

# Borough of Queenscliffe

## Ordinary Meeting of Council

### Agenda

Wednesday 30 April 2025 at 6:30PM

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

This meeting is being held on the traditional lands of the Wadawurrung people, we wish to acknowledge them as the traditional custodians and pay our respects to their elders past and present. We extend that respect to all members of our community.



## **Distribution List**

### **Councillors**

Cr Hélène Cameron  
Cr Donnie Grigau  
Cr Brendan Monahan, Deputy Mayor  
Cr Di Rule, Mayor  
Cr Isabelle Tolhurst

### **Officers**

Martin Gill, Chief Executive Officer  
Tim Crawford, Manager Community & Regulatory Services  
Stuart Hansen, Manager Infrastructure & Environment  
Gihan Kohobange, Manager Finance & ICT Services  
Abbey Tattersson, Manager Customer Experience  
Makenna Bryon, Communications Coordinator  
Jenni Walker, HR & Governance Coordinator  
Jackie Fletcher, EA to the CEO, Mayor & Councillors

## **Public Attendance**

Under section 66 of the *Local Government Act 2020*, Council Meetings are open to the public unless specified circumstances apply. Members of the public can also view proceedings remotely by watching the live stream available at [Council's YouTube channel](#).

## **Governance Rules**

The Borough of Queenscliffe Governance Rules define the procedure for which Council Meetings are operated. The Rules can be read in full at [Council's website](#). In accordance with the 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.

PLEASE NOTE THAT THE MATERIAL CONTAINED WITHIN THIS AGENDA DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL.



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## **1. Opening of Meeting**

This meeting is being held on the traditional lands of the Wadawurrung people, we wish to acknowledge them as the traditional custodians and pay our respects to their elders past and present. We extend that respect to all members of our community.

## **2. Present & Apologies**

## **3. 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**

Nil.

## **5. Public Question Time**

### **5.1. Public Question Status Update**

At the Ordinary Meeting of Council on 26 March 2025, 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**

*The Chair will accept public questions which comply with Council's Public Question Time [Guidelines](#).*

*Public questions must be written and received by the Chief Executive Officer no later than 4 hours prior to 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 [Council's website](#), via email to [info@queenscliffe.vic.gov.au](mailto:info@queenscliffe.vic.gov.au), via post or in person by completing a Public Question Time Form.*

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

### **6.1. Ordinary Council Meeting on 26 March 2025**

A copy of the minutes from the Ordinary Council Meeting on 26 March 2025 was distributed to Councillors under separate cover.

#### **RECOMMENDATION**

That the minutes of the Ordinary Council Meeting on 26 March 2025, as distributed, be confirmed as an accurate record.

### **6.2. Ordinary Council Meeting on 26 March 2025 Confidential Minutes**

A copy of the previous confidential minutes from the Ordinary Council Meeting on 26 March 2025 was distributed to Councillors under separate cover.





## **RECOMMENDATION**

That the confidential minutes of the Ordinary Council Meeting on 26 March 2025, 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.

- 18 March 2025 – Councillor meeting with various community groups
- 26 March 2025 – CEO & Councillor briefing
- 1 April 2025 – Councillor meeting with various community groups
- 9 April 2025 – Councillor Assembly briefing
- 15 April 2025 – Budget 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**

An update on the following Notices of Motion is provided in adjunct to item 8.1 to this agenda:

- Notice of Motion number 2025/594: Graffiti Management Policy for the Borough of Queenscliffe
- Notice of Motion number 2025/595: Formal Partnership with Borough's Museums
- Notice of Motion number 2025/596: Developing a consistent approach to Urban Design and Public Realm Assets in the Borough





## **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 18 March and 17 April 2025.

Date	Meeting or Function
19 March 2025	Meeting with Sea All Dolphins (Cr Rule)
19 March 2025	Official Opening of the New Pickleball courts at Queenscliff Bowling Tennis and Croquet Club (Cr Rule, Cr Cameron & Cr Tolhurst)
21 March 2025	Neighbourhood Battery Program meeting with Alison Marchant MP & Mondo (CEO & Cr Rule)
21 March 2025	Meeting with Fr Stephen Pollock (Cr Rule)
23 March 2025	Mini Moke Shine Day (Cr Rule)
24 March 2025	Bellarine Wellbeing Connect Meeting via videoconference (CEO)
24 March 2025	Lived Experience Disability Group meeting (CEO & Cr Grigau)
25 March 2025	Meeting with the Point Lonsdale Civic Association (CEO, Cr Rule, Cr Grigau & Cr Cameron)
24 March 2025	Tourism Greater Geelong and The Bellarine Member Forum (Cr Monahan)
28 March 2025	Queenscliff Football Netball Club Season Launch (Cr Rule)
1 April 2025	Meeting with the Queenscliff Coast Guard (CEO)
1 April 2025	Meeting with the Return Service Leage (RSL) President regarding ANZAC preparations (Cr Rule)
1 April 2025	Meeting with Department of Health (CEO)
7 April 2025	Meeting with Alison Marchant MP (CEO, Cr Rule, Cr Tolhurst & Cr Cameron)
8 April 2025	Council's Community Vision drop-in session #1 (CEO)
8 April 2025	Interviews for the appointment of an Independent Advisor to the CEO Employment & Remuneration Advisory Committee (All Councillors)
8 April 2026	Council's Community Vision drop-in session #2 (CEO)
9 April 2026	Geelong Regional Library Corporation Leaders are Reader's event (CEO)



10 April 2025	Point Lonsdale Surf Life Saving Club Groms Program Exhibition for the Australian Sports Commission (CEO, Cr Rule & Cr Tolhurst)
10 April 2025	Meeting with the Chair of the Audit & Risk Committee (CEO)
11 April 2025	Beach Access come & try day event (Cr Rule & Cr Monahan)
11 April 2025	Cottage By the Sea Race Day at Geelong Racecourse (Cr Rule)
11 April 2025	Geelong Regional Library Corporation Turning the Page Executive Steering Committee Meeting (CEO)
11 April 2025	Swan Bay Environment Association Inc. Annual General Meeting (Cr Rule & Cr Tolhurst)
11 April 2025	Meeting with residents regarding foreshore vegetation management (CEO)
14 April 2025	Borough of Queenscliffe Audit & Risk Committee Meeting (CEO, Cr Rule & Cr Tolhurst)
16 April 2025	Meeting with Bellarine Community Health CEO, Kathy Russell & Rodney Slattery (Cr Rule)
16 April 2025	Lunch with the Senior Citizens Group (Cr Rule & Cr Grigau)

## **RECOMMENDATION**

That the Functions Attended report be received.



## 11. Chief Executive Officer

### 11.1. Chief Executive Officer Report for April 2025

#### **Purpose**

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

#### **Executive Summary**

##### *Beach Matting Trial*

Following adoption of the Implementation Plan on 11 December 2024 for Council's Access and Inclusion Plan 2024–2025, beach matting was installed on 27 February 2025. This wheelchair accessible matting is located between the Searoad Ferry Terminal and Queenscliff Pier. Preparatory work, including sourcing suppliers for the beach mat, occurred during December and January. An accessible portable toilet was also installed to complement the beach mat experience for users.

'Come and try' days took place on 29 March 2025 and 11 April 2025 where mobility equipment was on offer to improve the access experience for users and provide the opportunity to engage with stakeholders. These days were successful and provided valuable learnings for future use.

On 28 April 2025 the formal trial of the beach matting will end. Due to its popularity with beach walkers, officers are reviewing if the beach matting can be left in place for a longer period or whether it needs to be removed and stored for installation later in 2025. The portable access toilets will be removed at the same time the portable toilets at Loch Street and the Dog Beach are removed. An evaluation report of the Beach Mat Trial will be prepared in May 2025.

##### *Country Fire Authority*

The Country Fire Authority (CFA) in Queenscliff is actively involved in various fire prevention and community safety initiatives. The CFA also plays a crucial role during



the Fire Danger Period, which typically runs from November to May. During this time fire restrictions are in place to prevent bushfire.

Wednesday 2 April 2025 marked 80 years since the CFA was established as an authority in the wake of the 1939 Black Friday fires and the subsequent Stretton Inquiry. This is a significant milestone for the CFA, one which represents the commitment and dedication of thousands of volunteers and staff who have responded to bushfires, road crash rescues, floods, structure fires and other emergencies during some of Victoria's darkest days.

The volunteer brigade movement has been around in Victoria for more than 170 years with the earliest brigades emerging on the Goldfields in the 1850s.

Council acknowledges the anniversary and all those who have contributed to the long legacy of supporting community. The CFA could not achieve this without the support from the emergency service partners and the many stakeholders who help in preparing and protecting their communities.

You can view more history about CFA and their members [here](#).

### Current Consultation

#### *Reviewing our Community Vision*

Council is currently conducting a review of our Community Vision 2021–2031.

[To read our current Vision, click here.](#)

The Victorian *Local Government Act 2020* requires councils in Victoria to create a Community Vision in addition to a Council Plan. A Community Vision is a document that aims to produce a consistent, long-term vision for our community's future, a guide to direct successive councils and the community as a whole to work together. Our current Community Vision was created through extensive consultation with our community in 2021 and will continue for 10 years.

