

# Borough of Queenscliffe

## Ordinary Meeting of Council

### Agenda

Wednesday 28 June 2023 at 7:00PM

Queenscliff Town Hall



**Borough of Queenscliffe**  
Queenscliff & Point Lonsdale, Victoria, Australia



## Community Vision

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

## Our Values

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

## Acknowledgement of Country

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

Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People.

We acknowledge and respect their continuing connections to their lands, waters, skies, culture and the contribution they make to the life and spirit of our community.

We pay respect to their past and present Elders and their emerging leaders, and extend this respect to all Aboriginal and Torres Strait Islander peoples.



## **Distribution List**

### **Councillors**

Cr Isabelle Tolhurst, Mayor

Cr Ross Ebbels

Cr Donnie Grigau

Cr Michael Grout

Cr Robert Minty

### **Officers**

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Planning & Community Safety

Stuart Hansen, Manager Infrastructure & Environment

Gihan Kohobange, Manager Finance & Corporate Services

Abbey Tatterson, Community Management Team

Carly Douglas, Community Management Team

Steve Ward, Community Management Team

Makenna Bryon, Communications Coordinator

Jenni Walker, HR & Governance Coordinator

## **Public Attendance**

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

## **Governance Rules**

The Borough of Queenscliffe Governance Rules define the procedure for which Council Meetings are operated. The Rules can be read in full at [Council's website](#).

In accordance with the Rules, the information contained within this Agenda is for the confidential and privileged use of Councillors until at least 48 hours prior to this meeting.

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



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## **1. Opening of Meeting**

*Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People. We acknowledge and respect their continuing connections to their Lands, Waters, Skies, Culture and the contribution they make to the life and spirit of our community. We pay respect to their past and present Elders, and extend this respect to all Aboriginal and Torres Strait Islander peoples.*

### **1.1. Record of Affirmation of Office Robert Minty**

On 19 June 2023, the Victorian Electoral Commission completed a countback to fill the extraordinary vacancy made with the resignation of former Councillor Fleur Hewitt. The countback resulted in the appointment of Robert Minty to the position of Councillor.

Section 30(1) of the *Local Government Act 2020* ('the Act') states that 'a person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the [Local Government (Governance and Integrity)] regulations'.

The Act also states that 'the oath or affirmation of office must be administered by the Chief Executive Officer and dated and signed before the Chief Executive Officer and recorded in the minutes of the Council.'

In accordance with the Act and Part 2 of the *Oaths and Affirmations Act 2018*, a person elected to be a Councillor takes the Affirmation of Office by stating the following words before the Chief Executive Officer.

On 21 June 2023 Councillor Robert Minty made the following affirmation:

*"I, Robert Minty, solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community. I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.*





*I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."*

Councillor Minty signed and dated the Affirmation of Office before the CEO.

### **Attachments**

1. Robert Minty Affirmation 21 June 2023 [**1.1.1** - 1 page]

## **1.2. Record of Councillor Declaration to Abide by the Councillor Code of Conduct**

The Oath or Affirmation of Office requires that Councillors must abide by the Councillor Code of Conduct. Section 139(2) of the *Local Government Act 2020* states 'the purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions as Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification.'

On 21 June 2023 Councillor Robert Minty took the Oath of Office, and immediately following his Affirmation made a written declaration before the CEO, Martin Gill, that he would abide by the Councillor Code of Conduct. Councillor Minty's declaration read as follows:

*"I hereby declare that I have read the Councillor Code of Conduct for the Borough of Queenscliffe adopted on 17 February 2021 and declare that I will abide by this Code."*

The CEO, Martin Gill, witnessed the signing of the declaration.

### **Attachments**

1. Robert Minty code of conduct 21 June 2023 [**1.2.1** - 12 pages]



## 2. Present & Apologies

### Apologies:

Abbey Tatterson, Community Management Team (leave)

## 3. Pecuniary Interest & Conflict of Interest Disclosures

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

Councillors:

Officers:

## 4. Leave of Absence of Councillor

Cr Michael Grout

## 5. Public Question Time

### 5.1. Public Question Status Update

No public questions are outstanding.

### 5.2. Public Questions

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





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

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

### **6.1. Ordinary Council Meeting held on 24 May 2023**

A copy of the minutes from the Ordinary Council Meeting held on 24 May 2023 was distributed to Councillors under separate cover.

#### **RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on 24 May 2023, as distributed, be confirmed as an accurate record.

### **6.2. Audit & Risk Committee Meeting held on 5 June 2023**

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

#### **RECOMMENDATION**

That the minutes of the Audit & Risk Committee Meeting held on 5 June 2023, as distributed, be confirmed as an accurate record.

## **7. Record of Informal Meetings of Councillors**

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

- 24 May 2023 – CEO & Councillors meeting
- 24 May 2023 – Councillor Assembly Briefing
- 2 June 2023 – Budget Assembly Briefing
- 7 June 2023 – Councillors Assembly Briefing



- 9 June 2023 – CEO & Councillors meeting
- 16 June 2023 – Budget Assembly Briefing
- 21 June 2023 – CEO & Councillors meeting
- 21 June 2023 – Councillors Assembly Briefing

## **RECOMMENDATION**

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

## **8. Notice of Motion**

### **8.1. Notice of Motion Status Update**

One notice of motion is outstanding, being NOM 2023/587: Council led community conversation on The Voice. An update is provided in adjunct to item 8.1 in this agenda.

## **RECOMMENDATION**

That the Notice of Motion status update, as provided in adjunct to item 8.1 be noted.

### **8.2. Motion on Notice number 2023/588: Vote of No Confidence**

In accordance with the Borough of Queenscliffe Governance Rules, notice was received by the Chief Executive Officer of the following motion from Cr Donnie Grigau on 21 June 2023.

## **BACKGROUND**

It is regrettable and disheartening to consider, that despite the existence of well-considered Council policies, such as CP003 Community Engagement, and other pertinent governance guidelines, that we, as Council are not complying with our own policies. It is imperative that we act to address the serious and wide-ranging concerns



presented to Council by ratepayers, during this last week. The concerns include, but are not limited to the following:

- The installation of an RV dump point in Hygeia Drive, Queenscliff, without engaging the community, which was subsequently removed.
- The devastating loss of pre-settlement trees in Victoria Park, designated as a park and not a camping ground.
- An unnecessary and contentious review of dog laws, resulting in wasted time and expenses.
- The Active Transport Study, including a plan for speed reduction to 30 km/h, lacking sufficient engagement with important stakeholders and extending beyond the ratepayer base.
- The issuance and subsequent removal of the Royal Park tender invitation, transferring the responsibility of stakeholder engagement, project scoping, and budgeting to an external and costly consultancy, instead of keeping it within the council's domain. Contentious and unresolved elements within the tender process were not discussed at the community level.
- Consultancy on the Tourist Park that was deemed unnecessary due to recent prior community engagement.
- Delays and significant cost overruns in the construction of the Queenscliff Hub.
- An investigation into the Council's role in the Boat Ramp project, impacting project budgets and timelines.
- Non-ratepayers influencing priority works through feedback to Council plans, placing the financial burden on ratepayers.
- Excessive time taken (three years) to construct the previously funded recreation reserve amenities block, lacking transparency and accountability regarding cost overruns.
- Significant concerns regarding the sustainability of council operations.
- Failure to prevent bicycles from damaging fragile foreshore areas.
- Wasted consultancy work for a new bike park after denial of location approval by DELWP.
- Failure to replant numerous trees removed along Point Lonsdale foreshore as promised.
- Incomplete restoration of P1 huts, exceeding budget and time lines.
- Failure to complete a heritage study.



- Most projects seemingly falling behind schedule, although quarterly financial reports do not provide accurate timelines.
- Failure to complete the Coastal Management Plan on time.
- Installation and subsequent removal of the Kirk and Winterley Road roundabout.
- Ongoing flooding issues in Simpson Street, Point Lonsdale.
- Continued flooding of the Queenscliff Fort dry moat due to drainage and roadworks completed on South Hesse Street in 2020.
- Neglect in repairing the Point Lonsdale Lighthouse Reserve toilet for two years.
- Construction of hazardous, unsightly, and unnecessary traffic calming concrete mounds on Ocean Road, Point Lonsdale.
- Neglected and dilapidated walking trails and fences in extensive areas.
- Acknowledgment in the Asset Plan that public realm assets will not be improved, despite substantial renewal and maintenance needs.
- Consistent technical failures at Council meetings, preventing accessibility for those unable to attend.
- Unnecessary delay in receiving proceeds from the Murray Road land sale.
- Various governance, transparency, and accountability issues surrounding the Implementation Plan for the CERP.
- Failure to recognize the heritage precinct values of the Town Hall precinct and engage with the community regarding the installation of EV charger stations and associated equipment. This resulted in the loss of heritage values and four valuable parking spaces in the Town Hall precinct, thereby affecting parking in neighbouring residential properties.
- A statement made by Cr Grout during the May Council meeting alluding to difficulties faced by councillors, feelings of manipulation, toxicity, and thoughts of resignation.

