

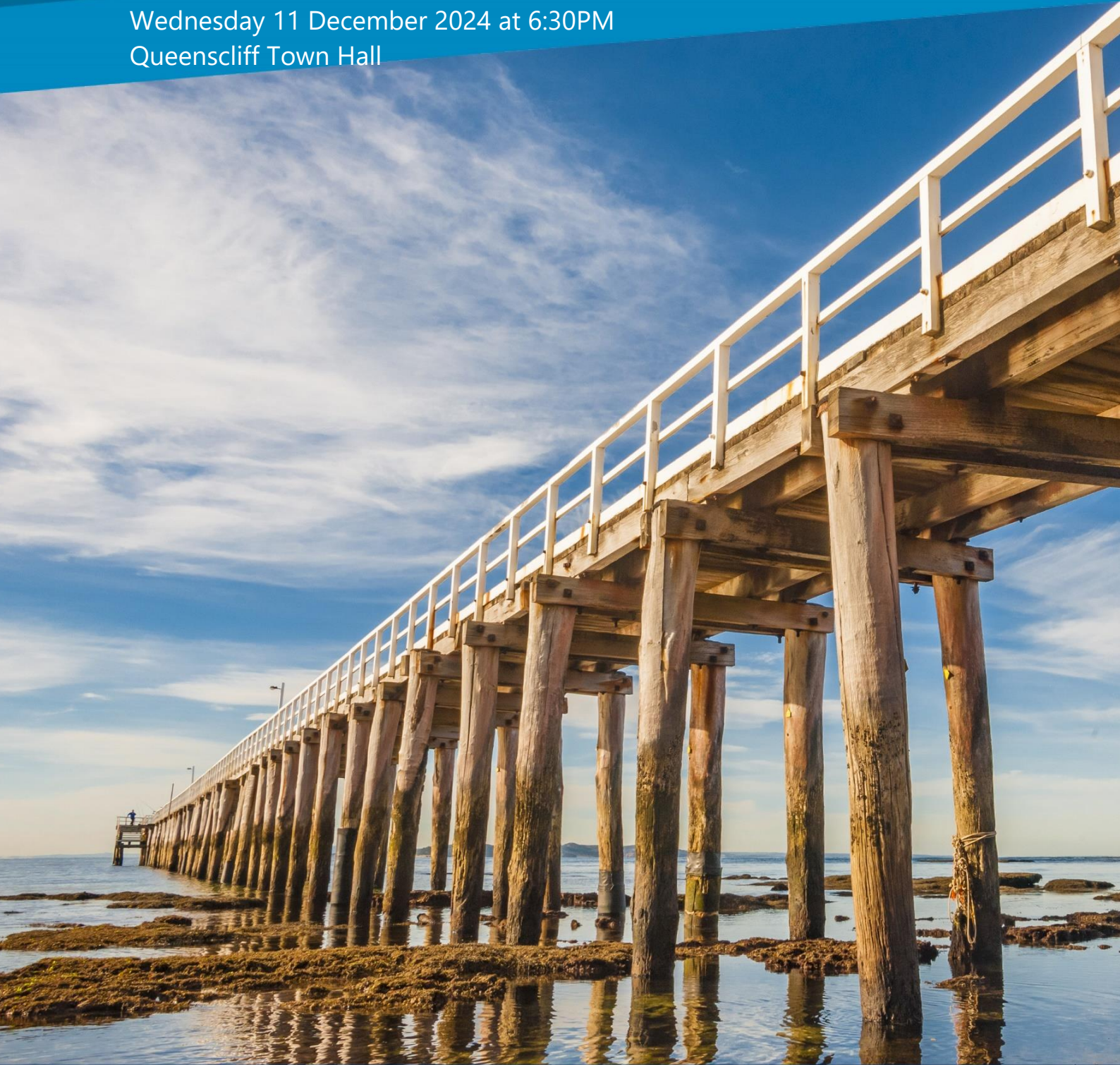
Borough of Queenscliffe

Ordinary Meeting of Council

Minutes

Wednesday 11 December 2024 at 6:30PM

Queenscliff Town Hall



Borough of Queenscliffe

Queenscliff & Point Lonsdale, Victoria, Australia



Community Vision

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

Our Values

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

Acknowledgement of Country

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

Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People.

We acknowledge and respect their continuing connections to their lands, waters, skies, culture and the contribution they make to the life and spirit of our community.

We pay respect to their past and present Elders and extend this respect to all Aboriginal and Torres Strait Islander peoples.



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1. Opening of Meeting

Cr 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

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:

Cr Rule declared a conflict of interest at item 13.3 Planning Application 2022-044 at 6 McDonald Road, Queenscliff due to a professional association with the applicant.

Officers:

Nil.



4. Leave of Absence of Councillor

Nil.

5. Public Question Time

5.1. Public Question Status Update

At the Ordinary Meeting of Council on 23 August 2023, two public questions were taken on notice. Please refer to adjunct 5.1 for the details.

No public questions are outstanding.

5.2. Public Questions

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

The Mayor advised that five (5) public question had been received by Council within the prescribed timelines.

The CEO advised that Council received three (3) questions regarding item 13.3 Planning Application 2022-044 at 6 McDonald Road, Queenscliff, which could not be accepted as public questions, as they do not meet the *Public Question Time [Guidelines](#)*. These three enquiries will be responded to in writing in accordance with *[Council's Customer Service Charter](#)*.

Public Question 1 from James Rush

Topic: Adequate Public Toilets for 2025 Hot Rodders Event first week in February 2025

Preamble:

The Hot Rodders event is a great money spinner for local businesses. The last 2 years have seen inadequate public toilets in Hesse Street leading to patrons urinating in public places and/or relying on businesses allowing persons to use their toilets when not required.



Public Toilet

Will the public toilets be made available for public access between the hours of 9am to 11pm on Friday through to Sunday on the Hot Rodders weekend. Officer workers could be rostered on to ensure patrons have use of the toilets only.

There is a big sign 'TOILETS' pointing to the Hub.

Response from the CEO

The CEO advised that Council does intend to open the public toilets at the Queenscliffe Hub during the event and there will be staff onsite to facilitate access.

Public Question 2 from Dean Hurlston, Council Watch

What is the approximate cost per public COUNCIL meeting FOR Councillor and Staff MEALS, REFRESHMENTS AND BEVERAGES? (If applicable).

Response from the CEO

Council provides a working dinner for staff and Councillors at each Ordinary Meeting of Council. There is generally 11-14 people at the working dinner. For the eleven (11) Council meetings held in the 2024-2025 financial year, the average cost was \$413 per meeting. No beverages are purchased, and all catering is sourced from local businesses.

