

# Borough of Queenscliffe

## Ordinary Meeting of Council

### Minutes

Wednesday 24 April 2024 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.



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## **1. Opening of Meeting**

Cr Isabelle Tolhurst declared the meeting open at 7:00pm.

## **2. Present & Apologies**

### **Present:**

Cr Isabelle Tolhurst, Mayor\*

Cr Ross Ebbels, Deputy Mayor

Cr Donnie Grigau

Cr Michael Grout

Cr Robert Minty

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Community & Regulatory Services

Stuart Hansen, Manager Infrastructure & Environment

Gihan Kohobange, Manager Finance & ICC Services

Abbey Tatterson, Manager Customer Experience

Jenni Walker, HR & Governance Coordinator

Makenna Bryon, Communications Coordinator

Sarah Hawkins, Communications Officer

Jackie Fletcher, EA to the CEO, Mayor & Councillors

*\* Cr Tolhurst resigned from the office of Mayor during the meeting. Cr Ebbels was elected Mayor and chaired the remainder of the meeting following item 16.8.*

Apologies:

Nil.

## **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

### 4.1. Cr Ebbels Leave of Absence

On 26 March 2024, the Chief Executive Officer received advice from Cr Ross Ebbels indicating that he will be taking a leave of absence from Council from 1 May 2024 to 10 May 2024.

#### RESOLUTION

##### Cr Robert Minty / Cr Isabelle Tolhurst

That Council grant a leave of absence to Cr Ross Ebbels from 1 May 2024 to 10 May 2024.

**CARRIED UNANIMOUSLY**

### 4.2. Cr Tolhurst Leave of Absence

On 10 April 2024, the Chief Executive Officer received advice from Mayor Cr Isabelle Tolhurst indicating that she will be taking a leave of absence from Council from 12 May 2024 to 23 June 2024.

In accordance with section 21 of the *Local Government Act 2020*, the Deputy Mayor, Cr Ross Ebbels, must perform the role of the Mayor during this period of the Mayor's leave of absence.

#### RESOLUTION

##### Cr Robert Minty / Cr Ross Ebbels

That Council grant a leave of absence to Cr Isabelle Tolhurst from 12 May 2024 to 23 June 2024 and notes that as per section 21 of the *Local Government Act 2020* that the Deputy Mayor, Cr Ebbels, will perform the role of Mayor during Cr Tolhurst's leave of absence.

**CARRIED UNANIMOUSLY**



## 5. Public Question Time

### 5.1. Public Question Status Update

No public questions are outstanding.

### 5.2. Public Questions

*In accordance with Council's Public Question Time [Guidelines](#), questions must be written and received by the Chief Executive Officer prior to 3.00pm on the day of the Ordinary Council Meeting. Questions received after this time will be treated as correspondence and a written response provided consistent with [Council's Customer Service Charter](#).*

The Mayor advised Council that 4 public questions had been received by Council within the prescribed timelines

#### **Public Question 1 from Jo Pitt**

In the past 6 months, has the Council or Councillors referred matters to either the Ombudsman or the Local Government Inspectorate and, if so, what is the nature of such matters and what is their current status?

#### **Response from the CEO**

Council has referred three matters to Victorian Ombudsman in the last six months. These matters, being a formal complaint by a local resident and two from a community representative group, have been referred to the Victorian Ombudsman because they could not be dealt with under Council's Complaint Handling Policy and fell into a category of complaint that the Victorian Ombudsman is responsible for reviewing those being as follows:

- Complaint handling
- Compliance with policies, procedures or law
- Concern about unreasonable actions or decisions

Council is not aware of the status of the Victorian Ombudsman review.



### **Public Question 2 from the QCA**

The Audit and Risk Committee Report tonight details under Point 6.7 that the CEO briefed the A&R Committee on the following matters during the reporting period - 'Various formal complaints received by Council.'

Can the Mayor detail what mechanisms and processes were in place and adhered to so as to ensure

- the impartiality and independence with regard to presentation of the complaints,
- the timely resolution of such complaints
- ensured that there were no possible conflicts of interest in these briefings to the Audit and Risk Committee and,
- whether this briefing process complied with CP 035?

### **Response from the Mayor**

Cr Tolhurst advised that any correspondence received and confirmed as a complaint in the six month period was processed in accordance with Council's complaint handling policy (CP035) or referred to a more suitable body for investigation. This policy and the processes set out by bodies like the Victoria Ombudsman or Local Government Inspectorate provide respective mechanisms for ensuring impartiality, timeliness and fairness of process to all parties.

As I did not provide the briefing to the ARC I will now ask the CEO to respond to this component of the question.

### **Response from the CEO**

The CEO advised that he provided the Audit and Risk Committee a verbal briefing about formal complaints that have been received by Council as part of broader update about operational matters that fall under the umbrella of potential risk or governance matters. In the case of the formal complaints, the briefing provided an overview of the subject of the complaint, a brief assessment of any risks associated with complaint and the process followed to address the complaint.

The Audit and Risk Committee were asked to note the information in the verbal update and were provided an opportunity to ask questions.





In the six-month period which the report covers, Council received two formal complaints, one concerning the decision to install EV Chargers and the second regarding the Active Transport Strategy and references to 30km/h in the draft document.

### **Public Question 3 from David Connoley**

Can Council update any recent actions undertaken to remediate and protect the native Moonah woodland at Rip View car park that appear heavily vandalised?

### **Response from CEO**

Council officers have undertaken and recorded weekly inspections of the Moonah woodland area located adjacent to Rip View carpark since 19 February 2024. The records of these inspections do not identify any additional vandalism during that period.

Council has received Marine and Coastal Act consent to undertake remediation works. These works are now contingent on the appropriate cultural heritage due diligence and protections being applied. Council has engaged a specialist cultural heritage consultancy to undertake the necessary due diligence processes and provide advice on the necessary cultural heritage considerations prior to remedial earth moving being undertaken.

In the interim period Council has provided educational activities including the Beach and Bush walk facilitated by the Bellarine Catchment Network in January 2024. It has also provided impromptu educational discussions delivered by Local Laws officers to cyclists around the Rip View carpark.

### **Public Question 4 from Point Lonsdale Civic Association**

At a recent meeting with Bellarine MP Alison Marchant, and on various other occasions, it has been mentioned that the Point Lonsdale Maritime and Defence Precinct still does not have a Masterplan to guide ongoing works for the site. At what point will a Masterplan be developed? When will it then be incorporated into the Borough Coastal and Marine Management Plan?

### **Response from the Manager Community & Regulatory Services**

The updated draft Borough Coastal and Marine Management Plan, which will be subject to community consultation in the coming months, includes the following



statement 'Review the Point Lonsdale Lighthouse Landscape Plan and prepare a Master Plan for the precinct' as a future opportunity.

## **6. Confirmation of Minutes of Previous Meetings**

### **6.1. Ordinary Council Meeting on 27 March 2024**

A copy of the minutes from the Ordinary Council Meeting on 27 March 2024 was distributed to Councillors under separate cover.

#### **RESOLUTION**

##### **Cr Ross Ebbels / Cr Robert Minty**

That the minutes of the Ordinary Council Meeting on 27 March 2024, as distributed, be confirmed as an accurate record.

**CARRIED**

*Cr Donnie Grigau called for a division:  
For: Crs Tolhurst, Grout, Minty, Ebbels  
Against: Cr Grigau*

### **6.2. Ordinary Council Meeting on 27 March 2024 Confidential Minutes**

A copy of the confidential minutes from the Ordinary Meeting of Council on 27 March 2024 was distributed to Councillors under separate cover.

#### **RESOLUTION**

##### **Cr Ross Ebbels / Cr Robert Minty**

That the confidential minutes of the Ordinary Meeting of Council on 27 March 2024, as distributed, be confirmed as an accurate record.

**CARRIED UNANIMOUSLY**



## 7. Record of Informal Meetings of Councillors

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

- 26 March 2024 – Councillors Project Management workshop
- 27 March 2024 – Councillor Assembly briefing
- 10 April 2024 – CEO & Councillor meeting
- 10 April 2024 – Councillor Assembly briefing
- 17 April 2024 – CEO & Councillor meeting
- 17 April 2024 – 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**

## 8. Notice of Motion

### 8.1. Notice of Motion Status Update

No Notices of Motion are outstanding.

### 8.2. Motion on Notice

No Notices of Motion were received.

## 9. Petitions and Joint Letters

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



None received.

## 10. Functions Attended

Council was represented at the following meetings and functions between 21 March 2024 and 17 April 2024.

<b>Date</b>	<b>Meeting or Function</b>
22 March 2024	The Last Parade Launch of the Headstone Project (Cr Tolhurst)
24 March 2024	Queenscliff Big Walk for Refugees (Cr Tolhurst & Cr Ebbels)
25 March 2024	Point Lonsdale Lighthouse Reserve Heritage Victoria site visit (Cr Tolhurst & Cr Grout)
25 March 2024	Point Lonsdale Lighthouse Reserve Stage 2- Project Control Group Meeting (Cr Tolhurst & Cr Grout)
25 March 2024	Coastal & Marine Management Plan Project Steering Committee Meeting via videoconference (Cr Tolhurst & Cr Grout)
27 March 2024	Loch St toilet proposal site visit with Graeme Frankpitt (Crs Tolhurst, Ebbels & Minty)
27 March 2024	Official opening of Sirovilla Eric Tolliday Units (Crs Tolhurst, Grout & Ebbels)
31 March 2024	Councillor Listening Post (Cr Tolhurst)
8 April 2024	Meeting Fiona Lindsay, Anglican Parish of Queenscliff & Pt Londale (Cr Tolhurst & Cr Ebbels)
8 April 2024	Deakin Centre for Marine Science Site Tour (Cr Tolhurst)
9 April 2024	Meeting with Acting CEO, Bellarine Community Health (Cr Tolhurst)
10 April 2024	Community Information Session on Neighbourhood Batteries (CEO, Crs Tolhurst, Ebbels, Grout & Grigau)
11 April 2024	The Bright Side of Life Workshop (Cr Tolhurst & Cr Ebbels)
12 April 2024	G21 Regional Alliance Board Meeting (CEO & Cr Tolhurst)
12 April 2024	Tour of Fort Queenscliff with G21 Board (CEO & Cr Tolhurst)
12 April 2024	Meeting with Katalin Blond, The Royal Queenscliff (Cr Tolhurst)
14 April 2024	Councillor Listening Post (Cr Tolhurst & Cr Ebbels)



15 April 2024	Tourism Greater Geelong & The Bellarine Board Meeting (Cr Tolhurst)
15 April 2024	Audit & Risk Committee Meeting (CEO, Crs Ebbels, Grout & Grigau)

## **RESOLUTION**

### **Cr Robert Minty / Cr Ross Ebbels**

That the Functions Attended report be received.

