

Borough of Queenscliffe

Ordinary Meeting of Council

Minutes

Wednesday 29 October 2025 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 Di Rule declared the meeting open at 6:30 pm.

2. Present & Apologies

Present:

Cr Hélène Cameron

Cr Donnie Grigau

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

Jenni Walker, HR & Governance Coordinator

Apologies:

Nil.

3. Conflict of Interest Disclosures

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

Councillors:

Nil.

Officers:

Nil.



4. Leave of Absence of Councillor

Nil.

5. Public Question Time

5.1. Public Question Status Update

No public questions are outstanding.

5.2. Public Questions

The Chair will accept public questions 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 Rowan Martin

When will the community batteries be operational and where will the community batteries be located?

Response from the Manager Infrastructure & Environment

Mondo, a subsidiary of Ausnet has been funded by the State Government to deliver four neighbourhood batteries to benefit the Queenscliff/Point Lonsdale electrical network. This type of battery is commonly referred to as Front of Meter as it interacts with the network rather than a single building or facility.

Council officers have maintained communication with Mondo throughout their process of identifying suitable sites. Council is aware that two sites within the Borough of Queenscliffe remain under active consideration. Only one of those sites being actively considered is on land managed by Council, the Queenscliff Recreation Reserve. Following engagement with the Recreation Reserve stakeholders, Council has confirmed that Council is supportive of this location. Mondo will progress design detail of a battery at this location including application to Powercor for network



connection. Council officers do not have insight to Mondo's timeline to progress the design, connection approval process and installation.

Council has also sourced State Government grant funding (independently of Mondo's project to install neighbourhood batteries) to install a Behind the Meter battery to connect to Council facilities within the Recreation Reserve. This project will commence shortly with a meeting of all Recreation Reserve stakeholders. The installation of Council's Behind the Meter battery is scheduled to commence in April 2026.

Public Question 2 from Gail McNaulty

Re the council dog park survey, please confirm that the comments provided by respondents will be made available when the result is published.

Thank you.

Response from the Manager Community & Regulatory Services

Officers will brief Councillors on the dog off-leash survey results on 12 November 2025 and will take directions on next steps. Following this, we intend to publish the results that will include key themes and comments from respondents.

Public Question 3 from Marylou Gilbert

Limited hours for adults to ride bikes on Point Lonsdale Esplanade from September 1st to May 1st. Hrs. available 7pm-7am for this time. Far too dangerous for BIG BOYS ON BIKES with elderly, young children, strollers, small bikes.

Response from the Manager Infrastructure & Environment

Council has raised this issue for officers to investigate. I will reach out to you to discuss the safety concerns to inform a possible review of the practice. In addition, officers are communicating with the Department of Transport regarding clearing of vegetation from the edge of Point Lonsdale Road to improve the safety of that cycle route also.

Public Question 4 from Margaret Hunter

Background

The council has listed as a Value in the new Council Vision - Sustainability: We place climate change risks at the core of our decision making and take extensive action to protect our natural environment.



Question

As the clear and irrefutable evidence mounts for Australian communities, our Council plans seem inadequate especially in light of "Australia's National Climate Risk Assessment" 2025. How does Council plan to take genuine short term action that will address the risks posed by our already changing coastal climate?

Response from the Manager Infrastructure & Environment

By way of clarification the draft Council Plan under consideration tonight includes sustainability as a guiding principle and states that sustainability is promoting practices that protect and enhance the natural environment. The value you refer to in your question was in the 2021–2025 Council Plan.

With respect to your question, however.

Response to climate risk is a necessary function of all levels of government globally. The Borough incorporates the consideration of climate risk in both short-term and long-term decisions. Consideration of climate risk is increasingly being embedded in systems and processes at all levels of Council's operations. This includes within our asset management and maintenance processes, project management processes, strategic planning processes and coastal resource management activities to name a few.

In addition, numerous Council lead initiatives from within the Climate Emergency Response Plan are being actioned alongside other initiatives being lead in the community by others.

Public Question 5 from Jenny Brown

Background

I note in the latest draft of the BoQ Plan that two Climate Emergency Response Plan (CERP) actions have now been included as objectives "maximising opportunities to generate energy on Council assets where viable" and "continue to advocate for coastal erosion mapping across the Borough."

The Plan 11.1 also says "Our decisions and our work is informed by strategic documents adopted by Council" The explanation given is that this recognizes the role of the CERP and other key strategic plans without needing to mention them by name.



This is incongruent with the Council listed value of Sustainability: We place climate change risks at the core of our decision making, and take extensive action to protect our natural environment. Not mentioning a key Council document that provides a plan for reducing emissions and strives to protect our community and environment seems to indicate that the CERP is expendable.

Question

Why is Council adverse to naming the Climate Emergency Response Plan and defining genuine climate action, as per the Sustainability Value, in its key foundational and planning documents?

Response from the Mayor

Council doesn't consider the naming of a document critical to genuine climate action. Through the key the Council Plan, Council communicates the commitment to the guiding principle of sustainability. Council's decisions will be guided by numerous adopted documents. Maintaining a high-level approach within the Council Plan effectively incorporates reference to, and equal consideration of all current and future adopted documents. So, the 11.1 that you refer to, is explicitly there to say of course we are incorporating all existing strategic documents.

Public Question 6 from Michelle & David Jepson

I refer to the open space of filled wetland west of the new Cove development, which is now being referred to as The Haven.

The area served as a builder's dump in the 1970s, with heaps of building rubble from demolitions left scattered and allowed to grow over. There is a high likelihood of the area being contaminated with asbestos, and paint chemicals, to a greater extent than that which was found on the adjoining site. The potential with projected sea level rise, and/or the ability for contamination to flow through groundwater, into Swan Bay, and fish food sources is obvious.

Why is Council not referring this area to the Environment Protection Authority, and the Asbestos Eradication Authority in the first instance?

Response from the Manager Infrastructure & Environment

All the areas where fill had been deposited on the site have been subject to numerous assessments, analysis and other due diligence processes to assess



potential contaminants. This involved test augers across the filled areas on multiple occasions across a number of years.

Most recently Council has undertaken test augers adjacent to the new Wordel Court development along the edge of the saltmarsh area. The results have been shared with the EPA and the area has been deemed low risk.

Understanding that there is no significant development planned for this area, the evidence from the investigations undertaken indicates that there is no risk to health or the surrounding environment.

Public Question 7 from Carmen Bell

I sent a letter to Council on the 7th of October 2025 requesting an urgent planning scheme amendment to deal with wording in the Borough's Design and Development Overlays (DDOs). I have yet to receive an answer from the Planning Department.

There are 6 Design and Development Overlays in the Queenscliffe Planning Scheme. It has become apparent that the wording inadequately describes the intent of the overlays as it allows additions to non-compliant buildings to be made at the non-compliant existing height.

Could you please provide an answer at tonight's Council meeting?

Response from the Manager Community & Regulatory Services

The wording of the existing height controls in the Design and Development Overlays (DDO) does not represent a "right" to develop, but is an upper limit that may be achieved if all of the objectives and requirements of the controls can be met including that the design reflects a "ground-up" exercise rather than a "top-down" approach.

The maximum height and number of storeys cannot be varied with a permit, except where alterations and additions are sought to existing buildings which presently exceed the number of storeys or specified height. This element of the control has existed since the DDO's were developed in 2000 and provides an opportunity for merit assessment of changes to buildings developed prior to the current DDO's against the design objectives of the DDO's.



Any amendment to the height controls in the DDO would need to be undertaken as a fully exhibited amendment to the Planning Scheme requiring public consultation and exhibition and is a major piece of strategic work requiring allocation of budget and resources. The height controls are one of several controls in the DDO, not to be looked at in isolation and would need to form part of a complete review to ensure that the controls are relevant in protecting neighbourhood character in the Borough.

Council is currently in the process of reviewing the Queenscliffe Planning Scheme as required under the Planning and Environment Act. The work undertaken to date has shown that some of the wording of the Design and Development Overlays requires updating to meet current practice given that the controls have been in operation for approximately 20 years.

Public Question 8 from David Kenwood

Great result once again for Santa casa beach being named the cleanest beach in port Phillip bay however the results are not so good for the large pond at Ganes Reserve which initial water quality readings show high levels of pollutants

Can the Borough verify if this is the case and if so consider how best to improve the water quality in the pond

Response from the CEO

Before I answer your question, it is worth noting that the EPA has put an advisory notice up at the access to Santa Casa beach advising people not to swim, following the rain event on Sunday.

With respect to your question. I have been in discussions with Dr Leigh Ackland, emeritus Professor in the Faculty of Science and Technology at Deakin University, a microbiologist who specialises in bacteria. Dr Ackland has been undertaking water testing for a few years across a range of sites around Point Lonsdale including Lake Victoria, and Lakers Cutting. This year Dr Ackland added Ganes Reserve into her routine testing regime.

The Ganes Reserve results for July and August 2025 showed elevated levels of enterococci and the presence of E. Coli.



Dr Ackland has advised me that she will take further testing for bacterial counts to consolidate the earlier data and establish how the counts vary over time and seasons.

If a problem remains, following additional testing, the next step will be to determine the origin of the bacteria.

As an interim measure, Dr Ackland has recommended that people do not let their dogs swim in Ganes Reserve. If people keep dogs on leashes as per the existing local law for the location, this risk should be managed.

Public Question 9 from the Queenscliffe Community Association (QCA)

At the Ordinary Meeting of Council 17 September 2020 Council adopted the Lovell Chen 2020 Heritage Review and instructed officers to prepare a work plan for implementing Stage 2 and finalise assessments for the 153 additional places identified in the Review.

This included local heritage recognition for the Avenue of Honour. The CEO was instructed to report back with a recommendations paper by September 2021.

Can Council provide an update on further progress to implement the entire heritage review as part of a Planning Scheme Amendment and that the work plan and recommendations paper be made available for the community.

