

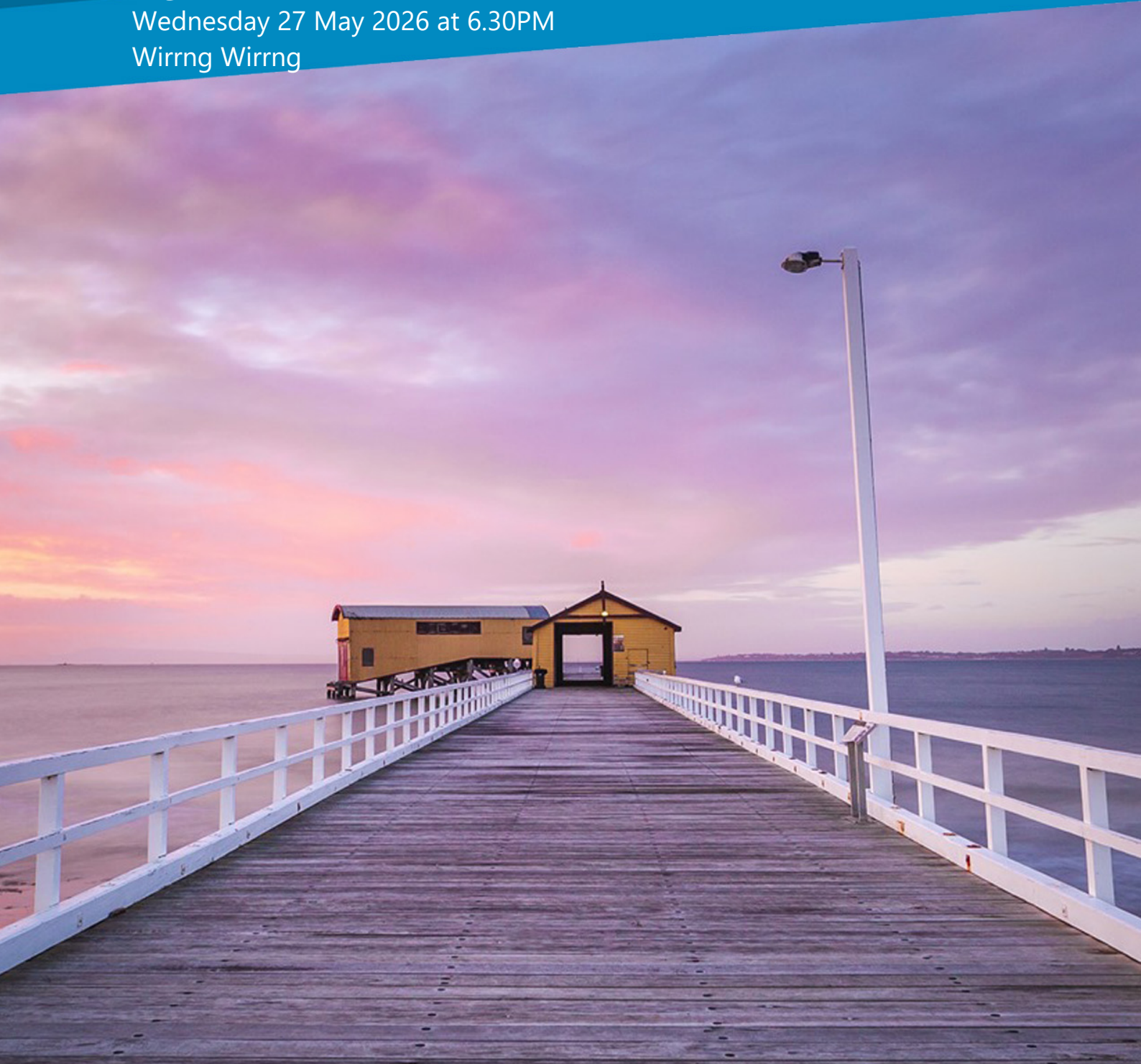
Borough of Queenscliffe

Ordinary Meeting of Council

Agenda

Wednesday 27 May 2026 at 6.30PM

Wirrng Wirrng



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia



Community Vision

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

Our Values

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

Acknowledgement of Country

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



Distribution List

Councillors

Cr Hélène Cameron
Cr Donnie Grigau, Mayor
Cr Brendan Monahan
Cr Di Rule, Deputy Mayor
Cr Isabelle Tolhurst

Officers

Jane Grover, 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
Jenni Walker, HR & Governance Coordinator
Jackie Fletcher, EA to the CEO, Mayor & Councillors

Public Attendance

Under section 66 of the *Local Government Act 2020*, Council Meetings are open to the public unless specified circumstances apply. Members of the public can also view proceedings remotely by watching the live stream available at [Council's YouTube channel](#).

