

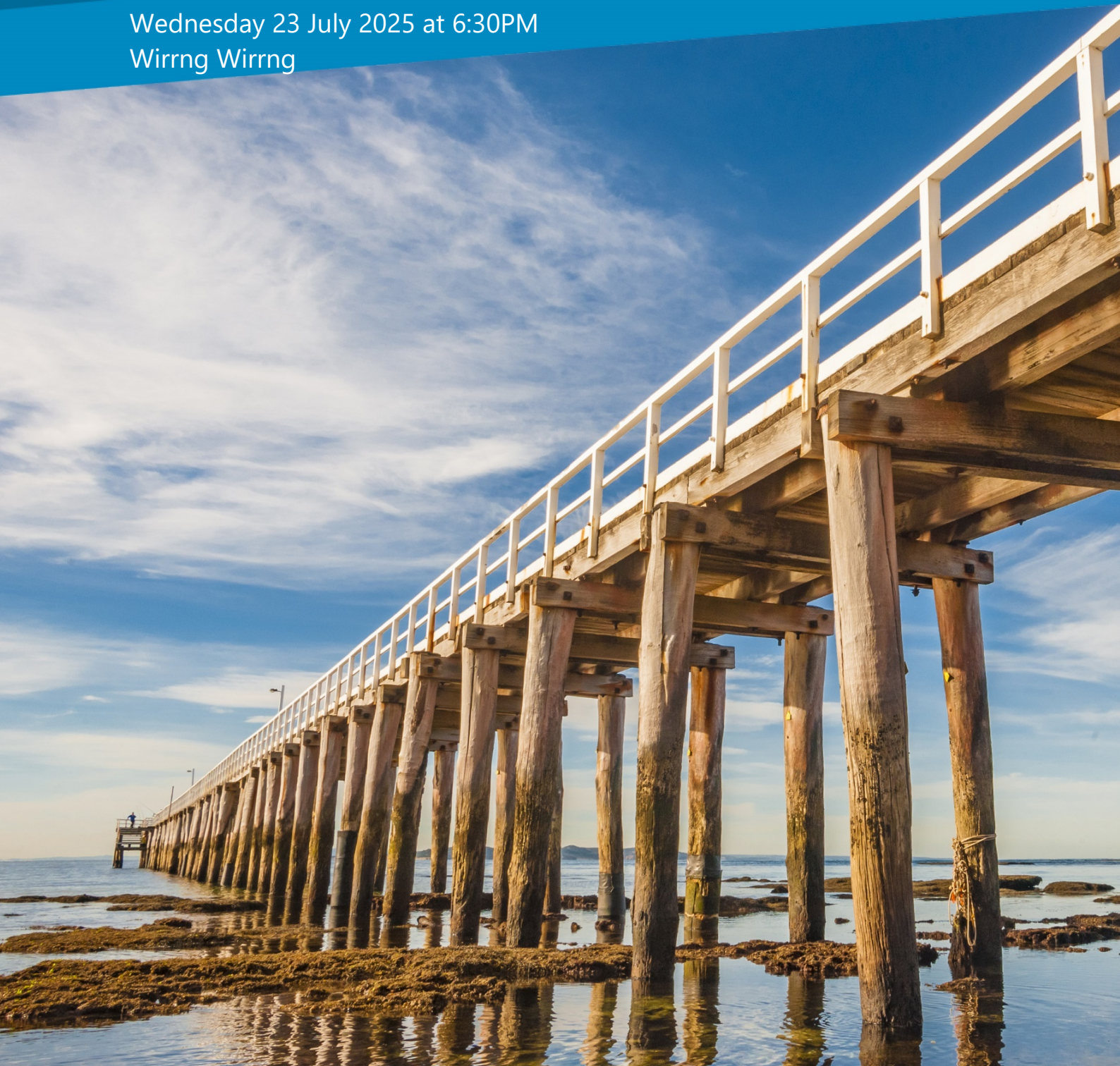
Borough of Queenscliffe

Ordinary Meeting of Council

Minutes

Wednesday 23 July 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 Brendan Monahan declared the meeting open at 6:30 pm.

2. Present & Apologies

Present:

Cr Hélène Cameron

Cr Donnie Grigau

Cr Brendan Monahan, Deputy Mayor

Cr Isabelle Tolhurst

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Community & Regulatory Services

Makenna Bryon, Communications Coordinator

Jackie Fletcher, EA to the CEO, Mayor & Councillors

Jenni Walker, HR & Governance Coordinator

Apologies:

Cr Di Rule, Mayor

Stuart Hansen, Manager Infrastructure & Environment

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

Cr Rule is taking a leave of absence until 12 August 2025.



5. Public Question Time

5.1. Public Question Status Update

No public questions are outstanding.

5.2. Public Questions

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

The Mayor advised that 11 public questions were received by Council within the prescribed timelines.

Public Question 1 from Elizabeth Atkinson on behalf of the Queenscliff Community Organisations Forum (QCOF)

Preamble

I refer to Item 13.1: Fourth Quarter Implementation update for the Annual Plan 2024-2025 in the Agenda of the Ordinary Council Meeting to be held on 23 July 2025 at 6.30pm.

Council identified 27 individual actions in the Annual Plan 2024–2025.

I refer to Items 25, 26 and 27 specifically, which are listed as on hold or cancelled:

- Item 25. Installation of signage that includes recognition of Wadawurrung
- at the entrance to the Borough
- Item 26. Implementation of the Reflect Reconciliation Action Plan (RAP)
- Item 27. Develop an Innovate Reconciliation Action Plan (RAP)

Question

Could Council please provide the status, timeframe, and whether the item will be actioned, for each of the three reconciliation-related items, 25, 26 and 27, from the Agenda Item 13.1: Fourth Quarter Implementation update for the Annual Plan 2024-2025?



Response from the CEO

At the Ordinary Meeting of Council in June, Council adopted the annual budget and annual plan for the 2025–2026 Financial year. These two documents capture the work Council will undertake over the next twelve months.

Council did not allocate funds toward any Reconciliation work which means the implementation of the Reflect Reconciliation Plan and the development of the Innovate Reconciliation Plan were not included in the 2025–2026 Annual Plan. However, the two items will be subject to further consideration as part of the development of the next Council Plan 2025–2029.

The funding for the town entrance signage was absorbed into a restoration project at Shortlands Bluff in the 2025–2026 Annual Budget.

Public Question 2 from Kate Smallwood

Preamble

Council is proposing significant changes to our Community Vision, without tabling a Council officer report and recommendation, or providing any report on the community engagement process and results. The only public documentation is a Councillor Notice of Motion and the proposed new Vision.

This process to approve the revised Vision fails to meet any acceptable standard of transparency, accountability or good governance and is contemptuous of community members who participated in good faith in developing the original vision or the recent review process. It fails to meet the high standards required of a 'deliberative engagement process'.

The process also fails to comply with Council's Community Engagement Policy, which requires that Council 'respond meaningfully to feedback that has been collected' and 'publish information about how it was used to inform or guide decision-making' (section 3.3.3) and 'report on the results of individual consultation activities' (section 5.4).

Question

Council is proposing significant changes to our Community Vision, yet has failed to report on the community engagement process and results or how the engagement feedback informed proposed changes to the



Vision, as required under Council's own Community Engagement Policy.
Why is Council proposing to approve a new Community Vision without a Council officer report and recommendation and without first providing the community with a comprehensive report on the community engagement process and results?

