



# Agenda

## Ordinary Meeting of Council

Thursday 19 December 2019 at 7:00pm

Queenscliff Town Hall  
50 Learmonth Street, Queenscliff

### **Distribution**

#### **Councillors**

Cr Ross Ebbels

Cr Bob Merriman

Cr Rob Minty

Cr Boyce Pizzey

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***

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## Appendices

<b>Appendix</b>	<b>Title</b>	<b>Agenda Item</b>	<b>Distribution</b>
Appendix 1	Councillor Robert Minty Affirmation of office	2. Record of Councillor Affirmation of Office	Under separate cover
Appendix 2	Councillor Robert Minty signed Councillor Code of Conduct	3. Record of Councillor Declaration to abide by the Councillor Code of Conduct	Under separate cover
Appendix 3	CP049 Social Media Policy – New	17.2 Social Media Policy	Under separate cover
Appendix 4	Community Listening Post Guidelines	17.3 Report on conclusion of trial of Community Listening Post and Media Briefing Guidelines	Under separate cover

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## 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.*

The Meeting opened at:

## 2. RECORD OF COUNCILLOR AFFIRMATION OF OFFICE

On Monday 2 December 2019, the Victorian Electoral Commission completed a countback to fill the extraordinary vacancy made with the resignation of former Councillor Tony Francis. The countback resulted in the appointment of Mr Robert Minty to the position of Councillor.

Section 63 of the Local Government Act 1989 (“the Act”) states that ‘a person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office’.

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

In accordance with the Act and Part 2 of the Oaths and Affirmations Act 2018, a person elected to be a Councillor takes the affirmation of office by stating the following words before the Chief Executive Officer. On Thursday 5 December 2019, Councillor Robert Minty took the Affirmation of Office, as follows:

*“I, Robert Minty, solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of the Borough of Queenscliffe and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1989 or any other Act to the best of my skill and judgment.”*

Councillor Minty signed and dated the Affirmation of Office before the CEO, Martin Gill, who then signed as a witness (refer **Appendix 1**).

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

Section 63 of the Local Government Act 1989 (“the Act”) states that ‘a person elected to be a Councillor is not capable of acting as a Councillor until the person has read the Councillor Code of Conduct and ... made a declaration stating that they will abide by the Councillor Code of Conduct’.

The Act also states that the declaration by a person elected to be a Councillor in relation to the Councillor Code of Conduct must be in writing and witnessed by the Chief Executive Officer.

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On Thursday 5 December 2019, Councillor Robert Minty took the Affirmation of Office, and immediately following this declared verbally and in writing before the CEO, Martin Gill, that he would abide by the Councillor Code of Conduct. Councillor Minty's declaration read as follows:

*"I hereby declare that I have read the Councillor Code of Conduct for the Borough of Queenscliffe adopted on 16 February 2017 and declare that I will abide by this Code."*

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

#### **4. PRESENT & APOLOGIES**

*Present:*

*Apologies:*

#### **5. 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:

#### **6. LEAVE OF ABSENCE OF COUNCILLOR**



## **7. PUBLIC QUESTION TIME**

### **7.1 Public Questions Status Update**

There are no public questions outstanding.

### **7.2 Public Questions**

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

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

### **8.1 Ordinary Meeting of Council – 28 November 2019**

A copy of the previous Minutes of the Ordinary Meeting of Council held on 28 November 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 28 November 2019, as distributed, be confirmed as an accurate record.**

## **9. RECORD OF ASSEMBLY OF COUNCILLORS**

Record in accordance with section 80A(1) of the Local Government Act 1989 (see **Adjunct to Item 9**).

#### **Recommendation:**

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

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## 10. NOTICE OF MOTION

### 10.1 Notice of Motion Status Update

#### Recommendation:

**That the Notice of Motion Status Update, as presented in Adjunct to Item 10.1, be noted.**

### 10.2 Notice of Motion

## 11. PETITIONS AND JOINT LETTERS

### 11.1 Petitions and Joint Letters

*In accordance with the Borough of Queenscliffe Local Law No 1, 2010, 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.*

#### 11.1.1 Petition: Queenscliffe Climate Action – Declare a Climate Emergency

**File: QG078.01.21**

Council received a petition addressed to Councillors on 12 December 2019 from Queenscliffe Climate Action. Consistent with the Local Law No.1 the petition is now tabled for Council's information.

The petition reads as follows:

*The petitioner whose names, addresses and signatures appear below, call upon the Mayor and Councillors of the Borough of Queenscliffe to:*

- *Recognise that we are in a state of climate emergency that requires urgent action by all levels of government, including local councils.*
  - *Declare a climate emergency in the Borough of Queenscliffe and in doing so join forces with more than 1180 governments around the world who have made the declaration (including the United Kingdom, New York City Council and more than 20 local councils in Victoria, like the Surf Coast Shire and the City of Melbourne).*
  - *Commit to working in partnership with the community to develop and implement a climate emergency response plan for the Borough of Queenscliffe.*
-



- *Make climate action a strategic priority for Council. Embed climate action in all council strategies, plans and action.*
- *Educate the community on the impact they can make, individually and together.*
- *Advocate for more climate action from state and federal governments.'*

The petition was signed by 2145 people. Following review of the petition, Council officers identified 1091 of the signatories as coming from Point Lonsdale and Queenscliff (including those who live in Point Lonsdale within the municipal boundary of the City of Greater Geelong).

### **11.1.2 Petition: Queenscliffe Climate Action – Small changes make big changes**

**File: QG078.01.21**

Council received a second petition addressed to Councillors on 12 December 2019 from Queenscliffe Climate Action. Consistent with the Local Law No.1 the petition is now tabled for Council's information.