It is important to note that the above list has been compiled by a group of Borough of Queenscliffe residents, representing the collective concerns rather than an individual or individuals residing outside our local government boundaries.

Independent monitoring and investigation should be conducted to thoroughly examine the aforementioned claims.

## **RECOMMENDATION**



That Council:

1. Council writes to the Minister for Local Government, urging a review of the Council and the appointment of monitors;
2. Any review process includes provision for "in camera" interviews (if desired) with individual Councillors conducted by skilled Local Government or appropriately qualified professionals; and
3. Measures should be taken to ensure the well-being of elected representatives in their workplace, fostering a fairer and healthier democratic process.



## **9. Petitions and Joint Letters**

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

None received.



## 10. Functions Attended

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

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





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

## RECOMMENDATION

That the Functions Attended report for May 2023 be received.



Council was represented at the following meetings and functions between 18 May and 21 June 2023.

<b>Date</b>	<b>Meeting or Function</b>
18 May 2023	Coastal and Marine Management Plan Steering Committee meeting #4 (Cr Grout)
18 May 2023	Special Geelong Regional Library Corporation Board Meeting via videoconference (Cr Ebbels)
19 May 2023	Municipal Association of Victoria State Council Meeting (CEO & Cr Tolhurst)
19 May 2023	G21 Transport Pillar meeting (Cr Grout)
23 May 2023	Geelong Community Foundation Annual Grant Reception (Cr Grigau)
24 May 2023	National Simultaneous Storytime 2023 event (Cr Tolhurst)
26 May 2023	Barwon Regional Partnership Meeting #2 (CEO)
26 May 2023	Queenscliffe Literary Festival Borough Schools Song Writing Concert (Cr Tolhurst)
26 May 2023	G21 Group Meeting (CEO & Cr Tolhurst)
26 May 2023	Queenscliff Music Festival Annual General Meeting (CEO, Cr Tolhurst & Ebbels)
28 May 2023	Councillor Listening Post (Crs Tolhurst, Ebbels & Grout)
28 May 2023	Queenscliffe Literary Festival: Hello Queenscliffe (CEO, Cr Tolhurst, Cr Ebbels)
28 May 2023	Meeting with the Minister for the Environment, Lily D'Ambrosio & Alison Marchant (Crs Tolhurst, Ebbels)
29 May 2023	Meeting with Ali Waight, Queenscliff Football Netball Club (Cr Tolhurst)
30 May 2023	Meeting with St Aloysius Primary School, Queenscliff Primary School and Point Lonsdale Primary School principals (Cr Tolhurst)
31 May 2023	2023 Conversations That Matter: Reconciliation event (CEO, Cr Tolhurst, Cr Grigau)
31 May 2023	Public Meeting to hear budget submissions (CEO, Crs Tolhurst, Ebbels, Grigau)
1 June 2023	National Reconciliation Week Welcome to Country event (CEO, Cr Tolhurst, Cr Ebbels)
3 June 2023	Queenscliff Football and Netball Club History Day (Cr Tolhurst)
6 June 2023	Tourism Greater Geelong & The Bellarine: Tourism 2.0: 2026 and Beyond event (Cr Ebbels)



7 June 2023	Joint State/Local Government Monthly CEO Forum via videoconference (CEO)
7 June 2023	Meeting with Marcus Willison (CEO, Cr Tolhurst)
8 June 2023	Municipal Association of Victoria Great South Coast Barwon Regional Meeting via videoconference (Cr Ebbels)
8 June 2023	Marine & Coastal Strategy Collaboration Network Forum 2023 – Day 2 via videoconference (CEO)
8 June 2023	Climate Emergency Australia Annual General Meeting via videoconference (CEO)
9 June 2023	G21 Board Meeting (CEO & Cr Tolhurst)
9 June 2023	Meeting with the Point Lonsdale Civic Association regarding The Voice conversation (CEO)
11 June 2023	Point Lonsdale Surf Lifesaving Club annual presentation night (Cr Tolhurst)
13-15 June 2023	Australian Local Government Association National General Assembly in Canberra (CEO & Cr Ebbels)
13 June 2023	Shortlands Bluff environmental works site meeting (Cr Tolhurst)
14 June 2023	Reconciliation Action Plan Meeting (Cr Tolhurst & Cr Grigau)
16 June 2023	Reverend Jo White induction to Anglican Parish of St George, Queenscliff and St James, Point Lonsdale (Cr Tolhurst)
19 June 2023	Tourism Greater Geelong & The Bellarine Board Meeting (Cr Ebbels)
19 June 2023	Meeting with Pauline Nunan, Queenscliffe Literary Festival (Cr Tolhurst)
19 June 2023	Victorian Electoral Commission election countback to appoint candidate to replace Fleur Hewitt (CEO, Crs Tolhurst, Ebbels & Grigau)
19 June 2023	Chief Executive Officer mid-year review (CEO, Cr Tolhurst & Cr Ebbels)
21 June 2023	Swearing in of Robert Minty (CEO, Crs Tolhurst, Ebbels, Grigau)
22 June 2023	Councillor Listening Post (Cr Tolhurst & Cr Ebbels)
22 June 2023	Institute of Public Administration Australia (IPAA) Leadership in the Public Sector Awards Ceremony (CEO)

## RECOMMENDATION

That the Functions Attended report for June be received.



## 11. Chief Executive Officer

### Purpose

The purpose of this report is to provide Council an update on current projects and operational activities not reported through the quarterly reporting process.

### Executive Summary

#### National General Assembly

Cr Ebbels and the CEO attended the Australian Local Government Association National General Assembly (NGA) in Canberra between 13 and 15 June. The NGA was attended by 537 local governments from across Australia. It was a great opportunity to learn about the practices and policies of other local government authorities and to build the relationship with Federal Government.

The attached NGA communique provides a summary of the Assembly.

One of the 260 motions considered at the Assembly extended a Borough of Queenscliffe motion submitted and supported at last year's Assembly. The Borough of Queenscliffe motion had called on the Australian Government to:

*to adopt a unified approach to transitioning refugees on Temporary Protection Visas or Safe Haven Enterprise Visas to Permanent Protection Visas as quickly as possible.*

This was implemented by the Australian Government earlier this year.

At this year's Assembly, the Borough of Queenscliffe worked with the Greater Dandenong City Council and Kingston City Council to put a motion acknowledging:

- *the federal government's pathway to permanency for over 19,000 Temporary Protection Visas and Safe Haven Enterprise Visas holders*
- *the contrasting federal government policy towards the remaining 12,000 people who have been failed by, or are still subjected to, the Fast Track Refugee Status Determination (RSD) process*



Cr Ebbels put an amendment to the original motion with the support of Greater Dandenong City Council. The amendment incorporated into the motion a call to the Australian Government to create a review process for those people who had been failed by the 'Fast Track' system prior to the Australian Government decision early this year. The amendment put by Cr Ebbels reflected the request made to Council by the Queenscliff Rural Australians for Refugees to advocate for a review process.

The motion was carried by the Assembly.

### 2023 Conversations That Matter: Reconciliation event

On 31 May the Mayor Cr Tolhurst, Cr Grigau, CEO and several members of the Borough of Queenscliffe Reconciliation Action Plan working group attended a Reconciliation Week event held at GMHBA Stadium. The speakers at the event included Nova Peris OAM OLY, Wadawurrung Traditional Owner, Corrina Eccles, and Yorta Yorta woman, Allira Potter.

The speakers shared stories, spoke about first nations history, and provided moving insights into their personal experiences as first nations people in Australia.

### Institute of Public Administration Australia (IPAA) Leadership in the Public Sector Awards Ceremony

IPAA state that the awards present an *'exciting opportunity to acknowledge and celebrate excellence and demonstrable impact at a scale unique to the public sector'*.

The CEO attended this year's IPAA awards with Barwon Water, the CEO of Barwon Health and the G21 CEOs.

A number of collaborative projects in the region, including the Regional Renewable Organics Network project, were nominated as a collective regional initiative led by Barwon Water, for the IPAA Climate Change Impact and Adaptation Award. The Borough was invited to recognise its part in the collaboration.

The partnership won the award.

The award citation recognised the innovative initiatives across the G21 region which all contributed to addressing climate change impacts, and recognised the successful collaboration model that underpinned the partnerships.



### Active Transport Strategy update

Council has reviewed the community feedback on the Draft Active Transport Strategy. All feedback has been provided to the consultants, Ratio, and they are working with Council to produce a revised version of the document.

