

Borough of Queenscliffe

Ordinary Meeting of Council

Minutes

Wednesday 22 November 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 extend this respect to all Aboriginal and Torres Strait Islander peoples.



1. Opening of Meeting	5
2. Present & Apologies	5
3. Pecuniary Interest & Conflict of Interest Disclosures	5
4. Leave of Absence of Councillor	6
5. Mayoral Election	6
5.1. Setting of Mayoral Term	6
5.2. Election of Mayor	8
5.3. Election of a Deputy Mayor	9
5.4. Appointment of a Deputy Mayor	9
5.5. Incoming Mayoral Speech	11
6. Public Question Time	13
6.1. Public Question Status Update	13
6.2. Public Questions	13
7. Confirmation of Minutes of Previous Meetings	15
7.1. Ordinary Council Meeting on 25 October 2023	15
7.2. Ordinary Council Meeting on 25 October 2023 Confidential Minutes	15
7.3. Special Council Meeting on 8 November 2023	16
8. Record of Informal Meetings of Councillors	16
9. Notice of Motion	17
10. Petitions and Joint Letters	17
10.1. Petition: Relocation of the EV chargers from Learmonth Street	18
11. Functions Attended	19
12. Chief Executive Officer	21
12.1. Chief Executive Officer Report for November 2023	21



13. Heritage, Planning & Infrastructure	24
13.1. Planning Permit Activity Report	24
14. Governance & Finance.....	29
14.1. Appointment of Council Portfolios & Delegates 2023-2024.....	29
14.2. Council Meeting Schedule for 2024.....	38
14.3. First Quarter Implementation update for the Annual Plan 2023-2024.....	44
14.4. 2023–2024 Quarterly Financial Report at 30 September 2023	61
14.5. Review of Instruments of Delegation	66
14.6. Nomination for Geelong Performing Arts Centre Trust	71
15. Questions Without Notice.....	75
16. List of Council Meetings.....	75
17. Close of Meeting	76
18. Adjunct List	76
18.1. ADJUNCT TO 8 – RECORD OF INFORMAL MEETINGS OF COUNCILLORS	77
18.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE.....	81



1. Opening of Meeting

Cr Isabelle Tolhurst declared the meeting open at 7:01 pm.

2. Present & Apologies

Present:

Cr Isabelle Tolhurst, Mayor

Cr Ross Ebbels, Deputy Mayor

Cr Donnie Grigau

Cr Michael Grout

Cr Rob Minty

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Planning & Community Safety

Stuart Hansen, Manager Infrastructure & Environment

Gihan Kohobange, Manager Finance & Corporate Services

Carly Douglas, Community Management Team

Steve Ward, Community Management Team

Makenna Bryon, Communications Coordinator

Sarah Hawkins, Communications Officer

Jackie Fletcher, EA to the CEO, Mayor & Councillors

Apologies:

Abbey Tatterson, Community Management Team

3. Pecuniary Interest & Conflict of Interest Disclosures

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

Councillors:

Nil.



Officers:

Nil.

4. Leave of Absence of Councillor

Nil.

5. Mayoral Election

5.0. Chair of the Meeting

Consistent with clause 7 of the Borough of Queenscliffe Governance Rules, the Chief Executive Officer will temporarily chair the meeting until the election of the Mayor is appointed and assumes the Chair.

5.1. Setting of Mayoral Term

Introduction

In accordance with Section 25(1) of the *Local Government Act 2020* ('the Act'), at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.

In accordance with section 25(3)(a) of the Act and clause 7 of the Borough of Queenscliffe Governance Rules, the Chief Executive Officer will preside for the purposes of the election of the Mayor.

If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable (section 26(4) of the Act).

Section 18 of the Act provides that the role of the Mayor is to:

- chair Council meetings
- be the principal spokesperson for the Council



- lead engagement with the municipal community on the development of the Council Plan
- report to the municipal community, at least once each year, on the implementation of the Council Plan
- promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct
- assist Councillors to understand their role
- take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and
- provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings
- perform civic and ceremonial duties on behalf of the Council.

The Mayor is not eligible to be elected to the office of Deputy Mayor.

The Mayor has the following specific powers as per section 19 of the Act:

- to appoint a Councillor to be the chair of a delegated committee;
- to direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business;
- to require the Chief Executive Officer to report to the Council on the implementation of a Council decision.

Setting of Mayoral Term

Before the election of the Mayor, the Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term. The officer recommendation is for a 1 year term given the local government election in October 2024.

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

That Council set the Mayoral term for a 1 year term.

CARRIED UNANIMOUSLY



5.2. Election of Mayor

In accordance with clauses 7 and 8 of the Borough of Queenscliffe Governance Rules, the Chief Executive Officer will call for nominations for the Office of the Mayor.

As per section 25(4) of the Act, the Mayor must be elected by an absolute majority of the Councillors. If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.

If only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.

RECOMMENDATION

That Council elect to appoint a Councillor to the position of Mayor for the term.

Cr Ross Ebbels nominated Cr Isabelle Tolhurst for the Mayoral role.

The CEO called for a seconder.

Cr Robert Minty seconded the nomination.

The CEO asked if there were any other nominations.

Cr Donnie Grigau nominated Cr Michael Grout for the Mayoral role.

The CEO called for a seconder.

Cr Michael Grout seconded the nomination.

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

That Council appoint Cr Tolhurst to the position of Mayor for the term.

CARRIED

The Chief Executive Officer vacated the Chair.

The Mayor as elected assumed the Chair.



5.3. Election of a Deputy Mayor

Section 20A(1) of the Act provides that Council may establish an office of Deputy Mayor.

The Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if:

- the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting;
- or the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness;
- or the office of Mayor is vacant.

RECOMENDATION

That Council determines whether it wishes to establish the role of Deputy Mayor for the Mayoral period.

RESOLUTION

Cr Robert Minty / Cr Ross Ebbels

That Council will establish the role of Deputy Mayor for the Mayoral period.

CARRIED

Cr Grigau called for a division

For: Crs Tolhurst, Ebbles, Grout & Minty

Against: Cr Grigau

5.4. Appointment of a Deputy Mayor

If Council so determines, the Mayor will call for nominations for the position of Deputy Mayor.

As per sections 25(4) and 27(1) of the Act, the Deputy Mayor must be elected by an absolute majority of the Councillors. (An absolute majority means the number of



Councillors which is greater than half the total number of the Councillors of a Council.)

If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.

If only one Councillor is a candidate for Deputy Mayor, the meeting must declare that Councillor to be duly elected as Deputy Mayor.

RECOMENDATION

If so determined, that Council elect to appoint a Councillor to the position of Deputy Mayor for the term.

Cr Robert Minty nominated Cr Ross Ebbels for the role of Deputy Mayor.

The CEO called for a seconder.

Cr Isabelle Tolhurst seconded the nomination.

The CEO asked if there are any other nominations.

Cr Donnie Grigau nominated Cr Michael Grout for the role of Deputy Mayor.

The CEO called for a seconder.

Cr Michael Grout seconded the nomination.

RESOLUTION

Cr Robert Minty / Cr Isabelle Tolhurst

That Council appoint Cr Ebbels to the position of Deputy Mayor for the term.

CARRIED



5.5. Incoming Mayoral Speech

The Mayor, Cr Isabelle Tolhurst, gave the following address:

It has been a privilege to serve the community and lead the Councillor group as Mayor for 2023. It has been a big and busy year, managing the sudden absence of our CEO, rapidly appoint an acting leader, managing significant community engagement and the departure of a Councillor and the arrival of a new Councillor, to name just a few matters of the year past.

I am pleased to have instituted some process improvements internally that sought to improve our decision making and effectiveness. These included:

- *Commencing CEO/Councillor time to provide more fluid and direct engagement for all councillors with the CEO*
- *Giving more exposure to the Councillor group through sharing the Bellarine Times column*
- *Initiating a values workshop to strengthen our working relationship with the executive team and create greater accountability*
- *Calling for a governance refresher workshop to support the capacity of our group, and remind all Councillors of their duties and obligations under the Act*
- *Seeking feedback and reflection on meetings, actions and leadership style, seeking to best way to support the Councillor group and community and continuous improvement*
- *Exploring to strengthen the working relationship with officers for better community outcomes*

To the community, I have sought to be open and available to you. To represent this community and tell our stories to new media and forums. As a Council group, collectively we have worked to deliver on the Council Plan and to be accountable when things go wrong. And that is what you can expect for the year ahead – it will be another big year, as the final year of the term for this Council, but this is a very dedicated group of Councillors serving you who want the best for this community and work hard to make the remainder of the Council Plan a reality.