Public Question 3 from Lucille Colombo

I would like to address this question to Cr. Grigau

During the voting week of the recent council elections a flyer was distributed to voters in the Borough of Queenscliff attempting to influence voting in the favour of Donnie Grigau, accusing council of mismanagement of council funds and implying council was in crisis. The flyer made unfounded accusations, as well as conclusions based on incorrect understanding of statistical data, all the while highlighting Mr Grigau, with crosses next to other council members and a tick next to Mr. Grigau's name; painting him in a favourable light. This flyer was a direct attempt to affect the outcome of the recent council election.

MY QUESTION IS THIS.

Mr. Grigau, were you in contact with Mr Dean Hurlston from Council Watch prior to this flyer being produced, and are you willing to disclose what knowledge you have of the flyer, and what part you played in the production of this piece of propaganda and manipulative misinformation?



Response by Cr Donnie Grigau

Thank you. I am more than willing to publicly address the question posed. However, under the Governance Rules, I draw attention to the following:

Section 6:

- (6) The Chairperson or Chief Executive Officer may disallow any question that:
 - (b) Is defamatory, indecent, offensive, abusive, irrelevant, trivial, or objectionable in language or nature.
 - (e) Is aimed at embarrassing a Councillor or a member of Council staff.
 - (j) Relates to any matter that Council believes would prejudice the Council or any individual.

The question in question clearly meets these criteria and should have been disallowed at the outset.

There is a statutory duty to maintain a safe workplace for everyone here, to ensure an environment free from harassment, vilification, and potential defamation.

For the record, I regard the tabling of this question as containing defamatory imputations and have referred the matter to my legal counsel. Accordingly, I reserve all my rights against all those here tonight and those who are watching over the streaming service.

I also anticipate that Council Watch Inc. will seek legal advice regarding the defamatory implications of this question. I respectfully caution all present and observing that further commentary on this matter could result in legal action. Thank you.

Cr Grigau left the meeting at 6:39pm and did not return due to safety concerns that were not address when posing a question of Governance Rules that should be followed.

Public Question 4 from Joan Kingsley

Dear Mayor & Councillors,

As we now have a new team of locals representing us, can I ask:

- 1) Will you be reinstating Australia Day festivities on January 26th.
- 2) Does council believe we are one nation under our current Australian flag.
- 3) Will Council conduct citizenship ceremonies on Australia Day the 26th January



Response by the Mayor

Cr Rule advise that only one public question can be accepted by any one person per Council meeting in accordance with 99 (1) of the Governance Rules. She advised that she would answer the third question and take the other questions on notice and reply in writing.

If Council receives a request to conduct a Citizenship Ceremony on 26 January it will facilitate this request.

Public Question 5 from David Connoley, Queenscliff Community Association

When did all councillors receive a Council briefing or information session specifically related to the Bellarine DAL in order for Councillors to undertake an informed decision with the necessary due diligence with regard to the Objectives and Strategies of this important State Planning Policy document that acknowledges the Bellarine and Queenscliffe as an area of special and distinctive significance?

Response by the CEO

The previous Council was briefed on numerous occasions in the lead up to the Council decision at the Ordinary Council meeting held on 23 November 2022, to endorse the final draft of the Bellarine Peninsula Statement of Planning Policy.

The briefings were conducted by officers from the Department of Planning, who were leading the process, as well as Council's Strategic Planner.

As part of the formal induction process, the current Council has been provided a briefing on Planning including advice about the function of a policy statement which has not yet been incorporated into a Planning Scheme.

6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 27 November 2024

A copy of the minutes from the Ordinary Council Meeting on 27 November 2024 was distributed to Councillors under separate cover.



RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That the minutes of the Ordinary Council Meeting on 27 November 2024, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

6.2. Special Council Meeting on 25 November 2024

A copy of the minutes from the Special Council Meeting on 25 November 2024 was distributed to Councillors under separate cover.

RESOLUTION

Cr Hélène Cameron / Cr Brendan Monahan

That the minutes of the Special Council Meeting on 25 November 2024, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

6.3. Appointment of Sub Representative to the Municipal Association of Victoria and the Geelong Regional Library Corporation Board

At the Special Meeting of Council on 25 November 2024, Council appointed the Councillors representing the local, state and regional reference groups for the 2024-2025 term. When reviewing the meeting minutes, it was noted that sub-representation was not appointed for the Geelong Regional Library Corporation Board, and that sub-representation was not appointed the Municipal Association of Victoria.



RECOMMENDATION

That Council:

- a) Appoints a Councillor as the sub representative for the Geelong Regional Library Corporation Board (GRLC) for a 2 year appointment; and
- b) Appoints a Councillor as the sub representative for the Municipal Association of Victoria for a 2 year term.

RESOLUTION

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

That Council:

- a) Appoints Cr Cameron as the sub representative for the Geelong Regional Library Corporation Board (GRLC) for a 2 year appointment; and
- b) Appoints Cr Monahan as the sub representative for the Municipal Association of Victoria for a 2 year term.

CARRIED UNANIMOUSLY

7. Record of Informal Meetings of Councillors

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

- 27 November 2024 – Councillor Assembly briefing
- 4 December 2024 – Councillor Assembly briefing

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

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

CARRIED UNANIMOUSLY



8. Notice of Motion

8.1. Notice of Motion Status Update

No Notices of Motion are outstanding.

8.2. Motion on Notice

8.2.1. Motion on Notice number 2024/593: Preparing our Borough for summer and a productive 2025

In accordance with the Borough of Queenscliffe Governance Rules, notice was received by the Chief Executive Officer from Cr Rule of the following motion on 5 December 2024.

BACKGROUND

A new Council has been elected and sworn in, and though as candidates there were different pitches and promises, there were also many shared aspirations for the wellbeing of our community. Reflecting on what is common, the following motion has been devised, to signal to our community, residents, ratepayers, and visitors, our commitment to listening and action.

Noting the imminent creation of a new Council Plan for 2025–2029, the actions in this motion are consistent with the existing Council Plan 2021–2025, and broadly support the intent of the Borough's Community Vision.

Specifically, it responds to the following elements of Council's current plan:

Portfolio 1: Health and Wellbeing, Priority 4: Increase access to services and support for young people and their families,

Portfolio 3: Local Economy, Priority 4: Support arts, festivals, markets and other community events

Portfolio 4: Planning, Heritage and Infrastructure, Priority 2: Maintain and improve community infrastructure within the Borough, and seeks to directly address lower results in the 2024 Community Satisfaction Survey results for appearance of public areas



Consequently, I Mayor Rule, on behalf of all Councillors, hereby give notice that I intend to move the following collaborative motion at the Borough of Queenscliffe Council Meeting to be held on Wednesday 11 December 2024.

