

# Borough of Queenscliffe

## Ordinary Meeting of Council Minutes

Wednesday 27 September 2023 at 7:00PM  
Queenscliff Town Hall



**Borough of Queenscliffe**  
Queenscliff & Point Lonsdale, Victoria, Australia



## Community Vision

The Borough is a special and restorative place, renowned for its distinctive coast, rich living heritage and vibrant culture. Our community is caring, and welcoming to visitors. We have a deep respect for the Wadawurrung People and are taking action to protect Country.

## Our Values

1. **Integrity:** We take ownership and responsibility for our decisions and are accountable for all that we do.
2. **Respect:** We treat everyone with dignity, fairness and empathy, look out for the safety and wellbeing of others, and nurture positive and inclusive relationships.
3. **Community Focus:** We always work with our community's experience in mind and take pride in supporting our community.
4. **Sustainability:** We place climate change risks at the core of our decision-making, and take extensive action to protect our natural environment.
5. **Openness:** We actively engage with our community and are transparent in our decision-making.

## Acknowledgement of Country

*Bellawiyn* is the Wadawurrung name for the lands where the Borough of Queenscliffe is located.

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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## **1. Opening of Meeting**

Cr Isabelle Tolhurst declared the meeting open at 7:00 pm.

## **2. Present & Apologies**

### **Present:**

Cr Isabelle Tolhurst, Mayor

Cr Ross Ebbels, Deputy Mayor

Cr Donnie Grigau

Cr Michael Grout

Cr Rob Minty

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Planning & Community Safety

Stuart Hansen, Manager Infrastructure & Environment

Gihan Kohobange, Manager Finance & Corporate Services

Carly Douglas, Community Management Team

Steve Ward, Community Management Team

Abbey Tatterson, Community Management Team

Sarah Hawkins, Communications Officer

Jackie Fletcher, EA to the CEO, Mayor & Councillors

Apologies:

Nil.

## **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: Nil

Officers: Nil



## 4. Leave of Absence of Councillor

Nil.

## 5. Public Question Time

### 5.1. Public Question Status Update

At the Ordinary Meeting of Council on 23 August 2023, one public question was taken on notice. Please refer to adjunct 5.1 for the details.

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](#).*

The Mayor advised Council that 2 public questions had been received by Council within the prescribed timelines.

#### **Public Question 1 from Queenscliffe Community Association (QCA)**

With regard to the CEO Report on Victoria's Housing Statement including reference to the State Government already gazetted changes to the Borough of Queenscliffe Planning Scheme that could ultimately fast track permits, densify the Borough, eliminate Councils from Planning matters and limit VCAT rights of review, can the CEO elaborate or detail the gazetted changes and likely or perceived impacts on the Borough's unique Heritage and protected open spaces and coastal land.

In conjunction with the Housing Statement focus on increasing housing supply including access to social housing, has the Council been directed or has the State Government suggested Crown Land or open space sites for Council to examine in



order address the above issues, and if so, what areas of the Borough are being examined and will consultation be a prerequisite in any decisions made?

### **Response from the CEO**

Council officers have reviewed the recent Ministerial amendments and advised Council that there will be little impact on the current operation of the Queenscliffe Planning Scheme.

The changes introduced through Amendment VC242 include provisions to facilitate development of significant housing projects and support significant Economic Development. For instance, the minimum trigger point for the application of the new planning provisions and ministerial involvement in a significant housing development in a non-metropolitan area is \$15 million.

The changes introduced through Amendment VC243 which reduce the planning controls on development of residential dwellings, could have some impact in the Borough, but as is the case now, a planning permit requirement for most residential development in the Borough is triggered through the planning overlays which currently protect heritage and character. This does not change following the changes introduced through the amendment of the Borough of Queenscliffe Planning Scheme.

With respect to the second part of the question, Council has not been directed by the State, nor has the State identified Crown Land in the Borough to investigate for the development of social housing. This remains consistent with the initial Homes Victoria Big Housing Build assessments, which saw no funding allocated for the Borough as part of the minimum investment commitment to regional local governments to increase social housing in regional areas.

### **Public Question 2 from David Connoley**

It is noted in the current Quarterly Report that-

Council allocated \$120,000 for a new tree management system as part of the 2022–2023 Budget; development of databases and spatial data are underway.

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



Is this the Tree management works awarded to the contracted tree removers and pruners or is that under a separate contract? Will watering of trees be part of the maintenance over the summer?

**Response from Manager Infrastructure & Environment**

The budget allocation of \$120,000 is dedicated to delivering a software system to support Council's tree management systems. Council has selected Konect, an asset management tool which can be used for tree management as well as the management of other asset classes.

Within this budget allocation, Council has also engaged specialist consultancy support for the mapping of tree assets and custom development of the software systems to be used to manage Council's tree management system.

Council's tree management software systems will capture and record all tree assessments, arboricultural recommendations and advice provided by a consultant level 5 arborist.

The tree management software systems will also capture and record the completion of all recommendations undertaken by level 3 arborists contracted to undertake tree maintenance works including tree pruning, lopping, removal, or remedial work.

Tree maintenance works will be contracted separately to the development of the tree management software systems. The avoidance of a conflict of interest is also considered in the procurement of arboriculture advice and the procurement of tree maintenance works.

Council proactively waters trees in accessible areas during their initial establishment phase after planting. Watering is not undertaken in less accessible areas, as planting is done in numbers that assume a level of attrition.

Council does not routinely water established trees under normal circumstances. Watering of significant trees would be considered on a case-by-case basis in periods of extreme drought.





## **6. Confirmation of Minutes of Previous Meetings**

### **6.1. Ordinary Council Meeting held 23 August 2023**

A copy of the minutes from the Ordinary Council Meeting held 23 August 2023 was distributed to Councillors under separate cover.

#### **RESOLUTION**

##### **Cr Ross Ebbels / Cr Donnie Grigau**

That the minutes of the Ordinary Council Meeting held 23 August 2023, as distributed, be confirmed as an accurate record.

**CARRIED UNANIMOUSLY**

### **6.2. Ordinary Council Meeting held on 26 July Confidential Minutes**

A copy of the previous confidential minutes from the 26 July 2023 was distributed to Councillors under separate cover.

#### **RESOLUTION**

##### **Cr Donnie Grigau / Cr Isabelle Tolhurst**

That the confidential minutes from the Ordinary Meeting of Council held on 26 July 2023, as distributed, be confirmed as an accurate record.

**CARRIED**

### **6.3. Audit & Risk Committee Meeting held on 12 September 2023**

A copy of the minutes from the Audit & Risk Committee Meeting held on 12 September 2023 was distributed to Councillors under separate cover.



## **RESOLUTION**

### **Cr Isabelle Tolhurst / Cr Donnie Grigau**

That the minutes of the Audit & Risk Committee Meeting held on 12 September 2023, as distributed, be confirmed as an accurate record.

