



Agenda

Ordinary Meeting of Council

Wednesday 28 April 2021 at 7:00pm

Queenscliff Town Hall

Distribution

Councillors

Cr Ross Ebbels – Mayor

Cr Susan Salter

Cr Donnie Grigau

Cr Fleur Hewitt

Cr Michael Grout

Officers

Martin Gill – Chief Executive Officer

Phillip Carruthers – General Manager Organisational Performance & Community Services

Johann Rajaratnam – General Manager Planning & Infrastructure

Connor Parker – Coordinator Community Engagement & Communications

Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors

In accordance with the Borough of Queenscliffe Governance 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.

THIS MATERIAL DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL



Council Vision

Inspired by the Borough's Latin motto, 'Statio Tutissima Nautis', that translates as "the safest anchorage for seafarers", our vision for the future is that:

The Borough remains a safe haven defined by its unique heritage, rich culture and significant natural environment. It is a special and restorative place for an involved and caring community and our visitors.

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.



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Appendices

Appendix	Title	Agenda Item	Distribution
Appendix 1a	Consultation Results for a safer Hesse Street for pedestrians	11.1 Hesse Street Pedestrian Safety Strategy	Under separate cover
Appendix 1b	Pedestrian Safety Strategy, Hesse St, Queenscliff 19 March 2021	11.1 Hesse Street Pedestrian Safety Strategy	Under separate cover
Appendix 2	Provision of Paper on CHSP Services by Everybody's Business dated 6 April 2021	11.2 Aged Care Review	Under separate cover
Appendix 3	Plans of the proposed development "without prejudice" submitted on 6 April 2021	14.2 Planning Permit Application 2020/077 – 18 Cheshunt Street, Point Lonsdale	Under separate cover



Appendix 4	Council Plan 2017 –2021 Quarterly Report against 2020/21 Initiatives as at 31 March 2021	15.1 Council Plan 2017 – 2021 Quarterly Report against 2020/21 Initiatives as at 31 March 2021	Under separate cover
Appendix 5	Quarterly Financial Report as at 31 March 2021	15.2 2020–21 Quarterly Financial Report as at 31 March 2021	Under separate cover
Appendix 6	Draft Rating and Revenue Plan	15.3 Proposed Revenue and Rating Plan	Under separate cover
Appendix 7	Draft Budget 2021/22	15.4 Proposed Financial Budget 2021–2022	Under separate cover
Appendix 8	CP013 Procurement	15.5 Review of Council Policies	Under separate cover



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 their emerging leaders, and extend this respect to all Aboriginal and Torres Strait Islander peoples.

The Meeting opened at:

2. PRESENT & APOLOGIES

Present:

Apologies:

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

Nil



5. PUBLIC QUESTION TIME

5.1 Public Questions Status Update

No public questions 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 the Borough of Queenscliffe website, via email, via post or in person by completing a Public Question Time Form.

6. CONFIRMATION OF COUNCIL MEETING MINUTES

6.1 Ordinary Meeting of Council – 24 March 2021

A copy of the previous Minutes of the Ordinary Meeting of Council held on 24 March 2021 was distributed to Councillors under separate cover.

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 24 March 2021, as distributed, be confirmed as an accurate record.



7. RECORD OF ASSEMBLY OF COUNCILLORS

A Record of Assembly for the following Assemblies of Council are included at Adjunct to item 7:

- 24 March 2021 – Assembly Meeting
- 7 April 2021 – Assembly Meeting
- 7 April 2021 – Queenscliffe Environment Forum
- 14 April 2021 – Assembly Meeting
- 21 April 2021 – Assembly Meeting & Training Session

OFFICER RECOMMENDATION

That the Record of Assembly of Councillors, as presented in Adjunct to Item 7, be noted.

8. NOTICE OF MOTION

8.1 Notice of Motion Status Update

No Motions on Notice outstanding.

8.2 Motion on Notice

No Notices of Motion were received.

9. PETITIONS AND JOINT LETTERS

Nil



10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 19 March and 22 April 2021:

Date	Function Attended
19 March 2021	Funeral Service for Matt King (Cr Grigau)
19 March 2021	G21 Special Board Meeting (CEO & Cr Ebbels)
21 March 2021	Rotary welcome to Queenscliffe celebrating 100 years of Rotary (Cr Ebbels)
26 March 2021	G21 Board Meeting (CEO & Cr Ebbels)
26 March 2021	Meeting with Stuart Grimley MP (CEO & Cr Ebbels)
28 March 2021	Queenscliff Football Netball Club – 2021 Season Launch (Cr Grigau)
31 March 2021	Farewell celebration for Patti Manolis, CEO at Geelong Regional Library Corporation (Cr Ebbels, Cr Salter, GMPI, GMOP&CS)
1 April 2021	Queenscliffe Hub Sod Turning (Crs Ebbels, Grigau, Grout, GMPI)
1 April 2021	Sod Turning Morning Tea (Crs Ebbels, Grigau, Grout, GMPI)
6 April 2021	Climate Emergency Response Plan online Q&A session (Cr Grout)
7 April 2021	Queenscliffe Literary Festival Launch (Crs Ebbels, Salter, Grout & Hewitt)
7 April 2021	Official signing of the Small Business Friendly Council Charter Agreement (CEO & Cr Ebbels)
7 April 2021	G21 Stakeholders Forum Meeting (Cr Ebbels)
9 April 2021	2021 Winter Escape Season (Cr Ebbels)
13 April 2021	Meeting with Queenscliff Sporting Club (Cr Ebbels, CEO & GMPI)
15 April 2021	BSW Local Government Waste Forum (Cr Hewitt)
15 April 2021	PLonQ Meeting (Cr Ebbels)
20 April 2021	Your Council & Climate Change: Understanding the risks & learning to adapt online forum (CEO, Crs Ebbels, Grout & Hewitt)
21 April 2021	Morning tea with the Queenscliffe Neighbourhood House Committee (Crs Ebbels, Grigau & Grout)
22 April 2021	Geelong Regional Library Corporation Board Meeting (Cr Ebbels)



OFFICER RECOMMENDATION

That the Functions Attended report be received.



11. COMMUNITY WELLBEING

11.1 Hesse Street Pedestrian Safety Strategy

File: QG 052.03.2021
Author: Roads & Infrastructure Engineer
Portfolio: Community Wellbeing
Portfolio Holder: Cr Grigau

PURPOSE

The purpose of this report is to convey the outcome of the recent community consultation on pedestrian safety strategy for Hesse Street and to recommend that Council adopt the Pedestrian Safety Strategy for Hesse Street, Queenscliff.

EXECUTIVE SUMMARY

This report furthers Strategic Objective 1, Community Wellbeing in the Council Plan 2017–2021, to maintain the Borough's standing as a safe place for residents, visitors.

Council commissioned O'Brien Traffic to provide recommendations to increase safety along Hesse Street, Queenscliff following concerns raised by the community. They recommended that Council officers consider formalising the existing crossing along Hesse Street as it was leading to confusion between motorists and pedestrians.

Officers sought feedback on these recommendations by inviting public and traders to provide feedback on the report. The feedback received was generally positive and supportive of proposed recommendations.

Council is now in a position to adopt the Pedestrian Safety Strategy and its four recommendations.

OFFICER RECOMMENDATION

That Council:

- 1. Adopt the Pedestrian Safety Strategy for Hesse Street, Queenscliff prepared by O'Brien Traffic dated 19 March 2021.**
 - 2. That officers proceed with the implementation of:**
 - a. recommendation 8.2.1 to convert two Hesse Street mid-block crossing points into formal pedestrian crossings and**
 - b. recommendation 8.2.2 to implement a 40km/hr permanent speed limit on Hesse St between Stokes St and Symonds St.**
-



REPORT

BACKGROUND

Council received a grant from the Transport Accident Commission (TAC) in December 2020 to undertake a Pedestrian Safety Strategy for Hesse Street, Queenscliff. Council appointed O'Brien Traffic P/L to undertake this study which was conducted in February 2021.

DISCUSSION

The Pedestrian Safety Strategy for Hesse Street, Queenscliff prepared by O'Brien Traffic dated 19 March 2021 (**Appendix 1b**), has analysed the pedestrian movements along Hesse Street and also pedestrian movements to and from the ferry terminal and has used a safe systems approach in the analysis. It has four recommendations:

1. The principal recommendation of the Strategy is the conversion of the two Hesse Street mid-block crossing points into formal pedestrian crossings. The recommended treatment would involve zebra line-marking and pedestrian crossing signs (R3-1, Figure 20), but no flashing lights.
2. That the speed limit on Hesse Street remain permanently at a maximum of 40 km/h.
3. That a further study be conducted in relation to the operation of the roundabouts at Stokes St/Hesse St and Hobson St /Hesse St, as well as the Hesse Street/King Street roundabout to the south of this study area.
4. That further examination be made of pedestrian and vehicle interaction further north along Gellibrand Street, to the intersection with Wharf Street.

These recommendations are supported by Council's Roads and Infrastructure team as they would make the street safer for pedestrians without impacting on the commercial activity on the street.

It is proposed that officers would undertake an additional pedestrian and vehicle interaction study during the summer of 2021/22 following the installation of the pedestrian crossings. The second study is in line with the fourth recommendation of the O'Brien Traffic report.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Consultation has taken place with the traders and the broader community on the O'Brien Pedestrian Safety Strategy for Hesse Street, Queenscliff. This involved inviting the community to share their thoughts on the Pedestrian Safety Strategy, discussion with each trader and a webinar for anyone to ask questions. The proposal was advertised in newspapers, on Council's public website and social media. Signage was also placed on-site in Hesse Street.



The results of the community consultation are provided in **(Appendix 1a)**. The majority of respondents supported the recommendations of the report, with several commenting favourably on the position of the proposed pedestrian crossings and the proposed lower speed limit in Hesse Street.

Offices have consulted with the traders on Hesse Street, the broader community feedback was generally reinforced by traders with all but one trader being supportive of the proposal.

Collaboration

This initiative was undertaken with the full support of the Transport Accident Commission.

GOVERNANCE CONTEXT

Relevant Law

The Pedestrian Safety Strategy was prepared considering the Transport Integration Act 2010, the Road Management Act 2004 and the Disability Discrimination act 1992.

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

Gender Impact Assessments are a way of critically thinking about how policies, programs and services will meet the different needs of women, men and gender diverse people. In many circumstances, women and gender diverse individuals may not have the same access to decision-making processes, resources, economic and social opportunities. This means that policies, programs and services are likely to be experienced differently, and have different outcomes for people of different genders.

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be conducted when there is a development or review of any Council policy, program or service that has a direct and significant impact on the public. A Gender Impact Assessment report is provided below (Attachment A).

Regional, State and National Plans and Policies

The outcomes of the strategy considers the VicRoads Safe Systems approach to road safety management.

Council Plan Alignment

The Council Plan under the Community Wellbeing portfolio requires maintaining the Borough's standing as a safe place for residents and visitors. Development of a Pedestrian Safety Strategy for Hesse Street aligns with this objective.

Legal and Risk Implications

The recommendations of this report will require approval of VicRoads as Hesse Street is a declared road under their responsibility. They have supported the recommendations in this report.



Related Documents

Consultation Results for a safer Hesse Street for pedestrians
Pedestrian Safety Strategy, Hesse St, Queenscliff 19 March 2021

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The main impact of this report relates to social wellbeing and the recommendations are directed at improving pedestrian safety and amenity. Increasing pedestrian amenity has positive environmental outcomes as it encourages people to get out of cars and reduce their carbon footprint.

Financial and resource implications

The Pedestrian Safety Strategy report was fully funded through a Transport Accident Commission grant of \$15,000. The implementation of any recommendations will require funding and specifically the first two recommendations can be funded through current Federal Government's Road Safety Program 2020/21 which Council has access to up until 30 June 2021.

Innovation and Continuous Improvement

The strategy has identified best practice ways to improve pedestrian safety through the use of wombat style crossings which highlight the pedestrian priority.

IMPLEMENTATION

Operational Impacts

The recommended works will specifically require approval of VicRoads as they manage Hesse Street being a declared road. Vic Roads support the recommendations in this report.

Implementation Process

Should Council resolve to adopt the recommendations in this report, the proposed recommendations 1 and 2 can be implemented through the current Federal Government's Road Safety Program 2020/21 which Council has access to up until 30 June 2021. Given this tight time frame officers have commenced preparation of the design of the pedestrian crossings. It is anticipated that works could be undertaken late May through to end of June 2021.

ATTACHMENTS

1. Consultation Results for a safer Hesse Street for pedestrians (Appendix 1a)
 2. Pedestrian Safety Strategy, Hesse St, Queenscliff 19 March 2021 (Appendix 1b)
-



(Attachment A)

Hesse Street Pedestrian Safety Strategy Gender Impact Assessment

As required by section 9 of the *Gender Equality Act 2020*

The aim of gender impact assessments is to create better and fairer outcomes and ensure all people have equal access to opportunities and resources.

1. How will this policy, program or service affect people of different genders? (ie assess the effects this policy, program or service may have on persons of different genders)

The proposed recommendations will provide equal access for all and encourage pedestrian amenity.

2. How will you design or change this policy, program or service to better meet the needs of people of different genders?

The proposed recommendations will provide equal access for all. No changes are proposed to the outcomes of the study.

3. How will this policy, program or service address gender inequality and promote gender equality? (ie explain how your policy, program or service recommendation meets the needs of persons of different genders, addresses gender inequality and promotes gender equality)

It is considered that the outcomes of the study will not have a negative impact on gender equality.

4. Consider how the end user's experience of gender inequality may be shaped by other aspects of their identity including Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation. Can you show how this policy, program or service has taken into account the end user's gender inequality experience as well as their other identity aspects that may compound gender inequality?

The proposed recommendations will provide equal access for all and specifically the crossing will have DDA compliance and tactile indicators for people with disabilities.



11.2 Aged Care Review

File:	QG140.01.08
Author:	GM Organisational Performance & Community Services
Portfolio:	Community Wellbeing
Portfolio Holder:	Cr Grigau

PURPOSE

The purpose of this report is for Council to determine the direction of Aged Care Services in the Borough.

EXECUTIVE SUMMARY

The Council Plan strategic objective 1 to *enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture* contains a specific strategy to *support older residents to live safely and independently*. The Implementation Plan for 2020–21 contained an initiative to Review Council's Home Care Services.

