



Agenda

Ordinary Meeting of Council

Wednesday 22 September 2021 at 7:00pm

Via Videoconference (Zoom)

Distribution

Councillors

Cr Ross Ebbels – Mayor

Cr Donnie Grigau

Cr Fleur Hewitt

Cr Michael Grout

Officers

Martin Gill – Chief Executive Officer

Johann Rajaratnam – Director Place

Connor Parker – Communications Coordinator

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 1	Minutes of the Audit and Risk Committee meeting held on 6 September 2021	6.2 Audit & Risk Committee Meeting Minutes – 6 September 2021	Under separate cover
Appendix 2a	Point Lonsdale Front Beach – Project Update August 2021 from the Department of Environment, Land, Water and Planning	11.1 Chief Executive Officer Report	Under separate cover
Appendix 2b	Borough of Queenscliffe Audit and Risk Committee Biannual Activity Report September 2021	11.1 Chief Executive Officer Report	Under separate cover



Appendix 3	End of year implementation plan against Council Plan Priority Actions as at 30 June 2021	16.1 Council Plan 2017–2021 – Final Report against 2020–21 Initiatives for the period 1 July 2020 – 30 June 2021	Under separate cover
Appendix 4	Quarterly Financial Report 30 June 2021	16.2 2020–21 Quarterly Financial Report as at 30 June 2021	Under a separate cover
Appendix 5a	2020–21 Performance Statement	16.3 Adoption of 2020–21 Annual Financial Report	Under a separate cover
Appendix 5b	2020–21 Financial Statements	16.3 Adoption of 2020–21 Annual Financial Report	Under a separate cover
Appendix 5c	2020–21 Governance and Management Checklist	16.3 Adoption of 2020–21 Annual Financial Report	Under a separate cover
Appendix 6a	Draft Council Plan 2021–2025	16.4 Draft Council Plan 2021–2025	Under a separate cover
Appendix 6b	Draft Council Plan Appendices	16.4 Draft Council Plan 2021–2025	Under a separate cover
Appendix 7	Draft Financial Plan 2021–2031	16.5 Draft Financial Plan 2021–2031	Under a separate cover
Appendix 8a	Borough of Queenscliffe Delegation – Council to Chief Executive Officer	16.6 Instruments of Delegations	Under a separate cover
Appendix 8b	Borough of Queenscliffe Delegation – Council to Members of Council staff	16.6 Instruments of Delegations	Under a separate cover



Appendix 9	Response to public question taken on notice at the Ordinary Meeting of Council held on 25 August 2021	ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE	Under a separate cover
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1. OPENING OF MEETING

Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People. We acknowledge and respect their continuing connections to their Lands, Waters, Skies, Culture and the contribution they make to the life and spirit of our community. We pay respect to their past and present Elders and 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:

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

Cr Susan Salter.



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 – 25 August 2021

A copy of the previous Minutes of the Ordinary Meeting of Council held on 25 August 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 25 August 2021, as distributed, be confirmed as an accurate record.

6.2 Audit & Risk Committee Meeting Minutes – 6 September 2021

A copy of the previous Minutes of the Audit and Risk Committee meeting held on 6 September 2021 was distributed to Councillors under separate cover (**Appendix 1**).

OFFICER RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held on 6 September 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:

- 25 August 2021 – Assembly Meeting
- 8 September 2021 – Assembly Meeting
- 15 September 2021 – Assembly Meeting
- 16 September 2021 – Meeting with the Queenscliffe Community Association

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 2021/583: Changes to Victorian state government planning system

File: QG290-17-02

In accordance with the Borough of Queenscliffe Governance Rules notice was received by the Chief Executive Officer of the following motion on 16 September 2021.

Background

The Victorian state government has made a number of changes to the planning system in the last 18 months and is currently considering further significant planning reform. I am concerned that the state government has not engaged in adequate consultation with local government and local communities regarding these proposed reforms. I want to ensure state government planning reforms are introduced following appropriate consultation with the people these reforms affect, and the reform process is open and transparent and looks after the interests of residents.

I, Cr Donnie Grigau hereby give notice that I intend to move the following motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 22 September 2021.

RECOMMENDATION

That Council:

- 1. Notes that the Victorian government is currently considering further significant planning reforms.**
 - 2. Maintains that the interests of the Borough community should be placed first in state government planning reforms that affect the Borough and continues to advocate that:**
 - a. the state government engage in consultation with our community and our Council on any planning reform proposals prior to these reforms being introduced;**
 - b. the state government acknowledge that the community's voice must remain central in planning decisions and planning reform;**
 - c. effective, open and transparent community consultation must be a core part of major planning decisions; and**
 - d. listening to community voice is critical for ensuring a transparent state planning system that strengthens local neighbourhoods and local economies.**
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- 3. Writes to the Minister for Planning requesting that effective, open and transparent consultation be held with both local governments and local communities on proposed planning reforms before any planning reform decisions are made.**
- 4. Writes to the shadow Minister for Planning and all members of the Victorian Parliament (both houses) advocating Council's position that effective, open and transparent consultation be held with both local governments and local communities on proposed planning reforms before any planning reform decisions are made.**
- 5. Requests the CEO (or CEO's delegate) to coordinate with other local councils in regard to any further advocacy on the issue of planning reform consultation.**
- 6. Requests the CEO to provide within 6 months a report to Council with an update on actions taken and advice on any further action Council could take to advocate effectively on this matter of planning reform consultation.**

9. PETITIONS AND JOINT LETTERS

9.1 Petitions and Joint Letters

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

None received.



10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 20 August and 16 September 2021:

Date	Function Attended
20 August 2021	Planning Reform CEO workshop via videoconference (CEO)
24 August 2021	Climate Emergency Australia Webinar (CEO & Cr Ebbels)
26 August 2021	G21 Arts, Heritage & Culture Pillar via videoconference (Cr Grigau)
26 August 2021	G21 Economic Development Pillar Meeting via videoconference (Cr Ebbels)
27 August 2021	G21 Board Meeting via videoconference (CEO & Cr Ebbels)
27 August 2021	Meeting with Fire Rescue Victoria via videoconference (CEO & Cr Ebbels)
30 August 2021	TGGB Board Meeting via videoconference (Cr Ebbels)
1 September 2021	Planning Reform CEO workshop via videoconference (CEO)
2 September 2021	Electric Vehicle Seminar, Institute for Sensible Transport via videoconference (Cr Grout)
10 September 2021	Queenscliffe Hub Project Steering Committee via videoconference (CEO)
13 September 2021	Better Boating Victoria Briefing via videoconference (Cr Ebbels)
14 September 2021	Queenscliffe Hub Project Control Group via videoconference (CEO)
15 September 2021	Municipal Association of Victoria CEO Forum via videoconference (CEO)
16 September 2021	Geelong Regional Library Corporation Board Meeting via videoconference (Cr Ebbels)
16 September 2021	G21 Region Social Housing Project Steering Committee Meeting via videoconference (CEO)
16 September 2021	Geelong Heritage Centre collection advisory committee meeting via videoconference (Cr Grout)

OFFICER RECOMMENDATION

That the Functions Attended report be received.



11. CHIEF EXECUTIVE OFFICER

11.1 Chief Executive Officer Report

PURPOSE

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

REPORT

Dog beach erosion

Council recently received the Point Lonsdale Front Beach – Project Update August 2021 from the Department of Environment, Land, Water and Planning (DELWP), refer to **(Appendix 2a)**.

The update includes the following advice about additional data collection, a new study and includes a reference to the Dog beach:

- The wave data will help inform a separate study of the Point Lonsdale coastline, including the Dog Beach.
- If public safety or assets are at risk in the future, authorities will consider further action.

In response to the update, Council has written to DELWP and the Department's co-ordinating Minister, the Hon. Lisa Neville MP, advising that the view of Council is that there is an immediate public safety risk at the Dog beach.

Council is seeking to work in partnership with DELWP to address the immediate risk by limiting access to the dune face.

One3225

In early 2020, the Mayor and CEO approached the City of Greater Geelong to discuss the Borough of Queenscliffe decision from 24 February 2016, to realign the local government boundary between the City of Greater Geelong and the Borough of Queenscliffe to facilitate the inclusion of the entire 3225 postcode area in the Borough of Queenscliffe.

During the discussion Council indicated that it would like to recommence the process to review and investigate the viability of the boundary realignment. At the time the City of Greater Geelong requested that Council prepare and provide an issues and benefits paper for consideration.

During 2020, Council worked with the State Government to determine the best process to prepare the paper. In October 2020, Council wrote to the Minister for Local Government the Hon. Minister Leanne, asking the Minister to facilitate an introduction to the Essential Service Commission.

In March 2021, Council received correspondence from the Minister for Local Government the Hon. Shaun Leanne MP who advised that he would consider establishing a restructuring advisory panel to conduct a review but would first need to:



... be satisfied that there is sufficient support for this proposal from those who would be directly impacted.

I would consider constituting a panel under section 239 of the Act if the Borough of Queenscliffe were to demonstrate that Greater Geelong City Council is supportive of this proposal and that initial consultations undertaken by the two councils demonstrate that the affected community is also generally supportive.

Following this advice I wrote to the Chief Executive Officer at the City of Greater Geelong to ask if there was support to progress the discussion and the review referred to by the Minister. Based on the sentiment of informal discussions with the Greater Geelong Council, the Chief Executive Officer of the City of Greater Geelong has advised he is not in a position to support a review.

Council will now write to the Minister for Local Government to indicate that there is not sufficient support to constitute a panel under section 239 of the *Local Government Act 2020*.

Following this, Council officers will prepare a review of the 24 February 2016 Council resolution and bring it to Council for formal consideration and a future Council meeting.

Waterways at the Point Development

Council has been working with Libby Coker MP and Senator the Hon Sarah Henderson on behalf of the local community seeking assurances from the Federal Department of Environment, that the opening of the waterways at the Point development will not have a detrimental environmental impact of the water quality of Lakers Cutting and adjoining Swan Bay Ramsar wetland.

Council had written to the Federal Department of Environment to seek assurances on behalf of the local residents that the Commonwealth will take a proactive approach to ensure compliance with the EPBC 2003/1144 permit approval conditions.

The Minister for Environment the Hon Sussan Ley MP has recently written to Libby Coker MP in response. In the correspondence the Minister says:

The department has reviewed the 2020 Water Quality Management Plan (WQMP) Compliance Report and found the report did not identify any non-compliance with the approved WQMP. Nutrient monitoring data suggests that the limits set out in the approval conditions were not exceeded as a result of the action during the report and monitoring period.

The Minister also confirmed that the Department will continue to receive the annual compliance report and will engage with the approval holders to ensure they remain compliant with environmental approvals.

Queenscliffe Hub update

Work is continuing on the Queenscliffe Hub project, with the structural steel for the new sections of the building installed last week, the timber flooring being laid and work continuing on the fit out of the library.



The current COVID restrictions have, however, limited the on-site workforce to 20% capacity (5 construction workers plus supervisor). This is now starting to have an impact on construction sequencing and the anticipated practical completion date for the project. The best forecast impact we have is that if restrictions ease on 4 October 2021, and site capacity is restored to 100% that the project might be completed by March 2022.

Council is now putting in place contingency plans to ensure there are public toilets available in Hesse Street over the 2021–2022 summer period until the new building is open.

Climate Emergency Response Plan (CERP)

Council officers continue to work on the CERP Draft Implementation Plan in preparation for review by Council in November 2021.

The Borough of Queenscliffe Chief Executive Officer has recently been elected onto the executive of Climate Emergency Australia. Climate Emergency Australia is a network of the 102 Australian local governments that have declared, acknowledged or recognised that we are in a state of climate emergency. It is set up as a mechanism to enable local government to work together on the climate emergency. It became operational in June 2020.

The key role of Climate Emergency Australia is to advocate and prepare campaign strategies on behalf of the local governments it represents. This advocacy is targeted at decision makers in Federal Government. Council's role on Climate Emergency Australia furthers the advocacy objectives and action of the Borough of Queenscliffe Climate Emergency Response Plan.

Audit & Risk Committee

The Borough of Queenscliffe Audit and Risk Committee has prepared a Biannual Activity Report. This report meets the Audit and Risk Committee reporting requirements to Council as mandated by the *Local Government Act 2020*, section 54(5). Importantly the report provides Council with a summary of the matters that the Borough of Queenscliffe Audit and Risk Committee has addressed in the reporting period in discharging its responsibilities under its Charter.

It is the first such report under the *Local Government Act 2020*. The report from the Audit and Risk Committee to Council, covering the entire 2020–21 financial year is provided at **(Appendix 2b)**.

Current Community engagement

The Draft Council Plan and Draft Financial Plan will be out for consultation from 23 September 2021. The documents will be available for review on the Council website, at the Council offices and upon request.

OFFICER RECOMMENDATION

That Council receives the Chief Executive Officer Report for September 2021.



12. COMMUNITY WELLBEING

12.1 Event Sponsorship Applications 2021 – Round 2

File:	QG093.06.01
Author:	Economic and Community Development Program Leader
Portfolio:	Community Wellbeing
Portfolio Holder:	Cr Grigau

PURPOSE

The purpose of this report is to present Councillors with a summary of the assessment of applications received for Event Sponsorship Round 2 (for events to be held up to 30 June 2022) and for Council to allocate an appropriate level of support.

EXECUTIVE SUMMARY

Event Sponsorship Applications align with Strategic Objective 1, Community Wellbeing of the Council Plan 2017–2021. Specifically to *enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture.*

- *Facilitate and support the conduct of public and community events*
- *Facilitate and support recreation, art and cultural development activity*

Council's Event Sponsorship Policy CP022 seeks to support and promote a healthy, involved and creative community through the sponsorship of events. The Event Sponsorship program is available twice a year and event sponsorship may fall into one of three categories – local, minor and major. Applications are assessed against economic and social opportunities, sport, recreation, cultural opportunities and environmental sustainability.