Response from the CEO

At the Ordinary Meeting of Council held in October 2021, Council considered a Heritage Review Implementation report which included recommendations that the implementation of the Lovell Chen Heritage Review be undertaken in stages.

Stage 2a is the most recent step of the implementation process and involved an update to the heritage controls in the Queenscliffe Planning Scheme that apply to Fishermans Flat.

Stage 2b will be a review of the Hesse Street Heritage precinct using the same methodology used for the review of the Fishermans Flat Heritage Precinct. This is due to commence in the coming months. Council has now appointed a contractor for that report.



To see the recommendations made to Council in 2021, it is worth reading the Council report, a copy of the minutes of the October 2021, Ordinary Meeting of Council are available on the Council website.

Public Question 10 from David Connoley

In September 2021 on the issue of One 3225 the CEO report in the Council Minutes informed the community that the CEO of Geelong did not support a boundary review and there was not sufficient support to constitute a panel under Section 239 of the *Local Government Act 2020* for that purpose. Council then wrote to the Minister for Local Government to that effect.

Does that remain the case and One 3225 has little support from COGG?

Response from the CEO

At present, Council does not have updated information regarding the current position of the City of Greater Geelong on this matter. Any change in their stance has not been formally communicated to Council. Should further information become available, Council will consider it in the context of its ongoing engagement with the community and relevant stakeholders.

6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 24 September 2025

A copy of the minutes from the Ordinary Council Meeting on 24 September 2025 was distributed to Councillors under separate cover.

RESOLUTION

Cr Di Rule / Cr Brendan Monahan

That the minutes of the Ordinary Council Meeting on 24 September 2025, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

6.2. Audit & Risk Committee Meeting on 8 September 2025

A copy of the agenda and the unconfirmed minutes from the Audit & Risk Committee Meeting on 8 September 2025 was distributed to Councillors under separate cover.

A copy of the agenda and unconfirmed minutes is provided at attachment 6.2.1 and 6.2.2.

RESOLUTION

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

That the agenda and unconfirmed minutes of the Audit & Risk Committee Meeting on 8 September 2025, as distributed, be noted.

CARRIED UNANIMOUSLY

7. Record of Informal Meetings of Councillors

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

- 24 September 2025 – Councillors Assembly briefing
- 6 October 2025 – Strategic Documents Drop-in Session #1
- 8 October 2025 – Councillors Assembly briefing
- 8 October 2025 – Strategic Documents Drop-in Session #2
- 15 October 2025 – Councillors Assembly briefing
- 20 October 2025 – Councillors Assembly briefing

RESOLUTION

Cr Hélène Cameron / Cr Donnie Grigau

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

CARRIED UNANIMOUSLY



8. Notice of Motion

8.1. Notice of Motion Status Update

No Notices of Motion are outstanding.

8.2. Motion on Notice

No Notices of Motion were received.

9. Petitions and Joint Letters

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

None received.



10. Functions Attended

Council was represented at the following meetings and functions between 16 September and 20 October 2025.

Date	Meeting or Function
17 September 2025	Citizenship Ceremony (Cr Rule)
17 September 2025	Tourism Greater Geelong and the Bellarine Team Tourism event (Cr Rule)
20 September 2025	View concept plans for Fishermen's Co-op Project (Cr Rule)
22 September 2025	CEO Remuneration and Performance Committee Meeting (All Councillors)
25 September 2025	Urban Design and Public Realm Assets Advisory Group meeting #2 (CEO & Cr Grigau)
25 September 2025	Geelong Regional Library Corporation Turning the Page Executive Steering Committee meeting via Videoconference (CEO)
29 September 2025	Meeting with Libby Coker MP (CEO, Cr Rule & Cr Monahan)
30 September 2025	Museum Partnership Advisory Committee Workshop (Cr Rule)
1 October 2025	Joint State & Local Government monthly CEO Forum via videoconference (CEO)
2 October 2025	Geelong Regional Library Corporation Board Meeting (CEO & Cr Tolhurst)
3 October 2025	Queenscliff Fire Brigade Awards Night (Cr Rule)
4 October 2025	Queenscliffe Maritime Museum Fundraising Dinner (Cr Rule)
10 October 2025	Municipal Association of Victoria State Council Meeting (CEO & Cr Rule)
13 October 2025	Point Lonsdale Lighthouse Reserve Project Control Group Meeting via videoconference (CEO, Cr Rule & Cr Cameron)
13 October 2025	CEO Remuneration and Performance Committee Meeting via videoconference (All Councillors)



14 October 2025	Meeting with the Department of Transport and Planning Secretary and other regional local government CEOs (CEO)
15 October 2025	Recording of Customer Experience in Australian Local Government Webinar (Cr Grigau)
16 October 2025	Urban Design and Public Realm Asset Advisory Group meeting #3 (CEO & Cr Grigau)
16 October 2025	Queenscliffe Museums Partnership Advisory Committee Meeting #2 (CEO & Cr Rule)
16 October 2025	Meeting with the Mayor at City of Greater Geelong (CEO & Cr Rule)
16 October 2025	Annual General Meeting of the members of Tourism Greater Geelong and The Bellarine (Cr Rule)
18 October 2025	Creaky Dance for Seniors (Cr Rule)
18 October 2025	St George's Flower Show (Cr Rule & Cr Grigau)
19 October 2025	Queenscliff - Lonsdale Yacht Club Seasoning Opening Event (Cr Rule)

RECOMMENDATION

That the Functions Attended report be received.

RESOLUTION

Cr Di Rule / Cr Hélène Cameron

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

CARRIED UNANIMOUSLY



11. Chief Executive Officer

11.1. Chief Executive Officer Report for October 2025

Purpose

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

Executive Summary

Municipal Association of Victoria State Council Meeting

On 10 October 2025 the CEO and Mayor attended the Municipal Association of Victoria (MAV) State Council meeting in Melbourne. The meeting brought together delegates from Victoria's 79 councils to collaboratively address pressing issues facing local government. The forum served as a vital platform for shaping the MAV's Intergovernmental Relations & Advocacy Framework, with councils voting on 75 motions, 72 of which were passed, covering a wide range of sector-wide concerns.

The key themes included occupational violence and online harassment of councillors, illegal rubbish dumping, planning reform, and the financial implications of the Emergency Services and Volunteers Fund (ESVF). The meeting reinforced the importance of a united advocacy voice and provided a clear mandate for MAV's engagement with State and Federal Governments.

Councils collectively called for targeted reforms and support across several areas, including the repeal of the *Emergency Services and Volunteers Fund Act 2012* (ESSVF) Act, a per-kilometre road funding model for rural councils, and stronger protections in planning legislation to preserve local character and decision-making authority. Additional resolutions focused on enhancing safety for council staff, launching public awareness campaigns, and addressing environmental and infrastructure challenges such as landfill rehabilitation, drought support, and urban tree canopy protection.

The outcomes of the State Council will inform the MAV's pre-budget submissions and advocacy strategy leading into the 2026 state election, ensuring local government priorities are effectively represented.



The MAV summary report is provided at **(Attachment 11.1.1)**

Comprehensive Report on Climate Emergency Response Plan

At the Ordinary Meeting of Council on 28 May 2025, Council resolved to request and receive a comprehensive report on the Climate Emergency Response Plan (CERP) to inform the upcoming 5 year review of the CERP. That report was presented at the Ordinary meeting of Council on 27 August 2025.

Following a review of the report, Councillors provided feedback and raised concerns about the representation of incoming grants in the report. Council was concerned that:

- The timing of the grant receipt was not indicated and that it would be more accurate to report grants received and grants committed but not received at the time of reporting.
- Including the overall grant sums received by the Barwon South West Climate Alliance (BSWCA) for region wide projects did not accurately represent the monetary value of the grants to the Borough.

Council was also concerned that the emission reduction figures align with the timeframe of the CERP and be measured from the 2020-2021 financial year.

These changes have been made in the report which is provided at **(Attachment 11.1.2)**

If Council formally receives the updated CERP Report attached to this report, this version will supersede the version received by Council at the Ordinary Meeting of Council in August 2025, and it will become a background document for the CERP Review.

Victorian Seniors Festival 2025

The Victorian Seniors Festival was held throughout October 2025 with a fabulous month-long program full of free or low-cost events and activities. Running from 1 to 31 October every year, the festival encourages positive ageing and community participation. It's a great opportunity to get involved in local events, meet new people, and enjoy experiences across the state.



This festival is held for and with older people, with a strong focus on fun, connection, and celebration. The 2025 theme is "Connect, Create, Celebrate", inviting older Victorians to come together, explore new interests, and enjoy everything the festival has to offer.

The Borough of Queenscliffe was proud to support two fantastic local events as part of the festival. The Creaky Dance Theatre's Connect, Create Celebrate event held on 18 October and the Queenscliffe Lighthouse Theatre Group's Showtime event held on 23 October 2025. Congratulations go out to both groups for their successful events.

Port Phillip Bay (Western Shoreline) and Bellarine Peninsula Ramsar Site Boundary Review

On 7 October 2025, Council received formal advice from the Victorian Minister for Water, the Hon. Gayle Tierney that the Lakers Cutting (Parks Victoria managed area) wetland areas will be nominated to the Australian Government for inclusion in the Bellarine Peninsula Ramsar Site boundary as part of a broader nomination for Edwards Point Swan Bay Wildlife Reserve and Coastal Reserve [surrounding Swan Bay](#).

The assessment of these wetland areas found that they will significantly contribute to the Ramsar values supported at the site, including threatened vegetation communities and waterbird species. The area met the international Ramsar criteria for listing.

This is a welcome outcome which follows years of advocacy by our community and Council.

The Victorian Minister for Water will now recommend these areas for inclusion in the Ramsar site to the Federal Minister for Environment and Water. The Australian Government will make the final decision regarding extending the boundary of the Ramsar site.

