

Borough of Queenscliffe

Ordinary Meeting of Council

Agenda

Wednesday 26 February 2025 at 6:30PM

Queenscliff Town Hall



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia



Community Vision

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

Our Values

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

Acknowledgement of Country

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
Cr Brendan Monahan, Deputy Mayor
Cr Di Rule, Mayor
Cr Isabelle Tolhurst

Officers

Martin Gill, Chief Executive Officer
Tim Crawford, Manager Community & Regulatory Services
Stuart Hansen, Manager Infrastructure & Environment
Gihan Kohobange, Manager Finance & ICT Services
Abbey Tatterson, Manager Customer Experience
Makenna Bryon, Communications Coordinator
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

At the Ordinary Meeting of Council on 29 January 2025, two public questions were taken on notice. Please refer to adjunct 5.1 for the details.

No public questions are outstanding.



5.2. Public Questions

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

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

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

6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 29 January 2025

A copy of the minutes from the Ordinary Council Meeting on 29 January 2025 was distributed to Councillors under separate cover.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting on 29 January 2025, as distributed, be confirmed as an accurate record.

6.2. Ordinary Council Meeting on 29 January 2025 Confidential Minutes

A copy of the confidential minutes from the Ordinary Meeting of Council on 29 January 2025 was distributed to Councillors under separate cover.



RECOMMENDATION

That the confidential minutes of the Ordinary Meeting of Council on 29 January 2025, as distributed, be confirmed as an accurate record.

7. Record of Informal Meetings of Councillors

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

- 22 January 2025 – Councillor Assembly briefing
- 29 January 2025 – Councillor Assembly briefing
- 12 February 2025 – Councillor 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

An update on Notice of Motion number 2024/593: Preparing our Borough for the Summer and a productive 2025 is provided in adjunct to item 8.1 to this agenda.

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 18 January and 17 February 2025.

Date	Meeting or Function
20 January 2025	International Council for Local Environmental Initiatives (ICLEI) Oceania Board & Staff Meeting via videoconference (CEO)
21 January 2025	Meeting with Geelong Regional Library Corporation CEO Vanessa Schernickau (Cr Tolhurst)
22 January 2025	Introduction to prevention & population health via videoconference (CEO)
23 January 2025	Barwon South West Local Government area Municipal Public Health and Wellbeing Planning Network meeting via videoconference (CEO)
23 January 2025	Meeting with Lighthouse Theatre Group (CEO)
28 January 2025	Meeting with Queenscliff Netball Football Club (CEO)
30 January 2025	Lived Experience Disability Group meeting (CEO & Cr Grigau)
30 January 2025	Neighbourhood Batteries Community meeting (Cr Rule, Cr Tolhurst & Cr Grigau)
2 February 2025	Hot Rods Show'n'Shine Mayor's award presentation (Cr Rule)
10 February 2025	Regional Development Australia Barwon South West Local Government engagement session (Cr Rule & Cr Tolhurst)
10 February 2025	Lived Experience Disability Group meeting (CEO)
11 February 2025	Meeting with Queenscliff Croquet Club (CEO)
11 February 2025	Climate Emergency Australia Executive meeting (Cr Tolhurst)
12 February 2025	Site visit to Arilpa, Trust for Nature property in Point Lonsdale (All Councillors)
13 February 2025	Local Government CEOs, Victorian Managed Insurance Authority (VMIA) & Department of Energy, Environment & Climate Action Regions Forum via videoconference (CEO)
14 February 2025	Turning the Page Executive Steering Committee (Geelong Regional Library Corporation) meeting (CEO)



RECOMMENDATION

That the Functions Attended report be received.



11. Chief Executive Officer

11.1. Chief Executive Officer Report for February 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

Beach Infrastructure

The planning, approval, and procurement phases of the following projects are underway.

Dog Beach Access Ramp

Funding has been reallocated from the planned extension of the dog beach erosion fence to the repair of the dog beach access ramp. The procurement process has been completed, with structural engineering assessments now underway.