**CARRIED UNANIMOUSLY**



## 11. Chief Executive Officer

### 11.1. Chief Executive Officer Report for April 2024

#### **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**

##### Council Election Candidate sessions

Local Government Council elections will be held in October this year. They provide an opportunity for Victorians to elect the candidates who they think best represent, at the local level, their vision and interests for a better, stronger and more sustainable future.

The Victoria Local Government Association (VLGA) is running free on-line webinars for potential Council candidates. Participants will be provided with information about the following:

- Local government and the important role councils play for our local communities
- The role and responsibility of a Councillor, Mayor, Deputy Mayor and CEO
- The election process and candidate requirements
- What newly elected councillors can expect soon after the elections
- Councillor training and development opportunities

The first session, Standing for Local Government, will be held online on Friday 17 May 2024 at 12:00pm–1:30pm. The second session, Local Women Leading Change, is aimed specifically at women and will be held online on Friday 24 May at 12:00pm–1:30pm.

For more information or to register for one of these sessions visit

[VLGA | Victorian Local Governance Association](#)



### Reviewing feedback from Local Traders

On Tuesday 19 March 2024, Mayor Tolhurst hosted a meeting for local Point Lonsdale and Queenscliff traders. The event was attended by 23 local business owners and was designed to provide an opportunity for Council to hear about the issues and matters important to, and impacting, the traders at the moment. Council also took the opportunity to explore what the traders thought Council should be doing to support and promote the local economy.

Throughout the discussion, we heard a sense of optimism, along with concern and some frustration about declining visitor numbers, and lack of marketing and tourism promotion of the Borough. Council received suggestions about improved signage, enhanced street cleaning, a desire for improved business permit procedures and a desire for a possible chamber of commerce.

The event closed with Mayor Tolhurst raising the topic of the 2024–2025 budget process and opportunities for the community to respond to the draft budget. More information about the draft budget can be found at item 16.5 in this agenda.

Council has sent the traders a summary of the conversation and the Mayor presented an overview to the full Council at a recent Assembly. Councillors have asked officers to work with the feedback and identify the actions that Council can lead.

### Electric Line Clearance Tree Trimming Program

The Borough of Queenscliffe commenced its annual electric line clearance tree trimming program on Monday 15 April 2024. This work is expected to be completed by the end of April 2024. The tree trimming works are required to be undertaken under the *Electricity Safety (Electric Line Clearance) Regulations 2020*.

There may be minor traffic disruptions during the line clearance works; Council thanks people for their patience while contractors undertake these essential safety works.



### Audit and Risk Committee

The Borough of Queenscliffe Audit and Risk Committee has prepared a Biannual Activity Report. This report meets the Audit and Risk Committee reporting requirements to Council as mandated by the *Local Government Act 2020*, section 54 (5). Importantly the report provides Council with a summary of the matters the Borough of Queenscliffe Audit and Risk Committee has addressed in the reporting period in discharging its responsibilities under its Charter.

The report from the Audit and Risk Committee to Council covers the activity from 1 July to 31 December 2023. It is attached to this agenda.

### **Attachments**

1. Audit & Risk Committee Mid Year Report 2023-24 [**11.1.1** - 13 pages]

### **RESOLUTION**

#### **Cr Ross Ebbels / Cr Robert Minty**

That Council receives the Chief Executive Officer Report for April 2024.

**CARRIED UNANIMOUSLY**





## **12. Health & Wellbeing**

No reports to consider.

## **13. Environment**

No reports to consider.

## **14. Local Economy**

No reports to consider.



## 15. Heritage, Planning & Infrastructure

<b>15.1.</b>	<b>Planning Permit Activity Report</b>
<b>Author:</b>	<b>Senior Planner</b>
<b>Portfolio:</b>	<b>Heritage, Planning &amp; Infrastructure Cr Ebbels</b>

### 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 15 April 2024.

<b>CATEGORY</b>	<b>TALLY</b>
Current applications	4
Applications finalised since last report	1
New applications received since last report	2
<b>Total number of active permit applications</b>	<b>6</b>
VCAT matters yet to be determined	3
Development Plan & Planning Scheme Amendment Summary Report	3

### RESOLUTION

#### **Cr Ross Ebbels / Cr Robert Minty**

That the Planning Permit Activity Report be received.

**CARRIED UNANIMOUSLY**



**a. Current Applications**

<b>App. No.</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>No. of objections</b>	<b>Status</b>
PA2021048	27/05/2021 (Amended 21/03/2024)	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 Transport Zone 2	9	Public notification of amended application
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 six 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
PA2024009	13/02/2024	81 Hesse Street Queenscliff	Alterations and extensions to an existing building individually listed in a Heritage Overlay	0	Under consideration
PA2024012	28/02/2024	75 Learmonth Street Queenscliff	Part demolition, alterations and extensions (two storey) to an existing dwelling and construction of a front fence in a Heritage Overlay area	4	Under consideration



## b. Applications Finalised Since Last Report

App. No.	Date Received	Address	Proposal	Status
PA2024014	15/03/2024	21 Cheshunt Street Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued

## c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2024015	20/03/2024	98 Hesse Street Queenscliff	Demolition of a dwelling and construction of a two storey dwelling in a Heritage Overlay area	0	Public notification
VS2400006	11/04/2024	149 Point Lonsdale Road Point Lonsdale	Demolition and construction of a front fence on a site individually listed in a Heritage Overlay	N/A	Under consideration

## d. VCAT Matters

App. No	Date Received	Address	Proposal	Status
PA2022-131	18/10/2023	7 Henry Street Queenscliff	Construction of two dwellings (two storey), variation to the setback requirements of Design and Development Overlay Schedule 1 and subdivision of the land into two (2) lots	VCAT application for review lodged by objector VCAT hearing 17 June 2024
PA2022-044	05/12/2023	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	VCAT application for review lodged by applicant VCAT compulsory conference 9 May 2024 VCAT hearing 15 & 16 July 2024
PA2023-042	26/06/2023	13 Nicholas Court Point Lonsdale	Construction of a two-storey dwelling and front fence	VCAT application for review lodged by objector VCAT compulsory conference 5 July 2024 VCAT hearing 6 September 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
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
C40quen	Proposed amendment to incorporate the recommendations of the “Heritage Review of Places in Fisherman’s Flat Urban Conservation Precinct (HO1), Fisherman’s Flat, Queenscliff, Victoria” (Ecology and Heritage Partners, August 2023)	Exhibition of amendment C40quen concluded on 12 April 2024. A number of submissions have been received which are being reviewed by Council officers. A hardcopy of the proposed amendment remains available for viewing at the Council Offices and on the Borough of Queenscliffe website

### **Legend**

*Italic text* Amendment/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)



<b>15.3.</b>	<b>Point Lonsdale Lighthouse Reserve Project Update #4</b>
<b>Author:</b>	Manager Customer Experience
<b>Portfolio:</b>	Heritage, Planning & Infrastructure
<b>Councillor:</b>	Cr Ebbels

### **Purpose**

This report provides an update on the capital work projects Council are currently undertaking at the Point Lonsdale Lighthouse Reserve.

### **Executive Summary**

The projects currently being undertaken at the Point Lonsdale Lighthouse Reserve align to the following portfolio objectives including:

*Portfolio 4: Heritage, planning and infrastructure*

*Strategic Objective: To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure*

*Priority 4: Maintain and promote military, maritime and historic features on Council-managed land*

*Priority 5: Maintain and improve community infrastructure within the Borough*

Council currently has two projects underway at the Point Lonsdale Lighthouse Reserve. These projects are known as:

- The Point Lonsdale Lighthouse Reserve Development – Stage 1.  
Stage 1 is funded by Regional Development Victoria and the Borough of Queenscliffe. Stage 1 of the project is nearing completion.
- The Point Lonsdale Lighthouse Reserve Development – Stage 2.  
Stage 2 is funded by the Department of Energy, Environment and Climate Action (DEECA). Works for stage 2 of the project will commence in the first quarter of 2024.

At the Ordinary Meeting of Council on 13 December 2023, Council resolved to bring monthly project updates detailing the progress of these projects.



## **RECOMMENDATION**

That Council:

- a. Notes the Point Lonsdale Lighthouse Reserve project update for April 2024;  
and
- b. Notes that future Point Lonsdale Lighthouse Reserve project updates be prepared quarterly for inclusion in the Ordinary Council agenda, with interim updates, if required, provided in the Chief Executive Officer report in other months.

## **RESOLUTION**

**Cr Ross Ebbels / Cr Robert Minty**

That Council notes the Point Lonsdale Lighthouse Reserve project update for April 2024.

**CARRIED UNANIMOUSLY**



## REPORT

### **Background**

In 2019, following community consultation and consideration by a representative reference group, Council resolved to adopt a masterplan to guide the development and restoration of the Point Lonsdale Lighthouse Reserve.

In October 2019, Council commenced a development approval process to implement the elements of a landscape Master Plan for the Lighthouse Reserve adopted at the Ordinary Council Meeting in January 2019.

In December 2019, an amendment to the Victorian Heritage Register introduced greater heritage controls across the site, including increased controls to protect cultural heritage values.

In March 2021, Council amended the 2019 resolution to reflect the limitations to works resulting from the new heritage controls and advice from the Wadawurrung Traditional Owners Aboriginal Corporation about the cultural significance of the site.

