

Borough of Queenscliffe

Ordinary Meeting of Council

Agenda

Wednesday 28 October 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
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

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 one (1) public question per submitter 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. Audit & Risk Committee Meeting on 14 September 2026

A copy of the agenda and the unconfirmed minutes from the Audit & Risk Committee Meeting on 14 September 2026 was distributed to Councillors under separate cover.

A copy of the agenda and unconfirmed minutes is provided at appendix 5.1.1 and 5.1.2.

RECOMMENDATION

That the agenda and unconfirmed minutes of the Audit & Risk Committee Meeting on 14 September 2026, as distributed, be noted.

6.2. Ordinary Council Meeting on 30 September 2026

A copy of the minutes from the Ordinary Council Meeting on 30 September 2026 was distributed to Councillors under separate cover.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting on 30 September 2026, as distributed, be confirmed as an accurate record.



6.3. Ordinary Council Meeting on 30 September 2026 Confidential Minutes

A copy of the previous confidential minutes from the Ordinary Meeting of Council on 30 September 2026 was distributed to Councillors under separate cover.

RECOMMENDATION

That the confidential minutes of the Ordinary Meeting of Council on 30 September 2026, as distributed, be confirmed as an accurate record.

7. Record of Informal Meetings of Councillors

A Record of Informal Meetings of Councillors is included in the Adjunct to item 7.

- 30 September 2026 – Council Assembly briefing
- 12 October 2026 – CEO & Council meeting
- 14 October 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.

8.2. Motion on Notice

No Notices of Motion were received.



9. Petitions and Joint Letters

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

None received.



10. Functions Attended

Council was represented at the following meetings and functions between 19 September and 19 October 2026.

Date	Meeting or Function
22 September 2026	Inaugural meeting of Fort Queenscliff Advisory Panel (Cr Rule)
25 September 2026	Queenscliff Football club Relive the Rivalry (CEO)
28 September 2026	Media opportunity with Libby Coker MP (CEO & Cr Grigau)
28 September 2026	Lunch meeting with Regional Director, Barwon Southwest Department of Energy, Environment & Climate Action and CEO, Great Ocean Road Authority (CEO)
4 October 2026	Reconciliation Queenscliffe Presents 'Ash Skinner' Wadawurrung Traditional Owner Event (Cr Tolhurst & Cr Cameron)
6 October 2026	Climate Emergency Response Plan Roundtable Session 1 (CEO & Cr Grigau, Cr Cameron, Cr Monahan, Cr Tolhurst)
7 October 2026	Australian Institute of Company Directors: Essential Director Update 2026 (CEO)
8 October 2026	Meeting with Point Lonsdale Bowls Club (CEO)
8 October 2026	Geelong Performing Arts Centre: Strong is the New Pretty VIP Event (CEO)
9 October 2026	G21 CEO's Meeting via videoconference (CEO)
9 October 2026	Victorian Seniors Festival Event: Shedding the Blues (Cr Grigau & Cr Tolhurst)
12 October 2026	Victorian Seniors Festival Event: Johnny Cash and June Carter: Queenscliff Country Concert (Cr Grigau & Cr Tolhurst)
13 October 2026	Climate Emergency Response Plan Roundtable Session 2 (CEO & all Councillors)
15 October 2026	Bellarine Community Health Volunteer Wellbeing Day (Cr Grigau)
15 October 2026	Meeting with Reconciliation Queenscliffe (CEO)
16 October 2026	Municipal Association of Victoria: Transition and Resilience with Strategic Thinking and Foresight (Cr Rule)



17 October 2026	St Georges Flower Show (Cr Grigau & Cr Rule)
20 October 2026	2026 Victorian Senior of the Year Awards (Cr Grigau)

RECOMMENDATION

That the Functions Attended report be received.



11. Chief Executive Officer

11.1. Chief Executive Officer Report for October 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

Community Focus

Fort Queenscliff National Heritage List Nomination

Council continues to advocate for the long-term protection and recognition of Fort Queenscliff, a site of outstanding national heritage significance. Following Council's resolution to prepare and submit a nomination for inclusion on the National Heritage List, officers have progressed the required documentation and I am pleased to advise that the nomination was formally lodged with the federal Department of Climate Change, Energy, the Environment and Water (DCCEEW) during October.

The nomination highlights Fort Queenscliff's nationally significant military, maritime and defence heritage values, its key role in the protection of Port Phillip, and its unique contribution to Australia's military history.

The assistance of the Defend Fort Queenscliff Alliance, including the Fort Queenscliff Heritage Association, Carmen Bell and Council's heritage advisor, Dr David Rowe, to the content of the nomination was greatly appreciated.

Lodgement of the nomination is an important milestone in seeking enhanced heritage recognition and protection for this nationally significant asset. Council will continue to engage with the Commonwealth assessment process and will provide further updates as the nomination progresses.



Planning Scheme Amendment to rezone the Coles Site

The City of Greater Geelong (COGG) has lodged a planning scheme amendment with the Department of Transport and Planning which seeks to rezone the site to be consistent with the long-established strategic planning direction for this land, as identified in the Point Lonsdale Structure Plan 2009.

The amendment proposes to rezone the land from Commercial 2 Zone and Farming Zone to Special Use Zone. The amendment introduces a new schedule to the Special Use Zone (Schedule 19) which will facilitate the use and development of the land for low scale tourism/accommodation activities.

The amendment also proposes to delete the Development Plan Overlay (Schedule 21) applied to part of the land and introduce an Environment Audit Overlay to the subject land.

If the amendment receives authorisation from the Minister for Planning (or delegate) the amendment will then proceed to public exhibition. Council will continue to monitor the assessment of the amendment by Department of Transport and Planning and continue to engage with the officers from the City of Greater Geelong.

This significant step forward represents the community's diligence and focus, the Councillors influencing the CoGG to lodge the amendment and the BoQ planning team working collaboratively with all stakeholders.

Hesse St Kiosk to open in December

Following a comprehensive Expression of Interest process, Council announced Staple Eatery & Deli as the successful tenant for the new kiosk facility. The Hesse Street Kiosk project has reached a significant milestone with the facility on track to officially open in December 2026 (four-week delay).

This project represents an important investment in community infrastructure and will further enhance the Queenscliff Recreation Reserve and Shortlands Bluff precinct. Council has decided to invest in a longer life kiosk (more durable based on the environmental conditions). Further information will be provided closer to opening.



