street storm water asset improvement;
    - Work on the upgrade to the storm water infrastructure in Simpson Street has progressed with the first trial soakage/retention pit to be installed in Baillieu Street before Christmas;
    - Work has progressed on the construction of outdoor gym equipment in parks with Council officers awaiting Marine and Coastal Act consent; this is the last consent required before a contractor can be appointed to commence construction.
  - The July to September quarter is a quieter period for the Borough in relation to events. However, Council was able to support the following local organisations in the planning, implementation and promotion of activities and events:
    - The RSL for Vietnam Veterans Day
    - Local primary schools' participation in Walk to School
    - Queenscliffe Historical Museum, Queenscliff Bowling Tennis and Croquet Club, Uniting Church, Neighbourhood House, Fort Queenscliff, Queenscliffe Maritime Museum, Queenscliffe Historical Museum, Bellarine railway and Queenscliff Library as part of Victorian Seniors Festival 2019
  - Council completed 124 new street plantings in this quarter. Council also worked with Alliance partners, Bellarine Catchment Network and Swan Bay Environment Association to promote the annual community planting day in July. Volunteers planted 350 plants from 20 different species of groundcover, mid-level shrubs and over-storey plants and removed weeds and litter from The Narrows carpark and surrounds.
  - Project Management Consultants and Community Engagement Consultants have been appointed for the Queenscliffe Hub project. Officers also met with the Victorian Government Architect to determine their role in the project. A principal consultant is expected to be appointed in the next quarter.
  - The 2019/20 Community Grants program was completed in August 2019. Twelve grants totalling \$16,264.60 were awarded to local community groups to support community, art and cultural projects and activities that enhance the wellbeing and quality of life of people living in the Borough of Queenscliffe.
-



- Council completed 33 public health inspections.
  - Council's Municipal Emergency Management Plan Committee, comprising Council officers, emergency services personnel and key service providers, conducted a table top emergency management exercise at its July 2019 meeting. The purpose of this exercise was to test Council's Municipal Emergency Management Plan.
  - Council has collected 2,537 tonnes of green waste through the kerbside garden bin service since its introduction in July 2015. Following on from the closure of Council's recycling contractor, SKM on 26 July 2019, as reported last quarter, Council diverted its recyclable material to landfill. Council continues to work in collaboration with neighbouring Councils on recycling arrangements for the future. It is anticipated that recyclable material processing will recommence in December 2019.
  - As part of Council's Carbon Neutral Action Plan Council officers have worked with consultants to define Council's carbon emissions inventory boundary. This work clarifies which facilities, buildings and services Council should include in its annual greenhouse gas emissions calculations. Council is also participating in a feasibility study to understand the opportunities for a joint investment program into establishing a coordinated network of electric vehicle charging stations across Victoria. The project is a partnership between 55 regional, rural and metropolitan councils, the Victorian greenhouse alliances and the Electric Vehicle Council of Australia. The project seeks to unpack key questions relating to the role of local government in providing or facilitating infrastructure across the state and the opportunities to do this in a coordinated way.
  - The Queenscliffe Visitor Information Centre (VIC) volunteers have attended to 5269 Walk In enquiries and 273 phone enquiries in this quarter. The VIC arranged and hosted 9 public Heritage Guided Walks with 78 participants. Overall 718 volunteer hours were provided to the Visitor Information Centre between 1 July and 30 September 2019. The volunteers have been active in selling Searoad Ferry tickets and provided an in-kind ticket service to local community groups and events such as Bellarine Lighthouse Theatre Group, the Queenscliffe Historical Museum and Fort Queenscliff. The Centre also recruited 2 new volunteers.
  - Council continued to maintain a 'zero waiting list' for the Aged Care Services within the Borough. In the period 1 July – 30 September 2019 the Aged Care Service provided 2,237 hours of service (2597 visits) to 162 active clients across a range of services including domestic/personal care assistance, lawn and home maintenance, in home respite, social support, assisted transport and assessment.
  - Council communications staff have made a number of improvements to Council's engagement strategy in the past quarter. Most notably, Council launched its Budget 2020–21 consultation, in which residents will have the opportunity to provide input into Council's budget processes. This initiative goes above and beyond what most other Victorian Councils do, and will provide valuable insight into community priorities as Council begins to formulate its budget. Additionally, officers have continued to follow up directly with consultation participants, who now receive direct updates via email of projects they've previously shown an interest in. Open
-



rates for these emails are consistently very high, demonstrating a high level of uptake of this strategy.

- Council communications staff have also recently completed a number of accessibility improvements to Council's website. This has included a streamlined design, removal of unnecessary or duplicate content and a more accessible layout. Making the website easier to navigate will help residents and ratepayers access the information they need. Communications staff also finished the first draft of a social media strategy and associated policies and procedures. This necessary background work will support the team in launching a Facebook presence for Council in January 2020.