Members of our community are encouraged to complete a survey asking for your feedback to determine whether the Borough's 2021–2031 Community Vision continues to reflect the community's aspirations and priorities for Council.



Consultation is open until 2 May 2025.

## **RECOMMENDATION**

That Council:

1. Receives the Chief Executive Officer Report for April 2025.
2. Notes the Beach matting trial in Queenscliff.



## 12. Heritage, Planning & Infrastructure

<b>12.1.</b>	<b>Planning Permit Activity Report</b>
<b>Author:</b>	<b>Senior Planner</b>
<b>Portfolio:</b>	<b>Heritage, Planning &amp; Infrastructure Cr Rule</b>

### 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 17 April 2025.

<b>CATEGORY</b>	<b>TALLY</b>
Current applications	6
Applications finalised since last report	10
New applications received since last report	12
<b>Total number of active permit applications</b>	<b>15</b>
VCAT matters yet to be determined	1
Development Plan & Planning Scheme Amendment Summary Report	2

### Note

The attached planning activity reports includes the number of objections received against a planning permit application. In accordance with the Planning Applications Protocol 9 May 2023, a Council briefing occurs where planning permit applications receive four (4) or more objections.

### RECOMMENDATION

That the Planning Permit Activity Report be received.





## a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023062	12/09/2023	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a six (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	9	Application on hold: applicant to provide CHMP
PA2024028	30/07/2024	3 Yacht Club Road Swan Island	Works associated with the removal and reconstruction of a wharf	0	Requirements of DEECA being responded to and under consideration
PA2024044	25/09/2024	42 Fellows Road Point Lonsdale	Construction of two double storey dwellings, subdivision of the land into two (2) lots, removal of native vegetation and variation to the side setback requirements of Design and Development Schedule 4	13	Applicant reviewing options for amended application to respond to issues raised in objections
PA2024054	28/11/2024	18 The Esplanade Queenscliff	Alterations and extensions to an existing three storey dwelling and variation to the front setback requirements of Design and Development Overlay Schedule 3	8	Applicant reviewing options for amended application to respond to issues raised in objections
PA2025003	20/01/2025	4 Scarborough Close Queenscliff	Alterations and extensions (two storey) to an existing dwelling and removal of native vegetation	0	Under consideration
PA2025010	21/02/2025	159 Point Lonsdale Road Point Lonsdale	Works associated with extensions to the lawn cemetery and construction of roads in a Heritage Overlay	2	Under consideration



## **b. Applications Finalised Since Last Report**

<b>App. No</b>	<b>Date Received</b>	<b>Address</b>	<b>Proposal</b>	<b>Status</b>
A PA2024007-2	07/03/2025	3 Queen Street Queenscliff	AMENDMENT: Construction of a dwelling and variation to the site coverage and side setback requirements of Design and Development Overlay Schedule 1	Amended permit issued
PA2025007	10/02/2025	1 Hygeia Drive Queenscliff	Use and development of a Place of Assembly, buildings and works and reduction in car parking	Withdrawn by applicant
PA2025008	13/02/2025	18 Lockwood Street Point Lonsdale	Construction of a dwelling and removal of native vegetation	Permit issued
PA2025009	17/02/2025	1 Bailey Street Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling	Permit issued
PA2025011	28/02/2025	50 Stevens Street Queenscliff	Alterations and extensions to a dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 1 and construction of a front fence	Permit issued
PA2025012	28/02/2025	38 Ocean Road Point Lonsdale	Alterations and extensions (two storey) to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay Schedule 4	Permit issued
PA2025013	11/03/2025	22 Lockwood Street Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
PA2025014	24/03/2025	42 Learmonth Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage overlay on a lot less than 300m2 and variation to the site coverage requirements of Design and Development Overlay Schedule 1	Permit issued
VS2500007	27/03/2025	10-12 Lawrence Road Point Lonsdale	Removal of native vegetation (street tree)	Permit issued
VS2500008	07/04/2025	49 Nelson Road Queenscliff	Removal of native vegetation (street tree)	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>
PA2025014	24/03/2025	42 Learmonth Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage overlay on a lot less than 300m2 and variation to the site coverage requirements of Design and	0	Permit issued



App. No	Date Received	Address	Proposal	No. of objections	Status
			Development Overlay Schedule 1		
PA2025015	20/03/2025	75 Nelson Road Queenscliff	Construction of two dwellings, subdivision of the land into two lots and variation to the site coverage requirements of Design and Development Overlay Schedule 5	0	Further information requested 4 April 2025
PA2025016	27/03/2025	40 Stevens Street Queenscliff	Alterations and extensions to an existing dwelling and variation to the site coverage, front and side setback requirements of Design and Development Overlay Schedule 1	0	Further information requested 1 April 2025
VS2500007	27/03/2025	10-12 Lawrence Road Point Lonsdale (road reserve)	Removal of native vegetation (street tree)	N/A	Permit issued
PA2025017	01/04/2025	90 King Street Queenscliff	Display signage in the road reserve	0	Further information requested 14 April 2025
PA2025018	02/04/2025	66 Fellows Road Point Lonsdale	Construction of a two storey dwelling, pergola and front fence	2	Public notification
A 2012-091-1	02/04/2025	2A Cheshunt Street Point Lonsdale	AMENDMENT: Alterations (decks) to an existing dwelling	0	Further information requested 16 April 2025
A 2021-088-2	04/04/2025	56 Baillieu Street Point Lonsdale	AMENDMENT: Alterations and extensions to an existing dwelling	0	Further information requested 7 April 2025
VS2500008	07/04/2025	49 Nelson Road Queenscliff	Removal of native vegetation in the road reserve	N/A	Permit issued
PA2025019	11/04/2025	66 King Street Queenscliff	Construction of a two storey dwelling and outbuilding	0	Further information requested 15 April 2025
VS2500009	16/04/2025	34 Hesse Street Queenscliff	Display business identification signage	N/A	Initial assessment
VS2500010	16/04/2025	5A Flinders Street Queenscliff	Additions to an existing deck	N/A	Initial assessment



#### d. VCAT Applications

App. No	Date Received	Address	Proposal	Status
PA2022-044	05/12/2023	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	VCAT application for review lodged by applicant VCAT hearing 4 & 5 February 2025 (waiting on outcome)

#### e. Development Plan & Planning Scheme Amendment Summary Report

Reference no.	Details	Status
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
DP2	Queenscliff Ferry Terminal (1 Wharf Street East, Queenscliff): Proposed amendment to incorporate an all abilities public access pathway to the beach	Not supported by DEECA – application to be withdrawn

#### **LEGEND**

PA Planning permit application

VS VicSmart application

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

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

**Bold text** Officer delegation removed



<b>12.2.</b>	<b>Murray Road Shared Use Project</b>
<b>Author:</b>	Manager Infrastructure & Environment
<b>Portfolio:</b> <b>Councillor:</b>	Heritage, Planning & Infrastructure Cr Rule

### **Purpose**

The purpose of this report is to provide an update on the Murray Road shared use project and seek a resolution for the short and long-term future of the project.

### **Executive Summary**

*Portfolio 4: Heritage, planning and infrastructure*

*Strategic Objective: To protect our distinctive coastal, cultural and built environment, and provide sustainable, suitable infrastructure*

*Priority 6: Facilitate walking, cycling and active transport*

The Murray Road shared use project is a key priority in Council's Active Transport Strategy. It has been subject to significant community consultation dating back to 2019. However, the concept options developed to date have been unsuccessful in meeting the objectives of the Active Transport Strategy while balancing the expectations of the community. The aim of this report is to seek a resolution for the short and long-term future of the project.

### **RECOMMENDATION**

That Council requests officers to:

- a) Install wayfinding signage at strategic locations along Murray Road.
- b) Develop a project management plan for an infrastructure solution that separates cyclists and pedestrians from cars along Murray Road.
- c) Brief Council with an update on the project management plan for Murray Road pursuant to section b) of this resolution.



## REPORT

### Background

Murray Road is considered a key missing link within the Bellarine Rail Trail between Geelong and Queenscliff Harbour. While a road link exists, it requires pedestrians and cyclists to mix with traffic, on what is currently a 50km/h residential street.

Finishing the missing link in the Bellarine Rail Trail is listed as a key strategy in Council's Active Transport Strategy 2023–2033. Five concepts were developed regarding this missing link, and extensive community consultation was undertaken to help determine the community's preferred option.

