



Minutes

Ordinary Meeting of Council

Wednesday 23 February 2022 at 7:00pm

Via Videoconference (Zoom)

Distribution List

Councillors

Cr Ross Ebbels – Mayor
Cr Fleur Hewitt – Deputy Mayor
Cr Susan Salter
Cr Donnie Grigau
Cr Michael Grout

Officers

Martin Gill – Chief Executive Officer
Johann Rajaratnam – Director Place
Gihan Kohobange – Manager Finance and Corporate Services
Shannon Maloney – Manager Community
Stuart Hansen – Manager Infrastructure and Environment
Connor Parker – Communications Coordinator
Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors



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	Record of Assembly – Planning Review Meeting held on 13 October 2021	7.2 Amendment to the record of Assembly held on 13 October 2021	Under separate cover
Appendix 2	DELWP Planning Reform update	11.1 Chief Executive Officer Report	Under separate cover
Appendix 3a	Quarterly Finance Report to 31 December 2021	16.2 2021–22 Quarterly Financial Report as at 31 December 2021	Under separate cover
Appendix 3b	Governance and Management Checklist	16.2 2021–22 Quarterly Financial Report as at 31 December 2021	Under separate cover
Appendix 3c	Performance Indicators	16.2 2021–22 Quarterly Financial Report as at 31 December 2021	Under separate cover



Appendix 4a	CP004: Community Grants	16.3 Review of Council Policies	Under separate cover
Appendix 4b	CP006: Customer Service Charter	16.3 Review of Council Policies	Under separate cover
Appendix 5a	Municipal Association of Victoria 2021–22 Rules Review discussion paper	16.4 Municipal Association of Victoria 2021–22 Rules Review	Under separate cover
Appendix 5b	Borough of Queenscliffe Submission to the MAV Rules Review	16.4 Municipal Association of Victoria 2021–22 Rules Review	Under separate cover
Appendix 6	Response to public question taken on notice at the ordinary meeting of Council on 15 December 2021	ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE	Under 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 7:05pm.

2. PRESENT & APOLOGIES

Present:

Cr Ross Ebbels, Mayor

Cr Fleur Hewitt, Deputy Mayor

Cr Donnie Grigau

Cr Michael Grout

Martin Gill, Chief Executive Officer

Johann Rajaratnam, Director Place

Gihan Kohobange, Manager Finance and Corporate Services

Shannon Maloney, Manager Community

Stuart Hansen, Manager Infrastructure and Environment

Connor Parker, Communications Coordinator

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

Apologies:

Cr Susan Salter

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: Nil

Officers: Nil.

4. LEAVE OF ABSENCE OF COUNCILLOR

Nil.



5. PUBLIC QUESTION TIME

5.1 Public Questions Status Update

At the Ordinary Meeting of Council on 15 December 2021, one public question was taken on notice. A response was sent on 15 February 2022 (**Appendix 6**).

No public questions are outstanding.

5.2 Public Questions

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

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

Public Question 1 from Denise Doolan

To Mayor Rossat last you are putting some colour and care to our roundabouts...congratulations...as new residents to this community we also hope it will continue with the first roundabout on entry to Queenscliff opposite the caravan park and others in the Borough.

Response by Mayor

Thank you for your input Denise, we will pass on your request to the Department of Transport who manages the roundabout you are referring to.

Public Question 2 from Point Lonsdale Civic Association

Regarding PLMDP, and comments made at the PLCA AGM in January, what is the current status? When will the new precinct plan be released, and for that matter, works commence? What about timelines?

Response by Mayor

No new precinct plans are proposed for the Point Lonsdale Lighthouse Marine and Defence Precinct. Council is working towards grant deliverables provided to Council by the Department of Jobs, Precincts and Regions, which include refurbishment of the P1 Huts, landscaping, signage and a celebration of the Wadawurrung Heritage on site.

Options for works on the P1 Huts will be discussed with the Project Control Group at an upcoming meeting. Based on feedback, officers will develop material to enable the permit application



process for the huts to commence. This will include discussions with Heritage Victoria, the Wadawurrung and Marine and Coastal Act consent.

Upon obtaining all permits, Council will commence works. At this stage, timing for the commencement of the works will be dependent on the ability of state approval authorities to assess Council's applications. It is hoped that refurbishment of the huts can commence prior to the end of the financial year.

Public Question 3 from David Kenwood

At the PLCA Annual General Meeting it was indicated by the Mayor that the Tourist Park Management Review would be presented at the February 2022 Council meeting. Given its importance to the community can the Mayor indicate why the Review has been delayed, what will be released to the community and when.

Response by Mayor

Council has received a copy of a draft report from the consultant undertaking the work. Council is now working through the recommendations of the draft report.

It's important Councillors have a detailed understanding of the reports we put out for consultation, even completely independent reports like the draft Tourist Park Management and Operation Review.

Because this report contains a large number of complex recommendations, Councillors have requested extra time to speak to officers and the consultant who prepared it to ensure we understand the impacts of its recommendations. We look forward to sharing this report with the public soon, and hearing your feedback as part of the next stage of consultation.

6. CONFIRMATION OF COUNCIL MEETING MINUTES

6.1 Ordinary Meeting of Council – 15 December 2021

A copy of the previous Minutes of the Ordinary Meeting of Council held on 15 December 2021 was distributed to Councillors under separate cover.

Councillors Grout / Hewitt

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 15 December 2021, as distributed, be confirmed as an accurate record.

Carried



7. RECORD OF INFORMAL MEETINGS OF COUNCILLORS

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

- 15 December 2021 – Councillor Assembly Briefing
- 19 January 2022 – Councillor Assembly Briefing
- 9 February 2022 – Councillor Assembly Briefing
- 16 February 2022 – Councillor Assembly Briefing

Councillors Hewitt / Grout

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

Carried

7.1 Amendment to the Record of Assembly held on 13 October 2021

The Record of Assembly for the Planning Review Meeting held on 13 October 2021 has been updated to address some omissions. A copy of the Record of Assembly is provided at **(Appendix 1)**.

Councillors Grout / Hewitt

That the amended Record of Assembly, as presented in Appendix 1, for the Planning Review Meeting held on 13 October 2021 be noted.

Carried



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.

9.1.1 Objection to proposed fish cleaning facilities at 1 Hesse Street, Queenscliff

File: QP090-100

Council received a petition addressed to the Mayor and Councillors at the Borough of Queenscliffe Council. While the Borough's Governance Rules contain provisions regarding petitions, this particular petition is addressing a live planning permit amendment application.

The petition reads as follows:

Objections to Proposed Fish Cleaning Facilities at No 1 Hesse Street, Queenscliff

We, the undersigned, wish to voice our strong protest at the proposed construction of a fish cleaning facility at RL Jordan Reserve, 1 Hesse Street, Queenscliff.

As residents of Fisherman's Flat and surrounds, we have deep reservations regarding waste and odour management – we don't see how either refuse or smell can be contained in periods of heavy use. Fishermen queueing for the table will only exacerbate the already often chaotic parking problems in our residential streets. We also have concerns re the impact on wildlife as our water birds leave the relative safety of Swan Bay to forage for the inevitable fish residue around the table. There is also major disquiet at the idea of further removal of the Reserve's vegetation.



In summary, this facility will allow individual fishermen to clean their fish before taking them home. This is a small advantage, considering we, the residents of Queenscliff and particularly Fisherman's Flat, will be left with the residue and smell from all of them.

The petition is signed by 29 people, most of whom live in the Fisherman's Flat vicinity.

This petition directly addresses a live planning permit amendment application, 2020/071.1, which was lodged with Council on 9 December 2021. The planning permit amendment application is to install fish cleaning facilities at 1 Hesse Street, Queenscliff.

The *Planning and Environment Act 1987* provides at section 57 that:

- (1) Any person who may be affected by the grant of the permit may object to the grant of a permit.

and

- (3) If a number of persons make one objection, they may give the responsible authority the name and address of the person to whom the responsible authority is to give notice of the decision.
- (4) If a number of persons make one objection, it is sufficient compliance with sections 64(1) and 65(1) if the responsible authority gives the notice—
 - (a) to the person named under subsection (3); or
 - (b) if no name and address is given under subsection (3) to one of the persons who made the objection.

