

Borough of Queenscliffe

Ordinary Meeting of Council

Minutes

Wednesday 26 August 2026 at 6:30PM
Wirrng Wirrng



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia



Community Vision

Queenscliffe is valued for its unique coastline, historic character, and strong local identity. Our residents take pride in being a friendly, respectful and welcoming community. We acknowledge and respect the Wadawurrung people and together work to look after the Borough.

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.



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1. Opening of Meeting

Cr Donnie Grigau declared the meeting open at 6:30pm.

2. Present & Apologies

Present:

Cr Hélène Cameron

Cr Donnie Grigau, Mayor

Cr Brendan Monahan

Cr Di Rule, Deputy Mayor

Cr Isabelle Tolhurst

Jane Grover, Chief Executive Officer

Tim Crawford, Manager Community & Regulatory Services

Stuart Hansen, Manager Infrastructure & Environment

Abbey Tatterson, Manager Customer Experience

Makenna Bryon, Communications Coordinator

Anne Maree Roberts, Strategic Planner

Jenni Walker, HR & Governance Coordinator

Jackie Fletcher, EA to the CEO, Mayor & Councillors

Apologies:

Gihan Kohobange, Manager Finance & ICT Services

3. Conflict of Interest Disclosures

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

Councillors:

Cr Grigau declared a general conflict at item 13.1 Planning Permit Activity Report for July 2026 (deferred from previous agenda) and item 13.2 Planning Permit Activity Report for August 2026. Cr Grigau noted that one of the planning matters relates to a property close to his residence.

Cr Monahan declared a material conflict at item 13.1 Planning Permit Activity Report for July 2026 (deferred from previous agenda) and item 13.2 Planning Permit Activity



Report for August 2026. Cr Monahan noted that his business has provided a quote for one the properties listed in the report.

Officers:

Nil.

4. Leave of Absence of Councillor

Nil

4.1 Alteration to Order of Business

MOTION

Cr Donnie Grigau / Cr Di Rule

That Council alters the Order of Business to consider the following items immediately after Item 4, in the order listed:

1. Item 8.1 – Notice of Motion Status Update;
2. Item 8.2 – Motion on Notice Number 2026/604: Nomination of Fort Queenscliff to the National Heritage List; and
3. Item 15.1 – Climate Emergency Response Plan (CERP) Community Engagement Roadmap.

Following consideration of Item 15.1, the meeting will resume the published Order of Business at Item 5.

CARRIED UNANIMOUSLY



8. Notice of Motion

8.1. Notice of Motion Status Update

No Notices of Motion are outstanding.

8.2. Motion on Notice Number 2026/604 Nomination of Fort Queenscliff to the National Heritage List

In accordance with the Borough of Queenscliff Governance Rules, notice was received by the Chief Executive Officer of the following motion on 17 August 2026.

BACKGROUND

Fort Queenscliff is a place of outstanding significance to the nation, reflecting its role in Victoria's coastal defence and its long history of continuous military use. Its proposed divestment from the Department of Defence to the Department of Finance raises the prospect of a change in ownership and future use, making formal heritage protection through the National Heritage List timely and important to secure long-term recognition and protection of its heritage values, independent of who owns or manages the site.

At present it has a Commonwealth Heritage listing but that needs to change to National listing to protect it.

Fort Queenscliff, developed from 1860 onwards, is historically significant for its association with Australia's military history. The Fort was begun because of fears of foreign aggression and was further developed in the latter part of the nineteenth century amid renewed concerns about attack. The Fort was the first and the primary defence site for Port Phillip and played a command role in relation to the other fortifications around the Heads.

Fort Queenscliff was a key element in making Port Phillip the most heavily defended British port in the southern hemisphere at the time. During the twentieth century, as the strategic importance of coastal defences was revised, the Fort became a central instructional college for army officers. The Fort also has strong associations with the



early maritime history of Melbourne and Port Phillip. In addition, its role as a navigational aid and signalling post are outstanding, especially as the earliest such structures around the bay were constructed on this site.

The Telegraph Station is the second oldest such building in Victoria. The landward defences of the wall and the now-filled ditch are among the last uses of such centuries-old ideas in Australia. The wall and the keep have no equivalent in Victoria. The mass unreinforced concrete and exposed and rendered brick vaulting of the seaward defences are on a scale rarely seen elsewhere.

The seaward and landward defences, together with the other elements of the site, all help to illustrate the evolution of military technology during the latter nineteenth and early twentieth centuries. The magazines, gun emplacements, earthworks, sea wall and Fort wall, seaward ditch/dry moat, keep, offices, barracks, parade ground and other features, and the spatial relationships between all these elements all help to convey the changing requirements of the defence forces over time, and simultaneously combine to represent an outstanding example of a coastal fort developed over a period of 160 years.

As such, I, Councillor Rule, intend to move the following motion:

RESOLUTION

Cr Di Rule / Cr Donnie Grigau

That Council:

1. Notes that Fort Queenscliff is currently the subject of a proposed divestment from the Commonwealth Department of Defence to the Department of Finance;
2. Notes that anyone may nominate a place to the National Heritage List, and that nominations must set out the heritage qualities or values of the place that are of outstanding significance to the nation;
3. Notes that the Australian Government Minister for the Environment and Water has announced this year's National Heritage List nomination round, and it will conclude on the 16 October 2026.
4. Resolves to prepare and submit a nomination of Fort Queenscliff to the National Heritage List in accordance with the guidance published by the Department of Climate Change, Energy, the Environment and Water; and



5. Requests that Council officers report back to Council on the progress of the nomination.

CARRIED UNANIMOUSLY



15.1.	Climate Emergency Response Plan (CERP) Community Engagement Roadmap
Author:	Manager Infrastructure & Environment
Theme: Councillor:	Caring for the Borough Cr Cameron

Purpose

The purpose of this report is to present the proposed Community Engagement Roadmap Climate Strategy (CERP 5-Year Review) for endorsement.

Executive Summary

Council Plan Theme 5. Caring for the Borough

17 Manage and enhance our coastal areas and public open spaces so that they are safe, accessible, enjoyable and resilient to climate impacts.

17.2 Build our environmental resilience to climate change through adaptation and mitigation

This report provides Council with an update on the proposed Engagement Plan Roadmap Climate Strategy (CERP 5-Year Review). The review will support the preparation of a practical, place-based Climate Strategy that recognises progress since the CERP was endorsed in 2021 and identifies realistic priorities, clear delivery responsibilities, investment choices and measurable outcomes.

The proposed engagement approach includes an environment-focused listening post, an Expression of Interest (EOI) process to recruit a representative participant cohort, two facilitated roundtable sessions with key community stakeholders, and a public exhibition period for the draft Climate Strategy. Officers have engaged Nation Partners to support the proposed engagement activities.

RESOLUTION

Cr Di Rule / Cr Brendan Monahan

That Council endorses the Engagement Plan Roadmap Climate Strategy (CERP 5-Year Review).

CARRIED UNANIMOUSLY



REPORT

Background

The Climate Emergency Response Plan was endorsed by Council on 19 May 2021 and has been a collaboration between Council and the community. Council acknowledges the contribution of Queenscliff Climate Action Now in the evolution of the CERP and its contribution to climate action in the Borough.

Since the CERP was endorsed, climate impacts, government policy and Council practice have continued to evolve. Several issues that were emerging at the time are now reflected in Council policy, embedded in business-as-usual practice and informing decision-making.

The 5-year review provides an opportunity to recognise this progress and shape a practical, place-based Climate Strategy focused on realistic priorities, clear delivery responsibilities, investment choices and measurable outcomes. The proposed Community Engagement Roadmap summary is included as an attachment to this report.

Discussion

The proposed community engagement approach is intended to broaden and deepen community input while providing a clear and manageable pathway to prepare the next Climate Strategy. Officers have engaged Nation Partners to support the proposed community engagement activities for the CERP 5-year Review. The review will test community priorities for climate adaptation, resilience, emissions reduction and partnership-based action, while clarifying what Council can influence, what has already been determined and what sits outside Council control.

Following discussions with Nation Partners and learnings from the recent Federal Government defence property divestment engagement process at Fort Queenscliff, officers recommend an amended roadmap for the CERP Review. The process aims to ensure the community is involved in developing the next Climate Strategy, provide guardrails for listening and respectful discussions, establish the foundations of a repositioned climate strategy, and identify how best to embed climate adaptation and resilience principles into Council's strategic documents.

A listening post event focused on the environment occurred in late August as an informal opportunity for the wider community to connect directly with Councillors and officers regarding environmental matters. Letters were sent to Queenscliffe



Climate Action Now (QCAN) and the Wadawurrung Traditional Owners Aboriginal Corporation to invite them to participate.

The previously proposed series of community and stakeholder workshops will be replaced with two targeted roundtable sessions, supported by broader communications and a later public exhibition period. Participants will receive contextual material before the roundtable sessions, with information also made available through a webinar-style presentation to improve accessibility. Further online opportunities will be made available for non-resident ratepayers to participate.

