



Agenda

Ordinary Meeting of Council

Thursday 22 October 2020 at 5:30pm

Via Videoconference (Zoom)

Distribution

Councillors

Cr Ross Ebbels – Mayor

Cr Bob Merriman

Cr Rob Minty

Cr Boyce Pizzey

Cr Susan Salter

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 this land, the Wadawurrung people, one of some 25 clans that form part of the Kulin nation.

We acknowledge and respect their continuing connection to the Land, Water, Culture and the Contribution they make to the life 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 1	Quarterly report against Council Plan Priority Actions as at 30 September 2020	15.1 Council Plan 2017–2021 – Quarterly Report against 2020–21 Implementation Plan as at 30 September 2020	Under separate cover
Appendix 2	Quarterly Financial Report 30 September 2020	15.2 2020-21 Quarterly Financial Report as at 30 September 2020	Under separate cover
Appendix 3	Borough of Queenscliffe 2019–20 Annual Report	15.3 Borough of Queenscliffe 2019–20 Annual Report	Under separate cover
Appendix 4	Response to Public Questions taken on notice at the Ordinary Meeting of Council held on 17 September 2020	ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE	Under separate cover



1. OPENING OF MEETING

Council acknowledges the traditional owners of this land, the Wadawurrung people, one of some 25 clans that form part of the Kulin nation. We acknowledge and respect their continuing connection to the Land, Water, Culture and the Contribution they make to the life 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 79 of the Local Government Act 1989.

Councillors:

Officers:

Due to the current COVID-19 pandemic, for health and safety of our community this council meeting was closed to the public and made available via live streaming and for [viewing via video](#) (other than the confidential agenda items).

4. LEAVE OF ABSENCE OF COUNCILLOR

Nil



5. PUBLIC QUESTION TIME

5.1 Public Questions Status Update

OFFICER RECOMMENDATION

That Council note the Public Questions Status Update, as presented as an Adjunct to Item 5.1, summarising the status of questions that were not fully responded to at the relevant Council Meetings and/or were taken on notice.

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 – 17 September 2020

A copy of the previous Minutes of the Ordinary Meeting of Council held on 17 September 2020 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 17 September 2020, as distributed, be confirmed as an accurate record.

6.2 Special Meeting of Council – 8 October 2020

A copy of the previous Minutes of the Special Meeting of Council held on 8 October 2020 was distributed to Councillors under separate cover.

OFFICER RECOMMENDATION

That the Minutes of the Special Meeting of Council of the Borough of Queenscliffe held on 8 October 2020, as distributed, be confirmed as an accurate record.



7. RECORD OF ASSEMBLY OF COUNCILLORS

Record in accordance with section 80A(1) of the *Local Government Act 1989* (see **Adjunct to Item 7**).

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 – Number 2020/582: Installation of dog poo bag dispensing units in Hesse Street, Queenscliff

File: QG2401301

Background

With the increase of locals and visitors bringing their four legged friends, plus the increase use of outdoor dining, I feel that the installation of dog poo bag dispensing units is a much needed addition to Hesse Street, Queenscliff. These could be attached to existing garbage bins negating the need for a standalone pole.

I, Ross Ebbels, hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council meeting to be held on Thursday 22 October 2020.

RECOMMENDATION

That Council install a dog poo bag dispensing unit on each side of Hesse Street between Stokes and Hobson Streets, Queenscliff, prior to the summer holidays.

9. PETITIONS AND JOINT LETTERS

Nil



10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions:

Date	Function Attended
16 September 2020	Tourism Greater Geelong and the Bellarine Partners Forum via videoconference (Cr Ebbels)
18 September 2020	G21 Board Meeting via videoconference (CEO & Cr Ebbels)
23 September 2020	Geelong Regional Library Corporation Board Meeting via videoconference (Cr Ebbels)
29 September 2020	Queenscliffe Economic Development Advisory Committee meeting via videoconference (CEO & Crs Ebbels and Minty)
8 October 2020	G21 Pillar Meeting via videoconference (Cr Pizzey)
15 October 2020	PLonQ Meeting via videoconference (CEO & Cr Ebbels)
19 October 2020	Tourism Greater Geelong and the Bellarine Board Meeting via videoconference (Cr Ebbels)

OFFICER RECOMMENDATION

That the Functions Attended report be received.



11. COMMUNITY WELLBEING

No reports to consider.

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 Pizzey

PURPOSE

The purpose of this report is to present a record of the status of planning applications within 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	10
Applications on hold at request of applicant	1
Applications finalised since last report	11
New applications received since last report	12
Total number of permit applications under consideration	19
Development Plan Summary Report	0
Planning Scheme Amendment Summary Report	1

Ten permits were issued and a Notice of decision to grant a permit was issued for the proposed QHub development at 45 – 49 Hesse Street, Queenscliff.

OFFICER RECOMMENDATION

That the Planning Permit Activity Report be received.



