



Minutes

Ordinary Meeting of Council

Wednesday 27 July 2022 at 7:00pm

Queenscliff Town Hall

Distribution List

Councillors

Cr Ross Ebbels – Mayor
Cr Fleur Hewitt – Deputy Mayor
Cr Donnie Grigau
Cr Michael Grout
Cr Isabelle Tolhurst

Officers

Martin Gill – Chief Executive Officer
Tim Crawford – Manager Planning & Community Safety
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
Jenni Walker – HR & Governance Coordinator



Council Vision

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

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

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



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Appendices

Appendix	Title	Agenda Item	Distribution
Appendix 1a	CP007 Equal Employment Opportunity	15.1 Review of Council Policies	Under separate cover
Appendix 1b	CP038 Waste Management	15.1 Review of Council Policies	Under separate cover
Appendix 1c	CP045 Child Safety Statement	15.1 Review of Council Policies	Under separate cover
Appendix 1d	CP048 COVID-19 Financial Hardship	15.1 Review of Council Policies	Under separate cover
Appendix 2a	Draft CP054 Victoria Park	15.2 Draft Policy – CP054 Victoria Park	Under separate cover
Appendix 2b	CP054 Victoria Park Plan 2022	15.2 Draft Policy – CP054 Victoria Park	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 7:00pm.

2. PRESENT & APOLOGIES

Present:

Cr Ross Ebbels, Mayor
Cr Fleur Hewitt, Deputy Mayor
Cr Michael Grout
Cr Isabelle Tolhurst
Martin Gill, Chief Executive Officer
Tim Crawford, Manager Planning & Community Safety
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 Donnie Grigau

3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

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

Councillors: Cr Ebbels declared a conflict in confidential item 19.2 Community Grants 2022/23, Cr Ebbels declared that he has close family ties with the Director of one of the organisation that made an application.

Officers: Nil.



4. LEAVE OF ABSENCE OF COUNCILLOR

On 27 June 2022, the Chief Executive Officer received advice from Cr Michael Grout indicating that he will be taking a leave of absence from Council from 24 August to 30 September 2022.

Councillors Tolhurst / Hewitt

That Council grant the Leave of Absence to Cr Michael Grout from 24 August to 30 September 2022.

Carried

5. PUBLIC QUESTION TIME

5.1 Public Questions Status Update

No public questions are outstanding.

5.2 Public Questions

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

The Mayor advised Council that 5 public questions had been received by Council within the prescribed timelines.

Public Question 1 from Joan Lindros

It is shocking and distressing to witness the destruction and disfigurement of so many trees in Victoria Park, and with more to come. I ask- Did a WorkSafe employee identify each of these trees, or if not who is responsible for making the decision on what was to be cut, removed or destroyed? Why did Council not request DELWP's Natural Environment Program staff to assist in understanding the value of and any legislative obligations in relation to the F and F Guarantee listed Moonah Woodland.

Response by CEO:

Council's arborist identified and assessed all of the trees. WorkSafe used the arborist report and the recommendations within it to formulate the directions set out in the WorkSafe PIN.



The CEO advised DELWP on 8 June that a WorkSafe PIN had been issued. Council officers have subsequently spoken with Department of Environment, Land, Water and Planning (DELWP) and recently inspected Victoria Park with DELWP.

Public Question 2 from David Connoley

As distinct from an Officer conversation stating to a WS Inspector 'Council has elected to not lop a number of trees at this point in time', did Council CEO or officers actually supply WorkSafe with a copy of the full Council Resolution of 23 March 2022 and if so, on what date and how was it supplied?

Response by the CEO

WorkSafe was made aware that Council had passed the resolution to stop vegetation works at the time of initial inspection on 19 May 2022 and again during the WorkSafe internal review process initiated by Council. WorkSafe did not ask for the Council decision to be sent to them as part of the material they formally requested which informed the PIN determination. WorkSafe did not request the Council decision because it was of no material relevance to the matters WorkSafe were assessing.

Public Question 3 from the Queenscliffe Community Association

It is noted the WorkSafe internal review carried out by in-house lawyer Samuel McKenzie dated 15 June 2022 states in para 16 'the inspector formed the view there was no immediate risk to health and safety'.

At this juncture, and in view of the well-known special environmental attributes of Victoria Park (recognised by the Council Resolution of 23 March 2022), can the CEO advise whether he sought urgent meeting with senior management of DELWP and WorkSafe to discuss the policy, public access and site management ramifications of the PIN on Victorian Crown Land with a view to identifying whether tree removal or pruning to 'low risk' is the only option available to land managers given any area is a potential worksite for staff of committee of management, DELWP, Parks Victoria and other similar organizations. If no such high-level meeting was sought, why?