RECOMMENDATION

That Council:

1. Notes a commitment made by the new Councillors to work hard to increase trust in local government and employ a collaborative spirit in serving this community.
2. Amenity
 - Request the CEO to provide a briefing in December 2024 on the costs and administration of extra maintenance on several prominent and highly visited sites across the Borough over the summer period, between December 2024 – February 2025.
3. Public toilets
 - Receives a briefing on the costs and administration of trialling temporary toilet facilities at two sites – Loch Street and Dog beach – between February and April 2025 in response to community advocacy, to increase available data required to inform decisions around permanent infrastructure.
 - Considers the suitability of compostable toilets for the trial.
 - Reviews the signage directing people to existing facilities.
 - Promotes the National Public Toilet Map mobile app to empower community to more easily locate and access existing facilities.
4. Promotions/marketing
 - Invites local organisations, by email, to contribute relevant events to the Borough of Queenscliffe events calendar, and actively promote them through December 2024 and January 2025.
5. Communications
 - Notes that the CEO will allocate additional resources to undertake the following, and request that the CEO provides a report on these additional costs and any impact on the 2024–2025 Budget as part of the Q2 budget review:
 - Resumes use of the Bellarine Times column to disseminate current information and events from the Borough of Queenscliffe.
 - Communicates with all residents and ratepayers, by post and email, in February 2025, asking how they would like to receive future, regular Borough of Queenscliffe communication. Residents will be asked to consider the cost to the Borough, before indicating their preference for



future email or postal communication. The aim of this exercise is to increase Council's email subscriber base and reduce future print and postal costs while keeping residents up to date with what Council is doing and how they can be involved.

- Commences work to develop a network of local organisations who can assist in sharing key Council communications and consultations when relevant.
- Explores consolidation of existing e-newsletters to streamline communications, with a summary of this exploration to be provided in a briefing in March 2025.

6. Council Briefings

- Notes Councillors will receive a briefing in December 2024 on Council's Kindergarten Infrastructure and Services Plan in response to community enquiries, to ensure local services are supporting families in the Borough of Queenscliffe in line with State Education Department requirements.

7. Community meetings

- Notes the ongoing public communication about the status and remediation of damaged beach infrastructure at sites including, but not limited to, Point Lonsdale back beach, Springs beach, dog beach, and Rip View.
- Requests that the CEO prepare a schedule of meetings to be held with community organisations for Council review prior to the meetings commencing in January 2025, with the purpose of the meetings being to strengthen connection and collaboration with the local community, with priority given to groups who bring tourists to town and/or who have an existing strategic relationship with Council.
- Notes it will regularly engage local organisations and provide opportunity for local groups to present at regular briefings throughout the year on the second Wednesday of each month.

RESOLUTION

Cr Di Rule / Cr Isabelle Tolhurst

That Council:



1. Note the commitment made by the new Councillors to work hard to increase trust in our local government and employ a collaborative spirit in serving our community.
2. Request the CEO to provide a briefing in December 2024 on the costs and administration of extra maintenance at several prominent and highly visited sites across the Borough (such as entrances to each town) particularly over the summer period, between December this year and February 2025.
3. Note the ongoing public communication about the status and remediation of damaged beach infrastructure at sites including Pt Lonsdale Back Beach, Springs/Phipps' Beach, Dog Beach and the Ripview car park stairs.
4. Receive a briefing in January on the costs associated with trialling temporary toilet facilities at Loch Street and the Dog Beach car park, possibly between mid February to late April, in response to community advocacy. The aim of this trial would be to collect data to inform decisions around a possible permanent facility.
5. Consider the suitability of compostable toilets at these and other sites within the Borough.
6. Review the current signage directing people to existing facilities.
7. Promote the National Public Toilet Map app to help people find existing facilities.
8. Invite local organisations, by email, to contribute relevant events to the Borough of Queenscliffe events calendar, and actively promote those events during December and January.
9. Request the CEO to provide a report on the costs, if any, of allocating resources to undertake the following –
 - Resume the Bellarine Times column to disseminate current information and events from the Borough of Queenscliffe
 - Contact all residents and ratepayers, by post and email, in February 2025, asking them to decide how they would like to receive future, regular communications. Residents will be asked to consider the cost to the Borough before indicating their preference for future email or postal



communication. The aim of this exercise is to increase the Borough's email subscriber base and reduce future print and postal costs, while keeping residents up to date with what Council is doing and how they can be involved.

- Commence work to develop a network of local organisations who can assist in sharing key communications and consultations.
 - Explore consolidation of existing e-newsletters to streamline communications, with a summary of this exploration to be briefed in March 2025.
10. Note Councillors will receive a briefing before the end of the year on Council's Kindergarten Infrastructure and Services Plan in response to community enquiries, to ensure local services are supporting families in the Borough of Queenscliffe in line with State Education Department requirements.
11. Request the CEO prepare a schedule of meetings to be held with community organisations (for Councillors' review) to strengthen connection and collaboration with the local community, with priority given to groups who bring tourists to town and/or who have an existing strategic relationship with Council. These meetings will commence in January 2025 and will give groups the opportunity to present at regular Council Briefings on the second Wednesday of each month.

CARRIED UNANIMOUSLY



9. Petitions and Joint Letters

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

None received.



10. Functions Attended

Council was represented at the following meetings and functions between 21 November and 4 December 2024.

Date	Meeting or Function
21 November 2024	Queenscliff Music Festival Launch (CEO & all Councillors)
22-24 November 2024	Queenscliff Music Festival (Cr Rule, Cr Grigau & Cr Tolhurst)
25 November 2024	ICLEI OS Board Meeting via videoconference (CEO)
28 November 2024	Regional Development Australia Barwon South West Committee Meeting (CEO & Cr Rule)
28 November 2024	G21 Regional Alliance Annual General Meeting via videoconference (CEO)
2 December 2024	Meeting with Department of Energy, Environment and Climate Action via videoconference (CEO)
2 December 2024	Climate Emergency Australia Executive Meeting (Cr Tolhurst)
3 December 2024	Better Boating Victoria Coastal Asset Manager Forum via videoconference (CEO)
3 December 2024	Respect 2040 Community of Practice Meeting via videoconference (CEO)
3 December 2024	International Day of People with Disabilities event (Cr Tolhurst & Cr Grigau)
3 December 2024	Tourism Geelong Bellarine Industry Christmas Function (Cr Monahan)
4 December 2024	Joint State and Local Government Monthly CEO Forum via videoconference (CEO)

RECOMMENDATION

That the Functions Attended report be received.



