

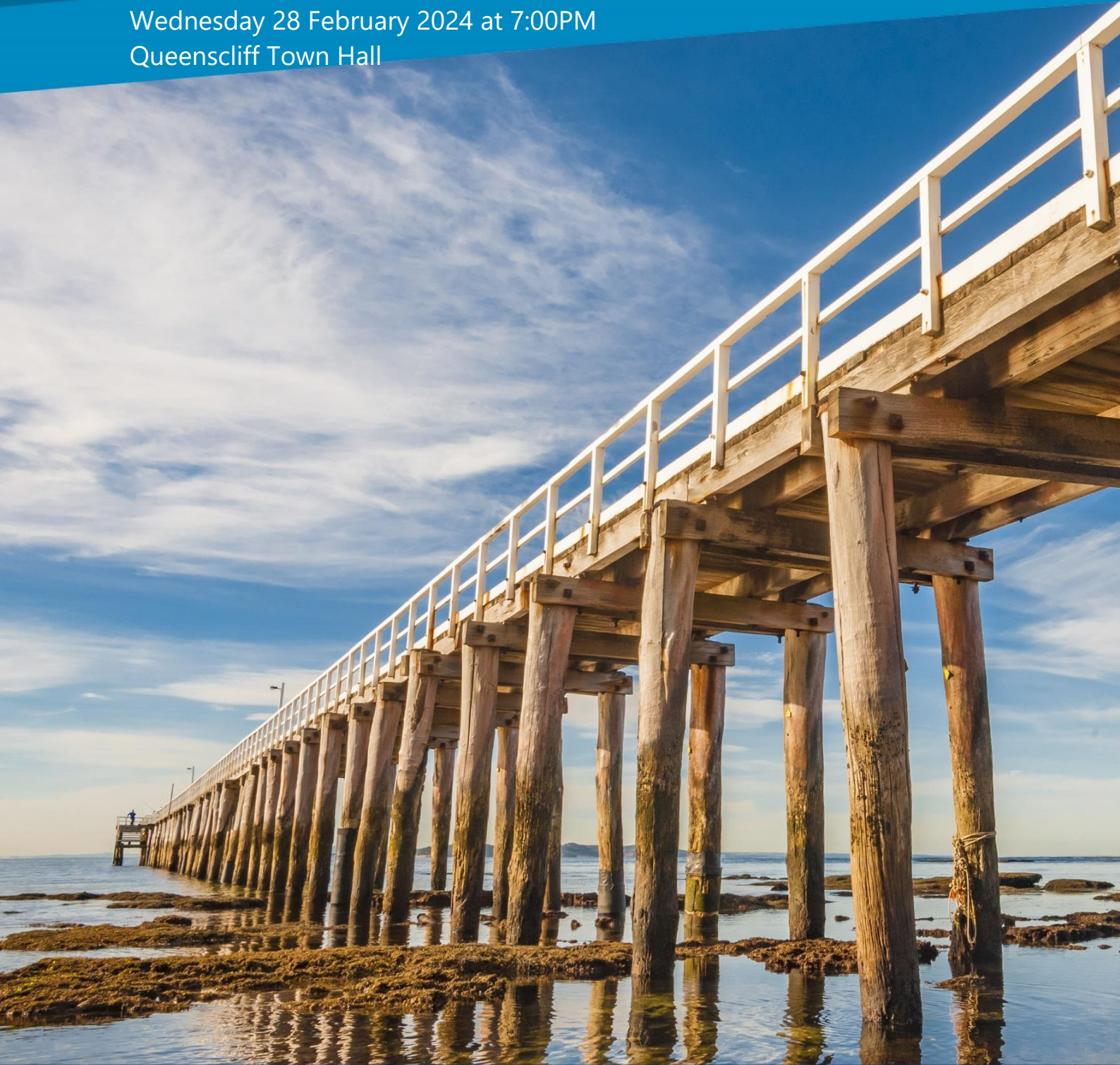
# Borough of Queenscliffe

## Ordinary Meeting of Council

### Minutes

Wednesday 28 February 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 7:00 pm.

## **2. Present & Apologies**

### **Present:**

Cr Isabelle Tolhurst, Mayor

Cr Ross Ebbels, Deputy Mayor

Cr Donnie Grigau

Cr Michael Grout

Cr Rob Minty

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Planning & Regulatory Services

Stuart Hansen, Manager Infrastructure & Environment

Gihan Kohobange, Manager Finance & ICT Services

Abbey Tatterson, Acting Manager Customer Experience

Makenna Bryon, Communications Coordinator

Jenni Walker, HR & Governance Coordinator

Jackie Fletcher, EA to the CEO, Mayor & Councillors

### **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:

Cr Tolhurst declared a conflict of interest regarding item 20.1 Event Sponsorship Nominations 2023 Second Round. Cr Tolhurst declared that she is an active member of one of the applicants and stated that she would leave meeting for the duration of that item.



Officers:

Martin Gill, CEO, declared a conflict of interest in respect of the following three agenda items as they relate to his performance review:

- Item 20.3 Notice of Motion number 2024/589: CEO Performance and Remuneration Review November 2022 to November 2023;
- Item 20.4 Notice of Motion number 2024/591: CEO Conflict of Interest - Borough of Queenscliffe Ordinary Meeting Agenda 28 February 2024; and
- Item 20.5 Chief Executive Officer Annual Performance Review.

The CEO declared that he would leave the meeting for the duration of these three items.

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

Nil.

## **5. Public Question Time**

### **5.1. Public Question Status Update**

At the Ordinary Meeting of Council on 13 December 2023, four public questions were taken on notice. Please refer to adjunct 5.1 for the details.

No public questions are outstanding.

### **5.2. Public Questions**

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

The Mayor advised Council that 7 public questions had been received by Council within the prescribed timelines.



### **Public Question 1 from Linda Pettigrove**

A question for Councillor Michael Grout at Borough Of Queenscliffe Ordinary meeting being held on Wednesday February 28<sup>th</sup> 2024.

Question: What is the current number of names now on the EV Charger petition? This petition was hand delivered to the Borough of Queenscliffe office on the morning of Monday Feb 26<sup>th</sup> addressed to the Councillors.

### **Response from the Mayor**

The petition regarding the relocation of the electric vehicle chargers is presented at item 9.1 in this agenda. The petition was resubmitted to Council on 26 February in two parts, the original written petition with additional signatures and a copy of the Change.org petition. In total there are 458 signatures.

The petition was originally submitted to Council on 22 November 2023 containing 133 signatories, of these 127 signatories are Borough residents.

### **Public Question 2 from Kelvin Pettigrove**

As a homeowner and resident directly impacted by the installation of EV chargers at 152 Learmonth St, QUEENSCLIFF, who have actively participated in presenting a petition for the relocation of these EV charges to the February Council. We are eager to understand the process and timeline of Public Consultation that lead to the installation of these charges. Particularly as those of us most affected were not consulted in the decision making process. Please provide evidence of council's engagement.

### **Response from CEO**

The CEO advised that he would take the question on notice and organise a time to meet with Mr Pettigrove.

### **Public Question 3 from David Kenwood**

Relocation of large EV Chargers and Electrical Unit from Learmonth Street

Having lived in Learmonth Street for some 38 years I continue to be impressed with residents' efforts to restore their heritage properties and improve the streetscape. Indeed, Council have outlaid some \$3 million of ratepayer monies removing their ugly 1960's buildings and constructing a heritage friendly office for its staff and





reinstating the original Town Hall Portico. Council's own Queenscliffe Urban Conservation Study lists some 13 key historic properties in Learmonth Street including the Town Hall (see pages 97 to 113).

With this in mind, will Councillors please disregard the Officer's recommendation and support a relocation of the EV Chargers to a less sensitive location – ideally this 24 hour commercial operation should be away from residential streets and close to the main arterial road and transport terminal in the harbour area where some 250,000 cars are using the ferry facility each year.

### **Response from the Mayor**

This matter will be considered at Item 9.1 in tonight's agenda.

### **Public Question 4 from the Point Lonsdale Civic Association (PLCA)**

Further to Council's Agenda item, in the February Ordinary Meeting CEO Report Page 24, the Association would like to ask the following:

1. So that Queenscliffe Council doesn't repeat the mistakes associated with the installation of EV Chargers where residents were not consulted and there is no planning process, can council please outline the planning and consultation process used to determine the 4 Mondo sites to install 100kWh/250kWh batteries on Council owned land; and
2. Furthermore, given the HV Electrical network in Point Lonsdale, interweaves with CoGG, would the council be prepared to discuss with CoGG, a possible site in CoGG, where there may be more suitable site(s) in an Electrical High Voltage Network context - which might allow more connectivity?

Thank-you

### **Response from the CEO**

The CEO advised that he would respond to the first question and take the second question on notice in accordance with our question time guidelines.

Mondo has committed to working with Council to undertake an information workshop for the community if the application is successful.

### **Public Question 5 from Ian Royce**

The Council agenda regarding the EV Chargers notes as part of non-financial implications or risks associated with the relocation of the EV Chargers being potential



reputational damage. I.E 'The reputational damage speaks to the way the Borough is viewed by funding agencies and other tiers of government. There is a risk that a breach of the funding agreement presents Council as an unreliable partner and influences the outcomes of future funding applications.'

Question

With so many petitioners and a letter from the National Trust could the same risk framework potentially also occur in how Council obtained, acquired and actioned the grant from DELWP for these unsightly bowzers?

### **Response from the CEO**

The CEO advised that the electric vehicle charges were installed in accordance with the grant conditions and in accordance with the planning scheme. Council is not currently a reputational risk of being an unreliable funding partner by Government funding bodies.

### **Public Question 6 from David Connoley**

The Queenscliff Traffic Management Strategy was has now undergone 4 final revisions at unknown cost after the Draft document was completed in December 2022. The initial Draft document did not entail any advertised or formal community consultation, despite considerable amount of questions of when the draft report was to be released.

There was also an assurance from the CEO that traffic and pedestrian quantifiable data from Searoad Ferries being provided and included in the report.

Since December 2022 Council has released the ATS and completed various wombat and zebra crossings without the benefit of the Draft QTMS being made available for debatable reasons.

The community now, 2 years after a draft was presented to Council is provided an opportunity to be consulted on a Final version.

Question

Can the community be assured by Councillors this consultation will not amount to a 'Claytons' consultation and engagement process given a draft was delivered 2 years ago and will community consultation proposed on the QTMS result in any substantial



or effective alterations to the Ratio final report given the limited changes made to the ATS?

### **Response from the Mayor**

This question relates to item 15.2 on tonight's agenda which has a recommendation to place the Queenscliff Traffic Management Strategy on public exhibition for a period of 28 days.

The Mayor confirmed that Council officers will review all feedback received during the public exhibition period, and make amendments to the Strategy where appropriate, before finalising the document.

### **Public Question 7 from Jane Abbott**

Murray Rd Bike Plan

Will the community consultation proposed be a proper in person plus Zoom consultation rather than an online survey?

In person consultation allows for exchange of ideas, exchanging reasons for the differing opinions and gives a robust chance for a consensus to be arrived at.

As an example, The Shortland Bluff Development proposals and consequent objections were managed very successfully by this process.

If the answer at this stage is no, then will Council reconsider.

### **Response from the CEO**

Similar to the community consultation conducted on this matter in 2019, Council's Murray Road engagement consultation next month will include a combination of communication strategies.

Council will conduct in person, drop-in sessions where community members can ask questions and discuss their ideas with Council's Roads and Infrastructure Engineer.

In addition, interested parties will be invited to respond to Council's electronic survey, and are encouraged to provide written submissions during the engagement period.



## 6. Confirmation of Minutes of Previous Meetings

### 6.1. Ordinary Council Meeting on 13 December 2023

A copy of the minutes from the Ordinary Council Meeting on 13 December 2023 was distributed to Councillors under separate cover.

#### RESOLUTION

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

That the minutes of the Ordinary Council Meeting on 13 December 2023, as distributed, be confirmed as an accurate record.

**CARRIED UNANIMOUSLY**

### 6.2. Audit & Risk Committee Meeting on 5 December 2023

A copy of the minutes from the Audit & Risk Committee Meeting on 5 December 2023 was distributed to Councillors under separate cover.

#### RESOLUTION

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

That the minutes of the Audit & Risk Committee Meeting on 5 December 2023, 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.

- 13 December 2023 – Councillor Assembly briefing
- 13 December 2023 – CEO & Councillor meeting



- 24 January 2024 – Councillor Assembly briefing
- 7 February 2024 – Councillor Assembly briefing
- 13 February 2024 - Public Toilet Strategy Workshop
- 14 February 2024 – Councillor Assembly briefing
- 21 February 2024 – Councillor Assembly briefing

## **RECOMMENDAION**

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

## **RESOLUTION**

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

That the Record of Informal Meetings of Councillors, as amended, 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. Notice of Motion number 2024/590: Funding request to preserve the historic Ballara Deakin Estate**

In accordance with the Borough of Queenscliffe Governance Rules, notice was received by the Chief Executive Officer, from Cr Ross Ebbels of the following motion on 23 February 2024.

## **BACKGROUND**

Council has been approached by members of the family who own Ballara, the Deakin house in Point Lonsdale.



A number of owners oppose a proposal to sell the property and are proposing to purchase the property from the other owners through a Trust that will be set up to fund the purchase and then manage and protect the property.

Council has been briefed on the proposal by the family members seeking to purchase the property. Council has received a request to make a contingent financial contribution to the Trust.

The request of Council noted that there is a VCAT directions hearing on 1 March 2024. The matter has been taken to VCAT by some family members seeking a formal order to sell the property and resolve the different positions of the respective owners regarding the future of the property.

The owners seeking to purchase the property would like to present a proposal to purchase at the VCAT directions hearing and are asking for a letter from Council setting out a contingent commitment to make a financial contribution to the Trust.

I am proposing that Council considers making a contingent commitment for the following reasons.

- Ballara's value to the community is seen in several aspects:
  - The property's large size provides a haven for a range of fauna, a critical seed bank for rare flora and major biodiversity asset in the heart of old Point Lonsdale.
  - The value of the property is recognised by key community groups which are actively seeking its protection (for example, the Swan Bay Environment Association, the Point Lonsdale Civic Association and the Queenscliffe Historical Society).
  - The War Memorial is on land given by Mrs Pattie Deakin and provides a strong focal point for the community's commemoration on ANZAC Day.
  - The re-use of the land conforms with the Council's own strategy in the Council Plan, in particular Priority 3 in the Portfolio 3 which has the objective to encourage more diversity in the local economy. The University's use of the house will open the opportunities for visitors to Point Lonsdale with catering, additional accommodation, and other requirements, with flow-on benefits to businesses.
  - The opening of the property for both tourism and educational opportunities may assist Point Lonsdale extend its tourism offering into a



year-round destination for heritage-related visitors. Ballara will be the only Prime Ministerial home open to the public in Victoria.

