

Borough of Queenscliffe

Special Meeting of Council

Minutes

Monday 15 September 2025 at 5:15PM

Queenscliff Town Hall



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia



Community Vision

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

Our Values

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

Acknowledgement of Country

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



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1. Opening of Meeting

Cr Di Rule declared the meeting open at 5:14 pm.

2. Present & Apologies

Present:

Cr Hélène Cameron

Cr Donnie Grigau (online)

Cr Brendan Monahan, Deputy Mayor

Cr Di Rule, Mayor

Cr Isabelle Tolhurst

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Community & Regulatory Services

Stuart Hansen, Manager Infrastructure & Environment

Gihan Kohobange, Manager Finance & ICT Services

Abbey Tatterson, Manager Customer Experience

Makenna Bryon, Communications Coordinator

Jackie Fletcher, EA to the CEO, Mayor & Councillors

Apologies:

Nil.

3. Pecuniary Interest & Conflict of Interest Disclosures

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

Councillors:

Nil.

Officers:

Nil.



4. Heritage, Planning & Infrastructure

4.1.	Request for City of Greater Geelong Council to initiate a Planning Scheme Amendment to rezone land at 2341-2349 Bellarine Highway, Point Lonsdale
Author:	Chief Executive Officer
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

The purpose of this report is to get Council endorsement to request the City of Greater Geelong to initiate a Planning Scheme Amendment to rezone land at 2341-2349 Bellarine Highway, Point Lonsdale.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 6: *Advocate and work in partnership with other levels government and the private sector on issues important to Borough residents*

Council has asked the CEO to prepare correspondence to be sent to the City of Greater Geelong Councillors from the Mayor of the Borough of Queenscliffe.

If Council resolves to do so, Council would be endorsing a formal request to the City of Greater Geelong that the City of Greater Geelong Council initiates a Planning Scheme Amendment to rezone land at 2341-2349 Bellarine Highway, Point Lonsdale (located in the City of Greater Geelong municipality).

The request is being made in response to Council and community concern about a proposal to develop a supermarket at the site, a use that is permitted under the current land use zone (Commercial 2) that applies to the site.



Council is concerned that the current land use zoning of the site does not reflect the strategic intent for the land which was articulated in the Point Lonsdale Structure Plan 2009, a document prepared in collaboration between the Borough of Queenscliffe, the City of Greater Geelong and the State Government.

Council is also concerned that the current land use zoning facilitates a development outcome that would have a detrimental impact on the local environment, local businesses and the character of Point Lonsdale.

Officers have prepared a draft letter for endorsement.

RECOMMENDATION

That Council resolves to request in writing that the City of Greater Geelong:

1. Initiate a Planning Scheme Amendment by seeking authorisation from the Minister for Planning to commence the process to rezone land at 2341-2349 Bellarine Highway, Point Lonsdale.
2. Rezone the land from Commercial 2 Zone to a Special Use Zone to recognise the strategic intent and objectives of the Point Lonsdale Structure Plan 2009.
3. Introduce a schedule to the proposed Special Use Zone that would:
 - a. support uses that provide for small-scale, low-impact, tourist-related uses and visitor accommodation that enhance the role of Point Lonsdale as a coastal tourism destination.
 - b. limit development to low scale, environmentally sustainable design and landscaping that complements the gateway setting.
 - c. Minimise noise, light spill, and stormwater runoff into Swan Bay.

RESOLUTION

Cr Di Rule / Cr Brendan Monahan

That Council:

1. Writes to the City of Greater Geelong thanking them for the letter they wrote to the Minister for Planning last Friday 12 September 2025, and requesting they continue to seek authorisation from the Minister for Planning to commence the process to rezone the land at 2341-2349 Bellarine Highway, Point Lonsdale, thus initiating a Planning Scheme Amendment.



2. Rezone the land from Commercial 2 Zone to a Special Use Zone to recognise the strategic intent and objectives of the Point Lonsdale Structure Plan 2009.
3. Introduce a schedule to the proposed Special Use Zone that would:
 - a. Support uses that provide for small-scale, low-impact, tourist-related uses and visitor accommodation that enhance the role of Point Lonsdale as a coastal tourism destination.
 - b. Limit development to low scale, environmentally sustainable design and landscaping that that complements the gateway setting.
 - c. Minimise noise, light spill, and stormwater runoff into Swan Bay.

CARRIED UNANIMOUSLY



REPORT

Background

The site at 2341–2349 Bellarine Highway abuts the City of Greater Geelong side of the municipal boundary with the Borough of Queenscliffe. It is a site with a long and storied local history that continues to interest the Borough community following the Planning Scheme Amendment C150 to the City of Greater Geelong Planning Scheme in 2010, which facilitated The Point development.

The site was sold to the Coles Group in March 2025. A formal planning permit application has not been lodged at this point, but it is understood that Coles is in a pre-application process with the Development Facilitation Program within the Department of Transport and Planning.