Following the decision in March 2021, Stage 1 of the Point Lonsdale Lighthouse Reserve Development works became:

- External restoration of P1 Huts;
- Additional works in line with the site Masterplan that includes a sculptural component that observes the aboriginal historical significance of the site; and
- General site clean up.

As part of this work a Conservation Management Plan was developed for the area included in the updated heritage citation.

In September 2022, Council was advised that the State Government had included \$1million in the 2022–2023 state budget for Stage 2 of the Point Lonsdale Lighthouse Reserve Development.

Council formed a project control group to manage Stage 2 in June 2023.





## **Discussion**

### Stage 1

As reported in Project update #3 at the March 2024 Ordinary Meeting, Council is currently in the process of gaining all the required approvals needed for the installation of the Wadawurrung sculptural element; with Wadawurrung guidance this element has also become the interpretive signage component which is needed to complete this project. Installation of the signage recognising Wadawurrung connection to the site is expected to occur in the second quarter of 2024.

### Stage 2

Since the last update provided to Council, the project team has engaged the services of a Structural Engineer who specialises in heritage structures to conduct a detailed review and assessment of the defence structures located within the Point Lonsdale Lighthouse Reserve.

A walkthrough and detailed inspection of the eight assets has been completed. The Project Manager and Quantity Surveyor accompanied the Structural Engineer during the inspection to provide high-level cost and scope information. The project team are awaiting the submission of the engineering report that will highlight the assets that need the most immediate intervention. The Quantity Surveyor will use this report to assist in the preparation of an accurate cost plan. The engineering report and cost plan will be issued to the Project Control Group for comment. A Heritage Architect will then be engaged to provide the required documentation required for completion of the works.

As reported in Project Update #2, at the February 2024 Ordinary Meeting, a Cultural Heritage Management Plan (CHMP) is required to be completed before works commence at the Point Lonsdale Lighthouse Reserve.

The extent of the works to be undertaken will be dependent on the advice received from Heritage Victoria, project CHMP consultants and the Traditional Owners. Once this advice is received the Project Control Group will confirm the project scope; this scope will be provided to the Traditional Owners for the CHMP investigations.



Council officers have contacted DEECA to advise that an extension of time for the project will be required, and changes to the project scope may also be needed to allow the project to be delivered within the project budget.

Once the PCG has finalised the project scope and timelines, Council will formally request the variation to the current funding agreement.

### **Options**

1. Note the officer report as presented.
2. Request further information regarding the projects.

### **Communications and Engagement**

#### Community Engagement

The purpose of this report is to inform the community of the projects occurring at the Point Lonsdale Lighthouse Reserve.

#### Collaboration

Since being transferred ownership of the Point Lonsdale Lighthouse Reserve from the Victorian Government in 2012, Council has been working with various government stakeholders in conjunction with the local community to restore and revitalise this area.

A community reference group has driven the key components of the masterplan that was adopted by Council 2019.

Council has worked closely with Regional Development Victoria, the Department of Jobs, Precincts and Regions, and the Wadawurrung Traditional Owners to agree to a way forward on progressing the project, including making variations to the original grant.

The current PCG includes community representatives and officers from the Department of Environment, Energy and Climate Action. Local state member Alison Marchant attends as an observer.

### **Governance Context**



### Relevant Law

Marine and Coastal Act 2018

### 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 a program.

### Regional, State and National Plans and Policies

Not applicable.

### Legal and Risk Implications

The legal and risk implications associated with these projects will continue to be monitored.

### Related Documents

Council Plan 2021–2025

### Disclosure of Interest

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

## **Considerations**

### Environmental Sustainability

The main aim of the P1 Hut restoration works is to make the area safe by removing asbestos in and around the buildings, enabling Council to remove the fences which restrict access to the site.

### 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 an external contractor.

**Attachments**

1. Point Lonsdale Lighthouse Reserve Project update 17 April 2024 [**15.3.1** - 1 page]



## 16. Governance & Finance

<b>16.1.</b>	<b>Review of Council Policies</b>
<b>Author:</b>	HR & Governance Coordinator
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

### **Purpose**

The purpose of this report is for Council to consider four revised Council policies, as follows:

- CP009 Gifts, Benefits & Hospitality
- CP014 Public Art
- CP016 Reimbursement of Expenses for Councillors & Members of Council Committees
- CP025 Public Interest Disclosures

### **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 outlines proposed amendments to four existing Council policies. All four policies are due for review. Minimal changes have been proposed to each of them.

## **RESOLUTION**

### **Cr Donnie Grigau / Cr Robert Minty**

That Council adopt the following revised policies as presented:

- a) CP009 Gifts, Benefits & Hospitality
- b) CP014 Public Art
- c) CP016 Reimbursement of Expenses for Councillors & Members of Council Committees
- d) CP025 Public Interest Disclosures



**CARRIED UNANIMOUSLY**

## REPORT

### **Background**

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

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

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

### **Discussion**

The proposed changes have been provided in draft form for all four policies (see attachments).

#### CP009 Gifts, Benefits and Hospitality

First adopted 2011; most recently reviewed March 2021.

All proposed changes are minor (for clarity or to update terms). No substantive changes are proposed.

#### CP014 Public Art

First adopted 2003; most recently reviewed September 2019.

All proposed changes are minor (for clarity or to update terms). No substantive changes are proposed.

#### CP016 Reimbursement of Expenses for Councillors & Members of Council Committees



First adopted 1998; most recently reviewed July 2020.

All proposed changes are minor (for clarity or to update terms). No substantive changes are proposed.

### CP025 Public Interest Disclosures

First adopted 2013; most recently reviewed March 2020.

The first proposed change is to the Context section given the existing wording focused on the change in the name of the relevant Act. The proposed wording provides a simple explanation of what are public interest disclosures and the purpose of the *Public Interest Disclosures Act*.

The only other change of substance is around the public interest disclosure procedure (at Policy points 6–8) to bring it into line with current practice (as prescribed by IBAC).

### **Options**

1. Adopt the revised policies as presented.
2. Request changes to the policies as presented.

### **Communications and Engagement**

#### Community Engagement

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

#### Collaboration

Not applicable.

### **Governance Context**

#### Relevant Law

Local Government Act 2020

#### Charter of Human Rights

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



### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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; while the matters in this report do have a direct impact on the public, they are not considered sufficiently significant to require a Gender Impact Assessment.

### Regional, State and National Plans and Policies

Not applicable.

### Legal and Risk Implications

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

### Related Documents

CP009 Gifts, Benefits & Hospitality

CP014 Public Art

CP016 Reimbursement of Expenses for Councillors & Members of Council  
Committees

CP025 Public Interest Disclosures

### 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

Continuous improvement is a key consideration when Council policies are reviewed.





## **Implementation**

### Operational Impacts

This project will be delivered with existing operational resources.

### Implementation Process

This project will be delivered by existing staff and resources.

## **Attachments**

1. Draft CP009 Gifts, Benefits & Hospitality [**16.1.1** - 5 pages]
2. Draft CP009 Gifts, Benefits & Hospitality TRACK CHANGES [**16.1.2** - 5 pages]
3. Draft CP014 Public Art [**16.1.3** - 1 page]
4. Draft CP014 Public Art TRACK CHANGES [**16.1.4** - 1 page]
5. Draft CP016 Reimbursement of Expenses of Councillors & Members of Council Committees [**16.1.5** - 2 pages]
6. Draft CP016 Reimbursement of Expenses of Councillors & Members of Council Committees TRACK CHANGES [**16.1.6** - 3 pages]
7. Draft CP025 Public Interest Disclosures [**16.1.7** - 5 pages]
8. Draft CP025 Public Interest Disclosures TRACK CHANGES [**16.1.8** - 5 pages]



<b>16.2.</b>	<b>Revised Governance Rules</b>
<b>Author:</b>	HR & Governance Coordinator
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

### **Purpose**

The purpose of this report is to present revised draft Governance Rules for Council’s consideration following the review of community feedback received during a second period of public exhibition.

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

Council’s Governance Rules are a requirement of the *Local Government Act 2020* (section 60) and are in place to ensure that meeting procedures are consistent with good governance principles. It is essential to ensure that the Borough of Queenscliffe Governance Rules reflect community expectations.

A draft of the updated Governance Rules has been out for formal community feedback for the period from Monday 18 December 2023 to 11.59pm Friday 19 January 2024 and an additional period from Thursday 29 February 2024 to 11:59pm Friday 5 April 2024. Five submissions were received in total during these two feedback periods.

### **RESOLUTION**

#### **Cr Robert Minty / Cr Ross Ebbels**

That Council adopts the revised draft Governance Rules as presented.

**CARRIED**



## REPORT

### **Background**

In accordance with the *Local Government Act 2020* councils must adopt Governance Rules which must include rules to address:

- The conduct of Council meetings;
- The conduct of meetings of delegated Committees;
- The form and availability of meeting records;
- The election of Mayor and the Deputy Mayor;
- The appointment of an Acting Mayor;
- An election period policy, in accordance with section 69 of the Act;
- The procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee, under section 130 of the Act;
- The procedure for the disclosure of a conflict of interest by a Councillor under section 131;
- The disclosure of a conflict of interest by a member of council staff when providing information in respect of a matter within the meaning of section 126(1) of the Act;
- Any other matters prescribed by the regulations.

### **Discussion**

The Borough of Queenscliffe Governance Rules were first adopted by Council in August 2020 following the introduction of the *Local Government Act 2020*, which required councils to replace their local law meeting procedures with Governance Rules.

Council's Governance Rules have since been reviewed and amended twice, once in October 2021 with minor amendments and again in September 2022 following the release of Ministerial guidelines regarding virtual meetings.

Council was presented with draft Governance Rules at its Ordinary Meeting on 13 December 2023, where it was resolved to place the rules on public exhibition and seek community feedback for the period from Monday 18 December 2023 to 11.59pm Friday 19 January 2024.



Council resolved at its 28 February 2024 Ordinary Meeting to place the draft Governance Rules on public exhibition for a further 30 day period. This period was from Thursday 29 February 2024 until Friday 5 April 2024.

