



# Agenda

## Ordinary Meeting of Council

Wednesday 27 October 2021 at 7:00pm

Via videoconference (Zoom)

### **Distribution List**

#### **Councillors**

Cr Ross Ebbels – Mayor

Cr Susan Salter

Cr Donnie Grigau

Cr Fleur Hewitt

Cr Michael Grout

#### **Officers**

Martin Gill – Chief Executive Officer

Johann Rajaratnam – Director Place

Gihan Kohobange, Manager Finance and Corporate Services

Shannon Maloney, Manager Community

Stuart Hansen, Manager Infrastructure and Environment

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 1a	G21 and AFL Barwon Towards 2030: Strategy	12.1 Final G21 and AFL Barwon Towards 2030: Strategy	Under separate cover
Appendix 1b	Feedback from public exhibition summary	12.1 Final G21 and AFL Barwon Towards 2030: Strategy	Under separate cover
Appendix 1c	AFL Barwon G21 Strategy Confirmation letter	12.1 Final G21 and AFL Barwon Towards 2030: Strategy	Under separate cover
Appendix 2	Avenue of Honour Community Reference Group – Terms of Reference	15.3 Avenue of Honour Reference Group	Under separate cover



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Appendix 3	Quarterly Financial Report 30 September 2021	16.2 2021–22 Quarterly Financial Report as at 30 September 2021	Under separate cover
Appendix 4	Borough of Queenscliffe 2020-2021 Annual Report	16.3 Borough of Queenscliffe 2020 – 21 Annual Report	Under separate cover
Appendix 5a	CP008: Fraud Prevention	16.4 Review of Council Policies	Under separate cover
Appendix 5b	CP013: Procurement	16.4 Review of Council Policies	Under separate cover
Appendix 5c	CP030: Asset Disposal	16.4 Review of Council Policies	Under separate cover
Appendix 5d	CP044: Sale, Exchange or Transfer of Council Land	16.4 Review of Council Policies	Under separate cover
Appendix 6	Draft Borough of Queenscliffe Governance Rules	16.5 Review of Governance Rules	Under separate cover
Appendix 7a	Submissions to the Draft Council Plan 2021–2025	16.6 Council Plan 2021–2025	Under separate cover
Appendix 7b	Response to Submissions	16.6 Council Plan 2021–2025	Under separate cover
Appendix 7c	Council Plan 2021–2025	16.6 Council Plan 2021–2025	Under separate cover
Appendix 7d	Council Plan appendices	16.6 Council Plan 2021–2025	

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Appendix 8	Financial Plan 2021–2031	16.7 Financial Plan 2021–2031	Under separate cover
Appendix 9a	Letter to the Minister for Planning	Adjunct to Item 8.1 – Notice of Motions Status update	Under a separate cover
Appendix 9b	Letter to the Shadow Minister of Planning	Adjunct to Item 8.1 – Notice of Motions 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**

Nil.

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## **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 – 22 September 2021**

A copy of the previous Minutes of the Ordinary Meeting of Council held on 22 September 2021 was distributed to Councillors under separate cover.

### **RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 22 September 2021, as distributed, be confirmed as an accurate record.**

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## **7. RECORD OF ASSEMBLY OF COUNCILLORS**

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

- 21 September 2021 – Meeting with the Point Lonsdale Civic Association
- 22 September 2021 – Assembly Meeting
- 29 September 2021 – Meeting with the Queenscliffe Historical Museum
- 6 October 2021 – Assembly Meeting
- 7 October 2021 – Meeting with Stephanie Asher, Liberal Party Candidate for Federal seat of Corangamite
- 13 October 2021 – Planning Review Meeting
- 20 October 2021 – Assembly Meeting

## **RECOMMENDATION**

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

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## **8. NOTICE OF MOTION**

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

#### **RECOMMENDATION**

**That the Motion on Notice Status update, as presented in Adjunct to Item 8.1, be noted.**

### **8.2 Motion on Notice**

No Notices of Motion were received.

## **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.

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## 10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 17 September to 21 October 2021:

Date	Function Attended
17 September 2021	LGPro CEO Forum via videoconference (CEO)
20 September 2021	G21 CEO's monthly meeting via videoconference (CEO)
23 September 2021	VLGA training session – What Leadership Requires via videoconference (Cr Grout & Cr Ebbels)
23 September 2021	Point Lonsdale Lighthouse Reserve Project Control Group Meeting (Cr Ebbels)
28 September 2021	Climate Emergency Australia webinar: National Construction Code (Cr Grout)
29 September 2021	GenU Mental Health Service Launch via videoconference (Cr Ebbels)
1 October 2021	G21 Board Meeting via videoconference (CEO & Cr Ebbels)
8 October 2021	Municipal Association of Victoria Regional Meeting (Cr Ebbels)
11 October 2021	G21 Environment Pillar Meeting via videoconference (Cr Hewitt)
12 October 2021	G21 Transport Pillar Meeting via videoconference (Cr Grout)
13 October 2021	Discrimination, Bullying and Harassment training via videoconference (Crs Ebbels, Hewitt, Grigau & Grout)
13 October 2021	Tourism Greater Geelong & the Bellarine Annual General Meeting (Cr Ebbels)
16 October 2021	Combined Bellarine Community Associations Meeting via videoconference (CEO)
18 October 2021	Climate Change and Coastal Erosion: The Great Ocean Road webinar (Cr Hewitt)
18 October 2021	G21 CEO's monthly meeting via videoconference (CEO)
19 October 2021	Barwon Regional Partnership Meeting (CEO)
20 October 2021	Macquarie Lawyers 'Meetings Procedure' training via videoconference (CEO, Hewitt, Grigau & Grout)



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20 – 21 October 2021	<p>G21 Board Canberra Delegation via videoconference (Cr Ebbels)</p> <p>The Mayor had an audience with Hon Barnaby Joyce, Hon Dan Tehan, Hon Catherine King, Hon Richard Marles, Hon Jason Clare, Hon Stuart Robert, Senator the Hon Dan Farrell, Hon Michael Sukkar, Andrew Giles, Hon Linda Burney, Libby Coker, and Hon Paul Fletcher.</p>
21 October 2021	<p>Barwon South West Local Government Forum via videoconference (Cr Hewitt)</p>

## RECOMMENDATION

**That the Functions Attended report be received.**

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## **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**

##### **Organisational Restructure**

Following an open recruitment process I am pleased to advise that the two vacant manager positions in the new organisation structure have been filled. Shannon Maloney has been appointed to the Manager Community position and Stuart Hansen has been appointed to the Manager Infrastructure and Environment position.

Shannon and Stuart join Gihan Kohobange, Manager Finance and Corporate Services, and Johann Rajaratnam, Director Place, on the management team.

The management team will now work together to finalise the other parts of the organisational restructure, including recruitment of a Vegetation and Foreshore officer.

##### **Outdoor Dining Activation**

Council received advice from the Minister for Local Government on 18 October that the State Government will be providing funds to Council for works, services and promotion of outdoor activation.

The funds will come in two parts:

- *COVIDSafe Outdoor Activation Fund*
- *Local Councils Outdoor Eating and Entertainment Package.*

The first part of the funding program builds on the activation measures put in place last summer and focuses on hospitality and entertainment. The second part of the funding is tailored toward semi-permanent and permanent works or infrastructure that support a broader range of industries.

Council will need to apply for the funding and will be eligible for up to \$100,000 for Part A and \$100,000 for Part B.

Council officers are reviewing the funding criteria and have already begun engaging with local traders about an activation plan for the upcoming summer season.

##### **Combined Bellarine Community Associations meeting**

The CEO of the City of Greater Geelong, Martin Cutter, and myself attended a meeting of the Combined Bellarine Community Association (CBCA) on Saturday 16 October. The Borough's community associations were represented by David Kenwood and Laurie Muscat, both long-time contributors to local advocacy.

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Martin and I were asked to answer a series of searching questions which ranged in subject from the processes of briefing councillors and governance, to the protection of the green spaces between settlements, land use planning and the implementation of the Distinctive Areas and Landscapes work, budgets for parks, and of course the One3225 question.

The questions provided a great insight into the concerns shared by the community associations across the Bellarine peninsula. The event itself demonstrated the ongoing commitment to place and the importance of the advocacy work community associations undertake.

### **Current Community engagement**

There are no formal engagement processes underway at the moment, but there is always something happening. The Borough of Queenscliffe website has all the latest news

<https://www.queenscliffe.vic.gov.au/Home>

### **RECOMMENDATION**

**That Council receives the Chief Executive Officer Report for October 2021.**

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## **12. COMMUNITY WELLBEING**

### **12.1 G21 and AFL Barwon Towards 2030: Strategy**

**File:** Q055.12.18

**Author:** Manager Community

**Portfolio:** Community Wellbeing

**Portfolio Holder:** Cr Grigau

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#### **PURPOSE**

The purpose of this report is to seek Council's endorsement of the G21 and AFL Barwon Towards 2030: Strategy.

#### **EXECUTIVE SUMMARY**

This report responds to a number of objectives and strategies contained in the 2017–2021 Council Plan, namely Strategic Objective 1, Community Wellbeing, Increase participation in sport, recreation and life-long learning opportunities.

The G21 and AFL Barwon's Towards 2030: Strategy provides clubs, leagues, Local Government Authorities (LGAs) and other stakeholders the opportunity to align planning, investment and development priorities across the region for the next 10 years.

The draft Strategy was placed on public exhibition from 31 May 2021 until 11 July 2021. Council received no submissions, however G21 received 21 submissions from both individuals and regional clubs across the region.

The submissions resulted in minor wording changes relating to netball development, shared umpire change spaces and comments from the Football Integration Development Association (FIDA vision impaired).

The G21 Sport & Recreation Pillar provided its endorsement on 30 August 2021. Once each G21 Council has endorsed and/or noted the Strategy it will be presented to the G21 Board and Netball Victoria for noting.

#### **RECOMMENDATION**

##### **That Council:**

- 1. Endorses the G21 and AFL Barwon Towards 2030: Strategy**
  - 2. Receives and notes the summary report on the findings of the consultation process and the implications for the G21 and AFL Barwon Towards 2030: Strategy**
  - 3. Notes that strategic recommendations with financial implications for Council will be considered through annual project prioritisation and budget processes**
-



## REPORT

### BACKGROUND

AFL Barwon in partnership with local government authorities within the G21 region and the G21 Sport and Recreation Pillar, commissioned insideEDGE Sport and Leisure Planning to develop the G21 and AFL Barwon Towards 2030: Strategy. This Strategy builds on the efforts and achievements of the 2015 Strategy and aims to provide a roadmap for the continued enhancement of facility provision and participation, as well as an updated strategic framework that guides collaboration for all project partners and stakeholders.