When a planning application is made and accepted by the Development Facilitation Program, the Minister for Planning becomes the Responsible Authority and will determine the application.

The land is currently zoned Commercial 2. The current Commercial 2 Zone use table includes the following:

No permit required.

Supermarket	The leasable floor area must not exceed 1800 square metres. The site must adjoin, or have access to, a road in a Transport Zone 2 or a Transport Zone 3. Must be on land within the City of Greater Geelong or within an urban growth boundary in metropolitan Melbourne.
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Permit required

Supermarket – if the Section 1 conditions are not met	The leasable floor area must not exceed 1800 square metres unless on land within the City of Greater
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	Geelong or within an urban growth boundary in metropolitan Melbourne. The site must adjoin, or have access to, a road in a Transport Zone 2 or a Transport Zone 3.
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The proposal currently in the pre-application phase with the Development Facilitation Program falls within the **permit required** use category above.

The Commercial 2 zone was applied to the land as part of a broader Ministerial Amendment to Victorian Planning schemes in 2013 where Business Zones were replaced by Commercial Zones.

The site was originally rezoned from a Rural Zone to a Business 4 Zone on 8 March 2001 through Planning Scheme Amendment C24 undertaken by the Minister for Planning. The following explanation was provided for the Ministerial amendment:

Rezone 2.6 ha of land on the north-west corner of Bellarine Highway and Fellows Road, Point Lonsdale from Rural Zone to a zone which best reflects its pre-Victorian Planning Provisions approval status. The amendment rectifies an anomaly found after approval of the new format Scheme

Through the development of the Point Lonsdale Structure Plan 2009 this outcome was considered and the zoning of the site at 2341–2349 Bellarine Highway was described as - *“inappropriate... considering the tourism focus of Point Lonsdale and the location of the land acting as a gateway entry to the town.”*

Discussion

A request to make a Planning Scheme Amendment can be initiated by the landowner, another party with the consent of the landowner, the relevant local government authority in its role as the planning authority, or a government department.

The request for an amendment is made to the Minister for Planning who is the person with power to authorise the Planning Scheme Amendment process. Before authorising the process the Minister will review the request and determine if the amendment is:



1. consistent with the objectives of planning in Victoria, and state and regional planning policy or interests; and
2. has demonstrated strategic merit; and
3. makes proper use of the Victoria Planning Provisions (VPP).

The authorisation review establishes whether an amendment warrants progression through the planning scheme amendment process.

The Borough of Queenscliffe is requesting the City of Greater Geelong initiate the Planning Scheme Amendment process by commencing discussions with the Department of Transport and Planning and lodging a request for authorisation to make an amendment to the Greater Geelong Planning Scheme.

In making the request the Borough of Queenscliffe is also offering support, if required, to prepare documentation that would demonstrate the strategic merit of the proposed rezoning.

Council has formed a view that the current zoning does **not** facilitate a development outcome that:

- reflects the strategic intent for the land as articulated in the Point Lonsdale Structure Plan 2009;
- aligns with the objectives described in the Bellarine Peninsula Statement of Planning Policy;
- protects the existing environmental values of the site and surrounds;
- meets the objectives in Clause 11.03-6L-01 of the Greater Geelong Planning Scheme.

The Point Lonsdale Structure Plan recommends that 2341–2349 Bellarine Highway is rezoned to:

to a Special Use Zone to facilitate the development of an appropriately scaled tourist accommodation or tourism related use and to ensure no bulky goods, commercial or retail use on the site.

At the time when the Structure Plan included this recommendation, the Business 4 Zone applied to the land; the Business 4 Zone facilitated the development of commercial uses.



The Borough of Queenscliffe continues to support the Point Lonsdale Structure Plan recommendation to rezone the land to a Special Use Zone and would suggest that a schedule for the Special Use Zone is developed and includes provisions that:

- Support uses that provide for small-scale, low-impact, tourist-related uses and visitor accommodation that enhance the role of Point Lonsdale as a coastal tourism destination.
- Limit development to low scale, environmentally sustainable design and landscaping that complements the gateway setting.
- Minimise noise, light spill, and stormwater runoff into Swan Bay.

The attached letter has been prepared to articulate the request if Council supports the recommendation in this report.

Next steps

Separate to the proposal to rezone the land, Council will continue to monitor the pre-application process and explore other opportunities to represent the local community through advocacy.

Council will also actively participate in any consultation the Minister may undertake and provide a formal submission that reflects the position set out in this report.

Options

1. Write to the City of Greater Geelong Mayor requesting the City of Greater Council initiate a Planning Scheme Amendment by seeking authorisation from the Minister for Planning to commence the process to rezone land at 2341-2349 Bellarine Highway, Point Lonsdale.
2. Do not make a request to the City of Greater Geelong.

Communications and Engagement

Community Engagement

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

Collaboration

Council has offered to collaborate with the City of Greater Geelong if it decides to initiate a Planning Scheme Amendment process.