Rip View Stairs

Following completion of the expression of interest phase, the requests for quotation phase has now also been completed. The procurement phase should be finalised by the end of February 2025. The intention is to repair the existing structure which should offer a similar design life at a much lower cost when compared to demolition and replacement of the existing stairs. The stairs will be temporarily removed for refurbishment. Discussions with the Department of Energy Environment and Climate Action regarding permissions and approvals has commenced.

Review of 2021 – 2031 Community Vision

In the coming weeks, Council will start the project to review the existing Community Vision by inviting resident and rate payer feedback on the current document. The Community Vision can be found on the council website via the link below:

[boq-community-vision-2021-2031.pdf](#)



The goal of the Community Vision is to produce a consistent, long-term vision for our community's future that successive councils and the community can work towards. The Community Vision, a requirement of the Local Government Act 2020, is a ten year vision that must be reviewed at the start of every new Council term.

The Community Vision then informs the 4-year Council Plan that Council will be developing this year.

Council will be inviting feedback on the existing Community Vision through several channels including a survey, drop-in sessions and inviting written feedback from Borough residents and ratepayers.

Beach Matting

At the Ordinary Council meeting held on 11 December 2024, Council resolved to facilitate the installation of beach access matting at a suitable location in the Borough by the second week of January 2025. This matting provides assistance in navigating the beach sand for many people, including people of various abilities, seniors and parents with prams.

While the target set by Council was unable to be met, Council officers have purchased the matting, secured permission from the relevant land manager and completed the installation work scoping requirements (e.g. to ensure the appropriate grade transition from the existing ramp access to the matting).

At the time of writing no definitive completion date for the installation of the beach matting was available.

RECOMMENDATION

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



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 14 February 2025.

CATEGORY	TALLY
Current applications	5
Applications finalised since last report	12
New applications received since last report	9
Total number of active permit applications	9
VCAT matters yet to be determined	1
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.

RECOMMENDATION

That the Planning Permit Activity Report be received.



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023062	12/09/2023	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a six (6) lot subdivision, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2	9	Under consideration
PA2024028	30/07/2024	3 Yacht Club Road Swan Island	Works associated with the removal and reconstruction of a wharf	0	Under consideration
PA2024044	25/09/2024	42 Fellows Road Point Lonsdale	Construction of two double storey dwellings, subdivision of the land into two (2) lots, removal of native vegetation and variation to the side setback requirements of Design and Development Schedule 4	13	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	Under consideration
PA2024058	06/12/2024	24-26 Baillieu Street Point Lonsdale	Part demolition, alterations and extensions to an existing dwelling individually listed in a Heritage Overlay and removal of native vegetation	1	Under consideration