This second petition was from the primary school students of the Borough: Point Lonsdale Primary School, Queenscliff Primary School and St Aloysius Primary School. This petition, drafted by primary school children, reads as follows (bolding as per the original):

#### ***"Small changes make big changes***

*We, the children of:*

- *Point Lonsdale Primary School*
- *Queenscliff Primary School*
- *St Aloysius Primary School*

***Love living in this area.*** *We love the beautiful ocean and bay, being surrounded by a clean environment with a very friendly, safe community, space, wildlife, and stunning scenery.*

*Our schools are already heavily involved with sustainable activities and events and we believe we all need to **take action on climate change** as it is very important for our future, the younger generation.*

*We want our clean beaches and healthy environment to remain pristine and for all to be encouraged to live sustainably, use appropriately and enjoy protecting habitats and species.*

*We would like the Borough of Queenscliffe to think differently, to come and talk to us and work with us, because we have a lot of good ideas about how to protect where we live."*

The petition has been signed by:

- 64 Point Lonsdale Primary School students
  - 84 Queenscliff Primary School students
  - 19 St Aloysius Primary School students
-



**Recommendation:**

**That Council receives the petitions, and the petitions lay on the table until 23 January 2020.**



## 12. FUNCTIONS ATTENDED

Council was represented at the following functions:

Date	Function Attended
27 November 2019	Compassionate Hearts on the Bellarine – official launch
27 November 2019	Coastal Land Managers Forum
28 November 2019	Queenscliffe Historical Museum – Special Meeting, AGM and Monthly Talk
29 November 2019	G21 Board Meeting
30 November 2019	Point Lonsdale Surf Life Saving Club 2019/2020 Season Launch Association of Bayside Municipalities: Summer preparedness in Port Phillip
2 December 2019	Geelong Regional Library Corporation Christmas Party
4 December 2019	G21 Education Pillar
4 December 2019	Queenscliffe Climate Action community meeting at Monahan Centre
5 December 2019	Swearing in ceremony of Cr Rob Minty
6 December 2019	Water for our Future – Regional Leader Forum
6 December 2019	Queenscliff Primary School 'Aladdin' performance
7 December 2019	Lighting of the Point Lonsdale Christmas Tree
9 December 2019	Tourism Greater Geelong and the Bellarine Board Meeting
10 December 2019	Tourism Greater Geelong and the Bellarine Christmas Party
11 December 2019	Seniors Citizens Lunch, Queenscliff
13 December 2019	Council Listening Post

### Recommendation:

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

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**13. COMMUNITY WELLBEING**

No reports to consider.



## 14. LOCAL ECONOMY

### 14.1 Sponsorship Applications

<b>File:</b>	<b>QG 093 0601</b>
<b>Report Author:</b>	<b>General Manager Organisational Performance &amp; Customer Services</b>
<b>Strategic Objective:</b>	<b>Enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture</b>
<b>Portfolio:</b>	<b>Community Wellbeing</b>
<b>Portfolio Holder:</b>	<b>Cr Susan Salter</b>

#### **Purpose**

The purpose of this report is to:

- a) seek Council's support for a Sponsorship application from the Queenscliff Community Market – Twilight Market and;
- b) seek Council's support for a Sponsorship application from the Great Outdoor Cinema, Point Lonsdale.

#### **Background**

The Borough of Queenscliffe recognises that local organisations play an important role in the community and therefore seeks to support and promote a healthy, involved and creative community through the sponsorship of events, projects, services or other activities which meet identified community needs in an equitable and accountable way.

Council has received two requests for financial sponsorship from:

- 1) the Queenscliff Community Market – Twilight Market
- 2) Great Outdoor Cinema, Point Lonsdale

#### **Key issues**

Sponsorship applications must address selection criteria and demonstrate how the sponsorship request benefits the Borough of Queenscliffe and the wider community. The selection criteria includes:

- The proposal is recognised beyond the Borough of Queenscliffe
  - The proposal provides opportunities for the local community to economically and socially benefit
  - The proposal attracts people to the municipality
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- The proposal may attract significant positive media exposure both within Victoria and nationally
- The proposal positions the Borough for other events, projects, services or activities or provides significant influence with Government
- The proposal supports the vibrant local economy
- The proposal supports the municipality's unique place and natural environment
- The proposal supports a healthy, involved and creative community
- The proposal enhances the Council's public image and reputation
- The proposal benefits the local community

## Discussion

### **1) Application for Sponsorship from the Queenscliff Community Market – Twilight Market**

The 2<sup>nd</sup> Queenscliff Community Market – Twilight Market (QCM) is proposed to be held on Monday 30<sup>th</sup> December from 4.00pm–9.00pm. The event is run by a not for profit, incorporated association, Queenscliffe Community Market, with experienced event organisers and significant in-kind support from the Queenscliff Music Festival. It is a free outdoor family focussed event that encourages people to come together to meet family and friends, purchase artisan product, buy and share food and listen to music.

The Market is held at Lower Princess Park, Queenscliff and includes up to 75 stall holders and musical entertainment. It was held for the first time on 30<sup>th</sup> December 2018 with approximately 60 stall holders and 2000 attendees. Due to increased operational costs, particularly that of traffic and waste management and additional musical entertainment and staging the Market, organisers have made a request to Council via its Sponsorship Policy (CP022) for the amount of \$3,500. Total costs of running the event is forecast at \$10,500.

### **2) Application for Sponsorship from the Great Outdoor Cinema, Point Lonsdale**

The 2<sup>nd</sup> annual Great Outdoor Cinema is to be held on Saturday 10<sup>th</sup> and 17<sup>th</sup> January 2020 at the Point Lonsdale School Hall, Point Lonsdale. It is a free outdoor family focussed event that encourages people to come together with family and friends to watch classic films under the night stars and with the backdrop of the Point Lonsdale Christmas Tree. The event is run by local resident and sole trader Mark Lang, who is in the process of setting up the event to be run as an incorporated not-for-profit organisation.