Climate Emergency Response Plan (CERP) 5-year Review

Following the successful completion of two community roundtable sessions facilitated by Nation Partners earlier this month, the Climate Emergency Response Plan (CERP) 5-Year Review has progressed into the next stage of development.

Feedback gathered through these workshops, together with broader stakeholder and community insights, will be carefully analysed to inform the preparation of a revised, place-based climate strategy that reflects local priorities and focuses on practical, achievable actions. The review aims to build on the significant progress made since the CERP was adopted in 2021, while further strengthening Council's approach to climate adaptation, resilience, emissions reduction and collaborative action.

To support the next phase of the review, Council has engaged a suitably qualified PhD Environmental Consultant with extensive local government experience in the development of climate and sustainability strategies. During October and November, the consultant will work closely with Council to prepare the draft review documentation, incorporating feedback received through the roundtable sessions and other engagement activities.

The draft strategy will then be released for community consultation in late November for a two-month period, providing residents, community groups and stakeholders with a further opportunity to review the strategy.

Operational

Audit & Risk Committee Self-Assessment

Council's Audit & Risk Committee had its most recent meeting on 14 September 2026. At this meeting the Audit & Risk Committee considered its annual self-assessment against the Audit & Risk Committee Charter as required by section 54(4) of the *Local Government Act 2020*.

This report is now tabled for Council's information. The report is provided at (Attachment 10.1.1)



Help Protect Local Wildlife this Fruit Season

The Borough is home to a diverse range of native wildlife, and many of our residents enjoy growing fruit trees in their gardens. As fruit begins to ripen, it is important that we all take simple steps to protect local birds, bats and other wildlife from becoming trapped or injured in inappropriate fruit tree netting.

Traditional wide-weave netting can entangle animals. By choosing wildlife-safe netting with a mesh size of 5mm x 5mm or smaller, stretched tightly over a frame, residents can effectively protect their fruit while also safeguarding our native species.

To support the community in making this change, Council is promoting its Net Swap Program. The program encourages residents to replace unsafe netting with a wildlife-friendly alternative, which will help to create a safer environment for our local fauna and maintain productive home gardens.

Protecting our coastal wildlife is a shared responsibility and small actions by individual households can make a significant difference across our community. I encourage all residents with fruit trees to check their existing netting and take advantage of the Net Swap Program if an upgrade is needed.

To find out more about this program, visit the Council website
[Net Swap Program | Borough of Queenscliffe](#)

Current Consultation

Final Review of the Coastal and Marine Management Plan

Community consultation on the draft Coastal and Marine Management Plan (CMMP) concluded in October 2026 with 12 submissions received from the Community and local groups. This final round of consultation has provided residents and stakeholders the opportunity to help shape the long-term management of Council-managed marine and coastal Crown land.

Feedback received through the consultation process is currently being reviewed, with a final CMMP proposed to be presented to Council for consideration and adoption in 2027.



Hesse Street Commercial Heritage Precinct Review in progress

Work on the Hesse Street Commercial Heritage Precinct Review is continuing, with officers assessing feedback from the 7 submissions received during the public exhibition that concluded in July 2026. The review seeks to protect and enhance the unique heritage values of the Hesse Street commercial area through updated heritage citations, planning policy recommendations and heritage design guidance.

Following consideration of submissions and any required refinements, the final review is anticipated to be presented to Council for consideration in February 2027. It will recommend the steps required to finalise the review and, where appropriate, initiate an amendment to the Queenscliffe Planning Scheme to implement its findings.

Aged Care Review being finalised

Council is in the final stage of its review of Aged Care Services to assess the long-term financial and operational sustainability of delivering Commonwealth Home Support Program (CHSP) services to residents.

The review considers Council's current service delivery model (most of the services provided are domestic duties), future funding arrangements, complex and ongoing compliance obligations, assessing sector trends and options for continuing or transitioning services while ensuring ongoing support for older residents.

The findings of the review will be presented to Council for consideration at the November Council Meeting.

Community feedback is still open and closes in early November 2026.

Strategic Projects

Key Strategic Projects in Focus



Capital Expenditure Projects in Focus

Project Name	Financial Year Commenced	Current Status	Due Date	Revised Delivery Date	Stakeholder Engagement Phase
Toc H Toilet Renewal	2022/23 Financial Year	Waiting Heritage Approval	March 2027	March 2027	Inform
Hesse Street Kiosk	2025/26 Financial Year	In progress	November 2026	December 2026	Inform
Bike Park	2024/25 Financial Year	Waiting CHMP Approval	April 2027	April 2027	Inform
Recreation Reserve Cabins	2026/27 Financial Year	In progress	April 2027	April 2027	Inform

Council continues to prioritise the delivery of several key capital expenditure projects that will enhance community infrastructure, amenity and visitor experiences across the municipality. Current focus remains on the Toc H Toilet Renewal, South Hesse Street Kiosk redevelopment, the Bike Park, and the installation of two new premium cabins at the Recreation Reserve Tourist Park.

Strategic Review Projects in Focus

Project Name	Financial Year Commenced	Current Status	Due Date	Revised Date	Stakeholder Engagement Phase
CERP 5-Year Review	2025/26 Financial Year	In progress	April 2025	April 2027	Deliberative Engagement
Aged Care Review	2025/26 Financial Year	In progress	November 2026	November 2026	Consult
Service Review	2025/26 Financial Year	In progress	March 2027	March 2027	Inform



Council is progressing several significant strategic review projects that will inform future service delivery, organisational planning and long-term community outcomes. The key priorities include the Climate Emergency Response Plan (CERP) 5-year Review, Aged Care Review, and Service Review.

Attachments

1. Audit & Risk Committee self-assessment summary 2025-26 [**11.1.1** - 13 pages]

RECOMMENDATION

That Council receives the Chief Executive Officer Report for October 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 16 October 2026.

