

# Borough of Queenscliffe

## Ordinary Meeting of Council

### Minutes

Wednesday 24 July 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 Ross Ebbels declared the meeting open at 7:00 pm.

## **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

Gihan Kohobange, Manager Finance & ICT Services

Abbey Tatterson, Manager Customer Experience

Makenna Bryon, Communications Coordinator

Jackie Fletcher, EA to the CEO, Mayor & Councillors

### **Apologies:**

Tim Crawford, Manager Community & Regulatory Services

Stuart Hansen, Manager Infrastructure & Environment



## **Urgent Business – Point Lonsdale Light House Reserve Grant Variation**

The CEO requested that Council consider a matter of urgent business, being a Point Lonsdale Light House Reserve Grant Variation.

In accordance with clause 95 of the Borough of Queenscliffe Governance Rules, business must not be admitted by the Chair unless:

- b. it relates to or arises out of a matter which has arisen since distribution of the
- 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.

The CEO advised that matter has arisen following the decision of the Point Lonsdale Light House Reserve Project – Stage 2 Development Project Control Group, at a meeting held on Monday 22 July 2024, to revise the scope of project set out in the current grant agreement between the Borough of Queenscliffe and the Department of Environment, Energy and Climate Action.

The CEO sought to have the matter admitted, because the process to formally vary the agreement needs to be completed by 30 September 2024, the current project completion date.

Should Council accept the project control group proposal, and the recommendation in the agenda paper, officers could immediately commence the process to request a variation to the grant agreement.

### **RESOLUTION**

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

That Council:

- a) Accepts the Point Lonsdale Lighthouse Reserve Grant Variation as urgent business.
- b) That the report is considered after 14.2 Point Lonsdale Lighthouse Reserve project update #7.

**CARRIED UNANIMOUSLY**

*A copy of the CEO's Council report was distributed to those in the gallery.*



### **3. Conflict of Interest Disclosures**

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

Councillors:

Cr Donnie Grigau declared that he had a conflict of interest in relation to item 19.1 Event Sponsorship and Community Grants 2024-2024, in the closed section of the meeting. Cr Grigau declared that he has an association with one of the representative groups who applied. Cr Grigau stated that he would leave the meeting for that item.

Cr Ross Ebbels declared that he had a conflict of interest in relation to item 19.1 Event Sponsorship and Community Grants 2024-2024, in the closed section of the meeting. Cr Ebbels declared that his wife has an association with one of the representative groups who applied. Cr Ebbels stated that he would leave the meeting for that item.

Officers: Nil.

### **4. Leave of Absence of Councillor**

Nil.

#### **4.1. Cr Grout Leave of Absence**

On 16 July 2024, the Chief Executive Officer received advice from Cr Michael Grout indicating that he will be taking a leave of absence from Council from 2 August to 2 September 2024.

#### **RESOLUTION**

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

That Council grant a leave of absence to Cr Michael Grout from 2 August 2024 to 2 September 2024.

**CARRIED UNANIMOUSLY**



## 5. Public Question Time

### 5.1. Public Question Status Update

At the Ordinary Meeting of Council on 26 June 2024, one public question was taken on notice. Please refer to adjunct 5.1 for the details.

No public questions are outstanding.

### 5.2. Public Questions

*The Chair will accept public questions which comply with Council's Public Question Time [Guidelines](#).*

The Chair advised Council that four (4) public question had been received by Council within the prescribed timelines.

#### **Public Question 1 from the Queenscliffe Community Association (QCA)**

Page 33 and 34 of the Audit and Risk Report held on June 11 2024 and before passage of this Council's Draft Budget it was noted that -

*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 negatively impact the LGPRF measurement.*

Can Councillors explain the implications this will have on this Budget and the LGPRF measure and, in light of this adjustment, are Councillors comfortable with the adjusted financial position of Council's operating result for 2024 /25?

#### **Response from the Manager Finance & ICT Services**

The detail of this accounting adjustment can be found on pages 3, 5, and 6 of the quarterly financial report presented at the Council meeting in April this year. This





adjustment is an accounting adjustment, involving the reclassification of expenses. It has no impact on cash flow, Council's financial position or the 2024/25 budget.

Had this expense been capitalised, it would have been amortised over five years. Instead, it has been fully charged in the 2023/24 financial year as an operating expense though these expenses have been incurred over a couple of years.

As noted in the quarterly financial report, this will have a negative impact on the 2023/24 underlying result measured in the LGPRF.

### **Public Question 2 from David Connoley**

There have been concerns expressed about Seacroft in Cheshunt Street - an individually listed heritage building and also the environmental impacts on the Murray Road subdivision site and the swales that have high environmental values. Both are subject to conditions of permit. Some concerns have already been raised previously in the media.

Has Council recorded or noted any possible breaches of conditions and if that is the case who is managing the compliances and enforcement of conditions for such properties and possibly other properties that have significant heritage and environmental protections?

### **Response from the CEO**

Without knowing what the specific concerns that have been expressed about Seacroft are, I will need to work with Council officers to review and investigate. I am aware that works occurred in the swale drain in front of the property at 61 – 75 Murray Road that Council officers are investigating.

The Planning Team manages the investigation of alleged breaches of planning permit conditions and the *Planning and Environment Act 1987*.

### **Public Question 3 from Christine Rees**

Recent destruction of Swale/saltmarsh along 61-75 Murray Road. An area that has Significant Landscape Overlay (SLO), Significant Landscape overlay Schedule 1 (SLO1), Vegetation Protection Overlay (VPO), and Vegetation Protection Overlay Schedule 1 (VPO1).



According to Permit conditions: *Before works start, a native vegetation protection fence must be erected around all patches of native vegetation and scattered trees to be retained on site and within the Murray Road reserve. This fence must be erected around the patch of native vegetation at a minimum distance of 1 metre from retained native vegetation. The fence must be constructed of star pickets/chain mesh/or similar to the satisfaction of the responsible authority. The fence must remain in place until all works are completed to the satisfaction of the responsible authority. The layout of fencing around retained native vegetation within the Murray Road reserve must prevent any vehicle access into or through the vegetated swale other than within the footprint of the approved road entry point.*

Why has the council allowed the destruction of Swale/saltmarsh in Murray Rd reserve when it clearly states in the permit that native vegetation is to be protected and to not allow vehicular access, trenching or soil excavation?

### **Response from the CEO**

See response to Public Question 4.

### **Public Question 4 from Jane Abbott**

In regard to the property at 61-75 Murray Rd, on viewing the site it is seen that another section of the swale has been drained and excavated to allow for water main and power trenches to be buried. How was this extra clearing allowed under the permit conditions. It is an area approx 40m x 3.

### **Response from CEO**

Council has not 'allowed' or permitted the vegetation clearing in the swale drain. Council officers are investigating the vegetation clearance, which appears to have occurred without Council consent, prior to determining our next actions.



## 6. Confirmation of Minutes of Previous Meetings

### 6.1. Ordinary Council Meeting on 26 June 2024

A copy of the minutes from the Ordinary Council Meeting on 26 June 2024 was distributed to Councillors under separate cover. The minutes included an error at item 16.4 Fair Access Policy, the report was moved by Cr Donnie Grigau and seconded by Cr Isabelle Tolhurst.

#### RESOLUTION

**Cr Donnie Grigau / Cr Isabelle Tolhurst**

That the minutes of the Ordinary Council Meeting on 26 June 2024, as amended, be confirmed as an accurate record.

**CARRIED UNANIMOUSLY**

### 6.2. Ordinary Council Meeting on 26 June 2024 Confidential Minutes

A copy of the previous confidential minutes from the Ordinary Council Meeting on 26 June 2024 Confidential Minutes was distributed to Councillors under separate cover.