Response by the CEO

It is important that the quote in the question is read in its full context:

The circumstances identified by Inspector White indicate a contravention of the legislative provisions as cited in the notice. However, the inspector formed the view there was no immediate risk to health and safety, and it was appropriate to issue the notice.

At the conclusion of an investigation, WorkSafe will decide whether to commence prosecution or issue directions through an improvement notice. In this case WorkSafe decided to issue a PIN rather than commence procedures to prosecute.

Council is still required to comply with the PIN.



Section 62 of the *Occupational Health and Safety Act 2004* states that it is an offence to contravene a provisional improvement notice (PIN):

Section 62.1 states that

- (1) A person must comply with a provisional improvement notice issued to him or her in relation to which an inspector has not been required under section 63 to attend at the workplace.

Failure to do so would result in a fine for Council of up to 2,500 penalty units or \$457,500 for each PIN. WorkSafe would also retain the ability to prosecute Council.

In response to the first question, the CEO advised DELWP on 8 June 2022 that a WorkSafe PIN had been issued. Council officers have subsequently spoken with DELWP and recently inspected Victoria Park with DELWP.

DELWP has requested that the CEO facilitate a meeting with WorkSafe to discuss the implications of the WorkSafe PIN. The CEO has written to WorkSafe requesting a meeting but has yet to receive a response.

Public Question 4 from David Kenwood

Council's aerial plan showing vegetation areas to be planted and revegetated following WorkSafe works (no camping areas), pockets of Restricted Camping (5 of) and General Camping Areas in Appendix 2 of this month's Council agenda is based on a somewhat dated aerial photo that shows all the trees intact.

In the interests of honesty and correctness can the aerial plan for the upcoming community engagement show the recent reality with many trees now gone or lopped beyond recognition.

Response by the CEO

The aerial plan will be updated with our most recent image taken on 14 April 2022. The website and draft policy will also be updated to include the new aerial plan prior to any consultation.

Public Question 5 from Queenscliff Environment Forum

Based on an understanding from the legal advice Council received of no immediate hazards and risks at Victoria Park by having a perimeter security fence, it is understood specific clauses of the Planning Act and various environmental and biodiversity Acts re-native vegetation lopping and removal make it imperative for owners or managers to seek relevant Department permits and permissions and undertake necessary consultations as part of their legal obligations.

Have Councillors received a full record of any permits and minutes of discussions between the landowner and the manager of the land and if so, they can be detailed tonight at the Council meeting?

OR failing that, are there reasons such important and legislated procedures and obligations may not have occurred that have seriously eroded the environmental values of the site?

David Kenwood, QEF President



Response by the CEO

I would like to clarify the first part of the question. Council has not received legal advice that a perimeter fence removes hazards and any risks. The legal advice Council received was that fencing is not an elimination tool and could not be relied up on as an acceptable risk mitigation method.

Council is still required to comply with PIN.

Councillors have been updated on the discussions I am having with DELWP including the information that DELWP has requested that I facilitate a meeting with WorkSafe to discuss the implications of the WorkSafe PIN on the management of Crown land reserves.

6. CONFIRMATION OF COUNCIL MEETING MINUTES

6.1 Ordinary Meeting of Council – 22 June 2022

A copy of the previous Minutes of the Ordinary Meeting of Council held on 22 June 2022 was distributed to Councillors under separate cover.

Recommendation

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 22 June 2022, as distributed, be confirmed as an accurate record.

Cr Tolhurst / Hewitt

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 22 June 2022, as amended, 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:

- 29 June 2022 – Councillor Assembly Briefing
- 6 July 2022 – Councillor Assembly Briefing
- 20 July 2022 – Councillor Assembly Briefing

Councillors Tolhurst / Grout

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

Carried

Cr Tolhurst

I would like to foreshadow a Motion on Notice for the next meeting:

That Council considers the establishment of a Disability Lived Experience Reference Group.

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 17 June and 21 July 2022:

Date	Function Attended
19 June 2022	ALGA Regional Forum (CEO & Cr Ebbels)
20–22 June 2022	ALGA National General Assembly in Canberra (CEO & Cr Ebbels)
21 June 2022	Meeting with Committee for Geelong CEO (Cr Tolhurst)
24 June 2022	MAV State Forum (CEO & Cr Ebbels)
24 June 2022	St Aloysius Primary School Celebrating 120 Years (Cr Grigau)
24 June 2022	Bellarine Film Festival Opening Night (Cr Ebbels)
29 June 2022	Climate Emergency Response Plan Community Leaders Forum #3 (CEO & all Councillors)
5 July 2022	Queenscliffe Hub project Control Group Meeting via videoconference (CEO)
6 July 2022	NAIDOC Week smoking ceremony (all Councillors)
6 July 2022	Uniting Church NAIDOC Week celebration (Cr Tolhurst)
7 July 2022	Southeast Bellarine Project Land Management Meeting via videoconference (CEO)
7 July 2022	Our Coasts Extended Stakeholder Meeting via videoconference (CEO & Cr Grout)
8 July 2022	Point Lonsdale Lighthouse Reserve Project Control Group via videoconference (CEO & Cr Ebbels)
11 July 2022	G21 Special Board Meeting via videoconference (CEO & Cr Ebbels)
11 July 2022	Borough of Queenscliffe MEMPC Meeting (CEO)
12 July 2022	Meeting with the QCA Committee (all Councillors)
12 July 2022	Meeting with Lisa Neville's office (CEO & Cr Ebbels)
12 July 2022	Food Organics Garden Organics Information Session (Cr Ebbels)
12 July 2022	Geelong Sustainability Community Battery Feasibility Study Results webinar (Cr Tolhurst)