CATEGORY	TALLY
Current applications	2
Applications finalised since last report	7
New applications received since last report	5
Total number of active permit applications	5
VCAT matters yet to be determined	2
Development Plan & Planning Scheme Amendment Summary Report	1

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
PA2026020	29/06/2026	29 King Street Queenscliff	Display signage	0	Further information requested
PA2026030	14/08/2026	118 Hesse Street Queenscliff	Display business identification signage	1	Under consideration

b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
PA2026013	11/05/2026 (Amended 21/08/2026)	11 Lockwood Street Point Lonsdale	Alterations and extensions to an existing dwelling, variation to front and side setbacks and site coverage	Notice of decision to grant a permit issued
PA2026025	30/07/2026	66 Nelson Road Queenscliff	Construction of a second dwelling (two storey) and subdivision of the land into two (2) lots	Notice of decision to grant a permit issued
PA2026027	07/08/2026	Various road reserves Queenscliff & Point Lonsdale	Removal of native vegetation	Permit issued
PA2026032	14/9/2026	2/42 Flinders Street Queenscliff	Development of a single storey dwelling	Permit issued
PA2026034	21/09/2026	58 Hesse Street Queenscliff	External painting of a building in a Heritage Overlay, alterations to the existing doors and construction of a ramp	Application withdrawn at applicants request
VS2600011	08/09/2026	1/78 Hesse Street Queenscliff	Alterations to an existing building	Permit issued
VS2600013	09/10/2026	67 Learmonth Street Queenscliff	Externally paint a building in a Heritage Overlay	Permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2026033	21/09/2026	15 Thomson Street Point Lonsdale	Subdivision of the land into two lots and removal of two trees	0	Public notification
PA2026034	21/09/2026	58 Hesse Street Queenscliff	External painting of a building in a Heritage Overlay, alterations to the existing doors and construction of a ramp	0	Application withdrawn at applicant's request
PA2026035	28/09/2026	12 Wharf Street Queenscliff	Part demolition of a dwelling and fence, alterations and additions to a dwelling and fence	0	Public notification being prepared
VS2600013	09/10/2026	67 Learmonth Street Queenscliff	Externally paint a building in a Heritage Overlay	N/A	Permit issued
VS2600014	13/10/2026	58 Hesse Street Queenscliff	External painting of a building in a Heritage Overlay	N/A	Application fee requested

d. VCAT Applications

App. No	Appeal lodged	Address	Proposal	Status
PA2025056	09/06/2026	43 Point Lonsdale Road Point Lonsdale	Construction of a two storey dwelling, construction of a front fence and alteration to access to a road in a Transport Zone 2	VCAT application for review lodged by objector Compulsory conference held 31 August 2026 – no resolution Hearing scheduled for 23 & 24 November 2026
2016-121.1	04/09/2026	54-56 Ocean Road Point Lonsdale	Construction of a two storey building, variation to the setback and site coverage requirements of Design and Development Overlay - Schedule 4, use of the land	An enforcement order under Section 114 of the Planning and Environment Act 1987 and amendment of permit Section 89 of the Planning and Environment Act 1987 have been lodged by a member of the community seeking improved outcomes related to the management of



App. No	Appeal lodged	Address	Proposal	Status
			as a place of assembly and reduction of the car parking requirements of Clause 52.06	noise and events at the Point Lonsdale Surf Life Saving Club. All parties to this matter are legally represented including Council. Opportunity exists to mediate appropriate noise controls and event program for the site. Compulsory Conference 17 November 2026. Hearing scheduled for 8 and 9 February 2027 if needed.

e. Development Plan & Planning Scheme Amendment Summary Report

Reference	Subject	Summary
VC310	Amendment VC310 was prepared and approved by the Minister. The amendment was gazetted and became operational from 9 October 2026. The amendment updates local policy to align with the Bellarine Statement of Planning Policy implemented under Amendment VC245 in February 2026. The changes to the Queenscliffe Planning Scheme are to update the content of existing Significant Landscape Overlays (SLO) and introduce a new Schedule to the SLO.	Amendment VC310 introduces and updates Significant Landscape Overlays (SLOs) in the Bass Coast, Greater Geelong, Queenscliffe and Surf Coast planning schemes for areas of state and regional landscape significance. The changes to the Queenscliffe Planning Scheme include: - Amending schedule 1 to clause 42.03 SLO (Swan Bay Landscape Area) to update and improve the content and extend it to include the full avenue of Cypress Trees at the Narrows. - Deleting schedule 2 to clause 42.03 SLO (Point Lonsdale Lookout and Queenscliff Lighthouse/Oceanview Car Park) and replacing it with new SLO schedule 4. - Deleting schedule 3 to clause 42.03 SLO (The Narrows) and replacing it with the amended SLO schedule 1 and new SLO schedule 4. - Introducing a <u>new</u> schedule 4 to clause 42.03 SLO (Bellarine Peninsula Southern Coast) to protect and enhance the state-significant Bellarine Peninsula Southern Coast landscape. Effectively, the existing SLO1 (Swan Bay) and SLO3 (Narrows) are combined into a new SLO1. The updated schedule SLO1 retains the



		permit requirement for removal or trimming of Cypress trees in The Avenue of Honour. The existing SLO2 for the Point Lonsdale lighthouse and bluff site is removed, with the affected land and adjoining coastal land covered by the new SLO4. The new SLO4 covers all eastern and southern coastal land, excluding private land, and applies to coastal areas that previously had no SLO. An Environmental Significance Overlay already applies to these areas and remains in place. Implementation will result in minor changes to permit requirements, mainly affecting public land managers. Importantly, the objectives of the new SLO4 and updated SLO1 provide stronger objectives, application requirements and decision guidelines when assessing development to protect significant landscapes and protect and enhance significant remnant native vegetation.
VC306	Amendment VC306 was prepared and approved by the Minister. The amendment was gazetted and became operational from 15 October 2026.	Amendment VC306 updates all Victorian planning schemes to support the development of small second dwellings and movable units. Several clauses in the Queenscliffe Planning Scheme have been updated. The main change is to the definition of a small second dwelling in Clause 73.03 (Land Use Terms), increasing the maximum floor area from 60 to 80 square metres.

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. Running the Borough

13.1.	Audit & Risk Committee Charter Review 2026
Author:	HR & Governance Coordinator
Theme: Councillor:	Running the Borough Cr Tolhurst

Purpose

The purpose of this report is to present to Council a revised Audit & Risk Committee Charter for its consideration.

Executive Summary

Council Plan Theme 4. Running the Borough

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

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

Section 53 of the *Local Government Act 2020* requires all councils to establish an Audit & Risk Committee and section 54 requires Council to prepare and approve an Audit & Risk Committee Charter.

Council initially adopted the Charter at its Ordinary Meeting on 27 August 2020 and, as part of Council's continuous improvement, the Charter is regularly reviewed.

Council's Audit & Risk Committee has reviewed the Audit & Risk Committee Charter and supports adoption of the revised version.

RECOMMENDATION

That Council adopts the revised Audit & Risk Committee Charter as presented.



REPORT

Background

Section 54 of the *Local Government Act 2020* requires adoption of an Audit & Risk Committee Charter specifying the functions and responsibilities of the Audit & Risk Committee (effectively the Charter serves as the terms of reference for the Audit & Risk Committee). In turn, establishing an Audit & Risk Committee is a legislative requirement for all Victorian councils as per section 53 of the *Local Government Act 2020*.