**CARRIED UNANIMOUSLY**

## **7. Record of Informal Meetings of Councillors**

A Record of Informal Meetings of Councillors is included at adjunct to item 7.

- 23 August 2023 – Councillor Assembly Briefing
- 23 August 2023 – CEO & Councillors Meeting
- 30 August 2023 – CEO & Councillors Meeting
- 13 September 2023 – CEO & Councillors Meeting
- 13 September 2023 - Councillor Assembly Briefing
- 20 September 2023 – G21 Regional Plan Briefing
- 20 September 2023 – CEO & Councillors Meeting
- 20 September 2023 - Councillor Assembly Briefing

## **RESOLUTION**

### **Cr Isabelle Tolhurst / Cr Ross Ebbels**

That the Record of Informal Meetings of Councillors, as amended, in Adjunct to item 7, be noted.

**CARRIED UNANIMOUSLY**

## **8. Notice of Motion**

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

No Notices of Motion are outstanding.



## 8.2. Motion on Notice

No Notices of Motion were received.

## 9. Petitions and Joint Letters

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

None received.

## 10. Functions Attended

Council was represented at the following meetings and functions between 17 August and 20 September 2023.

<b>Date</b>	<b>Meeting or Function</b>
17 August 2023	Municipal Association of Victoria Gender Equality training for Councillors (Cr Tolhurst)
17 August 2023	Meeting with Wadawurrung Traditional Owners Aboriginal Corporation (CEO)
17 August 2023	Geelong Regional Library Corporation Board Meeting (Cr Ebbels)
18 August 2023	Vietnam Veterans Day & 50th Anniversary of Vietnam Withdrawal event (Cr Tolhurst)
21 August 2023	St Aloysius Book Week parade (Cr Tolhurst)
21 August 2023	Meeting with Wayne Myers regarding Sea Scouts Annual General Meeting (Cr Tolhurst)
21 August 2023	G21 Special Board Meeting via videoconference (CEO & Cr Tolhurst)



22 August 2023	Meeting with residents regarding draft Active Transport Strategy (CEO, Cr Tolhurst & Cr Grigau)
23 August 2023	Lived Experience Disability Group meeting via videoconference (CEO, Cr Tolhurst & Cr Grigau)
24 August 2023	G21 Strategy Day (CEO, Cr Tolhurst & Cr Ebbels)
25 August 2023	Point Lonsdale Primary School Book Week Parade (Cr Tolhurst)
26 August 2023	Wadawurrung Traditional Owners Aboriginal Corporation Family & Friends event (CEO)
28 August 2023	Bellarine Community Health Network Meeting via videoconference (CEO)
28 August 2023	Meeting with the Queenscliffe Maritime Museum (CEO)
28 August 2023	Point Lonsdale Lighthouse Reserve Stage 2 Project Control Group meeting (Cr Tolhurst & Cr Grout)
28 August 2023	Borough of Queenscliffe Small Business Festival (Cr Ebbels)
29 August 2023	Tourism Greater Geelong & The Bellarine Member Forum (Cr Ebbels & Cr Tolhurst)
29 August 2023	Queenscliff Sea Scout General Meeting (Cr Tolhurst)
30 August 2023	Meeting regarding Golightly Caravan Park (CEO, Cr Grout & Cr Ebbels)
1 September 2023	Junior QCAN & Queenscliff Primary Ride to School day (Cr Tolhurst)
1 September 2023	Mavis III All Abilities Walkway – Sod Turn Ceremony (Cr Tolhurst & Cr Ebbels)
4 September 2023	Lived Experience Disability Group (CEO, Cr Tolhurst & Cr Grigau)
4 September 2023	Embrace Kids Body Image movement event (Cr Tolhurst)
4 September 2023	Queenscliff Sport and Recreation Precinct Opening with the Hon. Ros Spence MP (Crs Tolhurst, Ebbels, Grout & Minty)
4 September 2023	Meeting with Alison Marchant MP (CEO, Crs Tolhurst, Ebbels, Grout & Minty)
6 September 2023	Reconciliation Action Plan Meeting (CEO, Cr Tolhurst & Cr Grigau)
6–8 September 2023	Cities Power Partnership National Summit for Local Government 2023 (CEO & Cr Tolhurst)



7 September 2023	MAV Sexual Harassment Prevention Training via videoconference (Cr Minty)
10 September 2023	Queenscliff Lonsdale Yacht Club Annual General Meeting (Cr Ebbels)
10 September 2023	Queenscliff Community Choir 20th Anniversary Tides of Welcome event (Cr Tolhurst & Cr Ebbels)
11 September 2023	Regional Development Victoria Barwon Partnership Meeting (CEO)
13 September 2023	Meeting with Wadawurrung Traditional Owners Aboriginal Corporation via videoconference (CEO)
14 September 2023	Queenscliff Rural Australians for Refugees "The Fairness Yet to Come" Forum (Cr Tolhurst & Cr Ebbels)
14 September 2023	Geelong Regional Library Corporation Board Meeting (Cr Ebbels)

## **RESOLUTION**

### **Cr Ross Ebbels / Cr Robert Minty**

That the Functions Attended report, as amended, be received.

**CARRIED UNANIMOUSLY**





## 11. Chief Executive Officer

### 11.1. Chief Executive Officer Report for September 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.

#### **Executive Summary**

##### *Climate Summit for Local Government*

The CEO and Mayor attended the Cities Power Partnership National Summit for Local Government held at RMIT University in Melbourne from 6 to 8 September. The ambition of the summit was to gather elected officials, chief executives and senior decision makers from councils across the country to identify key opportunities, inform practical actions, and inspire innovative climate action.

The summit commenced with some sobering reminders that carbon emissions continue to increase, and the upward trajectory of the mean temperature Australian is outstripping global averages and is on track to reach a 2°C rise above preindustrial levels before 2040. These presentations were all the more alarming set against the images of the recent fires and floods in the northern hemisphere.

The summit then focussed on what the local government sector can do. There were presentations on managing climate risks in Council operations, the effect of climate action on financial sustainability, and how all three levels of government can effectively work together for stronger climate action. The key message being – act now, mitigation is cheaper than adaptation.

There were presentations about different roadmaps for change such as shifting to cleaner transport, preparing communities for a clean energy economy, and the role of local government, which was summarised as:

- Regional Planning
- Reducing our own emissions
- Helping households and businesses access programs and services
- A source of information



- A conduit for an ongoing supported, visible, region-led process of change
- Advocating for regional priorities

While the Borough has more to do, it was pleasing to see the alignment between the work we are already doing, the objectives of the Climate Emergency Response Plan, and the G21 Regional Alliance advocacy.

Additional information about the summit can be found at the City Power Partnership website [CPP Summit 2023 - Cities Power Partnership](#)

#### *Climate Emergency Response Plan two year review*

Officers are in the process of finalising the formal two year review of the Climate Emergency Response Plan (CERP) which was adopted by Council in May 2021.