Date	Function Attended
13 July 2022	Meeting with Victoria Park Jubilee Planting Group Representatives (All Councillors)
14 July 2022	Meeting with Bethany Group & Lisa Neville's office (CEO)
15 July 2022	Meeting with the PLCA Committee (Cr Ebbels & CEO)
15 July 2022	Lunch with Commonwealth Games Organising Committee (CEO)
15 July 2022	Barwon Regional Partnership Meeting with Commonwealth Games Organising Committee (CEO)
15 July 2022	Geelong Regional Library Corporation Special Meeting (Cr Ebbels)
16 July 2022	Coast Guard Queenscliff Annual Dinner (Cr Ebbels)
19 July 2022	Regional Renewable Organic Network (RRON) Joint Steering Committee working lunch (CEO)
21 July 2022	Southeast Bellarine Coastal Project Symposium via videoconference (Cr Hewitt)

Councillors Hewitt / Tolhurst

That the Functions Attended report be received.

Carried



11. HEALTH & WELLBEING

No reports to consider.

12. ENVIRONMENT

No reports to consider.

13. LOCAL ECONOMY

No reports to consider.



14. HERITAGE, PLANNING & INFRASTRUCTURE

14.1 Planning Permit Activity Report

File: QG290.01.02
Author: Senior Planner
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	18
Applications finalised since last report	19
New applications received since last report	14
Total number of active permit applications	27
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	0

Councillors Grout / Hewitt

That the Planning Permit Activity Report, as amended, be received.

Carried

Councillors Cr Grout / Tolhurst

That Council remove officer delegation conferred under Section 47(1) of the *Local Government Act 2020* in relation to the following Planning Applications:

2022/014: 66 King Street, Queenscliff for the construction of two dwellings on a lot and variation to the site coverage requirements of Design & Development Overlay – Schedule 1.



2022/040: 23 Williams Road, Point Lonsdale for the construction of a second dwelling, alterations to an existing dwelling, subdivision of the land into two lots and removal of native vegetation.

Carried



(a) Current applications

App. No	Date Received	Address	Proposal	No. of objections	Status
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	19	Under consideration
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	9	Application on hold (at the request of the applicant)
2021/081	23/08/2021 (Amended 08/06/2022)	8 Cheshunt Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	2	Under consideration
2021/096	20/09/2021	33-35 Flinders Street Queenscliff	Subdivision of the land into ten (10) lots (re-subdivision), removal of native vegetation and alterations to access to a Road Zone Category 1 (RDZ1)	6	Application on hold (at the request of the applicant)
2021/116	08/11/2021	13 Baillieu Street Point Lonsdale	Alterations and extensions to an existing dwelling and alterations to an outbuilding	0	Public notification
2021/129	17/12/2021 (Amended 11/07/2022)	6 Alexander Crescent Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and construction of an outbuilding	0	Public notification



App. No	Date Received	Address	Proposal	No. of objections	Status
2021/130	17/12/2021 (Amended 10/06/2022)	2 Nicholas Court Point Lonsdale	Alterations and extensions to an existing three storey dwelling	3	Under consideration
2022/014	18/02/2022	66 King Street Queenscliff	Construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	15	Under consideration
2022/020	11/03/2022	16 Ocean Road Point Lonsdale	Construction of a two-storey dwelling, variation to the site coverage requirements of Design Development Overlay – Schedule 4 and removal of native vegetation	0	Under consideration
2022/026	01/04/2022	9 McDonald Road Queenscliff	Construction of a two-storey dwelling and outbuilding (studio)	0	Referrals to DELWP & CCMA
2022/031	07/04/2022 (Amended 22/04/2022)	14 Douglas Court Point Lonsdale	Construction of a two-storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	8	Under consideration
2022/040	29/04/2022 (Amended 3/05/2022)	23 Williams Road Point Lonsdale	Construction of a second dwelling, alterations to an existing dwelling, subdivision of the land into two (2) lots and removal of native vegetation	13	Under consideration
2022/044	02/05/2022 Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	7	Public notification
2022/049	10/05/2022	2 Pentland Road Point Lonsdale	Alterations and extensions to an existing dwelling, construction of a carport and outbuilding and variation to the setback requirements of Design and Development overlay – Schedule 4	0	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/052	23/05/2022	56-58 Glaneuse Road Point Lonsdale	Construction of a two-storey dwelling	0	Public notification
2022/054	23/05/2022	19 Hobson Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling, demolition and construction of a front fence in a Heritage Overlay area	0	Public notification
2022/057	02/06/2022	59 Flinders Street Queenscliff	Alterations and extensions to an existing dwelling	0	Under consideration
2022/059	09/06/2022	20-26 Hesse Street Queenscliff	Use and development of the site for ten (10) dwellings in a Heritage Overlay area, subdivision of the land into ten (10) lots with common property, access to a Transport Zone 2 and variation to easements	0	Initial review