A draft letter of support asking the Minister for Environment and Water to accept the recommendation and list Lakers Cutting as a Ramsar Wetland has been attached to this report for consideration and approval by Council **(Attachment 11.1.3)**



Attachments

1. MAV State Council Communique October 2025 [**11.1.1** - 9 pages]
2. Climate Emergency Response Plan Review August 2025 (updated) [**11.1.2** - 19 pages]
3. Draft Mayoral Correspondence - Port Phillip Bay Ramsar Site Boundary Review [**11.1.3** - 1 page]

RECOMMENDATION

That Council:

1. Receives the Chief Executive Officer Report for October 2025.
2. Approves the draft Mayoral correspondence to Senator the Hon. Murray Watts, Federal Minister for Environment and Water supporting the nomination to include Lakers Cutting in the Bellarine Peninsula Ramsar Site boundary.

RESOLUTION

Cr Di Rule / Cr Donnie Grigau

That Council:

1. Receives the Chief Executive Officer Report for October 2025.
2. Approves the draft Mayoral correspondence to Senator the Hon. Murray Watts, Federal Minister for Environment and Water supporting the nomination to include Lakers Cutting in the Bellarine Peninsula Ramsar Site boundary.
3. Receives the updated Climate Emergency Response Plan report.

CARRIED UNANIMOUSLY



12. Heritage, Planning & Infrastructure

12.1.	Planning Permit Activity Report
Author:	Senior Planner
Portfolio:	Heritage, Planning & Infrastructure Cr Rule

Purpose

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

Executive Summary

The following table provides a summary of the planning permit activity from the last report published at the close of business on Friday 17 October 2025.

CATEGORY	TALLY
Current applications	6
Applications finalised since last report	8
New applications received since last report	4
Total number of active permit applications	9
VCAT matters yet to be determined	0
Development Plan & Planning Scheme Amendment information	3

Note

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

RESOLUTION

Cr Di Rule / Cr Isabelle Tolhurst

That the Planning Permit Activity Report be received.

CARRIED UNANIMOUSLY



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023062	12/09/2023	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a six (6) lot subdivision, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2	9	Application on hold: CHMP provided, waiting on amended plans
PA2024054	28/11/2024 (Amended 02/09/2025)	18 The Esplanade Queenscliff	Alterations and extensions to an existing three storey dwelling and variation to the front setback	8	Waiting on further redesign and advice from applicant
PA2025017	01/04/2025	90 King Street Queenscliff	Display signage in the road reserve	0	Waiting on further advice from applicant
PA2025038	21/08/2025	44 Wharf Street Queenscliff	Part demolition of a dwelling, demolition of a front fence, alterations and extensions to an existing dwelling, construction of a front fence and creation of access to a road in a Transport Zone 2	0	Further information requested and concerns raised
PA2025042	08/09/2025	1 Bowen Road Point Lonsdale	Construction of a two storey dwelling and front fence and variation to site coverage	0	Public notification
PA2025044	08/09/2025	13 Hesse Street Queenscliff	Subdivision of the land into two (2) lots	0	Further information requested



b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
VS2500026	16/09/2025	3 St Andrews Street Queenscliff	External alterations and painting of a dwelling	Permit issued
PA2025015	20/03/2025	75 Nelson Road Queenscliff	Construction of two dwellings, subdivision of the land into two lots and variation to site coverage requirement	Notice of decision to grant a permit issued
PA2025024	09/05/2025	15 Hesse Street Queenscliff	Part demolition of an existing outbuilding, alterations and extensions to an existing building	Notice of decision to grant a permit issued
PA2025039	25/08/2025	20 Mercer Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling and construction of fences	Permit issued
PA2025040	26/08/2025	123 Point Lonsdale Road Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
PA2025041	01/09/2025	2 St Andrews Street Queenscliff	Alterations and extensions to an existing dwelling	Permit issued
PA2025043	09/08/2025	29 Cheshunt Street Point Lonsdale	Alteration and extensions to an existing dwelling	Permit issued
PA2025045	09/09/2025	3 & 5 Mercer Street Queenscliff	Subdivision of land (boundary re-alignment)	Permit issued

c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
VS2500026	16/09/2025	3 St Andrews Street Queenscliff	External alterations and painting of a dwelling	N/A	Permit issued
PA2025046	29/09/2025	16 Bay Street Queenscliff	Part demolition, alterations and extensions to an existing second dwelling and demolition of outbuildings	0	Further information requested
PA2025047	30/09/2025	39 Williams Road Point Lonsdale	Alterations and extensions to an existing dwelling and construction of an outbuilding	0	Public notification
PA2025048	18/10/2025	5 Milne Court Point Lonsdale	Alterations and extensions to an existing dwelling	0	Application fee requested



d. VCAT Applications

No applications to report

e. Development Plan & Planning Scheme Amendment Summary Report

Reference	Subject	Summary
C37quen	Proposed application of additional controls on three (3) Monterey Cypress trees on the Bellarine Highway	C37quen has no formal status. Council officers are awaiting incorporation of the Bellarine Distinctive Area and Landscape Statement of Planning Policy into the Queenscliffe Planning Scheme before progressing C37quen.
VC288 – State Government amendment without exhibition	The VicSmart assessment process will be extended to apply to two new homes on a lot, second homes on a lot, and two-lot subdivisions	Amendment VC288 was gazetted on Thursday 18 September and came into operation on 16 October 2025. A summary of the provisions relevant to the Borough of Queenscliffe is detailed below. <u>Two dwelling development</u> VicSmart for two dwellings on a lot only applies in the residential zones where specific requirements of Clause 55 are met. If overlays exist on the land the VicSmart provisions will not apply to two dwelling development, and the normal planning process will run. On this basis the VicSmart provisions for two dwelling development in BOQ will be very limited (likely only applying to two single storey dwellings on lots in the Design and Development Overlay Schedule 5 (DDO5) where single storey development doesn't trigger a permit under the DDO5). <u>Two lot subdivision</u> VicSmart for two lot subdivision will apply in residential zones primarily based on the following criteria: • The subdivision creates at least one vacant lot. • The land does not contain native vegetation if it has an area of 0.4 hectares or more. • The land is not located in an Environmental Audit Overlay, Neighbourhood Character Overlay or an area that is a designated bushfire prone area as determined under section 192A of the Building Act 1993. OR • A permit has been issued under a provision of a residential zone to construct up to two dwellings on the land and the permit has not expired. • Each lot will contain either: ○ one existing dwelling; or ○ one dwelling permitted to be constructed in accordance with the permit. The VicSmart provisions for two lot subdivision will also apply in the DDO and Heritage Overlay (HO) based on the last two dot point criteria above also.



Reference	Subject	Summary
		As the DDO and HO trigger permits for subdivision and all of the residential zone areas in the Borough of Queenscliffe have a DDO or HO, the opportunity for VicSmart two lot subdivision is limited to where a permit for two dwellings has been issued and is still live. Again, this will be limited in BOQ and in the vast majority of instances any permit for two dwellings will have been through a normal planning process.

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



12.2.	Point Lonsdale Lighthouse Reserve Project update #12
Author:	Manager Customer Experience
Portfolio: Councillor:	Heritage, Planning & Infrastructure Cr Rule

Purpose

This report provides an update on the capital work projects Council is currently undertaking at the Point Lonsdale Lighthouse Reserve.

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 4: Maintain and promote military, maritime and historic features on Council-managed land

Priority 5: Maintain and improve community infrastructure within the Borough

Council currently has two projects underway at the Point Lonsdale Lighthouse Reserve. These projects are known as:

- The Point Lonsdale Lighthouse Reserve Development – Stage 1.
Stage 1 is funded by Regional Development Victoria and the Borough of Queenscliffe. Stage 1 of the project is nearing completion.
- The Point Lonsdale Lighthouse Reserve Development – Stage 2.
Stage 2 is funded by the Department of Energy, Environment and Climate Action (DEECA). Works for stage 2 of the project will commence in the first quarter of 2024.

At the Ordinary Meeting of Council on 13 December 2023, Council resolved to bring monthly project updates detailing the progress of these projects. At the Ordinary Meeting of Council on 26 February 2025, Council resolve that officers bring future project update reports quarterly or as required.



RESOLUTION

Cr Di Rule / Cr Hélène Cameron

That Council notes the Point Lonsdale Lighthouse Reserve project update for October 2025.

CARRIED UNANIMOUSLY



REPORT

Background

In 2019, following community consultation and consideration by a representative reference group, Council resolved to adopt a masterplan to guide the development and restoration of the Point Lonsdale Lighthouse Reserve.

In October 2019, Council commenced a development approval process to implement the elements of a landscape Master Plan for the Lighthouse Reserve adopted at the Ordinary Council Meeting in January 2019.

In December 2019, an amendment to the Victorian Heritage Register introduced greater heritage controls across the site, including increased controls to protect cultural heritage values.

In March 2021, Council amended the 2019 resolution to reflect the limitations to proposed works resulting from the new heritage controls and advice from the Wadawurrung Traditional Owners Aboriginal Corporation about the cultural significance of the site.

Following the decision in March 2021, Stage 1 of the Point Lonsdale Lighthouse Reserve Development works became:

- External restoration of P1 Huts;
- Additional works in line with the site Masterplan that includes a sculptural component that observes the aboriginal historical significance of the site; and
- General site clean-up.

As part of this work a Conservation Management Plan was developed for the area included in the updated heritage citation.

In September 2022, Council was advised that the State Government had included \$1million in the 2022–2023 state budget for Stage 2 of the Point Lonsdale Lighthouse Reserve Development.

Council formed a project control group to manage Stage 2 in June 2023.