During the two formal public exhibition periods, five submissions were received. (Three of these submissions were received after the end of the second formal submission period; however, for practical purposes they could be considered and so have been).

A key theme from all five submissions was a concern regarding the proposed changes to Part 5, Division 7 – Notice of Motion. The feedback from the public submissions received were all critical of the proposed changes to the Notices of Motion section of the Governance Rules. A common theme was the concern that the CEO had an increased capacity to reject a Notice of Motion under the proposed revisions. Also raised was a concern that a Notice of Motion could not be submitted as Urgent Business.

The submissions all raised concerns that the proposed changes to the Notices of Motion section potentially shifted decision-making authority away from the Chairperson and to the Chief Executive Officer.

While officers are still of the view that the changes proposed, particularly to the Notices of Motion section, are in line with Victorian local government sector best practice, the draft now proposed for Council consideration incorporates further changes to both the Notice of Motion section and the Urgent Business section as a result of the community feedback received.

All other previously proposed changes to the Governance Rules remain in place. All changes now proposed to the Governance Rules are outlined in the table below. The changes outlined below reflect the review of best practice in the local government sector, as well as the period of community consultation and incorporating feedback from the community submissions received.

The following amendments are proposed for Council's consideration:



SECTION	SECTION DESCRIPTION	PROPOSED AMENDMENT
Introduction	Definitions	<p>Section 4: *Update definition of <i>Chief Executive Officer</i> and <i>Mayor</i> to that contained in Chapter 2 Meeting Procedures for Council Meetings to the Introduction as those definitions apply to the entire rules, not just Chapter 2.</p> <p>*Insert definition of <i>Election Period</i></p> <p>*Include footnote that further definitions in Chapter 2 Meeting Procedures for Council Meetings that particularly relevant to just that section</p>
Chapter 2 - Part 1 Preliminary	Definitions	<p>Section 3.2: *Include clarification that the definitions contained in this Chapter are in addition to those in the Introduction.</p> <p>* Remove definitions of <i>Act, Chief Executive Officer, Council &amp; Mayor</i> as they have moved to the Introduction.</p> <p>*Update definition of <i>Council Meeting</i>, to include the different types of meetings.</p> <p>* Delete reference to 'Lot', as not actually used in Rules</p> <p>*Amend definition for <i>Reasonable Notice</i></p> <p>*clarify <i>Urgent Business</i></p> <p>*Add further wording to clarify a <i>Vote</i> can be in person or virtual</p>
Chapter 2 - Part 1 Preliminary	Part 2 – Election of Mayor	<p>Section 9.3: remove this clause thereby allowing for a division to be called when electing the Mayor and Deputy Mayor</p>
Chapter 2 – Part 3 Council Meetings	Division 1 - Agendas	<p>Section 13.1: remove reference to the <i>Act</i>; section was in 1989 Act which is no longer relevant;</p> <p>15.4 clarify agenda delivery</p>
Chapter 2 – Part 5 Procedure at Council Meetings	Division 2 - Quorums	<p>Sections 18 and 21: clarify procedure relevant to quorums</p>



<b>SECTION</b>	<b>SECTION DESCRIPTION</b>	<b>PROPOSED AMENDMENT</b>
Chapter 2 – Part 5 Procedure at Council Meetings	Division 2 - Quorums	Section 22: remove facsimile as a contact option
Chapter 2 – Part 5 Procedure at Council Meetings	Division 1 – Order of Business	Section 28: reworded to reiterate the wording of clause 18(h) from the Act
Chapter 2 – Part 5 Procedure at Council Meetings	Division 1 – Order of Business	Section 31(2): remove repeated words
Chapter 2 - Part 5 Procedure at Council Meetings	Division 4 - Motions	Section 56.2: amended for clarity
Chapter 2 - Part 5 Procedure at Council Meetings	Division 7– Notice of Motion	Section 80: increase time period for delivery of notice of motion to 5 business days
Chapter 2 - Part 5 Procedure at Council Meetings	Division 7– Notice of Motion	Section 81: change Chief Executive Officer to Chairperson giving the Chair ability to reject a vague notice of motion and provide greater clarity as to what is meant by a 'vague' notice of motion
Chapter 2 - Part 5 Procedure at Council Meetings	Division 8 - Notice of Amendment or Rescission	Section 95: expand what is understood by Urgent Business; clarify it is the Chairperson with decision-making capacity and insert clause that Notices of Motion are by default not Urgent Business unless the Chairperson determines otherwise
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9– Questions and Petitions	Division 9: re-title Division 9 to read Questions, Petitions and Deputations
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	Section 99.2: increase public question time from 20 minutes to 30 minutes
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	Section 99.3: amend to clearly state questions need to be received four hours prior to the meeting; that it is only preferable they are on the Public Question Time form; and that all questions



<b>SECTION</b>	<b>SECTION DESCRIPTION</b>	<b>PROPOSED AMENDMENT</b>
		will be answered and provided a link to where the minutes are located which will provide their answer, particularly if they are not present the meeting
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	New Section 99.4: to allow for grouping of similar themed questions to allow for one group response
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	Section 99.7: the answering of questions is proposed to be covered in section 99.3
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	Section 99.12: amend to clarify one additional question to clarify the original question, with any subsequent clarification required to be at the discretion of the Chairperson
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	New Section 100.2: new section to allow for deputations at a future meeting once a petition or joint letter has been received
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	New Section 100.3 and 103: new section to outline how deputations would be invited and address a meeting of Council
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	New Section 100.7: to clarify what is meant by petitions and joint letters and the difference between the two terms
Schedule 1	Public Question Time form	Amendment to submission required four hours prior to meeting to allow for flexibility if meeting start time requires changing
Chapter 4 – Disclosure of Conflicts of Interest	Introduction	Section 1: Amend introduction information to expressly reference 2020 Local Government Act provisions
Chapter 4 – Disclosure of Conflicts of Interest	Obligations with regard to Conflict of Interest	Section 3: Insert new section to clearly state conflict of interest obligations



<b>SECTION</b>	<b>SECTION DESCRIPTION</b>	<b>PROPOSED AMENDMENT</b>
Chapter 4 – Disclosure of Conflicts of Interest	Disclosure of a Conflict of Interest at a Council Meeting	Section 4.2.3: minor rewording for ease of reading
Chapter 5 – Miscellaneous	Confidential Information	Section 12.1: Delete reference to Local Government Act 1989

### **Options**

1. Make further amendments to the draft Governance Rules prior to considering adoption.
2. Adopt the revised Governance Rules as presented.

### **Communications and Engagement**

#### Community Engagement

Council sought feedback from the community on the proposed changes to the Governance Rules.

#### Collaboration

Officers have benchmarked with other councils in the region and Victoria.

### **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; while the matters in this report do have a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

#### Regional, State and National Plans and Policies

Not applicable.

#### Legal and Risk Implications

To ensure legislative compliance, Governance Rules need to be in alignment with the *Local Government Act 2020*. Regular review of Council's Governance Rules within the prescribed legislative compliance dates mitigates Council's risk of non-compliance.

#### Related Documents

Not applicable.

#### Disclosure of Interest

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

### **Considerations**

#### Environmental Sustainability

Not applicable.

#### Financial and resource implications

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

#### Innovation and Continuous Improvement

Regular review of Council's Governance Rules enables Council to continually improve its governance processes while providing for the opportunity to incorporate new innovative ideas as they are identified.

### **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. Revised Governance Rules 2024 [**16.2.1** - 51 pages]
2. Revised Governance Rules 2024 TRACK CHANGES [**16.2.2** - 52 pages]



<b>16.3.</b>	<b>Third Quarter Implementation update for the Annual Plan 2023-2024</b>
<b>Author:</b>	Chief Executive Officer
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	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 2023–2024 for the period 1 January to 31 March 2024.

### **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 third 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 January to 31 March 2024.

**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 January to 31 March 2024.

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

A 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	Q3 Milestone	Milestone Status
Develop Bike Park Concept	Infrastructure & Environment	Provide	Draft design complete, RRV approval of draft	In Progress
Progress This project is approximately 30% complete.				
Comments <ul style="list-style-type: none"> <li>• Velosolutions has been awarded the contract and will begin separable portion 1 – design shortly.</li> </ul>				

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Access and Inclusion Plan	Community & Regulatory Services	Partner	Draft <i>Access and Inclusion Action Plan</i> open for community consultation	In Progress
Progress This project is approximately 35% complete.				
Comments <ul style="list-style-type: none"> <li>• The Lived Experience reference group has met on several occasions to discuss the disability action plan</li> <li>• A draft list of items has been prepared and was finalised by the community reference group at its meeting in November for consideration by Council and community in the third quarter of the year</li> <li>• Briefing to Councillors at Assembly on 10 April 2024</li> <li>• Report to Council at June 2024 Ordinary Meeting for approval for community consultation</li> </ul>				



\* 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.

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Child & Family Services and Facilities Review	Community & Regulatory Services	Provide	Present draft review report to Council	In progress
<p>Progress This project is approximately 15% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• Council has been engaging with the Department of Education for the preparation of a projected demand report for kindergarten places out to 2032. This is part of the Kindergarten Infrastructure and Services Plan (KISP) program</li> <li>• The early work indicates there is an increasing trend of service use by families living outside the Borough</li> <li>• 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 the Borough has had almost no-one from outside the municipality accessing local early years services</li> <li>• This information will be used to inform the review scope</li> </ul>				



Portfolio 2 – Environment

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Prepare Vegetation Management Strategy	Infrastructure & Environment	Provide	Draft Strategy workshopped with Council	In progress
<p>Progress This project is approximately 15% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>Councillors provided feedback to officers regarding their preferred approach to vegetation management framework at the Assembly briefing held on 17 April 2024. Officers will now commence preparation of a Vegetation Management Policy for Council review and adoption, prior to developing the documents and programs that will support the implementation of the policy.</li> </ul>				

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Develop Integrated Water Management Plan	Infrastructure & Environment	Provide	Community Consultation	Deferred
<p>Progress This project has been unable to achieve grant funding and will not progress further in the 2023/24 financial year.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>The Integrated Water Management (IWM) Plan has a budget allocation of \$60,000 (subject to grant funding), however the State Government IWM grants program is currently not being offered</li> </ul>				



Officers have identified an alternative funding opportunity and are currently negotiating a funding agreement to commence a project at the beginning of the 2024-25 financial year

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Ganes Reserve maintenance program	Infrastructure & Environment	Provide	Inform residents of upcoming works	Complete
Progress This project is approximately 75% complete.				
Comments <ul style="list-style-type: none"> <li>• This project has \$23,000 budget allocation</li> <li>• Planning, investigation, and community notification has been completed</li> <li>• Local residents received a letter drop on 5 April, signage was installed onsite on 9 April, Councillors and the PLCA were notified via email on 10 April, social media post on 12 April 2024</li> <li>• Works commenced on 15 April 2024 and took approximately 1 week to complete</li> </ul>				

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Develop CERP monitoring and evaluation dashboards	Infrastructure & Environment	Provide	Test of CERP dashboards is completed	In progress
Progress This project is approximately 50% complete.				





