



Agenda

Ordinary Meeting of Council

Wednesday 25 August 2021 at 7:00pm

Via Videoconference (Zoom)

Distribution

Councillors

Cr Ross Ebbels – Mayor

Cr Susan Salter

Cr Donnie Grigau

Cr Fleur Hewitt

Cr Michael Grout

Officers

Martin Gill – Chief Executive Officer

Johann Rajaratnam – Director Place

Connor Parker – Communications Coordinator

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

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

THIS MATERIAL DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL



Council Vision

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

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

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



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Appendices

Appendix	Title	Agenda Item	Distribution
Appendix 1	Borough of Queenscliffe Social Housing Plan	12.1 Borough of Queenscliffe Social Housing Plan	Under separate cover
Appendix 2	CP002 Community Service Awards	16.1 Review of Council Policies	Under separate cover
Appendix 3	Community Vision: Borough of Queenscliffe 2021–2031	16.2 Community Vision: Borough of Queenscliffe 2021–2031	Under separate cover
Appendix 4	Response to Public Question Taken on notice at Ordinary Meeting of Council held on 28 July 2021	ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE	Under a separate cover



1. OPENING OF MEETING

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

The Meeting opened at:

2. PRESENT & APOLOGIES

Present:

Apologies:

3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

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

Councillors:

Officers:

Due to the current COVID-19 pandemic, for health and safety of our community this council meeting was closed to the public and made available via live streaming and for viewing via video (other than the confidential agenda items).

4. LEAVE OF ABSENCE OF COUNCILLOR

On 18 August 2021, the Chief Executive Officer received advice from Cr Susan Salter indicating that she will be taking a leave of absence from Council from 26 August 2021 for a period of approximately 8 weeks.

OFFICER RECOMMENDATION

That Council:

- 1. Grant the Leave of Absence to Cr Susan Salter for a period of approximately 8 weeks.**
 - 2. That that Council determine a Councillor representative to oversee the Governance and Performance Portfolio in Cr Salter's absence.**
-



5. PUBLIC QUESTION TIME

5.1 Public Questions Status Update

No public questions outstanding.

5.2 Public Questions

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

6. CONFIRMATION OF COUNCIL MEETING MINUTES

6.1 Ordinary Meeting of Council – 28 July 2021

A copy of the previous Minutes of the Ordinary Meeting of Council held on 28 July 2021 was distributed to Councillors under separate cover.

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 28 July 2021, as distributed, be confirmed as an accurate record.



7. RECORD OF ASSEMBLY OF COUNCILLORS

A Record of Assembly for the following Assemblies of Council are included at Adjunct to item 7:

- 28 July 2021 – Assembly Meeting
- 4 August 2021 – Assembly Meeting
- 18 August 2021 – Assembly Meeting

OFFICER RECOMMENDATION

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



8. NOTICE OF MOTION

8.1 Notice of Motion Status Update

No Motions on Notice outstanding.

8.2 Motion on Notice

No Notices of Motion were received.

9. PETITIONS AND JOINT LETTERS

9.1 Petitions and Joint Letters

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

None received.



10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 23 July and 19 August 2021:

Date	Function Attended
24 July 2021	Council Plan Workshop 3 via videoconference (CEO, Crs Ebbels, Hewitt, Grout & Grigau)
25 July 2021	Council Plan workshop 4 via videoconference (CEO, Crs Ebbels, Hewitt, Grout & Grigau)
30 July 2021	G21 Board Meeting via videoconference (CEO, Crs Ebbels, Grigau, Grout & Hewitt)
3 August 2021	Queenscliffe Hub Project Control Group Meeting via videoconference (CEO)
4 August 2021	MAV Regional Meeting via videoconference (Cr Ebbels)
5 August 2021	G21 Region Social Housing Project Steering Group via videoconference (CEO)
6 August 2021	G21 Planning & Services Pillar Meeting (DP)
10 August 2021	G21 Transport Pillar Meeting via videoconference (Cr Grout)
13 August 2021	Point Lonsdale Lighthouse Reserve Project Control Group Meeting via videoconference (CEO & Cr Ebbels)
19 August 2021	Geelong Regional Library Corporation Board Meeting via videoconference (Cr Ebbels)

OFFICER RECOMMENDATION

That the Functions Attended report be received.



11. CHIEF EXECUTIVE OFFICER

11.1 Chief Executive Officer Report

PURPOSE

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

REPORT

Queenscliffe Boat Ramp Upgrade project update

Council would be aware that the refurbishment of the Boat Ramp has now commenced with the first stage of “on land” or terrestrial works underway. This stage will be completed in early September 2021 at which time works on site will stop for the fishing season. Work on the upgrade will recommence in the first half of 2022.

The project also involves dredging works on the waterside of the ramp. This work will take place during late August 2021.

The Victorian Fisheries Authority will be undertaking further consultation about the proposed fish cleaning facility, having amended the design in response to community concerns raised during a drop in event on May.