Governance Context

Relevant Law

Planning and Environment Act 1987

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

Not applicable.

Regional, State and National Plans and Policies

Bellarine Peninsula Statement of Planning Policy

Legal and Risk Implications

The legal and risk implications have been considered.

Related Documents

Point Lonsdale Structure Plan 2009

Disclosure of Interest

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

Considerations

Environmental Sustainability

The environmental and sustainability aspects of this project have been considered.

Financial and Resource Implications

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



Innovation and Continuous Improvement

Not applicable.

Implementation

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. DRAFT Mayoral Correspondence [**4.1.1** - 2 pages]



5. Governance & Finance

5.1.	Draft Council Plan 2025–2029
Author:	Chief Executive Officer
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

The purpose of this report is to seek Council endorsement of the draft Council Plan 2025–2029 for the purpose of commencing a community engagement period that will run between 16 September and 14 October 2025.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 3: Accountable and transparent governance

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

The *Local Government Act 2020* (Act) requires a newly elected Council to prepare and adopt a Council Plan for a period of at least the next 4 financial years after a general election. The Council Plan must be prepared using the strategic planning principles set out in the Act and must include the following:

- The strategic direction of Council
- The strategic objectives for achieving that direction
- The strategies for achieving the objectives (for at least 4 years)
- The strategic indicators for monitoring achievement

The Council Plan will guide decision making on policy, programs, services, and resource allocation over the next four years. Council has developed the Draft Council Plan 2025–2029 over a series of workshops with reference to the three issues our community said were important during the review of the Community Vision:



- Environment and Vegetation Management
- Tourism and Business Support
- Upgrading existing infrastructure

If Council endorses the Draft Council Plan 2025–2029, a community engagement period will commence on 16 September 2025 and run through to 14 October 2025. Council are inviting submissions and feedback on the draft document. During the engagement period Council will be running a couple of workshops where people can ask questions and share their thoughts. Details about the engagement and how to participate will be published on the website, our social media site, in the Bellarine Times, and in our electronic newsletters, which are sent directly to people who have signed up. You can sign up here: [Borough Newsletter | Borough of Queenscliffe](https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Borough-Newsletter) (<https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Borough-Newsletter>)

The Council Plan 2025–2029 must be adopted by 31 October 2025 to meet the requirements of the Act.

RECOMMENDATION

That Council:

1. Endorses the draft Council Plan 2025–2029 for the purpose of community engagement, which will take place between 16 September and 14 October 2025;
2. Reviews all the submissions received during engagement period prior to finalising the Council Plan 2025–2029; and
3. Considers a motion to adopt the Draft Council Plan 2025–2029 at the Ordinary Meeting of Council in October 2025, having regard to all submissions received.

RESOLUTION

Cr Di Rule / Cr Hélène Cameron

That Council:

1. Endorses the draft Council Plan 2025–2029 for the purpose of community engagement, subject to the draft Council Plan being corrected to include the Vision Statement adopted by Council at the Ordinary Meeting of Council in



July 2025. That community engagement will take place from 16 September to 14 October 2025;

2. Reviews all the submissions received during engagement period prior to finalising the Council Plan 2025–2029; and
3. Considers a motion to adopt the Draft Council Plan 2025–2029 at the Ordinary Meeting of Council in October 2025, having regard to all submissions received.

CARRIED UNANIMOUSLY



REPORT

Background

There are a number of overarching governance principles in the Act that Council must give effect to in performing its role. In preparing the Draft Council Plan 2025–2029, Council has used the following governance principles:

- priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- the municipal community is to be engaged in strategic planning and strategic decision making; and
- the ongoing financial viability of the Council is to be ensured.

In addition to the overarching governance principles the Act also requires Council to prepare a Council Plan in accordance with the strategic planning principles. The Act defines the strategic planning principles as:

- an integrated approach to planning, monitoring and performance reporting is to be adopted;
- strategic planning must address the Community Vision;
- strategic planning must take into account the resources needed for effective implementation;
- strategic planning must identify and address the risks to effective implementation; and
- strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.

Discussion

The Draft Council Plan 2025–2029 sets out Council's strategic direction of Council for the four years until 2029. It describes the priorities for the term of the current Council and includes activities and initiatives that Council will undertake to achieve the strategic objectives of the Plan.



The strategic initiatives outlined in the Draft Council Plan 2025–2029 have been informed by the feedback received during the review of the Community Vision and the three priorities areas identified by the community during that process:

- Environment and Vegetation Management
- Tourism and Business Support
- Upgrading existing infrastructure

The Draft Council Plan 2025–2029 does not address all the things that Council does, but it does reflect the major challenges facing Council and the community over the next four years.

Each year an Annual Plan will be developed to facilitate the implementation of the Council Plan. The Annual Plan will be developed at the same time the Annual Budget is prepared and will show the specific activities Council will undertake during the corresponding financial year.

