

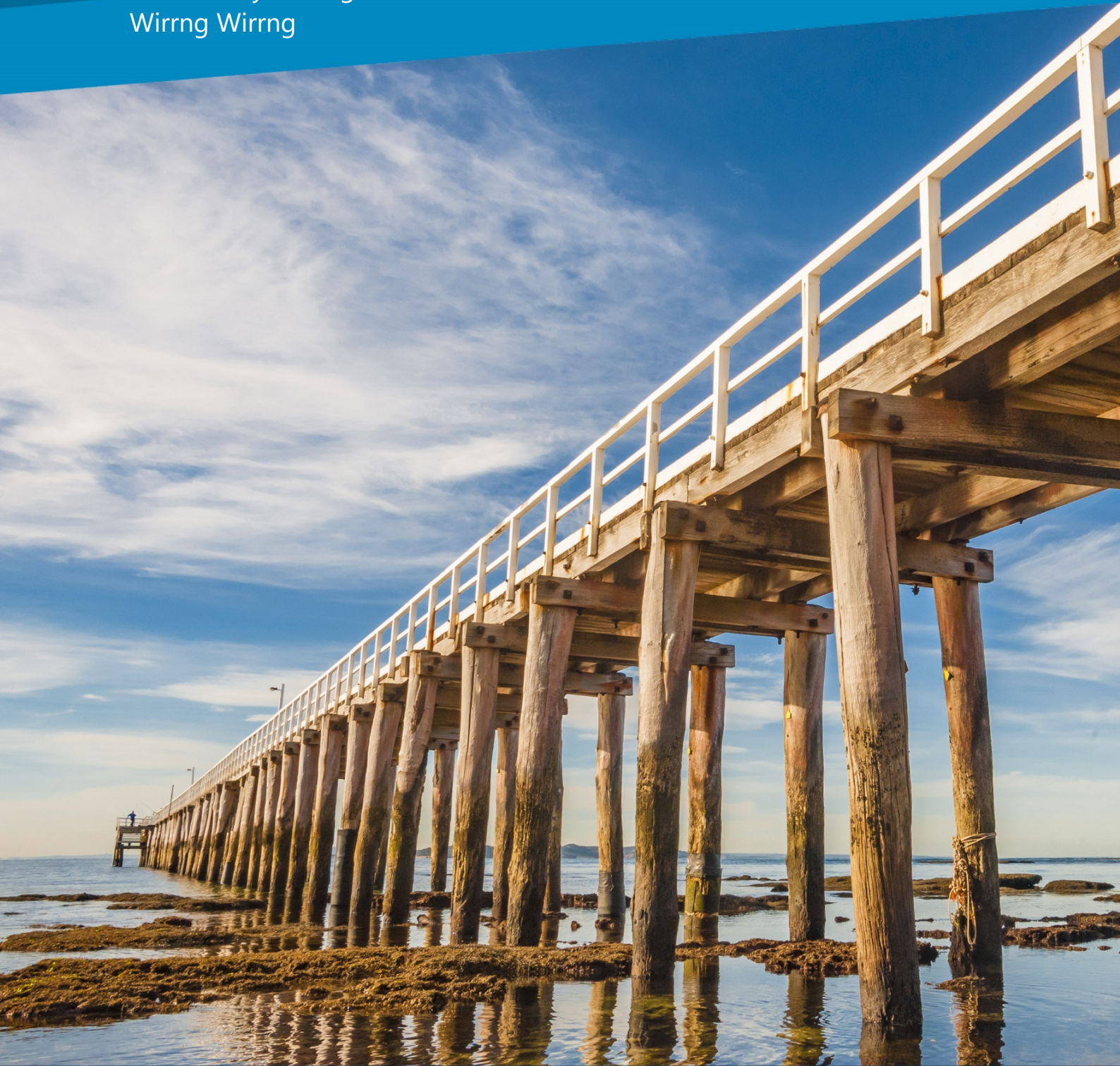
Borough of Queenscliffe

Ordinary Meeting of Council

Minutes

Wednesday 27 August 2025 at 6:30PM

Wirrng Wirrng



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia



Community Vision

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

Our Values

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

Acknowledgement of Country

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



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1. Opening of Meeting

Cr Di Rule declared the meeting open at 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

Makenna Bryon, Communications Coordinator

Jackie Fletcher, EA to the CEO, Mayor & Councillors

Jenni Walker, HR & Governance Coordinator

Apologies:

Gihan Kohobange, Manager Finance & ICT Services

Abbey Tatterson, Manager Customer Experience

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

At the Ordinary Meeting of Council on 23 July 2025, one public question was taken on notice. Please refer to adjunct 5.1 for the details.

No public questions are outstanding.

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That the Public Question status as provided in adjunct 5.1 be noted.

CARRIED UNANIMOUSLY

5.2. Public Questions

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

The Mayor advised that 14 public questions were received by Council within the prescribed timelines.

The Mayor advised that the time is 6:33pm. She noted that maximum of 30 minutes has been allocated for the answering of public questions in accordance with the Governance Rules.

Public Question 1 from Tim Clairs

On the 23rd July, the same day the Council decided to strip any reference to "climate" from the Borough's Community Vision document without there being any supporting documentation or Council discussion during the meeting to explain how



the decision was reached, the International Court of Justice delivered its advisory opinion on the obligations of States in respect of climate change.

The ICJ received submissions from nearly 100 countries and a dozen international organisations. They considered all relevant scientific information. In their opinion they unanimously agreed (only the fifth time in the ICJ's 80 years of existence) that the International Panel on Climate Change (IPCC) constitutes the best available science on the causes, nature and consequences of climate change. IPCC reports confirm that human influence on the climate system is now an established fact. The ICJ decision concluded:

"Human life and health are at risk, with an increased incidence of heat-related illnesses and the spread of climate-related diseases. These consequences underscore **the urgent and existential threat posed by climate change** (emphasis added)."

To bring it a bit closer to the Borough, a week earlier, on 15th July, Justice Wigney handed down the Federal Court's judgement concerning the Australian government's duty of care (under existing Torts law) to protect a Torres Strait Islander community from climate change. While Justice Wigney found that Torts law duty of care does not extend to this, he did acknowledge the real and devastating impacts of climate change and he considered what is "best available science" on climate change (in detail!). His judgement includes an overview of "some basic uncontentious or ineluctable scientific facts" (see paras 224-237 <https://www.judgments.fedcourt.gov.au/judgments/Judgments/fca/single/2025/2025fca0796>). His conclusions are consistent with the ICJ's findings, including the primacy of IPCC reports.

In light of these recent legal assessments of climate science, does the Council accept the scientific consensus concerning climate change and that the IPCC constitutes the best available science on the causes, nature and consequences of climate change; and if not, why not?

Response from the Mayor

Yes, I accept the scientific consensus.



Public Question 2 from Carmen Bell

This past Friday I received notification from the Department of Transport and Planning that Queenscliffe Planning Scheme Amendment C41 was approved by Special Government Gazette on the 22nd of August 2025.

The attached Explanatory Report indicates that this amendment was prepared by the Minister for Planning at the request of the Landholding and Sales Branch within the Department of Transport and Planning in consultation with the Borough of Queenscliffe, and that the Amendment can be inspected on the Borough's website. C41 rezones a parcel of land at 24 Bridge Street in Fisherman's Flat from Public Park and Recreation Zone (PPRZ) to Neighbourhood Residential Zone – Schedule 2 (NRZ2) to facilitate its sale.

Despite my diligence in regard to matters Fisherman's Flat this is news to me. Why is C41 not listed in the Council Planning Report or on the Borough's website?

Response from the Manager Community & Regulatory Services

Council received notice that Amendment C41 to the Queenscliffe Planning Scheme was gazetted on 22 August 2025, it was too late for the August Council meeting agenda. Officers are preparing a report for consideration at the September meeting with an update to be provided on the Council website shortly.

The amendment rezones an area of approximately 90 square metres of landlocked government land at the rear of 24 Bridge Street, Queenscliff identified as surplus by DEECA and is to facilitate the sale to the current occupier. The land is presently fenced and leased to the owner of 24 Bridge Street as part of the curtilage of the dwelling.