**Recommendation:**

**That Council note the Council Plan Progress Report against the 2019/20 Implementation Plan for the period 1 July to 30 September 2019.**

---





## 16.2 2019–20 Quarterly Financial Report as at 30 September 2019

<b>File:</b>	<b>QG085-01-08</b>
<b>Report Author:</b>	<b>Manager, Financial Services</b>
<b>Strategic Objective:</b>	<b>Maintain a cohesive, well governed, financially sustainable and independent Borough</b>
<b>Portfolio:</b>	<b>Governance and Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Bob Merriman</b>

### Purpose

This report provides information on Council's operating and capital performance for the three months to 30 September 2019 and explanations for key variances against the budget presented to Council. Detailed financial and non-financial information is included at **Appendix 3**.

### Introduction

Whilst reporting essentially the same figures as the Annual Financial Report, the quarterly report differs substantially in that it is a 'management' report that must be presented to Council each quarter to compare the budget and actual revenue and expenditure in accordance with Section 138(1) of the *Local Government Act 1989*. The 'management report' is based around program areas and also ensures accountability for program leaders and for management to monitor actual results in each area.

### Background

At its Ordinary Council Meeting on 20 June 2019, Council adopted the 2019/20 Budget (including Strategic Resource Plan). This budget was based on a set of key assumptions, including the projected completion of major projects and capital works at 30 June 2019.

Each quarterly financial report includes a summary of forecast adjustments identified since the last report was issued. Adjustments typically include new government grants confirmed, efficiency savings and additional income achieved, the reallocation of funds to meet emerging budget pressures and the identification of projects likely to be carried forward to next year.

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, with respect to changes from original estimates to forecast outcomes, identifying any efficiency savings achieved and/or emerging issues to be addressed.

---



## Key Issues

The **forecast cash result** is a **deficit of \$145,000 for the year**, an improvement of \$187,000 on the budgeted cash deficit of \$332,000. This improvement is mainly due to the additional Financial Assistance Grant (FAG) the BoQ has been able to secure as a result of continuous submissions and advocacy. This improvement together with the actual cash surplus realised for the 2018/19 financial year (accumulated cash surplus brought forward from the prior year) makes for a **forecast accumulated cash surplus of \$329,000 at June 2020**.

The forecast **underlying result** for the year is a **deficit of \$847,000**. An improvement of \$54,000 on the budgeted result. The expected reduction in the interest income partially offsets the positive impact resulting from the additional financial assistance grant. Further, the net additional cost (after the government rebate) as a result of the closure of the recycling processor to the service recipients is expected to be around \$11,000.

One of the key objectives in Council's Strategic Resource Plan is the achievement of a breakeven underlying operating result cumulatively. The forecast accumulated underlying operating result stands at \$1.8 million at June 2020.

Total **unrestricted financial assets** (including cash and cash equivalents) at **September** is amounting to **\$7.6 million** of which \$5.6 million have been allocated for specific future purposes. Total unrestricted financial assets (including cash and cash equivalents) projected to be at **\$4.8 million at June 2020**.

During the last three months, **\$295k** has been spent in **capital projects** against the **forecast of \$11.3 million for the year**.

Explanations for key variances against the Budget are included at **Appendix 3**.

**Financial Sustainability Indicators**, 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.

Queenscliffe's results for the last five years to 2017–18 are summarised in the table below with estimated results for 2018/19 and 2019/20.

---



Financial Sustainability Indicators	Risk Assessment Matrix			Risk Assessment							Risk Assessment 2019/20	
	Low	Medium	High	2013/14	2014/15	2015/16	2016/17	2017/18	Average	2018/19*	Adopted** Budget	Sep 2019** Forecast
Net result	>0%	-10% - 0%	<-10%	17.92%	5.73%	1.71%	2.45%	10.77%	7.71%	25.07%	31.69%	30.38%
Adjusted underlying result	>5%	0% - 5%	< 0%	n/a	-2.00%	-2.00%	2.00%	1.00%	0.25%	0.00%	-8.30%	-7.76%
Liquidity	>1.0	0.75 - 1.0	<0.75	2.39	2.50	2.96	3.06	2.88	2.76	5.04	2.15	2.40
Internal financing	>100%	75% - 100%	<75%	109%	160%	56%	183%	135%	128%	144%	69%	73%
Indebtedness	<=40%	40% - 60%	>60%	0.59%	0.80%	2.09%	1.08%	1.08%	1.13%	0.51%	9.17%	8.86%
Capital replacement	>1.5	1.0 - 1.5	<1.0	2.43	1.64	1.96	1.22	1.79	1.81	2.88	8.54	8.63
Renewal gap	>1.0	0.5 - 1.0	<0.5	0.98	1.23	1.64	0.82	1.14	1.16	2.21	5.34	5.34

Source : 2013/14 to 2017/18 - VAGO - Results of 2017-18 Audits: Local Government

\* Based on 2018/19 audited results

\*\*Based on budget and forecast

Council will continue to be considered ‘low’ risk in all but two financial sustainability indicators for the 2019-20 year. The forecast accumulated underlying operating result stands at \$1.8 million at June 2020 even though an underlying deficit is forecasted for the year. The timing between operating grant income and the cost of operating projects associated with such grant income has resulted in the Borough reporting underlying deficits in some years. 62% of the capital expenditure included in the 2019/20 budget / forecast is funded through external funding sources (capital grant and borrowings), having an impact on the internal financing ratio.