Discussion

Stage 1

As reported in Project update #3 at the March 2024 Ordinary Meeting, Council is currently in the process of gaining all the required approvals needed for the installation of the Wadawurrung sculptural element. With Wadawurrung guidance, this element has also become the interpretive signage component which is needed to complete this project. Installation of the signage recognising Wadawurrung connection to the site will be subject to the obtainment of the Cultural Heritage Management Plan (CHMP).

Stage 2

Project Status

The project has achieved significant progress since the last report to Council, including:

- Lodgement of Marine and Coastal Act (MACA) consent
- Finalisation of electrical plans
- Finalisation of landscape plans
- Further engagement with the Wadawurrung Cultural Heritage team
- Preparation of draft Cultural Heritage Management Plan (CHMP)
- Completion of tender documentation for project works
- Tender advertised and evaluated
- Presentation of tender evaluation to the Project Control Group (PCG)

These milestones demonstrate that the project is advancing in line with the agreed scope endorsed by the PCG in June 2024.

Scope Change Request

At the PCG meeting on 13 October 2025, the PCG voted to request Council officers and Accuraco (project managers) to investigate the cost and timeline implications of amending the project scope to include additional works to the Directing and Ranging Station and create a viewing platform on top of the defence emplacement. The proposed additional works include the following:

- Replacement of the roof slab
- Installation of a balustrade
- Manufacture and installation of stairs to the roof
- Landscape works to allow access to the structure



- Probable new footing installation

These works were not part of the initial scope included in the grant agreement dated April 2023 or the updated scope agreed to by the PCG in June 2024 and endorsed by Council in July 2024.

Implications of Proposed Change

To assess the feasibility of the proposed works, the following investigations would be required:

- Structural engineer inspection and schematic design
- Engagement of a building surveyor for compliance with the National Construction Code and Building Regulations
- Consultation with Heritage Victoria regarding support for accessibility upgrades
- Cultural heritage consultant review of CHMP requirements
- Landscape architect input for accessible paths and fencing
- Engaging Quantity surveyor to get cost estimates of the works

The estimated cost for the initial investigations is \$10,000 to \$15,000.

If these works were to proceed, further implications could include the following:

- Variation to project management and quantity surveyor fees
- Additional structural engineering, heritage architect, and cultural heritage consultant fees
- Amendments to the CHMP, Heritage Victoria, and MACA applications
- A variation to the current funding agreement due to timeline impacts
- Reduced budget to complete the works due to the increased consultant costs

These proposed works represent a significant departure from the agreed scope and will introduce cost, timeline, and regulatory complexities. The original and updated scope focused on preservation and protection, whereas the proposed changes shift toward public accessibility upgrades, which may not align with heritage objectives or funding conditions.

Next Steps

- Complete investigation of the proposed additional works to create the viewing platform and prepare a report on the extent of engineering works



required, the extent of the changes to existing consultant reports and tender documentation, any amendment consent requirements for permit applications and approvals, anticipated costs of the works and the impact on the project timeline.

- Present findings of the investigation to the PCG and Council for decision.
- Report PCG decision back to Council.

Options

1. Note the officer report as presented.
2. Request further information regarding these projects.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community of the projects occurring at the Point Lonsdale Lighthouse Reserve.

Collaboration

Since being transferred ownership of the Point Lonsdale Lighthouse Reserve from the Victorian Government in 2012, Council has been working with various government stakeholders in conjunction with the local community to restore and revitalise this area.

A community reference group has driven the key components of the masterplan that was adopted by Council 2019.

Council has worked closely with Regional Development Victoria, the Department of Jobs, Precincts and Regions, and the Wadawurrung Traditional Owners to agree to a way forward on progressing the project, including making variations to the original grant.

The current PCG includes community representatives and officers from the Department of Environment, Energy and Climate Action. Local state member Alison Marchant attends as an observer.

Governance Context



Relevant Law

Marine and Coastal Act 2018

Charter of Human Rights

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

Gender Equality Act 2020

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

No; this is an update on a program.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

The legal and risk implications associated with these projects will continue to be monitored.

Related Documents

Council Plan 2021–2025

Disclosure of Interest

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

Considerations

Environmental Sustainability

The main aim of the P1 Hut restoration works is to make the area safe by removing asbestos in and around the buildings, enabling Council to remove the fences which restrict access to the site.



Financial and Resource Implications

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

Innovation and Continuous Improvement

Not applicable.

Implementation

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by an external contractor.

Attachments

Nil



13. Governance & Finance

13.1.	Annual Report 2024-2025
Author:	Communications Coordinator
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

This report presents the Borough of Queenscliffe Annual Report for the financial year ending 30 June 2025 for Council's adoption.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 3: Accountable and transparent governance

The *Local Government Act 2020* (Act) requires Council to prepare an annual report and provide a description of its required contents. In accordance with the Act, Council officers have prepared an annual report for the 2024–2025 financial year. The annual report must include the following:

- Report of operations: information about the operations of the council
- Performance statement: audited results achieved against the prescribed performance indicators and measures
- Financial statements: audited financial statements prepared in accordance with the Australian Accounting Standards.

The report provides an account of Council's operations over the 2024–2025 financial year as well as the achievements, challenges, and directions for the year ahead.

RECOMMENDATION

That Council adopts the Borough of Queenscliffe Annual Report 2024–2025.



RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

That Council adopts the Borough of Queenscliffe Annual Report 2024–2025 subject to the following changes:

- The text on page 74 under Infrastructure and development contributions is updated to reflect the differences between type of financial contributions.
- Any changes suggested by VAGO.
- On pages 23 and 24, the Councillors on the CEO & Remuneration Committee are updated to include all Councillors. Cr Cameron and Cr Tolhurst are not currently listed.

CARRIED UNANIMOUSLY



REPORT

Background

The *Local Government Act 2020* (Act) requires Council to prepare an annual report in respect of each financial year. Subsection 98(2) of the Act states that the report must contain the following:

- a) a report of operations of the Council
- b) an audited performance statement
- c) audited financial statements
- d) a copy of the auditor's report on the performance statement
- e) a copy of the auditor's report on the financial statements under Part 3 of the *Audit Act 1994*
- f) any other matters prescribed by the regulations.

The 2024–2025 report is Council's fourth annual report prepared in line with the requirements of the new Act. In continuing with our standard of high-quality publications, these requirements are supplemented with an in-depth report of operations that addresses Council's performance against the strategic objectives listed in our Council Plan.

In preparing this report, the Audit and Risk Committee reviewed the Financial Statements, Performance Statement and Governance and Management Checklist included in this report at its meeting held on 8 September 2025, prior to completion of the 2024–2025 audit and Council adoption of the statements 'in principle' at a Special Meeting of Council held on 15 September 2025.

Council received unqualified audit opinions on the performance statement and financial statements from the Victorian Auditor-General's Office on 3 October 2025. These documents were subsequently incorporated into the Annual Report.

The *Local Government Act 2020* no longer requires Council to submit a copy of the Annual Report to the Minister for Local Government. However, subsection 99(1) of the Act still requires Council, as soon as practicable after the end of the financial year, to prepare the performance statement and financial statements of the Council for the financial year. Section 100 of the Act requires that Council present the Annual Report at an open meeting of the Council within four months of the end of the financial



year. This requirement of the Act gives reason for Council considering the report at this October Ordinary Meeting of Council.

Discussion

The Annual Report complies with the legislative requirements of the Act, detailing the achievements of Council during the 2024–2025 financial year. The structure of the annual report reflects the fourth year of the Borough's Council Plan 2021–2025.

Officers contracted the services of Lisa's Art & Design who have produced an engaging document for Council. This year, the Borough of Queenscliffe's Annual Report's cover page and chapter heading photography focuses on showcasing many diverse and inspiring visual perspectives from across the Borough. Council officers engaged the services of photographer Alan Barber of Barefoot Media, who photographed an exceptional suite of high-quality shots to meet this brief.

Options

1. Adopt the Annual Report as presented.
2. Request changes to the Annual Report, noting that it must be adopted at this meeting to meet the legislative requirements.

Communications and Engagement

Community Engagement

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

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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



Gender Equality Act 2020

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

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

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

Not applicable.

Related Documents

Community Vision 2021–2031

Disclosure of Interest

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

Considerations

Environmental Sustainability

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

Financial and Resource Implications

This project will be delivered using existing Council resources.

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. Annual Report 2024-2025 [**13.1.1** - 164 pages]



13.2.	Proposed Advisory Finance Committee
Author:	Chief Executive Officer
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

To allow Council to formally establish an advisory Finance Committee, to set the purpose of the Committee, and to commence a process to recruit independent Committee members.

Executive Summary

Portfolio 5: Governance and Finance

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

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

Priority 3: Accountable and transparent governance

Council has expressed a wish for independent advice and assurance in financial matters. In this context, the proposed Finance Committee would serve a vital advisory role by providing independent insights to Council on the following:

- The long-term financial outlook of the Council; and
- Strategies to ensure ongoing financial sustainability including income diversification.

By fulfilling this role, the Finance Committee will enhance the Council's financial governance and decision-making, ensuring greater transparency, accountability, and strategic foresight.

RECOMMEDATION

That Council:

1. Resolves to form an advisory Finance Committee;
2. Approves the Terms of Reference for the Finance Committee as proposed in this Council Report; and



3. Requests officers to undertake an Expression of Interest process to appoint the independent members of the Finance Committee.

RESOLUTION

Cr Di Rule / Cr Isabelle Tolhurst

That Council:

1. Resolves to form an advisory Finance Committee;
2. Approves the Terms of Reference for the Finance Committee as proposed in this Council Report; with the following amendments:
 - On page 37, change to selection criteria of community members to independent members.
 - On page 37, the first dot point under selection criteria to read applicants should have qualifications as a chartered accountant or a certified practicing accountant.
 - On page 37, under the heading Chairperson, the role of the Chairperson shall be undertaken by an independent member.
 - On page 37, under the heading Term, the first sentence should be amended from 'a 4 years', to 'the remaining term of that Council'.
3. Requests officers to undertake an Expression of Interest process to appoint the independent members of the Finance Committee.