The 1<sup>st</sup> Great Outdoor Cinema was held in January 2019 and attracted approximately 1500 attendees. This coming year organisers have planned for two evening film sessions and as such has made a request to Council via its Sponsorship Policy (CP022) for the amount of \$5,000 to assist in the increased operational costs. Total costs of running both events is forecast at \$8,250.

## Council Plan

Both applications are aligned to the 2017–2021 Council Plan and 2019/20 Implementation Plan and initiatives as follows:

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**Strategic Objective 1 – Enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture.**

2017–21 Strategies:

- Enhance opportunities for participation in arts and cultural activities
- Support local clubs, community organisations and volunteers

2019/20 Initiatives:

- Provide a community grants and sponsorship program to support local clubs and community organisations
- Support local organisations plan and implement community recreation, sport and civic activities and events

**Strategic Objective 3: Foster a diverse and vibrant local economy**

2017–21 Strategies:

- Increase year round tourism visitation by enhancing use of beaches and parks and supporting arts and cultural events

2019/20 Initiatives:

- Implement recommendations of Council’s Economic Development Strategy including enhance Council’s sponsorship of local and public events
- Work with local businesses and community organisations, Tourism Greater Geelong & the Bellarine and Visit Victoria to promote tourism experiences in Queenscliff and Point Lonsdale;

**Financial**

Council has available \$20,000 for Sponsorship in the 2019/20 Annual budget.

**Social**

The sponsorship applications from Queenscliff Community – Twilight Market and The Great Outdoor Cinema both demonstrate clear social benefits by providing accessible free family focused events that foster community strengthening.

**Environmental**

There are no environmental benefits or impacts in this proposal.

**Risk Management**

The application from the Queenscliffe Community Market – Twilight Market is currently subject to Council’s event permit process which includes a risk assessment and management process.

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## **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**

### **1) Queenscliff Community Market – Twilight Market, Queenscliff**

The Twilight Market is a seasonal activation held in one of Queenscliff's parklands offering visitors and locals alike a seaside outdoor activity that connects the community with music, food and wine and artisan products. The event is run by a not for profit, incorporated association, Queenscliffe Community Market experienced event organisers, with significant in-kind support from the Queenscliff Music Festival. The event organisers are planning for a larger festival that requires support for traffic and waste management and an increase in the variety of musical entertainment that will attract a broad audience. The event meets the objectives of Sponsorship Policy in the following ways:

- The event attracts positive media promotion
- The event supports the municipality's unique natural environment and held in Lower Princess Park.
- The event will adopt a waste management plan to minimise the impact of the event on the environment with the use of compostable crockery and cutlery.
- The event is low impact on the amenity of the area with plentiful car parking which encourages patrons to walk to nearby attractions and commercial areas.
- It is wholly facilitated by a team of volunteers.

### **2) Great Outdoor Cinema, Point Lonsdale**

The Great Outdoor Cinema is a seasonal activation held in Point Lonsdale. It is a free family focused event. It is a popular and contemporary outdoor event for all ages that enhances the local summer events calendar. The event is run by local resident and sole trader Mark Lang, who is in the process of setting up the event as an incorporated not-for-profit organisation. This season the organisers plan to run two events in January 2020. The event meets the objectives of Sponsorship Policy in the following ways:

- The event attracts positive media promotion
  - The event promotes Point Lonsdale as a seaside destination for all ages. It is an activity that will attract locals, holiday makers, campers and visitors from across the Bellarine and enhance their summer holiday experience.
  - The event encourages partnerships with local businesses which encourages cross promotion of the event and a sense of local comradery across locals and families
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- The event supports the municipality's unique natural environment and amenity by being held in the grounds of Point Lonsdale school hall with the backdrop of the Christmas tree.

## **Conclusion**

In conclusion, officers have assessed the applications made by the Queenscliffe Community Market – Twilight Market and The Great Outdoor Cinema and conclude that both applications demonstrate local social and economic benefits to the community.

## **Recommendation:**

### **That Council:**

- 1) Consider the application made by the Queenscliffe Community Market – Twilight Market seeking sponsorship of \$3500 and approve the allocation of an amount up to \$3500;**
  - 2) Consider the application made by the Great Outdoor Cinema Point Lonsdale seeking sponsorship of \$5000 and approve the allocation of an amount up to \$5000;**
  - 3) Request the Chief Executive Officer to enter into a Sponsorship Agreement with each of Queenscliffe Community Market – Twilight Market and Mark Lang on behalf of Great Outdoor Cinema Point Lonsdale.**
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**15. ENVIRONMENTAL SUSTAINABILITY**

No reports to consider.



## 16. PLANNING & HERITAGE

### 16.1 Planning Permit Activity Report

CATEGORY	TALLY
Current applications	18
Applications on hold at request of applicant	0
Applications finalised since last report	4
New applications received since last report	1
<b>Total number of permit applications under consideration</b>	<b>19</b>
Development Plan Summary Report	0
Planning Scheme Amendment Summary Report	2

#### 16.1 (a) Planning Permit Summary Report: Current applications

App. No	Date Received	Address	Proposal	Status
2017/059	24/07/2017	Queenscliff Harbour carpark, Wharf Street East, Queenscliff	Construct and display signage	Waiting on information from applicant
2018/079	23/08/2018 (Amended 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)
2019/040	01/07/2019	28-30 Buckleys 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



App. No	Date Received	Address	Proposal	Status
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	Under consideration
2019/065	01/10/2019	The Promenade Point Lonsdale Road Point Lonsdale	Removal of native vegetation	Referral to DELWP
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
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	Public notification
2019/076	8/11/2019	38 Learmonth Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling	Further information requested 26 November 2019
2019/077	18/11/2019	12 Thomson Street Point Lonsdale	Construction of a dwelling, removal of native vegetation and removal of easement B2	Further information requested 28 November 2019
V 2019/078	22/11/2019	38 Learmonth Street Queenscliff	Demolition of an outbuilding and front fence, construction of an outbuilding and front fence	Further information requested 26 November 2019
V 2019/079	22/11/2019	16 Beach Street Queenscliff	Alterations and external painting to an existing dwelling	Under consideration