Discussion

The Charter was comprehensively reviewed in 2025 with Council adopting the revised Charter at its 24 September 2025 Ordinary Meeting. Officers have reviewed the Charter again in September 2026 and propose the following changes:

- The Charter is reviewed on an as needed basis and at a minimum once every four-year Council term;
- The appointment period for independent members is amended from a period of 'three years' to 'an initial term of up to three years' (renewable without advertisement for a maximum of one additional term 'of up to three years') to allow for flexibility of appointment periods;
- Clarification that while Council officers attend Committee meetings they are not members of the Audit & Risk Committee;
- Insertion of the word 'practicable' regarding reporting matters to the next Council meeting so that it reads the 'next practicable Council meeting'. The Audit & Risk Committee is required by the *Local Government Act 2020* to report a number of matters to a Council meeting; inserting the word 'practicable' reflects the reality that on occasion the timing of the Audit & Risk Committee meeting and the preparation of the immediate next Council meeting agenda make it difficult/impossible to include the Audit & Risk items. The intention with the change is that Audit & Risk Committee items would go to the next possible Council meeting.
- Minor typographical changes.

Officers presented the proposed changes to the Audit & Risk Committee at its 14 September 2026 meeting and have also incorporated the feedback from independent members. The Audit & Risk Committee recommends the proposed changes in the attachment to Council.



Options

1. Adopted the revised Charter as presented.
2. Request changes to the Charter before adopting it.
3. Make no changes to the Charter.

Communications and Engagement

Community Engagement

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

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

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

Audit and Risk Committee

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

Not applicable.

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

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

Innovation and Continuous Improvement

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

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 Audit and Risk Committee Charter [**13.1.1** - 10 pages]



13.2.	Review of Council Policies
Author:	HR & Governance Coordinator
Theme: Councillor:	Running the Borough Cr Tolhurst

Purpose

The purpose of this report is to present to Council four (4) revised Council policies for consideration, as follows:

- CP007 Equal Employment Opportunity;
- CP055 Fair Access;
- CP022 Event Sponsorship; and
- CP004 Community Grants.

Officers are proposing to combine the Event Sponsorship and Community Grants policies into one new policy as the synergies between the two will result in efficiencies being achieved. If Council resolves to adopt the new combined policy, then the officer recommendation is to revoke the existing two policies.

Executive Summary

Council Plan Theme 4. Running the Borough

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

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

CP007 Equal Employment Opportunity

This policy was first adopted in June 2010 and last reviewed in July 2022. The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to upholding the principles of Equal Employment Opportunity in all Council activities.

RECOMMENDATION

That Council adopts the revised policy CP007 Equal Employment Opportunity as presented.



CP055 Fair Access

This policy was first adopted in June 2024 and this is its first review. The Fair Access Policy seeks to address access barriers experienced by women and girls in our community sports infrastructure and provide fair access to community sports for all.

RECOMMENDATION

That Council adopts the revised policy CP055 Fair Access as presented.

CP022 Event Sponsorship

This policy was first adopted in August 2013 and last reviewed and revised in February 2024. The purpose of this policy is to provide an understanding of Council's objectives and approach for sponsorships and to provide a consistent framework for the consideration of sponsorships made to organisations that increase community capacity, economic opportunities and build a greater understanding of Council's role in the community.

CP004 Community Grants

This policy was first adopted in December 1998 and last reviewed and revised in February 2024. The purpose of this policy is to provide a Community Grants Program that aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council.

Given the similarities between the events sponsorship program and the community grants program, including the same advisory committee, officers are of the view that a new policy, that combines the two existing policies is a more practical and effective way forward.

RECOMMENDATION

That Council revokes CP022 Event Sponsorship and CP004 Community Grants and adopts the policy CP061 Event Sponsorships and Community Grants as presented.



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

CP007 Equal Employment Opportunity

This policy was first adopted in June 2010 and last reviewed in July 2022. The purpose of this policy is to affirm the Borough of Queenscliffe's commitment to upholding the principles of Equal Employment Opportunity in all Council activities.

While this policy addresses an operational matter – employment – it is considered best practice for it to be a Council policy as it demonstrates leadership at the governing body level and assists in meeting the positive obligation placed on employers in the *Equal Opportunity Act 2010* to actively prevent discrimination.

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

- attributes – the list of applicable attributes has been updated in accordance with the *Equal Opportunity Act 2010*;
- complaints – contact details of complaint bodies have been updated.

The draft policy with proposed changes is attached.

CP055 Fair Access

This policy was first adopted in June 2024 and this is its first review. The Fair Access Policy seeks to address access barriers experienced by women and girls in our community sports infrastructure and provide fair access to community sports for all.

Critically, it must be noted that having a Fair Access policy (and Action Plan) are pre-requisites for Victorian councils to be considered for state government community sports infrastructure funding.



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

- Purpose – update to reflect this is no longer a new policy;
- Context – updated as Office for Women in Sport and Recreation no longer exists and simplified to 'Victorian state government';
- Action Plan – updated to better reflect Council's role and actions;
- Review – changed to the standard 'Continuous Improvement' policy requirement.

The draft policy with proposed changes is attached.

CP022 Event Sponsorship

This policy was first adopted in August 2013 and last reviewed and revised in February 2024. The purpose of this policy is to provide an understanding of Council's objectives and approach for sponsorships and to provide a consistent framework for the consideration of sponsorships made to organisations that increase community capacity, economic opportunities and build a greater understanding of Council's role in the community.

CP004 Community Grants

This policy was first adopted in December 1998 and last reviewed and revised in February 2024. The purpose of this policy is to provide a Community Grants Program that aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council.

Proposed CP061 Event Sponsorships and Community Grants

Given the similarities between the events sponsorship program and the community grants program, including the same advisory committee, officers are of the view that a new policy, that combines the two existing policies is a more practical and effective way forward.