In May 2024, Council was advised of the impending sale and proposed rezoning. On the basis that the portion of land is fenced, within a residential property and surrounded by land owned by DEECA, officers advised of no objection to the proposed rezoning which allows for the continuing use of the land associated with the existing dwelling.

The amendment rezones the rear of the site to Neighbourhood Residential Zone – Schedule 2 (NRZ2) and affected by Design and Development Overlay – Schedule 6 (DDO6), Heritage Overlay – Schedule (HO1) and Significant Landscape Overlay – Schedule 1 (SLO1).



The amendment is consistent with the provisions of the Queenscliffe Planning Scheme to ensure the zoning and overlay controls reflect the existing use and is subject to the same planning controls of surrounding residential properties within Fisherman's Flat.

Public Questions 3 from Glenn Foard

Preamble

When the Climate Emergency Response Plan (CERP) was originally endorsed by Council, the intention was to conduct a full review in 2025. Furthermore, I understand there is funding in the current budget for the CERP review and that at the May council meeting there was a commitment to complete the CERP review.

The Climate Emergency Response Plan 2021-31/reviewed 2023, Section 9, Monitoring, Evaluation Reporting & Plan Review, states:

"All Action Plan and Plan reviews will be undertaken in consultation with the community and the Wadawurrung Traditional Owners."

Question

What is the timeframe for the planned 5-year CERP review and will the commitment to consult with the community and Wadawurrung Traditional Owners be honoured and, if so, how will consultation occur?

Response from the CEO

The five-year review will commence in the coming months. The engagement program for the review will reflect the commitment in the Climate Emergency Response Plan.

Public Question 4 from Paul Sfetkidis

In reference to the progress and cost of Royal Park Sports oval re fencing project:

- A) What was the original cost estimate and timeline?
- B) What is the estimated cost today and completion date?
- C) what are the reasons this project has been delayed for so long?

Response from the Manager Infrastructure & Environment

The initial costs estimate to complete the royal park oval fence renewal was \$75,000 GST inclusive. The accepted quotation for the supply and installation of the fence was \$82,170 GST inclusive.



The total expected project cost inclusive of permits and compliance activities, site management and service location is \$100,290 GST inclusive. The delivery of the project was impacted by the need to identify an amended installation methodology that enabled the works to comply with the requirements of cultural heritage permit conditions.

Public Question 5 from Peter Smith

In Feb 2025, Council undertook to conduct a review of all elements of its existing plans, specifically the RAP and Climate Emergency Action plans. What are the results of those reviews and what is the annual total cost of those current plans including council personnel and consultants. Further, does the council feel that this expenditure could be better spent on initiatives advancing the well being and prosperity of all ratepayers and residents.

Response from the CEO

A report on the review of the Climate Emergency Response Plan costs is included as an attachment in tonight's agenda. The findings of the financial review show that expenditure on the Climate Emergency Response Plan and associated projects represents about 1% of annual expenditure of Council.

The costs to develop and implement the Reflect Reconciliation Action Plan were presented to Council earlier this year. Council has put this work on hold, however, the annual costs over the last three years represented about 0.35% of total expenditure.

Well-being and prosperity are not mutually exclusive alternatives to the work Council undertakes on reconciliation and managing climate impacts, however, the investment made by Council in these areas has not resulted in a reduction of investment in other areas of our operations that benefit the broader community.

Public question 6 from Anne-maree Fitzgerald

Does the BOQ employ a Tourism/Economic Development Officer? If not why not? When tourism is an essential element in supporting our local economy.

Response from the CEO

Council does not have an existing position entitled tourism/economic development officer. However, several roles in the organisation include economic development in their position descriptions.



With respect to tourism, Council's current investment extends to the provision of the Visitor Information Centre, running and maintaining the Queenscliffe Tourism Parks, and membership in, and board representation on the Tourism Greater Geelong & Bellarine Committee, which is the regional tourism body focussed strategy and marketing for the region.

Refer to the website below for more information:

[About - Tourism Greater Geelong & The Bellarine](#)

Public Question 7 from Michelle Jepson

Could the community please be advised of the priority projects for Point Lonsdale, being considered under the Safe Local Roads and Streets Program, and other roadworks funding sources, for the current funding stream and how and when will the community be engaged and invited to provide feedback to that priority list and the specific work to be undertaken.

Response from the Manager Infrastructure & Environment

The priority projects currently being considered under the Safe Local Roads & Streets Program include improvements around the Queenscliff School Precinct, and Gellibrand Street. These projects were identified as part of Council's Queenscliff Traffic Management Strategy.

Council officers are continuing to advocate to the Department of Transport & Planning for road safety upgrades at critical locations within Point Lonsdale, including:

- The Point Lonsdale Road and Lawrence Road intersection,
- The Bellarine Highway and Fellows Road intersection, and
- The existing school crossings on Point Lonsdale Road.

However, these projects remain the responsibility of the Department of Transport & Planning and are not eligible to be funded by the Safe Local Roads and Streets Program. Council officers will continue to advocate to the State for funding for these projects.

Public Question 8 from Christine Rees

Reflecting on the CERP Review Document, it's truly remarkable how much meaningful work QCAN has accomplished in partnership with Council to address climate change. The Climate Emergency Response Plan has delivered over \$4 million



in funding to the Borough, while implementation costs have remained impressively low—just over \$600,000 across five years, representing 1% of Council's total budget expenditure.

A key contributor to this success has been Council's membership in the Barwon South West Climate Alliance (BSWCA)—an investment of only \$15,000 annually. This modest contribution has unlocked \$807,468 in funding across five collaborative projects, including the pivotal community battery feasibility study, which led to the Borough of Queenscliffe securing \$1.2 million in funding from DEECA's Neighbourhood Battery Initiative.

With some of the funding earmarked for delivery from 2025 onwards, continued membership in BSWCA is not just beneficial—it's essential. It safeguards the upcoming funding, future opportunities and maintains our standing within a regional network that amplifies our climate resilience efforts.

Why has the current Council chosen to omit BSWCA membership funding from this year's budget—effectively withdrawing from the alliance. This decision risks undermining years of progress and jeopardizes funding that QCAN and council has worked hard to secure. Will council rectify this and pay the membership?

Response from the CEO

Council reviews all subscriptions and memberships through the preparation of the annual budget, this includes consideration during the mid-financial year review of the budget. The next scheduled opportunity to review subscriptions and memberships through the budget review process will occur in January 2026.

Public Question 9 from Elizabeth Heathcote

In 2021 the community and then Council participated in an extensive consultation process to develop the Vision Statement for 2021-2031. Many hours were spent.

To update this vision there was some preliminary input sought in 2025. Council has now issued a new Vision Statement quite different from the old one with no significant community consultation.

This should not occur when Council is supposed to be reflecting community views.



Will the Council withdraw the new Vision Statement and replace it with a Vision Statement developed with the community?

Response from the CEO

Council adopted the Community Vision at the Ordinary Council meeting on 23 July 2025. Today, Council published the survey results on the Council website and emailed the results to all those that participated in the process.

Public Question 10 from Kyne Krusic-Golub

Coles is currently pursuing a pre-application consultation with the Minister for Planning regarding a proposed development at the corner of Fellows Road and Bellarine Highway. The plan includes a 3,000+ m² supermarket, a liquor outlet, and an open-air carpark—right at the gateway to our small Borough.

This proposal poses serious risks to our community and environment. The development is not aligned with the Point Lonsdale Structure Plan and contradicts Clause 11.03-6L-01 of the Greater Geelong Planning Scheme.

The site borders Swan Bay, a Ramsar-listed wetland and marine park. Increased hard-surface runoff, litter, and light pollution could irreparably damage this sensitive ecosystem. The scale and nature of the development threaten the character of our village precincts, undermining local businesses and the strong sense of community that defines our towns. We risk replicating the hollowed-out retail landscape seen in central Geelong following the Westfield expansion—empty shops, diminished local identity, and lost livelihoods. This is not just a planning issue—it's a question of protecting the soul of our Borough.

What immediate and decisive actions will the council take to oppose the proposed Coles development, given its inconsistency with local planning frameworks and its potential harm to our environment, community character, and local businesses?