(a) Current applications

App. No	Date Received	Address	Proposal	Status
2017/059	24/07/2017	Queenscliff Harbour carpark, Wharf Street East, Queenscliff	Construct and display signage	Waiting on information from applicant
2019/065	01/10/2019	The Promenade Point Lonsdale Road Point Lonsdale	Removal of native vegetation	Referral to DELWP
2020/003	31/01/2020	Point Lonsdale Lighthouse Reserve (Crown Allotments 2002 & 2009)	Removal of native vegetation	Referrals to DELWP & Heritage Victoria
**2020/030	20/05/2020	49-55 Hesse Street Queenscliff	Demolition of an existing building (museum) and outbuilding, alterations and extensions to an existing building (library), buildings and works associated with the construction of a building extension and removal of trees on a site individually listed in the Heritage Overlay	Notice of decision to grant a permit issued
2020/039	14/07/2020	6 Beach Street Queenscliff	Demolition of outbuildings (garage and shed), removal, repositioning, restoration and painting of an outbuilding (former fisherman's cottage), construction of side and rear boundary fences, construction of a double vehicle crossover in a Heritage Overlay area and removal, repositioning, restoration of an outbuilding (former fisherman's cottage) in a Design and Development Overlay	Further information requested 7 August 2020



App. No	Date Received	Address	Proposal	Status
2020/041	16/07/2020	26 Simpson Street Point Lonsdale	Construction of a habitable outbuilding (studio) and front fence on a site individually listed in a Heritage Overlay	Under consideration
**2020/042	23/07/2020	73 Hesse Street Queenscliff	Demolition of a building (unit), alterations and extensions to an existing building (supermarket) in a Heritage overlay area and reduction of the car parking requirements of Clause 52.06 of the Queenscliffe Planning Scheme (associated with the existing use of the site)	Under consideration
2020/046	11/08/2020	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	Further information requested 3 September 2020
2020/048	27/08/2020	65 Learmonth Street Queenscliff	Part demolition of a dwelling in a Heritage Overlay area, demolition of an outbuilding and front fence, construction of an outbuilding (studio) and front fence and alterations, extensions and external painting to an existing dwelling	Public notification
2020/049	01/09/2020	3A Werry Road Point Lonsdale	Construction of a two storey dwelling	Public notification

(b) Applications on Hold at Request of Applicant

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	On hold pending further instruction from applicant



(c) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
2019/069	10/10/2019	2 Nelson Road Point Lonsdale	Creation of access to a road in a Road Zone Category 1	Application withdrawn (by applicant)
2020/005	04/02/2020	118 Hesse Street Queenscliff	Partial demolition of a building in a Heritage Overlay, buildings and works associated with an extension of the existing Bowls Club facility and display of illuminated advertising sign	Permit issued
**2020/012	11/02/2020	22 Bellarine Highway Queenscliff	Subdivision of the land into two (2) lots and creation of access to a road in a Road Zone Category 1	Permit issued
**2020/024	28/04/2020	20 Buckleys Road Point Lonsdale	Construction of a dwelling	Permit issued
2020/025	30/04/2020	2 Brookes Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Permit issued
2020/031	26/05/2020	2/92 Bellarine Highway Queenscliff	Construction of a dwelling and carport on a lot less than 300m ² and variation to the site coverage requirements of Design and Development Overlay – Schedule 5	Permit issued
**2020/036	25/06/2020	19 Lonsdale Street Point Lonsdale	Construction of a two storey dwelling and variation to the setback requirements of Design and Development Overlay – Schedule 4	Permit issued
2020/040	17/07/2020	76 Mercer Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage overlay area	Permit issued



App. No	Date Received	Address	Proposal	Status
V 2020/050	07/09/2020	1 & 2, 11 Queen Street Queenscliff	Construction of a carport in common property and front fence	Permit issued
V 2020/051	7/09/2020	5 Moore Court Point Lonsdale	Construction of a verandah	Permit issued
V 2020/052	8/09/2020	71 Learmonth Street Queenscliff	Subdivision of the land into two (2) lots	Permit issued

(d) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	Status
V 2020/050	07/09/2020	1 & 2, 11 Queen Street Queenscliff	Construction of a carport in common property and front fence	Permit issued
V 2020/051	7/09/2020	5 Moore Court Point Lonsdale	Construction of a verandah	Permit issued
V 2020/052	8/09/2020	71 Learmonth Street Queenscliff	Subdivision of the land into two (2) lots	Permit issued
2020/053	10/09/2020	6 Moore Court Point Lonsdale	Construction of a dwelling	Public notification
2020/054	10/09/2020	18 Jennifer Crescent Point Lonsdale	Construction of a carport	Further information requested 2 October 2020



App. No	Date Received	Address	Proposal	Status
2020/055	21/09/2020	64 Learmonth Street Queenscliff	Alterations to an existing dwelling and front fence and external painting on a site individually listed in a Heritage Overlay	Under consideration
2020/056	25/09/2020	62 Baillieu Street Point Lonsdale	Alterations and extensions to an existing dwelling	Public notification
V 2020/057	8/10/2020	30 Gellibrand Street Queenscliff	Demolition of an outbuilding and fence and construction of an outbuilding and fences in a Heritage Overlay area	Under consideration
2020/058	06/10/2020	31 Point Lonsdale Road Point Lonsdale	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol (Restaurant and Café Licence)	Initial review
2020/059	06/10/2020	25 Alexander Crescent Point Lonsdale	Construction of a two storey dwelling	Initial review
2020/060	08/10/2020	22 Killearn Avenue Point Lonsdale	Removal of easement E-1	Initial review
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	Initial review



(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.	Amendment documents submitted to DELWP for authorisation

LEGEND

** Objections received

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

Bold Officer delegation removed

V VicSmart application



15. GOVERNANCE & PERFORMANCE

15.1 Council Plan 2017–2021 – Quarterly Report against 2020–21 Implementation Plan as at 30 September 2020

File: QG054-01-01

Author: Chief Executive Officer

Portfolio: Governance & Performance

Portfolio Holder: Cr Merriman

PURPOSE

The purpose of this report is to provide Council with the progress report (**Appendix 1**) on actions taken in relation to the 2017–2021 Council Plan and the initiatives for the period from 1 July 2020 to 30 September 2020 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 first 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 first quarter initiatives and actions that should be highlighted include:

- Council currently has a debt free balance sheet for the first time in 12 years;
- Council has almost completed the fourth and final stage of consultation for the Queenscliffe Hub, with only planning review tasks to complete. This will conclude an extensive and successful engagement program for the project, which attracted hundreds of pieces of feedback from across our community;
- Hesse Street South construction this quarter has seen the completion of a drainage upgrade from the existing electrical pump system to a gravity outfall system servicing King and Hesse streets; and
- A Coastal and Marine Management Plan issues paper was endorsed by Council at its September 2020 Ordinary Meeting for the purposes of public consultation.