The Strategy also takes into account changes in the regional strategic landscape setting and as such current supporting documentations listed below have been considered and incorporated into the 2030 Strategy:

- AFL Victoria's 'Growing The Heartland' Football Facilities Development Strategy 2017–2022
- AFL Preferred Facility Guidelines 2019
- Netball Victoria Statewide Facilities Strategy 2019–2022 and Netball Victoria Facilities Manual 2017
- Active Victoria: A Strategic Framework For Sport And Recreation In Victoria 2017–2021
- AFL Barwon Strategic Plan 2017–2020
- Growth Area Planning
- City Of Greater Geelong's Social Infrastructure Plan

The 2030 Strategy identifies a range of regional and local issues. Trends that relate to the Borough of Queenscliffe include:

- A 60% decline in female participation from 35 to 14 club participants from 2018 to 2019. The decline in participation in Queenscliffe is thought to be due to an already low participation base, and is the result of the club not fielding one Australian rules female side.
- An aspiration that 80% of player and umpire change rooms for football and netball clubs are gender neutral, accessible and universal in their design by 2030.
- Developing partnerships with schools to advocate for access to facilities and consider collaborative investment into school facilities where increased usage outcomes can be demonstrated.
- Where gaps in provision are evident, ensuring AFL and netball playing facilities have sports lighting to training standard to assist in meeting demand.
- All new/redevelopments to player and umpire change rooms to be gender neutral in their design.

Overall the Strategy:

- Summarises the 2015 Strategy's achievements
- Highlights how changes and trends since this time have impacted and influenced community sports and facilities
- Responds to new trends in participation, facilities and demographics
- Considers emerging trends which will require strategic action





- Highlights a range of critical issues that AFL Barwon and G21 LGAs face regarding growth in football and netball participation and the need to prioritise and plan for infrastructure upgrades and new development.

## DISCUSSION

The development of the Strategy included engagement with key stakeholders and users groups. In May 2021 all G21 Council's approved a 6 week public exhibition period to Sunday 11 July 2021.

The public exhibition of the draft Strategy received 174 hits on the G21 Strategy webpage and a total of 21 submissions from both individuals and clubs. The submissions, attached to this report (**Appendix 1b**), resulted in four minor wording changes relating to netball development, shared umpire change spaces and comments from the Football Integration Development Association (FIDA vision impaired) which were approved by the Project Control Group (PCG).

Although there was a low engagement response, AFL Barwon has provided a letter endorsing the Strategy development process (**Appendix 1c**).

The PCG endorsed the final Strategy on 26 August 2021 and the G21 Sport & Recreation Pillar provided its endorsement on 30 August 2021. Once each G21 Council has received and endorsed and/or noted the Strategy it will be presented to the G21 Board and Netball Victoria for noting.

The G21 and AFL Barwon Towards 2030: Strategy is provided at (**Appendix 1a**).

The strategic recommendations for Borough of Queenscliffe are important in ensuring that Council supports the continued growth of AFL and netball in our municipality and provides opportunities for our community to participate in physical activity and associated benefits.

## Options

Option 1 – endorse the strategy as presented.

Option 2 – elect not to endorse the strategy as presented and advise G21 that further consideration is required.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The draft Strategy was placed on public exhibition from 31 May until 11 July 2021 and published on Council's website. Council received no local public submissions however, via G21 stakeholders the draft Strategy received 21 submissions from both individuals and regional clubs.



### **Collaboration**

Collaboration with the G21 Board, the four other G21 Councils, AFL Barwon and Netball Victoria was involved in the review of this Strategy.

## **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**

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. An assessment and review of the Strategy has been undertaken and the Strategy has included priorities such as to have 80% of all player and umpire change facilities to meet gender neutral, accessible and universal design requirements by 2030.

### **Council Plan Alignment**

This report responds to a number of objectives and strategies contained in the 2017–2021 Council Plan, namely:

- Strategic Objective 1, Community Wellbeing, “Increase participation in sport, recreation and life-long learning opportunities”
- Strategic Objective 5, Governance and Performance, “Foster partnerships with community organisations, business, neighbouring councils and statutory organisations and other levels of government”.

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

G21 and AFL Barwon Regional Strategy (2015)

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

Not applicable.

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### **Financial and resource implications**

Financial implications for Council will be considered through annual project prioritisation and budget processes.

### **Innovation and Continuous Improvement**

The Strategy provides opportunities for potential innovation to facilities in the region and improvements to community assets.

## **IMPLEMENTATION**

### **Operational Impacts**

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

### **Implementation Process**

Once each G21 Council has received and endorsed the Strategy it will be presented to the G21 Board AFL Barwon and Netball Victoria for noting.

## **ATTACHMENTS**

1. G21 and AFL Barwon Towards 2030: Strategy (Appendix 1a)
  2. Feedback from public exhibition summary (Appendix 1b)
  3. AFL Barwon G21 Strategy Confirmation letter (Appendix 1c)
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### **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	19
Applications finalised since last report	17
New applications received since last report	14
<b>Total number of active permit applications</b>	<b>28</b>
Decisions awaiting review by VCAT	3
Development Plan & Planning Scheme Amendment Summary Report	1

#### 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 8/05/2019)	81 Nelson Road Queenscliff	Subdivision of land into seven (7) lots, removal of vegetation and works associated with the subdivision	Amendment and permit approved by Minister. Waiting for gazettal of amendment to enable permit to issue
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 (Amended 15/09/2021)	5 Lonsdale Street Point Lonsdale	Construction of a dwelling (to 8.33 metres in height)	Public notification
<b>**2021/048</b>	<b>27/05/2021</b>	<b>200-204 Point Lonsdale Road Point Lonsdale</b>	<b>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</b>	<b>Referral to VicRoads</b>
**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	Under consideration
**2021/067	15/07/2021	5 Beach Street Queenscliff	<b>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</b>	<b>Under consideration (Note: proposed site coverage 53.97%)</b>
2021/069	15/07/2021	12 Bowen Road Point Lonsdale	Installation of Telstra telecommunications facility (satellite dish)	Further information requested 20 July 2021
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	Public notification (Note: proposed site coverage 42.27%)
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
**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	Application on hold at request of applicant
**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	Public notification
2021/084	27/08/2021	32 Wharf Street Queenscliff	Alterations and extensions to an existing dwelling in a Heritage Overlay, variation to the site coverage requirements and side setback requirements of Design and Development Overlay – Schedule 6	Public notification (Note: proposed site coverage 55.5%)





App. No	Date Received	Address	Proposal	Status
2021/085	02/09/2021	53 Glaneuse Road Point Lonsdale	Construction of a habitable outbuilding	Public notification
2021/087	03/09/2021	28 Gellibrand Street Queenscliff	Construction of a second dwelling (two storey) in a Heritage Overlay	Public notification
2021/088	06/09/2021	56 Baillieu Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Further information requested 29 September 2021
2021/090	07/09/2021	28 Swanston Street Queenscliff	Alterations and extensions to an existing dwelling and construction of a front fence	Under consideration
2021/092	13/09/2021 (Amended 29/09/2021)	34-38 King Street Queenscliff	Use of the heritage building as a place of assembly (gallery) and waiver of car parking	Under consideration

**(b) Applications Finalised Since Last Report**

App. No	Date Received	Address	Proposal	Status
S 2018/072	28/09/2021	17 Fraser Street Queenscliff	Amendment: Alterations and extensions to an existing dwelling	Amended permit issued
S 2019/037	17/09/2021	6 Richards Street Queenscliff	Amendment: Demolition of a dwelling and front fence in a Heritage Overlay area, construction of a two storey dwelling, garage and front fence	Amended permit issued
S 2021/003	15/09/2021	17 Bowen Road Point Lonsdale	Amendment: Alterations to an existing dwelling and carport	Amended permit issued
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	Permit issued
V 2021/070	19/07/2021	14 Wharf Street Queenscliff	Construction of an outbuilding in a Heritage Overlay	Permit issued
2021/072	05/08/2021	17 Stokes Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay	Permit issued
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	Permit issued
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	Permit issued



App. No	Date Received	Address	Proposal	Status
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	Permit issued
2021/086	02/09/2021	20 Mercer Street Queenscliff	Removal of trees on a site individually listed in a Heritage Overlay	Permit issued
V 2021/089	07/09/2021	6 Douglas Court Point Lonsdale	Construction of an outbuilding (garage)	Permit issued
2021/091	10/09/2021	49 Buckleys Road Point Lonsdale	Alterations to an existing dwelling and construction of an outbuilding and front fence	Permit issued
2021/093	15/09/2021	48 Stokes Street Queenscliff	Alterations to an existing dwelling in a Heritage Overlay	Permit issued
V 2021/097	20/09/2021	9 Lockwood Street Point Lonsdale	Construction of an outbuilding (shed)	Permit issued
2021/098	23/09/2021	12 Mercer Street Queenscliff	External painting of a dwelling in a Heritage Overlay	Permit issued
V 2021/099	23/09/2021	22 Williams Road Point Lonsdale	Construction of a carport	Permit issued
V 2021/103	08/10/2021	1 Albert Street Point Lonsdale	Construction of an outbuilding	Permit issued



**(c) New Applications Received Since Last Report**

App. No	Date Received	Address	Proposal	Status
2021/093	15/09/2021	48 Stokes Street Queenscliff	Alterations to an existing dwelling in a Heritage Overlay	Permit issued
2021/094	17/09/2021	8 Bellarine Highway Queenscliff	Construction of a dwelling and variation to the setback requirements of Design and Development Overlay – Schedule 3	Further information requested 30 September 2021
2021/095	17/09/2021	101 King Street Queenscliff	Construction of a two storey dwelling and removal of native vegetation	Further information requested 1 October 2021
2021/096	20/09/2021	33-35 Flinders Street Queenscliff	Subdivision of the land into ten (10) lots (re-subdivision), removal of native vegetation and alterations to access to a Road Zone Category 1 (RDZ1)	Public notification Referrals to VicRoads, CFA, Downer (gas), Barwon Water, Powercor
V 2021/097	20/09/2021	9 Lockwood Street Point Lonsdale	Construction of an outbuilding (shed)	Permit issued
2021/098	23/09/2021	12 Mercer Street Queenscliff	External painting of a dwelling in a Heritage Overlay	Permit issued
V 2021/099	23/09/2021	22 Williams Road Point Lonsdale	Construction of a carport	Permit issued
2021/100	28/09/2021	11 Swanston Street Queenscliff	Alterations and extensions to an existing dwelling	Further information requested 14 October 2021
2021/101	04/10/2021	1 Admans Street Point Lonsdale	Alterations and extensions to an existing dwelling	Under consideration