RESOLUTION

Cr Isabelle Tolhurst / Cr H el ene Cameron

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

CARRIED UNANIMOUSLY



11. Chief Executive Officer

11.1. Chief Executive Officer Report for December 2024

Purpose

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

Executive Summary

2024 Storms – Beach Access Infrastructure

Following the report in the Ordinary Council meeting agenda, 27 November 2024, I can provide the following updates:

- Council officers have secured a grant variation to allow funds secured for the extension of the dog beach sand management fence to be allocated toward the repair and improvement of the Dog Beach access ramp.
- An Expression of Interest process has commenced to engage a contractor for works to remove and replace the stairs at the Rip View carpark.
- The Back Beach base access ramp work is well underway and should be completed prior to Christmas.
- Council officers have continued discussions with DEECA regarding the initial works at Springs Beach to improve safety at the bottom of the access points.

16 Days of Activism against gender-based violence

Council is again participating in the 16 Days of Activism Against Gender-Based Violence, a global campaign dedicated to advancing gender equality and preventing violence against women and girls. The Council Plan 2021–2025 included a direction to promote and implement Respect 2040. One of the primary objectives of Respect 2040 is to disrupt the drivers of gendered violence. Change the Story, the national framework for this initiative, identifies the following drivers:

- Condoning of violence against women;
- Men's control of decision-making and limits to women's independence in public and private life;
- Rigid gender stereotyping and dominant forms of masculinity; and



- Male peer relations and cultures of masculinity that emphasise aggression, dominance and control.

This year Council staff acknowledged that we could continue to create a safe and supportive environment for all employees, promote gender equality, and ensure that our policies and practices do not support any of the drivers of gendered violence.

The campaign runs every year from 25 November (the International Day for the Elimination of Violence Against Women) to 10 December (Human Rights Day). Find out more by visiting the website below.

[16 Days of Activism against Gender-Based Violence 2024 | Respect Victoria](#)

Christmas Office Closure

The Council office at Learmonth St will close at 12:00pm on Tuesday 24 December 2024. While closed on the public holidays, this year the office will be open to the public on Monday 30 and Tuesday 31 December 2024. The Customer Service Team will be available for general enquiries in person and by phone on these days. Key services will continue over the break, and the Visitor Information Centre will be open every day except Christmas Day. The Council office will resume regular opening hours from Thursday 2 January 2025.

Council looks forward to welcoming residents and visitors over the summer season and wishes the community a safe and enjoyable festive season.

Attachments

Nil

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That Council receives the Chief Executive Officer Report for December 2024.

CARRIED UNANIMOUSLY



12. Health & Wellbeing

12.1.	Access and Inclusion Plan 2024-2025 Implementation Plan
Author:	Coordinator Community Services
Portfolio:	Health & Wellbeing
Councillor:	Cr Grigau

Purpose

The purpose of this report is to present the Implementation Plan for the Access and Inclusion Plan 2024–2025 as requested by Council at its 17 September 2024 Special Council Meeting.

Executive Summary

Portfolio 1: Health and wellbeing

Strategic Objective: *To support community wellbeing and encourage an active lifestyle*

Priority 1: *Promote healthy and active lifestyles*

Portfolio 5: Governance and Finance

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

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

On 17 September 2024, Council adopted its Access and Inclusion Plan 2024–2025. It is a one-year plan developed in collaboration between Council’s Lived Experience DisAbility Reference Group, officers and Councillors.

The 2024–2025 Plan is modest in its goals and targets with the primary commitments being:

- Council will resource and collaborate with the Lived Experience DisAbility Reference group to build its capacity to be a voice for people with lived experience of disability and to achieve improvements in access and inclusion.



- The Lived Experience DisAbility Reference Group will lead the implementation of the 2024–2025 Plan’s actions and develop a 2025 to 2029 Access and Inclusion Plan to align with the other key strategic documents that Council is required to develop or update in the first year of a new Council term.

The Council resolution on 17 September 2024 asked for: *officers to work with the Lived Experience DisAbility Group to create an implementation plan, including budgeting, grant opportunities and measurable outcomes for delivering the Plan, by December 2024.*

An implementation plan has been prepared for formal consideration by Council.

The majority of actions within the implementation plan can be achieved within the existing operational budget; however, there are two actions the Lived Experience DisAbility Group have identified and recommend that Council commits additional resources to achieve the stated outcome.

At the time of writing there were no open grant opportunities to fund the implementation plan.

RECOMMENDATION

That Council:

- a) Adopts the Implementation Plan for the Access and Inclusion Plan 2024–2025 as presented in this report.
- b) Asks Council Officers to undertake further work to determine the resources and approvals required for the installation, management and maintenance of beach matting to support access to a beach.

RESOLUTION

Cr Brendan Monahan / Cr H el ene Cameron

That Council:

- a) Adopts the Implementation Plan for the Access and Inclusion Plan 2024–2025 as presented and supports its delivery with the current Council staff resourcing for the Lived Experience Disability Reference Group.



b) Facilitates the installation of the beach access matting at a suitable location in the Borough, ensuring that it is accessible to the community by the second week of January 2025. Funding for this initiative will include \$10,000 from the Lived Experience Disability Reference Group Reserve, and the balance from the General Reserve, with a total additional budget allocation of \$10,000 from the General Reserve.

c) Reviews the location and performance of the initial beach access matting installation, to assess its effectiveness and identify any improvements needed for the 2025–2026 Summer Season. A report on this review is to be presented at the April 2025 Council Meeting.

CARRIED UNANIMOUSLY



REPORT

Background

The *Local Government Act 2020* includes the governance principle that priority is to be given to achieving the best outcomes for the municipal community.

An Access and Inclusion Plan is a key part of the achieving this outcome.

The development of the Access and Inclusion Plan 2024–2025 adopted by Council in September 2024 in collaboration with the Lived Experience disAbility Group was done with reference to the themes and priorities documented in the Victorian Inclusive Community documents and the Commonwealth's National Disability Strategy.

The Access and Inclusion Plan 2024–2025 (Plan) nominated a series of goals to be achieved during the year complemented by potential actions (Attachment 12.1.1). The Council resolution to supplement the Plan with an implementation plan has seen the potential actions translated into actions and assigned a timeline for completion and identified resourcing requirements.

The majority of the actions can be achieved with the existing resourcing and operational budget of Council.

Discussion

Since the adoption of the 2024–2025 Plan, the Lived Experience DisAbility Reference Group, including Councillor delegates and officers, has met several times to develop the implementation plan.