OFFICER RECOMMENDATION

That Council note the Council Plan Progress Report against the 2020/21 Implementation Plan for the period 1 July – 30 September 2020.



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

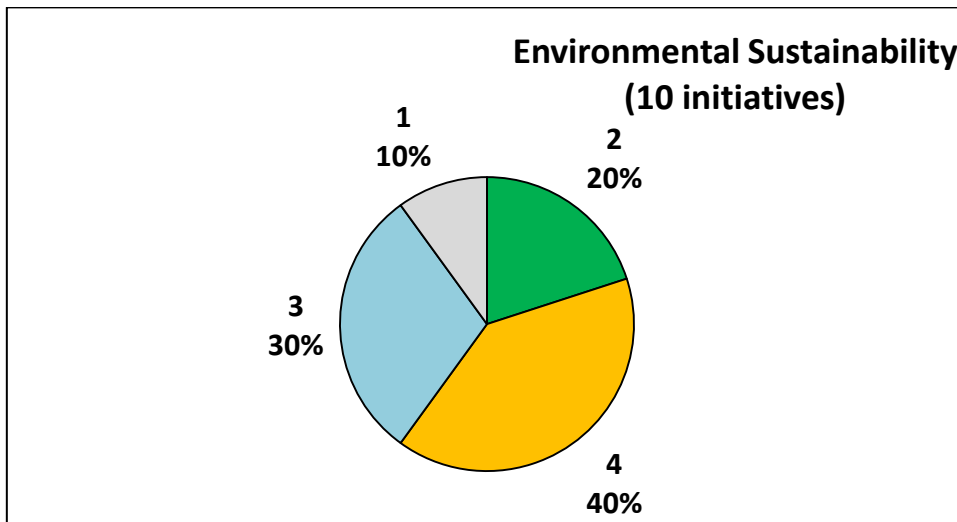
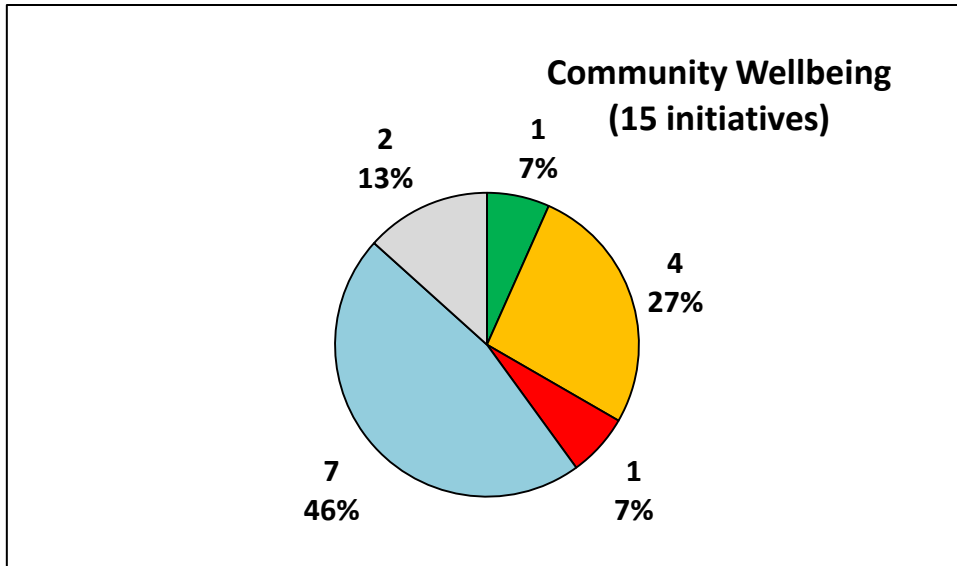
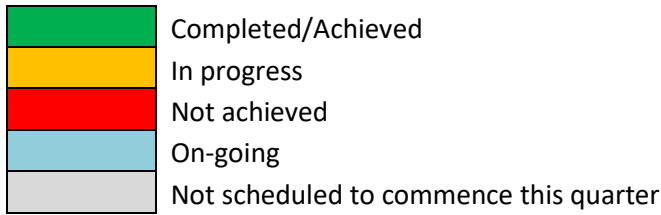
This progress report provides details regarding actions taken between 1 July and 30 September 2020.

