

Borough of Queenscliffe

Ordinary Meeting of Council

Agenda

Wednesday 24 May 2023 at 7:00PM

Queenscliff Town Hall



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia



Community Vision

The Borough is a special and restorative place, renowned for its distinctive coast, rich living heritage and vibrant culture. Our community is caring, and welcoming to visitors. We have a deep respect for the Wadawurrung People and are taking action to protect Country.

Our Values

1. **Integrity:** We take ownership and responsibility for our decisions and are accountable for all that we do.
2. **Respect:** We treat everyone with dignity, fairness and empathy, look out for the safety and wellbeing of others, and nurture positive and inclusive relationships.
3. **Community Focus:** We always work with our community's experience in mind and take pride in supporting our community.
4. **Sustainability:** We place climate change risks at the core of our decision-making, and take extensive action to protect our natural environment.
5. **Openness:** We actively engage with our community and are transparent in our decision-making.

Acknowledgement of Country

Bellawiyn is the Wadawurrung name for the lands where the Borough of Queenscliffe is located.

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.



Distribution List

Councillors

Cr Isabelle Tolhurst, Mayor

Cr Ross Ebbels

Cr Donnie Grigau

Cr Michael Grout

Officers

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Planning & Community Safety

Gihan Kohobange, Manager Finance & Corporate Services

Steve Quick, Acting Manager Infrastructure & Environment

Abbey Tatterson, Community Management Team

Carly Douglas, Community Management Team

Steve Ward, Community Management Team

Jenni Walker, HR & Governance Coordinator

Makenna Bryon, Communications Coordinator

Public Attendance

Under section 66 of the *Local Government Act 2020*, Council Meetings are open to the public unless specified circumstances apply. Members of the public can also view proceedings remotely by watching the live stream available at [Council's YouTube channel](#).

Governance Rules

The Borough of Queenscliffe Governance Rules define the procedure for which Council Meetings are operated. The Rules can be read in full at [Council's website](#). In accordance with the Rules, the information contained within this Agenda is for the confidential and privileged use of Councillors until at least 48 hours prior to this meeting.

PLEASE NOTE THAT THE MATERIAL CONTAINED WITHIN THIS AGENDA DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL.



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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 extend this respect to all Aboriginal and Torres Strait Islander peoples.

2. Present & Apologies

Stuart Hansen, Manager Infrastructure & Environment (on leave).

3. Pecuniary Interest & Conflict of Interest Disclosures

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

Councillors:

Officers:

4. Leave of Absence of Councillor

4.1. Resignation of Councillor Fleur Hewitt

PURPOSE

This report informs Council that Cr Fleur Hewitt has formally tendered her resignation as Councillor from the Borough of Queenscliffe Council and provides information regarding the requirements of the *Local Government Act 2020* when such circumstances arise.



BACKGROUND

Fleur Hewitt was elected to Council in November 2020. Cr Hewitt was lead Councillor for the Governance & Finance Portfolio, as well as previously for the Environment Portfolio, and was also a member of the Audit and Risk Committee, Coastal and Marine Management Plan Steering Committee, Barwon South West Local Government Waste Forum and G21 Sustainability Pillar. She has also served as Deputy Mayor since November 2021.

During her term on Council, Cr Hewitt drove continuous improvement, represented the community with passion and moved a number of important motions including the motion that Council adopt the Gender Equality Statement of Commitment.

DISCUSSION

On 18 May 2023, Cr Hewitt wrote to the Chief Executive Officer to formally tender her resignation as Councillor, effective immediately (**Attachment 4.1.1**).

Pursuant to section 35(1)(c) of the *Local Government Act 2020* (the Act), the CEO is required to notify the Minister for Local Government and the Victorian Electoral Commission (VEC) that an extraordinary vacancy has occurred within three days of receiving a written resignation from a Councillor.

The CEO wrote to the Minister for Local Government (**Attachment 4.1.2**) and the VEC (**Attachment 4.1.3**) informing them of the extraordinary vacancy on 18 May 2023.

The VEC will commence a countback procedure to fill the extraordinary vacancy. The local government countback procedure is provided at (**Attachment 4.1.4**).

RECOMMENDATION

That Council notes the report.



5. Public Question Time

5.1. Public Question Status Update

At the Ordinary meeting of Council on 26 April 2023, two public questions were taken on notice. Please refer to adjunct to 5.1 for the details.

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 [Council's website](#), via email, via post or in person by completing a Public Question Time Form.



6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting held on 26 April 2023

A copy of the minutes from the Ordinary Council Meeting held on 26 April 2023 was distributed to Councillors under separate cover.

Following the Council Meeting, officers identified a number of anomalies within the Quarterly Financial Report provided at Appendix 4. That appendix has been updated with the following changes:

- Actual Year to Date (YTD) figures of the Statement of Income and Expenditure have been updated to correct a reporting error.
- Net gain on disposal assets figure in the Comprehensive Income Statement has been updated to reflect the accounting profit from the sale of Murray Road land.
- Additional comments have been included in the report to indicate that the actual YTD figures presented include income from rates and charges for the full financial year, and the actual YTD figures do not include depreciation expenses, as Council accounts for depreciation expenses at the end of the financial year.

The minutes have also been updated to reflect an anomaly at item 9.1.1, whereby Cr Grout moved the recommendation at item 9.1.1 and Cr Hewitt seconded it, before an amended motion was put forward.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 26 April 2023, as amended, be confirmed as an accurate record.



6.2. Ordinary Council Meeting held on 26 April 2023 Confidential Minutes

A copy of the previous confidential minutes from the Ordinary Council Meeting held on 26 April 2023 was distributed to Councillors under separate cover.

RECOMMENDATION

That the confidential minutes of the Ordinary Council Meeting held on 26 April 2023 Confidential Minutes, as distributed, be confirmed as an accurate record.

7. Record of Informal Meetings of Councillors

A Record of Informal Meetings of Councillors is included at adjunct to item 7.

Date	Informal Meeting
26 April 2023	Councillors Assembly Briefing
3 May 2023	Councillors Assembly Briefing
8 May 2023	Draft Active Transport Strategy Petition Meeting
10 May 2023	Councillors Assembly Briefing

RECOMMENDATION

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



8. Notice of Motion

8.1. Notice of Motion Status Update

No Notices of Motion are outstanding.

8.2. Motion on Notice

No Notices of Motion were received.

9. 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. Meetings & Functions Attended

Council was represented at the following meetings and functions between 20 April and 17 May 2023.