Round 2 of the Event Sponsorship program opened on 1 July 2021. Council received eight new applications, with two applications being withdrawn during the assessment period.

The six applications were subsequently assessed and met the majority of the criteria.

Council has a 2021/22 budget of \$20,000 for discretionary allocation to Events Sponsorship.

Successful applicants will be required to enter into an Event Sponsorship Agreement with the Borough of Queenscliffe.

OFFICER RECOMMENDATION

That Council:



- 1. Accept the assessments as presented in this report and determine an allocation of funding for the six applications presented:**
 - a. Local event – Summer Series Pantomime Theatre Show**
 - b. Local event – Cottage by the Sea Annual Fair**
 - c. Local event – Movie screening of ‘A Plastic Ocean’**
 - d. Local event – Grom’s Day, Sounds of Summer and Lighthouse Concert**
 - e. Major event – Mass Isolation photographic exhibition**
 - f. Major event – Queenscliff Art Prize**
- 2. Request the Chief Executive Officer to enter into an Event Sponsorship Agreement with each of the successful applicants, subject to an event applicant meeting and event management permits (if applicable), including that the event can operate within mandated COVIDsafe regulations and practices.**



REPORT

BACKGROUND

Council's Event Sponsorship Policy CP022 seeks to support and promote a healthy, involved and creative community through the sponsorship of events.

Funding is available for:

- Established and new events
- One-off and repetitive events
- Not-for-profit and commercial events

Events may fall into one of three categories – local, minor and major and the following funding range applied to each:

- Local – up to \$5,000
- Minor – up to 10,000
- Major – over \$10,000

The Event Sponsorship program is available twice a year and is supportive to minor and major events held in the off-peak season. Local events may be held any time of year. The program is competitive and assessed on the merits of each application.

DISCUSSION

Round 2 of the Event Sponsorship program opened to applications on 1 July 2021. The program was advertised in the local press and promoted via the Borough Facebook page and was included as a news item in the June 2021 issue of the Borough Business E-news Bulletin. A web banner on the council website for 3 weeks as well as banner boards on the Bellarine Highway and Shell Road also promoted the opportunity. At the closing date (31 July 2021) Council had received eight new applications for Event Sponsorship; two applications were withdrawn while under assessment.

The six funding applications were assessed against the following criteria:

- Economic opportunities
- Social opportunities
- Sport, recreation and cultural opportunities
- Environmental sustainability

ASSESSMENT

Application 1:

Event	Summer Series Pantomime Theatre Show
Applicant	Bellarine Lighthouse Theatre Group
Location	Uniting Church, Queenscliff
Date	7 – 14 January 2022
Event description:	2022 Summer Pantomime theatre show, includes local volunteers both on and off stage and an audience of locals and tourists of all ages and diverse



backgrounds. The show runs for a week with an estimated two performances each day. It is the 20th year anniversary celebration.

Requested grant Local – \$5,000

Criteria	Assessment	Application does/does not meet criteria
Economic impact	Possibility for repeat visitation, 'visiting friends and family' Opportunities for increased promotion of Queenscliff	Meets criteria
Social opportunities in a safe and meaningful way	Positive impact on the community High level of access High level of volunteerism	Meets criteria
Promotion of sport, recreation and cultural opportunities	Encourages recreation and cultural development	Meets criteria
Environmentally sustainable	Minimal environmental impact	Meets criteria
<p>Further assessment notes:</p> <p>This application meets all the criteria for local event sponsorship. The long established summer pantomime series provides visitors and locals with live entertainment while engaging volunteers and other local organisations. Changing COVID restrictions may affect this indoor event however, small audience numbers help mitigate the potential risk.</p>		

Application 2:

Event Cottage by the Sea Annual Fair
 Applicant **Cottage by the Sea**
 Location Cottage by the Sea
 Date 8 January 2022
 Event description: The Cottage by the Sea Annual Fair is an annual iconic in event Queenscliff. The success of this fair is largely due to the women's auxiliary groups who work throughout the year to source and make items to sell on the stalls, providing community connectedness for 130 volunteers.

Requested grant Minor – \$5,000



Criteria	Assessment	Application does/does not meet criteria
Economic impact	Possibility for repeat visitation, 'visiting friends and family' Opportunities for increased promotion of Queenscliff	Meets criteria
Social opportunities in a safe and meaningful way	Positive impact on the community High level of access High level of volunteerism Encourages outdoor activity	Meets criteria
Promotion of sport, recreation and cultural opportunities	Encourages recreation and cultural development	Meets criteria
Environmentally sustainable	Minimal environmental impact	Meets criteria
Further assessment notes: The Cottage by the Sea Annual Fair is by nature a fundraising event. However, the application notes this event attracts and engages significant local volunteer participation and provides social awareness of the work performed by Cottage by the Sea. This outdoor event may be susceptible to changing COVID restrictions.		

Application 3:

Event	Movie screening of 'A Plastic Ocean'
Applicant	Plastic Oceans Australasia
Location	Queenscliff Town Hall
Date	late September 2021 (or a date to be negotiated)
Event description:	Plastic Free Picnic and screening of 'A Plastic Ocean' in September (or a date to be negotiated) at the Queenscliff Town Hall. An award-winning documentary created by a group of dedicated scientists, filmmakers, social entrepreneurs, scholars, environmentalists, and journalists. It explores the fragile state of our oceans and the consequences of our disposable lifestyle.
Requested grant	Local – \$4,650



Criteria	Assessment	Application does/does not meet criteria
Economic impact	Opportunities for increased promotion of Queenscliff	Meets criteria
Social opportunities in a safe and meaningful way	Positive impact on the community High level of access	Meets criteria
Promotion of sport, recreation and cultural opportunities	Encourages recreation and cultural development	Meets criteria
Environmentally sustainable	Plastic free, low impact, providing education and awareness	Meets criteria
<p>Further assessment notes:</p> <p>The environmental nature of this proposed movie screening responds to and aligns with the Borough's recent Climate Emergency declaration. Being an indoor event participant numbers will be determined by COVID restrictions in place at the time of the single screening. This event meets all the criteria for local event sponsorship however; limited participation numbers may result in limited community benefit.</p>		

Application 4:

Event Grom's Day, Sounds of Summer and Lighthouse Concert
 Applicant **Point Lonsdale Boardriders**
 Location Point Lonsdale Front Beach and the Engine Shed
 Date December 2021 – February 2022
 Event description: Summer Series consists of 3 events, running from December 2021 to February 2022 at the Point Lonsdale front beach and the Point Lonsdale Boardriders Club House. Including Grom's Day, Sounds of Summer and Lighthouse Concert.

Requested grant Local – \$5,000

Criteria	Assessment	Application does/does not meet criteria
Economic impact	Opportunities for increased promotion of Point Lonsdale	Meets criteria



	Supports local businesses	
Social opportunities in a safe and meaningful way	Positive impact on the community High level of access	Meets criteria
Promotion of sport, recreation and cultural opportunities	Encourages recreation and cultural development	Meets criteria
Environmentally sustainable	Minimal impact on environment Zero waste practice at events	Meets criteria
<p>Further assessment notes:</p> <p>The Point Lonsdale Boardriders propose activation across three different events. The diverse range of events offers opportunity for participation from all ages and builds social activation through its volunteer base. The proposed outdoor events may be susceptible to changing COVID restrictions. The event application meets all the criteria for local sponsorship.</p>		

Application 5:

Event Mass Isolation photographic exhibition
 Applicant **Bell's Fine Arts / Belinda White**
 Location Proposed upstairs at Pasquini's and various local businesses
 Date April 2022 – June 2022
 Event description: Mass Isolation is a photographic exhibition recording the biggest challenge of our time, a hugely significant moment in our modern history. Mass Isolation is an opportunity to find the lighter moments, the heartache, the turmoil, the resilience in us all and mark this moment in time through photographic art. 250 photographic images to be featured throughout 25 to 30 businesses in the Borough.

Requested grant Major – \$18,000

Criteria	Assessment	Application does/does not meet criteria
Economic impact – boosting off-peak visitation and spend	Boost overnight visitation Increased level of visitor expenditure Possibility for repeat visitation, 'visiting friends and family'	Meets criteria



	Opportunities for increased promotion Reinforces Queenscliffe as an arts and culture destination	
Social opportunities in a safe and meaningful way	Positive impact on the community High level of access Encourages outdoor activity Accessibility issues	Meets criteria Does not meet criteria (for one venue)
Promotion of sport, recreation and cultural opportunities	Encourages cultural development	Meets criteria
Environmentally sustainable	Minimal environmental impact	Meets criteria
Further assessment notes: A photographic exhibition exploring the contemporary theme of mass isolation, a thought provoking and reflective display for locals and visitors to contemplate. The proposed event has the opportunity to engage local businesses as mini gallery spaces and there is potential to promote the region through its partnership with the Ballarat Foto Biennale if an MOU is secured. One suggested dedicated gallery space in Point Lonsdale has accessibility concerns, however if a significant number of local businesses participate the works may be rotated. This event is at risk of changing COVID restrictions.		

Application 6:

Event	Queenscliff Art Prize
Applicant	Chris MacLeod
Location	Queenscliff Pier
Date	Nov 2021 – April 2022
Event description:	An outdoor art installation on the Queenscliff Pier. The Queenscliff Art Prize will see reproduced original works of Australian art, some by local artists and some by local indigenous artists printed onto aluminium panels attached to the handrails on the Queenscliff Pier. The event would run from Nov/Dec 2021 to April 2022. The event also proposes that at the conclusion of the exhibition on the Pier a number of the artworks would be distributed among regional wineries to be displayed and to be offered for sale with a recommendation that a percentage of sale being donated to the Cottage by the Sea.



Requested grant Major – \$15,000

Criteria	Assessment	Application does/does not meet criteria
Economic impact -boosting off-peak visitation and spend	Not in Off peak time Possible increased level of visitor expenditure Possibility for repeat visitation, 'visiting friends and family' Opportunities for increased promotion Reinforces Queenscliff as an arts and culture destination	Does not meet criteria Meets criteria
Social opportunities in a safe and meaningful way	Positive impact on the community Diverse collection of art High level of access Encourages outdoor activity	Meets criteria
Promotion of sport, recreation and cultural opportunities	Encourages cultural development	Meets criteria
Environmentally sustainable	Minimal environmental impact	Meets criteria
Further assessment notes: A proposed new arts event to be located on the Queenscliff Pier. The applicant has secured a permit from Parks Victoria to display artworks on the pier. An outdoor event that embraces the natural environment offering a new attraction for visitors and locals. The applicant has obtained use of artworks from a number of artists, with the potential to display up to 80 art installations. This major event sponsorship request does not meet the criteria of 'off peak' activation however, being an outdoor event changing COVID restrictions present a low risk and the event is proposed to be on display for 5 months. The applicant has a plan to respond to damage to the art installations. The applicant has utilised media networks, securing a number of media articles and interest in the event. The applicant has the support of Tourism Greater Geelong and the Bellarine. The event has the ability to attract strong social media interest.		



There are is no proposed matrix in place to capture visitor numbers or measure participation. To date, the applicant has been unable to demonstrate alternate income streams and requires significant financial support by Council for the event to proceed.

Options

Option 1 – Council can accept assessments as presented and approve the allocation of funding as requested from the six applications.

Option 2 – Council can accept the assessments as presented and determine an alternate funding amount for each application.

Option 3 – Council can accept the assessments as presented and decline to support any of the six applications.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



In line with the Borough of Queenscliffe Event Sponsorship Policy, Council invited applications for sponsorship from the community from 1 July 2021 to 31 July 2021. This included advertising in the local press, social media and electronic newsletters to business and community database. Six new applications for event sponsorship were received.

Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. A brief assessment was conducted and research undertaken on the nature of the proposed events and officers conclude that the events do promote gender equality and demonstrate access and inclusion.



Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

Strategic Objective 1 – Enhance community wellbeing by providing a safe environment where people are involved, healthy and active in recreation, arts and culture

- Facilitate and support the conduct of public and community events
- Facilitate and support recreation, art and cultural development activity

Strategic Objective 3 – Foster a diverse and vibrant local economy.

- Promote the Borough as a destination of choice

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

Applications must demonstrate practices that promote positive environmental sustainable outcomes in the short (event specific) or longer term. Each application has been assessed on the criteria.

Financial and resource implications

Council has \$20,000 in the 2021/22 budget for allocation to Events sponsorship, noting that, as per the policy, Council will again invite applications for new sponsorships in December 2021.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

Not applicable.

Implementation Process

If approved, successful applicants will be required to enter into an agreement with the Borough of Queenscliffe Council. The agreement will list all conditions relating to the funding and governance requirements as well marketing and promotional undertakings.



Funded groups will need to complete an acquittal report at the completion of the funded event.

ATTACHMENTS

Nil.



13. LOCAL ECONOMY

No reports to consider.



14. ENVIRONMENTAL SUSTAINABILITY

No reports to consider.