Response from the CEO

Council understands that the proposal is in the pre-application phase and currently being considered by the Development Facilitation Program within the State Government. Council has written to the Minister for Planning asking to be consulted and extending that consultation process to our local community, in the event that the proposal is accepted as a formal application under the Development Facilitation Program.



In writing to the Minister for Planning, Council drew the Minister's attention to the planning policy and planning provisions in the Planning Scheme that we consider should apply to any assessment of the proposal.

Public Question 11 from The Point Lonsdale Civic Association (PLCA)

Good Governance, Transparency, Communication, and listening to the Community was a key election platform for all Councillors.

The PLCA has waited, along with the community, to read the report based on the extensive community consultation that provided guidance to underpin last month's council decision to accept a rewritten and reimagined community vision for the Borough of Queenscliffe.

Tonight we ask councillors, not the CEO, to explain why the report and data which underpinned their decision has not been made public, as promised, and when it will be released and seek a guarantee that the report will include the data sets drawn from the questionnaires submitted?

Response from the Mayor

As the CEO has outlined, the survey monkey report generated from the community feedback was published on the Council's website today.

[Reviewing our Community Vision | Borough of Queenscliffe](#)

Public Question 12 from the Queenscliffe Community Association (QCA)

The 'comprehensive' report on the Climate Emergency Response Plan (CERP) in the Agenda raises a critical question: Is the CEO implying that these projects, programs, and grants were solely possible because of the CERP, and that none of these initiatives and grants would have been pursued, approved or received without it?

Response from the CEO

It is true that the Climate Emergency Response Plan has helped Council secure grants because it is an adopted strategy of the Council with objectives and actions that align with the objectives of State and Federal policy and programs.



Public Question 13 from David Connoley

Council has had a number of dated carry forward projects including a \$40,000 Footpath Strategy from 2019-2020 that are now possibly being revealed in subsequent and recent financial documentation.

An unknown costing for the community has been the Ratio consultancy where it was believed the community had not been provided costing and tender details as a specific Councillor motion was never evident or documented.

As part of governance and accountability, the amount now provided of near \$40,000 should have undergone adherence to the Council Procurement Policy CP013 and been subjected to its requirements for a minimum of 3 written quotations and evaluations made on the supplier offering best value for money.

In relation to the Ratio Consultancy and possibly other projects now identified, did Council officers always meet the above requirements and compliances under its Procurement Policy CP013?

Response from the CEO

Yes, procurement for the Pathway Strategy was undertaken in accordance with Council's Procurement Policy. The project went to open tender, and Council received 9 submissions. Ratio Consultants were the successful consultants following the tender and evaluation process.

Public Question 14 from John Smelt

We should be proud of our Vision Statement, it says something about us and what we value. However, I am very disappointed with the updated Vision Statement as I feel it does not articulate the community's views, for example, this community's very strong environmental commitment.

The 2021 version of the Vision Statement was developed with strong community input. While not being word perfect for 2025, it still much more closely represents current community vision.

I am also annoyed that we are again wasting time and staff and other resources in these arguments at this stage of the process. Running through an appropriate consultative process would have produced a Vision Statement that the most would



be proud of. Also people have raised the issue of whether the process is in accordance with sec 88 of the Local Government Act, I'll leave that to the experts. Given the above, Council should rescind the recently adopted Vision Statement and develop a new one with the community and move on.

Will the community be involved more in the next step, the development of the Council Plan, so that the whole community can be together behind a plan we are proud of?

Response from the CEO

Council will ask for community feedback on a draft Council Plan as part of its development in the coming months.

6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 23 July 2025

A copy of the minutes from the Ordinary Council Meeting on 23 July 2025 was distributed to Councillors under separate cover.

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That the minutes of the Ordinary Council Meeting on 23 July 2025, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY



6.2. Ordinary Council Meeting on 23 July 2025 Confidential Minutes

A copy of the previous confidential minutes from the Ordinary Council Meeting on 23 July 2025 was distributed to Councillors under separate cover.

RESOLUTION

Cr Brendan Monahan / Cr Isabelle Tolhurst

That the confidential minutes of the Ordinary Council Meeting on 23 July 2025, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

7. Record of Informal Meetings of Councillors

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

- 23 July 2025 – Councillor Assembly briefing
- 13 August 2025 – Councillor Assembly briefing

RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

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.

9.1. Response to the Petition for Royal Park off-leash dog park trial

Background

At the Ordinary Meeting of Council on 23 July 2025, Council received a petition addressed to the Mayor and Councillors from Jan Mackie and Liz Atkinson on behalf of the Bellarine Small Dogs Group. The petition requested that the Royal Park Oval, Point Lonsdale, when not in use for organised sporting activities, be available as an off-leash dog park.

The petition reads as follows:

*Dear Crs Rule, Monahan, Grigau, Cameron and Tolhurst, and CEO, Martin Gill
We write in support of the attached petition signed by 507 people and undertaken between 10-15 July 2025 by the small dog owners' group.*

At the June Ordinary Meeting held on Wednesday 25 June, 2025, Council made a decision to adopt its Domestic Animal Management Plan 2026-2029, a requirement under State legislation, and document that covers responsible pet ownership, registration, lost animals, off-leash areas, complaint handling and compliance with relevant laws. The priorities of the adopted document are:

- Continue improving service delivery and increasing visibility of the Law Enforcement team, with a focus on public safety*
- Investigating grant funding opportunities for additional pet friendly open spaces and dual use open spaces/off-leash locations*



- *Conduct ongoing review of Domestic Animal Policies and Procedures to ensure the Borough's Domestic Animal Management Plan is contemporary and is aligned with Council's Plans and priorities*
- *Focus efforts on public education and reasonable enforcement of the Domestic Animal Act 1994*

In support of the petition, please note that while we appreciate the current off-leash dog beach, it is unsuitable for many people. The priorities outlined above do not specify how investigation of additional pet friendly open spaces and dual use open spaces/off-leash locations will be undertaken.

Relevant background information from the last Council meeting:

While responses to public questions referred to community consultation/surveys to be undertaken in the future to determine what alternate off-lead areas might be explored, this was not specifically referenced in the resolution or the DAMP. What is not clear is how the community will know this is going to take place, and in what format or time period.

It is important to note the above priorities lack detail and do not take into consideration the urgent need for an alternative off-leash dog area to the dog beach that is easily accessible and where people can safely exercise their dogs.

Relevant Council Plans:

- *The current **Council Plan** promotes **active living as priority-one under the Health and Wellbeing portfolio.***
- *Current **Municipal Health and Wellbeing Plan** has a **priority of increasing active Living.***
- *Council's adopted **Access and Inclusion Plan 2025-2029**, created in partnership with the Lived Experience Disability Group (LEDG) and Council, has a goal that **LEDG and Council will ensure improved access and inclusion to beaches, parks and community facilities.***

The Borough has one of the highest percentages of elderly people in Australia, and that situation is likely to increase as we Baby Boomers age. Royal Park Oval is close to being the central point of the Borough. The oval has no trip hazards, is accessible for people with walkers, crutches or ride-on scooters. In addition, the oval is mostly fenced making it relatively safe for dogs.



In support of the petition, please note that while we appreciate the current off-leash dog beach is unsuitable for many people. For example:

- elderly people, people with disabilities, and those with elderly dogs, have difficulty accessing the dog beach because of the long walk from the car park to the beach and the ramp down on to the beach*
- the dog beach is not suitable year-round as it faces Bass Strait, is subject to rough weather and high tides*
- provision of regular social contact for often isolated community members*
- the opportunity for people to form friendships with like-minded people.*
- drawback for visitors and travelers.*

Most towns within Victoria have off-leash parks suitable for ALL users, many of which are dual purpose ovals. For example, this sign is from a dual-purpose oval in the Greater Geelong City Council.