The genesis of this initiative was the federal government decision to remove block funding allocated to Councils for in home care, and introduce a model promoting a competitive market place. Council commissioned a review by Everybody's Business, consultants experienced in the aged care sector to provide advice on how to proceed. The report is attached at **(Appendix 2)**.

The consultants conducted extensive surveys of both recipients of the service and the broader community, and despite the overwhelming community sentiment in favour of Council continuing to provide the service, concluded that Council's capacity to provide a competitive service in this market place was limited and not sustainable. They recommended that Council transition from providing the service.

Council officers do not support the recommendation of the consultants at this time. Our community is characterised by its commitment to support our older residents and accordingly the officer recommendation is for Council to continue to provide a service until or unless it is no longer possible. Officers do recommend a further review of Council's Home Care Services after implementation of the recommendations of the Royal Commission into Aged Care Quality and Safety, due in July 2024.

OFFICER RECOMMENDATION

That Council:

- 1. Note the report; and**
 - 2. Review Council's Home Care Services after implementation of the recommendations of the Royal Commission into Aged Care Quality and Safety in July 2024.**
-



REPORT

BACKGROUND

The provision of services for Australian older people and people with disabilities is undergoing significant change, with delivery moving from the federal government directly funding service providers to funds being directly allocated to eligible individuals who then choose their service provider. The Borough is currently funded by the Commonwealth Home Support Program (CHSP) to provide Home Care Services for eligible residents.

These funding model changes have already taken place across Australia with the exception of Victoria and Western Australia. In both Victoria and Western Australia the federal funding of aged care services has been significantly subsidised by the councils delivering the programs, including at the Borough of Queenscliffe. Implementation of the funding reforms in Victoria and Western Australia is currently scheduled for July 2022, although the implementation date has already been deferred twice.

Most recently the Royal Commission into Aged Care Quality and Safety has concluded with a set of recommendations proposed to take effect from mid-2024, and designed to improve the provision of aged care services.

DISCUSSION

Councils wishing to continue providing CHSP services are in a difficult position. Council costs of providing the service are significantly higher than private sector costs for the same service, with the Royal Commission illustrating the low wages paid to employees in the sector and their impact on the service delivered. Ratepayers currently subsidise the provision of the service in the Borough but competition policy dictates that the Borough cannot continue to subsidise the delivery of the service once there are other providers eligible to compete in the marketplace.

The funding model changes would result in Council 'quoting' a higher fee for provision of the services than other potential private providers. To put it simply, a client is likely to be able to afford (roughly) ten home visits by a private provider for every 8 visits by a council worker. While Council is confident that the high level of care it provides is appreciated by those currently receiving the service, there is a risk that demand will fall with new clients who will be attracted by the lower prices that will be available.

Council engaged consultants to provide advice in this complex area. As part of the engagement Council required a significant initial public consultation to take place to guide the development of the report and its recommendations. Details of the engagement are contained later in this report, but the overwhelming response to the consultation was the high regard in which both clients and the broader community hold the Council aged care service and staff.

The consultant report concluded that Council's capacity to provide a competitive service in this market place was limited and the service was not sustainable. They recommended that Council transition from providing the service.



While officers believe the consultant report is an excellent piece of work, clearly highlighting the issues and offering generally sound advice, the recommendations are not supported at this time. Officers are of the view that our community has an expectation that the Borough will take all steps possible to ensure that the quality of life of its older citizens is held paramount. Officers are particularly conscious of the previous delays to implementation of the new delivery model in Victoria and of the potential impact of the Royal Commission into Aged Care. At the same time, any adoption of new providers by the clients is likely to be progressive and of minimal impact in the early years of the revised program. Accordingly, officers believe it is premature to transition from providing CHSP services.

Options

Option 1 – Maintain current subsidised CHSP services and review provision of the service once implementation of the recommendations of the Royal Commission into Aged Care Quality and Safety take effect in July 2024

Option 2 – Transition from providing CHSP services

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Officers believed it was critical that all clients and the community were consulted on this matter. All home care clients were provided a survey and a survey was made available to the rest of the community. Of the 150 clients, 103 provided input, with a further 111 members of the community completing the broader community survey. All Council Community Care workers also attended a workshop with the consultants to share their views. Many of our home care clients and the broader community directly contacted officers to put their views. A small community group, titled Our Aged Care Queenscliffe, was established and provided input to officers.

Collaboration

While officers read a number of reports prepared by other Councils and participated in numerous discussions with officers from other Councils, there was no direct collaboration in the review, with each council having differing circumstances.

GOVERNANCE CONTEXT

Relevant Law

The Australian Constitution and the evolution of Commonwealth/State responsibilities gives prime responsibility for Aged Care to the Federal Government. In Victoria, Councils have been the delivery mechanism for the CHSP program, and undertake this delivery on a contractual basis with the Federal Government.



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 provision of the CHSP program, while gender neutral in context, particularly affects older women due to the significant imbalance in the number of older females in the Borough and correspondingly in recipients of the program. A full Gender Impact Assessment should be conducted upon review of the service in 2024.

Regional, State and National Plans and Policies

The Commonwealth Home Support Programme (CHSP).

Council Plan Alignment

The Council Plan strategic objective 1 to *enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture* contains a specific strategy to *support older residents to live safely and independently*. The Implementation Plan for 2020–21 contained an initiative to Review Home Care Services.

Legal and Risk Implications

Not applicable.

Related Documents

Not applicable.

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

Not applicable.

Financial and resource implications

Adoption of the recommendation will create no change to the short or long term budgets established.

Innovation and Continuous Improvement

The consultant report provides some observations and recommendations which can be further investigated to enhance the provision of services to older ratepayers.

IMPLEMENTATION



Operational Impacts

Adoption of the recommendation will give community care staff confidence in the stability of their roles.

Implementation Process

Should the recommendation be adopted a subsequent review of Aged Care Services would be scheduled for 2024.

ATTACHMENTS

1. Provision of Paper on CHSP Services by Everybody's Business dated 6 April 2021 (Appendix 2)



12. LOCAL ECONOMY

No reports to consider.

13. ENVIRONMENTAL SUSTAINABILITY

No reports to consider.



14. PLANNING & HERITAGE

14.1 Planning Permit Activity Report

File: QG290.01.02
Author: Planning Program Leader
Portfolio: Planning & Heritage
Portfolio Holder: Cr Grout

PURPOSE

The purpose of this report is to present a record of planning permit activity in the Borough of Queenscliffe.

EXECUTIVE SUMMARY

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

CATEGORY	TALLY
Current applications	20
Applications on hold at request of applicant	1
Applications finalised since last report	8
New applications received since last report	11
Total number of permit applications under consideration	30
Development Plan Summary Report	0
Planning Scheme Amendment Summary Report	1

OFFICER RECOMMENDATION

That the Planning Permit Activity Report be received.



(a) Current applications

App. No	Date Received	Address	Proposal	Status
**2018/079	23/08/2018 (Amended 07/02/2019 & 8/05/2019)	81 Nelson Road Queenscliff	Subdivision of land into seven (7) lots, removal of vegetation and works associated with the subdivision	Under consideration as part of planning scheme amendment queenC33)
2019/065	01/10/2019	The Promenade Point Lonsdale Road Point Lonsdale	Removal of native vegetation	Referred to DELWP
2020/003	31/01/2020	Point Lonsdale Lighthouse Reserve (Crown Allotments 2002 & 2009)	Removal of native vegetation	Referred to DELWP & Heritage Victoria
2020/046	11/08/2020	61–75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	Under consideration
**2020/059	06/10/2020	25 Alexander Crescent Point Lonsdale	Construction of a two storey dwelling	Notice of decision to grant a permit issued VCAT appeal lodged by objector VCAT hearing 4 October 2021
**2020/070	28/10/2020 (Amended 17/03/2021)	34 Kirk Road Point Lonsdale	Construction of two double storey dwellings, subdivision of the land into two (2) lots and removal of native vegetation	Under consideration



App. No	Date Received	Address	Proposal	Status
**2020/072	18/11/2020 (Amended 14/04/2021)	82A & 82B Glaneuse Road Point Lonsdale	Construction of one dwelling and removal of native vegetation at 82A Glaneuse Road (lot 2), and construction of one dwelling, and removal of native vegetation at 82B Glaneuse Road (lot 1) and boundary re-alignment (subdivision)	Under consideration
2020/074	03/12/2020	14 Crows Nest Place Queenscliff	Construction of a two storey dwelling	Under consideration
**2020/077	16/12/2020	18 Cheshunt Street Point Lonsdale	Construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Refer agenda (Note: proposed site coverage 43%)
2021/002	05/01/2021	30 Cheshunt Street Point Lonsdale	Conversion of two existing dwellings into one dwelling and alterations and extensions to an existing dwelling	Public notification
2021/003	08/01/2021	17 Bowen Road Point Lonsdale	Alterations to an existing dwelling and carport	Further information requested 19 January 2021
**2021/004	15/01/2021	38 Ward Road Queenscliff	Construction of a two storey dwelling and removal of native vegetation	Under consideration
**2021/008	22/01/2021	134 Hesse Street Queenscliff	Buildings and works associated with the demolition of an existing building and construction of an outbuilding (amenities block) and fence and lopping of vegetation	Under consideration
2021/010	27/01/2021	1/11 Queen Street Queenscliff	Extensions to an existing dwelling	Under consideration



App. No	Date Received	Address	Proposal	Status
2021/013	03/02/2021	22 Cheshunt Street Point Lonsdale	Extensions to an existing single storey dwelling	Public notification
2021/014	16/02/2021	9 Girvan Grove Point Lonsdale	Construction of a single storey dwelling	Further information requested 16 February 2021
2021/017	22/02/2021	71 Bellarine Highway Point Lonsdale	Change of use from residential to leisure and recreation/restricted recreation facility (yoga studio)	Further information requested 24 February 2021
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower	Further information requested 15 March 2021
2021/019	03/02/2021	61 Buckleys Road Point Lonsdale	Construction of a dwelling	Under consideration
2021/020	12/03/2021	1/85 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing dwelling and removal of native vegetation	Further information requested 12 April 2021
2021/021	15/03/2021	7 Bowen Road Point Lonsdale	Alterations to an existing dwelling	Under consideration



(b) Applications on Hold at Request of Applicant

App. No	Date Received	Address	Proposal	Status
2021/006	15/01/2021 (Amended 03/02/2021)	134 Hesse Street Queenscliff	Buildings and works associated with the relocation of a structure (coaches box)	On hold pending further instruction from applicant



(c) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
2019/040	01/07/2019	28–30 Buckleys Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Application withdrawn by applicant
**2020/061	08/10/2020	11 Jacqueline Court Point Lonsdale	Construction of two dwellings (two storey) and subdivision of the land into two (2) lots	Permit issued
2020/066	21/10/2020	51 Mercer Street Queenscliff	Alterations and extensions to an existing dwelling individually listed in a Heritage Overlay	Permit issued
2020/071	17/11/2020	1 Hesse Street Queenscliff (JL Jordan Boat Ramp)	Building and works associated with the redevelopment of the Queenscliff boat ramp, including additional car parking areas, and removal of vegetation	Permit issued
V 2021/011	03/02/2021	44 King Street Queenscliff	Alterations to an existing outbuilding	Permit issued
2021/015	22/02/2021	1/24 Golightly Street Point Lonsdale	Alterations and Additions to an existing dwelling	Permit issued
V 2021/016	22/02/2021	30 Flinders Street Queenscliff	Construction of a shed	Permit issued
V 2021/026	30/03/2021	Roddick Grove Queenscliff	Removal of native vegetation in the road reserve	Permit issued



(d) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	Status
2021/022	16/03/2021	12 Waterview Close Queenscliff	Construction of an outbuilding (garage) and front fence and alterations to an existing dwelling	Public notification Referrals to Borough Engineer & CCMA
2021/023	19/03/2021	30 Glaneuse Road Point Lonsdale	Construction of a dwelling	Public notification Referral to Borough Engineer
2021/024	19/03/2021	69 Stokes Street Queenscliff	Construction of a two storey dwelling and front fence and variation to the site coverage and wall height on boundary requirements of Design and Development Overlay – Schedule 1	Public notification
2021/025	19/03/2021	5 Lonsdale Street Point Lonsdale	Construction of a dwelling (to 8.45 metres in height)	Further information requested 30 March 2021
V 2021/026	30/03/2021	Roddick Grove Queenscliff	Removal of native vegetation in the road reserve	Permit issued
V 2021/027	31/03/2021	6/42 Hesse Street Queenscliff	Display business identification signage	Under consideration
2021/028	01/04/2021	46 Glaneuse Road Point Lonsdale	Construction of a dwelling and outbuilding	Further information requested 19 April 2021
2021/029	06/04/2021	24 Albert Street Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Public notification



App. No	Date Received	Address	Proposal	Status
2021/030	07/04/2021	49–55 Hesse Street Queenscliff	Demolition and replacement of exterior walls (library) on a site individually listed in the Heritage Overlay	Initial assessment
2021/031	14/04/2021	7 Mercer Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling	Initial assessment
2021/032	15/04/2021	1 Rayleigh Avenue Queenscliff	Construction of a two storey dwelling	Initial assessment

(e) Development Plan Summary Report

App. No	Address	Proposal	Status
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NO APPLICATIONS TO REPORT



(f) Planning Scheme Amendment Summary Report

Amend. No.	Address	Proposal	Status
queenC33	81 Nelson Road, Queenscliff	Rezone the land at 81 Nelson Road, Queenscliff to Neighbourhood Residential Zone – Schedule 1 (NRZ1) and General Residential Zone – Schedule 1 (GRZ1), apply Design and Development Overlay – Schedule 3 (DDO3) and Design and Development Overlay – Schedule 5 (DDO5), delete Development Plan Overlay 1 (DPO1) and subdivide the land into seven (7) lots.	Under consideration

LEGEND

** Objections received

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

Bold Officer delegation removed

V VicSmart application



14.2 Planning Permit Application 2020/077 – 18 Cheshunt Street, Point Lonsdale

File: QP700.1800
Author: Program Leader Planning
Portfolio: Planning & Heritage
Portfolio Holder: Cr Grout

PURPOSE

The purpose of this report is to present an assessment and recommendation for a Planning Permit application at 18 Cheshunt Street, Point Lonsdale.

EXECUTIVE SUMMARY

At the Ordinary Meeting on March 2021, Council resolved to remove officer delegation, conferred under Section 98(1) of the *Local Government Act 1989* in relation to Planning Application 2020/077 for 18 Cheshunt Street, Point Lonsdale for construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirement of Design and Development Overlay – Schedule 4.

