



# Agenda

## Ordinary Meeting of Council

Wednesday 26 April 2023 at 7:00pm

Queenscliff Town Hall

### Distribution List

#### Councillors

Cr Isabelle Tolhurst – Mayor  
Cr Fleur Hewitt – Deputy Mayor  
Cr Ross Ebbels  
Cr Donnie Grigau  
Cr Michael Grout

#### Officers

Martin Gill – Chief Executive Officer  
Tim Crawford – Manager Planning & Community Safety  
Gihan Kohobange – Manager Finance & Corporate Services  
Shannon Maloney – Manager Community  
Stuart Hansen – Manager Infrastructure & Environment  
Makenna Bryon – Communications Coordinator  
Jenni Walker – HR & Governance Coordinator  
Jackie Fletcher – EA 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 extend this respect to all Aboriginal and Torres Strait Islander peoples.***

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## Appendices

<b>Appendix</b>	<b>Title</b>	<b>Agenda Item</b>	<b>Distribution</b>
Appendix 1	Audit & Risk Committee Meeting Minutes from 17 April 2023	6.3 Audit & Risk Committee Meeting Minutes – 17 April 2023	Under separate cover
Appendix 2	Audit & Risk Committee Biannual Activity Report as at April 2023	11.1 Chief Executive Officer Report for April 2023	Under separate cover
Appendix 3	Gender Equality Statement of Commitment	12.1 Gender Equality Statement of Commitment	Under separate cover
Appendix 4	Quarterly Financial Report to 31 March 2023	16.2 2022–23 Quarterly Financial Report as at 31 March 2023.	Under separate cover
Appendix 5a	Draft Budget 2023–24	16.3 Proposed Financial Budget 2023–24 and Updated Financial Plan 2023–24 to 2032–33	Under separate cover

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Appendix 5b	Draft Financial Plan 2023–24 to 2032–33	16.3 Proposed Financial Budget 2023–24 and Updated Financial Plan 2023–24 to 2032–33	Under separate cover
Appendix 6	Response to public question taken on notice at the Ordinary meeting of Council on 29 March 2023	ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UDPATE	Under 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 extend this respect to all Aboriginal and Torres Strait Islander peoples.*

The Meeting opened at:

## 2. PRESENT & APOLOGIES

*Present:*

*Apologies:*

## 3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

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

Councillors:

Officers:

## 4. LEAVE OF ABSENCE OF COUNCILLOR

Cr Ebbels

### 4.1 Cr Grout leave of absence 29 May to 10 July 2023

On 22 February 2023, the Acting Chief Executive Officer received advice from Cr Michael Grout indicating that he will be taking a leave of absence from Council from 29 May to 10 July 2023.

### RECOMMENDATION

**That Council grant a leave of absence to Cr Michael Grout from 29 May to 10 July 2023.**

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## 5. PUBLIC QUESTION TIME

### 5.1 Public Questions Status Update

At the Ordinary Meeting of Council held on 29 March 2023, one public question was taken on notice. The response was sent on 20 April 2023 (**Appendix 6**).

No public questions are outstanding.

### 5.2 Public Questions

*In accordance with Council's Public Question Time Guidelines, questions must be written and received by the Chief Executive Officer prior to 3.00pm on the day of the Ordinary Council meeting. Questions received after this time will be treated as correspondence and a written response provided consistent with Council's Customer Service Charter. Questions can be lodged online via 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 Minutes Ordinary Meeting of Council – 29 March 2023

A copy of the previous Minutes of the Ordinary Meeting of Council held on 29 March 2023 was distributed to Councillors under separate cover.

#### RECOMMENDATION

**That the Minutes of the Ordinary Meeting of Council held on 29 March 2023, as distributed, be confirmed as an accurate record.**

### 6.2 Confidential Minutes Ordinary Meeting of Council – 29 March 2023

A copy of the previous confidential Minutes of the Ordinary Meeting of Council held on 29 March 2023 was distributed to Councillors under separate cover.

#### RECOMMENDATION

**That the confidential Minutes of the Ordinary Meeting of Council held on 29 March 2023, as distributed, be confirmed as an accurate record.**

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### 6.3 Audit & Risk Committee Meeting Minutes – 17 April 2023

A copy of the Minutes of the Audit and Risk Committee meeting held on 17 April 2023 was distributed to Councillors under separate cover (**Appendix 1**).

#### RECOMMENDATION

**That the Minutes of the Audit and Risk Committee meeting held on 17 April 2023, as distributed, be confirmed as an accurate record.**

### 7. RECORD OF INFORMAL MEETINGS OF COUNCILLORS

A Record of Informal Meetings of Councillors is included at Adjunct to Item 7:

- 29 March 2023 – Councillor Assembly Briefing
- 5 April 2023 – Acting CEO & Councillors meeting
- 5 April 2023 – Councillor Assembly Briefing
- 12 April 2023 – Acting CEO & Councillors meeting
- 12 April 2023 – Councillor Assembly Briefing
- 19 April 2023 – Councillor Assembly Briefing

#### RECOMMENDATION

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

### 8. NOTICE OF MOTION

#### 8.1 Notice of Motion Status Update

#### RECOMMENDATION

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

#### 8.2 Motion on Notice

No Notices of Motion were received.

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## 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.*

#### 9.1.1 Oppose the 30 km/h Active Transport Strategy Petition

On 19 April 2023, Council received a petition initiated on Change.org in relation to the proposed speed limit reductions within the Draft Active Transport Strategy.

The Draft Active Transport Strategy was endorsed by Council at the Ordinary Meeting of Council on 22 February and placed on public exhibition until 1 May 2023.

Consistent with Division 9 of the Governance Rules, the petition is now tabled for Council's information.

The petition reads as follows:

#### ***Oppose the 30 km/h Active Transport Strategy in the Borough of Queenscliffe***

***STOP COUNCIL OVERREACH!***

*The reduction of the speed limit proposed in the Active Transport Strategy to 30 km/h was not asked for or needed and appears to be based primarily on the fact that "The Climate Emergency Response Plan identified the preparation of an Active Transport Strategy as one of its key strategies and actions in moving towards zero carbon emissions by the year 2031". It lacks any real evidence for this change in the Borough, particularly given in the last 15 years there has only been 1 reported incident between a pedestrian and vehicle.*

*The fact that the Borough also appear happy to boast it would make us the first municipality to have a 30 km/h limit in Australia, demonstrates the initiative is not based purely on local issues.*

*If you agree with any of these points and live or are associated with the 3225 postcode, please sign this petition and oppose this authoritarian over reach.*

#### **Officers comment**

The petition was submitted with 1,730 names. While addresses were not provided with the petition, 453 signatures are from the 3225 Postcode, being residents of Point Lonsdale and Queenscliff, including those in the Point. 769 signatures are from Melbourne and the surrounding suburbs, 209 from the Geelong region and the remaining 299 are from interstate, overseas or unknown.

The petition has been created in direct response to the public exhibition of the Draft Active Transport Strategy and was submitted within the exhibition period. Officers are of the view that the petition be treated as a submission to the Draft Active Transport Strategy.

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Officers propose that those elements of the petition that relate to the proposed strategies in the draft Activity Transport Strategy be considered as part of the process to consider all submissions received by Council during the exhibition period. This will ensure the issues raised in the petition inform the review of the draft strategy itself.

#### **RECOMMENDATION**

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

- a) Notes the petition received with a total of 1,730 signatures regarding the proposed speed limit reductions within the Draft Active Transport Strategy;**
  - b) Notes the petition was received in response to the public exhibition phase of the Draft Active Transport Strategy and include it as a submission to that process; and**
  - c) Notes the concerns regarding the proposed speed limit reductions.**
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## 10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 24 March to 19 April 2023:

Date	Function Attended
24 March 2023	Coastal & Marine Management Plan scope meeting (Cr Hewitt & Cr Grout)
24 March 2023	Swan Bay Environment Association Annual General Meeting (Cr Grout)
24 March 2023	G21 Health & Wellbeing Pillar Meeting (Cr Grigau)
27 March 2023	Meeting with Queenscliff Music Festival (Acting CEO)
27 March 2023	Meeting with Department Energy, Environment & Climate Action (Acting CEO)
27 March 2023	Geelong Regional Library Corporation Executive meeting with Darren Cheeseman MP (Cr Ebbels)
28 March 2023	Dinner with Acting CEO, Kelvin Spiller (Crs Tolhurst, Hewitt & Ebbels)
29 March 2023	Disability Lived Experience Reference Group meeting (Acting CEO, Cr Tolhurst & Cr Grigau)
30 March 2023	Coastal & Marine Management Plan Project Steering Committee Meeting #3 via videoconference (Cr Hewitt)
30 March 2023	G21 Region Plan – Cultural & Economic Development Pillar (Cr Ebbels)
30 March 2023	Geelong Heritage Centre Collection Advisory Committee Meeting via videoconference (Cr Ebbels)
30 March 2023	Queenscliff Golf Club Management meeting with Alison Marchant, Member for Bellarine (Cr Ebbels)
31 March 2023	G21 Board Meeting (Acting CEO, Cr Tolhurst & Cr Ebbels)
31 March 2023	VLGA FastTrack Program 2023 (Cr Grigau)
2 April 2023	Palm Sunday Walk for Justice for Refugees (Cr Tolhurst)
3 April 2023	Tourism Greater Geelong & The Bellarine Board Meeting (Cr Ebbels)
4 April 2023	Tourism Greater Geelong & The Bellarine Board Tourism event (Cr Tolhurst & Cr Ebbels)
4 April 2023	Geelong Regional Library Corporation Executive meeting with Sarah Mansfield MP (Cr Ebbels)
5 April 2023	Meeting with Department of Transport and Planning – Barwon South West (Acting CEO)
5 April 2023	Point Lonsdale Lighthouse Reserve site Meeting (Acting CEO & Cr Ebbels)