Roundtable participants will be selected through an advertised Expression of Interest (EOI) process. The Community Vision pillars and consideration of the Borough's demographic diversity will guide representative community participation. Potential participating organisations include Queenscliffe Climate Action Now, Swan Bay Environment Association, Wadawurrung Traditional Owners Aboriginal Corporation, Searoad Ferries, Queenscliff Harbour, traders including hospitality, retail and accommodation, Senior Citizens, sporting club community representatives, Bellarine Community Health, and representatives from the Queenscliffe Historical Museum and Queenscliffe Maritime Museum.

The participants of the Roundtable discussions will be independently selected by Nation Partners. Anyone who has a strong connection to Queenscliffe can apply to join the workshops. A group of approximately 40 participants will be randomly selected. The criteria are applicants must be 18 years or older to apply and be broadly representative of the wider community. Nation Partners will manage participant selection independently of Council. Please note that not all people who apply will be selected as there are limited places available.

Phase	Timing	Purpose	Key activities	Participants	Output
1. Set direction	July–August 2026	Confirm the engagement approach and decision pathway.	Brief Councillors, confirm roadmap, prepare discussion artefacts and	Councillors, Council officers, QCAN, Nation Partners.	Endorsed engagement roadmap and prepared materials.



Phase	Timing	Purpose	Key activities	Participants	Output
			update QCAN.		
2. Engagement and awareness	August 2026	Engage with the broader community on the environment and build awareness of the CERP review process.	Environment theme listening post.	Councillors, Council officers, wider community.	Listening post insights.
3. Recruit and prepare	September 2026	Build a representative and well-informed participant group.	Promote EOI, recruit and select participants, send invitations, welcome pack and webinar materials.	Roundtable applicants, selected participants, community organisations.	Representative participant cohort and shared project understanding.
4. Deliberate	October 2026	Test focus areas, identify gaps and prioritise action.	Deliver webinar and two facilitated roundtable sessions using clear rules of engagement.	Approx. 40 selected participants, Council, Nation Partners.	Roundtable findings, priorities and partnership ideas.
5. Draft strategy	October–November 2026	Translate engagement findings into a practical draft Climate Strategy.	Analyse input, prepare the draft Strategy and close the loop with	Council officers, Nation Partners, roundtable participants.	Draft Strategy and participant feedback summary.



Phase	Timing	Purpose	Key activities	Participants	Output
			roundtable participants.		
6. Exhibit and refine	November 2026–January 2027	Invite wider community feedback on the draft Strategy.	Seek Council endorsement for exhibition, promote the draft and collect submissions.	Wider community, stakeholders, Councillors, Council officers.	Public exhibition feedback and submission themes.
7. Adopt and close loop	March–April 2027	Finalise the Strategy and demonstrate how feedback shaped outcomes.	Review submissions, finalise Strategy, report back to participants and seek Council adoption.	Council, participants, wider community.	Final Climate Strategy, adoption report and close-the-loop communication.

Options

Option 1:

Support the proposed Community Engagement Roadmap, including the environment listening post, Expression of Interest process, two facilitated roundtables and public exhibition period.

Option 2:

Request changes to the proposed engagement approach before proceeding, noting this may delay preparation of the next phase of the Climate Strategy.

Option 3:

Do not proceed with the proposed engagement roadmap at this time, noting this may delay preparation of the next phase of the Climate Strategy.

Communications and Engagement



Community Engagement

The proposed engagement approach is designed to broaden and deepen the community input into the CERP 5-year Review. It includes an environment-themed listening post, targeted stakeholder invitations, an advertised Expression of Interest process, two facilitated roundtable sessions, supporting communications and a later public exhibition period for the draft Climate Strategy.

Collaboration

Officers have engaged Nation Partners to support the proposed community engagement activities. The roadmap also proposes engagement with QCAN, Wadawurrung Traditional Owners Aboriginal Corporation, local community organisations, Councillors, Council officers and the wider community through the listening post, roundtables and public exhibition process.

Governance Context

Relevant Law

Climate Change Act 2017 (Vic)

Local Government Act 2020

Planning and Environment Act 1987

Environment Protection Act 2017

Climate Change Act 2022 (Cth)

Charter of Human Rights

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

Gender Equality Act 2020

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

Victoria's Climate Change Strategy

Marine and Coastal Act 2018 and the Marine and Coastal Policy 2020

Victoria's Resilient Coast – Adapting for 2100+ framework

Public Health and Wellbeing Plan (particularly climate change impacts on health and community resilience)

National Climate Risk Assessment and National Adaptation Plan

Australia's Nationally Determined Contribution under the Paris Agreement

Legal and Risk Implications

Key risks include limited participation, unrepresentative stakeholder input, unrealistic expectations about Council's role or available resources, and consultation fatigue.

These risks will be managed through clear communication, an advertised EOI process, representative selection criteria, clear rules of engagement, prepared discussion materials, and a public exhibition period to provide wider community feedback.

Related Documents

Annual Plan 2026–2027

Council Plan 2025–2029

Community Vision 2025–2031

Climate Emergency Response Plan 2021–2031

Disclosure of Interest

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

Considerations

Environmental Sustainability

Engagement Plan Roadmap Climate Strategy (CERP 5-Year Review) has direct environmental sustainability implications. The engagement process will test community priorities for climate adaptation, resilience, emissions reduction and partnership-based action, and will help identify how climate adaptation and resilience principles can be embedded into Council's strategic documents, annual planning frameworks, policies and reporting structures.



Innovation and Continuous Improvement

The proposed community engagement roadmap supports continuous improvement by reflecting on lessons learned from previous engagement processes, repositioning the CERP into a practical Climate Strategy, and establishing a clearer pathway for community input, implementation and future evaluation.

Implementation

Operational Impacts

The review will require officer time to coordinate the roadmap, stakeholder communications, Expression of Interest process, roundtable preparation, public exhibition and reporting. Nation Partners will support engagement design and facilitation.

Implementation Process

This project will be delivered by both existing staff and resources and an external contractor. Subject to Council endorsement, officers will action and implement the engagement roadmap.

Attachments

1. Engagement Plan Roadmap Climate Strategy (CERP 5-Year Review) [**15.1.1** - 7 pages]



5. Public Question Time

5.1. Public Question Status Update

No public questions are outstanding.

5.2. Public Questions

The Chair will accept one (1) public question per submitter which comply with Council's Public Question Time [Guidelines](#).

The Mayor advised that 10 public questions were received by Council within the prescribed timelines.

Public Question 1 from Robert Patterson

Queenscliffe CERP review 2026 Letition Open Letter:

Why have so many residents of the Borough received no response from the Council, the CEO or the Councillors to the 249 "Queenscliffe CERP Review 2026" Letition Open Letters delivered to Council from local residents over the past few months?

Response from the CEO

Council officers received 221 letitions from 156 individuals, 78 were Borough residents, 75 resided outside the Borough – 53 of which resided outside the 3225 postcode and 3 submitters addresses were unreadable. Council officers emailed a response to those submitters, and for those without emails hard copies were sent. We can advise several letters were returned and emails bounced back due to provided addresses or emails on the letitions being incorrect.

Public Question 2 from David Kenwood on behalf of Friends of Victoria Park

Subsequent to Council revoking CP054 Victoria Park it is unclear what written policy assurances remain to protect the park's environmental reserves and amenity, while expanding access to the park. Our particular concerns include the apparent:

- Lack of Borough of Queenscliffe documentation that states explicitly that the Victoria Park regeneration areas will continue to be treated as general parkland and neither camping nor overflow parking will be allowed.
- The current status of the "overflow parking" provision in CP054 Policy and the coloured coded maps that supported earlier versions of the policy.



Our question is what policies remain to protect the park's environmental reserves and amenity into the future?

Response from the Manager Customer Experience

Council has made a commitment to the revegetation area through fencing off the area and by actively involved in providing planting advice and support. As the camping and revegetation areas are clearly delineated through fencing the map is no longer required. Victoria Park can be appropriately managed through existing operational controls, Council's vegetation management framework and relevant Crown land and caravan park requirements.

As highlighted in previous Council reports the revocation of the policy does not remove Council's ability or obligation to manage Victoria Park responsibly; rather, it would allow ongoing management to continue through the practical mechanisms that are now in place and operating effectively. Council are unaware of what overflow parking is being referred to as there is no reference in the revoked policy CP054.

Public Question 3 from Keith Stowers

Preamble

Applications for outdoor dining in Queenscliffe requires a declaration of the number of proposed tables and chairs, for which a Permit fee is paid. Additional requirements include a drawing or image of any sign, goods, tables and chairs or street furniture, and the width of the footpath. Public Liability Insurance, with an Indemnity Clause of \$10 million, is also required.

Question

Does Council perform on-going reviews to ensure compliance with Applications and all declared Conditions, and to determine that thoroughfares and access points remain safe and accessible to pedestrians, and those with a mobility device, in accordance with the Borough of Queenscliffe Access and Inclusion Plan 2025-2029?

Response from Manager Community & Regulatory Services

The Law Enforcement team on behalf of Council issue and review Footpath Trading permits annually that includes outdoor dining permit conditions. In addition to this, officers' proactive enforcement of Footpath Trading permit compliance throughout the year, investigating and addressing reports of obstructions and access complaints.



This includes compliance with 1.2 metres of minimum clearance of footpath space to meet pedestrian access and mobility scooter requirements.