App. No	Date Received	Address	Proposal	Status
2021/102	04/10/2021	149 Point Lonsdale Road Point Lonsdale	Demolition of an outbuilding on a site individually listed in a Heritage Overlay and construction of an outbuilding (studio)	Initial assessment
V 2021/103	08/10/2021	1 Albert Street Point Lonsdale	Construction of an outbuilding	Permit issued
2021/104	08/10/2021	95 Glaneuse Road Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Initial assessment
2021/105	14/10/2021	34-36 Gellibrand Street Queenscliff	Demolition and construction of a dwelling on each lot in a Heritage Overlay and subdivision of the land (boundary realignment)	Initial assessment
2021/106	15/10/2021	20 Golightly Street Point Lonsdale	Removal of easement E-1	Initial assessment

**(d) Decisions awaiting review by VCAT**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
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 vacated Amended permit issued as per VCAT consent order
<b>**2020/039</b>	<b>14/07/2020</b>	<b>6 Beach Street Queenscliff</b>	<b>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</b>	<b>Notice of Decision to refuse a permit issued (as per Council Resolution 17 February 2021) VCAT application for review withdrawn and refusal will stand VCAT hearing vacated</b>
<b>**2020/077</b>	<b>16/12/2020</b>	<b>18 Cheshunt Street Point Lonsdale</b>	<b>Construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4</b>	<b>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</b>



App. No	Date Received	Address	Proposal	Status
<b>**2021/024</b>	<b>19/03/2021 (Amended 21/06/2021)</b>	<b>69 Stokes Street Queenscliff</b>	<b>Construction of a two storey dwelling and front fence</b>	<b>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</b>
<b>**2021/053</b>	<b>04/06/2021</b>	<b>2/22 Bellarine Highway Queenscliff</b>	<b>Construction of a two storey dwelling</b>	<b>Notice of decision to grant a permit issued VCAT application for review lodged by objector VCAT hearing yet to be scheduled</b>



**(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.	Amendment and permit approved by Minister Waiting for gazettal of amendment to enable permit to issue

**LEGEND**

**\*\*** Objections received

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

**Bold** Officer delegation removed

**V** VicSmart application

**S** Secondary consent approval issued

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## 15.2 Heritage Review Implementation

**File:** QG-290-05-04

**Author:** Strategic Planner

**Portfolio:** Planning & Heritage

**Portfolio Holder:** Cr Grout

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### PURPOSE

The purpose of this report is to inform Council of the implementation of the recommendations made in the 2020 Heritage Review, undertaken by Lovell Chen.

### EXECUTIVE SUMMARY

Portfolio 4 in the draft 2021–2025 Council Plan talks specifically to the protection of our distinctive heritage values in the Borough of Queenscliffe.

In 2020 a comprehensive review of the 1984 *Queenscliffe Urban Conservation Study* was completed by Lovell Chen and adopted by Council at its Ordinary Meeting on 17 September 2020. This report seeks to update Council on the timing and next steps associated with the implementation of this work.

The first stage of work is associated with the preparation of planning scheme amendments C37quen and C39quen. These amendments implement recommendations contained in the Lovell Chen report that do not require further investigation or analysis. These amendments will introduce the Avenue of Honour into the Schedule to the Heritage Overlay and make a number of minor corrections and amendments to the Heritage Overlay schedule and mapping.

The remaining work associated with implementing the Lovell Chen work will be undertaken the two separate stages.

Stage 2 consists of investigation of existing heritage overlays in the Queenscliffe Planning Scheme. Existing precincts and individual listings will be reviewed in further detail as per the 2020 Lovell Chen recommendations.

Stage 3 consists of investigations and planning scheme amendment associated with the introduction of new heritage precinct or individual overlays in the Borough. The aim of this work is to expand, where required and justifiable, the coverage of the Heritage Overlay to ensure that the heritage register in the Queenscliffe Planning Scheme is as up to date as possible.

A timeline for critical next steps is identified in discussion section of this report.



## **RECOMMENDATION**

**That Council notes and receives this report on the status of the heritage work plan.**



## REPORT

### BACKGROUND

At its Ordinary Meeting of Council on 17 September 2020, Council resolved to adopt the Heritage Review (2020), prepared by Lovell Chen and progress the implementation of the study.

The resolution required officers to provide a work plan to Council by September 2021.

This report seeks to update Council on the current status of implementing this work as well as a proposed work plan for the next steps associated with implementation.

### DISCUSSION

Progress on implementing the Lovell Chen study (LCS) has been severely affected by a number of factors. These include the refocus of resources to the completion of the Coastal and Marine Management Plan, the restrictions imposed by COVID-19 pandemic and an organisational realignment which sought to allow Council's senior officers to dedicate time to the strategic work plan. With this in mind the following update is provided.

#### Lovell Chen Study Status

This work is complete as far as practical. Officers have finalised changes where possible with the objective of finalising contractual requirements with Lovell Chen. Because of the quality of the initial work, this has proved challenging and will need to be refined further as part of the heritage work plan as detailed further below.

#### Stage 1 – Planning Scheme Amendment C37quen and C39quen to the Queenscliffe Planning Scheme

This is the first planning scheme amendment implementing the LCS recommendations. Council officers have drafted Planning Scheme Amendment C37quen and C39quen. Amendment C37quen will implement all items in the Lovell Chen report which do not require further investigation. C37quen proposes to make corrections to Heritage Overlay (HO) numbering, correctly map two individually listed Norfolk Pine trees, corrects spelling errors, reorders the Schedule to the HO for ease of reference and removes individual HO listings on buildings that have been demolished.

Amendment C39quen proposes to apply the Heritage Overlay over approximately 32 original and replacement Cypress trees identified in the Heritage Review 2020 as the Queenscliffe Avenue of Honour.

It is critical to note that this work cannot be progressed until Planning Scheme Amendment C38quen is published in the Government Gazette by the Minister for Planning. By way of explanation, the Planning Minister prepared VC148 for all Victorian Planning Schemes. VC148, amongst other changes, proposed a new Planning Policy Framework (PPF) and integrated state, regional and local planning policy in all Victorian planning schemes.

Council Officers worked with the Department of Environment, Land, Water and Planning (DELWP) to complete the policy integration required by VC148. The resultant changes, defined as



Amendment C38quen, will have an impact on the manner in which heritage protection policy is translated in the planning scheme. More specifically, the heritage precincts currently nominated in the local policy section of the Queenscliffe Planning Scheme, will be transferred to Clause 72 of the planning scheme.

*Future work plan to implement the LCS*

*Stage 2 – Investigation of existing precinct and individual Heritage Overlays*

The second phase to the implementation of the Lovell Chen work is mainly a review of the current heritage precinct boundaries to determine whether amalgamation and/or boundary realignment of precincts are required. The investigation must be undertaken by a qualified heritage advisor and, should changes be necessary, will require updated precinct citations and amendments to the Schedule to the Heritage Overlay.

As a result of recent planning permit applications, officers are intending to break this stage down further into Stage 2A, 2B (and so on) beginning with a review of the recommendations of the LCS in relation to the Fisherman's Flat precinct. The aim of this would be to expedite consideration of the recommendations of the LCS, for this precinct, as a priority. This would enable the correction of any errors and/or changes that may be required and translate these into the planning scheme as quickly as practical, where appropriate.

Officers will brief Council on the detailed scope and timelines associated with this work separately. However, the following steps and broad outline of timing associated with a "Stage 2A" has been provided below in order to give an indication of current expectations:

Task	Timelines
1. Development of brief	By December 2021
2. Tender process	Jan – March 2022
3. Appointment of preferred tenderer	April 2022
4. Investigations period and community engagement	May – November 2022
5. Preparation of amendments to the Queenscliffe Planning Scheme	Dec 2022 – February 2023 (subject to feedback from preferred tenderer)
6. Authorisation and exhibition of amendments to the Queenscliffe Planning Scheme	March 2023

These timelines would be subject to feedback and discussion subsequent to the appointment of an appropriate heritage consultant. The timeline could be reduced with reduced community consultation however, in light of the passion residents of Fisherman's Flat have for the area, officers consider that it is prudent to leave as much time as possible for engagement to occur while balancing the need to get the changes into the planning scheme as quickly as possible.



### *Stage 3: Future heritage precincts and individual sites – identification and planning scheme amendment*

The Lovell Chen report made a number of recommendations that require further work prior to translation into the planning scheme via a planning scheme amendment.

The LCS identified potential heritage value in 28 buildings, 8 gardens and 12 trees in Queenscliff and 11 buildings and 10 trees in Point Lonsdale and The Springs. The LCS did not investigate and confirm whether a heritage overlay could be justified for these properties and, as such, these sites form the basis of the third tranche of work required.

The steps associated with this work are similar to those above however would need to be dovetailed with the completion of the work on the existing overlays. For this reason, Stage 3 work is not anticipated to commence until at least January 2023 subject to further discussion and feedback with councillors on the strategic work plan

#### **Options**

Option 1 – That Council note the update report.

Option 2 – That Council resolve to adopt a modified recommendation.

Option 3 – That Council refuse to adopt the recommendation.

### **COMMUNICATIONS AND ENGAGEMENT**

#### **Community Engagement**



Community engagement will be in accordance with the requirements of Part 3 – Amendment of planning schemes in the *Planning and Environment Act 1987*.

#### **Collaboration**

Council officers will actively collaborate with officers from DELWP during the preparation and exhibition of planning scheme amendment C37quen. In addition consultation with the community will be part of the planning scheme amendment process.

### **GOVERNANCE CONTEXT**

#### **Relevant Law**

Amendments to the planning scheme must be undertaken in accordance with the requirements of the *Planning & Environment Act 1987*.

#### **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.

As this is an update report only on the Heritage Review a Gender Impact Assessment is not required to be performed.

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

Victorian Planning Provisions

Applying the Heritage Overlay – Planning Practice Note 1 (August 2018)

Ministerial Direction – *the form and content of planning schemes*

Ministerial Direction No. 15 – *The Planning Scheme Amendment Process*

### **Council Plan Alignment**

The Strategic Objective for Portfolio 4: Heritage, planning and infrastructure in the draft Council Plan 2021–2025 is as follows:

*To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure.*

The priorities, nominated in the Council plan, that support implementation of recommendations of the LCS report are:

- *Enhance planning controls to protect neighbourhood character and promote environmentally sustainable design.*
- *Maintain and promote military, maritime and historic features on Council-managed land.*

### **Legal and Risk Implications**

Exhibition of planning scheme amendments C37quen and C39quen is subject to the notice provisions of the *Planning and Environment 1987*. This will enable the community to make submissions which Council must consider. If Council is not able to resolve submissions, the amendment must be referred to a Panel appointed by the Minister for Planning.