- The heathland garden combined with the adjoining historic property, Arilpa, (already managed by The Trust For Nature under a Land for Wildlife covenant), provides an increasingly rare but vital “lung” in the otherwise largely urban landscape of Point Lonsdale, and indeed the Bellarine Peninsula. Its preservation is central to retaining the character of the township.
- Protection of the 1.6-hectare land with its rare and important native flora.
- Increasing community access to the property.
- The protection of the house and its historic collection of nationally important documents, photographs and other memorabilia.
- Adaptive re-use of the property by opening it to educational and community purposes.
- The Governance of the Trust will be incorporated in the deed. Deakin University, as the host, will have a key role, and the Commonwealth as a major funder will set terms on its contribution to Deakin.

## **RECOMMENDATION**

That Council:

1. Makes a contingent financial commitment to The Ballara Deakin Trust for an amount to be determined by Council.
2. The allocated amount is not transferred until Council is satisfied that all legal requirements for a trust are in place. Including confirmation of Deakin University’s financial contribution and the ongoing involvement with Ballara.
3. Funding is not provided to the Trust if other financial contributions are not forthcoming allowing for the trust to purchase the property.

## **RESOLUTION**

**Cr Ross Ebbels / Cr Donnie Grigau**

That Council:



1. Directs the CEO to write a letter of support to the family members of the Ballara seeking to buy the property, including the contingent contribution of \$300,000 to come from the Borough's unallocated reserves. The letter is to be sent on 29 February 2024, capturing points 1 to 3 of this motion;
2. The allocated amount is not transferred until Council is satisfied that all legal requirements for a trust are in place. Including confirmation of Deakin University's financial contribution and the ongoing involvement with Ballara.
3. Funding is not provided to the Trust if other financial contributions are not forthcoming allowing for the trust to purchase the property.

**CARRIED UNANIMOUSLY**

*Cr Grigau called for a division:*

*For – Cr Tolhurst, Cr Ebbels, Cr Grigau, Cr Grout, Cr Minty*

*Against – Nil*

## **MOTION**

**Cr Isabelle Tolhurst/ Cr Michael Grout**

That Council:

1. Directs the CEO to write a letter of support to the family members of the Ballara seeking to buy the property, including the contingent contribution of \$150,000 to come from the Borough's unallocated reserves. The letter is to be sent on 29 February 2024, capturing points 1 to 3 of this motion;
2. The allocated amount is not transferred until Council is satisfied that all legal requirements for a trust are in place. Including confirmation of Deakin University's financial contribution and the ongoing involvement with Ballara.
3. Funding is not provided to the Trust if other financial contributions are not forthcoming allowing for the trust to purchase the property.

**LOST**





## **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.*

### **9.1. Petition: Relocation of the EV chargers from Learmonth Street**

At the Ordinary Meeting of Council held on 22 November 2023, Council received a petition addressed to the Mayor and Councillors from Josephine Pitt and Linda Pettigrove regarding the electric vehicle charging stations in Learmonth Street, Queenscliff.

The petition read:

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

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

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

In accordance with Division 9 of the Governance Rules, the petition was laid on the table and considered at the Ordinary Council meeting held on 13 December 2023.

At the December Ordinary meeting Council resolved to:



1. *Note the petition received with a total of 133 signatures, regarding the Relocation of the EV chargers from Learmonth Street;*
2. *Defer the item to the next Ordinary Meeting of Council to allow more time to consider the implications associated with the request; and*
3. *Request the CEO to write to the authors of the petition regarding the outcome of this decision.*

### **What are the implications of relocating the EV Chargers?**

There are a number of implications that will impact Council and the community if the EV Chargers are relocated. The most evident is the financial implications.

The cost of installing the EV Chargers was \$140,000. Council received \$70,000 in grant funding from the State Government Destination Charging Across Victoria program (grant) toward the installation. Council matched that funding and allocated \$70,000 toward the installation, and an additional \$21,000 investment by Council that went toward landscaping and carparking improvements works in front of the property at 54 Learmonth Street.

In securing the funding Council needed to meet the grant approval criteria which included consideration of a location that best addressed the intent of the State Government Program.

The grant was awarded 'exclusively' for the installation of EV electric vehicle fast-chargers at 50 Learmonth Street, Queenscliff.

The agreement between the then Department of Environment, Land, Water and Planning included the following conditions:

- *The Organisation must ensure that the property is utilised for the approved purposes for a minimum of five years after the expiry of this Agreement.*
- *If the Organisation does not comply with the agreement it will need to repay the amount of the grant to the Department.*

If Council resolved to relocate the EV Chargers within the five years following 10 October 2023 (end of grant agreement), it would not comply with the agreement, and should anticipate that it would need repay \$70,000 to the State Government.



Council would then be in a position where it would need to fund the entire cost for the relocation of the EV Chargers.

The costs of this new installation would depend on the location itself, but at a minimum Council would need to budget for the following:

<b>Activity</b>	<b>Cost</b>
Decommission and make good existing site	\$15,000
Civil works at new location	\$30,000
Installation and commissioning EV Chargers	\$15,000
Powercor (electrical infrastructure)	\$10,000
Bollards, Signage, Fixings and Consumables	\$2,000
Contingency	\$7,200
<b>Total</b>	<b>\$79,200</b>

Taking into account the \$70,000 that Council would pay back to the State Government the cost to relocate the EV Chargers would be, at a minimum, \$150,000.

This does not consider the \$70,000 in forfeited expenditure which is Council's financial contribution to the original installation.

If the forfeited expenditure is taken into account, the financial implication of relocating the EV Chargers would be about \$220,000.

The other non-financial implications associated with the relocation include:

- reputational damage
- loss of economic opportunity for local traders
- risk that no other viable location is acceptable to petitioners

The reputational damage speaks to the way the Borough is viewed by funding agencies and other tiers of government. There is a risk that a breach of the funding agreement presents Council as an unreliable partner and influences the outcomes of future funding applications. To mitigate this risk, any decision to relocate the EV Chargers would need to demonstrate, for instance, that a serious issue or harmful consequence was being rectified.



### **The argument for relocation set out in the petition**

The petitioners present the following statement as the basis of the request to relocate the EV Chargers:

*We consider the positioning of the EV Chargers outside the Council Offices and Town Hall in Learmonth Street to be inappropriate.*

There is no explanation outlining what 'inappropriate', means in the context of the petition, but the location of the EV Chargers meets all the objectives of the Destination Charging Across Victoria program. In addition to meeting the grant criteria, usage data indicates that the electric vehicle chargers are also servicing local demand for EV infrastructure with 22% of current use (+180) by residents living in the 3225 postcode.

Although the petition does not define inappropriate it does reference *heritage and neighbourhood character overlays*. The Queenscliffe Planning Scheme is the legal planning instrument that includes these overlays. While the overlays apply to the location there are other sections of the Queenscliffe Planning Scheme that needed to be considered and applied before the overlays could be considered. The key provision was the exemption at Clause 62.02-1 of the scheme. This provision states the following:

*Any requirement in this scheme relating to the construction of a building or the construction or carrying out of works, other than a requirement in the Public Conservation and Resource Zone, does not apply to:*

*Buildings or works with an estimated cost of \$1,000,000 or less carried out by or on behalf of a municipality.*

The legal operation of the Planning Scheme means that if an exemption applies, it must be applied.

The EV Chargers met the exemption, and no planning permit was required. This meant that there was no formal assessment of the EV Charger location against the *heritage and neighbourhood character overlays*.



However, officers are aware of the heritage and character attributes that need to be protected in this part of Queenscliff. They are described in a document incorporated into the Queenscliffe Planning Scheme entitled Central Queenscliff Urban Conservation Precinct Heritage Design Guidelines 2021. It lists the following as the key elements of the precinct that need conservation:

- Conserve trees that contribute to the historic and landscape interest of the precinct or the town in general.
- Encourage planting to respect the historic significance of the buildings listed in the precinct.
- Protect the uniformity in scale and massing of the buildings.
- Protect the prominence of the church and old parsonage on the skyline of the town and the dramatic view of the church itself.

Council officers concluded that the installation of the EV Chargers did not undermine any of these conservation objectives.

Council officers also considered broad conservation principles that say new work should - *Not distort or obscure the cultural significance of the place, or detract from its interpretation and appreciation (Burra Charter Article 22.1).*

It is not evident to Council officers that the significance of the Central Queenscliff Urban Conservation Precinct has been distorted to an extent where the underlying urban character, and cultural significance of the precinct has been lost.

The EV Chargers do not detract from, or fundamentally change the historic function of Learmonth Street and it remains a street with different uses. The EV Chargers do not undermine our understanding of the role the street has played through the history of the Queenscliff. The EV Chargers are the latest of the many layers of change and renovation in Learmonth Street which has functioned and continues to function as a street that accommodates a mix of uses and services (Former Gas works, Fire services, Religious services, Local Government Administration, Tourist Accommodation, etc...).

In this context, and noting that Council has, through the adoption of the Climate Emergency Response Plan, resolved to - *Lead the installation and promotion of public electric vehicle charging stations, powered by renewables* - it is hard to identify



grounds to argue that the presence of the EV Chargers in front of the Council Offices is 'inappropriate'. What is left then is the question if, on balance, the appearance of the EV Chargers creates a visual impact so detrimental that Council should spend a minimum of \$150,000 to relocate them.

### Officer Recommendation

The current location of the EV Chargers meets all the objectives of the Destination Charging Across Victoria program.

They are located in front of the offices of an organisation that worked with the local community to develop a Climate Emergency Response Plan with a primary target to reduce carbon emissions, and an organisation that committed to - *Lead the installation and promotion of public electric vehicle charging stations.*

The EV Chargers do not undermine any of the conservation objectives of the Central Queenscliff Urban Conservation Precinct Heritage Design Guidelines 2021. They do not distort the underlying urban character or our historic understanding of the precinct.

For these reasons and taking into consideration the financial implications, the relocation of the EV Chargers is not supported by Council officers.

With respect to the petition's second request to create a new policy informing future EV Charging stations/points and other climate related infrastructure, it is recommended that Council request officers to investigate the value of creating a new policy, and its relationship and intersection with Council's existing policies. This will enable Council to consider the objectives and the benefits before drafting any new policy.

## **RESOLUTION**

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

That Council:

1. Does not relocate the EV chargers in response to the petition;



2. Requests the CEO to prepare a report investigating the benefits of creating a new standalone policy dealing with the installation of *EV Charging stations/points and other climate related infrastructure*, for review by Council; and
3. Requests the CEO to write to the authors of the petition to inform them of the Council decision.

**CARRIED**

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

## **MOTION**

### **Cr Donnie Grigau/Cr Michael Grout**

1. The Council will establish a 5-person skills-based community reference group, comprising 3 community members, 1 Council representative and 1 Councillor as Chair, to develop a policy for EV chargers (excluding other climate-related infrastructure) within the Borough which considers factors such as:
  - Heritage impact
  - Regional tourism
  - Travel corridors
  - Different types of road users
  - Energy demand model for EV users
  - Geography and demographics
  - Electricity network constraints
  - Land Manager Consent and Licence Agreement processes;
  - Types of charging infrastructure
  - A 'public-interest' test – assessing the proposal's community/commercial benefit, project costs (both financial and non-financial), and associated risks
  - Opportunities for the private sector in infrastructure provision
  - Adherence to Council requirements
  - Requirements for new developments
  - Availability of off-street parking.
  - EV charger noise emissions



- Fire safety

The reference group will report no later than June 1 2024. Council officers are to prepare the preliminary draft terms of reference by the end of March 2024 Council meeting which, if passed, will be made available for community consultation in the first two weeks of April 2024 and a final report with recommendations submitted at the April 2024 Council meeting.

2. By the April 2024 Council meeting, an options paper to a '*concept design stage*' level of detail is to be developed by external engineers and costed by an external quantity surveyor to Cost Plan B level, which addresses the heritage and amenity concerns of the 400+ objectors. The Council is to obtain formal advice from the State Government about the impact of the options on the grant of \$70,000. Options to include:
  - Swap units for low profile or in-ground units while leaving transformer in situ
  - Relocate units and transformer to an off-street area where the impact on the heritage streetscape and amenity is minimized, for example, car park at rear of Chemist shop or another site
  - Other options which meet appropriate performance criteria should be considered.

Councillors will then be able to make an informed decision on the possible relocation of the EV chargers.

**LOST**

*Cr Grigau called for a division:*

*For – Cr Grigau, Cr Grout*

*Against – Cr Tolhurst, Cr Ebbels, Cr Minty*





## 10. Functions Attended

Council was represented at the following meetings and functions between 9 December 2023 and 21 February 2024.

<b>Date</b>	<b>Meeting or Function</b>
10 December 2023	Councillor Listening Post (Cr Tolhurst & Cr Ebbels)
12 December 2023	Meeting with Libby Coker (CEO & Cr Tolhurst)
13 December 2023	Golightly Caravan Park site meeting with Wadawurrung Traditional Owners Aboriginal Corporation (CEO)
13 December 2023	Point Lonsdale Lighthouse Reserve Project Control Group meeting via videoconference (Cr Tolhurst & Cr Grout)
15 December 2023	G21 Board Meeting & Priority Projects (CEO & Cr Tolhurst)
15 December 2023	Queenscliff Primary School awards (Cr Ebbels)
15 December 2023	Inaugural Board Meeting on new International Council for Local Environment (ICLEI ANZ) Board via videoconference (CEO)
18 December 2023	Meeting with the Queenscliff Historical Museum (CEO)
19 December 2023	Meeting with the Chief Executive & Mayor of the City of Greater Geelong (CEO & Cr Tolhurst)
19 December 2023	Meeting with Sarah Mansfield MP (CEO & Cr Tolhurst)
19 December 2023	Point Lonsdale Primary School Awards (Cr Tolhurst)
20 December 2023	Councillors and executive team end of year dinner (CEO, Crs Tolhurst, Ebbels & Minty)
21 December 2023	Meeting with the Geelong Regional Library Corporation Chief Executive Officer (CEO)
1 January 2024	Queenscliff Cruising Yacht Club New Years Day Luncheon (Cr Tolhurst)
5 January 2024	Point Lonsdale Civic Association Annual General Meeting (CEO and all Councillors)
9 January 2024	Meeting with the Secretary of Church Council, Queenscliff-Point Lonsdale Uniting Church (CEO & Cr Tolhurst)
15 January 2024	Point Lonsdale Lighthouse Reserve Stage 2 Project Control Group meeting via videoconference (Cr Tolhurst & Cr Grout)