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Date	Function Attended
11 April 2023	Reconciliation Action Plan meeting with Tiiamanno Consultants via videoconference (Cr Grigau)
12 April 2023	Reconciliation Action Plan pre-meeting/chair check-in (Cr Tolhurst)
12 April 2023	Reconciliation Action Plan meeting (Acting CEO, Cr Tolhurst & Cr Grigau)
13 April 2023	Meeting with Michelle Higgins of Point Lonsdale Bowls Club (Cr Tolhurst)
13 April 2023	Geelong Regional Library Corporation Executive meeting with Alison Marchant MP Member for Bellarine (Cr Ebbels)
14 April 2023	Geelong Regional Library Corporation Executive meeting with Richard Riordan MP (Cr Ebbels)
18 April 2023	Older Persons Advocacy Network Home care packages: what's changed webinar (Cr Tolhurst)

**RECOMMENDATION**

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

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## **11. CHIEF EXECUTIVE OFFICER**

### **11.1 Chief Executive Officer Report April 2023**

#### **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**

##### **Staff updates**

###### Acting CEO Kelvin Spiller

I want to thank Kelvin Spiller for taking on the CEO role over the last eight weeks. He brought his extensive and impressive experience to the position and provided brilliant support to the Councillors. Reviewing the emails he received, it is also evident he spent time meeting and working with our community to progress and respond to the matters that were important to them.

The wisdom and commitment he brought to the role is greatly appreciated.

###### Manager Community – Shannon Maloney

This Ordinary Council meeting, 26 April 2023, will be the last Council meeting Shannon will attend in her capacity as Manager Community. Shannon will leave the Borough of Queenscliffe on 12 May 2023 to take up a role with Moorabool Shire Council.

Shannon has been with the Borough of Queenscliffe for nearly 11 years and has played a key part in our economic, tourism and community development work and managing critical areas of Council's work including its tourist parks and community care.

While we are disappointed to be losing Shannon, it is good to know that she will remain in, and continue to contribute to, the local government sector.

##### **Cypress trees on Bellarine Highway**

Council has completed the annual arborist inspection of the 121 Monterey cypress trees along the Bellarine Highway, including the trees in the Avenue of Honour.

The advice received from the arborist following this inspection indicates there are five (5) trees that will need to be removed and replaced over the coming year. Three (3) trees will be removed in the coming months. Council will also undertake maintenance on several other trees along the length of Bellarine Highway by removing deadwood and broken branches.

The trees to be removed are located before July this year are:

- Near the Marine Discovery Centre – One (1) tree (Avenue of Honour)
  - Adjacent to the skate park – Two (2) trees (Bellarine highway)
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## Current consultation

### Draft Active Transport Strategy

A reminder that the consultation period for the draft Active Transport Strategy finishes up next Monday, 1 May 2023. Council has welcomed the high level of interest in the draft strategy and encourages community members who haven't had a chance to read the draft document to do so. There are 24 proposed strategies ideas and initiatives that are being tested through this consultation process and Council wants to hear your views on them.

Once the consultation period finishes, Council will review all the submissions and determine what changes need to be made, or what ideas submitted by residents need to be included, before updating the draft document. Further consultation may be required following the update.

## Audit and Risk Committee

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

The report from the Audit and Risk Committee to Council, covers the activity from 1 July to 31 December 2023 (**Appendix 2**).

## RECOMMENDATION

**That Council receives the Chief Executive Officer Report for April 2023.**

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## 12. HEALTH & WELLBEING

### 12.1 Gender Equality Statement of Commitment

<b>File:</b>	<b>QG055-01-20</b>
<b>Author:</b>	<b>HR &amp; Governance Coordinator</b>
<b>Portfolio:</b>	<b>Health &amp; Wellbeing</b>
<b>Portfolio Holder:</b>	<b>Cr Grigau</b>

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#### **PURPOSE**

The purpose of this report is to propose the Gender Equality Statement of Commitment to be adopted by Council.

#### **EXECUTIVE SUMMARY**

Council's Gender Equality Statement of Commitment provides an opportunity for Council to affirm its commitment to advancing gender equality. The Statement of Commitment, as well as the *Gender Equality Act 2020*, will guide the Borough of Queenscliffe's actions to promote gender equality.

The Gender Equality Statement of Commitment aligns with the Borough of Queenscliffe's:

- Council Plan 2021–2025, particularly: Portfolio 1 Health and Wellbeing Priority 3: *Promote diversity and gender equality*;
- Community Vision, particularly *Encouraging an inclusive and engaged community*; and
- Gender Equality Action Plan 2021–2025.

While the *Gender Equality Act 2020* imposes on Council an obligation to consider and promote gender equality as well as taking necessary and proportionate action towards achieving gender equality, the Gender Equality Statement of Commitment goes beyond legislative obligations and clearly signals Council's support for actions that promote a community in which all people, regardless of their gender identity, can participate fully in all aspects of their lives without disadvantage, discrimination or prejudice.

#### **RECOMMENDATION**

**That Council adopt the Gender Equality Statement of Commitment.**

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## REPORT

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### BACKGROUND

At its Ordinary Council meeting in April 2021, Council received a report on the measures and actions officers have taken with respect to fulfilling Council's obligations under the *Gender Equality Act 2020*. These measures include promoting gender equality, conducting gender impact assessments and developing a gender equality action plan. At this meeting, Council also resolved to prepare a Gender Equality Statement of Commitment.

It is a legislative requirement of all councils in Victoria that they must consider and promote gender equality as well as taking necessary and proportionate action towards achieving gender equality. The *Gender Equality Act 2020* aims, among other things, to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women. The Act requires Council to promote gender equality in its work that has a direct and significant impact on the public, and to take action towards achieving gender equality in its workplace.

However, adopting a Gender Equality Statement of Commitment is a clear expression of Council's support of gender equality and its alignment with the values of Council and our Community Vision to be 'a welcoming, connected and diverse community'. The Statement is an express commitment by the Council to play its part in the shared responsibility we all have in advancing gender equality.

### DISCUSSION

The Borough of Queenscliffe Council is required by the *Gender Equality Act 2020* to promote gender equality and to take necessary and proportionate action towards achieving gender equality. Additionally, the Act requires Council to:

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

In April 2021, Council resolved to prepare a Gender Equality Statement of Commitment that outlined Council's own commitment to advancing gender equality. The Statement of Commitment includes a vision, purpose, context and an outline of Council's commitments to advancing gender equality both within the Council workplace and also within the wider community.

### Options

Option 1 – Adopt the Gender Equality Statement of Commitment as presented.

Option 2 – Adopt an amended version of the Gender Equality Statement of Commitment

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Option 3 – Request officers to make further changes to the Gender Equality Statement of Commitment to be considered at a future Council meeting.

Option 4 – Reject the Gender Equality Statement of Commitment

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



While actions taken as a result of Council’s Gender Equality Statement of Commitment may in the future require community engagement, this report has not required any community engagement.

### Collaboration

Not applicable.

## GOVERNANCE CONTEXT

### Relevant Law

*Gender Equality Act 2020*

*Equal Opportunity Act 2010*

### Charter of Human Rights

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

### Gender Equality Act 2020

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; a Gender Impact Assessment is not required for this report.

### Regional, State and National Plans and Policies

Not applicable.

### Council Plan Alignment

Portfolio 1 Health and Wellbeing Priority 3: *Promote diversity and gender equality*.

### Legal and Risk Implications

Not applicable.

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### **Related Documents**

Borough of Queenscliffe Community Vision, particularly *Encouraging an inclusive and engaged community*

Borough of Queenscliffe Gender Equality Action Plan 2021–2025

### **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**

The *Gender Equality Act 2020* requires Council to resource its gender equality actions; any actions from the statement of commitment will be sourced from resources already allocated.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

The *Gender Equality Act 2020* already requires Council to resource its gender equality actions and officer time has already been allocated to it.

### **Implementation Process**

The Gender Equality Statement of Commitment complements Council's actions under its Gender Equality Action Plan and the actions under that plan are already underway.

## **ATTACHMENTS**

1. Gender Equality Statement of Commitment (Appendix 3)
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**13. ENVIRONMENT**

No reports to consider.

**14. LOCAL ECONOMY**

No reports to consider.