Amongst Council's diverse work and projects for 2024 are the:



- *Completion of the Point Lonsdale Lighthouse Reserve stage 2 works*
- *Continued delivery of the Climate Emergency Response Plan to achieve our three key emissions reduction goals*
- *Delivery of another budget that respects that respects local context and limitations, but doesn't scrimp on ambition or a commitment to delivering services of standard*
- *Continued advocacy at the state and federal levels*
- *Working with our newly appointed Audit and Risk Committee to ensure robust risk management and culture*
- *Delivering on our Reconciliation Action Plan which was developed over more than six months of this year*
- *The finalisation of our Coastal and Marine Management Plan for community consultation and preparation for ministerial approval*
- *Our local traders are more connected to Council and each other*
- *Refining and strengthening our approach to community engagement*
- *Creating a legacy and effective transition for the next Council, with local government elections occurring in October 2024.*

Council relies on community to help deliver this work in a way that reflects our ambitions and values and story. We are so fortunate to have an engaged and dedicated community passionate about the Borough and all that makes it special. We are better for listening, for collaborating. This is both a commitment Council makes and an invitation to work with us.

So thank you again for this privilege, and I look forward to working with you.



6. Public Question Time

6.1. Public Question Status Update

At the Ordinary Meeting of Council on 25 October 2023, one public question was taken on notice. Please refer to adjunct 5.1 for the details.

No public questions are outstanding.

6.2. 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](#).

The Mayor advised Council that 2 public questions had been received by Council within the prescribed timelines.

Public Question 1 from David Mitchell

In July of this year representations were made to Isabelle Tolhurst and Ross Ebbels in regard to establishing a working group of community members and key stakeholders to prepare a business plan for the redevelopment of Golightly Caravan Park.

On 22 September representatives of the Golightly Caravan Park Residents Association met with Isabelle Tolhurst, Ross Ebbels and the CEO to discuss among other matters the establishment of a working group of community members and key stakeholders to prepare a business plan for the redevelopment of Golightly Caravan Park.

To date no response has been received to these representations.

Will Council advise when it is proposed to establish a working group of community members and key stakeholders to prepare a business plan for the redevelopment of



Golightly Caravan Park to ensure the greatest level of community and user acceptance of a future plan and avoid unnecessary conflict and confusion typically associated with proposals prepared without community participation.

Response from the CEO

The 2023–2024 Annual Plan adopted by Council at the Ordinary Council meeting in June 2023 included the following action:

- *Develop a Golightly Park development & engagement plan*

Council has established an internal working group that is currently undertaking the preparatory work for this action, including a review of the policy frameworks that now apply to the site following the introduction of the *Marine and Coastal Act 2018*, subsequent release of the Victorian Marine and Coast Strategy and the release of the Wadawurrung Healthy Country Plan.

As part of this review Council will speak with the Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) and following this, Council will speak with the Department of Environmental, Energy and Climate Action (DECCA).

These conversations will inform the inputs into any business plan and an initial recommendation to Council about the materials that would form part any community engagement about the proposed development plan for the site.

Officers anticipate the consultation with the WTOAC and DECCA will be concluded in early 2024.

In accordance with the Annual Plan timeline, officers aim to bring draft development plan for consideration in the third quarter of this financial year.

Public Question 2 from Queenscliffe Community Association (QCA)

The October Agenda stated -

Council's first action post endorsement of the CERP will be to develop an Implementation Plan. The Implementation Plan will include resourcing commitments, climate governance, prioritisation, and the development of key budget requirements, highlighting areas that can be met by Council, met by community or require State or Federal Government assistance and funding. The Implementation Plan will also layout the framework that will be used for the monitoring and evaluation of the CERP.



In the absence of the promised CERP Implementation Plan prioritised as Key Action 1, in addition to key budget requirements (as explained above) can the missing Implementation Plan be explained and the actual costings for the 15 completed actions identified in the October Agenda be publicly itemised and provided tonight for the benefit of Program Budget transparency.

Should an Implementation Plan not be available some explanation of the Monitoring and Evaluation processes Council has in place should be clarified.

Response from the CEO

Council adopted a Climate Emergency Response Plan Implementation Framework in April 2022. The CEO advised that in his response to an email received from QCA last week, which asked the same question as tonight's public question. He offered to come and speak to the QCA executive and respond to any questions about the implementation of the CERP. This includes explaining the integration of CERP projects into the Council Budget process. The offer to come and speak to the QCA executive about these matters still stands.

7. Confirmation of Minutes of Previous Meetings

7.1. Ordinary Council Meeting on 25 October 2023

A copy of the minutes from the Ordinary Council Meeting on 25 October 2023 was distributed to Councillors under separate cover.

RESOLUTION

Cr Robert Minty / Cr Ross Ebbels

That the minutes of the Ordinary Council Meeting on 25 October 2023, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY



7.2. Ordinary Council Meeting on 25 October 2023 Confidential Minutes

A copy of the previous confidential minutes from the 25 October 2023 was distributed to Councillors under separate cover.

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

That the confidential minutes of the 25 October 2023, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

7.3. Special Council Meeting on 8 November 2023

A copy of the minutes from the Special Council Meeting on 8 November 2023 was distributed to Councillors under separate cover.

RESOLUTION

Cr Donnie Grigau / Cr Robert Minty

That the minutes of the Special Council Meeting on 8 November 2023, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

8. Record of Informal Meetings of Councillors

A Record of Informal Meetings of Councillors is included at adjunct to item 8.

- 20 October 2023 – Queenscliffe Neighbourhood battery application process
- 25 October 2023 – CEO & Councillor meeting
- 25 October 2023 – Councillor Assembly briefing



- 1 November 2023 – CEO & Councillor meeting
- 1 November 2023 – Councillor Assembly briefing
- 8 November 2023 – CEO & Councillor meeting
- 13 November 2023 – Learmonth Street electric vehicle chargers meeting
- 15 November 2023 – CEO & Councillor meeting
- 15 November 2023 – Councillor Assembly briefing

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

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

CARRIED UNANIMOUSLY

9. Notice of Motion

9.1. Notice of Motion Status Update

No Notices of Motion are outstanding.

9.2. Motion on Notice

No Notices of Motion were received.

10. 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.



10.1. Petition: Relocation of the EV chargers from Learmonth Street

On 13 November 2023, Council meet with a group of residents regarding the electric vehicle charging stations in Learmonth Street and received a petition addressed to the Mayor and Councillors from joint submitters Josephine Pitt and Linda Pettigrove.

Consistent with Division 9 of the Governance Rules, the petition is now tabled for Council's information.

The petition reads as follows:

The Mayor and Councillors, Borough of Queenscliffe (QBC), we, the undersigned residents of the Borough of Queenscliffe, submit this petition as follows: We consider the positioning of the EV chargers outside the Council Offices and Town Hall in Learmonth Street, to be inappropriate. We request Queenscliffe Council to give an undertaking to relocate the Charging Stations to a site to be chosen following broad community engagement and assessment. We request the relocation works to be finalized by 30 June 2024.

We request also the creation of a policy to cover EV Charging stations/points and other climate -related infrastructure, to be considered in conjunction with the heritage and neighbourhood characteristic overlays. The Policy be completed by 28 February 2024.

The petition was signed by 133 people; 127 of the signatories are Borough residents.

RESOLUTION

Cr Donnie Grigau / Cr Ross Ebbels

That Council receives the relocation of the EV chargers from Learmonth Street petition and lays it on the table until the next Ordinary Meeting of Council.

CARRIED UNANIMOUSLY



11. Functions Attended

Council was represented at the following meetings and functions between 19 October and 15 November 2023.