Governance Rules

The Borough of Queenscliffe Governance Rules define the procedure for which Council Meetings are operated. The Rules can be read in full at [Council's website](#). In accordance with the Rules, the information contained within this Agenda is for the confidential and privileged use of Councillors until at least 48 hours prior to this meeting.

PLEASE NOTE THAT THE MATERIAL CONTAINED WITHIN THIS AGENDA DOES NOT NECESSARILY REFLECT THE VIEWS OF COUNCIL.



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1. Opening of Meeting

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.

2. Present & Apologies

Apologies:

Cr Rule (leave of absence)

3. Conflict of Interest Disclosures

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

Councillors:

Officers:

4. Leave of Absence of Councillor

Nil.

5. Public Question Time

5.1. Public Question Status Update

No public questions are outstanding.



5.2. Public Questions

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

Public questions must be written and received by the Chief Executive Officer no later than 4 hours prior to the Ordinary Council Meeting. Questions received after this time will be treated as correspondence and a written response provided consistent with [Council's Customer Service Charter](#).

Questions can be lodged online via [Council's website](#), via email to info@queenscliffe.vic.gov.au, via post or in person by completing a Public Question Time Form.



6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 22 April 2026

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

RECOMMENDATION

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

6.2. Audit & Risk Committee Meeting on 20 April 2026

A copy of the agenda and the unconfirmed minutes from the Audit & Risk Committee Meeting on 20 April 2026 was distributed to Councillors under separate cover.

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

RECOMMENDATION

That the agenda and unconfirmed minutes of the Audit & Risk Committee Meeting on 20 April 2026, as distributed, be noted.

7. Record of Informal Meetings of Councillors

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

- 22 April 2026 – Council Assembly Briefing
- 13 May 2026 – Council Assembly Briefing

RECOMMENDATION

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



8. Notice of Motion

8.1. Notice of Motion Status Update

No Notices of Motion are outstanding.

RECOMMENDATION

That the Notice of Motion status update be noted.

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 Petition Regarding the Proposed Wombat Crossing in Stevens Street, Queenscliff

Background

At the Ordinary Meeting of Council on 22 April 2026, Council received a petition addressed to the Mayor and Councillors from Holy Trinity Parish Queenscliff.

The petition in short was an objection to the proposed Wombat Crossing located on Stevens Street, Queenscliff.

The petition was signed by 21 people:

- 9 Borough residents/ratepayers;
- 9 Point Lonsdale but non-Borough residents; and
- 3 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

The proposed wombat crossing referred to in the petition was subject to community consultation, including a letter drop to impacted residents dated 13 March 2026.

A summary of key themes arising from the consultation was presented to Councillors at the Assembly Briefing Meeting held on 8 April 2026. The key themes identified related to existing road safety concerns, impacts to parking and property access, and visual amenity considerations.

In consideration of the community engagement findings, Council reviewed alternative traffic management treatments that would deliver improved cyclist and pedestrian safety at this location. The preferred alternative treatment is the



installation of two speed humps in lieu of the proposed wombat crossing. Council's consultant traffic engineers have designed the speed hump treatment with the objective of significantly lowering the 85% speed of vehicles in front of the school. The design considers larger vehicle needs ensuring that buses and other large vehicles requiring access to the street can safely continue to do so.

Officers have confirmed with the Department of Transport and the Traffic Accident Commission that the speed hump alternative achieves the safety outcome requirement of the Safer Local Roads and Streets funding program.

The directly impacted residents will receive a letter drop communicating the outcome of the engagement including the alternative design that responds to the feedback themes received. This report recommends that a similar letter detailing the alternative speed hump treatment is sent to the authors of this petition.

RECOMMENDATION

That Council:

1. Notes the petition received with a total of 21 signatures, regarding the proposed Wombat Crossing located on Stevens Street, Queenscliff.
2. Notes that Council has considered the community feedback and will proceed with the preferred alternative treatment being the installation of two speed humps in lieu of the proposed wombat crossing.
3. Requests the Manager Infrastructure & Environment to write to the authors of the petition regarding the outcome of the petition and that an alternative road treatment is now being pursued.



9.2. Petition Regarding Dogs in Royal Park Caravan Park

On 20 April 2026, Council received a petition addressed to the Mayor and Councillors from Patrons and guests of Royal Park Caravan Park Point Lonsdale regarding 'No Dog Policy of Royal Park Caravan Park'.

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

The petition reads as follows:

Patrons and Guests of Royal Park Caravan Park, Point Lonsdale. Draws to the attention of councillors, the No Dog policy of Royal Park Caravan Park.

The petition was signed by 43 people:

- 2 Borough residents/ratepayers;
- 1 Point Lonsdale (City of Greater Geelong) resident/ratepayer; and
- 40 outside the local area.