15. PLANNING & HERITAGE

15.1 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	16
Applications finalised since last report	14
New applications received since last report	14
Total number of active permit applications	28
Decisions awaiting review by VCAT	4
Development Plan & 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	Waiting for approval from Minister of Planning
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) in a Heritage Overlay	Waiting from further information from applicant
**2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	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
**2021/048	27/05/2021	200-204 Point Lonsdale Road Point Lonsdale	Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1	Referral to VicRoads
2021/055	17/06/2021	34-38 Cheshunt Street Point Lonsdale	Construction of a two storey dwelling and front fence, re-subdivision of the land into two lots (three lots into two) and removal of native vegetation	Public notification
**2021/059	22/06/2021	14 The Esplanade Queenscliff	Alterations and extensions to an existing three storey dwelling	Under consideration



App. No	Date Received	Address	Proposal	Status
**2021/065	08/07/2021	13 Williams Road Point Lonsdale	Construction of a two storey dwelling	Public notification
**2021/067	15/07/2021	5 Beach Street Queenscliff	Demolition of a dwelling, outbuilding and fences in a Heritage Overlay, construction of a dwelling and fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6	Under consideration (Note: proposed site coverage 53.97%)
2021/069	15/07/2021	12 Bowen Road Point Lonsdale	Installation of Telstra telecommunications facility (satellite dish)	Further information requested 20 July 2021
V 2021/070	19/07/2021	14 Wharf Street Queenscliff	Construction of an outbuilding in a Heritage Overlay	Under consideration
2021/072	05/08/2021	17 Stokes Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay	Under consideration
2021/074	10/08/2021	58 Winterley Road Point Lonsdale	Construction of a dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Further information requested 25 August 2021 (Note: proposed site coverage 42.27%)
2021/075	11/08/2021	5 Bedggood Avenue Point Lonsdale	Construction of a dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Public notification (Note: proposed site coverage 41.2%)
2021/077	16/08/2021	40 Stokes Street Queenscliff	Alterations and extensions to an existing dwelling and outbuilding in a Heritage Overlay and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	Public notification (Note: proposed site coverage 66%)
2021/078	16/08/2021	8 Beach Street Queenscliff	Alterations and external painting to an existing dwelling in a Heritage Overlay	Further information requested 24 August 2021



(b) Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
2020/046	11/08/2020	61-75 Murray Road Queenscliff	Subdivision of the land into thirteen (13) lots	VCAT application for review lodged by applicant (failure to determine) and subsequently withdrawn VCAT hearing cancelled
**2021/037	07/05/2021	29 Swanston Street Queenscliff	Construction of a two storey dwelling and front fence	Notice of decision to grant a permit issued
2021/045	20/05/2021	37 Cheshunt Street Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Permit issued
**2021/053	04/06/2021	2/22 Bellarine Highway Queenscliff	Construction of a two storey dwelling	Notice of decision to grant a permit issued
2021/057	18/06/2021	12 Cheshunt Street Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Permit issued
2021/058	18/06/2021	111 Hesse Street Queenscliff	Part demolition, alterations and extensions to an existing two storey dwelling and outbuilding in a Heritage Overlay and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	Permit issued
2021/061	23/06/2021	37 Anderson Street Point Lonsdale	Construction of a dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Permit issued
V 2021/063	29/06/2021	32 Glaneuse Road Point Lonsdale	Construction of a carport	Permit issued



App. No	Date Received	Address	Proposal	Status
2021/064	01/07/2021	24 Learmonth Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay and variation to the site coverage requirements of Design and Development Overlay – Schedule 1	Permit issued
2021/071	23/07/2021 (Amended 30/7/2021)	37 Williams Road Point Lonsdale	Construction of an outbuilding and variation to the site coverage requirements of Design and Development Overlay – Schedule 4	Permit issued
2021/073	09/08/2021	14 Wharf Street Queenscliff	Demolition of outbuildings in a Heritage Overlay	Permit issued
V 2021/076	16/08/2021	22-24 Simpson Street Point Lonsdale	Construction of an outbuilding	Permit issued
2021/079	20/08/2021	1/33 Williams Road Point Lonsdale	Removal of native vegetation	Permit issued
V 2021/080	20/08/2021	77A Hesse Street Queenscliff	Display business identification signage in a Heritage Overlay	Permit issued



(c) New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	Status
2021/079	20/08/2021	1/33 Williams Road Point Lonsdale	Removal of native vegetation	Permit issued
V 2021/080	20/08/2021	77A Hesse Street Queenscliff	Display business identification signage in a Heritage Overlay	Permit issued
2021/081	23/08/2021	8 Cheshunt Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling, construction of a habitable outbuilding (two storey) and variation to side setback under Design and Development Overlay – Schedule 4	Public notification
2021/082	25/08/2021	43 Hesse Street Queenscliff	Part demolition and alterations to a building in a Heritage Overlay and change of use of a building to a dwelling	Further information requested 31 August 2021
V 2021/083	27/08/2021	20 Mercer Street Queenscliff	Demolition and construction of a front fence on a site individually listed in a Heritage Overlay	Under consideration
2021/084	27/08/2021	32 Wharf Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay and variation to the site coverage requirements of Design and Development overlay – Schedule 6	Further information requested 7 September 2021 (Note: proposed site coverage 55.5%)
2021/085	02/09/2021	53 Glaneuse Road Point Lonsdale	Construction of a habitable outbuilding	Public notification
2021/086	02/09/2021	20 Mercer Street Queenscliff	Removal of trees on a site individually listed in a Heritage Overlay	Under consideration



App. No	Date Received	Address	Proposal	Status
2021/087	03/09/2021	28 Gellibrand Street Queenscliff	Construction of a second dwelling in a Heritage Overlay	Initial assessment
2021/088	06/09/2021	56 Baillieu Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Initial assessment
V 2021/089	07/09/2021	6 Douglas Court Point Lonsdale	Construction of an outbuilding (garage)	Initial assessment
2021/090	07/09/2021	28 Swanston Street Queenscliff	Alterations and extensions to an existing dwelling	Initial assessment
2021/091	10/09/2021	49 Buckleys Road Point Lonsdale	Alterations to an existing dwelling and construction of a front fence	Initial assessment
2021/092	13/09/2021	34-38 King Street Queenscliff	Use of the building as a place of assembly (gallery)	Initial assessment



(d) Decisions awaiting review by VCAT

App. No	Date Received	Address	Proposal	Status
2018/095	N/A	8 Beach Street Queenscliff	Alterations to a dwelling and front fence	Permit issued 23 November 2018 VCAT application for review lodged by adjoining owner VCAT hearing 10 & 11 March 2022
**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 and construction of a double vehicle crossover in a Heritage Overlay area	Notice of Decision to refuse a permit issued (as per Council Resolution 17 February 2021) VCAT application for review lodged by applicant VCAT hearing 22 & 23 November 2021
**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	Permit issued (as per Council resolution 28 April 2021) VCAT application for review lodged by objector VCAT compulsory conference 25 November 2021 and hearing 27 January 2022



App. No	Date Received	Address	Proposal	Status
**2021/024	19/03/2021 (Amended 21/06/2021)	69 Stokes Street Queenscliff	Construction of a two storey dwelling and front fence	Notice of decision to grant a permit issued (as per Council resolution 28 July 2021) VCAT application for review lodged by objectors VCAT compulsory conference 1 March 2022 and hearing 3 May 2022

(e) Development Plan & Planning Scheme Amendment Summary Report

Ref. 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.	Waiting for approval from Minister of Planning

LEGEND

****** Objections received

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

Bold Officer delegation removed

V VicSmart application



16. GOVERNANCE & PERFORMANCE

16.1 Council Plan 2017–2021 – Final Report against 2020–21 Initiatives for the period 1 July 2020 – 30 June 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 a final 2020–21 progress report (**Appendix 3**) on actions taken in relation to the 2017–2021 Council Plan initiatives for the period from 1 July 2020 to 30 June 2021. This report builds on the three previous quarterly reports presented to Council throughout the 2020–21 financial year.

EXECUTIVE SUMMARY

The Council Plan Final Progress Report describes the range and level of activity undertaken by the Borough of Queenscliffe during the 2020–21 financial year. The 2020–21 year was, as was the 2019–20 year, significantly disrupted due to the global COVID-19 pandemic. Despite the pandemic, considerable work was still able to be undertaken and targets achieved.

Sixty-one priority actions were undertaken in 2020–21 with 49 completed, 9 still in progress and one yet to commence. Two actions were not fully achieved; these were providing Tourist Park Services and a Visitor Information Service in the Borough. Due to the global pandemic and consequent state government-directed lockdowns, both our Tourist Parks and Information Centre were required to be closed at various times throughout the financial year.

The 2020–21 initiatives that should be highlighted include:

- The Climate Emergency Response Plan was adopted by Council.
- A new Council website was launched which included new features such as digital form submission.
- Aged care services maintained a zero waitlist and a review of the service was completed.
- Construction work commenced on both the Queenscliffe Hub and Queenscliff Boat Ramp.
- Works at the Point Lonsdale Tennis Club were completed. Works included recarpeting of a number of courts, lighting installation, extensions to the club house and a modernisation of the booking system.

OFFICER RECOMMENDATION

That Council endorse the Council Plan Final Progress Report against its 2020–21 Implementation Plan as at 30 June 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; and
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.