The Council Plan is one of a suite of strategic documents that a council must adopt following the Council election. The other documents are:

- 10 year Financial Plan
- 10 year Asset Plan
- Municipal Public Health and Wellbeing Strategy

These documents have informed and have been informed by the draft Council Plan 2025–29. Drafts of these documents are subject to consideration as part of this agenda and will part of the upcoming engagement activity.

Options

1. Endorse the draft Council Plan 2025–2029 for a period of community engagement.
2. Request further information or changes to the draft Council Plan 2025–2029 before placing it on public exhibition.

Communications and Engagement

Community Engagement

Council will make the draft documents available for review and will be seeking submissions and feedback between 16 September and 14 October 2025.



During this period Council will hold two open workshops where people can ask questions and share their thoughts on the draft document/s. Council is proposing to hold these workshops on:

- Monday 6 October at 6:00pm to 8:00pm at Wirrng Wirrng/Queenscliffe Hub
- Wednesday 8 October 2025 at 2:00pm to 4:00pm at Wirrng Wirrng/Queenscliffe Hub

Council will consider all submissions before finalising the Council Plan 2025–2029.

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

Yes, a Gender Impact Assessment is provided as an attachment to this report.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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



Related Documents

Climate Emergency Response Plan 2021–2031

Community Vision 2021–2031

Draft Financial Plan 2025–2035

Disclosure of Interest

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

Considerations

Environmental Sustainability

The environmental and social sustainability implications associated with report have been considered.

Financial and Resource Implications

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

Innovation and Continuous Improvement

The draft Council Plan 2025–2029 has been prepared in accordance with the relevant Act and guiding principles.

Implementation

Operational Impacts

The Council Plan 2025–2029 will be delivered with existing operational resources and external contractors in accordance with the objectives of the Plan.

Implementation Process

The CEO is responsible for implementing the actions and initiatives of the Council Plan 2025–2029. Progress on implementation will be reported through quarterly reports to Council and the Annual Report.

Attachments

1. DRAFT Council Plan 2025 - 2029 [5.1.1 - 13 pages]
2. DRAFT Gender Impact Assessment - Council Plan 2025-2029 [5.1.2 - 5 pages]



5.2.	Draft Municipal Public Health and Wellbeing Strategy 2025–2029
Author:	Chief Executive Officer
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

The purpose of this report is to seek Council endorsement of the draft Municipal Public Health and Wellbeing Strategy 2025–2029 for the purpose of community engagement.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 3: Accountable and transparent governance

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

The *Public Health and Wellbeing Act 2008* (PHWB Act) requires Council to prepare and adopt a Municipal Public Health and Wellbeing Strategy 2025–2029 prior to 31 October of the year following the general election.

The Strategy must be developed with reference to the State Government health priorities and local population health data. The PHWB Act requires Council to focus on activities that address social determinants of health and preventative actions.

Council has developed the Draft Council Plan 2025–2029 over a series of workshops with reference to the three issues our community said were important during the review of the Community Vision:

- Tackling climate change and its impacts on health
- Increasing active living
- Improving wellbeing



If Council endorses the Draft Municipal Health and Wellbeing Strategy 2025–2029, a community engagement period will commence on 16 September 2025 and run through to 14 October 2025. Council is inviting submissions and feedback on the draft document. During the engagement period Council will be running a couple of workshops where people can ask questions and share their thoughts. Details about the engagement and how to participate will be published on the website, our social media site, in the Bellarine Times, and in our electronic newsletters, which are sent directly to people who have signed up. You can sign up here: [Borough Newsletter | Borough of Queenscliffe](https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Borough-Newsletter) (<https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Borough-Newsletter>)

The Municipal Health and Wellbeing Strategy 2025–2029 must be adopted by 31 October 2025 to meet the requirements of the PHWB Act.

RESOLUTION

Cr Donnie Grigau / Cr Brendan Monahan

That Council:

1. Endorses the draft Municipal Public Health and Wellbeing Strategy 2025–2029 for the purpose of community engagement;
2. Places the draft Strategy on public exhibition inviting submissions from 16 September to 14 October 2025; and
3. Considers a motion to adopt the Municipal Public Health and Wellbeing Strategy 2025–2029 at the Ordinary Meeting of Council in October 2025.

CARRIED UNANIMOUSLY



REPORT

Background

The *Local Government Act 2020* (Act) requires Council to develop or review three (3) key strategic planning documents prior to 31 October of the year following the general election. These documents are:

- Council Plan
- Asset Plan
- Finance Plan

The *Public Health and Wellbeing Act 2008* (PHWB Act) requires Council to prepare and adopt a Municipal Public Health and Wellbeing Strategy (Strategy) prior to 31 October of the year following the general election.

Discussion

The Borough of Queenscliffe and its stakeholders play a vital role in protecting, improving, and promoting public health and wellbeing within the municipal area. The *Public Health and Wellbeing Act 2008* sets out the statutory framework for Council's health and wellbeing responsibilities.