Date	Meeting or Function
20 April 2023	Meeting with Regional Development Victoria Barwon South West Regional Director (CEO)
20 April 2023	Queenscliff Ferry Terminal Development Grand Opening (CEO)
22 April 2023	Councillor Listening Post online and in-person (Crs Tolhurst, Hewitt & Grigau)
25 April 2023	Queenscliff/Point Lonsdale RSL Sub-Branch Anzac Day Commemoration Services (CEO, Crs Hewitt, Grout & Grigau)
27 April 2023	G21 Special Board Meeting via videoconference (CEO & Cr Tolhurst)
27 April 2023	Hon Chris Bowen MP Minister for Climate Change and Energy visiting Corangamite (Crs Tolhurst, Hewitt & Grigau)
27 April 2023	Geelong Regional library Corporation Board meeting via videoconference (Cr Hewitt)
28 April 2023	Meeting with the Point Lonsdale Civic Association (CEO, Cr Tolhurst & Cr Grout)
28 April 2023	Point Lonsdale Bowls Club U18 Stingrays Award Presentation (Cr Tolhurst)
30 April 2023	Point Lonsdale Boardriders Club Groms Off the Wall competition (Cr Tolhurst)
1 May 2023	Point Lonsdale Lighthouse Reserve on-site meeting with Wadawurrung Traditional Owners Aboriginal Corporation (CEO)
2 May 2023	Disability Lived Experience Reference Group workshop (CEO, Cr Tolhurst & Cr Grigau)
4 May 2023	Climate Emergency Australia Executive Meeting via video conference (CEO)
4 May 2023	G21 Special Board Meeting via videoconference (CEO & Cr Tolhurst)
5 May 2023	Swan Island Golf Club site visit (Cr Tolhurst)
5 May 2023	Springs Beach Petition Meeting with Mermaids and Bluebottles representatives (CEO, Cr Tolhurst & Cr Grigau)



5 May 2023	Dinner with Member for Corangamite, Libby Coker (Cr Tolhurst)
5 May 2023	Sacrededge Festival Opening Night (Cr Tolhurst)
8 May 2023	Meeting with QCAN Executive (Cr Tolhurst)
8 May 2023	Meeting with Hugo T Armstrong/Bay City Events (Cr Tolhurst)
8 May 2023	Meeting with Grant Siedle/Rip Swim (Cr Tolhurst)
8 May 2023	Meeting with Oppose 30km/h Active Transport Strategy Petition meeting (CEO, Crs Tolhurst, Grout, Hewitt, Grigau)
9 May 2023	Meeting with Stephen Coulter/Zipidi and Localift (Cr Tolhurst)
10 May 2023	Reconciliation Action Plan Meeting (CEO, Cr Tolhurst & Cr Grigau)
10 May 2023	Meeting with Wadawurrung Traditional Owners Aboriginal Corporation (CEO & Cr Tolhurst)
10 May 2023	Budget Presentation to the community (CEO, Crs Tolhurst, Hewitt, Grout & Grigau)
11 May 2023	Geelong Regional library Corporation Board meeting via videoconference (Cr Hewitt)
12 May 2023	Disability Lived Experience management team meeting via videoconference (CEO, Cr Tolhurst & Cr Grigau)
13 May 2023	Coral Balmoral Commemoration Dawn Service (Cr Tolhurst)
13 May 2023	Queenscliffe Literary Festival event: Hello Queenscliffe (Cr Grout)
16 May 2023	Disability Lived Experience Reference Group Workshop #2 (CEO, Cr Tolhurst & Cr Grigau)
17 May 2023	Meeting with Queenscliffe Community Association (CEO, Cr Tolhurst & Cr Grout)
17 May 2023	Bellarine Community Health Forum via videoconference (CEO)
17 May 2023	Community Service Awards Volunteer Recognition event (CEO, Cr Tolhurst, Hewitt, Grout & Grigau)

RECOMMENDATION

That the Functions Attended report be received.



11. Chief Executive Officer

11.1. Chief Executive Officer Report for May 2023

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.

Point Lonsdale Lighthouse Reserve works

Council and the Department of Energy, Environment and Climate Action (DECCA) have now signed the funding agreement for the Point Lonsdale Lighthouse Reserve Stage 2 Development project. The purpose of the project is to improve public access to the historic precinct (all abilities) and provide strategic building and precinct restoration works.

The specific actions in the agreement are:

- All abilities shared pathway and parking zones from southern carpark to Point Lonsdale Pier
- Restoration works on the WW1/2 Directing and Ranging Station and WW2 Eastern Search light
- Restoration works on the lighthouse surrounds
- Improved fencing and signage across the precinct
- Mains power improvements across the site

All works will be completed with reference to the Conservation Management Plan, Point Lonsdale Maritime and Defence Precinct (Ecology and Heritage Partners 2021).

Works are to be delivered through an appointed Project Control Group, which will include representation from the community (via an Expression of Interest process).

National Reconciliation Week

This year's theme for National Reconciliation Week is '*Be a Voice for Generations*'. The theme encourages all Australians to be a voice for reconciliation in tangible ways in our everyday lives where we live, work and socialise. Australians are being encouraged 'for the work of generations past, and the benefit of generations future, act today for a more just, equitable and reconciled country for all'. In recognition of



National Reconciliation Week, we invite the community to a Welcome to Country and Smoking Ceremony at Wirrng Wirrng (55 Hesse Street Queenscliff) on Thursday 1 June from 2:30pm.

Staff updates

The Borough's Manager Community, Shannon Maloney, finished on 12 May. In the interim, while we undertake a recruitment process, the role will be filled by three staff members who will jointly share the responsibility of the position: Carly Douglas, Community Stakeholder Relations Officer; Abbey Tatterson, Business Operations Coordinator; and Steve Ward, Community Service Officer. The three will continue in their substantive roles while also forming a Community Management team. This joint management arrangement will continue until at least August of this year.

Current Consultation

Draft Active Transport Strategy Feedback

Submissions to the draft Active Transport Strategy (ATS), endorsed by Council on 22 February 2023, closed on 1 May 2023. One hundred and sixty-eight individual submissions were received, as well a petition signed by 1730 people including local, national and international signatories.

A number of key themes emerged in the submissions and through the petition.

A major theme identified during consultation was a proposal to reduce speed limits, with 79% of respondents (and the petition signatories) objecting to the proposal to implement 30km/h limits at select locations within the municipality, and 13% of respondents showing support for speed reductions in some form.

Objections were also received opposing the proposal to consider a one-way treatment along Murray Road to accommodate construction of a shared cycling/walking path.

Many submissions showed support for a number of the proposed initiatives, notably:

- Increasing the pathway network
- Improving cycling corridors
- Completing missing links of the Bellarine Rail Trail
- Increased bicycle parking



- Improved wayfinding signage
- Use of recycled and environmentally friendly construction materials

A number of submissions were made requesting improvements to public transport within the Borough of Queenscliffe. Although this issue is considered outside the scope of the ATS, officers are continually advocating with Public Transport Victoria and local bus companies for improved public transport services. This issue has also been considered at a regional level as part of the G21 Integrated Transport Strategy.