The petition was received before a decision has been made on application 2020/071.1.

The petition is properly classified as an objection under the *Planning and Environment Act 1987* and as such must be received and actioned in accordance with that Act and not Council's Governance Rules.

Consequently there is no decision of Council to make at this time on this matter. The objection will be dealt with in the appropriate manner under the provisions of the *Planning and Environment Act 1987*.



Cr Grigau joined the meeting at 7:15pm.

10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 10 December 2021 and 17 February 2022:

Date	Function Attended
10 December 2021	Municipal Association of Victoria Welcome & Mayoral Induction via videoconference (Cr Ebbels)
11 December 2021	Point Lonsdale Surf Life Saving Club ribbon cutting event (Crs Ebbels, Hewitt & Grigau)
14 December 2021	Bellarine Secondary College awards ceremony (Cr Ebbels)
14 December 2021	St Aloysius Primary School awards ceremony (Cr Ebbels)
14 December 2021	Mitchell's Front Page outside broadcast (Cr Ebbels)
14 December 2021	G21 final planning workshop for Respect 2040 (CEO)
14 December 2021	Active Transport Strategy Steering Committee Meeting via videoconference (Cr Hewitt & Cr Grout)
14 December 2021	G21 Transport Pillar Meeting (Cr Grout)
16 December 2021	Geelong Heritage Centre Collection Advisory Committee meeting via videoconference (Cr Ebbels)
16 December 2021	Point Lonsdale Primary School awards ceremony (Cr Ebbels)
17 December 2021	Municipal Association of Victoria Rules Review workshop via videoconference (Cr Ebbels)
17 December 2021	Queenscliff Primary School awards ceremony (Cr Ebbels)
17 December 2021	Visitor Information Centre Volunteers Christmas celebration (Cr Ebbels)
17 December 2021	QMF at the Neighbourhood House (Cr Ebbels)
19 December 2021	QLYC Season Opening event (Cr Ebbels)
20 December 2021	Queenscliffe Climate Action Group Christmas Celebration (CEO, Crs Ebbels, Hewitt & Grout)
27 December 2021	Councillor Listening Post in Queenscliff (Cr Ebbels, Hewitt & Grout)
30 December 2021	Rip View Swim Classic (Cr Hewitt)



Date	Function Attended
7 January 2022	Point Lonsdale Community Association Annual General Meeting (Crs Ebbels, Hewitt & Grout)
12 January 2022	Active Transport Strategy Steering Committee Meeting via videoconference (Cr Hewitt & Cr Grout)
25 January 2022	Queenscliff Ferry Terminal ministerial visit (Cr Ebbels)
3 February 2022	Our Coasts Extended Stakeholder meeting with Department of Environment, Land, Water and Planning via videoconference (CEO, Cr Grout)
4 February 2022	G21 Board Meeting via videoconference (CEO & Cr Ebbels)
4 February 2022	Queenscliff Boat Ramp Upgrade – Project Control Group Meeting via videoconference (CEO)
5 February 2022	Lonsdale Boardriders event (Cr Ebbels)
7 February 2022	Extraordinary meeting of the Municipal Emergency Management Planning Committee via videoconference (CEO)
9 February 2022	G21 Integrated Transport Strategy Workshop via videoconference – Part 1 (CEO & Cr Grout)
9 February 2022	Tourism Greater Geelong & The Bellarine: Chair position sub-committee meeting (Cr Ebbels)
11 February 2022	Meeting with Queenscliffe Climate Action Group & Stephanie Asher (Cr Ebbels & Cr Hewitt)
11 February 2022	Meeting with Giulia Baggio, G21 Chief Executive Officer (CEO & Cr Ebbels)
13 February 2022	Councillor Listening Post in Point Lonsdale (Cr Ebbels, Hewitt, & Grout)
14 February 2022	Tourism Greater Geelong & The Bellarine Board Meeting via videoconference (Cr Ebbels)
16 February 2022	Meeting with Stuart Grimley MP (CEO & Cr Ebbels)
16 February 2022	Citizenship Ceremony (CEO, Crs Ebbels, Hewitt, Grout & Grigau)
17 February 2022	PLonQ Meeting (CEO & Cr Ebbels)
17 February 2022	G21 Integrated Transport Strategy Workshop via videoconference – Part 2 (CEO & Cr Grout)



Date	Function Attended
17 February 2022	Geelong Regional Library Corporation Board Meeting via videoconference (Cr Ebbels)
17 February 2022	Meeting with Lisa Neville's Office (CEO & Cr Ebbels)
17 February 2022	Cities Power Partnership Media Training 101 via videoconference (Crs Hewitt & Ebbels)
18 February 2022	Barwon Partnership Strategic Workshop & ManuFutures Tour (CEO)

Recommendation

That the Functions Attended report be received.

Councillors Grout / Hewitt

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

Carried



11. CHIEF EXECUTIVE OFFICER

11.1 Chief Executive Officer Report

PURPOSE

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

REPORT

Local Government Act 2020 compliance

The new *Local Government Act 2020* has required councils across Victoria to introduce, or review, a number of important plans and procedures. Three critical documents were required under the Act to be in place by 31 December 2021, and I am pleased to report to Council our compliance with this legislative requirement. The three documents were as follows.

Workforce Plan

The *Local Government Act 2020* required Council to develop and maintain a workforce plan that describes the organisational structure of the Council, specifies the projected staffing requirements for a period of at least 4 years, and sets out measures to seek to ensure gender equality, diversity and inclusiveness.

The Workforce Plan is part of the Integrated Strategic Planning Framework prescribed by the *Local Government Act 2020* which links the Community Vision to the Council Plan, the Long Term Financial Plan and the development of annual budgets.

The Borough of Queenscliffe's workforce plan has a number of actions in five key areas: attraction, retention, capacity, capability and culture. The plan outlines the Borough's response to an increasingly ageing workforce, as well as sector-wide issues of lack of skilled staff generally in local government roles of municipal surveying, planning, engineering and environmental health.

Staff Code of Conduct

The *Local Government Act 2020* required Council to develop and implement a staff code of conduct that included provisions around the receipt of gifts, procedures for dealing with alleged and actual breaches of conflict of interest under the Act, and provisions for the CEO to take disciplinary action against a member of Council staff.

The Borough's existing staff code of conduct addressed all these matters, as well as other expected standards of behaviour including zero tolerance for sexual harassment, harassment and bullying. The staff code of conduct was reviewed by the Staff Consultative Committee and the existing code of conduct was adopted with minor changes in December 2021.

Recruitment Policy (internal policy)

The *Local Government Act 2020* required Council to adopt and maintain a recruitment policy that ensures that recruitment decisions are based on merit, supports transparency in recruitment



processes and the public advertising of positions, and has regard to the gender equity, diversity and inclusiveness measures specified in the workforce plan.

The Borough's existing recruitment internal policy contained many of these items and was updated to incorporate changes as a result of the workforce plan. Again, the existing recruitment policy was reviewed by the Staff Consultative Committee, with input sought from all staff, and the existing policy was adopted with changes in December 2021.

Changes to Victorian state government planning system

At the Ordinary Council Meeting in September 2021, Cr Grigau moved, and Council adopted, a Notice of Motion (NOM 2021/583) which included the direction that Council:

Requests the Chief Executive Officer to provide within 6 months a report to Council with an update on the status of any reforms.

On 15 December 2021, the Department of Environment, Land Water and Planning (DELWP) and the Red Tape Commissioner provided an update on the status of the current planning reform process. A summary of the reforms already undertaken and an outline of upcoming work can be found at **(Appendix 2)**.

DELWP also responded to questions raised at the presentation and from the local government sector through other forums. Questions directly related to the concerns raised in the Notice of Motion were:

Will DELWP be consulting broadly with communities on the reforms or will this be limited to local government?

DELWP will be consulting with communities on relevant initiatives as they roll out over four years. One example is the ResCode reforms, which are currently out for public consultation.