This report presents an assessment of the proposal against provisions of the Queenscliffe Planning Scheme and makes a recommendation based on the merits of the application.

The officer's assessment of the proposal is that the proposed dwelling and vegetation removal is an appropriate response to Vegetation Protection Overlay Schedule 1 and Design and Development Overlay Schedule 4 that apply to the site. Based on the above it is considered the proposal is worthy of support via a conditional planning permit.

OFFICER RECOMMENDATION

That Council having caused notice of Planning Application No. 2020/077 to be given under Section 52 of the *Planning and Environment Act 1987* and the Queenscliffe Planning Scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decide to issue a Notice of Decision to Grant a Permit under the provisions of Clause 42.02 and 43.02 of the Queenscliffe Planning Scheme in respect of the land known and described as 18 Cheshunt Street, Point Lonsdale, for construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirement of Design and Development Overlay – Schedule 4 subject to the following conditions:

AMENDED PLANS REQUIRED

- 1. Before the use and development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The**



plans must be generally in accordance with the plans submitted with the application but modified to show:

- a) The retention of Tree 3 and Tree 5 (as described in the arborist report by DS Arboriculture) in the Cheshunt Street road reserve.
- b) The modification of the driveway access to the subject land in response to the retention of the trees as detailed in Condition 1 a)
- c) A detailed landscape plan consistent with the landscape plan by Andrew Plant dated March 2021 but to include
 - i. details of surface finishes of pathways and driveways including the permeable lawn paver treatment to the driveway.
 - ii. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - iii. The landscape plan must incorporate the use of indigenous vegetation for 60% of the planting. All species selected must be to the satisfaction of the responsible authority. The landscape plan must also indicate that an in-ground irrigation system is to be provided to all landscaped areas.
 - iv. The replacement planting of one indigenous tree species in the road reserve to the western side of the property frontage.

LAYOUT NOT ALTERED

2. The development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

TREE PROTECTION

3. Before the development starts, a tree protection fence must be erected around the trees to be retained in the road reserve as a "Tree Protection Zone" consistent with the DS Arboriculture report submitted with the application. The fence must be constructed of star pickets and chain mesh or similar to the satisfaction of the responsible authority. The tree protection fence must remain in place until construction is completed. The ground surface of the Tree Protection Zone must be covered by a 100mm deep layer of mulch before the development starts and be watered regularly to the satisfaction of the responsible authority.

ENGINEERING

4. The site must be drained to the satisfaction of the responsible authority and an application must be made to Council for the identification of a legal point of discharge for the site. No storm water, sullage, sewerage or polluted drainage may drain or discharged from the land to adjoining properties, including public land.

VEHICULAR CROSSINGS

5. The vehicular crossing to Cheshunt Street must be constructed to the road to suit the proposed driveway to the satisfaction of the responsible authority and any existing crossing or crossing opening must be removed and replaced with nature strip to the satisfaction of the responsible authority.



COMPLETION OF DEVELOPMENT

- 6. Once the development has started it must be continued and completed to the satisfaction of the responsible authority.**

PERMIT EXPIRY

- 7. This permit as it relates to development (buildings and works) will expire if one of the following circumstances applies:**

- a) The development is not started within two (2) years of the issued date of this permit.**
- b) The development is not completed within four (4) years of the issued date of this permit.**

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

Note (1) The requirements of Part 5 – Siting – of the Building Regulations have not been taken into consideration in the granting of this planning permit.

Note (2) Prior to the commencement of the development you are required to obtain the necessary Building Permit(s).

Note (3) The applicant/owner must provide a copy of this Planning Permit to any appointed Building Surveyor. It is the responsibility of the applicant/owner and Building Surveyor to ensure that all building development works approved by any building permit is consistent with the Planning Permit.

REPORT

BACKGROUND

On the 16 December 2020 an application was received for the development of a new dwelling at 18 Cheshunt Street, Point Lonsdale. The proposal is described as construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirement of Design and Development Overlay – Schedule 4.

The subject land is located on the north east side of Cheshunt Street mid-block between Point Lonsdale Road to the east and Glaneuse Road to the west. The subject land is a rectangular lot with a frontage to Cheshunt Street of 15 metres and an overall area of 613 square metres. The subject land is currently vacant. The site does feature existing vegetation native to Victoria and indigenous to the locality that is to be removed and exotic vegetation is also to be moved.

The road reserve to the front for the site features native and indigenous vegetation some of which is proposed for removal.

An aerial photo of the subject land is featured below:



DISCUSSION

The proposal seeks to develop a double storey dwelling on the land with associated vegetation removal. The original plans submitted with the application outline the following details of the dwelling:

- The dwelling is proposed to have a six metres setback from Cheshunt Street.
- The garage is to be located on the eastern side of the site with the driveway access along the eastern side.



- The dwelling is setback from the side and rear boundaries for the remainder of the building form. The upper level is centrally located on the floor level of the ground floor with substantial setback from the side and rear boundaries.
- The main living areas are located on the ground level with bedrooms and a sitting room on the upper level.
- The building presents as a contemporary flat roof form with a building height of 6.6 metres and a site coverage of 43%.
- The building will be constructed in a combination of brickwork at ground level and timber cladding at the upper level with a Colourbond roof.

The proposal has been supported by an arborist report related to vegetation removal proposed on site and in the road reserve. The arborist report has numbered trees as identified and these tree number references are included in the details of the vegetation removal proposed as described below. The proposal seeks to remove the following vegetation pursuant to the Vegetation Protection Overlay on the land:

- Moonah (tree 8) to the front of the site due to poor structure (leaning and bifurcated).
- Two coast tea tree (tree 10 and 12) to the front of the site due to fair health and poor structure.
- A Willow Myrtle in the road reserve (tree 3) due to poor structure.
- Coast Beard Heath (tree 4) in the road reserve due to poor structure.
- Coast tea tree (tree 5) in the road reserve due to poor structure.
- Coast wattle in the road reserve (tree 6) due to poor structure.
- Coast tea tree (tree 7) in the road reserve due to poor structure.

Weed species are present on the subject land that will also be removed however no planning permission is required for the removal of those species.

Further discussions on the application have resulted in a “without prejudice” offer from the applicant to keep the Willow Myrtle (tree 3) and Coast tea tree (tree 5) in the road reserve to provide a level of vegetation that helps maintain the vegetated streetscape whilst still allowing access. The recommendation in this report supports the retention of the Willow Myrtle (tree 3) and Coast tea tree (tree 5) in the road reserve.

The subject site is zoned General Residential Zone Schedule 1 (GRZ1) and is affected by vegetation protection Overlay Schedule 1 (VPO1) and Design and Development Overlay Schedule 4 (DDO4).

A permit is triggered per the following provisions:

- Clause 42.02-2 of the VPO1 for removal of vegetation native to Victoria on the site and the road reserve.
- Clause 43.02-2 of the DDO4 for buildings and works associated with the dwelling.

An assessment against the relevant planning provisions is detailed later in the report.

Options

Option 1 – That Council adopt the officer recommendation.

Option 2 – That Council modify the officer recommendation.



Option 3 – That Council reject the officer recommendation.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The application has been advertised, in accordance with the requirements of the *Planning & Environment Act 1987*. Specifically, the applicant:

- Directly notified, via Registered Post, adjoining and opposite landowners.
- Displayed one sign on the property.

Council received four objections to the proposal. The objections, and an officer response to each issue, are summarised as follows:

Reason for objection	Officer response
<p>Overlooking/privacy concerns and overshadowing.</p>	<p>The issues of overlooking and overshadowing in Clause 54 are not specifically triggered by the VPO1 and DDO4 permit triggers. As such the matters raised are not matters that can be assessed as part of the planning permit.</p> <p>These matters do require assessment at a building permit stage under Part 5 of the Building Regulations by the relevant building Surveyor.</p> <p>Despite this, officers have reviewed the matters raised in the submission and in relation to overlooking the relevant standards relate to overlooking to windows or secluded private open space within nine metres. It is noted that there are two windows to the upper level facing to the rear of the site – one of these windows is to an open void extending to the ground level and one is to Bedroom 4. The window to Bedroom 4 appears to meet the requirements of overlooking given the setback and intervening fence and this will be confirmed via the relevant Building Surveyor. The applicant has also confirmed boundary planting is proposed to provide further screening between the site and properties to the rear fronting Albert Street.</p>



Reason for objection	Officer response
	<p>Overlooking to the east and west elevations have treatments to minimise overlooking including screening and raised sill heights.</p> <p>In relation to overshadowing the overshadowing diagrams submitted with the application indicate that overshadowing will not conflict with the relevant standards. As outlined previously however, these are matters to be assessed via the building permit process.</p>
Inadequate setback to the rear boundary.	<p>The dwelling has a setback to the rear boundary of six metres for a 6.6 metre high building. The general siting provisions for setbacks from side and rear boundaries under Part 5 of the Building Regulations allow for a setback of 1.9 metres. The setback of the building from the rear boundary exceeds the standard setback requirements.</p>
Lack of detail about solar panels and roof top gardens.	<p>Concerns have been raised about the details of the solar panels and roof top garden areas.</p> <p>Solar panels can be erected on buildings without a planning permit pursuant to Clause 62.02-2 unless a planning control specifically requires such to need a permit. The DDO4 does not require a permit for the solar panels and these therefore do not require planning permission.</p> <p>The details of the roof top gardens are provided on the landscape plan and confirm these as garden spaces with no areas of decking.</p>
Site coverage and overdevelopment of the site.	<p>The proposed dwelling has a site coverage of 43% with varies the standard under the DDO4 of 40%. The 3% increase relates to a floor area of approximately 13 square metres. Such a variation is not considered to impact the overall form of the building within the streetscape to a level in conflict with the objective of the DDO4.</p>
Proposal not consistent with low density character of the location and presents and unreasonable bulk and form.	<p>The proposal provides for a contemporary dwelling form and the building scale is considered to respond to the objectives of the DDO4 through the following:</p> <ul style="list-style-type: none">• The building has a maximum height of 6.6 metres which is a low two storey form.• The two storey element is articulated and sits centrally on the ground level footprint.



Reason for objection	Officer response
	<ul style="list-style-type: none">• The building has larger setback from boundaries apart from the garage on the east boundary.• The dwelling allows for a garden area of 47% substantially higher than the 30% required under the GRZ1 and landscaping outcomes will include indigenous species.
Impacts on character from vegetation removal particularly in the road reserve.	<p>The vegetation removal proposed will have an impact on the vegetated setting of the streetscape. The arborist report submitted with the application provides context for the vegetation to be removed and defines that some of the vegetation is in a poor structural state that can add to future issues. The proposed landscaping to the subject site will help replace a vegetated context for the land in the streetscape.</p> <p>To reduce impacts to the streetscape the applicant has detailed (on a without prejudice basis) the opportunity to keep the Willow Myrtle (tree 3) and an existing Coast tea tree (tree 5) in the road reserve which will help maintain a vegetated outcome in the road reserve along with trees 1 and 2 also remaining. The recommendation in this report supports the retention of tree 3 and tree 5.</p>

Collaboration
Not applicable

GOVERNANCE CONTEXT

Relevant Law

The hierarchical nature of Victorian planning schemes demands consideration and assessment of the application against the relevant policy and specific provisions in the following order:

- Planning Policy Framework (PPF)
- Local Planning Policy Framework (LPPF)
- Zone(s)
- Overlay(s)
- Particular Provisions
- General Provisions
- Operational Provisions

A planning permit for the proposed dwelling and vegetation removal is triggered by the VPO1 and the DDO4.



An assessment against the relevant policy and requirements of each of the above controls of the Queenscliffe Planning Scheme is provided below.

Planning Policy Framework

The relevant State policies in the Planning Policy Framework that provide guidance for the proposal are as follows:

- Clause 11.03-4S Coastal settlement
- Clause 11.03-5S Distinct areas and landscapes
- Clause 12.01-2S Native vegetation management
- Clause 15.01-5S Neighbourhood character

The above policies set a framework for the importance of responding to the unique features of areas and maintaining native vegetation where possible.

Local Planning Policy Framework

The direction of the above Planning Policy Framework are localised as relevant to the Borough of Queenscliffe via the Local Planning Policy Framework. An assessment against the relevant policies is detailed below:

Clause 21.02 Settlement, Housing and Residential development

Objective

To reinforce the coastal village character of Point Lonsdale by maintaining a compact urban form, and protecting the surrounding rural landscape and setting of the township.

The proposed dwelling is considered to respond to the above through a low scale form that is well setback from boundaries. The siting of the dwelling combined with the space available for landscaping allows for the dwelling to respond to the coastal vegetated context through a contemporary building form.

Clause 21.04-1 Built Environment and Heritage

Urban Character

Objectives

- *To require that new development in the Borough protects, enhances and harmonises with the following distinguishing elements of the Borough's urban character:*
 - *The significant view lines to and from the sea, coastal dune environments and the Queenscliff townscape skyline;*
 - *The unique and intact building, landscape heritage, and natural foreshore qualities of the Borough;*
 - *The distinguishing cultural heritage identity of the township of Queenscliff, including the prevailing Victorian and Edwardian built form and scale of development;*



- *The sense of seclusion and intimacy of Point Lonsdale, which is created through its low-rise, recessive built form and informal, narrow streets in a natural landscape dominant environment; and*
- *The distinctive natural coastal settings of Queenscliff and Point Lonsdale, including significant areas of intact native and remnant indigenous vegetation.*

The proposal provides for a dwelling that will respect the overall context of the area through setbacks and scale. The proposal will ensure space around the building exists and provides for materials that will respond to the character of the locality.

Clause 22.03 Urban Character

Objective

To ensure all new development has regard to the siting and design objectives and guidelines of the Borough of Queenscliffe Urban Character Study (2000)

Clause 22.03-2- Point Lonsdale Natural Coastal Areas

The above clause details standards relating to site layout, building design, building height/setbacks and fences, driveways and landscaping. The proposal is considered to respond to the policy direction as follows:

Site Layout

The proposed dwelling provides a six metre front setback and substantial setbacks to the side and rear boundaries. The modest two storey scale is centrally located and setback 13 metres from the frontage.

Building Design

The proposed dwelling provides for a contemporary coastal design. The flat roof form allows for a lower building profile and the building has used pergolas, courtyards and screening features to create an articulated form. The proposed materials are materials found in coastal locations and combined with the proposed landscaping will allow the building to integrate into the locality.