Clause 100(3) of Council's Governance Rules provides for the Chief Executive Officer to invite a nominated representative of the petitioners to speak to the petition at the meeting at which it is tabled. A maximum of 5 minutes is allowed for the nominated representative to speak to their petition. Unfortunately, with this petition, a nominated representative was unable to be identified and an invitation to address Council could not be issued.

RECOMMENDATION

That Council receives the petition regarding No Dog policy of Royal Park Caravan Park and lays it on the table until the next Ordinary Meeting of Council.



10. Functions Attended

Council was represented at the following meetings and functions between 14 April 2026 and 18 May 2026.

Date	Meeting or Function
20 April 2026	Meeting with the Point Lonsdale Civic Association (Cr Grigau)
20 April 2026	Borough of Queenscliffe: Audit & Risk Committee Meeting (CEO, Cr Grigau & Cr Tolhurst)
21 April 2026	Meeting with Libby Coker MP (CEO)
23 April 2026	Geelong Regional Library Corporation CEO Remuneration & Performance Committee meeting (Cr Tolhurst)
24 April 2026	G21 Board Meeting (CEO & Cr Grigau)
25 April 2026	Anzac Day Dawn Service Queenscliff (Cr Grigau, Cr Cameron & Cr Tolhurst) Anzac Day Service Point Lonsdale (Cr Rule, Cr Tolhurst) Anzac Day March Queenscliff (Cr Grigau, Cr Cameron & CEO)
25 April 2026	Ode to Anzac Melbourne Symphony Orchestra Performance Queenscliff (CEO)
27 April 2026	Tourism Greater Geelong & The Bellarine Board Meeting (Cr Grigau)
27 April 2026	Meeting with the Queenscliff Music Festival (CEO)
29 April 2026	Point Lonsdale Lighthouse reserve Site Tour (CEO, Cr Grigau & Cr Rule)
29 April 2026	Fort Queenscliff Divestment Round Table Event (CEO, Cr Grigau & Cr Rule)
29 April 2026	Defence Divestiture: Fort Queenscliff Community Information Session (CEO, Cr Rule, Cr Tolhurst & Cr Cameron)
30 April 2026	Swan Bay Environment Association Annual General Meeting (CEO & Cr Cameron)
30 April 2026	Geelong Regional Library Corporation Board Meeting (CEO, Cr Tolhurst)
1 May 2026	Meeting with Alison Marchant MP (CEO)
1 May 2026	Sacrededge Festival Opening Event (Cr Tolhurst)
5 May 2026	Meeting with Regional Development Victoria, Barwon South West (CEO)



Date	Meeting or Function
5 May 2026	CEO Remuneration and Performance Committee Meeting (CEO, Cr Grigau, Cr Rule, Cr Cameron & Cr Monahan)
7 May 2026	Black Rock Water Reclamation Plant Funding Announcement & Site Tour with Regional Development Victoria, Barwon South West (CEO & Cr Grigau)
11 May 2026	VicScreen Film Friendly Workshop (Cr Grigau)
11 May 2026	Meeting with CEO of the Mornington Peninsula Shire (CEO)
12 May 2026	Queenscliffe Literary Festival Schools Program 2026 Event 'Little Moments, Mighty Conversations' (CEO & Cr Grigau)
15 May 2026	CEO Employment and Remuneration Advisory Committee Meeting (Cr Grigau, Cr Rule, Cr Cameron, Cr Monahan)

RECOMMENDATION

That the Functions Attended report be received.



11. Chief Executive Officer

11.1. Chief Executive Officer Report for May 2026

Purpose

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

Executive Summary

2026 Hard Waste Collection update

The Borough's 2026 Hard Waste Collection will occur from Monday 29 June to Friday 3 July 2026, with a revised collection model implemented this year. Collections will now take place over a one-week period rather than a single day, allowing multiple collection vehicles to separately collect recyclable materials such as scrap metal and general hard waste. Residents are advised that collections may occur at different times across the week.

Items can be placed out from 20 June 2026 and must be ready for collection by 6.00am on Monday 29 June 2026. Residents are reminded to separate scrap metal from non-recyclable waste, ensure piles do not exceed 3 cubic metres, and comply with safety requirements relating to glass, mirrors, ceramics, item length and weight limits.

Further information can be found on the Borough's website here: [Hard Waste Collection Week 2026 | Borough of Queenscliffe](#)

Annual E-Waste Collection

On Saturday 16 May 2026, Council delivered a community e-waste drop-off event providing residents with a convenient and responsible disposal option for unwanted electronic items. A total of 310 vehicles attended the Oceanview carpark, dropping off a broad range of items including televisions, computers, printers, small appliances, and household electronics.



All collected items will undergo triage for potential reuse or repurposing, with non-reusable components safely dismantled and recovered for recycling into new products.