Council undertook consultation from January to March which included workshops with the CERP Community Panel, community leaders representing local organisations who had previously committed to taking action and representatives from Queenscliffe Climate Action Now (QCAN).

The process reviewed all eight pillars and forty-nine actions in the CERP. Each workshop explored the actions in detail and considered progress and possible improvements and the changed environment since its development and adoption.

The proposed updated CERP will reflect actions delivered from the original CERP, as well as changes in state and federal politics pertaining to climate action. Officers intend to present an updated version of the CERP for formal consideration at the October Council meeting.

#### *Disability Lived Experience Group (LEDGs)*

Over the last few months Council has been working with a group of community representatives who have come to call themselves the LEDGs, primarily because individually and collectively they are legends, but also because they are community members who have a lived experience, personally or through care, with DisAbility.



The LEDGs have been patiently working with Council to establish the role and function of the group. At our most recent LEDG meeting the group agreed on an operational model and started to identify a couple of priority actions.

The first significant task for the LEDGs will be the review and update of Council's Disability Action Plan last reviewed in 2011. The other project the group wants to pursue is the installation of a Changing Places facility in the Borough. These projects will be the priorities for the next six months as the LEDGS work toward improving access, infrastructure and understanding in the Borough.

### Victoria's Housing Statement

As part of the Victoria's Housing Statement announcement last week, the State Government gazetted changes to the Borough of Queenscliffe Planning Scheme. These changes were part of a suite of changes made to all planning schemes in Victoria.

The State Government also indicated that there would be further changes to the planning system and the *Planning and Environment Act 1987* over the coming year.

Over the next few weeks Council staff will review the changes and prepare a paper for Council outlining the changes to the Borough of Queenscliffe Planning Scheme, and where they may affect the built environment in the Borough.

## **RESOLUTION**

### **Cr Donnie Grigau / Cr Robert Minty**

That Council receives the Chief Executive Officer Report for September 2023.

**CARRIED UNANIMOUSLY**



## **12. Health & Wellbeing**

No reports to consider.

## **13. Environment**

No reports to consider.

## **14. Local Economy**

No reports to consider.



## 15. Heritage, Planning & Infrastructure

<b>15.1.</b>	<b>Planning Permit Activity Report</b>
<b>Author:</b>	<b>Senior Planner</b>
<b>Portfolio:</b>	Heritage, Planning & Infrastructure Cr Grout

### Purpose

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

### Executive Summary

The following table provides a summary of the planning permit activity from the last report published at the close of business on 18 September 2023.

<b>CATEGORY</b>	<b>TALLY</b>
Current applications	16
Applications finalised since last report	18
New applications received since last report	9
<b>Total number of active permit applications</b>	<b>16</b>
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	3

### RESOLUTION

#### **Cr Donnie Grigau / Cr Ross Ebbels**

That the Planning Permit Activity Report be received.

**CARRIED UNANIMOUSLY**





**a. Current Applications**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>No. of objections</b>	<b>Status</b>
PA2021-048	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)
PA2022-044	02/05/2022 (Amended 03/06/2022)	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	31	Decision deferred by Councillors
PA2022-131	23/12/2022	7 Henry Street Queenscliff	Construction of two dwellings (two storey), variation to the setback requirements of Design and Development Overlay Schedule 1 and subdivision of the land into two (2) lots	1	Under consideration
PA2023-022	23/03/2023	34 Point Lonsdale Road Point Lonsdale	Removal and lopping of native vegetation	0	Under consideration
PA2023-042	26/06/2023	13 Nicholas Court Point Lonsdale	Construction of a two storey dwelling and front fence	2	Under consideration
PA2023050	26/07/2023	6 Lockwood Street Point Lonsdale	Alterations and additions to existing dwelling construction of new garage removal of trees	0	Under consideration
PA2023051	27/07/2023	127A Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing dwelling and outbuilding and variation to the site coverage requirements of Design and Development Overlay Schedule 3	1	Under consideration
PA2023052	02/08/2023	3/3 Waiora Court Point Lonsdale	Alterations and additions (two storey) to existing dwelling	0	Under consideration



App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023053	02/08/2023	40 Flinders Street Queenscliff	Alterations and additions to existing dwelling and variation to the front setback requirements of Design and Development Overlay - Schedule 1	0	Under consideration
VS202301	07/08/2023	1 Nicholas Court Point Lonsdale	Construction of a front fence	N/A	Further information requested 21/08/2023
PA2023058	14/08/2023	1-3 Swanston Street Queenscliff	Construction of two double storey dwellings and front fences and a two lot subdivision	0	Further information received. Under consideration
PA2023060	05/09/2023	36-38 & 40 Cheshunt Street Point Lonsdale	Demolition of outbuildings, alterations and extensions to a dwelling and front fence individually listed in a Heritage Overlay and removal of native vegetation	0	Initial review
PA2023061	05/09/2023	56 Fellows Road Point Lonsdale	Alterations to an existing dwelling, construction of a deck to rear of existing residential dwelling and reinstatement of existing concrete stairs, landing and railing	0	Initial review
PA2023062	12/09/2023	1 Simpson Street and 105-107 Point Lonsdale Road Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a 6 lot subdivision, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2.	0	Initial review
PA2023063	12/09/2023	5 Jennifer Crescent Point Lonsdale	Development of two dwellings, variation to the site coverage requirements of Design and Development Overlay Schedule 4, removal of a native tree and a two lot subdivision	0	Initial review



VS200005	13/09/2023	1/13 Lockwood Street Point Lonsdale	Construction of an outbuilding	N/A	Under consideration
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## **b. Applications Finalised Since Last Report**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
A2021-113.1	27/06/2023	98 Hesse Street Queenscliff	S72 amendment application: Alterations to an existing dwelling and outbuilding in a Heritage Overlay	Amended permit issued
A2022-023.1	17/04/2023	2 Hobson Street Queenscliff	S72 amendment application: Alterations to an existing building for use as a dwelling, demolition and construction of a front fence, construction of an outbuilding in a Heritage Overlay area to an existing permit under Section 72	Notice of decision to amend a permit issued
PA2023-007	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>	Notice of decision to grant a permit issued
PA2023-025	18/04/2023	29-31 Flinders Street Queenscliff	Buildings and works for the construction of a two storey residential building and fence associated with a section 2 use, display signage, alteration to the internal driveways and drop off area, new outdoor play areas to the north eastern side of the site	Notice of decision to grant a permit issued
PA2023-029	20/04/2023	2A Bellarine Highway Queenscliff	Construction of two outbuildings	Permit issued
PA2023-030	27/04/2023	27-31 Winterley Road Point Lonsdale	Alterations and extensions to an existing dwelling	Notice of decision to grant a permit issued
PA2023-039	02/06/2023	2 Egerton Street Point Lonsdale	Construction of a two storey dwelling and removal of native vegetation	Permit issued
PA2023-045	30/06/2023	3 Laker Drive Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Permit issued
PA2023-046	07/07/2023	216 Point Lonsdale Road Point Lonsdale	Alterations to an existing dwelling, construction of a second dwelling and alter access to a road in a Transport Zone 2	Notice of decision to grant a permit issued