Public Question 4 from Jenny Barrett

Given that the Climate Emergency Response Plan Community Engagement Roadmap offers very limited opportunities for people to be involved in the process of reviewing the CERP, will Council record and make public:

(1) a record of how many members of the community attend the Listening Post on 31 August;

Response from the Manager Infrastructure & Environment

It is proposed that following the listening post and the roundtable engagement activities, the independent engagement facilitator, Nation Partners, will provide an engagement outcomes report. This report will be shared with the community and will include attendee numbers.

Public Question 5 from Glenn Foard

Preamble:

The Council's Community Engagement policy (CP003) states –

- Community engagement should be accessible to everyone
- It should be as inclusive as possible to assist Council gain a better understanding of how different groups and parts of our community think about a project, policy or service
- Engagement activities should prioritise methods that allow everyone to participate

Yet, Agenda Paper 15.1 states the main work of the CERP Review will be undertaken via 2 roundtables involving 40 community members only. There are two flawed mechanisms offered for the broader community to be heard:

- A Listening Post on 31 August for 1 hour only. The limited duration, short notice period and the confusion evident in public notices about the event undermine the potential for widespread participation.
- The second opportunity is the display of a draft Climate Strategy. I am concerned the draft will be put forward as a fait accompli.

Question:



Why is Council proposing a process which does not comply with its community engagement policy, especially the principles of accessibility, inclusivity, and offering participants non-time dependent methods through which to participate?

Response from Manager Infrastructure & Environment

Our proposed engagement approach aligns with CP003's inclusivity guidelines because it combines engagement methods designed to reach different participants and capture a range of community perspectives.

The two roundtables allow a selected cross-section of community members to explore matters in detail, while the public Listening Post creates an additional face-to-face opportunity for people outside the roundtables to contribute. Public exhibition of the draft Climate Strategy will provide a non-time-dependent option, enabling community members who cannot attend an event at a set time to review the material and provide feedback during the exhibition period. Using these complementary methods supports CP003's aim of making engagement accessible, including different groups and parts of the community, and allowing broad participation.

Council also recognises that clear notice, accessible information and adequate time to respond are necessary to put these inclusivity principles into practice and will consider these requirements as the engagement process proceeds.

Public Question 6 from David Myer

Preamble: The Local Government Act 2020 requires that local governments must actively involve the community when developing their core four-year Council Plan. They must also ensure local climate expectations shape municipal priorities. Local climate expectations are amply demonstrated in the effort put in by the community to develop the CERP and demand urgent Climate action of Council in 2020/21. Many hundreds of people contributed. It was a community driven initiative and Council responded positively by supporting the CERP and declaring a climate emergency. The Community and Council worked together to considerable effect - in emissions reductions and financially (according to Council's own report). I note that Council has now, without reference to the Community, decided to abandon the CERP and absorb its climate responsibilities into its overall strategy.



Question:

Do you really believe that this approach and the proposed 'Listening Post', and the limited scope consultation panels (containing just 40 people carefully selected by Council without input from the Community), constitute a fair and adequate service to this deeply engaged community? Does it "ensure local climate expectations shape municipal priorities.

Response from the Manager Infrastructure & Environment

The themes of this question have been largely addressed in the answer to the last question. In summary, the multiple engagement methods are designed to maximise the engagement reach while facilitating accessible opportunities to explore matters in detail as well as providing community members with a non-time-dependent alternative for participation. This will achieve representative input from the community.

Public Question 7 from Jenny Brown

Preamble

Council papers, Item 15.1 and the consultancy firm, Nation Partners engagement paper both indicate that as part of the Climate Emergency Response Plan review process, a 'draft Climate Strategy' will be publicly exhibited, inviting wider community feedback, before being finalised.

Question

How will community feedback on a draft Council 'Climate Strategy' be documented in Council records and shared with the community?

Response from the Manager Infrastructure & Environment

It is proposed that following consideration of feedback received during public exhibition of the draft revised Climate Strategy, Council will write to community members who made submissions. This correspondence will outline which elements of community feedback were incorporated into the revised draft strategy, which were not, and the rationale for Council's approach.

Public Question 8 from Graham Hobbs

Dear Mayor and Councillors. As president of the National Trust of Victoria Geelong and Region Branch, and as a founding member of Defend Fort Queenscliff Alliance, I wish the following public question be asked at tonight's meeting:



"While recognising Fort Queenscliff 's unique heritage Nationally, why not obtain UNESCO world Heritage status for future generations?" The fort has been classified "A" by the National Trust, to be preserved at all costs.

Response from the Manager Community & Regulatory Services

Council has no immediate plans to obtain UNESCO world Heritage nomination at this point. However, I note in tonight's agenda at item 8.2 Council is considering whether to nominate Fort Queenscliff to the National Heritage List.

Public Question 9 from Lea Corbett on behalf of Queenscliffe Climate Action Now (QCAN)

Preamble:

Over recent weeks, Council officers advised QCAN that two decisions about the future of the CERP have already been made by Council. They are:

- That a Council Climate Strategy will replace the CERP – despite Council having previously signed up to a 10-year CERP; and
- That Council believes there is no climate emergency.

There has been no community engagement regarding these critical decisions. QCAN has been informed but as far as we understand, no public announcement has been made by Council. Further, there has been no information provided as to why such decisions were taken and the evidence (if any) informing them. All credible evidence confirms the crisis has worsened since Council declared an emergency in 2019.

Question:

Is the Review process intended to remove Council's climate emergency declaration and, if so,

- how can Council justify such a decision given that over 2000 community members called for the declaration in 2019 and all scientific evidence since suggests the consequences of climate change are intensifying?
- How does Council intend to incorporate this into the Review?

Response from the CEO

Council recognises that Climate Emergency Declaration has been and is important to many members of our community and helped establish a strong focus on climate action. As we review the strategy, our intention is not to diminish the importance of climate change or Councils responsibility to respond. We have heard the community



feedback about the proposed review and understand that for some it may be seen as reducing Councils commitment. This is not the case, and this is not the intent.

Our focus is on developing a contemporary strategy that is ambitious but achievable reflects the risks facing the community and embeds climate considerations into Councils everyday planning infrastructure, asset management and decision making.

Council has articulated on several occasions to QCAN that Council believes in climate change is real and that climate is changing. Council is moving from a declaration to delivery, so we need to deliver change. The declaration was important point in time: the evolving strategy represents the next stage of Councils response and the importance of continuous improvement and reflection.

Public question 10 from Sue Vittori

Preamble:

I am pleased to announce the establishment of the Defend Fort Queenscliff Alliance (DFQA). We are an apolitical alliance of concerned organisations and individuals from Queenscliff and beyond, who are committed to ensuring that Fort Queenscliff remains in Commonwealth ownership with the fullest possible heritage protection.

We want Fort Queenscliff to become the living heart of Queenscliff, managed under a public trust and opened to the wider community through complementary civic and commercial uses that respect and enhance its heritage values.

The Alliance strongly supports the Notice of Motion listed as item 8.2 on tonight's agenda. We encourage Councillors to unanimously vote Yes to nominate the Fort for National Heritage Listing. We stand ready to support the submission in any way we can.

We also stress the need to expedite the submission given the Fort's future is uncertain – and potentially at peril – under the Department of Defence's current Estate Divestment Program.

Question for Council:

If the Motion is passed tonight, how will the Council draw on the existing knowledge and expertise in the community, including this Alliance, to help prepare the National Heritage submission?



Response from the Manager Community & Regulatory Services

It is anticipated that investigation of sources of information on the Fort Queenscliff will be confirmed from the existing Commonwealth Heritage listing and other relevant sources to inform a nomination. Gathering relevant information will likely also be informed by discussions with local groups with an interest and connection with Fort Queenscliff.

6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 22 July 2026

A copy of the minutes from the Ordinary Council Meeting on 22 July 2026 was distributed to Councillors under separate cover.

RESOLUTION

Cr Isabelle Tolhurst / Cr Hélène Cameron

That the minutes of the Ordinary Council Meeting on 22 July 2026, as distributed, be confirmed as an accurate record.

CARRIED

6.2. Ordinary Council Meeting on 22 July 2026 Confidential Minutes

A copy of the previous confidential minutes from the Ordinary Council Meeting on 22 July 2026 was distributed to Councillors under separate cover.

RESOLUTION

Cr Hélène Cameron / Cr Brendan Monahan

That the confidential minutes of the Ordinary Council Meeting on 22 July 2026, as distributed, be confirmed as an accurate record.

CARRIED



7. Record of Informal Meetings of Councillors

A Record of Informal Meetings of Councillors is included in the Adjunct to item 7.

- 22 July 2026 – Council Assembly briefing
- 10 August 2026 – CEO & Councillors meeting
- 12 August 2026 – Council Assembly briefing

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

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

CARRIED UNANIMOUSLY



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 14 July and 17 August 2026.