The engagement with the community has clearly shown that many residents feel strongly about changes to speed limits, but also many other factors affecting active transport in the Borough. Our community is an active community; residents and visitors alike care deeply about what changes might be made. Council appreciates the rich feedback that it has received and values the insight provided on what matters most to our community in this space.

A summary of the feedback will be shared with the people who made submissions and the wider community in the coming weeks.

The revised Draft Active Transport Strategy will be considered at the August Council Meeting.

### **Current Consultation**

#### Point Lonsdale Lighthouse Reserve

The Project Control Group (PCG) community representatives Expression of Interest process for the Point Lonsdale Lighthouse Reserve Development Stage 2 Project has now been completed. Council received seven (7) applications.

After considering the applications Council invited Andrew Sutherland and Max Lazarus to join the PCG.

#### Community Grants

Every year Council encourages local not-for-profit organisations and community groups to apply for a share of \$20,000 of funding through the Borough's Community Grants Program. The program offers individual grants of up to \$2,000 for projects and activities that enhance the well-being of Borough residents, promote leadership and civic skills, and support positive economic, environmental, and social outcomes for the community.



This year's applications closed on 12 June 2023 and are currently being evaluated by the Community Grants Advisory Group. Council will consider grant applications at its Ordinary Meeting on 26 July 2023.

### **Attachments**

1. National General Assembly 2023 Communique [**11.1.1** - 3 pages]

### **RECOMMENDATION**

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





## 12. Health & Wellbeing

<b>12.1.</b>	<b>Draft Health &amp; Wellbeing Action Plan</b>
<b>Author:</b>	Chief Executive Officer
<b>Portfolio:</b>	Health & Wellbeing
<b>Councillor:</b>	Cr Grigau

### Purpose

The purpose of this report is to present the draft Health and Wellbeing Action Plan 2022–2025 for adoption by Council.

### 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 2: *Support older residents to live independently*

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*

Priority 6: *Protect our community from physical hazards, and the risks of natural disasters*

The Health and Wellbeing Action Plan (Action Plan) lists the work Council will undertake to address the health and wellbeing priorities identified in the Municipal Health and Wellbeing Plan that was integrated into the 2021–2025 Council Plan.

The following health and wellbeing priorities are addressed in the plan:

- Tackling Climate Change and its impact on health
- Increasing active living
- Improving mental health and social connection
- Reducing harmful alcohol and drug use
- Prevention of family violence and promotion of gender equality



Council will review the Action Plan annually in order to incorporate specific actions into the Annual Plan and the Annual Budget.

## **RECOMMENDATION**

That Council adopts the Health Wellbeing Action Plan 2022–2025 as presented.



## REPORT

### **Background**

Section 27 of the *Public Health and Wellbeing Act 2008* allows Council to incorporate and integrate the Municipal Health and Wellbeing Plan into the Council Plan. The Borough of Queenscliffe applied and received the approval of the Department Secretary to do this in 2021.

A Health and Wellbeing Action Plan supports the Council Plan and includes information and activities that have not otherwise been captured in the Council Plan or Council's Annual Plan.

### **Discussion**

The Borough of Queenscliffe and its stakeholders play a vital role in protecting, improving, and promoting public health and wellbeing within the municipal area.

The Health and Wellbeing Action Plan lists the work Council will undertake to address the health and wellbeing priorities identified in the Municipal Health and Wellbeing Plan that was integrated into the 2021–2025 Council Plan.

The priorities in the Municipal Health and Wellbeing Plan were developed by:

- Examining data for health status and health determinants in the Borough of Queenscliffe
- Identifying goals and strategies for creating a community in which people can achieve maximum health and wellbeing
- Involving the community in the development of the plan
- Developing partnerships with the Department of Health and other agencies to identify common issues and State priorities

This process of review, analysis and consultation resulted in Council identifying the following health and wellbeing priorities for the Borough of Queenscliffe:

- Tackling climate change and its impact on health
- Increasing active living
- Improving mental health and social connection
- Reducing harmful alcohol and drug use
- Prevention of family violence and promotion of gender equality



The Health and Wellbeing Action Plan subject to consideration in this agenda sets out the activities we will undertake to address priorities and the expected health outcomes of our actions.

### **Options**

1. To adopt the Wellbeing Action Plan 2023–2025 as presented.
2. Request further changes to the Wellbeing Action Plan 2023–2025.
3. Choose not to adopt the Wellbeing Action Plan 2023–2025.

### **Communications and Engagement**

#### Community Engagement

The purpose of this report is to inform the community regarding this proposal. The Borough of Queenscliffe and its stakeholders play a vital role in protecting, improving, and promoting public health and wellbeing within the municipal area.

The 2021–2025 Council Plan and the integrated Municipal Health and Wellbeing Plan was subject to community consultation, and review by internal and external stakeholders including the Department of Health.

#### Collaboration

There are no collaboration requirements associated with this report.

### **Governance Context**

#### Relevant Law

Local Government Act 2020

Public Health and Wellbeing Act 2008

#### 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?

The Health and Wellbeing Plan Action Plan has a direct and significant impact on the public, however a Gender Impact Assessment has not been completed due to resourcing. A Gender Impact Assessments will be done on the individual actions contained within the Plan.

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

Victoria Public Health and Wellbeing Plan 2019–2023, State of Victoria 2019

#### Legal and Risk Implications

Not applicable.

#### Related Documents

Annual Plan 2022–2023

Community Vision 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 2023–24 provides information in relation to Council commitment to Environmental sustainability.

#### 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

Council will review the Action Plan annually in order to incorporate specific actions into the Annual Plan and the Annual budget. The priorities and actions identified annually or across the life of the Action Plan will be implemented through the following:

- Internal business units within Council as part of their operations and projects.
- In collaboration and shared responsibility with external partnerships

Council will provide updates on the progress of the implementation of the Wellbeing Action Plan 2022–2025 through the Annual Report and the quarterly report mechanisms.

### **Attachments**

1. Health & Wellbeing Action Plan 2022- 2025 [**12.1.1** - 7 pages]



## 13. Environment

<b>13.2.</b>	<b>Provision of Tree Maintenance services Contract 2023/02</b>
<b>Author:</b>	Vegetation & Foreshore Officer
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Vacant

### Purpose

The purpose of this report is to present Council with the tender submissions received and present the recommended panel of contractors for the Tree Maintenance services.

### 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*

A short, one-year (with extensions) contract for Tree Maintenance Services has concluded and to comply with Council's procurement policy, a new contract is required.

This report recommends awarding the contract to a panel of contractors to provide a range of tree maintenance services.

The tender 2023/02 received 2 submissions and Council officers evaluated and recommend that both contractors are offered the contract:

- Acorn Tree Services
- Asplundh Tree Experts (T/A Summit Open Space Services)

for a term of 3 years with possible extensions of 1 year plus 1 year. Budget allocation for tree maintenance service is \$125,000 a year.





## **RECOMMENDATION**

That Council awards the Provision of Tree Services Contract 2023/02 to both tender submissions being to Acorn Tree Services, and Asplundh Tree Experts (T/A Summit Open Space Services).



## REPORT

### **Background**

Each year Council undertakes a range of tree maintenance services throughout the Borough. These arise from customer enquiries, arborist inspection reports and ongoing tree maintenance. Specialised equipment and qualifications are required to undertake the majority of the tree work which range from:

- Formative pruning
- Tree removals
- Stump grinding
- Dead wooding
- Road and footpath envelope clearance
- Canopy reduction and uplifting

Engaging adequately qualified contractors ensures the safety and health of the trees and public safety. Due to the budget allocation, expenditure, and to ensure compliance with Council's CP013 Procurement Policy, a tender process was required.

### **Discussion**

The tender was advertised on 19 May 2023 and closed on 9 June 2023 through Tenderlink. The tenders were evaluated by the following council officers:

- Steve Quick – Road and Infrastructure Engineer
- Melissa Gunn – Vegetation and Foreshore Officer
- Abbey Tatterson – Acting Manager Community (joint)

The evaluation panel assessed the tender submissions against an agreed criteria which includes experience and performance, methodology, local content and price.

The proposed panel of contractors will operate at scheduled rates based on range of services and required plant.

The award of this tender will secure a panel of contractors for tree maintenance services for 3 years with possible extension for 1 year, plus 1 year.

The evaluation panel recommends both contractors to be awarded the contract due to each holding different qualifications required for a range of tree services.



## **Options**

1. Approve the recommendation of panel of contractors for the Contract 2023/02 Provision of Tree Maintenance Services
2. Request further information before awarding the contact.
3. Readvertise the tender for Contract 2023/02 Provision of Tree Maintenance Services

## **Communications and Engagement**

### Community Engagement

The purpose of this report is to inform the community regarding the outcome of the tender process for Contract 2023/02 Provision of Tree Maintenance Services.