### **Related Documents**

The further work proposed in this report is based upon recommendations made within the *Borough of Queenscliffe Planning Scheme Review Volumes 1, 2, 3 & 4* (Lovell Chen, October 2021).

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

There are no significant issues of environmental sustainability associated with the proposed planning scheme amendments.



### **Financial and resource implications**

Funding for Stage 2 of the Heritage Review has been allocated in the annual budget.

### **Innovation and Continuous Improvement**

Planning scheme amendments are an active demonstration of the need to innovate and improve based on the tools made available by the Minister for Planning to ensure that the Queenscliffe Planning Scheme remains current.

## **IMPLEMENTATION**

### **Operational Impacts**

Council's Strategic Planner and Director Place are responsible for the work nominated in this report.

### **Implementation Process**

The implementation tasks and timeline for both planning scheme amendment C37quen and C39quen will be in accordance with the requirements of the *Planning & Environment Act 1987*.

## **ATTACHMENTS**

Nil.



### 15.3 Avenue of Honour Reference Group

<b>File:</b>	<b>QG0450309</b>
<b>Author:</b>	<b>Director Place</b>
<b>Portfolio:</b>	<b>Planning &amp; Heritage</b>
<b>Portfolio Holder:</b>	<b>Cr Grout</b>

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#### PURPOSE

The purpose of this report is seek Council support to formally dissolve the Avenue of Honour Community Reference Group.

#### EXECUTIVE SUMMARY

The subject of this report is linked to Strategic Objective 4 in the 2017–2021 Council Plan, Planning and Heritage, specifically to: Plan for the ongoing preservation and regeneration of the Borough's historic Avenue of Honour.

In 2017 Council set up a reference group to provide advice on proposed replacement planting for the Avenue of Honour. The purpose of the reference group was described in its Terms of Reference:

*The Reference Group is to assess and analyse community feedback, and identify and recommend a tree replacement strategy for approval by Council.*

At its meeting on 17 May 2019, the reference group selected the Monterey Cypress as the preferred species for replacement planting along the Avenue of Honour.

At the Ordinary Council meeting in November 2019, Council resolved to endorse the reference group recommendation to use Monterey Cypress as the replacement species for the Avenue of Honour and to commence replacement planting.

During 2020 Council commenced a trial planting of the Monterey Cypress in existing gaps in the 1918 Avenue of Honour plantings.

Following Council's decision in November 2019, the primary purpose of the reference group has now been achieved. Council officers are recommending the dissolution of the Community Reference Group. Officers are also recommending that Council shift to a broader, open community engagement process for any future strategic decisions about the Avenue of Honour.

#### RECOMMENDATION

##### That Council:

- 1. Dissolve the Avenue of Honour Reference Group.**





- 2. Thank the Avenue of Honour Community Reference Group participants for their time, knowledge and commitment to the project.**
- 3. Extend the use of the Monterey Cypress for replacement planting to the extent of the 1918 Avenue of Honour.**
- 4. Note that any future strategic decisions, including the adoption of a Conservation Management Plan, concerning the Avenue of Honour will be subject to community consultation; and**
- 5. Requests that officers prepare and present a report to Council that outlines the ongoing program for monitoring tree health in the Avenue of Honour which includes monitoring of the replacement plantings.**



## REPORT

### BACKGROUND

In May 2017, Council resolved to set up the Avenue of Honour Community Reference Group (the reference group). The purpose of the reference group, as per the resolution of the meeting was to 'assess and analyse community feedback and identify and advise a tree replacement strategy for approval by Council'.

On 28 November 2019, Council resolved:

*That Council:*

- 1. Endorse the reference group recommendation to use Monterey Cypress as the replacement species for the Avenue of Honour in the locations identified as Gap A and Gap B in Appendix 1b of the November Ordinary Meeting Agenda.*
- 2. Request officers to develop and brief Council on a Communications and Engagement Plan noting the recommendations of the Avenue of Honour Reference Group in relation to consultation.*
- 3. Acknowledge and thank the Avenue of Honour Reference Group for the work to date.*

The Terms of Reference of the group can be found in **(Attachment 2)**.

This work has now been actioned by officers with the replacement species planted and subject to ongoing monitoring.

### DISCUSSION

#### Ongoing community input

Now that the reference group have achieved the primary purpose set out in its terms of reference, Council is in a position to consider the best framework for ongoing community input into strategic decisions for the Avenue of Honour.

The ongoing management of the trees and the planned replacement program will be guided by the recommendations of the 2020 Homewood Report. The development of a Conservation Management Plan will provide guidance about other opportunities to conserve, enhance and celebrate the Avenue of Honour. The Council officers' position is that the development of the Conservation Management Plan is a process that should engage with the broader community.

Other opportunities for community involvement in decision making for the Avenue of Honour will be through a planning scheme amendment process seeking to introduce a Heritage Overlay over the extent of the 1918 Avenue of Honour.



### Management, monitoring, and the tree replacement program

The Council decision to use the Monterey Cypress as the replacement species and the 2020 Homewood Report provide the framework for the ongoing management and replacement program for the Avenue of Honour. The initial tree replacement activity in the period has been nominated as a trial and reflects the Council decision in 2019 to plant in the existing gaps in the Avenue of Honour, more critically however, the trial was designed to monitor the health of the new trees as they established, particularly for the presence of *Seiridium* canker.

The trial is scheduled to finish in 2024. At that point it is anticipated that Council will be in a position to confirm, or otherwise, the viability of the Monterey Cypress as the replacement species for the Avenue of Honour.

Until that point the management of the Avenue of Honour will essentially be an operational matter. The annual inspection of the trees will be expanded to include the replacement planting to monitor the health of the new trees, and will provide ongoing advice about the health of the new trees during the trial period.

In addition to the plantings identified in the Council resolution in 2019, Council officers hold the view that there is merit in also planting in gaps that will emerge in the Avenue of Honour as the replacement program is implemented. The ongoing planting during the trial does not compromise the intent of the trial.

### Reference Group

Taking into account the discussion above Council officers do not see a formal role for the reference group over the next two years or following the completion of the trial and would recommend that reference group is formally dissolved.

In making this recommendation Council officers acknowledge the work that was undertaken by the group and the important role the group has played in guiding Council. This is borne out in the decision to adopt the group's recommendation to use the Monterey Cypress as the replacement species for the Avenue of Honour.

### **Options**

Option 1 – Dissolve the reference group.

Option 2 – Create a new reference group with amended Terms of Reference.

Option 3 – Keep the current reference group.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Community Engagement**





Reference Group Members have provided their views on the ongoing role of the Community Reference Group through correspondence with Council. Council has not undertaken specific engagement on this matter as it is an administrative decision.

#### **Collaboration**

Not applicable.

### **GOVERNANCE CONTEXT**

#### **Relevant Law**

*Local Government Act 2020*

#### **Charter of Human Rights**

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

#### **Gender Equality Act 2020**

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

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

No; the decision to dissolve the Avenue of Honour Community Reference Group does not have a direct and significant impact on the public.

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

Not applicable

#### **Council Plan Alignment**

Strategic Objective in the 2017 – 2021 Council Plan included the following strategy:

- Plan for the ongoing preservation and regeneration of the Borough's historic Avenue of Honour.

#### **Legal and Risk Implications**

Not applicable.

#### **Related Documents**

Avenue of Honour Community Reference Group – Terms of Reference

#### **Disclosure of Interest**

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



## **CONSIDERATIONS**

### **Environmental Sustainability**

There is no impact on environmental sustainability associated with a decision to dissolve the Community Reference Group.

### **Financial and resource implications**

There are some small operational savings that result from the dissolution of the Avenue of Honour Community Reference Group.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

There are no material operational impacts if Council resolves to adopt the officer recommendation.

### **Implementation Process**

Council officers will undertake the work identified in the recommendation to Council and where relevant will bring matters to Council for decision.

## **ATTACHMENTS**

1. Avenue of Honour Community Reference Group – Terms of Reference (Appendix 2).



## **16. GOVERNANCE & PERFORMANCE**

### **16.1 Quarterly Report update 1 July to 30 September 2021**

**File:** QG054-01-01

**Author:** Chief Executive Officer

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Ebbels

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#### **PURPOSE**

The purpose of this report is to provide Council with and update on the highlights and achievements made in the period 1 July to 30 September 2021. The quarterly report would usually report against the Council Plan initiatives, however the Council Plan 2017–21 has expired.

The draft Council Plan 2021–25 has been developed in consultation with the community and an extensive community engagement process has been completed. Should Council resolve to adopt the draft Council Plan 2021–25, the next quarterly report will provide an update against the actions outlined in the Plan.

#### **EXECUTIVE SUMMARY**

Highlights of achievements in the period 1 July to 30 September 2021 include:

- Stage 1 of the Queenscliff boat ramp works were completed
- Ocean Road traffic management works were completed
- New pedestrian crossings were installed in Hesse Street & Point Lonsdale Road
- Drainage improvements, road widening and pedestrian access improvements were completed on Bellarine Highway near the Big 4 caravan park
- Council's 100% renewable energy electricity contracts commenced through the Victorian Energy Collaboration
- The Borough became a member of Climate Emergency Australia member and Council's CEO, Martin Gill, was elected an Executive Board member
- Appointed a temporary state government funded COVID-19 Business Support Officer to support local business
- Granted sponsorship allocations to the value of \$4,000

#### **RECOMMENDATION**

**That Council note the Quarterly Report update 1 July to 30 September 2021.**



## REPORT

### BACKGROUND

The quarterly report would usually report against the Council plan initiatives, however the Council Plan 2017–21 has expired. The draft Council Plan 2021/25 has been developed in consultation with the community and an extensive community engagement process has been completed. Adopting the draft Council Plan 2021–25 is under consideration at this meeting.

Should Council resolve to adopt the draft Council Plan 2021–25, the next quarterly report will provide an update on the actions outlined in the Plan.