### Council Plan

The financial report is in line with the Council Plan 2017-2021 strategic objective *“Maintain a cohesive, well governed, financially sustainable and independent Borough”* and the key strategy *“Provide transparent and accountable governance and meet all legislative requirements.”*

### Financial

The report attached provides the opportunity for constant review of Council’s financial position against the adopted budget.

### Social

Not applicable.

### Environmental

Not applicable.



## **Risk Management**

The quarterly report is part of Council's risk management framework to ensure financial reporting includes reporting against the adopted annual budget as well as consideration of a number of non-financial indicators including risk related items (e.g.: incident reporting).

## **Officer Direct or Indirect Interest**

*Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is considered by the Council or the committee.*

Officers involved in developing the report have no direct or indirect interests.

## **Conclusion**

Forecast adjustments included in the September quarter's report largely reflect additional operating projects and capital works, carried forward from the previous year for completion in the current year, which were not included in the budget at the time it was prepared and adopted by Council. Other information leading to adjustments in the first quarter include additional grant allocations and an adjustment for actual cash surplus realised at 30 June 2019.

## **Recommendation:**

**That Council note the Quarterly Finance Report to 30 September 2019.**

---



### **16.3 2020–21 Budget consultation results**

<b>File:</b>	<b>QG085-05-15</b>
<b>Report Author:</b>	<b>Coordinator, Community Engagement and Communications</b>
<b>Strategic Objective:</b>	<b>Maintain a cohesive, well governed, financially sustainable and independent Borough</b>
<b>Portfolio:</b>	<b>Governance and Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Bob Merriman</b>

#### **Purpose**

To brief Councillors on the results of public consultation for the 2020–21 Borough of Queenscliff Budget.

#### **Background**

As part of a renewed focus on community engagement, the Borough of Queenscliffe opened up our budget processes to the public over four weeks in October and November 2019. This consultation was designed to allow residents, ratepayers and visitors to provide a significant level of input into Council's decisions and direction over the next year.

Consultation took the form of an online survey, complemented by an in-person offering at Council offices and direct engagement with local Primary Schools. This methodology allowed the consultation to respond dynamically to participants as they responded, asking follow-up questions to ensure participants could give detail and insight into their priorities for our community.

This consultation was widely advertised, including by:

- delivering a bulletin to every ratepayer alongside rate notices
- placing bulletins in residential letterboxes across the Borough
- directly emailing participants in other, recent consultations,
- listing consultation opportunities in newspaper Mayor's Columns,
- providing a media release to newspapers and radio stations, resulting in significant coverage,
- prominently displaying information on Council's website; and
- contact the three local primary schools to offer direct engagement opportunities.

Council officers also invited local primary schools to take part, and visited St Aloysius Primary School for an interactive session with grade 5 and 6 students.

Consultation sought responses from residents across five categories of expenditure, including assets, environment and waste, planning, arts and libraries, and tourism and business support. Participants were notified that two spending categories, capital works and aged and family services, were not included in the survey. As the 2020–21 budget is the final budget in the current Council Plan, most of the capital works budget for next year has already been allocated as part of multi-year funding arrangements for major projects (like the Queenscliffe Hub). The aged and family services

---



budget is dependent on the Commonwealth's aged care reform, which is still yet to be finalised. Respondents were asked for project ideas in each category, and whether categories should have spending increased, decreased, or remain flat.

Respondents were also able to balance their proposed budget by identifying how increased expenditure should be paid for, or savings reinvested.

### **Key Issues**

Council's budget consultation was designed to achieve three clear goals:

1. To better understand the priorities of the community for the coming financial year
2. To demonstrate Council's commitment to improved engagement with the community
3. To inform the public about Council's budget processes and some of the considerations made in putting a budget together.

Decisions made regarding consultation contents, questions, format and the presentation of results have been made with these goals in mind. Council officers are satisfied that processes so far have achieved these goals.

Further, releasing the results of this consultation publicly will not only help the community understand the feedback Council is considering in making budget decisions, but will further demonstrate this Council's commitment to transparent and accountable governance, as outlined in the Council Plan.

### **Discussion**

Council received 332 responses to the survey from a diverse range of respondents. The significant volume and quality of responses has met the high expectations of the Communications team, and leaves Council well-placed to produce a responsive, community-focused budget for 2020–21.

As a summary, respondents on average wanted Council to spend more on assets, facilities and public spaces, as well as environment and waste. The most popular projects in these categories were improvements to footpaths, tree planting and recycling.

Planning was the only category in which participants suggested Council slightly reduce expenditure. Common concerns were around processes and consultancy fees.

Overall, respondents were happy with Council's spend and direction in arts and libraries, and tourism and business support.

Respondents shared Council's commitment to a balanced budget. In identifying revenue sources, most responses wanted Council to seek government grants where additional revenues were required. A significant majority also wanted Council to reinvest savings in other projects instead of reducing the size of rate increases.