While many features of the existing policies remain, the new proposed combined policy has some key changes:

- CP022 Events Sponsorship and CP004 Community Grants have now been combined into one policy for better understanding of these functions and for greater overall efficiency



- The timeframe to take the Advisory Group's recommendations to Council for endorsement will now allow time to ensure both the Advisory Group and Council have adequate time to evaluate the applications.
- Categories of Events Sponsorship have been refined by dollar amount into three tiers, with greater clarity of the guidelines for application considerations for each tier
- All event sponsorships including those for over \$10,000 previously known as major sponsorship and/or for multi-year sponsorships are to be submitted and considered at the same time as all other event sponsorship categories
- The terms of reference for the Events Sponsorship and Community Grants Advisory Group have now been incorporated into the new combined policy
- The preferred method of dealing with a lack of quorum by Council (in the event that conflicts of interest result in no quorum to consider the Advisory Group's recommendations) has been identified, with the preferred method being the decision is delegated to the CEO (or their delegate if the CEO also has a conflict of interest)
- The assessment criteria for the Advisory Group to use in assessing sponsorship and grant applications has been refined to align with the themes of the Council plan
- Specific reference to the previous Council Plan 2021–2025 has been removed

The proposed combined policy CP061 is provided as an attachment, along with the existing two policies CP004 and CP022 that are proposed to be revoked.

Options

1. Adopt the revised policies as presented.
2. Request further changes or more information about the proposed changes to the policies as presented.

Communications and Engagement

Community Engagement

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

Collaboration

There are no collaboration requirements associated with this report.



Governance Context

Relevant Law

Not applicable.

Charter of Human Rights

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

Gender Equality Act 2020

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

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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

Related Documents

Not applicable.

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

This project will be delivered using existing Council resources.



Innovation and Continuous Improvement

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

Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. DRAFT CP007 Equal Employment Opportunity [**13.2.1** - 4 pages]
2. DRAFT CP055 Fair Access [**13.2.2** - 3 pages]
3. DRAFT CP061 Event Sponsorships and Community Grants [**13.2.3** - 10 pages]
4. CP004 Community Grants [**13.2.4** - 3 pages]
5. CP022 Event Sponsorships [**13.2.5** - 9 pages]



13.3.	First Quarter Implementation update for the Annual Plan 2026-2027
Author:	Chief Executive Officer
Theme: Councillor:	Running the Borough Cr Tolhurst

Purpose

To provide Council with an update on the work undertaken to further the strategic objectives and strategies outlined in the Annual Plan 2026–2027 for the period 1 July to 30 September 2026.

Executive Summary

Council Plan Theme 4: Running the Borough

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

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

At its Ordinary Meeting held on 24 June 2026, Council adopted the Annual Plan 2026–2027. 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 2026–2027 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 first quarter of the 2026–2027 financial year.

RECOMMENDATION

That Council notes the quarterly report update against the Annual Plan 2026–2027 for the period 1 July to 30 September 2026.



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 quarterly report covers the period 1 July to 30 September 2026.

Discussion

The Strategic Project Report Dashboard attached to this report provides a high-level overview of the progress of Council projects over the 2026–2027 financial year including those within the Annual Plan.

The table below provides an update against the milestone actions for the first quarter of the 2026–2027 financial year indicated by 'Q1 Milestone'.



Portfolio 1 – Living in the Borough

Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Weeroona Parade public toilet renewal including changing place facility	Infrastructure & environment	Provide	Commence permit process	In progress	This project is approximately 5% complete
Comments: - Council was successful in obtaining grant funding for a portable Changing Places facility which will be situated at this site beside a renewed public toilet facility. - Council was notified of the grant funding in late August 2026. Initial project timelines have been reviewed to account for the funding agreement being finalised later than anticipated. The planning and permit processes have commenced - Procurement processes for the construction of the renewed toilet block and Changing Places facility are scheduled to commence in November 2026. Completion of the facility is now forecast for late September 2027					
Risks, Issues, Decisions: - Risks: Cultural Heritage Management Plan (artifacts that maybe uncovered that significantly impact timeframes - Costs for renewal of public toilet facility may increase beyond what was originally forecast due to the delay in commencement					
Financial Summary Budget (Full Year) \$574,000	YTD Actual \$0	Forecast Variance TBC – The budget will be reviewed following the completion of the procurement process, with any resulting adjustments incorporated into the Q2 Financial Report.			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Tree Canopy Assessment	Infrastructure & environment	Provide	Undertake tree canopy assessment. Brief Council on the findings of the assessment	In progress	This project is approximately 50% complete
Comments: - Tree canopy data has been sourced based on aerial photograph imagery - The data is now being interpreted to determine the percentage of canopy cover across the municipality - Tree canopy coverage data will be presented to Council in late 2026 - A councillor briefing is scheduled for mid-November					
Risks, Issues, Decisions: Nil					
Financial Summary Budget (Full Year) \$ (Operational Budget)	YTD Actual \$5,000	Forecast Variance \$0			