The Better Boating Victoria website provides a good overview of the project:

<https://betterboating.vic.gov.au/ramp-upgrades/queenscliff/>

Queenscliffe Hub

The construction works on QHub have reached an exciting phase as the front façade concrete panels have been raised. This milestone has been reached 3 weeks behind the project schedule due to the impacts of nationwide building material shortages and the subsequent changes to the engineering design, required to find alternative structural solutions to accommodate building materials that are available.

It is projected that this delay will see the building completion date move out to January 2022, however the raising of the panels opens the way for a range of building activity that will see the building take shape over the next two months and allow BuiltSpec constructions to complete the substantive building works by the original project completion date.

In the coming weeks the structural steel will be installed, works will continue on the fit out of the library and the construction of the eastern façade will commence.

Municipal Emergency Management Planning Committee (MEMPC)

The Borough of Queenscliffe MEMPC undertook a tabletop emergency management exercise at its most recent meeting. Representatives from Ambulance Victoria, Barwon Water, Bellarine Police, Department of Families, Fairness and Housing, Victorian State Emergency Services, Country Fire



Authority, Department of Transport, Volunteer Coast Guard and the Red Cross joined Council staff in the exercise.

The exercise tested what would happen in an emergency scenario if there were no access to authorities outside of the Borough.

The scenario was as follows. It is:

- *28 December a public holiday, and peak season in the Borough*
- *It's a very hot, code red day, and there are already fires in Anakie & Marcus Hill*
- *Borough caravan parks are full*
- *The BoQ offices are shut down*

A fire then starts in the dunes at the back beach of Point Lonsdale.

The exercise highlighted the areas that are working well and the areas where we need to adjust response procedures and improve communication systems. As with all these exercises there were great learning opportunities and the focus for Council staff will be to address the areas for improvement.

The funding boost the Borough of Queenscliffe received as part of the program to help councils prepare for and respond to emergencies, announced by the Minister for Local Government in early August will be directed to the improvements we want to put in place following the exercise.

Climate Emergency Response Plan (CERP)

Work continues on the development of the CERP Implementation plan.

Other recent activity related to the CERP includes:

Caravan Park Energy Management Report

Council has been working with Deakin University to analyse energy use in the four Council-owned caravan parks. Energy use in the Caravan Parks contributes about two-thirds of Council's energy costs and the related emissions from energy use represent about two-thirds of our carbon footprint.

Deakin University has prepared a report which makes various recommendations for energy management in the parks to enable Council to reduce energy use, carbon emissions and help manage the parks more efficiently. The report is expected to be completed in August 2021.

The report will feed into the current work Council is doing to develop a strategy to make our caravan parks more financially sustainable.

Bellarine Community Health

As a partner organisation with our Climate Emergency Response Plan, Bellarine Community Health (BCH) has committed to implementing the CERP across all their sites. BCH held their first working group workshop with Council's CERP Project Officer on Monday 16 August 2021. Working



together, BCH has started to map out plans on the key CERP actions they will take. A joint media release by BoQ and BCH will provide further information regarding the partnership.

Business Support

Council has appointed a COVID Business Support Officer. This position is a temporary role, funded by the State's Local Government Business Concierge and Hospitality Support Program.

The key responsibility of this position is to actively engage with businesses, primarily hospitality, community venues and small retail, providing information and support on COVIDSafe practices and restriction requirements.

OFFICER RECOMMENDATION

That Council receives the Chief Executive Officer Report for August 2021.



12. COMMUNITY WELLBEING

12.1 Borough of Queenscliffe Social Housing Plan

File:	QG160-01-01
Author:	Chief Executive Officer
Portfolio:	Community Wellbeing
Portfolio Holder:	Cr Grigau

PURPOSE

The purpose of this report is to recommend that Council adopt the Draft Borough of Queenscliffe Social Housing Plan.

EXECUTIVE SUMMARY

The Borough of Queenscliffe Social Housing Plan furthers Strategic Objective 1 in the Council Plan 2017–2021, Community Wellbeing, namely:

- Protect, enhance and promote public health.
- Support older residents to live safely and independently.

At the Ordinary Meeting of Council on 23 June 2021, Council resolved to endorse the Draft Borough of Queenscliffe Social Housing Plan 2021, and to place the document on public exhibition for 28 days inviting public feedback. One submission was received.

The submission refers to the high cost of land and the increasing costs of renting within the Borough of Queenscliffe. It presents the Eric Tolliday units as an opportunity to address the lack of access to affordable housing and also suggests that the regeneration of existing social housing in the area could present opportunities to increase housing yield.

The submission did not recommend any changes to the document (**Appendix 1b**).

In response to the submission, officers have been in contact with Bellarine Community Health (BCH) to discuss its plans for the Eric Tolliday units. Officers have connected BCH with the G21 Project Steering Committee who have in turn organised meetings between Homes Victoria, Council and BCH to discuss opportunities.

Council is now in the position to adopt the Borough of Queenscliffe Social Housing Plan (**Appendix 1a**).

OFFICER RECOMMENDATION

That Council adopts the Borough of Queenscliffe Social Housing Plan 2021.