Response from the CEO

At the June Council Assembly briefing, Council officers provided a briefing on the submissions received through the Community Vision engagement process. Council officers shared the results of the survey, and the feedback received through the drop-in sessions and written submissions.

If Council resolves to adopt the revised Community Vision at tonight's meeting, that is, makes a decision, officers will work with Councillors to prepare and publish a report on how the feedback received through the Community Vision engagement process informed the revisions to the Vision and the decision of Council as per the objectives in section 3.3.3 in the Community Engagement Policy.

Public Question 3 from Eva Mutton

To the Borough of Queenscliffe Council. Your website states the following:

By its very nature, the Borough of Queenscliffe Community Vision isn't just a Council document – it's a document for everyone in our community to aspire to.

We think a vision for our whole community should be created by our whole community – that's why we're checking in with our residents and ratepayers to make sure the community vision we currently have still aligns with our goals and aspirations.

The survey is now closed. Results will be published soon.

My Question is:

Why have the results of the Community Vision Survey, which closed on May 2nd, not yet been published as promised, yet a significantly modified Community Vision is being recommended for adoption by Council today?

Response from the CEO

By way of background, Council is required under the Local Government Act 2020 to prepare and adopt Governance Rules. The Governance Rules make provision for the conduct of meetings including the preparation of the agenda and the tabling of



motions. Section 80 of Council's Governance Rules allows a Councillor to give notice of their intention to move a motion on any matter they want discussed at a Council meeting.

Section 82 of the Governance Rules says that the CEO must list the notice of motion at the next Council meeting. The Governance Rules provide no specific requirements about the content to be included in a notice of motion. The notice of motion was submitted in accordance with the Governance Rules.

As stated in response to the previous question, if Council does resolve to adopt the revised Community Vision presented in the notice of motion, officers will work with Councillors to prepare and publish a report on how the feedback received through the Community Vision engagement process informed the revisions to the Vision and the decision of Council.

Public Question 4 from Tim Clairs

Can you please explain how the process for revising the Community Vision meets the Council's legislative requirements, as well as community expectations, for engagement, good governance, and transparent process?

Response from the CEO

Thank you for your comprehensive supporting note to your question. The legislative process includes a number of steps. Section 88 (4) states that Council must develop or review the Community Vision in accordance with its deliberative engagement practices by 31 October in the year following a general election.

Council has met the requirement to review the Community Vision.

The second requirement in this section is the type of engagement Council should undertake. The process of engagement for the Community Vision review was designed to seek input from a diverse range of people, with the intent that the feedback would inform Councillors consideration of the Community Vision.

While I cannot speak on behalf of the Councillors, my understanding is the feedback has informed the revised Community Vision presented as part of the notice of motion before Council this evening.



The engagement itself started with a letter drop to households in the Borough, informing people of the review and inviting them to participate; this was supported by a website landing page, social media promotion and an open invitation to drop-in sessions at the Queenscliffe Hub. All these activities were underpinned by an electronic survey and the opportunity for people to make written submissions.

Council officers also spoke with the Wadawurrung Traditional Owners Aboriginal Corporation and Councillors spoke directly to members of the community.

In all Council received and considered 418 discrete pieces of feedback.

All these activities could be considered elements of deliberative engagement practices. Council sought feedback and used that feedback to inform their review of the Community Vision.

One component of deliberative engagement practice missing at the moment is the 'reporting back', or an explanation about how the feedback was used. This action is described in Council's Community Engagement Policy CP003 as – *'publish information about how it (feedback) was used to inform or guide decision-making'*.

If Council resolves to adopt the revised Community Vision tonight, officers will work with Councillors to prepare and publish a report on how the feedback received through the engagement process was incorporated into the proposed revisions of the Community Vision and the decision of Council. This will address the objectives of section 3.3 of the Community Engagement Policy CP003.

Public Question 5 from Lu Steuart

Preamble:

Councillors are reminded that under Section 88 of the Local Government Act 2020 (the Act), the Community Vision must be developed and maintained using deliberative engagement practices, and that all Council decisions must be informed, transparent, and in line with sound governance principles.

Proceeding to adopt the revised Community Vision without a documented officer report or evidence of deliberative engagement risks a potential breach of the Act and may undermine public trust in Council's decision-making processes.



Under Section 123 of the Act, knowingly breaching statutory obligations may constitute misuse of position, carrying penalties of up to 5 years imprisonment or 600 penalty units.

The CEO also has a statutory obligation under the Section 46 of the Act to ensure advice to Council meets legislative and governance standards.

Question:

In light of these requirements, will Council defer adoption of the Community Vision until a formal officer report is tabled, demonstrating that the process undertaken complies with Section 88 and includes evidence of meaningful, deliberative engagement with a representative cross-section of the community?

Response from the CEO

Given that this question is pre-empting formal consideration of the notice of motion in tonight's agenda, I am not in a position to provide an answer on what Council might decide.

Public Question 6 from Jenny Brown

Background/Context

At the June 2025 council meeting Item 12.1 Integrated Water Management Plan was passed unanimously: Purpose The purpose of this report is to present the final Integrated Water Management Plan to Council and seek endorsement of the Plan.

Executive Summary

Portfolio 2: Environment

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

Priority 2: Respond to the impacts of climate change and reduce carbon emissions through the Climate Emergency Response Plan

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

Priority 4: Protect and manage our wetlands and waterways

Portfolio 4: Heritage, planning and infrastructure

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

Priority 3: Identify and protect the Borough's distinctive coastal characteristics An Integrated Water Management (IWM) Plan is a holistic and collaborative approach to planning for and managing all water cycle elements,



including water sources, wastewater, stormwater, waterways, landscape health, and urban amenity.

The development of an IWM Plan for Queenscliff and Point Lonsdale is an action on Council's Annual Plan 2024/25 and Climate Emergency Response Plan 2021–2031. It was also identified as a priority action under Barwon Water's Strategic Direction Statement 2018. The development of the Plan was funded through the Department of Energy Environment and Climate Action's (DEECA) Water Cycle Adaptation Action Plan Grants program.

The Plan focuses on opportunities primarily within the Borough's scope of control.

Question

Council minutes acknowledge "most will become exacerbated over the longer term by climate change. Managing these water-related issues will be critical to the Borough's long term liveability and resilience." As council intends to remove any reference to action on climate related impacts in their proposed Vision, July 23, 2025. How does council intend to action the Borough's long term liveability and resilience and will Council hand back funding provided by DEECA now that they intend to remove any reference to action on the impacts of a changing climate in the Council Vision?

Response from the CEO

The proposed changes to the language in the Community Vision do not rescind any previous formal decision of Council. Council has resolved to adopt the Integrated Water Management Plan.

Under the Local Government Act 2020, Council decisions are to be made, and actions taken in accordance with the relevant law, this includes a requirement that the CEO implements the decisions of Council. Council will continue to implement the Integrated Water Management Plan as per that resolution.

Public Question 7 from Lea Corbett

Preamble:

Agenda item 8.2 on the updated Community Vision seeks "... Council's formal endorsement of the updated Community Vision in accordance with legislative requirements and in the interest of transparent, community-led governance."



Yet should today's Council meeting go forward and adopt the significant changes to the Community Vision as proposed they would meet neither of these stated objectives.