(b) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
S 2020/077	09/06/2022	18 Cheshunt Street Point Lonsdale	Amendment: Construction of a two-storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Amended permit issued
S 2021/056	16/06/2022	10 Bethune Street Queenscliff	Amendment: Alterations to existing dwelling and construction of a carport	Amended permit issued
**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)	Permit issued at the direction of VCAT
2021/115	08/11/2021	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	Permit issued
2022/018	08/03/2022	4/8 Loch Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling on a lot less than 300m ² and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	Notice of decision to grant a permit issued
2022/023	16/03/2022 (Amended 03/06/2022)	2 Hobson Street Queenscliff	Alterations to an existing building for use as a dwelling, demolition and construction of a front fence and construction of an outbuilding in a Heritage Overlay area	Permit issued
2022/025	29/03/2022	70 Fellows Road Point Lonsdale	Alterations and additions to an existing dwelling	Permit issued



App. No	Date Received	Address	Proposal	Status
2022/041	29/04/2022	9 Jennifer Crescent Point Lonsdale	Alterations and extensions to an existing dwelling and variation to the front setback requirements of Design and Development Overlay – Schedule 4	Permit issued
2022/043	02/05/2022	12 Bailey Street Point Lonsdale	Alterations and extensions to an existing dwelling, alterations to an outbuilding and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	Permit issued
2022/048	06/05/2022	10 Girvan Grove Point Lonsdale	Alterations and extension to an existing dwelling and removal of native vegetation	Permit issued
2022/050	11/05/2022	18 Bailey Street Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
2022/053	23/05/2022	43 King Street Queenscliff	Alterations to a building individually listed in a Heritage Overlay	Permit issued
2022/055	24/08/2022 (Amended 06/07/2022)	218 Point Lonsdale Road Point Lonsdale	Construction of a dwelling	Permit issued
V 2022/056	26/05/2022	7 Pentland Road Point Lonsdale	Construction of an outbuilding	Permit issued
V 2022/061	16/06/2022	36 Hesse Street Queenscliff	Part demolition (removal of verandah) of a building in a Heritage Overlay area	Permit issued
V 2022/062	16/06/2022	1A Hesse Street Queenscliff	Construction of a fence	Permit issued



App. No	Date Received	Address	Proposal	Status
V 2022/063	17/06/2022	157 Point Lonsdale Road Point Lonsdale	Alterations to a dwelling and outbuilding	Permit issued
V 2022/064	20/06/2022	27 Mercer Street Queenscliff	Demolition and construction of a front fence in a Heritage Overlay area	Permit issued
V 2022/065	21/06/2022	10 Bethune Street Queenscliff	Construction of an outbuilding	Permit issued



(c) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
2022/060	09/06/2022	49 Stevens Street Queenscliff	Part demolition, alterations and extensions to a dwelling in a Heritage Overlay area and removal of trees	1	Public notification
V 2022/061	16/06/2022	36 Hesse Street Queenscliff	Part demolition (removal of verandah) of a building in a Heritage Overlay area	N/A	Permit issued
V 2022/062	16/06/2022	1A Hesse Street Queenscliff	Construction of a fence	N/A	Permit issued
V 2022/063	17/06/2022	157 Point Lonsdale Road Point Lonsdale	Alterations to a dwelling and outbuilding	N/A	Permit issued
V 2022/064	20/06/2022	27 Mercer Street Queenscliff	Demolition and construction of a front fence in a Heritage Overlay area	N/A	Permit issued
V 2022/065	21/06/2022	10 Bethune Street Queenscliff	Construction of an outbuilding	N/A	Permit issued
2022/066	23/06/2022	7 Lockwood Street Point Lonsdale	Construction of a dwelling	0	Public notification
2022/067	24/06/2022	5 Bellarine Highway Point Lonsdale	Alterations and extensions to an existing dwelling	0	Public notification