REPORT

BACKGROUND

The Victorian Government's 'The Big Housing Build' will invest \$5.3 billion in 2021/21 to construct more than 12,000 new homes throughout metro and regional Victoria, as well as supporting around 10,000 jobs, per year over the next four years, to assist with Victoria's economic recovery through the pandemic and beyond. This package will boost the state's social housing supply by 10 per cent in four years.

Council is participating in the G21 Regional Social Housing Strategy project along with other neighbouring Councils including City of Greater Geelong, Surf Coast Shire, Golden Plains Shire and Colac Otway Shire.

The Draft Borough of Queenscliffe Social Housing was developed with the involvement of Sirovilla, and funding from the Percy Baxter Trust and the Anthony Costa Foundation. The Plan outlines the role Council can play to support a regional approach to addressing the issue of social housing.

At the Ordinary Meeting of Council on 23 June 2021, Council resolved to endorse the Draft Borough of Queenscliffe Social Housing Plan 2021, and to place the document on public exhibition for 28 days inviting public feedback.

DISCUSSION

The Draft Borough of Queenscliffe Social Housing Plan 2021 was placed on public exhibition from 24 June to 22 July 2021. Council received one submission.

The submitter raised the opportunity for the Eric Tolliday units to be renovated and used for social housing. The submission also suggests that any existing social housing stock within the Borough, which has come to the end of its useful life, be assessed for possible sub-division, demolished and potentially replaced with two or three pre-fabricated units.

No changes to the document were suggested.

Feedback has been provided to Bellarine Community Health and the G21 Project Steering Committee for consideration.

The Borough of Queenscliffe Social housing plan can now be consider for adoption.

Options

Option 1 – adopt the Borough of Queenscliffe Social Housing Plan 2021 as presented.

Option 2 – request further changes to Draft Borough of Queenscliffe Social Housing Plan 2021.

Option 3 – elect not to adopt the Draft Borough of Queenscliffe Social Housing Plan 2021.

COMMUNICATIONS AND ENGAGEMENT



Community Engagement



The Draft Borough of Queenscliffe Social Housing Plan 2021 was placed on public exhibition from 24 June to 22 July 2021. One submission was received and feedback has been reviewed by Council Officers and provided to Bellarine Community Health and the G21 Project Steering Committee for consideration.

We thank the submitter for taking the time to make a submission within the prescribed timeline.

Collaboration

The work of the G21 Region Social Housing Project is a collaboration between the five member Councils of G21.

GOVERNANCE CONTEXT

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

No

However, the issues of social housing and home ownership are deeply connected in many cases, to the issue of gender equality and more specifically, gender inequality. Support for the regional strategy and recognition that housing security has a deep impact on health and wellbeing is an important part of addressing the fact that women-headed households and gender diverse individuals are over represented in cases of housing stress.

Regional, State and National Plans and Policies

Victorian Government Big Housing Build

Council Plan Alignment

This report responds to Strategic Objective 1 in the Council Plan 2017–2021, Community Wellbeing, namely:

- Protect, enhance and promote public health.
 - Support older residents to live safely and independently.
-



Legal and Risk Implications

Not applicable.

Related Documents

Borough of Queenscliffe Social Housing Plan
Council Meeting Minutes 23 June 2021 item 12.1

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The overall framework for the development of the G21 Region Social Housing Project is:

- Economic recovery
- Building Jobs
- Addressing Disadvantage

The purpose of the regional strategy and to some extent the Borough of Queenscliffe Social Housing Plan 2021 is to:

Recognise, acknowledge and address disadvantage in the community through the provision of increased safe, secure and affordable social housing.

Financial and resource implications

Not applicable.

Innovation and Continuous Improvement

The Borough of Queenscliffe Social Housing Plan 2021 is part of a suite of plans in the G21 region, which in turn have been used as the foundation for a G21 Region Social Housing Plan.

By taking a regional approach, the five Councils of the G21 region see clear advantages in mutually supporting each council to share ideas, information and expertise that will deliver the best outcomes through the Big Housing Build.

The councils all acknowledge a clear leadership and advocacy role and have developed an agreed framework to productivity shape social housing initiatives across the region.

IMPLEMENTATION

Operational Impacts

The actions included in the Borough of Queenscliffe Social Housing Plan 2021 can be managed within the normal program area responsibilities.



Implementation Process

Council officers will implement the actions set out in the plan as part of annual work programs.

ATTACHMENTS

1. Borough of Queenscliffe Social Housing Plan (Appendix 1a)
 2. Submission to the Draft Borough of Queenscliffe Social Housing Plan (Appendix 1b)
-



13. LOCAL ECONOMY

No reports to consider.



14. ENVIRONMENTAL SUSTAINABILITY

No reports to consider.



15. PLANNING & HERITAGE

15.1 Planning Permit Activity Report

File: QG290.01.02
Author: Director Place
Portfolio: Planning & Heritage
Portfolio Holder: Cr Grout

PURPOSE

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

EXECUTIVE SUMMARY

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

CATEGORY	TALLY
Current applications	19
Applications finalised since last report	10
New applications received since last report	8
Total number of active permit applications	27
Decisions awaiting review by VCAT	4
Development Plan & Planning Scheme Amendment Summary Report	1

OFFICER RECOMMENDATION

That the Planning Permit Activity Report be received.