Between March and April 2024, Council invited the community to provide their thoughts on the following five options for Murray Road:

- Traffic Calming
- Shared Path along Southern Boundary
- One Way Arrangement
- Partial Road Closure
- Status Quo

At the Ordinary Meeting of Council on 22 May 2024, following the community engagement, Council resolved to:

- a. *Request officers to prepare a detailed design (construction stage) for traffic calming, inclusive of:*
  - *Installation of speed cushions*
  - *Installation of street lighting*
  - *Speed limit reduction to 40km/h*
  - *Improved directional signage*
- b. *On completion of the detailed design, undertake direct engagement with primary stakeholders impacted by the proposed traffic calming arrangements including residents and owners of properties that abut Murray Road: and*
- c. *Requests officers brief Council on the outcome of the direct engagement*



*with the stakeholder engagement undertaken pursuant to section b) of this resolution.*

The direct engagement requested by Council was undertaken in August 2024 and Councillors were briefed on the outcomes in a meeting dated 4 September 2024. The feedback from this engagement showed that 61% of residents did not support the proposed installation of traffic calming along Murray Road. The most common theme was an aversion to the lighting that would be required to support the installation. Other concerns were raised including impacts on noise, amenity, safety, and a failure to provide separation for active transport users.

Upon consideration of the second round of engagement results, Councillors requested that officers consider further alternative treatments that complete the missing link, while balancing the concerns of the community identified through the engagement process.

### **Discussion**

The Murray Road shared use project has been subject to significant community consultation dating back to 2019. A briefing was provided to the current Council on 9 April 2025 that provided an overview of the options available, the results of previous community engagement, and discussed the next steps required in the project.

### **Short-Term Options**

It was identified that some options could be implemented quickly, at little cost, and were not reliant on other decisions being made on the future of Murray Road. Two recurring examples are detailed below:

#### Wayfinding Signage

Improved directional signage was a consistent theme highlighted during the various community engagement sessions. This action would help improve the experience for users of the Bellarine Rail Trail with low upfront and ongoing costs, and minimal impact on the surrounding environment or amenity.

#### Speed Limit Reductions

Reducing the speed limit to 40km/h is another potential option that could be implemented with little turnaround. However, without complementary infrastructure





such as traffic calming, and a potential lack of police enforcement, this option is unlikely to be effective, and is therefore not recommended.

### **Long-Term Options**

Council officers remain committed to identifying a solution to completing the missing link in the Bellarine Rail Trail in line with the recommendations of the Active Transport Strategy, by:

- Providing separation between cyclists, pedestrians, and cars
- Reducing conflict between road users
- Improving safety

These objectives must be met without compromising the needs and expectations of the community. Unfortunately, the options developed to date have not been successful in balancing these priorities.

It is recommended that Council officers undertake investigations and planning for an option that provides full separation between active transport users and motor vehicles, in order to meet the objectives of the Active Transport Strategy. It is unlikely that this would include any infrastructure located on the southern side of the road due to safety and amenity impacts. This proposal will require the development of a detailed project management plan in line with Council's Project Management Framework. This framework has a number of stages that require Council approval to ensure a thorough, open, and transparent process. It would also require a detailed feasibility study to be undertaken prior to approval to adequately define expected costs of the project, and the extent of any environmental impacts.

### **Options**

1. Install wayfinding signage at strategic locations along Murray Road.
2. Install speed limit reductions to 40km/h along Murray Road.
3. Develop a project management plan for an infrastructure solution that separates cyclists and pedestrians from cars along Murray Road.

It should be noted that the options discussed in the Background section of this report are not considered feasible options at this stage as they do not adequately balance the objectives of the Active Transport Strategy with the expectations of the community.



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

While the matters in this report do have a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

### Audit and Risk Committee

Not applicable.

### Regional, State and National Plans and Policies

Not applicable.

### Legal and Risk Implications

There are no legal or risk implications associated with report.

### Related Documents

Active Transport Strategy

Active Transport Strategy Implementation Plan



### Disclosure of Interest

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

### **Considerations**

#### Environmental Sustainability

There are no environmental sustainability implications associated with this report.

#### Financial and Resource Implications

This project will be delivered using existing Council resources.

#### 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



## 13. Governance & Finance

<b>13.1.</b>	<b>Review of Council Policies</b>
<b>Author:</b>	HR & Governance Coordinator
<b>Portfolio:</b> <b>Councillor:</b>	Governance & Finance Cr Tolhurst

### Purpose

The purpose of this briefing is to present to Council six (6) revised Council policies for consideration, as follows:

- CP001 Asset Management
- CP003 Community Engagement
- CP024 Memorials and Plaques
- CP037 CCTV in Public Places
- CP053 CEO Employment and Remuneration
- CP054 Victoria Park

### 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*

#### CP001 Asset Management

This policy was first adopted in April 2004 and last revised in July 2021. The purpose of this policy is to set out Council's commitment to manage and care for its assets in a way that assists its vision, and meets the needs of the community, both now and in the future.

### RECOMMENDATION

That Council adopts the revised policy CP001 Asset Management as presented.



### CP003 Community Engagement

This policy was first adopted in September 2014 and last revised in December 2022.

The Community Engagement Policy has the following purposes:

- a) to outline Council's commitment to engaging with the community;
- b) to provide guidance to the organisation in undertaking community engagement and consultation activities;
- c) to inform the Queenscliffe community about Council's approach to community engagement and consultation; and
- d) to foster high quality engagement practices across the organisation.

### **RECOMMENDATION**

That Council presents the revised policy CP003 Community Engagement to the community for a period of community consultation of no less than four weeks' duration.

### CP024 Memorials and Plaques

This policy was first adopted in November 2013 and last revised in February 2021. From time to time, the Borough of Queenscliffe receives requests from members of the community and local associations to install plaques, memorials or commemorative trees to commemorate people or events significant to the area. The purpose of this policy is to provide a framework for the approval and installation of such plaques and memorials.

### **RECOMMENDATION**

That Council adopts the revised policy CP024 Memorials and Plaques as presented.

### CP037 CCTV in Public Places

This policy was adopted in October 2017. At that time CCTV was used at the boat ramp in Queenscliff, but has not been used since the boat ramp upgrade. Wirrng Wirrng (The Hub) has been built to have the capacity for CCTV to be installed but it is currently not installed. This means currently there is no Council-operated CCTV in the Borough.



## **RECOMMENDATION**

That Council adopts the revised policy CP037 CCTV in Public Places as presented.

### CP053 CEO Employment and Remuneration

This policy was first adopted in November 2021 and last revised in February 2024. The policy is a requirement of the *Local Government Act 2020*, and provides the arrangements for CEO recruitment, appointment, contract arrangements, performance monitoring and performance appraisal.

## **RECOMMENDATION**

That Council adopts the revised policy CP053 CEO Employment and Remuneration as presented.

### CP054 Victoria Park

This policy was first adopted in August 2022 and last revised in August 2023. The purpose of this policy is to set out the principles Council will use to manage Victoria Park to protect the environmental values and enhance the amenity of Victoria Park for all users.

## **RECOMMENDATION**

That Council presents the revised policy CP054 Victoria Park to the community for a period of community consultation of no less than four weeks' duration.



## REPORT

### **Background**

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

### **Discussion**

The proposed changes have been provided in draft form for the policy under review.

#### *CP001 Asset Management*

This policy was first adopted in April 2004 and last revised in July 2021. The purpose of this policy is to set out Council's commitment to manage and care for its assets in a way that assists its vision, and meets the needs of the community, both now and in the future.

Significant changes have been made to this policy to better reflect Council's current practice, incorporate feedback from the recent Asset Management internal audit, and to better align the policy with current best practice.

The draft policy with proposed changes is attached.

#### *CP003 Community Engagement*

This policy was first adopted in September 2014 and last revised in December 2022.

The Community Engagement Policy has the following purposes:

- a) to outline Council's commitment to engaging with the community;
- b) to provide guidance to the organisation in undertaking community engagement and consultation activities;
- c) to inform the Queenscliffe community about Council's approach to community engagement and consultation; and
- d) to foster high quality engagement practices across the organisation.

It was subject to review by the Internal Auditors in 2024.





The two significant changes (other than minor wording changes) are a result of recommendations from the internal audit. These are to include a Roles and Responsibilities section and an Evaluation section.

The draft policy with proposed changes is attached.

#### CP024 Memorials and Plaques

This policy was first adopted in November 2013 and last revised in February 2021. From time to time, the Borough of Queenscliffe receives requests from members of the community and local associations to install plaques, memorials or commemorative trees to commemorate people or events significant to the area. The purpose of this policy is to provide a framework for the approval and installation of such plaques and memorials.

Only minor wording changes are being proposed, along with some changes to provide improved clarification, including trying to make it as clear as possible all decisions for memorials and plaques rests with Councillors.

The draft policy with proposed changes is attached.

#### CP037 CCTV in Public Places

This policy was adopted in October 2017. At that time CCTV was used at the boat ramp in Queenscliff, but has not been used since the boat ramp upgrade. Wirrng Wirrng (The Hub) has been built to have the capacity for CCTV to be installed but it is currently not installed. This means currently there is no Council-operated CCTV in the Borough.

Minor changes are being proposed to the policy to incorporate current best practice.

The draft policy with proposed changes is attached.

#### CP053 CEO Employment and Remuneration

This policy was first adopted in November 2021 and last revised in February 2024. The policy is a requirement of the *Local Government Act 2020*, and provides the arrangements for CEO recruitment, appointment, contract arrangements, performance monitoring and performance appraisal.



The only proposed change is to reflect the recent Council resolution to appoint all five Councillors to the CEO Employment and Remuneration Advisory Committee.