Date	Meeting or Function
15 July 2026	Community Grants & Events Sponsorships Presentation (CEO, Cr Grigau, Cr Tolhurst, Cr Monahan & Cr Cameron)
16 July 2026	Geelong Gallery & Queenscliff Gallery Impressionism Event (CEO)
16 July 2026	Municipal Association of Victoria Regional Meeting-Great South Coast Barwon via videoconference (CEO)
16 July 2026	Rural Councils Victoria Election Advocacy and Enterprise Bargaining support via videoconference (CEO)
16 July 2026	Geelong Regional Library Corporation out of session meeting (Cr Tolhurst)
23 July 2026	Council Consultation: Commonwealth Government's Disaster Recovery Funding Framework via videoconference (CEO)
23 July 2026	Seaview Gallery site visit and introduction (CEO)
24 July 2026	G21 Regional Alliance CEOs meeting (CEO)
27 July 2026	Meeting with the Regional Director, Department of Energy, Environment & Climate Action (CEO)
28 July 2026	Meeting with Heart-healthy neighbourhood (CEO)
29 July 2026	Meeting with the CEO of Bellarine Community Health (CEO & Cr Grigau)
30 July 2026	Urban Design & Public Realm Assets Advisory Group meeting (Cr Grigau)
31 July 2026	G21 Regional Alliance Board Meeting (CEO & Cr Grigau)
3 August 2026	Tourism Greater Geelong & The Bellarine Board Meeting (Cr Grigau)
5 August 2026	Tourism Greater Geelong & The Bellarine, Tourism Together Conference (Cr Grigau)
5 August 2026	Citizenship Ceremony (Cr Grigau, Cr Cameron & Cr Tolhurst)
8 August 2026	Point Lonsdale Surf Life Saving Club End of Year Celebration (Cr Cameron)
10 August 2026	NAYBA Impact Audit at Cottage by the Sea (CEO & Cr Grigau)



11 August 2026	Walk on Country with Wadawurrung Co-CEO (CEO)
13 August 2026	City of Greater Geelong Exhibition Discovering the Impressionists: Paul Durand-Ruel (CEO)
14 August 2026	Queenscliffe Community Organisations Forum (CEO)

RECOMMENDATION

That the Functions Attended report be received.

RSOLUTION

Cr Hélène Cameron / Cr Isabelle Tolhurst

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

CARRIED UNANIMOUSLY



11. Chief Executive Officer

11.1. Chief Executive Officer Report for August 2026

Purpose

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

Executive Summary

A Warm Welcome for two new Australian Citizens

On 5 August 2026, the Borough of Queenscliff proudly hosted an Australian Citizenship Ceremony at the Queenscliff Town Hall. The Mayor, Cr Donnie Grigau, as presiding officer formally welcomed two new citizens into the Borough and the broader Australian community. Proud Wadawurrung man, Ashley Skinner, opened the event with a Welcome to Country. The ceremony marked the final step in the citizenship journey for the participants, who made the Australian Citizenship Pledge in the presence of family, friends, Councillors and community representatives.

A special thank you goes out to Mrs Alison Marchant MP, Mrs Beverley McArthur MP and Sandy Brady, who attended on behalf of The Hon. Gale Tierney, for joining and extending a warm welcome to our new citizens. The occasion provided an opportunity to celebrate the cultural diversity, inclusiveness and civic values that strengthen our community.

ALWAYS LIVE Victorian Vibes: Queenscliff

On 25 July 2026, Queenscliff hosted the ALWAYS LIVE Victorian Vibes event featuring headline performer Jessica Mauboy and a diverse program of live music and entertainment. The event was a significant success, attracting a record 6,022 registered attendees and creating a vibrant atmosphere for both residents and visitors.

The event drew visitors from across Victoria and interstate, with 53% of attendees travelling from other regional areas and interstate, 12% from Melbourne, 20% from within a 10-minute drive of Queenscliff, and 15% from Queenscliff itself. Notably,



87% of attendees had not previously attended a Melbourne Vibes or Victorian Vibes event, demonstrating the event's success in reaching new audiences and attracting first-time visitors to the region.

Event organisers acknowledged Council's support throughout the planning and delivery of the event, noting that Council's flexibility, collaboration and commitment were instrumental in ensuring its success. The event generated strong community activation, supported local businesses during the winter period, and showcased Queenscliff as one of Victoria's premier coastal destinations.

Glass-Only Kerbside Recycling Advocacy

The Borough of Queenscliffe continues to advocate against the Victorian Government's proposed mandatory rollout of a glass-only kerbside recycling service. As part of a coalition of 39 Victorian councils, the Borough has raised concerns regarding the significant costs, operational challenges and limited environmental benefits associated with the proposed service.

A joint community survey conducted in April and May 2026 received more than 24,000 responses statewide, with 83% of respondents opposing the introduction of a glass-only bin. In the Geelong region, including the Borough of Queenscliffe, 77% of respondents opposed the proposal, while 95% supported expanding the Container Deposit Scheme to include glass wine and spirit bottles.

This month, Council has written to Alison Marchant MP, Member for Bellarine, seeking support for a pause and review of the current policy settings and advocating for alternative approaches that deliver better outcomes for residents and ratepayers. As the campaign progresses through Phases 2 and 3, Council and its coalition partners will continue to share community survey results, engage directly with government decision-makers and advocate for an expanded Container Deposit Scheme as a more effective alternative to a mandatory glass-only kerbside service.

Point Lonsdale Bike Park Project

The Point Lonsdale Bike Park project has resumed following the Borough's successful receipt of State Government funding in April 2026. Design of the bike park has been completed, and the project is currently approximately 50% complete. A Cultural



Heritage Management Plan (CHMP) is being finalised to support the remaining approval processes before construction commences.

The next stage of works includes delivery of the bike park, a small playground and minor car park improvements. The project remains a key recreational investment for the community, with completion and public opening anticipated in April 2027.

Further information is available on Council's project page:

[Point Lonsdale Bike Park | Let's Talk Borough of Queenscliffe](#)

Current Consultation

Wayfinding Strategy

Community consultation on the Borough of Queenscliffe's draft Wayfinding Signage Strategy concluded on 13 August 2026. The strategy was developed to establish a consistent and accessible approach to directional signage and mapping across the Borough, improving connectivity and navigation for residents, businesses and visitors. Council thanks community members who reviewed the draft strategy and provided valuable feedback through the consultation process. A summary of engagement outcomes and how community feedback has informed the final strategy will be considered at a Council meeting later this year.

P1 Huts Expression of Interest

The Expression of Interest (EOI) process for the future use of the P1 Huts at the Point Lonsdale Lighthouse Reserve closed on 10 August 2026. The EOI invited proposals for community and other compatible uses that would activate the heritage-listed huts while protecting their historic significance and landscape character. The process sought innovative uses that deliver community benefit and are financially self-sustaining, with all operational, maintenance and compliance costs to be borne by the successful proponent. Council thanks all applicants for their interest and submissions, which will now be assessed against the established evaluation criteria.

Attachments

Nil



RESOLUTION

Cr Di Rule / Cr Hélène Cameron

That Council receives the Chief Executive Officer Report for August 2026.

CARRIED UNANIMOUSLY



12. Living in the Borough

12.1.	Geelong Regional Library Corporation Transition
Author:	Manager Customer Experience
Theme: Councillor:	Living in the Borough Cr Monahan

Purpose

To seek Council's commitment to transition the shared regional library service model from the Geelong Regional Library Corporation to a company limited by guarantee, and to confirm Council's continued participation in the final stages of the transition process.

Executive Summary

Council Plan Theme 4. Running the Borough

11. Ensure all decisions are financially sound, sustainable, transparent and accountable to the community.

11.1 Our decisions and our work is informed by strategic documents adopted by Council

This report seeks Council's commitment to continue participating in the Geelong Regional Library Corporation's transition to a new shared service company limited by guarantee, consistent with the requirements of the *Local Government Act 2020*.

GRLC currently provides library services for five member councils: the Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire Council, Surf Coast Shire Council and Colac Otway Shire Council. The proposed model is intended to maintain existing library services, staff roles, customer experience, branches, programs and collections, while updating the legal and governance framework that supports regional service delivery.

Council is asked to commit to joining the new company, noting that further governance arrangements, service level agreements and financial contribution details will return to Council for consideration.

RECOMMENDATION

That Council:

1. Notes that the *Local Government Act 2020* requires library corporations to transition to a new enterprise model by 30 June 2031.
2. Notes that the Geelong Regional Library Corporation (GRLC) has resolved to transition to a company limited by guarantee and that an executive steering committee, comprising executives of the five member councils and GRLC, is progressing the proposed governance and operating model for a new company.
3. Notes the community and financial benefits of the shared service model outlined in this report.
4. Commits to joining the new (shared service model) company which will provide library services in a similar capacity to GRLC for its member councils.
5. Notes a further report will be presented to adopt the governance arrangements.

RESOLUTION

Cr Isabelle Tolhurst / Cr H  l  ne Cameron

That Council:

1. Notes that the Local Government Act 2020 requires library corporations to transition to a new enterprise model by 30 June 2031.
2. Notes that the Geelong Regional Library Corporation (GRLC) has resolved to transition to a company limited by guarantee and that an executive steering committee, comprising executives of the five member councils and GRLC, is progressing the proposed governance and operating model for a new company.
3. Notes the community and financial benefits of the shared service model outlined in this report.
4. Supports the transition to a company limited by guarantee as the preferred shared regional library service model, subject to final Council approval.
5. Notes that a report will be presented at a future Council meeting for Council to consider:



- Becoming a member of the new company limited by guarantee subject to financial modelling, proposed financial contribution, governance documents, service arrangements, and material risks and liabilities for the Borough.
 - Approving and authorising the execution of the new company's constitution, library agreement, and any associated governance or service agreements.
6. Notes that Council membership of a new company or authorisation of any associated agreement is subject to a subsequent resolution of Council.