Will the role of local government in planning change as a result of the reforms?

Councils will continue to play the principal role in planning for their local communities. The proposed State Significant Development pathway reforms are about making sure that the 1% of state significant projects are considered in a consistent way.

How can councils, particularly rural with small teams and stretched resources keep up and remain in engaged in these reforms?

DELWP is aware of the significant amount of consultation and engagement occurring with councils and other key stakeholders resulting from a significant program of reforms. Council input is critical to the success of future reforms that benefit all users of the planning system.



DELWP is committed to making it easier for councils to plan and anticipate the changes and where possible will proactively advise on when consultation for key reforms will occur.

A copy of the DELWP progress report can be found here:

<https://reform.planning.vic.gov.au/2021-progress-report>

Planning in the Borough of Queenscliffe

The year 2021 was the busiest year for new planning permit applications since 2009. Council received 132 new applications compared to 79 in 2020 and 85 in 2019.

During the year Council requested briefing on 32 planning permit applications.

Congratulations must go to the planning team who continued to provide a high level of service to the community and support for applicants, while continuing to improve processes and engaging in state government planning reform consultation.

QHub

The impacts of Covid 19 on supply chains, the availability of building materials and the number of people allowed on construction sites during 2021, have impacted the QHub construction timelines and the project budget.

Council is now expecting construction to continue until the middle of 2022. In the next few weeks, the internal fit out of the building will continue, windows will be installed in the auditorium space, and work will begin on landscaping works in Field Park.

An updated budget forecast for the construction work is included in the second quarter financial report which forms part of this agenda.

Councillors Hewitt / Grout

That Council receives the Chief Executive Officer Report for February 2022.

Carried



12. HEALTH & WELLBEING

No reports to consider.

13. ENVIRONMENT

No reports to consider.



14. LOCAL ECONOMY

14.1 Event Sponsorship Applications 2021–2022

File: QG093.06.01
Author: Manager Community
Portfolio: Local Economy
Portfolio Holder: Cr Ebbels

PURPOSE

The purpose of this report is to present to Councillors a summary of the assessment of applications received for Event Sponsorship for events to be held up to 15 December 2022, and for Council to allocate an appropriate level of financial support.

EXECUTIVE SUMMARY

Event Sponsorship aligns with Strategic Objective 3, Local Economy of the Council Plan 2021–2025, specifically to *support a prosperous and diverse local economy*

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

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

The Event Sponsorship program opened on 1 December 2021. Council received two new applications. The applications were subsequently assessed and met the majority of the criteria.

Council has a 2021–22 budget of \$20,000 for discretionary allocation to Events Sponsorship.

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

Recommendation

That Council:

1. **Accept the assessments as presented in this report and determine an allocation of funding for the two applications presented:**
 - a. **Local event – The Bellarine School of Art book launch event**
-



b. Minor event – Bellarine Lighthouse Film Festival

- 2. Request the Chief Executive Officer to enter into an Event Sponsorship Agreement with each of the successful applicants, subject to the event applicant meeting event management permits (if applicable), including that the event can operate within mandated COVIDsafe regulations and practices.**

Councillors Ebbels / Hewitt

That Council:

- 1. Approve allocation of funding for the following two applications:
 - a. The Bellarine School of Art to receive a Local Event Grant of \$1,000 for the book launch event; and**
 - b. Bellarine Lighthouse Film Festival to receive a Minor Event Grant of \$5,000 for the Bellarine Lighthouse Film Festival****
- 2. Request the Chief Executive Officer to enter into an Event Sponsorship Agreement with each of the successful applicants, subject to the event applicant meeting event management permits (if applicable), including that the event can operate within mandated COVIDsafe regulations and practices.**

Carried unanimously



REPORT

BACKGROUND

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

Funding is available for:

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

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

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

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

DISCUSSION

The Event Sponsorship program opened on 1 December 2021. The program was advertised in the local press and promoted via the Borough Facebook page and was included as a news item in the December 2021 issue of the Borough Business E-news Bulletin. At the closing date (31 December 2021) Council had received two new applications for Event Sponsorship.

The funding applications were assessed against the following criteria:

- Economic opportunities
- Social opportunities
- Sport, recreation and cultural opportunities
- Environmental sustainability

ASSESSMENT

Application 1:

Event	Launch of the 'I See the Bellarine Book'
Applicant	The Bellarine School of the Art
Location	Bellarine School of the Art, Queenscliff and a number of local cafes
Date	14 May 2022
Event description:	The launch of the 'I See the Bellarine Book' will include a weekend of free workshops at the Bellarine School of Art and/or surrounding local event spaces. The event will celebrate the publication, offer participants the



opportunity to purchase a copy, enjoy free painting and colouring-in using "oversize" poster versions of the colouring in book pages. The large posters will then be displayed in the windows of The Bellarine School of Art as well as on the walls of local cafes. The "I See The Bellarine" colouring-in book will be created by local artist and educator Lara Davies. The self-published 10 page colouring-in book will feature the Bellarine Peninsula's flora, fauna and buildings in the Borough of Queenscliffe.

Requested grant Local – \$5,000

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none">• Opportunities for promotion of Queenscliff• Opportunities for local traders to participate and trade	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none">• Positive impact and access for the community and participants.• Encourages a tactile learning opportunity	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none">• The activity encourages arts and cultural development• Potential to highlights the heritage and history of the local area	Meets criteria
Environmentally sustainable	<ul style="list-style-type: none">• Minimal environmental impact• Promotes and highlights the local environment	Meets criteria
Further assessment notes: <ul style="list-style-type: none">• Supports a small local business• It promotes local artwork and local environment.• Timing of the event has the potential to collaborate with Queenscliffe Literary Festival• The proposed event is subject to the book being produced• Scale of event is subject to level of Council support.		



Application 2:

Event Bellarine Lighthouse Film Festival
 Applicant **Bellarine Lighthouse Film Festival Inc**
 Location Queenscliff
 Date 24–26 June 2022
 Event description: The Bellarine Lighthouse Film Festival is an annual weekend event of high quality films and an accessible cinema experience held in Queenscliff in June. Ticket prices range from single session tickets \$17, Saturday Night Dinner \$30, Opening Night with drinks and nibbles \$40 and Weekend Pass \$90.

Requested grant Minor – \$6000

Criteria	Assessment	Application does/does not meet criteria
Economic impact	<ul style="list-style-type: none"> 3 day event has opportunity for increased promotion and overnight visitation in Queenscliff and Point Lonsdale in the low season Cross promotion with other regional film festivals such as North Bellarine Film festival and the Geelong Pride Film Festival Use of local / regional suppliers – caterers, wineries, production specialists 	Meets criteria
Social opportunities in a safe and meaningful way	<ul style="list-style-type: none"> High level access to art house films that are thought provoking and encourage deep discussion Event includes opportunities for the audience to be involved in discussion panels Film selection aims to attract a wide audience The event creates volunteering opportunities (approx. 22) contributing approximately 340 hours to the 2021 event 	Meets criteria
Promotion of sport, recreation and cultural opportunities	<ul style="list-style-type: none"> Access to high quality (art house/hard to access) films at an affordable price 	Meets criteria



	<ul style="list-style-type: none"> Selected films present a range of social topics including refugees, diversity, mental health, environment, traditional owner self-determination and LGBTQIA+ Event showcases expert guest speakers and discussion panel 	
Environmentally sustainable	<ul style="list-style-type: none"> Minimal impact on environment. Digital tickets, compostable coffee cups and reusable wine glasses 	Meets criteria
Further assessment notes: <ul style="list-style-type: none"> Strong and reputable event Consistent and experienced organising committee Final budget unknown, subject to town hall upgrade project Event has in-kind use of the Town Hall 		

Options

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

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

Option 3 – Council can accept the assessments as presented and decline to support either of the two applications.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



In line with the Borough of Queenscliffe Event Sponsorship Policy, Council invited applications for sponsorship from the community for the period 1–31 December 2021. This included advertising in the local press, social media and electronic newsletters to business and community database. Two new applications for event sponsorship were received.