Council's aim is to achieve the highest standards of health and wellbeing for the members of our community, from early childhood to adolescence and youth, to adulthood and ageing. Good health and wellbeing lead to positive outcomes such as increased life expectancy, reduced disease and illness burden, greater community participation, and a stronger economy.

In the Borough, we enjoy high levels of health and wellbeing compared to health outcomes in many areas across Victoria. Residents and ratepayers are well serviced by medical practitioners and a strong allied health presence. The prevalence of chronic illness sits below the state average, we have low smoking rates and more than 67% of our resident's report that they have excellent or very good health.

Our Strategy for 2025–2029 is informed by our local population health data, the Victorian Public Health and Wellbeing Plan 2023–2027, and the priorities identified by our community. The focus of the Strategy is on those areas where the data and priorities intersect. These priority areas are:

- Increasing active living



- Improving mental health and social connection
- Reducing the impacts of alcohol
- Prevention of family violence and promotion of gender equality
- Tackling climate change and its impacts on health

The priorities and strategies will be implemented through internal business units within Council as part of their operations and some projects will be done in collaboration and shared responsibility with external partnerships.

Progress on implementation will be reported through the Annual Report.

Options

1. Endorse the draft Municipal Public Health and Wellbeing Strategy 2025–2029 for a period of community consultation.
2. Request further changes to the draft Municipal Public Health and Wellbeing Strategy 2025–2029 before placing it on public exhibition.
3. Incorporate the draft Municipal Public Health and Wellbeing Strategy 2025–2029 into the 4 year Council Plan.

Communications and Engagement

Community Engagement

Council will consult the community regarding its draft Municipal Public Health and Wellbeing Strategy 2025–2029.

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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



Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

Yes, a Gender Impact Assessment is provided as an attachment to this report.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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

Related Documents

Community Vision 2021–2031

Disclosure of Interest

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

Considerations

Environmental Sustainability

The environmental and social sustainability implications associated with report have been considered.

Financial and Resource Implications

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

Innovation and Continuous Improvement

The draft Municipal Public Health and Wellbeing Strategy 2025–2029 has been prepared in accordance with the relevant Act and guiding principles.

Implementation



Operational Impacts

The Municipal Public Health and Wellbeing Strategy will be delivered with existing operational resources and external contractors in accordance with the objectives of the Strategy.

Implementation Process

The CEO is responsible for implementing the actions and initiatives of the Municipal Public Health and Wellbeing Strategy 2025–2029. Progress on its implementation will be reported in the Annual Report.

Attachments

1. DRAFT Municipal Public Health and Wellbeing Strategy 2025–2029 [**5.2.1** - 12 pages]
2. DRAFT Gender Impact Assessment - Municipal Public Health and Wellbeing Strategy 2025–2029 [**5.2.2** - 3 pages]



5.3.	Draft Financial Plan 2025–2035
Author:	Manager Finance & ICT Services
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

That Council endorse the draft Long Term Financial Plan 2025–2035, as set out in the attachment to this report, for the purpose of community consultation.

Executive Summary

The Draft Financial Plan sets the course for Council’s long-term financial sustainability, projecting an average annual underlying surplus of \$198,000 on a recurring basis over 10 years. It projects \$26.7 million in capital investment with no borrowings, while maintaining reserve balances and meeting all financial sustainability indicators identified in the Draft Council Plan.

If Council endorses the Draft Financial Plan 2025–2035, a community engagement period will commence on 16 September 2025 and run through to 14 October 2025. Council is inviting submissions and feedback on the draft document.

During the engagement period Council will be running a couple of workshops where people can ask questions and share their thoughts. Details about the engagement and how to participate will be published on the website, our social media site, in the Bellarine Times, and in our electronic newsletters, which are sent directly to people who have signed up. You can sign up here: [Borough Newsletter | Borough of Queenscliffe](https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Borough-Newsletter) (<https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Borough-Newsletter>)

The Financial Plan 2025–2035 must be adopted by 31 October 2025 to meet the requirements of the *Local Government Act 2020*.

RESOLUTION

Cr Hélène Cameron / Cr Isabelle Tolhurst



That Council:

1. Endorse the Draft Long Term Financial Plan 2025–2035 for the purpose of community consultation, which will take place between 16 September and 14 October 2025;
2. Reviews all the submissions received during engagement period prior to finalising the Long Term Financial Plan 2025–2035; and
3. Considers a motion to adopt the Financial Plan 2025–2035 at the Ordinary Meeting of Council in October 2025, having regard to all submissions received.

CARRIED UNANIMOUSLY



REPORT

Background

Local Government Act 2020

- Section 91 of the *Local Government Act 2020* provides that Council must develop, adopt and keep in force a Long Term Financial Plan for period of at least the next 10 financial years in accordance with its deliberative engagement practices.

Discussion

Council has prepared a Draft Financial Plan to guide our long term financial sustainability and ensure Council can continue to deliver services and maintain community assets. The Draft Financial Plan has been prepared based on a range of assumptions, as outlined within the document itself.