18 January 2024	International Council for Local Environment (ICLEI ANZ) Board meeting via videoconference (CEO)
29 January 2024	Bellarine Wellbeing Connect Meeting via videoconference (CEO)
2 February 2024	Meeting with Regional Arts Victoria (CEO)
2 February 2024	Meeting with Queenscliffe Maritime Museum (CEO)
4 February 2024	Queenscliff Rod Run 2024 (Cr Minty)
5 February 2024	Point Lonsdale Lighthouse Reserve meeting with Wadawurrung Traditional Owners Aboriginal Corporation (CEO)
6 February 2024	Audit & Risk Committee workshop (CEO, Cr Grout & Grigau)
6 February 2024	Respect 2040 Implementation Consultancy Group Meeting #1 via videoconference (CEO)
7 February 2024	Point Lonsdale Lighthouse Reserve Project Control Group meeting via videoconference (Cr Tolhurst & Cr Grout)
7 February 2024	Budget Presentation to the community (CEO & All Councillors)
8 February 2024	Municipal Association of Victoria Great Southern Barwon Region Meeting (Cr Ebbels)
9 February 2024	G21 Board Meeting & AKD Softwoods tour (CEO & Cr Tolhurst)
10 February 2024	Rip Swim event (Cr Tolhurst)
11 February 2024	Councillor Listening Post (Cr Tolhurst & Cr Ebbels)
12 February 2024	Tourism Greater Geelong & The Bellarine Board Meeting (Cr Tolhurst)
12 February 2024	Meeting with the Department of Energy, Environment and Climate Action regarding Golightly Caravan Park (CEO)
12 February 2024	Tourism Greater Geelong & The Bellarine Board Meeting (Cr Tolhurst)
14 February 2024	Geelong Regional Library Corporation Alternative Enterprise Business Model Executive Steering Committee meeting via videoconference (CEO)
14 February 2024	Queenscliff-Point Lonsdale Uniting Church Minister's Induction Service (Cr Tolhurst & Cr Ebbels)
14 February 2024	International Council for Local Environment (ICLEI ANZ) Board meeting via videoconference (CEO)
15 February 2024	Marine Spatial Planning Workshop #1 via videoconference (CEO)



15 February 2024	G21 Health & Wellbeing Pillar Meeting #1 via videoconference (CEO & Cr Minty)
15 February 2024	G21 Planning & Transport Pillar Meeting (Cr Ebbels)
15 February 2024	Geelong Regional Library Corporation Board Meeting (Cr Ebbels)
15 February 2024	Meeting with the Queenscliff Music Festival (CEO)
16 February 2024	Local Government Reforms 2024: Municipal Association of Victoria consultation session via videoconference (CEO & Cr Ebbels)
16 February 2024	Governing in the Climate Emergency training Session #1 via Videoconference (CEO & Cr Tolhurst)
16 February 2024	Queenscliffe Maritime Museum 'Defiance Goes to Sea' Book Launch (Cr Tolhurst)
16 February 2024	G21 Sustainability Pillar meeting (Cr Grout)
19 February 2024	Point Lonsdale Lighthouse Reserve Stage 2- Project Control Group meeting via videoconference (Cr Tolhurst & Cr Grout)
20 February 2024	Barwon Health Primary Care and Population Health Advisory Committee meeting (Cr Tolhurst)
20 February 2024	Meeting with Richard Davies, Audit & Risk Committee Chair (Cr Tolhurst)

## RESOLUTION

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

That the Functions Attended report be received.

**CARRIED UNANIMOUSLY**



## 11. Chief Executive Officer

### 11.1. Chief Executive Officer Report for February 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**

##### 2024–25 Council Budget

Council has recently completed initial community engagement for the 2024–25 budget. There has been a great response to the budget survey with over 350 people taking the time to fill out and submit the survey. Following a public budget information session held on 7 February, Council also received a number of written submissions.

Council would like to thank everyone who has participated so far.

Council will now review all the submissions, and the feedback will be considered along with financial inputs, including the rate cap, our ongoing statutory responsibilities, and the Council Plan objectives as Council prepares a draft budget.

The community will have another opportunity to provide feedback when the draft 2024–25 budget is put on public notice in late April 2024.

##### Proposed Community battery

After receiving bipartisan support in the lead up to the 2022 Victorian State Election, the Borough of Queenscliffe was nominated as a priority area for the Victorian Government's 100 Neighbourhood Batteries Program.

The program's objective is to increase renewable energy storage capacity for local communities. Neighbourhood batteries, also known as community batteries, improve energy reliability and maximise the benefits of locally generated solar power. The



batteries function as solar sponges, increasing local access to cheap renewable energy.

Recent power outages across Victoria have highlighted the need for more locally generated energy combined with local storage solutions to support communities as the strain on the grid and the impacts of climate change continue to increase.

Council was approached by the Distributed Energy team of Mondo, a company that specialises in energy infrastructure and solutions used to generate, manage, store, and share energy, and Queenscliffe Climate Action Now in late 2023 with a proposal for Mondo to make an application to the 100 Neighbourhood Batteries program.

Mondo proposed a renewable energy storage solution for Point Lonsdale and Queenscliff which includes 100kW/250kWh batteries with a 2 metre by 1.3 metre footprint, (similar in size to three to four refrigerators standing side by side) in four separate locations across the Borough.

If the application is successful, Council has agreed to facilitate the use of Council managed land to accommodate the batteries. Council is pleased to support the initiative because it delivers on the objectives of the community's Climate Emergency Response Plan and supports the growing generation of renewable energy via rooftop solar systems by our community.

The Victorian Government will announce successful applicants in March 2024.

If the Queenscliffe application is successful, Mondo and Council will work together to host a community information session to share the plans and next steps for the project.

### Container Deposit Scheme

The Container Deposit Scheme Vic (CDS Vic) is part of the Victorian Government's \$515 million investment to transform the State's waste and recycling sector. CDS Vic is a state government mandated initiative allowing for recyclable drink containers to be returned to a deposit location, with users receiving a 10-cent refund for every eligible drink container they return through a registered refund point.



Following a public information session in November 2023, TOMRA Cleanaway has entered into an agreement with the Queenscliff Bowls, Tennis and Croquet Club (QBTC) to locate a standalone Refund Vending Machine (RVM) at the QBTC facility on King Street.

The RVM will be located in the QBTC carpark and available for use by the public. QBTC and TOMRA Cleanaway will provide an announcement about the timing of the installation of the facility.

For further information about the Container Deposit Scheme, you can visit the TOMRA Cleanaway website: [Victoria - TOMRA Cleanaway](#)

### *Formal Complaint – Placement of the Electric Vehicle chargers in Learmonth Street*

In this agenda, Council is considering a response to a petition received on 13 November 2023, seeking the relocation of the electric vehicle chargers currently located in front of the Council offices in Learmonth Street, Queenscliff.

On the day the petition was received, Council also received a formal complaint co-signed by eight community members. This was an adjunct to an earlier letter in the form of a formal complaint received by Councillors on 14 September 2023, which included a request that no action be taken until a meeting with Councillors could be arranged.

The complaint provided on 14 September 2023 was co-signed by 13 community members, including the eight who signed the adjunct on 13 November 2023. The formal complaint included a list of issues that amounted to allegations of maladministration that the authors stated needed to be remedied. These remedies included the removal of the electric vehicle chargers and relocation to a site to be determined following community consultation.

The formal complaint was managed in accordance with the provisions of Council Policy CP035 Complaint Handling. A response to the formal complaint was prepared by the CEO was sent to the authors on 8 December 2023. The response set out the findings of an investigation into 16 alleged governance failures and concluded that there was no evidence of maladministration.



Under the Council Policy CP035 Complaint Handling, complainants can have the findings of Council reviewed by an independent third party such as the Victorian Ombudsman or the Local Government Inspectorate.

## **RESOLUTION**

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

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

**CARRIED UNANIMOUSLY**



## 12. Health & Wellbeing

<b>12.1.</b>	<b>G21 Regional Football Strategy 2023-2033</b>
<b>Author:</b>	Chief Executive Officer
<b>Portfolio:</b>	Health & Wellbeing
<b>Councillor:</b>	Cr Minty

### **Purpose**

To present Council with the G21 Regional Football Strategy 2023–2033 for endorsement following the community submissions.

### **Executive Summary**

*Portfolio 1: Health and wellbeing*

*Strategic Objective: To support community wellbeing and encourage an active lifestyle*

*Priority 1: Promote healthy and active lifestyles*

*Priority 3: Promote diversity and gender equality*

*Priority 4: Support initiatives and community groups that foster inclusion and connection and encourage physical activity within our community*

*Priority 5: Increase access to services and support for young people and their families*

This G21 Regional Football Strategy 2023–2033 (Strategy) takes into account and incorporates the objectives of the latest Football Victoria and Football Australia strategic frameworks. It focuses on key areas such as Female Football, Facilities & Infrastructure, the Fair Access Policy, Club & Game Development, and other critical factors across the G21 Football Community.

Following a Council resolution made at the Ordinary Council meeting in July 2023, the draft Strategy was placed on public exhibition for a period of six (6) weeks from Monday 31 July to Sunday 10 September 2023.

The Community feedback has now been considered and where possible incorporated into the final strategy.





**RESOLUTION**

**Cr Robert Minty / Cr Ross Ebbels**

That Council endorses the G21 Regional Football Strategy as presented.

**CARRIED UNANIMOUSLY**



## REPORT

### **Background**

Football Victoria has worked with the G21 councils and local football leagues to develop the G21 Regional Football Strategy. The executive summary of the strategy states that it:

*outlines the region's vision and roadmap for the development and growth of football over the next decade.*

The Strategy takes into account the latest Football Victoria and Football Australia strategic frameworks, and focuses on key areas such as Female Football, Facilities & Infrastructure, the Fair Access Policy, Club & Game Development, and other critical factors across the G21 Football Community.

### **Discussion**

The G21 region consists of 21 football clubs competing across several competitions including National Premier League (NPL) and State League at senior levels, Junior Boys & Girls National Premier League (JBNPL & JGNPL) at junior levels, and via the local community competitions at senior and junior levels.

A regional plan incorporates the strategic directions of all levels of government, along with the objectives of relevant peak sporting bodies to set specific, achievable and measurable goals.

To help deliver key actions, the strategy will rely on its partners and stakeholders including:

- Football Victoria
- G21 Local Government Authorities
- Geelong Regional Football Committee
- Regional Sports assemblies
- The Victorian Government
- G21 Football Clubs and communities

While there are currently no football clubs located within the Borough (the Queenscliff Football and Netball Club plays Australian Rules Football), the Strategy



indicates that resident participation has increased from 31 participants in 2015, to 56 participants in 2022, and anticipates further growth.

As a member of G21 the Borough has been asked to support the key infrastructure priorities and in particular, regional advocacy for the Armstrong Creek West Active Open Space Sub-Regional Football Facility.

The final G21 Regional Football Strategy 2023 to 2033 is provided at Attachment 12.1.1

### **Options**

1. To endorse the G21 Regional Football Strategy as presented.
2. To seek further information before endorsing the document.
3. Choose not to endorse in the G21 Regional Football Strategy.

### **Communications and Engagement**

#### Community Engagement

The Strategy was released for a 6-week public exhibition period from Monday 31 July to Sunday 10 September 2023. The Geelong Regional Alliance hosted the community engagement via its website, with 22 submissions received. Council officers reviewed a summary of the community feedback and were supportive of the proposed changes.

A summary of the community feedback is provided at Attachment 13.1.2

#### Collaboration

The revised G21 Regional Football Strategy 2023–2033 has been reviewed with other councils in the G21 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; the G21 Regional Football Strategy is not a Council policy, program or service and therefore Council is not required to complete a Gender Impact Assessment.

### Regional, State and National Plans and Policies

Not Applicable.

### Legal and Risk Implications

Not applicable.

### Related Documents

Not applicable.

### 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

Not applicable.

## **Implementation**

### Operational Impacts

There are no operational impacts associated with this report.



### Implementation Process

This project will be delivered by existing staff and resources.

### **Attachments**

1. G21 Region Football Strategy 2023 - 2033 FINAL [**12.1.1** - 51 pages]
2. G21 Regional Football Strategy 2023 to 2033 - Public Exhibition Summary [**12.1.2** - 4 pages]



### 13. Environment

<b>13.1.</b>	<b>Climate Emergency Response Plan Annual update</b>
<b>Author:</b>	Climate Emergency Response Plan Project Officer
<b>Portfolio:</b>	Environment
<b>Councillor:</b>	Cr Grout

#### Purpose

The purpose of this report is to provide an update on the implementation of the actions in the Borough of Queenscliffe’s Climate Emergency Response Plan.

#### Executive Summary

*Portfolio 2: Environment*

*Strategic Objective: To protect our environment and address climate change issues*

*Priority 1: Align Council policies and plans with the Wadawurrung Healthy Country Plan*

*Priority 2: Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan*

*Priority 3: Protect our coastal and public areas including their ecosystems and biodiversity*

*Priority 4: Protect and manage our wetlands and waterways*

*Priority 5: Regenerate and revegetate open spaces with indigenous plants and increase tree canopy coverage*

Since the adoption of the Climate Emergency Response Plan in May 2021, seven actions from the CERP have been delivered, 24 have commenced, 12 are ongoing actions, and six have not yet been started in the journey to 2031 (see table below for all actions status). There were also four new actions added to the CERP via the 2023 review for delivery commencing from 2024.

A two-year review of the CERP was completed in 2023; the review involved the CERP Community Panel, Queenscliffe Climate Action Now (QCAN [formerly Queenscliffe Climate Action Group]), Wadawurrung Traditional Owners and Councillors.



## **RESOLUTION**

### **Cr Michael Grout / Cr Donnie Grigau**

That Council notes the Climate Emergency Response Plan annual update outlining the progress of the Council lead or supported actions.

**CARRIED UNANIMOUSLY**



## REPORT

### Background

The Climate Emergency Response Plan (CERP) was adopted by Council in May 2021 and reviewed and updated in 2023.

The CERP Implementation Framework was developed and adopted by Council in April 2022 to guide the progress of the actions Council is responsible for in the CERP.

Since the adoption of the CERP in May 2021, seven actions have been delivered, 24 have commenced, 12 are ongoing, and six have not yet commenced. There were also four new actions added to the CERP through 2023 review for delivery from 2024. This brings the total number of CERP actions to 54 actions.

The four new actions are:

1. Pillar 2. Renewable Energy:  
*Action 2. Development of Renewable Energy  
Process Targets (see page 50)*
2. Pillar 3. Sustainable Buildings:  
*Action 4. Building Waste (see page 56)*
3. Pillar 6. Adaptation and Resilience  
*Action 12. Integrated Water  
Management (IWM) (see page 66)*
4. Pillar 7. Consumption and Waste:  
*Action 6. Business Recycling (see page 69)*

In addition, a minor change included changing Action 5. Renewable Energy Production from Council Buildings (see page 51) from a long timeframe action to short timeframe.

The two-year review of the CERP completed in 2023 involved the CERP Community Panel, Queenscliffe Climate Action Now (QCAN [formerly Queenscliffe Climate Action Group]), Wadawurrung Traditional Owners and Councillors.

Section nine of the CERP sets out the framework that Council will use to monitor and report the progress of implementation. This includes a commitment to prepare an annual report to Council on the progress of the CERP implementation.





**Discussion**

An update on the progress of CERP actions to the end of 2023 is provided in the table below:

**Pillar 1 – Wadawurrung**

<b>Action 1.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Wadawurrung Country Plan	Co-Lead	Council, community & Wadawurrung	Short	Ongoing
Progress: This project is approximately 30% complete.				
Comments <ul style="list-style-type: none"> <li>• A Wadawurrung Traditional Owners Family Day was held on 26 August 2023. Council was invited to meet with Wadawurrung Traditional Owners during the family day to discuss the Coastal and Marine Management Plan</li> <li>• Council’s Reconciliation Policy has been reviewed for consideration in the first half of 2024</li> </ul>				

<b>Action 2.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Cultural Heritage Awareness	Co-Lead	Council, community & Wadawurrung	Short/Medium	Ongoing
Progress: This project is approximately 60% complete.				