### DISCUSSION

Highlights of achievements in the period 1 July to 30 September 2021 include:

#### Aged care & community care

- From 1 July to 30 Sept 2021 there were 2,101 hours of aged care services (2,338 visits) to 159 active clients. Services provided included home/personal care assistance, lawn mowing, home maintenance, in-home respite, social support and assisted transport
- 12 aged care home support assessments were completed
- A zero waitlist was maintained

#### Communications

- Completed extensive engagement and development of the Community Vision and Council Plan
- Participated in a state wide vaccine communications rollout, including a localised campaign challenge with the Mayor, Cr Ross Ebbels
- Won a Gold Award for Council's 2019–20 Annual Report, the 7<sup>th</sup> Gold Award Council has received in a row for its Annual Report.
- Increased community satisfaction with Council's communications and community engagement work, as reported in the 2021 Community Satisfaction Survey

#### Community wellbeing

- Council granted two Sponsorship allocations; Queenscliffe Lighthouse Theatre group \$3,500 for Summer Series Pantomime Theatre Show and Point Lonsdale Boar Riders Club \$500 for Grom's Day, Sounds of Summer and Lighthouse Concert

#### Environmental and public health

- 26 public health inspections and assessments were completed
- 5 nuisance complaints were investigated

#### Finance/IT

- Progress has been made as per the schedule on the implementation of the Borough's ICT Architecture Strategy
- For finance achievements, please see the quarterly financial report in this agenda



## Governance

- The following policies were reviewed and adopted:
  - CP001 Asset Management
  - CP002 Community Service Awards
  - CP011 Investment of available funds
- Audit and Risk Committee meeting held on 6 September 2021
- Review of Council delegations completed

## Infrastructure

- Stage 1 of the Queenscliff boat ramp work is now complete with the assistance of Better Boating Victoria. The remaining works will involve the refurbishment of the boat ramp itself.
- Covid-19 restrictions significantly impacted progress on the Queenscliffe Hub construction. Council is hopeful that with the new quarter, significant progress can be made on delivery of the building. The project completion date will now move to 2022.
- Ocean Road traffic management works were completed, including a new pedestrian crossing at the Surf Beach main entrance and slow points to create a 40kph speed limit along the full length of Ocean Road
- Hesse Street pedestrian crossings opposite Farm Foods and opposite Shelter Shed were completed
- Point Lonsdale Road pedestrian crossing near Admans St, including five new car parks created on Admans St, was completed
- Drainage improvements, road widening and pedestrian access improvements on Bellarine Highway near the Big 4 caravan park were completed
- Avenue of Honour new plantings were completed in Flinders Street
- Mulching around significant trees in Lower Princes Park and Old Queenscliff School site was completed
- New kerb and drainage in Hygeia Way to protect the adjacent significant trees was completed
- Tree planting in Hesse Street South was completed
- An upgrade to the intersection of Bethune and Stokes St to make the intersection safer was completed
- Completion of new soak pit drainage around Kirk Rd, Point Lonsdale
- Renewal of Fog Horn Shed at Point Lonsdale Lighthouse Reserve including weatherboard replacement, roof modifications to water proof, structural support for fog horn and repainting inside and out with removal of old lead paint
- Rotunda at Citizens Park was repainted

## Planning

- 100% of the 11 planning permits applications completed in July were issued within the 60 day statutory time frame. This was in addition to processing 8 new applications.
- In September 100% of the 11 planning permits applications completed were issued within the 60 day statutory time frame. This was in addition to processing 17 new applications and responding to an increased number of enquiries and pre-application meetings.
- 36 planning applications were finalised
- One Planning Review Meeting was held





- Councillors received six planning briefings

#### Local Economy

- Appointed a temporary state government funded COVID-19 Business Support Officer to support business to comply with COVID directions and work with businesses and relevant organisations in establishing COVIDSafe Practices to significantly boost capacity within the Borough
- Designed and distributed a dedicated COVID-19 business support eNewsletter and webpage
- The Visitor Information Centre team, including 25 Customer Service Volunteers and 6 Heritage Guides, provided more than 324 volunteer hours
- The Visitor Information Instagram account has reached 1,126 followers, while the Facebook page has 1,299 followers with recent posts reaching 531 people; the biggest audience is coming from Melbourne-based followers

#### Local laws

- This quarter 65,700 dog waste bags were provided in the Borough, and dog bag receptacles were inspected 908 times
- Officers attended 3 seals on beach reports and attended several reports on ducks and dogs
- Officers issued permit renewals for Outdoor Eating Facilities, A-frame signs and Display Goods for Sale
- Parking bays for small business use were provided
- Officers removed built structures found in dunes
- Officers patrolled 'Bunny Woods' and 'Humps and Bumps' to minimise vegetation damage
- A Department of Transport (VicRoads) audit was conducted
- The Domestic Animal Management Plan was updated
- Municipal Fire Prevention meetings were conducted

#### Sustainability and Waste

- Council's 100% renewable energy electricity contracts commenced through the Victorian Energy Collaboration. Electricity for all council buildings and operations is now supplied by power generated by wind turbines located near Mortlake and Horsham.
- Renewal of underground electrical mains within the Queenscliff Recreation Reserve caravan park will be undertaken in October 2021, following the award of the tender in August
- The construction of the Hesse Street caravan park amenities block is set to commence in October 2021, following the completion of a tender process in September
- The Borough of Queenscliff has collaborated with the Surf Coast Shire Council and Golden Plains Shire Council to undertake a joint tender process for kerbside waste collection services from July 2023. The tender is scheduled to be advertised in mid-October 2021.
- 18 homes have participated in the Geelong Solar Rollout, with the Borough making up 10% of all G21 Participants in the Geelong Solar Rollout program
- 2 applications (for the Queenscliffe Neighbourhood House and Masonic Lodge) were lodged with Sustainability Victoria for the Energy Audit program
- An Electric Vehicle Chargers application was submitted to DELWP to install two dual-port 50kW (4) fast chargers in Queenscliffe



- The Borough became a Climate Emergency Australia member and Council's CEO, Martin Gill, was elected as an Executive Board member
- The Borough became a founding member of the Barwon South West Climate Alliance
- Drafting the Implementation Plan of the Climate Emergency Response Plan is underway

### Options

Option 1 –Note the quarterly report update.

Option 2 – Request Officers to provide further information or make further amendments to the quarterly report update.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The Council Plan reflects a strong commitment to providing information regarding actions taken, outcomes achieved and challenges. This report provides details regarding actions taken between 1 July 2021 and 30 September 2021.

### 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.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No, this is an update on Council programs and services but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

### Regional, State and National Plans and Policies

Not applicable.



### **Council Plan Alignment**

Not applicable.

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Borough of Queenscliffe Council Plan 2017–2021

Draft Borough of Queenscliffe Council Plan 2021–2025

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

The quarterly 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.

## **ATTACHMENT**

Nil.



## **16.2 2021–22 Quarterly Financial Report as at 30 September 2021**

**File:** QG085-01-08

**Authors:** Manager Financial and Corporate Services

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Susan Salter

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### **PURPOSE**

The purpose of this report is to consider 2021–22 Quarterly Financial Report as at 30 September 2021.

### **EXECUTIVE SUMMARY**

This report provides information on Council's operating and capital performance for the three months to 30 September 2021 and explains key variances against the budgeted results presented to Council in June 2021.

The forecast accumulated cash surplus for the 2021–22 year is \$91,000. The forecasted year-end result meets all financial sustainability indicators specified in the draft Council Plan 2021–2025.

### **RECOMMENDATION**

**That Council:**

- 1. Notes the Quarterly Finance Report to 30 September 2021; and**
- 2. Approves additional funding allocation of \$157,300 for the Queenscliffe Cultural Hub project.**



## REPORT

### BACKGROUND

At its Ordinary Meeting on 23 June 2021, Council adopted the 2021–22 Budget. This budget was based on a set of key assumptions, including the projected completion of major projects and capital works at 30 June 2021.

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

### DISCUSSION

The forecast **accumulated cash surplus for the 2021–22 year is \$91,000** although there has been a \$344,000 increase in the accumulated cash surplus b/fwd from the year 2020–21. The additional cash surplus from the previous year have been used to fund the following budget allocations.

Additional funding allocation for Queenscliffe Cultural Hub, <i>refer to the section 2.5 for more details</i>	\$157,300
Settlement of BoQ share of unclaimed liabilities arising from the cessation of the MAV WorkCare scheme	\$40,300
Building condition survey (c/f from 2020–21, not adjusted through reserve accounts)	\$30,000
Review of Council policies and programs in line with requirements of the new LG Act (c/f from 2020-21, <i>not adjusted through reserve accounts</i> )	\$15,000
Asset renewal – foreshore other (c/f from 2020–21, <i>not adjusted through reserve accounts</i> )	\$5,000
Additional budget provision for legal expense (potential VCAT cases)	\$4,200

Council has forecasted an **underlying deficit of \$355,000 (LGPRF based)** for the 2021–22 financial year which is driven by non-recurrent operating projects.

Council uses an adjusted underlying result (excluding one-off operating income and expenses and adjusted for the timing differences of recurrent operating grant) to measure the financial sustainability as defined in the draft Council plan 2021–2025.

The forecasted **adjusted underlying result (Council Plan based)** for the year 2021–22 is a **surplus of \$39,000 (0.4%)**.

The final settlement in relation to the **sale of Murray Road land** is expected to be finalised soon. **\$3,500,000**, proceeds from the sale, has been set aside in a reserve account until a potential project/s is identified in the future in line with Council policy "CP044, Sale, Exchange or Transfer of Council Land".



**Total financial assets** (cash and cash equivalents and financial assets) as at **30 September 2021** is **\$12.8 million**. A significant part of the total financial assets represents grants received in advance for the Queenscliffe Boat ramp upgrade and Queenscliffe Cultural Hub projects.

*Council has a **debt free balance sheet**.*

During the last three months, **\$994,000** has been spent in **capital projects** against the **forecast of \$11.9 million for the year**.

Explanations for key variances against the December forecast are included at **(Appendix 3)**.

Forecasted year-end result **meets all financial sustainability indicators specified in the draft Council Plan 2021–2025** as summarised below.

Policy Statement	Measure	Indicator	Target	Adopted Budget	Yearend Forecast - Sep 2021
<b>Sustainable operating result</b>					
Consistent adjusted underlying results	Adjusted underlying revenue - (less) operating expenses (excluding one-off operating income and expenses)	Our adjusted underlying result	> \$0	\$44	\$39
<b>Working capital</b>					
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due.	Current assets / current liabilities	Current assets vs current liabilities	> 1.0	3.02	2.99
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	Current liabilities / unrestricted cash reserves (including term deposits with less than 90 days remaining maturity)	Level of unrestricted cash reserve against current liabilities	> 100%	135.6%	266%
<b>Borrowings</b>					
That Council applies loan funding to new capital and maintains total borrowings in line with rate income and growth of the municipality.	Total borrowings / rate revenue	Total borrowings against rate revenue	< 15%	0%	0%
<b>Commitment for asset renewals</b>					
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Three years rolling average of asset renewal and upgrade expenses / three years rolling average of depreciation expenses	Asset renewal and upgrade expenses against depreciation	> 100%	308.0%	331%
Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for new and renewal capital.	Council's contribution to asset renewal and upgrade expenses / own source revenue	Council's contribution to asset renewal and upgrade	> 10%	13%	13%



## Options

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

Option 2 – request Officers to make further amendments to the Quarterly Finance Report to 30 September 2021.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



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

### Collaboration

Similar reports from neighbouring municipalities, 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, this is an update on Council's operating and capital performance but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

### Regional, State and National Plans and Policies

Not applicable.