VS2023-048	13/07/2023	2 Flinders Street Queenscliff	Pruning of a tree individually listed in a Heritage Overlay	Permit issued
PA2023-041	22/06/2023	26 Mercer Street Queenscliff	Alterations and extensions to an existing dwelling and outbuilding	Permit issued
PA2023-049	13/07/2023	3 Elizabeth Street Point Lonsdale	Construction of a two storey dwelling and front fence, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and removal of native vegetation	Permit issued
PA2023-055	03/08/2023	50 King Street Queenscliff	Alterations and external painting to existing dwelling individually listed in a Heritage Overlay	Permit issued
VS2300002	21/08/2023	9 Brookes Street Point Lonsdale	Construction of a carport	Permit issued
VS2300003	22/08/2023	5A Flinders Street Queenscliff	Demolition and construction of a fence	Permit issued
VS2300004	29/08/2023	50 King Street Queenscliff	Construction of a gazebo	Permit issued
PA2023054	02/08/2023	4 McDonald Road Queenscliff	Buildings and works associated with a pergola, bridge and concrete slab	Permit issued
PA2023056	07/08/2023	10 Queen Street Queenscliff	Removal of existing window and installation of doors at rear of property and replacement/repair of roof with zincalume	Permit issued

### c. New Applications Received Since Last Report

Date Received	Address	Proposal	No. of objections	Status
15/08/2023	14 Roddick Grove Queenscliff	Construction of a double storey dwelling and a two lot subdivision	0	Public notification
21/08/2023	9 Brookes Street Point Lonsdale	Construction of a carport	N/A	Under consideration
22/08/2023	5A Flinders Street Queenscliff	Demolition and construction of a fence	N/A	Under consideration
29/08/2023	50 King Street Queenscliff	Construction of a gazebo	N/A	Under consideration



05/09/2023	36-38 & 40 Cheshunt Street Point Lonsdale	Demolition of outbuildings, alterations and extensions to a dwelling and front fence individually listed in a Heritage Overlay and removal of native vegetation	0	Initial review
05/09/2023	56 Fellows Road Point Lonsdale	Alterations to an existing dwelling, construction of a deck to rear of existing residential dwelling and reinstatement of existing concrete stairs, landing and railing	0	Initial review
12/09/2023	1 Simpson Street and 105-107 Point Lonsdale Road Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a 6 lot subdivision, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2.	0	Initial review
12/09/2023	5 Jennifer Crescent Point Lonsdale	Development of two dwellings, variation to the site coverage requirements of Design and Development Overlay Schedule 4, removal of a native tree and a two lot subdivision	0	Initial review
13/8/2023	1/13 Lockwood Street Point Lonsdale	Construction of an outbuilding	N/A	Initial review





**d. VCAT Matters**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
2022/083	04/08/2022	5 Beach Street Queenscliff	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	VCAT application for review lodged by applicant Hearing 27/7/2023 & 28/7/2023 VCAT decision not yet issued
2022/119	21/11/2022	2A Nicholas Court Point Lonsdale	Alterations and extensions to an existing dwelling	VCAT application for review lodged by objector Hearing 16/10/2023

**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**

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

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

PA                  Planning permit application

VS                  VicSmart application

A                    Application to amend a planning permit (under Section 72)



## 16. Governance & Finance

<b>16.1.</b>	<b>Fourth Quarter Implementation update for the Annual Plan 2022-23</b>
<b>Author:</b>	Chief Executive Officer
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

### **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 April to 30 June 2023.

### **Executive Summary**

*Portfolio 5: Governance and Finance*

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

*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.

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

### **RECOMMENDATION**

That Council note the quarterly report update for the period 1 April to 30 June 2023.



## **RESOLUTION**

*Cr Donnie Grigau moved the recommendation that Council note the quarterly report for the period 1 April to 30 June 2023, the motion was seconded by Cr Robert Minty. The Mayor then amended the motion.*

### **Cr Isabelle Tolhurst / Cr Donnie Grigau**

That Council note the quarterly report update, as amended, for the period 1 April to 30 June 2023.

**CARRIED UNANIMOUSLY**



## REPORT

### **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 is 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**

There are 36 individual projects in the Annual Plan 2022–23.

The following projects have been completed:

- Gender Equality Statement of Commitment
- Health & Wellbeing Action Plan
- Establishment of a Disability Inclusion Reference Group
- Electric Vehicle charging stations installed
- Victoria Park Policy & planning schedule
- Asset Plan
- Electronic Document Management system implemented
- Edgewater Close storm water system upgraded

The following projects are ongoing or have been carried forward to the Annual Plan 2023–24:

- Bike Park
- Coastal and Marine Management Plan
- Vegetation Management Strategy
- Integrated Water Management Plan
- CERP evaluation dashboards



- Queenscliff Tourist Park operation model
- Fisherman's Flat Heritage Overlay
- Fence upgrades at the Dog Beach
- Replacement of public toilet at Point Lonsdale Lighthouse Reserve
- Installation of signage that recognises Wadawurrung County
- Queenscliff Traffic Management Strategy
- Shared path design for Murray Road
- Planning Scheme Amendment – Avenue of Honour (C37quen)
- Planning Scheme Amendment – State Legislative Changes (C39quen)
- Golightly Park development and engagement plan
- ICT transformation project
- Reconciliation Action Plan

The projects in the list above that weren't multiyear projects, were extended for a variety of reasons, including but not limited to:

- access to funding
- community input that resulted in a review or additional work
- other projects requiring attention and resources
- receipt of and reliance on third-party inputs
- shift of Council priorities

However, significant progress has been made on the majority of projects during the 2022 – 2023 Financial Year, in particular:

- Fisherman's Flat Heritage Overlay
- Queenscliff Traffic Management Strategy
- Coastal and Marine Management Plan
- ICT transformation project
- Reconciliation Action Plan

The proposed Hobson Street public toilet has been put on hold. A review of the Queenscliff Public Toilet Strategy 2015–2025 will be undertaken in this financial year.

The table below provides an update against the actions for the period 1 April to 30 June 2023.