Date	Meeting or Function
20 October 2023	G21 Board Meeting (CEO & Cr Tolhurst)
20 October 2023	G21 Mayoral Informal catch up (CEO)
23 October 2023	Lived Experience Disability Group Engine Room Meeting (CEO, Cr Tolhurst & Cr Grigau)
23 October 2023	Point Lonsdale Lighthouse Reserve Stage 2 Project Control Group meeting (Cr Tolhurst & Cr Grout)
23 October 2023	Meeting with Local Government for Sustainability (CEO)
23 October 2023	Meeting with the Queenscliffe Maritime Museum (Cr Tolhurst & Cr Ebbels)
24 October 2023	Lexus Melbourne Cup Tour of Queenscliff breakfast (Cr Ebbels & Cr Grout)
24 October 2023	Lexus Melbourne Cup Welcome to Queenscliff & grand parade (Cr Tolhurst)
26 October 2023	Tourism Greater Geelong & The Bellarine Annual General Meeting (Cr Ebbels)
27 October 2023	Meeting with the Queenscliff Primary School Principal (Cr Tolhurst)
27 October 2023	PV Corsair Pollution Incident Recovery Phase Meeting #3 via videoconference (CEO)
27 October 2023	Point Lonsdale Civic Association Meeting (CEO)
29 October 2023	Councillor Listening Post in Queenscliff (Cr Tolhurst & Cr Ebbels)
31 October 2023	G21 Region Plan Meeting (CEO, Cr Tolhurst & Cr Ebbels)
2 November 2023	G21 Special Board Meeting via videoconference (CEO & Cr Tolhurst)
5 November 2023	Queenscliff Cruising Yacht Club 61st Season Opening (Cr Tolhurst)
9 November 2023	Queenscliffe Climate Action Now Celebration of 4 years (Cr Tolhurst, Ebbels, Minty & Grout)
10 November 2023	Corsair Vessel multi-agency debrief via videoconference (CEO)
10 November 2023	Meeting with the Victorian Electoral Commission via videoconference (CEO)



11 November 2023	Queenscliff/Point Lonsdale RSL Sub-Branch Remembrance Day Service (Cr Tolhurst)
12 November 2023	Launch of the Cold Case, Cold Blood Murder Project (Cr Ebbels)
13 November 2023	Queenscliffe Municipal Emergency Management Planning Committee Meeting (CEO)
13 November 2023	Meeting with the Swan Bay Environment Association (CEO & Cr Tolhurst)
14 November 2023	Lived Experience Disability Reference Group meeting (CEO & Cr Tolhurst)
15 November 2023	TOMRA Container Deposit Scheme community information session (CEO, Crs Tolhurst, Ebbels, Cr Grout & Minty)

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

That the Functions Attended report be received.

CARRIED UNANIMOUSLY



12. Chief Executive Officer

12.1. Chief Executive Officer Report for November 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.

Executive Summary

G21 Region Alliance

The G21 Region Alliance has completed the refresh of the G21 Region Plan which was approved by the G21 Board at a special meeting on 2 November 2023.

The updated G21 Region Plan includes the following description:

G21's original Geelong Region Plan was developed in 2006 and became the foundation for all G21 activities, projects and advocacy. But a lot has changed in our region – and globally – since then.

The purpose of refreshing the 2006 Plan is to set a new strategic framework to guide our region's future. This framework needs to respond to current challenges and opportunities, while answering the question: "What is good growth and how can we achieve this together?"

The new Region Plan 2050 is unique. It represents our collective regional voice and describes the type of region we aspire to be. It sets out how we will achieve this through collaborative, careful and considered growth.

The refresh project has had input from a significant number of people across the region including Borough residents. As we know, the Borough of Queenscliffe has the smallest total Local Government Area population in the region, however, it had the highest proportion of its population engage in the community consultation. The Borough makes up 1% of the G21 area population, but comprised 3% of respondents during engagement.



The G21 Region Plan will be formally launched at the G21 AGM on 23 November 2023 and will be published on the G21 Regional Alliance website: [Home - G21](#)

Active Transport Strategy

Council's updated Active Transport Strategy (ATS) has been on display at a series of drop-in sessions this month. The community was invited to visit the Town Hall to discuss how feedback informed the removal of the 30km/h speed limit trial proposal and how the ATS is set to improve pedestrian and cycling infrastructure throughout the Borough. Council's Road and Infrastructure Engineer hosted the sessions and was available to answer questions and collect feedback from those who called in to discuss the strategy. The updated version of the ATS will be considered at the next Ordinary Meeting of Council.

Victorian Container Deposit Scheme

The Container Deposit Scheme Vic (CDS Vic) is part of the Victorian Government's \$515 million investment to transform the State's waste and recycling sector. CDS Vic is a government mandated initiative allowing for recyclable drink containers to be returned to a deposit location, with users receiving a 10-cent refund for every eligible drink container they return through a registered refund point. The Queenscliff Bowling, Tennis & Croquet Club has been earmarked as an appropriate site for Queenscliffe. A public information session concerning the Container Deposit Scheme was held at Town Hall on Wednesday 15 November 2023. TOMRA Cleanaway, the operator of the CDS for the West Zone of Victoria presented an overview of the scheme and answered questions from the public.

Emergency Management

On Monday 13 November 2023 the Queenscliffe Municipal Emergency Management Planning Committee had its third meeting for the year. The meeting had representatives from various agencies including the Police, State Emergency Service (SES), Parks Victoria and the Country Fire Authority. Following an expression of interest process to appoint a community representative to the Committee, as required by amendments to the *Emergency Management Act 2013*, community member Rowan Martin was present at the meeting.



The Committee formally endorsed the Greater Geelong & Borough of Queenscliffe Joint Municipal Fire Management Sub Plan. The sub plan was developed by a working group of the Committee and combined the Borough's previous fire management plan with that of Greater Geelong.

A copy of the Greater Geelong & Borough of Queenscliffe Joint Municipal Fire Management Sub Plan will now be provided to the Regional Emergency Management Planning Committee for endorsement.

Ian Beswicke, Commander of the Bellarine Country Fire Authority, provided an update on the current fire season which officially began on 20 November 2023. Ian noted it is important that community members have fire plans in place, have prepared their properties, and have ensured that smoke detectors are functioning.

It was also noted that this year would see a return to a normal fire season for the Bellarine. It is anticipated that impacts of the El Nino conditions will not take full effect until next summer.

For more information on how to prepare your property you can visit the CFA website: [Welcome to CFA | CFA \(Country Fire Authority\)](#)

RESOLUTION

Cr Robert Minty / Cr Isabelle Tolhurst

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

CARRIED UNANIMOUSLY



13. Heritage, Planning & Infrastructure

13.1.	Planning Permit Activity Report
Author:	Senior Planner
Portfolio:	Heritage, Planning & 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 published at the close of business on 13 November 2023.

CATEGORY	TALLY
Current applications	9
Applications finalised since last report	8
New applications received since last report	9
Total number of active permit applications	16
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	3

RESOLUTION

Cr Michael Grout / Cr Donnie Grigau

That the Planning Permit Activity Report be received.

CARRIED UNANIMOUSLY



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2021048	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)
PA2023022	23/03/2023	34 Point Lonsdale Road Point Lonsdale	Removal and lopping of native vegetation	0	Under consideration
PA2023042	26/06/2023	13 Nicholas Court Point Lonsdale	Construction of a two storey dwelling and front fence	2	Under consideration
PA2023058	14/08/2023	1-3 Swanston Street Queenscliff	Construction of two double storey dwellings and front fences and a two lot subdivision	5	Under consideration
PA2023060	05/09/2023	36-38 & 40 Cheshunt Street Point Lonsdale	Demolition of outbuildings, alterations and extensions to a dwelling and front fence individually listed in a Heritage Overlay and removal of native vegetation	1	Under consideration
PA2023062	12/09/2023	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a 6 lot subdivision, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2.	9	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023065	25/09/2023	14 Bedggood Ave Point Lonsdale	Alterations and extensions to an existing two storey dwelling	1	Under consideration
PA2023066	25/09/2023	4 Baillieu Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	1	Under consideration
A2022094 .1	01/10/2023	61-63 Stokes Street Queenscliff	Construction of a two storey dwelling and outbuilding (amendment to windows)	1	Under consideration

b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
PA2022083	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	Permit issued at the direction of VCAT
PA2022044	02/05/2022 (Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	Refusal issued (refer minutes of Council meeting 25/10/2023)
VS2300001	07/08/2023	1 Nicholas Court Point Lonsdale	Construction of a front fence	Permit issued
PA2023059	11/08/2023	14 Roddick Grove Queenscliff	Construction of a double storey dwelling and a two lot subdivision	Permit issued
VS2300006	13/10/2023	2 St Andrews Street Queenscliff	Installation of solar panels in a Heritage overlay	Permit issued
VS2300007	20/10/2023	34 Stokes Street Queenscliff	External painting of a dwelling in a Heritage Overlay	Permit issued
VS2300008	23/10/2023	7 Arkins Street Point Lonsdale	Construction of an outbuilding	Permit issued
PA2023063	12/09/2023	5 Jennifer Crescent Point Lonsdale	Development of two dwellings, variation to the site coverage requirements of Design and Development Overlay Schedule 4, removal of a native tree and a two lot subdivision	Permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023067	20/10/2023	1 Lonsdale & 28 Simpson Streets Point Lonsdale	Two lot subdivision (boundary re-alignment)	0	Under consideration
PA2023068	17/10/2023	218 Fellows Road Point Lonsdale	Construction of a two storey extension to an existing dwelling	0	Public notification
VS2300007	20/10/2023	34 Stokes Street Queenscliff	External painting of a dwelling in a Heritage Overlay	N/A	Permit issued
VS2300008	23/10/2023	7 Arkins Street Point Lonsdale	Construction of an outbuilding	N/A	Permit issued
PA2023069	24/10/2023	67 Kirk Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	0	Public notification
PA2023070	25/10/2023	19 Lawrence Road Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	0	Public notification
A2022071 .1	27/10/2023	6 Roddick Grove Queenscliff	Construction of a two storey dwelling (amendment to roof)	0	Public notification
VS2300009	31/10/2023	36 Gellibrand Street Queenscliff	Construction of an outbuilding	N/A	Initial review
PA2023072	10/11/2023	32 Ocean Road Point Lonsdale	Alterations and additions (single storey) to an existing dwelling	0	Initial review

d. VCAT Applications

App. No	Date Received	Address	Proposal	Status
PA2022119	21/11/2022	2A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	VCAT application for review lodged by objector VCAT hearing: 23/11/2023
PA2022131	23/12/2022	7 Henry Street Queenscliff	Construction of two dwellings (two storey), variation to the setback requirements of Design and Development Overlay Schedule	VCAT application for review lodged by objector