Portfolio 2 – Building the Borough

Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Toc H Toilet Renewal	Infrastructure & Environment	Provide	Complete CHMP. Finalise Heritage Victoria and Coastal & Marine Act Consent	In progress	This project is approx. 50% complete
Comments: - A cultural Heritage Management Plan has been completed enabling the completion of the permit processes for demolition of the old toilet structure and construction of the new facility - A Heritage Victoria Permit is currently under consideration - The appointed toilet supplier has scheduled construction of the prefabricated structure in early 2027 with installation on-site to be completed in March 2027					
Risks, Issues, Decisions: Heritage Victoria Permit is pending (outside scope of Council influence)					
Financial Summary Budget (Full Year) \$200,000	YTD Actual \$7,600	Forecast Variance \$TBC – The budget will be adjusted in the Quarter 1 Financial Report (November 2026) to incorporate carried-forward unspent expenditure from 2025–26.			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Heritage Study / Planning Scheme Amendment – Hesse Street Commercial Precinct (Queenscliff)	Community & Regulatory Services	Provide	Complete Community Consultation	Complete	This project is approx. 80% complete
Comments: - David Helms Heritage Planning in conjunction with Landmark Heritage was appointed in November 2025 with research and field work completed & draft report “Hesse Street Heritage Review (Final Report – Draft for Consultation) 28.05.2026” considered at the Council meeting of 24 June 2026 - Stage 2 of the public consultation process commenced on 19 June 2026 and was completed on 20 July 2026 with seven (7) submissions received					
Risks, Issues, Decisions: - The final report will be presented to Council in early 2027 and address issues raised during consultation with recommended actions to complete the review - Implementing the review findings will require Council consideration of initiating a Planning Scheme Amendment					
Financial Summary Budget (Full Year) \$20,000	YTD Actual \$1,300	Forecast Variance \$TBC - The budget will be adjusted in the Quarter 1 Financial Report (November 2026) to incorporate carried-forward unspent expenditure from 2025–26.			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Victorian Government Safe Local Roads & Streets Program	Infrastructure & Environment	Provide	Commence delivery of works package 1	In progress	This project is approx. 40% complete
Comments: • Works package 1 has been combined with package 2 to improve efficiency of project delivery • Detailed designs are complete, and tender documentation is being prepared • Procurement is scheduled for late 2026, with construction anticipated in early 2027					
Risks, Issues, Decisions: • Independent project delivery support is provided as part of the grant funding • Council will work closely with external consultants to facilitate timely delivery. However, reliance on their availability and scheduling will impact project timelines					
Financial Summary Budget (Full Year) \$1,544,500 (100% Grant Funded)	YTD Actual \$0	Forecast Variance \$TBC – The project timelines will be reviewed, with any required budget adjustments incorporated into the Quarter 2 Financial Report (February 2027)			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Town Hall Roof Reinforcement	Infrastructure & Environment	Provide	Commence reinforcement works above stage	Complete	This project is approx. 70% complete
Comments: - Reinforcement of critical joints within trusses above the main hall has progressed well - Potential failure points in additional structural members were identified and reviewed by a structural engineer. Further reinforcement works were commissioned to address these risks. The cost for additional work has been achieved with the allocated budget - The work to strengthen the roof above the stage enabling stage lighting to be fixed to the roof is being progressed in parallel to the main hall roof reinforcement - All work reinforcement works are scheduled to be completed by the end of November 2026					
Risks, Issues, Decisions: - Working at heights has been a key consideration throughout the duration of the work - A new roof space access system was installed as part of the project to support safe completion of work					
Financial Summary Budget (Full Year)	YTD Actual	Forecast Variance			
\$200,000	\$16,500	\$TBC – The project scope will be reviewed to assess the impact of latent conditions, with any required budget adjustment incorporated into the Quarter 2 Financial Report (February 2027)			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
South Hesse Street Revitalisation – Stage 1 (Bull Ring landscape works)	Infrastructure & Environment	Provide	Community Engagement	Complete	This project is approx. 40% complete
Comments: - Revitalisation plans have been completed with sign off by the RSL and Australian Commando Association Victoria - The procurement process for works has commenced - Construction work will be scheduled early in 2027 to avoid conflict with peak tourist season and the 2027 Commando commemoration event					
Risks, Issues, Decisions: This area is an important visitation point. Key works will be planned to limit disruption to visitors to this area and enable kiosk operation over summer					
Financial Summary Budget (Full Year) \$180,000	YTD Actual \$2,600	Forecast Variance \$TBC – There is an overlap between this project and the Ocean View Kiosk Renewal project. Accordingly, the budgets for both projects will be reviewed and adjusted through the Quarter 1 Financial Report (November 2026), taking into account procurement outcomes and applicable regulatory requirements.			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Royal Park Northern Amenities block replacement & change room design	Infrastructure & Environment	Provide	Complete Community Engagement	In progress	This project is approx. 20% complete
Comments: - A functional plan has been drafted for the new facility. Stakeholder engagement has not yet been commenced - Additional project management resources will be directed to this project to progress engagement and the design to a planning permit stage					
Risks, Issues, Decisions: Additional project management resources are required to ensure the project progresses to position it for future grant opportunities					
Financial Summary Budget (Full Year) \$0	YTD Actual \$0	Forecast Variance \$TBC – The budget will be adjusted in the Quarter 1 Financial Report (November 2026) to incorporate carried-forward work from 2025–26			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Royal Park BBQ Shelter Installation	Infrastructure & Environment	Provide	Expression of Interest undertaken & awarded	Complete	This project is approx. 20% complete
Comments: • A preferred supplier for the BBQ shelter has been identified • The preferred BBQ shelter offers a solar powered solution • Amendment of Marine and Coastal Act consent is now occurring to incorporate the addition of solar					
Risks, Issues, Decisions: • Manufacturing of the BBQ shelter will take 12-14 weeks, installation will commence in March 2027 • No material risks have yet been identified.					
Financial Summary Budget (Full Year) \$125,000	YTD Actual \$0	Forecast Variance \$TBC – The budget will be adjusted in Quarter 1 Financial Report (November 2026), taking into account procurement outcomes.			



Portfolio 3 – Work, Play & Stay in the Borough

Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Wayfinding Signage Strategy	Infrastructure & Environment	Provider	Public Exhibition	Complete	This project is approx. 75% complete
Comments: - The first draft of the Wayfinding Signage Strategy has been completed and exhibited for public consultation through July and August. - Feedback received has been reviewed and is informing development of the style and design guidelines, and the final implementation plan. - The final draft of the Strategy was scheduled to be completed in November 2026, however presentation to Council will be delayed until early 2027 due to the number of strategic papers scheduled for the November 2026 Ordinary Council Meeting. - Presentation to Council early 2027					
Risks, Issues, Decisions: - The final draft of the Strategy will be presented to Councillors in early 2027 - Achievement of the Annual Plan’s second quarter milestone “Presentation to Council for adoption’ will be delayed. Refer above comments					
Financial Summary Budget (Full Year) \$0	YTD Actual \$2,600	Forecast Variance \$TBC – The budget will be adjusted in the Quarter 1 Financial Report (November 2026) to incorporate carried-forward work from 2025–26			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Ocean View Kiosk Renewal	Infrastructure & Environment	Provide	Site demolition & Site preparation	In progress	This project is approx. 50% complete
Comments: • A builder has been appointed to construct and supply the container like structure • A building surveyor is (gateway) assessing the proposed structure prior to fabrication to minimise any potential delays • The building is scheduled to be placed on site in the first week of December • The building will be handed over to the new kiosk operator who will commence operations in late December					
Risks, Issues, Decisions: • The pre-existing building required removal due to its poor condition • The site requires capital works to improve the amenity; this must be completed in the period between 30 June 2026 and December 2026 to make the site available for the successful applicant to commence occupation • The Lease is being finalised with the preferred leasee • Building regulation compliance is a critical issue for placement of the kiosk structure					
Financial Summary Budget (Full Year) \$60,000	YTD Actual \$35,800	Forecast Variance \$TBC – There is an overlap between this project and the South Hesse Street Revitalisation – Stage 1 (Bull Ring landscape works) project. Accordingly, the budgets for both projects will be reviewed and adjusted through the Quarter 1 Financial Report (November 2026), taking into			



		account procurement outcomes and applicable regulatory requirements.	
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Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Point Lonsdale Maritime & Defence Precinct Restoration	Infrastructure & Environment / Customer Experience	Provide	Approval Received	In progress	This project is approx. 30% complete
Comments: - Cultural Heritage and Marine and Coastal Consent have been received. The Heritage Victoria permit has been lodged and is currently under consideration - A tender for the defence structure works has been advertised and is currently under evaluation					
Risks, Issues, Decisions: - The tender award for the works will be presented to Council for decision at the 25 November 2026 Ordinary Meeting of Council - The delay in receiving Heritage Victoria permit will impact construction timeframes, works may not be able to commence until Q3					
Financial Summary Budget (Full Year) \$648,000 (100% Grant Funded)	YTD Actual \$3,300	Forecast Variance \$TBC – The budget will be adjusted in the Quarter 1 Financial Report (November 2026) to incorporate carried-forward work from 2025–26			