Comments

- Council resolved to host a culturally safe, community conversation exploring the 2023 Australian Indigenous Voice Referendum
- Council held a National Reconciliation Week Smoking Ceremony 2023
- Council provided support for Songtimes & Wadawurrung Cultural Experience training for staff and the community

<b>Action 3.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
(Reflect) Reconciliation Action Plan	Co-Lead	Council, community & Wadawurrung	Medium	Ongoing

Progress:

This project is approximately 95% complete.

Comments

- Establishment of Reconciliation Action Plan Working Group and Internal Reconciliation Action Plan Implementation Group who undertook reconciliation actions
- The Borough of Queenscliffe's Reflect Reconciliation Action Plan is conditionally endorsed by Reconciliation Australia and due for adoption by Council in March 2024

<b>Action 4.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Wadawurrung Cultural Heritage Review & Assess	Co-Lead	Council, Wadawurrung	Medium	Ongoing



**Progress:**

This project is approximately 25% complete.

**Comments**

- In 2023 Wadawurrung Traditional Owners Aboriginal Corporation completed their synthesis study. The synthesis study report will be used by the WTOAC for their internal purposes.

**Pillar 2 – Renewable Energy**

<b>Action 1.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Council supports community transition to renewable energy	Co-Lead	Community	Short/Medium	Ongoing

**Progress:**

This project is approximately 55% complete

**Comments**

- Council has established renewable energy targets with the adoption of the Climate Emergency Response Plan and currently working towards supporting the community to transition to a 100% renewable energy supply by 2027
- Council was successful in receiving State Government grant funding in 2023 with Yarra Energy Foundation and 21 Councils to look at battery feasibility in the Borough
- Officers worked with the Barwon South West Community Power Hub to secure funding for a community battery feasibility study



<b>Action 2.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Development of Renewable Energy Process Targets	Community	Community	Short	Commenced
Progress: This project is approximately 60% complete.				
Comments <ul style="list-style-type: none"><li>• Uptake of renewable energy by households, business, and organisations &amp; reduced dependence on gas through a shift to all electric buildings by households, businesses, and organisations:</li><li>• Involvement in the Council's All Electric Homes Programs has progressed this along with supporting community programs to enable the take up of solar, batteries, heat pumps and reverse cycle conditioners</li><li>• Supported the running of Sustainable House Day by Geelong Sustainability in the Borough in 2023</li></ul>				

<b>Action 4.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Rooftop Solar Rollout Plan	Community	Community	Short	Commenced
Progress: This project is approximately 45% complete.				
Comments <ul style="list-style-type: none"><li>• Through a range of initiatives maximise the use of all available rooftop space in Queenscliff and Point Lonsdale for solar PV. Set progressive targets to achieve a coverage rate of viable rooftop capacity of 75% for residential and 90% for commercial/community buildings by 2025.</li></ul>				



<b>Action 5.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Renewable Energy Production from Council Buildings	Council	Community	Short	Commenced
Progress: This project is approximately 50% complete.				
Comments <ul style="list-style-type: none"><li>Ensure Council maximises opportunities for local renewable energy production with respect to its operations by installing solar PV and battery storage on all Council owned and managed buildings to potentially provide power for community. Due to a successful grant from Sustainability Victoria Council instigated the installation at the Queenscliffe Neighbourhood House of an energy efficient heating and cooling option and a battery in 2023.</li></ul>				

<b>Action 7.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Solar, Battery and Heat Pump Bulk Buy Program	Community	Community/Council	Short	Ongoing
Progress This project is approximately 85% complete.				
Comments <ul style="list-style-type: none"><li>Council to support the community to deliver annual solar, battery and heat pump hot water bulk buy/electrification programs for both residential and commercial/community buildings. These programs may be delivered in collaboration with community groups in neighbouring shires.</li></ul>				



<b>Action 8.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Powercor Working Group	Co-Lead	Community	Short/Medium	Ongoing
Progress This project is approximately 60% complete.				
Comments <ul style="list-style-type: none"><li>A Council and QCAN working group meet regularly to address grid connection and management issues related to solar photovoltaic and community battery opportunities</li></ul>				

<b>Action 10.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Council Procurement of Renewable Energy	Council	Council/Community	Short/Long	Completed
Progress This project is 100% complete. Council has been part of the Victorian Energy Collaboration (VECO) Power Purchase Agreement since mid 2021.				
Comments <ul style="list-style-type: none"><li>Completed 2021.</li></ul>				



**Pillar 3 – Sustainable Buildings**

<b>Action 1.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Energy Efficiency Audit and Education Program	Council	Community	Short	Commenced
Progress This project is approximately 75% complete.				
Comments <ul style="list-style-type: none"> <li>• Council Supported the implementation of an Energy Efficient Homes Audit program for residents with delivery by Geelong Sustainability accredited assessors and Queenscliffe Climate Action Now trained volunteers</li> </ul>				

**Pillar 4 –Sustainable Transport**

<b>Action 1.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Active Transport Strategy	Council	Community	Short	Completed
Progress This project is 100% complete.				
Comments <ul style="list-style-type: none"> <li>• The Active Transport Strategy was adopted by Council in December 2023</li> </ul>				



<b>Action 3.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Eliminate Council's Transport Emissions	Council	Council	Short	Ongoing
Progress This project is approximately 50% complete.				
Comments <ul style="list-style-type: none"><li>• A Nissan Leaf was purchased as a Council pool car</li><li>• The CEO vehicle car will soon be replaced by an electric vehicle</li><li>• Installation of two 22kW chargers for Council Fleet in the Council carpark this was co-funded with DELWP</li></ul>				

<b>Action 4.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Electric Vehicle Infrastructure	Co-Lead	Community	Short	Completed
Progress: This project is 100% complete.				
Comments <ul style="list-style-type: none"><li>• Two community electrical vehicle 50 kW fast chargers able to charge four cars simultaneously. This was co-funded with DELWP.</li></ul>				





**Pillar 5 – Mobilisation, Education and Collaboration**

<b>Action 2.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Communications Priority	Council	Community	Short	Ongoing
Progress: This project is approximately 80% complete.				
Comments <ul style="list-style-type: none"><li>• The Borough's website has been updated to reflect CERP achievements to date and ways residents can get involved/take action</li><li>• Regular social media posts were posted throughout the year</li><li>• The CERP Two-Year Review was completed and an updated CERP was produced in 2023</li></ul>				

<b>Action 3.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Community Mobilisation	Co-Lead	Community	Short	Completed
Progress: This project is 100% complete.				
Comments <ul style="list-style-type: none"><li>• Ongoing support in 2023 provided from Council to key community groups and organisations implementing CERP Actions and sharing their actions in Community Leaders Forums.</li></ul>				



- QCAN established Junior QCAN, a program for Borough primary schools to empower children to take action on climate change

Action 5.	Lead	Key stakeholders	Timeframe	Status
Identify Key Partnerships	Council	Other government departments, educational institutions, the private sector, NGO,s community organisations & community.	Short	Completed and in progress
<p>Progress: This project is approximately 80% complete, noting that partnerships are always being identified and developed based on action needs.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• From 2021 the Borough has been a key council in the establishment of the Barwon South-West Climate Alliance (BSWCA) and in the development of the BSWCA priorities 2023 Action Plan, identifying Priority Projects and supporting actions aligned with the CERP. Priority Projects are progressing. The Alliance has positioned itself strategically with the initial planning of the Three-Year Strategic Plan close to completion</li> <li>• From 2021–2023, the Borough has taken part in programs through Climate Emergency Australia (CEA) and is part of the Capacity-Building Working Group developing a new Climate Emergency Training Program for Councillors and Senior Leaders</li> <li>• The Borough sits on the G21 Sustainability Environment Pillar and will be part of integrating the G21 Region Plan 2050 Sustainability Pillar</li> </ul>				



**Pillar 6 –Adaptation and Resilience**

<b>Action 1.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Climate Emergency Response Plan Costing and Resourcing	Council	Council	Short	Completed & ongoing
Progress: This project is 100% complete.				
Comments <ul style="list-style-type: none"> <li>Council has funded short-term CERP actions in the 2023/2024 budget cycle.</li> </ul>				

<b>Action 2.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Strategic Alignment of Climate Emergency Response Plan	Council	Community	Short	Completed
Progress: This project is 100% complete.				
Comments <ul style="list-style-type: none"> <li>Council has provided clear direction by aligning the CERP with the Council Plan 2021–2025</li> </ul>				



<b>Action 3.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Monitoring, Evaluation and Reporting Framework	Council	Community	Short	Commenced
<p>Progress: This project is approximately 80% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>Continued to use in 2023 a rigorous reporting and tracking method for actions with the CERP Implementation Action Tracker and CERP Implementation Framework which in turn improves the outcomes of the CERP. Baseline measurements and a scorecard for community reporting is in development.</li> </ul>				

<b>Action 8.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Coastal Inundation and Sea Level Rise: Advocacy	Council	Community	Short	Ongoing
<p>Progress: This project is approximately 75% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>Council has developed in partnership with other government lead agencies, Wadawurrung Traditional Owners and relevant community groups the draft of the Coastal and Marine Management Plan. Compiled with the input of more than 270 consultation respondents, the Plan defines the Borough's relationship with the coast in the face of climate change, erosion and other coastal hazards. It provides a roadmap for how Council will use, manage and protect its coastal landscapes, helping to ensure individual developments or changes on the coast are considered strategically and in line with community priorities</li> </ul>				



<b>Action 11.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Water Security	Barwon Water	Council	Short	Completed
Progress This project is 100% complete.				
Comments <ul style="list-style-type: none"><li>The 'Our Water Our Future' Program and the regions next Urban Water Strategy (a 50-year plan) for ensuring a sustainable, affordable and reliable water future for the region has been completed</li></ul>				

<b>Action 12.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Integrated Water Management (IWM)	Council	Community	Short	Commenced
Progress This project is approximately 50% complete.				
Comments <ul style="list-style-type: none"><li>Officers have developed a plan and budget amount subject to Council approval in the 2024/2025 budget.</li></ul>				



**Pillar 7 –Consumption and Waste**

<b>Action 1.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Introduce Four Bin Waste and Recycling Collection System	Council	Community	Short	Commenced
<p>Progress This project is approximately 25% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>The rollout of the Food Organics and Garden Organics (FOGO) waste service was completed in 2022. The Borough bins app continues to be successful in helping residents easily transition to the new service. Current discussions are still underway with the State Government for the roll out of the glass bin; no date has been confirmed.</li> </ul>				

<b>Action 4.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Council Tender Process to Reflect Environmental Footprint	Council	Council	Short	Ongoing
<p>Progress This project is approximately 30% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>Council has advertised in early 2024 for a contracts and procurement officer who will manage this project</li> </ul>				



**Pillar 8 –Environmental Regeneration**

<b>Action 1.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Canopy Coverage	Council	Community, Swan Bay Environment Association	Short	Commenced
<p>Progress This project is approximately 60% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• The Active Transport Strategy was adopted in December 2023 and will help inform future planting for canopy coverage along major walking tracks</li> <li>• Council continues to ensure new plantings are with local indigenous plants</li> </ul>				

<b>Action 3.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Weed Control and Revegetation	Co-lead	Swan Bay Environment Association, Bellarine Catchment Network, Community	Short	Commenced
<p>Progress This project is approximately 80% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• Establishment of the Weed Forum with key environment groups facilitated by Council</li> <li>• Ocean Road weed management continues</li> </ul>				



- Bellarine Catchment Network weed control and revegetation projects were delivered in the Borough in 2023

<b>Action 5.</b>	<b>Lead</b>	<b>Key stakeholders</b>	<b>Timeframe</b>	<b>Status</b>
Vegetation Management Policy	Council	Community	Short	Commenced
Progress This project is approximately 60% complete.				
Comments <ul style="list-style-type: none"><li>• In 2022, Council appointed a Vegetation and Foreshore officer to oversee weed management in the Borough</li><li>• A vegetation Management Policy is in development</li></ul>				





## **Options**

1. Council notes the progress of the Council lead and supported CERP actions.
2. Council requests further information or amendments to the CERP annual update.

## **Communications and Engagement**

### Community Engagement

The purpose of this report is to inform the community regarding the progress of the actions identified in the CERP. The development of the CERP is underpinned by a deliberative engagement process creating a framework for collaboration and empowering the community.

### Collaboration

Officers have collaborated with local community groups in relation to this report. Council officers work with other Councils, State and Federal Agencies, community groups, businesses, Schools, and industry to implement CERP actions.

## **Governance Context**

### Relevant Law

Climate Change Act 2017

Marine and Coastal Act 2018

Planning and Environment Act 1987

Climate Change Act 2017

Local Government Act 2020

### Charter of Human Rights

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

### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?



No, the CERP was reviewed in 2023 using the Gender Impact Assessment toolkit under the *Gender Equality Act 2020*. As each action in the CERP represents a discrete project with varying public impacts, it was determined that a Gender Impact Assessment for each action would have more direct meaning and create better and fairer outcomes.

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

Victoria Cycling Strategy 2018–2028

Victoria's Climate Change Act 2017 establishes a long-term target of net zero greenhouse gas emissions by 2050.

In April 2021, the Victorian Government released the Victorian Climate Change Strategy. Victoria's Climate Change Strategy (Strategy) includes the following actions:

- *transition our state to a clean energy future that will create jobs, cut costs for households and businesses and strengthen our energy system*
- *invest in innovative technologies, such as zero emissions vehicles and hydrogen, and partner with businesses and communities to set Victoria up for their adoption*
- *recognise and safeguard the Lead of our natural environment in reducing emissions, and ensure our farmers are well placed to embrace new technologies and practices that reduce emissions*
- *support Victorian businesses and communities to cut emissions and thrive in a net-zero emissions future*

In conjunction with the release of the Strategy the Victorian Government also developed a number of tools for the Local Government Sector, to support the inclusion of Climate Change action in Local Government activity. The CERP aligns and in some aspects exceeds the objectives and targets of the Strategy.

#### Legal and Risk Implications

The *Climate Change Act 2017* and the *Local Government Act 2020* place a legislative obligation on Council to address and where possible, mitigate the impacts of Climate Change. The risk for Council is doing nothing. The CERP provides a framework for meeting its legislative responsibilities.

#### Related Documents

Annual Plan 2023–2024



Climate Emergency Response Plan 2021–2031  
Climate Emergency Response Plan Implementation Framework  
Climate Emergency Response Plan Strategic Engagement Plan  
Community Vision 2021–2031  
Council Plan 2021–2025  
CP015 Reconciliation

### Disclosure of Interest

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

## **Considerations**

### Environmental Sustainability

The Climate Emergency Response Plan Project provides for extensive community involvement in the development of the Borough of Queenscliffe Climate Emergency Response Plan. This project structure provides an environment for community participation and inclusion in decision making through activities designed to address a social issue that has been advocated by the local community.