#### RESOLUTION

**Cr Isabelle Tolhurst / Cr Donnie Grigau**

That the confidential minutes of the Ordinary Meeting of Council on 26 June 2024, as distributed, be confirmed as an accurate record.

**CARRIED UNANIMOUSLY**



### **6.3. Audit & Risk Committee Meeting on 11 June 2024**

A copy of the minutes from the Audit & Risk Committee Meeting on 11 June 2024 was distributed to Councillors under separate cover.

#### **RESOLUTION**

**Cr Donnie Grigau / Cr Ross Ebbels**

That the minutes of the Audit & Risk Committee Meeting on 11 June 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 June 2024 - Councillor Briefing from Maddocks
- 26 June 2024 – Councillor Assembly briefing
- 10 July 2024 – CEO & Councillor meeting
- 10 July 2024 – Councillor Assembly briefing
- 17 July 2024 – CEO & Councillor meeting
- 17 July 2024 – Councillor Assembly briefing

#### **RESOLUTION**

**Cr Isabelle Tolhurst / 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 number 2024/592: Investigating a more frequent Council news publication

In accordance with the Borough of Queenscliffe Governance Rules, notice was received by the Chief Executive Officer from Cr Tolhurst of the following motion on 17 July 2024.

#### **BACKGROUND**

The community of the Borough of Queenscliffe relies on regular and informative communications from Council distributed through a number of accessible channels. This is essential for the community to engage meaningfully in Council matters and support genuine participation.

Council's current print publication, the Borough Bites, is issued quarterly and details updates from Council, including rates information, current consultations, Council meeting details, and event information. It is also available online. Given the frequency of this publication however, it is not always possible to present consultations and information in a timely way. A more frequent publication may allow Council to synchronise information with agendas and decisions of monthly Ordinary Meetings, share current work and consultations of Council, as well as provide an opportunity to share more community stories and information about local people and businesses.

Conversations with community members at Councillor listening posts, insights from the recent Local Trader forum, and results from multiple Community Satisfaction Surveys (CSS) – including the 2024 results which will be reported at the Ordinary Council meeting in August – regularly highlight Council communication as an area for improvement. This feedback provides an opportunity to explore revised ways of communicating with the public.

This investigation aligns to two of the Borough's five pillars in its Community Vision: Supporting business and community prosperity and encouraging an inclusive and





engaged community. It also seeks to respond to reduced satisfaction in the CSS section "Business and community development and tourism performance", which relates to Council's commitment in the Council Plan 2021–2025 Local Economy portfolio indicator, that "Council achieves strong Community Satisfaction Survey results for business and community development and tourism performance."

In providing further context to this motion, the Borough community lost a hyperlocal source of print news, The Rip, in the last 18 months. The Rip was a monthly magazine which published Council and community stories, with more than 4000 copies printed and distributed each month. The Rip provided community news for nearly 20 years, and as such had become a reliable source of community news delivered to homes in print. Anecdotally, many have observed the gap in community news left when The Rip ceased print publication. While the 2024 CSS results have indicated that print is declining as the preferred form of Council communication, these results do not factor in the current state of local news nor the type of content residents and ratepayers are seeking to access in print.

I, Cr Isabelle Tolhurst, hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 24 July 2024.

## **RESOLUTION**

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

That Council:

1. Creates a report investigating of the viability of creating and distributing a monthly, six weekly, or bi-monthly Council news publication in print for residents and ratepayers, including:
  - a. Detailing the costs and resources required, with comparative analysis to current print communications model.
  - b. Suggesting key content areas, including, but not limited to Council advocacy updates, community grants/funding opportunities, Business news and What's On sections.
  - c. Reviewing the publications distributed in municipalities who consistently receive high scores in the CSS for Communication.



- d. Considering a range of distribution options for such a publication, including via mail to ratepayers, email, and in local shops and venues.
  - e. Making a recommendation on the merits of pursuing a trial for a more frequent Council news publication in print.
2. Presents a draft report to Council by the October Ordinary Meeting of Council 2024.

**CARRIED**

*Cr Grigau called a division:*

*For: Crs Tolhurst, Ebbels, Grout, Minty*

*Against : Cr Grigau*



## 9. Functions Attended

Council was represented at the following meetings and functions between 20 June and 17 July 2024.

<b>Date</b>	<b>Meeting or Function</b>
20 June 2024	Meeting with St Georges Church (CEO & Cr Ebbels)
20 June 2024	Point Lonsdale Primary School visit with grade 5 and 6 students (Cr Ebbels & Cr Minty)
20 June 2024	Geelong Regional Library Corporation Board Meeting (CEO & Cr Ebbels)
21 June 2024	Port Phillip Sea Pilots 185th birthday celebration (Cr Ebbels)
21 June 2024	Nightide Fringe (Cr Ebbels & Cr Grout)
22 June 2024	Searoad Ferries Winter Solstice event – Nightide – AfterDark VIP Party (Cr Ebbels & Cr Grout)
23 June 2024	Coastal & Marine Management Plan Community Information Session (Cr Ebbels & Cr Tolhurst)
24 June 2024	Bellarine Wellbeing Connect Meeting via videoconference (CEO)
24 June 2024	Geelong Regional Library Corporation Board Meeting (CEO & Cr Ebbels)
24 June 2024	Point Lonsdale Lighthouse Reserve Project Control Group Meeting (Crs Tolhurst, Grout & Ebbels)
27 & 28 June 2024	G21 Canberra Delegation (Cr Ebbels)
27 June 2024	Queenscliffe Maritime Museum Funding announcement of the Gil Allbutt Boat Shed Refurbishment (Cr Minty)
28 June 2024	Meeting with Wadawurrung Traditional Owners Aboriginal Corporation Chief Executive Officer (CEO)
28 June 2024	Meeting with Geelong Regional Library Corporation Chief Executive Officer (CEO)
28 June 2024	Geelong Youth Awards Ceremony (CEO)
1-5 July 2024	Australian Local Government Association National General Assembly (CEO & Cr Ebbels)
8 July 2024	Queenscliffe Municipal Emergency Management Committee Meeting (CEO)
8 July 2024	Queenscliff Football Netball Club lighting launch (Cr Ebbels)
10 July 2024	NAIDOC Week community smoking Ceremony (CEO, Crs Ebbels, Minty, Tolhurst & Grout)
11 July 2024	Councillor Listening Post (Crs Ebbels, Minty & Tolhurst)



13 July 2024	Coast Guard Queenscliff Annual Dinner (Cr Ebbels)
14 July 2024	Point Lonsdale Basketball Fair (Cr Ebbels & Cr Tolhurst)
15 July 2024	Meeting with the Point Lonsdale Civic Association (CEO, Cr Ebbels & Cr Minty)

## **RESOLUTION**

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

That the Functions Attended report be received.

**CARRIED UNANIMOUSLY**



## 10. Chief Executive Officer

### 10.1. Chief Executive Officer Report for July 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**

##### National General Assembly 2024

The CEO and Mayor Ebbels attended the Australian Local Government Association National General Assembly in Canberra from 2 to 5 July along with more than 1,200 local government leaders from across Australia.

The program included consideration of 160 motions submitted by councils, outlining opportunities for the Federal Government to better support councils and Australian communities. These motions included calls to address the financial sustainability of councils, to support councils to deliver cost of living relief, to facilitate more affordable housing, maintain safe and productive local roads, cycleways and footpaths, to better prepare for and recover from natural disasters, and initiatives to Close the Gap between Indigenous and non-Indigenous Australians.