App. No	Date Received	Address	Proposal	No. of objections	Status
2022/068	27/06/2022	6 Beach Street Queenscliff	Demolition of an existing dwelling and outbuildings, construction of a dwelling in a Heritage Overlay area and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	0	Further information requested 5 July 2022
2022/069	01/07/2022	64 Learmonth Street Queenscliff	Construction of an outbuilding (studio) and variation to the site coverage requirements of Design and Development Overlay Schedule 1	0	Public notification
2022/070	01/07/2022	10 Fellows Road Point Lonsdale	Alterations and extensions to an existing dwelling	0	Under consideration
2022/071	01/07/2022	6 Roddick Grove Queenscliff	Construction of a two-storey dwelling	0	Public notification Referral to CCMA
2022/072	06/07/2022	26 Buckleys Road Point Lonsdale	Construction of a two-storey dwelling	0	Public notification
V 2022/073	13/07/2022	19 Bedggood Avenue Point Lonsdale	Construction of an outbuilding	N/A	Further information requested 18 July 2022



(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 hearing 9 August 2022
2021/123	03/12/2021 (Amended 07/03/2022)	40 Gellibrand Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m 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	Notice of decision to grant a permit issued VCAT application for review lodged by objector VCAT compulsory conference 17 October 2022 VCAT hearing 19 December 2022



15. GOVERNANCE & FINANCE

15.1 Review of Council Policies

File: Q055.01.12

Co-Authors: Executive Project Officer
HR & Governance Coordinator
Manager Finance & Corporate Services

Portfolio: Governance & Finance

Portfolio Holder: Cr Tolhurst

PURPOSE

The purpose of this report is to consider four Council policies:

1. CP007 Equal Employment Opportunity (revised)
2. CP038 Waste Management (revised)
3. CP045 Child Safety (revised)
4. CP048 COVID Financial Hardship (extend)

EXECUTIVE SUMMARY

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

- Strategic Objective 1: Health and Wellbeing: To support community wellbeing and encourage an active lifestyle.
- Strategic Objective 2: Environment: To protect our environment and address climate change issues.
- Strategic Objective 5 Governance and Finance: To provide a financially viable Council that is accountable, transparent and practices good governance.

CP007 Equal Employment Opportunity

The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to upholding the principles of Equal Employment Opportunity in all Council activities.

CP038 Waste Management

The purpose of this policy is to outline the arrangements for waste management services provided to properties in the Borough of Queenscliffe that are entitled to receive such services and to raise revenue in an equitable manner, in accordance with Council's adopted budget and adopted revenue and rating plan, to fully recover the cost of Council's waste services.



CP045 Child Safety

The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to child safety in the delivery of Council services and activities.

CPO048 COVID Hardship

The purpose of this policy is to set out the temporary measures the Borough of Queenscliffe will adopt to assist ratepayers experiencing financial hardship due to the COVID-19, and to establish assistance measures that minimise post emergency financial stress for ratepayers.

Councillors Tolhurst / Hewitt

That Council adopt the following revised Council policies as presented:

- a. CP007: Equal Employment Opportunity**
- b. CP038: Waste Management**
- c. CP045: Child Safety**
- d. Extend Council Policy CP048: COVID Financial Hardship until 31 December 2022**

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

CP007 Equal Employment Opportunity – Revised

CP007 Equal Employment Opportunity was first adopted in June 2010 and last reviewed in March 2019. The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to upholding the principles of Equal Employment Opportunity in all Council activities.

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

- Update Council officer titles
- Insert reference to obligations under the *General Equality Act 2020*
- Change the language in the policy to non-binary, e.g., his/her to their
- Update reference from *Local Government Act 1989* to *2020*
- Update complaints contact details
- Change reference to Compliance Committee to Staff Consultative Committee

CP038 Waste Management – Revised

This policy was first adopted by Council in October 2017 and last updated in June 2021. The purpose of this policy is to outline the arrangements for waste management services provided to properties in the Borough of Queenscliffe that are entitled to receive such services. To raise revenue in an equitable manner, in accordance with Council's adopted budget and adopted revenue and rating plan, to fully recover the cost of Council's waste services.

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

- Update Council officer titles
 - Update reference from Rating Strategy to Revenue and Rating Plan
-



- Remove green waste services & update definitions to reflect services offered
- Kerbside waste service is renamed as “Standard Kerbside Waste Service” adding food & green waste as a part of the standard kerbside waste service
- Changes to reflect frequency of waste services and sizes of the waste bins provided

CP045 Child Safety – Revised

This policy was first adopted by Council in May 2018 and last updated in February 2021. The purpose of this policy is to affirm the Borough of Queenscliffe’s commitment to child safety in the delivery of Council services and activities.