### Financial and Resource Implications

There are no financial or recourse implications associated with this report.  
This CERP update does not have immediate financial or resource implications.  
Council has made provision in the Council budget for the 2023/2024 actions.

### Innovation and Continuous Improvement

The CERP consultation process is undertaken within the deliberative engagement framework set out in the *Local Government Act 2020*. The Borough is one of the first local government authorities to invest and work within the framework.

## **Implementation**

### Operational Impacts

There are no operational impacts associated with this report. However, the implementation of the CERP has operational impacts; these are managed with each budget cycle and the successful appointment of State and Federal grants for actions.



### Implementation Process

This project will be delivered by existing staff and resources. The CERP will continue to be implemented in line with the actions in the plan in order of priority short, medium, long.

### **Attachments**

Nil



## **14. Local Economy**

No reports to consider.



## 15. Heritage, Planning & Infrastructure

<b>15.1.</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 19 February 2024.

<b>CATEGORY</b>	<b>TALLY</b>
Current applications	3
Applications finalised since last report	32
New applications received since last report	21
<b>Total number of active permit applications</b>	<b>9</b>
VCAT matters yet to be determined	3
Development Plan & Planning Scheme Amendment Summary Report	4

### RESOLUTION

**Cr Ross Ebbels / Cr Donnie Grigau**

That the Planning Permit Activity Report be received.

**CARRIED UNANIMOUSLY**



### **Correction**

At the Ordinary Council meeting held in December 2023, Council officers responded to a question from Cr Minty who asked if Council had received a planning permit application about a change of use or works at the Royal Hotel in Queenscliff.

Council Officers replied that there were no current planning permits, meaning, Council was not assessing any planning permits. Council officers should have clarified the response by indicating that planning permits had previously been obtained to undertake works and change uses at the Royal Hotel in late 2022.

The CEO apologises for any misunderstanding caused by the response provided by officers at the Ordinary Council meeting in December 2023.



**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	200-204 Point Lonsdale Road Point Lonsdale	Buildings and works associated with the construction of a two-storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1	9	Application on hold (at the request of the applicant)
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
PA2023073	16/11/2023	30 Wharf Street Queenscliff	Demolition of an existing dwelling in a Heritage Overlay area, construction of a new dwelling and front fence including variation to the site coverage standard under the Design and Development Overlay 6	2	Under consideration





**b. Applications Finalised Since Last Report**

<b>App. No.</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
PA2022-119	21/11/2022	2A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued at the direction of VCAT
PA2023-022	23/03/2023	34 Point Lonsdale Road Point Lonsdale	Removal and lopping of native vegetation	Permit issued
PA2023-042	26/06/2023	13 Nicholas Court Point Lonsdale	Construction of a two-storey dwelling and front fence	Notice of decision to grant a permit issued VCAT appeal lodged
PA2023058	14/08/2023	1-3 Swanston Street Queenscliff	Construction of two double storey dwellings and front fences and a two lot subdivision	Notice of decision to grant a permit issued
PA2023065	25/09/2023	14 Bedggood Ave Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Permit issued
PA2023066	25/09/2023	4 Baillieu Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Permit issued
PA2023068	17/10/2023	218 Fellows Road Point Lonsdale	Construction of a two-storey extension to an existing dwelling	Permit issued
PA2023069	24/10/2023	67 Kirk Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Permit issued
PA2023070	25/10/2023	19 Lawrence Road Point Lonsdale	Construction of a two-storey dwelling and removal of native vegetation	Notice of decision to grant a permit issued
PA2023072	10/11/2023	32 Ocean Road Point Lonsdale	Alterations and additions (single storey) to an existing dwelling	Permit issued
PA2023074	5/12/2023	22 Grimes Road Point Lonsdale	Removal of one native tree in the road reserve	Permit issued
PA2023075	5/12/2023	1 Stevens Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay	Permit issued
PA2023076	8/12/2023	4/41 Flinders Street Queenscliff	Alterations and extensions to an existing two storey dwelling	Permit issued
PA2023077	14/12/2023	9 Fraser Street Queenscliff	Alterations to an existing dwelling	Permit issued
PA2023079	04/12/2023	10 Hobson Street Queenscliff	Change of use to short term accommodation in a Commercial 1 Zone (C1Z) and waiver of parking provision	Notice of decision to grant a permit issued



App. No.	Date Received	Address	Proposal	Status
PA2023080	13/12/2023	30 Bellarine Highway Queenscliff	Construction of a dwelling	Withdrawn by applicant
PA2023081	20/12/2023 (Amended 11/01/2024)	3 Grant Road Point Lonsdale	Alterations and extensions to an existing dwelling, construction of an outbuilding and variation to the site coverage requirements of Design and Development Overlay Schedule 4	Permit issued
PA2023082	22/12/2023	57 Winterley Road Point Lonsdale	Construction of a two-storey dwelling and variation to the site coverage requirements of Design and Development Overlay Schedule 4	Notice of decision to grant a permit issued
PA2024002	08/01/2024	31 Gellibrand Street Queenscliff	Removal of trees in a Heritage Overlay area	Permit issued
PA2024004	12/01/2023	69 Flinders Street Queenscliff	Construction of an outbuilding and alterations to an existing dwelling	Permit issued
PA2024005	15/01/2024	24 Girvan Grove Point Lonsdale	Alterations to an existing dwelling	Permit issued
PA2024006	23/01/2024	39 Buckleys Road Point Lonsdale	Alterations to an existing dwelling and garage	Permit issued
PA2024008	12/02/2024	4 Wharf Street Queenscliff	Part demolition of a building in a Heritage Overlay area	Permit issued
PA2024010	15/02/2024	King Street Queenscliff (road reserve)	Removal of trees in the road reserve	Permit issued
VS2300014	30/11/2023	37 Stokes Street Queenscliff	Alterations to an existing outbuilding	Permit issued
VS2300015	21/12/2023	43 Learmonth Street Queenscliff	Demolition of an outbuilding in a Heritage Overlay area, construction of an outbuilding and variation to the site coverage requirements of Design and Development Overlay Schedule 1	Permit issued
A2018-079.1	22/01/2024	81 Nelson Road Queenscliff	Amendment: Subdivision of the land into seven (7) lots, removal of vegetation and works associated with the subdivision	Amended permit issued
A2021-058.2	10/11/2023	111 Hesse Street Queenscliff	Amendment: Part demolition, alterations and extensions to an existing two storey dwelling and outbuilding and variation to the site coverage requirements of Design and Development Overlay - Schedule 1	Amended permit issued



App. No.	Date Received	Address	Proposal	Status
A2021-115.1	18/01/2024	61-75 Murray Road Queenscliff	Amendment: Subdivision of the land into thirteen (13) lots	Amended permit issued
A2022-071.1	27/10/2023	6 Roddick Grove Queenscliff	Amendment: Construction of a two-storey dwelling	Amended permit issued
A2022-077.1	11/12/2023	101 Glaneuse Road Point Lonsdale	Amendment: Construction of a building, removal of native vegetation and variation to the front setback requirements of Design and Development Overlay - Schedule 4 (change to height of wall on boundary)	Amended permit issued
A2022-082.1	08/12/2023	16 Stokes Street Queenscliff	Amendment: Part demolition, alterations and extensions (two storey) to a dwelling in a Heritage Overlay, demolition and construction of a carport, variation to the side setback requirements of Design and Development Overlay - Schedule 1	Amended permit issued

### c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023074	5/12/2023	22 Grimes Road Point Lonsdale	Removal of one native tree in the road reserve	0	Permit issued
PA2023075	5/12/2023	1 Stevens Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay	0	Permit issued
PA2023076	8/12/2023	4/41 Flinders Street Queenscliff	Alterations and extensions to an existing two storey dwelling	0	Permit issued
PA2023077	14/12/2023	9 Fraser Street Queenscliff	Alterations to an existing dwelling	0	Permit issued
PA2023078	18/12/2023 (Amended 25/01/2024)	6 Alexander Crescent Point Lonsdale	Alterations and extensions to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay Schedule 4	0	Under consideration
PA2023079	04/12/2023	10 Hobson Street Queenscliff	Change of use to short term accommodation in a Commercial 1 Zone (C1Z) and waiver of parking provision	1	Notice of decision to grant a permit issued



App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023080	13/12/2023	30 Bellarine Highway Queenscliff	Construction of a dwelling	0	Withdrawn by applicant
PA2023081	20/12/2023 (Amended 11/01/2024)	3 Grant Road Point Lonsdale	Alterations and extensions to an existing dwelling, construction of an outbuilding and variation to the site coverage requirements of Design and Development Overlay Schedule 4	0	Permit issued
VS2300015	21/12/2023	43 Learmonth Street Queenscliff	Demolition of an outbuilding in a Heritage Overlay area, construction of an outbuilding and variation to the site coverage requirements of Design and Development Overlay Schedule 1	N/A	Permit issued
PA2023082	22/12/2023	57 Winterley Road Point Lonsdale	Construction of a two-storey dwelling and variation to the site coverage requirements of Design and Development Overlay Schedule 4	1	Notice of decision to grant a permit issued
PA2024001	08/01/2024	34 Point Lonsdale Road Point Lonsdale	Lopping of native vegetation	0	Under consideration
PA2024002	08/01/2024	31 Gellibrand Street Queenscliff	Removal of trees in a Heritage Overlay area	0	Permit issued
PA2024003	12/01/2024	5 Edgewater Close Queenscliff	Alterations and extensions (two storey) to an existing dwelling	1	Under consideration
PA2024004	12/01/2023	69 Flinders Street Queenscliff	Construction of an outbuilding and alterations to an existing dwelling	0	Permit issued
PA2024005	15/01/2024	24 Girvan Grove Point Lonsdale	Alterations to an existing dwelling	0	Permit issued
PA2024006	23/01/2024	39 Buckleys Road Point Lonsdale	Alterations to an existing dwelling and garage	0	Permit issued
PA2024007	08/02/2024	3 Queen Street Queenscliff	Construction of a dwelling and variation to the site coverage and side setback requirements of Design and Development Overlay Schedule 1	0	Public notification



App. No	Date Received	Address	Proposal	No. of objections	Status
PA2024008	12/02/2024	4 Wharf Street Queenscliff	Part demolition of a building in a Heritage Overlay area	0	Permit issued
PA2024009	13/02/2024	81 Hesse Street Queenscliff	Alterations and extensions to an existing building individually listed in a Heritage Overlay	0	Further information requested 16 February 2024
PA2024010	15/02/2024	King Street Queenscliff (road reserve)	Removal of trees in the road reserve	0	Permit issued
VS2400001	16/02/2024	77A Hesse Street Queenscliff	Display business identification signage	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 compulsory conference 12 April 2024 & 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**

<b>Reference no.</b>	<b>Details</b>	<b>Status</b>
C37quen	Proposed application of additional controls on three (3) Monterey Cypress trees on the Bellarine Highway	C37quen has no formal status. Council officers are awaiting incorporation of the Bellarine Distinctive Area and Landscape Statement of Planning Policy into the Queenscliffe Planning Scheme before progressing C37quen
C39quen	Proposed administrative corrections to the Queenscliffe Planning Scheme	C39quen is currently with the Department of Transport and Planning (DTP) who will make the corrections to the planning scheme
DP2	Queenscliff Ferry Terminal (1 Wharf Street East, Queenscliff): Proposed amendment to incorporate an all abilities public access pathway to the beach	Referral to DEECA
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)	C40quen has been Authorised. Exhibition of the amendment is proposed to commence on 7 March 2024 and conclude on 12 April 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>15.2.</b>	<b>Draft Queenscliff Traffic Management Strategy</b>
<b>Author:</b>	Manager Infrastructure & Environment
<b>Portfolio:</b>	Heritage, Planning & Infrastructure
<b>Councillor:</b>	Cr Ebbels

**Purpose**

The purpose of this report is to present the draft Queenscliff Traffic Management Strategy (QTMS) and seek Council’s endorsement to commence the next phase of community consultation.

**Executive Summary**

*Portfolio 4: Heritage, planning and infrastructure*

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

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

A Traffic Management Strategy is a process of identifying existing transport and road safety issues and developing recommendations to improve the safety, amenity, and access within a defined study area. The study area for this Strategy is the township of Queenscliff located east of ‘The Narrows’ and includes the arterial and local road network.

Council engaged Ratio Consultants to develop the QTMS in response to community feedback relating to vehicle speeds, ‘rat-running’, traffic volumes, and road safety.

This report presents the draft QTMS, outlines the engagement undertaken to date, and makes a recommendation to place the draft strategy on public exhibition.

**RECOMMENDATION**

That Council:

- a. Endorses the draft Queenscliff Traffic Management Strategy, and
- b. Places the draft Queenscliff Traffic Management Strategy on public exhibition, inviting submissions for a period of 28 days.



## **RESOLUTION**

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

That Council:

- a) Receives the draft Queenscliff Traffic Management Strategy, and
- b) Places the draft Queenscliff Traffic Management Strategy on public exhibition, inviting submissions for a period of 28 days.

**CARRIED UNANIMOUSLY**





**REPORT**

**Background**

Council engaged Ratio Consultants to produce a Traffic Management Strategy for the township of Queenscliff (east of 'The Narrows').

The development of the QTMS included a range of data collection, on-site observations, engagement with key stakeholders, and data analysis. Several issues and opportunities have been identified and a prioritised implementation plan has been developed within the QTMS.

Ratio Consultants undertook the following activities in the development of the QTMS:

- Background review, including previous community engagement and feedback.
- Traffic surveys and other data collection.
- Review of Department of Transport's (DTP) Movement and Place framework.
- Review and incorporate the findings of the Active Transport Strategy.

**Discussion**

After reviewing the existing conditions of the Queenscliff transportation network, and analysing all available data, a number of issues and opportunities were identified.

An overview of these issues is provided below. Further detail is provided in Section 6 of the attached QTMS.

**Table 1 – Issues and Opportunities**

Location	Issue
School Precinct	Speeding along Stevens Street and Bethune Street 40km/h zones. The 85 <sup>th</sup> percentile speeds were shown to be up to 6.7km/h over the posted speed limit.
King Street	Minor speeding where the 85 <sup>th</sup> percentile speeds were shown to be up to 1.0km/h over the posted speed limit. Also reports of perceived 'rat-runs'.
Gellibrand Street	Minor speeding along southern length of Gellibrand Street where the 85 <sup>th</sup> percentile speeds were shown to be up to 1.2km/h over the posted speed limit.
Bellarine Highway (B110)	Speeding at various locations along the Bellarine Highway including Flinders, Hesse, and Wharf Streets. It should be noted that the speed limit has been reduced from 60km/h to 50km/h along Flinders Street since the



	report was first written. DTP is the responsible road authority for the Bellarine Hwy.
Stokes Street	Poor design of roundabouts leading to potentially high traffic speeds and decreased safety for all road users.
Various – Y-intersections and slip lanes	Poor intersection design leading to increased risk.
Various – Placemaking and traffic management	Opportunities for improved placemaking and amenity initiatives.
Various – Pedestrian and cyclist infrastructure	Opportunities for improved pedestrian and cycling treatments.