Portfolio 4 – Running the Borough

Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Recreation Reserve New Premium Cabins	Infrastructure & Environment / Customer Experience	Provider	Site Preparation works begin. Tender advertised & evaluated.	In progress	This project is approx. 20% complete
Comments: The tender has been advertised and evaluated					
Risks, Issues, Decisions: - The tender award will be presented to Council for decision on 28 October 2026 - Site preparation will begin after the peak holiday season in February - No material risks yet identified.					
Financial Summary Budget (Full Year) \$1,000,000	YTD Actual \$0	Forecast Variance \$TBC – No adverse variance is currently forecast.			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Service Review	CEO Office	Provider	Commence the Service Review process (Aged Care Services)	Complete	This project is approx. 60% complete
Comments: • Aged Care Services – A report for decision is scheduled for the November Ordinary Meeting • The implementation timeline will depend on Council’s decision • The overall service review is underway, with the outcome reports being finalised					
Risks, Issues, Decisions: • No material risks have been identified in relation to the delivery of the Service Review reports.					
Financial Summary Budget (Full Year) \$0	YTD Actual \$20,000	Forecast Variance \$TBC – The budget will be adjusted in the Quarter 1 Financial Report (November 2026) to incorporate carried-forward budget from 2025–26 (\$40,000)			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Develop an ICT Roadmap	Finance & ICT Services	Provider	Roadmap review by the Audit & Risk Committee	In progress	This project is approx. 70% complete
Comments: The ICT Roadmap will be presented to the Audit and Risk Committee at its December 2026 meeting					
Risks, Issues, Decisions: This initiative is being delivered using internal resources, and no delivery risks are anticipated at this stage					
Financial Summary Budget (Full Year) (Operational)	YTD Actual Not applicable.	Forecast Variance Not applicable.			



Portfolio 5 – Caring for the Borough

Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Five-year evaluation of the Climate Emergency Response Plan (CERP)	Infrastructure & Environment	Provider	Community Engagement Commenced	Complete	This project is approx. 65% complete
Comments: - Councillors held an environment listening post event on 31 August 2026 providing the community an opportunity to discuss the environmental values, concerns and priorities. The feedback of this session is being considered in the CERP review process - Two round table sessions were conducted (Tuesday 6 October and 13 October 2026). Thirty-Five community members participated in the roundtable session that were focussed on assisting Council identify future priority areas. - A revised strategy, presenting a sharper focus on current community priority areas will be presented to Council for discussion in November 2026 - The draft strategy will then be placed on exhibition for 2 months to provide the broader community an opportunity to provide feedback					
Risks, Issues, Decisions: - The revised document must be a plan that the Council can realistically deliver - The document takes into consideration (budget, resources, capacity and acts within the responsibilities of Local Government) - Council takes a considered approach that is representative of the entire community, not the loudest voices					



Financial Summary Budget (Full Year) \$0	YTD Actual \$6,700	Forecast Variance \$TBC – The budget will be adjusted through the Quarter 1 Financial Report (November 2026) to incorporate funds carried forward from 2025–26 and any additional funding requirements.	
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Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Weed Management Program	Infrastructure & Environment	Provider	Weed Management Program presented to Council	In progress	This project is approx. 60% complete
Comments: - Officers have drafted a weed management program developed with consideration to ecological assessments, applicable legislation, accepted best practice weeding principles, community values and the Borough’s resourcing capacity - Presentation of the program to Council is targeted for November 2026					
Risks, Issues, Decisions: This initiative is being delivered using internal resources					
Financial Summary Budget (Full Year) \$ Operational Budget	YTD Actual \$ Not applicable	Forecast Variance \$ Not applicable			



Action	Responsibility	Role	Q1 Milestone	Milestone Status	Overall Progress % complete
Complete Coastal & Marine Management Plan (CMMP)	Community & Regulatory Services	Provider	Complete community engagement on revised CMMP	Complete	This project is approx. 70% complete
Comments: - Community engagement commenced on 10 September 2026 and concluded on 12 October 2026 with twelve (12) submissions received - The exhibited CMMP (29 July 2026) will be reviewed having regard to feedback received through the submission process					
Risks, Issues, Decisions: - The complexity of the revision and business as usual workload may impact timeframes - The revised CMMP will be presented to Council in early 2027 for adoption - Upon adoption the CMMP will be submitted to DEECA for approval					
Financial Summary Budget (Full Year) \$ 0	YTD Actual \$3,100	Forecast Variance \$TBC – The budget will be adjusted through the Quarter 1 Financial Report (November 2026) to incorporate funds carried forward from 2025–26 and any additional funding requirements			



Bike Park Project

In addition to the first quarter milestones reported above, noting that the Point Lonsdale Bike Park is a project of high interest, it can be reported that the project currently remains on schedule. The Cultural Heritage Management Plan (CHMP) has been drafted and is scheduled for submission by the end of October 2026. Subject to approval of the CHMP the project will commence work on-site in early February 2027 with completion anticipated in April 2027.

Options

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

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 (updated 2025)

Annual Plan 2025–2026

Climate Emergency Response Plan 2021–2031

Council Plan 2025–2029

Financial Plan 2025/26–2033/34

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

1. Strategic Projects Report Dashboard October 2027 [**13.3.1** - 2 pages]



13.4.	Annual Report 2025-2026
Author:	Communications Coordinator
Theme: Councillor:	Governance & Finance Cr Tolhurst

Purpose

This report presents the Borough of Queenscliffe Annual Report for the financial year ending 30 June 2026 for Council's adoption.

Executive Summary

Council Plan Theme 4. Running the Borough

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

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

The *Local Government Act 2020* (Act) requires Council to prepare an annual report and provide a description of its required contents. In accordance with the Act, Council officers have prepared an annual report for the 2025–2026 financial year. The annual report must include the following:

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

The report provides an account of Council's operations over the 2025–2026 financial year as well as the achievements, challenges, and directions for the year ahead.