The draft policy with proposed changes is attached.

#### CP054 Victoria Park

This policy was first adopted in August 2022 and last revised in August 2023. The purpose of this policy is to set out the principles Council will use to manage Victoria Park to protect the environmental values and enhance the amenity of Victoria Park for all users.

The significant changes (other than minor wording changes) are:

- Remove the restricted camping category;
- Extend camping times from 1 December to 30 April each year to 1 September to 30 April each year;
- Remove low impact camping references;
- Allow camping in certain areas of Victoria Park between 30 April and 1 September to manage any needs issues between campers and use of the football field (for Queenscliff home games);
- Remove reference to fencing between vegetation and camping;
- Remove reference to Council's Climate Emergency Response Plan and Wadawurrung Healthy Country Plan with respect to long-term environmental management of the park;
- Remove reference to reviewing policy with consideration to the appropriateness of camping in the park;
- The appendix (camping map) has been updated to reflect the above.

The draft policy with proposed changes is attached.

#### **Options**

1. Adopt the revised policies as presented.
2. Request changes to the policy(s) as presented.

#### **Communications and Engagement**

##### Community Engagement

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



### Collaboration

Officers have benchmarked with other councils in the region and across the state.

## **Governance Context**

### Relevant Law

Local Government Act 2020

### Charter of Human Rights

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

### Gender Equality Act 2020

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

### Audit and Risk Committee

Proposed changes to CP001 Asset Management were presented to Council's Audit & Risk Committee at its meeting on 14 April 2025.

### Regional, State and National Plans and Policies

Not applicable.

### Legal and Risk Implications

Regular review of policies assists with mitigating legal risks and other risks.

### Related Documents

Council Plan 2021–2025

CP001 Asset Management

CP003 Community Engagement

CP024 Memorials and Plaques

CP037 CCTV in Public Places

CP053 CEO Employment and Remuneration

CP054 Victoria Park



### Disclosure of Interest

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

## **Considerations**

### Environmental Sustainability

There are no environmental sustainability implications associated with this report.

### Financial and Resource Implications

There are no financial or recourse implications associated with this report.

### Innovation and Continuous Improvement

Officers have reviewed the proposed policies against various standards and applicable best practice guidelines.

## **Implementation**

### Operational Impacts

There are no operational impacts associated with this report.

### Implementation Process

This project will be delivered by existing staff and resources.

## **Attachments**

1. DRAFT CP001 Asset Management - Track changes [**13.1.1** - 8 pages]
2. DRAFT CP001 Asset Management [**13.1.2** - 6 pages]
3. DRAFT CP003 Community Engagement - Track changes [**13.1.3** - 8 pages]
4. DRAFT CP003 Community Engagement [**13.1.4** - 8 pages]
5. DRAFT CP024 Memorials and Plaques - Track changes [**13.1.5** - 4 pages]
6. DRAFT CP024 Memorials and Plaques [**13.1.6** - 4 pages]
7. DRAFT CP037 CCTV in Public Places - Track changes [**13.1.7** - 4 pages]
8. DRAFT CP037 CCTV in Public Places [**13.1.8** - 4 pages]
9. DRAFT CP053 CEO Employment and Remuneration - Track changes [**13.1.9** - 10 pages]
10. DRAFT CP053 CEO Employment and Remuneration [**13.1.10** - 10 pages]
11. DRAFT CP054 Victoria Park DRAFT - Track changes [**13.1.11** - 3 pages]
12. DRAFT CP054 Victoria Park [**13.1.12** - 2 pages]
13. CP054 Appendix 1 Victoria Park Plan 2025 [**13.1.13** - 1 page]



<b>13.2.</b>	<b>Proposed Amendments to Governance Rules</b>
<b>Author:</b>	HR & Governance Coordinator
<b>Portfolio:</b> <b>Councillor:</b>	Governance & Finance Cr Tolhurst

### **Purpose**

The purpose of this report is to present revised draft Governance Rules for Council's consideration and to place the draft Governance Rules on public exhibition seeking community feedback.

### **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*

*Priority 5: Focus on continuous improvement, innovation and the adoption of new technologies that improve customer service*

Council's Governance Rules are a requirement of the *Local Government Act 2020* (section 60) and are in place to ensure that meeting procedures are consistent with good governance principles. It is essential to ensure that the Borough of Queenscliffe Governance Rules reflect community expectations.

The new Council requested amendments be made to the public questions section of the Governance Rules as well as providing better clarification regarding procedural motions. A draft of the updated Governance Rules with these amendments has been prepared for a formal community notification and engagement process.

It should be noted that Model Governance Rules are currently being prepared for the sector by Local Government Victoria (effectively meaning all Victorian councils will have the same governance rules imposed on them). These Model Governance Rules are expected to be in place before the end of 2025 and will displace (supersede) Council's own Governance Rules.



## **RECOMMENDATION**

That Council places the draft Governance Rules on public exhibition and seeks community feedback for a period of no less than four weeks' duration.



## REPORT

### Background

In accordance with the *Local Government Act 2020* councils must adopt Governance Rules which must include rules to address:

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

Any changes to the Governance Rules, other than by Ministerial direction, must be the subject of community consultation prior to being adopted.

### Discussion

The Borough of Queenscliffe Governance Rules were first adopted by Council in August 2020 following the introduction of the *Local Government Act 2020*, which required councils to replace their local law meeting procedures with Governance Rules.

Council's Governance Rules have since been reviewed and amended three times; once in October 2021 with minor amendments; in September 2022 following the release of Ministerial guidelines regarding virtual meetings; and most recently in April 2024.

The following amendments are proposed now for Council's consideration:





<b>Section</b>	<b>Section Description</b>	<b>Proposed Amendment</b>
Division 1 – Agendas	13. Special Council Meeting	Deletion of a typographical error
Division 6 – Points Of Order and Procedural Motions	73. Formal Motions	Insertion of new clause 73(6) – a table summarising common procedural (formal) motions
Division 9 – Questions, Petitions, and Deputations	99. Questions from the public	Addition to clause 99(2) that Borough residents, ratepayers and voters will have priority in answering public questions
Division 9 – Questions, Petitions, and Deputations	99. Questions from the public	Addition to clause 99(3) that a name and address must be provided with a public question (and provisions around disclosure or not of that information)
Division 9 – Questions, Petitions, and Deputations	99. Questions from the public	Insertion of new clause 99(6) that public questions may only be asked of Council and not individual Councillors or officers
Schedule 1	Public question time form	Minor amendments to public question time form

### **Options**

1. Make further amendments to the draft Governance Rules prior to considering public exhibition.
2. Adopt the recommendation as presented.

### **Communications and Engagement**

#### Community Engagement

Council will consult the community regarding aspects of this project.

#### Collaboration

Officers have benchmarked with other Councils in the region.



## **Governance Context**

### Relevant Law

Local Government Act 2020

### Charter of Human Rights

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

### Gender Equality Act 2020

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

### Audit and Risk Committee

Not applicable.

### Regional, State and National Plans and Policies

Not applicable.

### Legal and Risk Implications

There are no legal or risk implications associated with report.

### Related Documents

Council Plan 2021–2025

Governance Rule

Public Question Time Guidelines

### Disclosure of Interest

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

## **Considerations**

### Environmental Sustainability

There are no environmental sustainability implications associated with this report.



### Financial and Resource Implications

There are no financial or recourse implications associated with this report.

### Innovation and Continuous Improvement

Not applicable.

## **Implementation**

### Operational Impacts

There are no operational impacts associated with this report.

### Implementation Process

This project will be delivered by existing staff and resources.

## **Attachments**

1. DRAFT Borough of Queenscliffe Governance Rules [**13.2.1** - 53 pages]



<b>13.3.</b>	<b>Third Quarter Implementation update for the Annual Plan 2024-2025</b>
<b>Author:</b>	Chief Executive Officer
<b>Portfolio:</b> <b>Councillor:</b>	Governance & Finance Cr Tolhurst

### **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 2024–2025 for the period 1 January to 31 March 2025.

### **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 26 June 2024, Council adopted the Annual Plan 2024–2025. The Annual Plan sets out the programs and projects Council plans to deliver over the financial year for the set period.

The Annual Plan sits with the 2024–2025 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 project milestones that Council worked on during the third quarter of the 2024–2025 financial year.

### **RECOMMENDATION**

That Council notes the quarterly report update against the Annual Plan 2024–2025 for the period 1 January to 31 March 2025.



## 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, both of 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 January to 31 March 2025.

### **Discussion**

Council has identified 27 individual actions in the Annual Plan 2024–2025. The table below provides an update against the milestone actions for the third quarter of the 2024–2025 financial year indicated by 'Q3 Milestone'.