CARRIED UNANIMOUSLY



REPORT

Background

Council's Strategic Risk register acknowledges that a significant strategic risk for Council is financial sustainability. The risk register defines it as follows:

The financial sustainability of the Council is at risk when:

- Limited/constrained revenue sources (lower rate cap (rate cap lesser than the CPI)), and/or stagnated rate base;
- Ineffective expenditure management (growth of ongoing expenditure outweighs growth of ongoing income);
- Deteriorating economic conditions in the municipality (income losses, unemployment, and business closures in the Borough due to the drop in visitors (BoQ has a tourism focused economy); and
- Insufficient overall fiscal responsibility (open communication with the public regarding financial decisions, budgets, and expenditures, which fosters trust and accountability, transparent reporting practices demonstrate responsible financial management, need to balance short-term needs with long-term financial sustainability objectives).

There are several controls currently in place to monitor and mitigate this risk. However, recent discussions with the independent members of Council's Audit & Risk Committee and Councillors have indicated support for obtaining further expert input and advice on Council's financial sustainability through the establishment of an external Finance Committee.

Discussion

Proposed Finance Committee Terms of Reference

Objective

Provide an unbiased and objective evaluation of Council's long-term financial sustainability.

Scope

Finance Committee (the Committee) is a formally appointed Advisory Committee of Council. The Committee does not have executive powers or authority to implement



actions in any areas over which Council has responsibility. The Committee is not a delegated Committee of Council and has no delegated decision-making powers of Council.

The Committee must not duplicate the purpose and activities of the Audit and Risk Committee (ARC). The ARC cannot delegate their responsibilities entrusted to them by the *Local Government Act 2020*.

Composition

The Committee would comprise:

- Three independent members selected through an open Expression of Interest (EOI) process; and
- Two Councillors appointed by the Council.

Selection Criteria of community members

- Current qualification as a chartered accountant or a certified practising accountant;
- Contemporary experience in public sector or local government finances or managing finances of large organisations;
- Experience in preparing/interpreting financial statements and reporting on key performance metrics; and
- Willingness to contribute positively to meetings in a fair and unbiased manner.

Chairperson

The role of Chairperson shall be undertaken by a Councillor.

Term

The Committee will be appointed by Council within the first six months of a new Council term following a review of the Committee's purpose and role for a 4-year term. For each Committee term independent members must be appointed by Council via an open EOI process; independent members cannot be simply re-appointed without undertaking an open EOI process.



If a Committee member misses two (2) consecutive meetings, they will be asked to confirm if they wish to continue on the Committee.

If a Committee member is absent from three (3) meetings during a two year period without explanation, the Committee member may be asked to resign.

Key responsibilities

Key responsibilities include:

- Review and provide feedback in updating/ developing relevant strategies, plans and initiatives that impact Council's long-term financial sustainability; and
- Feedback and input on investment opportunities for income diversifications.

Meetings

The Committee would meet at a minimum twice a year in April and December and on other occasions as determined by the Committee and/or Council (via resolution). Committee meetings are closed to the public. Key decisions/ actions/ advice of the Committee will be included in the CEO's report at a subsequent Ordinary Meeting of Council.

The Chief Executive Officer and Manager Finance and ICT Services will attend all meetings, except when the Committee chooses to meet alone in camera. The Chief Executive Officer and Manager Finance and ICT Services are not members of the Committee and do not have voting rights. Other members of Council or Council staff and Council's external contractors / consultants may be invited to attend at the discretion of the Committee to advise and provide information when required.

Quorum

A quorum of the Committee will be 'one third plus one' of the total number of Members (i.e. a minimum of three Committee members).

Administration

The Council will approve the Terms of Reference of the Committee, and review the Terms of Reference as required and at a minimum at least once before the appointment of a new term of the Committee. Officers will support the Chair in the preparation of meeting agendas and minutes.



Sitting Fee

As per other non-statutory required committees of Council, no sitting fee is paid to Committee members.

Administration

The Committee will be appointed by Council within the first six months of each new Council term, following a review of the Committee's purpose, role and Terms of Reference.

Governance Obligations

Conflict of Interest:

Councillor Committee members must disclose any conflict of interest in a matter being considered by the Committee in accordance with the *Local Government Act 2020* and Council's Governance Rules.

A non-Councillor Committee member will have a conflict of interest if they have a personal or private interest, including a perceived personal or private interest, that may compromise their ability to act in the public interest.

If a non-Councillor Committee member believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any discussion had or decision made in relation to the matter and leave the room for the item. The declaration will be recorded in the minutes of the meeting.

Confidential Information and Privacy

Committee members must not disclose information that they know or should reasonably know is confidential information.

Committee members have an obligation not to publicly disclose any materials or information obtained or discussed through their membership of the Committee that is not already publicly available (other than because of a breach of a Committee member's obligations under these Terms of Reference).

Committee members should be mindful of their obligations under the *Privacy and Data Protection Act 2014* regarding the use and disclosure of information.

Standards of Conduct

To ensure Council's advisory committees are conducted in a respectful and efficient manner, members of all advisory committees must:



- act with integrity;
- impartially exercise their responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or impose a disadvantage on any person, including themselves;
- listen actively and acknowledge diverse perspectives;
- communicate openly and honestly while maintaining professionalism;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, Council officers and other members of the Committee;
- commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying;
- take reasonable care of their own health and safety and that of others;
- commit to regular attendance at committee meetings; and contribute positively to discussions and decision-making processes.

Any alleged breaches of the standards of conduct may result in membership in the Committee being terminated.

Transparency

In order to maintain transparency of Committee operations, the following information will be published on Council's website:

- Terms of reference
- Names of all members, Summary of key decisions/actions/advice of the Committee meetings (which includes attendees and conflict of interest declarations) via inclusion in minutes of Ordinary Meetings of Council (within the CEO's report).

Options

1. Establish a Finance Committee based on the model outlined in this report.
2. Further consider the proposed Finance Committee model/Terms of Reference before undertaking and Expression of Interest process.



Communications and Engagement

Community Engagement

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

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

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

Audit and Risk Committee

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

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

There are no legal or risk implications associated with report.

Related Documents

Community Vision 2021–2031

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

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

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

Innovation and Continuous Improvement

Officers have reviewed processes and procedures and implement changes to enhance the outcome of this project.

Implementation

Operational Impacts

This project relies on additional resources to be successfully delivered.

Implementation Process

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

Attachments

1. DRAFT Finance Committee Terms of Reference [**13.2.1** - 4 pages]



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

Purpose

The purpose of this report is to recommend that Council adopts the Council Plan 2025–2029 following the community consultation.

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.

At the Special Meeting on Monday 15 September 2025, Council endorsed the draft Council Plan for the purpose of community engagement. The 28-day exhibition period was open from 16 September to 14 October 2025.

Council received 25 submissions. Council reviewed those submissions and have made changes to the Council Plan to reflect a number of the key themes that emerged in the feedback from the community.



The amended Council Plan 2025–2029 is presented as an attachment to this report with a recommendation that Council adopts the Plan.

If Council adopts the Council Plan, the draft strategic indicator performance measures will be finalised and presented to Council for formal consideration at a future Ordinary Meeting of Council.

RESOLUTION

Cr Donnie Grigau / Cr Brendan Monahan

That Council:

1. Notes that 25 submissions were received and considered for the Council Plan 2025–2029;
2. Notes Council's responses provided for all community submissions received; and
3. Adopts the Council Plan 2025–2029 as presented.

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.

Page 4 of the Council Plan 2025–2029 includes a diagram that illustrates how the strategic planning principles come into effect and shows the links between the other key strategic documents, such as the Financial Plan and Asset Plan, and performance monitoring and reporting.

Discussion

Council prepared the draft of the Council Plan taking into consideration the feedback received during the consultation for the Community Vision, and with reference to the draft Financial Plan, Asset Plan and Municipal Public Health and Wellbeing Strategy which were being developed in parallel.



Council also spent time workshoping priorities and the outcomes they wanted to achieve as a group during their term. They reviewed the previous Council Plan and the existing strategic documents that inform the work Council undertakes to understand the current strategic direction and capacity of the organisation.

Council then prepared a draft Council Plan for the purposes of seeking community feedback.

Community Engagement

During the formal exhibition period for the Draft Council Plan 2025–2029 Council received 25 submissions. Five (5) of those submissions were from community-based organisations representing members and reflecting the purpose of the organisation. One submission was from a community-based organisation representing eleven (11) community groups and the three (3) primary schools in the Borough.

Of the 25 submissions seven (7) or just under a quarter of submissions supported the draft Council Plan as drafted and the work the Council has been doing.

The key themes raised in the remaining 18 submissions were:

- Concerns about climate action and the lack of explicit reference to the Climate Emergency Response Plan (CERP) in the Council Plan.
- Concern that heritage had not been given enough priority, and the role heritage plays in economic development and tourism had not been recognised in the Council Plan.
- Protection of heritage and urban character.
- The inclusion of an action committing Council to achieving 30% tree canopy coverage.
- Recognition of the Wadawurrung Traditional Owners.
- Readability of the Council Plan.

A summary of all the submissions and Councils response is attached to this report.

Updated Draft Council Plan 2025–2029

Council reviewed the submissions over two workshops and determined, in response to the submissions, to make a number of changes to the draft Council Plan 2025–2029.