Building Height and Setback

The dwelling is to be two storey with a height of 6.6 metres. The proposal is not considered to be dominant in the streetscape which is the focus of the controls. The two storey element will be an increase in scale to the rear of the site however given the setback and positioning of the two storey element this is not considered unreasonable in a residential zoned land and will not conflict with the objectives of the DDO4.

Fencing, Driveways and Landscaping

The proposal can retain tree 3 and 5 in the road reserve, in addition to other trees, and still maintain appropriate driveway access. Such an outcome will ensure the informal and vegetated character of Cheshunt Street is maintained consistent with the policy.

Zones and Overlays



Clause 42.02 Vegetation Protection Overlay

The purpose of the Vegetation protection Overlay is to:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To protect areas of significant vegetation.
- To ensure that development minimises loss of vegetation.
- To preserve existing trees and other vegetation.
- To recognise vegetation protection areas as locations of special significance, natural beauty, interest and importance.
- To maintain and enhance habitat and habitat corridors for indigenous fauna.
- To encourage the regeneration of native vegetation

The proposal seeks to remove three native trees on the subject site and three trees on the road reserve. Two trees originally proposed for removal on the road reserve (trees 3 and 5) can be retained whilst maintaining space for an appropriate driveway to the dwelling. The removal of the proposed vegetation as detailed in the updated arborist report dated 29 March 2021, which has been revised to include the retention of trees 3 and 5 in the road reserve, is supported.

Landscaping is proposed for the subject site consistent with the purpose of the VPO1. The landscape plan supporting the proposal details extensive planting opportunities and the ability to have taller screening vegetation including use of indigenous species.

The recommendation seeks to confirm the retention of tree 3 and 5 and provision of a detailed landscape plan as part of any permit in the event a permit is supported.

Clause 43.02 Design and Development Overlay

The design objectives of DDO4 are detailed below:

- To ensure new development maintains, protects and enhances the distinguishing elements of the urban character of the Point Lonsdale Natural Coastal Area, such as:
 - The undulating dune topography and dense coastal tea tree and moonah vegetation within private gardens, road verges and foreshore areas, which creates a prevailing natural coastal and informal village atmosphere for the area.
 - Predominantly low density development and informal roadways.
 - Prevailing low scale, detached early 20th Century residential buildings that recede within the vegetated coastal environment.
 - Unique mix and diversity of intact historic holiday town building types varying from Californian, Art Deco, Post War, 1960s and contemporary design.
 - Substantial estate properties with large dwellings set within significant areas of remnant vegetation which significantly contribute to the native coastal sense of place.
 - The informal road network with limited use of kerb and channel and predominantly grassed road shoulders.
 - The predominantly broad and densely vegetated road reserves and relatively indistinguishable front boundaries of private properties.
 - Significant viewlines towards Port Phillip Bay and shorter corridor views to well vegetated dunes.



- To ensure buildings, fences and driveways do not visually dominate the prevailing natural coastal appearance of the area.
- To protect the substantial vegetation cover which is a dominant visual and environmental feature in the area by ensuring new development retains natural or established vegetation and provides substantial areas for new landscaping and open space.
- To respect the existing built form through compatible building heights and set backs for new development.
- To ensure that an appropriate setting and context for buildings, sites or objects listed in the Heritage Overlay.
- To require all new development to have regard to the urban character policies contained in the MPS and to the Building Siting and Design Guidelines contained in the Borough of Queenscliffe Urban Character Study.

The proposed dwelling responds to the performance measures of the DDO4 as follows:

- The dwelling has a building height at 6.6 metres below the maximum 8.5 metres set in the standard.
- The dwelling is setback from the side and rear boundaries in accordance with the standards.
- The siting of the garage on the eastern boundary is consistent with the height and length standards in the overlay (being average wall height three meters and length not longer than 10 metres).
- The dwelling with maintain a permeable surface at 47% above the 30% in the standard

The dwelling does seek a variation to the site coverage standard of 40% with a proposed site coverage of 43%. As detailed in the response to the objections earlier in the report, the level of variation relates to 13 square metres of floor area. The variation is not considered to contribute to a built form that will detract from the overall streetscape setting. The siting of the building, its modest height and the ability for landscaping across the site, including screening vegetation to the front and rear, ensures a building form that will integrate with the overall neighbourhood character to a level consistent with the DDO4.

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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

No; impact is not sufficiently significant therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

There are no additional Regional, State and National Plans and Policies applicable to the assessment of the application.

Council Plan Alignment



The proposal aligns with Strategic Objective 4 – Planning and Heritage, of the Borough of Queenscliffe Council Plan (2017–2021). The objective is as follows:

Preserve and enhance the Borough as a special place through excellence of design and conservation of its rich culture and unique heritage.

The strategies identified to meet the objective, which are relevant to the current application, are as follows:

- *Conserve the Borough's significant history, culture and heritage.*
- *Maintain the Borough's unique features and neighbourhood character*

Legal and Risk Implications

There are no legal or risk implications for Council associated with the proposal.

Related Documents

There are no related documents associated with the application.

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

There are no direct impacts to sustainability from the proposal. Standards around energy efficiency exists in the Building Regulations which will be applied in the building permit assessment. The issue of native vegetation retention and landscaping of the site have been detailed in the report.

Financial and resource implications

There are no budget or resource implications specific to the application.

Innovation and Continuous Improvement

There are no areas for innovation and continuous improvement identified as a result of the application.

IMPLEMENTATION

Operational Impacts

There are no operational impacts associated with the application.

Implementation Process

Should Council resolve to adopt the officer recommendation outlined in this report, there will be an opportunity for objectors to seek a review of the decision at the Victorian Civil and Administrative Tribunal (VCAT).



In the event no appeal is lodged or a permit is issued post a review at VCAT, the Planning Permit contains a standard expiry clause which grants the applicant two (2) years to commence works and four (4) years to complete the works.

The applicant may apply for an extension of time to the Planning Permit in accordance with the requirements of the *Planning and Environment Act 1987*.

ATTACHMENTS

1. Plans of the proposed development “without prejudice” submitted on 6 April 2021 (Appendix 3)



15. GOVERNANCE & PERFORMANCE

15.1 Council Plan 2017 –2021 Quarterly Report against 2020/21 Initiatives as at 31 March 2021

File: QG054-01-01

Author: Chief Executive Officer

Portfolio: Governance & Performance

Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is to provide Council with the progress report (**Appendix 4**) on actions taken in relation to the 2017–2021 Council Plan and the initiatives for the period from 1 January to 31 March 2021 as defined in the 2020/21 Implementation Plan.

EXECUTIVE SUMMARY

The Council Plan Quarterly Progress Report describes the range and level of activity undertaken by the Borough of Queenscliffe during the third quarter of the 2020/21 financial year. The report continues to reinforce the importance of good working relationships and project partnerships between residents, local community organisations, Council, neighbouring municipalities and other levels of Government.

The 2020/21 third quarter initiatives and actions that should be highlighted include:

- The draft Climate Emergency Response Plan was circulated for community consultation;
- Works commenced on the Queenscliffe Hub with demolition and foundation work underway;
- Hesse Street South road reconstruction was completed; and
- A COVID Community Activation and Social Isolation initiative (CASI) workshop was held with 26 local community groups attending to discuss how the groups can provide emotional support, practical assistance and social activities for those who are isolated and what resources the groups need to do so.

OFFICER RECOMMENDATION

That Council note the Council Plan Progress Report against the 2020/21 Implementation Plan for the period 1 January to 31 March 2021.



REPORT

BACKGROUND

The Council Plan 2017–2021 was framed around five Strategic Objectives and related portfolios:

1. Enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture;
2. Play our part in protecting the local, national and globally significant values within our natural environment for future generations;
3. Foster a diverse and vibrant local economy.
4. Preserve and enhance the Borough as a special place through excellence of design and conservation of its rich culture and unique heritage;
5. Maintain a cohesive, well governed, financially sustainable and independent Borough.

The Council Plan 2017–2021 identifies that the Strategic Objectives will be achieved by implementing initiatives in specific financial years. These are documented in Council's 2020–21 Implementation Plan.

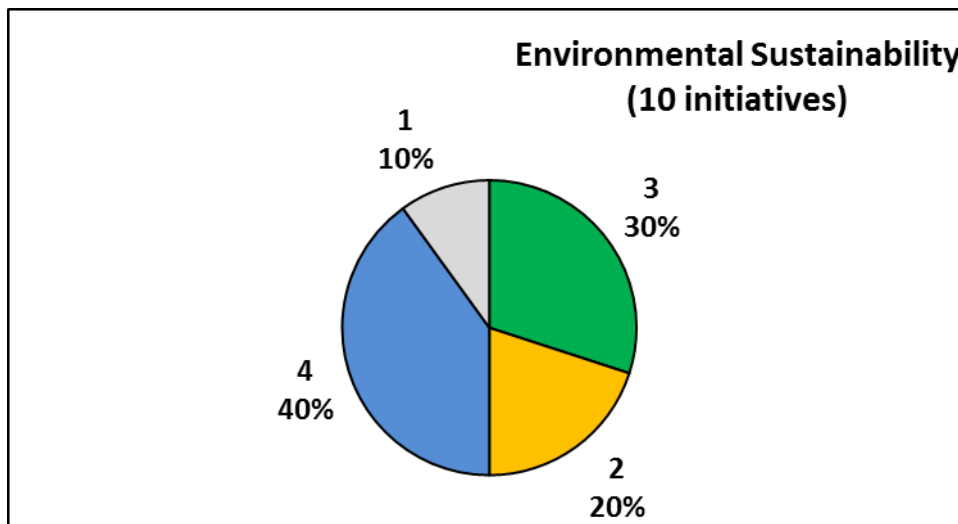
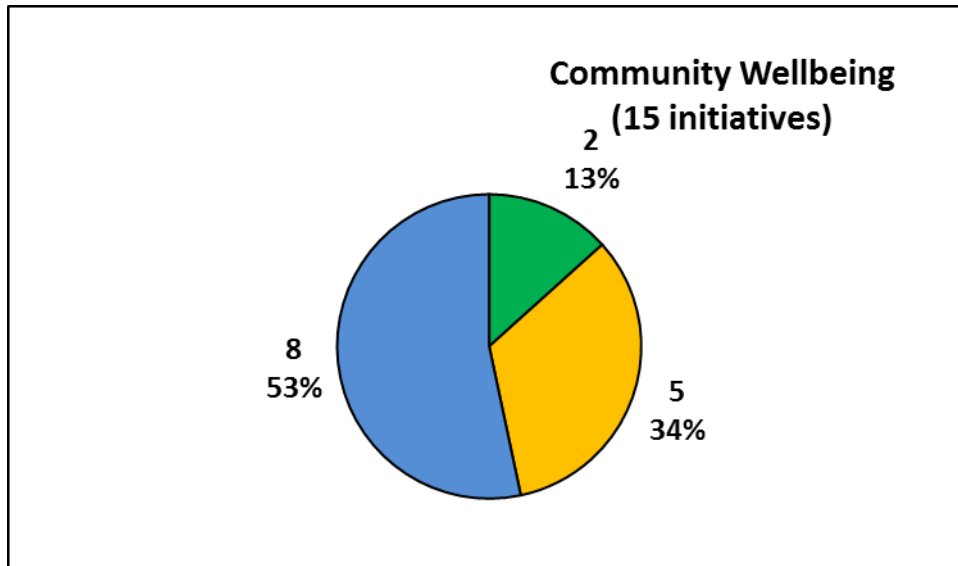
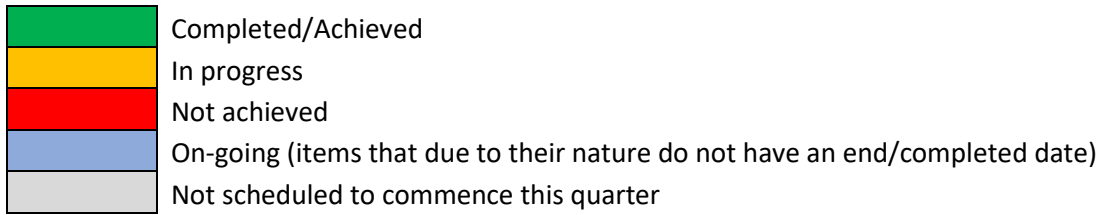
DISCUSSION