Comments

- 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 and include in the annual plan
- Online platforms such as Kausal Watch were explored with other councils to assist in recording and sharing emission reductions (tracking) of 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 further exploring CERP monitoring options with members of Queenscliffe Climate Action Now (QCAN)
- Council has requested data from Powercor to provide the community energy use data and solar uptake to formulate a community baseline to track community emissions reduction

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Undertake cliff stability and beach health investigation	Infrastructure & Environment	Provide	Undertake study	Complete
<p>Progress</p> <p>The remaining elements of the project are approximately 85% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• \$40,000 Grant funding has been acquired through the Victorian Resilient Coast funding program. The total project cost is \$50,000</li> <li>• A procurement process to engage a suitably qualified consultant.</li> <li>• The consultant has undertaken the study and provided a report to council. Officers are reviewing the report and providing feedback</li> <li>• The consultant GHD is scheduled to provide a briefing to Councillors on the cliff stability report on 24 April 2024.</li> </ul>				



Portfolio 3: Local Economy

<b>Action</b>	<b>Responsibility</b>	<b>Role</b>	<b>Q3 Milestone</b>	<b>Milestone Status</b>
Finalised new Queenscliffe Tourist Park Operation Model	Customer Experience & CEO Office	Provide	Council to endorse model	In progress
<p>Progress This project is approximately 20% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• Council officers have been working on the development plan for Golightly Caravan Park which, when completed, will inform the Tourist Park Operation model</li> <li>• Council trailed new management arrangements over the 2023/24 summer period. The learnings from this trial will be used to inform the proposed changes to the operating model</li> </ul>				



Portfolio 4 – Heritage, Planning and Infrastructure

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Development of a Coastal and Marine Management Plan (CMMP)	Community & Regulatory Services	Provide	Community consultation	In progress
<p>Progress This project is approximately 50% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• Following the Council Meeting on 22 November 2023, Cr Tolhurst replaced Cr Ebbels on the Project Steering Committee</li> <li>• Cr Tolhurst and Cr Grout received a briefing on 1 December 2023</li> <li>• A Project Steering Committee (PSC) meeting was held on 7 December 2023. The PSC resolved that the draft CMMP was sufficient for public exhibition</li> <li>• The draft CMMP was scheduled to be reported at the Ordinary meeting of Council on 28 February 2024 seeking a resolution to commence public exhibition. However, the report to Council has been delayed as the Project Working Group (PWG) received comments on the draft document from the Department of Energy, Environment and Climate Action (DEECA) in the first week of January 2024</li> <li>• The PWG prepared a revised draft CMMP, incorporating the comments from DEECA, and presented it to the PSC at a meeting on 25 March 2024</li> <li>• At the PSC meeting the PWG sought re-approval of the revised draft by the PSC</li> <li>• On 25 March 2024 the PSC endorsed the draft CMMP being presented for community consultation</li> <li>• Councillor briefing was held on 10 April 2024</li> <li>• Draft CMMP will be reported to May 2024 Ordinary Council meeting</li> </ul>				



Action	Responsibility	Role	Q3 Milestone	Milestone Status
New heating & cooling system for the Queenscliff Town Hall	Infrastructure & Environment	Provide	Upgrade complete	In progress
<p>Progress This project is approximately 15% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• This project has a budget allocation of \$160,000</li> <li>• 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</li> <li>• The revised scope of work has been determined</li> <li>• A design and construct tender has been prepared but its release has been delayed while Council undertakes a recruitment process to replace the Community Infrastructure and Asset Engineer</li> </ul>				

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Review of Fisherman's Flat Heritage Overlay	Community & Regulatory Services	Provide	Submission of proposed Planning Scheme Amendment to Minister for Planning for Authorisation	Complete



**Progress**

The review of the Fisherman’s Flat Heritage is complete. A planning scheme amendment (PSA) to incorporate the heritage review recommendations is underway.

**Comments**

- 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
- The Minister for Planning has granted authorisation to exhibit the planning scheme amendment; exhibition commenced on 7 March 2024 and concluded on 12 April 2024
- An amendment information session was held on 16 March 2024 between 10.30am and 12.30pm in the Queenscliff Town Hall
- 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.
- Council received 11 submissions during the formal notification period
- A Council report will be taken to Council in May prior to a Panel Hearing if required.

<b>Action</b>	<b>Responsibility</b>	<b>Role</b>	<b>Q3 Milestone</b>	<b>Milestone Status</b>
Shared path design for Murray Road	Infrastructure & Environment	Provide	Detailed design	In progress

**Progress**

This project is approximately 75% complete.



Comments

- This project was 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
- Councillors received a briefing regarding the proposed consultation on 7 February 2024
- Five options were presented to the community to seek feedback from the community regarding their preferred option
- The community engagement included letter drops, social media, website update and drop in information sessions
- The community engagement period closed on Friday 12 April 2024
- Council officers will review feedback and use this input into the final design for Murray Road

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Review Borough of Queenscliffe Public Toilet Strategy 2015–2025	Infrastructure & Environment	Provide	Update public toilet strategy	In progress
<p>Progress This project is approximately 20% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• A workshop was held with Councillors on 13 February 2024 to refine the scope of the review</li> <li>• Community consultation will occur if changes are required to the Strategy</li> <li>• Officer will liaise with the Lived Experience Disability Group regarding any proposed changes and consideration will be given to constructing a Changing Places facility as part of this review</li> </ul>				



Action	Responsibility	Role	Q3 Milestone	Milestone Status
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure & Environment	Provide	Construction complete	In progress
<p>Progress This project is approximately 25% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• A total of \$180,000 is allocated for this project</li> <li>• It has been identified that a complex Cultural Heritage Management Plan (CHMP) is required prior to undertaking the renewal work</li> <li>• The anticipated lead time for the CHMP field work to be completed is 12 months (early 2025)</li> </ul>				

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Installation of signage that includes recognition of Wadawurrung Country and uses Wadawurrung language to identify places	CEO Office	Partner	Secure Language Use Agreement with WTOAC	In progress
<p>Progress This project is approximately 15% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• This project has a budget allocation of \$20,000</li> <li>• Officers have consulted with the Public Art &amp; Design Development Consultant regarding the project</li> </ul>				



Action	Responsibility	Role	Q3 Milestone	Milestone Status
Queenscliff Traffic Management Strategy	Infrastructure & Environment	Provide	Council to consider adoption of final Queenscliff Traffic Management Strategy	In progress
<p>Progress This project is approximately 80% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• Councillors received a briefing on the draft Traffic Management Strategy in January 2024</li> <li>• The draft Traffic Management Strategy was tabled at the February Meeting of Council seeking endorsement to put it on public exhibition for a period of 28 days</li> <li>• The public exhibition period has now closed; six detailed submissions were received</li> <li>• Officers are reviewing feedback from the community with the intent to present an updated draft QTMS to Council for adoption later in the 2023/24 financial year</li> </ul>				

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Queenscliffe Recreation Reserve lighting upgrade	Infrastructure & Environment	Provide	Installation of lighting	In progress
<p>Progress This project is approximately 20% complete.</p>				





Comments

- This project has a budget allocation of \$160,000. It is a Federal Government Funding project through Investing in our Communities program. The Queenscliff Football Netball Club has allocated a further \$20,000 for a total project cost of \$180,000
- Council will project manage the project in collaboration with the Queenscliff Football and Netball Club
- The lighting supply and installation services have been tendered and a preferred contractor will be engaged mid-April 2024
- The anticipated completion is 30 July 2024

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Point Lonsdale Maritime & Defence Precinct Restoration	Infrastructure & Environment	Provide	Electrical mains connected to toilet block and engine shed. Scoping of restoration works complete. Contractor engaged.	In progress
<p>Progress This project is approximately 50% complete</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• The works require a Cultural Heritage Management plan to be undertaken</li> <li>• The CHMP will delay the electrical main connections</li> <li>• A Structural Engineer has completed an inspection of the defence structures, with a report to be provided to the PCG for consideration</li> <li>• A heritage Architect will be appointed to provide the required documentation</li> </ul>				



Action	Responsibility	Role	Q3 Milestone	Milestone Status
New bike racks	Infrastructure & Environment	Provide	Install new bike racks	Complete
Progress This project is 100% complete				
Comments <ul style="list-style-type: none"> <li>Bike racks have been installed at Wirrng Wirrng/Queenscliffe Hub, Queenscliff Brewhouse and Ocean View carpark</li> </ul>				

Action	Responsibility	Role	*Q2 Milestone	Milestone Status
Fisherman's co-op asbestos removal works at 4 Wharf Street, Queenscliff	Infrastructure & Environment	Partner	Works complete	In progress
Progress This project is approximately 65% complete.				
Comments <ul style="list-style-type: none"> <li>This project is funded by the Victorian Asbestos Removal Agency</li> <li>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</li> <li>Site establishment occurred in November 2023 and the work is scheduled to be completed in mid-May 2024</li> <li>At a Special Council Meeting on 8 November 2023, Council approved a variation to the contract to deal with latent structural conditions that require rectification prior to the removal of the asbestos. The Victorian Asbestos Eradication Authority will fund 100% of the project cost necessary to achieve the asbestos material removal</li> </ul>				