### Collaboration

There are no collaboration requirements associated with this report.

## **Governance Context**

### Relevant Law

Local Government Act 2020

### Charter of Human Rights

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

### Gender Equality Act 2020

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

No; while the matters in this report do have a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

### Regional, State and National Plans and Policies

Not Applicable.



Legal and Risk Implications

Not applicable.

Related Documents

CP13 Procurement

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. CONFIDENTIAL - Evaluation Scoresheet [**13.2.1** - 1 page]



## **14. Local Economy**

No reports to consider.



## 15. Heritage, Planning & Infrastructure

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

### Purpose

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

### Executive Summary

The following table provides a summary of the planning permit activity from the last report published to the close of business on 19 June 2023.

<b>CATEGORY</b>	<b>TALLY</b>
Current applications	10
Applications finalised since last report	12
New applications received since last report	8
<b>Total number of active permit applications</b>	<b>17</b>
VCAT matters yet to be determined	3
Development Plan & Planning Scheme Amendment Summary Report	3

### RECOMMENDATION

That the Planning Permit Activity Report be received.



**a. Current Applications**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>No. of objections</b>	<b>Status</b>
2021/048	27/05/2021	200-204 Point Lonsdale Road Point Lonsdale	Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard carparking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1	9	Application on hold (at the request of the applicant)
2022/044	02/05/2022 (Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	31	Decision deferred by Councillors
2022/131	23/12/2022	7 Henry Street Queenscliff	Construction of two dwellings (two storey), variation to the setback requirements of Design and Development Overlay Schedule 1 and subdivision of the land into two (2) lots	1	Under consideration
2023/007	14/02/2023	26 Learmonth Street Queenscliff	Part demolition, alterations and extensions (two storey) to an existing dwelling individually listed in a Heritage Overlay and variation to the site coverage and side setback requirements of Design and Development Overlay Schedule 1 on a lot less than 300m <sup>2</sup>	1	Under consideration
2023/022	23/03/2023	34 Point Lonsdale Road Point Lonsdale	Removal and lopping of native vegetation	0	Under consideration





2023/025	18/04/2023	29-31 Flinders Street Queenscliff	Buildings and works for the construction of a two storey residential building and fence associated with a section 2 use, display signage, alteration to the internal driveways and drop off area, new outdoor play areas to the northeastern side of the site	0	Public notification Referral to CFA
2023/027	20/04/2023	9A Mercer Street Queenscliff	Construction of an outbuilding (studio)	2	Under consideration
2023/029	20/04/2023	2A Bellarine Highway Queenscliff	Construction of two outbuildings	0	Under consideration
2023/030	27/04/2023	27-31 Winterley Road Point Lonsdale	Alterations and extensions to an existing dwelling	0	Public notification
2023/032	09/05/2023	20 Flinders Street Queenscliff	Alterations and extensions to an existing dwelling and variation to the setback requirements of Design and Development Overlay - Schedule 1	0	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>
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	Application withdrawn
S2022/023	05/05/2023	2 Hobson Street Queenscliff	Secondary consent amendment	Amended permit issued
2023/010	17/02/2023 (Amended 28/4/2023)	44 Flinders Street Queenscliff	Construction of a two storey dwelling	Notice of decision to grant a permit issued
2023/011	22/02/2023	2 Simpson Street Point Lonsdale	Construction of a two storey dwelling and front fence and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	Permit issued
2023/012	28/02/2023	42 Flinders Street Queenscliff	Subdivision of the land into two (2) lots and alter access to a road in a Transport Zone 2	Permit issued



App. No	Date Received	Address	Proposal	Status
2023/013	03/03/2023	10 Victor Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Permit issued
2023/015	15/03/2023	82 Hesse Street Queenscliff	Alterations and extensions to an existing building in a Heritage overlay area	Permit issued
2023/017	16/03/2023	20 Crows Nest Place Queenscliff	Demolition of an existing dwelling and construction of a two storey dwelling in a Heritage Overlay area	Permit issued
2023/019	20/03/2023 (Amended 30/05/2023)	20 Victor Street Point Lonsdale	Construction of a two storey dwelling	Permit issued
2023/021	21/03/2023	21 Glaneuse Road Point Lonsdale	Construction of a dwelling	Permit issued
2023/031	05/05/2023	115 Glaneuse Road Point Lonsdale	Alterations to an existing dwelling	Permit issued
V2023/034	02/06/2023	2 Pentland Road Point Lonsdale	Construction of an outbuilding	Permit issued

### c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
2023/033	26/05/2023	28-30 Buckleys Road Point Lonsdale	Alterations and extensions to an existing dwelling	0	Under consideration
V2023/034	02/06/2023	2 Pentland Road Point Lonsdale	Construction of an outbuilding	N/A	Permit issued
2023/035	02/06/2023	38 Jordan Road Point Lonsdale	Subdivision of the land into two (2) lots	0	Under consideration
2023/036	02/06/2023	Citizens Park Gellibrand Street Queenscliff	Removal of a tree	0	Under consideration
2023/037	02/06/2023	Bellarine Highway Queenscliff	Removal of a cypress tree	0	Under consideration
2023/038	08/06/2023	90 Hesse Street Queenscliff	Demolition and construction of a front fence on a site individually listed in a Heritage Overlay	N/A	Under consideration
2023/039	02/06/2023	2 Egerton Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	0	Further information requested 9 June 2023



App. No	Date Received	Address	Proposal	No. of objections	Status
V2023/040	16/06/2023	84 Hesse Street Queenscliff	External painting of a building in a Heritage overlay area	N/A	Initial assessment

#### **d. VCAT Applications**

App. No	Date Received	Address	Proposal	Status
2022/059	09/06/2022	20-26 Hesse Street Queenscliff	Use and development of the site for ten (10) dwellings in a Heritage Overlay area, subdivision of the land into ten (10) lots with common property, access to a Transport Zone 2 and variation to easements	VCAT application for review lodged by objector Compulsory conference 19 June 2023
<b>2022/083</b>	<b>04/08/2022</b>	<b>5 Beach Street Queenscliff</b>	<b>Part demolition, alterations and extensions and relocation on site of an existing dwelling in a Heritage Overlay area, construction of fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6</b>	<b>VCAT application for review lodged by applicant Hearing 27 &amp; 28 July 2023</b>
2022/119	21/11/2022	2A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	VCAT application for review lodged by objector Compulsory conference 18 August 2023 Hearing 16 October 2023



## e. Development Plan & Planning Scheme Amendment Summary Report

Reference no.	Details	Status
C37quen	Proposed application of additional controls on three (3) Monterey Cypress trees on the Bellarine Highway	C37quen has no formal status. Council officers are awaiting incorporation of the Bellarine Distinctive Area and Landscape Statement of Planning Policy into the Queenscliffe Planning Scheme before progressing C37quen
C39quen	Proposed administrative corrections to the Queenscliffe Planning Scheme	C39quen has no formal status. Council officers are working to identify policy neutral administrative corrections to the Queenscliffe Planning Scheme.
DP2	Queenscliff Ferry Terminal (1 Wharf Street East, Queenscliff): Proposed amendment to incorporate an all abilities public access pathway to the beach	Referral to DEECA

### **Legend**

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

**Bold** Officer delegation removed

V VicSmart application

S Secondary consent approval issued



## 16. Governance & Finance

<b>16.1.</b>	<b>Budget 2023/24 &amp; Financial Plan</b>
<b>Author:</b>	Manager Finance & Corporate Services
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Vacant

### **Purpose**

The purpose of this report is to seek Council support to:

- 1) Adopt the 2023–24 Budget;
- 2) Declare the rates and charges for the 2023–24 year; and
- 3) Adopt the Financial Plan 2023–24 to 2032–33.

with or without modification, after having considered all public submissions made in respect of the draft Council Budget and the draft Financial Plan during the community consultation 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 1: Maintain and build the financial sustainability of the Borough*

*Priority 3: Accountable and transparent governance*

The budget details the financial resources required over the next year to fund the large range of services Council provide to the community. It also includes details of capital expenditure allocations to improve and renew Council's physical infrastructure, buildings and operational assets as well as funding proposals for a range of operating projects. This budget is prepared in accordance with the requirements of the *Local Government Act 2020*.

The purpose of the Financial Plan is to provide stability, predictability and to establish a framework for the effective mitigation and management of strategic financial risk.



Importantly, the Plan should show how the viability and financial sustainability of Council will be achieved and maintained over the 10-year period.

Management endorses the Budget 2023–24 and the Financial Plan as financially responsible; it will enable Council to maintain existing services and infrastructure, and deliver priority projects and services that are valued by our community.