Overarching themes from qualitative responses showed that residents were looking for Council to invest in small, tangible improvements to our community. From expanded weeding programs to

---



upgraded footpaths and trails, the majority of respondents wanted Council to focus in this area instead of on strategic planning initiatives.

A full analysis of results is available in **Appendix 4**. This appendix goes into significant detail analysing specific trends and themes that emerged, including demographic breakdowns and examples of comments received.

### **Council Plan**

This budget consultation process has been implemented in line with the Council Plan 2017–2021 strategic objective *“Maintain a cohesive, well governed, financially sustainable and independent Borough”* and the key strategy *“Enhance communication and community engagement in decision-making across the 3225 postcode area”*.

### **Financial**

Budget consultation is designed to assist Council with future financial decisions. While today’s recommendation to note the results will not have any direct impact on Council’s finances, incorporating the feedback received throughout the budget process will undoubtedly have an impact on Council’s budget decisions for the next financial year.

### **Social**

Not applicable.

### **Environmental**

Not applicable.

### **Risk Management**

Not applicable.

### **Officer Direct or Indirect Interest**

*Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is considered by the Council or the committee.*

Officers involved in developing the report have no direct or indirect interests.

### **Conclusion**

Conducting and reporting on community sentiment consultation in the lead up to 2020–21 Budget preparations has left Council well-placed to understand and consider the views of the community in deciding Council’s direction for the coming financial year.

In noting these results, Council will demonstrate another step in improving its consultation and communication initiatives.

---



**Recommendation:**

**That Council:**

- 1. Note the results of the consultation;**
  - 2. Request officers publish the results on Council's website; and**
  - 3. Send an email of thanks to those who took part in the online survey.**
-





## 16.4 Appointment of Portfolio Leaders, Committees and Council Delegates

<b>File:</b>	<b>QG045-01-01</b>
<b>Report Author:</b>	<b>Chief Executive Officer</b>
<b>Strategic Objective:</b>	<b>Maintain a cohesive, well governed, financially sustainable and independent Borough</b>
<b>Portfolio:</b>	<b>Governance and Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Bob Merriman</b>

### Purpose

This report provides information to enable Council to allocate portfolio responsibilities and appoint Council's delegates to various Committees, representative bodies and Reference Groups.

### Statutory Requirements

While there is no legislative or formal requirement to review Council Committees and delegates each year, it is regarded as good practice for Council to consider representation on an annual basis to allow opportunities to affirm Council involvement and individual Councillor's participation on various Committees and representative bodies for the forthcoming 12 month period of office.

### Council Portfolios

The 2017–2021 Council Plan is structured around five Strategic Objectives. The current Councillor portfolio responsibility is as follows:

<b>Portfolio</b>	<b>2018/19 Councillor Responsibility</b>
Community Wellbeing	Cr Salter
Local Economy	Cr Ebbels
Environmental Sustainability	Vacant
Planning & Heritage	Cr Pizzey
Governance & Performance	Cr Merriman

### Recommendation:

**That Council determine Councillor appointments to Portfolios for the next 12 month period.**

---



### ***Audit Committee***

Council's Audit Committee membership comprises 2 Councillors and up to 4 independent members.

The four independent members (Roland 'Barney' Orchard, Richard Bull, Helen Butteriss and Graeme Phipps) have been appointed to varying terms to ensure continuity of independent expertise over the remaining term of the Council. Council's current representatives on the Audit Committee are Crs Merriman and Salter. Council has also formally resolved to allow for a replacement Councillor at the direction of the Mayor.

Council's Chief Executive Officer, General Manager Organisational Performance & Community Services and Manager, Financial Services attend these meetings to provide information and advice in an ex-officio capacity. The Council appointed Internal Auditor and Victorian Auditor General appointed external auditor also attend these meetings to provide formal reports as required.

### **Recommendation:**

**That Council determine its two Councillor representatives on Council's Audit Committee.**

### ***Queenscliffe Economic Development Advisory Committee***

Council's Economic Development Advisory Committee membership comprises eight industry and/or skills based members. The Queenscliffe Economic Development Advisory Committee Terms of Reference adopted by Council on 14 December 2017, states that the Councillor representatives be:

- The Mayor of the Borough of Queenscliffe, and
- One Councillor of the Borough of Queenscliffe, appointed at the annual statutory meeting of Council or any other time a vacancy occurs.

Matt McDonald, Hugo T Armstrong, Stacey Hunter, Arash Harandian, Robert Minty, Barry Iddles, Andrew Orvis, Michael Grout, Robyn Birrell and Sue Beeton are currently appointed as members of the Queenscliffe & Economic Development Advisory Committee. Council's current representatives on the Queenscliffe & Economic Development Advisory Committee are Crs Salter and Ebbels.

Council's Chief Executive Officer, General Manager Organisational Performance & Community Services and Program Leader, Economic & Community Development attend these meetings to provide information and advice in an ex-officio capacity.

---



**Recommendation:**

**That Council determine its two Councillor representatives on Council's Economic Development Advisory Committee.**

***CEO Performance Review Committee***

Council's CEO Performance Review Committee membership has comprised the Mayor and one other Councillor. Section 97A of the Local Government Act requires Council to review the performance of the CEO at least once each year. Council's current representatives on the CEO Performance Review Committee are Crs Merriman and Pizey.