Collaboration

Not applicable.

GOVERNANCE CONTEXT



Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. A brief assessment was conducted and research undertaken on the nature of the proposed events and officers concluded that the events do promote gender equality and demonstrate access and inclusion.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

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

- Support arts, festivals, markets and other community events

Legal and Risk Implications

Not applicable.

Related Documents

Not applicable.

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

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

Financial and resource implications

Council has \$20,000 in the 2021–22 budget for allocation to Events sponsorship.

Innovation and Continuous Improvement

Not applicable.



IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

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

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

ATTACHMENTS

Nil.



15. HERITAGE, PLANNING & INFRASTRUCTURE

15.1 Planning Permit Activity Report

File: QG290.01.02
Author: Director Place
Portfolio: Heritage, Planning & Infrastructure
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	12
Applications finalised since last report	30
New applications received since last report	20
Total number of active permit applications	23
VCAT matters yet to be determined	4
Development Plan & Planning Scheme Amendment Summary Report	0

Councillors Grout / Grigau

That the Planning Permit Activity Report be received.

Carried

Councillors Grout / Hewitt

That Councillors receive briefings on the following Planning Applications:

- a) 2021/123 – 40 Gellibrand Street, Queenscliff
- b) 2021/125 – 45 Learmonth Street, Queenscliff
- c) 2021/128 – 75 King Street, Queenscliff

Carried



(a) Current applications

App. No	Date Received	Address	Proposal	Status
**2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	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	Application on hold (at the request of the applicant)
2021/078	16/08/2021	8 Beach Street Queenscliff	Alterations and external painting to an existing dwelling in a Heritage Overlay	Public notification
**2021/081	23/08/2021	8 Cheshunt Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, construction of a habitable outbuilding (two storey) and variation to side setback under Design and Development Overlay – Schedule 4	Application on hold (at the request of the applicant)
**2021/096	20/09/2021	33-35 Flinders Street Queenscliff	Subdivision of the land into ten (10) lots (re-subdivision), removal of native vegetation and alterations to access to a Road Zone Category 1 (RDZ1)	Under consideration
**2021/102	04/10/2021 (Amended 28/10/2021)	149 Point Lonsdale Road Point Lonsdale	Demolition of an outbuilding on a site individually listed in a Heritage Overlay, construction of an outbuilding (studio) and alteration to access to a Road Zone Category 1 (RDZ1)	Under consideration



App. No	Date Received	Address	Proposal	Status
2021/107	20/10/2021	9 Bowen Road Point Lonsdale	Construction of two double storey dwellings, subdivision of the land into two (2) lots, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 3	Under consideration
2021/115	08/11/2021	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	Under consideration
2021/116	08/11/2021	13 Baillieu Street Point Lonsdale	Alterations and extensions to an existing dwelling and alterations to an outbuilding	Public notification
2021/122	02/12/2021	12 Bowen Road Point Lonsdale	Installation of Telstra telecommunications facility (satellite dish)	Public notification Referral to DELWP
**2021/123	03/12/2021	40 Gellibrand Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m ² , demolition of an outbuilding in a Heritage Overlay and variation to the site coverage and setback requirements of Design and Development Overlay Schedule 1	Under consideration
**2021/125	06/12/2021	45 Learmonth Street Queenscliff	Demolition of a dwelling and outbuilding, construction of a dwelling in a Heritage Overlay and variation to the site coverage requirements of Design and Development overlay Schedule 1	Under consideration



(b) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
S 2021/004	29/11/2021	38 Ward Road Queenscliff	Construction of a two storey dwelling and removal of native vegetation	Amended permit issued
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) in a Heritage Overlay	Permit issued
S 2021/032	02/12/2021	1 Rayleigh Avenue Queenscliff	Construction of a two storey dwelling and variation to the site coverage requirements of Design and Development Overlay Schedule 5	Amended permit issued
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	Permit issued
2021/084	27/08/2021 (Amended 10/11/2021)	32 Wharf Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay, variation to the site coverage requirements and side setback requirements of Design and Development Overlay – Schedule 6	Permit issued
**2021/087	03/09/2021	28 Gellibrand Street Queenscliff	Construction of a second dwelling (two storey) in a Heritage Overlay	Notice of decision to grant a permit issued
2021/088	06/09/2021	56 Baillieu Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Permit issued
2021/094	17/09/2021	8 Bellarine Highway Queenscliff	Construction of a dwelling and variation to the setback requirements of Design and Development Overlay – Schedule 3	Permit issued



App. No	Date Received	Address	Proposal	Status
**2021/095	17/09/2021	101 King Street Queenscliff	Construction of a two storey dwelling and removal of native vegetation	Notice of decision to grant a permit issued
2021/105	14/10/2021 (Amended 20/10/2021)	34-36 Gellibrand Street & 61 Hesse Street Queenscliff	Demolition of two existing dwellings in a Heritage Overlay and construction of a two new single storey dwellings and front fences in a Heritage Overlay (at 34-36 Gellibrand Street), re-subdivision of the lot boundaries and variation of a carriageway easement	Permit issued
2021/106	15/10/2021	20 Golightly Street Point Lonsdale	Removal of easement E-1	Permit issued
**2021/111	28/10/2021	19 Cheshunt Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Notice of decision to grant a permit issued
2021/112	28/10/2021	68 Stevens Street Queenscliff	Demolition of an outbuilding and fence, alterations to an existing dwelling individually listed in a Heritage Overlay, construction of fences and an outbuilding and variation to the site coverage requirements of Design and Development Overlay – Schedule 3	Permit issued
2021/113	04/11/2021	98 Hesse Street Queenscliff	Alterations to an existing dwelling and outbuilding in a Heritage Overlay	Permit issued
2021/114	04/11/2021	74 Fellows Road Point Lonsdale	Alterations and extensions to an existing dwelling and alterations to an outbuilding	Permit issued
V 2021/117	16/11/2021	37 Grimes Road Point Lonsdale	Subdivision of the land into two (2) lots	Permit issued



App. No	Date Received	Address	Proposal	Status
2021/118	19/11/2021	44 Buckleys Road Point Lonsdale	Construction of a dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Permit issued
V 2021/119	29/11/2021	19 Grant Road Point Lonsdale	Construction of a front fence	Permit issued
V 2021/120	29/11/2021	44 Mercer Street Queenscliff	External painting of a dwelling and fence in a Heritage Overlay	Permit issued
2021/121	29/11/2021	17 Edgewater Close Queenscliff	Alterations and extensions to an existing dwelling	Permit issued
V 2021/124	03/12/2021	52 Stokes Street Queenscliff	Extensions to an existing dwelling in a Heritage Overlay	Permit issued
V 2021/126	09/12/2021	11 Lockwood Street Point Lonsdale	Construction of a front fence	Permit issued
2021/127	09/12/2021	1A Hesse Street Queenscliff	Construction of a storage shed	Permit issued
V 2021/131	21/12/2021	31 Point Lonsdale Road Point Lonsdale	Construction of a front fence on a site individually listed in a Heritage Overlay	Permit issued
V 2022/001	10/01/2022	11 Lockwood Street Point Lonsdale	Construction of an outbuilding	Permit issued



App. No	Date Received	Address	Proposal	Status
V 2022/003	12/01/2022	92 & 92A Hesse Street Queenscliff	Alterations and external painting of dwellings in a Heritage Overlay	Permit issued
2022/004	12/01/2022	31 Nelson Road Point Lonsdale	Removal of native vegetation	Application withdrawn – permit not required
V 2022/005	14/01/2022	47 Glaneuse Road Point Lonsdale	Alterations to an existing outbuilding	Permit issued
V 2022/006	21/01/2022	18 Pentland Road Point Lonsdale	Construction of a front fence	Permit issued
V 2022/008	04/02/2022	1/14 Gellibrand Street Queenscliff	External painting of a dwelling in a Heritage Overlay area	Permit issued