b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
PA2024034	13/08/2024 (Amended 26/11/2024)	30 Bellarine Highway Queenscliff	Construction of a two-storey dwelling	Notice of decision to grant a permit issued
PA2024053	19/11/2024	81 Bellarine Highway Point Lonsdale	Creation of access to a road in a Transport Zone 2	Permit issued
PA2024059	13/12/2024	9 Beach Street Queenscliff	Part demolition, alterations and extensions to an existing dwelling in a Heritage Overlay area and relocation of an outbuilding	Permit issued
PA2024060	13/12/2024	1/81 Nelson Road Queenscliff	Construction of a dwelling, variation to the site coverage and front setback requirements of Design and Development Overlay Schedule 3 and removal of native vegetation	Permit issued
PA2025001	14/01/2025	24 Swanston Street Queenscliff	Alterations and extensions to an existing dwelling	Permit issued
PA2025002	14/01/2025	4-6 King Street Queenscliff	Construction of a small second dwelling over 5 metres in height	Permit issued
PA2025005	06/02/2025	12 Grimes Road Point Lonsdale	Alterations to an existing single storey dwelling	Permit issued
PA2025006	07/02/2025	30-32 King Street Queenscliff	Alterations (re-roofing and external painting) to a dwelling in a Heritage Overlay area	Permit issued
VS2500001	17/01/2025	34 Hesse Street Queenscliff	Display business identification signage in a Heritage Overlay	Permit issued
VS2500002	06/02/2025	4 Egerton Street Point Lonsdale (road reserve)	Removal of native vegetation	Permit issued
A 2024007-1	20/01/2025	3 Queen Street Queenscliff	AMENDMENT: Construction of a dwelling and variation to the site coverage and side setback requirements of Design and Development Overlay - Schedule 1	Amended permit issued
A 2024033-1	12/02/2025	4 St Andrews Street Queenscliff	AMENDMENT: Buildings and works to an existing dwelling on a lot less than 300m ² and variation to the site coverage requirements of Design and Development Overlay Schedule 1	Amended permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
A 2024007-1	20/01/2025	3 Queen Street Queenscliff	AMENDMENT: Construction of a dwelling and variation to the site coverage and side setback requirements of Design and Development Overlay - Schedule 1	0	Amended permit issued
PA2025003	20/01/2025	4 Scarborough Close Queenscliff	Alterations and extensions (two storey) to an existing dwelling	0	Further information requested 30 January 2025
PA2025004	03/02/2025	2/16 Flinders Street Queenscliff	Construction of a two-storey dwelling	0	Public notification
PA2025005	06/02/2025	12 Grimes Road Point Lonsdale	Alterations to an existing single storey dwelling	0	Permit issued
VS2500002	06/02/2025	4 Egerton Street Point Lonsdale (road reserve)	Removal of native vegetation	N/A	Permit issued
PA2025006	07/02/2025	30-32 King Street Queenscliff	Alterations (re-roofing and external painting) to a dwelling in a Heritage Overlay area	0	Permit issued
PA2025007	10/02/2025	1 Hygeia Drive Queenscliff	Use and development of a Place of Assembly, buildings and works and reduction in car parking	0	Further information requested 14 February 2025
A 2024033-1	12/02/2025	4 St Andrews Street Queenscliff	AMENDMENT: Buildings and works to an existing dwelling on a lot less than 300m ² and variation to the site coverage requirements of Design and Development Overlay Schedule 1	0	Amended permit issued
PA2025008	13/02/2025	18 Lockwood Street Point Lonsdale	Construction of a dwelling and removal of native vegetation	0	Initial review



d. VCAT Applications

App. No	Date Received	Address	Proposal	Status
PA2022-044	05/12/2023	6 McDonald Road Queenscliff	Use of the land for a helicopter landing site	VCAT application for review lodged by applicant VCAT hearing 4 & 5 February 2025 (waiting on outcome)

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

NOTE

Planning Applications Protocol 9 May 2023

A Council briefing occurs where planning permit applications receive four (4) or more objections



12.2.	Point Lonsdale Lighthouse Reserve Project update #11
Author:	Manager Infrastructure & Environment
Portfolio:	Heritage, Planning & Infrastructure
Councillor:	Cr Rule

Purpose

This report provides an update on the capital work projects Council is currently undertaking at the Point Lonsdale Lighthouse Reserve, with particular focus on the replacement of the public toilet at the Point Lonsdale Lighthouse Reserve.

Executive Summary

The projects currently being undertaken at the Point Lonsdale Lighthouse Reserve align to the following portfolio objectives including:

Portfolio 4: Heritage, planning and infrastructure

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

Priority 4: Maintain and promote military, maritime and historic features on Council-managed land

Priority 5: Maintain and improve community infrastructure within the Borough

Council currently has two grant funded projects underway at the Point Lonsdale Lighthouse Reserve and a complementary asset renewal project to replace the existing toilet at the site. At the Ordinary Meeting of Council on 13 December 2023, Council resolved to bring monthly project updates detailing the progress of the grant funded projects.

RECOMMENDATION

That Council:

1. Notes the Point Lonsdale Lighthouse Reserve project update for February 2025.
2. Request officers to bring future project update reports quarterly or as required.



REPORT

Background

The replacement of the public toilet at the Point Lonsdale Lighthouse Reserve is an action in the Annual Plan 2024–2025.