## RECOMMENDATION

That Council:

1. Notes that fourteen (14) submissions were received and considered in relation to the 2023–24 draft Budget and draft Financial Plan the 2023–24 to 2032–33;
2. Notes the Council’s responses provided for community submissions;
3. Notes the amendments to the 2023–24 Draft Budget summarised in this Council paper;
4. Adopts the 2023–24 Budget;
5. Adopts the Financial Plan 2023–24 to 2032–33;
6. Declares the amount of rates and charges intended to be raised as follows and that the general rates will be raised by the application of the differential rates included in the 2023–24 Budget

<b>General Rates</b>	<b>cents/\$CIV</b>
General rate for rateable residential properties	0.146823
General rate for rateable residential vacant land properties	0.183529
General rate for rateable commercial properties	0.190870
General rate for rateable tourist accommodation properties	0.161506
Rate concession for rateable cultural and recreational properties	0.036706

<b>Waste Management Charges</b>	<b>Per Property</b>
Standard kerbside waste	315.00
An additional kerbside bin (per any bin)	130.00
Public waste	111.00

7. Declares that rates, rating differentials and charges for the period 1 July 2023 to 30 June 2024 conform with Council’s Revenue and Rating plan and will be applied as outlined in section 4.1.1 of the 2023–24 Budget;



8. Notes that general rates must be paid by four instalments made on or before the following dates:
  - Instalment 1 – 30 September 2023
  - Instalment 2 – 30 November 2023
  - Instalment 3 – 28 February 2024
  - Instalment 4 – 31 May 2024
9. Requires that any person pay interest on any amounts of rates and charges which:
  1. that person is liable to pay; and
  2. have not been paid by the dates specified for their payment; and
  3. are not specifically waived as part of Council's Rates Assistance policy.
10. Authorises the Chief Executive Officer to levy and recover the 2023–24 general rates and annual service charges;
11. Approves the fees and charges as set in the Appendix A of the 2023–24 Budget;
12. Gives public notice that Council has adopted the 2023–24 Budget and the Financial Plan 2023–24 to 2032–33.



## REPORT

### Background

#### Local Government Act 2020

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

#### 2023–24 Draft Budget Process

Councillors and officers have worked together over many months in developing the Budget to ensure it meets the needs and aspirations of our community. Council has developed and put on public exhibition the 2023–24 Budget in accordance with the requirements of the *Local Government Act 2020*. The process to develop the budget included:

- Pre-budget survey November 2022;
- Councillors and officers considered development of proposed budgets at nine (9) briefings November 2022 to June 2023;
- Proposed budget submitted to Council for consideration 26 April 2023;
- Draft Budget available for public inspection and comment 27 April 2023;
- Public submission process undertaken April/May 2022;
- Draft Budget presentation to the community 10 May 2023;
- Submissions period closed 25 May 2023;
- Submissions considered by Council 31 May 2023; and
- Final Budget presented to Council for adoption 28 June 2023

#### Financial Plan Process

While the Act requires Council to adopt the Financial Plan by 31 October in the year following a general election, Councillors and officers have considered and reviewed the Financial Plan during the 2022–23 budget process and have made amendments





to ensure it remains up to date. Council also provided an opportunity for the community to make submissions on any proposal contained in the updated Financial Plan as a part of the annual budget process.

## **Discussion**

### Changes to the 2023–24 Draft Budget

During the exhibition period Council received additional feedback from the community. In response, Council has made some amendments to the draft 2023–24 budget. These changes are summarised below:

Rates: The Valuer-General Victoria (VGV) has finalised the last supplementary valuation for the 2022–23 financial year since issuing of the draft budget. This supplementary valuation has considered some of the significant property improvements/developments completed recently within the Borough resulting an increase in the annualised rates for the 2022–23 financial year. There is an increase of \$49,000 in rates income for the 2023–24 financial year because of the increase in annualised rates for the current year.

Property Valuation: The VGV has now certified the general valuation of all rateable land and non-rateable leviable land in the Borough of Queenscliffe. As a result, there have been minor changes to the advertised general rates of each property class as shown below. The changes in valuation data impact only the distribution of rates across the Borough and not the total rates income of Council.

<b>Type or class of land</b>	<b>Draft Budget</b>	<b>Final Budget</b>
	<b>cents/\$CIV</b>	<b>cents/\$CIV</b>
General rate for rateable residential properties	0.146792	<b>0.146823</b>
General rate for rateable residential vacant land properties	0.183491	<b>0.183529</b>
General rate for rateable commercial properties	0.190830	<b>0.190870</b>
General rate for rateable tourist accommodation properties	0.161472	<b>0.161506</b>
Rate concession for rateable cultural and recreational properties	0.036698	<b>0.036706</b>



Waste management charges:

The Council has decided to put on hold the conversion of the Waste Management Officer role to a full-time role until the State Government finalise the new compliance and governance requirements for waste services. This has resulted in \$8,000 reduction in waste management charges which transform into a \$3.24 reduction in waste charges for a residential property compared against the draft budget.

Type or class of land	Draft Budget	Final Budget	Change
	\$	\$	\$
Residential	429.24	<b>426.00</b>	<b>(3.24)</b>
Residential vacant land	112.72	<b>111.00</b>	<b>(1.72)</b>
Commercial	112.72	<b>111.00</b>	<b>(1.72)</b>
Tourist accommodation	429.24	<b>426.00</b>	<b>(3.24)</b>

Grants – operating (recurring): Adjusted to reflect the confirmed allocation of Financial Assistance Grant (FAG) for 2023–24. There is a 5.5% increase (increase of \$29,000) in the amount of 2023–24 FAG allocation for the Borough compared to the 2022–23 grant allocation. Details of the FAG received and the financial year to which the allocation is applicable are summarised below.

Grant Allocation Year	Grant Payment Year				Total	Change
	2020-21	2021-22	2022-23	2023-24		
	\$	\$	\$	\$	\$	%
2021–22 Allocation	126,470	377,188	-	-	503,658	
2022–23 Allocation		482,780	27,084	-	509,864	1.2%
<b>2023–24 Allocation</b>		<b>96,242</b>	-	<b>441,718</b>	<b>537,960</b>	<b>5.5%</b>
Total		956,210	27,084	441,718		

Grants – operating (non-recurring): Council has been able to secure grant funding to cover all expenses associated with asbestos removal work at the old Fisherman’s Co-Op building. The estimated total grant for this project is \$433,000. Council does not



foresee any financial risk with this project as Victorian Asbestos Eradication Agency has confirmed additional funding to cover cost associated with any latent conditions.

Employee cost: The following two proposed positions have been removed from the final budget (reduction of \$147,000);

- \$126,500, Executive-level administrative assistance officer, key project management and Council governance support; and
- \$20,500, Incremental cost of converting the Waste Management Officer role to a full-time role.

Materials and services: Net reduction of \$8,500 is made up of the following changes:

### Reductions

- \$414,000, Council has decided to defer/revise the scope of the following non-recurring operating projects funded via specific reserves. The remaining funds will be kept in the respective reserves for future work associated with relevant projects:
  - Golightly Development Engagement Plan, the budget allocation reduced to \$50,000 from \$350,000,
  - Marine Coastal Management Plan, no budget allocation is included in the final budget. Council will review funding requirements after completing the initial work internally and seeking any grant funding opportunities available, and
  - Queenscliff CBD 24-hour toilet, the project has been renamed as "Review of Council's public toilet strategy". The budget allocation has been reduced to \$10,000 from \$20,000.
- \$20,000, Disability Action Plan, the budget allocation has been reduced to \$10,000 from \$30,000. Predominantly work to be managed in house by additional staff resources allocated.
- \$10,000, Child/family services and facilities review, the budget allocation has been reduced to \$5,000 from \$15,000. Work to be managed internally, through asset management plan updates/reviews, services, comms with young people, working with local schools etc.
- \$10,000, Lighthouse Arts Collective (support programming), no budget allocation is included in the final budget.

### Increases

- (\$433,000), estimated cost associated with asbestos removal work at the old Fisherman's Co-Op (100% grant funded).



- (\$10,000), extra budget provision to support community events in addition to the additional \$15,000 included in the draft budget (total additional funding included in the 2023–24 budget is \$25,000).
- (\$2,500), Bull Ring Tree Planting, the project has been renamed as “Bull ring planting and wayfinding”. The budget allocation has been increased to \$7,500 from \$5,000.

Net movement in reserves: Specific reserves have been adjusted to reflect the changes to non-recurring projects funded via reserves and the change in the general reserve balance reflects the net impact of other changes. The 2023–24 budget projects total transfer of \$258,000 to the general reserve.