Delegates received a presentation on new research about financial sustainability in local government sector, which highlighted that sustainable federal funding to councils would deliver a \$7 billion increase to Australia's GDP. In the research the key findings about financial sustainability across the sector, including issues that the Borough has been dealing with recently through our 2024–25 budget, were:

- A significant proportion of councils cannot properly maintain assets due to revenue constraints. Cumulative asset maintenance shortfalls therefore worsen over time.
- Compound annual growth in Australian local government expenditure was 2.4 per cent, compared to a 2.6 per cent compound annual growth in the





Consumer Price Index over the same period. This represents a cut in real terms, as growth lags inflation.

- This is leading to potential trade-offs and/or budget reallocations between core services.

A copy of this report is provided at attachment 10.1.1

The theme of the Assembly was reflected in the submission made by ALGA to the Federal Government Inquiry into local government sustainability. The submission highlighted the community value of the local government sector, and the economic and social contribution local government makes, including the positive contribution the sector makes to productivity in Australia.

A copy of the submission is provided at attachment 10.1.2

The 2024 National State of the Assets report was also launched, outlining the condition of one third of Australia's public infrastructure, which is part of the \$643 billion worth of assets councils across Australia manage. Collectively, local government is responsible for one third of all Australia's public infrastructure assets.

This report, coupled with the financial sustainability research, reinforces the need for the untied Federal Financial Assistance Grants to local government to be restored to at least one percent of Commonwealth taxation revenue.

The conversations during the week and on the final day during the Australian Council of Local Government Forum, highlighted the importance of local community advocacy, particularly the role our local communities can play in asking for a fairer and more productive distribution of the taxation revenue.

### Local Government Elections

Councillors guide the future of the local area by helping form strategies, policies and plans to progress the community vision for the local area. The place we love remains the place we love because of the contribution and leadership of the people who stand for Council. In October this year our community will elect their next Council.



If you are interested in standing for Council, before you nominate you must undertake compulsory Local Government Candidate Training, and report its completion to the Victorian Electoral Commission (VEC). For more information see: <https://www.vec.vic.gov.au/candidates-and-parties/becoming-a-local-council-candidate>

The candidate training was introduced in the *Local Government Act 2020* and has been updated by Local Government Victoria to better equip and prepare candidates particularly those who are prospective first-term councillors. The training will help candidates understand the role of a councillor and what it requires before nominating. The training also serves as a refresher for those who have served as Councillors.

The training takes around an hour to complete and includes information on the following areas:

- Eligibility requirements for candidates;
- The role of a council;
- The role of a Councillor, including greater emphasis on the strategic nature of the role and the time commitment required;
- How councils make decisions;
- Updated information on governance and integrity requirements including personal interest, conflicts of interest, confidentiality, and conduct expected of councillors; and
- Support available to help incoming councillors perform their role.

Candidate nominations for elections opens on 9 September and closes at 12 noon on 17 September 2024. The CEO encourages all prospective candidates to undertake this compulsory training in the lead up to the forthcoming election.

The Borough of Queenscliffe is also participating in a regional 'Stand for Council' information session on Wednesday 28 August 2024, 6–9pm at Geelong City Hall, 57 Little Malop Street, Geelong. This is an opportunity for community members and prospective candidates to hear from our regional CEOs about what it is like to be a Councillor and what people can expect if they are elected to the role.



### *Have your say on Household Waste and Recycling Services*

The Department of Energy, Environment and Climate Action (DEECA) is engaging with the Victorian community regarding new regulations that guide a standardised four-stream household waste and recycling system.

The proposed regulations specify when councils are to provide the four services (red bin – landfill; yellow bin – recycling; green bin – organic waste; purple bin – glass). In addition, the proposed service standard details how councils must provide waste and recycling services to households.

This is an opportunity for our community to provide feedback on the waste and recycling services that Council will need to resource for the community. The survey is available on the Engage Victoria website, and officers will share the link with the community on Council's Facebook and website.

The CEO encourages the community to provide feedback directly to Engage Victoria via their website: <https://engage.vic.gov.au/>

### *Emergency Management*

On 8 July 2024 the Queenscliffe Municipal Emergency Management Planning Committee (MEMPC) met with 23 people in attendance representing 20 agencies including Ambulance Victoria, the Country Fire Authority, State Emergency Services, Victoria Police, the Red Cross, Parks Victoria, Borough officers and others. At this meeting the annual Emergency Management Desktop Exercise took place.

This year the exercise was based on a hypothetical incident that there had been a structural failure of a marquee at the Queenscliff Music Festival. The scenario planning posed ten questions to the group and focused on the initial phase of the incident scenario. The MEMPC agreed that it was a very worthwhile exercise, and in particular gave the non-response agencies a better understanding of the role the emergency response agencies play in such an event.

A follow up MEMPC Relief and Recovery Desktop Exercise is planned for mid-August 2024, where the same incident exercise will be further explored by the relief and



recovery agencies. This desktop exercise will focus on the short- and long-term recovery from such an incident.

### NAIDOC Week

NAIDOC Week, 7–14 July 2024, celebrates the history, culture, and achievements of Aboriginal and Torres Strait Islander peoples in Australia. The week is observed not just by Indigenous Australian communities but also by government agencies, schools, local councils, and workplaces.

On 10 July at Wirrng Wirring, Council hosted a Community Smoking Ceremony and Welcome to Country led by proud Wadawurrung woman Corrina Eccles. Corrina was joined by Wadawurrung Traditional Owners who generously shared their stories and culture at the event. First Nations people, the Mayor and Councillors, Borough staff, local members of Parliament and members of the community were invited to cleanse themselves by presenting their feet and then waving the smoke over their bodies. Children attending were also invited to join the traditional owners in traditional dances.

This year's NAIDOC theme was 'Keep the Fire Burning! Blak, Loud & Proud'. The theme honours the enduring strength and vitality of First Nations culture, with fire a symbol of connection to Country, to each other, and to the rich tapestry of traditions that define Aboriginal and Torres Strait Islander peoples.

### **Attachments**

1. SGS Report: Long Term Trends in Australian Local Government Financial Sustainability [**10.1.1** - 48 pages]
2. ALGA Submission to the inquiry into Local Government Sustainability [**10.1.2** - 57 pages]

### **RESOLUTION**

#### **Cr Isabelle Tolhurst / Cr Donnie Grigau**

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

**CARRIED UNANIMOUSLY**



*Cr Donnie Grigau asked the CEO for the costs associated with the CEO and Mayor attending the Australian Local Government Association National General Assembly in Canberra this month.*

*The CEO advised that he would take the question on notice.*





## **11. Health & Wellbeing**

No reports to consider.

## **12. Environment**

No reports to consider.

## **13. Local Economy**

No reports to consider.



## 14. Heritage, Planning & Infrastructure

<b>14.1.</b>	<b>Planning Permit Activity Report</b>
<b>Author:</b>	Senior Planner
<b>Portfolio:</b>	Heritage, Planning & Infrastructure Cr Ebbels

### 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 July 2024.

<b>CATEGORY</b>	<b>TALLY</b>
Current applications	5
Applications finalised since last report	9
New applications received since last report	3
<b>Total number of active permit applications</b>	<b>8</b>
VCAT matters yet to be determined	4
Development Plan & Planning Scheme Amendment Summary Report	3

### RECOMMENDATION

That the Planning Permit Activity Report be received.