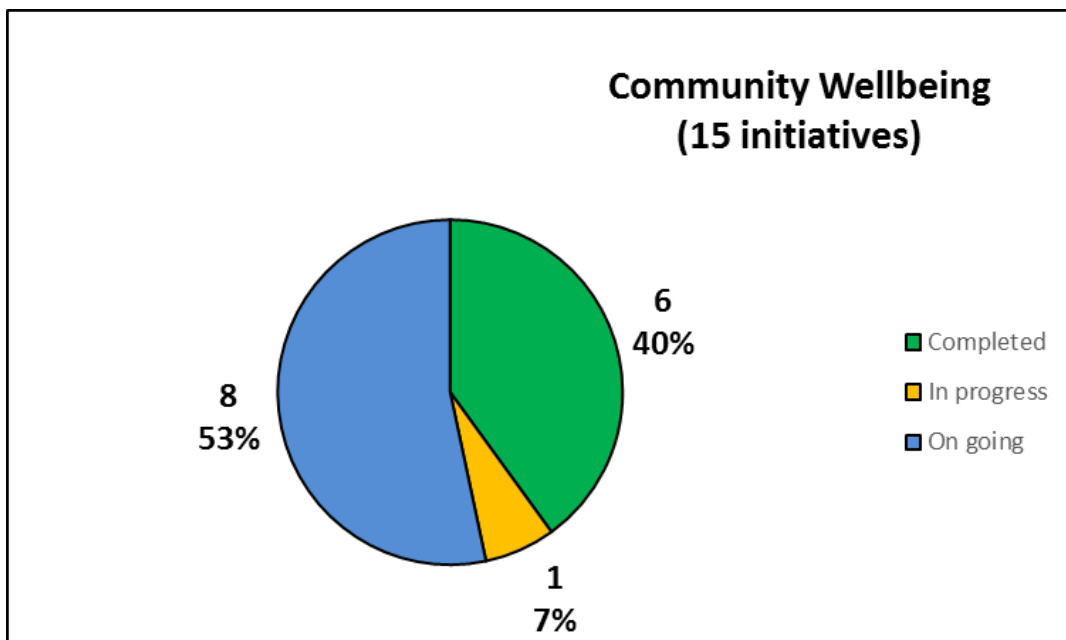
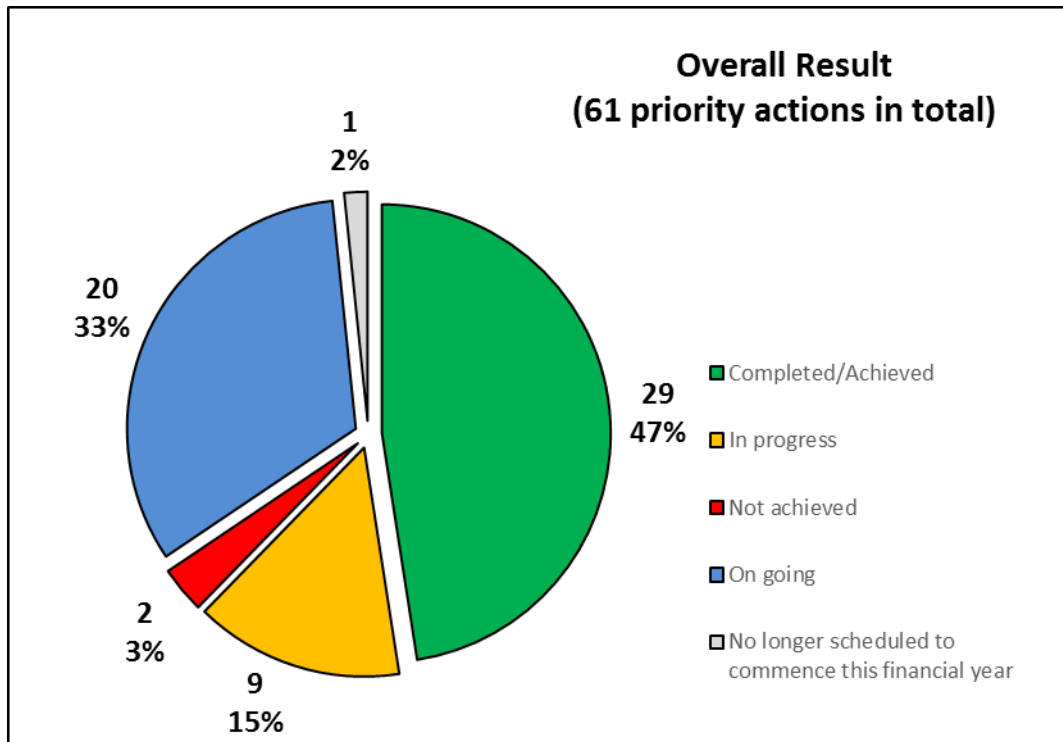
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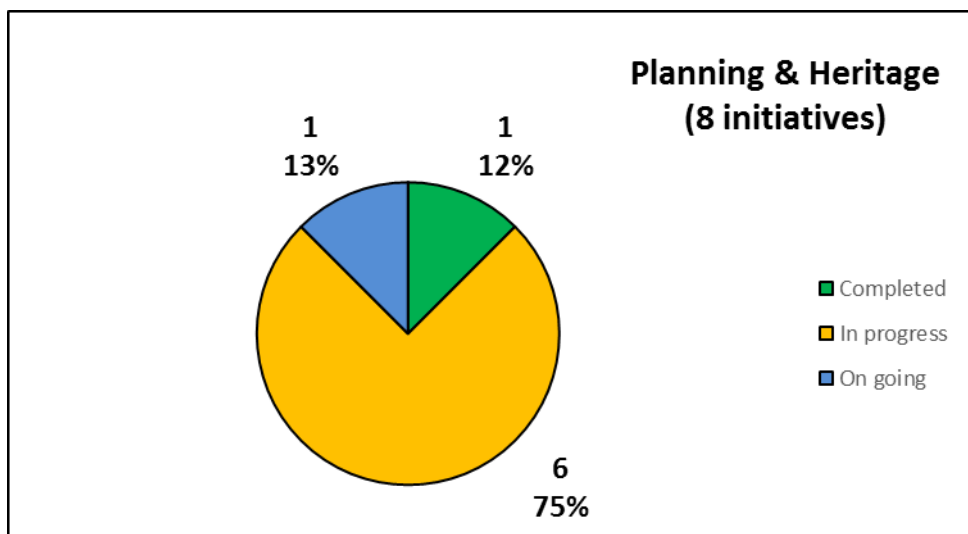
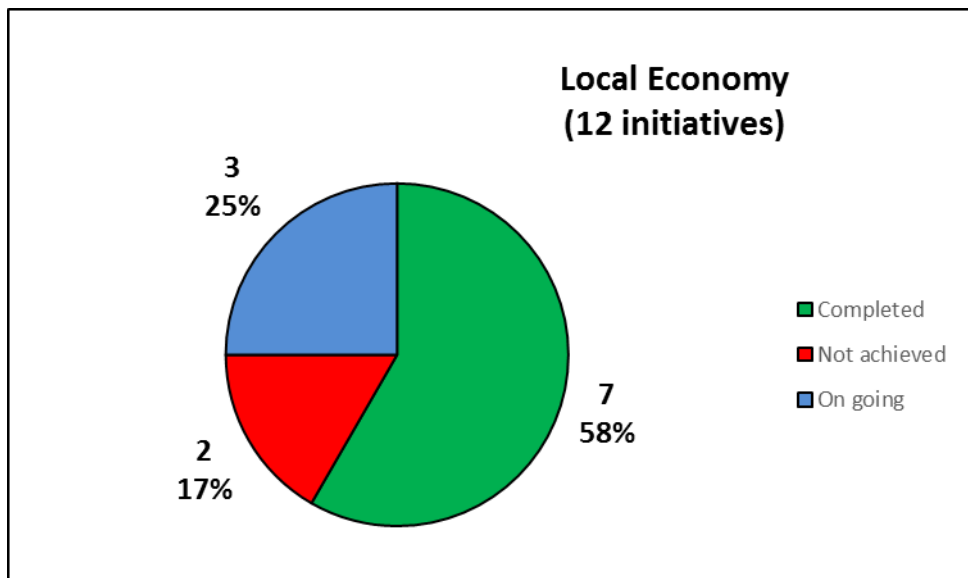
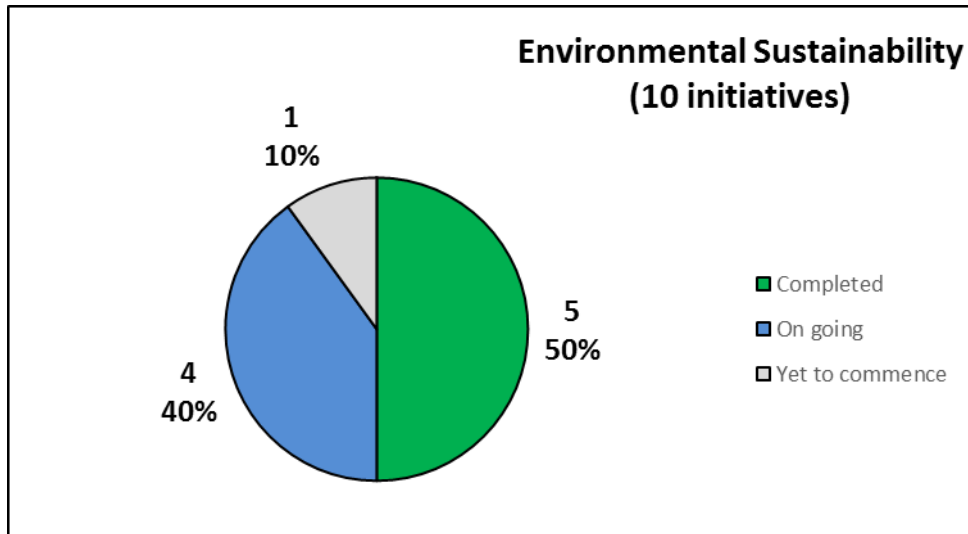
The Council Plan Final Progress Report describes the range and level of activity undertaken by the Borough of Queenscliffe during the 2020–21 financial year. The report continues to reinforce the importance of good working relationships and project partnerships between residents, local community organisations,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

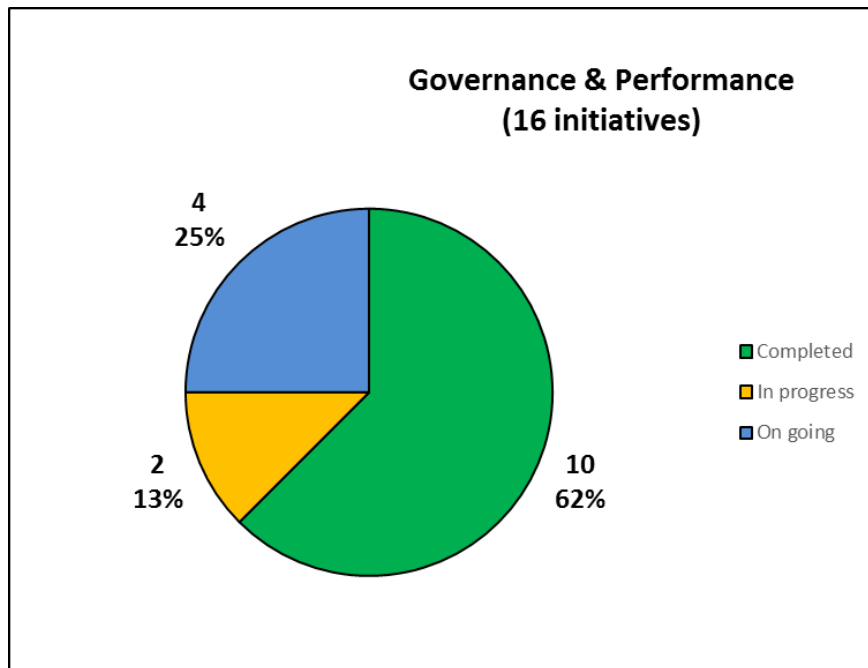
The implementation of the actions has resulted in four outcomes:

- **Completed** (while these actions relating to the financial year were fully implemented, some are ongoing in nature);
- **In progress** (these actions were progressed, but not fully completed in this financial year);
- **Yet to commence** (actions that have not commenced. The one action that did not commence in 2020–21, the rollout of a Food Organics & Garden Organics (FOGO) waste service, did in fact have considerable work performed on it by officers. However, for various reasons the rollout has had to be delayed. As the action was specifically to rollout the FOGO waste service this action has been deemed yet to commence);
- **Not achieved** (actions that were not fully achieved. Two actions were not fully achieved in 2020–21, namely to provide Tourist Park Services in the Borough and to provide a Visitor Information Service in the Borough. While both the Tourist Parks and Visitor Information Centre were open as much as possible throughout 2020–21, there were times both had to close to the public due to state government-directed lockdowns as a result of the COVID-19 global pandemic.

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







Comments

The 2017–2021 Council Plan Progress Report describes the range and level of activity undertaken by the Council over the course of the 2020–21 financial year. The report reflects the importance of good working relationships and project partnerships between community, Council and other levels of government.

This report provides information related to all 2020–21 initiatives and includes several capital works projects to be completed over more than one financial year. The progress report does demonstrate what can be achieved through the combined efforts of Councillors and staff teams working with local and regional organisations, and the community as a whole.

The 2020–21 year has continued to be significantly disrupted by the global COVID-19 pandemic. Despite the pandemic, considerable work was still able to be undertaken and targets achieved. The 2020–21 initiatives that should be highlighted include:

- The Climate Emergency Response Plan was adopted by Council.
- A new Council website was launched which included new features such as digital form submission.
- Aged care services maintained a zero waitlist and a review of the service was completed.
- Construction work commenced on both the Queenscliffe Hub and Queenscliff Boat Ramp.
- Works at the Point Lonsdale Tennis Club were completed. Works included recarpeting of a number of courts, lighting installation, extensions to the club house and a modernisation of the booking system.

Highlights of achievements in the quarter 1 April to 30 June 2021 include:

See below



Aged care / community care services

- From 1 April to 30 June 2021 there were 2186 hours of aged care services (2573 visits) to 163 active clients. Services provided included home/personal care assistance, lawn mowing, home maintenance, in-home respite, social support and assisted transport.
- Fourteen aged care home support assessments were also completed.
- A zero waitlist was maintained.

Communications

- Held community panel workshops for the Community Vision and Council Plan, and consultation on the future of Council's aged care service.
- Created media opportunities for a number of smaller, but very popular projects, including pedestrian crossings and new trail fencing.

Community Wellbeing and Local Economy

- Delivered the Community Activation and Social Isolation Program in partnership with 24 community groups.
- Hosted the annual Volunteers Recognition Celebration event.
- Financial and officer support was provided to ANZAC Day events, Queenscliffe Literary Festival, Bellarine Lighthouse Film Festival and Groms off the Wall.
- Facilitated a 'Hints and Tips' grant writing workshop.
- Assisted with the production requirements for 'Postcards' Ch 9 television show including a heritage tour with the host.
- Eight heritage walks were conducted by our heritage walk volunteers.

Environmental and public health

- Thirty-six public health assessments were completed and six complaint investigations were conducted.
- Consultation was held with the Department of Health and other local councils in the Barwon South West region on developing Council's Municipal Public Health and Wellbeing Plan framework for community consultation. A review of data sources and evidence for consideration to shape the Borough's health and wellbeing priorities over the next 4 years was also conducted.
- Regular COVID-19 response meetings were held with the Victoria Police, Department of Families, Fairness and Housing, and Bellarine Community Health.

Finance/IT

- Successful finalisation of the interim financial audit with no new audit issues identified.
 - Adaptation of revised Rates Assistance Policy providing many options for rates payers facing financial hardships.
 - Adaptation of new Revenue and Rating Plan.
 - Adaptation of the 2021–22 Financial Budget.
 - Implementation of Council's ICT Architecture Strategy has progressed with key milestones this quarter including the engagement of a business grade broadband provider and procurement of software licencing
-



Governance

- Six Council policies were revised and one revoked during the final quarter of 2020/21.
- Overall, during 2020/21 one new Council policy was adopted, 17 were revised and one was revoked. General Local Law 2021 and Council's Governance Rules were also introduced, which respectively superseded Local Law No. 2 (2010) – Community Amenity and Local Law No. 1 (2010) – Process of Municipal Government.
- Audit and Risk Committee meeting held 7 June 2021.

Infrastructure and planning

- A planning permit for the Queenscliff Boat Ramp upgrade was issued in early April 2021 with construction works commencing in June 2021
- Works at the Point Lonsdale Tennis Club were completed. Works included recarpeting of a number of courts, lighting installation, extensions to the club house and a modernisation of the booking system.
- Planning approval for the Queenscliffe Hub was granted including the tendering of services for its construction and the turning of the first sod by Minister for Skills and Training and construction works commencing in June 2021.
- Designs for the new Queenscliffe Recreation Reserve Hesse Street caravan park amenities block were finalised. Tender documents will be developed and the construction work tendered in August 2021. The new amenities block is scheduled for completion in January 2022.
- The surfers deck project in Ocean Road was completed and the boundary fence on Ocean Road was replaced.
- The Gellibrand Street pedestrian crossing was completed.
- An upgrade to the skate park was completed.
- Rapid response was required to major storm (significant tree damage) on 9 June including removal of one large Avenue of Honour cypress tree that was damaged on Flinders St.
- A pathway strategy has been prepared for the Borough to ensure we have a strategic plan for a good pathway network in the Borough.
- Tenders were called for the installation of underground electrical infrastructure within the Queenscliffe Recreation Reserve Caravan Park. The electrical work is a large and important step toward ensuring the electrical infrastructure at the caravan park meets the needs of the park into the future.
- In June, Council formed a trade services panel intended to help Council maintain and repair Council assets more efficiently. The trade services panel consists of 17 service providers over 9 different trades.
- In April 2021 the planning team had 30 planning permit applications under consideration, 33 in May and 25 in June.

Local laws

- This quarter 64,800 dog waste bags were provided in the Borough.
 - Officers attended nine reports of seals four reports of injured birds on our beaches.
 - Transitioned from Disabled Parking Permit scheme to new Accessible Parking Permit scheme.
-



Sustainability and Waste Management

- Climate Emergency Response Plan (CERP) was adopted at the 19 May 2021 Council meeting.
- The Borough participated in the Geelong Sustainability Solar Program Partnership which provided a group buy opportunity on solar power, heat pumps, solar batteries and electrical vehicle chargers in residential homes and businesses. The Borough represented 1% of the population to which the program was offered, but 16% of those who enquired about the program.
- The Deakin University Energy Report on Borough Caravan Parks draft review (to provide recommendation to the Borough for areas of energy improvements and cost savings to our tourist parks) was completed June 2021.
- Council's annual e-waste drop off event was conducted in May. A total of 7153 kilograms of e-waste was collected for processing. This brings the total weight of e-waste diverted from landfill through the annual drop off event since 2012 to 68,752 kilograms.
- The community diverted 55.8% of kerbside waste from landfill. This included diverting 515.8 tonnes of recyclable material for processing and 794.4 tonnes of garden waste for composting.