In developing the implementation plan the Council officers and the Lived Experience disAbility Group considered timelines and resource requirements, and also took into account:

- Available resources (including group capacity and capability, staff & budget)
- Potential grant funding and grant timelines
- Feedback received during the Access and Inclusion Plan community engagement process
- Links with related Council policies, plans and strategies



During this assessment there were two proposed actions that the group determined needed additional resources:

- Preparation of the four (4) year Access and Inclusion Plan; and
- The installation of beach matting to support access to beaches in the Borough

Each matter is discussed here in more detail.

Action: LEDG and Council will develop a four-year action plan 2025–2029 incorporating a review of the items in the Borough’s 2004 Disability Action Plan and community feedback

Issue: Developing this Implementation Plan has highlighted that accommodating the fluctuating capabilities and capacities of group members requires more than the usual amount of planning, lead time and coordination to enable effective participation of people with lived experience.

Consequence: Many group members have struggled to remain engaged, which threatens the effective functioning of the Lived Experience Disability Group. There is a high risk that the implementation of existing commitments, especially the development of the 2025–2029 Plan, cannot be achieved within existing group capacity and officer resource allocations.

Proposal: Additional 0.1 EFT of administration resourcing would enable the group to better coordinate and ensure more timely development and distribution of documents and support effective participation.

Officer Comment:

This is an operational matter and if Council adopts the implementation plan a review of existing resources may address this issue. If the implementation plan is adopted it is recommended that the Manager of Community and Regulatory Services works with Council officers to undertake this review prior to determining if a budget variation is required.

Action: Beach Access – beach matting secured to be located at a suitable Borough beach. Currently available information favours a location in the general vicinity of Queenscliff Pier

Issue: This item was always dependent on additional resources. Council continues to pursue potential grant funding in the hope that at least one beach access point could be established for this summer.



In many locations across Victoria, a single roll of beach matting is sufficient to achieve effective access. However, local conditions mean that there are very limited options for placement of beach matting where it can be effective. These locations would likely require four rolls to achieve effective access.

The timing of external grant funding for beach matting is uncertain, and typically grants will only fund a single roll of beach matting.

Consequence: Without additional resources, improved beach access to at least one point is unlikely to be achieved this summer. It is also unlikely that grant funds alone would be sufficient to purchase the required amount of beach matting.

The Borough is now the only local government area in the Barwon South West region without at least one accessible point of access to a beach.

Proposal: Council considers allocating up to \$20,000 for the purchase of four rolls of beach matting to enable this objective to be achieved this summer.

Officer Comment:

This is an excellent initiative but requires more detailed planning before a financial commitment is made. Council is not the land manager of the proposed area and necessary consultation and approvals must be obtained.

It is proposed that Council use the second quarter financial budget review process to allocate additional resources to enable these two items to be achieved.

The Implementation Plan

Taking into account the request and comments above the Implementation Plan for the Access and Inclusion Plan 2024–2025, is presented in the table below:

Theme	Action	Timeline	Resourcing
Participation	Induction session for LEDG community members into local government plans, processes and meeting procedures.	Feb 2025	Within Existing Resources
Participation	LEDG and Council will develop a four-year action plan 2025–2029 incorporating a review of the items in the 2004 plan and community feedback	June 2025	Additional admin required



Access	Beach Access enhanced through installation of beach matting at a suitable location in the Borough. Currently available information favours a location between Queenscliff Pier & the Pilots Pier	Summer 24 25	Up to \$20,000 required Grant possible but unlikely
Access	Queenscliffe Hub accessible toilet door automation and review of floor surface	Dec 2025	Completed
Built & Natural Environment	LEDG will have met with the Manager Infrastructure and Environment and will have identified a process for LEDG input into all Capital Works Projects	Feb 2025	Within Existing Resources
Access	Changing Places – prepare for next round of funding by ensuring community participation and endorsement of the preferred location.	March 2025	Within Existing Resources
Access	Review of Council’s Events Policy with a view to enhancing access and inclusion including exploration of minimum access standards	June 2025	Within Existing Resources
Participation	Review of Council’s LEDG website to make it more accessible and user-friendly	March 2025	Within Existing Resources
Participation	Review of Council’s Employment Policy with a view to enhancing access and inclusion	June 2025	Within Existing Resources

Table one: Access and Inclusion Implementation Plan to June 2025

Options

1. That Council adopts the Implementation Plan for the Access and Inclusion Plan 2024–2025 as presented;
2. That Council adopts the Implementation Plan for the Access and Inclusion Plan 2024–2025 as presented, and considers resourcing of the Lived Experience Disability Reference Group operations and beach access matting as part of the second quarter financial budget process.



Communications and Engagement

Community Engagement

Council will empower the community to be part of the decision-making process for this project.

The Lived Experience disAbility Reference Group comprises community members with a lived experience of disAbility, two Councillor delegates and Officers. It operates on collaborative principles. Council has established this group to give voice to people with lived experience of disAbility in making decision which affect them, including the development and implementation of Council's Access and Inclusion Plans.

Collaboration

Officers have collaborated with local community groups in relation to this report through their participation in the Lived Experience disAbility Reference Group. The broader community were also engaged during the development of the 2024–2025 Plan.

Governance Context

Relevant Law

Local Government Act 2020 (Vic)

Disability Act 2006 (Vic)

Disability Discrimination Act 1992 (Cth)

Effective implementation of the Access and inclusion Plan 2024–2025 would assist Council in meeting its legislative obligations.

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. No.



Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Inclusive Victoria: State Disability Plan 2022–2026

Australian Disability Strategy 2021–2031

Legal and Risk Implications

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

Related Documents

Annual Plan 2024–2025

Community Vision 2021–2031

Council Plan 2021–2025

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

There are two actions in the Implementation Plan that rely on additional resources, additional budget allocation and potential grant funding to be successfully delivered within the timeline.

Innovation and Continuous Improvement

Not applicable.

Implementation

Operational Impacts

There are two actions in the Implementation Plan that rely on additional resources, additional budget allocation and potential grant funding to be successfully delivered within the timeline.



Implementation Process

Officers have yet to determine how some aspects of the Implementation Plan can be delivered within existing resources and propose that additional resources be considered as part of the second quarter reporting process.

Attachments

1. Access & Inclusion Plan 2024–2025 [**12.1.1** - 14 pages]



13. Heritage, Planning & Infrastructure

13.1.	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 2 December 2024.