**16.1 (b) Planning Permit Summary Report: Applications on Hold at Request of Applicant**

App. No	Date Received	Address	Proposal	Status
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NO APPLICATIONS TO REPORT

**16.1 (c) Planning Permit Summary Report: Applications Finalised Since Last Report**

App. No	Date Received	Address	Proposal	Status
**2019/036	14/06/2019	44 Baillieu Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Permit issued
2019/067	11/10/2019	7 & 9A Mercer Street Queenscliff	Subdivision of the land (boundary realignment)	Permit issued
2019/071	15/10/2019	49 Mercer Street Queenscliff	Alterations to an existing dwelling	Permit issued
V 2019/080	25/11/2019	32 Stevens Street Queenscliff	Construction of a front fence	Permit issued

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**16.1(d) Planning Permit Summary Report: New Applications Received Since Last Report**

App. No	Date Received	Address	Proposal	Status
2019/081	29/11/2019	114 Glaneuse Road Point Lonsdale	Construction of a two storey dwelling	Further information requested 4 December 2019

**16.1(e) Planning Permit Summary Report: Development Plan Summary Report**

App. No	Address	Proposal	Status
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NO APPLICATIONS TO REPORT

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**16.1(f) Planning Permit Summary Report: Planning Scheme Amendment Summary Report**

<b>Amend. No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
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

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**Recommendation:**

**That the report be received.**



## **16.2 Destination Queenscliff project update**

**File:** QG288-01-04

**Report Author:** General Manager Planning & Infrastructure

**Strategic Objective:** Maintain a cohesive, well governed, financially sustainable and independent Borough.

**Portfolio:** Governance and Performance

**Portfolio Holder:** Cr Bob Merriman

### **Purpose**

The purpose of this report is to provide an update on Council's activities with the Destination Queenscliff project.

### **Background**

The Destination Queenscliff project is focused on making the Ocean View precinct more welcoming for everyone. By making the site more accessible for pedestrians, honouring the significance of the remembrance markers, and creating more spaces to spend time in the fresh air, Council is working on a series of improvements to make this much-loved place a destination for everyone in our community.

The project is subject to a number of funding agreements, most notably including a \$3.5 million funding agreement with the Commonwealth Government. This agreement outlines key project components, which Council is including in its design.

The project consultants and Council have recently been working through the concept design stage following a round of community feedback, with key milestones expected early in the new year.

### **Key Issues**

- Concept plan work for the project is nearing completion.
  - Feedback from Councillors is currently being worked into the concept design.
  - Further opportunities for public comment will be made available in the new year.
-



## **Discussion**

Over July and August of 2019, Council took the updated framework plan for the Destination Queenscliff project to public consultation. Consultation was well-attended, and Council received a very large amount of constructive feedback on the project.

Feedback collected from these consultation sessions was passed on to the project architects, where has been used to inform and prepare a concept plan for the site. A concept plan represents a key milestone that enables the project to progress through planning and other application processes, and represents a significant opportunity to incorporate community feedback.

Councillors reviewed an early draft of the concept plan at a Council assembly on 12 December 2019. At this meeting, the project architect outlined how they had responded to community feedback in developing the project, as well as environmental, budgetary and place management considerations for the design. During the assembly, Councillors directed the project architects to consider further options for car parking and tree retention around the Bull Ring. The project architect is considering how to incorporate this feedback into the design, and will be revising the concept before presenting it to Council again early in 2020.

Council has indicated its intention to provide opportunities for public comment on the concept plan before it is finalised and planning work begins. This is expected to occur after the concept plan and feedback report is presented to Council in the new year.

## **Council Plan**

The following Council Plan 2017–2021 strategic objective and strategies are relevant to this opportunity to nominate a nationally significant infrastructure project:

Strategic Objective 5: Maintain a Cohesive, well-governed, financially sustainable and independent Borough.

Relevant Strategies:

- Enhance communication and community engagement in decision-making across the 3225 postcode area.
- Continually review and plan to meet corporate needs while enhancing organisation capacity and performance.

## **Financial**

There are no financial implications of this report.

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## **Social**

There are no social implications of this report.

## **Environmental**

There are no environmental implications of this report.

## **Risk Management**

This report has no risk management implications for Council.

## **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**

Council's feedback on the draft concept will now be incorporated into a completed concept plan for the project. This will leave Council well-placed to present a feedback report and concept plan to the public early in the new year, and seek feedback on the design.

## **Recommendation:**

### **That Council:**

- 1. Note the project update.**
  - 2. Note the feedback provided to the project architect regarding car parking and trees.**
-



## 17. GOVERNANCE & PERFORMANCE

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

<b>File:</b>	<b>QG045-01-01</b>
<b>Report Author:</b>	<b>General Manager, Organisational Performance &amp; Community 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 to enable Council to allocate additional portfolio responsibilities and appoint additional Council's delegates to various Committees, representative bodies and Reference Groups, following the election of Cr Minty to Council.

#### 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. This occurred at the November ordinary Meeting of Council.

#### 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>2019/20 Councillor Responsibility</b>
Community Wellbeing	Cr Salter
Local Economy	Cr Ebbels
Environmental Sustainability	Vacant
Planning & Heritage	Cr Pizzey

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Governance & Performance
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Cr Merriman
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**Recommendation:**

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

***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.

Cr Robert Minty resigned his membership as a community representative on QEDAC upon his appointment as a councillor.