**Recommendation:**

**That Council determine its representatives on the CEO Performance Review Committee.**

**Council Delegates**

Council is currently represented on a number of state, regional and local organisations. The current delegates are as follows:

<b>Organisation</b>	<b>2018/19 Councillor +/- Officer</b>
Association of Bayside Municipalities	Vacant
Barwon South West Local Government Waste Forum	Vacant
Geelong Queenscliffe Coastal Adaptation Planning Project	Cr Merriman & CEO
Geelong Regional Library Corporation Board	Cr Ebbels Cr Salter (Deputy)
Integrated Fire Management Planning Committee	Municipal Fire Prevention Officer (MFPO) (Senior Law Enforcement Officer)
Municipal Association of Victoria	Cr Merriman
Municipal Emergency Management Planning Committee	CEO, GMOP&CS, MFPO, Municipal Emergency Resource Officer

---



<b>Organisation</b>	<b>2018/19 Councillor +/- Officer</b>
	(MERO) (Planning Program Leader)
Tourism Greater Geelong & the Bellarine Board	Cr Ebbels
Bellarine Community Safety Group	Cr Merriman
G21 Region Alliance Board	Cr Merriman & CEO
G21 Arts, Culture & Heritage Pillar	Cr Ebbels
G21 Economic Development Pillar	Cr Pizey
G21 Education & Training Pillar	Cr Salter
G21 Environment Pillar	GM P&I
G21 Health & Wellbeing Pillar	CEO
G21 Planning Pillar	Cr Pizey
G21 Sport & Recreation Pillar	Cr Merriman
G21 Transport Pillar	CEO

**Recommendation:**

**That Council appoint its delegate or delegates to the following organisations:**

- **Association of Bayside Municipalities**
- **Barwon South West Local Government Waste Forum**
- **Geelong Queenscliffe Coastal Adaptation Planning Project**
- **Geelong Regional Library Corporation Board**
- **Integrated Fire Management Planning Committee**
- **Municipal Association of Victoria**
- **Municipal Emergency Management Planning Committee**
- **Tourism Greater Geelong & the Bellarine Board**
- **Bellarine Community Safety Group**
- **G21 Region Alliance Board**
- **G21 Arts, Culture & Heritage Pillar**
- **G21 Economic Development Pillar**
- **G21 Education & Training Pillar**
- **G21 Environment Pillar**
- **G21 Health & Wellbeing Pillar**
- **G21 Planning Pillar**



- **G21 Sport & Recreation Pillar**
- **G21 Transport Pillar**

### **Council Reference Groups**

The 2017–2021 Council Plan underlines Council’s commitment to valuing and drawing on the skills, knowledge and views of the local community through Community Reference Groups. Councillor representatives on Reference Groups have been typically appointed based on ‘portfolio’ responsibilities. The current reference groups and Council representatives are as follows:

<b>Reference Groups</b>	<b>2018/19 Councillor representative/s</b>
Australia Day Awards Reference Group	Cr Salter
Community Grants Advisory Reference Group	Crs Salter & Ebbels
Governance and Finance Portfolio Reference Group	Crs Merriman (Chair) & Salter
Memorials & Plaques Reference Group	Cr Salter
Sea Level Rise Reference Group	Cr Merriman
Avenue of Honour	Crs Salter (Chair) & Pizey
Point Lonsdale Lighthouse Reserve	Crs Merriman (Chair) & Pizey

### **Recommendation:**

**That Council determine its Councillor representation on the Reference Groups.**

---



## **16.5 Council Meetings 2020**

<b>File:</b>	<b>QG0550108</b>
<b>Report Author:</b>	<b>Governance Coordinator</b>
<b>Strategic Objective:</b>	<b>Maintain a cohesive, well governed, financially sustainable and independent Borough</b>
<b>Portfolio:</b>	<b>Governance and Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Bob Merriman</b>

### **Purpose**

This report seeks Council endorsement of its schedule of Ordinary Meetings and Planning Review Meetings for 2020.

### **Introduction**

Council is required to determine and publicly advertise the time and date for the holding of Ordinary Meetings of Council. The fundamental purpose of Council meetings is to enable Council to fulfil the functions of a Council as detailed in section 3 of the Local Government Act 1989. Council practice has been to conduct Ordinary Meetings on a monthly basis.

From time to time, Council may also hold Special Meetings at which extraordinary items may be considered. Special Meetings of Council may only deal with the business specified in the public notice calling the meeting.

Council has also established a practice of conducting 'Planning Review Meetings' to review specific statutory planning applications. These meetings are designed to provide an opportunity for applicants and submitters to present information to Council and for Council to gain an increased understanding of those statutory planning applications where Council has formally removed officers' delegation in accordance with the Planning & Environment Act. These meetings have been scheduled as necessary two weeks prior to the Ordinary Meetings of Council. It is important to note that Council has no delegated authority to make decisions at the 'Planning Review Meetings'.