(a) Current applications

App. No	Date Received	Address	Proposal	Status
**2018/079	23/08/2018 (Amended 07/02/2019 & 8/05/2019)	81 Nelson Road Queenscliff	Subdivision of land into seven (7) lots, removal of vegetation and works associated with the subdivision	Waiting for approval from Minister of Planning
2021/006	15/01/2021 (Amended 03/02/2021)	134 Hesse Street Queenscliff	Buildings and works associated with the relocation of a structure (coaches box)	Waiting from further information from applicant
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower (at Queenscliff Recreation Reserve)	Public notification
2021/025	19/03/2021	5 Lonsdale Street Point Lonsdale	Construction of a dwelling (to 8.45 metres in height)	Further information requested 30 March 2021
**2021/037	07/05/2021	29 Swanston Street Queenscliff	Construction of a two storey dwelling and front fence	Under consideration
2021/045	20/05/2021	37 Cheshunt Street Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Under consideration
**2021/048	27/05/2021	200-204 Point Lonsdale Road Point Lonsdale	Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1	Public notification Referral to VicRoads



App. No	Date Received	Address	Proposal	Status
**2021/053	04/06/2021	2/22 Bellarine Highway Queenscliff	Construction of a two storey dwelling	Under consideration
2021/055	17/06/2021	34-38 Cheshunt Street Point Lonsdale	Construction of a two storey dwelling and front fence, re-subdivision of the land into two lots (three lots into two) and removal of native vegetation	Public notification Referral to Borough Engineer
2021/057	18/06/2021	12 Cheshunt Street Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Under consideration
2021/058	18/06/2021	111 Hesse Street Queenscliff	Part demolition, alterations and extensions to an existing two storey dwelling and outbuilding and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	Public notification (Note: proposed site coverage 42.2%)
**2021/059	22/06/2021	14 The Esplanade Point Lonsdale	Alterations and extensions to an existing three storey dwelling	Under consideration
2021/061	23/06/2021	37 Anderson Street Point Lonsdale	Construction of a dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Public notification (Note: proposed site coverage 41.3%)
V 2021/063	29/06/2021	32 Glaneuse Road Point Lonsdale	Construction of a carport	Further information requested 5 July 2021
2021/064	01/07/2021	24 Learmonth Street Queenscliff	Alterations and extensions to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	Public notification (Note: proposed site coverage 43%)



App. No	Date Received	Address	Proposal	Status
2021/065	08/07/2021	13 Williams Road Point Lonsdale	Construction of a two storey dwelling	Public notification Referral to Borough Engineer
2021/067	15/07/2021	5 Beach Street Queenscliff	Demolition of a dwelling, outbuilding and fences in a Heritage Overlay, construction of a dwelling and fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	Public notification Referral to CCMA (Note: proposed site coverage 53.97%)
2021/069	15/07/2021	12 Bowen Road Point Lonsdale	Installation of Telstra telecommunications facility (satellite dish)	Further information requested 20 July 2021
V 2021/070	19/07/2021	14 Wharf Street Queenscliff	Construction of an outbuilding	Under consideration



(b) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
**2020/059	06/10/2020	25 Alexander Crescent Point Lonsdale	Construction of a two storey dwelling	VCAT hearing vacated and consent order issued Permit issued at the direction of VCAT
**2021/024	19/03/2021 (Amended 21/06/2021)	69 Stokes Street Queenscliff	Construction of a two storey dwelling and front fence	Notice of decision to grant a permit issued
2021/028	01/04/2021	46 Glaneuse Road Point Lonsdale	Construction of a dwelling and outbuilding and removal of native vegetation	Permit issued
**2021/038	03/05/2021	63 Flinders Street Queenscliff	Alterations and extensions to an existing dwelling, construction of an outbuilding and front fence, variation to the front setback requirements of Design and Development Overlay – Schedule 3 and alteration to access to a road in a Road Zone Category 1	Permit issued
**2021/032	15/04/2021 (Amended 10/06/2021)	1 Rayleigh Avenue Queenscliff	Construction of a two storey dwelling and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 5	Notice of decision to grant a permit issued
2021/043	11/05/2021	69 Learmonth Street Queenscliff	Construction of a dwelling	Permit issued
2021/054	08/06/2021	16 Bailey Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Permit issued



App. No	Date Received	Address	Proposal	Status
2021/056	17/06/2021	10 Bethune Street Queenscliff	Alterations to existing dwelling and construction of a carport	Permit issued
2021/066	12/07/2021	55 Glaneuse Road Point Lonsdale	Alterations to an existing dwelling and construction of a carport	Permit issued
V 2021/068	15/07/2021	28 Gellibrand Street Queenscliff	Demolition of an outbuilding and construction of an outbuilding	Permit issued