- Council's legislative requirements regarding the Community Vision require much more than set out in the agenda paper. Any revised or updated Vision must be developed "with the municipal community using deliberative engagement practices" (s88 LGA 2020).
- Putting this forward just 3 business days before the meeting – and without any information on the outcomes of the recent community survey on the Vision – is in no way "... in the interest of transparent, community-led governance"

It is, instead, a major breach of the community's trust and denies the opportunity for community consultation about the Vision. How the updated Vision deals with climate change is a case in point. Council has a CERP which is only partly implemented. The original Vision, sensibly, included "We mitigate and adapt to the risks of climate change..." The proposed new Vision makes no mention at all of climate action.

Question:

Given the Council's request for a report on the costs and benefits of the CERP made at its May 2025 meeting, and the failure of the proposed updated Community Vision to reference climate change and climate action, is the Council planning to withdraw its support and existing resources from the CERP?

If not, the Vision should be amended to include appropriate reference to climate action. If so, on what basis are you making such a decision given the demonstrable high level of support for the CERP in this community?

Response from the CEO

Thank you for your questions, Lea. There is no matter before Council that asks them to consider withdrawing support or resources from the Climate Emergency Response Plan. Council can only make a decision of this nature through a formal resolution and vote.



Public Question 8 from David Connoley on behalf of the QCA

In 2019 the QCA was successful in its Heritage Victoria nomination for Shortland's Bluff for State Heritage recognition providing a comprehension submission with the historic 'Bullring' being a special and distinct element of the heritage listing that included its then remaining Cypress trees.

Shortland's Bluff, including the Bull ring, also forms part of the 3 Headlands Marine and Defence National Heritage submission that remains under consideration with the Federal Government.

The QCA, like the broader community has not been included in any further consultation on the alleged Bull ring restoration and landscaping that is now recorded as being 50% completed.

A concept plan was presented to Councillors in March 2025 and a permit exemption has been applied for to Heritage Victoria.

Given the high level of community involvement and the active role of the QCA in gaining this important recognition and its continued role supporting National Heritage recognition, can the CEO explain why this project and concept plan has not involved any widespread and deliberative engagement with community stakeholders including the QCA?

Response from the CEO

To this point I have consulted with the RSL, the Australian Commandos, the Wadawurrung Tradition Owners Aboriginal Corporation and Heritage Victoria in the development of the concept design.

I have a meeting scheduled with a local subject matter expert, who has researched and written a history of the Bull Ring which I have referred to in the preparation of the concept plan.

The concept plan has responded to all those inputs and the input of the previous Council and the current Council. The proposed discussion with the local subject matter expert is intended to be a check of the current concept and a request for input into the interpretative elements of the design.



The next step moving from concept stage to the planning stage, following advice from Heritage Victoria, will include further consultation. If the QCA would like to invite me to present the concept before the project moves to the planning stage, I would be happy to attend the next meeting of the QCA.

Public Question 9 from David Connoley

Tonight's Audit and Risk report notes that

The Chief Executive Officer provided a verbal update in relation to the following areas at the meeting:

- Murray Road
- Formal Complaint against CEO

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?

Response from the CEO

Murray Road is an open legal matter, so I will not provide a response here but will be happy to provide a response at the conclusion of the court proceeding.

I will take the second question on notice.

Public Question 10 from Colin Kent

Preamble

Best practice vision statements serve as an organisation's guiding star, articulating long-term goals and aspirations for the future. The statement should paint the picture of where we want to be in the future. Its primary purpose is to inspire, motivate and guide strategic direction. The goal is a vision that is uniquely our own, and resonates deeply with those it seeks to inspire. A common mistake is that the vision is generic and indistinguishable from any other organisation and does not get stakeholder buy-in.

Question

Why has the new draft vision statement been drafted like a mission statement which typically discusses governance, functions and services; rather than as an aspirational



vision statement for the future which should guide strategic and operational planning?

Response from the CEO

I will take this question on notice and follow up with the Councillors following their consideration of the notice of motion this evening. This forms part of Council's work to prepare and publish a report on how the feedback received through the engagement process was incorporated into the proposed revisions of the Community Vision.

Public Question 11 from Gail Wilmot

Preamble:

Under Section 46(2)(b) of the Local Government Act 2020, the CEO is responsible for ensuring that advice provided to the Council is consistent with the requirements of the Act and the principles of sound governance.

It appears that no officer report has been provided to accompany the proposed adoption of the revised Community Vision, and no documented evidence of a deliberative engagement process, as required by Section 88 of the Act, is available in the public agenda.

Question:

Being aware that failure to provide evidence of documented deliberative engagement may expose both yourself and councillors to serious governance risks and potential investigation by the Local Government Inspectorate, as per CEO obligations under the Act, have you formally advised councillors that proceeding to adopt the updated Community Vision in the absence of these documents may place Council in breach of the Act? If not, why not.

Response from the CEO

Section 46(2)(b) says: A CEO is responsible for ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act. I prepared a paper and briefed Council about the process to review the Community Vision prescribed by the Local Government Act 2020 on 4 December 2024.

The Local Government Act 2020 says Council must include deliberative engagement practices in its Community Engagement Policy [s.55(g)]. The Community Engagement



Policy CP003 includes those deliberative engagement practices. A Community Vision Engagement Plan was developed to align with the principles set out in the Community Engagement Policy CP003.

Council was presented a Community Vision Engagement Plan at an Assembly briefing in January 2025.

6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 25 June 2025

A copy of the minutes from the Ordinary Council Meeting on 25 June 2025 was distributed to Councillors under separate cover.

RESOLUTION

Cr Isabelle Tolhurst / Cr Hélène Cameron

That the minutes of the Ordinary Council Meeting on 25 June 2025, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

6.2. Ordinary Council Meeting on 25 June 2025 Confidential Minutes

A copy of the previous confidential minutes from the Ordinary Council Meeting on 25 June 2025 Confidential Minutes was distributed to Councillors under separate cover.

RESOLUTION

Cr Hélène Cameron / Cr Isabelle Tolhurst

That the confidential minutes of the Ordinary Meeting of Council on 25 June 2025, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY



6.3. Audit & Risk Committee Meeting on 10 June 2025

A copy of the agenda and the unconfirmed minutes from the Audit & Risk Committee Meeting on 10 June 2025 was distributed to Councillors under separate cover.

A copy of the agenda and unconfirmed minutes is provided at attachment 6.3.1 and 6.3.2.

RESOLUTION

Cr Isabelle Tolhurst / Cr Donnie Grigau

That the agenda and unconfirmed minutes of the Audit & Risk Committee Meeting on 10 June 2025, as distributed, be noted.

CARRIED UNANIMOUSLY

7. Record of Informal Meetings of Councillors

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

- 25 June 2025 – Councillor Assembly briefing
- 9 July 2025 – Councillor Assembly briefing

RESOLUTION

Cr Isabelle Tolhurst / 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

An update on the following Notices of Motion is provided in adjunct to item 8.1 to this agenda.

- Notice of motion number 2025/597: Request for a comprehensive report on the Climate Emergency Response Plan
- Notice of Motion number 2025/598: Strategic Planning Response to Victorian Government Housing Targets
- Notice of Motion number 2025/599: Opposition to the Emergency Services and Volunteers Fund

RESOLUTION

Cr Hélène Cameron / Cr Donnie Grigau

That the Notice of Motion status update be noted.