Portfolio 1 – Health and Wellbeing

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Bike Park	Infrastructure & Environment	Provide	Seek grant funding for the bike park	In progress
Progress This project is approximately 30% complete.				
Comments <ul style="list-style-type: none"><li>At the Ordinary meeting of Council on 28 February 2024, Council resolved to award Contract 2023/06 Design and Construction of a bike park in Point Lonsdale to Velosolutions Australia Pty Ltd</li><li>The contract was signed under the Council Seal on 16 July 2024 and the contractor began separable portion 1 of the contract being the design portion</li><li>A community engagement drop was undertaken on 6 December at the proposed bike park site, with 50 members of the public, including 30 school aged children, in attendance</li><li>Council has received letters of support for the proposed bike park from the Point Lonsdale Primary School, the Queenscliff Primary School, and a letter of support from Alison Marchant MP.</li><li>Council commenced a Cultural Heritage Management Planning (CHMP) process for the proposed bike park site in February 2025</li><li>Council has submitted a grant application in March 2025 to the Regional Community Sports Infrastructure Fund. Outcomes of the grant program are scheduled to be announced by the State government from July 2025</li></ul>				



Action	Responsibility	Role	Q3 Milestone	Milestone Status
Access & Inclusion Plan 2025–2029	Community & Regulatory Services	Partner	Council formally considers Access & Inclusion Plan for adoption	In progress
Progress This project is approximately 75% complete.				
Comments <ul style="list-style-type: none"><li>At the Ordinary Meeting of Council on 11 September 2024, Council resolved to adopt the Access and Inclusion Plan 2024–2025</li><li>At the Ordinary Meeting of Council on 11 December 2024, Council adopted the Implementation Plan and resolved to install beach matting for a trial period</li><li>The Lived Experience Disability Group (LEDG) has meet on 30 January, 28 February and 24 March 2025</li><li>A draft of the Access &amp; Inclusion Plan 2025–2029 was provided to the CEO on 5 April 2025</li><li>The LEDG is working through the initial CEO Feedback on the draft Access &amp; Inclusion Plan 2025–2029</li></ul>				



Portfolio 2 – Environment

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Prepare Vegetation Management Policy	Infrastructure & Environment	Provide	Draft procedures presented to Council for review	In progress
Progress This project is approximately 90% complete.				
Comments <ul style="list-style-type: none"><li>At the ordinary meeting of Council on 29 January 2025, Council adopted Council Policy CP057 Vegetation Management and requested 4 weeks of Community feedback regarding the policy</li><li>Council received 7 submissions regarding the policy and held a meeting with submitters on 3 March 2025 to hear from interested parties.</li><li>The policy has now been updated to incorporate feedback, and Council was briefed on 9 April 2025.</li><li>A revised policy will be presented to Council at Ordinary Council meeting in May 2025</li><li>Following adoption Council officers will prepare the supporting procedures for Council review</li></ul>				





Portfolio 3: Local Economy

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Golightly Park Development Plan	CEO Office	Provide	Draft development plan	In progress
Progress This project is approximately 75% complete.				
Comments <ul style="list-style-type: none"><li>Council officers provided the Golightly Park Development Plan cost benefit analysis to Councillors and presented on the Tourist Park operations at an Assembly briefing on 22 January 2025</li><li>Following direction from Councillors, the below will projects will be undertaken as part of the development plan:<ul style="list-style-type: none"><li>Renewal of the Golightly Park amenities</li><li>Installation of a BBQ shelter at Golightly Park</li><li>Increase the number of annual permit holders for the upcoming permit period beginning 1 August 2025</li></ul></li></ul>				



Portfolio 4 – Heritage, Planning and Infrastructure

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Coastal & Marine Management Plan	CEO Office	Provide	CMMP presented to Council for adoption	Complete
Progress This project is approximately 90% complete.				
Comments <ul style="list-style-type: none"><li>At the Ordinary Meeting of Council on 11 December 2024, Council resolved to defer consideration of the Coastal &amp; Marine Management Plan for 3 months to allow Councillors more time to gain a better understanding of the document</li><li>Councillors received a briefing on the CMMP on 15 January 2025</li><li>At the Ordinary Meeting of Council on 26 March 2025, Council noted that it would consider the Plan at the May Council Meeting</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Point Lonsdale Maritime & Defence Precinct Restoration	CEO Office	Provide	CHMP received	In progress
Progress This project is approximately 50% complete.				
Comments				



- All required approvals including the Cultural Heritage Management Plan, the Marine and Coastal Act Consent and the Heritage Victoria permit are progressing
- Archaeological and site-testing investigations are being undertaken in late April
- The project Electrical Engineers (BRT) and Project managers are in discussion with Powercor regarding the connection requirements
- Samples of the mortar and the concrete from the defence structures have been sent away for testing, this will assist with determining appropriate repair material specifications

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Bull Ring Restoration and Landscaping	CEO Office	Provide	Landscape Plan	Complete
Progress This project is approximately 50% complete.				
Comments <ul style="list-style-type: none"><li>• A concept landscape design was presented to Councillors at the Assembly Briefing held on 12 March 2025</li><li>• Officers are now procuring a consultant to formalise the design and prepare drawings suitable for community consultation</li><li>• The community consultation is expected to commence in the fourth quarter of this financial year</li></ul>				



Action	Responsibility	Role	Q3 Milestone	Milestone Status
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure & Environment	Provide	Community Engagement	In progress
Progress This project is approximately 25% complete.				
Comments <ul style="list-style-type: none"><li>• A design and construct contract has been awarded for the supply and installation of a prefabricated all abilities accessible facility to be located on the footprint of the existing building.</li><li>• Approvals including the Cultural Heritage Management Plan, Marine and Coastal Act Consent and Heritage Victoria permit are progressing</li><li>• Archaeological and site-testing investigations are being undertaken in late April</li></ul>				

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Princess Park Toilet Facilities Renewal (Design Phase)	Infrastructure & Environment	Provide	Consult on Princess Park Toilet Facilities	Yet to commence
Progress This project is yet to commence.				
Comments <ul style="list-style-type: none"><li>• Resources have been diverted to manage the repair of the beach access infrastructure following the storm surge damage in 2024</li></ul>				



Action	Responsibility	Role	Q3 Milestone	Milestone Status
Royal Park Northern Amenities block replacement and change room design	Infrastructure & Environment	Provide	Prepare development plan project scope	In progress
Progress This project is approximately 15% complete.				
Comments <ul style="list-style-type: none"><li>• Project Planning has commenced</li><li>• A project control group including key stakeholders and community representatives will be formed in May 2025</li><li>• The cost benefit analysis is due to be presented to the Councillors in the fourth quarter of this financial year</li></ul>				

Portfolio 5 – Governance and Finance

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Commence development of 2025–2029 Council Plan & Municipal Health & Wellbeing Plan	All Teams	Provide	Brief Councillors & commence Community Consultation	In progress
Progress This project is approximately 50% complete.				



**Comments**

- Councillors received a briefing on the Council Plan and the Municipal Health and Wellbeing Plan at the Assembly briefing on 12 March 2025
- Officers are incorporating feedback into the draft Plan to prepare it for community consultation
- The draft Plan is scheduled to be presented to the Ordinary Meeting of Council in July or August 2025

Action	Responsibility	Role	Q3 Milestone	Milestone Status
Review Community Vision	CEO Office	Provide	Community vision workshops with key stakeholders	In progress
Progress This project is approximately 60% complete.				
<b>Comments</b> <ul style="list-style-type: none"><li>• Officers presented a draft Community Engagement Plan to Councillors at the Assembly Briefing on 15 January 2025</li><li>• Community consultation is underway and will continue until 2 May 2025</li><li>• Council held 2 drop-in sessions at Wirrng Wirrng on 8 April 2025</li><li>• Details about the consultation and ways to provide feedback are available on the Council website</li></ul>				



## **Options**

1. That Council notes the quarterly report update.
2. That Council requests further information or amendments to the quarterly report.

## **Communications and Engagement**

### Community Engagement

The purpose of this report is to inform the community regarding the progress of the implementation of the Annual Plan.

### Collaboration

There is no collaboration requirements associated with this report.

## **Governance Context**

### Relevant Law

Local Government Act 2020

### Charter of Human Rights

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

### Gender Equality Act 2020

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

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

No; 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.

### Audit & Risk Committee

Not applicable.

### Regional, State and National Plans and Policies

Not applicable.



### Legal and Risk Implications

Not applicable.

### Related Documents

Community Vision 2021–2023

Annual Plan 2023–2024

Climate Emergency Response Plan 2021–2031

Council Plan 2021–2025

Financial Plan 2024/25–2033/34

### Disclosure of Interest

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

## **Considerations**

### Environmental Sustainability

The Annual Plan provides information in relation to Council's commitment to environmental sustainability and resourcing.

### Financial and resource implications

There are no financial or resource implications associated with this report. The table provides information regarding the financial and resource implications associated with each action.

### Innovation and Continuous Improvement

The table includes a percentage figure representing the overall project status which has been well received by Councillors and the community.

## **Implementation**

### Operational Impacts

This actions in the Annual Plan will be delivered with existing operational resources.

### Implementation Process

This actions in the Annual Plan will be delivered by existing staff and resources.

## **Attachments**

Nil





<b>13.4.</b>	<b>2024–2025 Quarterly Financial Report at 31 March 2025</b>
<b>Author:</b>	Manager Finance & ICT Services
<b>Portfolio:</b> <b>Councillor:</b>	Governance & Finance Cr Tolhurst

### **Purpose**

The purpose of this report is for Council to consider and note the 2024–25 Quarterly Financial Report as at 31 March 2025.