The Bellarine Small Dogs Group has been meeting at the Royal Park Oval now for approximately 12 months, as acknowledged in Crs Monahan's and Tolhurst's Motion at the June Ordinary meeting of Council, and has gained popularity over that time. Amongst the group we have someone with emphysema, one person has MS, another has recently had a knee replacement and was able to access the oval on their motorised scooter. Several people were previously injured on the dog beach. One 88-year-old woman was knocked over by a large dog whose owners did nothing to help her. She sustained a broken arm and was left to get herself home and to organise an ambulance. Other injuries incurred at the dog beach have included a broken leg, dog bites and skin tears requiring stitching and tetanus injections.

We are responsible dog owners; we pick up after our dogs and scoop poop left by irresponsible dog owners.

There would be limited cost to Council, if any, of trialing Royal Park Oval as an off-leash dog park. It is already being used in that capacity. Neither would this preclude Council investigating other venues in the Borough.

The group is keen to work with Council. For example, we have skilled people amongst our ranks who can gather data over, say, a 3-month period and provide Council with a report.



We would genuinely like to work with Council to address and resolve this glaring inequity.

Yours sincerely

Jan Mackie and Liz Atkinson (on behalf of the Bellarine Small Dogs Group)

The petition was signed by 514 people:

- 187 Borough residents/ratepayers;
- 158 Point Lonsdale, City of Greater Geelong residents/ratepayers; and
- 169 outside the local area.

Consistent with Division 9 of Council's Governance Rules, the petition was laid on the table for consideration at the next meeting.

Discussion

During the COVID-19 pandemic, when Narrows Dog Beach was closed, Council temporarily designated Royal Park Oval and the reserve near the Queenscliff Lonsdale Yacht Club as off-leash dog areas.

The informal use of Royal Park Oval and other areas in the Borough as a dog off leash location has continued since this time. Council officers have monitored these spaces to ensure that the users maintained effective control of their dogs. To date, officers have been satisfied with the courtesy and control shown by owners.

The matter of an additional dog off leash area has been raised more frequently over the last twelve months across social media platforms and it was included as a matter for consideration in the recently adopted Domestic Animal Management Plan, which included as a priority, that Council investigate:

- *Grant funding opportunities for additional pet friendly open spaces.*

Part of this investigation would include the consideration of appropriate locations. Council officers had been preparing a community engagement campaign for later this year to ask the community about possible locations.

The petition, the subject of this agenda item, has provided good insight into Royal Park, including its positive attributes for use as an off-leash area, but it has also



highlighted that there is still value in asking the broader community about suitable locations, before Council commits to a trial.

The recommendation below reflects that opportunity and the process to determine the most suitable location for a dog off leash area or possibly, areas.

RESOLUTION

Cr Isabelle Tolhurst / Cr Donnie Grigau

That Council:

1. Notes the petition received with a total of 514 signatures, regarding the Petition for Royal Park off-leash dog park trial.
2. Requests officers to conduct community engagement throughout September 2025 asking the community if they are supportive of additional off-leash areas in the Borough including specific potential sites.
3. Requests that the results of this engagement will inform Council's next steps and guide future decisions regarding the introduction of alternative off-leash areas in the Borough.
4. Requests the CEO to write to the authors of the petition regarding the outcome of the petition.

CARRIED UNANIMOUSLY



9.2. Petition regarding the revised Community Vision 2025

On 20 August 2025, Council received a petition addressed to the Mayor and Councillors from Reverend Greg Crowe, Uniting Queenscliff, regarding the revised Community Vision which was adopted at the previous Ordinary Meeting of Council on 23 July 2025.

Consistent with Division 9 of Council's Governance Rules, the petition is now tabled for Council's information.

The petition reads as follows:

As members of the municipal community of the Borough of Queenscliffe, we express deep concern at the recent decision and processes employed by the new Council that undermine the established Community Vision, which reflected our collective aspirations toward reconciliation and environmental stewardship, amongst other issues. In particular, the current council has withdrawn or significantly altered key components of this vision without adequate consultation or transparency. Notably:

- *The **revised Community Vision**, eliminates foundational pillars of our shared values. Despite claims of transparency, no evidence from community consultation has been provided to justify these changes.*
- ***Commitments to reconciliation and an ongoing, meaningful relationship with First Nations peoples** have been stripped back or removed.*
- ***Environmental responsibility**, including climate action and the preservation of biodiversity, has been deprioritized or ignored.*

Section 88 of the Local Government Act specifies that a community vision must capture the aspirations of the municipal community. The new vision to be adopted does not define the community we aspire to live in. Nor does it illustrate an understanding of the contemporary role that councils play in advancing the health and welfare of our communities, where protecting our natural and aboriginal heritage is valued, as are the people who live or conduct activities here.

Despite widespread community endorsement for maintaining the current vision, it appears that Council, without due process, has unilaterally decided to ignore the input, views and wishes of constituents. We cannot accept the erosion of values that are core to who we are – as residents and as members of a wider community who are



committed to consultative transparency and legally accountable processes.

Consequently, ***we call on the Council to:***

- 1. Release a full and accurate report of the outcomes of all community consultation and deliberative engagement processes undertaken to inform the Community Vision review.*
- 2. Rescind the newly adopted Community Vision.*
- 3. Prepare and publicly release a draft Community Vision that is based on the deliberative engagement findings, allowing at least one month for meaningful community feedback and reflecting both the original deliberative consultation outcomes and additional feedback received on the revised draft.*
- 4. Finalise the Community Vision based on the original community consultations and feedback on the new draft.*
- 5. Restore core components of the original Vision that reflect the community's strong commitment to reconciliation with First Nations peoples, (As evidenced by referendum results pertaining to the YES vote) and climate and environmental action (As evidenced in consultations leading up to the development of the local Climate Emergency Response Plan).*

The petition was signed by 407 people:

- 271 Borough residents/ratepayers;
- 70 Point Lonsdale, City of Greater Geelong residents/ratepayers; and
- 66 outside the local area.

RESOLUTION

Cr Donnie Grigau / Cr Brendan Monahan

That Council receives the petition regarding the revised Community Vision and lays it on the table until the next Ordinary Meeting of Council.

CARRIED UNANIMOUSLY



10. Functions Attended

Council was represented at the following meetings and functions between 12 July and 17 August 2025.

Date	Meeting or Function
14 July 2025	Shedding the Blues Bellarine's Standing Up Against Family Violence Workshop (Cr Tolhurst)
14 July 2025	Ministerial handover of Coast Guard Queenscliff new rescue vessel (Cr Monahan)
14 July 2025	Borough of Queenscliffe Municipal Emergency Management Planning Committee Meeting (CEO)
16 July 2025	Meeting with Camp Wyuna (CEO)
16 July 2025	Meeting with the Wadawurrung Traditional Owners Aboriginal Corporation via videoconference (CEO)
18 July 2025	G21 Regional Alliance Sub Committee Meeting (Cr Grigau)
21 July 2025	Municipal Association of Victoria (MAV) Monday Connect meeting via videoconference (CEO)
22 July 2025	Climate Emergency Australia Annual General Meeting (Cr Tolhurst)
22 July 2025	Renew Australia meeting (CEO, Cr Monahan, Cr Cameron, Cr Tolhurst & Cr Grigau)
24 July 2025	Visit from the Gender Equality Commissioner, Dr Niki Vincent (CEO, Cr Monahan, Cr Tolhurst & Cr Grigau)
24 July 2025	Meeting with other Victorian councils to discuss aged care advocacy via videoconference (CEO)
24 July 2025	Meeting with Department of Energy, Environment & Climate Action regarding 100 Neighbourhood Batteries via videoconference (CEO)
25 July 2025	Meeting with Queenscliff Music Festival Inc (CEO)
25 July 2025	G21 Regional Alliance sub-committee meeting (Cr Grigau)
26 July 2025	Gilbert & Sullivan Opera Victoria: The Mikado (Cr Tolhurst)
29 July 2025	Meeting with the Queenscliffe Historical Museum (CEO)
29 July 2025	Meeting with the Committee for Geelong (CEO)