### RESOLUTION

**Cr Ross Ebbels / Cr Donnie Grigau**

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

**CARRIED UNANIMOUSLY**



*The CEO advised that Council received the VCAT decision for PA2022-131, at 7 Henry Street, Queenscliff, as shown in table (d) VCAT Applications of this report.*

*VCAT handed down its decision on 8 July 2024. VCAT has varied the Council decision, but approved the development. VCAT has increased the front setback of the first-floor deck.*



### a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
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
A2021-081-1	08/05/2024	8 Cheshunt Street Point Lonsdale	Amendment: Alterations and extensions (two storey) to an existing dwelling	0	Under consideration
A 2021-130-1	24/05/2024	2 Nicholas Court Point Lonsdale	Amendment: Alterations and extensions to an existing three storey dwelling	2	Under consideration
PA2024022	04/06/2024	42 Flinders Street Queenscliff	Construction of a two storey dwelling	0	Under consideration
PA2024023	15/06/2024	6 Baillieu Street Point Lonsdale	Alterations and extensions to an existing dwelling	0	Public notification

### b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
A 2018-093-2	06/06/2024	1 Mercer Street Queenscliff	Amendment: Part demolition, alterations and extensions to an existing two storey dwelling in a Heritage Overlay area	Amended permit issued
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	Notice of decision to grant a permit issued



<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
PA2024017	19/04/2024 (Amended 25/06/2024)	36-38 & 40 Cheshunt Street Point Lonsdale	Construction of outbuildings and fences and alterations to a dwelling individually listed in a Heritage Overlay	Notice of decision to grant a permit issued
PA2024019	01/05/2024	25 Winterley Road Point Lonsdale	Construction of a dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and removal of native vegetation	Permit issued
PA2024020	03/05/2024	118 Hesse Street Queenscliff	Use and development of a pétanque terrain	Permit issued
PA2024021	17/05/2024 (Amended 06/06/2024)	13 Henry Street Queenscliff	Construction of a second dwelling, subdivision of the land into two (2) lots, variation to the side setback and site coverage requirements of Design and Development Overlay Schedule 1 and reduction in car parking to the existing dwelling	Permit issued
VS2400012	17/06/2024	64 Stokes Street Queenscliff	Demolition of an outbuilding and construction of an outbuilding in a Heritage Overlay area	Permit issued
VS2400013	17/06/2024	33 Stokes Street Queenscliff	Demolition of outbuildings in a Heritage Overlay area	Permit issued
VS2400014	17/06/2024	36-38 & 40 Cheshunt Street Point Lonsdale	Demolition and construction of a front fence on a site individually listed in a Heritage Overlay area	Permit issued



**c. New Applications Received Since Last Report**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>No. of objections</b>	<b>Status</b>
PA2024024	25/06/2024	Swan Bay waterway, adjacent to Swan Island, Queenscliff	Buildings and works associated with the installation of floating bird roosts	0	Referrals issued
PA2024025	27/06/2024	38 Golightly & 2-4 Qu'Appelle Streets, Point Lonsdale	Two lot subdivision (re-subdivision)	0	Public notification
VS2400015	11/07/2024	2 Simpson Street Point Lonsdale	Removal of native vegetation in the road reserve	N/A	Under consideration



**d. VCAT Applications**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
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 handed down its decision on 8 July. VCAT has varied the Council decision but approved the development.
PA2022-044	05/12/2023	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	<b>VCAT application for review lodged by applicant</b> <b>VCAT preliminary hearing 15 July 2024 (waiting on decision)</b> <b>and full hearing 23 &amp; 24 September 2024</b>
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 hearing 5 & 6 September 2024
PA2024-009	13/02/2024	81 Hesse Street Queenscliff	Alterations and extensions to an existing building individually listed in a Heritage Overlay	VCAT application for review lodged by objector VCAT compulsory conference 8 January 2025 and hearing 12 & 13 March 2025



**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)	At the Ordinary Meeting on 22 May 2024 Council resolved to request that the Minister for Planning appoint a Panel to hear submissions. A Directions Hearing was held on 13 June 2024 and a Panel Hearing was scheduled for 8 July 2024. Council’s Expert Witness was unable to attend on 8 July and the Panel Hearing was adjourned. A second Directions Hearing, held instead of the Panel Hearing on 8 July, resulted in the Panel Hearing being rescheduled for 6 August 2024.

**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>14.2.</b>	<b>Point Lonsdale Lighthouse Reserve Project update #7</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 is 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.



## **RESOLUTION**

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

That Council notes the Point Lonsdale Lighthouse Reserve project update for July 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 proposed 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 will be subject to the obtainment of the Cultural Heritage Management Plan (CHMP).

### Stage 2

At the Project Control Group (PCG) meeting held on Monday 24 June 2024, the PCG agreed in principle to an updated project scope that would focus on the protection of the remaining defence structures based on the information provided by the structural engineer in the dilapidation report. The proposed works would also include installation of mains power to the Engine Shed and amenities block and some fencing and signage upgrades.

The works in the original scope of the funding agreement that would not be completed are as follows:

- Installation of an All Abilities Shared Pathway from Southern Carpark to Point Lonsdale Pier
- Provision of disability parking and drop off zone
- Restoration of lighthouse surrounds

The next steps will be to discuss the proposed change of scope with the Department of Energy, Environment and Climate Action (DEECA) to establish if the change of scope still aligns with the intent of the original grant and the associated funding stream. Should DEECA provide in-principal support, the change of scope will be brought to Council for approval at a future council meeting. Council would then formally request a variation to the grant agreement including an extension to the timeline.

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 endorsement of the updated project plan will enable the Project Managers to begin the process of gaining the required approvals including the Cultural Heritage Management Plan, Heritage Victoria Permits and Marine and Coastal Act consent. Once the timeline for obtaining these permits is known an updated project timeline will be provided.

### **Options**

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

### Audit and Risk Committee

Not applicable.

### 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 July 2024 [**14.2.1** - 1 page]



<b>14.3.</b>	<b>Point Lonsdale Lighthouse Reserve Grant Variation</b>
<b>Author:</b>	Chief Executive Officer
<b>Portfolio:</b>	Heritage, Planning & Infrastructure
<b>Councillor:</b>	Cr Ebbels

**Purpose**

This purpose of this report is to seek a Council resolution to make an application for variation to the grant agreement between the Department of Environment, Energy and Climate Action (DEECA) and the Borough of Queenscliffe for the Point Lonsdale Light House Reserve – Stage 2 development project.

**Executive Summary**

In May 2023 the Borough of Queenscliffe (BoQ) and the Department of Environment, Energy and Climate Action (DEECA) signed a grant agreement. As part of the agreement BoQ would receive \$1million in grant funding to undertake works at the Point Lonsdale Lighthouse Reserve.

The project completion date in the grant agreement is 30 September 2024.

A condition of the agreement was that works were to be delivered through an appointed Project Control Group (PCG). The PCG has been working on the project since July 2023. Following the development of a landscape plan and through the first half of the 2024, the PCG has been doing the detailed planning work required to secure regulatory approvals and understand project costs.

This work has resulted in a review of the project scope and decision of the PCG to revise the scope at a PCG meeting on 22 July 2024.

This detailed work of the PCG has been critical to understanding what could be achieved within the allocated budget, taking into account some of the complexities of the site, but it does mean the project will not be finished by the completion date in the grant agreement.





The impact on the project timelines and proposed change of scope are matters that will need to be considered and approved by the grantee, DEECA, in the form of a grant variation.

Consequently, Council officers are recommending that Council resolves to make a request for variation to the grant.

## **RECOMMENDATION**

That Council:

- a) Submits a request for variation to the Department of Environment, Energy and Climate Action regarding the Point Lonsdale Lighthouse Reserve grant agreement requesting:
  - An amendment to the primary actions set out in the grant agreement to reflect the scope proposed by the Point Lonsdale Lighthouse Reserve Project Control Group in July 2024; and
  - An extension to the project completion date from 30 September 2024 to 31 May 2026.
- b) Requests the Point Lonsdale Lighthouse Reserve Project Control Group to prepare a project update, subject to the approval of the grant variation by DEECA, for the use across Council's communication platforms.