CARRIED UNANIMOUSLY

8.2. Notice of Motion 2025/600: Update to the Community Vision 2025

In accordance with the Borough of Queenscliffe Governance Rules, notice was received by the Chief Executive Officer of the following motion from Cr Grigau on 15 July 2025.

BACKGROUND

To comply with Section 88 of the *Local Government Act 2020* (Act), this Notice of Motion proposes that the Borough of Queenscliffe Council adopt an updated Community Vision.

Under the Act, it is a legislative requirement that Council reviews its Community Vision following each general election. In compliance with this obligation, and following the Council election held in October 2024, Councillors commenced a



comprehensive review of the existing Vision to ensure it remains relevant, community-focused, and aligned with the Borough's strategic objectives.

Since October 2024, Councillors have engaged in a structured and considered process to review the Vision, incorporating community feedback and addressing key themes such as environmental stewardship, responsible development, heritage conservation, and the delivery of essential services.

The updated Community Vision reflects the Borough's unique coastal and historic character and reinforces the community's aspirations for accountable governance, sustainable planning, and social inclusion. It provides a contemporary and strategic framework to guide long-term Council decision-making and policy development.

Accordingly, this Notice of Motion seeks Council's formal endorsement of the updated Community Vision in accordance with legislative requirements and in the interest of transparent, community-led governance.

A copy of the updated Community Vision is provided at **(Attachment 8.2.1)**

I, Councillor Grigau, intend to move the following motion:

RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

That Council adopts the updated Community Vision as presented.

CARRIED

Cr Tolhurst called for a division:

For: Cr Monahan, Cr Cameron, Cr Grigau

Against: Cr Tolhurst



8.3. Notice of Motion 2025/601: G21 Regional Alliance status update

In accordance with the Borough of Queenscliffe Governance Rules, notice was received by the Chief Executive Officer of the following motion from Cr Tolhurst on 15 July 2025.

BACKGROUND

This Notice of Motion seeks to provide a public status update and timeline on the Borough of Queenscliffe's relationship with the G21 Regional Alliance, following considerable changes to the organisation's structure, membership, and operation model in the past months.

G21 Regional Alliance was formally founded as a company in 2005, with the Borough as one of its founding members. In more than 20 years of operation, G21 grew to be an alliance of government, business, and community organisations working together to improve the lives of people within the Geelong region across five municipalities – Colac Otway, Golden Plains, Greater Geelong, Queenscliffe and Surf Coast.

As such, I, Councillor Tolhurst, intend to move the following motion:

RESOLUTION

Cr Isabelle Tolhurst / Cr Hélène Cameron

That Council:

1. Notes that the Mayor gave notice of Council's intent to withdraw its membership in accordance with s.1.42 of the MoU in January 2025.
2. Notes that in providing the notice above, the Mayor advised the G21 Regional Alliance that the Borough of Queenscliffe representatives would resign from the Board of Directors, effective immediately.
3. Notes the G21 Memorandum of Understanding (MOU) commits Council to membership until February 2026 (s.1.42).
4. Notes the Borough of Queenscliffe Budget 2025-2026 includes an allocation of approximately \$5,200 to fulfil our membership commitments to February 2026 consistent with the MOU.
5. Notes that in June 2025, the G21 Board resolved to change the structure of G21, including no longer offering membership to organisations and



businesses in the region, removing the pillar structure, and employing dedicated staff.

6. Notes that in making this decision the Board also resolved to form a sub-committee of directors to determine its ongoing purpose and future, and that an invitation was extended to Borough of Queenscliffe to join this subcommittee as founding member.
7. Notes that this subcommittee met for the first time on Friday 4 July 2025 with representation from the Borough of Queenscliffe.
8. Notes that the subcommittee is scheduled to meet regularly to continue working on a future model for the alliance.
9. Requests that future updates on the Borough of Queenscliffe's membership status and the G21 Regional Alliance structure, be presented to Councillors and the public through reports at Ordinary Meetings of Council.

LOST

Cr Tolhurst called for a division:

For: Cr Cameron, Cr Tolhurst

Against: Cr Monahan, Cr Grigau (The Deputy Mayor used the casting vote)



9. Functions Attended

Council was represented at the following meetings and functions between 17 June and 11 July 2025.

Date	Meeting or Function
17 June 2025	Climate Emergency Australia Executive meeting (Cr Tolhurst)
18 June 2025	Councillor Listening Post in Point Lonsdale (Cr Tolhurst & Cr Rule)
18 June 2025	Lived Experience Disability Group Meeting (Cr Grigau)
18 June 2025	'Walk on Country' with Wadawurrung Traditional Owners Aboriginal Corporation (All Councillors)
19 June 2025	Queenscliffe Neighbourhood House site visit (Cr Rule & Cr Grigau)
21 June 2025	Queenscliff Rural Australians for Refugees Big Walk (Cr Tolhurst)
23 June 2025	Point Lonsdale Lighthouse Reserve PCG meeting via videoconference (CEO & Cr Rule & Cr Cameron)
24 June 2025	Victoria Park Site Tour (All Councillors & submitters)
26 June 2025	GRLC Board Meeting (CEO & Cr Tolhurst)
26 June 2025	Meeting with Life Saving Victoria via videoconference (CEO)
27 June 2025	G21 Farewell Function (Cr Tolhurst)
1 July 2025	Recycling Victoria Local Government Forum via videoconference (CEO)
1 July 2025	Barwon Health Primary Care and Population Health Committee (Cr Tolhurst)
2 July 2025	Meeting with Wadawurrung Traditional Owners Aboriginal Corporation via videoconference (CEO)
4 July 2025	G21 Sub-Committee Meeting via videoconference (Cr Grigau)
4 July 2025	Meeting with dog walkers/owners at Royal Park (Cr Tolhurst)
5 July 2025	Municipal Association of Victoria Regional Meeting – Great South Coast Barwon via videoconference (CEO)



RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

That the Functions Attended report be received.

CARRIED UNANIMOUSLY



10. 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.

10.1. Petition for Royal Park off-leash dog park trial

On 16 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.

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

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.*
- *drawcard 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.

RESOLUTION

Cr Isabelle Tolhurst / Cr Donnie Grigau

That Council receives the Petition for the Royal Park off-leash dog park trial and lays it on the table until the next Ordinary Meeting of Council.

CARRIED UNANIMOUSLY



11. Chief Executive Officer

11.1. Chief Executive Officer Report for July 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

Rip View Stair Refurbishment

The refurbishment of the Rip View stairs is scheduled to commence in late July 2025. Subject to favourable weather conditions, the works are expected to be completed prior to the commencement of the peak summer period. The repair works will involve the full disassembly of the existing stair structure and removal for off-site refurbishment. The steel frame will be re-galvanised to improve durability and corrosion resistance, while timber components will be assessed and either refurbished or replaced as required. Upon completion of these works, all components will be reassembled and reinstalled at the original site.

To enable the safe removal and reinstatement of the stair structure, the adjacent car park will be temporarily closed for one day at both the commencement and conclusion of the works. Council will provide advance notice to the community regarding these closures to minimise disruption. Council acknowledges the temporary inconvenience caused by these necessary works and extends its appreciation to residents and visitors for their patience and understanding during the refurbishment period.