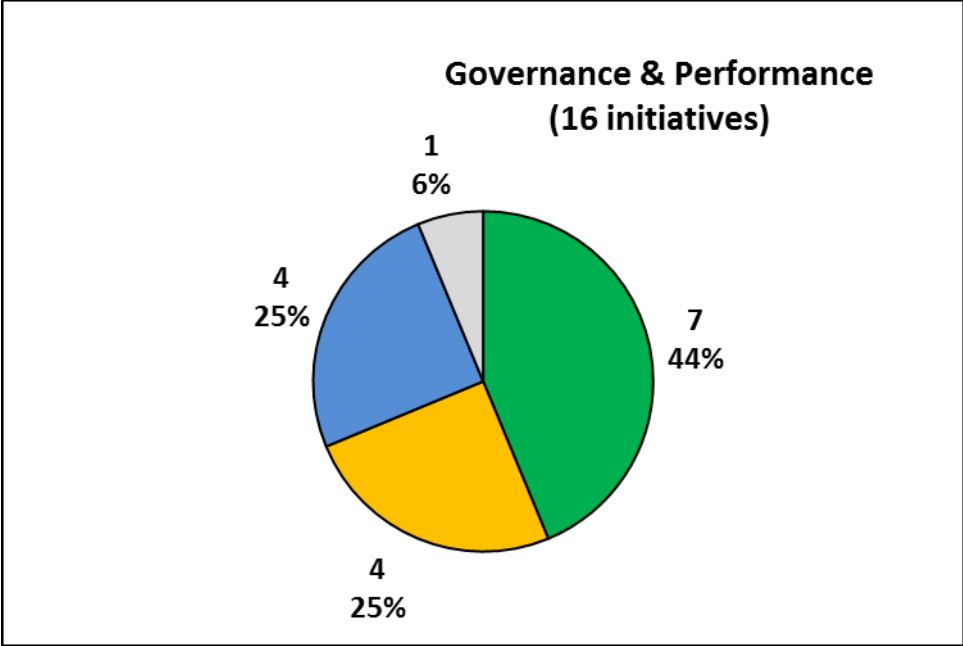
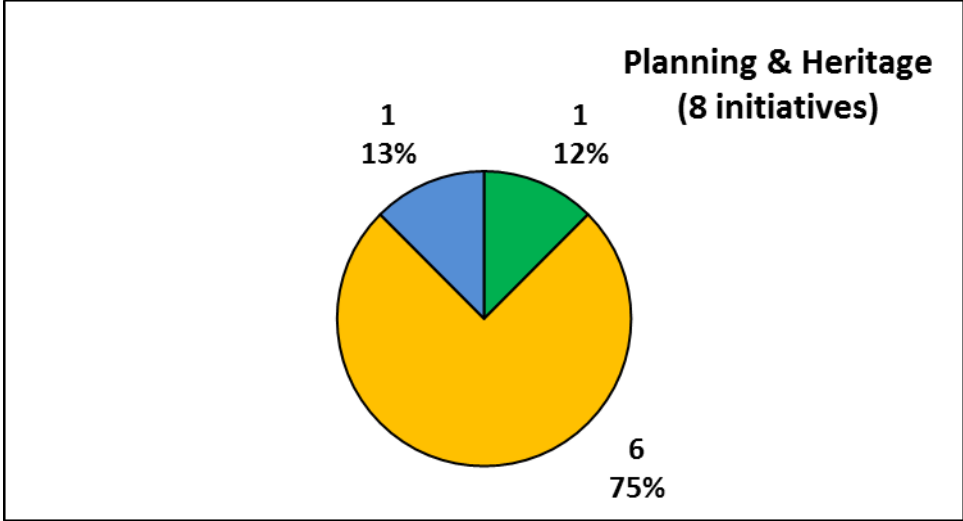
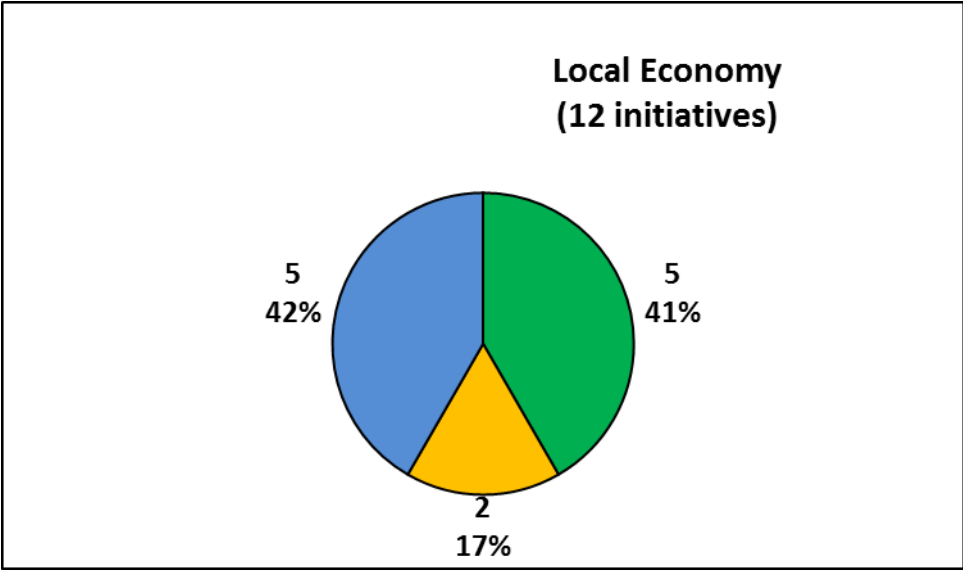
This progress report provides details regarding actions taken between 1 January and 31 March 2021.

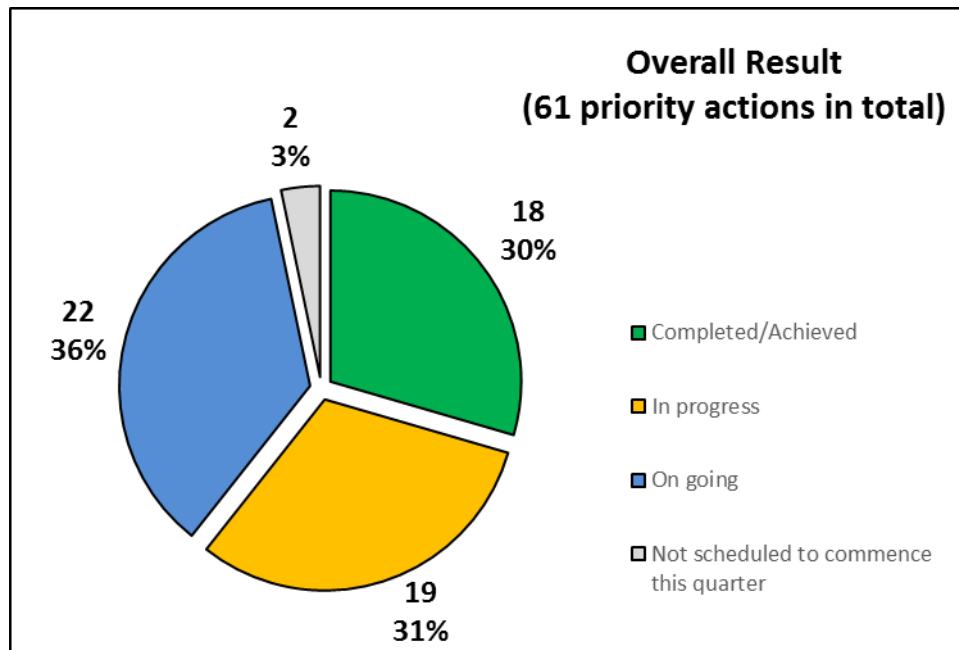
The implementation of the actions in this quarter has resulted in four outcomes:

- **Completed/Achieved** (these actions have now been completed for this financial year);
- **On-going** (some actions are on-going in nature and therefore do not have an end date by which the action can be completed, and are reported on given their importance to the Borough and the initiatives within the 2017–2021 Council Plan);
- **In progress** (these actions have progressed, but are not yet completed);
- **Not scheduled to commence this quarter** (these actions were not scheduled to commence this quarter, hence actions have not progressed against these items. These actions are scheduled for progress at a future date.)

Overall results and achievement of the priority actions in relation to each Strategic Objective for this third quarter are presented in the following charts:







Comments

The Council Plan Quarterly Progress Report describes the range and level of activity undertaken by the Borough of Queenscliffe during the third quarter of the 2020/21 financial year. The report continues to reinforce the importance of good working relationships and project partnerships between residents, local community organisations, Council, neighbouring municipalities and other levels of Government.

Council activities over the financial year period 1 January to 31 March 2021 that deserve particular attention include:

- The draft Climate Emergency Response Plan was circulated for community consultation;
- Works commenced on the Queenscliffe Hub with demolition and foundation work underway;
- Hesse Street South road reconstruction was completed;
- A COVID Community Activation and Social Isolation initiative (CASI) workshop was held with 26 local community groups attending to discuss how the groups can provide emotional support, practical assistance and social activities for those who are isolated and what resources the groups need to do so;
- Community Care Staff provided 2,100 hours of services across the quarter to 155 clients and maintained a zero waiting list;
- 47 public health related assessments and inspections took place;
- The annual hard waste collection service was held on 13 March 2021;
- 84.5 hours of beach patrols were conducted in January;
- 45 local law permits were issued including 8 extensions to outdoor eating facilities;
- 6 animals were impounded and 5 dog attack complaints were investigated;
- 326 animals were registered;
- The Visitor Information Centre had 2,060 walk-in visitors and 347 phone enquiries;



- The Queenscliffe Tourists Parks were able to maximise its summer bookings within COVID safe protocols;
- Queenscliff Boat Ramp upgrade planning permit work is almost complete with the planning permit expected to be issued in early April;
- The renewal of the Queenscliffe Tourist Park Hesse Street amenities block project progressed with the submission of applications for both the Planning Permit and the Marine and Coastal Act consent. As a result of the consultation process minor amendments to the proposed floor plan have been made to incorporate an additional toilet in both the male and female caravan park facilities;
- First phase of consultation for the Coastal and Marine Management Plan was completed;
- In partnership with Deakin University Zero Emissions, the Queenscliffe Tourist Parks (QTP) visitors were surveyed for carbon emissions and a QTP staff workshop was held;
- New Local Laws were adopted in February;
- Local Laws officers inspected properties in relation to fire hazard complaints and dealt with abandoned vehicles and watercraft, litter complaints and overhanging vegetation complaints;
- Council continued its collaboration with 47 other Victorian municipalities to procure 100% renewable electricity for all council street lighting, buildings and operations. The collaboration aims to secure renewable electricity locally generated in Victoria for supply to Council by 1 July 2021;
- Council is continuing collaboration with neighbouring G21 councils and Barwon Water to explore potential opportunities to increase organics processing capacity within the region. Council's objective is to secure long term processing capacity for food and organic kerbside waste;
- The Point Lonsdale Tennis Club lighting and improvement project is progressing with construction commencing in March to improve accessibility to the clubrooms. The project is scheduled to be completed in May 2021;
- Australia Day Awards Presentations were held in person in line with COVID safe protocols;
- Hazardous cypress trees at Bull Ring were removed and the area was reinstated;
- A new footpath was constructed in Stevens Street adjacent to the Queenscliff Primary School;
- The Beach Street drainage upgrade was completed;
- Hazardous trees were removed or trimmed at various locations including– Simpson St, Williams Rd, Victoria Park, Lawrence Rd, Avenue of Honour near skate park, Lonsdale Rd, Citizens Park & New Ct;
- Council continued the 3225 Love Local Facebook and Instagram campaign;
- Client and community consultation was held regarding the review of the provision of Council Home Care Services. A consultant's report was received in late March and an officer's report regarding the review and consultant's report will be provided to Council in April;
- In addition to the consultation conducted on the Coastal and Marine Management Plan, draft Climate Emergency Response Plan and Aged Care Services, Council also undertook consultation on the Community Vision and Council Plan, and pedestrian safety improvements in Hesse Street;
- The Communications team continued the development of a new website for Council, anticipating launch in late April 2021; and



- Live-streaming capability for in-house Council meetings was implemented.

Options

Option 1 – Endorse the Council Plan Progress Report.

Option 2 – Request Officers to make further amendments to the Council Plan Progress Report.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The Council Plan reflects a strong commitment to providing information regarding actions taken, outcomes achieved and challenges encountered in implementing the 2017–2021 Council Plan. This progress report provides details regarding actions taken between 1 January and 31 March 2021 in relation to the specific financial year initiatives.

Collaboration

Not applicable

GOVERNANCE CONTEXT

Relevant Law

In accordance with section 125 of the *Local Government Act 1989* Council adopted its Council Plan that covers the four year period from 2017 to 2021 at its 10 August 2017 Special Meeting. For the 2019–20 financial year Council defined the specific Initiatives that would form part of its 2019–20 Implementation Plan. This report provides Council with progress achieved against the adopted priorities for the quarter 1 January to 31 March 2021.

Charter of Human Rights

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

Gender Equality Act 2020

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

No; while the work undertaken in this quarter certainly has a direct and significant impact on the public, this report is merely a progress report against the works undertaken rather than a policy, program or service in its own right. Consequently a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not applicable



Council Plan Alignment

This report details progress against the current Council Plan.

Legal and Risk Implications

Not applicable

Related Documents

Borough of Queenscliffe Council Plan 2017–2021

Borough of Queenscliffe Implementation Plan 2020–21

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

This progress report highlights that Council has completed or commenced a number of priority actions that have contributed to the environmental sustainability of the Borough and its goal to move towards carbon neutrality.

Financial and resource implications

There are no financial implications associated with this report.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

Not applicable.

ATTACHMENT

1. Quarterly report against Council Plan Priority Actions as at 31 March 2021 (Appendix 4)



15.2 2020–21 Quarterly Financial Report as at 31 March 2021

File:	QG085-01-08
Authors:	Manager Financial Services
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Susan Salter

PURPOSE

The purpose of this report is to consider 2020–21 Quarterly Financial Report as at 31 March 2021.

EXECUTIVE SUMMARY

The preparation of the financial report is in line with the Council Plan 2017–2021 strategic objective 5 to maintain a cohesive, well governed, financially sustainable and independent Borough. The key strategy is to provide transparent and accountable governance and meet all legislative requirements.

This report provides information on Council's operating and capital performance for the nine months to 31 March 2021 and explains key variances against the quarter 2 results presented to Council in February 2021.

Detailed financial and non-financial information is included at **(Appendix 5)**. The forecast accumulated cash result at June 2021 is a surplus of \$304,000.

OFFICER RECOMMENDATION

That Council notes the Quarterly Finance Report to 31 March 2021 included at Appendix 5.



REPORT

BACKGROUND

At its Ordinary Council Meeting on 18 June 2020, Council adopted the 2020–21 Budget (including the Strategic Resource Plan). This budget was based on a set of key assumptions, including the projected completion of major projects and capital works at 30 June 2020.

Each quarterly financial report includes a summary of forecast adjustments identified since the last report was issued. Adjustments typically include new government grants confirmed, efficiency savings and additional income achieved, the reallocation of funds to meet emerging budget pressures and the identification of projects likely to be carried forward to next year.

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

DISCUSSION

The forecast cash result is a **deficit of \$148,000** for the year, a **decrease of \$108,000** on the quarter 2 forecasted cash deficit of \$256,000. This net decrease mainly reflects the receipt of a 2021–22 grant of \$117,000 in advance from Better Boating Victoria (BBV), this is the last payment under the current agreement with BBV for the abolition of boat ramp parking fees.

The forecast **accumulated cash surplus** for 2020–21 is **\$304,000** at June 2021.

The forecast **underlying result** for the year is a **deficit of \$109,000** a reduction of \$977,000 against the quarter 2 forecast mainly due to the net gain on the sale of Murray Road land and the early receipt of grant money from BBV.

In most instances, the reported underlying result is impacted by the timing of operating grants and non-recurrent operating projects included in the budget of a particular year. As a result, the underlying result is more meaningful when it is assessed over the medium to long term rather than the underlying result of a particular year.

After adjusting for the timing of operating grants, non-recurrent operating projects, and one-off gains from the sale of assets, etc. a \$302,000 underlying deficit is projected for 2020–21 mainly due to loss of income from tourist parks and other fees and charges due to COVID. Income losses from other fees and charges represent income Council decided to forgo as a part of the COVID community support scheme.