All feedback received has been reviewed and an updated Active Transport Strategy will be presented to Council for its consideration.

Draft Budget 2023/24

Council accepted the draft budget 2023/24, outlining the expenditure and resources for the next financial year, at its April Ordinary Meeting. The draft budget responds to projects identified as priorities by our community, including \$1 million of state government funding to develop the Point Lonsdale Maritime & Defence Precinct.

The draft budget also includes \$160,000 for the Queenscliffe Recreation Reserve lighting upgrade, a fully grant-funded project that will result in improving community infrastructure for the Borough.

Community members are invited to make written submissions on the draft budget and draft financial plan until 4:00pm on 25 May 2023.

Those wishing to speak to their submissions can do so at a public meeting on Wednesday 31 May at 6:00pm at Wirrng Wirrng (55 Hesse St, Queenscliff).

RECOMMENDATION

That Council receives the Chief Executive Officer Report for May 2023.



12. Health & Wellbeing

No reports to consider.

13. Environment

No reports to consider.

14. Local Economy

No reports to consider.



15. Heritage, Planning & Infrastructure

15.1.	Planning Permit Activity Report
Author:	Senior Planner
Portfolio: Councilor:	Planning, Heritage & Infrastructure Cr Grout

Purpose

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

Executive Summary

The following table provides a summary of the planning permit activity from the last report to the close of business on 15 May 2023.

CATEGORY	TALLY
Current applications	14
Applications finalised since last report	9
New applications received since last report	8
Total number of active permit applications	20
VCAT matters yet to be determined	3
Development Plan & Planning Scheme Amendment Summary Report	3

RECOMMENDATION

That the Planning Permit Activity Report be received.



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	Applicant investigating alternative site on southern side of subject land
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)
2022/044	02/05/2022 (Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	31	Decision deferred by Councillors
2022/131	23/12/2022	7 Henry Street Queenscliff	Construction of two dwellings (two storey), variation to the setback requirements of Design and Development Overlay Schedule 1 and subdivision of the land into two (2) lots	0	Public notification
2023/007	14/02/2023	26 Learmonth Street Queenscliff	Part demolition, alterations and extensions (two storey) to an existing dwelling individually listed in a Heritage Overlay and variation to the site coverage and side setback requirements of Design and Development Overlay Schedule 1 on a lot less than 300m ²	1	Under consideration
2023/010	17/02/2023 (Amended 28/4/2023)	44 Flinders Street Queenscliff	Construction of a two storey dwelling	3	Under consideration
2023/011	22/02/2023	2 Simpson Street Point Lonsdale	Construction of a two storey dwelling and front fence and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	0	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
2023/012	28/02/2023	42 Flinders Street Queenscliff	Subdivision of the land into two (2) lots and alter access to a road in a Transport Zone 2	0	Public notification
2023/013	03/03/2023	10 Victor Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	0	Under consideration
2023/015	15/03/2023	82 Hesse Street Queenscliff	Alterations and extensions to an existing building in a Heritage overlay area	0	Under consideration
2023/017	16/03/2023	20 Crows Nest Place Queenscliff	Demolition of an existing dwelling and construction of a two storey dwelling in a Heritage Overlay area	2	Under consideration
2023/019	20/03/2023	20 Victor Street Point Lonsdale	Construction of a two storey dwelling	1	Under consideration
2023/021	21/03/2023	21 Glaneuse Road Point Lonsdale	Construction of a dwelling	0	Under consideration
2023/022	23/03/2023	34 Point Lonsdale Road Point Lonsdale	Removal and lopping of native vegetation	0	Under consideration

b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
S 2022/066	27/04/2023	7 Lockwood Street Point Lonsdale	Secondary consent amendment	Amended permit issued
2023/005	24/01/2023	6/4 Wharf Street East Queenscliff	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol on and off the premises	Permit issued
2023/009	16/02/2023	64 Kirk Road Point Lonsdale	Alterations and extensions to an existing dwelling and construction of an outbuilding	Notice of decision to grant a permit issued
V 2023/014	10/03/2023	71 Hesse Street Queenscliff	External painting of a building in a Heritage Overlay area	Permit issued
2023/016	16/03/2023	33 & 1/33 Baillieu Street Point Lonsdale	Subdivision of land (boundary realignment including common property)	Permit issued



App. No	Date Received	Address	Proposal	Status
2023/018	16/03/2023	Road reserve, Point Lonsdale Road Point Lonsdale	Removal of native vegetation	Permit issued
2023/024	12/04/2023	Lawrence Road Point Lonsdale	Removal and lopping of native vegetation	Permit issued
2023/026	19/04/2023	Bellarine Highway Queenscliff	Removal of a cypress tree	Permit issued
2023/028	21/04/2023	11 Sara Street Point Lonsdale	Construction of a dwelling	Application withdrawn (permit not required)

c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
2023/025	18/04/2023	29-31 Flinders Street Queenscliff	Buildings and works for the construction of a two storey residential building and fence associated with a section 2 use and display signage	0	Further information requested 24 April 2023
2023/026	19/04/2023	Bellarine Highway Queenscliff	Removal of a cypress tree	0	Permit issued
2023/027	20/04/2023	9A Mercer Street Queenscliff	Construction of an outbuilding (studio)	1	Public notification
2023/028	21/04/2023	11 Sara Street Point Lonsdale	Construction of a dwelling	0	Application withdrawn (permit not required)
2023/029	20/04/2023	2A Bellarine Highway Queenscliff	Construction of two outbuildings	0	Under consideration
2023/030	27/04/2023	27-31 Winterley Road Point Lonsdale	Alterations and extensions to an existing dwelling	0	Public notification
2023/031	05/05/2023	115 Glaneuse Road Point Lonsdale	Alterations to an existing dwelling	0	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
2023/032	09/05/2023	20 Flinders Street Queenscliff	Alterations and extensions to an existing dwelling	0	Public notification

d. VCAT Applications

App. No	Date Received	Address	Proposal	Status
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	VCAT application for review lodged by objector Compulsory conference 19 June 2023 Hearing 29 & 30 August 2023
2022/083	04/08/2022	5 Beach Street Queenscliff	Part demolition, alterations and extensions and relocation on site of an existing dwelling in a Heritage Overlay area, construction of fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	VCAT application for review lodged by applicant Hearing 27 & 28 July 2023
2022/119	21/11/2022	2A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	VCAT application for review lodged by objector Compulsory conference 18 August 2023 Hearing 16 October 2023

e. Development Plan & Planning Scheme Amendment Summary Report

Reference no.	Details	Status
C37quen	Proposed application of additional controls on three (3) Monterey Cypress trees on the Bellarine Highway	C37quen has no formal status. Council officers are awaiting incorporation of the Bellarine Distinctive Area and Landscape Statement of Planning Policy into the Queenscliffe Planning Scheme before progressing C37quen



Reference no.	Details	Status
C39quen	Proposed administrative corrections to the Queenscliffe Planning Scheme	C39quen has no formal status. Council officers are working to identify policy neutral administrative corrections to the Queenscliffe Planning Scheme.
DP2	Queenscliff Ferry Terminal (1 Wharf Street East, Queenscliff): Proposed amendment to incorporate an all abilities public access pathway to the beach	Referral to DEECA

Legend

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.	Third Quarter Implementation Report for the Annual Plan 2022-23
Author:	Chief Executive Officer
Portfolio:	Governance & Finance
Councillor:	Vacant

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 Annual Plan 2022–23 for the period 1 January to 31 March 2023.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 3: Accountable and transparent governance

The quarterly report furthers the objectives of Portfolio 5, Governance and Finance in the Council Plan 2021–2025, in particular Priority 3 – Accountable and Transparent Governance.