In response to the identified issues and opportunities, a prioritised Implementation Plan has been developed. A simplified summary of the Implementation Plan is provided below. More detail is provided in Section 8 of the attached QTMS.

**Table 2 – Implementation Plan**

Location	Recommendation
Bethune Street	Raised intersection treatment.
Stevens Street (King to Stokes)	Localised kerb outstands and speed hump.
Stevens Street (Stokes to Hobson)	Raised school crossing.
Hesse Street (Stokes to Wharf)	Advocate to DTP to formalise 40km/h speed limit currently installed as a trial.
Gellibrand and Wharf Street intersection	Realignment of kerbing to improve intersection alignment.
Bellarine Highway	Work with DTP to reduce speeds along Wharf, Flinders, and Bethune Street (note this has been partially implemented since the report was first drafted).
Hesse Street (roundabouts)	Wombat crossings at roundabouts.
King Street	Speed humps.
Gellibrand Street (King to Stokes)	Splitter island at Gellibrand / King intersection. Speed hump mid-block. Wombat crossing near Stokes Street. Subject to further site investigations (steep grade).



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Stokes Street (Stevens to Learmonth)	Improved roundabout design including pedestrian refuges.
Gellibrand and Symonds Street intersection	Pedestrian refuge, splitter islands, and improved signage and line marking.
Y-intersections and slip lanes	Re-align or re-design intersections to remove Y-angle approaches.

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### **Options**

1. Council can endorse the draft QTMS, and place it on public exhibition for a period of 28 days.
2. Council can choose not to endorse the draft QTMS, and request officers to make further amendments to the document.

### **Communications and Engagement**

#### Community Engagement

Council will consult the community regarding aspects of this project.

Council and Ratio Consultants have worked with the public and key stakeholders throughout the development of the draft QTMS. A range of feedback has been reviewed in the development of the QTMS including, but not limited to:

- Council Plan 2021–25 community engagement
- Hesse Street Pedestrian Safety Strategy community engagement
- Active Transport Strategy community engagement
- Submissions and collation of key issues via the online platform 'Crowdspot'
- Community feedback and requests regarding traffic management and road safety made directly to Council officers.

This report recommends placing the draft QTMS on public exhibition and inviting submissions for a period of 28 days as the final phase of community engagement.

#### Collaboration

Officers and Ratio Consultants have worked with DTP ensuring alignment with their Movement and Place framework and the Victorian Road Safety Strategy 2021–2030. Council officers will notify DTP staff once the QTMS has been endorsed and placed on public exhibition.



## **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.

A Gender Impact Assessment has not been undertaken in respect of the matters in this Council Report. While the QTMS has a direct impact on the public, it considers traffic management concerns at a strategic level only. New and upgraded infrastructure resulting from the QTMS may be subject to individual Gender Impact Assessments.

### Regional, State and National Plans and Policies

Victoria Cycling Strategy 2018–2028

Victorian Road Safety Strategy 2021–2030

Movement & Place Framework 2019

### Legal and Risk Implications

Not Applicable.

### Related Documents

Hesse Street Pedestrian Safety Strategy 2021

Queenscliffe Active Transport Strategy 2023–2033

### Disclosure of Interest

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

## **Considerations**



### Environmental Sustainability

A number of the initiatives will improve safety for pedestrians and cyclists and therefore promote active and sustainable transport. Sustainable transport is a key pillar in the Queenscliff Climate Emergency Response Plan.

### Financial and Resource Implications

The QTMS identifies 12 potential projects in its implementation plan. No estimated costings are provided in the Strategy as these will be determined on a project-by-project basis as further investigations and designs are completed.

Adoption of the QTMS does not commit budget expenditure. The Strategy instead will be used to guide priority when seeking external grant funding for projects. Council may also give budget consideration and commitment for proposed projects through the annual budget process.

### Innovation and Continuous Improvement

Raised intersection treatments as proposed for Bethune Street are listed as a 'New and Emerging' treatment within the *Austrroads Guide to Road Design Part 7*.

Furthermore, innovative treatments and continuous improvement practices will be investigated and incorporated where practical by Council officers in delivering these proposed projects. This may include increased use of recycled materials in asphalt and pavement construction for example.

## **Implementation**

### Operational Impacts

This project will be delivered with existing operational resources.

### Implementation Process

The QTMS will be used as a guiding document when considering investment in new traffic management infrastructure improvements throughout Queenscliff.

## **Attachments**

1. Draft Queenscliff Traffic Management Strategy January 2024 [**15.2.1** - 52 pages]



<b>15.3.</b>	<b>Point Lonsdale Lighthouse Reserve Project Update #2</b>
<b>Author:</b>	Acting 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.



**RESOLUTION**

**Cr Donnie Grigau / Cr Ross Ebbels**

That Council notes the Point Lonsdale Lighthouse Reserve project update for February 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

Works including general clean-up to site, vegetation removal and removal of temporary fencing were completed in December 2023.

Council is currently in the process of gaining all the required approvals needed for the installation of the Wadawurrung sculptural element which through guidance has become interpretive signage component 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

As highlighted in the report presented to Council at the December Ordinary meeting, a major risk for the project timelines is delays in the obtainment of a Cultural Heritage Management Plan (CHMP). The Project Control Group (PCG) recently received advice that the project as represented in the current draft landscape plan would require a complex CHMP to be completed before works could be undertaken. Current advice is that the complex assessment will not be able to be undertaken until early 2025.

In response, the PCG is currently investigating the possibility of completing some of the above grounds works before the completion of the CHMP. These works could be specific to the restoration of the defence structures including the directing and ranging station and the Eastern searchlight. This investigation will consider advice from Heritage Victoria, the project CHMP consultants and the Traditional Owners.

Once the PCG has finalised the project scope and timelines, Council may need to request a variation to the current funding agreement from the Department of Energy, Environment and Climate Action (DEECA).

## **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**

Nil



## 16. Governance & Finance

<b>16.1.</b>	<b>Review of Council Events and Grants Policies</b>
<b>Authors:</b>	Chief Executive Officer Communications Coordinator
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

### Purpose

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

- CP022 Event Sponsorships (revised)
- CP004 Community Grants (revised)

### 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 two existing Council policies. The review of these policies was undertaken simultaneously to align processes with particular regard to the application and assessment process.

### RECOMMENDATION

That Council adopts the following revised policies as presented:

- CP022 Event Sponsorships
- CP004 Community Grants

### RESOLUTION

**Cr Isabelle Tolhurst / Cr Donnie Grigau**

That Council consider the two policies individually.

**CARRIED UNANIMOUSLY**



## **RESOLUTION**

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

That Council adopts CP004 Community Grants with the following changes:

- a. In the eligible section of the document, add a line to the effect that political organisations are ineligible to apply; and
- b. That Council communicates the revised process in the policy throughout the year to its community noting that it has moved to just one round of grants.

**CARRIED UNANIMOUSLY**

## **RESOLUTION**

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

That Council adopts CP022 Event Sponsorship with the following changes:

- a. That any reference to major events is removed from the document where it is inconsistent;
- a. Commits Council to notifying the community of the annual funding allocation amount for event sponsorship;
- a. Adds to section 5.1 Eligible Applicants, a line regarding religious organisations ineligibility mirroring that in CP004 Community Grants;
- a. Requests officers to provide feedback to unsuccessful applicants if sought; and
- a. Commits Council to communicating with its community the changes to the policy and the move to one round per year.

**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

At the Council Assembly on 13 September 2023, Council was presented with a briefing paper proposing a number of changes to the Event Sponsorship policy in line with the policy review date. One of the key amendments to the Event Sponsorship policy included a change to the Community Grants policy, that is to align and increase the time frames of applications.

The proposed changes have been provided in draft form for both the Event Sponsorship policy CP022 and the Community Grant Policy CP004 (see attachments).

#### CP022 Sponsorships (revised)

This policy was first adopted by Council in 2013 and last reviewed in 2020. The purpose of this policy is to provide for good governance and a robust framework around Council sponsorships.

Officers have now reviewed this policy and proposed the following amendments:



<b>Context</b>	Update reference to Council Plan strategic objective
<b>Purpose</b>	Purpose – removed 2 <sup>nd</sup> paragraph as it did not appear to add much value in this section, has been moved to Policy under point 1 – Event Sponsorship paragraph 3
<b>Definitions</b>	Remove definition of Major Events, proposed amendment arising from informal discussion with key stakeholders
<b>Policy</b> Introduction	Insert overarching explanation of the Events and Community Grants program and explain types of financial contribution
1. Event Sponsorship	Move 2 <sup>nd</sup> paragraph from Purpose
2. What is the Event Sponsorship Program	Change the program from ‘twice a year’ to make the program ‘annually’ to be inline with the community grants program (refer CP004 Community Grants)
4. Funding levels	Remove reference to Major events
5.3 How to apply	Clearly articulate the application process to be inline with the community grants program (refer CP004 Community Grants), ie. application period is from mid April to mid May each year.  Insert brief overview of process for events seeking over \$10,000
13. Reference Groups	Insert new point regarding Reference Groups, to be line with the community grants program (refer CP004 Community Grants),
<b>Continuous Improvement</b>	No amendments
<b>Other References</b>	Add reference to CP004 Community Grants
Other	Other minor amendments to team titles and formatting

CP004 Community Grants (revised)

This policy was first adopted by Council in 1998 and last reviewed in 2022. The purpose of this policy is to provide a Community Grants Program that aims to enable





community groups to further meet the needs of the wider community in a partnership relationship with Council.

Officers have now reviewed this policy and proposed the following amendments:

<b>Context</b>	No amendments
<b>Purpose</b>	No amendments
<b>Definitions</b>	No amendments
<b>Policy</b> Introduction	Insert overarching explanation of the Events and Community Grants program and explain types of financial contribution.
<b>Continuous Improvement</b>	No amendments
<b>Other References</b>	No amendments

The draft policies are presented in the appendix.

**Options**

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

**Communications and Engagement**

Community Engagement

Ideas and subsequent amendments have been discussed with key stakeholders. This report will ultimately inform the community regarding this proposal.

Collaboration

There are no collaboration requirements associated with this report.

**Governance Context**

Relevant Law

Local Government Act 2020

Charter of Human Rights

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



### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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

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

CP022 Event Sponsorships

CP004 Community Grants

### Disclosure of Interest

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

## **Consideration**

### Environmental Sustainability

Not Applicable.

### Financial and resource implications

This project will be delivered using existing annual budget allocations and Council resources.

### Innovation and Continuous Improvement

Alignment of the two policies provides for improved streamlining of practices enabling better productivity.



## **Implementation**

### Operational Impacts

This project will be delivered with existing operational resources.

### Implementation Process

These policies will be implemented in accordance with the steps outlined in both CP022 Sponsorships and CP004 Community Grants. This project will be delivered by existing staff and resources.

## **Attachments**

1. CP004 Community Grants Adopted 230222 DRAFT Feb 2024 CLEAN copy  
[**16.1.1** - 3 pages]
2. CP004 Community Grants Adopted 230222 DRAFT Feb 2024 TRACKED copy  
[**16.1.2** - 3 pages]
3. CP022 Event Sponsorships Policy Adopted 270820 DRAFT Feb 2024 CLEAN  
[**16.1.3** - 9 pages]
4. CP022 Event Sponsorships Policy Adopted 270820 DRAFT Feb 2024 TRACKED  
CHANGES [**16.1.4** - 10 pages]



<b>16.2.</b>	<b>Revised Governance Rules</b>
<b>Author:</b>	HR & Governance Coordinator Executive Project Officer
<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 after review of community feedback received during the public exhibition period.

**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. One submission was received.

**RECOMMENDATION**

That Council adopt the revised draft Governance Rules as presented.



## **RESOLUTION**

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

That Council defers consideration of the revised Governance Rules and puts them out for public exhibition for 30 days to allow the community more time to provide feedback.

**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..

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 has since been presented with draft Governance Rules at its meeting on 13 December 2023 where it was resolved to place the rules on public exhibition and seek community feedback.

During the formal public exhibition, one submission was received, a copy of which was sent to all Councillors on 15 January 2024. Key points for discussion from that submission are as follows:



1. Part 5, Division 7 – Notice of Motion
2. Part 5, Division 2 – Voting
3. Part 5, Division 9 – Questions and Petitions, in particular Public Questions

As a result of the submission some amendments were made to the proposed wording regarding Part 5, Division 7 – Notice of Motion.

Regular review of the Governance Rules is a part of good governance and is considered best practice. After a review of best practice in the local government sector, as well as the period of community consultation, the following amendments are proposed for consideration:

SECTION	SECTION DESCRIPTION	PROPOSED AMENDMENT
Introduction	Definitions	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. *Insert definition of <i>Election Period</i> *Include footnote that further definitions in Chapter 2 Meeting Procedures for Council Meetings that particularly relevant to just that section



<b>SECTION</b>	<b>SECTION DESCRIPTION</b>	<b>PROPOSED AMENDMENT</b>
Chapter 2 - Part 1 Preliminary	Definitions	Section #3.2: *Include clarification that the definitions contained in this Chapter are in addition to those in the Introduction. * Remove definitions of <i>Act, Chief Executive Officer, Council &amp; Mayor</i> as they have moved to the Introduction. *Update definition of <i>Council Meeting</i> , to include the different types of meetings. * Delete reference to 'Lot', not actually used in Rules *Amend definition for <i>Reasonable Notice</i> *clarify <i>Urgent Business</i> *Add further wording to clarify a <i>Vote</i> can be in person or virtual
Chapter 2 - Part 1 Preliminary	Part 2 – Election of Mayor	Section #9.3: remove this clause thereby allowing for a division to be called when electing the Mayor and Deputy Mayor
Chapter 2 – Part 3 Council Meetings	Division 1 - Agendas	Section #13.1: remove reference to the <i>Act</i> ; section was in 1989 Act which is no longer relevant #15.4 clarify agenda delivery
Chapter 2 – Part 5 Procedure at Council Meetings	Division 2 - Quorums	Section 21: clarify procedure relevant to quorums
Chapter 2 – Part 5 Procedure at Council Meetings	Division 1 – Order of Business	Section #28: reworded to reiterate what clause 18(h) of the <i>Act</i> says
Chapter 2 - Part 5 Procedure at Council Meetings	Division 3 – Conduct Chairpersons Duty to Reject	Section #40.1: insert new (e) to include inaccurate or misleading information to be rejected
Chapter 2 - Part 5 Procedure at Council Meetings	Division 4 - Motions	Section #47: insert new (e) to include inaccurate or misleading information to be rejected
Chapter 2 - Part 5 Procedure at Council Meetings	Division 4 - Motions	Section #56.2: amended to read better
Chapter 2 - Part 5 Procedure at Council Meetings	Division 7– Notice of Motion	Section #79: significant changes to Notice of Motion procedures to clarify the Notice of Motion





<b>SECTION</b>	<b>SECTION DESCRIPTION</b>	<b>PROPOSED AMENDMENT</b>
		process and bring this section more into line with best sector practice
Chapter 2 - Part 5 Procedure at Council Meetings	Division 8 - Notice of Amendment or Rescission	Section #95 (proposed to be #88): expand Urgent Business requirements
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 (proposed to be #92.2): 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 (proposed to be #92.3): 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 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 (proposed to be #92.4): 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 (proposed to be #92.7): the answering of questions is proposed to be covered in section 99.3 (proposed to be #92.3)
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	Section #99.12 (proposed to be #92.12): amend to clarify one additional question to clarify the original question, with any subsequent clarification required to be at the discretion of the Chairperson



<b>SECTION</b>	<b>SECTION DESCRIPTION</b>	<b>PROPOSED AMENDMENT</b>
Chapter 2 - Part 5 Procedure at Council Meetings	Division 9 - Questions, Petitions and Deputations	New Section #100.2 (proposed to be #93.2): 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 (proposed to be #93.3 and #96): 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 (proposed to be #93.7): 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 5 – Disclosure of Conflicts of Interest	Introduction	Section #1: Amend introduction information to expressly reference 2020 Local Government Act
Chapter 5 – Disclosure of Conflicts of Interest	Obligations with regard to Conflict of Interest	Section #3: Insert new section to clearly state conflict of interest obligations
Chapter 5 – 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 6 – 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 whilst 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. Borough of Queenscliffe Governance Rules for Feb 2024 Council Meeting TRACK CHANGES [**16.2.1** - 52 pages]
2. Borough of Queenscliffe Governance Rules for Feb 2024 Council Meeting CLEAN [**16.2.2** - 50 pages]



<b>16.3.</b>	<b>Review of Council Governance Policies</b>
<b>Author:</b>	Executive Project Officer HR & Governance Coordinator
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

**Purpose**

The purpose of this report is to provide Council with two draft revised policies CP021 Election Caretaker Period and CP053 CEO Employment and Remuneration following a review of these policies.