Portfolio 1 – Health and wellbeing

Action	Responsibility	Role	Q4 Milestone	Status
Develop Bike Park Concept	Infrastructure & Environment	Provider	Relevant approvals granted	In progress
Comments <ul style="list-style-type: none"> <li>This project has been carried forward to the 2023/24 financial year; \$16,000 has been allocated</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	Complete
Comments <ul style="list-style-type: none"> <li>Council adopted the Health and Wellbeing Action Plan at the June ordinary meeting of Council</li> </ul>				

Portfolio 2 – Environment

Action	Responsibility	Role	Q4 Milestone	Status
Finalise scope of Integrated Water Management Plan	Infrastructure & Environment	Provide	Scope completed and including as proposed project in the 2023-24	In progress



			draft budget papers	
<p>Comments</p> <ul style="list-style-type: none"> <li>The Integrated Water Management Plan project has been carried forward to the 2023/24 annual plan program</li> <li>\$60,000 has been allocated for the project, subject to grant funding</li> </ul>				

Action	Responsibility	Role	*Q3 Milestone	Status
CERP 1 Queenscliffe Neighbourhood House energy upgrade	Infrastructure & Environment	Provide	Energy upgrade completed	Complete
<p>Comments</p> <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</li> <li>Suppliers have been reviewed and were appointed in June 2023</li> <li>Air conditioning replacement and installation of solar batteries completed in June 2023</li> <li>Additional energy efficiency measures including replacement of fluorescent lighting with LED scheduled for completion in August 2023</li> </ul>				

Action	Responsibility	Role	*Q2 Milestone	Status
CERP 2 Electric vehicle charging stations installed	Infrastructure & Environment	Provide	Installation of EV chargers completed	Complete
<p>Comments</p> <ul style="list-style-type: none"> <li>Electric vehicle fast charging stations were installed at 50 Learmonth Street, Queenscliff outside the Council office and are operational</li> </ul>				





Action	Responsibility	Role	Q4 Milestone	Status
CERP 4 Develop CERP monitoring and evaluation dashboards	Infrastructure & Environment	Provide	Dashboards to live	In progress
Comments <ul style="list-style-type: none"> <li>The budget allocation of \$5,000 was insufficient to deliver this project; it has been carried forward to the 2023/24 financial year including in the annual plan</li> <li>Officers will continue to explore the potential to collaborate with other councils to identify cost effective solutions for an effective CERP dashboard</li> </ul>				

Action	Responsibility	Role	*Q2 Milestone	Status
Development of a planting schedule at Victoria Park	Infrastructure & Environment	Provide	Planting plan completed and endorsed by Council	Complete
Comments <ul style="list-style-type: none"> <li>The revised draft Victoria Park Planting Schedule 2022–2025 was adopted at the Ordinary meeting of Council in August</li> </ul>				

Action	Responsibility	Role	*Q3 Milestone	Status
Establishment of a tree management system for Victoria Park	Infrastructure & Environment	Provide	Tree management system operational	In progress
Comments				



- Council allocated \$120,000 for a new tree management system as part of the 2022–2023 Budget; development of databases and spatial data are underway.
- 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
- Trial of the tree management system is scheduled in January – February 2024 to coincide with the annual inspection of the Avenue of Honour trees.

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	Complete
Comments <ul style="list-style-type: none"> <li>• The Environmental Grants program which provides opportunities to support environmental groups has been incorporated into the Annual Community Grants Program.</li> </ul>				

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>• The departure of the Manager Community has paused progress and the proposed adoption will be deferred</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

<p>Comments</p> <ul style="list-style-type: none"> <li>The project working group has continued to refine the draft CMMP with input from the Project Steering Committee and other key stakeholders including the Bellarine Heritage Railway</li> <li>An engagement session was facilitated by the Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) on 26 August. Officers will continue to consult with WTOAC regarding the CMMP strategic outcomes and actions</li> </ul>				
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Action	Responsibility	Role	*Q3 Milestone	Status
Review of Fisherman’s Flat Heritage Overlay	Planning & Community Safety	Provide	Submission of proposed Planning Scheme Amendment to Minister for Planning	In progress

<p>Comments</p> <ul style="list-style-type: none"> <li>Community feedback and submissions on the draft review were forwarded to Ecology and Heritage Partners for incorporation into a revised draft document</li> <li>The final draft of the document was received on 4 August 2023 and is currently being reviewed by Council officers</li> <li>A Councillor briefing was held on 20 September</li> </ul>				
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Action	Responsibility	Role	*Q3 Milestone	Status
Install new public toilet facility in Hobson Street	Infrastructure & Environment	Provide	Complete installation	Paused
Comments <ul style="list-style-type: none"><li>Council has paused this project and committed to a review of the Borough of Queenscliffe Public Toilet Strategy 2015–2025 in the Annual Plan 2023/24</li></ul>				

Action	Responsibility	Role	Q4 Milestone	Status
Install new and upgrade existing timber fence at Dog Beach	Infrastructure & Environment	Partner	Fence installed	In progress
Comments <ul style="list-style-type: none"><li>This project has been carried forward to 2023/24 and has received \$150,000 budget allocation, subject to grant funding</li></ul>				

Action	Responsibility	Role	*Q3 Milestone	Status
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure & Environment	Provider	Construction completed	In progress
Comments <ul style="list-style-type: none"><li>This project has been carried forward to 2023/24 and has received \$180,000 budget allocation</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 & Environment	Partner	Secure Language Use Agreement with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC)	In progress
<p>Comments</p> <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 CEO met with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) in August and engaged Challis Design for the design and installation of a cultural project for the Point Lonsdale Lighthouse Reserve</li> <li>Officers continue to work with WTOAC regarding signage and securing a language agreement</li> </ul>				

Action	Responsibility	Role	Q4 Milestone	Status
Queenscliff Traffic Management Study	Infrastructure & Environment	Partner	Council to consider adoption of final Traffic Management Study	In progress
<p>Comments</p> <ul style="list-style-type: none"> <li>The Queenscliff Traffic Management Strategy has been carried forward to the 2023/24 Annual Plan. No funding has been allocated.</li> </ul>				



- 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
- A Draft Queenscliff Traffic Management Strategy will be presented to Councillors following the adoption of the Active Transport Strategy, later this year

Action	Responsibility	Role	Q4 Milestone	Status
Active Transport Strategy	CEO Office	Provider	Council to consider adoption of the final Active Transport Strategy	In progress
Comments <ul style="list-style-type: none"> <li>• The draft Active Transport Strategy has undergone a community consultation phase and been updated to reflect the community feedback</li> <li>• The Active Transport Strategy was considered for adoption at the Ordinary meeting of Council on 26 August; Councillors deferred the item for further consideration.</li> </ul>				

Action	Responsibility	Role	Q4 Milestone	Status
Murray Road	Infrastructure & Environment	Provider	Finalise design and prepare project for consideration in the 2023/24 budget process	In progress



Comments

- Concept design options were shared with Councillors in July
- This project has been carried forward to the 2023–24 Annual Plan and renamed as shared path design for Murray Road; the project has received \$50,000 budget allocation
- Officers will continue to work with the Councillors and the consultant to get the design options ready for community consultation in the second half of this year

Action	Responsibility	Role	*Q3 Milestone	Status
Develop a new masterplan for Golightly Park	CEO Office	Provide	Draft Master Plan completed	In Progress

Comments

- This project has been carried forward to the 2023–24 Annual Plan and renamed as Golightly Park development & engagement plan; the project has received \$50,000 budget allocation
- The operational review highlighted business growth opportunities at Golightly Tourist Park; a working group has been established to develop accommodation options for consideration

Portfolio 5 – Governance and finance

Action	Responsibility	Role	Q4 Milestone	Status
BoQ ICT transformation	Finance & Corporate Services	Provide	Start phase 2 of ICT transformation	In progress

Comments

- 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).