At its Ordinary Meeting held on 28 September 2022, Council adopted the Annual Plan 2022–23. The Annual Plan sets out the programs and projects Council plans to deliver over the 2022–23 financial year.

The Annual Plan sits with the 2022–2023 budget as part of the resource allocation and management section of the Integrated Strategic Planning Framework. It outlines the actions Council intends to undertake to further the objectives and address the priorities of the Borough of Queenscliffe 2021–2025 Council Plan and Municipal Health and Wellbeing Plan, which is integrated into the Council Plan.



This report outlines the projects in the Annual Plan 2022–23 that Council worked on during third quarter of the 2022–2023 financial year.

This report was tabled at the previous meeting and has been updated to reflect some anomalies identified by Councillors.

RECOMMENDATION

That Council note the quarterly report update for the period 1 January to 31 March 2023.



REPORT

Background

The actions in the Annual Plan are work Council undertakes in addition to the many 'business as usual' activities conducted to ensure services are delivered and Council meets its statutory responsibilities.

The Annual Plan complements the Annual Budget, which are developed in parallel to provide consistency between Council's work program and the resourcing allocations determined in the budget.

The Annual Budget and Annual Plan are components of the Integrated Strategic Planning Framework prescribed by the *Local Government Act 2020*.

This Annual Plan covers the period that corresponds with the financial year commencing on 1 July 2022 and ending on 30 June 2023.

Discussion

The table below provides an update against the actions for the period 1 January to 31 March 2023.



Portfolio 1 – Health and wellbeing

Action	Responsibility	Role	Q2 Milestone	Status
Develop Bike Park Concept	Infrastructure and Environment	Provider	Community Consultation	In progress
Comments <ul style="list-style-type: none"> • Councillors received a briefing on a proposed location adjacent to the existing skate park on Department of Transport Crown Land • The Department of Transport has provided in-principle support for use of the land, however, the design requires further development before the Department of Transport can provide explicit support for this use of the area • Officers will progress design options in the proposed location and the project will be carried forward to the 2023/24 financial year 				

Action	Responsibility	Role	Q3 Milestone	Status
Gender Equality Statement of Commitment	CEO Office	Provider	Statement of Commitment adopted by Council	Complete
Comments <ul style="list-style-type: none"> • A revised draft Gender Equality Statement of Commitment was shared with the Mayor on 29 March 2023 • Councillors provided feedback on the draft Gender Equality Statement of Commitment at an assembly briefing on 12 April 2023 • The draft Gender Equality Statement of Commitment has been finalised and was adopted at the 26 April 2023 Ordinary Meeting 				



Action	Responsibility	Role	Q3 Milestone	Status
Prepare Health and Wellbeing Action Plan	CEO Office	Provider	Council formally considers Health and Wellbeing Action Plan for adoption	In progress
Comments <ul style="list-style-type: none"> Officers are in the process of finalising the draft Health and Wellbeing Action Plan The draft Health and Wellbeing Action Plan will be presented to Councillors for their feedback in June 2023 				

Portfolio 2 – Environment

Action	Responsibility	Role	Q3 Milestone	Status
Prepare Vegetation Management Strategy	Planning and Community Safety	Provide	Council Considers final Vegetation Management Strategy	Paused
Comments <ul style="list-style-type: none"> A draft Vegetation Management Strategy was shared with Councillors on 14 December 2022; Councillors have requested that officers put the preparation of the Vegetation Strategy on hold until the revised draft Coastal and Marine Management Plan is available. Both documents will have recommendations and actions that will need to be coordinated in their delivery Councillors and officers are revisiting the policy objectives and will hold another workshop with Councillors in due course 				



Action	Responsibility	Role	Q3 Milestone	Status
Finalise scope of Integrated Water Management Plan	Infrastructure and Environment	Provide	Prepare draft and complete draft scope in conjunction with Barwon Water	In progress
Comments <ul style="list-style-type: none">• Council officers have undertaken an initial Integrated Water Management (IWM) Plan scoping exercise in December 2022• Integrated Water Management Forum members including Barwon Water and the Corangamite Catchment Management Authority have been invited to participate in refining the scope of the Borough's IWM plan• A workshop with key stakeholders was held on 13 April 2023• Council was briefed by Barwon Water on 3 May 2023				

Action	Responsibility	Role	Q3 Milestone	Status
CERP 1 Queenscliffe Neighbourhood House energy upgrade	Infrastructure and Environment	Provide	Energy upgrade completed	In progress
Comments <ul style="list-style-type: none">• Quotes for installation of air conditioning and solar batteries have been received. Prices of batteries have increased since application was lodged with SV. A 10kW battery and 5KW of solar will be added to QNH through this grant. Suppliers have been reviewed and will be appointed for installation shortly• Air conditioning replacement is happening in two phases				



Action	Responsibility	Role	Q2 Milestone	Status
CERP 2 Electric vehicle charging stations installed	Infrastructure and Environment	Provide	Installation of EV chargers completed	In progress
Comments <ul style="list-style-type: none">The electric vehicle fast charging stations are currently being installed on Learmonth Street outside the Council offices. There was a delay with electrical switchboard componentsThe charging stations are expected to become operational before the end of this financial year				

Action	Responsibility	Role	Q3 Milestone	Status
CERP 4 Develop CERP monitoring and evaluation dashboards	Infrastructure and Environment	Provide	Test of dashboards is completed	In progress
Comments <ul style="list-style-type: none">Exploring propriety dashboards has revealed that costs are much higher than the allocated funds of \$5,000Officers are exploring potential partnerships with Barwon southwest to achieve more cost-effective solutions				