**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*

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

Both the CP021 Election Caretaker Period and CP053 CEO Employment and Remuneration have been reviewed following legal advice and also after reviewing local government sector best practice to ensure a cohesive approach to both policies contained in this report.

**RESOLUTION**

**Cr Donnie Grigau / Cr Robert Minty**

That Council adopt the following two policies as presented:

- a. CP021 Election Caretaker Period Policy
- b. CP053 CEO Employment and Remuneration

**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 Council officers in relation to the core corporate governance functions of Council.

### **Discussion**

#### CP021 Election Caretaker Period

The *Local Government Act 2020* states that Council must include an election period policy in its Governance Rules. This policy was first adopted in May 2012 and last amended in September 2019 with a minor review in September 2022 through the development of the Governance Rules. Council must actively maintain its election period policy.

With Council elections due to be held in October 2024, it is timely for Council to review its current policy. This policy is only applicable to general elections, not by-elections. Key amendments include:

1. Provide further clarity on the context of the policy
2. Emphasise the purpose of the policy
3. Remove definition and all references to 'inappropriate decisions'
4. Insert two new points regarding Councillor use of position and use of title
5. Further clarify use of Council resources
6. Confirmation that the CEO (or their delegate) is Council's only spokesperson during the caretaker period

#### CP053 CEO Employment and Remuneration

The *Local Government Act 2020* states that Council must have a CEO Employment and Remuneration policy.

Three changes are being proposed:



1. Remove requirement for six month performance review (in addition to the annual twelve month performance review)
2. Provide further guidance on the appointment of an Acting CEO
3. Amend the timing around the options available to Council regarding the expiry of a CEO contract of employment.

The amended draft policies can be viewed in the appendix to this report.

### **Options**

1. Adopt the 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

Officers have benchmarked with other Councils in the region.

### **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

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

CP005 Councillors Code of Conduct

CP009 Gifts, Benefits & Hospitality

CP18 Councillor Resources, Support & Facilities

CP025 Public Interest Disclosures

Governance Rules

### 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

This project will be delivered using existing Council resources.

### Innovation and Continuous Improvement

Not applicable.

## **Implementation**

### Operational Impacts

This project will be delivered with existing operational resources.

### Implementation Process

This project will be delivered by existing staff and resources.





## **Attachments**

1. CP021 Election Period Policy (draft) [**16.3.1** - 7 pages]
2. CP021 Draft Election Period Policy DRAFT Feb 2024 TRACK CHANGES [**16.3.2** - 7 pages]
3. CP053 CEO Employment and Remuneration DRAFT Feb 2024 TRACK CHANGES [**16.3.3** - 10 pages]
4. CP053 CEO Employment and Remuneration DRAFT Feb 2024 CLEAN [**16.3.4** - 10 pages]



<b>16.4.</b>	<b>Second 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 October to 31 December 2023.

### **Executive Summary**

*Portfolio 5: Governance and Finance*

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

*Priority 3: Accountable and transparent governance*

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

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

This report outlines the projects in the Annual Plan that Council worked on during the second 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 October to 31 December 2023.

**CARRIED UNANIMOUSLY**



## REPORT

### **Background**

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

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

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

This Annual Plan covers the period that corresponds with the financial year commencing on 1 July 2023 and ending on 30 June 2024.

### **Discussion**

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

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

The tables include all of the actions that have a second 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	Q2 Milestone	Milestone Status
Develop Bike Park Concept	Infrastructure & Environment	Provide	Design contract awarded	In Progress
<p>Progress This project is approximately 20% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• The bike park tender was published in December 2023; four submissions were received.</li> <li>• Tender evaluation has been completed and a recommendation was presented to Councillors at the Assembly briefing on 21 February</li> <li>• The bike park contract will be considered in the closed section of this (February) meeting</li> </ul>				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Disability Action Plan	Community & Regulatory Services	Partner	Draft <i>Access and Inclusion Action Plan</i> presented to Council*	In Progress
<p>Progress This project is approximately 35% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• The Lived Experience reference group has met on several occasions to discuss the disability action plan</li> </ul>				



- 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

*\* 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	Q2 Milestone	Milestone Status
Child & Family Services and Facilities Review	Community & Regulatory Services	Provide	Undertake review	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	Q2 Milestone	Milestone Status
Prepare Vegetation Management Strategy	Infrastructure and Environment	Provide	Workshop with Council to review project scope	In progress
<p>Progress This project is approximately 10% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• Scope of this project changed to Vegetation Policy Framework after meetings in 2023 with the Manager Infrastructure and Environment to lead the development of the policy</li> </ul>				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Develop Integrated Water Management Plan	Infrastructure & Environment	Provide	Develop draft Integrated Water Management Plan	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>				



- After actively seeking funding alternatives, officers have not identified any alternative funding opportunity
- Officers are reviewing alternative IWM plan delivery options

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Develop CERP monitoring and evaluation dashboards	Infrastructure & Environment	Provide	Develop CERP monitoring solution	In progress
<p>Progress This project is approximately 20% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Officers are now exploring CERP monitoring options with members of Queenscliffe Climate Action Now (QCAN)</li> </ul>				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Undertake cliff stability and beach health investigation	Infrastructure & Environment	Provide	Engage Consultant	Complete
<p>Progress The remaining elements of the project are approximately 45% complete.</p>				



Comments

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

Portfolio 3: Local Economy

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Finalised new Queenscliffe Tourist Park Operation Model	Customer Experience & CEO Office	Provide	Provide advice to Council on the proposed 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>				





Action	Responsibility	Role	Q2 Milestone	Milestone Status
Work with Tourism Greater Geelong and The Bellarine to market the Borough of Queenscliffe and its tourism point of difference	Customer Experience & CEO Office	Partner	Workshop with Council	Ongoing
Progress This is an ongoing action.				
Comments <ul style="list-style-type: none"><li>This is an ongoing municipal partnership with a Memorandum of Understanding. The partnership offers the Borough of Queenscliffe participation in destination marketing, industry capability and strategic engagement. There is also a contribution to training and development.</li><li>Tourism Greater Geelong and The Bellarine participated in the most recent after 5 Event at Shoal in Queenscliff and held its mid-year forum at Lonsdale Links.</li></ul>				



Portfolio 4 – Heritage, Planning and Infrastructure

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Development of a Coastal and Marine Management Plan (CMMP)	Planning & Regulatory Services	Provide	Draft CMMP presented to Council	In progress
Progress This project is approximately 50% complete.				
Comments <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. 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 is currently preparing a revised draft CMMP, incorporating the comments from DEECA, and will present it to the PSC at a meeting scheduled for 25 March 2024</li><li>• At the PSC meeting the PWG will seek re-approval of the revised draft by the PSC</li></ul>				



Action	Responsibility	Role	Q2 Milestone	Milestone Status
New heating & cooling system for the Queenscliff Town Hall	Infrastructure & Environment	Provide	Schedule installation with consideration to community bookings	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 is scheduled for release in Q3</li> </ul>				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Review of Fisherman's Flat Heritage Overlay	Planning & Regulatory Services	Provide	Updated Fisherman's Flatt Heritage Overlay citations completed and preparation of the amendments to the Queenscliffe Planning Scheme	Complete



<p><b>Progress</b> The review of the Fisherman’s Flat Heritage is complete. A planning scheme amendment (PSA) to incorporate the heritage review recommendations is underway.</p>
<p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• The draft review document was presented to Council at an Assembly Briefing on 20 September 2023</li> <li>• 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</li> <li>• The Minister for Planning has granted authorisation to exhibit the planning scheme amendment, exhibition will commence on 7 March 2024 and conclude on 12 April 2024</li> <li>• An amendment information session has been scheduled for 16 March 2024 between 10.30am and 12.30pm in the Queenscliff Town Hall</li> <li>• 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.</li> </ul>

<b>Action</b>	<b>Responsibility</b>	<b>Role</b>	<b>Q2 Milestone</b>	<b>Milestone Status</b>
Shared path design for Murray Road	Infrastructure & Environment	Provide	Identify preferred option	In progress
<p><b>Progress</b> This project is approximately 60% complete.</p>				



<p>Comments</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Councillors received a briefing regarding the proposed consultation on 7 February 2024</li> <li>• 5 options will be presented to the community the coming weeks to seek feedback from the community regarding their preferred option</li> </ul>
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Action	Responsibility	Role	Q2 Milestone	Milestone Status
Review Borough of Queenscliffe Public Toilet Strategy 2015–2025	Infrastructure & Environment	Provide	Present initial review findings to Council	In progress
<p>Progress</p> <p>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 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	Q2 Milestone	Milestone Status
Install new and upgrade existing timber fence at Dog Beach	Infrastructure & Environment	Partner	Apply for Marine & Coastal Act consent	In progress
<p>Progress</p>				



This project is approximately 25% complete.

**Comments**

- Officers have submitted an application for Coastal Public Access and Risk Grant funding, the outcome of the application is expected in early 2024
- The project is made up of 70% grant funding and 30% Council contribution of the total project cost
- Should the grant application be successful, Council will apply for Marine and Coastal Act Consent for the project

<b>Action</b>	<b>Responsibility</b>	<b>Role</b>	<b>Q2 Milestone</b>	<b>Milestone Status</b>
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure & Environment	Provide	Design complete	In progress

**Progress**

This project is approximately 25% complete.

**Comments**

- A total of \$180,000 is allocated for this project
- It has been identified that a complex Cultural Heritage Management Plan (CHMP) is required prior to undertaking the renewal work
- The anticipated lead time for the CHMP field work to be completed is 12 months (early 2025)



Action	Responsibility	Role	Q2 Milestone	Milestone Status
Installation of signage that includes recognition of Wadawurrung Country and uses Wadawurrung language to identify places	CEO Office	Partner	Develop design with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC)	In progress
Progress This project is approximately 10% complete.				
Comments <ul style="list-style-type: none"> <li>This project has a budget allocation of \$20,000</li> </ul>				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Queenscliff Traffic Management Strategy	Infrastructure & Environment	Provide	Present draft Traffic Management Strategy to Council	Complete
Progress This project is approximately 70% complete.				
Comments <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 will be tabled at the February Meeting of Council seeking endorsement to put it on public exhibition for a period of 28 days</li> </ul>				



- Officers will take into account feedback from the community before presenting the Traffic Management Strategy to Council for adoption later in the 2023/24 financial year

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Queenscliff Recreation Reserve lighting upgrade	Infrastructure & Environment	Provide	Tender process for new lighting	In progress
<p>Progress This project is approximately 20% complete.</p> <p>Comments</p> <ul style="list-style-type: none"> <li>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</li> <li>Council will project manage the project in collaboration with the Queenscliff Football and Netball Club</li> <li>Procurement documents will be developed and advertised in the third quarter</li> <li>The anticipated completion is late in the fourth quarter</li> </ul>				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
New bike racks	Infrastructure & Environment	Provide	Develop prioritised program of new bike rack locations	Complete
<p>Progress This project is approximately 50% complete</p>				





Comments

- This project has a \$10,000 budget allocation
- The program of new bike racks has been developed
- The bike racks have been ordered with installation due to follow in the third quarter

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Fisherman’s co-op asbestos removal works at 4 Wharf Street, Queenscliff	Infrastructure & Environment	Partner	Works completed	In progress

Progress

This project is approximately 45% complete.

Comments

- This project is funded by the Victorian Asbestos Removal Agency
- A lead contractor was appointed in July 2023. The requirement for additional structural works was identified and a formal variation was made to the works contract
- Site establishment is scheduled for 28 November 2023 and the work is scheduled to be completed in mid-May 2024
- At a Special Council Meeting on 8 November, 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



Action	Responsibility	Role	Q2 Milestone	Milestone Status
Planning Scheme Amendment – Avenue of Honour (C37quen)	Planning & Regulatory Services	Provide	Preparation of amendments to the Queenscliffe Planning Scheme	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	Q2 Milestone	Milestone Status
Golightly Park development & engagement plan	CEO Office	Provide	Prepare development plan project scope	In Progress
<p>Progress This project is approximately 40% complete.</p>				



Comments

- This project has received a \$50,000 budget allocation
- A site meeting was held with Wadawurrung Traditional Owners Aboriginal Corporation on 13 December 2023
- Officers met with DEECA representatives on 12 February 2024 to discuss Marine and Coast Policy implications for the site
- Council was briefed on the outcomes of those discussions at an Assembly on 21 February 2024.

Portfolio 5 – Governance and Finance

Action	Responsibility	Role	Q2 Milestone	Milestone Status
BoQ ICT Transformation	Finance & Corporate Services	Provide	Building & Planning, and Customer Relation management systems implementation complete	In progress
<p>Progress This project is approximately 80% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> <li>• This project has a budget allocation of \$718,000 (multi-year)</li> <li>• The Finance, Rates &amp; Property, Planning &amp; Building and Payroll systems implementation is complete</li> <li>• The Customer Request Management (CRM) system is scheduled to go live early April 2024</li> <li>• Human Resources (HR) and Asset Management systems initial scoping works are progressing</li> </ul>				



<b>Action</b>	<b>Responsibility</b>	<b>Role</b>	<b>Q2 Milestone</b>	<b>Milestone Status</b>
Develop a Reconciliation Action Plan for the Borough as accredited by Reconciliation Australia	All teams	Partner	Draft Reconciliation Action Plan completed	Complete
<b>Progress</b> This project is approximately 100% complete.				
<b>Comments</b> <ul style="list-style-type: none"><li>• The Reconciliation Action Plan (RAP) was approved by Reconciliation Australia in December 2023</li><li>• Councillors received a briefing on the RAP in early February and the document will be presented for endorsement at the Ordinary Meeting of Council in March 2024</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>16.5.</b>	<b>2023–2024 Quarterly Financial Report at 31 December 2023</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 as at 31 December 2023 and approve additional funding allocation.