CARRIED UNANIMOUSLY



REPORT

Background

Geelong Regional Library Corporation (GRLC) has been operating since 1996 providing library services to the Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire Council and Surf Coast Shire Council with Colac Otway Shire Council joining the corporation in 2021.

The *Local Government Act 2020* requires Regional Library Corporations to transition to a new corporate structure by 30 June 2031 under legislation that governs corporate entities.

Following a review of possible governance arrangements, the GRLC Board endorsed a company limited by guarantee as its preferred model in February 2024. In July 2024, all member councils passed a resolution regarding the library transition, with the Borough of Queenscliffe resolving:

That Council:

1. *Notes that the Local Government Act 2020 requires Regional Library Corporations to transition to a new enterprise model by 30 June 2031.*
2. *Notes that the Geelong Regional Library Corporation at its 15 February 2024 Board meeting endorsed a Company Limited by Guarantee as its preferred future enterprise model in order to enable project scoping, transition planning, and costing in preparation for member Council decisions.*
3. *Request that GRLC prepare a report for formal consideration by Council at a future Council Meeting, that:*
 - a. *Sets out future governance arrangements and indicative cost impacts for member councils for the delivery of Library Services under the new enterprise model.*
 - b. *Seeks the formal approval to transition to the new enterprise model.*

Member councils now need to make a formal decision on whether they want to proceed with the proposed new governance model.

Discussion

Independent benchmarking identifies GRLC as one of the highest-performing public library services in Victoria, with consistently strong results across service provision, operational efficiency, community use and customer satisfaction.



To support the transition required under the *Local Government Act 2020*, GRLC and executives from the five member councils have been developing a proposed shared service model structured as a company limited by guarantee. Member councils are now asked to consider whether they wish to commit to this model so that detailed work can continue on the governance documentation, financial model and service levels for consideration and adoption in the coming months.

The proposed transition is intended to preserve the existing library service while implementing the governance changes required under the new enterprise model. Library branches, programs, collections, digital services, customer experience and workforce arrangements are expected to remain substantially unchanged.

Under the proposed model, councils would continue to determine strategic direction, service levels, any service changes and financial contributions. These arrangements would be formalised through a Service Level Agreement approved by member councils, strengthening transparency and accountability.

The model also proposes a review of the method used to calculate regional costs, with the aim of achieving a fair and proportionate contribution from each member council that reflects population and library usage within each municipality.

In summary, the proposal is designed to maintain the services the community currently receives while updating the legal and governance framework that supports their delivery. The following table outlines the key elements proposed to remain unchanged and the areas proposed to change.

Staying the same	Proposed to change
Library services	Legal structure
Staff roles and responsibilities	Governance Framework
Service delivery model	Board Composition
Customer Service / Community experience	Access to new funding sources
Collection size and management	Financial contribution model for shared costs



The proposal remains subject to further input from GRLC and member councils before final governance documentation is presented to member councils for consideration.

The proposed move to a new shared service company presents several risks; however, these are considered manageable with appropriate safeguards in place.

The main areas of risk relate to member participation, governance arrangements, workforce transition and the treatment of assets if the company were ever dissolved.

If one or more councils decided not to continue with the shared model, the remaining participants may face higher costs, duplicated functions, reduced economies of scale and potential workforce impacts. Early assessment suggests the company could still be established with fewer than five member councils, although the level of service available to the community may be reduced. Even in that situation, the shared company model is considered preferable to each council operating separate standalone services.

Governance, service standards and each council's ability to influence decisions are intended to be addressed through the proposed governance framework, member approval rights and the use of service level agreements. These mechanisms are designed to provide oversight, accountability and clarity about service expectations.

Workforce and industrial relations matters have also been considered. The proposed "lift and shift" approach would help reduce employment-related risk by keeping staff roles and responsibilities substantially unchanged. Existing employment documentation and agreements provide further controls. This risk would increase for any member council that chose not to proceed on the same basis.

There is also a risk concerning the distribution of assets if the company were wound up. This can be managed by councils identifying or creating a suitable not-for-profit entity with a similar purpose to receive any remaining assets.

It should be noted that in July 2026 the four member councils (other than the Borough of Queenscliffe) each passed a resolution similar to the recommendation before the Borough of Queenscliffe Council in this report. If Council were to adopt this report's recommendation, this would be in keeping with the decisions made by the other four member councils of the GRLC.



Options

1. Commit to the shared service model for library services through a company limited by guarantee.
This option is recommended as it continues the existing regional shared service arrangement for library services while transitioning to a new governance model. It is intended to preserve the strengths of the current shared service, meet legislative requirements and provide an improved governance framework. The transition is not intended to change library services.
2. Do not commit to the proposed shared service model and progress towards delivering library services in-house through a direct single-council service model.
3. This option is not recommended as it would likely be more costly for Council to deliver and Council does not currently have the resources required to provide a library service independently.

Communications and Engagement

Community Engagement

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

Collaboration

Officers are actively working with the other four member councils in the GRLC.

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

Council Plan 2025–2029

Not applicable.

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental 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



Cr Grigau and Cr Monahan left the meeting at 7:21pm, Deputy Mayor Cr Rule took the Chair in the Mayor's absence.

13. Building the Borough

13.1.	Planning Permit Activity Report for July 2026 (deferred from previous agenda)
Author:	Senior Planner
Theme:	Building the Borough Cr Rule

Purpose

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

Executive Summary

Council Plan Theme 2. Building the Borough

Local Planning Policy Protects heritage and local character

The following table provides a summary of the planning permit activity from the last report published at the close of business on 10 July 2026.

CATEGORY	TALLY
Current applications	2
Applications finalised since last report	8
New applications received since last report	9
Total number of active permit applications	8
VCAT matters yet to be determined	3
Development Plan & Planning Scheme Amendment Summary Report	0

Note

In accordance with the Planning Applications Protocol 9 May 2023, a Council briefing occurs where planning permit applications receive four (4) or more objections.



RESOLUTION

Cr Isabelle Tolhurst / Cr Hélène Cameron

That the Planning Permit Activity Report from July 2026 be received.

CARRIED UNANIMOUSLY



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2026013	11/05/2026	11 Lockwood Street Point Lonsdale	Alterations and extensions to an existing dwelling, variation to front and side setbacks and site coverage	1	Under consideration
A 2023-007-1	12/05/2026	26 Learmonth Street Queenscliff	AMENDMENT: Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m ² and variation to site coverage and setback	2	Under consideration

b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
2021-048	01/07/2026	200-204 Point Lonsdale Road Point Lonsdale	Extension of time request	Extension of time approved
PA2023062	12/09/2023 (Amended 13/02/2026 & 19/03/2026)	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses and a commercial building comprising two retail units, subdivision of the land into four (4) lots, 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	Notice of decision to grant a permit issued
PA2026012	08/05/2026	3 Winterley Road Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
PA2026016	25/05/2026	46 Ocean Road Point Lonsdale	Alterations and extensions to an existing dwelling and variation to site coverage	Permit issued
PA2026017	28/05/2026	3 Smith Street Queenscliff	Alterations and extensions to an existing two storey dwelling	Permit issued
PA2026018	04/06/2026	4 Admans Street Point Lonsdale	Alterations and extensions to an existing two storey dwelling	Permit issued
VS2600008	19/06/2026	122 Glaneuse Road Point Lonsdale	Construction of a pergola	Permit issued
VS2600009	23/06/2026	12 Thomson Street Point Lonsdale	Construction of an outbuilding	Permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
A PA2024031-1	12/06/2026	25-27 Albert Street Point Lonsdale	AMENDMENT: Alterations and extensions to an existing two storey dwelling	1	Public notification
VS2600008	19/06/2026	122 Glaneuse Road Point Lonsdale	Construction of a pergola	N/A	Permit issued
VS2600009	23/06/2026	12 Thomson Street Point Lonsdale	Construction of an outbuilding	N/A	Permit issued
PA2026019	29/06/2026	2 Nelson Road Point Lonsdale	Construction of a communal building and a maintenance building	0	Initial review
PA2026020	29/06/2026	29 King Street Queenscliff	Display signage	0	Further information requested 10 July 2026
2021-048	01/07/2026	200-204 Point Lonsdale Road Point Lonsdale	Extension of time request	N/A	Extension of time approved
PA2026021	03/07/2026	9A Mercer Street Queenscliff	Demolition of an outbuilding and construction of a studio	0	Application fee requested
PA2026022	06/07/2026	165 Point Lonsdale Road Point Lonsdale	Alterations to an existing dwelling	0	Public notification being prepared
PA2026023	07/07/2026	13 Fraser Street Queenscliff	Alterations and extensions to an existing dwelling	0	Public notification being prepared



d. VCAT Applications

App. No	Appeal lodged	Address	Proposal	Status
PA2024054	27/11/2025	18 The Esplanade Queenscliff	Alterations and extensions to an existing three storey dwelling and variation to the front setback	VCAT application for review lodged by applicant (failure to determine) Hearing 7 & 8 July 2026 VCAT decision to be issued in due course
PA2025042	04/03/2026	1 Bowen Road Point Lonsdale	Construction of a two storey dwelling and front fence and variation to site coverage	VCAT application for review lodged by objector Hearing 19 August 2026
PA2025056	09/06/2026	43 Point Lonsdale Road Point Lonsdale	Construction of a two storey dwelling, construction of a front fence and alteration to access to a road in a Transport Zone 2	VCAT application for review lodged by objector Compulsory conference 31 August 2026 Hearing 23 & 24 November 2026

e. Development Plan & Planning Scheme Amendment Summary Report

No relevant amendments to report

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



13.2.	Planning Permit Activity Report for August 2026
Author:	Senior Planner
Theme:	Building the Borough Cr Rule

Purpose

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

Executive Summary

Council Plan Theme 2. Building the Borough

Local Planning Policy Protects heritage and local character

The following table provides a summary of the planning permit activity from the last report published at the close of business on 14 August 2026.