App. No	Date Received	Address	Proposal	Status
			1 and subdivision of the land into two (2) lots	VCAT compulsory conference 12 April 2024 & hearing 17 June 2024

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
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

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

Bold text **Officer delegation removed**

PA Planning permit application

VS VicSmart application

A Application to amend a planning permit (under Section 72)



14. Governance & Finance

14.1.	Appointment of Council Portfolios & Delegates 2023-2024
Author:	Chief Executive Officer
Portfolio: Councillor:	Governance & Finance Cr Grigau

Purpose

The purpose of this report is to provide information to enable Councillors to allocate portfolio responsibilities and appoint Council delegates to various committees, representative bodies and community reference groups.

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

Priority 6: Advocate and work in partnership with other levels government and the private sector on issues important to Borough residents

The Council Plan 2021–2025 is structured around five Strategic Objectives:

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

It is considered good practice for Council to consider representation, on an annual basis, to allow opportunities to affirm Council involvement and individual Councillor’s participation on various Committees and representative bodies for the forthcoming 12 month period of office.



RECOMMENDATION

That Council:

- a) Determines the Councillor appointment to Portfolios for the next 12-month period;
- b) Determines the Councillor representatives on Council's Audit & Risk Committee;
- c) Determines its representatives on the CEO Employment and Remuneration Advisory Committee;
- d) Determines its delegates for the state, regional and local organisations as outlined in this report; and
- e) Determines its Councillor representation on the various reference groups outlined in this report.

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

That Council:

a) Appoint the Councillor Portfolios for the next 12 months as follows:

- Health & Wellbeing - Cr Minty
- Environment - Cr Grout
- Local Economy - Cr Tolhurst
- Heritage Planning & Infrastructure - Cr Ebbels
- Governance & Finance – Cr Grigau

b) Appoint Crs Ebbels, Grout and Grigau as the Councillor representatives on Council's Audit and Risk Committee.

c) Appoint Crs Tolhurst, Ebbels and Grout to the CEO Employment and Remuneration Advisory Committee.

d) Appoint its Council Delegates for the state, regional and local organisations as follows:

- Association of Bayside Municipalities – Cr Grout
- Geelong Regional Library Corporation Board – Cr Ebbels / Sub Rep: Cr Minty
- Geelong Heritage Centre Advisory Committee – Cr Ebbels
- Municipal Association of Victoria - Cr Ebbels / Sub Rep: Cr Tolhurst



- Rural Councils Victoria – Cr Tolhurst
- Tourism Greater Geelong & The Bellarine – Cr Tolhurst
- Bellarine Community Safety Group – Cr Minty
- G21 Regional Alliance Board – Cr Tolhurst
- G21 Health & Wellbeing Pillar - Cr Minty
- G21 Cultural & Economic Development Pillar – Cr Grigau
- G21 Sustainability Pillar – Cr Grout
- G21 Transport & Planning Pillar – Cr Ebbels

e) Appoint its Councillor representatives on the Reference Groups as follows:

- Community Service Awards Reference Group – Cr Minty
- Community Grants Advisory Reference Group – Cr Minty
- Memorials & Plaques Reference Group – Cr Ebbels
- Lived Experience Disability Group – Cr Minty & Cr Grigau
- Environmental Reference Group – Cr Grout
- Coastal & Marine Management Plan Steering Committee – Cr Grout & Cr Tolhurst
- Point Lonsdale Lighthouse Reserve Project Control Group – Cr Tolhurst & Cr Grout

CARRIED UNANIMOUSLY



REPORT

Background

While there is no legislative or formal requirement to review Council Committees and delegates each year, it is regarded as good practice for Council to consider representation on an annual basis to allow opportunities to affirm Council involvement and individual Councillor’s participation on various Committees and representative bodies for the forthcoming 12-month period of office.

Discussion

Council Plan Portfolios

The 2021–2025 Council Plan is structured around five Strategic Objectives. Council has previously determined to allocate portfolio responsibility to a Councillor that relate to each strategic objective. These portfolios are currently:

Portfolio	Current
Health & Wellbeing	Cr Minty
Environment	Cr Tolhurst
Local Economy	Cr Ebbels
Heritage, Planning & Infrastructure	Cr Grout
Governance & Finance	Cr Grigau

Determine its Councillor representatives on Council’s Audit and Risk Committee.

Council’s Audit and Risk Committee membership comprises up to 3 Councillors and up to 4 independent members.

Council’s Chief Executive Officer, Manager Finance and Corporate Services, Financial Services Coordinator and HR & Governance Coordinator attend these meetings to provide information and advice in an ex-officio capacity. The Council appointed



internal auditors and Victorian Auditor General appointed external auditors also attend these meetings to provide formal reports as required.

Audit & Risk Committee	Current
Councillor	Cr Tolhurst
Councillor	Cr Grout
Councillor	Cr Grigau

Determine its representatives on the CEO Employment and Remuneration Advisory Committee

The adoption of Council Policy CP053 CEO Employment and Remuneration in November 2021 saw the Council’s CEO Performance Review Committee now become the CEO Employment and Remuneration Advisory Committee. This committee fulfils the *Local Government Act 2020* requirement for Council to review the performance of the CEO at least once each year. Section 18(1)(g) of the Act requires the Mayor to take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer.

CEO Employment and Remuneration Advisory Committee	Current
Mayor	Cr Tolhurst
Councillor	Cr Ebbels
Councillor	Cr Grout

Appoint its delegate or delegates to the following organisations

Council is represented on a number of state, regional and local organisations. The current delegates are as follows:



Forum	Current
Association of Bayside Municipalities	Cr Grout
Barwon South West Local Government Waste Forum	Cr Minty
Geelong Regional Library Corporation Board (x1 sub rep) (2 year appointment)	Cr Ebbels Sub Rep: Cr Minty
Geelong Heritage Centre Collection Advisory Committee	Cr Ebbels
Municipal Association of Victoria (MAV) (x1 sub rep) (2 year appointment)	Cr Ebbels Sub Rep: Cr Tolhurst
Rural Councils Victoria	Cr Tolhurst
Tourism Greater Geelong & The Bellarine Board	Cr Ebbels
Bellarine Community Safety Group	Cr Grigau
G21 Region Alliance Board	Cr Tolhurst
G21 Health and Wellbeing/Sport and Recreation Pillar	Cr Grigau
G21 Cultural and Economic Development Pillar	Cr Ebbels
G21 Sustainability Pillar	Vacant
G21 Managing Growth Advisory Group	Cr Grout

Determine its Councillor representation on Community Reference Groups

The Council Plan 2021–2025 underlines Council’s commitment to valuing and drawing on the skills, knowledge and views of the local community through Community Reference Groups. Councillor representatives on Reference Groups have been typically appointed based on ‘portfolio’ responsibilities. The current reference groups are:

Council Reference Groups	Current
Community Service Awards Reference Group	Cr Grigau
Community Grants Advisory Reference Group	Cr Ebbels



Memorial & Plaques Reference Group	Cr Ebbels
Lived Experience Disability Group	Cr Tolhurst & Cr Grigau
Environmental Reference Group	Cr Tolhurst
Coastal & Marine Management Plan Steering Committee	Cr Grout & Cr Ebbels
Point Lonsdale Lighthouse Reserve Project Control Group (PLLHR PCG)	Cr Tolhurst & Cr Grout

Options

1. Allocate the portfolio responsibilities and appoint Council's delegates to various Committees, representative bodies and Reference Groups.
2. Request additional information or more time to allocate these responsibilities and delegations.

Communications and Engagement

Community Engagement

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

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 the 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 matters in this report are not a Council policy, program or service.

Regional, State and National Plans and Policies

Not Applicable.

Legal and Risk Implications

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

Related Documents

Annual Plan 2023–2024

Climate Emergency Response Plan 2021–2025

Community Vision 2021–2031

Council Plan 2021–2025

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and resource implications

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

Innovation and Continuous Improvement

A review of delegation fits within the broader practice of continuous improvement.