### **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.”

Forecasted year-end result have been analysed against the financial sustainability indicators specified in the draft Council Plan 2021–2025 as well.

The quarterly financial report will be further updated to reflect the requirements of the Council Plan 2021–2025 once Council has formally adopted the plan.

### **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**

2021–22 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 September 2021 (Appendix 3)





### **16.3 Borough of Queenscliffe 2020–21 Annual Report**

**File:** QG085-13-03

**Author:** Communications Coordinator

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Salter

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#### **PURPOSE**

This report presents the Borough of Queenscliffe Annual Report for the financial year ended 30 June 2021 for Council's endorsement.

#### **EXECUTIVE SUMMARY**

The *Local Government Act 2020* requires Council to prepare an annual report and provides a description of its required contents. In accordance with the Act, Council Officers have prepared an annual report for the 2020–21 financial year.

The Annual Report provides an accurate account of the Council's operations over the 2020–21 financial year as well as the achievements, disappointments, challenges and directions for the year ahead. It is presented to Councillors for endorsement.

#### **RECOMMENDATION**

**That Council endorse the 2020–2021 Borough of Queenscliffe Annual Report.**



## REPORT

### BACKGROUND

While the *Local Government Act 2020* is now in force, the transitional provisions of the Act require Council to prepare this financial year's report in line with the requirements of the 1989 Act. Section 131 of the *Local Government Act 1989* requires Council to prepare an annual report that must contain:

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

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

In preparing this report, the Audit and Risk Committee reviewed the financial statements, performance statement and government and management checklist included in this report at its meeting held on 6 September 2021 prior to completion of the 2020–21 audit and Council adoption of the statements 'in principle' at its Ordinary Meeting held on 22 September 2021.

Council received unqualified audit opinions on the performance statement and financial statements from the Victorian Auditor-General's Office dated 4 October 2021. These documents were subsequently included in the Annual Report.

Section 133(1) of the Act requires Council to submit a copy of the Annual Report to the Minister for Local Government within three months after the end of the financial year. In a letter from the Acting Minister for Local Government dated 14 September 2021, this deadline was extended to 30 November. Council submitted the Annual Report to the Minister on 15 October 2021.

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

Council won another Gold Award for the 2019–20 Annual Report in the Australasian Reporting Awards for transparency and financial reporting. The Gold Award recognises excellence in annual reporting and provides a model for other like organisations to follow. This is the seventh consecutive year in which Council has won a Gold Award. Council Officers have strived to maintain and exceed this standard in preparing this year's report, including an updated design for the report.



## DISCUSSION

The Annual Report complies with the legislative requirements of the Act, detailing the achievements of Council during the 2020–21 financial year. The structure of the Annual Report reflects the final year of the Borough's Council Plan 2017–2021.

Council Officers have prepared an annual report for the 2020-21 financial year (**Appendix 4**).

While the coronavirus pandemic and its effects continue to dominate much of Council's reporting, a number of achievements and highlights have been recorded for the financial year. Some successes include:

- Retention of a zero waiting list for Council's aged care services;
- The construction and improvement of a large number of pedestrian crossings throughout the Borough;
- The adoption of a Climate Emergency Response Plan;
- Signing a commitment to source 100% of Council's power from renewable sources through the Victorian Energy Collaboration;
- The significant expansion of business support activities in response to the coronavirus pandemic;
- Commencing work on a Coastal and Marine Management Plan;
- The introduction of a new, more accessible Council website;
- Retaining excellent results in financial sustainability as assessed by the Victorian Auditor General, despite the financial challenges of the pandemic;
- The introduction of a new local law.

Council has continued its tradition of using the chapter introduction pages of its report to highlight achievements or programs from throughout the year. This year's report draws attention to some of the Borough's small businesses, including how they and Council have worked together to navigate an extremely challenging year. These feature pages highlight the importance and reach of Council's business support services, and demonstrate Council's commitment to promoting and supporting our business community.

## Options

Not applicable.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The annual report is a report and is not subject to any community engagement requirements.



### **Collaboration**

Not applicable.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

The annual report complies with the reporting requirements of the *Local Government Act 1989*, via the *Local Government Act 2020*. This is final year in which the 1989 Act applies before being superseded by the provisions of the 2020 Act.

### **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, the Annual Report reports on Council's programs and services but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

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

Not applicable.

### **Council Plan Alignment**

The annual report responds to a number of strategies in Strategic Objective 5 – Governance and Performance, including:

- provide transparent and accountable governance and meet all legislative requirements;
- ensure the continuing financial sustainability and independence of the Borough; and
- continually review and plan to meet corporate needs while enhancing organisational capacity and performance.

### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Not applicable.

### **Disclosure of Interest**

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

## **CONSIDERATIONS**



**Environmental Sustainability**

Not applicable.

**Financial and resource implications**

Not applicable.

**Innovation and Continuous Improvement**

Not applicable.

**IMPLEMENTATION**

**Operational Impacts**

Not applicable.

**Implementation Process**

Not applicable.

**ATTACHMENT**

1. Borough of Queenscliffe 2020–2021 Annual Report (Appendix 4)



## 16.4 Review of Council Policies

**File:** Q055.01.12

**Authors:** Executive Project Officer &  
Manager Finance and Corporate Services

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Salter

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### PURPOSE

The purpose of this report is to consider four revised Council policies:

1. CP008: Fraud Prevention
2. CP013: Procurement
3. CP030: Asset Disposal
4. CP044: Sale, Exchange or Transfer of Council Land

### EXECUTIVE SUMMARY

This report responds to a number of objectives and strategies contained in the 2017–2021 Council Plan, namely Strategic Objective 5, Governance and Performance: Maintain a cohesive, well governed, financially sustainable and independent Borough.

CP008 Fraud Prevention, CP013 Procurement, CP044 Sale, Exchange or Transfer of Council Land and CP030: Asset Disposal have been presented to the Audit and Risk Committee for feedback and validation.

All the policies presented in this report are intended to heavily mitigate risk to Council by providing clear guidance.

### RECOMMENDATION

**That Council adopt the following revised Council policies as presented:**

1. CP008: Fraud Prevention
2. CP013: Procurement
3. CP030: Asset Disposal
4. CP044: Sale, Exchange or Transfer of Council Land



## REPORT

### BACKGROUND

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

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

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

### DISCUSSION

#### CP008: Fraud Prevention – Revised

This policy was first adopted by Council on 5 August 2003, and last revised in March 2018. The purpose of this policy is to demonstrate the Borough of Queenscliffe's commitment to the prevention, deterrence, detection, investigation and reporting of all forms of fraud.

Officers have reviewed this policy and have taken into consideration recommendations from internal audits and feedback from Council's Audit and Risk Committee.

Key amendments are:

1. Section 1.3 – Making it mandatory for employee to sign off on the Employee Code of Conduct before commencing employment. This requirement is currently in place as a best practice
2. Section 1.3 – Position descriptions of key personnel and senior management include reference to fraud and corruption control as a primary accountability
3. Section 5 – Defined responsibilities of the Fraud Control Officer
  - inform the Chair of the Audit and Risk Committee immediately
  - keep a record of details relating to Fraud and Corruption incidents
  - table a report at every Audit and Risk Committee if there has been any unethical behaviour, fraud and corruption reported, if not nil report

#### CP013: Procurement – New in accordance with the *Local Government Act 2020*

Council first adopted a Procurement policy in March 2009, which was developed and revised annually in accordance with the *Local Government Act 1989*. With the introduction of the *Local Government Act 2020*, Council must prepare and adopt a procurement policy prior to 1 January



2022 which complies with s108 and s109 of the *Local Government Act 2020*. It should be noted some elements of the existing policy have been incorporated into the new policy presented.

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

Officers have reviewed the existing policy and have prepared a new policy that takes into consideration requirements set out in the *Local Government Act 2020* and is based on the Procurement Policy Guidance provided by Local Government Victoria. The new policy has also been presented to and validated by Council's Audit and Risk Committee.

Key amendments are:

1. Section 1.3 – More emphasis on conflict of interest
2. Section 2.5 – 'Minimum Spend Competition Thresholds'
  - considering the risk profile of the Council, it proposed to maintain the existing thresholds, except for the tender/expression of interest threshold for the purchase of goods and services, which is increased from \$150,000 to \$200,000 and is now in line with the existing threshold for the value of work.
3. Section 2.6 – list the Exemptions from 'Publicly Advertised Tender, Quotations and Expression of Interest Requirements'
4. Section 2.7 – clearly define 'Public Tender Requirements'
5. Section 2.8 – 'Contract Management', more emphasis on contract variations
6. Section 2.9 – clearly outline the circumstances of the involvement of a probity advisor
7. Section 2.10 – clearly outline 'Collaborative Procurement' requirements in accordance with s108(3)(c)
8. Section 3.4 – insert additional Performance Indicators and clearly articulate that performance will be reported annually to the Audit and Risk Committee and Council
9. Appendix III – insert new Supplier Code of Conduct.

### **CP030: Asset Disposal – Revised**

This policy was first adopted by Council on 23 July 2014 and last revised in March 2019. The purpose of this policy is to provide direction for the disposal and rationalisation of Council assets when the assets are no longer required to meet agreed services or when there is no clear need for Council to retain ownership of the asset.

Officers have reviewed this policy and have taken into consideration from Council's Audit and Risk Committee.

Key amendments are:

1. Move last sentence of the definition of 'Asset' to the opening sentence of the policy section and reference the separate sale, exchange or transfer of land policy.
2. Adjust various position titles accordingly.





3. Section 1 – Approval limit of members of leadership team, other than the Chief Executive Officer (CEO) to commence disposal, reduced to \$5,000 from \$40,000.
4. Section 4.1 – Only assets valued at less than \$300 can be sold internally.
5. Section 6 – insert clarification that reporting on asset disposal is to be provided to the CEO is on a quarterly basis.
6. Update references.