CATEGORY	TALLY
Current applications	2
Applications finalised since last report	8
New applications received since last report	6
Total number of active permit applications	8
VCAT matters yet to be determined	1
Development Plan & Planning Scheme Amendment Summary Report	0

Note

In accordance with the Planning Applications Protocol 9 May 2023, a Council briefing occurs where planning permit applications receive four (4) or more objections.

RESOLUTION

Cr Hélène Cameron / Cr Isabelle Tolhurst

That the Planning Permit Activity Report for August 2026 be received.

CARRIED UNANIMOUSLY



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2026013	11/05/2026	11 Lockwood Street Point Lonsdale	Alterations and extensions to an existing dwelling, variation to front and side setbacks and site coverage	1	Under consideration
PA2026020	29/06/2026	29 King Street Queenscliff	Display signage	0	Further information requested

b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
A 2023-007-1	12/05/2026	26 Learmonth Street Queenscliff	AMENDMENT: Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m2 and variation to site coverage and setback	Notice of decision to amend a permit issued
A PA2024031 -1	12/06/2026	25-27 Albert Street Point Lonsdale	AMENDMENT: Alterations and extensions to an existing two storey dwelling	Notice of decision to amend a permit issued
PA2024054	27/11/2025	18 The Esplanade Queenscliff	Alterations and extensions to an existing three storey dwelling and variation to the front setback	No permit issued (deemed refusal as directed by VCAT)
PA2025042	04/03/2026	1 Bowen Road Point Lonsdale	Construction of a two storey dwelling and front fence and variation to site coverage	Permit issued at the direction of VCAT
PA2026019	29/06/2026	2 Nelson Road Point Lonsdale	Construction of a communal building and a maintenance building	Permit issued
PA2026021	03/07/2026	9A Mercer Street Queenscliff	Demolition of an outbuilding and construction of a studio	Permit issued
PA2026022	06/07/2026	165 Point Lonsdale Road Point Lonsdale	Alterations to an existing dwelling	Permit issued
PA2026023	07/07/2026	13 Fraser Street Queenscliff	Alterations and extensions to an existing dwelling	Permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2026024	29/07/2026	260 Fellows Road Queenscliff	Removal of native vegetation	0	Public notification
PA2026025	30/07/2026	66 Nelson Road Queenscliff	Construction of a second dwelling (two storey) and subdivision of the land into two (2) lots	0	Public notification
PA2026026	30/07/2026	16 Ocean Road Point Lonsdale	Construction of a two storey dwelling and variation to site coverage	0	Public notification
PA2026027	07/08/2026	Various road reserves Queenscliff & Point Lonsdale	Removal of native vegetation	0	Initial review
PA2026028	14/08/2026	34 Ocean Road Point Lonsdale	Alterations to an existing dwelling	0	Initial review
VS2600010	14/08/2026	118 Hesse Street Queenscliff	Display business identification signage	N/A	Application fee requested

d. VCAT Applications

App. No	Appeal lodged	Address	Proposal	Status
PA2025056	09/06/2026	43 Point Lonsdale Road Point Lonsdale	Construction of a two storey dwelling, construction of a front fence and alteration to access to a road in a Transport Zone 2	VCAT application for review lodged by objector Compulsory conference 31 August 2026 Hearing 23 & 24 November 2026

e. Development Plan & Planning Scheme Amendment Summary Report

No relevant amendments to report

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



Cr Grigau and Cr Monahan returned to the meeting and the Mayor resumed as Chair.

14. Running the Borough

14.1.	Review of Council Policies
Authors:	Community Development Officer
Theme: Councillor:	Running the Borough Cr Tolhurst

Purpose

The purpose of this report is for Council to consider the following revised Council policy:

- CP002 Community Service Awards

Executive Summary

Council Plan Theme 4. Running the Borough

11. Ensure all decisions are financially sound, sustainable, transparent and accountable to the community.

11.2 Ensure clear, consistent, and accessible communication on decision making, projects, and governance

CP002 Community Service Awards

This policy was first adopted in September 2011 and last revised in October 2022.

The purpose of this policy is to set out the award categories, and the nomination and selection processes for awards that acknowledge community excellence in the Borough of Queenscliffe.

RESOLUTION

Cr Di Rule / Cr Isabelle Tolhurst

That Council adopts the revised Council Policy CP002 Community Service Awards as presented.

CARRIED UNANIMOUSLY



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

CP002 Community Service Awards

This policy was first adopted in September 2011 and last revised in October 2022. The purpose of this policy is to set out the award categories, and the nomination and selection processes for awards that acknowledge community excellence in the Borough of Queenscliffe.

Other than minor wording amendments, the main proposed changes to the policy are:

1. The addition of a third category 'Rising Community Leader of the Year Award' to recognise younger or emerging volunteers;
2. The addition of the Terms of Reference for the Community Service Awards Reference Group;
3. The change of award from Citizen of the Year to Community Member of the Year; and
4. Remove the requirement for the recipient to be an Australian citizen.

The draft policy with proposed changes is attached.

Options

1. Adopt the revised policy as presented.
2. Request changes or more information regarding the policy before considering it.

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.

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

Council Plan 2025–2029

Financial Plan 2025–2035

Disclosure of Interest

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

Considerations



Environmental Sustainability

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

Financial and Resource Implications

There are no additional financial or resource implications arising from the proposed policy changes.

Innovation and Continuous Improvement

This report has been simplified to enhance the transparency of Council operations.

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

1. CP002 Community Service Awards DRAFT [**14.1.1** - 4 pages]



15. Caring for the Borough

15.2.	Coastal and Marine Management Plan
Author:	Strategic Planner
Theme: Councillor:	Caring for the Borough Cr Cameron

Purpose

The purpose of this report is to present the revised draft Borough of Queenscliffe Coastal and Marine Management Plan (CMMP) for endorsement for the purposes of public exhibition.

Executive Summary

Council Plan Theme 5. Caring for the Borough

17 Manage and enhance our coastal areas and public open spaces so that they are safe, accessible, enjoyable and resilient to climate impacts.

18 Recognise and enhance the outstanding heritage attributes, story and built character of the Borough.

The draft CMMP has been prepared in line with the *Marine and Coastal Act 2018* and relevant marine and coastal policies and guidance documents. It outlines how Council managed marine and coastal Crown land will be cared for in partnership with Wadawurrung Traditional Owners, community associations, partner agencies and other stakeholders.

The draft CMMP sets out the following:

- The designated planning area and adjacent land management arrangements;
- A fifteen-year vision and a set of goals and five-year objectives aligned with the *Marine and Coastal Act 2018* objectives and community aspirations;
- An overview of the values of the marine and coastal environment and associated management issues and opportunities, informed by community and stakeholder input;
- Overarching and precinct scale actions; and
- Implementation arrangements and monitoring, evaluation and reporting framework.



The draft CMMP must be publicly exhibited and approved by the Minister before it can be used to inform the management of marine and coastal Crown land. Council endorsement of the CMMP is required before the document can be exhibited.

RECOMMENDATION

That Council endorse the draft Borough of Queenscliffe Coastal and Marine Management Plan (29 July 2026) for the purpose of public exhibition in accordance with Section 60 (1) of the *Marine and Coastal Act 2018*.

RESOLUTION

Cr Di Rule / Cr Isabelle Tolhurst

That Council approves the draft Borough of Queenscliffe Coastal and Marine Management Plan (29 July 2026) for the purpose of public exhibition in accordance with Section 60 (1) of the *Marine and Coastal Act 2018*.

CARRIED UNANIMOUSLY



REPORT

Background

The Borough of Queenscliffe existing Coastal and Marine Management Plan (CMMP) was prepared in 2006.

Preparing a Coastal and Marine Management Plan (CMMP) is required under the *Marine and Coastal Act 2018*. A CMMP is prepared by a Crown land manager responsible for marine and coastal Crown land. Marine and coastal Crown land is state-owned land within 200 metres inland of the high-water mark of the sea that has been declared marine and coastal Crown land under the *Marine and Coastal Act 2018*.

The State Government may appoint a land manager to manage a specific area of Crown land. This responsibility may be assigned to local government, Parks Victoria, authorities such as the Great Ocean Road Coast and Parks Authority, or other committees of management. The Borough of Queenscliffe is the nominated land manager for approximately 107 hectares of marine and coastal Crown land in the municipality. While this represents most of the Borough's marine and coastal Crown land, several other managers also operate within the municipality, including Parks Victoria, the Department of Energy, Environment and Climate Action (DEECA), the Victorian Fisheries Authority and The Bellarine Railway.