Fees and charges schedule (Appendix A): Legislated fees and charges have been updated based on the revisions included in the Victorian Government Gazette: - G16 issued, Tuesday 23 May 2023. Further to this, an electric vehicle charge rate of \$0.45 per Kilowatt hour (cents 45/ Kwh) has been included.

The impacts of the above changes on the underlying result outcome reported through the Local Government Performance Reporting Framework (LGPRF), the outcome reported after excluding non-recurring operating expenses, non-recurring operating grants and adjusted for the timing of recurring operating grants (based on the Council Plan measure), are summarised below.

Change	Underlying surplus/ (deficit)	
	LGPRF	On recurring basis
<b>Underlying result as per the draft budget</b>	<b>(990,000)</b>	<b>(56,000)</b>
<b>Rates :</b> Additional rates income	49,000	49,000
<b>Waste management charges:</b> Reduction in waste management charges	(8,000)	
<b>Grants – operating (recurring):</b> Additional FAG	29,000	29,000
<b>Grants – operating (non-recurring):</b> Asbestos removal work	433,000	
<b>Employee cost:</b>		
Removal of executive-level administrative assistance officer position	126,500	126,500
Savings not converting the Waste Management Officer role to a full-time role	20,500	



Change	Underlying surplus/ (deficit)	
	LGPRF	On recurring basis
<b>Materials and services:</b>		
Golightly Development Engagement Plan, the budget allocation reduced to \$50,000 from \$350,000, (funded via specific reserves)	300,000	
Marine Coastal Management Plan, no budget allocation is included in the final budget (funded via specific reserves)	104,000	
Queenscliff CBD 24-hour toilet, the budget allocation has been reduced to \$10,000 from \$20,000 (funded via specific reserves).	10,000	
Disability Action Plan, the budget allocation has been reduced to \$10,000 from \$30,000	20,000	
Child/family services and facilities review, the budget allocation has been reduced to \$5,000 from \$15,000	10,000	
Lighthouse Arts Collective (support programming), no budget allocation is included in the final budget.	10,000	
Estimated cost associated with asbestos removal work at the old Fisherman's Co-Op (100% grant funded).	(433,000)	
Extra budget provision to support community events in addition to the additional \$15,000 included in the draft budget	(10,000)	(10,000)
Bull Ring Tree Planting, the budget allocation has been increased to \$7,500 from \$5,000.	(2,500)	
<b>Underlying result as per the final budget</b>	<b>(331,500)</b>	<b>138,500</b>

### 2023–24 Budget

After two decades of low inflation, Australia is experiencing very high inflation. For example, Australian inflation achieved its highest level since the 1990s, with the Consumer Price Index (CPI) increasing by 7.8% over the year to the December quarter of 2022. High inflation translates to increased costs of capital (e.g., interest rates) and goods & services which will affect all organisations albeit to varying levels. The Reserve Bank of Australia (RBA) predicts the inflation at the beginning of the 2023–24 year to be at 6.75% and it to gradually drop to 3.5% by the end of the year.



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

The budget includes a rate increase of 3.5%. This is in line with the State Government's rate capping framework, which has capped rate increases by Victorian councils. The additional income estimated due to the rate increase is \$291,000 (annualised basis). The total rates income for 2023–24 is estimated to be \$7,231,000.

The **average rateable property's capital improved value (CIV)** in the Borough has **increased by 5.7%** in the past 12 months. Property valuation changes can vary considerably across the differential rating categories and individual properties in a revaluation year. There is a common misconception that as properties are revalued, Council receives a "windfall gain" of additional revenue. This is not true, as the revaluation process **only** results in a redistribution of the rate burden across all properties in the municipality.

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

**A property that increases in value higher than other properties will contribute more** (in 2023–24 properties with more than 5.7% increase). **A property that does not increase in value as much as other properties, may end up contributing less.** However, most properties (where the increase in value is around 5.7%) will see an increase in contributions closer to the rate cap.

In the past, Council had excluded the cost of staff directly involved in managing **waste management operations**, in calculating the cost of its waste management services. However, Council has made a decision to include direct staff costs also in calculating waste management services from the 2023–24 year onwards to ensure the financial sustainability of the waste management operations. At the same time, Council has decided to phase the full recovery of direct employee costs associated with the standard kerbside waste service over a couple of years to minimise the impact on waste service users.



The **projected increase in waste management charges for a residential property is \$26.00 (6.5%)** in 2023–24. Without the phasing of cost recovery, the waste management charges for a residential property should have increased by \$43.30 (11%) in 2023–24.

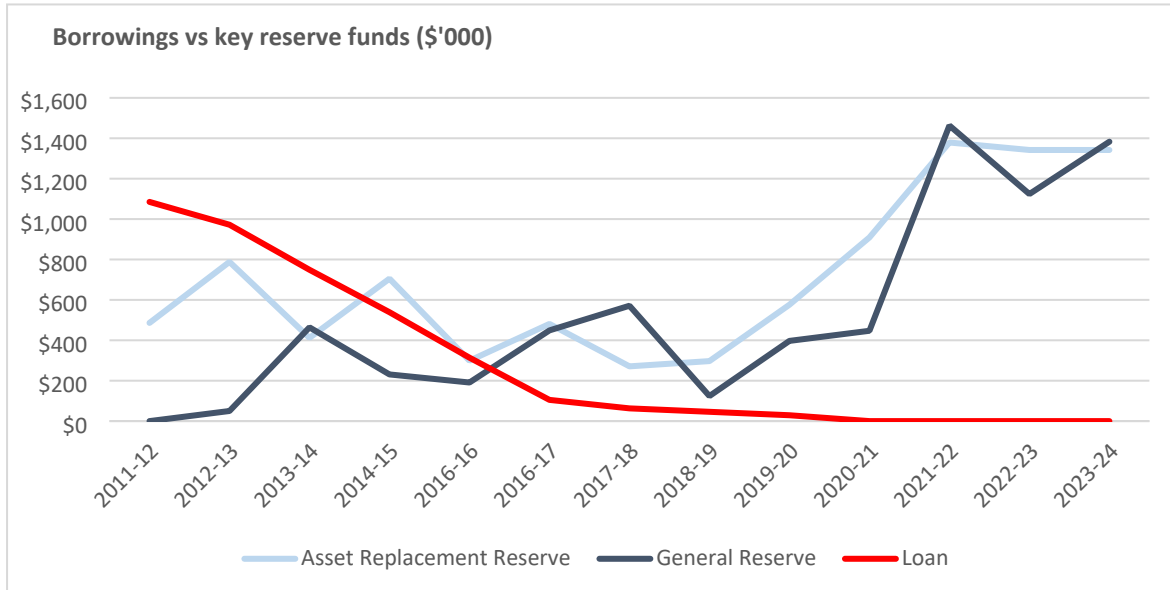
The total value of the **Budget is \$14.8 million (on cash basis)**, which includes an **operating budget of \$12.0 million** and a **capital works program of \$2.8 million** to provide new infrastructure and improve roads and facilities around the Borough.

The **total value of new operating initiatives and new operating cost commitments** included in the budget is **\$702,500**, with a Council contribution of \$114,500 in addition to \$50,000 from the proceeds of sales of Murray Road land for an operating project to develop a Golightly Development Engagement Plan.

Further, **\$1,400,000** has been allocated in the budget for **new capital works** to be commenced in 2023–24 with a Council contribution of \$240,000.

On a cash basis, the Budget is a balanced budget with a zero-debt balance sheet after transferring \$259,000 to the general reserve for future use. Despite the inflationary pressures on materials, goods, and services, the Budget does not draw any funds out from the general reserve.

The budget projects a general reserve balance of \$1.4 million at the end of the financial year 2023-24, with a debt-free balance sheet. This indicates a significant turnaround in the financial position of the Borough compared to the situation the Council was in at the end of the 2011–12 financial year (zero general reserve balance with over \$1 million debt in the balance sheet).



The **Local Government Performance Reporting Framework (LGPRF) based projected underlying result for the 2023–24 year is a deficit of \$331,500 (-2.5%).**

The LGPRF based underlying result is impacted by the timing of recurring operating grants (especially FAG), non-recurring operating grants and non-recurring operating expenses included in the budget of a particular year. As a result, the underlying result is more meaningful when it is assessed excluding the impact of non-recurring operating income and expense items and adjusted for the timing of recurring operating grants, where applicable, as defined in the Council Plan of the Borough.

**The projected adjusted underlying result after excluding non-recurring operating expenses, non-recurring operating grants and adjusted for the timing of recurring operating grants is a surplus of \$138,500 (1.22%) for the 2023–24 financial year.** The impact due to the increase in employee costs has been offset by additional interest income from term deposits due to elevated investments in term deposits and projected above-average interest rates for the 2023–24 financial year.

A reconciliation between the LGPRF and recurring basis underlying results are provided below.