### **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 forecasted operating and capital work performance for the 2024–2025 financial year and explains key variances against the quarter two year-end forecast for 2024–25.

The projected cash result for the 2024-25 financial year shows a \$56,000 surplus. This surplus is primarily driven by the MCH Universal Service Delivery Grant and an increase in projected interest income from Council’s investments, although partially offset by costs associated with the building condition assessments & valuation and additional works at the Queenscliffe Hub.

### **RECOMMENDATION**

That Council notes the Quarterly Finance Report to 31 March 2025.



## REPORT

### **Background**

At its Ordinary Meeting on 26 June 2024, Council adopted the 2024–2025 Budget. This budget was developed using key assumptions.

Further, the 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 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.

Section 97 of the *Local Government Act 2020* requires a financial report to be presented to Council after the end of each quarter of the financial year. This report compares expenses and revenue against the adopted budget. The financial report must contain explanations for any material variations from the adopted budget.

### **Discussion**

The Quarterly Financial Report as at 31 March 2025, highlights the changes between the second quarter yearend forecast and the quarter three yearend forecast, with detailed explanations provided for all material variances.

The projected cash result for the 2024–25 financial year shows a \$56,000 surplus. This surplus is primarily driven by the MCH Universal Service Delivery Grant and an increase in projected interest income from Council's investments, although partially offset by costs associated with the buildings condition assessments & valuation (This assessment is conducted every four years and was scheduled for 2025–26 in the financial plan, resulting in this timing adjustment) and additional works at the Queenscliffe Hub.

According to the Local Government Performance Reporting Framework (LGPRF) definition, the Council's adjusted underlying result reflects a deficit of \$140,000 (-1.0%). This represents a favourable decrease compared to the projected Quarter 2 forecast, primarily driven by additional interest income, as well as reduced material and service costs and lower forecasted depreciation expenses.



The underlying result, as defined in the Borough's Council Plan, is projected to show a deficit of \$42,000 for the financial year, which is more favourable than the deficit projected in Quarter 2. This decrease in deficit is primarily due to additional forecasted interest income, along with projected reduction in depreciation expense for the 2024–25 financial year.

There has been a \$341,000 reduction in projected capital expenditure for the financial year, with projects either being put on hold or now scheduled for completion in future years.

Council is to receive a monetary contribution of \$120,000 in relation to the development of 61-75 Murray Road land. These funds will be transferred to a specific reserve account to be used for future identified open space projects in the vicinity.

The 2024–25 projected year-end result meets all financial sustainability indicators specified in the Council Plan 2021–2025 but adjusted underlying result and the level of unrestricted cash reserve against current liabilities. Council's increased investment in term deposits with maturity periods exceeding 12 months, aimed at securing favourable interest rates, has a timing impact on the level of unrestricted cash reserves relative to current liabilities.

### **Options**

1. Note the Quarterly Finance Report to 31 March 2025 as presented.
2. Request officers to make further amendments to the Quarterly Finance Report to 31 March 2025.

### **Communications and Engagement**

#### Community Engagement

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

#### Collaboration

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

### **Governance Context**



### Relevant Law

Local Government Act 2020

### Charter of Human Rights

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

### Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when 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? Not required as this is an update on a service.

### Audit and Risk Committee

This item was presented to Council's Audit & Risk Committee at its meeting held on 14 April 2025.

### 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

Financial Plan 2023–2033

CP011 Investment of Available Funds

CP039 Discretionary Reserves

### Disclosure of Interest

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

## **Considerations**



### Environmental Sustainability

The budget provides information in relation to Council commitment to environmental sustainability.

### 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

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 operational activities.

### Implementation Process

Should Council resolve to approve the funding allocations, officers will update the budget accordingly and officers will progress the various projects.

## **Attachments**

1. 2024-2025 Quarterly Finance Report at 31 March 2025 [**13.4.1** - 27 pages]



<b>13.5.</b>	<b>Budget Item - Headstones Project</b>
<b>Author:</b>	HR & Governance Coordinator
<b>Portfolio:</b> <b>Councillor:</b>	Governance & Finance Cr Tolhurst

### **Purpose**

The purpose of this report is to separately consider one budget item, the Contribution to the Headstone Project, for the purposes of formal public notice and consultation on the Draft Budget 2025–2026.

### **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*

The Borough of Queenscliffe Draft Budget 2025–2026 is a separate agenda item at this Council meeting. Before the full draft budget is considered, Council needs to separately consider one budget item, the Contribution to the Headstone Project. The Draft Budget 2025–2026 proposes that Council contributes \$17,000 to the Headstone Project.

### **RECOMMENDATION**

That Council approves the inclusion of a \$17,000 contribution to the Headstone Project as part of the Draft Budget 2025–26.



## REPORT

### Background

The *Local Government Act 2020* requires Councillors to disclose conflicts of interest as required. This ensures decisions can be made in the best interests of the municipality and free from conflicts of interest. However, there are exemptions to the conflict of interest requirements and these are contained in the *Local Government (Governance and Integrity) Regulations 2020*.

Relevantly here, with respect to the budget, the *Local Government (Governance and Integrity) Regulations 2020* provide that an exemption exists for:

*a matter related to preparing or adopting a budget or a revised budget under Part 4 of the Act if—*

- (i) the budget or revised budget includes funding for that matter; and*
  - (ii) the Council previously approved that matter and the proposed funding for that matter; and*
  - (iii) a Councillor who had a conflict of interest in respect of that matter disclosed the conflict when the Council previously considered and made the decision in respect of that matter and approved the proposed funding for that matter.*
- (Regulation 7(1)(r))

This exemption allows for Councillors who may have a conflict in one (or more) particular budget items can be removed from the decision making on that item(s) but still be involved in wider budget decision making.

### Discussion

Councillors need to determine whether to include the Headstone Project as a budget item, and if so, how much funding to allocate to that project.

The Headstone Project came into being with the sole purpose of ensuring that Australian veterans have their last resting place suitably marked in such a way that recognises their service.

The Headstone Project seeks to locate the final resting places of veterans, currently lying in unmarked graves. When found, and service credentials are verified, the Headstone Project erects a headstone and memorial plaque to honour the person's service to Australia.



The Headstone Project Victoria recognises veterans' service from the pre-Federation years through to the modern era.

Note, including an amount for this project in the Draft Budget remains subject to community consultation and feedback and does not mean that this amount will necessarily be allocated when the final budget is actually passed.

### **Options**

1. Not allocate any funding to the Headstones Project.
2. Allocate a different amount (for draft budget purposes) to the Headstones Project.

### **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

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 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.

#### Audit and Risk Committee

Not applicable.





Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

The legal and risk implications have been considered in association with this report.

Related Documents

CP005 Councillors Code of Conduct

Disclosure of Interest

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

**Considerations**

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

There are no financial or resource implications associated with this report.

Innovation and Continuous Improvement

Not applicable.

**Implementation**

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

**Attachments**

Nil



<b>13.6.</b>	<b>Draft Revenue and Rating Plan and Draft Budget 2025-2026</b>
<b>Author:</b>	Manager Finance & ICT Services
<b>Portfolio:</b> <b>Councillor:</b>	Governance & Finance Cr Tolhurst

### **Purpose**

The purpose of this report is to authorise the Chief Executive Officer to give public notice of the Proposed Financial Budget 2025–2026 ('the Draft Budget'), and revised Revenue and Rating Plan.

### **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*

*Priority 4: Engage all residents, including youth and diverse groups, in conversations about the future of our community and decision-making*

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council, which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

The Draft Budget details the resources required over the next year to fund the extensive range of services Council provides to the community. It includes details of capital expenditure allocations used to improve and renew Council's physical infrastructure, buildings and operational assets. It also includes details about funding proposals for a range of operating projects. The Draft Budget is prepared in accordance with the requirements of the *Local Government Act 2020*.



## **RECOMMENDATION**

That Council:

1. Endorses the Draft Revised Revenue and Rating Plan as presented for the purpose of formal public notice;
2. Endorses the Draft Budget 2025–26 including the proposed schedule of fees and charges as presented for the purpose of formal public notice;
3. Authorises the Chief Executive Officer to give public notice of the Draft Budget 2025–26 and Draft Revised Revenue and Rating Plan, and make copies available for inspection on Council's website,
4. Seeks written public submissions on the draft documents during the consultation period of 1 May 2025 to 4.00pm 22 May 2025;
5. Receives submissions and, where requested, allow submitters to be heard by Council in support of those submissions on any proposal contained in the documents at a public meeting on 27 May 2025 at 6.00pm; and
6. Considers a motion to adopt the Draft Budget 2025–26 including the schedule of fees and charges, and the Draft Revised Revenue and Rating Plan at a Council Meeting to be held on 25 June 2025, having regard to all submissions received.



## REPORT

### Background

#### Revenue and Rating Plan

The *Local Government Act 2020* mandates that Council adopts the Revenue and Rating Plan in the year following a Council election. Additionally, the proposed lowering of Council's commercial differential rate as well as proposed changes to the Council's rating structure necessitated amendments to the Revenue and Rating Plan.