Under the *Marine and Coastal Act 2018*, a land manager may choose, or be asked by the Minister, to prepare a CMMP for the land they manage. In 2019, the Minister requested that the Borough of Queenscliffe prepare a CMMP. Under section 57(3) of the *Marine and Coastal Act 2018*, a CMMP must be prepared if directed by the Minister.

The Draft CMMP (December 2024) was considered at the Council meeting on 11 December 2024, with a recommendation that it be adopted and submitted to the Minister for approval. The draft followed an extensive consultation process that began in 2020, including the release of an *Issues and Opportunities* paper for community and stakeholder engagement, input from a Project Working Group and Project Steering Committee, and a formal exhibition period in June and July 2024. In December 2024 Council resolved to defer consideration of the Draft CMMP for three



months to give the new Council more time to be briefed and understand the document.

In May 2025, Councillors requested amendments to the Draft CMMP. Officers discussed the proposed changes with representatives from the Wadawurrung Traditional Owners Aboriginal Corporation (WOTAC) and DEECA in June and July 2025. Both parties raised concerns that the changes were substantial and affected how the plan had been developed and intended to be implemented in partnership with Traditional Owners.

In September 2025, DEECA confirmed these concerns after reviewing the amendments to the Draft CMMP 2024 for consistency with legislation and State government policy. DEECA advised that it would not recommend the amended version for Ministerial approval under section 61 of the *Marine and Coastal Act 2018*.

In February 2026 Councillors requested further revisions to the document to gain support from DEECA. In addition, the revised CMMP was to:

- Simplify and reduce the length of the document to make it more user-friendly and deliverable.
- Delete actions that cannot be achieved within the timeframe and available funding.
- Remove the repetition on text.

The revised document for consideration is known as Draft Coastal and Marine and Management Plan, (29 July 2026).

Discussion

The Draft CMMP (29 July 2026) has been amended to align with the *Marine and Coastal Act 2018*, the Marine and Coastal Policy, and DEECA guidance, including the Coastal and Marine Management Plan Guidelines 2023. It retains the format of the Draft 2024 CMMP, which was developed with key stakeholder groups through an extensive consultation program and with DEECA support.

As a 15-year strategic document, the CMMP is aspirational and identifies ongoing, short-term, long-term and future opportunities for on-ground actions to guide future management. It identifies key infrastructure improvements for Council to



deliver as the sole delivery agency, as well as opportunities for funding and works by other agencies. Action delivery will be prioritised with consideration of Council's limited resources and assessed through the annual budget process. The CMMP's long-term vision also allows Council to reassess actions according to budget and urgency, while providing a strong evidence base to support works through the budget process and seek additional funding where available.

Key Changes from CMMP (December 2024)

The revised CMMP retains the structure of the exhibited document, with actions grouped under the broader 5 year objectives and under seven precincts. The precincts are defined and guided by each precinct's landscape characteristics and existing management arrangements. For example, actions for Precinct 1, which includes the Lighthouse Reserve at Point Lonsdale, differ from those for Precinct 2, which includes the Point Lonsdale front beach. The key changes can be summarised as follows:

- Minor amendment to the wording of the fifteen year vision of the document to state:
Our resilient marine and coastal environment, with its rich living heritage and culture is valued by all. Working alongside Wadawurrung Traditional Owners and our coastal communities, we collaborate to protect and care for this special place now and in the future.
- No change to the original five goals with a reduction in the number of overarching actions under the five goals 50 to 36 as follows:
 - **Goal 1** Wadawurrung connections, rights and interests – actions reduced from 10 to 7.
 - **Goal 2** Marine and coastal environment – actions reduced from 11 to 6.
 - **Goal 3** Coastal processes and climate change – actions remain at 3.
 - **Goal 4** Sustainable use and development – actions reduced from 15 to 10.
 - **Goal 5** Stewardship, knowledge and collaboration – actions reduced from 11 to 10.
- No change to identified Precincts remaining at 7 with a reduction in the number of actions from 72 to 54 under the following precincts:
 - **Precinct 1** Fellows Road to Point Lonsdale Lighthouse – actions reduced 18 to 12.



- **Precinct 2** Rip View Carpark to Golightly Caravan Park – actions reduced from 14 to 10.
 - **Precinct 3** Golightly Park to Camp Wyuna – actions remain at 9.
 - **Precinct 4** Camp Wyuna to Queenscliff Recreation Reserve – actions reduced from 6 to 5.
 - **Precinct 5** Shortlands Bluff to the northern boundary of Fort Queenscliff – actions remain at 5.
 - **Precinct 6** Northern boundary of Fort Queenscliff to Queenscliff pier – actions reduced from 13 to 9.
 - **Precinct 7** Queenscliff Boat Ramp and 24 Wharf Street – actions reduced from 7 to 4.
- Deletion of repetitive “values” and “management issues” that are common under each precinct and retaining those specific to the individual precinct.
 - Combining the Precinct Action Plans and Implementation Plan to avoid repetition.

It is noted that the revised document contains minor typographical, and grammatical errors. The document will be comprehensively reviewed prior to reporting the CMMP to Council after the completion of the exhibition period.

Strategic Priorities

Overall, the CMMP includes 90 goals and actions, with the Borough identified as the sole delivery agency for 22 actions. Of these, 15 are fully funded or achievable within existing resourcing and staffing. The remaining seven would need to be considered through the annual budget and reporting process.

Work on the CMMP began in 2019, with 67 of the 90 actions originally identified as short term and intended to commence within the first two years of the Plan. Since that time more than 20 actions have commenced and progressed to “ongoing” or “business as usual.” These actions should remain in the CMMP to document Council’s approach to managing complex issues. Examples include:

- Following completion of the *Queenscliff Beach and Stability Study* in 2024, Council now routinely monitors cliff stability and develops Trigger Action



Response Plans (TARPs) as needed. This approach is now included as a “business as usual” action for six of the seven precincts.

- Ongoing responsibilities for native vegetation and weed management are being delivered in line with the *Vegetation & Biodiversity Value Assessment 2025*. This comprehensive assessment, completed with a \$50,000 DEECA grant, justifies Council’s management strategies.
- Action 4.3 — Completing the *Open Space Asset Management Plan* supports a key objective for sustainable use and development. The project is underway and, once complete, will strengthen Council’s evidence base for foreshore asset renewal decisions (page 43).
- Action P2.4 — Managing sand build-up on public infrastructure at the Point Lonsdale Promenade, within Precinct 2 (Rip View Carpark to Golightly Caravan Park), is now an ongoing operation (page 62).

The priority of future actions to be delivered by Council as the sole agency may need to be reviewed after exhibition of the revised CMMP, as the number of deliverable actions has been significantly reduced from the December 2024 version.

Implementation Arrangements

Chapter 10 of the CMMP outlines implementation and reporting arrangements. Implementation would be overseen by a committee comprising Council representatives and other Crown land stakeholders. The committee would be established after adoption of the CMMP to provide clear, ongoing governance and help identify and manage issues involving multiple agencies.

Delivery of the CMMP is expected to occur within Council’s existing operational structure, through capital works and maintenance programs coordinated by Infrastructure and Environment, with support from other teams such as Planning and Local Laws as required.

CMMP short term priorities would be identified through the development of an annual Implementation Plan assessed through the budget and reporting process with progress evaluated against delivery of actions. As the CMMP sets a longer-term vision, it allows flexibility to reassess actions based on budget and urgency. Council Officers would provide quarterly progress reports against Council’s Annual Plan.



Options

1. That Council endorses the draft Coastal and Marine Management Plan for the purpose of public exhibition.
2. That Council requests changes to the draft CMMP prior to releasing the document for public exhibition.
3. That Council elects to put the project on hold.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding this proposal and seek to involve the community in this project.

Under the *Marine and Coastal Act 2018*, consultation on a CMMP must occur before seeking Ministerial approval.

Given the time elapsed since the draft document was exhibited in June/July 2024 and the extent of the changes made, it is proposed that the revised CMMP be placed on public exhibition. For consistency with previous practice, it is recommended the following public consultation is undertaken:

- Revised Plan to be available on the Council website for minimum of 28 days and advertised in the Victorian Government Gazette, the Geelong Advertiser, the Bellarine Times and via Council's social media.
- In addition:
 - A media release to be issued and published in the Bellarine Times.
 - Direct contact with previous submitters, community groups and organisations with an invite to make a further submission.
 - Council officers to be available at selected times.

Collaboration

Officers have collaborated with DEECA (Department of Energy, Environment and Climate Action) regarding the revisions made to the CMMP.

A copy of the revised document has been provided to the Wadawurrung Traditional Owners Aboriginal Corporation (WOTAC) with an opportunity to discuss the changes.



Wadawurrung have recently indicated they would like to discuss the changes during the public exhibition period.

Governance Context

Relevant Law

Marine and Coastal Act 2018

Charter of Human Rights

This report has taken into consideration, 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

Coastal and Marine Management Plan Guidelines 2023

Marine and Coastal Policy 2020

Queenscliffe Planning Scheme

Legal and Risk Implications

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

Related Documents

Annual Plan 2026–2027

Council Plan 2025–2029

Community Vision 2025–2031

Climate Emergency Response Plan 2021–2031

Financial Plan 2025–2035

Asset Plan 2025–2035

Queenscliffe Planning Scheme



Disclosure of Interest

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

Considerations

Environmental Sustainability

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

Financial and Resource Implications

This project is subject to additional Council resources and budget considerations.