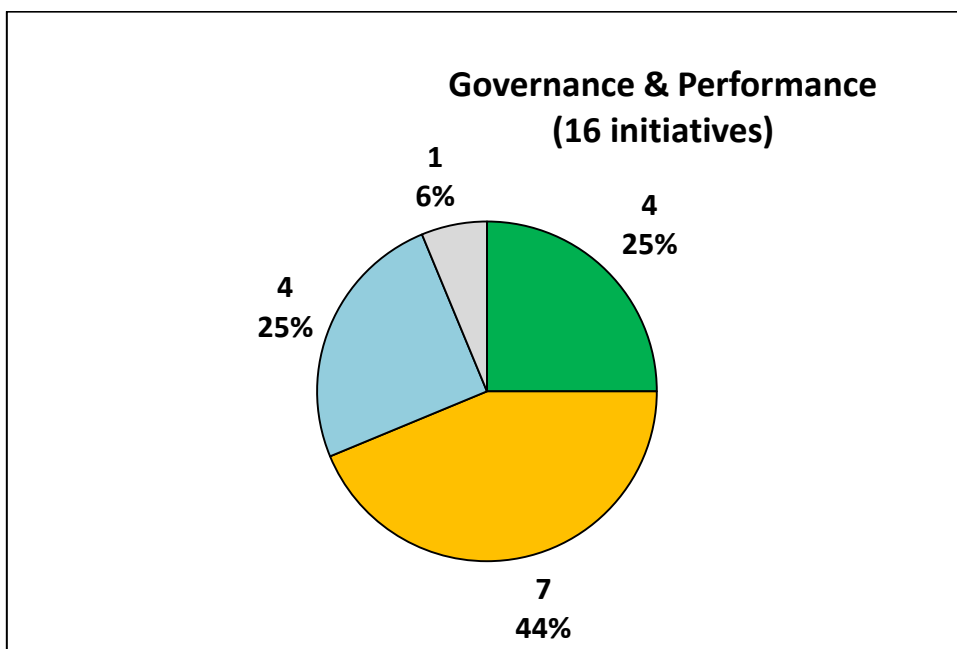
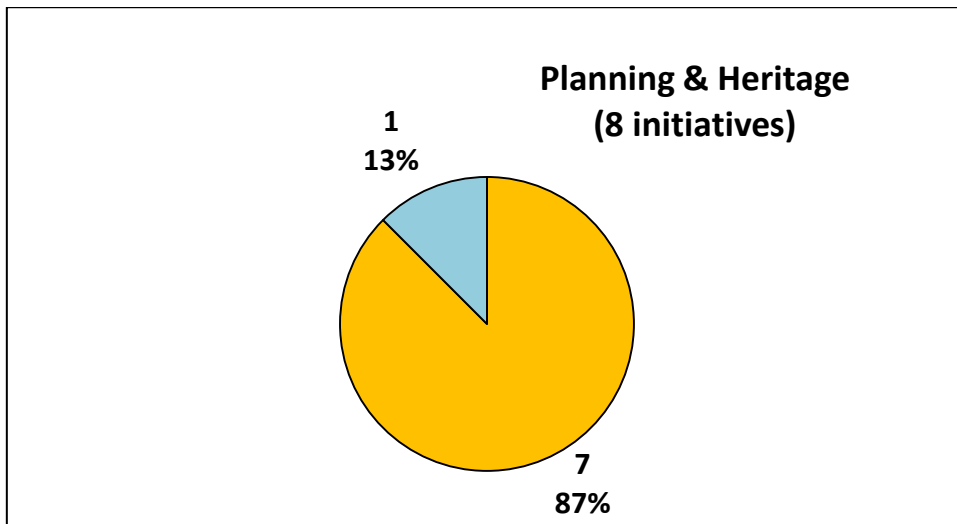
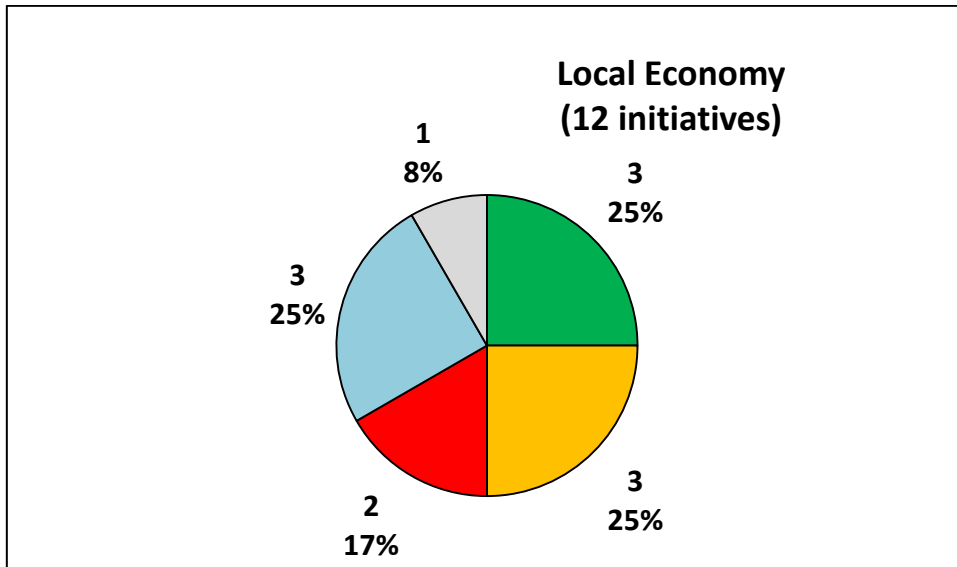
The implementation of the actions in this quarter has resulted in five outcomes:

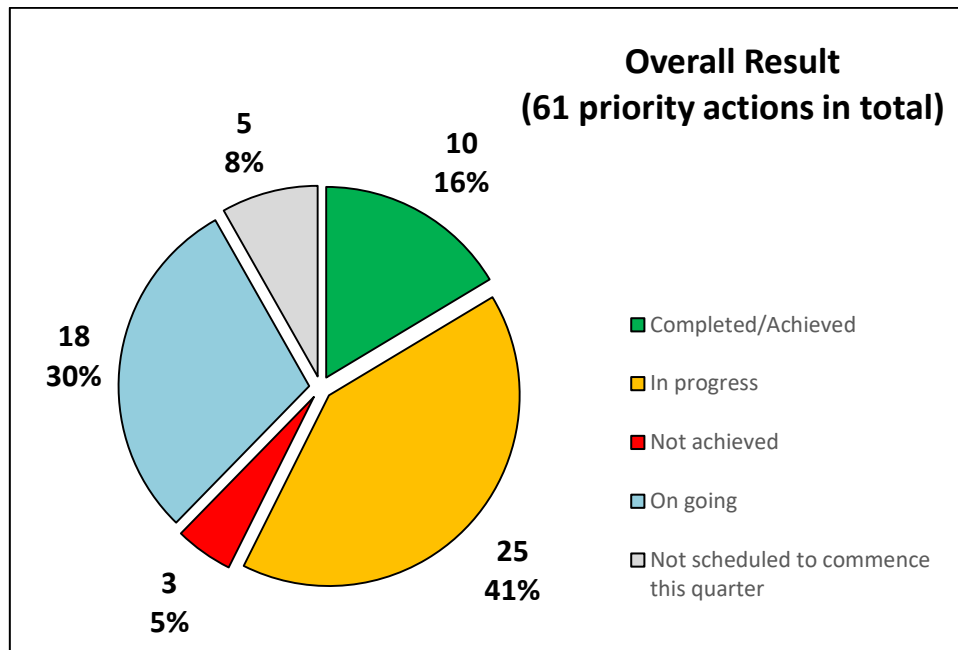
- **Completed/Achieved** (these actions have now been completed for this financial year);
- **Not achieved** (these actions were not completed this quarter; explanations for these items are noted in the appendix);
- **On-going** (some actions are on-going in nature and are reported on given their importance 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 first quarter are presented in the following charts.

Note that all items that are marked as 'Not achieved' were all a direct consequence of COVID pandemic restrictions disrupting services.







Comments

The Council Plan Quarterly Progress Report describes the range and level of activity undertaken by the Borough of Queenscliffe during the first 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 to 30 September 2020 that deserve particular attention include:

- Council currently has a debt free balance sheet for the first time in 12 years;
- Council has almost completed the fourth and final stage of consultation for the Queenscliffe Hub, with only planning review tasks to complete. This will conclude an extensive and successful engagement program for the project, which attracted hundreds of pieces of feedback from across our community;
- Hesse Street South construction this quarter has seen the completion of a drainage upgrade from the existing electrical pump system to a gravity outfall system servicing King and Hesse streets;
- A Coastal and Marine Management Plan issues paper was endorsed by Council at its September 2020 Ordinary Meeting for the purposes of public consultation. The public consultation plan is currently being prepared with the aim of seeking community input in December 2020/January 2021. The Borough of Queenscliffe is committed to preparing a Coastal and Marine Management Plan as required under the new legislative framework of the *Marine and Coastal Act 2018*. The intent of the Plan is to identify and define on ground actions associated with the future management of coastal Crown land;



- A revised Heritage Review was adopted by Council at its September 2020 Ordinary Meeting. The Heritage Review 2020 provides an updated assessment and record of the existing heritage features of the Borough of Queenscliffe. The document will assist decision making associated with heritage matters and advocacy in other forums such as VCAT;
 - Community Care Staff provided 2259 hours of services this quarter, including 400 hours of brokered services to Bellarine Community Health, to 171 clients and maintained a zero waiting list;
 - Over 70 trees were planted this quarter as part of the annual street tree planting program, which has a particular focus on Fishermens flats;
 - Bay Street drainage works were completed as part of the drainage renewal program to improve stormwater issues in the immediate area;
 - Marine and coastal management act consent application has been submitted for the installation of the Queenscliff Recreational Reserve storage facility, associated footpath and fencing as well as for the installation of the new underground electrical mains within the caravan park;
 - Stonehouse + Irons Architecture has been appointed to design the Queenscliff Tourist Park Hesse Street Amenities Block. Community consultation on this project is scheduled to occur in October and November 2020;
 - A draft kerbside waste transition plan was developed to communicate with the State Government the logistics associated with implementing State Government's circular economy policy. Future Kerbside waste service options will be further developed for community consultation in early 2022;
 - The Local Government Power Purchase Agreement (PPA) was released for tender in September. The Local Government PPA project is a collaborative initiative between 40 Councils to procure renewable electricity. It is anticipated that commencement of an agreement for the supply of renewable energy for Council facilities and street lighting is expected to occur in July 2020;
 - Council continued to support local businesses during the COVID-19 pandemic with its 3225 Love Local Shop Local Facebook campaign. During this period the 3225 Love Local Shop Local Facebook page achieved 656 followers, a reach of 46,752 and an engagement of 6259. It received 2304 'Likes' with 93 'comments'. There were 12 Facebook 'stories' published that reached a unique audience of 257. The highest performing post was on 24 July featuring Bellarine Country Butchers;
 - During the temporary closure of the Tourist Parks, officers focussed on rejuvenating the parks grounds and undertaking maintenance on cabins and amenities. Other efforts concentrated on developing actions to meet and promote COVID safe operations;
-



- In the last quarter Council officers have completed several large pieces of work to comply with matters related to the introduction of the *Local Government Act 2020*. This work included :
 - Establishment of Governance Principles
 - Establishment of Delegations to the CEO and to staff
 - Establishment of an Audit and Risk Committee Charter and of the Committee
 - Establishment of a Public Transparency Policy
 - Preparation of a new Local Law
 - Establishment of an Expenses Policy for Councillors
- Officers have been preparing for the conduct of Local Government Elections, in particular by updating the electoral roll, and for the induction of new councillors;
- Council developed an engagement plan for its climate emergency response alongside community representatives. This document will guide the development of the response plan over the coming months;
- Council has continued to play a leading role sharing critical health information with our community during the coronavirus pandemic. In addition to supporting messaging from the Victorian Government, Council has produced and filmed a joint message with the CEO of Bellarine Community Health, and maintained an up-to-date webpage listing the impact of restrictions on Council services; and
- Twenty-one public health inspections/assessments were completed in this quarter. Information and assistance was provided to all registered business on COVID changes.