#### 2025–26 Draft Budget Process

##### *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; and
- Section 96 of the *Local Government Act 2020* provides that Council must develop the budget in accordance with its community engagement policy.

Council has developed and will engage with the community on the 2025–26 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.

The preparatory work and the next steps can be summarised as follows:

- Councillors and officers considered development of the proposed budget at six (6) briefings between December 2024 to April 2025;
- Proposed Draft Budget submitted to Council for consideration at the Ordinary Meeting of Council on 30 April 2025;
- Draft Budget is available for public inspection and comment until 1 May 2025;
- Public submission process undertaken during May 2025;
- A Draft Budget presentation to the community on 14 May 2025;
- Submissions period closes on 22 May 2025;
- Submissions to be considered by Council at a submission hearing scheduled for 27 May 2025; and
- The Final Budget is presented to Council for adoption on 25 June 2025.



## **Discussion**

### *a) Draft Revised Revenue and Rating Plan*

Under section 93 of the *Local Government Act 2020*, a council must prepare and adopt a Revenue and Rating Plan for a period of at least the next four financial years. The Revenue and Rating Plan establishes the revenue-raising framework within which Council proposes to work and operate within.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council, which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

Strategies outlined in the Revenue and Rating Plan align with the objectives contained in the Council Plan and will feed into Council's budgeting and long-term financial planning documents, as well as other strategic planning documents under Council's strategic planning framework.

A comprehensive review of the Revenue and Rating Plan was conducted, comparing Council's plan with those of selected councils representing all council categories.

Since Revenue and Rating Plans are generally based on the model plan developed by Local Government Victoria, no major differences were identified. Additionally, the Revenue and Rating Plan has been benchmarked against the Local Government Better Practice Guide – Revenue and Rating Plan, available on the LGV website.

The major change proposed in the draft Revenue and Rating Plan is the alignment of the commercial property differential rate with the general rate, effectively reducing it from 130% to 100% of the general rate. This adjustment aims to support local businesses in response to the current challenging economic conditions.

Any change to the commercial differential rate does not alter the Council's overall rates income. Instead, a reduction in the commercial differential rate simply redistributes the rate burden across other property categories.

Given the relatively small number of commercial properties within the municipality, the impact of lowering the commercial differential rate on other property categories



is expected to be minimal. However, the change would result in a meaningful reduction in rates for commercial property owners.

For instance, if there had been no change in property valuations, or if all properties had experienced the same valuation movement (e.g., a uniform 7% increase or decrease), an average residential property in the Borough (valued at \$1,450,000) would have incurred approximately \$22 in additional rates for the full year as a result of removing the commercial differential.

However, provisional valuation data from the Valuer-General Victoria (VGV) indicates that valuation movements are not uniform across the municipality. As a result, the redistribution of the rate burden due to this change will vary among properties.

*b) Draft Budget 2025–26*

In the current economic climate, local governments are navigating complex financial challenges. Balancing the delivery of essential services with fiscal responsibility is especially difficult under rate capping and other financial constraints.

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 3.00%**. This is in line with the State Government's rate capping framework, which has capped rate increases by Victorian councils. The additional income estimated from the rate increase is \$225,000 (annualised basis). The total rates income for 2025–26 is estimated to be \$7.3 million.

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.

Over the past 12 months, the **average Capital Improved Value (CIV) of rateable properties in the Borough has declined by 7.1%**. In a revaluation year, changes in property values can vary significantly across different rating categories and individual properties. The revaluation process itself does not generate additional or less revenue



for Council; instead, it redistributes the overall rate burden among properties within the municipality.

**In 2025–26, properties that have decreased in value by less than the average 7.1% across the municipality, or have increased in value, will generally contribute more in rates. On the other hand, properties that have decreased in value by more than the municipal average may contribute less.**

The proposed change outlined in the "Draft Revised Revenue and Rating Plan", the **alignment of the commercial property differential rate with the general rate**, won't affect the total revenue collected by the Council through rates. Instead, it will alter how the rates are distributed among various property types within the Borough.

Income from waste management charges is estimated to decrease by 1.0% (\$16,000) in 2025–26, totaling \$1.5 million (before the pensioner concession/rebate) compared to the 2024–25 forecast. The Council follows a full cost recovery strategy for waste services and has fully recovered the costs associated with the rollout of the kerbside waste transition project.

Overall, **residential properties will still see a \$8 decrease (1.6% decrease) in total waste charges**, as both kerbside and public waste charges apply.

However, **commercial and vacant land properties, which are only subject to public waste charges, will experience a \$60 increase (42%)**, raising the charge from \$143 to \$203 per assessment. This increase is primarily due to the reallocation of landfill processing (including the landfill levy) and recycling processing costs, between the two waste services.

Despite this increase, the **removal of the commercial rating differential has fully offset the higher waste management charges when considering both rates and waste management charges together for commercial properties.**

The Council will continue to pursue full cost recovery for all waste management expenses. Required adjustments to adhere to the Minister's Good Practice Guidelines regarding service rates and charges, released in December 2023 will be incorporated into future budgets, ensuring Council's financial sustainability.



Overall, the **total recurring income (excluding waste management charges) is projected to reach \$12.04 million, reflecting a 2.4% increase** compared to the 2024–25 forecast. At the same time, **recurring operating expenses, excluding waste management operations, are projected to rise by 1.1% (\$126,000) to \$11.91 million** compared to the 2024–25 forecast.

The **2025–26 Draft Budget forecasts a modest recurring underlying surplus of \$88,000, just above breakeven**. While the budget factors in an anticipated reduction in interest income and additional ongoing cost allocations, these impacts have been offset by projected cost-saving measures, particularly through further staff resource restructuring.

**Operating projects with a total value of \$258,000 are proposed in the 2025–26 Budget.**

The **projected underlying result for 2025–26, based on the Local Government Performance Reporting Framework (LGPRF), is a deficit of \$202,000 (-1.5%)**, primarily due to the inclusion of one-off operating projects.

**To support the continued delivery of a breakeven budget on a recurring basis amid the projected further decline in interest income, Council has allocated funding for an efficiency review to be undertaken during the 2025–26 financial year.**

**A total of \$3,000,000 is planned to be invested in capital assets** during the 2025–26 financial year, resulting in an **Asset Renewal Ratio of 2.15**, well above the target benchmark of greater than 1.0.

The budget projects a **general reserve balance of \$1.5 million** and an **asset replacement reserve balance of \$1.8 million** at the end of the financial year 2025–26, **with a debt-free balance sheet.**

The Draft Budget 2025–26 satisfies all other financial sustainability indicators specified in the Council Plan.





## **Options**

1. Endorse the draft documents as presented for the purpose of community consultation.
2. Request officers make further adjustments or amendments to the draft documents.

## **Communications and Engagement**

### Community Engagement

Should Council resolve to endorse the Draft Budget 2025–26, and the Draft Revised Revenue and Rating Plan as outlined in this report, the draft documents will be open for public submissions until 4:00pm on 22 May 2025.

Council will provide an opportunity for submitters to speak to their written submissions at a public meeting on 27 May 2025.

All submissions will be considered and Council will have an opportunity to adopt the draft documents at its Ordinary Meeting of Council scheduled for 25 June 2025.

### Collaboration

The proposed budget has been prepared based on the Local Government Better Practice Guides, Model Budget 2025–26, and Revenue and Rating Plan.

## **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; staff resourcing has not allowed for a Gender Impact Assessment to be undertaken in this instance.

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

Not applicable.

#### 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

Climate Emergency Response Plan 2021–2031

Community Vision 2021–2031

Council Plan 2021–2025

Financial Plan 2024–2035

CP001 Asset Management

CP039 Discretionary Reserves

#### Disclosure of Interest

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

### **Considerations**

#### Environmental Sustainability

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

#### Financial and Resource Implications

The Draft Budget 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 Revenue and Rating Plan [**13.6.1** - 26 pages]
2. Draft Budget 2025-2026 [**13.6.2** - 94 pages]



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

No reports to consider.

## **15. Questions Without Notice**

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

At the Ordinary Meeting of Council on 26 March 2025, one question without notice was taken on notice. The response is provided at adjunct to 15.1.

No Questions Without Notice are outstanding.

### **15.2. Questions Without Notice**

The Chair will call for questions without notice.

## **16. List of Council Meetings**

### Budget Presentation

Wednesday 14 May 2025 at 6:00pm

Queenscliff Town Hall

### Planning Review Meeting

Wednesday 14 May 2025 at 6:30pm (if required)

### Budget Submission Hearing

Tuesday 27 May 2025 at 6:00pm

Queenscliff Town Hall

### Ordinary Meeting of Council

Wednesday 28 May 2025 at 6:30pm

Queenscliff Town Hall



## 17. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.

### RECOMMENDATION

Time:

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:

#### **17.1. Appointment of an Independent Advisor to the CEO Employment & Remuneration Advisory Committee**

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 committee nomination process.

## 18. Ratification of Confidential Items

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

### RECOMMENDATION

Time:

That Council reopen the meeting and resume standing orders.