Action	Responsibility	Role	Q1 Milestone	Status
Development of a planting schedule at Victoria Park	Infrastructure and Environment	Provide	Planting plan completed and endorsed by Council	In progress
Comments <ul style="list-style-type: none">Council considered a draft Victoria Park Planting Schedule 2022–2025 at the Ordinary Meeting of Council on 14 December 2022 and resolved to release the draft plan for community consultation in January 2023The plan was placed on public exhibition with submissions closing on 16 February 2023Council officers are updating the Victoria Park Planting Schedule 2022–2025 and reviewing Council Policy 054 Victoria Park for future consideration by Council				



Action	Responsibility	Role	Q3 Milestone	Status
Establishment of a tree management system for Victoria Park	Infrastructure and Environment	Provide	Tree management system operational	In progress
Comments <ul style="list-style-type: none">• Council allocated \$120,000 for a new tree management system as part of the 2022–2023 Budget• Development of databases and spatial data are underway, with the tree management system expected to be operational by 1 July• The tree management system will apply to all trees in formal parks, Council caravan parks and the Avenue of Honour with potential to extend to all Council-managed trees				

Action	Responsibility	Role	Q3 Milestone	Status
Establishment of environmental grants program to assist community groups with vegetation projects	CEO Office	Provide	Council to consider amending budget to provide funding for program	In progress
Comments <ul style="list-style-type: none">• Officers sought direction and feedback from Councillors regarding the establishment of environmental grants program at an Assembly briefing on 18 January 2023• The Community Grants funding program will be incorporated into the annual community grants program and funding has been allocated in the 2023/24 draft budget				



Portfolio 3: Local Economy

Action	Responsibility	Role	Q3 Milestone	Status
Finalise the new Queenscliffe Tourist Park Operational Model	Community	Provider	Council to endorse model	In progress
Comments <ul style="list-style-type: none">The departure of the Manager Community has paused progress and the proposed adoption will be deferred.				

Portfolio 4 – Heritage, planning and infrastructure

Action	Responsibility	Role	Q3 Milestone	Status
Development of a Coastal and Marine Management Plan (CMMP)	CEO Office	Provide	Updated Draft CMMP and community consultation	In progress
Comments <ul style="list-style-type: none">A Project Steering Committee (PSC) has been established and is meeting regularly. The PSC membership includes two Borough of Queenscliffe Councillors, two community representatives and representatives from the Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC), Department of Energy, Environment and Climate Action, Parks Victoria and Corangamite Catchment Management AuthorityCMMP engagement sessions were held with Community and Environment groups on 17/03/2023 to inform development of the draft CMMPMeetings have been held with Parks Victoria and VicTrack to progress development of integrated land management actionsOngoing engagement with WTOAC to include strategic outcomes and operational actions in the CMMP				



Action	Responsibility	Role	Q3 Milestone	Status
Review of Fisherman's Flat Heritage Overlay	Planning and Community Safety	Provide	Submission of proposed Planning Scheme Amendment to Minister for Planning	In progress
Comments <ul style="list-style-type: none">• Draft Review of Fisherman's Flat is on public consultation until 28/04/2023• Community engagement meeting held on 09/03/2023 seeking feedback and submissions on the draft review• Council officers to meet with Ecology and Heritage Partners after 28/04/2023 to progress development of another version of the document				

Action	Responsibility	Role	Q3 Milestone	Status
Upgrade Edgewater Close storm water system	Infrastructure and Environment	Provide	Undertake works	Complete
Comments <ul style="list-style-type: none">• The design work for the Edgewater Close storm water system was completed in November 2022• During works existing infrastructure has been discovered and renewed• Works have been completed				



Action	Responsibility	Role	Q3 Milestone	Status
Install new public toilet facility in Hobson Street	Infrastructure and Environment	Provide	Complete installation	Paused
Comments <ul style="list-style-type: none">• The site selection for the new toilet facility is progressing; however it is yet to be finalised• Stakeholder consultation has commenced regarding the accessibility of proposed sites• Officers are reviewing existing directional signage within the Borough to establish if additional signage is required• This project has been postponed and included for consideration in the draft Budget 2023/24 as Queenscliffe CBD 24-hour toilet				

Action	Responsibility	Role	Q3 Milestone	Status
Install new and upgrade existing timber fence at Dog Beach	Infrastructure and Environment	Partner	Apply for Marine & Coastal Act consent	In progress
Comments <ul style="list-style-type: none">• Department of Energy, Environment and Climate Action (DEECA) has completed community consultation regarding an adaptation plan to address erosion at Dog Beach.• The DEECA adaptation plan recommendation supports the extension of the existing timber fencing• Officers have costed the extension of the existing fencing and will apply for funding from DEECA to complete the project				



Action	Responsibility	Role	Q3 Milestone	Status
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure and Environment	Provider	Construction completed	In progress
Comments <ul style="list-style-type: none">• An indicative design for the toilet renewal at Point Lonsdale Lighthouse Reserve has been prepared• The indicative design will inform a design and construction approach to delivery of the project• The project tender has been delayed and is anticipated to be undertaken towards the end of the financial year				

Action	Responsibility	Role	Q3 Milestone	Status
Installation of signage that includes recognition of Wadawurrung Country and uses Wadawurrung language to identify places	Infrastructure and Environment	Partner	Secure Language Use Agreement with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC)	In progress
Comments <ul style="list-style-type: none">• Officers are consulting with Wadawurrung traditional owners regarding signage for the Point Lonsdale Lighthouse Reserve• The Acting CEO and Mayor met with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) in February; it is noted that (WTOAC) has recently undergone staffing changes• Officers continue to work with WTOAC regarding signage and securing a language agreement				



Action	Responsibility	Role	Q3 Milestone	Status
Queenscliff Traffic Management Study	Infrastructure and Environment	Partner	Community consultation for draft Queenscliff Traffic Management Study	In progress
<p>Comments</p> <ul style="list-style-type: none">• A preliminary draft of the Queenscliff Traffic Management Strategy has been developed• It is expected that the draft Queenscliff Traffic Management Strategy will be updated to align with the Active Transport Strategy once it has been adopted• A Draft Queenscliffe Traffic Management Strategy will be presented to Councillors following the adoption of the Active Transport Strategy, later this year				

Action	Responsibility	Role	Q3 Milestone	Status
Active Transport Strategy	CEO Office	Provider	Community consultation for Draft Active Transport Strategy	In progress
<p>Comments</p> <ul style="list-style-type: none">• A draft Active Transport Strategy was presented to Councillors on 14 December 2022 and 8 February 2023• The draft Active Transport Strategy was placed on public exhibition for 28 days inviting submissions until 1 May 2023• Officers will review and consider community feedback received through the public submission period of consultation and present recommendations to Council aiming for a strategy reflective of feedback received to be adopted in the fourth quarter of this financial year				