Total financial assets (including cash and cash equivalents) as at **31 March 2021** is **\$10.0 million**.

Trade and other receivables stands at **\$1,952,686** at **31 March 2021** of which 8.9% is due for more than 60 days.



Council settled in full the existing loan and currently has **zero debt** on its balance sheet after twelve years.

During the last nine months, **\$1,568,000** has been spent in **capital projects** against the **forecast of \$7.3 million for the year**.

The final settlement in relation to the **sale of Murray Road land** is the most significant change incorporated into the Quarterly Financial Report as at 31 March 2021. Expected proceeds from the sale have been set aside in a reserve account until a potential project/s is identified in the future in line with Council policy “CP044, Sale, Exchange or Transfer of Council Land”.

Explanations for key variances against the December forecast are included at **Appendix 5**.

Financial Sustainability Indicators, VAGO reports to the Parliament each year, on the results of the Local Government Audits for the most recent financial year. In its report, VAGO considers the outcomes for each Council grouping across seven financial sustainability risk indicators.

Queenscliffe’s results for the last five years to 2019–20 are summarised in the table below with estimated results for 2020–21.

Financial Sustainability Indicators	Risk Assessment Matrix			Risk Assessment						Forecast
				Actual						
	Low	Medium	High	15/16	16/17	17/18	18/19	19/20	*5 yrs average	20/21
Net result	>0%	-10% - 0%	<-10%	1.71%	2.45%	10.77%	25.07%	4.45%	8.89%	28.58%
Adjusted underlying result	>5%	0% - 5%	< 0%	-2.00%	2.00%	1.00%	0.00%	-3.27%	-0.45%	-0.90%
Liquidity	>1.0	0.75 - 1.0	<0.75	2.96	3.06	2.88	5.04	5.13	3.81	4.32
Internal financing	>100%	75% - 100%	<75%	56%	183%	135%	144%	151%	134%	166%
Indebtedness	<=40%	40% - 60%	>60%	2.09%	1.08%	1.08%	0.51%	1.18%	1.19%	1.00%
Capital replacement	>1.5	1.0 - 1.5	<1.0	1.96	1.22	1.79	2.88	1.42	1.85	5.11
Renewal gap	>1.0	0.5 - 1.0	<0.5	1.64	0.82	1.14	2.21	1.22	1.41	5.03

Source : VAGO

*calculated by BoQ

Based on the above forecast result of sustainability indicators, **Council will continue to be considered ‘low’ risk in all but one financial sustainability indicators for the 2020–21 year**.

Adjusted underlying result: Even though the reported underlying deficit is \$109,000 (–0.90%), after adjusting for the timing of operating grants, non-recurrent operating projects, and one-off gains from the sale of assets, etc., a \$302,000 underlying deficit is projected for 2020–21 mainly due to loss of income from tourist parks and other fees and charges due to COVID.



Options

Option 1 – note the Quarterly Finance Report to 31 March 2021 as presented.

Option 2 – request Officers to make further amendments to the Quarterly Finance Report to 31 March 2021.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



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

Collaboration

Similar reports from neighbouring municipalities, namely Surf Coast Shire and the City of Greater Geelong, were reviewed in developing the format of the quarterly finance report.

GOVERNANCE CONTEXT

Relevant Law

Section 97 of the 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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

No; while the work undertaken by Council and the financial consequences in this quarter certainly has a direct and significant impact on the public, this report is merely a progress report rather than a policy, program or service in its own right. Consequently a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

The financial report is in line with the Council Plan 2017–2021 strategic objective “Maintain a cohesive, well governed, financially sustainable and independent Borough” and the key strategy “Provide transparent and accountable governance and meet all legislative requirements.”

Legal and Risk Implications



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

Related Documents

2020–21 Financial Budget.

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

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

Financial and resource implications

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

Innovation and Continuous Improvement

The report has been simplified to enhance transparency of Council operations.

IMPLEMENTATION

Operational Impacts

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

Implementation Process

Not applicable.

ATTACHMENTS

1. Quarterly Financial Report 31 March 2021 (Appendix 5)



15.3 Proposed Revenue and Rating Plan

File:	QG085-05-02
Authors:	Manager Financial Services
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Susan Salter

PURPOSE

The purpose of this report is to present a Draft Revenue and Rating Plan for community consultation and to authorise the Chief Executive Officer to give public notice of the Proposed Revenue and Rating Plan for public consultation from 29 April to 21 May 2021.

EXECUTIVE SUMMARY

The Draft Revenue and Rating Plan is in line with the Council Plan 2017–2021 Strategic Objective 5 to maintain a cohesive, well governed, financially sustainable and independent Borough. The key strategy is to provide transparent and accountable governance and meet all legislative requirements.

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work. This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services. The Draft Revenue and Rating Plan is included at **(Appendix 6)**.

OFFICER RECOMMENDATION

That Council:

1. Endorse the Draft Revenue and Rating Plan as presented at Appendix 6;
2. Authorise the Chief Executive Officer to give public notice of the Draft Revenue and Rating Plan, by way of newspaper advertisements, that Council has prepared the Draft Revenue and Rating Plan, and make copies available for inspection on Council's website or by request at info@queenscliffe.vic.gov.au or by post,
3. Seek written public submissions on the Draft Revenue and Rating Plan during the consultation period of Thursday 29 April 2021 to 5.00 pm Friday 21 May 2021;
4. Receive submissions and, where requested, allow submitters to be heard by Council in support of those submissions on any proposal contained in the Draft Revenue and Rating Plan at a Council Assembly on Wednesday 2 June 2021 at 6.00 pm; and
5. Consider a motion to adopt the Draft Revenue and Rating Plan at a Council meeting to be held on Wednesday, 23 June 2021, having regard to all submissions received.



REPORT

BACKGROUND

Council has developed the Draft Revenue and Rating Plan in accordance with the requirements of the Local Government Act. Councillors and officers have worked together in developing the Draft Revenue and Rating Plan to ensure it meets the needs and aspirations of our community.

Draft Revenue and Rating Plan Process

- Councillors and officers considered development of proposed Revenue and Rating Plan at two briefings January 2021 to April 2021;
- Proposed Revenue and Rating Plan submitted to Council for consideration 28 April 2021;
- Draft Revenue and Rating Plan available for public inspection and comment 29 April 2021;
- Public submission process undertaken April/May 2021;
- Draft Revenue and Rating Plan presentation to the community 10 May 2021;
- Submissions period closes 21 May 2021;
- Submissions considered by Council 2 June 2021; and
- Final Revenue and Rating Plan presented to Council for adoption 23 June 2021.

DISCUSSION

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

The Revenue and Rating Plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council; it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

The Revenue and Rating Plan will replace the current rating strategy of Council once it is adopted by Council in June 2021. In the draft plan, Council commits to maintain future rates increases at or within the capped rate as determined by the Minister for Local Government. No change is proposed to the current rating differentials in the Draft Plan (Residential vacant land – 125%, Commercial – 130%, and Tourist accommodation – 110%).

Further, the Revenue and Rating Plan set out various concessions Council offers to ratepayers facing financial hardships. These concessions have been updated taking into consideration some of the feedback received from the Victorian Ombudsman investigating ratepayers in financial hardship.

The following Council policies also have been reviewed and updated in line with the Draft Revenue and Rating Plan pending Council approval in the June Council meeting.

- CP031: Rates Assistance



- CP038: Waste Management
- CP041: Residential Vacant Land Rate

Options

Option 1 – endorse the Draft Revenue and Rating Plan as presented.

Option 2 – request Officers to make further amendments to the Draft Revenue and Rating Plan.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Should Council resolved to endorse the Draft Revenue and Rating Plan as outlined in this report, the Draft Revenue and Rating Plan will be open for public submissions until Friday 21 May 2021. Council will provide an opportunity for submitters to speak to their written submissions at a public meeting on Wednesday 2 June 2021. All submissions will be considered and Council will have an opportunity to adopt the Revenue and Rating Plan at its Ordinary Meeting of Council scheduled for Wednesday 23 June 2021.

Collaboration

The proposed budget has been prepared based on the Local Government Revenue and Rating Plan Guide.

GOVERNANCE CONTEXT

Relevant Law

The Draft Revenue and Rating Plan has been prepared under the *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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

Yes, but the recent implementation of the gender equality legislation and staff resourcing at this time means that a Gender Impact Assessment for the draft Revenue and Rating Plan will not be completed. It is intended that an assessment will be undertaken for the next plan.

Regional, State and National Plans and Policies

Not applicable



Council Plan Alignment

The Draft Revenue and Rating Plan is in line with the Council Plan 2017–2021 strategic objective “Maintain a cohesive, well governed, financially sustainable and independent Borough” and the key strategy “Provide transparent and accountable governance and meet all legislative requirements.”

Legal and Risk Implications

The plan set outs whether Council has adequate and reliable income sources to finance the strategic objectives in the Council Plan.

Related Documents

Council Plan 2017–2021 and 2021–22 Draft Budget

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The draft plan provides information in relation to income sources available to Council in discharging its commitment to Environmental Sustainability.

Financial and resource implications

The Draft Plan will support Council in meeting its obligations of economic sustainability and ongoing financial viability.

Innovation and Continuous Improvement

Additional information has been provided in an easy-to-understand manner to enhance the transparency of Council’s revenue and rating framework.

IMPLEMENTATION

Operational Impacts

The availability of sustainable reliable income sources shapes the extent and quality of the level of services Council offer.

Implementation Process

The Draft Plan will be implemented through the annual financial budget.

ATTACHMENTS

1. Draft Revenue and Rating Plan (Appendix 6)



15.4 Proposed Financial Budget 2021–2022

File:	QG085-05-02
Authors:	Manager Financial Services
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Susan Salter

PURPOSE

The purpose of this report is to present the Draft Budget 2021–22 which has been developed in accordance with the requirements of the Local Government Act 2020, and to authorise the Chief Executive Officer to give Public Notice of the Proposed Financial Annual Budget 2021–2022 for public consultation.

EXECUTIVE SUMMARY

The Draft Budget 2021–22 aligns with the Council Plan 2017–2021 strategic objective 5 - to maintain a cohesive, well governed, financially sustainable and independent Borough. The key strategy is to provide transparent and accountable governance and meet all legislative requirements.

The budget details the 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 proposed budget is prepared in accordance with the requirements of the Local Government Act 2020. The Draft Budget 2021–22 is included at **(Appendix 7)**.

Officers present the Draft Budget 2021–22 as financially responsible, capable of maintaining existing services, infrastructure and capable of delivering priority projects and services that are valued by our community.

OFFICER RECOMMENDATION

That Council:

- 1. Endorse the Draft Budget 2021–21 incorporating the proposed schedule of fees and charges as presented at Appendix 7;**
- 2. Authorise the Chief Executive Officer to give public notice of the Draft Budget 2021–22, by way of newspaper advertisements, that Council has prepared the Draft Budget 2021–22, and make copies available for inspection on Council's website or by request at info@queenscliffe.vic.gov.au or by post,**
- 3. Seek written public submissions on the Draft Budget 2021–22 during the consultation period of Thursday 29 April 2021 to 5.00 pm Friday 21 May 2021;**



- 4. Receive submissions and, where requested, allow submitters to be heard by Council in support of those submissions on any proposal contained in the Draft Budget 2021–22 at a Council Assembly on Wednesday 2 June 2021 at 6.00 pm; and**
- 5. Consider a motion to adopt the Draft Budget 2021–22 incorporating a schedule of fees and charges at a Council Meeting to be held on Wednesday, 23 June 2021, having regard to all submissions received.**



REPORT

BACKGROUND

Council has developed and will consult on the 2021–22 Draft Budget in accordance with the requirements of the Local Government Act 2020. Councillors and officers have worked together over many months in developing the Draft Budget to ensure it meets the needs of our community.

The following is a summary of 2021–22 Draft Budget process:

- Councillors and officers consider development of proposed budgets at six briefings between January 2021 to April 2021;
- Proposed budget submitted to Council for consideration 28 April 2021;
- Draft Budget available for public inspection and comment 29 April 2021;
- Public submission process undertaken April/May 2021;
- Draft Budget presentation to the community 10 May 2021;
- Submissions period closes 21 May 2021;
- Submissions considered by Council 2 June 2021;
- Final Budget presented to Council for adoption 23 June 2021; and
- Copy of adopted Final Budget submitted to the Minister 30 June 2021.

DISCUSSION

This budget is underpinned by a return to normal revenue and expenditure, resulting in a breakeven budget. It should be noted that the current economic environment instigated by the spread of COVID-19 globally is still highly volatile, which makes it difficult for local governments to formulate an accurate financial budget for 2021–22. Therefore, the budget is prepared on several assumptions about the economic conditions and how they will affect the operation of the Borough. These assumptions will be refined and adjusted in quarterly forecast reviews when they emerge.

The budget includes a **rate increase of 1.5 percent**. This is in line with the State Government's rate capping framework. The additional income estimated due to the rate increase is \$100,000 (annualised basis). Total rates income for 2021–22 is \$6,772,000.

The total waste management charges are estimated to increase by 18.1% due to the one-off rebate offered to a total of \$130,000 in 2020–21.

The **Draft Budget is \$17.5 million**, which includes an **operating budget of \$12.3 million** and a **capital works program of \$5.2 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 **\$490,000**. The majority of these initiatives are **investments for the future** targeting additional income from tourist parks and a greater level of operational efficiencies.

Further, **\$716,000** has been allocated in the budget for **new capital works** to be commenced in 2021–22.



The reported **underlying result** for the year is a deficit of \$837,000. However, after adjusting for the timing of operating grants and non-recurrent operating projects, a \$47,000 underlying surplus is projected for 2021–22.

Key budget highlights

New operating initiatives and new operating cost commitments included in the budget;

- \$100,000 incremental cost of new staff resources under the new organisational structure (ongoing 1.6 FTE, 2-year contract 0.6 FTE);
- \$100,000 incremental cost of new operating model tourist parks (including new 1 FTE, 2-year contract);
- \$80,000, short term actions to be implemented based on the Climate Emergency Response Plan (CERP);
 - \$40,000, development of an active transport strategy for the Borough;
 - \$30,000, CERP implementation plan; and
 - \$10,000, development of a reconciliation plan (First Nations people).
- \$50,000, development of a new 10-year asset management plan as required under Section 92 of the new Local Government Act 2020;
- \$45,000, incremental operating expenses due to the improvement proposed to the Information and Communications Technology (ICT) of the Borough, a new corporate IT system, and enhanced ICT security;
- \$20,000, conduct a traffic study, vehicle movement, volume and speed within Queenscliff road network;
- \$20,000, develop a vegetation management policy for the Borough;
- \$15,000, local law program area service review to determine responsibilities and opportunities for reporting and process improvements; and
- \$60,000, incremental operational expenses of the new Queenscliffe Hub.