### RECOMMENDATION

That the decisions made in camera be ratified by Council.



## **19. Close of Meeting**

The meeting will be declared closed.



## **20.1. 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 &amp; Community Group meetings</b> 18 March 2025 4:30pm – 7:30pm Town Hall	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Nil	1. Queenscliff Film Festival 2. Queenscliff Football Netball Club 3. Queenscliffe Literary Festival 4. Headstone Project 5. Fort Queenscliff Museum	Nil.



<b>CEO &amp; Councillor Meeting</b> 26 March 2025 4:30pm – 5:10pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO	1. Draft Budget 2025–2026	Nil.
<b>Councillor &amp; Community Group meetings</b> 1 April 2025 4:30pm – 8:00pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO	1. Point Lonsdale Tennis Club 2. Point Lonsdale Bowls Club 3. Point Lonsdale Board Riders Club 4. Point Lonsdale Surf Life Saving Club 5. Queenscliff Bowling, Tennis & Croquet Club 6. Sacrededge Festival 7. Queenscliffe Neighbourhood House	Nil.
<b>Councillor Assembly Briefing</b> 9 April 2025 9:37am – 5:53pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Jenni Walker, HR&GC	1. Councillor on-going professional development program 2. Appointment of an Independent Advisor to CEO Employment & Remuneration Advisory Committee 3. Potential advisory committee on finance-related matters 4. Governance Rules & Public Questions 5. Aged Care Reform 6. Beach Matting Trial	Nil.





		<p>Belinda Bennett, HR&amp;OD Steve Ward, CSC Steve Quick, RIE Jodie Hunt, CFS Makenna Bryon, CC</p>	<p>7. Murray Road Shared Path 8. Local Safer Roads Projects 9. Budget: Third Quarter financial Report to 31 March 2025 10. Budget: Draft Budget 2025–2026 11. Review of Council Policies: a. CP001 Asset Management b. CP003 Community Engagement c. CP024 Memorials &amp; Plaques d. CP037 CCTV in Public Places e. CP054 Victoria Park f. CP057 Vegetation Management 12. Hesse Street Presentation from Matt Davis</p>	
<p><b>Councillor Assembly Briefing</b> 15 April 2025 3:06pm – 5:30pm Wirrng Wirrng</p>	<p>Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst</p>	<p>Abbey Tatterson, Acting CEO Tim Crawford, MCRS Gihan Kohobange, MFS Jodie Hunt, CFS</p>	<p>1. Draft Budget 2025–2026 2. Revenue Rating Plan 3. Impact of valuation movements on rates distribution 4. Essential Service Commission Draft Fact Sheet 5. Specific Questions from the Community about Financial Details (2024–2025 Budget)</p>	<p>Cr Grigau declared a conflict of interest with one item in the Budget discussion, noting that he is on the Board of the Headstone Project</p>



CEO – Chief Executive Officer	CC – Communications Coordinator	CO – Communications Officer
CERP – Project Officer, Climate Emergency Response Plan	CSC – Community Services Coordinator	CDO – Community Development Officer
EA – Executive Assistant to the CEO, Mayor & Councillors	FSC – Financial Services Coordinator	HR&GC – HR & Governance Coordinator
HR&OD – HR & Organisational Development Advisor	MCE – Manager Customer Experience	MFS – Manager Finance & ICT Services
MIE – Manager Infrastructure & Environment	MPCS – Manager Community & Regulatory Services	RIE – Roads Infrastructure Engineer
SP – Senior Planner	STP – Strategic Planner	VFO – Vegetation & Foreshore Officer



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

Date	Question	Action	Status
23 March 2025	<p><b>Public question 2 from David Kenwood</b></p> <p>State Government's Plan for Victoria at Map 15 "Geelong in the Future" reaffirms the Bellarine's Distinct Areas and Landscapes including protected settlement boundaries for all our region's towns and villages and Geelong's new settlement areas to the west and north of the city. Map 4 "Regional Local Government Area Housing Targets" for the Barwon region sets a housing target for the Borough of Queenscliffe of 400 dwellings.</p> <p>Can the Mayor and CEO provide an update, including a timeline, for the Government funded Planning Scheme Amendment required for the 2023 Bellarine Peninsula Statement of Planning Policy to be incorporated into the Queenscliffe Planning Scheme, and provide some information about how the Borough, as the smallest Local Government Area in Victoria, will be able to achieve the State's housing target by 2051.</p>	Question taken on notice.	Response sent on 17 April 2025, see attachments

### Attachments

1. Response to Public Question 2 taken on notice [**20.2.1** - 2 pages]



### 20.3. ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

Date	Notice of Motion	Action	Status
26 March 2025	<p><b>Notice of Motion number 2025/594: Graffiti Management Policy for the Borough of Queenscliffe</b></p> <p>That Council:</p> <ol style="list-style-type: none"><li>1. Recognises that the Borough of Queenscliffe has historically had low levels of graffiti, but acknowledges the need for a structured response due to rising incidences, particularly during peak tourism seasons.</li><li>2. Reinforces the Council's zero-tolerance approach to illegal graffiti, given its detrimental impact on the Borough's environment, heritage values, and tourism appeal.</li><li>3. Adopts the Graffiti Management Policy attached to this Notice of Motion; Commits to the principles outlined in the policy, including mitigation, removal, enforcement, and community collaboration, to ensure a proactive and effective approach to managing graffiti.</li><li>4. Allocates adequate financial resources to ensure that the policy is implemented effectively, which would include:<ul style="list-style-type: none"><li>• The timely removal of graffiti from Council-owned assets.</li><li>• A two-business-day response timeframe for standard removal requests on Council own/manage property.</li><li>• A two-hour response timeframe for the removal of offensive or obscene graffiti.</li></ul></li><li>5. Receives quarterly reports on the policy's effectiveness, ensuring it remains aligned with community expectations and best practice graffiti management strategies.</li></ol>	<p>The Policy was finalised and uploaded to the Council website following its adoption.</p> <p>The Infrastructure team has reviewed the policy and considered the financial and service implications against the existing Contract standards.</p> <p>Officers are investigating various methods for reporting on the policy's effectiveness and will provide an update at a future Assembly briefing.</p>	Complete



26 March 2025	<p><b>Notice of Motion number 2025/595: Formal Partnership with Borough's Museums</b></p> <p>That Council:</p> <ol style="list-style-type: none"><li>1. Recognises the Borough of Queenscliffe's museums and their collections as key social and economic assets and acknowledges their significant contribution to the Borough's heritage, arts, culture, community and economic development.</li><li>2. Establishes an Advisory Committee by the end of April 2025 to oversee the integration of museums within the Borough's strategic framework.</li></ol> <p>This Committee will:</p> <ul style="list-style-type: none"><li>• Prepare a statement of intent and outcomes (Vision)</li><li>• Develop a collaborative museum destination strategy for the Borough of Queenscliffe</li><li>• Define and recommend the role and function of Council as a partner in the implementation of the museum destination strategy</li><li>• Recommend the best approach to embed the Council's roles and functions in Council's strategic direction and operations</li></ul> <p>Include representatives from key heritage organisations such as the museums in the Borough, as well as individuals with expertise or interest, selected via an Expression of Interest process.</p> <p>Have administration support and a Councillor member to guide its operations and alignment with Council objectives.</p>	<p>Officers &amp; Councillors have finalised an Expression of Interest Information sheet.</p> <p>The expression of Interest is expected to be published on the Council website on 28 April 2025, with submissions closing on 9 May at 12:00pm.</p> <p>The proposed advisory group will be considered at a future Council meeting.</p>	In progress
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26 March 2025	<p><b>Notice of Motion number 2025/596: Developing a consistent approach to Urban Design and Public Realm Assets in the Borough</b></p> <p>That Council:</p> <ol style="list-style-type: none"><li>1. Notes the importance of a consistent approach to Urban Design and Public Realm Assets across the Borough of Queenscliffe that centres on, and celebrates Queenscliffe's history and story, including its cultural heritage.</li><li>2. Acknowledges that a collaborative approach to Urban Design and Public Realm Assets can reduce visual pollution, improve local storytelling, enhance access and safety for the public, and capitalise on community aspirations.</li><li>3. Establishes a fixed-term advisory committee via an Expression of Interest process that:<ul style="list-style-type: none"><li>• Includes a Councillor and council staff as members</li><li>• Develops a terms of reference for its operation</li><li>• Makes recommendations to Council on the principles that will guide development of a Borough of Queenscliffe Urban Design and Public Asset Framework</li><li>• Concludes its work after 12-months</li></ul></li><li>4. Requests the CEO provide a report on any impacts the group's establishment has on the 2024–2025 Budget as part of the Q3 budget review</li><li>5. Appoints the advisory committee by May 31, 2025</li></ol>	<p>Officers &amp; Councillors have finalised an Expression of Interest Information sheet.</p> <p>The expression of Interest is expected to be published on the Council website on 28 April 2025, with submissions closing on 9 May at 12:00pm.</p> <p>The proposed advisory group will be considered at a future Council meeting.</p>	In progress
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