Council made the following changes:

- Under Theme 2 – Building the Borough - Council amended objective 5.2 to incorporate stronger direction on the work to implement the 2020 Heritage Review and ensure that the Queenscliffe Planning Scheme continued to have strong heritage protections.
- Under Theme 3 – Work, stay and play in the Borough - Council included a new objective:

8.2 Market the unique built heritage linked to maritime and military history

- Under Theme 4 – Running the Borough - Council amended objective 11.1 to indicate the importance of the role existing strategic documents play in guiding and informing the work undertakes:

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

This change recognises the role of the CERP and other key strategic plans such as the Active Transport Strategy, and the Access and Inclusion Plan in the development of annual work plans and operational decisions.

- Under Theme 4 – Running the Borough - Council introduced an objective to address tree canopy coverage:

14.2 Increase tree canopy cover to 30%

- Under Theme 4 – Running the Borough - Council introduced a CERP action as an objective:

14.3 Maximise opportunities to generate energy on Council assets where viable

- Under Theme 4 – Running the Borough - Council introduced an objective to respond to concerns raised about the future of the P1 Huts:



14.6 Determine the future of the P1 Huts at the Point Lonsdale Lighthouse Reserve

- Under Theme 5 – Caring for the Borough - Council introduced a CERP action as an objective:

*17.1 Continue to advocate for coastal erosion mapping across the Borough
Determine the future of the P1 Huts at the Point Lonsdale Lighthouse Reserve*

As stated above, a number of submissions raised concerns about the priority heritage had been given in the Draft Council Plan 2025–2029. In response Council has undertaken a significant redrafting of strategic objective 18 to broaden its scope and reinforce the role of heritage in the story of the Borough:

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

18.1 Recognise the importance of the heritage value of buildings, artefacts, and streetscapes as assets and their role in defining the community's sense of place

18.2 Secure protections for environmentally significant open space

18.3 Support advocacy efforts to secure community access to Ballara

There are some other minor changes to the text throughout the document that have been made to respond to concerns in the submissions about the readability and accessibility of the document.

In response to the concerns raised about the recognition of the Wadawurrung Traditional Owners, Council formed the view that there was enough scope under the objectives already included in the Draft Council Plan at strategic objective 13 under Theme 4 – Running the Borough – to address the matters raised in the submissions.

A copy of the updated Council Plan 2025–2029 is attached to this report.

Measuring Performance

A number of submissions raised concerns about the mechanisms Council will use to measure progress against the strategic objectives in the Council Plan.



In developing the draft Council Plan, Council also prepared Strategic Indicator Performance Measures. A draft of these measures has been attached to this report. If Council adopts the Council Plan 2025–2029 in the form presented as part of this agenda, the Strategic Indicator Performance Measures will be finalised and formally considered by Council at the Ordinary Meeting of Council in November 2025.

The Strategic Indicator Performance Measures will be used to report on the progress of implementing the Council Plan in the Annual Report each year.

Council will also continue the practice of incorporating Council Plan objectives as actions in the Annual Plans, which will be reported on quarterly in conjunction with the quarterly financial reporting.

Options

1. Adopt the Council Plan 2025–2029 as presented.
2. Request further information or changes to the Council Plan 2025–2029, noting that the document must be adopted at this meeting to meet the legislative requirements.

Communications and Engagement

Community Engagement

Council made the draft documents available for review and sought submissions and feedback from the community between 16 September and 14 October 2025.

During this period Council held two open drop-in sessions at the Queenscliffe Hub, being 6 October and 8 October 2025. Nine (9) people attended these sessions, and their feedback is provided in the attachment to this report.

Council received a total of 25 submissions relating to the draft Council Plan. All submissions were reviewed by officers and Councillors. Council held two assembly briefings to consider the feedback and revisions to the draft Council Plan.

A summary of the submissions and the response to each submission is provided as an attachment to this report.

The revised Council Plan 2025–2029 is provided as an attachment to this report.



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 was undertaken and formed part of the consultation process.

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 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. Submission Summary: Council Plan 2025-2029 [**13.3.1** - 48 pages]
2. Council Plan 2025-2029 [**13.3.2** - 18 pages]
3. Draft Strategic Indicator Performance Measures: Council Plan 2025-2029 [**13.3.3** - 9 pages]



13.4.	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 present the Municipal Public Health and Wellbeing Strategy 2025–2029 for adoption following feedback from the community through the 28-day public exhibition period.

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 (Strategy) prior to 31 October of the year following a general election.

At the Special Meeting on Monday 15 September 2025, Council endorsed the draft Strategy for the purpose of commencing community engagement. The 28-day public exhibition period ran from 16 September to 14 October 2025.

Council received 6 written submissions and reviewed the submissions at two Council Assemblies held on 15 October and 20 October 2025. Following the review, the Strategy was updated to incorporate feedback from the submitters.

RECOMMENDATION

That Council:



1. Notes that six (6) submissions were received for the Municipal Public Health and Wellbeing Strategy 2025–2029;
2. Adopts the Municipal Public Health and Wellbeing Strategy 2025–2029 as presented.

RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

That Council:

1. Notes that six (6) submissions were received and considered for the Municipal Public Health and Wellbeing Strategy 2025–2029;
2. Acknowledges that the Borough's population health data is drawn primarily from the Victorian Population Health Survey 2023, which has limitations due to small sample size, and that interpretation of data will require contextual understanding and regular review.
3. Adopts the Municipal Public Health and Wellbeing Strategy 2025–2029, subject to the following conditions:
 - a. That Council conducts a mid-term review by June 2026 to confirm that data, priorities, and indicators remain current and evidence-based.
 - b. That the source and confidence levels of health data used in the Strategy be fully referenced in the public version.
 - c. That Council ensures implementation responsibilities are clearly assigned within internal work plans and reported through the Annual Action Plan.
 - d. That Council considers the resourcing implications of partnerships and actions during the 2026–2027 Budget and Workforce Plan reviews.
 - e. That Council includes a focus on cold-weather health impacts, food insecurity, and mental health service access during the next review.
4. Requests the CEO to ensure measurable performance indicators are developed and integrated into the Council Plan reporting framework for each key strategy area.

CARRIED UNANIMOUSLY



REPORT

Background

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 many areas across Victoria. Residents and ratepayers are well serviced by medical practitioners and there is a strong allied health presence. The prevalence of chronic illness sits below the state average, 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 local results from the State Population Health Survey reported in 2023, 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



Submissions

Council received six (6) written submissions during the consultation. The key themes in the submissions were:

- Heat and UV exposure and health risks - requests to include initiatives and outcomes that emphasise the importance of cool places, shade and tree canopy and building climate resilience in the community.
- The importance of strengthening the language that facilitates and encourages collaboration between health providers, local groups and Council, to support social connection and activity.
- Increase Council's role as a promoter of local health initiatives.

The draft Strategy has been updated to incorporate these key themes. A copy of the submission summary is attached to this report.

The priorities and actions in the Strategy 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. Adopt the Municipal Public Health and Wellbeing Strategy 2025–2029 as presented.
2. Request further changes to the Municipal Public Health and Wellbeing Strategy 2025–2029 noting that the document must be adopted at this meeting to meet the legislative requirements.

Communications and Engagement

Community Engagement

Council made the draft document available for review and sought submissions and feedback from the community between 16 September and 14 October 2025. During this period Council held two open drop-in sessions at the Queenscliffe Hub, being 6 October and 8 October 2025.



Council received a total of 6 written submissions relating to the draft Strategy. All submissions were reviewed by officers and Councillors. Council held two assembly briefings to consider the feedback and revisions to the draft Strategy.

A summary of the submissions and the response to each submission is provided as an attachment to this report.

The revised Municipal Public Health and Wellbeing Strategy 2025–2029 is provided as an attachment to this report.

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 was undertaken and formed part of the consultation process.

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

Council Plan 2025–2029

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 recourse 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. Submission Summary: Municipal Public Health and Wellbeing Strategy [**13.4.1** - 8 pages]
2. Municipal Public Health and Wellbeing Strategy 2025–2029 [**13.4.2** - 14 pages]



13.5.	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 Asset Plan 2025–2035.

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 draft Asset Plan 2025–2035 (Plan) has been reviewed in accordance with the *Local Government Act 2020* requirement to update the Plan by 31 October following an election.

The Plan was released for community engagement from 16 September 2025 until 14 October 2025. Council invited submissions and feedback on the draft document. During the engagement period, Council held community drop-in sessions on 6 and 8 October 2025. Consultation invitations and details were available on our website, social media site, in the Bellarine Times, and published in our electronic newsletters, which are sent directly to individuals who have signed up. The engagement outcomes are detailed in the Communications and Engagement section of this report.



In Accordance with Section 92 of the *Local Government Act (2020)*, the Asset Plan 2025–2035 must be adopted by 31 October 2025. This report presents the Plan for Council consideration for adoption.

RESOLUTION

Cr Hélène Cameron / Cr Isabelle Tolhurst

That Council:

1. Notes that three (3) submissions and the comments that were received at drop-in sessions have been considered in the preparation of the Asset Plan 2025–2035;
2. Notes Council's responses provided for all community submissions received;
3. Adopts the Asset Plan 2025–2035;
4. Notes that the document will undergo graphic design following its adoption by Council; and
5. Provides the CEO with authorisation to update the following documents, as required:
 - a. Asset Plan Appendix 2 – Building Asset Class Fact Sheet
 - b. Asset Plan Appendix 3 – Roads, Kerbs and Footpaths Asset Class Fact Sheet
 - c. Asset Plan Appendix 4 – Open Space Class Asset Class Fact Sheet
 - d. Asset Plan Appendix 5 – Drainage Class Asset Fact Sheet

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 2022–2032 was informed via deliberative engagement by way of community drop-in sessions and appointments between 29 July and 1 August 2025.

The initial draft Asset Plan 2025–2035 (Plan) incorporates feedback from these drop-in sessions, reviews of five other council Asset Plans, and guidance provided in the *Asset Plan Guidance 2022* issued by Local Government Victoria. The initial draft Plan was released for a 28-day consultation period. This resulted in minor updates.

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 was 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.