#### **CP044: Sale, Exchange or Transfer of Council Land – Revised**

This policy was first adopted by Council on 24 January 2019. The purpose of this policy is to assist Council and officers in determining the procedures to be followed in the sale, transfer or exchange of Council Land, in compliance with legislation and in line with sound management practice.

Key amendments are:

1. Refine Context and update reference to the *Local Government Act 2020*
2. Section 1 – Updated legislative requirements in line with the *Local Government Act 2020*
3. Section 4.1 – increase quotations from two to three
4. Section 4.4 – clarify that a community engagement process must be undertaken with respect to the sale of land
5. Section 5 – Removed the option of using proceeds from the sale of land in attracting matching grant funds from other levels of government for projects not generating additional revenue or reducing operating expenses

#### **Options**

Option 1 – adopt the revised policies as presented.

Option 2 – request Officers to make further amendments to the draft policies.

### **COMMUNICATIONS AND ENGAGEMENT**

#### **Community Engagement**



Council's Audit and Risk Committee has been engaged in the review process and has subsequently provided feedback on all policies presented in this report.

All Council policies are published on Council's website under the 'Council – publications, strategies and reports' tab and are communicated internally to all staff. Targeting communication will be undertaken with those staff who hold responsibilities in asset management and finance.



## **Collaboration**

Not Applicable.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

*Local Government Act 2020*

### **Charter of Human Rights**

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

### **Gender Equality Act 2020**

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

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

No; while the policies presented in this report may have an impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

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

Victorian Local Government, Procurement Policy Guidance, 2021

### **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
- ensure the continuing financial sustainability and independence of the Borough
- maximise the return on Council assets and leverage external funding opportunities

### **Legal and Risk Implications**

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

### **Related Documents**

As referenced in each individual policy.

### **Disclosure of Interest**

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



## **CONSIDERATIONS**

### **Environmental Sustainability**

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

### **Financial and resource implications**

Key policy reviews provide the opportunity for constant assessment of the financial and non-financial risks to the organisation, which assist in limiting unnecessary exposure to risk. Tasks associated with both policies presented in this report fall within current responsibilities of existing officers.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

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

### **Implementation Process**

Not applicable.

## **ATTACHMENTS**

1. CP008: Fraud Prevention (Appendix 5a)
2. CP013: Procurement (Appendix 5b)
3. CP030: Asset Disposal (Appendix 5c)
4. CP044: Sale, Exchange or Transfer of Council Land (Appendix 5d)



## 16.5 Review of Governance Rules

**File:** QG055.01.12

**Author:** Executive Project Officer

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Salter

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### PURPOSE

The purpose of this report is for Council to consider and adopt draft Governance Rules, following a minor review.

### 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'. The Governance Rules presented in this report have been developed in accordance with that strategy and with the legislative requirements contained in the *Local Government Act 2020*.

After reviewing the election of Mayor procedure and noting an anomaly between the Governance Rules and the *Local Government Act 2020*, the draft Governance Rules have been updated and it is now appropriate for Council to consider and adopt its revised Governance Rules.

### RECOMMENDATION

**That Council adopt the draft Governance Rules, as presented.**



## REPORT

### BACKGROUND

The *Local Government Act 2020* required councils to develop Governance Rules by 1 September 2020. Council adopted its new Governance Rules at its Ordinary Meeting of Council on 27 August 2020.

### DISCUSSION

The Governance Rules must include rules to address:

- The conduct of Council meetings;
- The conduct of meetings of delegated Committees;
- The form and availability of meeting records;
- The election of Mayor and the Deputy Mayor;
- The appointment of an Acting Mayor;
- An election period policy, in accordance with section 69 of the Act;
- The procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee, under section 130 of the Act;
- The procedure for the disclosure of a conflict of interest by a Councillor under section 131;
- The disclosure of a conflict of interest by a member of council staff when providing information in respect of a matter within the meaning of section 126(1) of the Act;
- Any other matters prescribed by the regulations.

After reviewing the election of Mayor procedure and noting an anomaly between the Governance Rules and the Local Government Act 2020 the draft Governance Rules have been updated. The following amendments were made:

- delete clauses 9(2) (c), (d) and (e) from Chapter 2 'Meeting Procedure for Council Meetings', Part 2 'Election of Mayor' and replace them with the exact wording from s25 (5) of the Local Government Act 2020, being:  
*"If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date."*
- Update incorrect reference to clause 12 in clause 9(1), change to reference clause 9
- Update incorrect reference to clause 10 in clause 10(1), change to reference clause 9
- Update incorrect reference to clause 11 and 12 in clause 10(4)(b), change to reference clauses 8 and 9.

### Options

The only option is to adopt the Governance Rules as presented in this report to ensure legislative compliance in relation to the election of Mayor.

### COMMUNICATIONS AND ENGAGEMENT



## Community Engagement



Once adopted, the Governance Rules will be published on Council's website.

### Collaboration

Not applicable.

## GOVERNANCE CONTEXT

### Relevant Law

*Local Government Act 2020*

### Charter of Human Rights

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

### Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; these proposed changes do not require a Gender Impact Assessment.

### Regional, State and National Plans and Policies

Not Applicable.

### Council Plan Alignment

The Governance Rules presented aligns with the following Council Plan 2017–2021 strategic objective and strategies:

Strategic Objective 5: Maintain a cohesive, well governed, financially sustainable and independent Borough:

- Provide transparent and accountable governance and meet all legislative requirements.

### Legal and Risk Implications

To ensure legislative compliance, Governance Rules need to be in alignment with the *Local Government Act 2020*.

### Related Documents

Not applicable.



### **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

There are no environmental implications to the report.

### **Financial and resource implications**

Not applicable.

### **Innovation and Continuous Improvement**

Both the Governance Rules can be reviewed and updated via a resolution of Council at any time allowing for continuous improvement, noting that any non-legislative change must go through a community engagement process.

## **IMPLEMENTATION**

### **Operational Impacts**

Nil.

### **Implementation Process**

Once adopted the Governance Rules must be published on Council's website.

## **ATTACHMENTS**

1. Draft Borough of Queenscliffe Governance Rules (Appendix 6)



## 16.6 Council Plan 2021–2025

<b>File:</b>	<b>QG054-01-01</b>
<b>Authors:</b>	<b>Chief Executive Officer</b>
<b>Portfolio:</b>	<b>Governance &amp; Performance</b>
<b>Portfolio Holder:</b>	<b>Cr Salter</b>

### PURPOSE

The purpose of this report is to recommend that Council adopt the Borough of Queenscliffe 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 endorsed the Draft Council Plan 2021–25 at the ordinary meeting of Council on 22 September 2021 and placed the documents on public exhibition inviting community feedback. The public notification period closed at 12:00pm on Friday 15 October 2021.

The documents were placed on the council website, a notice was published in the Rip and in the Queenscliff Herald.

Council received 12 submissions within the prescribed timeline and one late submission.

The submissions were presented to Councillors at a Council Assembly on 20 October 2021. In response to the submissions Council has made a number of changes to the draft document to incorporate additional actions.

Council officers recommend that Council adopts the Council Plan 2021–25.

### RECOMMENDATION

**That Council adopt the Borough of Queenscliffe Council Plan 2021–2025.**





## 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 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.

The 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.

### DISCUSSION

Council received 12 submissions and one late submission.

There were a wide range of matters presented in the submissions. Some matters were not directly related to the purpose or function of the Council Plan. Some submissions recommended the inclusion of detailed information or a specific action, and others were concerned about the inclusion of references to strategic documents still under development.

All of the matters raised in the submissions were captured in a Council Plan Submissions table attached to this report at **(Appendix 7a)**. The Council officers categorised the matters in the following way:

- Matters for consideration – potential changes to the Council Plan



- Matters or issues that should be addressed through another process/forum
- Matters or issues that are currently addressed in another process/forum
- No change or action required

This table was presented to Council at the Council Assembly held on 20 October 2021.

At the assembly Council officers presented two further criteria to guide the discussion:

- If a matter was addressed in another Council strategic document and the Council Plan includes a specific reference to that document then a change was not recommended; and
- If a matter is considered to be an action that would rely on a policy or strategic position not formally resolved by Council then a change was not recommended.

Following the review of the submissions at the Council Assembly, Councillors made a number of changes to the document. The changes build on and supplement the intended actions and the strategic direction set out in the draft Council Plan and the Community Vision. The changes have been summarised in the Council Plan Changes table at **(Appendix 7b)**.

The revised and updated Council Plan 2021–2025 is provided at **(Appendix 7c)**.

### Options

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

## 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.

Council endorsed the Draft Council Plan 2021–25 at the ordinary meeting of Council on 22 September and placed the documents on public exhibition inviting community feedback until 12:00pm on Friday 15 October 2021. The documents were placed on the council website, a notice was published in the Rip and in the Queenscliff Herald.

Council received 12 submissions within the prescribed timeline and one late submission.



## **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 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 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 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 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 Financial Plan 2021–2031.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

The 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. Submissions to the Draft Council Plan 2021–2025 (Appendix 7a)
2. Response to submissions (Appendix 7b)
3. Final Council Plan 2021–2025 (Appendix 7c)
4. Final Council Plan Appendices (Appendix 7d)



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## 16.7 Financial Plan 2021–2031

**File:** QG085-05-02

**Authors:** Manager Financial and Corporate Services

**Portfolio:** Governance & Performance

**Portfolio Holder:** Cr Salter

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### PURPOSE

The purpose of this report is to adopt Financial Plan 2021–2031 (the Plan) with or without modification, after having considered all public submissions made in respect of the draft Financial Plan during the community consultation period.

### 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 and sets out how the resources will be used to implement the actions of the Council Plan and achieve 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 Financial Plan 2021–2031 satisfies all financial sustainability indicators specified in the Council Plan over the 10-year planning horizon. Management endorses the Financial Plan as financially responsible, to maintain existing services and infrastructure and deliver priority projects and services that are valued by our community.

### RECOMMENDATION

#### That Council:

1. Note the submissions received and considered in relation to the Financial Plan 2021–2031 and the Council's responses to submissions received; and
2. Adopt the Financial Plan 2021–2031.



## REPORT

### BACKGROUND

As part of the annual budget process Council has traditionally prepared a ten year financial plan. 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.

At its ordinary Council meeting held on 22 September 2021, Council resolved to place the draft Financial Plan 2021–2031 on public exhibition.

### DISCUSSION

Council received 13 submissions, however most of the submissions related to the draft Council Plan. Among those submissions, officers identified three (3) submissions that can be related to the Financial Plan. However, none of those submissions required any changes to the draft Financial Plan. Council's responses to submissions is included at **(Appendix 7b)**, under the previous agenda item.

The Financial Plan 2021–2031 is included at **(Appendix 8)**.