- At a Special Council Meeting on 20 March 2024, Council approved a variation to address additional latent conditions exposed during asbestos removal work within the old fish shop portion of the structure

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Planning Scheme Amendment – Avenue of Honour (C37quen)	Planning & Regulatory Services	Provide	Authorisation of proposed Planning Scheme Amendment by Minister for Planning	In progress
<p>Progress This project is approximately 50% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>A Planning Scheme Amendment has been prepared which proposes the application of a Heritage Overlay (HO) and the incorporation of a Statement of Significance, however, advice received from the background documents prepared in support of the Bellarine Distinctive Areas and Landscape project suggest that a Heritage Overlay may not be the most appropriate provision for protection of the trees</li> <li>Council officers are awaiting further advice and results of discussion with Department of Transport and Planning prior to progressing the planning scheme amendment</li> </ul>				



Action	Responsibility	Role	Q3 Milestone	Milestone Status
Golightly Park development & engagement plan	CEO Office	Provide	Draft development plan	In Progress
<p>Progress This project is approximately 40% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• This project has received a \$50,000 budget allocation</li> <li>• A site meeting was held with Wadawurrung Traditional Owners Aboriginal Corporation on 13 December 2023</li> <li>• Officers met with DEECA representatives on 12 February 2024 to discuss Marine and Coast Policy implications for the site</li> <li>• Council was briefed on the outcomes of those discussions at an Assembly on 21 February 2024.</li> </ul>				

Portfolio 5 – Governance and Finance

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Implement improved risk management processes	All Teams	Provide	Review operational risk registers and prepare action plan for 2024-25 budget process	Complete
<p>Progress This project is 100% complete.</p>				



Comments

- Officers have prepared and reviewed operational risk registers covering each directorate
- An action plan for the 2024–25 Budget process has been considered and incorporated into the draft budget where appropriate

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Service Needs Analysis	CEO Office	Provide	Prepare scope for Council Review	In progress
<p>Progress This project is approximately 10% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• Once the draft budget is adopted this will inform the financial inputs for the analysis</li> <li>• Officers have commenced preparing a draft scope to present to Councillors at a Council assembly in the fourth quarter of the Financial Year</li> </ul>				



## **Options**

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

## **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 2021–2031

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 includes a percentage figure representing the overall project status which has been well received by Councillors and the community.

## **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



<b>16.4.</b>	<b>2023–2024 Quarterly Financial Report at 31 March 2024</b>
<b>Author:</b>	Manager Finance & ICT Services
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

**Purpose**

The purpose of this report is for Council to consider and note the 2023–24 Quarterly Financial Report at 31 March 2024.

**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 quarter 2 year-end forecast for 2023–24.

The expected cash surplus by the end of the 2023–24 year is anticipated to be \$218,000. Measured against the Local Government Performance Reporting Framework (LGPRF) definition, the underlying result indicates a deficit of \$868,000. However, when considering the underlying result on a recurring basis there is a projected surplus of \$58,000. Both these forecasted results align closely with the forecasted year-end result from the previous quarter, with only minor adjustments made to certain expense items.

The projected year-end result of Council meets all financial sustainability indicators specified in the Council Plan 2021–2025.

**RESOLUTION**

**Cr Donnie Grigau / Cr Ross Ebbels**





That Council notes the Quarterly Finance Report to 31 March 2024.

**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 planning. The quarterly forecast review process provides an opportunity for up-to-date information to be presented to Council. The review updates Council on variations to original estimates of forecast outcomes, and it identifies any efficiency savings achieved and/or emerging issues to be addressed.

### **Discussion**

According to the Local Government Performance Reporting Framework (LGPRF) definition, the underlying result indicates a deficit of \$868,000. However, when considering the underlying result on a recurring basis there is a projected surplus of \$58,000. Both these forecasted results align closely with the forecasted year-end result from the previous quarter, with only minor adjustments made to certain expense items.

The expected cash surplus by the end of the 2023–24 year is predicted to reach \$218,000.

Council has spent \$501,000 on the ICT transformation project, with \$394,000 from grants. However, as per Australian accounting standards, these expenses cannot be capitalised and must be reclassified as operating expenses. This adjustment will be made at year-end after consulting with auditors. Although this will not affect the cash result and underlying result on the recurring basis, it will be captured and reported (negative impact) in the LGPRF measurement.

Year-to-date, Council has spent \$830,000 of the \$3.5 million forecasted capital expenditure. It is unlikely the total spend will match the projected capital expenditure. This is primarily due to the delay in works planned for the Point Lonsdale Lighthouse Reserve Stage 2 Development project, which has only expended \$55,000 of its \$1 million budget because of the complex and extensive approval



processes required. Any surplus funds at year-end will be transferred to reserve accounts for future capital projects and asset renewals.

At the close of the financial year, Council anticipates its total reserve balance to reach \$7.7 million, with \$3.45 million stemming from proceeds generated through the sale of Murray Road land.

Within the total reserve balance, \$1.6 million is earmarked for forthcoming asset renewal needs, while another \$1.4 million is set aside in the general reserve account.

The Council maintains a debt-free balance sheet.

The projected year-end result for the 2023–2024 financial year meets all financial sustainability indicators specified in the Council Plan 2021–2025.

### **Options**

1. Note the Quarterly Finance Report to 31 March 2024 as presented.
2. Request officers to make further amendments to the Quarterly Finance Report to 31 March 2024.

### **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. 2023–2024 Quarterly Financial Report at 31 March 2024 [**16.4.1** - 22 pages]



<b>16.5.</b>	<b>Draft Budget 2024–25, Draft Financial Plan 2024–25 to 2032–33 and Draft Revised Revenue &amp; Rating Plan</b>
<b>Author:</b>	Manager Finance & ICT Services
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

### **Purpose**

The purpose of this report is to authorise the Chief Executive Officer to give public notice of the Proposed Annual Financial Budget 2024–2025 ('the Draft Budget'), the updated Financial Plan 2024–25 to 2033–34 ('the Draft Financial Plan') and revised Revenue and Rating Plan.

### **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*

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

The Draft Budget details the resources required over the next year to fund the extensive range of services Council provides to the community. It includes details of capital expenditure allocations used to improve and renew Council's physical infrastructure, buildings and operational assets. It also includes details about funding proposals for a range of operating projects. The Draft Budget is prepared in accordance with the requirements of the *Local Government Act 2020*.

The purpose of the Draft Financial Plan is to provide stability, predictability and establish a framework for the effective mitigation and management of strategic financial risk. Importantly, the Draft Financial Plan should show how the viability and financial sustainability of Council will be achieved and maintained over the 10-year period.



The purpose of the revised Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council, which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

Management endorses the Draft Budget 2024–25 and the Draft Financial Plan as financially responsible, as they proactively address the financial challenges impacting the Borough.

## **RECOMMENDATION**

That Council:

1. Endorses the Draft Budget 2024–25 including the proposed schedule of fees and charges as presented for the purpose of formal public notice;
2. Endorses the Draft Financial Plan 2024–25 to 2033–34 as presented for the purpose of formal public notice;
3. Endorses the Draft Revised Revenue and Rating Plan as presented for the purposes of formal public notice;
4. Authorises the Chief Executive Officer to give public notice of the Draft Budget 2024–25, Draft Financial Plan and Draft Revised Revenue and Rating Plan, by way of newspaper advertisements, and make copies available for inspection on Council's website or by request at [info@queenscliffe.vic.gov.au](mailto:info@queenscliffe.vic.gov.au) or by post,
5. Seeks written public submissions on the draft documents during the consultation period of Thursday 25 April 2024 to 4.00 pm Friday 24 May 2024;
6. Receives submissions and, where requested, allow submitters to be heard by Council in support of those submissions on any proposal contained in the documents at a public meeting on Wednesday 29 May 2024 at 6.00pm; and
7. Considers a motion to adopt the Draft Budget 2024–25 including the schedule of fees and charges, the Draft Financial Plan and Draft Revised Revenue and Rating Plan at a Council Meeting to be held on Wednesday, 26 June 2024, having regard to all submissions received.

## **RESOLUTION**

**Cr Donnie Grigau / Cr Ross Ebbels**

That Council:



1. Requests the CEO to put the Draft Budget 2024–25 including the proposed schedule of fees and charges as presented for the purpose of formal public notice;
2. Requests the CEO to put the Draft Financial Plan 2024–25 to 2033–34 as presented for the purpose of formal public notice;
3. Requests the CEO to put the Draft Revised Revenue and Rating Plan as presented for the purpose of formal public notice;
4. Authorises the Chief Executive Officer to give public notice of the Draft Budget 2024–25, Draft Financial Plan and Draft Revised Revenue and Rating Plan, by way of newspaper advertisements, and make copies available for inspection on Council’s website or by request at [info@queenscliffe.vic.gov.au](mailto:info@queenscliffe.vic.gov.au) or by post,
5. Seeks written public submissions on the draft documents during the consultation period of Thursday 25 April 2024 to 4.00 pm Friday 24 May 2024;
6. Receives submissions and, where requested, allow submitters to be heard by Council in support of those submissions on any proposal contained in the documents at a public meeting on Wednesday 29 May 2024 at 6.00pm; and
7. Considers a motion to adopt the Draft Budget 2024–25 including the schedule of fees and charges, the Draft Financial Plan and Draft Revised Revenue and Rating Plan at a Council Meeting to be held on Wednesday, 26 June 2024, having regard to all submissions received.

**CARRIED UNANIMOUSLY**





## REPORT

### Background

#### Local Government Act 2020

- Section 94 of the *Local Government Act 2020* provides that Council must prepare and adopt a Budget for each financial year and the subsequent 3 financial years;
- Section 96 of the *Local Government Act 2020* provides that Council must develop the budget in accordance with its community engagement policy;
- Section 91 of the *Local Government Act 2020* provides that Council must develop, adopt and keep in force a Long-Term Financial Plan for period of at least the next 10 financial years in accordance with its deliberative engagement practices.