Action	Responsibility	Role	Q3 Milestone	Status
Murray Road	Infrastructure & Environment	Provider	Consult Design Options	In progress
Comments <ul style="list-style-type: none">• A consultant has prepared a suite of Murray Road concept design options for consideration by officers• Concept design options are expected to be ready to share with Councillors in June 2023• Officers will continue to work with the consultant to get the design options ready for community consultation				

Action	Responsibility	Role	Q2 Milestone	Status
Planning Scheme Amendment – Avenue of Honour (C37quen)	Planning and Community Safety	Provide	Authorisation of proposed planning Scheme Amendment by Minister for Planning	Paused
Comments <ul style="list-style-type: none">• The work will be informed by the Bellarine Distinctive Areas and Landscapes (DAL) Statement of Planning Policy when it is incorporated into the Queenscliffe Planning Scheme				



Action	Responsibility	Role	Q2 Milestone	Status
Planning Scheme Amendment – State legislative changes (C39quen)	Planning and Community Safety	Provide	Authorisation of proposed planning Scheme Amendment by Minister for Planning	Paused
Comments <ul style="list-style-type: none">• Planning resources are currently focussed on development of the CMMP and the Fisherman’s Flat Heritage Review• Work on Planning Scheme Amendment C39 will recommence when resourcing becomes available				

Action	Responsibility	Role	Q3 Milestone	Status
Develop a new masterplan for Golightly Park	CEO Office	Provide	Draft Master Plan completed	In Progress
Comments <ul style="list-style-type: none">• Officers met with Councillors on 15 December 2022 to workshop opportunities with Golightly Caravan Park• Officers have had discussions with consultancy Sustainable Park Solutions in preparing various options and financial analysis• Council has established an internal Caravan Park working group to help guide and inform its consultation and decision-making process				



Portfolio 5 – Governance and finance

Action	Responsibility	Role	Q2 Milestone	Status
BoQ ICT transformation	Finance and Corporate Services	Provide	Complete phase 1 of ICT transformation – EDRM	In progress
<p>Comments</p> <ul style="list-style-type: none"> Four councils have finalised the Business Classification Scheme (BCS) with the support of the selected implementation partner. The BCS is based on the guidelines issued by the Public Record Office Victoria (PROV). Each Council is in the process of configuring SharePoint/Team Channels in line with the finalised BCS. Target implementation date is 31 May 2023 (delay of five months from the previous target of 31 December 2022) 				

Action	Responsibility	Role	Q2 Milestone	Status
Develop a Reconciliation Action Plan for the Borough as accredited by Reconciliation Australia	All groups	Partner	Draft Reconciliation Plan completed	In progress
<p>Comments</p> <ul style="list-style-type: none"> Councillors and staff undertook a training session in October and November 2022 respectively for strengthening cultural knowledge and involvement for the development of a Reflect Reconciliation Action Plan RAP Reflect Working Group monthly sessions (March to September 2023) have been set up with Tiimanno Aboriginal Consultancy, a Wadawurrung traditional owner, and First Nations representatives to collaborate with officers and Councillors on the development of the Reflect Reconciliation Action Plan The Reflect Reconciliation Action Plan sets out steps to prepare the Borough for reconciliation initiatives in future RAP's. Committing to a reflect RAP means scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on the vision for reconciliation and exploring the Boroughs sphere of influence. A Reflect Reconciliation Action Plan (RAP) is not only a formal statement of the organisation's commitment to reconciliation, it is also a significant step in the journey to restoring equity and access for Australia's First Nations People 				



- An internal officer RAP Implementation Group has been established to promote reconciliation through increasing knowledge and understanding of First Nations Cultures, and strengthening relationships between Aboriginal and Torres Strait Islander peoples and our staff and local community. The RAP Implementation Group will provide feedback to the RAP Reflect Working Group, through the RAP Reflect Working Group member that attends the RAP Implementation Group meetings

Action	Responsibility	Role	Q2 Milestone	Status
Establish and embed with the overall record management process a proper system for physical file storage, retrieval and disposal	Finance and Corporate Services	Provide	In place and operational	In progress
Comments <ul style="list-style-type: none">• Physical files have been reduced and relocated to offsite storage where possible• Officers have secured grant funding to digitalise all planning and building physical files and the digitalisation project has commenced.				

Action	Responsibility	Role	Q3 Milestone	Status
Develop Project Management Policy	Councillors	Provide	Consult Draft Project Management Policy	In progress
Comments <ul style="list-style-type: none">• A revised draft of Project Management Framework SOP048 was distributed to Councillors in September 2022• A revised draft Project Management Policy will be shared with Councillors before the end of the financial year				



Options

1. Note the quarterly report update.
2. Request further information of make amendments to the quarterly report update.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding this proposal.

Collaboration

There are no collaboration requirements associated with this report.

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.

Legal and Risk Implications

Not applicable.



Related Documents

Community Vision 2021–2023

Annual Plan 2022–2023

Climate Emergency Response Plan 2021–2025

Council Plan 2021–2025

Financial Plan 2022–2032

Disclosure of Interest

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

Considerations

Environmental Sustainability

The Annual Plan 2022–23 provides information in relation to Council's commitment to Environmental Sustainability.

Financial and resource implications

There are no financial or recourse implications associated with this report.

Innovation and Continuous Improvement

Not applicable.

Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

Nil



16.2.	Review of Council Policies
Author:	Executive Project Officer Manager Finance & Corporate Services
Portfolio:	Governance & Finance
Councillor:	Vacant

Purpose

The purpose of this report is for Council to consider four Council policies, two are recommended to be revised and two are recommended to be revoked, as follows:

- CP038 Waste Management (revised)
- CP036 Fixed Assets Valuation and Revaluation (revised)
- CP033 Creditor Management (revoke)
- CP048 COVID-19 Financial Hardship (revoke)

Executive Summary

Portfolio 5: Governance and Finance

Strategic Objective: *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*

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.

CP036 Fixed Assets Valuation and Revaluation

The purpose of this policy is to specify the Borough of Queenscliffe's approach, in accordance with relevant Australian Accounting Standards, other legislative requirements and State Government guidelines, to undertake financial valuations and subsequent revaluations of non-current physical assets of Council.



CP033 Creditor Management

The purpose of this policy was to provide direction and guidance on the commitment of funds, and the discharge and payment of liabilities.

CP048 COVID-19 Financial Hardship

The purpose of this policy was 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.

RECOMMENDATION

That Council:

1. Adopt the following revised policies as presented:
 - (a) CP038 Waste Management
 - (b) CP036 Fixed Assets: Valuation and Revaluation
2. Revoke the following policies as presented:
 - (a) CP033 Creditor Management
 - (b) CP048 COVID-19 Financial Hardship



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

CP038 Waste Management – Revised

This policy was first adopted by Council in 2019 and last reviewed in July 2022. 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.