The ambitious set of initiatives included in the 2020–21 Implementation Plan, as well as the COVID-19 global pandemic, has also presented some challenges. There are a number of projects that remain 'in progress' due to the impact of other priorities. The attached (**Appendix 3**) details these items.

Options

Option 1 – Endorse the Council Plan Final Progress Report.

Option 2 – Request Officers to make further amendments to the Council Plan Final 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 2020 and 30 June 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 2020–21 financial year, Council defined the specific initiatives that would form part of its 2020–21 Implementation Plan. This report provides Council with progress achieved against the adopted priorities for the full year to 30 June 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

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

No, while many initiatives that form part of Council's 2020–21 Implementation Plan do have a direct and significant impact on the public, it is appropriate going forward to conduct gender impact assessments on the initiatives themselves and not on the report that merely records progress against those initiatives.

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

The final 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 declaration of a climate emergency.



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.

ATTACHMENTS

1. End of year implementation plan against Council Plan Priority Actions as at 30 June 2021 (Appendix 3)



16.2 2020–21 Quarterly Financial Report as at 30 June 2021

File: QG085-01-08

Authors: Manager Finance and Corporate Services

Portfolio: Governance & Performance

Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is to present the 2020–21 Quarterly Financial Report as at 30 June 2021.

EXECUTIVE SUMMARY

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.”

This report provides information on Council’s operating and capital performance for the twelve months to 30 June 2021 and explains key variances against the quarter 3 results presented to Council in April 2021. Detailed financial and non-financial information is included at **(Appendix 4)**.

The actual accumulated cash result at June 2021 is a surplus of \$651,000.

OFFICER RECOMMENDATION

That Council notes the Quarterly Finance Report to 30 June 2021.



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 **actual cash result** is a **surplus of \$192,000** for the year, an increase of \$344,000 on the quarter 3 forecasted cash deficit of \$145,000. This increase is mainly due to savings in material and services after adjusting for capital and operating work carried over to the 2021–22 financial year.

The **actual accumulated cash surplus** for the 2020–21 year is **\$651,000** at 30 June 2021.

Council reported an underlying deficit of \$1,553,000 (-13.7%) for the 2020–21 financial year which is largely driven by accounting adjustments for demolished assets and a reclassification of capital expenditure as operating expenditure for reporting purposes.

Excluding the impact of one-off accounting adjustments, Council has achieved an **underlying deficit of \$149,000 (-1.3%)** mainly driven by the loss of income from tourist parks due to the pandemic.

The final settlement in relation to the **sale of Murray Road land** did not take place before the end of the 2020–21 financial year as forecasted. The sale is now expected to be finalised by October 2021.

Total financial assets (cash and cash equivalents and financial assets) as at **30 June 2021** is **\$8.6 million** of which **\$4.4 million** represents **unrestricted cash holdings**.

Trade and other receivables stands at \$315,900 at 30 June 2021 of which 18% is due for more than 90 days.

Council's total liabilities are \$3,965,000 as at 30 June 2021, which is entirely covered by unrestricted cash holdings.



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

During the 2020–21 financial year, Council **invested \$3,756,000 (before any accounting adjustments) in capital works projects** against the **forecast of \$4.9 million for the year**. This is the highest amount Council has invested in capital works for the last ten years.

Explanations for key variances against the March forecast are included at **(Appendix 4)**.

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			15/16*	16/17*	17/18*	18/19*	19/20*	5 yrs average	20/21**	20/21** befoer acc. adj
	Low	Medium	High								
Net result	>0%	-10% - 0%	<- 10%	1.7%	2.5%	10.8%	25.1%	4.4%	8.9%	-0.9%	10.1%
Adjusted underlying result	>5%	0% - 5%	< 0%	-2.0%	2.0%	1.0%	0.0%	-3.3%	-0.5%	-13.7%	-1.3%
Liquidity	>1.0	0.75 - 1.0	<0.75	3.0	3.1	2.9	5.0	5.1	3.8	2.9	2.9
Internal financing	>100%	75% - 100%	<75%	56%	183%	135%	144%	151%	134%	128%	128%
Indebtedness	<=40%	40% - 60%	>60%	2%	1%	1%	1%	1%	1%	1%	1%
Capital replacement	>1.5	1.0 - 1.5	<1.0	2.0	1.2	1.8	2.9	1.4	1.9	2.1	2.1
Renewal gap	>1.0	0.5 - 1.0	<0.5	1.6	0.8	1.1	2.2	1.2	1.4	2.6	1.9

Source: VAGO

* Based on VAGO reports

**Based on the audited results, calculated by BoQ

Net result and the adjusted underlying result are impacted by accounting adjustments in relation to demolished assets and the reclassification of capital expenditure as operating expenditure.

Excluding the impact of one-off accounting adjustments, Council has achieved an underlying deficit of \$149,000 (-1.3%) mainly driven by the loss of income from tourist parks due to the pandemic.

In conclusion, applying the seven indicators of financial sustainability assessed by VAGO each year, the Borough of Queenscliffe remains in a sound financial position.

Options

Option 1 – note the Quarterly Finance Report to 30 June 2021 as presented.



Option 2 – request Officers to make further amendments to the Quarterly Finance Report to 30 June 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

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No.

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 30 June 2021 (Appendix 4)
-



16.3 Adoption of 2020–21 Annual Financial Report

File:	QG085-02-02
Authors:	Manager Finance and Corporate Services
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Salter

PURPOSE

The purpose of this report is adopt the 2020–21 Performance Statement and the 2020–21 Financial Statements in principle, subject to no substantive material changes.

EXECUTIVE SUMMARY

The annual financial report and the governance and management checklist are 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.”

Council is required to include in its annual report, audited annual financial statements comprising the general purpose financial statements and an audited performance statement in the manner and form prescribed by the *Local Government (Planning and Reporting) Regulations 2014* (transitional provisions included in the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*). The 2020–21 Performance Statement, the 2020–21 Financial Statements and the 2020–21 Governance and Management Checklist are included at **(Appendices 5a, 5b and 5c)** respectively.

The **reported deficit for the 2020–21 year is \$118,000** (down from \$501,000 surplus in 2019–20). The deficit for the year has mainly resulted from the accounting loss associated with the demolition of a building and the reclassification of capital expenditure as operating expenditure of a grant-funded project. **Excluding the impact of these accounting adjustments, Council has recorded a surplus of \$1,286,000 for the year.**

OFFICER RECOMMENDATION

That Council:

- 1. Adopt the 2020–21 Performance Statement in principle, subject to no substantive material changes;**
 - 2. Adopt the 2020–21 Financial Statements in principle, subject to no substantive material changes;**
 - 3. Authorise Cr Ross Ebbels and Cr Donnie Grigau to sign the 2020–21 Performance Statement and the 2020–21 Financial Statements;**
 - 4. Authorise Mr Gihan Kohobange as Principal Accounting Officer to sign the 2020–21 Performance Statement and the 2020–21 Financial Statements; and**
-



- 5. Include the 2020–21 Governance and Management Checklist in the Report of Operations section of the 2020–21 Annual Report.**



REPORT

BACKGROUND

The Financial Report represents Council's financial performance and position for the financial year and is prepared and presented in its final form in accordance with applicable Accounting Standards and relevant legislative requirements. The Victorian Auditor-General must issue an audit opinion stating that this requirement has been met.

The performance statement includes information about the performance of Council for the financial year. In the 2014–15 reporting year, the Victorian Government introduced the Local Government Performance Reporting Framework, a mandatory system of performance reporting for councils that prescribes the mandatory performance indicators and measures that will be included in the annual report and published by Local Government Victoria on their website at www.knowyourcouncil.vic.gov.au

The performance statement and general purpose financial statements must be certified by the Principal Accounting Officer, Chief Executive Officer and two authorised Councillors. The Mayor and a Councillor are normally the nominated signatories authorised by Council to sign the statements on Council's behalf.

Council, upon receipt of the Auditor-General's audit opinion, must then include the Performance Statement and the Financial Statements in the annual report to be lodged with the Minister for Local Government within three months of the end of the financial year.

The Act also requires the inclusion of a Governance and Management Checklist in the Report of Operations within the annual report, which also forms part of the Local Government Performance Reporting Framework. The Governance and Management Checklist measures whether Council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision-making. This Checklist must be certified by the Mayor and Chief Executive Officer.

DISCUSSION

2020–21 Financial Statements

The 2020–21 General Purpose Financial Statements have been prepared in line with the Local Government Model Financial Report 2020–21, issued by Local Government Victoria, as required by regulation 19(b) of the Regulations.

The reported deficit for the 2020–21 year is \$118,000 (down from \$501,000 surplus in 2019–20). The deficit for the year has mainly resulted from the accounting loss associated with the demolition of a building and the reclassification of capital expenditure as operating expenditure of a grant-funded project. Excluding the impact of these accounting adjustments, Council has recorded a surplus of \$1,286,000 for the year.

The Victorian Auditor-General's Office (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. These indicators could be used to summarise the financial performance of the Borough for the 2020–21 financial year.

The following charts indicate the Borough’s trend over the past five years on the VAGO financial sustainability indicators. The 2020–21 results are those calculated by the Borough for each of these ratios, as the final VAGO figures are not expected to be reported to Parliament and subsequently released to the public until late in the 2021 calendar year. Applying the seven indicators of financial sustainability assessed by VAGO each year, the Borough of Queenscliffe remains in a sound financial position.

Financial Sustainability Indicators	Risk Assessment Matrix			15/16*	16/17*	17/18*	18/19*	19/20*	5 yrs average	20/21**	20/21** before acc. adj
	Low	Medium	High								
Net result	>0%	-10% - 0%	<- 10%	1.7%	2.5%	10.8%	25.1%	4.4%	8.9%	-0.9%	10.1%
Adjusted underlying result	>5%	0% - 5%	< 0%	-2.0%	2.0%	1.0%	0.0%	-3.3%	-0.5%	-13.7%	-1.3%
Liquidity	>1.0	0.75 - 1.0	<0.75	3.0	3.1	2.9	5.0	5.1	3.8	2.9	2.9
Internal financing	>100%	75% - 100%	<75%	56%	183%	135%	144%	151%	134%	128%	128%
Indebtedness	<=40%	40% - 60%	>60%	2%	1%	1%	1%	1%	1%	1%	1%
Capital replacement	>1.5	1.0 - 1.5	<1.0	2.0	1.2	1.8	2.9	1.4	1.9	2.1	2.1
Renewal gap	>1.0	0.5 - 1.0	<0.5	1.6	0.8	1.1	2.2	1.2	1.4	2.6	2.6

Source: VAGO

* Based on VAGO reports

**Based on the audited results, calculated by BoQ

Net result and the adjusted underlying result are impacted by accounting adjustments in relation to demolished assets and the reclassification of capital expenditure as operating expenditure.

Excluding the impact of one-off accounting adjustments, Council has achieved an underlying deficit of \$149,000 (-1.3%) mainly driven by the loss of income from tourist parks due to the pandemic.

2020–21 Performance Statement

The 2020–21 Performance Statement has been prepared based on the “Local Government Better Practice Guide 2020–21: Performance Statement” issued by Local Government Victoria.

In summary, Council has performed well against all performance indicators although some reported indicators are impacted by accounting adjustments and timing of receipt of grant income as explained below.

- Expenses per head of municipal population

Indicator	2019-20	2020–21
Expenses* per head of municipal population	\$4,018	\$4,282

*excluding capital expenditure



Total expenses for 2020–21 includes a \$542,000 accounting loss associated with a building demolition and a \$864,000 reclassification (capital to operating) of expenditure incurred on infrastructure assets owned by third parties in relation to a road upgrade project. Excluding the impact of these accounting adjustments, the result for 2020–21 is \$3,815.

- Recurrent grants per head of municipal population

Indicator	2019-20	2020-21
Recurrent grants per head of municipal population	\$562	\$279

The decrease is mainly due to the lower percentage (%) of Financial Assistance Grant (FAG) received in advance in 2020–21 compared to 2019–20 and the redirection of grant funding for home care package services (home care package services are now provided through Bellarine Community Health and Council receive a fee income instead of grant).

- Expenses per property assessment

Indicator	2019-20	2020-21
Expenses per property assessment	\$3,913	\$4,016

The significant increase in expenses per property assessment is due to the reasons explained above under the Expenses per head of municipal population. Excluding the impact of these accounting adjustments, the result for 2020–21 is \$3,714.

- Adjusted underlying result

Indicator	2019-20	2020-21
Adjusted underlying result ([Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100)	-3.3%	-13.7%

Underlying result indicates whether the Council generates a surplus in the ordinary course of business.

Council reported an underlying deficit of \$1,553,000 (-13.7%) for the 2020–21 financial year which is largely driven by accounting adjustments for demolished assets and a reclassification of capital expenditure as operating expenditure for reporting purposes.

Excluding the impact of these accounting adjustments, Council has achieved an underlying deficit of \$149,000 (-1.3%) mainly driven by the loss of income from tourist parks due to the pandemic.