- Each Council has configured SharePoint/Team Channels in line with the finalised BCS and the Electronic Data and Record Management (EDRM) system went live in June 2023.

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 & 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	Q4 Milestone	Status
Develop Project Management Policy	Councillors	Provide	Finalise and adopt Project Management Policy	In progress
Comments <ul style="list-style-type: none"><li>• This project is ongoing; officers will prepare a draft Project Management Policy and intend to hold a workshop with Councillors in October 2023.</li></ul>				





## **Options**

1. That Council note the quarterly report update.
2. That Council request further information or amendments to the quarterly report update.

## **Communications and Engagement**

### Community Engagement

The purpose of this report is to inform the community regarding this proposal.

### Collaboration

There are no collaboration requirements associated with this report.

## **Governance Context**

### Relevant Law

Not applicable.

### Charter of Human Rights

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

### Gender Equality Act 2020

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

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

No; this is an update on Council programs and services but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

### Regional, State and National Plans and Policies

Not Applicable.

### Legal and Risk Implications

Not applicable.



### Related Documents

Community Vision 2021–2023

Annual Plan 2022–2023

Climate Emergency Response Plan 2021–2025

Council Plan 2021–2025

Financial Plan 2022–2032

### 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 or resource implications associated with this report.

#### Innovation and Continuous Improvement

Not applicable.

### **Implementation**

#### Operational Impacts

This project will be delivered with existing operational resources.

#### Implementation Process

This project will be delivered by existing staff and resources.

### **Attachments**

Nil



<b>16.2.</b>	<b>2022–23 Quarterly Financial Report at 30 June 2023</b>
<b>Author:</b>	Manager Finance & Corporate Services
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

**Purpose**

The purpose of this report is for Council to consider and note the 2022–23 Quarterly Financial Report as at 30 June 2023.

**Executive Summary**

*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*

This report provides information on Council’s operating and capital work performance for the twelve months to 30 June 2023 and explains key variances against the third quarter results presented to Council in April 2023.

The year-end result of Council meets all financial sustainability indicators specified in the Council Plan 2021–2025.

**RESOLUTION**

**Cr Donnie Grigau / Cr Robert Minty**

That Council notes the Quarterly Finance Report to 30 June 2023.

**CARRIED UNANIMOUSLY**



## REPORT

### **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 actual accumulated cash result is a surplus of \$962,000 at 30 June 2023, an increase of \$774,000 on the forecasted accumulated cash surplus of \$188,000. This substantial increase can be attributed primarily to two factors: the early receipt of the Financial Assistance Grant (FAG) for the following year and savings in operating expenses. If the advanced FAG payment is excluded, the actual accumulated cash surplus at 30 June 2023 would be \$547,000.

Based on the Local Government Performance Reporting Framework (LGPRF) definition, Council reported an underlying deficit of \$607,000 (-4.9%) for the 2022–23 financial year which is largely driven by the inclusion of capital expenditure totalling \$773,000, attributed to multiple projects, delivered across multiple years, and categorised as operating expenses in 2022–23 because the expenses do not meet the capitalisation criteria. Based on the Council Plan definition (excluding one-off transactions and after adjusting for the timing of operating grants where applicable), the reported underlying surplus is \$402,000 (4.0%).

Throughout the financial year, the Council invested \$4.0 million in capital work projects, aimed at improving its total asset base and achieving operational efficiencies.

The Council's cash and cash equivalents, along with short-term cash investments, increased to a total of \$11.2 million in the 2022-23 financial year. Of this amount,



\$5.3 million has been designated for specific allocations, while the remaining \$5.9 million is available as unrestricted cash reserves. Notably, \$3.5 million out of the \$5.3 million allocated is derived from the proceeds of the Murray Road land sale. Council's unrestricted cash holdings are deemed sufficient to cover all its financial obligations as of 30 June 2023.

Council currently carries no debt and is operating comfortably within the Victorian Government's prudential ratio limits. As of 30 June, Council's other reserve balance is \$8.3 million, with \$1.2 million designated for the general reserve and \$1.7 million allocated to the asset replacement reserve.

Details of the financial results for the 2022–23 fiscal year are provided in the Quarterly Financial Report dated 30 June 2023 (**Attachment 16.2.1**).

The format of the quarterly financial report has been modified in response to the questions and inquiries that Council has received in recent times. Furthermore, additional information has been incorporated to facilitate a better understanding of the financial results.

### **Options**

1. Note the Quarterly Finance Report to 30 June 2023 as presented.
2. Request Officers to make further amendments to the Quarterly Finance Report to 30 June 2023.

### **Communications and Engagement**

#### Community Engagement

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

#### Collaboration

Similar reports from neighbouring municipalities were reviewed and considered in developing the format of the quarterly finance report.

### **Governance Context**



### Relevant Law

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 2020

### Charter of Human Rights

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

### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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 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.

### Legal and Risk Implications

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

### Related Documents

Community Vision 2021–2031

Council Plan 2021–2025

Financial Plan 2022–2032

### Disclosure of Interest

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

## **Considerations**

### Environmental Sustainability

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



### Financial and resource implications

The 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 format of the quarterly financial report has been modified in response to the questions and inquiries the Council has received in recent times. Furthermore, additional information has been incorporated to facilitate a better understanding of the financial results.

## **Implementation**

### Operational Impacts

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

### Implementation Process

Not applicable.

## **Attachments**

1. 2022-23 Quarterly Financial Report 30 June 2023 [**16.2.1** - 25 pages]



<b>16.3.</b>	<b>2022–23 Annual Financial Report at 30 June 2023</b>
<b>Author:</b>	Manager Finance & Corporate Services
<b>Portfolio:</b>	Governance & Finance
<b>Councillor:</b>	Cr Grigau

### **Purpose**

The purpose of this report is to adopt the 2022–23 Performance Statement and the 2022–23 Financial Statements in principle, subject to no substantive material changes.

### **Executive Summary**

*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*

Council is required to include in its annual report, audited annual financial statements comprising the general purpose financial statements and an audited performance statement in the manner and form prescribed by the Local Government (Planning and Reporting) Regulations 2020 (the Regulations).

Further, Councils are required that under section 100 of the *Local Government Act 2020* their Annual Report must be presented by the Mayor at a meeting of council open to the public within 4 months of the end of the financial year. There is no provision for an extension or alteration of this deadline. Failure to comply with this deadline may result in a breach of the Act.