It is appropriate for Council to determine its schedule of Ordinary Meetings and Planning Review Meetings for 2020.

---



### Ordinary Meeting of Council

Thursday 23 January 2020 at 7:00pm

Thursday 27 February 2020 at 7:00pm

Thursday 26 March 2020 at 7:00pm

Thursday 23 April 2020 at 7:00pm

#Thursday 21 May 2020 at 7:00pm

#Thursday 18 June 2020 at 7:00pm

Thursday 23 July 2020 at 7:00pm

Thursday 27 August 2020 at 7:00pm

##Thursday 17 September 2020 at 7:00pm

Thursday 22 October 2020 at 7:00pm

Thursday 26 November 2020 at 7:00pm

Thursday 17 December 2020 at 7:00pm

*Ordinary Meetings of Council will typically be scheduled on the 4<sup>th</sup> Thursday of the month unless otherwise indicated.*

*# Note: May & June Ordinary Meetings earlier to accommodate Budget timetable requirements*

*## Note: September Ordinary Meeting to occur prior to Election Caretaker Period commencement*

*\* Note: Planning Review Meetings will only occur when planning applications are to be determined by the Borough of Queenscliffe Council*

### Planning Review Meeting

\* Thursday 9 January 2020 at 7:00pm

\* Thursday 13 February 2020 at 7:00pm

\* Thursday 12 March 2020 at 7:00pm

\* Thursday 9 April 2020 at 7:00pm

\* Thursday 7 May 2020 at 7:00pm

\* Thursday 11 June 2020 at 7:00pm

\* Thursday 9 July 2020 at 7:00pm

\* Thursday 13 August 2020 at 7:00pm

\* Thursday 10 September 2020 at 7:00pm

\* Thursday 8 October 2020 at 7:00pm

\* Thursday 12 November 2020 at 7:00pm

\* Thursday 3 December 2020 at 7:00pm

### Recommendation:

That Council approve the schedule of Ordinary Meetings and Planning Review Meetings (when necessary) for 2020 as presented in this report and give public notice in the local media and on the Council website in accordance with the Local Government Act 1989.



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

<b>File:</b>	<b>QG065.01.01</b>
<b>Report Author:</b>	<b>Executive Project Officer</b>
<b>Strategic Objective:</b>	<b>Maintain a cohesive, well governed, financially sustainable and independent Borough.</b>
<b>Portfolio:</b>	<b>Governance and Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Bob Merriman</b>

### **Purpose**

The purpose of this report is to update Council's Instrument of Appointment and Authorisation for the specific purpose of enforcing the Planning and Environment Act 1987.

The revised Instrument of Appointment and Authorisation (Planning and Environment Act 1987) is attached as **Appendix 5**.

### **Background**

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, Section 188 of 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.

### **Discussion**

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, Section 188 of 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.

---





The amendment to this Instrument is to update it with new staff details.

### **Council Plan**

One of Council's Governance and Finance strategies to "Provide transparent, open and accountable governance and ensure compliance with relevant legislation" suggests that where Council can provide effective action by authorising staff to enforce various Acts, Regulations and laws, then the health and wellbeing of the community will be improved.

### **Financial**

There are no budget implications resulting from the recommendations to this report.

### **Social**

There are no social implications resulting from the recommendations of this report.

### **Environmental**

There are no environmental implications resulting from the recommendations of this report.

### **Risk Management**

Regular review of Council's Instruments of Authorisation ensures that Council is protected from possible litigation where staff are acting in accordance with Council formal delegation.

### **Officer Direct or Indirect Interest**

*Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is consider by the Council or the committee.*

The Officer involved in developing the report has no direct or indirect interests.

### **Conclusion**

To ensure compliance with the Planning and Environment Act and to authorise appropriate Council staff generally to institute proceedings for offences against the Act, and the regulations made under

---



that Act, it is appropriate for Council to resolve to adopt the Instrument of Appointment and Authorisation as presented.

#### **RECOMMENDATION**

**In the exercise of the powers conferred by Section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached Instrument of Appointment and Authorisation (the Instrument) (Appendix 5), the Borough of Queenscliffe Council (Council) resolves that:**

- 1. The Instrument of Appointment and Authorisation (Planning and Environment Act 1987) adopted by Council on 22 August 2019 be revoked.**
  - 2. The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.**
  - 3. The instrument comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it.**
  - 4. The instrument be sealed.**
-



## 16.7 Review of Council Delegations

<b>File:</b>	<b>QG065.01.01</b>
<b>Report Author:</b>	<b>Executive Project Officer</b>
<b>Strategic Objective:</b>	<b>Maintain a cohesive, well governed, financially sustainable and independent Borough.</b>
<b>Portfolio:</b>	<b>Governance and Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Bob Merriman</b>

### Purpose

The purpose of this report is to review relevant delegations made by the Council that are currently in place in accordance with Section 98 (6) of the *Local Government Act 1989* (the Act).

The revised Instrument of Delegation Council to Members of Council Staff is attached as **Appendix 6**.