Although the next review is not due until July 2025, officers have undertaken a review of this policy in line with recent changes to the waste management operations and have suggested the following key changes, along with some minor wording changes for clarity purposes:

- specified that hard waste and e-waste services are provided only on specified dates annually, though those waste services are included as a part of the standard kerbside waste service
- re-worded to ensure which organisations are entitled and not entitled to additional bins via a formal application process



- additional waste bins for medical reasons at no cost. Council has been providing additional waste bins for medical reasons in the past and this change has been proposed to formalise this arrangement. Currently there are approximately 10 such additional bins provided to the community.
- 2.1 / 2.2 Council will include direct staff cost associated with managing the waste management operations, in finalising 2023–24 waste management charges. These sections have been amended to reflect that decision.

The draft policy is presented at **(Attachment 16.2.1)**

CP036 Fixed Assets Valuation and Revaluation – Revised

CP036 Fixed Assets: Valuation and Revaluation was first adopted in July 2017 and last revised in March 2020. The purpose of this policy is to specify the Borough of Queenscliffe’s approach, in accordance with relevant Australian Accounting Standards, other legislative requirements and State Government guidelines, to undertake financial valuations and subsequent revaluations of non-current physical assets of Council.

Some minor changes have been proposed to the policy as a part of the three-year review cycle and no change is proposed to the revaluation frequency of fixed assets of Council. Minor changes include update to officer titles and rephrasing of some clauses to provide better continuity of the policy clauses.

The draft policy is presented at **(Attachment 16.2.2)**

CP033 Creditor Management – Revoke

This policy, provided at Attachment 3, was first adopted by Council on 18 March 2018, and last reviewed on 18 June 2020. The purpose of this policy was to provide direction and guidance on the commitment of funds, and the discharge and payment of liabilities.

However, upon review of this policy by Council officers, it became evident that there is no requirement for Council to have a separate policy due to the following reasons:

- Council policies inform internal and external parties as to the Council’s position, decision or action on a wide range of matters in the interest of compliance management and good corporate governance. However, Council



policy CP033 covers generic operational matters where Council does not have to make any specific decision or take any specific action;

- details covered in this policy are more suited for an internal organisational policy rather than a Council Policy; and
- Council Policies are public documents that can be accessed and viewed by anybody. Council may expose itself to phishing scams via making available to anyone the details of its internal processes.

Once the policy is revoked, officers will convert this to an Organisational Policy (OP).

CP048 COVID-19 Financial Hardship – Revoke

This policy, provided at attachment 4, was first adopted by Council in April 2020 and last reviewed in July 2022. The purpose of this policy was to set out the temporary measures the Borough of Queenscliffe would adopt to assist ratepayers experiencing financial hardship due to the COVID-19 pandemic, and to establish assistance measures to minimise emergency financial stress for ratepayers.

Council's CP031 Rates Assistance policy provides assistance only for residential properties (primary residential property) and does not cover commercial properties. Hence, this temporary policy (CP048) was introduced in 2020 to cover all properties impacted by the COVID pandemic.

Since adoption of the policy (CP048), there has been a very low uptake of the program. Only two applications were received and payment assistance provided under this policy.

The policy allowed ratepayers facing financial difficulties an interest hold period from the issue of the fourth instalment rate notices for the 2019–20 rating year until 31 December 2022, to allow time for outstanding rates to be paid without interest.

After reviewing the policy, officers have suggested to revoke this policy and to consider any future request for rates assistance under Council's CP031 Rates Assistance policy.

Options

1. Option 1 – Adopt the recommendation to revise and revoke the policies as presented.



2. Option 2 – Request officers to make further amendments to the revised policies.
3. Option 3 – Deny the revocation of the policies as presented and request further review.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding this proposal.

Collaboration

There are no collaboration requirements associated with this report.

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 matters in this report do have a direct 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

Portfolio 5: Governance and Finance

Strategic Objective: *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

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

Financial Plan 2022–2032

CP031 Rates Assistance

CP033 Creditor Management

CP036 Fixed Assets Valuation & Revaluation

CP038 Waste Management

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.

CP038 Waste Management policy addresses a number of environmentally sustainable issues.

Financial and resource implications

Currently these policies will be delivered using existing Council resources.

Innovation and Continuous Improvement

CP038 continuously reviews its operations and provides improvements to the waste service provided to residents and ratepayers. It is perceived that the provision of an additional medical waste service at no extra cost is innovative.



Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. CP038 Waste Management [**16.2.1** - 9 pages]
2. CP036 Fixed Assets Valuation and Revaluation [**16.2.2** - 7 pages]
3. CP033 Creditor Management Adopted [**16.2.3** - 5 pages]
4. CP048 COVID-19 Financial Hardship [**16.2.4** - 3 pages]



17. Signing & Sealing of Documents

No reports to consider.

18. Questions Without Notice

At the Ordinary Meeting of Council on 26 April 2023, one question without notice was taken on notice. The response is provided at adjunct to 18.1.

No questions without notice are outstanding.

19. List of Council Meetings

Budget Submission Hearing

Wednesday 31 May 2023 at 6:00pm

Wirrng Wirrng Auditorium

Planning Review Meeting

Wednesday 14 June 2023 at 7:00pm (if required)

Ordinary Meeting

Wednesday 21 June at 7:00pm

Queenscliff Town Hall

Councillor Listening Post

Thursday 22 June at 3:00pm to 4:00pm

Point Lonsdale Primary School Hall



20. Close of Meeting

The meeting was declared closed at:



21.1. 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	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillors Assembly Briefing 26 April 2023 2:30pm – 5:30pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Hewitt Cr Grout Cr Grigau	Martin Gill, CEO Tim Crawford, MPCS Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC Carly Douglas, CSRO Jackie Fletcher, EA	1. Winter Solstice event planning update 2. Council meeting document management software 3. Point Lonsdale Lighthouse Reserve grant funding agreement update	Nil.