(c) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	Status
V 2021/126	09/12/2021	11 Lockwood Street Point Lonsdale	Construction of a front fence	Permit issued
2021/127	09/12/2021	1A Hesse Street Queenscliff	Construction of a storage shed	Permit issued
**2021/128	16/12/2021	75 King Street Queenscliff	Construction of two dwellings, subdivision of the land into two (2) lots and variation to the site coverage and setback requirements of Design and Development Overlay Schedule 3	Under consideration
2021/129	17/12/2021 (Amended 24/12/2021)	6 Alexander Crescent Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and construction of an outbuilding	Public notification
2021/130	17/12/2021	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three storey dwelling	Public notification
V 2021/131	21/12/2021	31 Point Lonsdale Road Point Lonsdale	Construction of a front fence on a site individually listed in a Heritage Overlay	Permit issued
2021/132	23/12/2021	4 Girvan Grove Point Lonsdale	Construction of a dwelling	Under consideration
V 2022/001	10/01/2022	11 Lockwood Street Point Lonsdale	Construction of an outbuilding	Permit issued



App. No	Date Received	Address	Proposal	Status
2022/002	10/01/2022	3/42 Gellibrand Street Queenscliff	Alterations and extensions to an existing building	Public notification
V 2022/003	12/01/2022	92 & 92A Hesse Street Queenscliff	Alterations and external painting of dwellings in a Heritage Overlay	Permit issued
2022/004	12/01/2022	31 Nelson Road Point Lonsdale	Removal of native vegetation	Application withdrawn – permit not required
V 2022/005	14/01/2022	47 Glaneuse Road Point Lonsdale	Alterations to an existing outbuilding	Permit issued
V 2022/006	21/01/2022	18 Pentland Road Point Lonsdale	Construction of a front fence	Permit issued
2022/007	27/01/2022	103 King Street Queenscliff	Alterations to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 3	Under consideration
V 2022/008	04/02/2022	1/14 Gellibrand Street Queenscliff	External painting of a dwelling in a Heritage Overlay area	Permit issued
V 2022/009	07/02/2022	3 Mercer Street Queenscliff	Construction of a pool and associated fencing in a Heritage Overlay area	Under consideration
2022/010	08/02/2022	39 Buckleys Road Point Lonsdale	Construction of a two storey dwelling	Initial assessment
V 2022/011	11/02/2022	108 Glaneuse Road Point Lonsdale	Alterations to an existing deck	Initial assessment



App. No	Date Received	Address	Proposal	Status
2022/012	11/02/2022	54 Glaneuse Road Point Lonsdale	Alterations and extensions to an existing dwelling and alterations to an outbuilding	Initial assessment
V 2022/013	11/02/2022	157 Point Lonsdale Road Point Lonsdale	Construction of a front fence	Initial assessment



(d) VCAT matters yet to be determined

App. No	Date Received	Address	Proposal	Status
2018/062.2	25/06/2021	1/3 Edgewater Close Queenscliff	Amendment: Alterations and extensions (two storey) to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 3	Notice of decision to amend a permit issued VCAT application for review lodged by objector VCAT compulsory conference 7 June 2022 VCAT hearing 9 August 2022
**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 (as per Council resolution 28 July 2021) VCAT application for review lodged by objectors VCAT compulsory conference 1 March 2022 and hearing 3 May 2022
**2021/053	04/06/2021	2/22 Bellarine Highway Queenscliff	Construction of a two storey dwelling	Notice of decision to grant a permit issued VCAT application for review lodged by objector VCAT compulsory conference 1 April 2022 and hearing 7 June 2022
**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	VCAT application lodged by applicant (failure to determine) VCAT hearing 14 & 15 July 2022



(e) Development Plan & Planning Scheme Amendment Summary Report

No applications to report.

LEGEND

** Objections received

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

Bold **Officer delegation removed**

V VicSmart application

S Secondary consent approval issued



16. GOVERNANCE & FINANCE

16.1 Council Plan Quarterly Report as at 31 December 2021

File: QG054-01-01
Author: Chief Executive Officer
Portfolio: Governance & Finance
Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is to provide Council with an update on the work undertaken to further the strategic objectives and strategies outlined in the Council Plan 2021–2025 for the period 1 October 2021 to 31 December 2021.

EXECUTIVE SUMMARY

The timing of the development and adoption of the Community Vision and Council Plan in 2021 meant that Council did not prepare an annual implementation plan for the 2021–2022 financial year.

However, following the adoption of the Council Plan at the Ordinary Council meeting on 27 October 2021, work commenced on implementing the actions identified within the plan.

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

Councillors Grigau / Hewitt

That Council notes the Quarterly Report update 1 October 2021 – 31 December 2021.

Carried



REPORT

BACKGROUND

The Council Plan 2021–2025 includes five portfolios:

- Health and Wellbeing
- Environment
- Local Economy
- Heritage, Planning and Infrastructure
- Governance and Finance

Under each portfolio, Council established priorities and a corresponding list of intended actions that Council would undertake to further the strategic objectives of the Council Plan 2021–2025.

This quarterly report provides an update on the progress of those intended actions that Council has started to work on for the period 1 October 2021 to 31 December 2021.

DISCUSSION

Portfolio 1 - Health and Wellbeing

Intended action:

- Provide the Commonwealth Home Support Program (CHSP) – **Achieved**
- Implement the objectives and provisions of the *Gender Equality Act 2020* – **In progress**
 - Workforce audit data was submitted to the Gender Equality Commission in line with legislative timeframes and work continued on developing Council's Gender Equality Action Plan.
- Facilitate the regular meeting of the Municipal Emergency Management Planning Committee (MEMPC) and an annual review of the Emergency Management Plan in collaboration with the Regional Emergency Management Planning Committee (REMPC) – **Achieved**
 - A MEMPC meeting was held on 15 November 2021
 - The Municipal Emergency Management Plan Review has commenced

Portfolio 2 – Environment

Intended action:

- Implement the short-term actions in the Borough of Queenscliffe Climate Emergency Response Plan (CERP) – **In progress**
 - Work is underway to complete the CERP actions as identified and included in 2021–2022 Budget.
- Prepare vegetation management policy – **In progress**
 - A project initiation workshop was held with Councillors in December 2021

Portfolio 3 – Local Economy



Intended action:

- Provide advice and support to local business owners impacted by COVID-19 –
Achieved
 - With further state government funding, Council was able to extend the term of our COVID Business Support Officer
- Develop the *Shop Local* campaign – **In progress**
 - Council launched the 3225 Shop Local Make it Count social media campaign end of November 2021.

Portfolio 4 – Heritage, Planning and Infrastructure

Intended action:

- Develop conservation management plans for heritage places such as the P1 huts, military and maritime structures and Avenue of Honour – **Partially Achieved**
 - A Conservation Management Plan for Point Lonsdale Lighthouse Reserve incorporating P1 Huts was completed.
- Complete a Traffic Management Study – **In progress**
 - The project has commenced, a consultant was appointed and traffic counts were conducted over the summer period.
- Complete and implement an Active Transport Strategy – **In progress**
 - The project has commenced and a consultant was appointed.
- Participate in the G21 Integrated Transport Strategy – **Achieved**
 - Council representatives attended various workshops and planning sessions.

Portfolio 5 – Governance and Finance

Intended action:

- Partner with the Wadawurrung Traditional Owners to develop a Reconciliation Action Plan for the Borough as accredited by Reconciliation Australia – **In progress**
 - The project to prepare the Borough's Reconciliation Action Plan commenced.
- Continue to engage and seek input from our community on key strategic matters –
Ongoing
 - Consultation on draft Coastal and Marine Management Plan commenced on 24 November 2021.
- Implement ICT strategy – **In progress**
 - The transition to Microsoft Exchange Online commenced.
 - Office 365 installation was scoped and planned.
 - The tender process for procurement of an electronic document record management system (EDRMS) commenced.

The intended actions that sit under the Governance and Finance portfolio relating to financial sustainability are reported in the quarterly financial reports included in this agenda.



Options

Option 1 – Note the quarterly report update.

Option 2 – Request officers to provide further information or make amendments to the quarterly report update.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The Council Plan reflects a strong commitment to providing information regarding the actions taken, the outcomes achieved and the challenges taken between 1 October and 31 December 2021.

Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No, this is an update on Council programs and services but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

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



Legal and Risk Implications

Not applicable.

Related Documents

Council Plan 2021–2025

10 Year Financial Plan

Quarterly Financial Report to 31 December 2021

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The quarterly report highlights that Council has completed or commenced a number of priority actions that have contributed to the environmental sustainability of the Borough and its declaration of a climate emergency.

Financial and resource implications

There are no financial implications associated with this report.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

Not applicable.

ATTACHMENTS

Nil.



16.2 2021–22 Quarterly Financial Report as at 31 December 2021

File:	QG085-01-08
Authors:	Manager Finance and Corporate Services
Portfolio:	Governance & Finance
Portfolio Holder:	Cr Salter

PURPOSE

The purpose of this report is to provide an update on 2021–2022 Quarterly Financial Report as at 31 December 2021.

EXECUTIVE SUMMARY

This report aligns with Strategic Objective 5 Governance and Finance in the Council Plan 2021–2025, specifically *to provide a financially viable Council that is accountable, transparent and practices good governance*. It links to the Community Vision by demonstrating *informed and consultative leadership*.

This report provides information on Council’s operating and capital performance for the six months to 31 December 2021, and explains key variances against the first quarter results presented to Council in October 2021.

The forecast accumulated cash surplus for the 2021–22 year is \$234,000 (after proposed additional funding allocations). The forecasted year-end result meets all financial sustainability indicators specified in the Council Plan 2021–2025.

Councillors Grigau / Grout

That Council:

- 1. Note the Quarterly Finance Report to 31 December 2021 included at Appendix 3a;**
- 2. Note the Governance and Management Checklist progress update included at Appendix 3b;**
- 3. Note the update against the Sustainable Capacity, Service Performance and Financial Performance indicators included at Appendix 3c;**
- 4. Note the statement by the Chief Executive Officer, “The Chief Executive Officer, as required under Section 97(3) of the Local Government Act 2020 is of the opinion a revised budget is not required”;**
- 5. Approve the following additional funding allocations from the current year income;**
 - Queenscliffe Cultural Hub – \$95,000;**
 - ICT transformation project – \$88,154;**
 - Town Hall audio visual upgrade – \$60,000;**
 - Building asset renewal work – \$40,000; and**



- Commonwealth road safety program – \$26,087; and

6. Approve transfer of \$142,270 from the carry forward capital expenditure reserve to Queenscliff sports and recreation precinct development project.

Carried

Cr Hewitt

Over the past few years, the capital expenditure hasn't always aligned with the budget forecast. What are the learnings from past performance, and how can we tweak our processes to ensure that we can deliver on the projects that we set out to achieve in that period?

CEO

Thank you for your question Cr Hewitt, we will take this question on notice.



REPORT

BACKGROUND

At the Ordinary Council Meeting on 23 June 2021, Council adopted the 2021–2022 Budget. This budget was based on a set of key assumptions, including the projected completion of major projects and capital works at 30 June 2021.

Budgeting is conducted on a conservative basis, with the responsible financial management of ratepayer monies foremost in Council's mind when adopting its budget. The quarterly forecast review process provides an opportunity for up-to-date information to be presented to Council, on changes from original estimates to forecast outcomes, identifying any efficiency savings achieved and/or emerging issues to be addressed.

DISCUSSION

The **forecast accumulated cash surplus for the financial year 2021–22 is \$234,000**. Which is a \$143,000 increase from the quarter one forecast.

Additional grant income received from Better Boating Victoria, net savings in employee cost (net of the additional cost associated with consultants), savings due to the cancellation of events, and savings in cost associated with new operating initiatives, contributed to the increase in the forecasted cash surplus for the year.

A part of the additional cash surplus forecasted for the year has been used to fund the following budget allocations.

Activity	Allocation (\$)
Additional funding allocation for Queenscliffe Cultural Hub	95,000
Additional funding allocation for ICT transformation project	88,154
Town Hall audio visual upgrade	60,000
Building asset renewal work	40,000
Commonwealth road safety program	26,087
Total	309,241

Council **forecasts an underlying surplus of \$264,000 (2%) (LGPRF based)** for the 2021–22 financial year which is driven by the net increase in operating income and decrease in operating expenses.

Council uses an adjusted underlying result (excluding one-off operating income and expenses and adjusted for the timing differences of recurrent operating grant) to measure the financial sustainability as defined in the draft Council plan 2021–2025.

The **forecasted adjusted underlying result (Council Plan based) for the year 2021–22 is a surplus of \$150,000 (1.5%)**. The forecasted reduction in recurring operating expenses for the year is greater than the forecasted reduction in recurring operating income (income from tourist parks, interest income, lease income, and environmental health fees), resulting in an improvement in the adjusted underlying result for the year.



The final settlement in relation to the **sale of Murray Road land** is expected to be finalised within this financial year. The proceeds from the sale, **\$3,500,000**, have been set aside in a reserve account until a potential project/s is identified in the future in line with Council policy “CP044, Sale, Exchange or Transfer of Council Land”.

Total financial assets (cash and cash equivalents and financial assets) as at **31 December 2021** is **\$12.3 million**. A significant part of the total financial assets represents grants received in advance for the Queenscliffe Boat ramp upgrade and Queenscliffe Cultural Hub projects.

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

During the last six months, **\$3,600,000** has been spent in **capital projects** against the **forecast of \$11.6 million for the year**.

Explanations for key variances against the September forecast are included at **(Appendix 3a)**.

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

Policy Statement	Measure	Indicator	Target	Yearend Forecast - Sep 2021	Yearend Forecast - Dec 2021
Sustainable operating result					
Consistent adjusted underlying results	Adjusted underlying revenue – (less) operating expenses (excluding one-off operating income and expenses)	Our adjusted underlying result	> \$0	\$39,000	\$150,000
Working capital					
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due.	Current assets / current liabilities	Current assets vs current liabilities	> 1.0	2.99	3.25
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	Current liabilities / unrestricted cash reserves (including term deposits with less than 90 days remaining maturity)	Level of unrestricted cash reserve against current liabilities	> 100%	151.3%	166%
Borrowings					
That Council applies loan funding to new capital and maintains total borrowings in	Total borrowings / rate revenue	Total borrowings against rate revenue	< 15%	0%	0%



line with rate income and growth of the municipality.					
Commitment for asset renewals					
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Three years rolling average of asset renewal and upgrade expenses / three years rolling average of depreciation expenses	Asset renewal and upgrade expenses against depreciation	> 100%	331.0%	332%
Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for new and renewal capital.	Council's contribution to asset renewal and upgrade expenses / own source revenue	Council's contribution to asset renewal and upgrade	> 10%	13%	15%

Local Government Performance Reporting Framework (LGPRF)

Officers continue to monitor the governance and management checklist items that require action before 30 June 2021, **all** items are expected to be achieved by year-end. A progress update is provided at **(Appendix 3b)**.

An update against the sustainable capacity, service performance and financial performance indicators is provided at **(Appendix 3c)**. Data is not available to report against five service performance indicators. The **BoQ is within the expected range for all reported indicators**.

Options

Option 1 – note the Quarterly Finance Report to 31 December 2021 as presented.

Option 2 – request Officers to make further amendments to the Quarterly Finance Report to 31 December 2021.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Quarterly financial report provides information on Council's operating and capital performance to the community on a quarterly basis.

Collaboration

Similar reports from neighbouring municipalities, namely Surf Coast Shire and the City of Greater Geelong, were reviewed in developing the format of the quarterly finance report.



GOVERNANCE CONTEXT

Relevant Law

Section 97 of the *Local Government Act 2020*

Charter of Human Rights

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

Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No, this is an update on Council finances but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

Strategic Objective 5 Governance and Finance: To provide a financially viable Council that is accountable, transparent and practices good governance.

Priority 1 – Maintain and build the financial sustainability of the Borough

Priority 3 – Accountable and transparent governance

Legal and Risk Implications

This report in each quarter compares budget/forecast results with actual results, providing useful information in managing the organisation's risks.