29 July 2025	Geelong Regional Library Corporation CEO Performance and Remuneration Committee Meeting (Cr Tolhurst)
29 July 2025	Fort Queenscliff Meeting (CEO & Cr Tolhurst)
30 July 2025	Social Purpose Leadership in Organisations: Session 4 (CEO)
30 July 2025	Community Grants and Event Sponsorship presentation evening (Cr Monahan, Cr Tolhurst and Cr Cameron)
31 July 2025	Marine and Coastal Strategy Action Showcase via videoconference (CEO)
1 August 2025	Biyal-a Armstrong Creek Library's First Birthday (Cr Tolhurst)
2 August 2025	Point Lonsdale Surf Life Saving Club Annual General Meeting and end of season celebration (Cr Cameron)
6 August 2025	Joint State/Local Government Monthly CEO Forum via videoconference (CEO)
6 August 2025	Meeting with the Department of Transport & Planning via videoconference (CEO)
8 August 2025	G21 Regional Alliance sub-committee meeting (Cr Grigau)
10 August 2025	Jayne Tuttle The Sea in the Metro book launch (Cr Tolhurst)
11 August 2025	Meeting with Queenscliffe Climate Action Now (CEO)
14 August 2025	Meeting with the Department of Treasury & Finance regarding Regulatory Reforms (CEO)
15 August 2025	Geelong Regional Library Corporation Turning the Page Executive Steering Committee Meeting (CEO)
17 August 2025	Vietnam Veterans Association of Australia Geelong & District Sub Branch Vietnam Veterans Day Memorial Service 2025 (Cr Rule)
18 August 2025	Queenscliff-Point Lonsdale Return Service League Vietnam Veterans Day Memorial Service (Cr Monahan)

RESOLUTION

Cr Isabelle Tolhurst / Cr Hélène Cameron

That the Functions Attended report be received.

CARRIED UNANIMOUSLY



11. Chief Executive Officer

11.1. Chief Executive Officer Report for August 2025

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

ICT Transformation Project

Council requested a comprehensive overview of the Borough's ICT Transformation project. In October 2020, the Council engaged Votar Partners to develop an ICT Architecture Strategy for the period 2021 to 2025. The Strategy outlined a comprehensive roadmap to modernise the Borough of Queenscliffe ICT environment, reduce existing risks, and enable future enhancements.

The transformation has significantly improved Council's ICT infrastructure, enhanced cybersecurity, streamlined operations, and delivered measurable cost savings and efficiency gains. The collaborative approach with other councils has further amplified the benefits, positioning Council for continued digital advancement.

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

Comprehensive Report on Climate Emergency Response Plan

At the Ordinary Meeting of Council on 28 May, 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.

The report is provided at **(Attachment 11.1.2)**



Audit and Risk Committee – Biannual Report

The Audit and Risk Committee has finalised its biannual Audit and Risk Report, outlining the Committee's activities, findings, and recommendations in accordance with section 54(5) of the *Local Government Act 2020*. The report is provided as an attachment for Council's information.

The report is provided at **(Attachment 11.1.3)**

Local Government Election

As required by the Local Government (Electoral) Regulations 2020, the Victorian Electoral Commission presented its report to the Borough on the conduct of the 2024 Local Government Election on 20 June 2025. Hard copies have been distributed to Councillors, and are also available for public inspection at the Learmonth Street office.

Visit from Gender Equality Commissioner

On 24 July 2025, Dr Niki Vincent, Victoria's Gender Equality Commissioner came to the Borough to meet with Councillors and staff regarding the work the Commission is doing and the importance of every public sector organisation in Victoria meeting their gender equality obligations under the *Gender Equality Act 2020*.

Community Grants and Event Sponsorship awarded

On 30 July 2025, Council held an event to award our annual event sponsorships and community grants to organisations within our community. We recognise the many people in our community who have dedicated their time, energy, and passion to develop a range of interesting and diverse events and activities.

Community grants were awarded to:

- Combined Probus Club of Queenscliff
- Shedding the Blues
- Feel Good, Sing!
- Queenscliffe Neighbourhood House Monday mixed craft group
- Queenscliffe Historical Museum



- Point Lonsdale Primary School
- Boardriders Club
- St Aloysius Primary School
- Friends of the Hooded Plover
- Point Lonsdale Bowls Club
- Queenscliffe Indigenous Nursery
- 1st Queenscliff Sea Scouts
- Bellarine Catchment Network
- Point Lonsdale Surf Life Saving Club

Event sponsorship was awarded to:

- Chrysalis Awakenings
- Rotary Club of Ocean Grove
- Sea All Dolphins
- New Swell Choir
- Barwon Heads Arts Council Inc
- The Blues Train
- Bellarine Lighthouse Film Festival Incorporated
- Sacrededge
- St George's Flower Show
- Point Lonsdale Surf Life Saving Club
- Queenscliff Music Festival
- Queenscliffe Literary Festival
- Coast Guard Queenscliff

These initiatives not only enrich our community, but also bring people together, create memories, and foster a strong sense of belonging. These organisations support connectivity, art and cultural projects, and activities that enhance the wellbeing and quality of life of those living in the Borough of Queenscliffe.

Attachments

1. ICT Transformation Project Update July 2025 [**11.1.1** - 12 pages]
2. Audit and Risk Committee Year End Report 2024-2025 [**11.1.2** - 13 pages]
3. Climate Emergency Response Plan Review August 2025 [**11.1.3** - 21 pages]



RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That Council receives the Chief Executive Officer Report for August 2025.

CARRIED UNANIMOUSLY



12. Health & Wellbeing

12.1.	Access & Inclusion Plan Implementation Costs
Author:	Coordinator Community Services
Portfolio: Councillor:	Health & Wellbeing Cr Grigau

Purpose

The purpose of this report is to seek Council approval to allocate an additional \$23,034 to deliver two actions in the 2025–2026 Access and Inclusion Implementation Plan.

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*

Priority 3: *Promote diversity and gender equality*

Priority 4: *Support initiatives and community groups that foster inclusion and connection and encourage physical activity within our community*

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*

At the June 2025 Ordinary Meeting of Council, the Access and Inclusion Plan 2025–2029 was adopted including the 2024–2025 Implementation Plan.

The resolution to adopt the plan noted that a report would be presented at a future meeting to request additional funds, to deliver two actions during 2025–2026.

An additional \$23,034 is being requested as follows:



- \$20,284 to provide this summer's Beach Access Matting Program and up to three Come and Try Days.
- \$2,750 to deliver an event on International Day for People with a Disability on 3 December 2025.

RESOLUTION

Cr Donnie Grigau / Cr Brendan Monahan

That Council:

1. Allocates the following budget contributions and adjusts the quarter 1 budget forecast accordingly:
 - a. \$20,284 for the Beach Access Matting Program.
 - b. \$2,750 for an event for International Day for People with a Disability.

CARRIED UNANIMOUSLY



REPORT

Background

At the June Ordinary Meeting of Council, the Access and Inclusion Plan 2025–2029 was adopted including the associated Implementation Plan.

The resolution to adopt the plan noted that there were two actions proposed for 2025–2026 that could not be provided within the existing budget. Furthermore it was noted, that a report requesting additional funds to deliver these two actions would be presented at a future Council meeting. The request for these additional funds is the subject of this report.

Discussion

There are two actions in the 2025–2026 Access and Inclusion Implementation Plan that cannot be delivered within existing funds:

- A beach access matting program
- An International Day for People with a Disability Event

Officers and the Lived Experience of Disability Reference Group (LEDG) will continue to seek external funds to cover some of the costs of these projects and any savings will reduce the cost to Council for the delivery of these services.

Theme: Built and Natural Environment – Spaces and Places

Action: Beach Access Matting program

[Access & Inclusion Plan 2025–2029: Page 10]

Council would resource the Beach Access Matting program for the 2025–2026 beach season.

- LEDG and Council will partner to secure funding for additional beach access equipment (e.g.. Wheelchairs, hoist)
- LEDG and Council will partner to deliver a series of beach access Come and Try days across the 2025–2026 beach season

Cost \$20,284: It is proposed that the beach mats be rolled out in mid–late September through till mid–late April 2026, which includes the spring and autumn school holidays.