Dog Beach Stair Replacement Project

Council is pleased to confirm the successful acquisition of grant funding to support improved and safer access to local beaches. Council was awarded \$51,000 to undertake the replacement of the stairway at the Narrows 'Dog' Beach access point, which sustained significant damage during the storm event of September 2024.

The project will commence following the receipt of Marine and Coastal Act consent from the Department of Energy, Environment and Climate Action. Subject to



regulatory approvals and favourable conditions, works are anticipated to be completed in time for the upcoming summer season, ensuring safe and reliable access for residents and visitors.

Strategic Document and Project Updates

As communicated during the June Council meeting, Council has requested updates on a number of existing strategic documents, ongoing initiatives, and current projects. These updates are provided in **(Attachment 11.1)** of this report.

Council nominated the following documents and initiatives:

- Active Transport Strategy
- Traffic Management Strategy
- Coastal Biodiversity Forum
- Maintenance Service Contract
- Cliff Stability Study
- Consultant Costs
- Land Use Planning program

A report on the ICT Transformation project will come to the Ordinary Meeting of Council in August.

Attachments

1. Councillor Request for Information 2025 [**11.1.1** - 12 pages]

RESOLUTION

Cr Hélène Cameron / Cr Isabelle Tolhurst

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

CARRIED UNANIMOUSLY



12. Heritage, Planning & Infrastructure

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

Purpose

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

Executive Summary

The following table provides a summary of the planning permit activity from the last report published at the close of business on Friday 11 July 2025.

CATEGORY	TALLY
Current applications	12
Applications finalised since last report	7
New applications received since last report	6
Total number of active permit applications	17
VCAT matters yet to be determined	0
Development Plan & Planning Scheme Amendment Summary Report	2

Note

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

RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

That the Planning Permit Activity Report be received.

CARRIED UNANIMOUSLY



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023062	12/09/2023	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a six (6) lot subdivision, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2	9	Application on hold: applicant to provide CHMP
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	13	Amended proposal under consideration
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	Further information requested 14 April 2025
PA2025022	06/05/2025	17 Murray Road Queenscliff	Construction of a two storey dwelling and outbuilding	4	Under consideration
PA2025023	08/05/2025	2 Wordel Court Queenscliff	Construction of a two storey dwelling	0	Under consideration
PA2025024	09/05/2025	15 Hesse Street Queenscliff	Part demolition of an existing outbuilding, alterations and	0	Application fee requested



App. No	Date Received	Address	Proposal	No. of objections	Status
			extensions to an existing building in a Heritage Overlay		
PA2025026	13/05/2025	1 Wordel Court Queenscliff	Construction of a two storey dwelling	0	Under consideration
VS2500017	30/05/2025	49 Mercer Street Queenscliff	Construction of a front fence	N/A	Application fee requested
PA2025029	06/06/2025	8 Golightly Street Point Lonsdale	Alterations and extensions to an existing dwelling	1	Under consideration
PA2025030	10/06/2025	15 Werry Road Point Lonsdale	Alterations and extensions to an existing dwelling and variation to site coverage	1	Under consideration

b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
PA2022-044	05/12/2023	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	Permit issued at the direction of VCAT
PA2025019	11/04/2025	66 King Street Queenscliff	Construction of a two storey dwelling and outbuilding	Notice of decision to grant a permit issued
PA2025027	20/05/2025	16 Waterview Close Queenscliff	Alterations and extensions to an existing dwelling	Permit issued
PA2025028	04/06/2025	86 Hesse Street Queenscliff	Alterations to a building, replacement of roofing, lighting changes, external painting of building, replacement of front fence, and display business identification signage	Permit issued
VS2500013	05/05/2025	199 Point Lonsdale Road Point Lonsdale	Construction of a carport	Permit issued
VS2500018	10/06/2025	28 Golightly Street Point Lonsdale	Development of an outbuilding (shipping container)	Permit issued
VS2500021	30/06/2025	45 Williams Road Point Lonsdale	Construction of an outbuilding (sauna)	Permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
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	0	Under consideration
VS2500020	20/06/2025	1 Egerton Street Point Lonsdale	Construction of a verandah	N/A	Under consideration
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	0	Public notification
VS2500021	30/06/2025	45 Williams Road Point Lonsdale	Construction of an outbuilding (sauna)	N/A	Permit issued
PA2025033	03/07/2025	3 Wordel Court Queenscliff	Construction of a dwelling	0	Initial review
PA2025034	11/07/2025	9 Crows Nest Place Queenscliff	Alterations and extensions to an existing dwelling and variation to site coverage	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
DP2	Queenscliff Ferry Terminal (1 Wharf Street East, Queenscliff): Proposed amendment to incorporate an all abilities public access pathway to the beach	Not supported by DEECA – application to be withdrawn

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. Governance & Finance

13.1.	Fourth Quarter Implementation update for the Annual Plan 2024-2025
Author:	Chief Executive Officer
Portfolio: Councillor:	Governance & Finance Cr Tolhurst

Purpose

The purpose of this report is to provide Council with an update on the work undertaken to further the strategic objectives and strategies outlined in the Annual Plan 2024–2025 for the period 1 April to 30 June 2025.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 3: Accountable and transparent governance

At its Ordinary Meeting held on 26 June 2024, Council adopted the Annual Plan 2024–2025. The Annual Plan sets out the programs and projects Council plans to deliver over the financial year for the set period. The Annual Plan sits with the 2024–2025 budget as part of the resource allocation and management section of the Integrated Strategic Planning Framework.

This report outlines the projects in the Annual Plan project milestones that Council worked on during the fourth quarter of the 2024–2025 financial year. The Annual Report, to be considered in October 2025, will provide a comprehensive overview of the progress of the entire 2024–2025 Annual Plan.

RESOLUTION

Cr Hélène Cameron / Cr Isabelle Tolhurst



That Council notes the quarterly report update against the Annual Plan 2024–2025 for the period 1 April to 30 June 2025.

CARRIED UNANIMOUSLY



REPORT

Background

The actions in the Annual Plan are work Council undertakes in addition to the many 'business as usual' activities conducted to ensure services are delivered and Council meets its statutory responsibilities.

The Annual Plan complements the Annual Budget, which are developed in parallel to provide consistency between Council's work program and the resourcing allocations determined in the budget.

The Annual Budget and Annual Plan are components of the Integrated Strategic Planning Framework prescribed by the *Local Government Act 2020*.

This Annual Plan covers the period that corresponds with the financial year commencing on 1 April to 30 June 2025.

Discussion

Council identified 27 individual actions in the Annual Plan 2024–2025.