While participation was below last year's record of 440 vehicles – attributed to a Victorian Government funded state-wide promotion that drew visitors from outside the Borough – this year's turnout exceeded average participation levels, reflecting strong ongoing community engagement. Since the program's inception in 2012, Council has diverted more than 90,000 kilograms of e-waste from landfill, significantly reducing environmental risks associated with hazardous materials while conserving valuable and finite resources.

Draft 2026–2027 Budget

Feedback from the community on the Draft 2026–2027 Budget has been received and noted and will be discussed with Councillors at the upcoming Assembly Briefing. Council thanks all residents who took the time to provide feedback on the Draft 2026–27 Budget.

Proposed Coles Development – Bellarine Highway

Council continues its advocacy work regarding the proposed Coles supermarket site located on the vacant land at 2341-2349 Bellarine Highway, Point Lonsdale in accordance with the Council resolution from the Special Meeting of Council on 15 September 2025.

Senior Council Planning officers from the Borough of Queenscliffe and City of Greater Geelong have met to discuss the challenges and how the Borough can support Geelong in progressing an application for rezoning the land. At this stage, no formal planning application has been lodged with the Development Facilitation Program within the Department of Transport and Planning.

The Borough has requested that the application for rezoning occur immediately and will continue to advocate and work with the Geelong on a positive outcome for our community.



Keys to the City

Council was delighted to bestow the Keys to the City to Coast Guard Queenscliff VF09 in recognition of 50 years of dedicated volunteer marine rescue service to the community.

The ceremony was held on 19 May 2026 in the Queenscliff Town Hall, the date being significant as it was during 'National Volunteer Week' (18–24 May). The ceremony recognised the organisation's longstanding volunteer contribution to boating safety, marine search and rescue, and community service across Port Phillip and through the heads into Bass Strait. The Coast Guard Queenscliff are worthy recipients of such an honour, and Council hopes this recognition will help to raise awareness and understanding of volunteer marine rescue, and the integral role the Flotilla plays in keeping those on our waters safe.

Service Review

The Borough of Queenscliffe is committed to delivering high-quality services that meet community needs while ensuring financial sustainability. To achieve this, Council must periodically review its service delivery model, identify opportunities for efficiency, and align resources with strategic priorities.

At the Ordinary meeting of Council on 25 February 2026, Council endorsed the Service Review Framework. The framework is based on principles such as community value, statutory obligations, cost-effectiveness and alignment with the Council Plan.

A review of all the services provided to the community will commence from 1 July 2026 to create a comprehensive register of all Council Services, outlining service descriptions, delivery methodology and current legislative context.

The first of the service review will be Aged Care (Commonwealth Home Support Program) due to the new aged care legislation and service obligations required from 1 July 2027. The service review will help Council fully understand the higher compliance requirements, new reporting, associated costs and stronger clinical obligations to understand how best we serve our community.



Community Information Session – Fort Queenscliff and Swan Island Golf Course Divestment

On 29 April 2026, Defence held a community information session about the divestment of the Fort Queenscliff and Swan Island golf course. This was an opportunity for our community to learn more about the divestment process, transition planning and next steps.

More than 250 people gathered to hear from the Federal government about the rollout of the divestment process. Member for Corangamite Libby Coker facilitated the session, and The Hon Peter Khalil MP, the Assistant Minister for Defence, led with a presentation that was followed up with time for community questions.

The information shared emphasised that any transition would be staged and collaborative, with a commitment to work closely with Council and the community to explore future uses of the land. The presentation highlighted potential opportunities for community benefit and economic development, while acknowledging local concerns and the importance of preserving Queenscliff's heritage and identity as part of any future planning.

Earlier in the day, together with the Mayor and Deputy Mayor, I participated in an invitation only round table discussion on the matter. The Deputy Prime Minister Richard Marles was there to participate in the discussion.

Community Service Awards

Council would like to congratulate Paul Fahey on his recent Borough of Queenscliffe Citizen of the Year award. Paul is a quiet achiever who brings consistency, dedication, and patience to the organisations he is involved in. Thank you for your efforts, Paul.

And congratulations to Coast Guard Queenscliff VF09 & the Point Lonsdale Surf Life Saving Club on jointly receiving Council's Community Group of the Year award. Volunteers from these two groups played an instrumental role in the marine rescue of 17 swimmers and three kayakers who were swept past the Point Lonsdale Pier in April last year. An outstanding example of bravery and local care for community. Thank you for your efforts and congratulations on this recognition.



Finance Committee

At the Ordinary meeting of Council on 25 February 2026, Council appointed three independent members to Council's Finance Committee for a term until 28 October 2028.

Committee members and Councillors Donnie Grigau and Isabelle Tolhurst were all in attendance. Jane Grover, Chief Executive Officer, and Gihan Kohobange, Manager Finance & ICT Services, also attended the meeting. No conflicts of interest were declared in the minutes of the meeting.