Base year (2025–26)

As the Draft Financial Plan has been prepared after the adoption of the 2025–26 Budget and the finalisation of the 2024–25 financial results, the base year used for the plan has been updated.

The draft year-end forecast for Quarter 1 of 2025–26 has been used as the baseline for this Draft Plan. Recurring income and expenses have been revised to reflect the actual 2024–25 results, and the results of the building asset valuations completed at the end of that financial year.

These updates result in a \$32,000 reduction to Council's recurring underlying result. The primary driver is a 17.1% increase in projected depreciation expenses following the revaluation of building assets. This impact is offset by the inclusion of a 2.5% efficiency gain target in the 2025–26 forecast, which enables Council to maintain a positive underlying result.

In addition, one-off projects carried forward from 2024–25 have been included in the updated base year data.

A detailed line-by-line comparison of changes against the adopted Budget will be provided in Council's Quarter 1 financial report.



Comply with the rates cap

The Draft Plan has been developed **within the rates cap for the next 10 years**, ensuring rate increases will stay at the cap.

Living within Council's means

Council will **remain debt-free over the next 10 years** while maintaining healthy reserve balances.

Efficiency and value for money

Council has set a target to achieve **efficiency gains of 2.5% of operating costs between 2025–26 and 2028–29**, with gains to be sustained for future years.

The strategies to realise these efficiencies will need to be built into future forecasts and budgets. The purpose of the Draft Plan is to set Council's financial direction rather than to detail the implementation of individual strategies.

Waste management

Council is committed to achieving full cost recovery for waste services. The Draft Plan **does not yet reflect Council's strategy for aligning with the Minister's Good Practice Guidelines on service rates and charges**. Council understands that the Minister is reviewing these guidelines following sector feedback.

Sustainable financial results

- Average **annual recurring underlying surplus of around \$198,000** over 10 years.
- Even without efficiency gains, the result would have been close to break-even.
- On the **Local Government Performance Reporting Framework (LGPRF)** basis, the **underlying surplus averages \$110,000 per year**.
- Council's projected financial performance **satisfies all financial sustainability indicators identified in the Draft Council Plan**.

Investing in community assets

Over the next 10 years, Council plans to **invest \$26.7 million in capital projects**, with a strong focus on looking after what Council already have:

- 60% on renewing existing assets



- 24% on upgrades
- 16% on new projects

Some of these projects will rely on external grant funding (29% of the total expenditure) and final project details will be determined through community consultation and feasibility work.

Overall outlook

The Draft Financial Plan shows that Council can deliver on its commitments, invest in essential infrastructure, and remain financially sustainable, without new borrowings or property sales.

Options

1. Endorse the draft document as presented for the purpose of community consultation.
2. Request officers make further adjustments or amendments to the draft document before placing it on public exhibition..

Communications and Engagement

Community Engagement

Council will make the draft documents available for review and will be seeking submissions and feedback between 16 September and 14 October 2025.

During this period Council will hold two open workshops where people can ask questions and share their thoughts on the draft document/s. Council is proposing to hold these workshops on:

- Monday 6 October at 6:00pm to 8:00pm at Wirrng Wirrng/Queenscliffe Hub
- Wednesday 8 October 2025 at 2:00pm to 4:00pm at Wirrng Wirrng/Queenscliffe Hub

Council will consider all submissions before finalising the Financial Plan 2025–2035.

Collaboration

The Draft Plan has been prepared based on the Local Government Better Practice Guides, Financial Plan 2025–26 to 2034–35.



Governance Context

Relevant Law

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 2020

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

The Draft Plan Financial Plan is a key part of Council's strategic planning. It takes the goals and strategies in the Council Plan and other strategic documents and expresses them in financial terms. A gender impact analysis has been carried out at the program and initiative level, as reflected in the relevant plans.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

Key financial sustainability principles guide Council's decision-making, ensuring sound and sustainable outcomes.

Related Documents

Community Vision 2025–2031

Draft Council Plan 2025–2029

CP001 Asset Management

CP039 Discretionary Reserves

Disclosure of Interest

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



Considerations

Environmental Sustainability

The Draft Financial Plan identifies sources and allocation of resources to assist in the implementation of initiatives to support environmental sustainability as identified in the Council Plan.

Financial and Resource Implications

The Draft Financial Plan provides the opportunity for constant review of Council's financial position and an indication of the availability of financial resources.

Innovation and Continuous Improvement

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

Implementation

Operational Impacts

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

Implementation Process

Capital and operational works programs will be planned and delivered in accordance with future budgets, guided by the directions set out in the Draft Plan.

Attachments

1. DRAFT Financial Plan 2025-2035 [**5.3.1** - 37 pages]



5.4.	Draft Asset Plan 2025–2035
Author:	Manager Infrastructure & Environment
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

The purpose of this report is to seek Council's endorsement of the draft Asset Plan 2025–2035 for the purpose of community engagement.