Implementation

Operational Impacts

There are no operational impacts associated with this report.



Implementation Process

This project will be delivered by existing staff and resources.

Attachments

Nil



14.2.	Council Meeting Schedule for 2024
Author:	Chief Executive Officer
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

Purpose

This report seeks Council endorsement of its schedule of Ordinary Meetings of Council and Planning Review Meetings for the 2024 calendar year.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 4: Engage all residents, including youth and diverse groups, in conversations about the future of our community and decision-making

The fundamental purpose of Council meetings is to enable Council to fulfil the functions of a Council as detailed in section Part 3 of the *Local Government Act 2020*. The fundamental purpose of Planning Review Meetings is to review specific statutory planning applications. These meetings are designed to provide an opportunity for applicants and submitters to review information and to gain an increased understanding of those statutory planning applications where Council has formally removed officers' delegation in accordance with the *Planning & Environment Act 1987*.

Council is required to determine and publicly advertise the time and date for the holding of Ordinary Meetings of Council.

RESOLUTION

Cr Donnie Grigau / Cr Isabelle Tolhurst

That Council:

- a) Approves the schedule of Ordinary Meetings of Council and Planning Review Meetings (when necessary) for 2024 as presented; and



- b) Publishes the 2024 Council meeting dates on the Council website.

CARRIED UNANIMOUSLY



REPORT

Background

Council is required to determine and publicly advertise the time and date for the holding of Ordinary Meetings of Council. The fundamental purpose of Council meetings is to enable Council to fulfil the functions of a Council as detailed in Part 3 – Council Decision Making of the *Local Government Act 2020*. Council practice has been to conduct Ordinary Meetings on a monthly basis.

Council may hold a Planning Review Meetings to review specific statutory planning applications. These meetings are designed to provide an opportunity for applicants and submitters to present information to Council and for Council to gain an increased understanding of those statutory planning applications where Council has formally removed officers’ delegation in accordance with the *Planning & Environment Act 1987*. These meetings have been scheduled on the second Wednesday of the month as required. It is important to note that Council has no delegated authority to make decisions at Planning Review Meetings.

Council may from time to time, hold Special Meetings at which extraordinary items may be considered. Special Meetings of Council can be called by the Mayor or at least 3 Councillors and may only deal with the business specified in the written notice regarding the meeting. Special meetings are conducted on an as needs basis and will be published in accordance with the *Local Government Act 2020*.

Discussion

The table below proposes the dates and time for Ordinary Meetings of Council and Planning Review Meetings for 2024.

Ordinary Meetings of Council	Planning Review Meetings (if required)
Wednesday 28 February 2024 at 7:00pm	Wednesday 14 February 2024 at 7:00pm
Wednesday 27 March 2024 at 7:00pm	Wednesday 13 March 2024 at 7:00pm
Wednesday 24 April 2024 at 7:00pm	Wednesday 10 April 2024 at 7:00pm
Wednesday 22 May 2024 at 7:00pm	Wednesday 8 May 2024 at 7:00pm
Wednesday 26 June 2024 at 7:00pm	Wednesday 12 June 2024 at 7:00pm



Wednesday 24 July 2024 at 7:00pm	Wednesday 10 July 2024 at 7:00pm
Wednesday 28 August 2024 at 7:00pm	Wednesday 14 August 2024 at 7:00pm
*Wednesday 18 September 2024 at 7:00pm	Wednesday 11 September 2024 at 7:00pm
Wednesday 23 October 2024 at 7:00pm	Wednesday 9 October 2024 at 7:00pm
Wednesday 27 November 2024 at 7:00pm	#Wednesday 20 November 2024 at 7:00pm
*Wednesday 11 December 2024 at 7:00pm	Wednesday 4 December 2024 at 7:00pm

- Ordinary meetings of Council will typically be scheduled on the fourth Wednesday of the month unless otherwise indicated.
- Planning Review Meetings will only be conducted if required.

*This Council meeting does not fall on the fourth Wednesday of the month.

#This Planning Review Meeting is pushed back due to the Council Election.

Options

1. Council approves the proposed Council meeting schedule for 2024 as presented.
2. Council requests officers to make changes to the proposed schedule before publishing to the Council website.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding the Council Meeting dates for the next calendar year.

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 the 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 matters in this report are not a Council policy, program or service.

Regional, State and National Plans and Policies

Not Applicable.

Legal and Risk Implications

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

Related Documents

Community Vision 2021–2031

Council Plan 2021–2025

CP005 Councillors Code of Conduct

CP18 Councillor Resources, Support & Facilities

CP021 Election Caretaker Period

Governance Rules

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

This project will be delivered using existing Council resources.

Innovation and Continuous Improvement

Council will continue to live-stream and record Council meetings for access via the council website in accordance with the Governance Rules.



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



14.3.	First Quarter Implementation update for the Annual Plan 2023-2024
Author:	Chief Executive Officer
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

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 2023–24 for the period 1 July to 30 September 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

At its Ordinary Meeting held on 28 June 2023, Council adopted the Annual Plan 2023–2024. The Annual Plan sets out the programs and projects Council plans to deliver over the financial year for the set period.

The Annual Plan sits with the 2023–2024 budget as part of the resource allocation and management section of the Integrated Strategic Planning Framework.

This report outlines the projects in the Annual Plan that Council worked on during the first quarter of the 2023–2024 financial year.

RESOLUTION

Cr Donnie Grigau / Cr Ross Ebbels

That Council notes the quarterly report update against the Annual Plan 2023–2024 for the period 1 July to 30 September 2023.

CARRIED UNANIMOUSLY



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 both of 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 2023 and ending on 30 June 2024.

Discussion

Council has 30 individual actions in the Council Plan 2023–2024.

The table below provides an update against the actions for the period 1 July to 30 September 2023.

The tables include all of the actions that have a first quarter milestone. It provides the milestone status and some comments relating to each project.

A new feature of the table is the overall project progress for each of the actions which can be found under the heading 'Progress' for each of the actions.



Portfolio 1 – Health and Wellbeing

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Disability Action Plan	Community & Economic Development	Partner	Disability Inclusion community reference group prepares high level disability action plan*	In Progress
<p>Progress This project is approximately 20% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> The Lived Experience reference group has met on several occasions to discuss the disability action plan. A draft list of items has been prepared and will be finalised by the community reference group at its meeting in November. <p>* Note: the reference group is now known as the Lived Experience Disability Group (LEDGs), this group has also asked Council to re-title the plan to an Access and Inclusion Action Plan.</p>				

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Child & Family Services and Facilities Review	Community & Economic Development	Provide	Prepare project scope and present to Council	In progress
<p>Progress This project is approximately 15% complete.</p>				
<p>Comments</p>				



- Council has been engaging with the Department of Education for the preparation of a projected demand report for kindergarten places out to 2023. This is part of the Kindergarten Infrastructure and Services Plan (KISP) program.
- The early work indicates there is an increasing trend of service use by families living outside the Borough.
- This is also evident in the use of our MCH service where 20% of newborn attendances at MCH are non-residents, typically residents of the new sub-divisions in Point Lonsdale, west of Fellows Road which forms part of the City of Greater Geelong. Historically we have had almost nobody from outside municipality accessing local early years services.
- This information will be used to inform the review scope.

Portfolio 2 – Environment

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Develop Integrated Water Management Plan	Infrastructure & Environment	Provide	Apply for grant funding	In progress
<p>Progress This project is approximately 40% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • The Integrated Water Management (IWM) Plan has a budget allocation of \$60,000 (subject to grant funding) • The State Government IWM grants program is currently not being offered • After actively seeking funding alternatives, officers have not identified any alternative funding opportunity • Officers are reviewing alternative IWM plan delivery options 				



Action	Responsibility	Role	Q1 Milestone	Milestone Status
Develop CERP monitoring and evaluation dashboards	Infrastructure & Environment	Provide	Explore potential to collaborate with other councils to identify cost effective solutions	In progress
<p>Progress This project is approximately 40% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • The previous budget allocation of \$5,000 was insufficient to deliver this project, as such it has been carried forward to the 2023/24 financial year including in the annual plan • Officers continue to explore the potential to collaborate with other councils to identify cost effective solutions for an effective CERP dashboard • Online platforms such as Kausal Watch were explored with other councils to assist in recording and sharing emission reductions (tracking) to the community after projects have been implemented. These platforms could verify in 'real time' Council's progress towards zero-net emissions and a Zero Carbon Community by 2031. Unfortunately, due to lack of funding, Council was unable to be part of the 2023 pilot of councils using the Kausal Watch software. Officers are now exploring options for a simpler inhouse reporting method and delivery. 				

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Undertake cliff stability and beach health investigation	Infrastructure & Environment	Provide	Secure grant funding	Complete



Progress

This project (to secure grant funding) is 100% complete. The remaining elements of the project are approximately 30% complete.