The 2022–23 financial statements and performance statement have been prepared by the Council and reviewed by the Victorian Auditor-General's Office (VAGO). Based on the draft closing audit report received, the VAGO expects to conclude that the financial report is presented fairly. They also expect to conclude that the performance statement is presented fairly.





## **RESOLUTION**

### **Cr Michael Grout / Cr Robert Minty**

That Council:

1. Adopts the 2022–23 Performance Statement in principle, subject to no substantive material changes;
2. Adopts the 2022–23 Financial Statements in principle, subject to no substantive material changes;
3. Authorises Cr Isabelle Tolhurst and Cr Donnie Grigau to sign the 2022–23 Performance Statement and the 2022–23 Financial Statements;
4. Authorises Mr Gihan Kohobange as Principal Accounting Officer to sign the 2022–23 Performance Statement and the 2022–23 Financial Statements; and
5. Includes the 2022–23 Governance and Management Checklist in the Report of Operations section of the 2022–23 Annual Report.

**CARRIED UNANIMOUSLY**

*The Manager Finance and Corporate Services advised that there is an administrative error on Page 47 of the agenda. The amount of \$5.2 million stated in the two places in the last paragraph should read \$5.3 million. This paragraph has been amended in the minutes to reflect the correct figure.*



## REPORT

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

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

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

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

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

## DISCUSSION



### 2022–23 Financial Statements

The 2022–23 General Purpose Financial Statements have been prepared in line with the Local Government Model Financial Report 2022–23, issued by Local Government Victoria, as required by the Regulations.

The Council achieved a surplus of \$1.6 million in the financial year 2022–23. However, the inclusion of capital expenditure totalling \$773,000, spread across multiple years and categorised as operating expenses in 2022–23 because they did not meet capitalisation criteria, has significantly impacted the financial outcome for the 2022–23 financial year.

The reported surplus for the preceding year, 2021–22, was largely boosted by income derived from capital grants. In the financial year 2021–22, Council reported an income of \$7.6 million from capital grants relating to major projects, in stark contrast to the income of \$2.2 million reported in the 2022–23 financial year.

The total comprehensive result for the year shows a deficit of \$0.8 million due to the revaluation decrement of Council's assets. The revaluation decrement primarily represents the change in the condition of Council's infrastructure assets, such as roads, footpaths, and off-street car parks, compared to their condition at the time of the previous valuation. The change in condition is reflective of the asset consumption phase, and all roads, footpaths and off-street parking assets remain within intervention level.

The balance sheet shows that Council has a very strong asset position with over \$184.8 million worth of assets that are used to provide services to the community.

Total liabilities are \$2.7 million which is predominately leave provisions, trade payables, and grant income received in advance.

Council's cash and cash equivalents, along with short-term cash investments (with maturity dates ranging from 3 to 12 months), increased to a total of \$11.2 million in the financial year 2022–23. Out of this amount, \$5.3 million is earmarked for specific allocations, while the remaining \$5.9 million is available as unrestricted cash reserves. Notably, \$3.5 million out of the \$5.3 million allocated is derived from the proceeds of the Murray Road land sale. The Council's unrestricted cash holdings are deemed sufficient to settle all its financial obligations as at 30 June 2023.



Council’s liabilities include amounts owed to suppliers and amounts owed to employees for leave entitlements. Council’s total liabilities are \$2.7 million as at 30 June 2023.

Council has zero debt and is operating well above the Victorian Government’s prudential ratio limits.

The Victorian Auditor-General’s Office (VAGO) issues an annual report to Parliament, typically in November or December, detailing the outcomes of the Local Government Audits for the most recent financial year. Within this report, VAGO evaluates seven financial sustainability risk indicators across different council groupings. These indicators serve as benchmarks to gauge the financial health of local governments.

The chart below illustrates the Borough’s performance in these financial sustainability indicators over the past five years. The figures for the 2022–23 financial year are based on calculations carried out by the Borough itself, as the final VAGO statistics are anticipated to be officially presented to Parliament and subsequently made public during the later part of the 2023 calendar year.

**Risk assessment matrix**

<b>Financial sustainability indicators</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Net result <sup>1</sup>	>0%	-10% – 0%	<-10%
Adjusted underlying result <sup>1</sup>	>5%	0% – 5%	< 0%
Liquidity	>1.0	0.75 – 1.0	<0.75
Internal financing	>100%	75% – 100%	<75%
Indebtedness	<=40%	40% – 60%	>60%
Capital replacement	>1.5	1.0 – 1.5	<1.0
Renewal gap	>1.0	0.5 – 1.0	<0.5



## Risk assessment

Financial Sustainability Indicators	Financial Year					5 year average
	2018/19*	2019/20*	2020/21*	2021/22*	2022/23**	
Net result	25.1%	4.4%	-0.9%	41.3%	11.1%	16.2%
Adjusted underlying result 1	-0.2%	-3.7%	-13.7%	5.6%	-4.9%	-3.4%
Liquidity	5.0	5.1	2.9	3.1	4.6	4.2
Internal financing	144.2%	151.3%	128.1%	122.9%	138.2%	136.9%
Indebtedness	0.5%	1.2%	1.1%	1.1%	0.9%	0.9%
Capital replacement	2.9	1.4	2.1	5.6	4.4	3.3
Renewal gap	2.2	1.2	1.9	5.4	1.9	2.5

Source: VAGO

\* Based on VAGO reports

\*\* Based on the audited results calculated by BoQ

<sup>1</sup> Net result and the adjusted underlying result are impacted by accounting adjustments, one-off transactions and timing of operating grants.

### 2022–23 Performance Statement

The 2022–23 Performance Statement has been prepared based on the “Local Government Better Practice Guide Performance Statement 2022–23” issued by Local Government Victoria.

The performance statement includes the results of the prescribed sustainable capacity, service performance, financial performance indicators and measures, together with a description of the municipal district and an explanation of material variations in the results.

Council has performed well against all performance indicators; this is especially evident when the performance is considered in conjunction with the supporting comments.

### Auditor-General’s audit opinion

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



- Based on the evidence assessed as part of the audit, Crowe Australasia expects to conclude that both the Borough of Queenscliffe's financial report and its performance statement are presented fairly, and consequently expect to issue unmodified audit opinions;
- The auditors have identified a reclassification difference of \$29,332 in the financial statements between the accounting system and the debtor management system as a result of changes in the systems. In addition, a small number of minor presentation and disclosure changes in the financial report and performance statement have also been highlighted by the auditors. The Council's management team has subsequently adjusted all these differences; and
- Audit procedures did not identify any unadjusted differences. VAGO expects to issue unmodified audit opinions.

#### Governance and Management Checklist

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

Council has met all qualitative measures included in the governance and management checklist as at 30 June 2023.