Related Documents

Financial Budget 2021–22

Council Plan 2021–2025

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

Quarterly report provides financial information in relation to the Environmental Sustainability activities of Council.



Financial and resource implications

The report attached provides the opportunity for constant review of Council's financial position against the adopted budget (available resources).

Innovation and Continuous Improvement

The report has been simplified to enhance transparency of Council operations.

IMPLEMENTATION

Operational Impacts

The report provides financial information about Council's planned operational activities.

Implementation Process

Not applicable.

ATTACHMENTS

1. Quarterly Financial Report 31 December 2021 (Appendix 3a)
2. Governance and Management Checklist (Appendix 3b)
3. Performance Indicators (Appendix 3c)



16.3 Review of Council Policies

File:	Q055.01.12
Co-Authors:	Executive Project Officer Manager Community Business Operations Coordinator
Portfolio:	Governance & Finance
Portfolio Holder:	Cr Salter

PURPOSE

The purpose of this report is to consider two revised Council policies:

1. CP004 Community Grants – revised
2. CP006 Customer Service Charter – revised

EXECUTIVE SUMMARY

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

- Strategic Objective 1 Health and Wellbeing: To support community wellbeing and an active lifestyle.
- Strategic Objective 3: Local economy: To support a prosperous and diverse local economy.
- Strategic Objective 5 Governance and Finance: To provide a financially viable Council that is accountable, transparent and practices good governance.

CP004: Community Grants was first adopted by Council in December 1998. The purpose of this policy is to provide a Community Grants Program that aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council. Officers have update the policy with the key focus on aligning the program with Council’s vision and objectives in its Council Plan 2021–2025.

CP006: Customer Service Charter was first adopted by Council in June 2010. The purpose of this policy is to clearly articulate to customers Council’s service standards and expectations. Officers have made a number of updates to this policy as outline in the report.

Councillors Grigau / Grout

That Council adopts the following revised Council policies as presented:

- a) CP004 Community Grants; and
- b) CP006 Customer Service Charter.

Carried



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

CP004 Community Grants – Revised

This policy was first adopted by Council in December 1998. The purpose of this policy is to provide a Community Grants Program that aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council.

Officers have reviewed the CP004 Community Grants policy with the key focus on aligning the program with Council's vision and objectives in its 2021–2025 Council Plan. The following amendments are recommended:

Section	Proposed amendment(s)
Title	No amendment
Context	No amendment
Purpose	No amendment
Definition	No amendment
Policy	
1. Priorities for funding	Change priorities to directly align with 2021–2025 Council Plan, including clarifying that strong consideration will be given to projects that support the principles of Council's Climate Emergency Response Plan (CERP)
2. Funding Categories	Minor rewording of project examples under the existing funding categories
3. Eligibility	Clarify that religious groups are not eligible to fund equipment or assets



Section	Proposed amendment(s)
4. Community Grants Reference Group	Included reference to Terms of Reference
Continuous Improvement	No amendment
Other References	No amendment

CP006 Customer Service Charter – Revised

This policy was first adopted by Council in June 2010. The purpose of this policy is to clearly articulate to customers Council’s service standards and expectations.

Key amendments to the existing policy are:

- Update to the current Council vision and values.
- Clearly articulate the options around the methods of contacting Council.
- Update to ensure our service standards are based on mode of contact, rather than the type of enquiry.
- Reduce response times where appropriate.
- Removed repetitive or out of date information regarding Council’s complaint handling process and referred the reader to the CP035 Complaint Handling policy which clearly outlines how to lodge a complaint.

Options

Option 1 – adopt the revised policies as presented.

Option 2 – request Officers to make further amendments to the draft policies.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



All Council policies are published on Council’s website under the ‘Council – publications, strategies and reports’ tab and are communicated internally to all staff. Targeted communication will be undertaken with those staff who hold responsibilities in each policy presented.

Collaboration

Not Applicable.

GOVERNANCE CONTEXT



Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; while the policies presented in this report may have an impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

Strategic Objective 1 Health and Wellbeing: To support community wellbeing and an active lifestyle. The strategic directions set out in this portfolio link to the following pillars in the Community Vision:

- Enhancing health and wellbeing. Our community encourages an active and outdoor lifestyle and nurtures the welfare of all.
- Encouraging an inclusive and engaged community. We have a welcoming, connected and diverse community that is supported by informed and consultative leadership

Strategic Objective 3: Local economy: To support a prosperous and diverse local economy.

The strategic directions set out in this portfolio link to the following pillar in the Community Vision:

- Supporting business and community prosperity. We have a thriving local economy and community that is underpinned by high quality infrastructure and services

Strategic Objective 5 Governance and Finance: To provide a financially viable Council that is accountable, transparent and practices good governance.

The strategic directions set out in this portfolio link to the following pillar in the Community Vision:

- Encouraging an inclusive and engaged community. We have a welcoming, connected and diverse community that is supported by informed and consultative leadership.

Legal and Risk Implications

The absence of clear policies, relating to good governance practices, increases the risk that relevant legislative provisions may not be complied with and current practices may not be transparent.

Related Documents

As referenced in each individual policy.

Disclosure of Interest

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



CONSIDERATIONS

Environmental Sustainability

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

Financial and resource implications

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

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

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

Implementation Process

Not applicable.

ATTACHMENTS

1. CP004 Community Grants (Appendix 4a)
2. CP006 Customer Service Charter (Appendix 4b)



16.4 Municipal Association of Victoria 2021–22 Rules Review

File: QG1970104
Author: Chief Executive Officer
Portfolio: Governance and Finance
Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is to seek endorsement for a Council submission to the Municipal Association of Victoria Rules Review.

EXECUTIVE SUMMARY

This report aligns with Portfolio 5: Governance and finance in the Council Plan 2021–2025. It aligns specifically to Priority 6 of Portfolio 5, which is to *Advocate and work in partnership with other levels government and the private sector on issues important to Borough residents.*

Municipal Association of Victoria (MAV) is the representative body for local government in Victoria. MAV provides and undertakes, advocacy, policy development, legislative advice and interpretation and sector development.

On 21 May 2021, the MAV State Council adopted a resolution to refer a proposal to the MAV Board for a full MAV Rules review. The MAV State Council agreed that the rules needed to be updated to align with the *Local Government Act 2020*, to provide more clarity about procedures, processes relating to the MAV Board, and to provide a governance framework for the State Council, the MAV board and the Office of the MAV president to undertake their roles and functions effectively.

MAV prepared a discussion paper which outlines the principles and objectives to frame the development of the rules review.

Council officers reviewed the discussion paper and prepared a draft submission for discussion at a Council Assembly briefing held on 9 February 2022. Council's feedback has been incorporated into the proposed submission to MAV.

Councillors Grigau / Grout

That Council endorses the Borough of Queenscliffe MAV Rules Review submission and sends it to MAV for consideration.

Carried



REPORT

BACKGROUND

MAV has invited member councils to make written submissions to the 2021–2022 MAV Rules Review Discussion Paper (**Appendix 5a**).

In the discussion paper MAV states that:

Establishing appropriate principles to support Rules changes can help to establish their worth. In the first place, the MAV Rules should be heavily influenced, of course, by what it is the MAV does. That is, the purpose and the functions it performs.

MAV have used the following principles to underpin the discussion paper:

Success for the MAV may well depend upon how successfully it can be:

- A strong sector leader
- Modern and contemporary
- Credible
- Well governed

DISCUSSION

The MAV Discussion Paper reviews the rules with the principles set out above in mind, proposing a series of options and providing examples of situations to prompt thoughts, it then poses questions. The intent of the questions is to guide and focus responses.

The Borough's submission is a response to the questions posed throughout the MAV discussion paper. The Borough of Queenscliffe submission is provided at (**Appendix 5b**).

Next steps

Once MAV has reviewed all submissions, it will prepare a Direction Paper which will be subject to further consultation with the sector.

State Council scheduled for June 2022 will consider the Directions Paper and the feedback provided by stakeholders to that Paper. The State Council will decide on the matters set out in the Directions Paper and, by doing so, provide clear advice and direction to the MAV Board about State Council preferences in relation to the new set of Rules under consideration.