The Victorian Government has introduced new Child Safe Standards which came into effect on 1 July 2022. The eleven new standards replace the seven standards and principles that were previously adopted. The changes made to the standards were to support greater national consistency and reflect the National Principles for a Child Safe Organisation developed following the Royal Commission into Institutional Responses to Child Sexual Abuse.

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

- Maintain Council’s commitment and replace the seven existing principles with the new eleven principles that are now in place from the Victorian Government

CP048 COVID Financial Hardship – Term extended until 31 December 2022

This policy was first adopted by Council in April 2020 and last adopted in June 2021. The purpose of this policy is to set out the temporary measures the Borough of Queenscliffe will adopt to assist ratepayers experiencing financial hardship due to the COVID-19, and to establish assistance measures that minimise post emergency financial stress for ratepayers.

Council’s Rates Assistance Policy (CP031) provides assistance only for residential properties (primary residential property) and does not cover commercial properties. Hence, this temporary policy was introduced in 2020 to cover all properties impacted by the COVID pandemic.

Since adoption of the policy, there has been a very low uptake of the program. So far only two applications have been finalised and payment assistance provided under this policy. However, health professionals are predicting a severe COVID wave during the winter season which can result in financial hardships for some ratepayers.

Considering the uncertainties associated with the COVID pandemic, Council officers have recommended this policy be extended until 31 December 2022.

Options

Option 1 – adopt the revised policies as presented.

Option 2 – request officers to make further amendments to the policies.



COMMUNICATIONS AND ENGAGEMENT

Community Engagement



All Council policies are published on Council's website under the '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

Equal Opportunity Act 2010

Equal Opportunity Act 2010 Guide

Fair Work Act 2009

Gender Equality Act 2020

Borough of Queenscliffe Enterprise Bargaining Agreement

Borough of Queenscliffe Rating Strategy

Borough of Queenscliffe Adopted Budget

Borough of Queenscliffe General Local Law 2021

Cultural and Recreational Lands Act 1963

Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015

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 direct and significant to require a Gender Impact Assessment.



Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

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

Strategic Objective 1: Health and Wellbeing: To support community wellbeing and encourage an active lifestyle.

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

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

Strategic Objective 2: Environment: To protect our environment and address climate change issues.

Strategic Objective 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.

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

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

ATTACHMENTS

1. CP007 Equal Employment Opportunity (Appendix 1a)
 2. CP038 Waste Management (Appendix 1b)
 3. CP045 Child Safety (Appendix 1c)
 4. CP048 COVID Financial Hardship (appendix 1d)
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15.2 Draft Policy – CP054 Victoria Park

File: QG0300307
Author: Chief Executive Officer
Portfolio: Governance & Finance
Portfolio Holder: Cr Tolhurst

PURPOSE

The purpose of this report is for Council to consider and approve for consultation, a new Council Policy – CP054 Victoria Park.

EXECUTIVE SUMMARY

The draft policy presented in this report furthers the strategic objectives of the Borough of Queenscliffe Council Plan 2021 – 2025, in particular:

- Priority 5 in the Environment Portfolio – *Regenerate and revegetate open spaces with indigenous plants and increase tree canopy coverage.*
- Priority 2 in the Local Economy Portfolio – *Improve the management of Council-operated tourist parks for the benefit of the whole community*
- Priority 5 within the Heritage, planning and infrastructure Portfolio – *Maintain and improve community infrastructure with the Borough*

At its Ordinary Council meeting in March 2022, Council resolved to direct Council officers to:
prepare and provide to Council, for approval, a tree management and planting schedule for the whole of Victoria Park ...

At its Ordinary Meeting in June 2022, Council, as part of the 2022–23 budget, resolved to allocate \$40,000 for the development of a tree management and planting schedule (including purchase and planting of trees) at Victoria Park.

The proposed policy articulates the intent of the previous Council decisions and sets out the principles that will structure Council’s management of Victoria Park.

The management principles set out in the proposed policy seek to:

- uphold Council’s core value of sustainability and its commitment to delivering environmental regeneration actions under the Climate Emergency Response Plan; and
- deliver on Council’s commitment to improving the management of Council-operated tourist parks for the benefit of the whole community, specifically, by bettering dual use areas for community and visitors alike.

Councillors Tolhurst / Hewitt



That Council approves the draft policy CP054 – Victoria Park and places it on public notice, inviting feedback, for a period of 14 days.

Carried



REPORT

BACKGROUND

Following the storm event on 29 October 2021 where many trees suffered significant damage, Council officers commenced a proactive vegetation management program in Victoria Park. This program was prepared in conjunction with a qualified arborist. The intent of the program was to make the park safe for users and the public.

In February this year a program of tree removal, canopy reduction and limb lopping commenced.

Following its commencement Councillors were approached by several local residents who were concerned about the extent of the vegetation removal. These residents asked the Councillors to stop the vegetation management program.