- It is anticipated that beach mats will be installed in the same location as last summer.
- There may be a need to address vegetation regrowth around halfway through the season.
- It is proposed that at least one additional roll of beach matting be purchased to allow access to the 'hard / wet sand' as the beach conditions vary across the season.
- A LEDG member has raised \$3,500 toward the cost of a floating beach wheelchair which will cost \$6,500. Council is requested to fund \$3,000 toward the equipment purchase.
- It is proposed that an accessible toilet be installed for at least the peak summer period.
- The LEDG group aims to run up to three Come and Try Days.
- Officers and LEDG are seeking external funding opportunities and grant funding to potentially offset some costs of this program.

Theme: Capacity Building – Build Local Capacity

Action: International Day for People with a Disability Event

[Access & Inclusion Plan 2025–2029: Page 12]

LEDG and Council will partner in hosting an event on International Day for People with a Disability which targets future leaders.

Cost \$2,750: It is proposed that Council, in conjunction with the LEDG, run a wheelchair basketball Come and Try day for grade five students from the three local primary schools, including a demonstration match from two all abilities wheelchair basketball teams.

- Councillors and local politicians would be invited to the event.
- It is proposed that a light lunch could be served
- Officers and LEDG are seeking external funds to offset some costs of this event.

Options

1. Council resolves to provide the additional funds required to deliver the projects and event as described in this report.



2. Councillors resolve to not fund this request, and these two actions will not be able to be delivered as described in this report.

Communications and Engagement

Community Engagement

Council will empower the community to be part of the decision-making process for this project through its partnership with LEDG and other agencies and individuals.

Collaboration

Officers have benchmarked with other councils in the region. Officers have collaborated with local community groups in relation to this report. Partner groups include the LEDG, three local primary schools, several local disability groups and individuals.

Governance Context

Relevant Law

Local Government Act 2020

Disability Act 2006

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?

A full gender impact assessment has not been done for this proposal, but both the Beach Access Matting program and the event for International Day for people with Disability are gender inclusive and will increase access and inclusion for all residents and visitors regardless of gender.



Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Australian Disability Strategy 2021–2031

Inclusive Victoria State Disability Plan 2022–2026

Victorian Public Health and Wellbeing Plan 2023–2027

Legal and Risk Implications

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

Related Documents

Annual Plan 2025–2026

Community Vision 2021–2031

Access and Inclusion Plan 2025–2029

Disclosure of Interest

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

Considerations

Environmental Sustainability

The Beach Access Matting Program incorporates environmental sustainability practices into the preparation and management of the site. These processes have been developed in partnership with Parks Victoria who is the responsible authority for the site.

Financial and Resource Implications

This project is subject to additional Council budget considerations. The requirement for additional funds is the subject of this report. Officers and the LEDG will continue to seek external funds to cover some of the costs of these projects, any savings will be returned to Council.

Innovation and Continuous Improvement

Officers, in collaboration with the Lived Experience of Disability Reference Group, have reviewed processes and procedures and implemented changes to enhance the outcome of this project.



Implementation

Operational Impacts

The operational aspects of this project will be delivered with existing operational resources.

Implementation Process

The operational aspects of this project will be delivered by existing staff and resources. There are additional funds required which are the subject of this report.

Attachments

Nil



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 Friday 15 August 2025.

CATEGORY	TALLY
Current applications	6
Applications finalised since last report	14
New applications received since last report	9
Total number of active permit applications	12
VCAT matters yet to be determined	0
Development Plan & Planning Scheme Amendment Summary Report	1

Note

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

RECOMMENDATION

That the Planning Permit Activity Report be received.



RESOLUTION

Cr Di Rule / Cr Hélène Cameron

That Council:

- a) Receives the Planning Permit Activity Report.
- b) Removes officer delegation, conferred under section 47(1) of the *Local Government Act 2020*, in relation to Planning Application PA2024054 at 18 The Esplanade, Queenscliff due to community interest.

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	18 The Esplanade Queenscliff	Alterations and extensions to an existing three storey dwelling and variation to the front setback requirements of Design and Development Overlay Schedule 3	8	Applicant reviewing options for amended application to respond to issues raised in objections
PA2025015	20/03/2025	75 Nelson Road Queenscliff	Construction of two dwellings, subdivision of the land into two lots and variation to the site coverage requirements of Design and Development Overlay Schedule 5	2	Under consideration
PA2025017	01/04/2025	90 King Street Queenscliff	Display signage in the road reserve	0	Waiting on further advice from applicant
PA2025024	09/05/2025	15 Hesse Street Queenscliff	Part demolition of an existing outbuilding, alterations and extensions to an existing building in a Heritage Overlay	0	Under consideration
PA2025034	11/07/2025	9 Crows Nest Place Queenscliff	Alterations and extensions to an existing dwelling and variation to site coverage	0	Under consideration



b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
PA2024044	25/09/2024 (Amended 16/06/2024)	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	Notice of decision to grant a permit issued
PA2025022	06/05/2025 (Amended 16/07/2025)	17 Murray Road Queenscliff	Construction of a two storey dwelling and outbuilding	Notice of decision to grant a permit issued
PA2025023	08/05/2025	2 Wordel Court Queenscliff	Construction of a two storey dwelling	Permit issued
PA2025026	13/05/2025	1 Wordel Court Queenscliff	Construction of a two storey dwelling	Permit issued
PA2025029	06/06/2025	8 Golightly Street Point Lonsdale	Alterations and extensions to an existing dwelling	Permit issued
PA2025030	10/06/2025	15 Werry Road Point Lonsdale	Alterations and extensions to an existing dwelling and variation to site coverage	Notice of decision to grant a permit issued
PA2025032	20/06/2025	63 Stevens Street Queenscliff	Demolition of an existing dwelling in a Heritage Overlay, construction of a new dwelling and variation to site coverage	Permit issued
PA2025033	03/07/2025	3 Wordel Court Queenscliff	Construction of a dwelling	Permit issued
PA2025036	29/07/2025	2A Bellarine Highway Queenscliff	Removal of native vegetation	Permit issued
VS2500017	30/05/2025	49 Mercer Street Queenscliff	Construction of a front fence	Permit issued
VS2500020	20/06/2025	1 Egerton Street Point Lonsdale	Construction of a verandah	Permit issued
VS2500022	06/08/2025	21 Learmonth Street Queenscliff	Demolition of an outbuilding	Permit issued
A PA2024059-1	20/06/2025	9 Beach Street Queenscliff	AMENDMENT: Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay area and relocation of an outbuilding	Amended permit issued
A 2020-071-1	07/08/2025	34 Kirk Road Point Lonsdale	AMENDMENT: Construction of two double storey dwellings, subdivision of the land into two (2) lots and removal of native vegetation	Amended permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2025035	15/07/2025	4/41 Flinders Street Queenscliff	Alterations and extensions to an existing dwelling including construction of a studio and carport	0	Under consideration
PA2025036	29/07/2025	2A Bellarine Highway Queenscliff	Removal of native vegetation	0	Permit issued
VS2500022	06/08/2025	21 Learmonth Street Queenscliff	Demolition of an outbuilding	N/A	Permit issued
A PA2024056-1	07/08/2025	17 Alexander Crescent Point Lonsdale	AMENDMENT: Alterations and extensions to an existing dwelling and variation to side setback	0	Under consideration
A 2020-071-1	07/08/2025	34 Kirk Road Point Lonsdale	AMENDMENT: Construction of two double storey dwellings, subdivision of the land into two (2) lots and removal of native vegetation	0	Amended permit issued
VS2500023	13/08/2025	101 Glaneuse Road Point Lonsdale	Construction of a pergola	N/A	Application fee requested
VS2500024	13/08/2025	21 Learmonth Street Queenscliff	Construction of a garage	N/A	Under consideration
VS2500025	13/08/2025	32 Wharf Street Queenscliff	External alterations to a dwelling	N/A	Application fee requested
PA2025037	14/08/2025	41 Williams Road 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 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

LEGEND

PA Planning permit application

VS VicSmart application

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

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

Bold text Officer delegation removed



13.2.	Draft Public Toilet Strategy 2025–2030
Author:	Manager Infrastructure & Environment
Portfolio:	Heritage, Planning & Infrastructure
Councillor:	Cr Rule

Purpose

The purpose of this report is to present the draft Borough of Queenscliffe Toilet Strategy 2025–2030 for public exhibition for 28 days.