Following the introduction of the *Local Government Act 2020*, with little initial guidance on what should be included in the Plan, most councils developed a simple Asset Plan (as did the Borough of Queenscliffe).

Due to a large volume of enquiries, Local Government Victoria organised a working group that created the *Asset Plan Guidance 2022*.

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

- Community drop-in sessions and appointments (as deliberative engagement) 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
- Community consultation carried out over a 28 day period between 6 September 2025 and 14 October 2025. This provided the community with the opportunity to provide a written submission and/or attend drop-in sessions on 6 October and 5 October 2025.

The draft Plan 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 sufficient information to ensure that community members who wish to learn more about the Council's Asset Management processes can do so without feeling 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.

The Plan was updated as a result of community consultation feedback. This resulted in additional references to cultural and heritage assets under the following headings:

- *Asset Management Plan*
- *Issues, opportunities and Risk*
- *Next Steps*



Options

1. Council endorses the Asset Plan 2025–2035.
2. Council does not endorse the Asset Plan 2025–2035, noting that it must be adopted by 31 October 2025 to meet the legislative requirements.

Communications and Engagement

Community Engagement

Community drop-in sessions and appointments (by way of deliberative engagement) 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.



Community Feedback	Officer Response
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.

The plan released for community consultation included four items identified by the community during the deliberative process.

Council released the draft Plan for review and sought submissions and feedback between 16 September and 14 October 2025.



During this period Council held two open workshops/ drop-in sessions for people to attend and ask questions and share their thoughts on the draft Plan. These workshops/ drop-in sessions were held 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

A summary of the submissions is provided in the table below:

No.	Submission	Officer Response
1	Heritage omission: The Asset Plan does not recognise heritage buildings, collections, or streetscapes as assets, despite their central role in the Borough's identity and visitor economy.	Council recognises the importance of the heritage value of buildings, collections, or streetscapes as assets and their role in the community. Response: Council Plan updated to note this with additions under the following heading in the Asset Plan: • <i>Asset Management Plan</i> • <i>Issues, opportunities and Risk</i> • <i>Next Steps</i>
	Risk management gap: Heritage assets require specialist conservation, higher costs, and more frequent inspections. Without recognition in the Asset Plan, Council is exposed to custodial and insurance risks.	Council recognises that heritage assets require specialist conservation. Response: The Asset Plan is not the document to go into this detail. This detail is for inclusion in each Asset Management Plan. Assets within Council's asset registers are subject to a valuation on a regular cycle. Valuations of historic buildings recognises costs associated with heritage values. The valuations are used to inform replacement values for insurance purposes. No Change to document.
	Ignored submissions: Our earlier submission has received no response as to why all points have been	Council recognises the importance of the heritage value of buildings,



No.	Submission	Officer Response
	discounted. Our request for a meeting as per my email of 28 August has received no response. This undermines our confidence in Council's consultation process.	collections, or streetscapes as assets and their role in the community. Response: Council Plan updated to note this with additions under the following heading in the Asset Plan: • <i>Asset Management Plan</i> • <i>Issues, opportunities and Risk</i> • <i>Next Steps</i> Requests made by the submitter to recognise additional assets on Council's asset register is an issue to be addressed independently of the Asset Plan review process.
	Officer-driven scope: The Plan appears shaped around officer capacity rather than community values or statutory obligations.	Response: The Plan is shaped around the requirements of the <i>Local Government Act (2020)</i> and the <i>Local Government Victoria Asset Plan Guidance 2022</i> . It reflects the community values through linkages to the Community Vision. The Plan is operationalised through the Asset Management Plans that incorporate the Asset Management Strategy for each Asset Class. No Change to document
	Establish a distinct heritage asset class in the asset register.	Response: Within the Asset Management Plans there is the capacity to include distinct heritage levels of service requirements. Assets within each asset class are managed according to their asset needs - buildings, collections, and streetscapes all require different compliance, planning, accounting and reporting for as assets. There is potential for the Asset Management System to include a



No.	Submission	Officer Response
		reference to heritage importance and requirements. This is being investigated. No change to document.
	Flag heritage assets as high-risk , with appropriate inspection and renewal cycles.	Response: Some heritage assets may be high-risk. These are noted in the Asset Management System and/or documentation. No change to document.
	Develop Conservation Management Plans for key assets in partnership with the Museum and Heritage Victoria.	Response: Creation of Conservation Management Plans is a potential future action subject to annual plan and funding consideration. This concept has been included in Next Steps within the plan.
	Recognise historic streetscapes and public realm as strategic heritage assets requiring planned renewal.	Response: Council does maintain and renew historic streetscapes and public realm with care for their historical importance. The Conservation Management Plan mentioned above would detail specific actions. No change to document.
	Formalise roles through an MoU , with the Museum managing day-to-day care and Council focusing on major maintenance, insurance, and long-term planning.	Response: Conversations regarding the formalization of an MoU are ongoing and separate from the review of the Asset Plan. No change to document.
	Our request: that Councillors revise the Asset Plan before adoption to	Response: Asset Plan updated to reflect the management of Heritage Assets through the Asset



No.	Submission	Officer Response
	embed heritage and museum assets properly.	Management Plans and actions under Next Steps.
2	The Draft Asset Plan 2025 -35 states on Page 17 • Council faces an "asset renewal gap," indicating a difference between the funding needed to renew existing assets and the amount allocated There is no financial figure provided for the asset renewal gap and if it is recognised how it is to be funded and where the funds are coming from?	Response: This statement is presented in the Issues, Opportunity and Risk section of the plan. This statement was intended to identify a risk. This statement has been reworded to remove ambiguity. Council has invested in Asset Management Systems to accurately articulate this future asset needs. At present the Road and Building asset portfolios indicate that there is currently no backlog of work. For Drainage and Open Space, the work is still progressing to accurately reporting on asset health. Further work is required, and planned, to factor in asset requirements around obsolescence, compliance, retirement, climate change resilience, replace with better and emerging new asset needs. An annual state of the asset report is created, and asset work will continue to detail the specific scenario impact on asset renewal gap. Funding for asset capital renewal is usually a council expense funded via rates and federal grants. Some asset upgrade, new asset and asset climate resilience works may attract grant funding from either the Victorian or Federal Government.



No.	Submission	Officer Response
	No doubt Coastal inundation and storms/ weather patterns etc will impact and has Council provided any predictive modelling or recognised such challenges with possible increased budget allocations or plans to seek grant funding?	Response: Climate impacts such as Coastal inundation and storms/ weather patterns etc are recognised as challenged in the <i>Asset Plan</i> under <i>Risks Opportunities and Risks</i> on Page 18. Under <i>Next Steps</i> there is a commitment to "Investing in climate strategies to protect Council's assets – noting this is over and above the asset maintenance and renewal costs"
	The XXX view would be savings need to be undertaken in the operational budgets to fund the maintenance, renewal and acquisition budgets.	Response: Council will look at all opportunities to secure funds for maintenance, renewal and acquisition budgets. This will include identifying efficiencies in operational budgets, alternate revenue sources (including grants, and other income sources) and optimisation of asset practices.
3	Much of the emphasis in this plan is on the physical structure and state of the various assets, as it should be. To be used and of benefit to the community, they need to be in good, working condition. In contrast, there is very little assessment on the extent to which these assets are being used for the benefit of the community. What is their potential and is it being realised? Those two questions should be asked of each and every asset Council is the custodian of. For assets with unrealised potential well constructed EOIs should be released to test and see whether there is	Response: The point being made is noted and is important. The Asset Plan references the link between service planning and the need for assets to host those services. It is through service planning that decisions are made to improve the utilisation of assets. Council is identifying changes to leasing and licencing practices with a move towards licencing spaces to enable programming more services/activities in times where there is no other programmed activities.



No.	Submission	Officer Response
	appetite to activate and use those assets for the community benefit. The most prominent of those underutilised assets to my mind are the P1 huts at the Lighthouse Reserve. To have had \$500,000 spent on them, and see them sitting there idle feels like a waste.	No change to the document.
4	<i>Feedback from 6 October 2025 Drop-in Session (summarised)</i> The asset plan doesn't provide a transparent link between the budgeted renewal effort and a list of proposed renewal projects (and timing of respective projects) for each year. The Asset Plan isn't clear on a process for reporting on the completion of asset renewal programs. The absence of this information makes it difficult to understand if the inability to complete programmed works contributes to a reported budget surplus. A table that is presented in the Moorabool Asset Plan (page 11) would be useful.	Response: Planned renewal for each asset class is provided in the Asset Class Fact Sheets. This is information from the Asset Management Plans. The combination of details in Asset Management Plans, the annual State of the Assets report and in annual budgeting processes. No change to the document.
5	<i>Feedback from 6 October 2025 Drop-in Session (summarised)</i> We don't need to demolish the Weeroona Parade toilet block we could refurbish it cheaper.	Response: This level of information is not provided in the Asset Plan. Officers take into consideration not only the immediate costs of an action. They need to determine the overall whole-of-life cost. No change to the document.



No.	Submission	Officer Response
6	<i>Feedback from 8 October 2025 Drop-in Session (summarised)</i> Asset Plan requires reference to the need to recognise and realise opportunities (Upgrade) to reduce ongoing operational costs (eg. Installation of solar/batteries, transition from gas, water efficiency). This should recognise the financial operational costs as well as the impact/environmental cost of greenhouse gas emissions.	Response: The Asset Plan includes an additional paragraph at Page 12 that incorporates a response to this feedback.
7	<i>Feedback from 8 October 2025 Drop-in Session (summarised)</i> The Asset Plan should reference the Climate Emergency Response Plan (CERP) as a key strategic document.	Response: The Asset Plan typically does not reference this document. No change to the document.
8	<i>Feedback from 8 October 2025 Drop-in Session (summarised)</i> The protection of the Borough's heritage needs more consideration within the strategic planning documents.	Response: Council recognises the importance of the heritage value of buildings, collections, or streetscapes as assets and their role in the community. Council Plan updated to note this with additions under the following heading in the Asset Plan: • <i>Asset Management Plan</i> • <i>Issues, opportunities and Risk</i> • <i>Next Steps</i>
9	<i>Feedback from 8 October 2025 Drop-in Session (summarised)</i> There is no reference to any future strategy on the Point Lonsdale Lighthouse reserve, particularly the P1 huts.	Response: The Asset Plan typically does not reference this level of detail. No change to the document.