Underlying Result	Forecast Actual	Budget
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	2022-23 \$'000	2023-24 \$'000
<b>Based on the LGPRF measure</b>		
<b>Surplus / (deficit) for the year (as per the Comprehensive Income Statement)</b>	<b>1,999</b>	<b>1,085</b>
Less: Grants – capital (non-recurrent)	(2,239)	(1,417)
Less: Contributions – monetary – capital	0	0
<b>Adjusted underlying surplus / (deficit)</b>	<b>(240)</b>	<b>(331)</b>
<b>Adjusted Underlying Result – %</b>	<b>-1.9%</b>	<b>-2.5%</b>
<b>On recurring basis (based on the Council Plan measure)</b>		
<b>Adjusted underlying surplus / (deficit) – LGPRF</b>	<b>(240)</b>	<b>(331)</b>
<b>Adjusted for:</b>		
Allocating FAG to the year they relate	499	96
Annualised Road to Recovery grant (R2R)	40	40
Removal of grant-funded non-recurring operating project related costs net of grant (council contribution)	0	(13)
Removal of non- recurring operating project related costs funded via Council's own funds (reserve and operational cash) – Note 1.	331	252
Removal of waste management cost to be recovered in future years	64	14
Removal of costs associated with parallel running of new and existing systems for planned system changeover		90
Removal of the impact of the sale of assets	(735)	(35)
<b>Adjusted underlying surplus / (deficit)</b>	<b>(40)</b>	<b>139</b>
<b>Adjusted Underlying Result – %</b>	<b>-0.37%</b>	<b>1.22%</b>

Note1: Non-recurring operating project-related costs funded via Council's own funds (reserve and operational cash)

Project	Budget 2023-24 (\$)
<u>Funded via specific reserves</u>	
Continue with the review of Fisherman's Flat Heritage Overlay	90,000
Development of a Golightly Development and Engagement Plan	50,000
Installation of signage that includes recognition of Wadawurrung Country	20,000
Review of Council's public toilet strategy	10,000
<u>Funded via operating cash</u>	



<b>Project</b>	<b>Budget 2023-24 (\$)</b>
Continue with the development of the Reconciliation Action Plan	20,000
Installation of a digital web-based door locking system to the central amenity block of Queenscliffe Tourist Park	18,000
To conduct a Wadawurrung cultural and heritage review/assessment	15,000
Development of a Disability Action Plan;	10,000
Bull ring planting and wayfinding	7,500
Conduct Wadawurrung cultural and heritage awareness training for the community and Council	6,000
To conduct a needs analysis for child/family services and facilities, potential inclusion of youth taskforce	5,000
<b>Total</b>	<b>251,500</b>

**The budget 2023–24 satisfies all other financial sustainability indicators specified in the Council Plan.**

### **Financial Plan 2023–24 to 2032–33**

The financial plan has been prepared based on various assumptions as detailed on page 9 and 10 of the plan.

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

Due to the implementation of kerbside waste management transition initiatives and the recovery of direct staff cost, **waste management charges (per residential property) are expected to increase on average by 5.5% each year for the next five years.** Council has decided to phase the full recovery of the cost associated with kerbside waste management transition initiatives and direct employee costs of waste operations over 5 years to minimise the impact on the waste service users.

The Local **Government Performance Reporting Framework (LGPRF) based measure is projecting an average annual underlying surplus of \$26,000 over the 10-year planning horizon** despite that fact that Council has earmarked a couple of non-recurring operating projects for future years.

Council is projecting **an average annual underlying surplus excluding the impact of non-recurring transactions (based on the Council Plan measure) of \$95,000**



**over the 10-year planning horizon** which is an improvement from the 10-year average underlying deficit of \$204,000 recorded in the 2022–2032 Financial Plan.

Despite the increase in recurring expenses, the improvement in the underlying result can be attributable to:

- Ongoing operational grant support confirmed by Better Boating Victoria for maintenance and upkeep of upgrade boat ramp;
- Notional recurrent interest income included in the Financial Plan based on the budget assumption that sales proceeds from the sale of Murray Road will be used for investment opportunities that will generate at minimum the interest income the Council could have otherwise earned; and
- Recovery of direct employee costs of waste management operations via waste management charges.

The above items have contributed positively, in excess of \$300,000 annually, to the Council Financial Plan.

**The Financial Plan forecasts \$25.9 million investment in existing assets over the next 10 years. Asset renewal work and reasonable asset upgrade works have been prioritised** in the Plan over any new capital work. This is to avoid any detrimental impact on the financial sustainability of the Council resulting in additional asset renewal requirements in the future. Only high-level cost estimates have been used in the Plan, with the scope and timing of these projects subject to community consultations and detailed feasibility assessments. However, Council will have to depend heavily on external grant funding opportunities to undertake potential capital projects identified in the draft financial plan.

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

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

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

There may also be additional opportunities for Council to achieve operational efficiencies and additional ongoing income as a result of ongoing initiatives and



projects (new operating model to manage tourist parks, BoQ ICT transformation, future investment in amenities in tourist parks to enhance visitor experience, etc.). Details of cost efficiencies and additional income figures are not possible to estimate until project plans and operational requirements are further developed.

Council needs to be careful about creating or acquiring new and significantly upgraded assets which will result in significant additional ongoing cost commitments, without supporting income.

The long-term outlook for Council will depend on careful and prudent planning, in particular when considering the need and ongoing management of new assets. The impacts of rate capping, limited opportunities for rate income growth, community expectations about service levels and the ongoing management of existing assets will continue to provide financial challenges for the Borough in the coming years.

### **Options**

1. Endorse the Budget 2023–24 and the Financial Plan 2023–24 to 2032–33 as presented.
2. Request officers to make further amendments to the Budget 2023–24 and the Financial Plan 2023–24 to 2032–33.

### **Communications and Engagement**

#### Community Engagement

At the Council meeting held on Wednesday 26 April 2023, Council resolved to give public notice that it had prepared a draft budget for 2023–24 and a draft financial plan 2023–24 to 2032–33 and resolved to exhibit the documents for the period commencing on Thursday 27 April 2023 and concluding at 4:00pm on Thursday 25 May 2023, in line with Council policy CP003, Community Engagement.

During the public submission period, the Mayor and officers presented key aspects of the draft budget and the financial plan at a community session held on 10 May 2023; there was an opportunity for questions on the draft budget and the financial plan to be answered by the Mayor and Council officers.



At the close of public submission period on 25 May 2023, fourteen (14) public submissions were received. Subsequently, seven (7) submitters presented their submission in person to Councillors at a Council Assembly on Wednesday, 31 May 2023.

Officers provided responses for each submission received to Councillors ahead of the Council Assembly, and Councillors considered all submissions received at the Council Assembly on Wednesday, 31 May 2023.

All submitters will be provided with written responses, including responses to queries, comments or questions raised.

### Collaboration

The budget and the financial plan has been prepared based on the Local Government Better Practice Guides, Model Budget 2023–24 and Financial Plan 2023–24 to 2032–33.

### **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?

The Budget has a direct and significant impact on the public, however a Gender Impact Assessment has not been completed due to resourcing. A Gender Impact Assessments will be done on the individual actions contained within the Budget.



### Regional, State and National Plans and Policies

Not Applicable.

### Legal and Risk Implications

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

### Related Documents

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

### Financial and resource implications

The budget and the financial plan provide the opportunity for constant review of Council's financial position and an indication of the availability of financial resources.

### Innovation and Continuous Improvement

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

## **Implementation**

### Operational Impacts

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



### Implementation Process

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

### **Attachments**

1. 2023-24 Budget Submission Summary [**16.1.1** - 46 pages]
2. Final Budget 2023-24 [**16.1.2** - 100 pages]
3. Financial Plan 2023-2033 [**16.1.3** - 34 pages]



<b>16.2.</b>	<b>Annual Plan 2023/24</b>
<b>Author:</b>	Chief Executive Officer
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Vacant

### **Purpose**

The purpose of this report is to present the Borough of Queenscliff Annual Plan 2023–23 for adoption by Council.

### **Executive Summary**

At the Ordinary Meeting of Council on 27 October 2021, Council formally adopted the Borough of Queenscliffe Council Plan 2021–2025.

The Annual Plan sets out the programs and projects Council plans to deliver over the 2023–24 financial year.

The Annual Plan outlines the actions Council intends to undertake to further the objectives and address the priorities of the Borough of Queenscliffe Council Plan 2021–2025, and the Municipal Health and Wellbeing Plan which is integrated into the Council Plan.

### **RECOMMENDATION**

That Council adopts the Annual Plan 2023–24 as presented.





## REPORT

### **Background**

At the Ordinary Meeting of Council on 27 October 2021, Council formally adopted the Borough of Queenscliffe Council Plan 2021–2025. The Annual Plan sets out the programs and projects Council plans to deliver over the 2023–24 financial year.