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*

The Borough of Queenscliffe Public Toilet Strategy has been reviewed and the draft Borough of Queenscliffe Public Toilet Strategy 2025–2030 is presented for Council's consideration. It is provided at **(Attachment 13.2.1)**.

RESOLUTION

Cr Di Rule / Cr Hélène Cameron

That Council:

1. Resolves to place the draft Borough of Queenscliffe Public Toilet Strategy 2025–2030 on public exhibition for 28 days.
2. Requests officers to consider and incorporate, where appropriate, community feedback received during the exhibition period and present an updated draft to the November 2025 Council meeting for Council to consider adoption of the strategy.

CARRIED UNANIMOUSLY



REPORT

Background

The Borough of Queenscliffe Public Toilet Strategy was first developed in 2015. The Strategy was most recently reviewed in 2018 resulting in minor updates.

Key achievements of the existing Strategy include:

- Citizens Park – renewal of existing structure
- Point Lonsdale Foreshore – Complete renewal as part of the Point Lonsdale Foreshore Revitalisation (stage 3)
- Field Park Toilet Renewal – This toilet was demolished, and the public toilet service was co-located with the Visitor Information Centre at the Queenscliffe Hub (Wirrng Wirrng)
- Queenscliffe Recreation Reserve – Complete renewal of the Hesse Street tourist park amenities and public toilets as part of the Queenscliff Sport and Recreation Precinct Development project

The existing strategy guides the use of important principles such as Universal Design and Crime Prevention Through Environmental Design (CPTED) to ensure accessibility and safety of the public toilet service improves with future capital investments. The existing strategy has also guided smaller operational investments to improve our service, including cleaning schedules and the inclusion of soaps at each toilet.

Discussion

The current review has identified significant changes to the decision-making landscape that has driven amendments to the approach of the previous strategic document. Changes to the 'landscape' identified include:

- The formation of the Lived Experience Disability Group, a Council advisory group that needs to be considered a primary stakeholder on many of the actions to be delivered under the public toilet strategy
- The successful trial to provide improved access to beaches using beach matting
- The evolution of the Changing Places concept and associated State and Federal government's drive to make them available
- The ever-evolving challenge of rate capping and the impact on the balance of Council's long term financial sustainability and the delivery of services



Key changes in strategic thinking within the reviewed strategy includes:

- Delivery of a solution to provide 24 hour access to the toilets within the Queenscliffe Hub (Wirrng Wirrng)
- A rethink on the previous strategy's proposal to rationalise Weeroona toilet block. The draft strategy now identifies a need to retain Weeroona toilet block at the current location
- Delivery of a Changing Places facility at the Weeroona toilet block location.
- The retention of Weeroona toilet block alters the strategy for provision of toilets at Princess Park. It is proposed within the current draft strategy to construct a new, smaller toilet beside the Princess Park playground situated in the footprint of the current male toilet facilities
- Delivery of a renewed toilet block at the skate park with acknowledgement to the aspirations of a new bike park within the adjacent land
- Acknowledgement of demand for public toilets at new locations and the need for consideration of non-asset solutions.

Options

1. Place the draft Borough of Queenscliffe Public Toilet Strategy 2025–2030 on public exhibition for 28 days. Request officers to consider and incorporate community feedback where appropriate and present the draft to the November 2025 Council meeting to for Council to consideration adoption.
2. Adopt the draft Borough of Queenscliffe Public Toilet Strategy 2025–2030 as presented.

Communications and Engagement

Community Engagement

Council will consult the community regarding aspects of this project.

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; however, the draft strategy specifies that capital investment actions within this strategy are required to undergo Gender Impact Assessments during the planning phase of that action's delivery.

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

Annual Plan 2024–2025

CP001 Asset Management

CP017 Risk Management

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

The financial and resource implications of this strategy will be considered within Council's Asset Plan, Asset Management Plans and 10 year financial plan.

Innovation and Continuous Improvement

This strategy is central to the continual improvement in the provision of public toilets.

Implementation

Operational Impacts

This project relies on additional resources to be successfully delivered.

Implementation Process

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

Attachments

1. Draft Public Toilet Strategy 2025–2030 [**13.2.1** - 73 pages]



14. Governance & Finance

14.1.	Review of Instruments of Delegation
Author:	HR & Governance Coordinator
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

The purpose of this report is for Council to delegate certain powers to the Chief Executive Officer and members of Council staff to enable the effective and efficient management of the Council administration.

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*

This report presents a recent review of both Council's existing Instrument of Delegation to the Chief Executive Officer and its existing Instrument of Delegation to Members of Council staff. It takes into account legislative changes which were assented to, or made, on or after 28 August 2024, and some other miscellaneous changes, which affect councils' powers, duties and functions.

RESOLUTION

Cr Di Rule / Cr Hélène Cameron

That Council in the exercise of the power conferred by section 11(1)(b) of the *Local Government Act 2020* resolves that:

- a. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief*



Executive Officer, subject to the conditions and limitations specified in that Instrument.

- b. The instrument comes into force immediately immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor.
- c. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
- d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

CARRIED UNANIMOUSLY

RESOLUTION

Cr Di Rule / Cr Hélène Cameron

That Council in the exercise of the power conferred by the legislation referred to in the attached instrument of delegation (*Instrument of Delegation to members of Council staff*) resolves that:

- a. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
- b. The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor.
- c. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
- d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

CARRIED UNANIMOUSLY



REPORT

Background

It is not effective governance for Council decisions to only be made at Council meetings. Effective functioning of local government would be impossible if this were the case. Instead, many decision-making powers need to be allocated by formal delegation by Council to enable staff to effectively carry out their Council duties on a day-to-day basis.

Maddocks (Lawyers) provide Council with legal services which include provision of a Delegations and Authorisations Service. This service has been utilised to review the Instruments of Delegation to the Chief Executive Officer and to members of Council staff, which have been prepared using a best practice model.

Note the *Local Government Act 2020* requires councils to review its delegations within twelve months of a general election.

Discussion

Instrument of Delegation to the Chief Executive Officer

The only proposed change to the s5 Council to CEO delegation is to amend it so that it no longer has to be issued under Council Seal and instead can be signed off by the Mayor and CEO (once an appropriate authorising resolution is passed by Council). This is a more efficient process.

Instrument of Delegation to members of Council staff

Many non-substantive changes have been made to this delegation, primarily changing the officer position reference from acronyms to a full name. This change is suggested for ease of use of understanding the document and particularly knowing exactly which position has the delegation rather than relying on knowing the position acronyms.

The substantive changes to the s6 Council to officers delegation are:

- Page ii – no longer issuing under Council Seal and being signed off by the CEO (once an appropriate authorising resolution is passed by Council);



- Pages 6 & 7 – removal of four conditions in relation to powers in the *Food Act 1984* as these conditions are no longer relevant;
- Page 94 – inclusion of three new items that Maddocks lawyers have deemed are additional powers implied from the *Planning and Environment Act 1987*;
- Page 94 – inclusion of the words 'and/or endorse' in one power of the *Planning and Environment Act 1987*;
- Page 99 – one addition to powers in the *Road Management Act 2004*;
- Page 122 – change from the word 'renew' to 'grant' in the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024*;

Both Instruments of Delegation with proposed changes in tracked changes are attached to this report.

Options

1. Resolve to adopt the Instruments as presented.
2. Request further clarification regarding the amendments.

Communications and Engagement

Community Engagement

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

Collaboration

Officers have benchmarked with other councils in the region.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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



Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; this is not a program, policy or service.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

Under the *Local Government Act 2020*, delegations must be reviewed as a minimum within 12 months of a general election. Regular review of delegations reduces Council's risk by ensuring up-to-date legislative requirements are included in current delegations.

Related Documents

Not applicable.

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

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

Innovation and Continuous Improvement

Continuous improvement is achieved by regular review of delegations via the professional Maddocks delegations service and in accordance with section 11 (7) of the *Local Government Act 2020*.