At the Ordinary Council meeting in March 2022, Council resolved to direct Council officers to cease the post 29 October 2021 storm tree management program taking place in Victoria Park and to fence off areas.

In late May 2022, WorkSafe inspected the site and determined that the vegetation in Victoria Park continued to pose an unacceptable risk to public safety and issued Council with a formal provisional improvement notice (PIN) that required Council to take remedial action to reduce the risk rating for trees in Victoria Park to low risk.

The work to meet the WorkSafe PIN directions commenced in June 2022.

At its Ordinary Meeting in June, as part of the 2022–23 budget, Council resolved to allocate \$40,000 for the development of a tree management and planting schedule (including purchase and planting of trees) at Victoria Park.

DISCUSSION

The proposed policy collates and articulates the intent of the previous Council decisions by setting out the principles that will structure Council's ongoing management of Victoria Park. This management framework will see:

- an emphasis on restoring and enhancing the environmental attributes of Victoria Park through revegetation, and planned, sensitive vegetation management practices; and
- a reduction in the overall intensity of camping in Victoria Park.

Reducing the extent of camping will allow Victoria Park to recover from the impact of the 29 October 2021 storm and give the areas to be revegetated time to establish. For some Queenscliff residents it will be seen as an opportunity to restore the balance of use.

Should the policy be adopted, however, Council will lose \$168,000 in annual income. The income from the Council managed Tourist Parks goes to the management and maintenance of all Crown Land in the Borough where Council is the Committee of Management, as a result there may be an impact on services levels.



Options

Option 1 – Council elects to revise the policy before placing it on public notice.

Option 2 – Council elects not to approve the draft policy.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Council will provide an opportunity for the community to provide feedback on the draft policy through a 14-day public notification process.

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, the proposed policy does not have a direct or significant impact on issues of gender equality and does not require a Gender Impact Assessment.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

This subject of this report, being the ongoing management of Victoria Park aligns with the Council Plan 2021–2025, in particular:

- Priority 5 in the Environment Portfolio – *Regenerate and revegetate open spaces with indigenous plants and increase tree canopy coverage.*
-



- Priority 2 in the Local Economy Portfolio – *Improve the management of Council-operated tourist parks for the benefit of the whole community*
- Priority 5 within the Heritage, planning and infrastructure Portfolio – *Maintain and improve community infrastructure with the Borough*

Legal and Risk Implications

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

Related Documents

Nil.

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 and climate change implications associated with this report.

Financial and resource implications

There are no budget or resource implications associated with this report.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable at this stage of the process.

Implementation Process

Council officers will place the draft policy on public notice. Following the consultation period, officers will collate and review all submissions received and provide a briefing for Councillors.

Council will review and determine if changes are required to the draft policy. A Council report will be prepared for a future Council meeting for Council to consider adopting the proposed policy.

ATTACHMENTS

1. Draft CP054 Victoria Park (Appendix 2a)
 2. CP054 Victoria Park Plan 2022 (Appendix 2b)
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16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

No reports to consider.

17. QUESTIONS WITHOUT NOTICE

17.1 Questions Without Notice Status Update

There are no Questions Without Notice outstanding.

17.2 Questions Without Notice

Cr Hewitt

Are you able to give us an update and the next steps for the Coastal & Marine Management Plan?

CEO

We have been working with Councillors to finalise the completion of a project management framework, to guide the next stage of the project, which builds on initial work we did on the original draft. We will use the community submissions and the new DELWP guidelines to also guide how we prepare and present a Coastal & Marine Management Plan.

The first step which has been identified by Council is to recruit for a project manager, who will then come on board and work with Council to create a steering committee. It is envisaged that the steering committee would involve various agencies like DELWP, potentially the Catchment Management Authority and we will also approach the Wadawurrung Traditional Owners Aboriginal Corporation. The steering committee will also be looking to recruit 4 or 5 community members through an expression of interest process. We expect it may take a year to complete if we do it properly through this process.

Cr Tolhurst

With regard to Victoria Park, can you please confirm how the trees were assessed by the arborist?

CEO

The international standard for an initial tree assessment is a visual assessment which is done against a risk matrix. The initial assessment doesn't always identify other factors that may be affecting the trees.

Following the storm damage last October and once tree lopping work commenced, arborists prepared individual reports for each tree. This more thorough investigation included root plate and visual assessments from high up in the tree.



This secondary process found further defects and faults to some trees and tree roots and highlights risks that these defects posed. The arborist also identified several trees that were not previously identified.

Further movement of some trees had occurred since the initial storm damage assessment and removing trees near another tree can cause more trees in that area to become vulnerable.

One example of this vulnerability, is a gum tree identified by the arborists in the western section of Victoria Park which required some lopping. Once they commenced the lopping, they advised Council that the tree had a number of holes in branch junctions and the trunk appeared to be rotting. The arborist advised that the best way to manage this was for the tree to be removed.