**Recommendation:**

**That Council notes that Cr Minty resigned his community membership of QEDAC on appointment as a Councillor.**

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## 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>2019/20 Councillor +/- Officer</b>
Association of Bayside Municipalities	Cr Merriman & GMP&I
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)
Geelong Heritage Centre	Cr Pizey
Integrated Fire Management Planning Committee	Municipal Fire Prevention Officer (MFPO) (Senior Law Enforcement Officer)
Municipal Association of Victoria	Cr Ross Ebbels
Municipal Emergency Management Planning Committee	CEO, Planning Program Leader as Municipal Emergency Resource Officer (MERO), GMOP&CS as Municipal Recovery Manager (MRM) and Senior Law Enforcement Officer as Municipal Fire Prevention Officer (MFPO)
Tourism Greater Geelong & the Bellarine Board	Cr Ebbels
Rural Councils Victoria	Cr Ross Ebbels and CEO
Bellarine Community Safety Group	Cr Merriman
G21 Region Alliance Board	Cr Ebbels & CEO
G21 Arts, Culture & Heritage Pillar	Cr Ebbels
G21 Economic Development Pillar	Cr Pizey
G21 Education & Training Pillar	Cr Salter

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<b>Organisation</b>	<b>2019/20 Councillor +/- Officer</b>
G21 Environment Pillar	GM P&I
G21 Health & Wellbeing Pillar	Vacant
G21 Planning Pillar	Cr Pizzey
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**
- **Geelong Heritage Centre**
- **Integrated Fire Management Planning Committee**
- **Municipal Association of Victoria**
- **Municipal Emergency Management Planning Committee**
- **Tourism Greater Geelong & the Bellarine Board**
- **Rural Councils Victoria**
- **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 Ebbels & Salter
Governance and Finance Portfolio Reference Group	Crs Merriman (Chair) & Ebbels
Memorials & Plaques Reference Group	Cr Salter
Sea Level Rise Reference Group	Cr Merriman
Avenue of Honour	Crs Salter (Chair) & Pizzey
Point Lonsdale Lighthouse Reserve	To be confirmed

**Recommendation:**

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

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<b>17.2</b>	<b>Social Media policy</b>
<b>File:</b>	<b>QG1660107</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 &amp; Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Bob Merriman</b>

### **Purpose**

The purpose of this report is to introduce a new policy regarding Council's use of social media.

### **Background**

As digital communications becomes an increasingly important part of everyday life, community expectations of government communications have changed. In a multi-year trend, the Community Satisfaction Survey commissioned by Council shows increasing numbers of residents looking for Council to prioritise digital communication, with a subsequently decline in the desire for printed material.

Council has already started to address this trend, and has spent the previous six months increasing the frequency and quality of email engagements, particularly in relation to community consultation and project updates. With these improvements now integrated into Council processes, the Communications team is working towards addressing Council's lack of social media presence.

As of 2019, the Borough of Queenscliffe remains the only LGA in Victoria not to operate a corporate social media account on any platform. Historically, the older demographic of the Borough, combined with the limited resources of a small Council, has made the adoption of social media a low priority. As a result, Council has no active social media policy. Changing demographics and expectations have meant that Council will now need to prioritise this form of communication. Endorsing and adopting a social media policy is therefore a key milestone that must be completed before a social media presence for Council can be launched.

### **Key Issues**

- Prior to launching a Borough of Queenscliffe social media presence, Council should adopt a Social Media Policy to ensure expectations and requirements are clear.
  - A draft policy, **Appendix 3**, has been produced to outline the above particulars.
-



## Discussion

Effective use of social media in local government requires a number of key features to be in place. These are:

- A strategy within Council for managing content and activities on Council-operated social media pages.
- Clear guidelines for the use of social media by Councillors and Council officers.
- Clear expectations for members of the public when engaging with Council on social media.

The draft policy, located in **Appendix 3**, refers directly to each of these key points.

Sections 1, 2 and 4 list how Council will use social media, including its purpose and procedures. This includes how a social media presence would fit in with a broader communications strategy, as well as clarifying who is responsible for managing Council's social media activities.

Section 3 provides guidelines and clarification regarding the personal use of social media by staff and Councillors, including any future use by Councillors of social media pages. The policy notes that, the vast majority of the time, personal use of social media by staff and Councillors is not the responsibility of Council. Where personal social media use overlaps with the roles and responsibilities of staff or Councillors, the policy guides the navigation of this boundary.

Sections 5 and 6 of the set expectations for how Council will manage material posted and shared by members of the community. Notably, it reserves the right for Council to delete content that is obscene or unlawful, and creates clear guidelines for how Council will manage incoming correspondence on social media.

Sections 7 and 8 outline legal considerations and records management practices.

Further directions for Council staff have been developed into a Standard Operating Procedure (SOP). Communications staff have already consulted with Program Leaders on the contents of this SOP, and developed procedures to manage internal processes.

## Council Plan

The following Council Plan 2017–2021 strategic objective and strategies are relevant to this opportunity to nominate a nationally significant infrastructure project:

Strategic Objective 5: Maintain a Cohesive, well-governed, financially sustainable and independent Borough.

Relevant Strategies:

- Enhance communication and community engagement in decision-making across the 3225 postcode area.
  - Continually review and plan to meet corporate needs while enhancing organisation capacity and performance.
-



- Strengthen and promote the Borough as a place to explore and implement innovative approaches to environmental, technological, social and economic initiatives.

### **Financial**

Council has set aside a small budget for costs associated with setting up and managing a social media presence. The adoption of this policy will allow these activities to proceed, and guide the use of these funds in a strategic and accountable way. This policy will not require Council to use additional funds other than those already budgeted.

### **Social**

The Borough of Queenscliffe is increasingly focusing on ways to more effectively communicate with residents and ratepayers. This policy related to Council's communications activities, which have implications for the Borough's accessibility to residents.

### **Environmental**

There are no environmental implications of this report.