Implementation

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. DRAFT Instrument of delegation Council to CEO [**14.1.1** - 5 pages]
2. DRAFT Instrument of delegation Council to members of staff [**14.1.2** - 136 pages]



14.2.	Review of Council Policies
Author:	HR & Governance Coordinator
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

The purpose of this report is to present to Council three (3) revised Council policies for consideration, as follows:

- CP006 Customer Service Charter
- CP012 Events
- CP018 Councillor Resources, Support & Facilities

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

CP006 Customer Service Charter

This policy was first adopted in June 2010 and last reviewed and revised in February 2022. The main purpose of the Customer Service Charter is to set out in plain language the services provided by Council, the standard of those services, how service levels will be measured and what customers can do if the stated service levels are not met.

RESOLUTION

Cr Donnie Grigau / Cr Brendan Monahan

That Council adopts the revised policy CP006 Customer Service Charter as presented.

CARRIED UNANIMOUSLY



CP012 Events

This policy was first adopted by Council on 18 October 2011 and last reviewed on 28 September 2022. Council Policy CP012 Events sets out Council's approach to support the development and delivery of events within the municipality in line with Council objectives.

RESOLUTION

Cr Hélène Cameron / Cr Brendan Monahan

That Council adopts the revised policy CP012 Events as presented.

CARRIED UNANIMOUSLY

CP018 Councillor Resources, Support & Facilities

This policy was first adopted in October 2011 and last reviewed and revised in September 2022. The purpose of this policy is to outline the resources, support and facilities that will be provided to Councillors to effectively exercise their duties as an elected Councillor.

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That Council adopts the revised policy CP018 Councillor Resources, Support & Facilities as presented.

CARRIED UNANIMOUSLY



REPORT

Background

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

Discussion

CP006 Customer Service Charter

This policy was first adopted in June 2010 and last reviewed and revised in February 2022. The main purpose of the Customer Service Charter is to set out in plain language the services provided by Council, the standard of those services, how service levels will be measured and what customers can do if the stated service levels are not met.

Apart from minor wording changes, the key changes proposed in the revised draft policy are summarised below:

- Change to definition of 'customers' to better reflect the breadth of people who engage with Council
- Our Vision – deletion of this section as superseded
- Inclusion of reserving the right for Council to discontinue a conversation if considered to be harassment/bullying or otherwise harmful
- Clarification that 'writing to us' is via post (noting that 'emailing us' is a separate section)
- How we measure our service – section updated to reflect how customer service is measured and the practice that the survey performed is the independent Community Satisfaction Survey.
- Ombudsman and Inspectorate – providing further information as to what type of matters these bodies investigate.

The draft policy with proposed changes is attached.



CP012 Events

This policy was first adopted by Council on 18 October 2011 and last reviewed on 28 September 2022. Council Policy CP012 Events sets out Council's approach to support the development and delivery of events within the municipality in line with Council objectives.

Apart from minor wording changes, the key changes proposed in the revised draft policy are summarised below:

- References to the 'Council Plan' have been amended to 'Council objectives' so that the policy can be more flexible and does not need to be tied to any specific Council Plan action
- Wording changes to better clarify Council promotion when events are 'sponsored' by the Borough.
- The lead time to approve small-scale events has been reduced to 6 weeks from 8 weeks.
- Minor amendments have been made to CP012 to meet current statutory requirements.
- The 'Other References' section has been updated with the Business Victoria Event Planner website. Specific references to internal procedures have been deleted.

The draft policy with proposed changes is attached.

CP018 Councillor Resources, Support & Facilities

This policy was first adopted in October 2011 and last reviewed and revised in September 2022. The purpose of this policy is to outline the resources, support and facilities that will be provided to Councillors to effectively exercise their duties as an elected Councillor.

Apart from minor wording changes, the key changes proposed in the revised draft policy are summarised below:

- Inclusion of reference to Councillors now being required to undertake ongoing professional development and that a training plan will be prepared for Councillors.



The draft policy with proposed changes is attached.

Options

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

Communications and Engagement

Community Engagement

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

Collaboration

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

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

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

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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



Related Documents

Not applicable.

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

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

Innovation and Continuous Improvement

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

Implementation

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. DRAFT CP006 Customer Service Charter [**14.2.1** - 4 pages]
2. DRAFT CP012 Events [**14.2.2** - 3 pages]
3. DRAFT CP018 Councillor Support Resources Facilities [**14.2.3** - 4 pages]



15. Questions Without Notice

15.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

15.2. Questions Without Notice

Cr Tolhurst asked the CEO what steps Council will take to ensure that a thorough deliberative engagement process is undertaken with regard to the 4 year Council Plan, which is required by the Local Government Act 2020 to be adopted by 31 October 2025.

The CEO advised that he recommend that Council holds a Special Meeting of Council in mid-September to release the Draft Council Plan 2025 to 2029 to the community for 4 weeks of community consultation. Council will make the draft Plan available for the community, will hold drop-in sessions, will accept written submissions and other forms of feedback from people through the submission process.

16. List of Council Meetings

Planning Review Meeting

Wednesday 10 September 2025 at 6:30pm (if required)

Councillor Listening Post

14 September 2025 at 11:00am to 12:00pm

Point Lonsdale Market

Ordinary Meeting of Council

Wednesday 24 September 2025 at 6:30pm

Wirrng Wirrng /Queenscliffe Hub

17. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.



RESOLUTION

Time: 7:31 pm

Cr Brendan Monahan / Cr Donnie Grigau

That, in accordance with sections 66(1) and 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public for the consideration of the following confidential items:

17.1. 61–75 Murray Road, Queenscliff

This agenda item is deemed to contain confidential information as per section 3(1)(e) of the *Local Government Act 2020* as it contains legally privileged information, being information to which legal professional privilege or client legal privilege applies. This ground applies as the report contains legally privileged information.

CARRIED UNANIMOUSLY

18. Ratification of Confidential Items

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

RESOLUTION

Cr Isabelle Tolhurst / Cr Hélène Cameron

Time: 7:57

That Council reopen the meeting and resume standing orders.

CARRIED UNANIMOUSLY

RESOLUTION

Cr Hélène Cameron / Cr Brendan Monahan

That the decisions made in camera be ratified by Council.

CARRIED UNANIMOUSLY



19. Close of Meeting

Cr Di Rule declared the meeting closed at 7:57 pm.



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

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

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

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

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

11.4 a majority of Councillors are present; and

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

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly Briefing 23 July 2025 5:00pm – 6:15pm Wirrng Wirrng	Cr Cameron Cr Monahan, Deputy Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Council Agenda 2. Councillor Questions 3. Public Questions & proposed responses	Nil.
Councillor Assembly Briefing 13 August 2025 9:06am – 5:02pm	Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE	1. Planning Application PA2024-054 at 18 The Esplanade, Queenscliff 2. Access & Inclusion Plan implementation costs	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Wirrng Wirrng		Abbey Tatterson, MCE Brydon King, SP Steve Ward, CSC Makenna Bryon, CC Jenni Walker, HR&GC Jodie Hunt, FSC	3. Dog Park Petition 4. Community Vision: Closing out the consultation process 5. Royal Park Seasonal dates 6. Recreation Reserve community solar battery project update 7. Draft Asset Plan 8. Presentation from the Geelong Regional Library Corporation regarding the transition process and the work of the Executive Steering Committee 9. Review of Council delegations to CEO and to council officers S5 and S6 10. Draft Financial Plan 11. Provisional Financial Results for 2024/25 12. Proposed Financial Committee 13. Review of Council Policies: a. CP012 Events b. CP006 Customer Service Charter c. CP018 Councillor Resources, Support & Facilities d. CP045 Child Safety Statement	



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



20.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
23 July 2025	<p>Public question 9 from David Connoley</p> <p>Tonights Audit and Risk report notes that the Chief Executive Officer provided a verbal update in relation to the following areas at the meeting:</p> <ul style="list-style-type: none">• Murray Road• Formal Complaint against CEO <p>In the interests of transparency and accountability can the CEO detail the context and details including incurred and potential costs and risks to the Borough pertaining to both matters?</p>	Question taken on notice.	Response sent on 5 August 2025, see attachments

Attachments

1. Response to Public Question 9 taken on notice - 23 July 2025 [**20.2.1** - 1 page]