## **RESOLUTION**

### **Cr Isabelle Tolhurst / Cr Michael Grout**

That Council:

- a) Submits a request for variation to the Department of Environment, Energy and Climate Action to the Point Lonsdale Lighthouse Reserve grant agreement to:
  - Amend the primary actions set out in the grant agreement so they reflect the scope proposed by the Point Lonsdale Lighthouse Reserve Project Control Group in July 2024; and
  - To extend the project completion date to 31 May 2026.



- b) Requests the Point Lonsdale Lighthouse Reserve Project Control Group to prepare a project update, subject to the approval of the grant variation by DEECA, for the use by key project stakeholders.
  
- c) Requests that officers use this report (*agenda item number 14.3*) to provide an update on the Council website and other Council-owned channels, noting the PCG's work up to this point, project progress, the recommended change of scope, and next steps, reiterating that the scope revision remains subject to DEECA approval.

**CARRIED UNANIMOUSLY**



## REPORT

### Background

In May 2023 the Borough of Queenscliffe (BoQ) and the Department of Environment, Energy and Climate Action (DEECA) signed a grant agreement. As part of the agreement BoQ would receive \$1million in grant funding to undertake works at the Point Lonsdale Lighthouse Reserve. The agreement stated that:

*Funding is allocated to BoQ over a two-year period for improved public access to the historic precinct (all abilities), provide strategic building and precinct restoration works.*

The primary actions to be undertaken as part of the agreement are as follows:

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

Works were to be delivered through an appointed Project Control Group (PCG). The grant agreement also required that the PCG included community representation.

The agreement ends on 30 September 2024.

### Discussion

The PCG was appointed in June 2023 and commenced work on the project in July 2023.

The first two milestones of the agreement were:

- Project Manager engaged: 31 July 2023
- Project Plan submitted and approved by DECCA: 30 September 2023

The PCG achieved these delivery milestones and commenced work on the detailed planning and design phase of the project in late 2023.



A Landscape Architect was appointed, and a concept landscape plan was developed with the PCG. The landscape plan was publicly exhibited during December 2023.

The PCG then undertook to consult the landscape plan with the relevant authorities and agencies seeking input about the plan and the approvals that would be required to commence works. The Project Manager and the PCG sought advice and input from the following:

- Heritage Victoria;
- Wadawurrung Traditional Owners Aboriginal Corporation;
- DECCA; and
- Powercor.

Following initial advice from Heritage Victoria, the PCG determined to undertake an engineering assessment of the extant defence structures on the site.

In response to the consultation and feedback from the various agencies, the defence structure engineering assessment, the advice about project timing and the receipt of preliminary construction costs, the PCG started to investigate a refined project scope.

All of this critical planning and preparatory work took place during the first six months of 2024. During June 2024 and into July 2024, the PCG started to develop a clearer picture about a proposed revision to the scope, taking into account the:

- Projected project costs;
- Complexity of specific project elements (e.g. all abilities access); and
- Engineering assessment which recommended immediate works.

At a meeting on 22 July 2024, the PCG resolved to refine the scope of the project.

The proposed changes are set out in the tables on the following pages. The first table shows what has been removed from the original scope, and the second table shows what has now been added to the project scope.

It is worth noting that the budget does not change, and works will be capped at the funding amount \$1million. The PCG will prioritise the works in the second table to help inform any decision to remove works that cannot be achieved under the budget.



**Table 1. Grant Agreement 2023 – proposed changes to scope of works**

<b>Scope of work</b>	<b>PCG decision 2024 status</b>
<p><b>All Abilities Shared Pathway</b></p> <ul style="list-style-type: none"> <li>From southern carpark to Point Lonsdale Pier</li> <li>Accessible Ramp to Pier (Subject to detailed design / DDA Review)</li> </ul>	<b>Removed</b>
<p><b>Provision of disability parking and drop off zone</b></p> <ul style="list-style-type: none"> <li>Reconfigure, reseal, and improve drainage of existing Turning circle &amp; parking carpark and install at grade access points</li> <li>Inc. 2 x Disabled Parking,</li> </ul>	<b>Removed</b>
<p><b>Restoration of WW1/2 Directing &amp; Ranging Station and surrounds</b></p> <ul style="list-style-type: none"> <li>Including consolidated sand around emplacement</li> <li>Gravel lookout with seating</li> </ul>	<b>Retained</b>
<p><b>Upgrade of path to gun emplacement</b></p>	<b>Removed</b>
<p><b>Restoration of Lighthouse surrounds</b></p> <ul style="list-style-type: none"> <li>Weather protection</li> <li>Renewal of existing balustrade</li> <li>Seating</li> <li>Renewal of garden beds</li> </ul>	<b>Retained</b>
<p><b>Fencing and Signage across site</b></p> <ul style="list-style-type: none"> <li>Repair and replace timber post fencing</li> <li>Install interpretative signage, including heritage/traditional owner interpretation and QR code features</li> </ul>	<b>Retained</b>
<p><b>Mains Power to Buildings across site</b></p>	<b>Retained</b>
<p><b>WW1/2 Eastern Searchlight</b></p> <ul style="list-style-type: none"> <li>Requires intervention to avoid further deterioration</li> </ul>	<b>Retained</b>



**Table 2. Proposed Scope July 2024**

<b>Scope of work</b>	<b>PCG decision 2024 status</b>
<b>Restoration of WW1/2 Directing &amp; Ranging Station and surrounds</b> <ul style="list-style-type: none"> <li>Including consolidated sand around emplacement</li> <li>Gravel lookout with seating</li> </ul>	<b>Retained</b>
<b>Fencing and Signage across site</b> <ul style="list-style-type: none"> <li>Repair and replace timber post fencing</li> <li>Install interpretative signage, including heritage/traditional owner interpretation and QR code features</li> </ul>	<b>Retained</b>
<ul style="list-style-type: none"> <li><b>Mains Power to Buildings across site</b></li> </ul>	<b>Retained</b>
<b>WW1/2 Eastern Searchlight</b> Requires intervention to avoid further deterioration	<b>Retained</b>
<b>Restoration of Lighthouse surrounds</b> <ul style="list-style-type: none"> <li>Weather protection</li> <li>Renewal of existing balustrade</li> <li>Seating</li> </ul> Renewal of garden beds	<b>Retained</b>
<b>Restoration Eastern Gun Emplacement</b>	<b>New</b>
<b>Restoration Infrared Emplacement</b>	<b>New</b>
<b>Restoration Western Gun Emplacement (artillery store)</b>	<b>New</b>
<b>Restoration Western Searchlight Emplacement</b>	<b>New</b>
<b>Restoration Rocket Shed.</b>	<b>New</b>

The PCG have now advised Council about the proposed changes to the scope and the preferred way forward.

**Next Steps**

Consultation with key stakeholders, authorities and relevant agencies has been critical to the planning work and has provided the PCG with the information required



to make informed decisions about a revised scope. However, this work means the project completion date in the agreement cannot be achieved.

The effect on the project timing and the proposed change of scope are matters that will need approval from the grantee in the form of a grant variation.

In order to secure approval before 30 September 2024, Council will need to make a formal request for a grant variation.

The purpose of this report is to keep the project moving, and to commence the grant variation process through a Council decision.

Council officers are proposing that Council resolves to do the following:

1. Seek to amend the primary actions set out in the grant agreement so they reflect the scope proposed by the PCG; and
2. Seek to extend the project completion date to 31 May 2026.