RECOMMENDATION

That Council adopts the Borough of Queenscliffe Annual Report 2025–2026.



REPORT

Background

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

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

The 2025–2026 report is Council's fifth annual report prepared in line with the requirements of the new Act. In continuing with our standard of high-quality publications, these requirements are supplemented with an in-depth report of operations that addresses Council's performance against the strategic objectives listed in our Council Plan.

In preparing this report, the Audit and Risk Committee reviewed the Financial Statements, Performance Statement and Governance and Management Checklist included in this report at its meeting held on 14 September 2026, prior to completion of the 2025–2026 audit and Council approval of the statements 'in principle' at the Ordinary Meeting of Council held on 30 September 2026.

Council received unqualified audit opinions on the performance statement and financial statements from the Victorian Auditor-General's Office on 5 October 2026. These documents were subsequently incorporated into the Annual Report.

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



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

Discussion

The Annual Report complies with the legislative requirements of the Act, detailing the achievements of Council during the 2025–2026 financial year. The structure of the Annual Report reflects the first year of the Borough’s Council Plan 2025–2029.

The graphic design draws inspiration from the gentle curves of the coastline, with flowing forms echoing the movement of the sea and foreshore. The result is a visually engaging publication that captures the spirit of the Borough.

The photography featured throughout the Annual Report, including the cover and chapter headings, has been carefully curated to showcase the diverse and inspiring landscapes, landmarks and community of the Borough. Together, these photographs capture the distinctive character and beauty of the Borough from a variety of compelling perspectives

Options

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

Communications and Engagement

Community Engagement

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

Collaboration

There are no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020



Charter of Human Rights

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

Gender Equality Act 2020

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

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

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

Not applicable.

Related Documents

Community Vision 2021–2031

Disclosure of Interest

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

Considerations

Environmental Sustainability

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

Financial and Resource Implications

This project will be delivered using existing Council resources.

Innovation and Continuous Improvement

Not applicable.

Implementation



Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. Annual Report 2025-2026 [**13.5.1** - 192 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. Urgent Business

In accordance with the Governance Rules, business must not be admitted by the Chairperson as Urgent Business unless: (1) it relates to or arises out of a matter which has arisen since distribution of the agenda, and (2) it cannot safely or conveniently be deferred until the next Council meeting; and (3) Council resolves to admit the item considered to be Urgent Business. Note Notices of Motion will not be admitted into Urgent Business unless determined otherwise by the Chairperson.

16. List of Council Meetings

Planning Review Meeting

Wednesday 11 November 2026 at 6:30pm (if required)

Ordinary Meeting of Council

Wednesday 25 November 2026 at 6:30pm

Wirrng Wirrng / Queenscliffe Hub

Council Listening Post: Council's Budget 2027-28

Monday 30 November 2026 at 5:30pm

Wirrng Wirrng / Queenscliffe Hub



17. 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:

17.1. Supply and Install two new Caravan Park Cabins at Recreation Reserve: Contract 2026-05

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.

17.2. Audit & Risk Committee Appointment of Independent Members

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

17.3. CEO six months' Performance Review (part 2)

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



18. 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.

19. Close of Meeting

The meeting will be declared closed.

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

The Borough of Queenscliffe Governance Rules (chapter 6, clause 1) 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:

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

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

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

1.4 a majority of Councillors are present; and

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

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly Briefing 30 September 2026 5:00pm – 5:45pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule Cr Grigau, Mayor Cr Tolhurst	Jane Grover, CEO Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Anne Maree Roberts, SP	1. Meeting Agenda & meeting procedures 2. Public Questions & proposed responses 3. CEO six months' Performance Review	Jane Grover declared a conflict of interest in relation to item 3. CEO six months' Performance Review

CEO & Councillor Meeting 12 October 2026 5:00pm – 6:30pm Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule Cr Grigau, Mayor Cr Tolhurst	Jane Grover, CEO	1. Questions regarding the Assembly briefing agenda for 14 October 2026 2. South Hesse Street Kiosk project 3. Staffing matters 4. Aged Care Review 5. Annual Report 2025–2026 6. Councillor Professional Development 7. Anzac Day grant funding for 2027 8. Climate Emergency Response Plan Community workshop feedback and planning	Nil.
Councillor Assembly Briefing 14 October 2026 9:00am – 5:04m Wirrng Wirrng	Cr Cameron Cr Monahan Cr Rule Cr Grigau, Mayor Cr Tolhurst	Jane Grover, CEO Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Steve Quick, RIE Jenni Walker, HR&GC Makenna Bryon, CC Carly Douglas, CSRO Shelley Sutton, CDO	1. Pre-Budget 2026/27 Community Engagement Survey 2. Tourism Greater Geelong and The Bellarine 3. Councillors Professional Development "Effective Council Meetings & Decision Making" 4. HR Coordinator briefing prior to CEO Employment and Remuneration Advisory Committee at 4pm 5. South Hesse Street Kiosk Project 6. Point Lonsdale Commercial Precinct - Car Parking Analysis 7. Aged Care Review 8. Audit & Risk Committee Charter	Jane Gover declared a material conflict of interest in relation to item 4. and item 15. CEO Employment and Remuneration Advisory Committee Cr Monahan & Cr Cameron declared a conflict on interest in relation to item 12. Recreation Reserve New Cabins, Hesse

			9. Audit & Risk Committee Appointment of Independent Members 10. Review of Council Policy: CP022 Event Sponsorship & CP004 Community Grants 11. Point Lonsdale Lighthouse Reserve Tender Evaluation 12. Recreation Reserve New Cabins, Hesse St Queenscliff: Tender Evaluation 13. Royal Park BBQ Shelter & Solar upgrades 14. ICT Quarterly update - July to September 2026 15. CEO Employment and Remuneration Advisory Committee: CEO six-month Performance Review (cont'd) 16. Weeroona Parade Public Toilet Renewal: Grant funding 17. Toch H Toilet Renewal project 18. Town Hall Restoration Plan: Works Schedule 19. Stormwater Monitoring Program: Grant Funding unsuccessful	St Queenscliff Tender Evaluation
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CEO – Chief Executive Officer	CC – Communications Coordinator	CO – Communications Officer
CERP – Project Officer, Climate Emergency Response Plan	CSRO – Community Stakeholder Relations Officer	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	RIE – Roads Infrastructure Engineer	STP – Strategic Planner
SP – Senior Planner	VFO – Vegetation & Foreshore Officer	