(c) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	Status
2021/071	23/07/2021 (Amended 30/7/2021)	37 Williams Road Point Lonsdale	Construction of an outbuilding and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Under consideration
2021/072	05/08/2021	17 Stokes Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling	Further information requested 17 August 2021
2021/073	09/08/2021	14 Wharf Street Queenscliff	Demolition of outbuildings	Under consideration
2021/074	10/08/2021	58 Winterley Road Point Lonsdale	Construction of a dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Initial assessment
2021/075	11/08/2021	5 Bedggood Avenue Point Lonsdale	Construction of a dwelling	Initial assessment
V 2021/076	12/08/2021	22-24 Simpson Street Point Lonsdale	Construction of an outbuilding	Initial assessment
2021/077	16/08/2021	40 Stokes Street Queenscliff	Alterations and extensions to an existing dwelling and outbuilding	Initial assessment
2021/078	16/08/2021	8 Beach Street Queenscliff	Alterations and external painting to an existing dwelling in a Heritage Overlay area	Initial assessment



(d) Decisions awaiting review by VCAT

App. No	Date Received	Address	Proposal	Status
2018/095	N/A	8 Beach Street Queenscliff	Alterations to a dwelling and front fence	Permit issued 23 November 2018 VCAT application for review lodged by adjoining owner VCAT hearing 10 March 2022
**2020/039	14/07/2020	6 Beach Street Queenscliff	Demolition of outbuildings (garage and shed), removal, repositioning, restoration and painting of an outbuilding (former fisherman's cottage), construction of side and rear boundary fences and construction of a double vehicle crossover in a Heritage Overlay area	Notice of Decision to refuse a permit issued (as per Council Resolution 17/02/2021) VCAT application for review lodged by applicant VCAT hearing 22 & 23 November 2021
2020/046	11/08/2020	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	VCAT application for review lodged by applicant (failure to determine) VCAT practice day hearing 27 August 2021 and hearing 10 & 11 February 2022
**2020/077	16/12/2020	18 Cheshunt Street Point Lonsdale	Construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Permit issued (as per Council resolution 28 April 2021) VCAT application for review lodged by objector VCAT compulsory conference 25 November 2021 and hearing 27 January 2022



(e) Development Plan & Planning Scheme Amendment Summary Report

Ref. No.	Address	Proposal	Status
queenC33	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.	Waiting for approval from Minister of Planning

LEGEND

** Objections received

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

Bold **Officer delegation removed**

V VicSmart application



16. GOVERNANCE & PERFORMANCE

16.1 Review of Council Policies

File: Q055.01.12

Co-Authors: Executive Project Officer &
Economic and Community Development Program Leader

Portfolio: Governance & Performance

Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is to consider a revised Council policy CP002 Australia Day Awards in accordance with Council's regular review of policies schedule (**Appendix 2**).

EXECUTIVE SUMMARY

This report responds to a number of objectives and strategies contained in the 2017-2021 Council Plan, namely:

- Strategic Objective 1 Community Wellbeing. Enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture.
- Strategic Objective 5 Governance and Performance. Maintain a cohesive, well governed, financially sustainable and independent Borough.

CP002 – Australia Day Awards – Revised

This policy was first adopted by Council in August 2003 and last revised in September 2017. The purpose of the policy was to clearly set out award categories and the nomination and selection processes for awards that formed part of Australia Day celebrations in the Borough of Queenscliffe.

It is proposed that the Australia Day Awards be renamed Community Service Awards with the specific link to Australia Day removed.

OFFICER RECOMMENDATION

1. That Council adopt the following revised Council policy as presented:
 - CP002 Community Service Awards (renamed from CP002 Australia Day Awards)
-



REPORT

BACKGROUND

Good governance is a core role of Council and the timely and regular review of Council policies is essential to ensuring that current and relevant direction and guidance is available to Council and its officers in relation to the core corporate governance functions of Council.

The establishment of Council policies, typically reviewed on a cyclical basis, is influenced by a range of considerations, such as:

- Ensuring compliance with legislative requirements;
- Alignment with best practice guidelines applicable to the local government sector and/or business;
- Implementing internal and external audit recommendations; and
- Conveying Council's strategic intent to the organisation and/or the community in relation to a Council function or responsibility.

DISCUSSION

CP002 – Australia Day Awards – Revised

CP002 Australia Day Awards policy was first adopted by Council in August 2003 and last revised in September 2017. The purpose of the policy was to clearly set out award categories and the nomination and selection processes for awards that formed part of Australia Day celebrations in the Borough of Queenscliffe.

The policy does not include any objectives or specific policy statements in relation to local Australia Day awards. It does make reference to the Australia Day Awards run by the National Australia Day Council but does not present a Council position on the purpose of the awards or the reasons that the local community based awards should be linked to Australia Day.

As part of the review of the 2021 Australia Day event, Council officers noted that over the past few years there appeared to be a shift in the engagement and participation in the event. Whilst seen as a favourable recognition program, feedback received from stakeholders revealed a desire to move the community awards to another date which may be seen as more inclusive to the entire community and increase participation in the acknowledgement and celebration of service in our community.

Therefore, Council officers recommend that the CP002 Australia Day Awards be renamed CP002 Community Service Awards and that the presentation be made at the annual Volunteers celebrations. The revised policy is largely based on the current Australia Day Awards program but now shifts the focus to community service generally rather than linking specifically to Australia Day.