At 30 June 2025, the following projects identified in the plan have been completed:

1. Access & Inclusion Plan 2025–2029
2. Active Transport Strategy Implementation program
3. Murray Road Traffic Management
4. Vegetation Management Policy
5. Integrated Water Management Plan
6. Golightly Development Plan
7. Planning Scheme Amendment C40quen
8. Queenscliffe Recreation Reserve Lighting upgrade
9. Public Toilet Strategy 2015–2025 Review
10. Human Resources Management System Installed
11. Post Election Councillor Induction Program
12. Review of Council's Community Vision
13. Review of the Domestic Animal Management Plan



The following projects are in progress:

- 14. Public Toilet Facility at Point Lonsdale Lighthouse Reserve
- 15. Install new & upgrade existing timber fence at Dog Beach
- 16. Bull Ring restoration & landscaping
- 17. Development of 2025–29 Council Plan and Municipal Health & Wellbeing Plan

The following projects are on-going or have been carried forward to the next Annual Plan:

- 18. Bike Park
- 19. Coastal & Marine Management Plan
- 20. Point Lonsdale Maritime & Defence Precinct Restoration
- 21. Princess Park toilet facilities renewal (design phase)
- 22. Royal Park oval fence replacement
- 23. Royal Park amenities block replacement and change room design

The following project are on hold or have been cancelled:

- 24. New heating & cooling system for the Queenscliff Town Hall
- 25. Installation of signage that includes recognition of Wadawurrung at the entrance of the Borough
- 26. Implementation of the Reflect Reconciliation Action Plan (RAP)
- 27. Develop an Innovate Reflect Reconciliation Action Plan (RAP)

The table below provides an update against the milestone actions for the fourth quarter of the 2024–2025 financial year indicated by 'Q4 Milestone'.



Portfolio 1 – Health and Wellbeing

Action	Responsibility	Role	Q4 Milestone	Milestone Status
Active Transport Strategy Implementation	Infrastructure & Environment	Provide	Flinders Street footpath construction complete	Complete
Progress This project is complete.				
Comments <ul style="list-style-type: none">The Flinders Street footpath construction was completed in April 2025				

Portfolio 2 – Environment

Action	Responsibility	Role	Q4 Milestone	Milestone Status
Integrated Water Management Plan	Infrastructure & Environment	Provide	Integrated Water Management Plan presented to Councillors	Complete
Progress This project is complete.				
Comments <ul style="list-style-type: none">The IWM Plan was endorsed at the June 2025 Ordinary Council Meeting				



Portfolio 4 – Heritage, Planning and Infrastructure

Action	Responsibility	Role	Q4 Milestone	Milestone Status
New heading & cooling system for the Queenscliff Town Hall	Infrastructure & Environment	Provide	Upgrade	On hold
Progress This project was put on hold.				
Comments <ul style="list-style-type: none">At the Ordinary Meeting of Council on 11 December 2024, Council considered the Queenscliff Town Hall Office Heating Ventilation Air Conditioning Contract 2024/11 and resolve not to award the contract				

Action	Responsibility	Role	Q4 Milestone	Milestone Status
Installation of signage that includes recognition of Wadawurrung at the entrance of the Borough	CEO Office	Partner	Install the sign	On hold
Progress This project was put on hold.				
Comments <ul style="list-style-type: none">This project was put on hold to allow for community consultation to be undertaken				



Action	Responsibility	Role	Q4 Milestone	Milestone Status
Point Lonsdale Maritime & Defence Precinct Restoration	Infrastructure & Environment	Provide	Restoration works commence	In progress
Progress This project is approximately 50% complete.				
Comments <ul style="list-style-type: none">• Cultural Heritage Management Plan assessment has been completed• Structural design for defence structure has been completed and endorsed by Project Control Group• Tender documentation for defence structure restoration is under preparation• Heritage Victoria permit application under preparation				

Action	Responsibility	Role	Q4 Milestone	Milestone Status
Bull Ring Restoration and Landscaping	CEO Office	Provide	Works complete	In progress
Progress This project is approximately 50% complete.				
Comments <ul style="list-style-type: none">• A concept landscape design was presented to Councillors at the Assembly Briefing held on 12 March 2025• A Permit Exemption application has been submitted to Heritage Victoria				



Action	Responsibility	Role	Q4 Milestone	Milestone Status
Public Toilet Strategy 2015–2025 Review	Infrastructure & Environment	Provide	Update Public Toilet Strategy	Complete
Progress This project is complete.				
Comments <ul style="list-style-type: none">Officers presented a revised public Toilet Strategy at the Assembly Briefing on 11 June 2025 and received feedback from CouncillorsWork on the Public Toilet Strategy 2025–2029 has now commenced				

Action	Responsibility	Role	Q4 Milestone	Milestone Status
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure & Environment	Provide	Finalise design in preparation for construction subject to CHMP outcome	In progress
Progress This project is approximately 25% complete.				



Comments

- A design and construct contract has been awarded for the supply and installation of a prefabricated all abilities accessible facility to be located on the footprint of the existing building.
- Approvals including the Cultural Heritage Management Plan, Marine and Coastal Act Consent and Heritage Victoria permit are progressing
- Archaeological and site-testing investigations have been undertaken in April 2025
- A Cultural Heritage Management Plan is anticipated to be complete in September 2025.
- Application for Heritage Victoria permits have been made. Heritage Victoria has indicated that demolition of the existing structure would be supported. Permission to construct the new facility and access path is under consideration.

Action	Responsibility	Role	Q4 Milestone	Milestone Status
Royal Park Northern Amenities block replacement and change room design	Infrastructure & Environment	Provide	Draft development plan	In progress
Progress This project is approximately 15% complete.				
Comments <ul style="list-style-type: none">• Project Planning has commenced• An Architectural design consultant has been engaged to assist with design development.• A project control group including key stakeholders and community representatives will now be formed in Q1 of 2025-26 to inform the facility design.• An initial Quantity Survey will be presented to the Councillors in October 2025.				



Portfolio 5 – Governance and Finance

Action	Responsibility	Role	Q4 Milestone	Milestone Status
Develop an Innovate Reconciliation Action Plan (RAP) for the Borough as accredited by Reconciliation Australia	All teams	Partner	Consult the community on the draft Innovate RAP	Yet to commence
Progress This project was put on hold.				

Action	Responsibility	Role	Q4 Milestone	Milestone Status
Commence development of 2025–2029 Council Plan & Municipal Health & Wellbeing Plan	All Teams	Provide	Draft 5 year plan workshop with Councillors	In progress
Progress This project is approximately 60% complete.				
Comments <ul style="list-style-type: none">Officers and Councillors have been progressing the 2025–2029 Council Plan & Municipal Health & Wellbeing PlanThe draft documents will be placed on public exhibition for a period of community consultation following the Ordinary Meeting of Council in August 2025The final documents will be presented for adoption at a Special Meeting of Council scheduled for 29 October 2025				



Action	Responsibility	Role	Q4 Milestone	Milestone Status
Review Domestic Animal Management Plan	Community & Regulatory Services	Provide	Implement the Domestic Animal Management Plan	Complete
Progress This project is complete.				
Comments <ul style="list-style-type: none">Following a community consultation process earlier this year, Council adopted the Domestic Animal Management Plan 2026–2029 at the Ordinary Meeting of Council on 25 June 2025The Plan is now available on the Council website				



Options

1. That Council notes the quarterly report update.
2. That Council requests further information or amendments to the quarterly report.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community regarding the progress of the implementation of the Annual Plan.

Collaboration

There is no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No; this is an update on Council programs and services but is not a program or service in its own right and therefore a Gender Impact Assessment is not required.

Audit & Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.



Legal and Risk Implications

Not applicable.

Related Documents

Community Vision 2021–2023

Annual Plan 2023–2024

Climate Emergency Response Plan 2021–2031

Council Plan 2021–2025

Financial Plan 2024/25–2033/34

Disclosure of Interest

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

Considerations

Environmental Sustainability

The Annual Plan provides information in relation to Council's commitment to environmental sustainability and resourcing.

Financial and resource implications

There are no financial or resource implications associated with this report. The table provides information regarding the financial and resource implications associated with each action.