The Finance Committee held its first meeting on 7 April 2026. The Committee agreed that Cr Isabelle Tolhurst would chair meetings until an independent chair is appointed. The Committee considered and proposed amendments to the Finance Committee Terms of Reference, including provisions relating to member absences, quorum, meeting frequency, administration, and transparency reporting to Council through the CEO's report in the agenda papers for the next Ordinary Meeting of Council, subject to confidentiality and agenda preparation timelines.

The Manager Finance & ICT Services provided an update on the 2026–2027 budget process and the current stage of finalisation of the draft budget. The next Finance Committee meeting was held on 20 May 2026. Further information will be provided through the CEO report in future meetings in accordance with the Terms of Reference.

Queenscliffe Museums Partnership Advisory Committee

The Queenscliffe Museums Partnership Advisory Committee (QMPAC) has written to Council requesting that QMPAC be dissolved. QMPAC was established at Council's Ordinary Meeting in March 2025 in recognition of the Borough of Queenscliffe's museums and their collections as key social and economic assets, and in acknowledgement of the museums' significant contribution and vital role in the Borough.

QMPAC includes representatives from the Queenscliffe Historical Museum, the Queenscliffe Maritime Museum and Fort Queenscliff, and is chaired by Cr Di Rule.



QMPAC has had productive discussions on the number of occasions they have met since QMPAC's establishment. However, at this time, QMPAC is of the view that strategic advice and recommendations to Council is better served by each museum individually rather than via an advisory committee and requests that QMPAC be formally dissolved.

Attachments

Nil

RECOMMENDATION

That Council:

1. Receives the Chief Executive Officer Report for May 2026;
2. Resolves to dissolve the Queenscliffe Museums Partnership Advisory Committee and requests the CEO write to the Committee members thanking them for their service; and
3. Congratulates and thanks the Coast Guard Queenscliff on a wonderful fifty years of service to our community and ratifies the giving of the key to the city at an event held on 19 May 2026.



12. Building the Borough

12.1.	Planning Permit Activity Report
Author:	Senior Planner
Theme:	Building the Borough Cr Rule

Purpose

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

Executive Summary

Council Plan Theme 2. Building the Borough

Local Planning Policy Protects heritage and local character

The following table provides a summary of the planning permit activity from the last report published at the close of business on 15 May 2026.

CATEGORY	TALLY
Current applications	1
Applications finalised since last report	5
New applications received since last report	10
Total number of active permit applications	10
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	2

Note

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

RECOMMENDATION

That the Planning Permit Activity Report be received.



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023062	12/09/2023 (Amended 13/02/2026 & 19/03/2026)	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses and a commercial building comprising two retail units, subdivision of the land into four (4) lots, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2	10	Under consideration

b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
VS2600005	02/04/2026	28 Beach Street Queenscliff	Installation of solar panels, verandah post replacement and demolition and construction of a front fence	Permit issued
VS2600006	13/04/2026	58 Mercer Street Queenscliff	Demolition and construction of a front fence	Permit issued
PA2025056	28/11/2025 Amended 16/04/2026)	43 Point Lonsdale Road Point Lonsdale	Construction of a two storey dwelling and front fence and alteration to access to a road in a Transport Zone 2	Notice of decision to grant a permit issued
PA2026005	31/03/2026	1 & 2/189 Point Lonsdale Road Point Lonsdale	Two lot subdivision of land with existing buildings	Permit issued
PA2026006	02/04/2026	28 Beach Street Queenscliff	Alterations and extensions to an existing dwelling	Permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2026007	13/04/2026	61 Hesse Street Queenscliff	Alterations and extensions to an existing dwelling and variation to site coverage	1	Under consideration
VS2600006	13/04/2026	58 Mercer Street Queenscliff	Demolition and construction of a front fence	N/A	Permit issued
PA2026008	20/04/2026	5B Ethel Court Point Lonsdale	Construction of a two storey dwelling and variation to site coverage	0	Under consideration
PA2026009	01/05/2026	29 King Street Queenscliff	Display signage	0	Application fee requested
PA2026010	06/05/2026	54-56 Ocean Road Point Lonsdale	Construction of a multi-purpose room and verandah, variation to site coverage and setbacks, and a reduction of the car parking requirements of Clause 52.06	0	Application fee requested
PA2026011	06/05/2026	3 Stevens Street Queenscliff	Alterations to a dwelling (reroofing)	0	Under consideration
PA2026012	08/05/2026	3 Winterley Road Point Lonsdale	Alterations and extensions to an existing dwelling	0	Application fee and further information requested
PA2026013	11/05/2026	11 Lockwood Street Point Lonsdale	Alterations and extensions to an existing dwelling	0	Further information requested
A 2023-007-1	12/05/2026	26 Learmonth Street Queenscliff	AMENDMENT: Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m ² and variation to site coverage and setback	0	Initial review
PA2026014	13/05/2026	5 Admans Street Point Lonsdale	Alterations and extensions to an existing dwelling	0	Initial review