CATEGORY	TALLY
Current applications	10
Applications finalised since last report	4
New applications received since last report	3
Total number of active permit applications	13
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	3

RESOLUTION

Cr Brendan Monahan / 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	Under consideration
A2021-130-1	24/05/2024 (Amended 26/09/2024)	2 Nicholas Court Point Lonsdale	Amendment: Alterations and extensions to an existing three storey dwelling	2	Under consideration
PA2024028	30/07/2024	3 Yacht Club Road Swan Island	Works associated with the removal and reconstruction of a wharf	0	Under consideration
PA2024029	06/08/2024	4 Wharf Street Queenscliff	Part demolition of a building in a Heritage Overlay area	3	Under consideration
PA2024034	13/08/2024 (Amended 26/11/2024)	30 Bellarine Highway Queenscliff	Construction of a two-storey dwelling	3	Under consideration
PA2024042	10/09/2024	24 Point Lonsdale Road Point Lonsdale	Alterations to an existing building	0	Under consideration
PA2024044	25/09/2024	42 Fellows Road Point Lonsdale	Construction of two double storey dwellings, subdivision of the land into two (2) lots, removal of native vegetation and variation to the side setback requirements of Design and Development Schedule 4	0	Further information requested 1 October 2024
PA2024049	21/10/2024	16 Bay Street Queenscliff	Part demolition, alterations and extensions to an existing second dwelling on a lot in a Heritage Overlay area	0	Public notification
PA2024052	05/11/2024	38 Golightly Street Point Lonsdale	Construction of a two storey dwelling	0	Public notification



App. No	Date Received	Address	Proposal	No. of objections	Status
PA2024053	19/11/2024	81 Bellarine Highway Point Lonsdale	Creation of access to a road in a Transport Zone 2	0	Referral to Department of Transport & Planning

b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
A 2021-088-1	06/11/2024	56 Baillieu Street Point Lonsdale	S72 Amendment: Alterations and extensions (two storey) to an existing dwelling	Amended permit issued
VS2400024	08/11/2024	97 Glaneuse Road Point Lonsdale	Removal of native vegetation in the road reserve	Permit issued
PA2024039	06/09/2024	21 Werry Road Point Lonsdale	Construction of a dwelling and removal of native vegetation	Permit issued
PA2024051	31/10/2024	15 Swanston Street Queenscliff	Removal of a tree in a Heritage overlay	Permit issued

c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2024054	28/11/2024	18 The Esplanade Queenscliff	Alterations and extensions to an existing three storey dwelling and variation to the front setback requirements of Design and Development Overlay Schedule 3	0	Further information requested 29 November 2024
PA2024055	28/11/2024	48 Bellarine Highway Queenscliff	Alterations and extensions (two storey) to an existing dwelling	0	Public notification
PA2024056	02/12/2024	17 Alexander Crescent Point Lonsdale	Alterations and extension to an existing dwelling and variation to the side setback requirements of Design and Development overlay Schedule 4	0	Initial review



d. VCAT Applications

App. No	Date Received	Address	Proposal	Status
PA2022-044	05/12/2023	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	VCAT application for review lodged by applicant VCAT hearing 4 & 5 February 2025
PA2023-042	26/06/2023	13 Nicholas Court Point Lonsdale	Construction of a two-storey dwelling and front fence	VCAT application for review lodged by objector VCAT hearing 5 September 2024 (waiting on decision)

e. Development Plan & Planning Scheme Amendment Summary Report

Reference no.	Details	Status
C37quen	Proposed application of additional controls on three (3) Monterey Cypress trees on the Bellarine Highway	C37quen has no formal status. Council officers are awaiting incorporation of the Bellarine Distinctive Area and Landscape Statement of Planning Policy into the Queenscliffe Planning Scheme before progressing C37quen
DP2	Queenscliff Ferry Terminal (1 Wharf Street East, Queenscliff): Proposed amendment to incorporate an all abilities public access pathway to the beach	No support from DEECA – application to be withdrawn.
C40quen	Proposed amendment to incorporate the recommendations of the “Heritage Review of Places in Fisherman’s Flat Urban Conservation Precinct (HO1), Fisherman’s Flat, Queenscliff, Victoria” (Ecology and Heritage Partners, August 2023)	Council resolved to adopt Planning Scheme Amendment C40quen at the Ordinary meeting on 27 November 2024. Amendment documents have been forwarded to the Minister for approval and incorporation into the Queenscliffe Planning Scheme.

Legend

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

Bold text Officer delegation removed

PA Planning permit application

VS VicSmart application

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



13.2.	Coastal and Marine Management Plan
Author:	Strategic Planner
Portfolio:	Environment
Councillor:	Cr Cameron

Purpose

The purpose of this report is to present the results of the most recent public consultation on the Draft Coastal and Marine Management Plan (CMMP), ask Council to endorse the Draft Borough of Queenscliffe Coastal and Marine Management Plan and resolve to send it to the Minister for Environment for approval.

Executive Summary

Portfolio 2: Environment

Strategic Objective: *To protect our environment and address climate change issues*

Priority 1: *Align Council policies and plans with the Wadawurrung Healthy Country Plan*

Priority 3: *Protect our coastal and public areas including their ecosystems and biodiversity*

In 2019 the Minister for Environment (Minister) formally requested Council to prepare a Coastal and Marine Management Plan for all of the marine and coastal Crown land managed by the Borough of Queenscliffe. The Draft Borough of Queenscliffe Coastal and Marine Management Plan 2024 is the result of a coordinated effort from Council officers, Bluesense Consulting (as the project manager), Councillors, the Wadawurrung Traditional Owners Aboriginal Corporation, government stakeholders and other marine and coastal Crown land managers.

RECOMENDATION

That Council:

1. Endorse the Draft Borough of Queenscliffe Coastal and Marine Management Plan 2024.



2. Submit the Draft Coastal and Marine Management Plan to the Minister for Environment for approval in accordance with s. 61 (1) of the *Marine and Coastal Act 2018*.

RESOLUTION

Cr Hélène Cameron / Cr Brendan Monahan

That Council defers consideration of the Draft Coastal and Marine Management Plan for 3 months to allow Councillors more time to be briefed and gain a better understanding of the document.

CARRIED



REPORT

Background

The preparation of a Coastal and Marine Management Plan (CMMP) is a requirement of the *Marine and Coastal Act 2018*. A CMMP is prepared by a Crown Land Manager who has management responsibilities for marine and coastal Crown land.

The Draft Borough of Queenscliffe CMMP clearly defines management responsibilities and outcomes for marine and coastal Crown land, for which the Borough is the nominated land manager.

The Draft Borough of Queenscliffe CMMP has been prepared in accordance with the *Marine and Coastal Act 2018*, the Marine and Coastal Policy and guidance issued by the Department of Energy, Environment and Climate Action. The Draft CMMP is provided at (Attachment 13.2.1).