Executive Summary

Portfolio 4: Heritage, planning and infrastructure

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

Priority 5: Maintain and improve community infrastructure within the Borough

Portfolio 5: Governance and Finance

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

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

Council's Asset Plan has been reviewed in accordance with the *Local Government Act 2020* requirement to update the plan by 31 October following an election.

If Council endorses the Draft Asset Plan 2025–2035, a community engagement period will commence on 16 September 2025 and run through to 14 October 2025. Council is inviting submissions and feedback on the draft document. During the engagement period Council will be running a couple of workshops where people can ask questions and share their thoughts.

Details about the engagement and how to participate will be published on the website, our social media site, in the Bellarine Times, and in our electronic newsletters, which are sent directly to people who have signed up. You can sign up here: [Borough Newsletter | Borough of Queenscliffe](#)



<https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Borough-Newsletter>)

The Asset Plan 2025–2035 must be adopted by 31 October 2025 to meet the requirements of the Act.

RESOLUTION

Cr Hélène Cameron / Cr Donnie Grigau

That Council:

1. Endorses the draft Asset Plan 2025–2035 for the purpose of community engagement, which will take place between 16 September and 14 October 2025;
2. Reviews all the submissions received during the engagement period prior to finalising the Asset Plan 2025–2035; and
3. Considers a motion to adopt the draft Asset Plan 2025–2035 at the Ordinary Meeting of Council in October 2025, having regard to all submissions received.

CARRIED UNANIMOUSLY



REPORT

Background

Section 92 of the *Local Government Act (2020)* identifies that the Asset Plan must be updated by 31 October following each Council election.

A review of the current Asset Plan was informed via deliberative engagement by way of community drop-in sessions and appointments.

The draft Asset Plan 2025-2035 (Plan) incorporates feedback from this drop-in session, reviews of five other council Asset Plans, and guidance provided in the *Asset Plan Guidance 2022* issued by Local Government Victoria.

Discussion

The *Local Government Act 2020* introduced requirements for an Asset Plan. As part of the Integrated Strategic Planning and Reporting Framework, the Asset Plan and Financial Plan are ten-year strategic documents that inform the budget process.

This is a significant change as it ties the Asset Plan and Financial Plan together, ensuring that Asset Planning (including Maintenance, Renewal and Replacement/Disposal and New Asset Creation) is embedded within the long-term Financial Plan and Council's annual budget processes.

With little initial guidance on what should be included in the Asset Plan, most councils developed a simple Asset Plan. While the Asset Plan requires adoption by 31 October following an election, for the 2020 elections, the legislation provided an extension of time with the Asset Plan not requiring adoption until 2022. This initial version did not require deliberative engagement.

Due to a large volume of enquiries, Local Government Victoria organised a working group that created the *Asset Plan Guidance 2022*. For many councils this came too late to influence their 2022 Asset Plan.

Council officers determined that the 2025 review of the Asset Plan should incorporate the following:

- Community drop-in sessions and appointments to discuss the current document Asset Plan (2022–2032), asset theory and receive feedback on



potential improvements, issues or opportunities for consideration in the updated document (conducted in late July and early August 2025).

- Learning from a benchmark of five reference councils:
 - Buloke Shire – Small Rural Council
 - Baw Baw Shire – Small Rural Council
 - Macedon Ranges Shire – Large Rural Council
 - Moorabool Shire – Peri Urban Council
 - Melton City Council – Interface Council
- Review of the Local Government Victoria *Asset Plan Guidance 2022*
- Feedback from the community during the life of the current Asset Plan
- Input from officers
- Input from Councillors both from an August 2025 briefing and during the life of the current Asset Plan

The draft Asset Plan 2025–2035 generally follows the *Asset Plan Guidance 2022* with two exceptions:

- Incorporating the Asset Management Policy as an attachment of the Asset Plan – this is not advised in the guidance document; however, this exception allows for the policy and plan to be reviewed together as part of the review in 2029. This change acknowledges the shared review frequency and is more efficient.
- Incorporating the Asset Management Strategy into the Asset Management Plans for each asset class – this is not advised in the guidance document; however, it reduces the amount of documentation and ensures key information is provided in one document rather than needing to cross-reference two documents or reproduce similar information in two documents. This change acknowledges the shared information required in each document and is more efficient.

The differences between the current Asset Plan (2022–2032) and the draft Asset Plan 2025–2035 are best illustrated in the table of contents. The benchmarking of the reference councils directly influenced the draft table of contents.