d. VCAT Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2024054	28/11/2024 (Amended 02/09/2025)	18 The Esplanade Queenscliff	Alterations and extensions to an existing three storey dwelling and variation to the front setback	10	VCAT application for review lodged by applicant (failure to determine) Hearing 7 & 8 July 2026
PA2025042	08/09/2025	1 Bowen Road Point Lonsdale	Construction of a two storey dwelling and front fence and variation to site coverage	1	VCAT application for review lodged by objector Compulsory conference 27 May 2026 Hearing 19 August 2026



e. Development Plan & Planning Scheme Amendment Summary Report

Reference	Subject	Summary
VC300	Amendment VC300 was gazetted on 19 March 2026 and operational from 19 April 2026. The amendment implements the Mid-Rise Code to introduce new deemed to comply provisions for 4 to 6 storey residential development in residential zones.	Amendment VC300 was prepared and approved by the Minister with changes to the VPP and all planning schemes in Victoria. The changes in VC300 do not alter any of the existing controls and standards in the Heritage Overlay or Design and Development Overlay of the Queenscliffe Planning Scheme. Any multi dwelling development still needs to meet the applicable requirements relating to heritage considerations, existing height controls, setbacks and site coverage of the overlays. A further related amendment VC308 was prepared and approved by the Minister on 17 April 2026 correcting technical errors associated with the Mid Rise Code that has no impact on the Queenscliffe Planning Scheme.
VC248	Amendment VC248 was gazetted and became operational on the same day from 5 May 2026. The amendment updates policy and requirements relating to bushfire planning provisions across Victoria.	Amendment VC248 was prepared and approved by the Minister with changes to the VPP and all planning schemes in Victoria. The amendment relates to the bushfire planning provisions that currently apply to land within the Bushfire Management Overlay (BMO) and will now also apply to areas within wider bushfire prone areas (BPA). Amongst the changes the amendment updates policy and definitions and inserts decision guidelines for the assessment of subdivision and the use and developments that could result in large numbers of people congregating within bushfire prone areas to ensure appropriate protection measures can be implemented. The implication for the Queenscliffe Planning Scheme is that impact of subdivision and some development will need to be assessed for land within a BPA that may be outside of a BMO.

LEGEND

PA Planning permit application

VS VicSmart application

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

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

Bold text Officer delegation removed



12.3.	Planning Application PA2024-054 at 18 The Esplanade Queenscliff: Amended Plans
Author:	Senior Planner
Theme: Councillor:	Building the Borough Cr Rule

Purpose

The purpose of this report is to confirm Council's position on amended plans to be lodged to the Victorian Civil and Administrative Tribunal (VCAT) hearing associated with an extension to the dwelling at 18 The Esplanade Queenscliff (Planning Permit Application PA2024-054).

The officer recommendation seeks Council support for the amended plans as satisfying Council's concerns about the response of the proposal to the Design and Development Overlay whilst maintaining a position that the proposal is prohibited under the Neighborhood Residential Zone.

Executive Summary

Council Plan Theme 2. Building the Borough

Local Planning Policy protects the heritage and local character

The subject land contains an existing dwelling. The proposal seeks an extension to create a third storey. Amended plans were received in September 2025 (dated August 2025) that reduced the scale of the proposed third storey and were the subject of the assessment of the proposal by Council.

The application was advertised and generated ten (10) objections. Officer delegation was removed from the application via a resolution of Council at its Ordinary Meeting on 28 August 2025. The permit applicant lodged a failure to determine appeal at VCAT prior to Council finalising a decision.

Council confirmed a view to not support the proposal at its meeting on 28 January 2026 based on the following grounds:



- The proposal is prohibited as it is contrary to the mandatory controls related to storeys at Clause 32.09-11 of the Neighborhood Residential Zone.
- In the event the proposal is found to not be prohibited, the proposal is considered inconsistent with the:
 - Design objectives of the Design and Development Overlay Schedule 3 given the proposal adds significant building volume to the upper level of the building creating a building scale that will be a significant visual element in the streetscape and from the foreshore walking paths.
 - The design criteria in Clause 15.01-5L-04 of the Queenscliffe Planning Scheme.

A number of objectors have confirmed involvement in the matter and are parties to the VCAT process. A compulsory conference was held on 29 April 2026 between the parties to the proceeding. No resolution was reached and the matter is scheduled for a merits hearing to be held on the 7 and 8 July 2026.