Council officers are also recommending, subject to the decision of the DEECA, that Council ask the PCG to work with Council officers to prepare communications that:

- Introduce the revised scope to the community;
- Set out the reasons for the revision of the scope; and
- Set out the next steps, noting that the PCG has determined the next steps will be:
  - Design progression;
  - Cost plan and priority list; and
  - Cultural Heritage Management Plan.

Council officers will relay any decision Council makes on the matter to the PCG.

### **Options**

1. Elect to make a request for variation.
2. Elect to make request for variation to extend the completion date but not the project scope.
3. Elect to resolve another way forward in this matter.

### **Communications and Engagement**



### Community Engagement

The Point Lonsdale Light House Reserve PCG has community representation.

### Collaboration

Council has worked closely with DECCA, Heritage Victoria and the Wadawurrung Traditional Owners during the planning stage of the project.

The current PCG includes community representatives and officers from the Department of Environment, Energy and Climate Action.

## **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 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.

### Audit and Risk Committee

Not applicable.

### 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

Not applicable.

#### Financial and Resource Implications

Varying the scope of the grant and extending the project completion date will reduce the risk of not delivering the project on time and the associated financial risks.

#### Innovation and Continuous Improvement

Not applicable.

### **Implementation**

#### Operational Impacts

Varying the scope of the grant and extending the project completion date will improve the impact on Council's operational resources to deliver this project.

#### Implementation Process

Varying the scope of the grant and extending the project completion date will necessarily mean extending the implementation timelines for this project

### **Attachments**

Nil



## 15. Governance & Finance

<b>15.1.</b>	<b>Geelong Regional Library Corporation Transition to Enterprise Model</b>
<b>Author:</b>	Chief Executive Officer
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

### **Purpose**

The purpose of this report is for Council to note the Geelong Regional Library Corporation (GRLC) preferred future enterprise model and the planning work GRLC will commence to start the transition process.

### **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 5: Focus on continuous improvement, innovation and the adoption of new technologies that improve customer service*

The *Local Government Act 2020* requires Regional Library Corporations to transition to a new corporate structure by 30 June 2030 under legislation that governs corporate entities.

At the time of writing, three Regional Library Corporations in Victoria have already progressed with the transition process and five are in the process of transition. All have determined that the preferred model to transition to is a Company Limited by Guarantee.

The GRLC Board at its meeting in February 2024 decided to recommend to its member councils that a Company Limited by Guarantee is its preferred future



operating model, and for the GRLC to progress initial transition planning on this basis.

This will allow the GRLC to commence project scoping, planning, and costing in preparation for future member council decisions.

## **RESOLUTION**

### **Cr Ross Ebbels / Cr Donnie Grigau**

That Council:

1. Notes that the *Local Government Act 2020* requires Regional Library Corporations to transition to a new enterprise model by 30 June 2030.
2. Notes that the Geelong Regional Library Corporation at its 15 February 2024 Board Meeting endorsed a Company Limited by Guarantee as its preferred future enterprise model in order to enable project scoping, transition planning, and costing in preparation for member council decisions.
3. Request that the Geelong Regional Library Corporation prepares a report for formal consideration by Council at a future Council Meeting that:
  - a. Sets out future governance arrangements and indicative cost impacts for member councils for the delivery of library services under the new enterprise model; and
  - b. Seeks the formal approval of Council to transition to the new enterprise model.

**CARRIED UNANIMOUSLY**



## REPORT

### **Background**

The *Local Government Act 2020* requires Regional Library Corporations to transition to a new corporate structure by 30 June 2030 under legislation that governs corporate entities.

In late 2022 the GRLC Board commissioned 42<sup>2</sup> Consulting to undertake a high-level review of GRLC and, among other matters, provide a recommendation on an alternative business enterprise model (ABEM) that minimised the potential implications, risks, and impact for member councils and the community.

In February 2024 the GRLC Board considered the proposed ABEM and resolved to recommend to the member councils that the preferred corporate model would be a Company Limited by Guarantee.

The GRLC Board also committed to commencing work to allow project scoping, planning, and costing in preparation for member council decisions.

The first steps of this planning work are:

- Establishing an Executive Steering Committee (ESC) to manage the transition project; and
- Advising member councils about the preferred ABEM and seeking in-principle support to progress the initial planning for a transition to the preferred ABEM.

### **Discussion**

The ESC is made up of the corporate or community directors of respective councils, the Borough of Queenscliffe CEO, the GRLC CEO and the GRLC director Community Experience.

The ESC met in April 2024 and agreed that each member council would take a report to our respective Council Ordinary Meetings in July 2024. The ESC agreed to, and drafted, a proposed recommendation for the council reports to be used by each council.



Subject to broad agreement of the recommendation above, the GRLC will commence planning for the transition to a new entity. This will include the following:

Transition principles will be developed with a focus on:

- Service continuity
- Employee relations
- Communications
- Legal and financial advice
- Probity including confidentiality

Project Establishment and Governance Frameworks including a project management resource, workshops within GRLC and with the ESC, including scope, governance, responsibilities, accountabilities, project timelines, key deliverables, and future decision points for the GRLC Board and member councils.

Member councils will need to formally consider future operating arrangements for the delivery of library services prior to any transition of GRLC to a new entity.

### **Options**

1. Council notes the proposed governance structure as presented.
2. Council requests further information prior to providing in-principle support.

### **Communications and Engagement**

#### Community Engagement

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

#### Collaboration

Officers have benchmarked with other councils in the region.

### **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 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.

### Audit and Risk Committee

Not applicable.

### Regional, State and National Plans and Policies

Not applicable.

### Legal and Risk Implications

The legal and risk implications have been considered in association with this report.

### Related Documents

Council Plan 2021–2025

CP013 Procurement

### 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

This project is subject to additional Council resources and budget considerations.

### Innovation and Continuous Improvement

Officers have reviewed processes and procedures and implement changes to enhance the outcome of this project.

## **Implementation**



### Operational Impacts

This project will be delivered with existing operational resources.

### Implementation Process

This project will be delivered by an external contractor.

### **Attachments**

Nil



<b>15.2.</b>	<b>Review of Council Policies</b>
<b>Authors:</b>	Manager Finance and ICT Services 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:

- CP008 Fraud Prevention;
- CP031 Rates Assistance;
- CP041 Residential Vacant Land Rate; and
- CP044 Sale, Exchange or Transfer of Council Land.

**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.

Policy CP008 Fraud Prevention was first adopted in August 2003 and last revised in October 2021. The purpose of this policy is to demonstrate the Borough of Queenscliffe’s commitment to the prevention, deterrence, detection, investigation and reporting of all forms of fraud.

Policy CP031 Rates Assistance was first adopted in March 2015 and last revised in June 2021. The purpose of this policy is to ensure Council is sensitive and responsive to ratepayers experiencing financial hardship, by establishing a mechanism through which Council can offer some form of financial relief to ratepayers experiencing financial difficulty in meeting payments for general rates, waste management charges and other rates and charges.





Policy CP041 Residential Vacant Land Rate was first adopted in March 2018 and last revised in June 2021. The purpose of this policy is to outline the objectives and principles applied in Council's identification of residential vacant land, and the subsequent application of a residential vacant land rate in accordance with Council's adopted Rating Strategy and its adopted Budget.

Policy CP044 Sale, Exchange or Transfer of Council Land was first adopted in January 2019 and last revised in October 2021. The purpose of this policy is to assist Council and officers in determining the procedures to be followed in the sale, transfer or exchange of Council Land, in compliance with legislation and in line with sound management practice.