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## 15. HERITAGE, PLANNING & INFRASTRUCTURE

### 15.1 Planning Permit Activity Report

**File:** QG290.01.02  
**Author:** Senior Planner  
**Portfolio:** Heritage, Planning & Infrastructure  
**Portfolio Holder:** Cr Grout

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#### PURPOSE

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

#### EXECUTIVE SUMMARY

The following table provides a summary of the planning permit activity from the last report published to the close of business on 17 April 2023.

CATEGORY	TALLY
Current applications	17
Applications finalised since last report	8
New applications received since last report	5
<b>Total number of active permit applications</b>	<b>20</b>
VCAT matters yet to be determined	3
Development Plan & Planning Scheme Amendment Summary Report	3

#### RECOMMENDATION

**That the Planning Permit Activity Report be received.**

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(a) Current applications

App. No	Date Received	Address	Proposal	No. of objections	Status
2021/018	25/02/2021	134 Hesse Street Queenscliff	Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)	19	Applicant investigating alternative site on southern side of subject land.
2021/048	27/05/2021	200-204 Point Lonsdale Road Point Lonsdale	Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1	9	Application on hold (at the request of the applicant)
2022/044	02/05/2022 Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	30	Decision deferred by Councillors. Peer review of environment work being undertaken.
2022/131	23/12/2022	7 Henry Street Queenscliff	Construction of two dwellings (two storey) and subdivision of the land into two (2) lots	0	Further information requested 9 January 2023
2023/005	24/01/2023	6/4 Wharf Street East Queenscliff	Permission under Clause 52.27 of the Queenscliffe Planning Scheme to use the land to sell and consume alcohol on and off the premises	0	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
2023/007	14/02/2023	26 Learmonth Street Queenscliff	Part demolition, alterations and extensions (two storey) to an existing dwelling individually listed in a Heritage Overlay and variation to the site coverage and side setback requirements of Design and Development Overlay Schedule 1 on a lot less than 300m <sup>2</sup>	0	Public notification
2023/009	16/02/2023	64 Kirk Road Point Lonsdale	Alterations and extensions to an existing dwelling and construction of an outbuilding	7	Under consideration
2023/010	17/02/2023	44 Flinders Street Queenscliff	Construction of a two storey dwelling	2	Under consideration
2023/011	22/02/2023	2 Simpson Street Point Lonsdale	Construction of a two storey dwelling and front fence and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4	0	Public notification
2023/012	28/02/2023	42 Flinders Street Queenscliff	Subdivision of the land into two (2) lots and alter access to a road in a Transport Zone 2	0	Public notification Referral to Dept of Transport
2023/013	03/03/2023	10 Victor Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	0	Public notification
V 2023/014	10/03/2023	71 Hesse Street Queenscliff	External painting of a building in a Heritage Overlay area	N/A	Further information requested 21 March 2023
2023/015	15/03/2023	82 Hesse Street Queenscliff	Alterations and extensions to an existing building in a Heritage overlay area	0	Public notification



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App. No	Date Received	Address	Proposal	No. of objections	Status
2023/016	16/03/2023	33 & 1/33 Baillieu Street Point Lonsdale	Subdivision of land (boundary realignment including common property)	0	Under consideration
2023/017	16/03/2023	20 Crows Nest Place Queenscliff	Demolition of an existing dwelling and construction of a two storey dwelling in a Heritage Overlay area	2	Public notification
2023/018	16/03/2023	Road reserve, Point Lonsdale Road Point Lonsdale	Removal of native vegetation	0	Under consideration
2023/019	20/03/2023	20 Victor Street Point Lonsdale	Construction of a two storey dwelling	0	Public notification

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

App. No	Date Received	Address	Proposal	Status
S 2021/107	20/03/2023	9 Bowen Road Point Lonsdale	Amendment to approved plans	Amended permit issued
S 2022/111	27/03/2023	16 Flinders Street Queenscliff	Amendment to approved plans	Amended permit issued
2022/123	01/12/2022	34-36 Hesse Street Queenscliff	Demolition of an outbuilding in a Heritage Overlay area and buildings and works associated with the construction of a two storey dwelling at the rear of the existing building	Permit issued
2022/129	19/12/2022	40 Lawrence Road Point Lonsdale	Construction of two dwellings (two storey) and removal of native vegetation	Notice of decision to grant a permit issued
2023/003	12/01/2023	22 Ocean Road Point Lonsdale	Construction of a two storey dwelling on a lot less than 300m <sup>2</sup> , variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4 and removal of native vegetation	Notice of decision to grant a permit issued
2023/008	15/02/2023	34 Stevens Street Queenscliff	Alterations to an existing building individually listed in a Heritage Overlay	Permit issued
V 2023/020	21/03/2023	17 Symonds Street Queenscliff	Installation of solar panels on a site included in a Heritage Overlay	Permit issued
V 2023/023	31/03/2023	41 Winterley Road Point Lonsdale	Lopping of native vegetation	Permit issued





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

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>No. of objections</b>	<b>Status</b>
V2023/020	21/03/2023	17 Symonds Street Queenscliff	Installation of solar panels on a site included in a Heritage Overlay	N/A	Permit issued
2023/021	21/03/2023	21 Glaneuse Road Point Lonsdale	Construction of a dwelling	0	Public notification
2023/022	23/03/2023	34 Point Lonsdale Road Point Lonsdale	Removal and lopping of native vegetation	0	Under consideration
V 2023/023	31/03/2023	41 Winterley Road Point Lonsdale	Lopping of native vegetation	N/A	Permit issued
2023/024	12/04/2023	Lawrence Road Point Lonsdale	Removal and lopping of native vegetation	0	Under consideration



**(d) VCAT matters yet to be determined**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
2022/059	09/06/2022	20-26 Hesse Street Queenscliff	Use and development of the site for ten (10) dwellings in a Heritage Overlay area, subdivision of the land into ten (10) lots with common property, access to a Transport Zone 2 and variation to easements	VCAT application for review lodged by objector Compulsory conference 19 June 2023, hearing 29 & 30 August 2023
<b>2022/083</b>	<b>04/08/2022</b>	<b>5 Beach Street Queenscliff</b>	<b>Part demolition, alterations and extensions and relocation on site of an existing dwelling in a Heritage Overlay area, construction of fences and variation to the site coverage requirements of Design and Development Overlay – Schedule 6</b>	<b>VCAT application for review lodged by applicant Hearing 27 &amp; 28 July 2023</b>
2022/119	21/11/2022	2A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	VCAT application for review lodged Hearing yet to be scheduled



**(e) Development Plan & Planning Scheme Amendment Summary Report**

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

**LEGEND**

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

**Bold**      **Officer delegation removed**

V      VicSmart application

S      Secondary consent approval issued



## 16. GOVERNANCE & FINANCE

### 16.1 Third Quarter Implementation Report for the Annual Plan 2022–23

**File:** QG054-01-01

**Author:** Chief Executive Officer

**Portfolio:** Governance & Finance

**Portfolio Holder:** Cr Hewitt

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#### **PURPOSE**

The purpose of this report is to provide Council with an update on the work undertaken to further the strategic objectives and strategies outlined in the Annual Plan 2022–23 for the period 1 January to 31 March 2023.

#### **EXECUTIVE SUMMARY**

The quarterly report furthers the objectives of Portfolio 5, Governance and Finance in the Council Plan 2021–2025, in particular *Priority 3 – Accountable and Transparent Governance*.

At its Ordinary Meeting held on 28 September 2022, Council adopted the Annual Plan 2022–23. The Annual Plan sets out the programs and projects Council plans to deliver over the 2022–23 financial year.

The Annual Plan sits with the 2022–2023 budget as part of the resource allocation and management section of the Integrated Strategic Planning Framework. It outlines the actions Council intends to undertake to further the objectives and address the priorities of the Borough of Queenscliffe 2021–2025 Council Plan and Municipal Health and Wellbeing Plan, which is integrated into the Council Plan.

This report outlines the projects in the Annual Plan 2022–23 that Council worked on during third quarter of the 2022–2023 financial year.

#### **RECOMMENDATION**

**That Council note the quarterly report implementation update for the period 1 January to 31 March 2023.**

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## REPORT

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### BACKGROUND

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

The Annual Plan complements the Annual Budget, which are developed in parallel to provide consistency between Council's work program and the resourcing allocations determined in the budget.

The Annual Budget and Annual Plan are components of the Integrated Strategic Planning Framework prescribed by the *Local Government Act 2020*.

This Annual Plan covers the period that corresponds with the financial year commencing on 1 July 2022 and ending on 30 June 2023.