### **Risk Management**

This report has no risk management implications for Council.

### **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**

Adopting a Council Policy regulating the use of social media is a key step towards launching a corporate social media presence for the Borough of Queenscliffe. The policy considers how Council will manage a social media presence through personnel, content and public engagement lenses, and provides a clear outline of what our community can expect from a future Council social media presence.

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**Recommendation:**

**That Council:**

- 1. Adopt the CP049 Social Media Policy as outlined in Appendix 3.**
-



### **17.3 Report on conclusion of trial of Community Listening Post and Media Briefing Guidelines**

**File:** QG0550118

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

**Strategic Objective:** Maintain a cohesive, well governed, financially sustainable and independent Borough

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Bob Merriman

#### **Purpose**

The purpose of this report is to report back on the outcomes of Council's trial guidelines for Community Listening Posts and Media Briefings, effective since 27 October 2017, and to adopt the guidelines as listed in **Appendix 4**.

#### **Background**

At the Ordinary Meeting of Council on 26 October 2017, Council resolved that it would implement new guidelines for Community Listening Posts and Media Briefings for a trial period. The then-CEO was requested to provide a formal report back to Council following a review of the trial.

This report encompasses that review of the guidelines.

#### **Key Issues**

- Council's commitment to greater transparency and engagement led to the trialling of media briefings and Councillor listening posts.
- The listening posts have been very well received, with Council now looking for ways to expand the reach of the program.
- By contrast, the media briefings proved ineffective due to a lack of interest from journalists. Council will continue to work with media organisations to respond to inquiries as necessary.

#### **Discussion**

Council's Listening Posts are scheduled on a monthly basis, typically in the same week as an ordinary meeting of Council. They are attended by two or more Councillors, and members of the community are invited to attend and raise issues or ideas.

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The Listening Posts have proved to be a useful way for Councillors to hear detailed concerns or ideas from throughout the community. In fact, resident ideas that have come from Community Listening Posts have been implemented as significant works projects. Two weeks ago, the Borough of Queenscliffe was joined by a local resident to open a new drinking tap at the Narrows Beach car park – a suggestion made by the resident at a Council Listening Post.

Concluding the Listening Post trial and adopting the practice as an ongoing function of Council will allow Council to consider ways to expand the reach of the program. Some early trials, like holding listening posts after work hours, have been well received, and will be considered in further detail for 2020.

Council began a trial of holding media briefings to provide an opportunity for journalists to ask questions on a range of policies or activities Council was undertaking. Very early on in the trial however, it became apparent that regular in-person attendance was unachievable for the journalists serving the Borough. Additionally, Council was continuing to respond to enquiries on an as-is basis by email or over the phone – a method preferred by most media organisations when dealing with the Borough. Council stopped holding media briefings early on in the trial in response to the resulting zero attendance.

Concluding the media briefing trial without adopting it into practice will allow Council to focus on alternative media engagement strategies.

### **Council Plan**

The following Council Plan 2017–2021 strategic objective and strategies are relevant to this opportunity to nominate a nationally significant infrastructure project:

Strategic Objective 5: Maintain a Cohesive, well-governed, financially sustainable and independent Borough.

Relevant Strategies:

- Provide transparent and accountable governance and meet all legislative requirements.
- Enhance communication and community engagement in decision-making across the 3225 postcode area.
- Continually review and plan to meet corporate needs while enhancing organisation capacity and performance.

### **Financial**

Apart from minor relevant staffing and operational costs of supporting these activities, there are no significant financial implication of this report.

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## **Social**

The Borough of Queenscliffe is increasingly focusing on ways to more effectively communicate with residents and ratepayers. Both of these policies relate to Council's communications activities, which have implications for the Borough's accessibility to residents.

## **Environmental**

There are no environmental implications of this report.

## **Risk Management**

This report has no risk management implications for Council.

## **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**

The Borough of Queenscliffe is continuing to explore ways to best communicate with residents. The two activities discussed in this report of Council listening posts and media briefing

Council listening posts are well attended by residents and ratepayers. Councillors find them to be useful tools in engaging with residents and collecting feedback about Council's performance. Given their popularity amongst both residents and Councillors, this report recommends the guidelines be formally adopted by the Borough of Queenscliffe.

The practice of holding media briefings in accordance with the trial guidelines appears to have ceased prior to the commencement of a new Coordinator of Community Engagement and Communications. The Borough currently practices an open-door policy for media enquiries, whereby journalists can contact the Coordinator at any time with enquiries. This system is more flexible for media enquiries, and the Communications Department consistently responds to these enquiries effectively and within nominated deadlines. For the above reasons, it is recommended that the defunct media briefing trial be concluded without formal adoption by Council.

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**Recommendation:**

**That Council:**

- 1. Formally adopt the Community Listening Post Guidelines as outlined in Appendix 4, and conclude the associated trial.**
  - 2. Formally conclude the trial of the media briefing guidelines.**
-



#### **17.4 Authorised Signatories**

<b>File:</b>	<b>QG085-01-01</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**

To appoint authorised officers for the opening of term deposit accounts with Australian-owned authorised deposit-taking institutions regulated by Australian Prudential Regulation Authority (APRA).

#### **Background**

With the recent Royal Commission into misconduct in the banking industry, tighter procedures are in place to ensure misconduct in the banking, superannuation and financial services industries does not occur. It is now a procedure of many financial institutions to request minutes from the council meetings appointing signatories to bank accounts.

#### **Key Issues**

To achieve key objectives (risk, return and diversity) of the Borough's council policy on investment of available funds, excess funds need to be invested with various Australian-owned authorised deposit-taking institutions. It would be impracticable to seek council approval for each investment via a council resolution.

#### **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**

Investment decisions have a direct impact on the financial performance of the Borough.

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## Social

Not applicable.

## Environmental

Not applicable.