## **RESOLUTION**

### **Cr Donnie Grigau / Cr Isabelle Tolhurst**

That Council adopt the following revised policies as presented:

- a) CP008 Fraud Prevention;
- b) CP031 Rates Assistance;
- c) CP041 Residential Vacant Land Rate; and
- d) CP044 Sale, Exchange or Transfer of Council Land

**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 both policies (see attachments).

#### CP008 Fraud Prevention (revised)

Aside from minor wording changes and text restructuring, the major changes proposed are summarised below:

1. Context – remove reference to date Local Government Performance Reporting Framework was introduced as now is an established reporting framework;
2. Definitions – moved to nearer the end of the document;
3. Clause 1.4 (internal audit) – insert references to all Council risk registers (ie strategic and operational) and amend number of Audit and Risk Committee meetings to current number;
4. Clause 1.4 (external audit) – change wording to better explain VAGO's role and external audit objective;
5. Clause 2 – remove external audit reference as no longer current;
6. Clause 3 – changes to reflect current operational practice;
7. Clause 4 – changes to reflect current operational practice; and
8. Clause 5.5 – changes to reflect current operational practice.



CP031 Rates Assistance (revised)

Aside from minor wording changes and text restructuring, the major changes proposed are summarised below:

1. Context – provide clarifying statement regarding authorising legislation;
2. Definitions – moved to nearer the end of the document;
3. Clause 4.1 – Penalty interest on outstanding debts for rates and charges to cease when there is an agreed payment arrangement in place due to the ratepayer experiencing financial hardship;
4. Clause 4.2 – Penalty interest on outstanding debts for rates and charges to cease when a deferred payment plan is in place;
5. Clause 7 – added in the Information Privacy Principles as per the Privacy and Data Protection Act also apply; and
6. References – added in Privacy and Data Protection Act and CP010 Information Privacy.

CP041 Residential Vacant Land Rate (revised)

Aside from minor wording changes, no major changes are proposed in the revised draft policy.

CP044 Sale, Exchange or Transfer of Council Land (revised)

Aside from minor wording changes and text restructuring, the major changes proposed are summarised below:

1. Context – provide clarifying statement regarding authorising legislation;
2. Clause 4.3 – clarify Council approval is by way of a Council resolution;
3. Clause 5 – clarify Council approval is by way of a Council resolution;
4. Clause 5 – clarify only where savings can be quantified; and
5. Continuous improvement – change policy to usual 3 yearly review period rather than mandate it must be reviewed in the first year of a new Council.

**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.

### Audit and Risk Committee

This item was presented to Council's Audit & Risk Committee at its meeting on 11 June 2024.

### 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

CP008 Fraud Prevention

CP031 Rates Assistance



CP041 Residential Vacant Land Rate  
CP044 Sale, Exchange or Transfer of Council Land

### 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 recourse 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 CP008 Fraud Prevention [**15.2.1** - 7 pages]
2. DRAFT CP008 Fraud Prevention with track changes [**15.2.2** - 8 pages]
3. DRAFT CP031 Rates Assistance [**15.2.3** - 7 pages]
4. DRAFT CP031 Rates Assistance with track changes [**15.2.4** - 8 pages]
5. DRAFT CP041 Residential Vacant Land Rate [**15.2.5** - 4 pages]
6. DRAFT CP041 Residential Vacant Land Rate with track changes [**15.2.6** - 6 pages]
7. DRAFT CP044 Sale Exchange or Transfer of Land [**15.2.7** - 4 pages]
8. DRAFT CP044 Sale Exchange or Transfer of Land with track changes [**15.2.8** - 5 pages]



## 16. Signing & Sealing of Documents

### 16.1. Bike Park Contract 2023/06

At the ordinary meeting of Council on 28 February 2024, Council resolved to Sign and Seal the Bike Park Contract 2023/06.

Council applied the Common Seal to the Bike Park Contract 2023/06 on 16 July 2024.

#### RESOLUTION

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

That Council notes the use of the Common Seal on Bike Park Contract 2023/06 on 16 July 2024.

**CARRIED UNANIMOUSLY**

## 17. Questions Without Notice

### 17.1. Questions Without Notice Status Update

At the Ordinary Meeting of Council on 26 June 2024, two questions without notice were taken on notice. The response is provided at adjunct to 18.1.

No Questions Without Notice are outstanding.

### 17.2. Questions Without Notice

*Cr Grout advised the CEO that he has been advised by residents that some indigenous trees have been cut back along the Esplanade. He asked if this vegetation removal was sanctioned by Council, or does Council need to apply the vegetation vandalism policy and contact DEECA regarding the works.*

*The CEO advised that he was not aware of any vegetation clearing occurring along the Esplanade and said that officers would investigate the matter.*



## 18. List of Council Meetings

### Councillor Listening Post

Sunday 11 August 2024 at 11:00am to 12:00pm  
Point Lonsdale Market

### Planning Review Meeting

Wednesday 14 August 2024 at 7:00pm (if required)

### Ordinary Meeting of Council

Wednesday 28 August 2024 at 7:00pm  
Queenscliff Town Hall

### 18.2. Change of date for Election Period (Caretaker period)

Amendments to the *Local Government Act 2020*, effective from 26 June 2024, have changed the election period for 2024. The election period for the 2024 council elections will now begin at 12 noon on Tuesday 17 September 2024 and end at 6:00pm on Saturday 26 October 2024.

This recent legislative date change has consequences for two Council matters in particular:

1. The date of the September Ordinary Meeting of Council; and
2. The Election Period date referenced in Council Policy 021 Election Period.

Given the caretaker election period has been brought forward a week earlier than anticipated, officers recommend the September Ordinary Meeting of Council be brought forward so that it occurs prior to the commencement of the caretaker period.

The September Ordinary Meeting of Council is currently scheduled to be held on Wednesday 18 September 2024; it is proposed that the meeting now be moved to Wednesday 11 September 2024 at 7:00pm.

The date change for the caretaker election period also means there is one factually incorrect line in Council Policy 021 Election Period. On page one of CP021 Election



Period it currently says: The 2024 council Election Period commences at 12 noon on Tuesday 24 September 2024 and concludes at 6.00pm on Saturday 26 October 2024.

As the new date to commence the Election Period is now 12 noon on Tuesday 17 September 2024, this one line in the policy should be amended.

## **RESOLUTION**

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

That Council:

1. Reschedules the September Ordinary Meeting of Council to Wednesday 11 September 2024 at 7:00pm and publishes the new meeting date on the Council website;
2. Amends the last sentence on page one of Council Policy 021 Election Period from:  
'The 2024 council Election Period commences at 12 noon on Tuesday 24 September 2024 and concludes at 6.00pm on Saturday 26 October 2024'  
to:  
'The 2024 council Election Period commences at 12 noon on Tuesday 17 September 2024 and concludes at 6.00pm on Saturday 26 October 2024'

**CARRIED UNANIMOUSLY**





## 19. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.

### RESOLUTION

**Cr Donnie Grigau / Cr Isabelle Tolhurst**

Time: 8:03pm

That, in accordance with sections 66(1) and 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public for the consideration of the following confidential items:

#### 19.1. Events Sponsorship and Community Grants 2024-2025

This agenda item is deemed to contain confidential information as per section 3(1)(f) of the *Local Government Act 2020* as it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. This ground applies as this item relates to a confidential committee nomination process.

**CARRIED UNANIMOUSLY**

## 20. Ratification of Confidential Items

Having considered confidential items, the Chair will resume the meeting.

### RESOLUTION

**Cr Robert Minty / Cr Isabelle Tolhurst**

Time: 8:29pm

That Council reopen the meeting and resume standing orders.

**CARRIED UNANIMOUSLY**



## **RESOLUTION**

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

That the decisions made in camera be ratified by Council.

**CARRIED UNANIMOUSLY**

## **21. Close of Meeting**

Cr Ross Ebbels declared the meeting closed at 8:29 pm.