### DISCUSSION

#### Portfolio 1 – Health and wellbeing

Action	Responsibility	Role	Q2 Milestone	Status
Develop Bike Park Concept	Infrastructure and Environment	Provider	Community Consultation	In progress
Comments <ul style="list-style-type: none"><li>Councillors received a briefing on a proposed location adjacent to the existing skate park on Department of Transport Crown Land</li><li>The Department of Transport has provided in-principle support for use of the land, however, the design requires further development before the Department of Transport can provide explicit support for this use of the area</li><li>Officers will progress design options in the proposed location and the project will be carried forward to the 2023/24 financial year</li></ul>				

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Action	Responsibility	Role	Q3 Milestone	Status
Gender Equality Statement of Commitment	CEO Office	Provider	Statement of Commitment adopted by Council	Complete
Comments				
<ul style="list-style-type: none"><li>• A revised draft Gender Equality Statement of Commitment was shared with the Mayor on 29 March 2023</li><li>• Councillors provided feedback on the draft Gender Equality Statement of Commitment at an assembly briefing on 12 April 2023</li><li>• The draft Gender Equality Statement of Commitment has been finalised and will be considered for adoption at this meeting</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Prepare Health and Wellbeing Action Plan	CEO Office	Provider	Council formally considers Health and Wellbeing Action Plan for adoption	In progress
Comments				
<ul style="list-style-type: none"><li>• A draft Health and Wellbeing Action Plan was shared with Councillors late last year. A further review is being undertaken by the CEO and Management Team</li><li>• Officers are aiming to present a revised draft Health and Wellbeing Action Plan to Councillors in May 2023</li></ul>				

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Portfolio 2 – Environment

Action	Responsibility	Role	Q3 Milestone	Status
Prepare Vegetation Management Strategy	Planning and Community Safety	Provide	Council Considers final Vegetation Management Strategy	Paused
<b>Comments</b> <ul style="list-style-type: none"><li>• A draft Vegetation Management Strategy was shared with Councillors on 14 December 2022; Councillors have requested that officers put the preparation of the Vegetation Strategy on hold until the revised draft Coastal and Marine Management Plan is available. Both documents will have recommendations and actions that will need to be coordinated in their delivery</li><li>• Councillors and officers are revisiting the policy objectives and will hold another workshop with Councillors in due course</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Finalise scope of Integrated Water Management Plan	Infrastructure and Environment	Provide	Prepare draft and complete draft scope in conjunction with Barwon Water	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Council officers have undertaken an initial Integrated Water Management (IWM) Plan scoping exercise in December 2022</li><li>• Integrated Water Management Forum members including Barwon Water and the Corangamite Catchment Management Authority have been invited to participate in refining the scope of the Borough's IWM plan</li><li>• A workshop with key stakeholders was held on 13 April 2023</li><li>• A Councillor briefing from Barwon Water has been scheduled for May 2023</li></ul>				

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Action	Responsibility	Role	Q3 Milestone	Status
CERP 1 Queenscliffe Neighbourhood House energy upgrade	Infrastructure and Environment	Provide	Energy upgrade completed	In progress
Comments				
<ul style="list-style-type: none"><li>• Quotes for installation of air conditioning and solar batteries have been received. Prices of batteries have increased since application was lodged with SV. A 10kW battery and 5KW of solar will be added to QNH through this grant. Suppliers have been reviewed and will be appointed for installation shortly</li><li>• Air conditioning replacement is happening in two phases</li></ul>				

Action	Responsibility	Role	Q2 Milestone	Status
CERP 2 Electric vehicle charging stations installed	Infrastructure and Environment	Provide	Installation of EV chargers completed	In progress
Comments				
<ul style="list-style-type: none"><li>• The electric vehicle fast charging stations are currently being installed on Learmonth Street outside the Council offices. There was a delay with electrical switchboard components</li><li>• The charging stations are expected to become operational before the end of this financial year</li></ul>				





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Action	Responsibility	Role	Q3 Milestone	Status
CERP 4 Develop CERP monitoring and evaluation dashboards	Infrastructure and Environment	Provide	Test of dashboards is completed	In progress
Comments <ul style="list-style-type: none"><li>Exploring propriety dashboards has revealed that costs are much higher than the allocated funds of \$5,000</li><li>Officers are exploring potential partnerships with Barwon southwest to achieve more cost-effective solutions</li></ul>				

Action	Responsibility	Role	Q1 Milestone	Status
Development of a planting schedule at Victoria Park	Infrastructure and Environment	Provide	Planting plan completed and endorsed by Council	In progress
Comments <ul style="list-style-type: none"><li>Council considered a draft Victoria Park Planting Schedule 2022–2025 at the Ordinary Meeting of Council on 14 December 2022 and resolved to release the draft plan for community consultation in January 2023</li><li>The plan was placed on public exhibition with submissions closing on 16 February</li><li>Council officers are updating Victoria Park Planting Schedule 2022–2025 and reviewing Council Policy 054 Victoria Park for future consideration by Council</li></ul>				

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Action	Responsibility	Role	Q3 Milestone	Status
Establishment of a tree management system for Victoria Park	Infrastructure and Environment	Provide	Tree management system operational	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Council allocated \$120,000 for a new tree management system as part of the 2022–2023 Budget</li><li>• Development of databases and spatial data are underway, with the tree management system expected to be operational by 1 July</li><li>• The tree management system will apply to all trees in formal parks, Council caravan parks and the Avenue of Honour with potential to extend to all Council-managed trees</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Establishment of environmental grants program to assist community groups with vegetation projects	CEO Office	Provide	Council to consider amending budget to provide funding for program	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Officers sought direction and feedback from Councillors regarding the establishment of environmental grants program at an Assembly briefing on 18 January 2023</li><li>• The Community Grants funding program will be incorporated into the annual community grants program and funding has been allocated in the 2023/24 financial budget</li></ul>				



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### Portfolio 3: Local Economy

Action	Responsibility	Role	Q3 Milestone	Status
Finalise the new Queenscliffe Tourist Park Operational Model	Community	Provider	Council to endorse model	In progress
Comments				
<ul style="list-style-type: none"><li>A workshop with Councillors will be scheduled for June 2023.</li></ul>				

### Portfolio 4 – Heritage, planning and infrastructure

Action	Responsibility	Role	Q3 Milestone	Status
Development of a Coastal and Marine Management Plan (CMMP)	CEO Office	Provide	Updated Draft CMMP and community consultation	In progress
Comments				
<ul style="list-style-type: none"><li>A Project Steering Committee (PSC) has been established and is meeting regularly. The PSC membership includes two Borough of Queenscliffe Councillors, two community representatives and representatives from the Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC), Department of Energy, Environment and Climate Action, Parks Victoria and Corangamite Catchment Management Authority</li><li>CMMP engagement sessions were held with Community and Environment groups on 17/03/2023 to inform development of the draft CMMP</li><li>Meetings have been held with Parks Victoria and VicTrack to progress development of integrated land management actions</li><li>Ongoing engagement with WTOAC to include strategic outcomes and operational actions in the CMMP</li></ul>				

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Action	Responsibility	Role	Q3 Milestone	Status
Review of Fisherman's Flat Heritage Overlay	Planning and Community Safety	Provide	Submission of proposed Planning Scheme Amendment to Minister for Planning	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Draft Review of Fisherman's Flat is on public consultation until 28/04/2023</li><li>• Community engagement meeting held on 09/03/2023 seeking feedback and submissions on the draft review</li><li>• Council officers to meet with Ecology and Heritage Partners after 28/04/2023 to progress development of another version of the document</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Upgrade Edgewater Close storm water system	Infrastructure and Environment	Provide	Undertake works	Complete
<b>Comments</b> <ul style="list-style-type: none"><li>• The design work for the Edgewater Close storm water system was completed in November 2022</li><li>• During works existing infrastructure has been discovered and renewed</li><li>• Works have been completed</li></ul>				



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Action	Responsibility	Role	Q3 Milestone	Status
Install new public toilet facility in Hobson Street	Infrastructure and Environment	Provide	Complete installation	Paused
<b>Comments</b> <ul style="list-style-type: none"><li>• The site selection for the new toilet facility is progressing; however it is yet to be finalised</li><li>• Stakeholder consultation has commenced regarding the accessibility of proposed sites</li><li>• Officers are reviewing existing directional signage within the Borough to establish if additional signage is required</li><li>• This project has been postponed and has been included for consideration in the draft Budget 2023/24</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Install new and upgrade existing timber fence at Dog Beach	Infrastructure and Environment	Partner	Apply for Marine & Coastal Act consent	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Department of Energy, Environment and Climate Action (DEECA) has completed community consultation regarding an adaptation plan to address erosion at Dog Beach.</li><li>• The DEECA adaptation plan recommendation supports the extension of the existing timber fencing</li><li>• Officers have costed the extension of the existing fencing and will apply for funding from DEECA to complete the project</li></ul>				

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Action	Responsibility	Role	Q3 Milestone	Status
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure and Environment	Provider	Construction completed	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• An indicative design for the toilet renewal at Point Lonsdale Lighthouse Reserve has been prepared</li><li>• The indicative design will inform a design and construction approach to delivery of the project</li><li>• The project tender has been delayed and is anticipated to be undertaken towards the end of the financial year</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Installation of signage that includes recognition of Wadawurrung Country and uses Wadawurrung language to identify places	Infrastructure and Environment	Partner	Secure Language Use Agreement with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC)	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Officers are consulting with Wadawurrung traditional owners regarding signage for the Point Lonsdale Lighthouse Reserve</li><li>• The Acting CEO and Mayor met with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) in February; it is noted that (WTOAC) has recently undergone staffing changes</li><li>• Officers continue to work with WTOAC regarding signage and securing a language agreement</li></ul>				