New capital works included in the budget;

- \$300,000, Design Phase - Royal Park changing rooms upgrade – design work based on the tourist park masterplan (design the proposed facility and subsequent changes to caravan park layout);
- \$156,000, proposed ICT upgrade work, a new corporate system, and enhanced ICT security (The total cost of the project is \$433,000 over 3 years);
- \$70,000, two electric vehicle charging stations;
- \$60,000, Royal Park oval upgrade – scope and design (fencing, irrigation and lighting);
- \$50,000, Hesse Street footpath link to Queenscliff Boat Ramp;
- \$40,000, Weeroona Parade toilet renewal – design work based on condition assessment and Council's toilet strategy;
- \$20,000, Toc H toilet renewal, end of life replacement of asset as per Council's condition assessments and toilet strategy. \$180,000 in 2022–23 year; and
- \$20,000, concept design for a new bike park.



Financial Snapshot

Key Statistics	2020–21 Forecast \$million	2021–22 Budget \$million
Total Operating Expenses	\$12.2	\$12.3
Comprehensive Operating Surplus	\$4.9	\$1.3
Underlying operating surplus / (deficit)	(\$0.1)	(\$0.8)
Cash result	\$0.3	\$0.0
Capital Works Program	\$7.3	\$5.2
Cash and Investments	\$9.9	\$7.2

Options

Option 1 – endorse the Draft Budget 2021–22 as presented.

Option 2 – request officers to make further amendments to the Draft Budget 2021–22.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Should Council resolved to endorse the Draft Budget 2021–22 as outlined in this report, the Draft Budget will be open for public submissions until Friday 21 May 2021. Council will provide an opportunity for submitters to speak to their written submissions at a public meeting on Wednesday 2 June 2021. All submissions will be considered and Council will have an opportunity to adopt the Budget 2021–22 at its Ordinary Meeting of Council scheduled for Wednesday 23 June 2021.

Collaboration

The proposed budget has been prepared based on the Local Government Better Practice Guide, Model Budget 2021–22.

GOVERNANCE CONTEXT

Relevant Law

Council prepares its annual Budget under the provisions of the *Local Government Act 2020* and the *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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

Yes, but the recent implementation of the gender equality legislation and staff resourcing at this time means that a Gender Impact Assessment for the draft budget will not be completed. It is intended that an assessment will be undertaken for the next year's budget.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

The Draft budget 2021–22 is in line with the Council Plan 2017–2021 strategic objective “Maintain a cohesive, well governed, financially sustainable and independent Borough” and the key strategy “Provide transparent and accountable governance and meet all legislative requirements.”

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

Council Plan 2017–2021 and 2020–21 Financial Budget

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

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

Financial and resource implications

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

Innovation and Continuous Improvement

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

IMPLEMENTATION

Operational Impacts

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



Implementation Process

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

ATTACHMENTS

1. Draft Budget 2021–22 (Appendix 7)



15.5 Review of Council Policies

File: Q055.01.12
Author: Executive Project Officer
Portfolio: Governance & Performance
Portfolio Holder: Cr Susan Salter

PURPOSE

The purpose of this report is to consider a revised CP013 Procurement Policy in accordance with the Local Government Act 1989 and Council's regular review of policies schedule.

EXECUTIVE SUMMARY

This report responds to a number of objectives and strategies contained in the 2017–2021 Council Plan, specifically Strategic Objective 5 Governance and Performance, to 'provide transparent and accountable governance and meet all legislative requirements'.

In accordance with section 186A of the Local Government Act 1989 Council's Procurement policy must be reviewed at least once in each financial year.

OFFICER RECOMMENDATION

That Council adopt the following revised Council policies as presented:

- **CP013 Procurement**



REPORT

BACKGROUND

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

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

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

DISCUSSION

CP013 Procurement – Revised

CP013 Procurement was last reviewed on 18 June 2020. The purpose of this policy is to provide guidance and direction on best practice principles, processes and procedures which must be applied to all purchases of goods, services and works by the Council, to enable consistency and control over the procurement activities of Council.

Council officers have now reviewed this policy and recommend that no amendments be made, noting that this policy will be reviewed again prior to 31 December 2021 in accordance with the new provisions contained in the Local Government Act 2020, which comes into effect from 1 July 2021.

Options

Option 1 – adopt the revised policy as presented.

Option 2 – make further amendments to the policy at the meeting and adopt accordingly.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The community engagement process is to 'inform' the community and the adopted policy will be published on Council's website under the 'council – publications, strategies and reports' tab and will be communicated internally to all staff.

Collaboration

Not Applicable.



GOVERNANCE CONTEXT

Relevant Law

Local Government Act 1989.

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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

The impact on the public is not direct and significant and therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not Applicable.

Council Plan Alignment

This report responds to the following strategic objective contained in the 2017–2021 Council Plan:

- Strategic Objective 5 Governance and Performance ‘provide transparent and accountable governance and meet all legislative requirements’.

Legal and Risk Implications

The absence of clear policies, relating to good governance practices, increases the risk that relevant legislative provisions may not be complied with and current practices may not be transparent. Financial and non-financial (social and environmental) risks were considered in this review of an existing Council policy for Council adoption.

Related Documents

Borough of Queenscliffe CP013 Procurement Schedule of Delegations

Borough of Queenscliffe Council Policy CP005 Councillors Code of Conduct

Borough of Queenscliffe Council Policy CP017 Risk Management

Borough of Queenscliffe Council Policy CP008 Fraud Prevention

Borough of Queenscliffe Council Policy CP033 Creditor Management

Borough of Queenscliffe Standard Operating Procedure SOP005 Motor Vehicles

Borough of Queenscliffe Standard Operating Procedure SOP006 Staff Code of Conduct

Borough of Queenscliffe Standard Operating Procedure SOP038 Credit Cards

Borough of Queenscliffe Standard Operating Procedure SOP010 Competitive Tendering

Local Government Act 2020

Victorian Local Government Best Practice Procurement Guidelines, 2013, Department of Planning and Community Development, Victoria

Disclosure of Interest

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



CONSIDERATIONS

Environmental Sustainability

Key policy reviews also provide the opportunity for constant assessment of environmental risks to the organisation, which assist in limiting unnecessary exposure to risk.

Financial and resource implications

Key policy reviews provide the opportunity for constant assessment of the financial and non-financial risks to the organisation, which assist in limiting unnecessary exposure to risk.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

The tasks associated with the policy are within the normal program area responsibilities and it is not envisioned to impose any additional operational impact.

Implementation Process

Not applicable.

ATTACHMENTS

1. CP013 Procurement (Appendix 8)



15.6 Appointment of a Councillor to proxy for the Council Representative on the Geelong Regional Library Corporation Board

File: QG045-01-01

Author: Chief Executive Officer

Portfolio: Governance and Performance

Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is to enable Council to elect a Councillor to sit on the Geelong Regional Library Corporation Board to act as proxy if Council's appointed Councillor representative is unable to attend board meetings.

EXECUTIVE SUMMARY

This report is consistent with Strategic Objective 5 in the 2017–2021 Council Plan to maintain a cohesive, well governed, financially sustainable and independent Borough, specifically to provide transparent and accountable governance and meet all legislative requirements.

At the Special Meeting of Council held on 19 November 2020, Council determined to appoint its Councillor Representatives on various Committees and representative bodies for the next 12 months. Cr Salter was appointed to the position for the Geelong Regional Library Corporation Board.

Council is now in the position to appoint a representative to act as a proxy on the Geelong Regional Library Corporation Board for those circumstances if the representative Councillor is unable to attend Board meetings and functions. This position will be reviewed annually in November.

OFFICER RECOMMENDATION

That Council elect a representative to act as a proxy on the Geelong Regional Library Corporation Board.



REPORT

BACKGROUND

At the Special Meeting of Council held on 19 November 2020, Council determined to appoint its Councillor Representatives on various Committees and representative bodies for the next 12 months. Cr Salter was appointed to the position for the Geelong Regional Library Corporation Board.

Council is now in the position to appoint a representative to act as a proxy on the Geelong Regional Library Corporation Board for those circumstances if the representative Councillor is unable to attend board meetings and functions. This position will be reviewed annually in November.

DISCUSSION

The Geelong Regional Library Corporation is governed by the Regional Library Board. The Board's responsibilities and authorities include policy development, strategic and corporate planning and service evaluation. The Board meets regularly and meetings are open to the public.

The Geelong Regional Library Corporation is an autonomous body that provides library services on behalf of the following member councils:

- Borough of Queenscliffe
- City of Greater Geelong
- Colac Otway Shire (from 2 April 2021)
- Golden Plains Shire
- Surf Coast Shire

Board representation is determined by the Regional Library Agreement established by the member councils.

Options

Option 1 – Appoint a proxy Councillor Representative to sit on the Geelong Regional Library Corporation Board.

Option 2 – Elect not to appoint a proxy representative to sit on the Geelong Regional Library Corporation Board.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The appointment of Council portfolios, committees and delegations is an integral part of implementing the Council Plan. This report will inform the community of the appointment.



Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Law

In accordance with section 125 of the *Local Government Act 1989*, Council adopted its Council Plan 2017 to 2021 at its Special Meeting held on 10 August 2017. The appointment of Council portfolios, committees and delegations is an integral part of implementing the Council Plan.

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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

No. While the work of the library itself has a direct and significant impact on the public the appointment of a Council proxy to the GRLC Board does not and consequently a gender impact assessment is not required.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

This report is consistent with Strategic Objective 5 in the 2017–2021 Council Plan, to maintain a cohesive, well governed, financially sustainable and independent Borough. Specifically to provide transparent and accountable governance and meet all legislative requirements and to foster partnerships with community organisations, business neighbouring Councils, statutory Organisations and other levels of Government.

Legal and Risk Implications

Not applicable.

Related Documents

Borough of Queenscliffe Council Plan 2017–2021

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

Not applicable.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

The Geelong Regional Library Corporation Board will be notified of the election of any proxy nomination.

ATTACHMENTS

Nil



15.7 Gender Equality

File:	QG055.01.20
Author:	Chief Executive Officer
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Salter

PURPOSE

The purpose of this report is to provide a report for Council that outlines the measures the Borough of Queenscliffe is undertaking to promote gender equality and address the principles set out in the *Gender Equality Act 2020*, as requested by Council at its March 2021 Ordinary Meeting.

EXECUTIVE SUMMARY

The *Gender Equality Act 2020* aims, among other things, to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women. The Act requires Council to promote gender equality in its work that has a direct and significant impact on the public, and to take action towards achieving gender equality in its workplace.

From 31 March 2021, the Act requires Council to perform Gender Impact Assessments when developing or reviewing any policy, program or service that has a direct and significant impact on the public. Council is also required to undertake regular workplace gender audits (first audit as at 30 June 2021) that establish a data baseline against which gender equality improvements can be measured. From the audit data, Council must develop a Gender Equality Action Plan every four years that outlines the strategies and measures to promote gender equality in Council's workplace and submit that plan to the Gender Equality Commissioner, as well as publish the plan on Council's website. The first plan is due 31 October 2021. Council must also submit regular progress reports to the Commissioner, demonstrating how Council is making progress against the Gender Equality Action Plan. Progress reports must also be published on Council's website.

Officers will be undertaking training in gender equality, and continue to undertake sexual harassment training as a core part of staff compliance training. Other work undertaken includes a significant re-writing of the internal procedure for responding to sexual harassment complaints; this draft is currently under review with the Staff Consultative Committee.

OFFICER RECOMMENDATION

That Council:

Note the measures the Borough of Queenscliffe is undertaking to promote gender equality and address the principles set out in the *Gender Equality Act 2020*.



REPORT

BACKGROUND

The Victorian *Gender Equality Act* passed Parliament on 20 February 2020 and received Royal Assent on 25 February 2020. Most of the *Gender Equality Act 2020* became operational on 31 March 2021. At its March 2021 Ordinary Meeting, Council asked the CEO to prepare a report for Council, outlining the measures the Borough of Queenscliffe is undertaking to promote gender equality and address the principles set out in the *Gender Equality Act 2020*.

DISCUSSION

The main purpose of the *Gender Equality Act 2020* (the Act) is to require the Victorian public sector, Councils and universities to:

- take positive action towards achieving workplace gender equality;
- promote gender equality in their policies, programs and services; and
- to establish the Gender Equality Commissioner.

Included in the objects of the Act are:

- to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women; and
- to support the identification and elimination of systemic causes of gender inequality in policy, programs and delivery of services in workplaces and communities.

The Act recognises gender equality principles including that:

- All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness;
- Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls; and
- All human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.

The Borough of Queenscliffe Council is required by the Act to promote gender equality and to take necessary and proportionate action towards achieving gender equality. Additionally, the Act requires Council to:

- Conduct **Gender Impact Assessments** when developing or reviewing any policy, program or service that has a direct and significant impact on the public;
- Undertake regular **Workplace Gender Audits** that assess the state and nature of gender inequality in Council's workplace;
- Prepare a **Gender Equality Action Plan** every four years that includes strategies and measures for promoting gender equality in Council's workplace based on the results of the workplace gender audit; and
- Submit regular **Progress Reports** to the Gender Equality Commissioner reporting on Council's gender impact assessments undertaken and progress made against the measures and strategies set out in Council's Gender Equality Action Plan.



Gender Impact Assessments

Gender Impact Assessments are a way of critically thinking about how policies, programs and services will meet the different needs of women, men and gender diverse people. In many circumstances, women and gender diverse individuals may not have the same access to decision-making processes, resources, economic and social opportunities. This means that policies, programs and services are likely to be experienced differently, and have different outcomes for people of different genders.

The aim of gender impact assessments is to create better and fairer outcomes and ensure all people have equal access to opportunities and resources.

From 31 March 2021, the Borough of Queenscliffe is required to conduct a gender impact assessment on any development or review of any policy, program or service that has a direct and significant impact on the public. To this end, the Council Report template has been amended to ask the question of officers whether the report relates to a policy, program or service that requires a gender impact assessment to be undertaken.