The MAV Board will receive the State Council directions from the meeting in June 2022 and the consultant's final Report. The Board will then provide instructions to Maddocks Lawyers, to prepare the detailed and precise Rules which will go before a Special State Council in September 2022 for adoption.

The new Rules will subsequently be submitted to the Minister for Local Government to seek Governor in Council approval.

Options

Option 1 – Endorse the Borough of Queenscliffe submission.

Option 2 – Request further changes to the submission.



Option 3 – Choose not to make a submission to the MAV.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Officers have worked closely with Councillors to prepare a submission to the MAV regarding the proposed rule changes. This report aims to inform the community of the MAV’s proposed changes and the Borough’s response to them.

Collaboration

Offices have prepare a draft response to the proposed changes in consultation with the Councillors. All 75 member councils have the opportunity to provide feedback directly to the MAV regarding the proposed rule changes.

GOVERNANCE CONTEXT

Relevant Law

Municipal Association Act 1907
Corporations Act 2001 (Cth)

Charter of Human Rights

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

Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; while the MAV Rules review may have a direct impact on the public, a review of the rules at this point in time is not considered sufficiently significant to require a Gender Impact Assessment.

Council Plan Alignment

The recommendation in this report aligns with Portfolio 5: Governance and finance in the Council Plan 2021–2025. It aligns specifically to Priority 6 which is to *Advocate and work in partnership with other levels government and the private sector on issues important to Borough residents.*

Legal and Risk Implications

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



Related Documents

Not applicable.

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

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

Financial and resource implications

Each member council pays an annual fee to the MAV. The MAV board is responsible for developing and approving an annual budget supporting the organisation's programs and services.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

Should Council choose to endorse the submission, it will be sent to the MAV before the due date.

ATTACHMENTS

1. Municipal Association of Victoria 2021–22 Rules Review discussion paper (Appendix 5a)
2. Borough of Queenscliffe Submission to the MAV Rules Review (Appendix 5b)



17. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

No reports to consider.

18. QUESTIONS WITHOUT NOTICE

18.1 Questions Without Notice Status Update

At the Ordinary Meeting of Council on 15 December 2021, one question without notice was taken on notice. The response is provided at adjunct to 18.1.

No Questions Without Notice outstanding.

18.2 Questions Without Notice

Nil.

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 9 March 2022 at 7:00pm (if required)

COUNCIL MEETING
Wednesday 23 March 2022 at 7:00pm



20. CLOSED SESSION OF MEETING

Time: 7.53pm

Councillors Hewitt / Grigau

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 15 December 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.

Carried

Time: 7:54pm

Councillors Grout / Hewitt

That Council reopen the meeting and resume standing orders.

Carried

21. RATIFICATION OF CONFIDENTIAL ITEMS

Councillors Grout / Hewitt

That the decisions made in camera be ratified by Council.

Carried

22. CLOSE OF MEETING

The meeting closed at 7:55pm.



ADJUNCT TO 7 – RECORD OF INFORMAL MEETINGS OF COUNCILLORS

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

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

Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 15 December 2021 2:30pm – 6:05pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney, MC Stuart Hansen, MIE Brydon King, CSP Connor Parker, CC Daniel Alexander, CE	1. Wadawurrung Cultural Awareness Training & Walk on Country 2. Planning Briefings: <ul style="list-style-type: none">○ 2021/084 – 32 Wharf Street, Queenscliff○ 2021/087 – 28 Gellibrand Street, Queenscliff○ 2021/105, 34-36 Gellibrand St & 61 Hesse St, Queenscliff 3. Bike Park update	Nil.



Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 19 January 2022 2:30pm – 4:20pm Via videoconference (Zoom)	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout Cr Susan Salter	Johann Rajaratnam, A/CEO Shannon Maloney, MC Stuart Hansen, MIE Brydon King, CSP	1. Draft Bellarine Peninsula Statement of Planning Policy to the Distinctive Areas and Landscapes Standing Advisory Committee 2. Coastal and Marine Management Plan submissions received 3. Planning Briefing: 2021/102 for 149 Point Lonsdale Road, Point Lonsdale 4. Event Sponsorship Applications Round 2	Nil.
Assembly Briefing 9 February 2022 1:30pm – 5:10pm Via videoconference (Zoom)	Cr Ross Ebbels, Mayor Cr Fleur Hewitt, Deputy Mayor Cr Donnie Grigau Cr Michael Grout Cr Susan Salter	Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney, MC Gihan Kohobange, MFS Jodie Hunt, BSA Abbey Tatterson, BOC Shelley Sutton, BSA	1. Budget Workshop 2. Review of Council Policies <ul style="list-style-type: none"> a. CP029 Use of Council Facilities b. CP006 Customer Service Charter c. CP004 Community Grants Policy 3. Municipal Association of Victoria Rules Review Council Submission	Nil.
Assembly Briefing 16 February 2022 3:00pm – 6:20pm Queenscliff Town Hall	Cr Ross Ebbels, Mayor Cr Fleur Hewitt, Deputy Mayor Cr Donnie Grigau Cr Michael Grout	Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney, MC Gihan Kohobange, MFS Jenni Walker, HR&GC	1. Budget Workshop <ul style="list-style-type: none"> a. Q2 Forecast b. Budget 2022/23 feedback 2. Daft Gender Equality Action Plan 3. Draft Vegetation Management Policy	Nil.



AO – Arts officer	BSA – Business Services Accountant	BOC – Business Operations Coordinator
CC – Communications Coordinator	CEO – Chief Executive Officer	CERP – Project Officer, Climate Emergency Response Plan
COVID BSO – COVID Business Support Officer	CSC – Community Services Coordinator	CSP – Contract Senior Planner
CSRO – Community Stakeholder Relations Officer	DP – Director Place	EA – Executive Assistant to the CEO, Mayor and Councillors
EPO – Executive Project Officer	HR&GC – HR & Governance Coordinator	MC – Manager Community
MFS – Manager Finance and Corporate Services	MIE – Manager Infrastructure & Environment	RC – Rates Coordinator
SLEO – Senior Law Enforcement Officer	SP – Strategic Planner	



ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
15 December 2021	<p>Public question 1 from the QCA</p> <p>Question</p> <p>The recent Rip Rumour highlighted comments made by a BOQ Spokesperson stating the Borough lost more than 100 trees and an estimated 500 damaged in the recent storms. Many trees and habitats in our parks etc were affected. In addition, the loss of Avenue of Honour and Cypress at the Bull ring, 150th Celebration trees at the Boat Ramp and Point Lonsdale foreshore have gone, 4-5 Willow Myrtles in the Bowling Club precinct were recently removed and a mature Boobialla reduced to a stump alongside damage to Moonahs in the Esplanade coastal reserve without permit.</p> <p>The QCA and no doubt many community members would ask that Council plan thoroughly for a comprehensive revegetation program to be instituted and actively progressed in the next planting season to recover such losses and assist with re - 'Greening' the Borough. Equally important is a positive progression with Powercor to further undergrounding of powerlines to assist with protecting tree and power assets with likelihood of climatic changes continuing to have further damaging results.</p> <p>The QCA ask or request Council commit to such actions as matters of urgency in 2022 and that such policies are entrenched in the Marine and Coastal Plan as key environmental actions and deliverables.</p>	Question taken on notice.	Response sent on 15 February 2022 <i>see Appendix 6</i>



ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

No Motions on Notice outstanding.

ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question	Action	Status
15 December 2021	<p>Question 1 From Cr Grigau Can you please advise us if there is any secrecy regarding the state government's container deposit scheme? Is the government demanding that local councils who administer the scheme to sign non-discloser agreements? We have the right to know what our Council officers are requested to sign and what deals are being done. I am asking this question in the interest of my fellow Councillors and for the rate payers of the Borough.</p>	Nil	Complete
	<p>Response The Borough of Queenscliffe has not been involved in any discussions with the State Government regarding the implementation of the Container Deposit Scheme. Council officers are unaware of any State Government requirements with respect the EOI process to become a scheme coordinator or network operator.</p>		