Innovation and Continuous Improvement

This report has been simplified to enhance the transparency of Council operations.

Implementation

Operational Impacts

This project relies on additional resources to be successfully delivered.

Implementation Process

Officers are yet to determine how this project can be delivered within existing resources.

Attachments

1. Coastal Marine and Management Plan 29 July 2026 [**15.2.1** - 110 pages]



16. List of Council Meetings

Councillor Listening Post - Environment

Monday 31 August 2026 at 5:00pm to 8:00pm

Wirrng Wirrng / Queenscliffe Hub

Planning Review Meeting

Wednesday 16 September 2026 at 6:30pm (if required)

Ordinary Meeting of Council

Wednesday 30 September 2026 at 6:30pm

Wirrng Wirrng / Queenscliffe Hub

17. Questions Without Notice

17.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

17.2. Questions Without Notice

Nil.

18. Urgent Business

In accordance with the Governance Rules, business must not be admitted by the Chairperson as Urgent Business unless: (1) it relates to or arises out of a matter which has arisen since distribution of the agenda, and (2) it cannot safely or conveniently be deferred until the next Council meeting; and (3) Council resolves to admit the item considered to be Urgent Business. Note Notices of Motion will not be admitted into Urgent Business unless determined otherwise by the Chairperson.



18.1 Queenscliffe Hub Auditorium Fees

Councillors and officers have received feedback from several community groups regarding not having free access to the Queenscliffe Hub Auditorium for ad hoc community group use during weekdays when the auditorium is otherwise vacant. The current fees and charges, adopted by Council on 24 June 2026, do not have provision for free use of the Hub Auditorium.

This feedback is becoming increasingly urgent with a number of community groups having recently again requested access to use the auditorium in the next few weeks when it would otherwise be vacant during business hours (such requests also having been made since the distribution of the August 2026 Council Meeting agenda).

Council would like to introduce an item of urgent business into tonight's agenda. The business relates to the Queenscliffe Hub Auditorium Fees, particularly in relation to free use for community groups within opening hours. Considering this matter at tonight's meeting would provide officers with a definitive way forward in responding to requests for using the auditorium not only in the next few weeks but also in the longer term as well as providing clarity for all parties.

It is noted the Chair can only admit the item if Council resolves to admit it as Urgent Business.

RESOLUTION

Cr Donnie Grigau / Cr Isabelle Tolhurst

That Council, having considered the requirements of Urgent Business contained in clause 95 of its Governance Rules, resolves to admit the matter titled 'Queenscliffe Hub Auditorium Fees' as Urgent Business.

CARRIED UNANIMOUSLY



18.2. Queenscliffe Hub Auditorium Fees

Background

As part of the 2026–2027 budget process Council approved its fees and charges. Facility hire is included in the fees and charges and this financial year it was decided that due to the operational costs that Council would no longer offer any Council facilities free of charge.

Discussion

After the fees and charges were adopted by Council at its 24 June 2026 Ordinary Meeting, feedback has been received from several community groups regarding not having access to the Queenscliffe Hub auditorium for meetings at no charge. Officers have considered this feedback and considered the use of the Queenscliffe Hub auditorium. Whilst weighing up the needs of the community and the intended use of the auditorium as well as operational costs, Council has the opportunity to respond quickly to this community feedback and update the fees and charges for 2026–2027.

The proposal is to update the fees and charges with a provision that where the Queenscliffe Hub auditorium is not otherwise booked or required for scheduled activities, community groups may be permitted to use the space for one-off, ad hoc bookings during standard business hours, Monday to Friday, at no charge (and subject to CEO (or their delegate) approval).

This arrangement is intended to support local community use while ensuring the facility remains available for its primary purpose. Approval will be subject to availability and CEO approval and does not apply to recurring bookings or activities held outside business hours. The financial impact to Council is likely to be negligible as approval will only be given when there are no other hirers, and the community groups are likely to find an alternative venue solution rather than pay the auditorium hire fee. No bookings have been made relevant to this situation so no decision is required regarding reimbursing bookings.

While a community group is not defined in the 2026/27 fees and charges, as a guide a community group is voluntary, not-for-profit, has a strong connection to the Borough of Queenscliffe and has a purpose that includes improving the overall well-being of the community. It is proposed that an additional entry be added to the facility hire area of Council's 2026/27 fees and charges as outlined below:



Auditorium hire - Queenscliffe Hub	Community Group and Clubs- Full day	\$75.00
	Community Group and Clubs- Half day	\$50.00
	Community Group and Clubs- per hour	\$25.00
	Community Group and Clubs- Monday–Friday during the Hub opening hours, ad hoc (not re-occurring) bookings only - with CEO (or their delegate) approval	\$0.00
	Events non ticketed- Full Day	\$300.00
	Events non ticketed- Half Day	\$150.00
	Events non ticketed- per hour	\$50.00
	Commercial ticketed event- Full Day	\$400.00
	Commercial ticketed event- Half Day	\$250.00
	Commercial ticketed event - per hour	\$75.00

That Council amends the 2026–2027 Council fees and charges effective immediately to add in a new venue hire fee under ‘Auditorium hire - Queenscliffe Hub’ as follows: ‘Community Group and Clubs- Monday–Friday during the Hub opening hours, ad hoc (not re-occurring) bookings only - with CEO (or their delegate) approval—\$0.00’ with all other fees and charges remaining unchanged.

RESOLUTION

Cr Isabelle Tolhurst / Cr Di Rule

That Council amends the 2026–2027 Council fees and charges effective immediately to add in a new venue hire fee under ‘Auditorium hire - Queenscliffe Hub’ as follows: ‘Community Group and Clubs- Monday–Friday during the Hub opening hours, ad hoc (not re-occurring) bookings only - with CEO (or their delegate) approval—\$0.00’ with all other fees and charges remaining unchanged.

CARRIED UNANIMOUSLY



19. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.

RESOLUTION

Time: 7:36 pm

Cr Di Rule / Cr Brendan Monahan

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:

19.1. Major Event Sponsorship Funding Request from the Queenscliffe Maritime Museum

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

CARRIED UNANIMOUSLY

20. Ratification of Confidential Items

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

RESOLUTION

Cr Di Rule / Cr Isabelle Tolhurst

Time: 7:55pm

That Council reopen the meeting and resume standing orders.

CARRIED UNANIMOUSLY



RESOLUTION

Cr Di Rule / Cr Hélène Cameron

That the decisions made in camera be ratified by Council.

CARRIED UNANIMOUSLY

21. Close of Meeting

Cr Donnie Grigau declared the meeting closed at 7:56 pm.



22.1. ADJUNCT TO 7 – RECORD OF INFORMAL MEETINGS OF COUNCILLORS

The Borough of Queenscliffe Governance Rules (chapter 6, clause 1) 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:

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

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly Briefing 22 July 2026 4:58pm – 5:40pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Grigau, Mayor Cr Tolhurst	Jane Grover, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Meeting Agenda & meeting procedures 2. Public Questions & proposed responses 3. Urgent business item as a standing Council agenda item	Nil.
CEO & Councillor Meeting 10 August 2026 5:00pm – 6:17pm	Cr Cameron Cr Monahan Cr Rule Cr Grigau, Mayor	Jane Grover, CEO	1. Queenscliff Kindergarten 2. Victoria Park Policy 3. Mercer Street	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
CEO Office	Cr Tolhurst		4. Request for a meeting with Sonya Kilkenny, Minister for Planning 5. Councillor correspondence and open letters/letitions regarding the Queenscliffe Climate Emergency Response Plan (CERP)	
Councillor Assembly Briefing 12 August 2026 9:01am – 2:30pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule Cr Grigau, Mayor Cr Tolhurst	Jane Grover, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Abbey Tatterson, MCE Steve Quick, RIE Jodie Hunt, FSC Makenna Bryon, CC Carly Douglas, CSRO Shelley Sutton, CDO Rebecca Petit-Bramwell, CERP Jenni Walker, HR&GC Belinda Bennett, HR&OD Jackie Fletcher, EA	1. Safer Local Roads & streets program update 2. Hesse Street Bus Stop location review 3. Draft Climate Emergency Response Plan Community Engagement roadmap 4. Coastal & Marine Management Plan Community Consultation 5. Pre-Budget 2027/26 Community Engagement process 6. Budget update: 2025/26 year-end financial result 7. Ballara Foundation update 8. Queenscliffe Maritime Museum major event sponsorship request 9. Councillor Mandatory Professional development 10. Review of Council Policies: a. CP002 Community Service Awards	Cr Grigau declared a general conflict at item 1. Safer local roads & streets project update. Cr Grigau left the meeting for the item. Cr Monahan & Cr Cameron both declared a general conflict of interest at item 10b. Review of Council Policy: CP029 Use of Council Facilities. Each are on the board of community



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
			b. CP029 Use of Council Facilities 11. Queenscliffe Hub Auditorium hire fees clarification 12. Council Listening Post on 31 August 2026	groups that use Council facilities.

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

Signed

**Cr Donnie Grigau, Mayor
30 September 2026**