The **Financial Plan 2021–2031 sits 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 financial year 2023–24 onwards.**

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. Council expects to realise results of the various initiatives started in the year 2021–22 to enhance the productivity and efficiencies of Council operations, from the year 2023–24 onwards. The operational efficiencies and additional income from tourist parks 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 and Council will continue to have a debt-free balance sheet.**



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%
<b>Commitment for asset renewals</b>												
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 – adopt the Financial Plan 2021–2031 as presented.

Option 2 – request Officers to make further amendments to the 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 on 25 August. Input received from the community representatives have been considered in developing the Financial Plan.

At the Ordinary Council meeting held on Wednesday 22 September 2021, Council resolved to give public notice that it had prepared the draft Financial Plan 2021–2031 and resolved to exhibit the document for the period commencing on Thursday 23 September 2021 and concluding at 12:00pm on Friday 15 October 2021, in line with Council policy CP003, Community Engagement.

At the end of the public submission period, officers have identified three (3) submissions that can be related to the Financial Plan. However, none of those submissions required any changes to the draft Financial Plan.

### Collaboration

The Financial 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, however, the Council policies, programs or services set out in the Financial Plan will be subject to gender impact assessments as required.

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

Not applicable.

### **Council Plan Alignment**

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

### **Legal and Risk Implications**

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

### **Related Documents**

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

### **Financial and resource implications**

The 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 Financial Plan.

## **ATTACHMENTS**

1. Financial Plan 2021–2031 (Appendix 8)



## **17. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS**

### **17.1 S5 Instrument of Delegations to Chief Executive Officer**

At the Ordinary Meeting of Council held on 22 September 2021, Council resolved to adopt the section 5 Instrument of Delegations to Chief Executive Officer.

Council applied the Common Seal to the above document on 14 October 2021.

#### **RECOMMENDATION**

**That Council note the use of the Common Seal.**

### **17.2 S6 Instrument of Delegation to Members of Staff**

At the Ordinary Meeting of Council held on 22 September 2021, Council resolved to adopt the section 6 Instrument of Delegation to Members of Staff.

Council applied the Common Seal to the above document on 14 October 2021.

#### **RECOMMENDATION**

**That Council note the use of the Common Seal.**

## **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**

Planning Permit Number: 2021/048 for 200-204 Point Lonsdale Road, Point Lonsdale

Wednesday 10 November 2021 at 7:00pm

### **COUNCIL MEETING**

Wednesday 24 November 2021 at 7:00pm



## **20. CLOSED SESSION OF MEETING**

Time: \_\_\_\_\_pm

### **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 22 September 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.

Time: \_\_\_\_\_pm

### **RECOMMENDATION**

That Council reopen the meeting and resume standing orders.

## **21. RATIFICATION OF CONFIDENTIAL ITEMS**

### **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
<b>Meeting with the PLCA – 21 September 2021</b> Via videoconference (Zoom)				
Cr Ross Ebbels - Mayor Martin Gill, Chief Executive Officer David Kenwood, PLCA Fay Agterhuis, PLCA Lyne Furness, PLCA	Nil	11:00am – 12:00pm	1. Redevelopment of the BP site 2. Caravan Parks review 3. Council Plan 4. Lighthouse Reserve 5. Distinctive Areas & Landscape Plan (DAL) 6. Our Coastal & Martine Management Plan 7. Council's 10 year Vision Statement 8. CoGG Southeast Bellarine Coastal Strategy 9. Bunny Woods 10. One 3225 11. Covid vaccinations	Nil



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
<b>Assembly Meeting – 22 September 2021</b>				
Via videoconference (Zoom)				
Cr Ross Ebbels, Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt Martin Gill, Chief Executive Officer Johann Rajaratnam, DP Donna Swan, QNH Sharon Smith, QNH Seamus Butcher, BW Jo Murdoch, BW Shaun Cumming, BW Bridie Ogle, EPO Gihan Kohobange, MFS	Nil	2:30pm – 5:30pm      2:30pm – 3:15pm 2:30pm – 3:15pm 4:25pm – 5:10pm 4:25pm – 5:10pm 4:25pm – 5:10pm 3:30pm – 4:20pm 3:30pm – 4:20pm	1. Queenscliffe Neighbourhood House 2. Review of Council Policies ○ CP013 Procurement ○ CP008 Fraud Prevention 3. Instrument of Delegations 4. Barwon Water Strategic Projects briefing 5. Dog beach erosion	Nil
<b>Meeting with the Queenscliffe Historical Museum – 29 September 2021</b>				
Via videoconference (Zoom)				
Cr Ross Ebbels - Mayor Martin Gill, Chief Executive Officer Stephen Lee, QHM John Greenwood, QHM Marilyn Miller, QHM	Nil	4:00pm – 4:45pm	1. QHM financial update 2. QHM Grants 3. Exhibition Project Manager 4. Museum entrance	Nil



Attendees	Apologies	Time	5. Matters discussed	Conflict of interest disclosures
<b>Assembly Meeting – 6 October 2021</b>				
Via videoconference (Zoom)				
Cr Ross Ebbels - Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt Martin Gill, CEO Anthony McGrath, VFA Chris Padovani, VFA Rebecca Petit-Bramwell, CERP Brydon King, CSP Bridie Ogle, EPO Gihan Kohobange, MFS	Johann Rajaratnam, DP	2:30pm – 6:10pm  2:30pm – 3:10pm 2:30pm – 3:10pm 3:15pm – 4:15pm  4:14pm – 4:50pm 4:50pm – 4:55pm 4:50pm – 5:15pm	1. Proposed fish cleaning table at the boat ramp 2. CERP Implementation plan update 3. Planning Briefing: ○ 2021/059, 14 The Esplanade, Point Lonsdale ○ 2021/018, 134 Hesse Street, Queenscliff ( <i>Proposed Telstra telecommunication base station</i> ) 4. Review of Council Policies: ○ CP004 Sale, exchange or transfer of Council land ○ CP030 Asset Disposal 5. Governance Rules 6. Cat Curfew in the Borough	Nil.
Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
<b>Meeting with Sarah Henderson &amp; Stephanie Asher – 7 October 2021</b>				
TBA				
Cr Ross Ebbels - Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt Cr Susan Salter Martin Gill, CEO	Johann Rajaratnam, DP	7:50pm – 9:45pm	1. Propose bike park / upgrade of existing skate park 2. Royal Park community facilities 3. Royal Park lights, irrigation & fencing 4. Active transport / shared path links 5. Climate Emergency Response Plan 6. Electric Vehicle charting stations	Nil.





Stephanie Asher, Liberal Party representative in Corangamite			7. Bellarine Link 8. Priorities for Australian Local Government Sector	
Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
<b>Planning Review Meeting – 13 October 2021</b> Via videoconference (Zoom)				
Cr Ross Ebbels - Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt Johann Rajaratnam, Director Place Brydon King, Contract Senior Planner Toni Sincock, applicant Kevin Cox June Negri Carmen Bell David Connoley, QCA Vicki Brown Andy Stephens Keith Stowers	Martin Gill, CEO	7:00pm – 8:12pm	1. Planning Permit Application 2021/067 – 5 Beach Street, Queenscliff 2. Submissions	Nil.



Attendees	Apologies	Time	Matters discussed	Conflict of interest disclosures
<b>Assembly Meeting – 20 October 2021</b>				
Via videoconference (Zoom)				
Cr Ross Ebbels - Mayor Cr Donnie Grigau Cr Michael Grout Cr Fleur Hewitt Cr Susan Salter Martin Gill, CEO Johann Rajaratnam, DP Gihan Kohobange, MFS  Melissa Taylor, COVID BSO Shannon Maloney, MC Matt Williams, consultant Dinah O'Brien, SP	Nil	2:30pm – 6:20pm  2:30pm – 6:00pm 3:40pm – 4:05pm & 5:00pm – 6:00pm  3:00pm – 3:30pm  2:30pm – 3:40pm 2:30pm – 3:10pm 4:10pm – 5:00pm	1. Queenscliffe Tourist Park Management & Operations Review 2. Covid Business Support update 3. Final G21 & AFL Barwon Regional Towards 2030: Strategy 4. Quarterly Financial Report Q1 update 5. Heritage work-plan update 6. Avenue of Honour Reference Group 7. Community feedback on the Draft Council Plan 2021–25 & Draft Financial Plan 2021-31	Nil.

ADO – Arts Development officer	BSA – Business Services Accountant	CC – Coordinator Communications
CEO – Chief Executive Officer	CERP – Projects Officer, Climate Emergency Response Plan	CO – Communications Officer
COVID BSO – COVID Business Support Officer	CSC – Community Services Coordinator	CSP – Contract Senior Planner
CSRO – Community Stakeholder Relations Officer	DP – Director Place	EA – Executive Assistant to the CEO, Mayor and Councillors
EAGMPI – Executive Assistant General Manager Planning & Infrastructure	EPO – Executive Project Officer	EPO – Executive Projects Officer
HR&CGC – HR & Governance Coordinator	MC – Manager Community	MFS – Manager Finance and Corporate Services
MI – Manager Infrastructure	ODCS – Organisational Development Customer Service & ICT services	PPL – Planning Program Leader



RC – Rates Coordinator	RIE – Roads & Infrastructure Engineer	SLEO – Senior Law Enforcement Officer
SP – Strategic Planner	TPTL – Tourist Park Team Leader	



## ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

No public questions outstanding.

## ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

Date	Motion Number	Action	Status
22 September 2021	2021/583: Changes to Victorian state government planning system	<p>That Council:</p> <ol style="list-style-type: none"><li>1. Notes that the Victorian government is currently considering further significant planning reforms.</li><li>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:<ol style="list-style-type: none"><li>a. the state government engage in consultation with our community and our Council on any planning reform proposals prior to these reforms being introduced;</li><li>b. the state government acknowledge that the community's voice must remain central in planning decisions and planning reform;</li><li>c. effective, open and transparent community consultation must be a core part of major planning decisions; and</li><li>d. listening to community voice is critical for ensuring a transparent state planning system that strengthens local neighbourhoods and local economies.</li></ol></li></ol>	<p>Council wrote to the Minister for Planning and the Shadow Minister of Planning on 4 October 2021. Refer to appendix 9a and 9b</p> <p>Council will receive a report to council with an update on the status of any planning reforms before March 2022.</p>



		<p>3. Writes to the Minister for Planning and Shadow Minister of 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.</p> <p>4. Requests the Chief Executive Officer to provide within 6 months a report to Council with an update on the status of any reforms.</p>	
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#### **ADJUNCT TO 17.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE**

No Questions Without Notice outstanding.