Auditor-General's audit opinion

Crowe Australasia, on behalf of the Victorian Auditor-General's Office (VAGO) presented a summary of its audit findings on the performance statements and the financial report to the Audit and Risk Committee with a draft closing report. Key audit matters addressed in the draft closing report are as follows:

- Based on the evidence assessed as part of the audit, Crowe Australasia expect to conclude that both the Borough of Queenscliffe's financial report and its performance statement are presented fairly, and consequently expect to issue unmodified audit opinions; and
-



- The auditors have identified a small number of minor presentation and disclosure changes in the financial report as a result of the audit review, which management has adjusted. Audit procedures had not identified any unadjusted differences.

Governance and Management Checklist

The Governance and Management Checklist measures whether a council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision making.

Council has met all of the 24 qualitative measures included in the governance and management checklist.

The 2020–21 Governance and Management Checklist has been prepared in line with the “Local Government Better Practice Guide 2020–21: Report of Operations”.

Audit and Risk Committee

The Audit and Risk Committee has reviewed the audited financial report, performance statement and the governance and management checklist at its meeting held on 6 September 2021 and recommended that Council adopt the financial report and performance statement in principle. The related recommendations from the Audit and Risk Committee meeting are included at **(Appendix 2b)**.

Options

Option 1 – adopt the 2020–21 Performance Statement and the 2020–21 Financial Statements as presented.

Option 2 – request Officers to make further amendments the 2020–21 Performance Statement and the 2020–21 Financial Statements if required.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The Financial Report represents Council's financial performance and the financial position for the financial year. The Performance Statement includes the results achieved in relation to prescribed sustainable capacity, service performance and financial performance indicators. The Governance and Management Checklist measures whether a council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision making.

Collaboration

The 2020–21 Performance Statement has been prepared based on the Local Government Better Practice Guide 2020–21: Performance Statement issued by Local Government Victoria. The 2020–



21 General Purpose Financial Statements have been prepared in line with the Local Government Model Financial Report 2020–21, issued by Local Government Victoria.

GOVERNANCE CONTEXT

Relevant Law

These statements have been prepared under the transitional provisions included in the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020* which effectively mean the requirements under the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* remain for the 2020–21 reporting period.

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

The annual financial report and the governance and management checklist are 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 performance statement, financial statements and the governance and management checklist provide useful information to various stakeholders of the organisation in identifying 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 related conflicts of interest.

CONSIDERATIONS



Environmental Sustainability

Financial Statements provide financial information in relation to the Environmental Sustainability activities of Council.

Financial and resource implications

Financial Statements provide the opportunity for constant review of Council's financial position against the adopted budget and the long term financial plan (available resources).

Innovation and Continuous Improvement

Format of the performance statement, the financial statements and governance and the management checklist will be further improved in line with the 2020–21 annual report design.

IMPLEMENTATION

Operational Impacts

Financial Statements provide financial information about Council's planned operational activities.

Implementation Process

Not applicable.

ATTACHMENTS

1. 2020–21 Performance Statement (Appendix 5a)
 2. 2020–21 Financial Statements (Appendix 5b)
 3. 2020–21 Governance and Management Checklist (Appendix 5c)
-



16.4 Draft Council Plan 2021–2025

File:	QG054-01-01
Authors:	Chief Executive Officer
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Salter

PURPOSE

The purpose of this report is to seek Council endorsement of the Draft Council Plan 2021–2025.

EXECUTIVE SUMMARY

The *Local Government Act 2020* (Act) requires Council to prepare and adopt a Council Plan for a period of at least the next 4 financial years after a general election.

The Council Plan must be prepared using the strategic planning principles set out in the Act and must include:

- the strategic direction of Council
- strategic objectives for achieving that direction
- strategies for achieving the objectives (for at least 4 years)
- strategic indicators for monitoring achievement

Council has integrated the Municipal Health and Wellbeing Plan into the Draft Council Plan 2021–2025.

The Draft Council Plan 2021–2025 has been developed in partnership with our community and will help Council meet the goals set in the Community Vision. It outlines the focus of our work for the coming Council term.

The Draft Council Plan 2021–2025 is included at **(Appendix 6a)** and the appendices at **(Appendix 6b)**.

OFFICER RECOMMENDATION

That Council:

1. Endorse the Draft Borough of Queenscliffe Council Plan 2021–2025;
 2. Place the Draft Borough of Queenscliffe Council Plan 2021–2025 on public exhibition inviting submissions from Thursday 23 September 2021 until 12:00pm on Friday 15 October 2021; and
 3. Consider a motion to adopt the Draft Borough of Queenscliffe Council Plan 2021–2025 at the Ordinary Council Meeting to be held on Wednesday 27 October 2021.
-



REPORT

BACKGROUND

There are a number of overarching governance principles in the Act that Council must give effect to in performing its role. In the preparing the Draft Council Plan 2021–2025, Council has used the following governance principles:

- priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- the municipal community is to be engaged in strategic planning and strategic decision making; and
- the ongoing financial viability of the Council is to be ensured.

In addition to the overarching governance principles the Act also requires Council to prepare a Council Plan in accordance with the strategic planning principles. The Act defines the strategic planning principles as:

- a. an integrated approach to planning, monitoring and performance reporting is to be adopted;
- b. strategic planning must address the Community Vision;
- c. strategic planning must take into account the resources needed for effective implementation;
- d. strategic planning must identify and address the risks to effective implementation; and
- e. strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.

DISCUSSION

Deliberative engagement

Council has developed the Council Plan in accordance with its deliberative engagement practices.

The Draft Council Plan 2021–2025 has been developed following two stages of community engagement. The first stage included an online survey, open houses, and interactive sessions with schools and community groups. Through this stage Council received input from 264 people.

The second stage involved 25 local residents joining a community panel. This panel, which also included the Borough's Councillors, created a draft of both the Community Vision and the portfolios and strategies used in the Draft Council Plan 2021–2025.

Municipal Health and Wellbeing

Council has integrated the Municipal Health and Wellbeing Plan into the Draft Council Plan 2021–2025. The health and wellbeing priorities included in the Draft Council Plan 2021–2025 reflect the



issues the community told us were important, with reference to local health data and taking into account the objectives of the Victorian Public health and Wellbeing Plan 2019–2023.

Other key documents informing the Council Plan

The Draft Council Plan 2021–2025 has been developed with reference to a number of key strategic documents and plans which include actions that have either influenced the strategic direction of Council, or contain detailed actions which will implement the strategic priorities developed by Council. This includes but is not limited to the Borough of Queenscliffe Climate Emergency Response Plan and the Wadawurrung Healthy Country Plan.

Draft Council Plan 2021–2025

The Draft Council Plan sets out Council’s strategic direction for the four years until 2025. It describes the priorities for the term of the current Council and includes actions that Council intends to undertake to achieve the strategic objectives of the priorities.

An annual plan will be developed to facilitate the implementation of the Council Plan, and will show the specific activities Council will undertake during the financial year. Council will report on progress throughout the life of the plan and will continuously review actions to ensure work remains focussed and effective.

A separate 10-year Financial Plan has been informed by, and has informed the Draft Council Plan 2021–2025. The Financial Plan gives specific guidance on Council’s long term strategic approach to managing financial sustainability.

A 10-year Asset Management Plan will be developed following the adoption of the Council Plan. The Asset Plan will guide Council’s approach to managing and maintaining community assets and inform the preparation of the Annual Plan.

The Draft Council Plan 2021–2025 does not address all the things that Council does, but it does reflect the major challenges facing Council and the community over the next four years. It has incorporated the Community Vision and it will guide decisions about policy, programs, services, resources and performance.

Options

Option 1 – endorse the Borough of Queenscliffe Draft Council Plan 2021–2025 as presented.

Option 2 – request Officers to make amendments to the Borough of Queenscliffe Draft Council Plan 2021–2025.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement





Council has completed detailed and extensive consultation with ratepayers and residents to inform the strategic objectives that underpin the Draft Council Plan 2021–2025.

Council prepared the key strategies in collaboration with 25 local residents who formed a representative community panel which worked with the broader community input to develop the Community Vision.

Should Council resolved to endorse the Draft Council Plan 2021–2025 as outlined in this report, the Draft Council Plan 2021–2025 will be put on public exhibition and open for public submissions until 5:00pm on Friday 15 October 2021.

Collaboration

In addition to the collaboration with the local community, Council has worked with the Department of Health in the preparation of the health and wellbeing priorities integrated into the Draft Council Plan 2021–2025.

GOVERNANCE CONTEXT

Relevant Law

Council has prepared the Council Plan under 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.

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

No, however the Draft Council Plan 2021–2025 has been developed with reference to the *Gender Equality Act 2020* and includes a specific action to align decision making and operational activity with the objectives of the *Gender Equality Act 2020*.

The actions set out in the plan will be subject to gender Impact assessments and project details and program objectives are developed through the implementation of the Draft Council Plan 2021–2025.

Regional, State and National Plans and Policies

The following G21 Regional Alliance strategies have been reviewed in the preparation of the Draft Council Plan 2021–2025:

- The Geelong Region Plan
 - Growing up in G21 2021
-



Council has also reviewed Women's Health and Wellbeing Barwon South West – Respect 2040

Council has referred to the following State Plans:

- Department of Health and Human Services Climate Change Adaptation Action Plan 2022–2026
- Victorian Public Health and Wellbeing Plan 2019–2023

Council Plan Alignment

Not applicable.

Legal and Risk Implications

A Council must adopt the Council Plan by 31 October in the year following a general election.

Related Documents

Borough of Queenscliffe Community Vision 2021–2031
Borough of Queenscliffe Draft Financial Plan 2021–2031
Borough of Queenscliffe Climate Emergency Response Plan

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The Draft Council Plan 2021–2025 provides information in relation to Council's commitment to Environmental Sustainability.

Financial and resource implications

The strategic direction set out in the draft Council Plan has been considered and integrated into the Draft Financial Plan 2021–2031.

Innovation and Continuous Improvement

Not applicable.

IMPLEMENTATION

Operational Impacts

The Draft Council Plan 2021–2025 will direct and inform Council's operational activities.

Implementation Process

Capital works and operational works programs will be developed and implemented in line with the Final Council Plan and Financial Plans once adopted.



ATTACHMENTS

1. Draft Council Plan 2021–2025 (Appendix 6a)
2. Council Plan Appendices (Appendix 6b)



16.5 Draft Financial Plan 2021–2031

File:	QG085-05-02
Authors:	Manager Finance and Corporate Services
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Salter

PURPOSE

The purpose of this report is seek Council endorsement of the Draft Financial Plan 2021–2031.

EXECUTIVE SUMMARY

The *Local Government Act 2020* has introduced a requirement for Council to prepare a 10 year Financial Plan. The Financial Plan provides a strategic overview of the financial resources available to Council over next 10 years. It sets out how the resources will be used to implement the actions of the Council Plan and the Community Vision.

The purpose of the Financial Plan is to provide stability, predictability and establish a framework for the effective mitigation and management of strategic financial risk. Importantly, the Plan should show how the viability and financial sustainability of Council will be achieved and maintained over the 10-year period.

The Draft Financial Plan 2021–2031 satisfies all financial sustainability indicators specified in the draft Council Plan over the 10-year planning horizon. Management endorses the Draft Financial Plan 2021–2031 as financially responsible, to maintain existing services and infrastructure and deliver priority projects and services that are valued by our community.

The Draft Financial Plan 2021–2031 is included at **(Appendix 7)**.

OFFICER RECOMMENDATION

That Council:

- 1. Endorse the Draft Borough of Queenscliffe Financial Plan 2021–2031;**
 - 2. Place the Draft Borough of Queenscliffe Financial Plan 2021–2031 on public exhibition inviting submissions from Thursday 23 September 2021 until 12:00pm on Friday 15 October 2021; and**
 - 3. Consider a motion to adopt the Draft Financial Plan 2021–2031 at the ordinary Meeting of Council to be held on Wednesday 27 October 2021.**
-



REPORT

BACKGROUND

As part of the annual budget process Council has traditionally prepared a ten year financial plan with the budget year and following three year budgets included in the model budget document. The *Local Government Act 2020* includes a new requirement for all Councils to develop and adopt a ten year financial plan including a public consultation process.

DISCUSSION

The **Draft Financial Plan 2021–2031 sites well within the projected rates cap over the next 10-year** period meeting the Council’s commitment to maintaining future rates increases at or within the capped rate.

Council is projecting a modest underlying surplus for each year from the year 2023–24 onwards. Council expects to benefit from the various initiatives started in the year 2021–22 to enhance the productivity and efficiencies of Council operations.

An increase in depreciation expenses due to the new Queenscliffe Hub and the upgraded Queenscliff Boat Ramp has resulted in an estimated underlying deficit for the 2022-23 financial year. The Borough expects that the additional income from tourist parks and operational efficiencies will be sufficient enough to cover additional depreciation from the year 2023–24 onwards.

Council has been receiving an average annual operating grant of \$115,000 from Better Boating Victoria (BBV) as compensation for the loss of income from boat ramp parking fees. However, no grant income from BBV is factored into this Plan after the financial year 2021–22 as Council has not received any confirmation from BBV about the future grant arrangements.

The Plan indicates that Council will have sufficient funds in order for Council to continue meeting its legislative responsibilities and to keep providing services and facilities needed by the community.

No borrowings are planned over the 10-year horizon.

The Financial Plan forecasts significant investment in existing assets over the next 10 years. Asset renewal work and reasonable asset upgrade work have been prioritised in the Plan over any new capital work to avoid any detrimental impact on the financial sustainability of the Council resulting in additional asset renewal requirements in the future. Only high-level cost estimates have been used in the Plan and the scope and timing of these projects are subject to community consultations and detailed feasibility assessments.

No new property sale is planned except for the annual replacement of motor vehicles.