#### Audit and Risk Committee

Council's Audit and Risk Committee has reviewed the audited financial statements, performance statement and the governance and management checklist at its meeting held on 12 September 2023 and recommended that Council adopt the financial report and performance statement in principle.

The related recommendations from the Audit and Risk Committee meeting are included in the Agenda Item 6.3 of this Council meeting.

#### **Options**

1. That Council adopts the 2022–23 Performance Statement and the 2022–23 Financial Statements as presented.
2. That Council request Officers to make further amendments the 2022–23 Performance Statement and the 2022–23 Financial Statements if required.



## **Communications and Engagement**

### Community Engagement

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

### Collaboration

The 2022–23 Performance Statement has been prepared based on the Local Government Better Practice Guide Performance Statement 2022–23, issued by Local Government Victoria. The 2022–23 General Purpose Financial Statements have been prepared in line with the Local Government Model Financial Report 2022–23, issued by Local Government Victoria.

## **Governance Context**

### Relevant Law

Section 98 of the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

### Charter of Human Rights

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

### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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 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.

### Legal and Risk Implications

Financial report and the performance statement provide useful information to Councillors and officers in managing the organisation's risks.

### 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

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

### Financial and resource implications

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

### Innovation and Continuous Improvement

Format of the performance statement, the financial statements and governance and the management checklist will be further improved in line with the 2022–23 annual report design.

## **Implementation**

### Operational Impacts

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

### Implementation Process

Not applicable.





### **Attachments**

1. 2022 - 23 Annual Financial Report [**16.3.1** - 57 pages]
2. 2022 - 23 Performance Statement [**16.3.2** - 11 pages]
3. 2022 - 23 Governance and Management Checklist [**16.3.3** - 4 pages]



## **17. Signing & Sealing of Documents**

No reports to consider.

## **18. Questions Without Notice**

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

No Questions Without Notice are outstanding.

### **18.2. Questions Without Notice**

Nil.

## **19. List of Council Meetings**

### Planning Review Meeting

Wednesday 11 October at 7:00pm (if required)

### Ordinary Meeting of Council

Wednesday 25 October at 7:00pm  
Queenscliff Town Hall

### Councillor Listening Post

Sunday 29 October at 11:00am to 12:00pm  
Queenscliff Market

## **20. Closed Session of Meeting**

The chair will close the meeting to consider confidential items.



## RESOLUTION

### **Cr Ross Ebbels / Cr Michael Grout**

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

#### **20.1. Event Sponsorships Applications 2023**

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

#### **20.2. CEO Interim Performance Review**

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

**CARRIED UNANIMOUSLY**

## **21. Ratification of Confidential Items**

Having considered confidential items, the Chair will resume the meeting.

## RESOLUTION

### **Cr Ross Ebbels / Cr Michael Grout**

That Council reopen the meeting and resume standing orders.

**CARRIED UNANIMOUSLY**

## RESOLUTION

### **Cr Donnie Grigau / Cr Michael Grout**

That the decisions made in camera be ratified by Council.

**CARRIED UNANIMOUSLY**



## **22. Close of Meeting**

Cr Isabelle Tolhurst declared the meeting closed at 8:05pm.



## 23.1. 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.*

<b>Informal Meeting</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
<b>Councillor Assembly Briefing</b> 23 August 2023 2:30pm – 3:00pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Minty	Martin Gill, CEO Carly Douglas, AMC Abbey Tatterson, AMC Steve Ward, AMC Stuart Hansen, MIE	1. Night tide event evaluation	Nil.
<b>CEO &amp; Councillor Meeting</b> 23 August 2023 3:00pm – 3:30pm	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Minty	Martin Gill, CEO	1. Response to public questions	Nil.



<b>Informal Meeting</b>	<b>Councillors</b>	<b>Officers</b>	<b>Agenda items</b>	<b>Conflict of interest disclosures</b>
Wirrng Wirrng				
<b>CEO &amp; Councillor Meeting</b> 30 August 2023 12:30pm – 1:10pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO	1. Community Engagement workshop 2. Review of The Voice event and community engagement 3. Climate Emergency Response Plan two year review 4. Draft Active Transport Strategy 5. Bushfire risk 6. Dog beach fence	Nil.
<b>CEO &amp; Councillor Meeting</b> 13 September 2023 12:35pm – 1:10pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO	1. Queenscliffe Maritime Museum Asbestos removal project update 2. Container Deposit Scheme	Nil.
<b>Councillor Assembly Briefing</b> 13 September 2023 2:35pm – 5:00pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPC Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, AMC Carly Douglas, AMC	1. Planning Application 2022/044 at 6 McDonald Road, Queenscliff: Peer Review Report 2. 2022/23 year-end financial result 3. Event Sponsorship Applications 2023	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
		Steve Ward, AMC Brydon King, SP		
<b>G21 Regional Plan Briefing</b> 20 September 2023 10:45am – 11:35am Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau	Martin Gill, CEO Tim Crawford, MPC Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, AMC Carly Douglas, AMC Steve Ward, AMC	1. G21 Regional Plan	Nil.
<b>CEO &amp; Councillor Meeting</b> 20 September 2023 12:35pm – 1:10pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO	1. Government Grants 2. Point Lonsdale Lighthouse Reserve temporary fence and community update 3. Bunny woods 4. Dog beach fence and signage	Nil.
<b>Councillor Assembly Briefing</b> 20 September 2023 2:37pm – 5:55pm Wirrng Wirrng	Cr Tolhurst, Mayor Cr Ebbels Cr Grout Cr Grigau Cr Minty	Martin Gill, CEO Tim Crawford, MPC Stuart Hansen, MIE Abbey Tatterson, AMC Steve Ward, AMC Rebecca Petit-Bramwell, CERP	1. Fisherman’s Flat Heritage Review 2. Draft Governance Rules 3. Barwon South West Climate Alliance Membership 4. Draft Active Transport Strategy Communications plan and next steps	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
		Jenni Walker, HR&GC Makenna Bryon, CC		

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





## 23.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
23/8/23	<p><b>Public Question 14 from Ian Royce</b></p> <p>Further to my question regarding faeces and food ground into the paths in Hesse st.</p> <p>Please see the attached pictures I took today of the disgusting state of our paths and this is after recent heavy rain.</p> <p>Council seem to be able to find funds for a politically biased forum costing at least \$4,000 but we NEVER wash the paths in Hesse st unless there is a one off spill. Can I remind council that this town relies heavily on its historic ambiance to attract tourists. Having faeces, chewing gum and other foods ground into our paths severely detracts from the image that we surely hope to project.</p> <p>Will council accept that we need to wash our paths as a basic cleaning standard at least once prior to the high tourist season and in the weeks following the high season... as a minimum! Surely we hear there is the Will there is a way.</p>	Question taken on notice.	Response sent on 1 September 2023, see attachments

### Attachments

1. Letter to Ian Royce [23.2.1 - 1 page]