Officers reviewed the written and verbal submissions and incorporated feedback on heritage considerations in completing the final draft of the Plan. This resulted in additional reference to cultural and heritage assets under the following headings:

- *Asset Management Plan*
- *Issues, opportunities and Risk*
- *Next Steps*

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



Annual Plan 2025–2026
Council Plan 2025–2029
Community Vision 2021–2031
Financial Plan 2025–2035
CP001 Asset Management
CP017 Risk Management
CP030 Asset Disposal

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 will be delivered using existing Council resources.

Innovation and Continuous Improvement

The 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.
These three items may be subject to Council's prioritisation and budget planning.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. Asset Plan 2025–2035 [**13.5.1** - 26 pages]
2. Appendix 1- CP001 Asset Management Policy [**13.5.2** - 6 pages]
3. Appendix 2 - Building Asset Fact Sheet [**13.5.3** - 3 pages]



4. Appendix 3 - Roads Kerbs and Footpaths Asset Fact Sheet [**13.5.4** - 4 pages]
5. Appendix 4 - Open Space Class Asset Fact Sheet [**13.5.5** - 2 pages]
6. Appendix 5 - Drainage Asset Class Fact Sheet [**13.5.6** - 3 pages]



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

Purpose

The purpose of this report is to seek Council support to adopt the 2025–2035 Financial Plan (the Plan), with or without modification, after having considered all public submissions made in respect of the draft documents during the community engagement period.

Executive Summary

The 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 Council Plan.

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

RESOLUTION

Cr Donnie Grigau / Cr Isabelle Tolhurst

That Council:

1. Notes that seven (7) submissions were received and considered for the 2025–2035 draft Financial Plan;
2. Notes Council’s responses provided for all community submissions received; and
3. Adopts the 2025–2035 Financial Plan as presented.

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

Changes from the 2025–2035 Draft Financial Plan

During the community engagement period, Council received seven (7) submissions on the draft Financial Plan. In response to the submissions, Council has made several non-financial changes to the 2025–2035 Financial Plan. The key changes are summarised below:

2025–2035 Financial Plan

Financial Risks

Section 2.4 has been updated to explicitly identify the financial risks associated with the following sub-categories:

- managing heritage assets;
- severe weather events; and
- reliance on external funding for major projects.

In addition, further details on the projected capital expenditure over the 10-year period covered by the Financial Plan are provided as a separate appendix under Section 7.4. The appendix outlines the rough estimated cost, anticipated commencement year, and the proportion of grant funding (where applicable) for capital projects. It is worth noting that the timing of some projects is heavily dependent on external grant funding and project commencement dates may therefore be outside Council's control.



Base year (2025–26)

As the 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.

These updates result in a \$32,000 reduction to Council's recurring underlying result for the 2025–26 financial year. 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 included in Council's Q1 Financial Report, which will come to Council in November 2025, together with any other forecast adjustments identified during the quarter.

Comply with the rates cap

The Financial Plan has been developed **within the projected 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 annual **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 Financial 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 Financial 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.
- Without efficiency gains, the result would have been close to a break-even result.
- 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 Financial Plan**.

Investing in community assets

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

- 60% on renewing existing assets
- 24% on upgrades to existing assets
- 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 Financial Plan shows that Council can deliver on its commitments, invest in essential infrastructure, and remain financially sustainable, without new borrowings or property sales.

Unlike other strategic plans, the Financial Plan is reviewed annually alongside the Council Budget, providing an opportunity to incorporate any changes in Council direction or planning assumptions.

Options

1. Adopts the 2025–2035 Financial Plan.
2. Non-adoption is not an option due to statutory deadlines.



Communications and Engagement

Community Engagement

Council made the draft documents available for public review and sought submissions and feedback between 16 September and 14 October 2025.

During this period, Council held two open workshops where community members could ask questions and share their views on the draft documents. Council considered all submissions before finalising the 2025–2035 Financial Plan for adoption at a subsequent meeting of Council.

Collaboration

The Financial 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 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 conducted 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

Council Plan 2025–2029

Community Vision 2021–2031

Asset Plan 2025–2035

Municipal Public Health and Wellbeing Strategy 2025–2029

CP001 Asset Management

CP011 Investment of Available Funds

CP039 Discretionary Reserves

CP044 Sale, Exchange, or Transfer of Council Land

Disclosure of Interest

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

Considerations

Environmental Sustainability

The 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 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 Plan.

Attachments

1. 2025-26 Draft Financial Plan Submission Summary [**13.6.1** - 11 pages]
2. Financial Plan 2025-2035 [**13.6.2** - 39 pages]



14. Questions Without Notice

14.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

14.2. Questions Without Notice

Cr Tolhurst asked for an update on the status of Council's participation in the new formation of the G21 Regional Alliance.

The CEO advised that Council wrote to G21 requesting to rejoin the G21 Board. The request was ratified at the G21 Board Meeting on 24 October 2025. The CEO and Mayor are both now on the Board and will attend future G21 Board meetings.

The CEO advised that The Agenda Group has been appointed to provide administration and executive support for G21. The Agenda Group works with other peer organisations such as Rural Councils Victoria and the South West Alliance. The Board will be made up of the CEOs and Mayors from the Region. The CEOs are meeting with The Agenda Group for background work including developing a 12 month work plan and identifying projects for the State Government budget submission. Furthermore, they are considering the future of G21 following the state election. This work will be presented to the Board at the next meeting in December 2025.

Cr Grigau noted that there has been some great angst in the community about the state government planning changes, particularly regarding the turn about timelines of 10 days and the inability of objections from third party respondents. He asked if Council would be able to meet those 10 day time frames.

The CEO advised that officers are currently reviewing the revised legislation and will brief Councillors regarding the proposed changes and implications in the near future, so that Councillors can advocate, if necessary, to the different Houses of Parliament about the content of that Bill, if they choose to do so.

The CEO advised that officers initial assessment suggests that we will be able to meet those timelines for some applications, particularly those similar to the Vic Smart



applications within the 10 day timeframe. However, we are not sure what that looks like under the new Bill just yet.

15. List of Council Meetings

Planning Review Meeting

Wednesday 12 November 2025 at 6:30pm (if required)

Ordinary Meeting of Council

Wednesday 26 November 2025 at 6:30pm

Wirrng Wirrng / Queenscliffe Hub

16. Closed Session of Meeting

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:

RESOLUTION

Time: 7:39 pm

Cr Di Rule / Cr Isabelle Tolhurst

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:

16.1. Appointment of an additional community member to the Urban Design and Public Realm Assets Advisory Group

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

CARRIED UNANIMOUSLY



17. Ratification of Confidential Items

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

RESOLUTION

Cr Di Rule / Cr Isabelle Tolhurst

Time:

That Council reopen the meeting and resume standing orders.

CARRIED UNANIMOUSLY

RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

That the decisions made in camera be ratified by Council.

CARRIED UNANIMOUSLY

18. Close of Meeting

Cr Di Rule declared the meeting closed at 7:47 pm.



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

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

11.1 is scheduled or planned outside of an Ordinary Meeting of Council for the purpose of discussing the business of Council or briefing Councillors; and

11.2 is attended by at least one senior member of Council staff; and

11.3 all Councillors have been invited by the Chief Executive Officer; and

11.4 a majority of Councillors are present; and

11.5 is not a Delegated Committee meeting or Community Asset Committee meeting.

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly Briefing 24 September 2025 5:03pm – 5:55pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRC Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Council Agenda and Councillor Questions 2. Public Questions and draft responses 3. G21 Board Membership	Nil.
Strategic Documents Drop-in Session #1 6 October 2025 6:00pm – 7:00pm	Cr Cameron Cr Monahan Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRC Gihan Kohobange, MFS Stuart Hansen, MIE	1. Draft Council Plan 2025–2029 2. Draft Municipal Public Health and Wellbeing Strategy 2025–2029 3. Draft Financial Plan 2025–2035	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Wirrng Wirrng		Abbey Tatterson, MCE	4. Draft Asset Plan 2025–2035	
Councillor Assembly Briefing 8 October 2025 10:00am – 1:44pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Stuart Hansen, MIE Abbey Tatterson, MCE Jenni Walker HR&GC	1. Bellarine Community Health 2. Draft Policy: Climate Related Infrastructure 3. Review of Council Policy: Draft CP056 Project Management 4. Workforce Plan	Nil.
Strategic Documents Drop-in Session #2 8 October 2025 2:00pm – 4:40pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Draft Council Plan 2025–2029 2. Draft Municipal Public Health and Wellbeing Strategy 2025–2029 3. Draft Financial Plan 2025–2035 4. Draft Asset Plan 2025–2035	Nil.
Councillor Assembly Briefing 15 October 2025 1:04pm – 4:49pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Draft Council Plan 2025–2029 2. Draft Municipal Public Health and Wellbeing Strategy 2025–2029 3. Draft Financial Plan 2025–2035 4. Draft Asset Plan 2025–2035 5. Councillors feedback on the Budget Process	Nil.



Councillor Assembly Briefing 20 October 2025 5:00pm – 7:40pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO	1. Draft Council Plan 2025–2029 2. Draft Municipal Public Health and Wellbeing Strategy 2025–2029 3. Draft Financial Plan 2025–2035 4. Draft Asset Plan 2025–2035 5. Annual Report	Nil.
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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