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 July 2019 and 30 September 2020 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 July 2019 to 30 September 2020.

Charter of Human Rights

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

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 30 September 2020 (Appendix 1)
-



15.2 2020-21 Quarterly Financial Report as at 30 September 2020

File: QG085-01-08

Authors: Manager, Financial Services

Portfolio: Governance & Performance

Portfolio Holder: Cr Merriman

PURPOSE

The purpose of this report is to consider 2020–21 Quarterly Financial Report as at 30 September 2020.

EXECUTIVE SUMMARY

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

This report provides information on Council’s operating and capital performance for the three months to 30 September 2020 and explains key variances against the budgeted results presented to Council in June 2020. Detailed financial and non-financial information is included at **Appendix 2**.

OFFICER RECOMMENDATION

That Council notes the Quarterly Finance Report to 30 September 2020 included at Appendix 2.



REPORT

BACKGROUND

At the 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 \$434,000 for the year**, an increase of \$104,000 on the budgeted cash deficit of \$329,000. This increase is mainly due to the additional budget allocations for;

- Queenscliffe Cultural Hub, \$50,000;
- roundabout upgrade work on Hesse Street, \$38,000;
- public convenience cleaning, additional cleaning requirements due to COVID 19, \$23,000;
- and
- early settlement of the existing loan in full, \$10,000.

Savings in insurance expenses (\$11,000) and a part of 2019–20 additional cash surplus (\$123,000) is used to fund the above budget allocations. Due to the shift in the timing, \$886,000 capital project work and \$265,000 operating project work have been carried over from 2019-20 via reserve transfers with a nil impact on the cash result. The **forecast accumulated cash surplus for 2020-21 is \$18,000 at June 2021.**

The **underlying result** for the year is a **deficit of \$1,539,000**, an increase of \$263,000 against the budget mainly due to the impact of operating projects carried over from 2019–20.

One of the key objectives in Council's Strategic Resource Plan is the achievement of a breakeven underlying operating result cumulatively. The **forecast accumulated underlying surplus stands at \$700,000** at 30 June 2021.

Total financial assets (including cash and cash equivalents) as at **30 September 2020** is **\$7.8 million**, of which \$5.9 million have been allocated for specific future purposes.

Trade and other receivables stands at **\$5,389,000** at September 2020 of which **94% is outstanding rates and charges not yet due.**



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

During the last three months, **\$534,000** has been spent in **capital projects** against the **forecast of \$8.4 million for the year**.

Explanations for key variances against the December forecast are included at **Appendix 2**.

Financial Sustainability Indicators, VAGO reports to Parliament in November / December 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						20/21 forecast**
	Low	Medium	High	15/16	16/17	17/18	18/19	19/20*	5 yrs average	
Net result	>0%	-10% - 0%	<-10%	1.71%	2.45%	10.77%	25.07%	4.47%	8.89%	17.84%
Adjusted underlying result	>5%	0% - 5%	< 0%	-2.00%	2.00%	1.00%	0.00%	-3.27%	-0.45%	-14.33%
Liquidity	>1.0	0.75 - 1.0	<0.75	2.96	3.06	2.88	5.04	5.14	3.82	2.80
Internal financing	>100%	75% - 100%	<75%	56%	183%	135%	144%	151%	134%	51%
Indebtedness	<=40%	40% - 60%	>60%	2.09%	1.08%	1.08%	0.51%	1.19%	1.19%	6.16%
Capital replacement	>1.5	1.0 - 1.5	<1.0	1.96	1.22	1.79	2.88	1.42	1.85	5.81
Renewal gap	>1.0	0.5 - 1.0	<0.5	1.64	0.82	1.14	2.21	1.22	1.41	5.10

Source : VAGO

* Based on audited actual and calculated by BoQ

**Based on budget and forecast and calculated by BoQ

Council will continue to be considered ‘low’ risk in all but two financial sustainability indicators for the 2020-21 year. The forecast accumulated underlying operating surplus stands at \$700,000 at June 2021 even though an underlying deficit is forecasted for the year. The timing between operating grant income and the cost of the projects associated with such grant income has resulted in the Borough reporting underlying deficits in some years. Most of the capital expenditure included in the 2020–21 forecast is funded through money held in reserve (grant received in advance) and capital grant to be received, having an impact on the internal financing ratio.

The impact of the outbreak of COVID-19 in Victoria, especially on the operations of caravan parks has not been considered into the September quarter forecast. Officers will continue to monitor



developments about the outbreak with any further changes to be reported to Council as and when required.

Options

Option 1 – note the Quarterly Finance Report to 30 September 2020 as presented.

Option 2 – request Officers to make further amendments to the Quarterly Finance Report to 30 September 2020.

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.

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 councilors and officers in managing the organisation’s risks.



Related Documents

Borough of Queenscliffe 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.

ATTACHMENT

1. Quarterly Financial Report 30 September 2020 (Appendix 2)
-



15.3 Borough of Queenscliff 2019–20 Annual Report

File: QG085-13-03

Author: Coordinator, Community Engagement & Communications

Portfolio: Governance & Performance

Portfolio Holder: Cr Merriman

PURPOSE

This report presents the Borough of Queenscliffe Annual Report for the financial year ended 30 June 2020 (**Appendix 3**) for Council's endorsement.

EXECUTIVE SUMMARY

The annual report responds to Strategic Objective 5 Governance and Performance, to provide transparent and accountable governance and meet all legislative requirements and to ensure the continuing financial sustainability and independence of the Borough.