The Annual Plan outlines the actions Council intends to undertake to further the objectives and address the priorities of the Borough of Queenscliffe Council Plan 2021–2025, and the Municipal Health and Wellbeing Plan which is integrated into the Council Plan.

### **Discussion**

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

The Annual Plan complements the annual budget, which is 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. This year's annual Plan also includes a number of projects that have been carried over from the 2022 – 2023 Financial Year. These projects are highlighted in the Annual Plan document.

Progress against the actions in the Annual Plan will be reported through quarterly reports to Council including quarterly financial reports to Council.

### **Options**

1. Endorse the Annual Plan 2023–24 as presented.
2. Request further changes to the Annual Plan 2023–24 before endorsing it.



## **Communications and Engagement**

### Community Engagement

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

### Collaboration

There are no collaboration requirements associated with this report.

## **Governance Context**

### Relevant Law

Local Government Act 2020

### Charter of Human Rights

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

### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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 a plan regarding Council programs and services but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

The actions set out in the Annual Plan will be subject to Gender Impact Assessments and project details and program objectives are developed through the implementation of the Annual Plan 2023–24.

### Regional, State and National Plans and Policies

G21 The Geelong Region Plan

Growing up in G21 2021

Women's Health and Wellbeing Barwon South West – Respect 2040.

Department of Health and Human Services Climate Change Adaptation Action Plan 2022–2026

Victorian Public Health and Wellbeing Plan 2019–2023



### Legal and Risk Implications

Not applicable.

### Related Documents

Climate Emergency Response Plan 2021–2025

Community Vision 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 2023–24 provides information in relation to Council's commitment to Environmental Sustainability.

### 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. Annual Plan 2023-24 [**16.2.1** - 16 pages]



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

No reports to consider.

## **18. Questions Without Notice**

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

No Questions Without Notice are outstanding.

### **18.2. Questions Without Notice**

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

### Planning Review Meeting

Wednesday 12 July 2023 at 7:00pm (if required)

### Ordinary Meeting

Wednesday 26 July 2023 at 7:00pm

Queenscliff Town Hall

### Councillors Listening Post

Friday 14 July 2023 at 11:00am to 12:00pm

Queenscliff Library



## **20. Close of Meeting**

The meeting will be declared closed at:



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

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

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

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

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

*11.4 a majority of Councillors are present; and*

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

<b>Informal Meeting</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
<b>CEO &amp; Councillors meeting</b> 24 May 2023 12:30pm – 1:10pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau	Martin Gill, CEO	1. Grants and Tiny Town opportunity 2. Queenscliffe Maritime Museum solar panels 3. Draft budget 2023/24	Nil.
<b>Councillors Assembly Briefing</b> 24 May 2023 2:30pm – 5:30pm	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau	Martin Gill, CEO Tim Crawford, MPCs Gihan Kohobange, MFS Brydon King, SP	1. Planning Application 2023/010 at 44 Flinders Street, Queenscliff 2. Coastal and Marine Management Plan update	Nil.



<b>Informal Meeting</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
Wirrng Wirrng		Dinah O'Brien, STP	<ul style="list-style-type: none"> <li>3. G21 Regional Integrated Strategy Presentation</li> <li>4. Strategic Risk Register</li> <li>5. Proposed electric vehicle fees &amp; charges</li> <li>6. Draft Active transport Strategy and public questions</li> </ul>	
<b>Budget Assembly Briefing</b> 2 June 2023 10:00am – 11:30am Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau	Martin Gill, CEO Tim Crawford, MPCs Gihan Kohobange, MFS Abbey Tatterson, CMT	<ul style="list-style-type: none"> <li>1. Community Budget Submissions</li> <li>2. Draft Budget 2023/24</li> </ul>	Nil.
<b>Councillors Assembly Briefing</b> 7 June 2023 12:30pm – 5:30pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grigau	Martin Gill, CEO Tim Crawford, MPCs Gihan Kohobange, MFS Abbey Tatterson, CMT Dinah O'Brien, STP Bridie Ogle, EPO	<ul style="list-style-type: none"> <li>1. Multifactor Authentication</li> <li>2. Queenscliffe Planning Scheme Review</li> <li>3. Review of Governance Rules</li> <li>4. Draft Health &amp; Wellbeing Action Plan</li> <li>5. Draft Annual Plan 2023/24</li> </ul>	Nil.



<b>Informal Meeting</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
<p><b>CEO &amp; Councillors Meeting</b> 9 June 2023 2:30pm – 3:00pm Queenscliff Town Hall</p>	<p>Cr Tolhurst, Mayor Cr Ebbels Cr Grigau</p>	<p>Martin Gill, CEO</p>	<p>1. Vote of No Confidence email from a member of the community to Councillors</p>	<p>Nil.</p>
<p><b>Budget Assembly Briefing</b> 16 June 2023 11:00am – 12:15pm Wirrng Wirrng</p>	<p>Cr Tolhurst, Mayor Cr Ebbels Cr Grigau</p>	<p>Martin Gill, CEO Tim Crawford, MPCS Gihan Kohobange, MFS Abbey Tatterson, CMT Steve Ward, CMT Carly Douglas, CMT</p>	<p>1. Draft Budget 2024/24 2. Draft Financial Plan</p>	<p>Nil.</p>
<p><b>CEO &amp; Councillors Meeting</b> 21 June 2023 12:30pm – 1:00pm Wirrng Wirrng</p>	<p>Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Minty</p>	<p>Martin Gill, CEO</p>	<p>1. Tender at 4 Wharf St asbestos containing material works outcome, Australian Asbestos Eradication Authority funded works</p>	<p>Nil.</p>
<p><b>Councillors Assembly Briefing</b> 21 June 2023 2:30pm – 5:00pm</p>	<p>Cr Tolhurst, Mayor Cr Ebbels Cr Grigau Cr Minty</p>	<p>Martin Gill, CEO Tim Crawford, MPCS Gihan Kohobange, MFS Stuart Hansen, MIE</p>	<p>1. Provision of tree maintenance services: contract 2023/02 2. Disability Lived Experience Reference Group update</p>	<p>Nil.</p>





Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Wirrng Wirrng		Abbey Tatterson, CMT Carly Douglas, CMT Steve Ward, CMT Melissa Gunn, VFO Daniel Alexander, CE	3. Tender at 4 Wharf St asbestos containing material works outcome, Australian Asbestos Eradication Authority funded works 4. Mark Lang: A film about an artist in the Borough 5. The Voice notice of motion update 6. Active Transport Strategy update 7. Cr Grigau Notice of Motion	

AO – Arts officer	BSA – Business Services Accountant	CC – Communications Coordinator
CMT – Community Manager Team	CEO – Chief Executive Officer	CERP – Project Officer, Climate Emergency Response Plan
CE - Civil Engineer	CSC – Community Services Coordinator	CO – Communications Officer
CSRO – Community Stakeholder Relations Officer	MPCS – Manager Planning & Community Safety	EA – Executive Assistant to the CEO, Mayor and Councillors
EPO – Executive Project Officer	HR&GC – HR & Governance Coordinator	MC – Manager Community
MFS – Manager Finance & Corporate Services	MIE – Manager Infrastructure & Environment	RC – Rates Coordinator
SP – Senior Planner	STP – Strategic Planner	ESO – Events Support Officer
ASLEO – Acting Senior Law Enforcement Officer	BS&ICT – Business Systems & ICT Coordinator	VFO – Vegetation & Foreshore Officer



## 21.2. ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

Date	Notice of Motion	Action	Status
22/2/23	<p><b>Number 2023/587: Council-led community conversation on The Voice</b></p> <p>That Council requests Council officers:</p> <ol style="list-style-type: none"> <li>1. <i>Undertake research to establish an appropriate community conversation model that is educational and accessible.</i></li> <li>2. <i>Collaborate with Wadawurrung Traditional Owners Aboriginal Corporation to ensure the proposed event is culturally safe.</i></li> <li>3. <i>Once the model is established and finalised, advertise the community conversation on all Borough-owned media channels for a period of no less than 14 days.</i></li> <li>4. <i>Deliver this community conversation event by 31 July 2023.</i></li> </ol>	<p>The CEO &amp; Mayor had a meeting with Corrina Eccles on 10 May 2023.</p> <p>The CEO had a telephone conversation with Libby Coker’s office on 12 May.</p> <p>The CEO met with officers on 16 May, 26 May &amp; 1 June.</p> <p>The CEO met with the PLCA members on 9 June.</p> <p>Council has secured keynote speakers for the event.</p> <p>The Voice event has been scheduled for Sunday 13 August at 3:00pm.</p> <p>The Point Lonsdale School Hall has been booked for the event.</p>	In progress