### Background

Council is authorised to act in only one of two ways:

1. A decision by resolution of Council, and
2. Instrument of Delegation to others to act on Council's behalf.

The power of a Council to act by resolution is set out in Part 1 of the Act:

*"3(3B)(5) Where a Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of the Council."*

Alternatively, a Council may act by formal delegation to others under Section 98 of the Act, including delegation of powers under other legislation:

*"98(1) A Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than—*

- (a) this power of delegation; and*
- (b) the power to declare a rate or charge; and*
- (c) the power to borrow money; and*
- (d) the power to approve any expenditure not contained in a budget approved by the Council; and*
- (e) any power, duty or function of the Council under section 223; and*
- (f) any prescribed power."*

---



Delegation by Council of powers to the Chief Executive Officer and members of staff is formalised via written 'instruments of delegation.'

Limited delegations to Council officers typically include delegations to Environment Health Officers, Planning Officers, Local Law Officers, etc. in line with Council Policy and staff roles and responsibilities.

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.

Council last reviewed its Instrument of Delegation to Members of Council Staff by resolution of Council at the Ordinary Meeting of Council on 28 March 2019.

### **Key Issues**

The review takes into account all legislative changes made since the last formal review in June 2019 which have altered some powers, functions and duties of Council.

### **Discussion**

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

#### ***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 June 2019:

- Section 185L of the *Local Government Act 1989* (Vic) (**LGA**) has been added to provide clarification about the ability of a council's Chief Executive Officer to declare and levy a cladding rectification charge.
  - Change to staff titles from Senior Planner (SP) to Planning Program Leader (PPL)  
Provide additional delegation to the PPL under the Planning and Environment Act 1987 under s. 69(2)
  - Add definition for Municipal Building Surveyor (MBS)
-



- Change to staff role/responsibilities from Public Places and Foreshore Coordinator (PPFC) to General Manager Organisational Performance and Community Services (GMOP&CS).

### **Council Plan**

To achieve Strategic Objective 5 'Maintain a cohesive, well governed, financially sustainable and independent Borough', Council needs clear delegations in place.

### **Financial**

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

### **Social**

There are no social implications resulting from the recommendations of this report.

### **Environmental**

There are no environmental implications resulting from the recommendations of this report.

### **Risk Management**

Regular review of Council's Instruments of Delegation ensures that Council's delegations are consistent with legislative changes and is protected from possible litigation where staff act in accordance with formal Council delegations.

Council subscribes to the Maddocks (Lawyers) Delegations and Authorisations Service, which not only assists Council in managing its delegations and authorisations, but assists members of staff to understand the scope of their powers and avoid any risk of acting outside their delegated authority.

### **Officer Direct or Indirect Interest**

*Under Section 80C (1) (2) of the Local Government Act 1989, Council staff and persons engaged under a contract to provide advice or a report to a meeting of the Council or a special committee, and who have a direct or indirect interest in a matter to which the advice or report relates, must disclose the type of interest when providing the advice or report and before the advice or report is considered by the Council or the committee.*

The Officer involved in developing the report has no direct or indirect interests.

---



## Conclusion

After a thorough review of Council's Instrument of Delegation to Members of Council Staff, it is now appropriate for Council to adopt the amended Instrument of Delegation, which incorporates the most recent changes in legislation (as at June 2019) as advised by Maddocks Delegations and Authorisations Service.

### Recommendation:

**That Council, in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached Instruments of Delegation, resolves that:**

- 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. (Appendix 6)**
  - 2. The instruments come into force immediately the common seal of Council is affixed to the instrument.**
  - 3. On the coming into force of the instrument all previous delegations members of Council staff are revoked.**
  - 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.**
-



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

### **17.1 Use of Council Seal – Section 173 Agreement, 48 Lawrence Road, Point Lonsdale**

At the Special Meeting of Council held on 24 October 2019 Council resolved to authorise to sign and seal the Section 173 Agreement in relation to land situated at 48 Lawrence Road, Point Lonsdale.

Council applied the Common Seal to the above Agreement on 25 October 2019.

#### **Recommendation:**

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

---



**18. QUESTIONS WITHOUT NOTICE**

**18.1 Questions Without Notice Status Update**

No Questions Without Notice outstanding

**18.2 Questions Without Notice**

**19. LIST OF COUNCIL MEETINGS**

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

**PLANNING REVIEW MEETING**

Thursday 12 December 2019 at 7:00pm (if required)

**COUNCIL MEETING**

Thursday 19 December 2019 at 7:00pm

---





## 20. CONFIDENTIAL ITEMS

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

Recommendation:

That Council suspend standing orders and commence in-camera meeting, at which time the meeting will be closed to members of the public, to resolve on matters pertaining to the following items:

- 20.1 Confirmation of 24 October 2019 Confidential Minutes  
(in accordance with Section 89(2)(i) of the Local Government Act 1989)
- 20.2 Authorisation of Chief Executive Officer to Enter Limited Term Recycle Contract  
(in accordance with Section 89(2)(d) of the Local Government Act 1989)
- 20.3 Authorisation of Chief Executive Officer to Enter Contract for electrical asset relocation works in Hesse Street, Queenscliff  
(in accordance with Section 89(2)(d) of the Local Government Act 1989)

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

Recommendation:

That Council cease 'in camera' meeting and resume standing orders.