Section 131 of the *Local Government Act 1989* (the Act) requires Council to prepare an annual report and a description of its required contents. In accordance with the Act, Council Officers have prepared an annual report for the 2019-20 financial year, attached here as Appendix 3.

The attached report provides an accurate account of the Council's operations over the 2019–20 financial year as well as the achievements, disappointments, challenges and directions for the year ahead. It presented to Councillors for endorsement following its submission to the Minister for Local Government, as required by the Act.

OFFICER RECOMMENDATION

That Council endorse the Borough of Queenscliffe 2019–2020 Annual Report.



REPORT

BACKGROUND

Section 131 of the *Local Government Act 1989* (the Act) requires Council to prepare an annual report. The annual report must contain:

- a) a report of operations of the Council;
- b) an audited performance statement;
- c) audited financial statements;
- d) a copy of the auditor's report on the performance statement, prepared under section 132;
- e) a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994; and
- f) any other matter required by the regulations.

Council has consistently prepared annual reports that conform to these requirements, and supplemented this information with additional reports on Council's successes, disappointments, challenges faced and calendar highlights. This approach produces a detailed and transparent report that allows members of our community to access detailed insights into the performance of their Council over the previous financial year.

In preparing this report, the Audit Committee reviewed the financial statements, performance statement and government and management checklist included in this report at its meeting held on 7 September 2020, prior to completion of the 2019–20 audit and Council adoption of the statements 'in principle' at its Ordinary Meeting held on 17 September 2020.

Council received unqualified audit opinions on the performance statement and financial statements from the Victorian Auditor-General's Office dated 28 September 2020. These documents were subsequently included in the Annual Report.

Section 133(1) of the Act requires Council to submit a copy of the Annual Report to the Minister for Local Government within three months after the end of the financial year. As outlined in Local Government Victoria Bulletin 26/2020, this submission deadline has been extended to 30 November 2020 due to the impact of the COVID-19 pandemic. An electronic copy of the Annual Report was forwarded to the Minister on 16 October, in line with these updated timelines.

Section 134 of the Act requires that Council consider the Annual Report at an open meeting of the Council within one month after submitting the Annual Report to the Minister. This section of the Act is the reason Council is considering the report at this Ordinary Meeting of Council.

Council won another Gold Award for the 2018–19 Annual Report in the Australasian Reporting Awards for transparency and financial reporting. The Gold Award recognises excellence in annual reporting and provides a model for other like organisations to follow. This is the sixth consecutive year in which Council has won a Gold Award. Council Officers have strived to maintain and exceed this standard in preparing this year's report.



DISCUSSION

The Annual Report complies with the legislative requirements of the Act, detailing the achievements of Council during the 2019–20 financial year. The structure of the Annual Report reflects the Borough’s Council Plan 2017–2021, with this report representing the final year of reporting on achievements against this Council Plan.

While the coronavirus pandemic and its effects dominate much of the report, significant highlights are still notably included in its pages. Some successes include:

- Retention of a zero-hour waiting list for Council’s aged care services;
- Introduction of extensive financial support and hardship services in response to the coronavirus pandemic;
- Installation of a number of new footpaths, directly responding to community feedback from the year’s budget consultation;
- Declaration of a climate emergency and coordination of response planning with local residents;
- Diversion of 47% of household waste from landfill;
- Creation of a successful *3225 Love Local Shop Local* campaign to support local businesses during the pandemic;
- Procession of a greater number of planning approvals within 60 days;
- Completion of a rigorous audit program; and
- Significant improvement in the year’s Community Satisfaction Survey metrics.

A recent feature of Council’s annual reports has been the use of chapter introduction pages to highlight achievements or programs from throughout the year. Last year’s report highlighted the achievements of Council staff, while this year’s report features members of our community sharing the successes they’ve achieved this year as a result of Council support. These features highlight the importance and reach of Council’s extensive program of community grants, and demonstrates Council’s commitment to supporting the imagination and leadership of local residents.

Options

Option 1 – That Council endorse the Borough of Queenscliffe 2019–20 Annual report as presented.
Option 2 – That council does not endorse the Borough of Queenscliffe 2019–20 Annual report as presented.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The annual report is a report and is not subject to any community engagement requirements. The report will be printed and distributed and made available on the public website.



Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Law

The annual report complies with the reporting requirements of the *Local Government Act 1989*. This is final year in which the 1989 Act applies before being superseded by the provisions 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*.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

The annual report responds to Strategic Objective 5 Governance and Performance, to

- provide transparent and accountable governance and meet all legislative requirements.
- ensure the continuing financial sustainability and independence of the Borough.
- enhance communication and community engagement in decision-making across the 3225 postcode area.
- advocate on opportunities and issues of key concern to the local community to other levels of government
- continually review and plan to meet corporate needs while enhancing organisational capacity and performance.
- maximise the return on Council assets and leverage external funding opportunities.
- strengthen and promote the Borough as a place to explore and implement innovative approaches to environmental, technological, social and economic initiatives.
- foster partnerships with community organisations, business, neighbouring Councils and Statutory Organisations and other levels of government.

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

Not applicable.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

Not applicable.

ATTACHMENT

1. Borough of Queenscliffe 2019–2020 Annual Report (Appendix 3)
-



16. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

No reports to consider.

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

Thursday 12 November 2020 at 7:00pm (if required)

COUNCIL MEETING

Thursday 26 November 2020 at 7:00pm



19. CONFIDENTIAL ITEMS

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:

Time: _____pm

OFFICER RECOMMENDATION

19.1 Confirmation of 17 September 2020 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.

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

Record in accordance with section 80A(1) of the *Local Government Act 1989*.