The following amendments are recommended:



Section	Proposed amendment(s)
Title	Rename 'Australia Day Awards' to 'Community Service Awards'
Context	Remove reference to Australia day and change focus to community service
Purpose	Remove reference to Australia day and change focus to community service
Policy	
2. Call for Nominations	Change 'October' advertising date to 'date to be determined'
3. Community Excellence Awards Reference Group	Insert new clause to provide overview of the make-up of the reference group responsible for selecting award recipients.
4. Selection	Provide clarity on selection process
5. Presentation and Acknowledgement	Change presentation even from Australia Day to Volunteers celebrations
Continuous Improvement	No amendment
Other References	Remove reference to Australia Day

Options

Option 1 – adopt the revised renamed policy as presented.

Option 2 – request Officers to make further amendments to the policy.

Option 3 – defer the review of the policy as presented and continue to plan a COVID safe 2022 Australia Day event, including the presentation of Australia Day Awards, and commence a community engagement process regarding the change in policy as presented in this report.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Consultation with key stakeholders was undertaken during the review of the 2021 Australia Day event. This consultation has resulted in the recommended policy being amended to focus on community achievements generally rather than linking the awards to Australia Day.

All Council policies are published on Council's website under the 'Council – publications, strategies and reports' tab and are communicated internally to all staff. Targeting communication will be undertaken with those staff and stakeholders who are involved with both the Australia Day event and Volunteers celebration preparations.



Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? A brief assessment was conducted and research undertaken shows that past award recipients have been fairly equal from a gender perspective. While those on the committee do need to be aware of possible unconscious gender bias, it is considered the process of nominating and awarding of community awards are gender neutral activities.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

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

Strategic Objective 5 Governance and Performance – Maintain a cohesive, well governed, financially sustainable and independent Borough.

- Provide transparent and accountable governance and meet all legislative requirements
- ensure the continuing financial sustainability and independence of the Borough
- maximize the return on Council assets and leverage external funding opportunities

Legal and Risk Implications

The absence of clear policies, relating to good governance practices, increases the risk that relevant legislative provisions may not be complied with and current practices may not be transparent. Financial and non-financial (social and environmental) risks were considered in this review of an existing Council policy for Council adoption.

Related Documents

Not applicable.



Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

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

Financial and resource implications

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

Annual budget allocations are made for events/celebrations during the budget process.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

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

Implementation Process

Not applicable.

ATTACHMENTS

1. CP002 Community Service Awards (Appendix 2)
-



16.2 Community Vision: Borough of Queenscliffe 2021–2031

File:	QG054.01.01
Author:	Communications Coordinator
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Salter

PURPOSE

The purpose of this report is to present the *Community Vision: Borough of Queenscliffe 2021–2031* to Council in line with the requirements of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

The *Local Government Act 2020* requires councils to develop a Community Vision in addition to a Council Plan as a long-term strategic guide. In contrast to the Council Plan, which provides measurable strategies for Council over its four-year term, the Community Vision is a document for everyone in the Borough to aspire to. It represents our collective ambitions for our community over a period of ten years or more, and acts as a guide for high-level strategic thinking, including for the Council Plan.

Because the Community Vision is a document for the whole community, Council has taken a detailed approach to engaging with our community in its development, in many cases devolving significant responsibility for decision-making to local residents. Community engagement occurred in three stages, from a broad first stage of collecting ideas, to the refining of those ideas into a central statement and pillars by a community panel, to a final review of the draft by local residents.

The *Community Vision: Borough of Queenscliffe 2021–2031* tabled in **(Appendix 3)** represents the conclusion of this work. This document includes a central vision statement and five supporting pillar statements, which each represent our community's collective ambitions for the future of the Borough.

The adoption of the Vision will satisfy the requirements of the *Local Government Act 2020*, allow Council to continue developing its Council Plan, and provide a long-term source of strategic guidance and inspiration to everyone in the Borough.

OFFICER RECOMMENDATION

That Council:

- 1. Adopt the Community Vision: Borough of Queenscliffe 2021–2031 as tabled in Appendix 3.**
-



REPORT

BACKGROUND

The introduction of the Victorian *Local Government Act 2020* requires councils in Victoria to create a Community Vision in addition to a Council Plan. According to the Act, a Community Vision must:

- a) Be “developed with its municipal community in accordance with its deliberative engagement practices.”
- b) Have a scope of a “period of at least the next 10 financial years.”
- c) “Must describe the municipal community’s aspirations for the future of the municipality” and
- d) Be adopted “by 31 October in the year following a general election.”