Investment opportunities for proceeds from the sale of Murray Road land have not been identified in this Plan. Proceeds from the sale of the Murray Road Land is kept in a separate reserve as stated on page 29 of the Plan, until Council identify potential investment opportunities in line with the Council policy, CP044, Sale, Exchange or Transfer of Council Land.



Mainly due to the cost associated with the implementation of FOGO and glass collection services, **waste management charges are expected to increase approximately by 4% each year for the next two years.** Council has decided to recover the cost associated with the rollout of FOGO and glass services over a period of 4 years to minimise the impact on the community.

Council is aiming for a diversion rate of 80% of the organics in the waste bin to the FOGO service that will Council to manage future increases (from 2025–26 onwards) in waste management charges within the CPI increases.

The Financial Plan has been prepared based on **various assumptions as detailed on page 7 and 8 of the Plan.** These assumptions will be updated annually as a part of the annual budget process following a review of internal financial results and changes in the external environment. The financial information used for 2021–22 (the base year) in this Plan is based on the 2021–22 financial budget.

Financial Snapshot

Council’s financial plan 2021–2031 satisfies all financial sustainability indicators specified in the draft Council Plan over the 10-year planning horizon.

Indicator	Target	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Average 10-year horizon
Sustainable operating result												
Our adjusted underlying result	> \$0	\$44	-\$154	\$13	\$24	\$20	\$95	\$111	\$91	\$80	\$88	\$41
Working capital												
Current assets vs current liabilities	> 1.0	3.02	3.62	3.25	3.39	3.20	3.25	3.47	3.54	3.52	3.75	3.40
Level of unrestricted cash reserve against current liabilities	> 100%	136%	114%	93%	104%	93%	91%	113%	132%	141%	161%	118%
Borrowings												
Total borrowings against rate revenue	< 15%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Commitment for asset renewals												
Asset renewal and upgrade expenses against depreciation	> 100%	263%	290%	283%	142%	163%	139%	114%	103%	119%	125%	174%
Council's contribution to asset renewal and upgrade	> 10%	42%	17%	17%	13%	15%	14%	10%	10%	12%	10%	16%

Options

Option 1 – endorse the Draft Financial Plan 2021–2031 as presented.

Option 2 – request Officers to make further amendments to the Draft Financial Plan 2021–2031.

COMMUNICATIONS AND ENGAGEMENT



Community Engagement



Council has completed detailed and extensive consultation with ratepayers and residents to develop the Community Vision adopted by Council in its August 2021 Ordinary Meeting of Council. Input received from the community representatives have been considered in developing the Draft Financial Plan.

Should Council resolved to endorse the Draft Financial Plan 2021–2031 as outlined in this report, the Draft Plan will be open for public submissions until 5:00pm on Friday 15 October 2021. All submissions will be considered and Council will have an opportunity to adopt the Financial Plan 2021–31 at its Ordinary Meeting of Council on Wednesday 27 October 2021.

Collaboration

The proposed Plan has been prepared based on the Local Government Better Practice Guide, Financial Plan.

GOVERNANCE CONTEXT

Relevant Law

Council prepares its Financial Plan 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

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

The Draft Financial Plan 2021–2031 is in line with the Draft Council Plan 2021–2025, the strategic direction of Council is set around five portfolios.



Legal and Risk Implications

The Draft Financial Plan provides useful information to councillors and officers in relation to the financial sustainability of the Council's operations. Further, the Financial Plan is an effective tool to monitor the ongoing financial performance of Council.

Related Documents

Draft Council Plan 2021–2025
Community Vision 2021–2031

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

The Draft Financial Plan provides information in relation to Council's commitment to Environmental Sustainability.

Financial and resource implications

The Draft Financial Plan provides the opportunity for constant review of Council's financial position and an indication of the availability of financial resources to implement the actions of the Council Plan and achieve the Community Vision.

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 Draft Financial Plan.

ATTACHMENTS

1. Draft Financial Plan 2021–2031 (Appendix 7)
-



16.6 Instruments of Delegations

File:	QG065.01.01
Author:	Executive Projects Officer
Portfolio:	Governance & Performance
Portfolio Holder:	Cr Salter

PURPOSE

The purpose of this report is to enable Councillors to consider resolving the delegation of certain powers to the Chief Executive Officer and members of Council staff.

EXECUTIVE SUMMARY

The Council Plan includes Strategic Objective 5 Governance and Performance, that is, to 'provide transparent and accountable governance and meet all legislative requirements'. Delegation by Council of powers to the Chief Executive Officer and members of staff is formalised via written 'instruments of delegation' and this meets the good governance objectives of that element of the Council Plan.

This report presents to Council recommended amendments to its existing Instrument of Delegation to the Chief Executive Officer and its existing Instrument of Delegation to Members of Council staff. It takes into account all legislative changes which were assented to, or made, on or after 22 January 2021 which affect councils' powers, duties and functions.

In accordance with Section 11 of the *Local Government Act 2020*:

(7) A Council must review, within the period of 12 months after a general election, all delegations which have been made under this section and are still in force.

OFFICER RECOMMENDATION

That Council, in the exercise of the powers conferred by legislation referred to in the attached Instruments of Delegation, resolves that:

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument. (Appendix 8a)**
 - 2. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument. (Appendix 8b)**
 - 3. The instruments come into force immediately the common seal of Council is affixed to each instrument.**
-



- 4. On the coming into force of the instrument all previous delegations to the Chief Executive Officer and members of Council staff are revoked.**
- 5. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**



REPORT

BACKGROUND

Specifically in response to the commencement of the *Local Government Act 2020 (2020 Act)*, Council's delegations have been reviewed and updated accordingly. The last review was undertaken in September 2020 (Delegation to the Chief Executive Officer and Delegation to Council staff).

In accordance with Section 11 of the Local Government Act 2020:

(7) A Council must review, within the period of 12 months after a general election, all delegations which have been made under this section and are still in force.

DISCUSSION

Maddocks (Lawyers) provide Council with legal services which include provision of a Delegations and Authorisations Service. This service has been utilised to review the following Instruments of Delegation, which have been prepared using a best practice model and include the following amendments:

S5 Instrument of Delegation – Council to the Chief Executive Officer

Council Officers have reviewed advice from Maddocks regarding the Delegation from Council to the Chief Executive Officer and do not recommend any amendments, although the delegation is being presented for re-adoption as presented.

S6 Instrument of Delegation – Council to Members of Council Staff

The following is a summary of key changes that have been made to the Delegation from Council to Council Staff since the last update in September 2020:

- sections 36A, 36B, 38G(1), 38G(2) and 40F of the *Food Act 1984* have been inserted. Pursuant to the *Food Amendment Act 2020*, these provisions will commence on 1 July 2021 unless proclaimed earlier.
 - section 181H of the *Local Government Act 1989 (LGA 1989)* has been removed. With the repeal of s 181H(2) of the LGA 1989, the CEO may now sub-delegate the power to enter into an environmental upgrade agreement and declare and levy an environmental upgrade charge to a member of Council staff pursuant to s 181H of the LGA 1989 and s 47 of the *Local Government Act 2020 (LGA 2020)*.
 - updated the commencement date of the new provisions of the *Residential Tenancies Act 1997* to 27 April 2021 unless proclaimed earlier.
 - section 42A of the *Road Management Act 2004* has been updated. We have removed reference to VicRoads and replaced it with Head, Transport of Victoria.
 - the *Environment Protection Act 1970* has been removed.
 - sections 36A, 36B and 40F of the *Food Act 1984* are now in force.
 - sections 4H, 4I, 18, 21(2), 26(1), 26(2), 28(1), 28(2), 28(4), 41(1), 41(2), 42(2), 49(2), 51, 57(5), 70, 97G(6), 179(2) of the *Planning and Environment Act 1987* have been amended to
-



reflect the changes made under the *Planning and Environment Amendment Act 2021*, in particular the new requirement to make certain information/documents available in accordance with the public availability requirements.

- sections 91ZU(1), 91ZZC(1), 91ZZE(1), 91ZZE(3), 206AZA(2), 207ZE(2) of the *Residential Tenancies Act 1997* are now in force.
- the *Residential Tenancies Regulations 2021* has been inserted and is in force.

Options

It is not possible to achieve the best outcomes for the community, including future generations without having clear delegations in place to enable day to day operations and routine decisions to be made.

Option 1 – have all decisions made at Council meetings, providing an ineffective form of government.

Option 2 – have specific decision-making power possible by CEO and staff by way of formal delegation to achieve best outcomes, as recommended.

Option 3 – have specific decision-making power possible by CEO and staff by way of formal delegation to achieve best outcomes, in a manner different to that recommended.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



Council must keep a public register of all Delegations made under section 11 of the *Local Government Act 2020*. It is recommended that this register be published on Council's website.

Collaboration

Not applicable.

GOVERNANCE CONTEXT

Relevant Laws

Local Government Act 2020

Domestic Animals Act 1994

Food Act 1984

Heritage Act 2017

Local Government Act 1989

Planning And Environment Act 1987

Residential Tenancies Act 1997

Road Management Act 2004

Planning And Environment Regulations 2015

Planning And Environment (Fees) Regulations 2016



Residential Tenancies (Caravan Parks And Movable Dwellings Registration And Standards) Regulations 2020

Residential Tenancies Regulations 2021

Road Management (General) Regulations 2016

Road Management (Works And Infrastructure) Regulations 2015

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No, as the impact on the public is not sufficiently significant to require a Gender Impact Assessment.

Regional, State and National Plans and Policies

Not Applicable.

Council Plan Alignment

To achieve Strategic Objective 5 Governance and Performance, that is, to 'provide transparent and accountable governance and meet all legislative requirements', Council needs clear delegations in place to enable day to day operations to be carried out in accordance with relevant legislation.

Legal and Risk Implications

Under the Local Government Act 2020 Delegations must:

- be reviewed within 12 months of a general election.

Related Documents

Not Applicable

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

This report does not raise any sustainability implications.

Financial and resource implications

The retainer fee for the Maddocks delegations and authorisations subscription service is budgeted for annually.



Innovation and Continuous Improvement

Continuous improvement is achieved by regular review of delegations via the professional Maddocks Delegations service, which is undertaken at the Borough at least annually, and in accordance with section 11(7) of the *Local Government Act 2020*, within 12 months of a general election.

IMPLEMENTATION

Operational Impacts

Delegation of powers is considered essential to enable day-to-day decisions to be made and there are several reasons why delegations should be reviewed regularly. In particular:

- accountability and responsibility for decisions is possible only if decision-makers are identified;
- in delegating responsibility, Council can set conditions, limitations and guidelines for decision-makers, including reporting requirements;
- Council decisions are often subject to legal scrutiny in courts and tribunals. This calls for precision about what decision was made, who made it and when it was made.

Implementation Process

Delegations are to be signed and sealed following resolution and the Delegations Register will be updated and maintained by the Chief Executive Officer in accordance with Section 11(8) of the *Local Government Act 2020*.

ATTACHMENTS

1. Borough of Queenscliffe Delegation – Council to Chief Executive Officer (Appendix 8a)
 2. Borough of Queenscliff Delegation – Council to Members of Council staff (Appendix 8b)
-



16.7 Sexual Harassment update

File: QG200-01-01

Author: HR & Governance Coordinator

Portfolio: Governance & Performance

Portfolio Holder: Cr Salter

PURPOSE

The purpose of this report is provide an update to Council on actions the Chief Executive Officers and officers are taking with respect to sexual harassment in the Council workplace.

EXECUTIVE SUMMARY

Council's Vision in the 2017–21 Council Plan is: *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.*

Providing a workplace to Council officers that is a 'safe haven' and free of sexual harassment aligns with Council's vision as well as one of the strategies of the Governance and Performance strategic objective to 'Provide transparent and accountable governance and meet all legislative requirements'. As sexual harassment is unlawful, it is incumbent upon Council to provide a workplace to staff, volunteers and Councillors that is free of sexual harassment.

In December 2020, the Victorian Audit-General's Office (VAGO) released its performance report *Sexual harassment in local government*. This timely, sector-specific report and its recommendations have guided the CEO and officers on actions to prevent and address sexual harassment in our workplace. The report's recommendations, and the actions underway by officers, focus on implementing comprehensive policies, training and communication to reduce the prevalence of workplace sexual harassment.

OFFICER RECOMMENDATION

That Council note the actions officers are taking to address and prevent sexual harassment in the Council workplace.



REPORT

BACKGROUND

In December 2020, the Victorian Audit-General's Office (VAGO) released its performance report *Sexual harassment in local government*. Given the increased media attention on the issue of sexual harassment in the workplace in early 2021, particularly government workplaces, this VAGO report was timely for the local government sector in providing data on the prevalence of sexual harassment in local government as well as recommendations on how councils can better address and respond to sexual harassment complaints as well as implementing practices that prevent sexual harassment.

DISCUSSION

As part of the performance audit *Sexual harassment in local government*, the Victorian Auditor-General's Office (VAGO) conducted a sector-wide survey.

The survey, conducted in June 2020, asked respondents about:

- individual experiences of sexual harassment
- complaints handling
- training and policies
- views on council communication and prevention measures.

A total of 75 of 79 Victorian local councils participated, with 9,939 staff and Councillors completing the survey. With 49,991 Victorian staff and Councillors, this is a 23.74% response rate. The report, including the survey findings, was handed down in December 2020.

The key findings of the report were alarming with 28% of respondents saying they had experienced workplace sexual harassment in the last 12 months (ie July 2019 to June 2020). This represents just over one in four Council staff or Councillors stating they had experienced sexual harassment in a one year period.

Of those that experienced sexual harassment an overwhelming 90% said that the harassment happened during day-to day work. While for many the offending behaviour was from a senior colleague or co-worker, 23% said they were harassed by a member of the public. Despite the large number of council workers and/or councillors reporting they had experienced sexual harassment, only 2% said they made a formal complaint to their council.