Comments

- This project has a budget allocation of \$50,000
- \$40,000 Grant funding has been acquired through the Victorian Resilient Coast funding program. The total project cost is \$50,000.
- A procurement process to engage a suitably qualified consultant to undertake the assessment is complete.
- The appointed consultant will schedule engagement with the Wadawurrung in November 2023.
- It is anticipated that the assessment will be completed by March 2024.

Portfolio 3: Local Economy

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Work with Tourism Greater Geelong and The Bellarine to market the Borough of Queenscliffe and its tourism point of difference	Community & Economic Development	Partner	Participate in Sustainable Destination Master Plan project with Greater Geelong	Ongoing
<p>Progress This is an ongoing action.</p>				
<p>Comments</p>				



- This is an ongoing municipal partnership with a Memorandum of Understanding. The partnership offers the Borough of Queenscliffe participation in destination marketing, industry capability and strategic engagement. There is also a contribution to training and development.
- Tourism Greater Geelong and The Bellarine participated in the most recent after 5 Event at Shoal in Queenscliff and held their mid-year forum at Lonsdale Links.

Portfolio 4 – Heritage, Planning and Infrastructure

Action	Responsibility	Role	Q1 Milestone	Milestone Status
New heating & cooling system for the Queenscliff Town Hall	Infrastructure & Environment	Provide	Quotations obtained	In progress
<p>Progress This project is approximately 15% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • This project has a budget allocation of \$160,000 • Investigation of potential heating and cooling systems for the Town Hall have indicated that the most cost-effective solution is to undertake the works in parallel to the renewal of Council office heating, ventilation and cooling systems. • The revised scope of work has been determined. A design and construct tender is scheduled for release in February 2024. 				



Action	Responsibility	Role	Q1 Milestone	Milestone Status
Review of Fisherman's Flat Heritage Overlay	Planning & Community Safety	Provide	Final iteration of Heritage Study completed	Complete
<p>Progress The review of the Fisherman's Flat Heritage is complete. The project phase, a planning scheme amendment to incorporate the heritage review recommendations, is approximately 10% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> The draft review document was presented to Council at an Assembly Briefing on 20 September 2023. At the Ordinary Council meeting on 25 October 2023, Council endorsed the draft Heritage Review of Places in Fisherman's Flat Urban Conservation Precinct (HO1), Fisherman's Flat, Queenscliff, Victoria (Ecology and Heritage Partners Pty Ltd 04/08/2023) for the purpose of preparing an amendment to the Queenscliffe Planning Scheme Council has a reserve balance of \$126,000 at 30 June 2023 for implementation of the recommendations of the review through an amendment to the Queenscliffe Planning Scheme. 				

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Shared path design for Murray Road	Infrastructure & Environment	Provide	Community consultation	In progress
<p>Progress This project is approximately 60% complete.</p>				
<p>Comments</p>				



- Concept design options were shared with Councillors in July 2023
- This project has been carried forward to the 2023–2024 Annual Plan and renamed as shared path design for Murray Road; the project has received a \$50,000 budget allocation
- Officers will continue to work with Councillors and consultants to get the design options ready for community consultation in early 2024

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Review Borough of Queenscliffe Public Toilet Strategy 2015–2025	Infrastructure & Environment	Provide	Workshop scope of review with Councillors	In progress
Progress This project is approximately 15% complete.				
Comments <ul style="list-style-type: none">• The proposed review implementation plan was introduced to Councillors on 15 November 2023 and a workshop has been scheduled for mid-December• Community consultation will occur if changes are required to the Strategy• Officer will liaise with the Lived Experience Disability Group regarding any proposed changes• Consideration will be given to constructing a Changing Places facility as part of this review.				



Action	Responsibility	Role	Q1 Milestone	Milestone Status
Install new and upgrade existing timber fence at Dog Beach	Infrastructure & Environment	Partner	Apply for grant funding	Complete
<p>Progress The action to apply for grant funding is 100% complete; the remainder of the project is approximately 25% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> Officers have submitted an application for Coastal Public Access and Risk Grant funding, the outcome of the application is expected in early 2024 The project is made up of 70% grant funding and 30% Council contribution of the total project cost Should the grant application be successful, Council will apply for Marine and Coastal Act Consent for the project 				

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Queenscliff Traffic Management Strategy	Infrastructure & Environment	Provide	Community Consultation for Queenscliff Traffic Management Strategy	In progress
<p>Progress This project is approximately 70% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> There is no budget allocation for this project in the 2023–2024 term 				



- It is expected that the Traffic Management Strategy will be updated to align with the Active Transport Strategy once it has been adopted
- A draft Traffic Management Strategy will be presented to Councillors following the adoption of the Active Transport Strategy

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Point Lonsdale Maritime & Defence Precinct Restoration	Infrastructure & Environment	Provide	Establish project working group & appoint a project manager	Complete
<p>Progress</p> <p>The action to appoint a project working group and appoint a project manager is complete; the overall project is approximately 35% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none">• This project has a \$1m budget allocation for 2023–2024• State Government funded budget through Department of Environment, Energy & Climate Action• Council appointed a Project Manager following an EOI process in August 2023• Project control group meetings were held on 28 August and 25 September 2023• A Landscape Architect, a Cultural Heritage Consultant and an Electrical Engineer have been appointed				



Action	Responsibility	Role	Q1 Milestone	Milestone Status
Fisherman's co-op asbestos removal works at 4 Wharf Street, Queenscliff	Infrastructure & Environment	Partner	Contractor appointed & works commenced	Complete
<p>Progress</p> <p>The action to appoint a contractor and commence works is complete; the overall project is approximately 15% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • This project is funded by the Victorian Asbestos Removal Agency • A lead contractor was appointed in July 2023. The requirement for additional structural works was identified and a formal variation was made to the works contract • Site establishment is scheduled for 28 November 2023 and the work is scheduled to be completed in mid-April 2024 				

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Planning Scheme Amendment – State Legislative Changes (C39quen)	Planning & Community Safety	Provide	Authorisation & implementation of proposed Planning Scheme Amendment by Minister for Planning	In progress
<p>Progress</p> <p>Proposed amendment has been submitted to the Department of Transport and Planning for authorisation and implementation by the Minister for Planning. This project is approximately 90% complete.</p>				
<p>Comments</p>				



- Amendment C39quen has been submitted for authorisation and implementation by the Minister for Planning.
- This project will be funded via a reserve balance of \$126,000 set aside for the Queenscliff Planning Scheme Review
- The Amendment focuses on correction of referencing errors created when Planning Policy Framework (PPF) translation was implemented by DELWP, now DEECA
- Heritage corrections suggested by Lovell Chen will be dealt with in a separate amendment

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Golightly Park development & engagement plan	CEO Office	Provide	Present business case to Council	In Progress
<p>Progress This project is approximately 40% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • This project has received a \$50,000 budget allocation • The operational review highlighted business growth opportunities at Golightly Tourist Park • A working group has been established to develop accommodation options for consideration 				



Portfolio 5 – Governance and Finance

Action	Responsibility	Role	Q1 Milestone	Milestone Status
BoQ ICT Transformation	Finance & Corporate Services	Provide	Finance, Rates & Property, and Payroll systems implementation complete	Complete
<p>Progress The action to implement finance, rates & property and payroll systems is complete; the overall project is approximately 75% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • This project has a budget allocation of \$718,000 (multi-year) • The Finance, Rates & Property, and Payroll systems implementation is complete • The Customer Relationship Manager (CRM), Human Resources (HR) and Asset Management systems are progressing, but have yet to be implemented 				

Action	Responsibility	Role	Q1 Milestone	Milestone Status
Implement improved risk management processes	All teams	Provide	Develop operational risk registers covering each directorate	Ongoing
<p>Progress</p>				



This project is approximately 70% complete.

Comments

- This project is ongoing; officers have prepared operational risk registers covering each directorate
- Draft operational risk registers are being reviewed by Council's Internal Auditors



Options

1. That Council notes the quarterly report update.
2. That Council requests further information or amendments to the quarterly report update.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding the progress of the implementation of the Annual Plan.

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 2023–2024

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 provides information in relation to Council's commitment to environmental sustainability and resourcing.

Financial and resource implications

There are no financial or resource implications associated with this report. The table provides information regarding the financial and resource implications associated with each action.

Innovation and Continuous Improvement

The table has been updated to include a percentage figure representing the overall project status as requested by Councillors.

Implementation

Operational Impacts

This actions in the Annual Plan will be delivered with existing operational resources.

Implementation Process

This actions in the Annual Plan will be delivered by existing staff and resources.