In developing a Community Vision that satisfies these requirements, Council began a detailed process of community engagement beginning in the first quarter of 2021. While the timing of engagement was somewhat delayed by multiple coronavirus lockdowns, Council completed three separate stages of deliberative community engagement to develop the *Community Vision: Borough of Queenscliffe 2021–2031*, including:

1. A first stage for collecting ideas from as many members of our community as possible. This stage involved an online survey, open houses, and interactive sessions with schools and community groups. 264 people took part in this stage of engagement, representing thousands of individual ideas and pieces of feedback.
2. These ideas were then collected and organised for the second stage of engagement, which involved 25 local residents joining the Borough’s Councillors on a community panel. Across five separate workshop sessions, this panel created a draft Community Vision using the ideas received in the first stage of engagement. A draft Council Plan was also developed alongside the Community Vision to ensure alignment between the two strategic documents. Development of the Council Plan is ongoing.
3. Finally, the draft Community Vision created by the panel was shared with the broader community for another opportunity to provide feedback. Thirty-three people shared their thoughts on which parts of the vision statements they liked and which parts they thought could be improved. This feedback was then used to finalise the Community Vision, which is attached as **(Appendix 3)**.

As presented, the *Community Vision: Borough of Queenscliffe 2021–2031* satisfies the requirements of a Community Vision under *the Local Government Act 2020*, and represents the conclusion of hundreds of hours of work, input and thought from the community, key stakeholders, Councillors, and Council Officers.



DISCUSSION

The *Community Vision: Borough of Queenscliffe 2021–2031* contains a central statement supported by five pillars. This format was chosen by the community panel for its ability to both highlight areas of specific importance and to synthesise these values into a central vision.

The central statement of the Community Vision is:

The Borough is a special and restorative place, renowned for its distinctive coast, rich living heritage, and vibrant culture.

Our community is caring, and is welcoming to visitors.

We have a deep respect for the Wadawurrung People and are taking action to protect Country.

This statement is supported by five pillars. Each pillar includes a title and a goal statement. These five pillars are:

- Enhancing health and wellbeing
Our community encourages an active and outdoor lifestyle and nurtures the welfare of all
- Protecting Country and our natural environment
We mitigate and adapt to the risks of climate change and preserve our ecosystems and biodiversity
- Supporting business and community prosperity
We have a thriving local economy and community that is underpinned by high quality infrastructure and services
- Encouraging an inclusive and engaged community
We have a welcoming, connected and diverse community that is supported by informed and consultative leadership
- Protecting and celebrating Wadawurrung and Borough heritage
Our cultural and built history is conserved and celebrated

If adopted, the above central statement and pillars would form Council's Community Vision and satisfy the requirements of the *Local Government Act 2020*. The complete *Community Vision: Borough of Queenscliffe 2021–2031* in **(Appendix 3)** also includes background information about the Vision and how it was developed, to aid reader understanding.

Options

Under the *Local Government Act 2020*, Council is required to adopt a Community Vision by the end of October 2021. If Council does not adopt the Vision as proposed, another Vision would need to be adopted before this deadline.



COMMUNICATIONS AND ENGAGEMENT

Community Engagement



As outlined in the Background section of this report, Council has completed detailed and extensive consultation with ratepayers and residents to develop the Community Vision presented alongside this report. This engagement has not only included three separate stages of feedback, but has given residents significant decision-making power over the themes, structure and statements in the Vision.

Collaboration

Council sought input from a range of organisational stakeholders during the research and development stages of the Vision, including conversations with:

- Wadawurrung Aboriginal Corporation
- Local healthcare providers and practices
- Neighbouring local governments

Local Government Victoria also provided guidance around processes for the development of the Vision, including where processes required adjustment in response to coronavirus restrictions and lockdowns.

GOVERNANCE CONTEXT

Relevant Law

The adoption of a Community Vision is a direct requirement of the *Local Government Act 2020*. Council has developed its Community Vision in accordance with the deliberative engagement principles required by the *Act*.

Charter of Human Rights

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

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

Because the Community Vision is a document for the whole Borough community, it sits above, rather than underneath, a Council Plan. To ensure the 2021–2024 Council Plan and the *Community Vision: Borough of Queenscliffe 2021–2031* align, they have been developed simultaneously by the same community panel and engagement processes.

Legal and Risk Implications

Not applicable.



Related Documents

Not applicable.

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

Not applicable.

Financial and Resource Implications

The Community Vision, unlike a Council Plan, does not commit Council to any particular projects or strategies with funding and resource implications. It does, however, serve as a long-term guide to Council's activities. Council will need to ensure its resource management and financial priorities consider the contents of the Community Vision.

Innovation and Continuous Improvement

This is the first Community Vision developed by Council following the introduction of the *Local Government Act 2020*. This will provide an opportunity for Council to consider the merits, challenges and opportunities presented by a new strategic document, particularly in the development of its Council Plan.

IMPLEMENTATION

Operational Impacts

While the Community Vision itself does not have any direct operational impacts, it will guide the development of the Council Plan, which has substantial operational impacts on Council.

Implementation Process

Council's actions towards meeting the goals in the *Community Vision: Borough of Queenscliffe 2021–2031* will be outlined in its forthcoming Council Plan. Both documents have been developed together to ensure they are aligned.

ATTACHMENTS

1. Community Vision: Borough of Queenscliffe 2021–2031 (Appendix 3)
-



17. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

17.1 Instruments of Appointment and Authorisation (Environment Protection Act 2017)

At the Ordinary Meeting of Council held on 28 July 2021, Council resolved to sign and seal the Instruments of Appointment and Authorisation (*Environment Protection Act 2017*).