We understand that it is difficult for some people to watch the loss of significant trees, particularly after the initial information was released, but the information and advice is constantly updating and changing over time and throughout the works.

Cr Tolhurst

Noting the dynamic and often changing advice, how will we communicate the ongoing works to the public?

CEO

We will provide regular updates on the Council website and continue to engage with the various community groups.

18. LIST OF COUNCIL MEETINGS

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

PLANNING REVIEW MEETING

Wednesday 10 August 2022 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 24 August 2022 at 7:00pm



19. CLOSED SESSION OF MEETING

Time: 7:35pm

Councillors Hewitt / Grout

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:

19.1 Confirmation of 22 June 2022 Confidential Council Meeting Minutes

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

19.2 Community Grants 2022/23

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 Community Grants consideration and recommendation process is confidential.

19.3 Provision of Cleaning Services for Municipal Buildings & Facilities Contract 2022/01

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 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.

19.4 Provision of Cleaning Services for Amenities Blocks and & BBQ Facilities Contract 2022/02

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 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.

19.5 CEO Interim (six-monthly) Performance Appraisal

This agenda item is deemed to contain confidential information as per section 3(1)(f) of the *Local Government Act 2020* as it contains personal information, being information which if



released would result in the unreasonable disclosure of information about any person or their personal affairs. This ground applies as this item is a personnel (human resources) matter.

Carried

Time: 7:52pm

Councillors Hewitt / Tolhurst

That Council reopen the meeting and resume standing orders.

Carried

20. RATIFICATION OF CONFIDENTIAL ITEMS

Councillors Tolhurst / Grout

That the decisions made in camera be ratified by Council.

Carried

21. CLOSE OF MEETING

The meeting closed at 7:53pm.



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 29 June 2022 2:30pm – 4:10pm Queenscliff Town Hall & Zoom	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout Cr Isabelle Tolhurst	Martin Gill, CEO Stuart Hansen, MIE Shannon Maloney MC Daniel Alexander, CE	1. Victoria Park Planning for revegetation	Nil.



Informal Meeting Details	Councillors	Officers	Agenda items	Conflict of interest disclosures
Assembly Briefing 6 July 2022 2:30pm – 4:50pm Queenscliff Town Hall & Zoom	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout Cr Isabelle Tolhurst	Martin Gill, CEO Stuart Hansen, MIE Tim Crawford, MP&CS Shannon Maloney, MC Brydon King, SP Dinah O’Brien, STP	1. Welcome Tim Crawford, new Manager Planning & Community Safety 2. Planning Briefings: <ul style="list-style-type: none">○ 2022/031: 14 Douglas Crt, Point Lonsdale○ 2022/040: 23 Williams Rd, Point Lonsdale○ 2022/014: 66 King St, Queenscliff 3. Tree management policy 4. Fisherman’s Flat Heritage update	Nil.
Assembly Briefing 20 July 2022 2:30pm – 4:55pm Queenscliff Town Hall & Teams	Cr Ross Ebbels, Mayor Cr Fleur Hewitt Cr Donnie Grigau Cr Michael Grout Cr Isabelle Tolhurst	Martin Gill, CEO Shannon Maloney, MC Stuart Hansen, MIE Tim Crawford, MP&CS Brydon King, SP Jenni Walker, HR&GC	1. Disability inclusion proposal – External presenters 2. Planning Briefings: <ul style="list-style-type: none">○ 2022/059: 20–26 Hesse St, Queenscliff○ 2022/044: 6 McDonald Rd, Queenscliff 3. Community Grant applications 2022/23 4. Review of Council policies: <ul style="list-style-type: none">○ CP007 Equal Employment Opportunity○ CP075 Child Safety Statement○ CP038 Waste Management○ CP048 Covid Financial Hardship	Nil.



			5. Provision of cleaning services for municipal building & facilities: Contract 2022-01 6. Provision of Cleaning Services for Amenities Block & BBQ facilities: Contract 2022-02	
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AO – Arts Officer	CSC – Community Services Coordinator	MIE – Manager Infrastructure & Environment
BOC – Business Operations Coordinator	CSRO – Community Stakeholder Relations Officer	MP&CS – Manager Planning & Community
BSA – Business Services Accountant	EA – Executive Assistant to the CEO, Mayor and Councillors	SLEO – Senior Law Enforcement Officer
CC – Communications Coordinator	EPO – Executive Project Officer	SP – Senior Planner
CEO – Chief Executive Officer	HR&GC – HR & Governance Coordinator	CE – Civil Engineer
CERP – Project Officer, Climate Emergency Response Plan	MC – Manager Community	RC – Rates Coordinator
COVID BSO – COVID Business Support Officer	MFS – Manager Finance and Corporate Services	STP – Strategic Planner



ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

No public questions outstanding.

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.