Attachments

Nil



14.4.	2023–2024 Quarterly Financial Report at 30 September 2023
Author:	Manager Finance & Corporate Services
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

Purpose

The purpose of this report is for Council to consider and note the 2023–24 Quarterly Financial Report as at 30 September 2023 and approve additional funding allocations.

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

This report provides information on Council’s forecasted operating and capital work performance for the 2023–24 financial year and explains key variances against the adopted budget for 2023–24.

The projected accumulated cash surplus at year-end is anticipated to be \$302,000, exceeding the initially budgeted breakeven accumulated cash surplus. The projected year-end result of Council meets all financial sustainability indicators specified in the Council Plan 2021–2025.

RESOLUTION

Cr Ross Ebbels / Cr Robert Minty

That Council notes the Quarterly Finance Report to 30 September 2023 and approve allocating of \$39,000 from accumulated cash surplus to the Electrical Vehicle (EV) charging stations project to cover the additional costs associated with the project.

CARRIED UNANIMOUSLY



REPORT

Background

At its Ordinary Meeting on 28 June 2023, Council adopted the 2023–2024 Budget. This budget was based on a set of key assumptions, including the projected completion of major projects and capital works at 30 June 2023.

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

Discussion

To facilitate a more accurate comparison of Council's financial performance with that of similar governing bodies, certain expense items have undergone reclassification within Council's new financial system. As a result, the values of specific line items in the original budget have been adjusted, as outlined in the attached report. It is important to note that these reclassification adjustments have no bearing on the overall budgeted financial outcome of the Council.

The projected accumulated cash surplus at year-end is anticipated to be \$302,000, exceeding the initially budgeted breakeven accumulated cash surplus.

The projected accumulated cash surplus of \$302,000 as of 30 June 2024, represents the excess cash surplus of \$774,000 generated in the 2022–23 financial year after deducting the Financial Assistance Grant (FAG) received in advance (\$413,000, timing of grant income).

Furthermore, specific allocations have been made within this surplus, including \$20,000 for the Wadawurrung Signage, a non-recurring operating project which was included in the 2023–24 budget as a project to be brought over. However, this amount was carried over from the 2022–2023 financial year without a corresponding reserve balance. Additionally, \$39,000 has been earmarked to cover the additional costs associated with the installation of EV charging stations. The increased expenses



related to the EV charging stations can mainly be attributed to civil work that was carried out that had not been factored into the original budget of the project.

In summary, the projected surplus of \$302,000, is driven by additional cash surplus from the previous financial year.

Measured against the Local Government Performance Reporting Framework (LGPRF) definition, the adjusted underlying result of the Council, reveals a projected deficit of \$0.83 million (-6.5%) against the budget deficit of \$0.33 million due to the early receipt of 2023–24 FAG and operating projects carried over from the 2023–2024 financial year.

As outlined in section 2.1.1 of the detailed quarterly financial report, after eliminating the impact of the early receipt of the FAG and the carried-over projects, the adjusted underlying result (on a recurring basis) remains at the budgeted level.

Options

1. Note the Quarterly Finance Report to 30 September 2023 as presented.
2. Request Officers to make further amendments to the Quarterly Finance Report to 30 September 2023.

Communications and Engagement

Community Engagement

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

Collaboration

Similar reports from neighbouring municipalities were reviewed and considered in developing the format of the quarterly finance report.

Governance Context

Relevant Law

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 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 the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

No, this is an update on Council finances but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not Applicable.

Legal and Risk Implications

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

Related Documents

Community Vision 2021–2031

Council Plan 2021–2025

Financial Plan 2023–2033

Disclosure of Interest

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

Considerations

Environmental Sustainability

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



Financial and resource implications

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

Innovation and Continuous Improvement

The format of the quarterly financial report has been modified in response to the questions and inquiries the Council has received in recent times. Furthermore, additional information has been incorporated to facilitate a better understanding of the financial results.

Implementation

Operational Impacts

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

Implementation Process

Not applicable.

Attachments

1. 20232024 Quarterly Financial Report at 30 September 2023 [**14.4.1** - 23 pages]



14.5.	Review of Instruments of Delegation
Author:	Executive Project Officer
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

Purpose

The purpose of this report is for Council to delegate certain powers to the Chief Executive Officer and members of Council staff to enable the effective and efficient management of the Council administration.

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*

This report presents recommended amendments to Council’s existing Instrument of Delegation to the Chief Executive Officer and its existing Instrument of Delegation to Members of Council staff. It takes into account legislative changes which were assented to, or made, on or after 20 January 2023, and some other miscellaneous changes, which affect councils’ powers, duties and functions.

RECOMENDATION

That Council, in the exercise of the powers conferred by legislation referred to in the attached Instruments of Delegation, resolves that:

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument. (Appendix 14.5.1)
2. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers,



- duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument. (Appendix 14.5.2)
3. The *Instrument of Delegation to the Chief Executive Officer* comes into force upon this resolution being made and once the common seal of Council is affixed to the instrument.
 4. The *Instrument of Delegation to members of Council staff* comes into force immediately upon this resolution being made and once it is signed by the Chief Executive Officer.
 5. On the coming into force of each instrument all previous delegations to the Chief Executive Officer and members of Council staff are revoked.
 6. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

Cr Grigau requested to defer this item to allow Councillors more time to consider the delegations.

RESOLUTION

Cr Donnie Grigau / Cr Michael Grout

That Council defer the review of its Instruments of Delegation to allow Councillors more time to consider the delegations.

CARRIED UNANIMOUSLY



REPORT

Background

It is not effective governance for Council decisions to only be made at Council meetings. Effective functioning of local government would not be possible if this were the case. Instead, many decision-making powers need to be allocated by formal delegation by Council to enable staff to effectively carry out their Council duties on a day to day basis.

Maddocks (Lawyers) provide Council with legal services which include provision of a Delegations and Authorisations Service. This service has been utilised to review the Instruments of Delegation to the Chief Executive Officer and to members of Council staff, which have been prepared using a best practice model.

Discussion

S5 Instrument of Delegation – Council to the Chief Executive Officer

Council Officers have reviewed advice from Maddocks regarding the Delegation from Council to the Chief Executive Officer and do not recommend any amendments to the existing delegation. The delegation is being presented for re-adoption to acknowledge that a review has been undertaken.

S6 Instrument of Delegation – Council to Members of Council Staff

The following is a summary of key changes that have been made to the Delegation from Council to members of Council Staff since the last Maddocks update in July 2023:

- The execution of the S6 Instrument has been amended to enable Council's Chief Executive Officer (CEO) to sign the Instrument, where a resolution has been made by Council for the CEO to sign the Instrument.
- Regulations 25(a) and (b) of the Planning and Environment Regulations 2015 have been slightly amended by the Planning and Environment Amendment Regulations 2022, to refer to the public availability requirements.
- * Reference to 'delivery of memorial' has been removed from s 181 of the Planning and Environment Act 1987



Options

1. Resolve to adopt the Delegations as presented.
2. Request further clarification regarding the amendments.

Communications and Engagement

Community Engagement

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

Collaboration

Officers have benchmarked with other Councils in the region.

Governance Context

Relevant Law

Local Government Act 2020

Borough of Queenscliffe General Local Law 2021

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 the 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 matters in this report are not a program, policy 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

Under the *Local Government Act 2020*, delegations must be reviewed as a minimum within 12 months of a general election. Regular review of delegations reduces



Council's risk by ensuring up-to-date legislative requirements are included in current delegations.

Related Documents

Not applicable.

Disclosure of Interest

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

Considerations

Environmental Sustainability

This report does not raise any sustainability implications.

Financial and Resource Implications

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

Innovation and Continuous Improvement

Continuous improvement is achieved by regular review of delegations via the professional Maddocks delegations service, which is undertaken at the Borough at least annually, and in accordance with section 11 (7) of the *Local Government Act 2020*, within 12 months of a general election.

Implementation

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. S5 Borough of Queenscliffe Instrument of Delegation - Council to Chief Executive Officer [**14.5.1** - 4 pages]
2. S6 Borough of Queenscliffe Instrument of Delegation - Council to Members of Staff [**14.5.2** - 70 pages]



14.6.	Nomination for Geelong Performing Arts Centre Trust
Author:	Chief Executive Officer
Portfolio:	Governance & Finance
Councillor:	Cr Grigau

Purpose

The purpose of this report is for Council to nominate a candidate from the Borough of Queenscliffe for consideration for appointment to the Geelong Performing Arts Centre Trust.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 6: Advocate and work in partnership with other levels government and the private sector on issues important to Borough residents

Under section 7(2) of the *Geelong Performing Arts Centre Trust Act 1980*, the Minister for Creative Industries recommends the appointment of one member to the Geelong Performing Arts Centre Trust (the Trust) from a list of candidates nominated by the Borough of Queenscliffe, Surf Coast Shire, City of Greater Geelong and Golden Plains Shire.