Action	Responsibility	Role	Q3 Milestone	Status
Queenscliff Traffic Management Study	Infrastructure and Environment	Partner	Community consultation for draft Queenscliff Traffic Management Study	In progress
<p>Comments</p> <ul style="list-style-type: none"><li>• A preliminary draft of the Queenscliff Traffic Management Strategy has been developed</li><li>• It is expected that the draft Queenscliff Traffic Management Strategy will be updated to align with the Active Transport Strategy once it has been adopted</li><li>• A Draft Queenscliffe Traffic Management Strategy will be presented to Councillors following the adoption of the Active Transport Strategy, later this year</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Active Transport Strategy	CEO Office	Provider	Community consultation for Draft Active Transport Strategy	In progress
<p>Comments</p> <ul style="list-style-type: none"><li>• A draft Active Transport Strategy was presented to Councillors on 14 December 2022 and 8 February 2023</li><li>• The draft Active Transport Strategy was placed on public exhibition for 28 days inviting submissions until 1 May 2023</li><li>• Officers will review and consider community feedback received through the public submission period of consultation and present recommendations to Council aiming for a strategy reflective of feedback received to be adopted in the fourth quarter of this financial year</li></ul>				



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Action	Responsibility	Role	Q3 Milestone	Status
Murray Road	Infrastructure & Environment	Provider	Consult Design Options	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• A consultant has prepared a suite of Murray Road concept design options for consideration by officers</li><li>• Concept design options are expected to be ready to share with Councillors in the coming weeks</li><li>• Officers will continue to work with the consultant to get the design options ready for community consultation</li></ul>				

Action	Responsibility	Role	Q2 Milestone	Status
Planning Scheme Amendment – Avenue of Honour (C37quen)	Planning and Community Safety	Provide	Authorisation of proposed planning Scheme Amendment by Minister for Planning	Paused
<b>Comments</b> <ul style="list-style-type: none"><li>• The work will be informed by the Bellarine Distinctive Areas and Landscapes (DAL) Statement of Planning Policy when it is incorporated into the Queenscliffe Planning Scheme</li></ul>				

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Action	Responsibility	Role	Q2 Milestone	Status
Planning Scheme Amendment – State legislative changes (C39quen)	Planning and Community Safety	Provide	Authorisation of proposed planning Scheme Amendment by Minister for Planning	Paused
<b>Comments</b> <ul style="list-style-type: none"><li>• Planning resources are currently focussed on development of the CMMP and the Fisherman’s Flat Heritage Review</li><li>• Work on Planning Scheme Amendment C39 will recommence when resourcing becomes available</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Develop a new masterplan for Golightly Park	CEO Office	Provide	Draft Master Plan completed	In Progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Officers met with Councillors on 15 December 2022 to workshop opportunities with Golightly Caravan Park</li><li>• Officers have had discussions with consultancy Sustainable Park Solutions in preparing various options and financial analysis</li><li>• Council has established a Caravan Park working group to help guide and inform its consultation and decision-making process</li></ul>				

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Portfolio 5 – Governance and finance

Action	Responsibility	Role	Q2 Milestone	Status
BoQ ICT transformation	Finance and Corporate Services	Provide	Complete phase 1 of ICT transformation – EDRM	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Four councils have finalised the Business Classification Scheme (BCS) with the support of the selected implementation partner. The BCS is based on the guidelines issued by the Public Record Office Victoria (PROV).</li><li>• Each Council is in the process of configuring SharePoint/Team Channels in line with the finalised BCS. Target implementation date is 31 May 2023 (delay of five months from the previous target of 31 December 2022)</li></ul>				

Action	Responsibility	Role	Q2 Milestone	Status
Develop a Reconciliation Action Plan for the Borough as accredited by Reconciliation Australia	All groups	Partner	Draft Reconciliation Plan completed	In progress
<b>Comments</b> <ul style="list-style-type: none"><li>• Councillors and staff undertook a training session in October and November 2022 respectively for strengthening cultural knowledge and involvement for the development of a Reflect Reconciliation Action Plan</li><li>• RAP Strategic Working Group monthly sessions (March to September 2023) have been set up with Tiimanno Aboriginal Consultancy, a Wadawurrung traditional owner, and First Nations representatives to collaborate with officers and Councillors on the development of the Reflect Reconciliation Action Plan</li><li>• The Reflect Reconciliation Action Plan set outs steps to prepare the Borough for reconciliation initiatives in future RAP's. Committing to a reflect RAP means scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on the vision for reconciliation and exploring the Boroughs sphere of influence. A Reflect Reconciliation Action Plan (RAP) is not only a formal statement of the organisation's commitment to reconciliation, it is also a significant step in the journey to restoring equity and access for Australia's First Nations People</li><li>• An internal officer RAP Implementation Group has been established to promote reconciliation through increasing knowledge and understanding of First Nations Cultures, and strengthening relationships between Aboriginal and Torres Strait Islander peoples and our staff</li></ul>				



and local community. The RAP Implementation group will provide feedback to the RAP Strategic Working Group, through the RAP Strategic Working Group member that attends the RAP Implementation Group meetings

Action	Responsibility	Role	Q2 Milestone	Status
Establish and embed with the overall record management process a proper system for physical file storage, retrieval and disposal	Finance and Corporate Services	Provide	In place and operational	In progress
Comments <ul style="list-style-type: none"><li>Physical files have been reduced and relocated to offsite storage where possible</li><li>Officers have secured grant funding to digitalise all planning and building physical files and the digitalisation project has commenced.</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Status
Develop Project Management Policy	Councillors	Provide	Consult Draft Project Management Policy	In progress
Comments <ul style="list-style-type: none"><li>A revised draft of Project Management Framework SOP047 was distributed to Councillors in September 2022</li><li>Councillors are continuing to work with officers to develop a Project Management Policy</li><li>A revised draft Project Management Policy will be shared with Councillors before the end of the financial year</li></ul>				



## Options

Option 1 – Note the quarterly report update.

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

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



The Council Plan 2021–2025 reflects a strong commitment to providing information regarding actions taken, outcomes achieved and challenges. This report provides details regarding actions taken between 1 January and 31 March 2023.

### 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 the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

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

This report provides an update on the intended actions outlined in the Borough of Queenscliffe Council Plan 2021–2025.

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### **Legal and Risk Implications**

Not applicable.

### **Related Documents**

Annual Plan 2022–23

10 year Financial Plan

Council Plan 2021–2025

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 Annual Plan 2022–23 provides information in relation to Council's commitment to Environmental Sustainability.

### **Financial and resource implications**

There are no financial implications associated with this report.

### **Innovation and Continuous Improvement**

Not applicable.

## **IMPLEMENTATION**

### **Operational Impacts**

The Borough of Queenscliffe Annual Plan 2022–23 directs and informs Council's operational activities.

### **Implementation Process**

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

## **ATTACHMENTS**

Nil.

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## 16.2 2022–23 Quarterly Financial Report as at 31 March 2023

<b>File:</b>	<b>QG085-01-08</b>
<b>Authors:</b>	<b>Manager, Finance &amp; Corporate Services</b>
<b>Portfolio:</b>	<b>Governance &amp; Finance</b>
<b>Portfolio Holder:</b>	<b>Cr Hewitt</b>

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### **PURPOSE**

The purpose of this report is for Council to consider and note the 2022–23 Quarterly Financial Report as of 31 March 2023.

### **EXECUTIVE SUMMARY**

This report aligns with Strategic Objective 5 Governance and Finance in the Council Plan 2021–2025, specifically to provide a financially viable Council that is accountable, transparent and practices good governance. It links to the Community Vision by demonstrating informed and consultative leadership.

This report provides information on Council’s forecasted operating and capital work performance for the 2022–23 financial year and explains key variances against the previous forecasts presented to the Council in February 2023.

The forecasted year-end result meets all financial sustainability indicators specified in the Council Plan 2021–2025 except for the adjusted underlying result. The forecast accumulated cash surplus for the financial year 2022–23 is \$188,000. There is no movement in forecasted cash surplus between the quarter 2 and quarter 3 year-end forecasts.

### **RECOMMENDATION**

**That Council note the Quarterly Finance Report to 31 March 2023.**

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<b>REPORT</b>
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## **BACKGROUND**

At its Ordinary Meeting on 29 June 2022, Council adopted the 2022–23 Budget. This budget was based on a set of key assumptions, including the projected completion of major projects and capital works at 30 June 2022.

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. The review updates Council on changes from original estimates to forecast outcomes, and it identifies any efficiency savings achieved and/or emerging issues to be addressed.

## **DISCUSSION**

The **forecast accumulated cash surplus for the financial year 2022–23 is \$188,000**. There is no movement in forecasted cash surplus between the quarter 2 and quarter 3 year-end forecast.

Selected capital and operating projects have been carried over to the 2023–24 financial year along with the funds allocated in the current year budget via reserve transfers with no impact on the forecasted cash result.