Council applied the Common Seal to the document on 19 August 2021.

OFFICER RECOMMENDATION

That Council note the use of the Common 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

Wednesday 8 September 2021 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 22 September 2021 at 7:00pm



20. CLOSED SESSION OF MEETING

Time: _____pm

OFFICER RECOMMENDATION

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

20.1 Confirmation of 28 July 2021 Confidential Council Meeting Minutes

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

20.2 Queenscliff Recreation Reserve Caravan Park Electrical Services – Contract 2020/11

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

20.3 Kerbside Garden Organics Reveal and Processing Contract Extension – Contract 2017/05

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

Time: _____pm

OFFICER RECOMMENDATION

That Council reopen the meeting and resume standing orders.

21. RATIFICATION OF CONFIDENTIAL ITEMS



OFFICER RECOMMENDATION

That the decisions made in camera be ratified by Council.

22. CLOSE OF MEETING

The meeting closed at:



ADJUNCT TO 7 – RECORD OF ASSEMBLY OF COUNCILLORS

An Assembly of Councillors is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

An Assembly of Councillors does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139 of the *Local Government Act 1989* a club, association, peak body, political party or other organisation.

Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting – 28 July 2021				
Via videoconference (Zoom)				
Cr Ross Ebbels, Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt Martin Gill, CEO Johann Rajaratnam, DP Jenni Walker, EA & CGC Rebecca Petit-Bramwell, CERP	Cr Susan Salter	2:30pm – 5:30pm 2:30pm – 3:40pm 3:08pm – 3:40pm	1. Sexual Harassment- VAGO Report 2. Alternative Energy Supply discussion paper 3. Memorials & Plaques Committee 4. Election Advocacy Projects 5. Council Plan next steps	Nil
Assembly Meeting – 4 August 2021				
Via videoconference (Zoom)				
Cr Ross Ebbels, Mayor Cr Donnie Grigau Cr Susan Salter Cr Michael Grout	Nil	2:30pm – 5:30pm 4:35pm – 5:30pm	1. Community Vision Feedback 2. Planning Briefing: <ul style="list-style-type: none"> • 2021/053 – 2/22 Bellarine Highway, Queenscliff 	Nil



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Cr Fleur Hewitt Martin Gill, CEO Johann Rajaratnam, DP Connor Parker, CC Dinah O'Brien, SP		2:30pm – 3:05pm 3:05pm – 5:15pm	<ul style="list-style-type: none"> • 2020/039 – 6 Beach Street, Queenscliff • 2018/095 – 8 Beach Street, Queenscliff 3. Distinctive Areas and Landscape project workshop 4. Vaccination rates in the Borough	
Assembly Meeting – 18 August 2021				
Via videoconference (Zoom)				
Cr Ross Ebbels, Mayor Cr Donnie Grigau Cr Susan Salter Cr Michael Grout Cr Fleur Hewitt Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney, ECDPL Stuart Hansen, SPO Connor Parker, CC	Nil	2:30pm – 5:50pm 2:30pm – 5:06pm 3:15pm – 3:45pm 2:30pm – 3:30pm 3:30pm – 5:30pm	1. Queenscliff Recreation Reserve Electrical Services Contract 2. Kerbside Garden Organics Reveal and Processing – Extension of Contract 3. Queenscliff Town Hall Project Update 4. Review of Council Policies: <ul style="list-style-type: none"> • CP002 Australia Day Awards Policy 5. CP029 Use of Council Facilities / Gambling 6. Council Plan	Nil

CEO - Chief Executive Officer	EA – Executive Assistant to the CEO, Mayor and Councillors	DP – Director Place
ADO – Arts Development officer	BSA – Business Services Accountant	CC – Communications Coordinator
CERP – Projects Officer, Climate Emergency Response Plan	CSC – Community Services Coordinator	ECDO – Economic & Community Development Officer
EAGMPI – Executive Assistant General Manager Planning & Infrastructure	EA & CGC – Executive Assistant & HR and Corporate Governance Coordinator	MFS – Manager Finance & Corporate Services
ECDPL – Economic & Community Development Program Leader	EPO – Executive Projects Officer	RC – Rates Coordinator
ODCS – Organisational Development Customer Service & ICT services	SP – Strategic Planner	SPO - Special Projects Officer



ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
28 July 2021	<p>Public Question 2 from Queenscliffe Community Association</p> <p>The new and latest Survey on the Tourist Parks informs the community that the tourist parks ‘generate income that helps us keep rates low’. This presumes ratepayers are responsible for Crown land management and contributing financially to its maintenance and upkeep.</p> <p>Can it be clearly explained by the Mayor how our rates would be higher if it was not supplemented by such Crown land incomes or whether our rates are kept lower having these tourist parks financially viable?</p>	Question taken on notice.	Response sent on 4 August 2021 <i>see Appendix 4</i>



ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

No Motions on Notice outstanding.

ADJUNCT TO 17.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

No Questions Without Notice outstanding.