### **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 1 year-end forecast for 2023–24.

The expected cash surplus by the end of the 2023–24 year is predicted to reach \$217,000, marking a decrease of \$86,000 compared to the previous forecast. This reduction is primarily attributed to the additional \$30,000 allocated for the Hesse Street streetscape project and an increase in recurring operating expenses. 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:

1. Notes the Quarterly Finance Report to 31 December 2023;
2. Notes the Governance and Management Checklist progress update;



3. Notes the update against the Sustainable Capacity, Service Performance and Financial Performance indicators;
4. Notes the statement by the Chief Executive Officer, "The Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020* is of the opinion a revised budget is not required"; and
5. Approves the allocation of \$30,000 from accumulated cash surplus to the Hesse Street streetscape project.

**CARRIED UNANIMOUSLY**





## REPORT

### **Background**

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

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

### **Discussion**

After allocating \$30,000 for the Hesse Street streetscape project, the projected cash surplus by the end of the 2023–24 year is projected to reach \$217,000, marking a decrease of \$86,000 compared to the previous forecast.

According to the Local Government Performance Reporting Framework (LGPRF) definition, the underlying result indicates a deficit of \$865,000, exceeding the previous quarter's projected annual deficit by \$38,000.

When considering the underlying result on a recurring basis, there is a projected surplus of \$62,000. However, this projection indicates a decrease of \$77,000 from the previous quarter's projected annual surplus, highlighting a noticeable increase in recurring operating expenses, primarily due to the rise in costs associated with providing Municipal Building Surveyor (MBS) services.

At the close of the financial year, the 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 this balance, \$1.6 million is earmarked for forthcoming asset renewal needs, while another \$1.6 million is set aside in the general reserve account.

The Council maintains a debt-free balance sheet.



The projected year-end result for the 2023–24 financial year meets all financial sustainability indicators specified in the Council Plan 2021–2025.

### **Local Government Performance Reporting Framework (LGPRF)**

Officers continue to monitor the governance and management checklist items that require action before 30 June 2024, all items are expected to be achieved by year-end. A progress update is provided as an attachment to this report.

An update against the sustainable capacity, service performance and financial performance indicators is provided as an attachment to this report. Data is not available to report against three service performance indicators. The BoQ is within the expected range for all reported indicators.

### **Options**

1. Note the Quarterly Finance Report to 31 December 2023 as presented.
2. Request Officers to make further amendments to the Quarterly Finance Report to 31 December 2023.

### **Communications and Engagement**

#### Community Engagement

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

#### Collaboration

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

### **Governance Context**

#### Relevant Law

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 2020

#### Charter of Human Rights

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



### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

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

### Regional, State and National Plans and Policies

Not Applicable.

### Legal and Risk Implications

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

### Related Documents

Community Vision 2021–2031

Council Plan 2021–2025

Financial Plan 2023–2033

### Disclosure of Interest

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

## **Considerations**

### Environmental Sustainability

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

### Financial and resource implications

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



### Innovation and Continuous Improvement

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

### **Implementation**

#### Operational Impacts

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

#### Implementation Process

Not applicable.

### **Attachments**

1. 2023-24 Quarterly Financial Report 31 December 2023 [**16.5.1** - 23 pages]
2. 2023-24 LGPRF Performance Statement [**16.5.2** - 5 pages]
3. 2023-24 Governance and Management Checklist [**16.5.3** - 3 pages]



## 17. Signing & Sealing of Documents

No reports to consider.

## 18. Questions Without Notice

### 18.1. Questions Without Notice Status Update

At the Ordinary Meeting of Council on 13 December 2023, one question without notice was taken on notice. The response is provided at adjunct to 18.1.

No Questions Without Notice are outstanding.

### 18.2. Questions Without Notice

#### **Question from Cr Grigau**

In early August last year, Council had advised a community member and other Councillors, that Council had applied for a permit to rehabilitate the fragile root systems and surviving under story plants in the Moonah Woodland to the west of the Rip View Carpark that has been vandalised. Council has previously advised that this area is protected under the Flora and Fauna Act. Can we please be advised of the progress of the rehabilitation works and when the permit was granted.

#### **Response from Manager Infrastructure and Environment**

The permit was issued approximately 6 weeks ago with a number of conditions. Council officers are working with DEECA to amend the conditions of the permit. The rehabilitation work will commence once these negotiations are complete and the permit is reissued.

## 19. List of Council Meetings

Planning Review Meeting

Wednesday 13 March 2024 at 7:00pm (if required)



Ordinary Meeting of Council

Wednesday 27 March 2024 at 7:00pm

Queenscliff Town Hall

Councillor Listening Post

31 March 2024 at 11:00am to 12:00pm

Queenscliff Market

## 20. Closed Session of Meeting

The chair will close the meeting to consider confidential items.

### RESOLUTION

Time: 8:57 pm

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

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:

#### **20.1. Event Sponsorship Nominations 2023 second round**

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 community awards process.

#### **20.2. Bike Park Contract 2023/06**

This agenda item is deemed to contain confidential information as per section 3(1)(g) of the *Local Government Act 2020* as it contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets or if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. This ground applies as the report contains tender and/or contractual documentation.



### **20.3. Notice of Motion number 2024/589: CEO Performance and Remuneration Review November 2022 to November 2023**

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

The CEO determined he had a conflict of interest regarding the NOM 2024/589 as the subject of the NOM was his performance review. As a consequence of having a conflict, the CEO delegated the decision, under an instrument of delegation, as to whether the NOM should be placed in the open or confidential agenda of the February 2024 Ordinary Council Meeting to another senior member of staff, the Manager of Finance and ICT Services.

### **20.4. Notice of Motion number 2024/591: CEO Conflict of Interest - Borough of Queenscliffe Ordinary Meeting Agenda 28 February 2024**

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

The CEO determined he had a conflict of interest regarding the NOM 2024/591 as the subject of the NOM was his performance review. As a consequence of having a conflict, the CEO delegated the decision, under an instrument of delegation, as to whether the NOM should be placed in the open or confidential agenda of the February 2024 Ordinary Council Meeting to another senior member of staff, the Manager of Finance and ICT Services.

### **20.5. Chief Executive Officer Annual Performance Review**

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



information about any person or their personal affairs. This ground applies as this item is a personnel (human resources) matter.

**CARRIED UNANIMOUSLY**

## **21. Ratification of Confidential Items**

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

### **RESOLUTION**

Time: 9:57pm

**Cr Ross Ebbels / Cr Robert Minty**

That Council re-open the meeting and resume standing orders.

**CARRIED**

### **RESOLUTION**

**Cr Robert Minty / Cr Ross Ebbels**

That the decisions made in camera be ratified by Council.

**CARRIED UNANIMOUSLY**

## **22. Close of Meeting**

Cr Isabelle Tolhurst declared the meeting closed at 9:59pm.





## 23.1. 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 Assembly Briefing</b> 13 December 2023 2:40pm – 4:00pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPRS Gihan Kohobange, MFS Abbey Tatterson, AMCE Jodie Hunt, FSC Makenna Bryon, CC	1. Situational Analysis for the Draft Budget 2024/25 2. Budget survey content	Nil.
<b>CEO &amp; Councillor Meeting</b> 13 December 2023 4:00pm – 4:40pm	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau	Martin Gill, CEO	1. Native Title Claim 2. Hot Rodders Facebook Post	Nil.



<b>Informal Meeting</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
Wirrng Wirrng	Cr Minty			
<b>Councillor Assembly Briefing</b> 24 January 2024 2:30pm – 5:00pm Wirrng Wirrng	Cr Ebbels, Chair Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, AMCE Jodie Hunt, FSC Lauren Vosbergen, RO Steve Quick, RIE	1. Budget: Community Engagement 2. Budget: Revenue & Rating Plan 3. Integrated Water Management Plan update 4. Queenscliff Traffic Management Strategy 5. G21 Regional Football Strategy	Nil
<b>Councillor Assembly Briefing</b> 7 February 2024 2:30pm – 5:04pm Wirrng Wirrng	Cr Ebbels, Chair Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPC Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, AMCE Jenni Walker, HR&GC Steve Quick, RIE Makenna Bryon, CC	1. Baralla Estate site 2. Climate Emergency Response Plan annual progress update 3. Governance Rules community feedback 4. Murray Road concept design community consultation update	Nil.
<b>Public Toilet Strategy Workshop</b> 13 February 2024 2:06pm – 4:29pm	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau	Martin Gill, CEO Stuart Hansen, MIE Steve Quick, RIE Daniel Alexander, CIAE	1. Public Toilet Strategy 2015-2025 2. Current situation, asset conditions & management practices	Nil.



<b>Informal Meeting</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
Wirrng Wirrng	Cr Minty		3. Existing levels of service quality and aspirations 4. Proposed options and opportunities	
<b>Councillor Assembly Briefing</b> 14 February 2024 2:30pm – 5:05pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, AMCE Makenna Bryon, CC Shelley Sutton, CDO	1. G21 Region refresh and priority projects 2. Budget: Critical review of the second quarter forecast 3. Event sponsorship nominations (round 2)	Cr Tolhurst declared a conflict of interest regarding the Event Sponsorship nominations as she is an active member of one of the applicants and left the meeting for the duration of that item.
<b>Councillor Assembly Briefing</b> 21 February 2024 2:40pm – 5:15pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPRS Stuart Hansen, MIE Abbey Tatterson, AMCE Jenni Walker, HR&GC Megan Archibald, WRRO	1. Bike Park Contract 2023/06 tender Assessment 2. Hard waste service review 3. Fair Access Policy 4. Review of Council Policies: a. CP021 Election Period Policy b. CP053 CEO Employment & Remuneration policy 5. Golightly Park update	Nil.



AMCE – Acting Manager Customer Experience	BSA – Business Services Accountant	CC – Communications Coordinator
CDO – Community Development Officer	CEO – Chief Executive Officer	CERP – Project Officer, Climate Emergency Response Plan
CIAE – Community Infrastructure Asset Engineer	CO – Communications Officer	CSRO – Community Stakeholder Relations Officer
RIE – Roads Infrastructure Engineer	EA – Assistant to the CEO, Mayor & Councillors	EPO – Executive Project Officer
FSC – Financial Services Coordinator	HR&GC – HR & Governance Coordinator	MFS – Manager Finance & ICT Services
MIE – Manager Infrastructure & Environment	MPRS – Manager Planning & Regulatory Services	RO – Rates Officer
SP – Senior Planner	STP – Strategic Planner	VFO – Vegetation and Foreshore Officer
WRRO – Waste & Resource Recovery Officer		



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

Date	Question	Action	Status
13/12/23	<p><b>Public question 1 from the PLCA</b> We have reviewed the tender document for the proposed bike park development. This is nominated as a design construct project in two stages as described in the tender document, which nominates two features that should be included in the design, and no other design requirements, but indicates that other issues, fencing, signage, safety issues etc, should be included as the contractors responsibility.</p> <p>Stage 1, design and approval process, and Stage 2, construction, to proceed only after funding confirmed. A budget of \$520,000 is indicated as available for this project.</p> <p>Q1. How can a contractor quote a firm price on an undefined scope Q2. Is it appropriate to indicate a budget for a tendered project.</p> <p>Thank-you</p>	In accordance with Council’s public question time guidelines the second question was taken on notice.	Written response sent on 20 December 2023, see attachments
13/12/23	<p><b>Public question 2 from the QCA</b> It is noted in the ATS Strategy 4.2 Sustainable Transport Action 3 of the Borough of Queenscliffe Climate Emergency Response Plan seeks to convert Council's fleet to zero emissions vehicles. It is noted</p>	In accordance with Council’s public question time guidelines the second question was taken on notice.	Written response sent on 20 December 2023, see attachments



	<p>Council allocated \$200,000 in the current Budget for renewal vehicles.</p> <p>Has Council purchased any zero emission vehicles and if so can the items/assets be individually listed and costed for the benefit of ratepayers and what are the expected 3 year costs for further replacements as part of the ATS strategy and CERP Action 3?</p> <p>Will there be additional demands for electric vehicles beyond the annual renewal program?</p>		
<p>13/12/23</p>	<p><b>Public Question 3 from Zelda Walters</b></p> <p>What is the Council officers proposal for linking the Bellarine Rail Trail to Queenscliff and the preferred concept for Murray Road?</p> <p>Has Council fully considered the impacts on residents/ratepayers and locals who live in Murray Road who will be most affected by these changes?</p> <p>Why is Council looking to make alterations to Murray Road for the benefit of visitors/tourists, bike riders and walkers at the expense of accessibility to their properties for residents/ratepayers.</p> <p>I understand Council are employing consultants to offer concepts for</p>	<p>In accordance with Council's public question time guidelines the subsequent questions were taken on notice.</p>	<p>Written response sent on 20 December 2023, see attachments</p>



	<p>the extension of the Bellarine Rail Trail along Murray Road. What is the cost of this?</p>		
13/12/23	<p><b>Public Question 5 from David Connoley</b> The current CEO report notes implementing a revised corporate structure following completion of a staff consultation process that apparently did not save overall employee costs. There are reported around 70 staff on what the Council terms a 'small team' with the FTE rising to over 46 staff in the past year (near 10% increase). Given Council is operating with a series of 4 annual deficits based on the LGPF measure over the past 5 years (as per Annual Report data) and potentially unsustainable should the level of losses continue, can the CEO outline what this recent 'staff consultation process involved' and whether he has identified where efficiencies and cost savings can be made in this 'small team' to reverse the operating deficits both in the current and upcoming financial year?</p>	<p>The question was taken on notice.</p>	<p>Written response sent on 20 December 2023, see attachments</p>

**Attachments**

1. Response to Public Question 1 from the PLCA [**23.2.1** - 1 page]
2. Response to Public Question 2 from the QCA [**23.2.2** - 1 page]
3. Response to Public Question 3 from Zelda Walters [**23.2.3** - 2 pages]
4. Response to Public Question 5 from David Connoley [**23.2.4** - 2 pages]



### **23.3. ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE**

<b>Date</b>	<b>Question</b>	<b>Action</b>	<b>Status</b>
13/12/23	<p><b>Cr Grigau</b></p> <p>Cr Grigau noted that the Active Transport Strategy states Tourism is by far the most significant economic activity in the Borough. He asked the CEO to clarify the percentage that Tourism makes in the local economy.</p>	Nil	Complete
	<p><b>Response from the CEO</b></p> <p>The CEO is working through the economic data to determine the percentage of economic activity in the Borough that can be attributed to Tourism.</p> <p>The initial analysis indicates that 28% or 486 of the 1750 local jobs are tourist related (Remplan 2024*).</p> <p>* Remplan at Economic and Demographic Specialists</p>		