The **forecasted adjusted underlying result based on the Council Plan definition (Council Plan measure) for the year 2022–23 is a deficit of \$40,000 (-0.37%)**. The decrease in operating expenses is a result of the shift in the timing of non-recurrent operating projects, which are excluded in calculating the underlying result based on the Council Plan definition.

The decrease in the forecasted underlying deficit compared to the previous forecast is due to the decrease in depreciation expenses.

A reconciliation between the underlying result as per the LGPRF measure and the Council Plan measure is provided on page 8 of **(Appendix 4)**.

*Council will continue to have a **debt free balance sheet**.*

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

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

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Policy Statement	Measure	Indicator	Target	Yearend Forecast – Dec	Yearend Forecast – Mar
<b>Sustainable operating result</b>					
Consistent operating results.	<b>Our adjusted underlying result:</b> The difference between recurrent income and recurrent expenses.	Our adjusted underlying result	> \$0	-\$123	-\$40
<b>Working capital</b>					
Ensure Council maintains sufficient working capital to meet its obligations as they fall due.	<b>Current assets vs current liabilities:</b> The value of our current assets divided by our current liabilities.	Current assets vs current liabilities	> 1.0	4.35	4.46
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	<b>Level of unrestricted cash reserve against current liabilities:</b> Our current liabilities as a percentage of our unrestricted cash reserves (based on the remaining maturity).	Level of unrestricted cash reserve against current liabilities	> 100%	414.5%	425.3%
<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.	<b>Total borrowings against rate revenue:</b> Our total borrowings as a percentage of our 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.	<b>Asset renewal and upgrade expenses against depreciation:</b> The financial investment in asset renewal and upgrade work divided by the cost of depreciation (based on a three year rolling average).	Asset renewal and upgrade expenses against depreciation	> 100%	317.7%	324.2%
Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for renewal capital.	<b>Council's contribution to asset renewal and upgrade:</b> Council's contribution to asset renewal and upgrade expenses as a percentage of Own Source Revenue.	Council's contribution to asset renewal and upgrade	> 10%	24%	24%

## Options

Option 1 – note the Quarterly Finance Report to 31 March 2023 as presented.

Option 2 – request officers to make further amendments to the Quarterly Finance Report to 31 March 2023.

## COMMUNICATIONS AND ENGAGEMENT





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## Community Engagement



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

### Collaboration

Similar reports from neighbouring municipalities were reviewed and considered 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 finances 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

Portfolio 5 Governance and Finance: Strategic Objective – To provide a financially viable Council that is accountable, transparent and practices good governance.

Priority 1: *Maintain and build the financial sustainability of the Borough.*

Priority 3: *Accountable and transparent governance.*

### 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.

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## **Related Documents**

2022–23 Financial Budget

## **Disclosure of Interest**

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

## **CONSIDERATIONS**

### **Environmental Sustainability**

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

### **Financial and resource implications**

The quarterly financial report 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 with the inclusion of the following additional information.

- Disclosure of recurrent and non-recurrent income and non-recurrent materials and services expenses separately on the Statement of Income and Expenditure
- A reconciliation between the underlying result as per the LGPRF measure and the Council Plan measure
- Disclosure of capital expenditure, capital project wise on the Statement of Capital Works

## **IMPLEMENTATION**

### **Operational Impacts**

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

### **Implementation Process**

Not applicable.

## **ATTACHMENTS**

1. Quarterly Financial Report to 31 March 2023 (Appendix 4)
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### 16.3 Proposed Financial Budget 2023–24 & Updated Financial Plan 2023–24 to 2032–33

<b>File:</b>	<b>QG085-05-02</b>
<b>Authors:</b>	<b>Manager, Finance &amp; Corporate Services</b>
<b>Portfolio:</b>	<b>Governance &amp; Finance</b>
<b>Portfolio Holder:</b>	<b>Cr Hewitt</b>

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#### **PURPOSE**

The purpose of this report is to authorise the Chief Executive Officer to give public notice of the Proposed Annual Financial Budget 2023–2024 ('the Draft Budget 2023–24') and the updated Financial Plan 2023–24 to 2032–33 ('the Draft Financial Plan').

#### **EXECUTIVE SUMMARY**

The budget details the resources required over the next year to fund the large range of services Council provide to the community. It also includes details of capital expenditure allocations to improve and renew Council's physical infrastructure, buildings and operational assets as well as funding proposals for a range of operating projects. This proposed budget is prepared in accordance with the requirements of the *Local Government Act 2020*. The Draft Budget 2023–24 is included at **(Appendix 5a)**.

The purpose of the Financial Plan is to provide stability, predictability and establish a framework for the effective mitigation and management of strategic financial risk. Importantly, the Plan should show how the viability and financial sustainability of Council will be achieved and maintained over the 10-year period. The Draft Financial Plan is included at **(Appendix 5b)**.

Management endorses the Draft Budget 2023–24 and the Draft 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. Endorse the Draft Budget 2023–24 including the proposed schedule of fees and charges as presented at Appendix 5a;**
  - 2. Endorse the Draft Financial Plan 2023–24 to 2032–33 as presented at Appendix 5b;**
  - 3. Authorise the Chief Executive Officer to give public notice of the Draft Budget 2023–24 and Draft Financial Plan, by way of newspaper advertisements, that Council has prepared the Draft Budget 2023–24 and the Draft Financial Plan, and make copies available for inspection on Council's website or by request at [info@queenscliffe.vic.gov.au](mailto:info@queenscliffe.vic.gov.au) or by post,**
  - 4. Seek written public submissions on the Draft Budget 2023–24 and the Draft Financial Plan during the consultation period of Thursday 27 April 2023 to 4.00 pm Thursday 25 May 2023;**
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- 5. Receive submissions and, where requested, allow submitters to be heard by Council in support of those submissions on any proposal contained in the Draft Budget 2023–24 and the Draft Financial Plan at a Council Assembly on Wednesday 31 May 2023 at 6.00 pm; and**
  - 6. Consider a motion to adopt the Draft Budget 2023–24 including the schedule of fees and charges and the Draft Financial Plan at a Council Meeting to be held on Wednesday, 28 June 2023, having regard to all submissions received.**
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<b>REPORT</b>
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## **BACKGROUND**

### Local Government Act 2020

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

### 2023–24 Draft Budget Process

Council has developed and will engage with the community on the 2023–24 Draft Budget in accordance with the requirements of the *Local Government Act 2020*. Councillors and officers have worked together over many months in developing the Draft Budget to ensure it meets the needs and aspirations of our community.

Timeframe summary:

- Pre-budget community survey conducted November 2022;
- Councillors and officers considered development of proposed budgets at seven (7) briefings November 2022 to April 2023;
- Proposed budget submitted to Council for consideration 26 April 2023;
- Draft Budget available for public inspection and comment 27 April 2023;
- Public submission process undertaken April/May 2022;
- Draft Budget presentation to the community 10 May 2023;
- Submissions period closes 25 May 2023;
- Submissions considered by Council 31 May 2023; and
- Final Budget presented to Council for adoption 28 June 2023.

### Financial Plan Process

Although the Act only requires Council to adopt the Financial Plan by 31 October in the year following a general election, Councillors and officers have considered the Financial Plan as well during the 2023–24 draft budget process and have proposed changes (updated) to ensure it remains up to date. Further, Council has decided to provide an opportunity for the community to make submissions for any proposal contained in the updated Financial Plan, as a part of the annual budget process.

## **DISCUSSION**

### **Draft Budget 2023–24**

After two decades of low inflation in Australia, the country is experiencing very high inflation. For example, Australian inflation achieved its highest level since the 1990s, with the Consumer Price

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Index (CPI) increasing by 7.3% over the year to the September quarter of 2022. High inflation translates to increased costs of capital (e.g., interest rates) and goods & services which will affect all organisations albeit to varying levels. The Reserve Bank of Australia (RBA) predicts the inflation at the beginning of the 2023–24 year to be at 6.75% and it to gradually drop to 3.5% by the end of the year.

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

The budget includes a **rate increase of 3.5 percent**. This is in line with the State Government's rate capping framework which has capped rate increases by Victorian councils. The additional income estimated due to the rate increase is \$243,000 (annualised basis). The total rates income for 2023–24 is estimated to be \$7,200,000.

The **average rateable property's capital improved value (CIV)** in the Borough has **increased by 5.1%** in the past 12 months. Property valuation changes can vary considerably across the differential rating categories and individual properties in a revaluation year. There is a common misconception that as properties are revalued, Council receives a 'windfall gain' of additional revenue. This is not true, as the revaluation process **only** results in a redistribution of the rate burden across all properties in the municipality.

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

**A property that increases in value higher than other properties will contribute more** (in 2023–24 properties with more than 5.1% increase). **A property that does not increase in value as much as other properties, may end up contributing less.** However, most properties (where the increase in value is around 5.1%) will see an increase in contributions closer to the rate cap.

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

The **projected increase in waste management charges for a residential property is \$29.24 (7.3%)** in 2023–24. Without the phasing of cost recovery, the waste management charges for a residential property should have increased by \$50.77 (13%) in 2023–24.