## 21. RATIFICATION OF CONFIDENTIAL ITEMS

Recommendation:

That the decisions made in camera be ratified by Council.

## 22. CLOSE OF MEETING

---



## **ADJUNCT TO 8 – RECORD OF ASSEMBLY OF COUNCILLORS**

Record in accordance with section 80A(1) of the Local Government Act 1989.

### **8.1 Councillor Assembly – Thursday 24 October 2019**

**Assembly Commenced: 3.00pm                      Assembly Closed: 5.09pm**

**Assembly Location:                      Town Hall**

#### **Attendees:**

Cr Ross Ebbels

Cr Tony Francis

Cr Bob Merriman

Cr Boyce Pizey

Cr Susan Salter

Martin Gill, CEO

Johann Rajaratnam, General Manager Planning & Infrastructure (3.40pm – 5.09pm)

Shannon Di Lisio, Acting General Manager Organisational Performance & Community Services  
(4.45pm – 5.09pm)

Dinah O'Brien, Planning Program Leader (3.40pm – 4.45pm)

#### **Apologies:**

Phillip Carruthers, General Manager Organisational Performance & Community Services

#### **Conflict of Interest Disclosures:**

Councillors:                      Nil

Officers:                          Nil

#### **Agenda Items:**

1. CONFIDENTIAL Item
  2. Planning Briefings
  3. Avenue of Honour update
  4. Local Government Community Infrastructure Loans Scheme
  5. Council Meeting Agenda
-



## 8.2 Councillor Assembly – Thursday 7 November 2019

**Assembly Commenced: 3.15pm                      Assembly Closed: 5.20pm**

**Assembly Location:                      Town Hall**

### **Attendees:**

Cr Ross Ebbels

Cr Bob Merriman

Cr Boyce Pizzey

Cr Susan Salter

Martin Gill, CEO (3.15pm – 5.20pm)

Johann Rajaratnam, General Manager Planning & Infrastructure (3.15pm – 4.42pm / 5.15pm – 5.20pm)

Phillip Carruthers, General Manager Organisational Performance & Community Services (3.15pm – 5.20pm)

Connor Parker, Coordinator – Community Engagement & Communications (3.15pm – 4.00pm)

Gihan Kohobange, Manager – Financial Services (3.55pm – 4.42pm)

Alex Tonkin, Business Services Accountant (3.55pm – 4.42pm)

### **Apologies:**

Nil

### **Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

### **Agenda Items:**

1. Proposed 2020 Council Meeting dates
  2. Community Engagement
  3. 2020/21 Budget
  4. 2020 Australia Day Awards
-



### 8.3 Councillor Assembly – Thursday 21 November 2019

**Assembly Commenced:** 10.29am                      **Assembly Closed:** 12.35pm

**Assembly Location:** Town Hall

**Attendees:**

Cr Ross Ebbels  
Cr Bob Merriman  
Cr Boyce Pizzey  
Cr Susan Salter  
Martin Gill, CEO  
Johann Rajaratnam, General Manager Planning & Infrastructure  
Phillip Carruthers, General Manager Organisational Performance & Community Services  
Connor Parker, Coordinator – Community Engagement & Communications (11.10am-12.35pm)  
Matt Gibbs, Communications Officer (11.10am-12.25pm)  
Carolyn Williams, Queenscliffe Neighbourhood House (10.30am-11.05am)  
Jane Rodwell, Queenscliffe Neighbourhood House (10.30am-11.05am)  
Jacinta Farrugia, Queenscliffe Neighbourhood House (10.30am-11.05am)

**Apologies:**

**Conflict of Interest Disclosures:**

Councillors: Cr Ross Ebbels declared a conflict of interest in relation to the matter discussed under agenda item 3 in that his principal place of residence is located geographically in the near vicinity of the area under discussion, and left the meeting between 12.22pm and 12.24pm while the item was discussed

Officers: Nil

**Agenda Items:**

1. Briefing from Queenscliffe Neighbourhood House
  2. Community Engagement
  3. CONFIDENTIAL Item
  4. CONFIDENTIAL Item
  5. Weddings
-



**ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE (COMMENCING 23 MARCH 2016)**

No public questions outstanding.

**ADJUNCT TO 9.1 – NOTICE OF MOTION STATUS UPDATE**

Date	Notice of Motion	Action	Status
24/10/19	<i>That Council:</i> <i>1. Reaffirm its commitment to preventing and preparing for climate change; and</i> <i>2. Publicise information on its website detailing Council's activities in support of this commitment</i>	'Responding to Climate Change' section of Environment and Sustainability page updated on Council's website.	Completed
24/10/19	<i>That Council write to Mr Lawrence and Ms Gardiner to acknowledge and thank them for their efforts and bravery in rendering assistance to a citizen, which enabled him to make a recovery.</i>	Letter sent 7 November 2019	Completed

**ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE**

No Questions Without Notice outstanding.

---