A gender impact assessment template has also been developed which requires officers to answer the four main aspects of the assessment, namely:

1. How will this policy, program or service affect people of different genders? (ie assess the effects this policy, program or service may have on persons of different genders)
2. How will you design or change this policy, program or service to better meet the needs of people of different genders?
3. How will this policy, program or service address gender inequality and promote gender equality? (ie explain how your policy, program or service recommendation meets the needs of persons of different genders, addresses gender inequality and promotes gender equality)
4. *Consider how the end user's experience of gender inequality may be shaped by other aspects of their identity including Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation. Can you show how this policy, program or service has taken into account the end user's gender inequality experience as well as their other identity aspects that may compound gender inequality?*

The assessment template includes further questions and discussion points for each of these four aspects to generate critical thinking by officers and further research as required. It is anticipated that the assessment template will be dynamic and should become more sophisticated and extensive over time as Council's gender equality capacity builds.

The Commission for Gender Equality in the Public Sector is facilitating free gender impact assessment on-line training for all Victorian Councils in May 2021, and two Borough officers will attend this training. These two officers will then conduct training for other relevant Borough officers and will support those conducting gender impact assessments.

The current focus for Council officers is embedding gender equality considerations when developing policies, programs and services that have a direct and significant impact on the public, and building critical thinking, resources and capacity regarding gender equality.



Workplace Gender Audits / Gender Equality Action Plans / Progress Reports

The requirement under the Act to conduct workplace gender audits, develop a gender equality action plan and submit progress reports are all inter-related and focus on tangibly improving gender equality in Council's workplaces.

The workplace gender audit uses workforce data, employee experience and workplace gender equality indicators to establish baseline organisational data on gender equality against which progress can be measured.

Based on the audit data, the Gender Equality Action Plan will then identify critical gaps, areas for improvement and challenges to address. The plan will identify strategies and measures for a four-year period to promote gender equality in Council's workplaces. Council will then be required to submit a progress report against the gender equality action plan to the Gender Equality Commissioner. The Act requires the Victorian public sector, Councils and universities to make reasonable and material progress in relation to workplace gender equality indicators. Gender equality action plans and progress reports against those plans will be public documents as they are required to be published on Council's website.

The first workplace gender audit is to be performed on data as at 30 June 2021, and the first Gender Equality Action Plan is due to be submitted to the Commissioner by 31 October 2021. The first progress report is due 31 October 2023.

The Commission for Gender Equality in the Public Sector is facilitating free workplace gender audit on-line training for all Victorian Councils in late April 2021, and two Borough officers will attend this training. Council has also signed up to the Victorian Government's Gender Equality Survey, at a nominal cost, as this meets a considerable amount of the reporting requirements for the initial workplace gender audit.

Other actions

Officers have also reviewed the existing internal procedures for responding to complaints of workplace sexual harassment. This has resulted in a substantially revised bullying, harassment and sexual harassment procedure which is currently under review with Council's Staff Consultative Committee. This proposed revised procedure has been modelled on the Victorian Equal Opportunity and Human Rights Commission's *Guideline: Preventing and responding to workplace sexual harassment* (published in 2020) and now includes information on preventing bullying and harassment, including sexual harassment, as well as providing greater resources and detail on how to respond when a complaint is made. The draft internal procedure also includes details of support services and takes a complainant-centric approach to responding to complaints of bullying and harassment, including sexual harassment.

All Council staff were required to undergo refresher sexual harassment training in 2020, with sexual harassment training being a core compliance staff training component. Specific gender equality training will be offered to staff in 2021. In 2019 a number of officers undertook training in 'Unconscious bias' and 'Active bystander training'. Two officers in 2019 also attended specific training in how to respond to family violence.



The Borough's current Enterprise Agreement provides an entitlement of up to 20 days' family violence leave and extra leave at the CEO's discretion. It also provides paid parental leave and flexible work arrangements.

Options

Option 1 – That Council accepts the recommendation to note this report.

Option 2 – That Council requests further information of officers.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



While actions taken as a result of Council's obligations under the Act may in the future require community engagement, this report has not required any community engagement.

Collaboration

The Municipal Association of Victoria, the Gender Equality Commission and other agencies have facilitated forums, workshops and training on the requirements of the *Gender Equality Act 2020* for all councils in Victoria. Council officers have had the opportunity to collaborate with officers from numerous councils at these (on-line) events.

GOVERNANCE CONTEXT

Relevant Law

Gender Equality Act 2020

Equal Opportunity Act 2010

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

Does this Council Report relate to the development or review of any Council policy, program or service that has a direct and significant impact on the public?

No, it is a report to note only and therefore a Gender Impact Assessment is not required.

Regional, State and National Plans and Policies

Not Applicable.



Council Plan Alignment

Strategic objective 1 Community Wellbeing: Enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture:

- Maintain the Borough's standing as a safe place for residents and visitors
- Protect, enhance and promote public health

Strategic objective 5 Governance and Performance: Maintain a cohesive, well governed, financially sustainable and independent Borough:

- Provide transparent and accountable governance and meet all legislative requirements

Legal and Risk Implications

Council is required by the *Gender Equality Act 2020* to meet all of its obligations under that Act. The Gender Equality Commissioner may issue compliance notices to any defined entity that fails to meet its obligations without reasonable excuse.

Related Documents

Not applicable.

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

Not applicable.

Financial and resource implications

Complying with the requirements of the *Gender Equality Act 2020* will require resourcing, mainly in the area of officer time rather than direct financial costs.

Innovation and Continuous Improvement

Council committed at its March 2021 Ordinary Meeting to gender equality principles underpinning everything we do. Complying with the requirements of the *Gender Equality Act 2020* provides Council with a timely opportunity to be innovative in the area of gender equality and always strive for continuous improvement towards a community where all people, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.

IMPLEMENTATION

Operational Impacts

Undertaking the work required by the *Gender Equality Act 2020* will require officer time, including undertaking training, and conducting gender impact assessments as well as workplace gender



audits and preparing a gender equality action plan. At times, the officer time required may be significant.

Implementation Process

Education and training regarding conducting gender impact assessments has commenced with more to be undertaken, noting assessments (where required) are applicable from 31 March 2021. The first workplace gender audit is to be undertaken with data as at 30 June 2021. From that data a gender equality action plan needs to be developed and submitted to the Gender Equality Commissioner by 31 October 2021.

ATTACHMENTS

Nil



16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

16.1 Section 173 Agreement for 93 Hesse Street, Queenscliff

The Chief Executive Officer is authorised under the Instrument of Delegation Council to Chief Executive to sign and seal Section 173 Agreements.

On 8 April 2021, the Chief Executive Officer applied the Council Seal to the Section 173 Agreement in relation to the land situated at 93 Hesse Street, Queenscliff in accordance with requirements of condition 14 of Planning Permit 2019/063.

OFFICER RECOMMENDATION

That Council note the use of the Common Seal.

16.2 Section 173 Agreement for 22 Bellarine Highway, Queenscliff

The Chief Executive Officer is authorised under the Instrument of Delegation Council to Chief Executive to sign and seal Section 173 Agreements.

On 8 April 2021, the Chief Executive Officer applied the Council Seal to the Section 173 Agreement in relation to the land situated at 93 Hesse Street, Queenscliff in accordance with requirements of conditions 9, 10 and 11 of Planning Permit 2020/012.

OFFICER RECOMMENDATION

That Council note the use of the Common Seal.

17. QUESTIONS WITHOUT NOTICE

17.1 Questions Without Notice Status Update

No Questions Without Notice outstanding.

17.2 Questions Without Notice



18. LIST OF COUNCIL MEETINGS

All Council Meetings are held at the Council Offices, 50 Learmonth Street, Queenscliff unless otherwise indicated.

PLANNING REVIEW MEETING

Wednesday 12 May 2021 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 19 May 2021 at 7:00pm



19. CLOSED SESSION OF MEETING

Time: _____pm

OFFICER RECOMMENDATION

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

19.1 Confirmation of 24 March 2021 Confidential Council Meeting Minutes

This agenda item is deemed to contain confidential information as per section 3(1)(h) of the Local Government Act 2020 as it contains confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). This ground applies as the Council minutes being confirmed are for matters that have previously been deemed confidential.

19.2 G21 Geelong Region Alliance Strategic Review

This agenda item is deemed to contain confidential information as per section 3(1)(g) of the Local Government Act 2020 as it contains confidential information, being the strategic work of G21. This ground applies as it contains private commercial information.

Time: _____pm

OFFICER RECOMMENDATION

That Council reopen the meeting and resume standing orders.

20. RATIFICATION OF CONFIDENTIAL ITEMS

OFFICER RECOMMENDATION

That the decisions made in camera be ratified by Council.

21. CLOSE OF MEETING

The meeting closed at:



ADJUNCT TO 7 – RECORD OF ASSEMBLY OF COUNCILLORS

An Assembly of Councillors is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or
- subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

An Assembly of Councillors does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139 of the *Local Government Act 1989* a club, association, peak body, political party or other organisation.

Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting – Wednesday 24 March 2021				
Queenscliff Town Hall				
Cr Ross Ebbels – Mayor Cr Donnie Grigau Cr Fleur Hewitt Cr Michael Grout Cr Susan Salter Martin Gill, CEO Johann Rajaratnam, GMPI Phillip Carruthers, GMOP&CS Shannon Maloney Gihan Kohobange Alex Tonkin Stuart Hansen Fiona Kerney	Nil	2:30pm – 5:30pm 2:30pm – 3:15pm 2:30pm – 4:25pm	1. Flags 2. Draft Budget 2021/22	Nil



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Queenscliffe Environment Forum – Wednesday 7 April 2021				
Queenscliff Town Hall				
Cr Ross Ebbels – Mayor Cr Donnie Grigau Cr Fleur Hewitt Cr Michael Grout Cr Susan Salter Martin Gill, CEO Johann Rajaratnam, GMPI Phillip Carruthers, GMOP&CS David Kenwood, Kate Jackson, Judd Epstein, David Connoley, Heather Craven, Michelle Jepson, Joan Kenwood	Nil	1:30pm – 2:30pm	<ol style="list-style-type: none">1. Hub trees, Tree Register, Canopy Cover2. Shortland Bluff and Weed Species3. Asset committee role – Council/Community joint projects4. Murray Road, Salt marsh protection and Council land rewilding5. Bike Park6. Council and Government grants (Heritage and Environment)7. Rezoning High School land to PCRZ8. Ramsar Listing for Lakers Cutting	Nil



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting – Wednesday 7 April 2021				
Queenscliff Town Hall				
Cr Donnie Grigau Cr Fleur Hewitt Cr Michael Grout Cr Ross Ebbels Cr Susan Salter Martin Gill, CEO Johann Rajaratnam, GMPI Phillip Carruthers, GMOP&CS Connor Parker, CCEC Dinah O’Brien, PPL Beverley McArthur MP David Morris MP	Nil	2:30pm – 5:37pm 2:30pm – 2:50pm 2:50pm – 4:00pm 4:00pm – 5:00pm 4:00pm – 5:00pm	<ol style="list-style-type: none"> Borough of Queenscliff Invitation Framework Planning Briefing <ul style="list-style-type: none"> 2020/074: 14 Crows Nest Place, Queenscliff C37quen – Avenue of Honour proposed planning scheme amendment Electorate Briefing to Beverly McArthur MP, Member for Western Victoria Region & Mr David Morris MP, Shadow Minister for Local Government Aged Care Review Draft Budget 2021/22 Review of Policies <ul style="list-style-type: none"> Reconciliation Procurement 	Nil
Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting – Wednesday 14 April 2021				
Queenscliff Town Hall				
Cr Donnie Grigau Cr Fleur Hewitt Cr Michael Grout Cr Ross Ebbels		1:00pm – 6:50pm	<ol style="list-style-type: none"> Amendment C33, 81 Nelson Road, Queenscliffe Hesse Street Pedestrian Crossing Aged Care Review 	Nil



Cr Susan Salter Martin Gill, CEO Johann Rajaratnam, GMPI Phillip Carruthers, GMOP&CS Brydon King, CP Gihan Kohobange, MFS Alex Tonkin, BSA Peter McLean, RIE Connor Parker, CCEC Sue Longmore Cathie Bond		1:08pm – 6:50pm 1:00pm – 1:30pm 3:20pm – 6:15pm 3:20pm – 6:15pm 1:00pm – 1:30pm 1:00pm – 1:30pm 2:30pm – 3:15pm 2:30pm – 3:15pm	4. Queenscliffe Rural Australian Refugees 5. Draft Budget 2021/22 6. Gender Equality & Diversity 7. Finalising Councillor Induction 8. Confidential G21 Strategy 9. Draft Organisational Structure	
Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting & Councillor Training Session – 21 April 2021				
Queenscliff Town Hall				
Cr Fleur Hewitt Cr Michael Grout Cr Ross Ebbels Martin Gill, CEO Johann Rajaratnam, GMPI Gihan Kohobange, MFS Alex Tonkin, BSA Dinah O'Brien, PPL Lisa Riddle, Director, Praxis Planning	Cr Susan Salter Phillip Carruthers, GMOP&CS	1:30pm – 5:30pm 1:30pm – 2:50pm 1:30pm – 2:50pm 2:50pm – 5:30pm 2:50pm – 5:30pm	1. Draft Budget 2021 2. The Planning Scheme 3. Planning Applications 4. Heritage Controls 5. VCAT Appeals	Nil



CEO – Chief Executive Officer	GMOP&CS General Manager, Organisational Performance and Community Services	GMPI – General Manager Planning & Infrastructure
ADO – Arts Development officer	BSA – Business Services Accountant	CCEC – Coordinator Community Engagement & Communications
CERP – Projects Officer, Climate Emergency Response Plan	CSC – Community Services Coordinator	EA – Executive Assistant to the CEO, Mayor and Councillors
EAGMPI – Executive Assistant General Manager Planning & Infrastructure	EAHR&CGC – Executive Assistant & HR and Corporate Governance Coordinator	ECDO – Economic & Community Development Officer
ECDPL – Economic & Community Development Program Leader	EPO – Executive Projects Officer	MFS – Manager Financial Services
ODCS – Organisational Development Customer Service & ICT services	PPL – Planning Program Leader	RC – Rates Coordinator
RIE – Roads & Infrastructure Engineer	SLEO – Senior Law Enforcement Officer	SPO – Special Projects Officer



ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

No public questions outstanding.

ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

No Motions on Notice outstanding.

ADJUNCT TO 17.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

No questions without notice outstanding.