The VAGO report also found that employees from all roles and levels said they had experienced sexual harassment. However, it found that certain people were at greater risk. This included:

- LGBTQIA+ persons: 48% experienced sexual harassment;
- Young women: 42% of women aged between 18 and 34 experienced sexual harassment;
- People with disability: 41% experienced sexual harassment; and
- People in a customer facing role: 45% experienced sexual harassment

The VAGO report also found that the most common types of sexual harassment experienced were:



- intrusive questions about respondent's personal life or appearance;
- sexually suggestive comments or jokes that made them feel offended; and
- inappropriate staring or leering that made them feel intimidated.

The report concluded that in local government, a lack of comprehensive policies, training and communication means councils rarely engage staff in meaningful conversations about sexual harassment and its drivers. This creates a culture where victims lack confidence to report their experiences. For those who do report, complaint handling is undermined by poor documentation and councils' failure to encourage and support complainants.

The report made twelve recommendations divided into four key areas, with one recommendation directed to Local Government Victoria and eleven recommendations for councils.

The recommendations to councils were as follows.

Prevalence of sexual harassment

1. Use findings from the Victorian Auditor-General's 2020 Sexual Harassment in Local Government survey to identify and act on risk factors for council employees and workplaces
2. Collect information about the prevalence and nature of sexual harassment at least once every two years by:
 - conducting workplace surveys
 - reviewing complaints information
3. Address the risk of sexual harassment by members of the public by:
 - ensuring sexual harassment policies, procedures and training explicitly cover sexual harassment from the public
 - regularly communicating to customers and staff that the council does not tolerate any form of sexual harassment from the public

Preventing sexual harassment

4. Introduce a standalone sexual harassment policy that:
 - aligns with the VEOHRC Guideline and VPSC Model Policy
 - includes clear links to relevant council policies and procedures
 - covers the applicability of council policies to different roles and workplace settings, including councillors, customer-facing staff and members of the public
 - is searchable on council intranet sites or cloud software, and available in hard copy to all staff
 5. Introduce mandatory training on sexual harassment, or improve existing training, so that at a minimum it:
 - includes face-to-face or live online sessions for all staff and councillors at least once every two years (in addition to online modules)
-



- covers safe strategies for bystander interventions
 - is tailored to the council's policies, procedures and workplace risk factors
6. Communicate a culture of respect in the council by ensuring leaders model respectful behaviour at all times and communicate to all staff at least annually that the council does not tolerate sexual harassment

Responding to sexual harassment

7. Encourage reporting of inappropriate behaviour by:
- promoting formal and informal complaint channels
 - allowing for anonymous complaints
8. Improve record keeping of sexual harassment complaints by:
- keeping complete records of all interactions relating to a complaint
 - documenting decisions to not investigate complaints or to stop investigations, including the rationale for the decision and the name and role of decision makers
9. Review complaint procedures to ensure they include:
- a requirement to inform the complainant of the outcome of the complaint
 - guidance on how investigators can support reluctant complainants

Recommendations about councillors

10. Ensure councillors receive training on sexual harassment at least twice per council term
11. Ensure councillors are informed of their internal and external options for sexual harassment support and complaints, including:
- the council's employee assistance program
 - Councillor Code of Conduct dispute resolution processes
 - external complaint bodies

The full VAGO report, *Sexual harassment in local government*, can be found here:
<https://www.audit.vic.gov.au/report/sexual-harassment-local-government?section>

In response to the VAGO report and its recommendations, officers developed an implementation plan and have progressed implementing many of the report recommendations. All recommendations were agreed to be implemented in full with the exception of a standalone sexual harassment policy. While sexual harassment is unlawful and unacceptable behaviour in the workplace, so too is bullying and harassment. Upon review of existing policies, officers concluded a standalone bullying, harassment and sexual harassment policy was the most appropriate way forward for our Council workplace. However, this policy was drafted in such a way that it does comply with the Victorian Equal Opportunity and Human Rights Commission (VEOHRC) Guideline and Victorian Public Sector Commission (VPSC) Model Policy, as well as the other VAGO report recommendations such as allowing for informal and anonymous complaints, procedures for



responding to sexual harassment by members of the public, and guidance on how investigators can support reluctant complainants.

All Councillors have either completed or are scheduled to complete sexual harassment training in 2021, and all staff will have face to face sexual harassment training in financial year 2021/22 (anticipated to be held in March/April 2022 when COVID restrictions should allow for face to face training; interactive videoconference training will be implemented if face to face training is not possible).

Complaints procedures have also been reviewed and a revised complaints record system implemented which allows for recording of informal and anonymous complaints as well as the actions taken in response to those complaints.

Council staff were again surveyed in June 2021 on matters including sexual harassment. As this data is also required under Council's *Gender Equality Act 2020* obligations, staff will continue to be surveyed annually on their experiences of sexual harassment (among other things). Formal and informal sexual harassment data, including surveys and complaints, will be regularly reviewed by officers to ensure the effectiveness of preventative actions being taken.

Options

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

Option 2 – That Council requests further information of officers.

COMMUNICATIONS AND ENGAGEMENT

Community Engagement



The appropriate level of engagement at this stage is to inform the community of the steps Council has taken with respect to sexual harassment in the Council workplace. Further engagement work will be required to ensure the community is aware of its obligation to provide staff with a safe workplace and not harass Council staff.

Collaboration

A number of Victorian councils have participated in online meetings to discuss how to best implement the VAGO recommendations and how to support each other in doing so. Borough officers have attended a number of these meetings.

GOVERNANCE CONTEXT

Relevant Law

Gender Equality Act 2020

Equal Opportunity Act 2010



Local Government Act 2020
Occupational Health and Safety Act 2004
Fair Work Act 2009 (Cth)

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; this is not a Council policy, program or service that has a direct and significant impact on the public.

Regional, State and National Plans and Policies

Not applicable.

Council Plan Alignment

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

Sexual harassment is unlawful behaviour. Council has a positive legal duty to provide a safe workplace to staff, volunteers and Councillors. Proactively addressing sexual harassment, and implementing preventative measures assists Council in discharging its legal obligations.

Related Documents

Victorian Audit-General's Office *Sexual harassment in local government 2020*

Disclosure of Interest

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

CONSIDERATIONS

Environmental Sustainability

No economic, social, environmental and climate change implications are expected as a result of council's decision to note this report.

Financial and resource implications

While implementing the VAGO report recommendations will require officer time and attention, this is considered part of the usual compliance and safety work required to be performance by Council and no unusual finance or resource burden is anticipated.



Innovation and Continuous Improvement

A system has been put in place to ensure there is regular review of the prevention of sexual harassment measures being implemented at Council, to ensure the measures are effective and modified as necessary.

IMPLEMENTATION

Operational Impacts

Implementing the VAGO report recommendations will require officer time. However, as time and resources are already allocated to safety matters, the impact of implementing these recommendations should not be significant from an operational point of view. Further, if the recommendations are implemented effectively, incidents of sexual harassment should decrease which will have positive operational impact.

Implementation Process

It is expected that all VAGO report recommendations will be in place by June 2022.

ATTACHMENTS

Nil.



17. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS

No reports to consider.

18. QUESTIONS WITHOUT NOTICE

18.1 Questions Without Notice Status Update

No Questions Without Notice outstanding.

18.2 Questions Without Notice

19. LIST OF COUNCIL MEETINGS

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

PLANNING REVIEW MEETING

Wednesday 13 October 2021 at 7:00pm (if required)

COUNCIL MEETING

Wednesday 27 October 2021 at 7:00pm



20. 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:

20.1 Confirmation of 25 August 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.

20.2 Applications to Place a Memorial or Plaque

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 Memorials and Plaques consideration process is confidential.

20.3 Queenscliff Recreation Reserve Amenities Block Construction Contract 2021/19

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

20.4 Chief Executive Officer Matters

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

Time: _____pm

OFFICER RECOMMENDATION

That Council reopen the meeting and resume standing orders.



21. RATIFICATION OF CONFIDENTIAL ITEMS

OFFICER RECOMMENDATION

That the decisions made in camera be ratified by Council.

22. 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 – 25 August 2021				
Via Videoconference (Zoom)				
Cr Ross Ebbels – Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt Martin Gill, CEO Johann Rajaratnam, DP Peter McLean, RIE	Cr Susan Salter	2:30pm – 4:45pm 2:30pm – 3:17pm	1. Borough of Queenscliffe Pathway Strategy 2. Draft MOU between BoQ & QCAG 3. 2018 Council Managed Caravan Parks Masterplan 4. Memorials & Plaques applications	Nil
Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting – 8 September 2021				
Via Videoconference (Zoom)				
Cr Ross Ebbels – Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt	Nil	1:30pm – 7:30pm	1. Event sponsorship applications 2. CEO Remuneration Policy 3. Planning Briefing <ul style="list-style-type: none"> • 2021/067, 5 Beach St , Queenscliff 	Martin Gill was not present during item 2, CEO Remuneration Policy.



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Martin Gill, CEO Johann Rajaratnam, DP Shannon Maloney, ECDPL Carly Douglas, ECDO Leanne Stein, AO Phil Shanahan, Consultant Bridie Ogle, EPO Brydon King, CSP Gihan Kohobange, MFS Adam Pendlebury, BSA		1:30pm – 2:30pm & 3:30pm – 7:30pm 1:30pm – 7:10pm 1:30pm – 2:30pm 1:30pm – 2:30pm 1:30pm – 2:30pm 2:30pm – 3:30pm 2:30pm – 3:30pm 3:30pm – 4:30pm 4:30pm – 7:10pm 4:30pm – 7:10pm	<ul style="list-style-type: none"> • 2021/048, 200-204 Point Lonsdale Road, Point Lonsdale 4. Finance updates <ul style="list-style-type: none"> • Quarterly Report • Performance Statement • Governance Checklist • Annual Report 5. Financial Plan	
Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Assembly Meeting – 15 September 2021				
Via Videoconference (Zoom)				
Cr Ross Ebbels – Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt Martin Gill, CEO Johann Rajaratnam, DP Alfonso Della Monica, Consultant Steve Sodomaco, Consultant Tony Arnel, Deakin	Nil	1:30pm – 7:00pm 1:30pm – 6:00pm 2:00pm – 2:30pm 2:00pm – 2:30pm 2:30pm – 3:25pm	1. G21 Arts Pillar 2. Local Law Review 3. Deakin Energy Report on the Borough's Caravan Parks 4. Queenscliffe Tourist Park Management and Operation Review project update 5. Queenscliff Recreation Reserve Amenities Block Construction Contract 6. Heritage Jurisdictions 7. Secondary Consent Amendments	Nil



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
Dr Hong Xian Li (Lily), Deakin		2:30pm – 3:25pm	8. Health and Wellbeing Plan	
Moira Du, Deakin		2:30pm – 3:25pm	9. Council Plan	
Linda Bradburn, Deakin		2:30pm – 3:25pm		
Rebecca Petit-Bramwell, CERP		2:30pm – 3:25pm		
Shannon Maloney, ECDPL		1:30pm – 2:00pm & 3:00pm – 5:00pm		
Matt Williams, Sustainable Parks Solutions		3:30pm – 4:45pm		
Stuart Hansen, SPO		4:45pm – 5:00pm		
Attendees	Apologies	Time	10. Matters discussed	Conflict of interest disclosures
Meeting with the Queenscliff Community Association – 16 September 2021				
Queenscliff Town Hall				
Cr Ross Ebbels – Mayor	Cathie Bond, QCA	2:30pm – 3:45pm	1. Traffic management	Nil
Martin Gill, CEO	Michelle Jepson, QCA		2. Bellarine Peninsula Distinctive Area and Landscape (DAL) Submission	
David Connoley, QCA	Andrew Sutherland, QCA		3. Hesse Street public toilet	
Jane Abbott, QCA	Kate Jackson, QCA		4. Avenue of Honour	
Keith Stowers, QCA	Heather Craven, QCA		5. Council Plan & Vision workshops	
Judd Epstein, QCA			6. Draft DELWP Coastal Strategy	
Joan Kenwood, QCA			7. Shortlands Bluff vegetation clearance	
Joan Lindross, QCA			8. Murray Road developments & bike path	
David Kenwood, QCA			9. Heritage Review	



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
			10. Boat Ramp upgrade	

CEO – Chief Executive Officer	DP – Director Place	EA – Executive Assistant to the CEO, Mayor and Councillors
ADO – Arts Development officer	BSA – Business Services Accountant	MFS – Manager Finance and Corporate Services
CERP – Projects Officer, Climate Emergency Response Plan	CSC – Community Services Coordinator	ECDO – Economic & Community Development Officer
EAGMPI – Executive Assistant General Manager Planning & Infrastructure	EAHR&CGC – HR & Governance Coordinator	CCEC – Coordinator Community Engagement & Communications
ECDPL – Economic & Community Development Program Leader	EPO – Executive Projects Officer	ODCS – Organisational Development Customer Service & ICT services
RIE – Roads & Infrastructure Engineer	PPL – Planning Program Leader	RC – Rates Coordinator
TPTL – Tourist Park Team Leader (Acting)	SLEO – Senior Law Enforcement Officer	SPO – Special Projects Officer
CO – Communications Officer	EPO – Executive Project Officer	CSP – Contract Senior Planner



ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
25 August 2021	Public Question 2 from Carmen Bell The monthly Planning Report at Council Meetings provides a snapshot of planning activity in the Borough and as such is a valuable document. In the interest of transparency, would Council consider adding Secondary Consent planning permit amendments to enable scrutiny?	Question taken on notice.	Response sent on 7 September 2021 <i>see</i> Appendix 9

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.