Innovation and Continuous Improvement

The table includes a percentage figure representing the overall project status which has been well received by Councillors and the community.

Implementation

Operational Impacts

This actions in the Annual Plan will be delivered with existing operational resources.

Implementation Process

This actions in the Annual Plan will be delivered by existing staff and resources.

Attachments

Nil



13.2.	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 two (2) revised Council policies for consideration, as follows:

- CP006 Customer Service Charter
- CP010 Information Privacy

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*

Policy 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.

RECOMMENDATION

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

RESOLUTION

Cr Isabelle Tolhurst / Cr Donnie Grigau



That Council defers consideration of the revised policy CP006 Customer Service Charter.

CARRIED

Policy CP010 Information Privacy

This policy was first adopted in October 2011 and last reviewed in August 2022. The purpose of this policy is to outline Council's approach to the management of its information collection, data bases and other records containing personal details so as to protect the privacy of individual details contained in such records. Council has developed this policy to comply with the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001* and the *Freedom of Information Act 1982*. Note this policy is in addition to other strategies and mitigation practices Council has in place to protect its data from cyber attack.

RESOLUTION

Cr Hélène Cameron / Cr Isabelle Tolhurst

That Council adopts the revised policy CP010 Information Privacy 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:

- Various inclusions of the word 'municipal' to make it 'municipal community' to better reflect the language of the *Local Government Act 2020*
- Change to definition of 'customers' to better reflect the breadth of people who engage with Council
- Our Vision – deletion of this section as the Community Vision is currently under review
- 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)
- Change that written correspondence will be acknowledged within 3 days rather than 10 days
- 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.

CP010 Information Privacy

This policy was first adopted in October 2011 and last reviewed in August 2022. The purpose of this policy is to outline Council's approach to the management of its information collection, data bases and other records containing personal details so as to protect the privacy of individual details contained in such records. Council has developed this policy to comply with the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001* and the *Freedom of Information Act 1982*. Note this policy is in addition to other strategies and mitigation practices Council has in place to protect its data from cyber attack.

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

- Section 1 – remove reference to the now superseded Central Document Control Register
- Section 2 – include express reference to protection of Council data from cyber threat
- Section 5 – remove reference to the possibility that fees may be charged for accessing personal information
- Section 6 – give greater flexibility to staff training requirements in acknowledgement that roles differ in their access to and use of private information
- References – include express reference to Council's internal Cyber Incident Response Plan

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

Council Plan 2021–2025

CP006 Customer Service Charter

CP010 Information Privacy

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

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 [**13.2.1** - 4 pages]
2. DRAFT CP010 Information Privacy [**13.2.2** - 4 pages]



14. Questions Without Notice

14.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

14.2. Questions Without Notice

Cr Grigau asked the CEO for an update on the electric vehicle (EV) Charging Station Policy and Relocation Costs.

At the Ordinary Council Meeting held on 28 February 2024, Council resolved under Item 9.1, Resolution 2, to request *"the CEO to prepare a report investigating the benefits of creating a new standalone policy dealing with the installation of EV charging stations/points and other climate-related infrastructure, for review by Council."*

Could the CEO please confirm:

1. Whether this report has been completed, and if not:

- Why it has not yet been finalised;
- When Councillors can expect the report to be brought forward for consideration, given the increasing uptake of EVs and the community interest in appropriate infrastructure planning?

Further, I note the officer's report stated that the cost of relocating the existing EV chargers on Learmonth Street would be approximately \$220,000, including a suggested requirement to repay \$70,000 to the State Government.

Given the community's ongoing concerns about the placement of the chargers within a sensitive heritage streetscape, and noting potential shifts in Councillor and community priorities since the original resolution:

2. Will the CEO commit to:

- Writing to the relevant State Government department to clarify whether relocation of the EV chargers would, in fact, trigger a requirement to repay the \$70,000 grant; and



- Providing Councillors with an opportunity to review this correspondence prior to it being sent?

3. Subject to confirmation that the grant repayment is not required, will the CEO support initiating community consultation on alternative locations (such as the car park at 27 Learmonth Street or the Queenscliff Harbour), followed by independent engineering advice to prepare a scope and costing for potential relocation—ensuring that any such scope excludes inflated or unnecessary works?

The CEO stated that he had previously advised Council that there are Planning Controls and Urban Design guidelines in place relating to the location and installation of EV chargers and therefore an internal policy is not required.

Cr Grigau asked the CEO how many Council resolutions are outstanding? The CEO advised that he distributed a list of the outstanding resolutions earlier this term and would be happy to send an updated version to Councillors.

Cr Tolhurst noted that a public question received for this evening's meeting referenced the 3 Headlands Marine and Defense National Heritage submission. She asked the CEO if Council had any involvement in the submission.

The CEO advised that the submission was a community initiative and Council does not have any involvement.

15. List of Council Meetings

Planning Review Meeting

Wednesday 13 August 2025 at 6:30pm (if required)

Ordinary Meeting of Council

Wednesday 27 August 2025 at 6:30pm

Wirrng Wirrng / Queenscliff Hub

16. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.

RESOLUTION

Time: 7:59 pm

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

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. Major Grant Sponsorship Funding 2025-2026

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 confidential funding allocation information.

CARRIED UNANIMOUSLY

17. Ratification of Confidential Items

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

RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

Time: 8:05pm

That Council reopen the meeting and resume standing orders.

CARRIED UNANIMOUSLY



RESOLUTION

Cr Isabelle Tolhurst / Cr Hélène Cameron

That the decisions made in camera be ratified by Council.

CARRIED UNANIMOUSLY

18. Close of Meeting

Cr Brendan Monahan declared the meeting closed at 8:06 pm.



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

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

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

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

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

11.4 a majority of Councillors are present; and

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

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly Briefing 25 June 2025 5:30pm – 6:15pm Town Hall	Cr Cameron Cr Monahan Cr Rule, Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Council Agenda 2. Councillor Questions 3. Public Questions and proposed responses	Nil.



Councillor Assembly Briefing 9 June 2025 10:08am – 3:47pm Wirrng Wirrng	Cr Cameron Cr Monahan, Deputy Mayor Cr Grigau Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Anne Maree Roberts, SP Carly Douglas, CSRO Megan Archibald, WRRO Sarah Hawkins, CO	1. 61-75 Murray Road, Queenscliff 2. Proposed Financial Committee 3. Councillors related party disclosures 4. Review of Council Policies <ul style="list-style-type: none"> a. CP006 Customer Service Charter b. CP010 Information Privacy 5. Community Vision and Council Plan next steps 6. Hard waste service and options for risk mitigation 7. Graffiti policy implementation and quarterly reporting options 10. Hesse Street Activation works 11. Major Grant sponsorship funding 2025–2026 12. Planning Application PA2025-022 at 17 Murray Road, Queenscliff 14. Strategic response to the Victorian Housing Targets	Nil.
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CEO – Chief Executive Officer	CC – Communications Coordinator	CO – Communications Officer
CSRO – Community Stakeholder Relations Officer	EA – Executive Assistant to the CEO, Mayor & Councillors	MCE – Manager Customer Experience
MIE – Manager Infrastructure & Environment	MPCS – Manager Community & Regulatory Services	MFS – Manager Finance & ICT Services
STP – Strategic Planner	WRRO – Waste & Recourse Recovery Officer	RIE – Roads Infrastructure Engineer