## Risk Management

In order to protect the principal amount of council investments, funds will only be invested with institutions/products that maintain a minimum credit rating stipulated in the council policy, *CP011- Investment of Available Funds*.

## 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

The following senior Council officers should be appointed as authorised officers for the opening of term deposit accounts with Australian-owned authorised deposit-taking institutions regulated by APRA to invest excess funds in line with the council policy, CP011 – Investment of Available Funds.

- Chief Executive Officer, Martin Gill
- General Manager, Organisational Performance & Community Services, Phillip Carruthers
- General Manager Planning & Infrastructure, Johann Rajaratnam
- Manager Financial Services, Gihan Kohobange

## Recommendation:

**That Council approve appointment of the officers detailed below as authorised officers for the opening of term deposit accounts with Australian-owned authorised deposit-taking institutions regulated by APRA to invest excess funds in line with the council policy, CP011 – Investment of Available Funds.**

- **Chief Executive Officer, Martin Gill**
  - **General Manager, Organisational Performance & Community Services, Phillip Carruthers**
  - **General Manager Planning & Infrastructure, Johann Rajaratnam**
  - **Manager Financial Services, Gihan Kohobange**
-



## **17.5 Swimming Pool & Spas Registration Fees**

<b>File:</b>	<b>QG281-01-01</b>
<b>Report Author:</b>	<b>General Manager Planning &amp; Infrastructure</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 for Council to resolve the fees associated with the registration of pools and spas under new Building regulations.

### **Background**

On 1 December 2019 the Victorian Government introduced new Building Regulations that require all owners of swimming pools and outdoor spas to register them with Council. The regulations require Councils to set the fees charged in relation to the administration of the new requirements.

### **Discussion**

New regulations have been introduced due to the drowning deaths of over 20 young children in residential pools since 2000. Non-compliant pool safety barriers are the largest contributing factor to the cause of these deaths.

The regulations introduced by the Victorian Government aim to improve the safety of private swimming pools. All swimming pools and spas capable of containing water greater than 300mm (30cm) must have a compliant safety barrier to restrict access to the pool area by young children (under the age of five). Barriers are required for:

- In-ground pools and spas
- Above-ground pool and spas, including relocatable and inflatable pools that are capable of holding more than 300mm (30cm) water and require assembly on site
- Indoor pools and spas
- Bathing and wading pools capable of containing more than 300mm (30cm) of water.

The new regulations require owners to complete the following:

- Register their pool or spa with Council by 1 June 2020;
-



- Have the build date of the pool verified by Council Officers;
- Have an independent building inspection certify the pool/spa safety barriers by:
  - 1 June 2021 for pools or spas built on or before 30 June 1994
  - 1 June 2022 for pools or spas built on or between 1 July 1994 and 1 May 2010; and
  - 1 June 2023 for pools or spas built on or after 1 May 2010; and
- An independent inspection and certification of pools every four years.

The Victorian Government acknowledge the administration of the registration of pools and ongoing compliance will result in an increased workload on Council staff and therefore Council is able to prescribe the fees charged.

The table below outlines the fees and charges proposed based on advice from the Victorian Government. These can be adjusted but only via a council resolution at the time of adopting the fees. The fees outlined by officers below are consistent with those being charged by other Councils in the region including Surf Coast Shire and Colac Otway Shire Councils.

<b>Fee Type</b>	<b>Proposed fee</b>
Pool or Spa registration fee	\$31.84
Information Search Fee	\$47.24
Lodgement of certificate of pool barrier compliance	\$20.44
Lodgement of certificate of pool barrier non-compliance	\$385.06

## **Council Plan**

Implementing the recommendations of this report assists in achieving the following objectives and strategies within the 2017–2021 Council Plan:

Strategic Objective 1: Community Wellbeing

Strategy: Maintain, enhance and promote public health

Strategic Objective 5: Governance and Performance.

Strategy: Provide transparent and accountable governance and meet all legislative requirements.

Strategy: Ensure the continuing financial stability and independence of the Borough

## **Financial**

There is currently no budget for the registration of swimming pools and spas and associated on-going costs. Council Officers estimate there to be 120 swimming pools and spas in the Borough of Queenscliffe – if the recommended fees are adopted the income received through the registration and information search fee will be approximately \$9,500.

The ongoing costs to Council to administer the new requirements is unknown; however, it is expected to be higher than expected income during the initial phases of implementation. The requirements of Council to ensure pool/spa barriers on-going compliance will place ongoing demands on Council officers and on Council's budget.

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The income derived from the registration of pools and spas will be incorporated into the 2020/21 budget.

### **Social**

There are no social implications associated with this report.

### **Environmental**

There are no environmental issues to consider as part of this report.

### **Risk Management**

Not implementing the legislation will result in significant risk to Council. This is likely to be only tested if circumstances where accidental drowning occurs. Failure to abide by or demonstrate compliance with the legislation may result in Council bearing some liability in this circumstance.

### **Community Engagement**

Council has published information on its website to provide information to residents about the new legislation. After fees have been set, Council will also write directly to homeowners with pools known to Council to inform them of the process and requirements.

### **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**

This report allows Council to adopt the fees schedule proposed by Council officers to enable pool and spa owners to begin the process of registration. Due to the costs associated with the ongoing administration of these requirements, officers recommend that Council adopt the fees prescribed.

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**Recommendation:**

**That Council:**

- 1. Note the new Building Regulations introduced by the State Government that require owners of swimming pools and outdoor spas to register them with Council;**
- 2. Resolve to adopt the fees payable as follows –**

<b>Fee Type</b>	<b>Proposed fee</b>
Pool or Spa registration fee	\$31.84
Information Search Fee	\$47.24
Lodgement of certificate of pool barrier compliance	\$20.44
Lodgement of certificate of pool barrier non-compliance	\$385.06

- 3. Review these fees on an annual basis; and**
  - 4. Ensure information regarding the new requirements for swimming pools and outdoor spas safety as prescribed in the Building Regulations 2018 is available on Council's website.**
-



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

### **18.1 Use of Council Seal – Council Instrument of Appointment and Authorisation (Planning and Environment Act 1987)**

At the Ordinary Meeting of Council held on 28 November 2019 Council resolved to sign and seal the Council Instrument of Appointment and Authorisation (Planning and Environment Act 1987).