Asset Plan 2022–2032 (6 Pages)	Asset Plan 2025–2035 (approx. 20 pages)
Context	Acknowledgement of Country
Purpose	Message from the Mayor and CEO



Approach	Executive Summary
Assets and Services	Purpose (Including Principals)
Infrastructure and Performance	Our Community
Future Demand	Financial Forecasting
Financial Forecast	Asset Management Framework
What we will do	Our Assets
Managing Risk	Issues, Opportunities and Risks
Next Steps	Next Steps
References	Definitions
	References
	Appendix 1 Asset Management Policy
	Appendix 2 Building Asset Class Fact Sheet
	Appendix 3 Roads, Kerbs and Footpaths Fact Sheet
	Appendix 4 Open Space Asset Class Fact Sheet
	Appendix 5 Drainage Asset Class Fact Sheet

Table 1 – Asset Plan Comparison (Bolded Items show link to old document)

Table 1 shows the changes between documents. The aim is to provide enough information to ensure that community members who wish to educate themselves on the Council's Asset Management processes can do so without being overwhelmed. The inclusion of an executive summary provides other community members with a quick snapshot; those interested in more information can read further details in the body of the Plan. The Fact Sheets provide an additional level of detail for specific asset classes.

Options

1. Council endorses the draft Asset Plan 2025–2035 for community engagement, seeking submissions and feedback between 16 September and 14 October 2025.
2. Council endorses a draft Asset Plan 2025–2035 with amendments for community engagement, seeking submissions and feedback between 16 September and 14 October 2025.

Communications and Engagement



Community Engagement

Community drop-in sessions and appointments were held in late July and early August. Officers sought feedback on the current Asset Plan (2022–2032) and requested information on any issues or opportunities the community had identified. The key themes that emerged are listed below with a brief response:

Community Feedback	Officer Response
A desire to see asset registers*	These are not part of the Asset Plan – the Register of Roads is currently available on the Council website. Officers will investigate placing other Asset Class registers on Council's website online alongside the Asset Plan.
A desire to understand how local heritage assets are managed*	Management of Heritage Assets that the Council has responsibility for should be noted in the Asset Management Plan. Additional details may also be found in specific Heritage Management documents.
A desire to understand the condition of the assets	A report on the condition of assets is included in the draft Asset Plan 2025–2035.
A desire to have a clearer explanation of how the Asset Plan links to the Community Vision, Council Plan and Financial Plan	An explanation of the link between the Community Vision, Council Plan and Financial Plan is provided in the updated Asset Plan 2025–2035.
Understanding of how consideration to climate change is incorporated	Climate change is included under the Issues, Opportunities and Risks section of the draft Asset Plan 2025–2035.
A desire to see risk assessment and understand relevant risks	Risks are noted in the draft Asset Plan 2025–35; however, the risk analysis is provided within each asset class's Asset Management Plan, as risk and risk ratings will vary between asset classes.



A desire to have an explanation of heritage classification with respect to building assets*	This is not part of the Asset Plan; it is part of the Asset Management Plan and may require specific Heritage documentation for individual buildings.
An understanding of how we intend to meet service needs (eg. Kindergartens, or community storage)*	Service delivery and assets are closely aligned. Service planning for specific service needs is undertaken separately from the Asset Plan. Asset Management System documents need to reference the service plans (including those for Kindergartens and community storage).
A desire to understand how to manage coastal carparks (which are) becoming increasingly active*	Service delivery and assets are closely aligned. Service planning for specific service needs is undertaken separately from the Asset Plan. Concerns such as foreshore parking pressure would be addressed by undertaking a Management Plan, which would inform future requirements and practices. Asset Management System documents need to reference these Management Plans.

Five items noted by the community are outside the scope of the Asset Plan. Four items identified by the community were also recognised by officers and are included in the draft Asset Plan 2025–2035.

Council will make the draft documents available for review and will be seeking submissions and feedback between 16 September and 14 October 2025.

During this period Council will hold two open workshops where people can ask questions and share their thoughts on the draft document/s. Council is proposing to hold these workshops on:

- Monday 6 October at 6:00pm to 8:00pm at Wirrng Wirrng/Queenscliffe Hub
- Wednesday 8 October 2025 at 2:00pm to 4:00pm at Wirrng Wirrng/Queenscliffe Hub



Council will consider all submissions before finalising the Asset Plan 2025–2035.

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No.

Audit and Risk Committee

No applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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

Related Documents

Draft Council Plan 2025–2029

Draft Financial Plan 2025–2035

CP001 Asset Management

CP030 Asset Disposal

CP036 Fixed Assets Valuation & Revaluation

Disclosure of Interest

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



Considerations

Environmental Sustainability

The environmental and social sustainability implications associated with report have been considered.

Financial and Resource Implications

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

Innovation and Continuous Improvement

The draft Asset Plan 2025–2035 has been prepared in accordance with the relevant Act and guiding principles.

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. DRAFT Asset Plan 2025–2035 [**5.4.1** - 23 pages]
2. Roads Kerbs and Footpaths Asset Fact Sheet [**5.4.2** - 4 pages]
3. Building Asset Fact Sheet [**5.4.3** - 3 pages]
4. Drainage Asset Fact Sheet [**5.4.4** - 3 pages]



6. Close of Meeting

Cr Di Rule declared the meeting closed at 5:38 pm.

Confirmed

A handwritten signature in dark ink, appearing to read 'Di Rule'.

Cr Di Rule, Mayor, 24 September 2025