## 22.1. 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 Briefing by Maddocks</b> 26 June 2024 11:00am – 12:30pm Wirrng Wirrng	Cr Tolhurst Cr Ebbels, Mayor Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Jenni Walker, HR&GC Jackie Fletcher, EA	1. Instrument of Delegations 2. Complaints handling policy best practice	Nil.



<p><b>Councillor Assembly Briefing</b> 26 June 2024 2:35pm – 5:00pm Wirrng Wirrng</p>	<p>Cr Tolhurst Cr Ebbels, Mayor Cr Grout Cr Grigau Cr Minty</p>	<p>Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Brydon King, SP</p>	<ol style="list-style-type: none"> <li>1. Planning Application 2024/017 at 36-38 &amp; 40 Cheshunt Street, Point Lonsdale</li> <li>2. Geelong Regional Library Corporation transition to Enterprise Model</li> </ol>	<p>Nil.</p>
<p><b>CEO &amp; Councillor Meeting</b> 10 July 2024 2:00pm – 2:35pm Wirrng Wirrng</p>	<p>Cr Tolhurst Cr Ebbels, Mayor Cr Grout Cr Grigau Cr Minty</p>	<p>Martin Gill, CEO</p>	<ol style="list-style-type: none"> <li>1. C40quen Planning Scheme Amendment at Fishermans Flat</li> <li>2. Point Lonsdale Lighthouse Reserve</li> <li>3. Draft Project Management Policy</li> </ol>	<p>Nil.</p>
<p><b>Councillor Assembly Briefing</b> 10 July 2024 2:36pm – 4:08pm Wirrng Wirrng</p>	<p>Cr Tolhurst Cr Ebbels, Mayor Cr Grout Cr Grigau Cr Minty</p>	<p>Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Dinah O'Brien, STP Brydon King, SP</p>	<ol style="list-style-type: none"> <li>1. Heritage Review &amp; Design Guidelines</li> <li>2. Review of Council Policies             <ol style="list-style-type: none"> <li>a. CP008 Fraud Prevention</li> <li>b. CP031 Rates Assistance</li> <li>c. CP041 Residential Vacant Land Rate</li> <li>d. CP044 Sale, Exchange or Transfer of Council Land</li> <li>e. CP015 Reconciliation Policy</li> </ol> </li> <li>3. Barwon Tennis Strategy 2024-2034</li> <li>4. Draft Council Policy CP055 Project Management</li> </ol>	<p>Nil.</p>



<b>CEO &amp; Councillor Meeting</b> 17 July 2024 2:00pm – 2:35pm Wirrng Wirrng	Cr Tolhurst Cr Ebbels, Mayor Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO	<ol style="list-style-type: none"> <li>1. Planning Application 2022-044 at 6 McDonald Rd VCAT hearing</li> <li>2. Crigan Road: Damage to trees and road condition</li> </ol>	Nil.
<b>Councillor Assembly Briefing</b> 17 July 2024 2:35pm – 5:00pm Wirrng Wirrng	Cr Tolhurst Cr Ebbels, Mayor Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Makenna Bryon, CC Sarah Hawkins, CO Melissa Gunn, FVO Shelley Sutton, CDO	<ol style="list-style-type: none"> <li>1. Vegetation Management System</li> <li>2. Barwon Water Mains upgrade project update</li> <li>3. Investment of Surplus cash</li> <li>4. Events sponsorships and community grants 2024-25</li> <li>5. Community Satisfaction Survey Results 2024</li> </ol>	Cr Ebbels and Cr Grigau declared a conflict in relation to item 4. Event Sponsorship and Community Grants, stating that they have an association with a representative group who applied. They both left the meeting for that item.

CEO – Chief Executive Officer	CC – Communications Coordinator	CO – Communications Officer
CERP – Project Officer, Climate Emergency Response Plan	SP – Strategic Planner	CSC - Community Services Coordinator
CDO – Community Development 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
VFO – Vegetation & Foreshore Officer	SP – Senior Planner	



## 22.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
26/6/24	<p><b>Public question 1 from Queenscliffe Community Association (QCA)</b></p> <p>The Officer response in the appendix to the Draft Budget submissions to concerns with regard to the high staff and consultation costs and how Council quantifies productivity savings states-</p> <p><i>The Council operates on tight budgets and limited resources, making it impractical to manage all aspects of its operations internally in cost effective manner. Therefore, the Council uses consultants as a cost-effective means to access expertise that it lacks in-house but needs on an ad-hoc basis.</i></p> <p>In a tight operational budget setting, the QCA would be interested in a further explanation of the actual cost efficiencies - as distinct from cost effectiveness- measures and assessments that Council uses to ensure it is getting better value for money from these consultancies given that many tenders are commercial in confidence and appear to constitute high levels of expenditure.</p>	Question taken on notice.	Response sent on 5 July 2024, see attachments

### Attachments

1. Response to QCA Public Question taken on notice [22.2.1 - 2 pages]



## 22.3. ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

Date	Question	Action	Status
26/6/24	<p><b>Cr Isabelle Tolhurst</b></p> <p>Cr Tolhurst asked the CEO how many projects have had a Gender Impact Assessment undertaken since the new legislation was introduced.</p> <hr/> <p><b>Response from the CEO</b></p> <p>Following the introduction of the Gender Equality legislation in 2020, Council officers have prepared a template for Gender Impact Assessments (GIA) and included a section in each council report prompting officers to undertake a GIA or to provide a reason why one was not undertaken. This process applies to all Council reports in the Council meeting agenda.</p> <p>Gender Impact Assessments are required to be conducted on all new or revised policies, programs and services that have a direct and significant impact on the public. While many of Council’s policies, programs and services do not meet this ‘direct and significant’ threshold, a number do.</p> <p>The Victorian Commission for Gender Equality required all councils to report on the number of Gender Impact Assessments (GIAs) conducted in the time frame 1 July 2021 to 30 June 2023. The Borough conducted 12 GIAs in this reporting period. However, several were done between the introduction of the legislation in March 2021 and</p>	Nil	Complete



	<p>30 June 2021, including a GIA on the Hesse Street Pedestrian Safety Strategy.</p> <p>Recent GIAs conducted by officers include the proposed bike park design and the community service awards.</p> <p>Staff training in conducting GIAs was rolled out following the introduction of the <i>Gender Equality Act 2020</i> and remains an ongoing training item.</p> <p>Officers are currently investigating the use of a Gender Impact Assessment app, developed by Mitchell Shire Council, to determine whether the app would improve the efficiency in conducting GIAs.</p>		
26/6/24	<p><b>Cr Donnie Grigau</b> Cr Grigau asked the CEO what actions Council has taken to support the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQIA+) people in our community in the past 12 months.</p> <hr/> <p><b>Response from the CEO</b> Council did not include any specific actions in the Council Plan or the 2023–2024 Annual Plan that would be reasonably defined as providing direct support to the Borough LGBTQIA+ Community.</p> <p>However, the Council administration flew the rainbow flag on 17 May as we have done in previous years on the International Day Against Homophobia, Biphobia, Interphobia and Transphobia, (IDAHOBIT Day).</p>	Nil	Complete





	<p>The flag raising was supported by a social media post stating that 'We stand Against LGBTQIA+ Discrimination'.</p> <p>This year the staff consultative committee supported and promoted the initiative that staff wear pride progress badges to support and promote equality in the LGBTQIA+ Community. While this initiative commenced on IDAHOBIT Day, it remains on-going for staff.</p> <p>This followed staff participation in a 'Inclusive Leadership' masterclass in April.</p> <p>While we recognise these are modest initiatives, they do indicate support for our LGBTQIA+ Community.</p>		
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