#### 2024–25 Draft Budget Process

Council has developed and will engage with the community on the 2024–25 Draft Budget in accordance with the requirements of the *Local Government Act 2020*. Councillors and officers have worked together over many months in developing the Draft Budget to ensure it meets the needs and aspirations of our community.

The preparatory work and the next steps can be summarised as follows:

- Pre-budget community Budget Consultation 22 January 2024 to 23 February 2024;
- Pre-budget community budget presentation
- Councillors and officers considered development of proposed budgets at seven (7) briefings November 2023 to April 2024;
- Proposed Draft Budget submitted to Council for consideration 24 April 2024;
- Draft Budget available for public inspection and comment 25 April 2024;
- Public submission process undertaken April/May 2024;
- Draft Budget presentation to the community 8 May 2024;
- Submissions period closes 24 May 2024;
- Submissions considered by Council 29 May 2024; and
- Final Budget presented to Council for adoption 26 June 2024.



### Financial Plan Process

Although the *Local Government Act 2020* mandates that Council adopts the Financial Plan by 31 October of the year following a Council election, Councillors and officers have assessed the Financial Plan during the 2024–25 Draft Budget process and have recommended updates to ensure its relevance. Additionally, Council has elected to provide the community an opportunity to submit proposals concerning any changes to the updated Financial Plan as part of the annual budget process.

### Revenue and Rating Plan

While the *Local Government Act 2020* mandates that Council adopts the Revenue and Rating Plan in the year following a Council election, the recent introduction of a state levy on short-term accommodation properties starting 1 January 2025, has prompted Council to remove differential rates on tourist accommodation properties.

Consequently, this change to the Council's rating structure necessitated amendments to the Revenue and Rating Plan.

## **Discussion**

### a) Draft Budget 2024–25

Given the prevailing economic conditions, local councils face numerous layers of financial and budgeting challenges. Inflation remains higher than the Reserve Bank of Australia's target range of 2% to 3%. This persistent upward trend in costs directly affects numerous council activities, from employee wages to procurement of materials and services. Striking the right balance between providing essential services and adhering to budget constraints within a capped rates environment becomes increasingly difficult.

The budget is prepared on several assumptions about the economic conditions and how they will affect the operation of the Borough. These assumptions will be refined and adjusted in quarterly forecast reviews as they emerge.

The budget includes a **rate increase of 2.75 percent**. This is in line with the State Government's rate capping framework, which has capped rate increases by Victorian councils. The additional income estimated from the rate increase is \$200,000 (annualised basis). The total rates income for 2024–25 is estimated to be \$7,462,000.



The **average rateable property's capital improved value (CIV)** in the Borough has **increased only by 0.5%** in the past 12 months. Property valuation changes can vary considerably across the differential rating categories and individual properties in a revaluation year. There is a common misconception that as properties are revalued, Council receives a 'windfall gain' of additional revenue. This is not true, as the revaluation process **only** results in a redistribution of the rate burden across all properties in the municipality.

The total amount of rates collected each year only rises by the rate cap (with inflation and rising costs). Each property in the Borough contributes a percentage of this total amount. The percentage each property contributes depends on the property's value, as assessed by the Victorian Valuer General's Office.

**A property that increases in value higher than other properties will contribute more** (in 2024–25 properties with more than 0.5% increase). **A property that does not increase in value as much as other properties, may end up contributing less.** However, most properties (where the increase in value is around 0.5%) will see an increase in contributions closer to the rate cap.

The proposed changes outlined in the "Draft Revised Revenue and Rating Plan" involve **removing the rating differential for tourist accommodation properties.** This change won't affect the total revenue collected by the Council through rates. Instead, it will alter how the rates are distributed among various property types within the Borough.

The income from waste management charges is estimated to increase by \$256,000 in 2024–25 to \$1,537,000. Council operates a full cost recovery strategy for waste services. Council has previously phased the recovery of direct employee costs associated with the standard kerbside waste services. The shortfall has previously been temporarily financed through the unallocated cash reserve (general reserve) of the Borough. From 2024–25 onwards the direct employee costs are to be recovered in line with Council's full cost recovery strategy.

The **projected increase in waste management charges for a residential property is \$82.00 in 2024–25.**



The council will continue to pursue full cost recovery for all waste management expenses. Required adjustments to adhere to the Minister's Good Practice Guidelines regarding service rates and charges, released in December 2023 will be incorporated into future budgets, ensuring Council's financial sustainability.

**No new operating projects are proposed in the 2024–25 budget** other than the ongoing operating projects totaling \$142,000.

The **Local Government Performance Reporting Framework (LGPRF) based projected underlying result for the 2024–25 year is a deficit of \$33,000 (-0.3%).**

In the 2024-25 Draft Budget, **a breakeven underlying result is forecasted on a recurring basis.** The anticipated rise in costs related to the outdoor services contract and municipal building surveyor services has been mitigated by projected cost-saving measures, particularly through staff resource restructuring. As part of delivering a breakeven budget, Council is committed to undergoing a value management process for its key contracts. However, a such process and the **projected reduction in staff resources might affect the current service levels provided by the Council.**

**No new capital projects are proposed in the 2024–25 Draft Budget.** This is not a reflection of Council's overall cash position which remains positive, but it does reflect the reduction in resource capacity (considering the ongoing projects) required to ensure Council maintains a breakeven operation position.

Council considers it good practice to invest in asset renewal and upgrade projects an amount at least equivalent to the annual depreciation expense. However, for the coming financial year, as the budgeted spend is below total depreciation for 2024–25, the difference is proposed to be transferred to the asset replacement reserve to be used against future identified renewal or upgrade capital projects.

The Draft Budget 2024–25 satisfies all other financial sustainability indicators specified in the Council Plan, except for Council's contribution to asset renewal and upgrade. However, as stated above, **shortfall in the investment in asset renewal and upgrade is proposed to be transferred to asset replacement reserve** which does not reflect in the result for this indicator.



b) Draft Financial Plan 2024–25 to 2033–34

The draft financial plan has been prepared based on various assumptions as detailed in the Draft Financial Plan itself.

The draft financial plan sits **within the projected rates cap over the next 10-year** period meeting Council's commitment to maintaining future rates increases at or within the capped rate.

The draft financial plan **does not yet reflect Council's strategy for aligning with the Minister's Good Practice Guidelines on service rates and charges**. However, Council remains committed to achieving full cost recovery for all waste management expenditures. Adjustments necessary to comply with the Minister's Guidelines will be integrated into the next iteration of the financial plan.

The **Local Government Performance Reporting Framework (LGPRF) based measure is projecting an average annual underlying surplus of \$117,000 over the 10-year planning horizon** even though Council has earmarked a couple of non-recurring operating projects for future years.

Council is projecting an average **annual underlying surplus excluding the impact of non-recurring transactions (based on the Council Plan measure) of \$143,000 over the 10-year planning horizon**.

**The Financial Plan forecasts \$18.5 million investment in existing assets over the next 10 years. Asset renewal work and reasonable asset upgrade works have been prioritised** in the Draft Financial Plan over any new capital work. This measure is taken to prevent any adverse effects on Council's financial stability, which could lead to increased demands for asset renewal in the future. The Draft Financial Plan includes only preliminary cost estimates, pending community consultations and thorough feasibility evaluations to determine the scope and timing of these projects. Nonetheless, Council anticipates that there will continue to be a reliance on external grant opportunities to execute potential capital projects outlined in the Draft Financial Plan.

**No new property sales are planned** during the next 10-year period except for the annual replacement of motor vehicles.



Under the current policy position Council will continue to have a **debt free balance sheet** over the 10-year planning horizon.

**Based on the 10-year average**, Council's projected financial performance over the 10-year planning horizon **satisfies all financial sustainability indicators**.

c) *Draft Revised Revenue and Rating Plan*

Under section 93 of the *Local Government Act 2020*, a Council must prepare and adopt a Revenue and Rating Plan for a period of at least the next four financial years. The Revenue and Rating Plan establishes the revenue-raising framework within which Council proposes to work and operate within.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council, which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

Strategies outlined in the Revenue and Rating Plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.

The treasurer of Victoria proposed a new levy on short stay accommodation platforms in the 2023/24 state budget. The proposed levy is to be implemented with effect from 1 January 2025. The Short Stay Levy will be set at 7.5 per cent of the short-stay accommodation platforms' revenue. The revenue raised from the levy will go to Homes Victoria, supporting its work building and maintaining social and affordable housing across the state, with 25 per cent of funds to be invested in regional Victoria.

Further, the proposal suggests removing any other charges on tourist accommodation properties by local councils. As a result, the Borough of Queenscliffe will not be able to impose a rating differential of 110% on tourist accommodation properties with effect from 1 January 2025.



Removing tourist accommodation properties will not have an impact on the overall rates income of Council. It will only impact the way the rates burden has been distributed among different types of properties in the Borough.

Council has close to 11% of total properties classified as tourist accommodation properties. When the tourist accommodation differential is removed the additional rates burden that would be redistributed to an average residential property would be approximately \$23.

While it is not mandatory for Council to review the plan before the upcoming Council election in October 2024, the primary amendment outlined in the draft revised plan entails the exclusion of tourist accommodation properties. Furthermore, several additional adjustments have been suggested, including the incorporation of supplementary details regarding non-rateable land and changes to the process for addressing outstanding rates and charges in accordance with the preliminary version of Ministerial Guidelines on the Payment of Rates and Charges, recently released for public consultation by the Local Government Victoria.

### **Options**

1. Endorse the draft documents as presented for the purpose of community consultation.
2. Request officers make further adjustments or amendments to the draft documents.

### **Communications and Engagement**

#### Community Engagement

Council undertook an initial round of community consultation in January and February 2024 to inform the development of the Draft Budget.

Should Council resolve to endorse the Draft Budget 2024–25, the Draft Financial Plan and the Draft Revised Revenue and Rating Plan as outlined in this report, the draft documents will be open for public submissions until 4:00pm on Friday 24 May 2024.

Council will provide an opportunity for submitters to speak to their written submissions at a public meeting on Wednesday 29 May 2024.