19.2. ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

Date	Notice of Motion	Action	Status
28/5/25	<p>Notice of motion number 2025/597: Request for a comprehensive report on the Climate Emergency Response Plan</p> <p>That Council:</p> <ul style="list-style-type: none"> • Requests a comprehensive report be prepared and presented to the August 2025 Ordinary Council Meeting to inform the review of the Climate Emergency Response Plan (CERP); and • Requests that the report include, but not be limited to, the following matters: <ul style="list-style-type: none"> 1. Financial <ul style="list-style-type: none"> • A breakdown of all costs associated with the CERP over the past five budget cycles (ie from 20/21 – 2024/25). • A detailed outline of allocations included in the 2025/26 draft Council Budget. • Specific budget allocations, including associated staff and consultant costs, programs, projects and initiatives. • A detailed outline of costs incurred in assisting Queenscliffe Climate Action Now (QCAN) including meetings, staff hours, administrative support, project assistance, etc. • A summary of community grants – applied for and received – and their outcomes. 	<p>Officers had a meeting to discuss the next steps on 10 July 2025.</p> <p>A Councillor briefing has been scheduled for 13 August 2025.</p> <p>A report will be presented to the Ordinary Meeting of Council on 27 August 2025.</p>	Complete

	<ul style="list-style-type: none"> • A full review of all State and Federal grants or programs and their detailed outcomes. <p>2. Community benefits</p> <ul style="list-style-type: none"> • An evaluation of tangible benefits, directly attributable to CERP expenditure, including the return on the investment made to the Borough of Queenscliffe community. • A summary of measurable environmental and/or social benefits delivered by CERP and related initiatives. <p>3. Legislative</p> <ul style="list-style-type: none"> • An overview of how the Borough of Queenscliffe's climate emergency actions and initiatives compare with existing State and Federal legislation and strategies. • Identification of potential duplication, overlap or redundancy with Council's climate actions and those undertaken by higher levels of government. 		
25/6/25	<p>Notice of Motion number 2025/598: Strategic Planning Response to Victorian Government Housing Targets</p> <p>That Council resolves to:</p> <ol style="list-style-type: none"> 1. Initiate a community engagement process to seek feedback on potential opportunities and constraints for accommodating up to 400 additional dwellings within the Borough of Queenscliffe by 2051 as provided for under the Plan for Victoria by the State Government. 	Councillors received a briefing regarding Councils response to the State Governments Victorian Housing targets on 9 July 2025.	Complete

	<ol style="list-style-type: none"> 2. Request a report from officers summarising the ability to accommodate the Plan for Victoria target of 400 new dwellings by 2051 including reference to past new dwelling annual construction rates and potential issues and challenges in providing 400 dwellings by 2051. 3. Request that a report detailing the findings of the engagement and assessment activities be presented to Council at or before the September 2025 Ordinary Meeting, to inform the development of the 2025–2029 Council Plan. 	<p>Officers will undertake community information drop-in sessions in August 2025.</p> <p>A report will be presented at the Ordinary Meeting of Council in September 2025.</p>	
25/6/25	<p>Notice of Motion number 2025/599: Opposition to the Emergency Services and Volunteers Fund</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Expresses concern regarding the implementation of the Emergency Services and Volunteers Fund (ESVF) by the Victorian Government and its anticipated adverse impacts on local government operations, the delivery of community services, and the financial burden placed upon ratepayers. 2. Notes with concern the significant administrative and financial impost on councils, who are required to act as collection agents for the ESVF on behalf of the State Government, without adequate compensation for administrative costs and debt recovery processes. 	<p>The Mayor wrote to all 79 Victorian Councils notifying them of the Council resolution on 3 July 2025.</p> <p>The Mayor wrote to the Minister for Local Government on 3 July 2025.</p> <p>The Mayor wrote to the Municipal Association of</p>	Complete

	<ol style="list-style-type: none"> 3. Raises the issue of financial risk to councils arising from the requirement to remit the State Government's share of partial payments received from ratepayers, potentially resulting in substantial revenue shortfalls and a reduced ability to fund essential local services. 4. Highlights the disproportionate impact of the ESVF on rural and regional communities, particularly farmers and landholders who often serve as volunteer emergency responders. The 150% increase in the variable rate for primary production land—from 28.7¢ to 71.8¢ per \$1,000 of Capital Improved Value (CIV)—represents a significant financial burden amidst broader economic and environmental pressures. 5. Supports the advocacy position of the Municipal Association of Victoria (MAV), which has resolved to oppose the collection of the ESVF by councils and advocates for the responsibility to be assumed by the State Government. Council commits to collaborating with the MAV and other Victorian councils in exploring legal, advocacy, and policy avenues to challenge the implementation of the levy. 6. Acknowledges widespread community opposition to the ESVF, evidenced by: <ol style="list-style-type: none"> a. A petition with 38,338 signatures (as at 13 June 2025), b. Large-scale rallies involving volunteer firefighters and farmers, c. Significant correspondence to Members of Parliament, d. Growing community advocacy and social media mobilisation. 	<p>Victoria (MAV) and the Rural Council's Victoria (RCV) on 3 July 2025.</p> <p>The following post was published on the council website on 9 May 2025 Councils call on state parliament to vote down unfair new tax Borough of Queenscliffe</p>	
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	<p>7. Requests the Victorian Government provide greater transparency and accountability regarding the use of funds collected through the ESVF, ensuring such funds are directed to frontline emergency services, including local CFA brigades, and not diverted to general State revenue or non-emergency-related expenditure.</p> <p>8. Asserts that the funding of emergency services is a fundamental responsibility of the State Government and should be funded through general taxation revenue, not through additional levies on property owners who already contribute through existing taxation.</p> <p>9. Notes the significant rate increases under the ESVF, which will impact cost-of-living pressures and local economic conditions, including:</p> <ul style="list-style-type: none"> a. Residential variable rate: increasing from 8.7¢ to 17.3¢ per \$1,000 CIV, b. Commercial rate: increasing from 66.4¢ to 133¢ per \$1,000 CIV (100.3% increase), c. Industrial rate: increasing from 81.1¢ to 133¢ per \$1,000 CIV (64% increase). <p>10. Further resolves to:</p> <ul style="list-style-type: none"> a. Write to the Victorian Government requesting that it repeal or significantly amend the Emergency Services and Volunteers Fund Levy (ESVFL); b. In the event the ESVFL receives Royal Assent and becomes law, ensure that any such levy collected by Council: 		
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	<ul style="list-style-type: none"> a. Is clearly itemised as a separate line item on Council rate notices; b. Is labelled explicitly as a State Government Levy; c. Is accompanied by a footnote clarifying that the levy is collected on behalf of the State Government and not retained by Council. <p>11. Requests the Mayor write to all Victorian councils, Rural Councils Victoria, and the Municipal Association of Victoria (MAV), seeking their support in opposing the implementation and collection of the ESVF.</p> <p>12. Requests officers provide relevant information regarding the ESVF available on Council's website including:</p> <ul style="list-style-type: none"> a. A comparative table of ESVF and former Fire Services Property Levy (FSPL) charges; b. A plain-English summary explaining the structural changes introduced by the ESVF; c. An outline of how collected funds will now flow into State Consolidated Revenue, and the implications for emergency services funding transparency. 		
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