The permit applicant has confirmed they will lodge amended plans to the proceeding which significantly reduce the scale of the proposed upper level. The amended plans are anticipated to be substantially in accordance with plans dated 6 May 2026 revision 4 marked "without prejudice/issued for discussion" contained in Attachment 12.3.1.

The plans are considered to respond to the Council's second ground of refusal related to the merits of the proposal against the design objectives of the Design and Development Overlay Schedule 3. Based on the amended plans it is recommended Council remove the second ground of refusal, as decided at its meeting on 28 January 2026 related to the Design and Development Overlay, but maintain its refusal ground related to the proposal being prohibited under the Neighborhood Residential Zone.

RECOMMENDATION

That Council in relation to 18 The Esplanade Queenscliff planning permit application PA2024-054:

1. No longer argues that the proposed extension is inconsistent with the provisions of the Design and Development Overlay Schedule 3 based on plans, substantially in accordance with the plans dated 6 May 2026 revision 4



marked "without prejudice/issued for discussion", being formally lodged with VCAT as amended plans; and

2. Maintains that the proposal is prohibited as it is contrary to the mandatory controls related to storeys at Clause 32.09-11 of the Neighborhood Residential Zone.



REPORT

Background

The subject site is located on the north side of The Esplanade, east of Swanston Street, Queenscliff. The site has an area of 625sqm and is developed with an existing dwelling with a height of 10.7 metres which includes a small attic in the roof space.

Land to the north of the site contains existing double storey dwellings that front Flinders Street. Land to the west has recently been redeveloped with a two storey dwelling at 29 Swanston Street. Land to the east is a two storey dwelling at 16 The Esplanade. Land to the south is vegetated foreshore reserve.

The subject land is zoned Neighborhood Residential Zone Schedule 1 (NRZ1) with a Design and Development Overlay Schedule 3 (DDO3) and Bushfire Management Overlay.

The proposal seeks permission for alterations and extensions to the existing dwelling, including creating a third storey for the building. The original proposal was amended through a reduction in the scale of development via amended plans dated 28 August 2025. Further changes have been flagged by the permit applicant via amended plans to be lodged with VCAT that substantially reduce the scale of the upper level.

Discussion

The issue of whether the existing building is a three storey building and whether the proposed extension is prohibited pursuant to the NRZ1, remains a concern, and is a matter that should be resolved by VCAT subject to hearing from all the parties.

Whilst the above matter remains relevant the applicant has indicated further changes to the plans that are anticipated to be lodged with VCAT as amended plans. These plans dated 6 May 2026 revision 4 marked "without prejudice/issued for discussion" have significantly reduced the scale of the upper level. The amended plans show the following changes to the proposed upper level:

1. The extent of new built form at the upper level has been significantly reduced to be, now seven metres in length compared to the earlier approximately 13 metres as a result of a bedroom being removed.
2. The front southern balcony has been deepened, so that the built form is recessed back toward the centre of the roof line.



3. The deepening of the front balcony also removes the need for a larger window at the front (southern) end, resulting in an open balcony form.
4. The built form is setback further from the northern boundary by 2.5 metres.

These changes are considered to create a built form that is recessive to the streetscape and the broader foreshore areas and appropriately respond to the design objectives of the DDO3.

In this context and based on plans substantially in accordance with the plans dated 6 May 2026 revision 4 marked "without prejudice/issued for discussion" being formally lodged at VCAT, the ground of refusal related to compliance with the DDO3 is no longer considered relevant to the amended plans however the ground of refusal related to whether the extension is prohibited under the NRZ1 remains relevant.

Options

1. That Council adopts the officer recommendation as presented.
2. That Council modifies the officer recommendation.
3. That Council rejects the officer recommendation and supports the application.

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

Planning and Environment Act 1987

Queenscliffe Planning Scheme

Charter of Human Rights

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



Gender Equality Act 2020

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

The assessment of the planning application does not require a Gender Impact Assessment.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Queenscliffe Planning Scheme

Legal and Risk Implications

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

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

This project will be delivered using existing Council resources.

Innovation and Continuous Improvement

Not applicable.



Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. 18 the esplanade - without prejudice upper floor reduction drawing - 6-5-26
[12.3.1 - 1 page]



13. Running the Borough

13.1.	Review of Council Policy CP017 Risk Management
Author:	Manager Finance & ICT Services HR & Governance Coordinator
Theme: Councillor:	Running the Borough Cr Tolhurst

Purpose

The purpose of this report is for Council to consider the revised Council policy CP017 Risk Management.

Executive Summary

Council Plan Theme 4. Running the Borough

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

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

This policy articulates Council's risk appetite, the level of risk the Borough of Queenscliffe is willing to accept in pursuit of its objectives. Risk appetite refers to the potential exposure or adverse impact from events that Council is prepared to tolerate.

The policy has been reviewed as part of the usual policy review cycle and in alignment with the new Council Plan.