Council applied the Common Seal to the above Instrument on 6 December 2019.

**Recommendation:**

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

### **18.2 Use of Council Seal – Council Delegations**

At the Ordinary Meeting of Council held on 28 November 2019 Council resolved to sign and seal the Instrument of Delegation Council to Members of Council Staff.

Council applied the Common Seal to the above Instrument on 6 December 2019.

**Recommendation:**

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

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**19. QUESTIONS WITHOUT NOTICE**

**19.1 Questions Without Notice Status Update**

**19.2 Questions Without Notice**

**20. LIST OF COUNCIL MEETINGS**

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

PLANNING REVIEW MEETING  
Thursday 9 January 2020 at 7:00pm (if required)

COUNCIL MEETING  
Thursday 23 January 2020 at 7:00pm

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## 21. 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:

- 21.1 Confirmation of 28 November 2019 Confidential Minutes  
(in accordance with Section 89(2)(i) of the Local Government Act 1989)
- 21.2 Contract 2019/17 Provision of Principal Consultant Services for the delivery of  
Queenscliffe Hub  
(in accordance with Section 89(2)(d) of the Local Government Act 1989)
- 21.3 2020 Australia Day Awards  
(in accordance with Section 89(2)(i) of the Local Government Act 1989)

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

Recommendation:

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

## 22. RATIFICATION OF CONFIDENTIAL ITEMS

Recommendation:

That the decisions made in camera be ratified by Council.

## 23. CLOSE OF MEETING

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## **ADJUNCT TO 9 – RECORD OF ASSEMBLY OF COUNCILLORS**

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

### **9.1 Councillor Assembly – Thursday 28 November 2019**

**Assembly Commenced: 3.00pm                      Assembly Closed: 5:24pm**

**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 (until 4:55pm)

Phillip Carruthers, General Manager Organisational Performance & Community Services (until 4:55pm)

Connor Parker, Coordinator – Community Engagement & Communications (3:35pm – 4:55pm)

Gihan Kohobange, Manager - Financial Services (3:30pm – 4:55pm)

Alex Tonkin, Business Services Accountant (3:30pm – 4:55pm)

#### **Apologies:**

Nil

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

Councillors: Nil

Officers: Nil

#### **Agenda Items:**

1. Confidential Item
  2. Concept Plan for Queenscliff Boat Ramp and Carpark
  3. 2020/21 Budget
-



## 9.2 Councillor Assembly – Thursday 12 December 2019

**Assembly Commenced: 1.35pm                      Assembly Closed: 6.33pm**

**Assembly Location:                      Town Hall**

### **Attendees:**

Cr Ross Ebbels  
Cr Bob Merriman  
Cr Robert Minty  
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  
Gihan Kohobange, Manager – Financial Services      (1:35–2:30pm)  
Alex Tonkin, Business Services Accountant              (1:35–2:30pm)  
Shannon Di Lisio, Economic and Community Development Program Leader      (2:35–2:53pm)  
Jacqueline Wilson, Sustainability Officer              (1:35–2:30pm)  
Peter McLean, Roads and Infrastructure Engineer      (3:05–5:15pm)  
Kitty Walker – Queenscliffe Climate Action              (1:35–2:30pm)  
Kate Smallwood - Queenscliffe Climate Action              (1:35–2:30pm)  
Floor Martino - Queenscliffe Climate Action              (1:35–2:30pm)  
Ross Bird - Queenscliffe Climate Action              (1:35–2:30pm)  
Peter Wilkinson - Queenscliffe Climate Action              (1:35–2:30pm)  
Mark Haycox– Hassell                                      (3:05–5:45pm)  
Heinz von Eckartsberg- Hassell                              (3:05–5:45pm)  
Ella Gauci-Seddon- Hassell                              (3:05–5:45pm)  
Dennis Hatelty- Barwon Water                              (3:05–5:30pm)

### **Apologies:**

Nil

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

Councillors: Nil

Officers: Nil

### **Agenda Items:**

1. Queenscliffe Climate Action
-



**Agenda Items:**

2. Sponsorship application
3. Tender Award
4. Social Media Policy
5. Review of Listening Posts and Media Briefings
6. Pool Registration User fees
7. 3.00pm Destination Queenscliff Workshop



### **9.3 Councillor Assembly – Friday 13 December 2019 – Memorial and Plaques Assessment Committee**

**Assembly Commenced: 9.00am**

**Assembly Closed: 9.38am**

**Assembly Location: Queenscliff Town Hall**

**Attendees:**

Cr Susan Salter

Mr John Barrett

Mr John Johnson

Mr Stephen Lee

Mr Johann Rajaratnam, General Manager Planning and Infrastructure

Ms Dinah O'Brien, Planning Program Leader

**Apologies:** Nil

**Conflict of Interest Disclosures:**

Councillors: Nil

Officers: Nil

**Agenda Items:**

1. Consider two applications to place a memorial or plaque within the Borough
  2. Consider further information provided for an applications to place a memorial or plaque within the Borough
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**ADJUNCT TO 7.1 – PUBLIC QUESTIONS STATUS UPDATE (COMMENCING 23 MARCH 2016)**

No Public Questions outstanding.

**ADJUNCT TO 10.1 – NOTICE OF MOTION STATUS UPDATE**

No Motions on Notice outstanding.

**ADJUNCT TO 19.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE**

No Questions Without Notice outstanding.

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