All submissions will be considered and Council will have an opportunity to adopt the draft documents at its Ordinary Meeting of Council scheduled for Wednesday 26 June 2024.

### Collaboration

The proposed budget has been prepared based on the Local Government Better Practice Guides, Model Budget 2024–25, Financial Plan 2024–25 to 2033–34 and Revenue and Rating Plan.

## **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; staff resourcing has not allowed for a Gender Impact Assessment to be undertaken in this instance.

### Regional, State and National Plans and Policies

Not applicable.

### Legal and Risk Implications

The budget provides useful information to Councillors and officers in relation to the financial sustainability of Council's operations and an effective tool to monitor ongoing financial performance.

### Related Documents

Climate Emergency Response Plan 2021–2031





Community Vision 2021–2031

Council Plan 2021–2025

Financial Plan 2023–2033

CP001 Asset Management

CP039 Discretionary Reserves

### Disclosure of Interest

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

## **Considerations**

### Environmental Sustainability

The budget provides information in relation to Council's commitment to Environmental Sustainability.

### Financial and Resource Implications

The Draft Budget and the Draft Financial Plan provide the opportunity for constant review of Council's financial position and an indication of the availability of financial resources.

### Innovation and Continuous Improvement

Additional information has been provided in an easy-to-understand manner to enhance the transparency of Council operations.

## **Implementation**

### Operational Impacts

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

### Implementation Process

Capital works and operational works programs will be developed and implemented in line with the proposed budget.

## **Attachments**

1. Draft Budget 2024-25 [**16.5.1** - 90 pages]
2. Draft Financial Plan 2024 - 2034 [**16.5.2** - 34 pages]
3. Draft Revenue and Rating Plan [**16.5.3** - 27 pages]



## **16.6. Urgent Business – Cr Tolhurst Resignation from Mayoral position**

Cr Isabelle Tolhurst requested that Council consider a matter of urgent business for consideration by Council, her resignation as Mayor, effective immediately.

Cr Tolhurst advised that the Borough's recently adopted Governance Rules provide that Business can only be admitted by the Chairperson as Urgent Business when it meetings the following criteria:

- a) It relates to or arises out of a matter which has arisen since distribution of the agenda; and
- b) It cannot safely or conveniently be deferred until the next Council meeting; and
- c) The Council resolves to admit an item considered to be Urgent Business.

### **RESOLUTION**

#### **Cr Isabelle Tolhurst / Cr Robert Minty**

That Council:

- a) Notes Cr Isabelle Tolhurst's resignation as Mayor, effective immediately; and
- b) As a result of the resignation, that Council admits the election of the Mayor as urgent business.

**CARRIED UNANIMOUSLY**

### **Chair of the Meeting**

Consistent with clause 7 of the Borough of Queenscliffe Governance Rules the Chief Executive Officer temporarily chaired the meeting until the election of the Mayor and the newly elected Mayor assumes the Chair.

## **16.7 Mayoral Election**

### **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.

When a Councillor is elected to fill a vacancy in the office of Mayor caused other than by the expiration of the Mayoral term, then the Councillor elected serves as Mayor for the remaining period of the Mayoral term (section 26(8) of the Act) which is until the Council election later this year.

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.



## **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.

*The Chair called for nominations.*

*Cr Robert Minty nominated Cr Ross Ebbels for the Mayoral role.*

*The CEO called for a seconder.*

*Cr Isabelle Tolhurst 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 Robert Minty / Cr Isabelle Tolhurst**

That Council appoint Cr Ross Ebbels to the position of Mayor for the remainder of the Mayoral term.

**CARRIED**

*The Chief Executive Officer vacated the Chair.*



*Cr Ross Ebbels, the Mayor as elected assumed the Chair.*

## **16.8 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.

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

*The Mayor confirmed by assent that the Council would call for nominations for the position of Deputy Mayor.*

## **16.9 Appointment of a 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.



## **RECOMMENDATION**

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

*The Chair called for nominations.*

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

*The Chair called for a seconder.*

*Cr Isabelle Tolhurst seconded the nomination.*

*The Chair called for any other nominations.*

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

*The Chair called for a seconder.*

*Cr Michael Grout seconded the nomination.*

## **RESOLUTION**

### **Cr Ross Ebbels / Cr Isabelle Tolhurst**

That Council appoints Cr Robert Minty to role of Deputy Mayor for the remainder of the term.

**CARRIED**

## **17. Signing & Sealing of Documents**

No reports to consider.

## **18. Questions Without Notice**

### **18.1. Questions Without Notice Status Update**

No Questions Without Notice are outstanding.



## **18.2. Questions Without Notice**

Cr Grigau advised that the Council agenda is made available to the public at least 48 hours prior to the Council meeting. He went on to note that public questions that relate to a particular agenda item are often deferred until after that item is considered. Cr Grigau asked the CEO if that was considered good governance, openness and transparency given that the public questions cannot be answered during public question time.

The CEO advised that Councillors are not able to comment or preempt a Council decision as it goes against the Governance Rules and the Local Government Act, which state that motions should not be debated until they are put on the table. The Governance Rules and Act provide a controlled environment where all Councillors can consider a matter with an open mind and can listen to the debate of the other Councillors before making a formal decision. The risk is that if Councillors are put in a position to give their opinion or preempt an upcoming motion it would not be good governance.

Cr Tolhurst advised that the Council recently received funding for a beach safety marker audit and funding to upgrade the timber fencing at the dog beach. Cr Tolhurst asked the CEO for an update on the funding and the proposed timelines for these two projects.

The CEO advised that Council has signed the agreement for the beach access signage audit. Life Saving Victoria was appointed to undertake the audit and has advised that they will be able to submit the report to Council in mid-May. Councillors will receive a briefing once the information becomes available.

The funding agreement for the extension of the fence at the dog beach has been signed. Officers have commenced on the engineering assessment and relevant approvals.



## **19. List of Council Meetings**

### Budget Presentation

Wednesday 8 May 2024 at 6:00pm  
Queenscliff Town Hall

### Planning Review Meeting

Wednesday 8 May 2024 at 7:00pm (if required)

### Ordinary Meeting of Council

Wednesday 22 May 2024 at 7:00pm  
Queenscliff Town Hall

### Councillor Listening Post

Sunday 26 May 2024 at 11:00am to 12:00pm  
Queenscliff Market

### Budget Submissions Hearing

Wednesday 29 May 2024 at 6:00pm  
Queenscliff Town Hall

## **20. Close of Meeting**

Cr Ross Ebbels declared the meeting closed at 8:44pm.





## 21.1. ADJUNCT TO 7 – RECORD OF INFORMAL MEETINGS OF COUNCILLORS

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

*11.1 is scheduled or planned outside of an Ordinary Meeting of Council for the purpose of discussing the business of Council or briefing Councillors; and*

*11.2 is attended by at least one senior member of Council staff; and*

*11.3 all Councillors have been invited by the Chief Executive Officer; and*

*11.4 a majority of Councillors are present; and*

*11.5 is not a Delegated Committee meeting or Community Asset Committee meeting.*

<b>Informal Meeting</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
<b>Councillor Project Management Workshop</b> 26 March 2024 12:02pm – 1:45pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Minty	Martin Gill, CEO Tim Crawford, MCRS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Project Management Framework 2. Project management policy Statement 3. Project Management definition of policy	Nil.
<b>Councillor Assembly Briefing</b> 27 March 2024 2:35pm – 5:00pm	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MCRS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Budget: New and capital projects for the 2024/25 budget	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Wirrng Wirrng		Jodie Hunt, FSC		
<b>CEO Councillor Meeting</b> 10 April 2024 2:00pm – 2:30pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Grout Cr Minty	Martin Gill, CEO	1. Draft Budget 2024/25 2. Draft Coastal & Marine Management Plan	Nil.
<b>Councillor Assembly Briefing</b> 10 April 2024 2:35pm – 5:20pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Grout Cr Minty	Martin Gill, CEO Gihan Kohobange, MFS Tim Crawford, MCRS Abbey Tatterson, MCE Steve Ward, CSC Jenni Walker, HR&GC Jodie Hunt, FSC Dinah O'Brien, STP	1. Draft Access & Inclusion Plan 2. Revised Governance Rules community feedback 3. Review of Council Policies: <ul style="list-style-type: none"> <li>a. CP009 Gifts, Benefits &amp; Hospitality</li> <li>b. CP014 Public Art</li> <li>c. CP016 Reimbursement of Expenses for Councillors &amp; Members of Council Committees</li> <li>d. CP025 Public Interest Disclosures</li> </ul> 4. Draft Budget 2024/25 & updated Financial Plan 5. Draft Coastal & Marine Management Plan	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>CEO Councillor Meeting</b> 17 April 2024 2:10pm – 2:40pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Grout Cr Minty	Martin Gill, CEO	1. Updating Planning Permit Application forms 2. Neighbourhood Battery Initiative 3. Budget	Nil.
<b>Councillor Assembly Briefing</b> 17 April 2024 2:40pm – 5:00pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Grout Cr Minty	Martin Gill, CEO Gihan Kohobange, MFS Tim Crawford, MCRS Stuart Hansen, MIE Abbey Tatterson, MCE Jodie Hunt, FSC Jenni Walker, HR&GC Makenna Bryon, CC	1. Final Draft Budget 2024/25, updated Financial Plan, 2. Revised Governance Rules 3. Vegetation Management Framework 4. Local Traders Discussion Feedback	Nil.

BS&ICT – Business Systems & ICT Coordinator	CC – Communications Coordinator	CEO – Chief Executive Officer
CERP – Project Officer, Climate Emergency Response Plan	CO – Communications Officer	CSC - Community Services Coordinator
CSRO – Community Stakeholder Relations Officer	EA – Executive Assistant to the CEO, Mayor & Councillors	FSC - Financial Services Coordinator
HR&GC – HR & Governance Coordinator	MCE – Manager Customer Experience	MFS – Manager Finance & ICT Services
MIE – Manager Infrastructure & Environment	MPCS – Manager Community & Regulatory Services	RIE – Roads Infrastructure Engineer

**Confirmed**

**Cr Tolhurst, Mayor, 22 May 2024**