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The total value of the **Draft Budget is \$15.0 million (on cash basis)**, which includes an **operating budget of \$12.2 million** and a **capital works program of \$2.8 million** to provide new infrastructure and improve roads and facilities around the Borough.

The **total value of new operating initiatives and new operating cost commitments** included in the budget is **\$722,500**, with a Council contribution of \$281,000 in addition to \$350,000 from the proceeds of sales of Murray Road land for an operating project to develop a Golightly Development Engagement Plan.

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

On a cash basis, the Draft Budget is a balanced budget with a zero-debt balance sheet and, despite the inflationary pressures on materials, goods, and services, the Draft Budget does not draw any funds out from the general reserve.

The Local Government Performance Reporting Framework (LGPRF) based projected underlying result for the 2023–24 year is a deficit of \$990,000 (-7.9%).

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

As per the Draft Budget, there is a \$513,000 (4.8%) increase in recurrent operating income and a \$529,000 (5.6%) increase in recurrent operating expenses on the same basis (ongoing basis).

The **projected adjusted underlying result based on the Council Plan definition (Council Plan measure) for 2023–24 is a deficit of \$56,000 (-0.49%)**. The impact due to the increase in operating expenses has been offset to a greater extent by additional interest income from term deposits due to elevated investments in term deposits and projected above-average interest rates for the 2023–24 financial year.

The draft budget 2023–24 satisfies all other financial sustainability indicators specified in the Council Plan, except for the adjusted underlying result.

#### Key budget highlights

<b>Key Statistics</b>	<b>2022–23 Forecast \$million</b>	<b>2023–24 Budget \$million</b>
<i>Total Operating Expenses*</i>	\$12.7	\$13.6
<i>Total Recurrent Operating Expenses (excluding waste management expenses)*</i>	\$10.8	\$11.3



<i>Comprehensive Operating Surplus</i>	\$2.0	<b>\$0.4</b>
<i>Underlying operating surplus / (deficit) – Council Plan based</i>	(\$0.04)	<b>(\$0.05)</b>
<i>Cash result</i>	\$0.2	<b>\$0.0</b>
<i>Capital Works Program</i>	\$5.0	<b>\$2.8</b>
<i>Funding the Capital Works Program</i>		
<i>Council – Reporting year income</i>	\$2.9	<b>\$1.2</b>
<i>Council – Reserves</i>	\$0.8	<b>\$0.2</b>
<i>Borrowings</i>	\$0.0	<b>\$0.0</b>
<i>Grants</i>	\$2.3	<b>\$1.4</b>
<i>Cash and Investments</i>	\$9.3	<b>\$8.2</b>
<b><i>Budgeted Expenditure by Portfolio (excluding depreciation)</i></b>	<b><i>Budget \$million</i></b>	<b><i>Budget %</i></b>
<i>Portfolio 1 – Health and wellbeing</i>	\$2.0	<b>17%</b>
<i>Portfolio 2 – Environment</i>	\$2.0	<b>17%</b>
<i>Portfolio 3 – Local economy</i>	\$1.9	<b>15%</b>
<i>Portfolio 4 – Heritage, planning and infrastructure</i>	\$2.7	<b>22%</b>
<i>Portfolio 5 – Governance and finance</i>	\$3.6	<b>29%</b>
<b><i>Total</i></b>	<b>\$12.8</b>	<b>100%</b>

\*includes depreciation expenses

### **New initiatives and new operating cost commitments**

The 2023–24 budget includes the following operating cost commitments.

Funded via sales proceeds from the sale of Murray Road land:

- \$350,000: Development of a Golightly Development and Engagement Plan;

Non-recurrent operating projects rates funded (total of \$127,000):

- \$30,000: Development of a Disability Action Plan;
- \$23,000: Ganes Reserve investigations and de-silting works;
- \$18,000: Installation of a digital web-based door locking system to the central amenity block of Queenscliffe Tourist Park;
- \$15,000: To conduct a needs analysis for child/family services and facilities, potential inclusion of youth taskforce;
- \$15,000: To conduct a Wadawurrung cultural and heritage review/assessment;
- \$10,000: Lighthouse Arts Collective – support programming, notably in the shoulder and off-peak periods (one-off support);
- \$6,000: Conduct Wadawurrung cultural and heritage awareness training for the community and Council;





- \$5,000: Develop tourist parks online reservations capabilities; and
- \$5,000: Bull ring tree planting work.

Recurrent operating cost commitments rates funded (total of \$141,000):

- \$126,000: New position, an executive-level administrative assistance officer, key project management and Council governance support; and
- \$15,000: Additional budget allocation to support ongoing community events (event sponsorships).

Non-recurrent operating projects grant funded (total of \$104,500):

- \$60,000: Development of an Integrated Water Management (IWM) Plan (100% grant funded); and
- \$44,500: Undertake a beach marker condition assessment (70% grant funded).

**New capital works included in the budget;**

- \$1,000,000: Point Lonsdale Maritime & Defence Precinct development (100% grant funded);
- \$180,000: Upgrade of Town Hall – heating and cooling;
- \$160,000: Queenscliffe Rec Reserve – lighting upgrade (100% grant funded);
- \$50,000: Murray Road Shared Path – concept design; and
- \$10,000: Installation of bike racks throughout the Borough (multi-year project)

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

The draft financial plan has been prepared based on various assumptions as detailed in plan itself as show at **(Appendix 5b)**.

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

Due to the implementation of kerbside waste management transition initiatives and the recovery of direct staff cost, **waste management charges (per residential property) are expected to increase on average by 5.6% each year for the next five years.** Council has decided to phase the full recovery of the cost associated with kerbside waste management transition initiatives and direct employee costs of waste operations over 5 years to minimise the impact on the waste service users.

Council is projecting an average annual **underlying deficit** (based on the Council Plan measure) of **\$97,000** over the 10-year planning horizon which is an improvement from the average underlying deficit of \$204,000 recorded in the 2022–2032 Financial Plan. Despite the increase in recurrent expenses, this improvement in the underlying deficit can be attributable to:

1. Ongoing operational grant support confirmed by Better Boating Victoria for maintenance and upkeep of upgrade boat ramp;



2. Notional recurrent interest income included in the Financial Plan based on the budget assumption that sales proceeds from the sale of Murray Road will be used for investment opportunities that will generate at minimum the interest income the Council could have otherwise earned; and
3. Recovery of direct employee costs of waste management operations via waste management charges.

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

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

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

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

**Based on the 10-year average**, Council's projected financial performance over the 10-year planning horizon **satisfies all financial sustainability indicators except for the adjusted underlying result** as detailed earlier.

### Options

Option 1 – Endorse the Draft Budget 2023–24 and the Draft Financial Plan as presented.

Option 2 – Request officers make further amendments to the Draft Budget 2023–24 and the Draft Financial Plan.

## COMMUNICATIONS AND ENGAGEMENT

### Community Engagement



Should Council resolved to endorse the Draft Budget 2023–24 and the Draft Financial Plan as outlined in this report, the Draft Budget and the Draft Financial Plan will be open for public submissions until 4:00pm on Thursday 25 May 2023.

Council will provide an opportunity for submitters to speak to their written submissions at a public meeting on Wednesday 31 May 2023.



All submissions will be considered and Council will have an opportunity to adopt the Budget 2022–23 and the Financial Plan at its Ordinary Meeting of Council scheduled for Wednesday 28 June 2023.

### **Collaboration**

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

## **GOVERNANCE CONTEXT**

### **Relevant Law**

Council prepares its annual Budget under the provisions of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*

### **Charter of Human Rights**

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

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

Not applicable.

### **Council Plan Alignment**

Portfolio 5 Governance and Finance:

Strategic Objective – To provide a financially viable Council that is accountable, transparent and practices good governance.

- Priority 1 – Maintain and build the financial sustainability of the Borough.
- Priority 3 – Accountable and transparent governance.

### **Legal and Risk Implications**

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

### **Related Documents**

Council Plan 2021–2025

### **Disclosure of Interest**

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

## **CONSIDERATIONS**

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### **Environmental Sustainability**

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

### **Financial and resource implications**

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

### **Innovation and Continuous Improvement**

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

## **IMPLEMENTATION**

### **Operational Impacts**

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

### **Implementation Process**

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

## **ATTACHMENTS**

1. Draft Budget 2023–24 (Appendix 5a)
  2. Draft Financial Plan 2023 –24 to 2032 –33 (Appendix 5b)
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## **17. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS**

### **17.1 Section 173 Agreement at 38 Hesse Street, Queenscliff**

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

On 4 April 2023, the Acting Chief Executive Officer applied the Council Seal on the Section 173 Agreement in relation to the land situated at 38 Hesse Street, Queenscliff in accordance with requirements of Planning Permit 2020/006.

#### **RECOMMENDATION**

**That Council note the use of the Common Seal in relation to Section 173 Agreement at 38 Hesse Street, Queenscliff for Planning Permit 2020/006.**

## **18. QUESTIONS WITHOUT NOTICE**

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

At the Ordinary Meeting of Council on 29 March 2023, one question without notice was taken on notice. The response is provided at adjunct to 18.1.