Councillor Assembly – Thursday 17 September 2020

Assembly Commenced: 5:00pm Assembly Closed: 6:12pm

Assembly Location: Videoconference (Zoom)

Attendees:

Cr Ross Ebbels – Mayor
Cr Bob Merriman
Cr Robert Minty
Cr Boyce Pizey
Cr Susan Salter
Martin Gill, CEO
Johann Rajaratnam, General Manager Planning & Infrastructure
Phillip Carruthers, General Manager Organisational Performance & Community Services
Jackie Fletcher, Executive Assistant to the CEO, Mayor & Councillors

Apologies: Nil

Conflict of Interest Disclosures:

Councillors: Cr Merriman declared a conflict of interest in relation agenda item 3. Public questions update, the items relates to a public question pertaining to Planning Permit application 2020-005, 118 Hesse Street, Queenscliff for building works and an extension to the existing bowling clubhouse. Cr Merriman did not participate in the conversation.

Officers: Nil

Agenda Items:

1. Sims Lodge property update
 2. Queenscliffe Hub update
 3. Public Questions update
 4. COVID-19 State Government Step 3 restrictions update / Grant update
 5. Tourist Park update
 6. Local Laws update
 7. Infrastructure projects update
-



Councillor Assembly – Thursday 24 September 2020

Assembly Commenced: 2:30pm Assembly Closed: 5:15pm

Assembly Location: Videoconference (Zoom)

Attendees:

Cr Ross Ebbels – Mayor
Cr Bob Merriman
Cr Robert Minty
Cr Boyce Pizzey
Cr Susan Salter
Martin Gill, CEO
Johann Rajaratnam, General Manager Planning & Infrastructure
Phillip Carruthers, General Manager Organisational Performance & Community Services
Connor Parker, Coordinator Community Engagement & Communications (3:00pm – 4:30pm)
Bridie Ogle, Executive Project Officer (2:31pm – 3:00pm)

Apologies: Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Local Law workshop
 2. Community Engagement Policy – proposed approach
 3. Queenscliffe Hub update
 4. Point Lonsdale Surf Live Saving Club
-



Councillor Assembly – Thursday 1 October 2020

Assembly Commenced: 4:11pm Assembly Closed: 4:44pm

Assembly Location: Videoconference (Zoom)

Attendees:

Cr Ross Ebbels – Mayor
Cr Bob Merriman
Cr Robert Minty
Cr Boyce Pizzey
Cr Susan Salter
Martin Gill, CEO
Phillip Carruthers, General Manager Organisational Performance & Community Services

Apologies:

Johann Rajaratnam, General Manager Planning & Infrastructure

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Planning Review Meeting – Planning Application 2020/030, 49-55 Hesse Street, Queenscliff (proposed Queenscliffe Hub)
 2. Hesse Street Public Toilet
 3. CEO update
-



Planning Review Meeting – Thursday 1 October 2020

Assembly Commenced: 7:00pm **Assembly Closed: 8:15pm**

Assembly Location: Via videoconference (Zoom)

Attendees:

Cr Ross Ebbels – Mayor
Cr Bob Merriman
Cr Robert Minty
Cr Boyce Pizzey
Cr Susan Salter
Martin Gill, CEO
Dinah O’Brien, Planning Program Leader
Elizabeth Heathcote
James Cavill
David Connoley
David Kenwood
Joan Lindros
Michael Grout
Kate Jackson
John Glover

Apologies:

Johann Rajaratnam, General Manager Planning & Infrastructure
Phillip Carruthers, General Manager Organisational Performance & Community Services

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Planning Review Meeting

Planning Permit application number 2020/030 at 49-55 Hesse Street, Queenscliff
(proposed Queenscliffe Hub)



Councillor Assembly – Thursday 8 October 2020

Assembly Commenced: 4:00pm Assembly Closed: 5:17pm

Assembly Location: Videoconference (Zoom)

Attendees:

Cr Ross Ebbels – Mayor

Cr Bob Merriman

Cr Robert Minty

Cr Boyce Pizzey

Cr Susan Salter

Martin Gill, CEO

Johann Rajaratnam, General Manager Planning & Infrastructure

Phillip Carruthers, General Manager Organisational Performance & Community Services

Dinah O'Brien, Planning Program Leader

Apologies: Nil

Conflict of Interest Disclosures:

Councillors: Nil

Officers: Nil

Agenda Items:

1. Special Council Meeting Agenda
 2. Timing for 22 October Council Meeting
 3. CEO update
-



ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
17 September 2020	<p>Public question 1 A question for Portfolio holder</p> <p>The various Financial Reports in the Agenda and Audit reports indicate some level of concern re Financial matters particularly with further project cost escalations above budget. Given a number of past projects ran well over budget can Council explain or clarify further the reasons for, and/or remedies undertaken to address or limit just two current issues namely-</p> <p>1. \$100,000 additional carry forward capital expenditure reserve to cover projected cost escalations in relation to the Hesse Street south project</p> <p>2. That Council achieved an underlying deficit of \$376,000 for the 2019–20 financial year largely driven by \$870,000 asset write- offs during the year and the reduction in income from tourist parks due to COVID 19 restrictions. \$234,000 was lost from tourist parks net of expense savings (of just \$10,000) due to the pandemic in 2019–20.</p>	<p>Due to the current COVID-19 pandemic, for the health and safety of our community this Council meeting was closed to the public and made available for viewing via video (other than the confidential agenda items). All questions were taken on notice and responded to in writing.</p>	<p>Response sent on 23 September 2020 see Appendix 4</p>



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.