The Borough of Queenscliffe has been invited to nominate a candidate for consideration by the Minister.

RESOLUTION

Cr Robert Minty / Cr Donnie Grigau

That Council nominates Cr Ross Ebbels as a candidate for appointment to the Geelong Performing Arts Centre Trust.

CARRIED UNANIMOUSLY



REPORT

Background

The Geelong Performing Arts Centre Trust (the Trust) was established by the *Geelong Performing Arts Centre Trust Act 1980* (the Act). It serves as a statutory agency which currently sits within the Department of Jobs, Precincts and Regions. The Minister responsible is Minister for Creative Industries, currently Steve Dimopoulos MP.

Overseen by Creative Victoria, Geelong Arts Centre is the only State Government owned cultural institution located outside of Melbourne.

The key functions of the Trust are:

- Care for, improve and maintain Geelong Arts Centre
- Control and manage Geelong Arts Centre
- Perform any other functions appropriate to Geelong Arts Centre as the Minister for Creative Industries may approve.

Discussion

The Geelong Arts Centre is a significant regional facility that serves the region and the Borough of Queenscliffe. Council has been approached by Creative Victoria on behalf of the Minister for Creative Industries seeking a nomination for consideration as an appointment to the Trust.

Cr Ebbels represents the Borough of Queenscliffe on the G21 Culture and Economic Develop Development Pillar and has significant experience on the Geelong Regional Libraries Corporation Board and the Tourism Greater Geelong and Bellarine.

Cr Ebbels was also Mayor of the Borough of Queenscliffe for three years and has extensive governance experience.

Importantly, Cr Ebbels has a deep understanding of the region, and the important role creative arts plays in defining and enhancing the culture of the region.

For these reasons Council Officers recommend that Council considers nominating Cr Ebbels as a candidate for appointment to the Trust.



Options

1. Council can elect to nominate Cr Ebbels.
2. Council can elect not to nominate a Councillor.
3. Council can elect to nominate another person.

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

Geelong Performing Arts Centre Trust Act 1980

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

No Gender Impact Assessment has been undertaken in the preparation of the recommendation in this report. The Council decision to nominate a candidate for consideration does not have a direct and significant impact on the public.

The Minister for Creative Industries will consider and determine the appointment to the Trust. The State Government will have its own mechanisms to ensure that the appointment process and the Trust itself conform to the objectives of the *Gender Equality Act 2020*.

Regional, State and National Plans and Policies

Not Applicable.



Legal and Risk Implications

Not Applicable.

Related Documents

Community Vision 2021–2031

Council Plan 2021–2025

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environment sustainability matters impacted by the recommendation in this report.

Financial and resource implications

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

Innovation and Continuous Improvement

Not Applicable.

Implementation

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. Letter - CEO Borough of Queenscliffe (003) [**14.6.1** - 2 pages]



15. Questions Without Notice

15.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

15.2. Questions Without Notice

Cr Grout asked the CEO to provide an update on the preparation for seasonal camping. He noted that up until about 3 or 4 years ago, preparation for the seasonal camping in Royal Park and Victoria Park included arborist assessments and tree works. There was also mulching and staking of trees, as well as leveling and top dressing of sites on an as needs basis. Can you please outline for us which of these maintenance items Council continue with as they do contribute to better recreational camping experiences.

The CEO took the question on notice.

16. List of Council Meetings

Planning Review Meeting

Wednesday 6 December 2023 at 7:00pm (if required)

Councillor Listening Post

Sunday 10 December 2023 at 11:00am to 12:00pm

Point Lonsdale Market

Ordinary Meeting of Council

Wednesday 13 December 2023 at 7:00pm

Queenscliff Town Hall



17. Close of Meeting

Cr Isabelle Tolhurst declared the meeting closed at 8:05 pm.



18.1. ADJUNCT TO 8 – 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
Queenscliffe Neighbourhood battery application process 20 October 2023 2:00pm – 3:00pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Stuart Hansen, MIE	1. Queenscliffe Neighbourhood battery application process (external presenter)	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly briefing 25 October 2023 2:30pm – 3:45pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPC Abbey Tatterson, CMT Dinah O'Brien, SP	<ol style="list-style-type: none">1. Coastal & Marine Management Plan (CMMP)2. Wadawurrung sign for the Point Lonsdale Lighthouse Reserve3. Corsair Vessel Pollution incident	Nil.
CEO & Councillor meeting 25 October 2023 3:45pm – 4:42pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO	<ol style="list-style-type: none">1. Annual public space tree inspections	Nil.
Councillor Assembly briefing 1 November 2023 2:30pm – 4:15pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPC Stuart Hansen, MIE Abbey Tatterson, CMT Steve Ward, CMT Dinah O'Brien, STP Jackie Fletcher, EA	<ol style="list-style-type: none">1. Proposed 2024 Council Meeting Schedule2. Municipal Emergency Management Plan (MEMP)3. Bike Park4. Roads, Parks & Reserves Maintenance Contract5. Values workshop: Review of Key Team Behaviors6. Container Deposit Scheme collateral7. Active Transport Strategy Consultation	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
			8. Queenscliffe Maritime Museum asbestos project	
CEO & Councillor meeting 1 November 2023 4:20pm – 4:40pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Minty	Martin Gill, CEO	1. DEECA grants 2. Building Surveyor staffing arrangements 3. Arborist reports	Nil.
CEO & Councillor meeting 8 November 2023 12:30pm – 1:15pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO	1. Mondo Community Battery application 2. Covid wave 3. G21 update	Nil.
Learmonth Street Electric Vehicle Chargers meeting 13 November 2023 2:00pm – 3:30pm Town Hall	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau	Martin Gill, CEO Jenni Walker, HR&GC	1. Installation of electric vehicle charging stations in a heritage area 2. Petition: Relocation of the EV charging stations from Learmonth Street	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
CEO & Councillor meeting 15 November 2023 12:30pm – 12:45pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO	1. Container Deposit Scheme 2. Reconciliation Policy	Nil.
Councillor Assembly briefing 15 November 2023 2:30pm – 5:25pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPCs Stuart Hansen, MIE Abbey Tatterson, CMT Steve Ward, CMT Carly Douglas, CMT Brydon King, SP Daniel Alexander, E Jodie Hunt, FSC	1. Planning Application 2023/058 at 1–3 Swanston Street, Queenscliff 2. First quarter budget update 3. Public toilet strategy 2015–2025 review 4. Golightly Park 5. Instrument of Delegations	Nil.

CMT – Acting Manager Community (jointly Community Management Team)	BSA – Business Services Accountant	BOC – Business Operations Coordinator
CC – Communications Coordinator	CEO – Chief Executive Officer	CERP – Project Officer, Climate Emergency Response Plan
CO – Communications Officer	CSRO – Community Stakeholder Relations Officer	E – Community Infrastructure & Asset Engineer
EA – Executive Assistant to the CEO, Mayor & Councillors	EPO – Executive Project Officer	FCS – Financial Services Coordinator
HR&GC – HR & Governance Coordinator	MFS – Manager Finance & Corporate Services	MIE – Manager Infrastructure & Environment
MPCS – Manager Planning & Community Safety	SP – Senior Planner	STP – Strategic Planner
SLEO – Senior Law Enforcement Officer	RC – Rates Coordinator	VFO – Vegetation and Foreshore Officer



18.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
22/9/23	<p>Public question 2 from the Queenscliffe Community Association (QCA)</p> <p>The QCA has explained to Councillors the need to financially manage its operating deficits as being a critical element of their financial management responsibilities.</p> <p>The Annual Report highlights staff costs rising over \$600,000 for the year 2022 - 2023. This is despite non- filling of vacancies and new positions estimated to have resulted in \$313,500 of savings.</p> <p>The most recent Quarterly Financial highlighted the LGPRF deficit /operating loss being \$607,000 - 150% greater than forecast and no doubt contributed to by significant cost overruns or other reasons.</p> <p>The recent Bellarine Times article highlighted just one cost blowout for the EV stations of an additional \$30,000 (Total cost \$170,000 /full cost to ratepayers now a staggering \$100,000) Additionally, cost overruns on the Hub, the Amenities Block and the boat Ramp items Council has recently taken over have added to the operating deficit.</p> <p>The QCA asks who has authorised such payments including project variations, what is the CEO doing to curtail or manage such cost impositions and are councillors concerned when such cost blowouts become evident?</p>	Question taken on notice.	Response sent on 1 November 2023, see attachment

Attachments

1. Response to Public Question 2 taken on notice [18.2.1 - 3 pages]



Confirmed

A handwritten signature in black ink, appearing to be 'I Tolhurst', written over a horizontal line.

Cr Isabelle Tolhurst, Mayor, 13 December 2023