No questions without notice are outstanding.

### **18.2 Questions Without Notice**

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**19. LIST OF COUNCIL MEETINGS**

**BUDGET PRESENTATION TO THE COMMUNITY**

Wednesday 10 May 2023 at 6:00pm  
Wirrng Wirrng Auditorium / Queenscliffe Hub

**PLANNING REVIEW MEETING**

Wednesday 10 May 2023 at 7:00pm (if required)

**COUNCIL MEETING**

Wednesday 24 May 2023 at 7:00pm  
Queenscliff Town Hall and live streamed via the council website

**COUNCILLOR LISTENING POST**

Saturday 28 May at 11:00am to 12:00pm  
Queenscliff Market

**20. CLOSE OF MEETING**

The meeting closed at:

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

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

- 11.1 is scheduled or planned outside of an Ordinary Meeting of Council for the purpose of discussing the business of Council or briefing Councillors; and
- 11.2 is attended by at least one senior member of Council staff; and
- 11.3 all Councillors have been invited by the Chief Executive Officer; and
- 11.4 a majority of Councillors are present; and
- 11.5 is not a Delegated Committee meeting or Community Asset Committee meeting.

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Councillors Assembly Briefing</b> 29 March 2023 2:40pm – 5:55pm Wirrng Wirrng	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Donnie Grigau	Kelvin Spiller, Acting CEO Tim Crawford, MPCS Gihan Kohobange, MFS Stuart Hansen, MIE Brydon King, SP Jodie Hunt, FSC Steve Ward, CSC Makenna Bryon, CC Dinah O'Brien, STP	1. Environmentally Sustainable Design and Urban Character 2. Aged Care Service update 3. Point Lonsdale maritime & Defence Precinct grant update 4. Annual Plan 2022/23 Implementation status update 5. 1 <sup>st</sup> cut draft budget 2023/24 6. Acting CEO update	Nil.
<b>Acting CEO &amp; Councillors meeting</b> 5 April 2023 12:00pm – 1:00pm	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels	Kelvin Spiller, Acting CEO	1. Staff resources & workload priorities	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Wirrng Wirrng	Cr Michael Grout Cr Donnie Grigau			
<b>Councillors Assembly Briefing</b> 5 April 2023 1:05pm – 2:00pm Wirrng Wirrng	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Kelvin Spiller, Acting CEO Tim Crawford, MPC Stuart Hansen, MIE Steve Quick, RIE	<ol style="list-style-type: none"> <li>1. Lighthouse Arts Collective presentation from Suzie Wyllie, Paul Petran &amp; Kirsten Penzes</li> <li>2. Draft Traffic Management Strategy</li> <li>3. Fort Queenscliff Business Case</li> <li>4. QCA public question regarding Murray Road land sale</li> <li>5. Port of Melbourne dredging operations</li> </ol>	Nil.
<b>Acting CEO &amp; Councillors meeting</b> 12 April 2023 1:05pm – 1:55pm Wirrng Wirrng	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Kelvin Spiller, Acting CEO	<ol style="list-style-type: none"> <li>1. Fort Queenscliff Business Case</li> <li>2. Meeting with a resident of Point Lonsdale</li> <li>3. Team Building</li> </ol>	Nil.
<b>Councillors Assembly Briefing</b> 12 April 2023 2:36pm – 4:58pm Wirrng Wirrng	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Kelvin Spiller, Acting CEO Tim Crawford, MPC Gihan Kohobange, MFS Stuart Hansen, MIE Shannon Maloney, MC Jenni Walker, HR&GC Jodie Hunt, FSC	<ol style="list-style-type: none"> <li>1. Gender Equality Statement of Commitment: Feedback from Councillors</li> <li>2. 2<sup>nd</sup> cut draft budget 2023/24</li> <li>3. Draft updated Financial Plan</li> </ol>	Nil.





Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
<b>Assembly Briefing</b> 19 April 2023 2:30pm – 4:55pm Wirrng Wirrng	Cr Isabelle Tolhurst, Mayor Cr Fleur Hewitt Cr Ross Ebbels Cr Michael Grout Cr Donnie Grigau	Martin Gill, CEO Tim Crawford, MPCS Gihan Kohobange, MFS Shannon Maloney, MC	1. Geelong Regional Library Corporation Alternative Enterprise Business Model: Vanessa Schernickau, CEO 2. Active Transport Strategy consultation update 3. Hot topics and media 4. Draft Budget 2023/24	Nil.

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



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**ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE**

Date	Question	Action	Status
29 March 2023	<p><b>Public question 1 from Gary Smithett</b></p> <p>I have been camping at Royal Park Caravan Park for 64 years. Over 55 years of that time we have been on site 67.</p> <p>Early this year concerned campers and myself attended a PLCA meeting where the Mayor and the council CEO attended. We were promised that nothing would change for 18 months concerning regular peoples camp sites.</p> <p>This has not happened. Promises have been broken. Why?</p>	Question taken on notice.	Response sent on 20 April 2023, see <b>(Appendix 6)</b>

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**ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE**

Date	Notice of Motion	Action	Status
29 March 2023	<p><b>Number 2023/587: Council-led community conversation on The Voice</b></p> <p><i>That Council requests Council officers:</i></p> <ol style="list-style-type: none"><li><i>Undertake research to establish an appropriate community conversation model that is educational and accessible.</i></li><li><i>Collaborate with Wadawurrung Traditional Owners Aboriginal Corporation to ensure the proposed event is culturally safe.</i></li><li><i>Once the model is established and finalised, advertise the community conversation on all Borough-owned media channels for a period of no less than 14 days.</i></li><li><i>Deliver this community conversation event by 31 July 2023.</i></li></ol>	<p>Officers met with the Acting CEO and Mayor to gain a better understanding of this request.</p> <p>The CEO has been briefed on the motion and is working with officers on the next steps.</p>	In progress

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**ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE**

Date	Question	Action	Status
29 March 2023	<p><b>Cr Grigau</b> Can we find out if the community is getting the best offer for solar panels purchased through the Queenscliff Climate Action Now (QCAN) solar program?</p> <p><b>Response by the Manager Infrastructure &amp; Environment</b> Council officers cannot speak with authority on this issue as council has not been involved in the expression of interest process for the Queenscliff Climate Action Now (QCAN) solar program initiative.</p> <p>I can provide the following information based on information sourced from within the QCAN webpage. QCAN have published a Frequently Asked Questions (FAQ) page that can be found via the following link <a href="https://www.squarespace.com/queenscliffe-climate-action-now-community-solar-faqs">COMMUNITY SOLAR FAQs – QUEENSCLIFFE CLIMATE ACTION NOW (squarespace.com)</a></p> <p>This FAQ page cites that the criteria used in the selection process were:</p> <ul style="list-style-type: none"><li>• The experience and qualifications of the team, including relevant industry accreditation status</li><li>• The range, quality and pricing of the products on offer</li><li>• Approach to customer – looking for a personal visit and customised product design process rather than ‘off the shelf’ quoting</li><li>• Quality after sales service, including warranties on both products and installation</li><li>• Preparedness to present at community information sessions</li><li>• The capacity and ability to deliver on our solar penetration targets</li></ul>	Nil	Complete

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Date	Question	Action	Status
	<p>The preferred supplier will have been evaluated to have best met the criteria collectively. It should be noted that this does not necessarily mean that the preferred supplier offers the cheapest products as experience, quality and after sales service were also considered among other factors.</p>		
29 March 2023	<p><b>Cr Ebbels</b> Parks Victoria has provided feedback that the Point Lonsdale rock pool is a no go dog zone for dogs. Does Council have any jurisdiction over that area to enforce dog laws and should we be enforcing that area?</p> <p><b>Response by the Manager Planning &amp; Community Safety</b> Council has no jurisdiction and legislative powers to enforce Parks Victoria regulations excluding dogs from the intertidal reef areas at Point Lonsdale. Parks Victoria are responsible for enforcing the dog restrictions at this location.</p>	Nil	Complete
29 March 2023	<p><b>Cr Grigau</b> Can we confirm the location of the Point Lonsdale headlands as referred to in the Dog Laws notice.</p> <p><b>Response by the Manager Planning &amp; Community Safety</b> The Headlands at Point Lonsdale are the above high tide mark and outside the Port Phillip Heads Marine National Park relevant to Parks Victoria dog restrictions. The Council Dogs on Leads Order under section 26 of the Domestic Animals Act 1994 is the relevant local law for this location.</p>	Nil	Complete



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Date	Question	Action	Status
29 March 2023	<b>Cr Grigau</b> When will the community be briefed on the changes to the State planning process regarding telecommunications towers?	Nil	Complete
	<b>Response by the Manager Planning &amp; Community Safety</b> The applicant, Telstra, has been invited by Council to withdraw the current application and once this is done the objectors will be advised. The applicant has had some internal changes that has resulted in delays in their application being withdrawn. The applicant is finalising the withdrawal of their application.  Officers will follow up with Council to clarify the level and extent of briefing that Council is seeking in relation to the State Government changes to the Planning Scheme.		

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