A Project Steering Committee, comprised of representatives of key stakeholder organisations, including the Department of Energy, Environment and Climate Action, community members and two Councillors, has overseen the development of the latest version of the Draft CMMP, and have recommended that the Draft CMMP to be presented to Council to be endorsed and sent to the Minister for approval.

Discussion

Formal public exhibition of the Draft CMMP was undertaken between 6 June and 5 July 2024. The consultation was undertaken in accordance with Section 60 of the *Marine and Coastal Act 2018*.

A summary of the community engagement activities undertaken during the consultation period is located on page 3 of the Community Consultation Report – Borough of Queenscliffe Draft Coastal and Marine Management Plan (Consultation Report) which is provided at (Attachment 13.2.2).

Eleven (11) written submissions were received by the closing date of the exhibition period. As detailed in the Consultation Report, a number of key themes were identified and responded to by the Project Working Group (PWG) and the Project Steering Committee (PSC). These are:



- Number of actions in the Draft CMMP and concerns about capacity to resource implementation.
- Document formatting, quality of mapping and the description of precincts
- Management of native vegetation and weeds
- Use and development including non-coastal dependent uses
- Master Planning
- Historic heritage considerations
- Protection of the Hooded Plover
- Concerns about the evidence base for the CMMP
- Concerns about the level of coordination with other land managers

The Consultation Report details each of the key themes. The Project Steering Committee agreed to a series of changes in response to the submissions and incorporated them into an updated Draft CMMP.

The updated Draft CMMP is the document Council is recommended to endorse.

Options

1. That Council endorses the Draft Borough of Queenscliffe Coastal and Marine Management Plan and forwards it to the Minister for approval.
2. That Council requests changes to the Draft CMMP to be presented to a future Council meeting for endorsement.
3. That Council refuses to endorse the Draft CMMP.

Communications and Engagement

Community Engagement

The Consultation Report is provided at attachment 13.2.2.

Collaboration

Officers have collaborated with local community groups through the development of the Draft CMMP.

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.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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

Related Documents

Borough of Queenscliffe Annual Plan 2024–2025

Borough of Queenscliffe Climate Emergency Response Plan 2021–2031

Borough of Queenscliffe Community Vision 2021–2031

Borough of Queenscliffe Council Plan 2021–2025

CP001 Asset Management

CP015 Reconciliation

Disclosure of Interest

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

Considerations

Environmental Sustainability

The Draft CMMP responds to the environmental sustainability principles set out in the *Marine and Coastal Act 2018* and the specific provisions relating to the drafting of Coastal and Marine Management Plans.



Financial and Resource Implications

In 2021 Council created a reserve account and allocated \$210,000 toward the the preparation of the Draft CMMP. To date Council has spent \$116,775 of the reserve account allocation on the project.

If the Draft CMMP is approved by the Minister, Council will need to use the annual budget process to determine priorities and allocate funds to implement actions within the Draft CMMP.

Innovation and Continuous Improvement

The incorporation of review mechanisms in the Draft CMMP creates the framework for continuous improvement and opportunities to consider the CMMP against any policy changes across the life of the plan.

Implementation

Operational Impacts

If the Draft CMMP is approved by the Minister, the CEO will need to review the organisational structure to ensure there are operational resources available to deliver the plan.

Implementation Process

In addition to the allocation operational resources, Council will need to consider budget allocations as part of the review of the long-term financial plan. This review will provide the context for developing a framework for implementation.

Attachments

1. Draft Coastal and Marine Management Plan 2024 [**13.2.1** - 67 pages]
2. Community Consultation Report on Draft Coastal and Marine Management Plan [**13.2.2** - 12 pages]



RESOLUTION

The Mayor moved and Cr Monahan seconded a motion that the Item 13.3 Planning Application 2022-044 at 6 McDonald Road, Queenscliff be moved to the closed section of the meeting.

CARRIED



14. Governance & Finance

14.1.	2024–2025 Quarterly Financial Report at 30 September 2024
Author:	Manager Finance & ICT Services
Portfolio:	Governance & Finance
Councillor:	Cr Tolhurst

Purpose

The purpose of this report is for Council to consider and note the 2024–25 Quarterly Financial Report as at 30 September 2024 and approve additional funding allocation.

Executive Summary

Portfolio 5: Governance and Finance

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

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

Priority 3: Accountable and transparent governance

This report provides information on Council’s forecasted operating and capital work performance for the 2024–2025 financial year and explains key variances against the Budget for 2024–2025.

The projected cash result for the 2024–2025 financial year shows a surplus of \$134,000. The actual cash surplus carried forward to 2024–2025 exceeded the budget forecast by \$233,000. Of this additional surplus, \$100,000 has been allocated to foreshore repair work needed due to storm damage, leaving the Council with an additional \$134,000, after incorporating a \$1,000 saving in Council contributions due to additional grant income, for future projects.

RESOLUTION

Cr Isabelle Tolhurst / Cr Hélène Cameron

That Council:



1. Notes the Quarterly Finance Report to 30 September 2024; and
2. Approves the following additional funding allocations:
 - a. \$100,000 to foreshore repair work needed due to storm damage using carry forward additional cash surplus;
 - b. \$100,000 for the Royal Park oval upgrade, including initial design work for the sports facility and caravan park amenity renewal. This project was not included in the 2024–2025 budget, and the funds have been drawn from a specific reserve previously established for this purpose; and
 - c. \$30,000 from unused funds originally earmarked for the tree management system development to the Hesse Street Streetscape project, to address additional funding requirements.

CARRIED UNANIMOUSLY



REPORT

Background

At its Ordinary Meeting on 26 June 2024, Council adopted the 2024–2025 Budget. This budget was developed using key assumptions, including the completion of major projects and ongoing capital works by 30 June 2023, as projected at the time of finalisation of the budget.

Further, the budgeting is conducted on a conservative basis, with the responsible financial management of ratepayer monies foremost in Council's mind when adopting its budget. The quarterly forecast review process provides an opportunity for up-to-date information to be presented to Council. The review updates Council on changes from original estimates to forecast outcomes, and it identifies any efficiency savings achieved and/or emerging issues to be addressed.

Discussion

The projected cash result for the 2024–2025 financial year shows a surplus of \$134,000. The actual cash surplus carried forward to 2024–2025 exceeded the budget forecast by \$233,000. Of this additional surplus, \$100,000 has been allocated to foreshore repair work needed due to storm damage, leaving the Council with an additional \$134,000, after incorporating a \$1,000 saving in Council contributions due to additional grant income, for future projects.