Informal Meeting	Councillors	Officers	1. Agenda items	Conflict of interest disclosures
<p>Councillors Assembly Briefing 3 May 2023 2:30pm – 5:44pm Wirrng Wirrng</p>	<p>Cr Tolhurst, Mayor Cr Hewitt Cr Grout Cr Grigau</p>	<p>Martin Gill, CEO Tim Crawford, MPCS Gihan Kohobange, MFS Stuart Hansen, MIE Brydon King, SP Rebecca Petit-Bramwell, CERP Jenni Walker, HR&GC</p>	<ol style="list-style-type: none"> 1. Integrated Water Management Forum Strategic Directions Statement 2. Planning Application 2023/009 at 64 Kirk Rd, Point Lonsdale 3. Review of Council Policies: <ol style="list-style-type: none"> a. CP013 Procurement b. CP038 Waste Management c. CP036 Fixed Assets Valuation & Revaluation d. CP033 Creditor Management e. CP048 COVID-19 Financial Hardship f. CP023 Information Technology g. CP034 Business Continuity Management 4. Climate Emergence Response Plan 2 year review 	<p>Nil.</p>
<p>Petition Meeting: Draft Active Transport Strategy 8 May 2023 5:00pm – 6:05pm Town Hall</p>	<p>Cr Tolhurst, Mayor Cr Hewitt Cr Grout Cr Grigau</p>	<p>Martin Gill, CEO</p>	<ol style="list-style-type: none"> 1. Borough demographics 2. Proposed 30km/h speed limit and other options 3. Signage 4. Climate Emergency Response Plan 5. Maintenance & waste collections 6. Hesse Street revitalisation 	<p>Nil.</p>



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillors Assembly Briefing 10 May 2023 2:30pm – 5:18pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Hewitt Cr Grout Cr Grigau	Martin Gill, CEO Tim Crawford, MPCs Gihan Kohobange, MFS Steve Quick, A/MIE Jenni Walker, HR&GC Melissa Gun, VFO Anna Handberg, BS&ICT Makenna Bryon, CC	1. Queenscliff Rural Australia for Refugees presentation 2. Audit & Risk Committee sitting fee and expression of interest process 3. Active Transport Strategy community feedback 4. Victoria Park planning schedule 5. ICT project update and cyber security	Nil.

A/MIE – Acting Manager Infrastructure & Environment	BSA – Business Services Accountant	BOC – Business Operations Coordinator
BS&ICT – Business Systems and ICT Coordinator	CC – Communications Coordinator	CEO – Chief Executive Officer
CERP – Project Officer, Climate Emergency Response Plan	CSC – Community Services Coordinator	CO – Communications Officer
CSRO – Community Stakeholder Relations Officer	MPCS – Manager Planning & Community Safety	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	STP – Strategic Planner	ESO – Events Support Officer
ASLEO – Acting Senior Law Enforcement Officer	BS&ICT – Business Systems & ICT Coordinator	VFO – Vegetation and Foreshore Officer



21.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
26/4/23	<p>Public question from the PLCA</p> <p>Regarding Borough of Queenscliffe, Ordinary Meeting 29/4/15, P55 'Sale of Murray Rd Land' - Given recent statements by the Acting CEO The Association is confused about what uses the \$3.5 million Murray Road Sale monies can be invested in. In particular the reference to "investing in projects to reduce operating expenses".</p> <p>1. Does the original motion and subsequent Council resolution still stand, given the statement made by the A/CEO at the last Ordinary meeting (29/3/23 - P20) at which he indicated: "In accordance with the Local Government Act 2020 and Council Policy CP044 Sale, Exchange or Transfer of Council Land, proceeds from the sale will be assigned in accordance with the relevant key budget principles as included in Council's financial plan and adopted budget. Proceeds from the sale will be directed to either investing in projects to generate additional revenue streams or investing in projects to reduce operating expenses. "</p> <p>2. Will the Council re-establish the Governance and Finance Committee to review the use of the proceeds of the Land sale, so that ratepayers get the best possible result from the Land Sale funds?</p>	Question taken on notice.	Response sent on 15 May 2023, see attachment list



26/4/23	<p>Public question from the Queenscliffe Community Association</p> <p>In light of the above the QCA asks is it possible to:</p> <ol style="list-style-type: none">1. have published more detailed actual cash reports (income/expenses) from the individual Tourist Parks given the importance to financial results and provide a better understanding of such variances noted above2. have a full report detailing the Murray Road sale with an explanation why it took over 3 years to get the sale proceeds, particularly in light of the minimal net return occurring in a period of substantial increases in land values that are evident in ratepayer's rates notices. <p>Council or its officers may wish to make comment on these issues.</p>	Question taken on notice.	Response sent on 8 May 2023, see attachment list
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ATTACHMENTS

1. Response to QCA question taken on notice [21.2.1 - 2 pages]
2. Response to PLCA question taken on notice [21.2.2 - 3 pages]



21.3. ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

Date	Notice of Motion	Action	Status
22/2/23	<p>Number 2023/587: Council-led community conversation on The Voice</p> <p>That Council requests Council officers:</p> <ol style="list-style-type: none"> 1. <i>Undertake research to establish an appropriate community conversation model that is educational and accessible.</i> 2. <i>Collaborate with Wadawurrung Traditional Owners Aboriginal Corporation to ensure the proposed event is culturally safe.</i> 3. <i>Once the model is established and finalised, advertise the community conversation on all Borough-owned media channels for a period of no less than 14 days.</i> 4. <i>Deliver this community conversation event by 31 July 2023.</i> 	<p>Officers met with the CEO to discuss the next steps.</p> <p>The CEO & Mayor discussed the proposal at their regular catch-up meeting.</p> <p>The CEO & Mayor had a meeting with Corrina Eccles on 10 May 2023.</p> <p>The CEO had a telephone conversation with Libby Coker’s office on 12 May.</p>	In progress



21.4. ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question	Action	Status
22/2/23	<p>Cr Grigau</p> <p>With regard to the 2023 Bulk Solar panel program which the Borough promoted in conjunction with QCAN:</p> <ol style="list-style-type: none"> 1. Were Councillors briefed on the program and made aware of the financial commissions to QCAN and the Council when Vortex customers signed up, specifically QCAN receiving \$100 cash, and Council receiving free solar panels? 2. Is it appropriate and transparent for the Council to endorse a program in which customer payments financially benefit 3rd parties rather than those customers simply getting a lower price? 3. How were these commissions factored into the assessment process which resulted in the selection of Vortex as the preferred supplier? 4. If the Council is installing the Vortex panels on Council buildings, shouldn't this have been done as a separate open tender to ensure value for money? 	Nil	Complete
	<p>Response by the Manager Infrastructure & Environment</p> <ol style="list-style-type: none"> 1. The bulk buy program model employed by QCAN is the same model that was employed by previous bulk buy initiatives Geelong Sustainability, which the Borough of Queenscliffe provided support for in the form of cash contribution and program promotions. Council did not receive a briefing on the specifics of the Borough's support of the current community driven QCAN program due to the model of delivery being unchanged from the delivery model provided by Geelong Sustainability previously. 		



	<ol style="list-style-type: none">2. The QCAN bulk buy model replicates the very successful Geelong Sustainability bulk buy programs. All details of the program were clearly communicated to potential participants from the outset including the evaluation criteria use to select the preferred supplier and the community donation aspect.3. The bulk buy program is a community driven QCAN initiative. Accordingly the Expression of Interest (EoI) process was managed by QCAN. Council was not involved in the evaluation of Expressions of Interest and cannot comment. QCAN have published a Frequently Asked Questions document that provides commentary regarding their selection criteria which is available on their webpage.4. Council has no relationship with Vortex and has no agreement for Vortex to install panels on community buildings.		
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