RECOMMENDATION

That Council adopts the revised Council Policy CP017 Risk Management as presented.



REPORT

Background

The risk management process at the Borough of Queenscliffe can be summarised as follows:

Policy

- Sets the strategic direction for risk management
- Defines Council's risk appetite

Framework

- Outlines how risks are managed internally
- Ensures alignment with the policy parameters and ISO 31000:2018 – Risk Management Guidelines
- Audit and Risk Committee (ARC) endorses the framework

Risk Registers

- Strategic Risk Register: Captures risks that impact Council's strategic objectives and is presented at each ARC meeting.
- Operational Risk Registers: Identify risks affecting key service areas and day-to-day operations.

Discussion

This risk management policy was originally adopted in February 2001 and most recently revised in December 2022.

The format and content of the policy were comprehensively revised in December 2022 to align with the Borough of Queenscliffe's Risk Management Framework, which was established in April 2022.

This policy outlines Council's commitment to effective risk management and sets out its key objectives in this area. It also defines how responsibilities for managing risk are distributed among Councillors, officers, and Council committees.

The policy primarily articulates Council's risk appetite, the level of risk the Borough of Queenscliffe is willing to accept in pursuit of its objectives. Risk appetite represents



the potential exposure or adverse impact from events that Council is prepared to tolerate while delivering its strategic goals.

The ARC reviewed the first draft of the updated policy at its September 2025 meeting. Following this, two risk workshops were held with Councillors in January 2026 and March 2026 to discuss Council's risk management framework and this policy in more detail. The ARC again reviewed the revised policy at its April 2026 meeting.

Key changes proposed to the policy are summarised below;

- An additional risk category, Built Environment (including heritage), has been introduced.
- Separated ICT services from the broader "Services" risk category due to the critical role ICT plays in the current operating environment.
- Some other risk categories have been renamed for clarity.
- Risk appetite statements for all risk categories have been reviewed and updated, including benchmarking with selected Councillors.
- Risk appetite descriptions have been updated to improve clarity and reflect the revised risk appetite.

The draft version of the revised policy, including tracked changes, is provided as an attachment to this report.

Options

1. Adopt the revised policy as presented.
2. Request changes to the policy 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.

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 was presented to Council's Audit & Risk Committee at its meeting on 8 September 2025 and again at its meeting on 20 April 2026.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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

Related Documents

Council Plan 2025–2029

Financial Plan 2025–2035

Risk management framework

Disclosure of Interest

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

Considerations



Environmental Sustainability

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

Financial and Resource Implications

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

Innovation and Continuous Improvement

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

Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. CP017 Risk Management DRAFT [**13.1.1** - 4 pages]



14. Questions Without Notice

14.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

14.2. Questions Without Notice

The Chair will call for questions without notice.

15. List of Council Meetings

Planning Review Meeting

Wednesday 10 June 2026 at 6:30pm (if required)

Ordinary Meeting of Council

Wednesday 24 June 2026 at 6:30pm

Wirrng Wirrng / Queenscliffe Hub

16. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.

RECOMMENDATION

Time:

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



16.1. Contract 2026-03: Heating Ventilation and Air Conditioning Tender for the Council Offices at 50 Learmonth St, Queenscliff

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.

17. Ratification of Confidential Items

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

RECOMMENDATION

Time:

That Council reopen the meeting and resume standing orders.

RECOMMENDATION

That the decisions made in camera be ratified by Council.

18. Close of Meeting

The meeting will be declared closed.



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

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

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

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

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

11.4 a majority of Councillors are present; and

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

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly Briefing 22 April 2026 5:00pm – 6:00pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule Cr Grigau, Mayor Cr Tolhurst	Jane Grover, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Meeting Agenda & meeting procedures 2. Public Questions & proposed responses	Nil.
Councillor Assembly Briefing 13 May 2026 10:00am – 3:20pm	Cr Cameron Cr Monahan Cr Rule Cr Grigau, Mayor	Jane Grover, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE	1. Hesse Street Heritage Review 2. Service Review Framework Update 3. Stevens Street Crossing	Cr Grigau declared a general conflict at item 3. Stevens Street Crossing. Cr



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Wirrng Wirrng	Cr Tolhurst	Abbey Tatterson, MCE Anne Maree Roberts, SP Steve Quick, RIE Makenna Bryon, CC Carly Douglas, CSRO Shelley Sutton, CDO	4. Contract 2026-03: Heating Ventilation and Air Conditioning Tender 5. Council's Tourism website update 6. Review of Council Policies: a. CP002 Community Service Awards b. CP029 Use of Council Facilities	Grigau was not present for that part of the meeting.

CEO – Chief Executive Officer	CC – Communications Coordinator	CSRO – Community Stakeholder Relations 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