Furthermore, in addition to adjustments for carry-forward projects from the previous financial year, the updated forecasted result also includes the following allocations:

1. \$30,000 reallocated from unused funds originally earmarked for the tree management system development to the Hesse Street Streetscape project, to address additional funding requirements;
2. \$100,000 allocated for the Royal Park oval upgrade, including initial design work for the sports facility and caravan park amenity renewal. This project was not included in the 2024–2025 budget, and the funds have been drawn from a specific reserve previously established for this purpose; and
3. \$75,000 allocated from the asset renewal reserve for the Royal Park oval fence renewal, as approved by a Council resolution in June 2024.

According to the Local Government Performance Reporting Framework (LGPRF) definition, the Council's adjusted underlying result reflects a deficit of \$0.3 million (-



1.9%). There is an increase in the deficit compared to the budget, which is due to rates-funded operating projects carried over from 2023–2024, transferred through carry-forward reserves, as well as additional budget allocations for foreshore repair work necessitated by recent storm damage.

The underlying result, as defined in the Borough's Council Plan, is projected to show a deficit of \$82,000 for the year, in contrast to the budgeted breakeven result of approximately \$17,000. This deficit arises from an additional budget allocation of \$100,000 designated for foreshore repair work required due to storm damage.

Council currently carries no debt and is operating well within the Victorian Government's prudential ratio limits. It is projected that as of 30 June 2025, the Council will have \$1.45 million designated for the general reserve, \$2.43 million allocated to the asset replacement reserve, and an additional \$4.98 million in reserve accounts created for specific purposes. All of Council's reserve balances are fully cash-backed.

The attached detailed report outlines the changes between the adopted budget and the quarter one forecast, including comprehensive explanations for all material variances. Refer to attachment 14.1.1.

Options

1. Note the Quarterly Finance Report to 30 September 2024 as presented.
2. Request Officers to make further amendments to the Quarterly Finance Report to 30 September 2024.

Communications and Engagement

Community Engagement

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

Collaboration

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

Governance Context



Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

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

No.

Audit and Risk Committee

This item will be presented to Council's Audit & Risk Committee at its meeting on 9 December 2024.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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

Related Documents

Financial Plan 2023–2033

CP011 Investment of Available Funds

CP039 Discretionary Reserves

Disclosure of Interest

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

Considerations



Environmental Sustainability

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

Financial and Resource Implications

The quarterly financial report provides the opportunity for constant review of Council's financial position against the adopted budget (available resources).

Innovation and Continuous Improvement

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

Implementation

Operational Impacts

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

Implementation Process

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

Attachments

1. Quarterly Financial Report 30 September 2024 [**14.1.1** - 25 pages]



15. Signing & Sealing of Documents

No reports to consider.

16. Questions Without Notice

16.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

16.2. Questions Without Notice

Nil.

17. List of Council Meetings

Planning Review Meeting

Wednesday 15 January at 6:30pm (if required)

Ordinary Meeting of Council

Wednesday 29 January at 6:30pm

18. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.

RESOLUTION

Cr Di Rule / Cr Isabelle Tolhurst

Time: 7:15pm



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:

18.1. Queenscliff Town Hall Office Heating Ventilation Air Conditioning Contract 2024/11

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

13.3 Planning Application 2022-044 at 6 McDonald Road, Queenscliff

Section 66 LGA reason section 3(1)(a) Council business information.

CARRIED UNANIMOUSLY

19. Ratification of Confidential Items

Cr Rule returned to the meeting at 7:54pm.

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

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That the Council resolution in relation to item 13.3 Planning Application 2022-044 at 6 McDonald Road, Queenscliff, which was moved to the closed section of the meeting to allow Councillor debate, is published on the Council Website as determined in camera.

CARRIED UNANIMOUSLY



RESOLUTION

Cr Di Rule / Cr Brendan Monahan

Time: 7:58pm

That Council reopen the meeting and resume standing orders.

CARRIED UNANIMOUSLY

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That the decisions made in camera be ratified by Council.

CARRIED UNANIMOUSLY

20. Close of Meeting

Cr Di Rule declared the meeting closed at 8:00 pm.



21.1. 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 27 November 2024 5:35pm – 6:15pm Wirrng Wirrng	Cr Cameron Cr Grigau Cr Monahan Cr Rule, Mayor Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Abbey Tatterson, MCE Dinah O'Brien, STP	1. Coastal and Marine Management Plan	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly Briefing 4 December 2024 6:00pm – 8:30pm Wirrng Wirrng	Cr Cameron Cr Grigau Cr Rule, Mayor Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Brydon King, SP Steve Ward, CSC	1. Planning Application 2022-044 at 6 McDonald Road, Queenscliff 2. Access and Inclusion Plan 2024-2025 Implementation Plan 3. First Quarter Financial Report for the Budget 2024–2025 4. Council Plan, Community Vision and Budget community consultation next steps	Cr Rule declared a conflict of interest in relation to item 1.1 Planning Application 2022-044 at 6 McDonald Road, Queenscliff. She declared a professional association with the applicant and left the meeting for the duration of the item.

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



21.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
27/11/2024	<p>Public question 1 from QCA</p> <p>It appears there are continuing issues with the King St and Sth Hesse St drainage represented by some significant flooding episodes recently. Can it be determined who is paying for the inspections/works and if so what are the costs of such inspections etc. As a result whether Council is potentially facing any liability or insurance issues surrounding the events that impacted on houses in this precinct historically recognised as a catchment or low point and been subject to previous flooding issues that was to be remediated under prior and expensive drainage works c 2019.</p> <p>Are any further remediation or maintenance works proposed and if so can these be detailed?</p>	Question taken on notice.	Response sent on 5 December 2024, see attachments
27/11/2024	<p>Public question 3 from David Connoley</p> <p>At the June Meeting 2024 and release of the Borough of Queenscliffe Annual Plan 2024/25 a significant number of projects had completion dates as part of the Q4 Milestones across the 5 Portfolios.</p> <p>Can the CEO provide an update on any completions or works to be completed as per the Q4 Milestones and any other projects to be completed in the next cycle.</p> <p>Some works included the Bull Ring, Public Toilet Strategy, PLLR, signage and a number of grant funded projects. It would good to have an update.</p>	Question taken on notice.	Response sent on 5 December 2024, see attachments

Attachments

1. Response to QCA Public Question taken on notice [**21.2.1** - 2 pages]
2. Response to David Connoley Public Question taken on notice [**21.2.2** - 2 pages]



**Borough
of Queenscliffe**

Confirmed

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

Cr Di Rule, Mayor, 29 January 2025