Discussion

Point Lonsdale Reserve Public Toilet

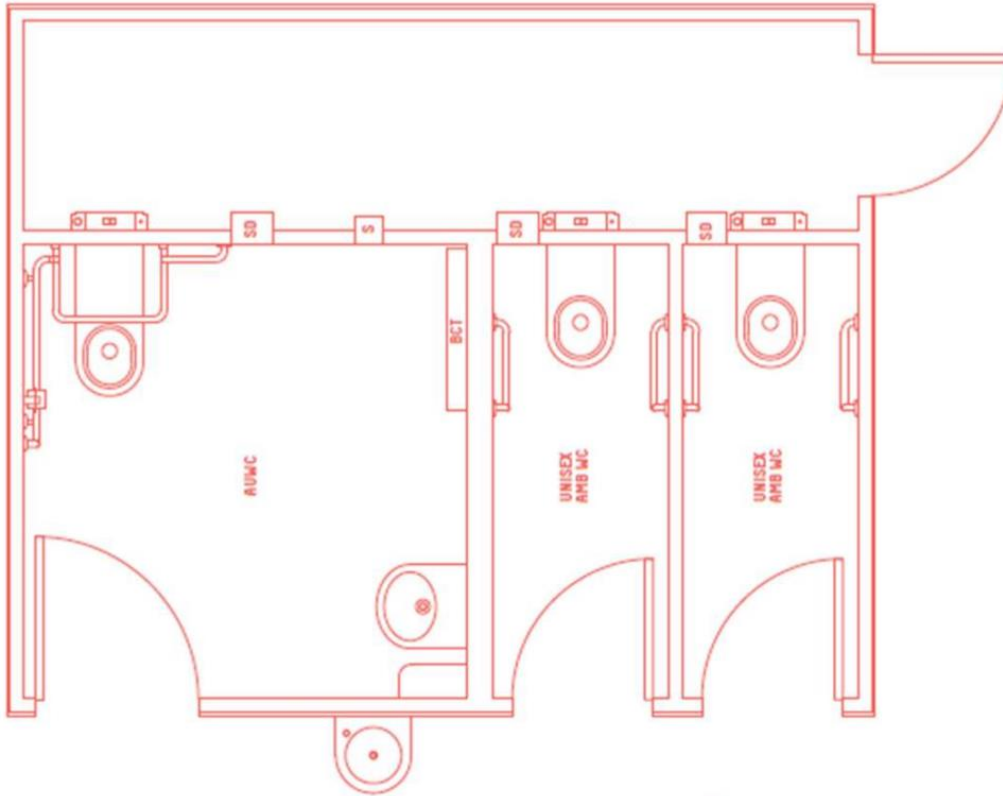
The demolition and construction of a new toilet block is subject to several approvals including Heritage Victoria approval, Marine and Coastal Act (MACA) consent and a Cultural Heritage Management Plan (CHMP). These approval processes have begun and are progressing. A cultural heritage consultant has been engaged to undertake the CHMP which will consider the entire scope of the Point Lonsdale Lighthouse Reserve project. Wadawurrung Traditional Owners have approved the field-testing methodology for the first phase of the CHMP. Heritage Victoria approval is pending and also required prior to commencement of the subsurface investigations. An application for MACA consent is being prepared however consent cannot be issued prior to completion of the CHMP.

A Design and Construct procurement process for the toilet block has been commenced in parallel to the consent and approval process. The request for quotation asked the respondents to propose a design and construct solution that provides the following:

- A design life of 20-25 years within the project budget of \$180,000;
- A design that considers Crime Prevention Through Environmental Design (CPTED) principles;
- A solution that incorporates Universal Design principles;
- Corrosion resistance suitable for the site and the required design life;
- Meets Heritage Victoria's design requirements for a new structure within the heritage precinct;
- The incorporation of reused materials from the rock facade of the existing toilet block.

The request for quotation process has identified a preferred supplier for the toilet block. The proposed solution incorporates one all ability cubical, two ambulant cubicles, an external wash basin and a service/storage area.

Refer to the diagram below for details:



While the design detail (including material and colour choices) will be finalised following execution of the design and construct contract, an indication of the building's form is presented below in a photo from the supplier's previous work.



Budget limitations preclude the use of reused rock materials in the building design. Minimal landscape works will be possible within the allocated project budget. If reuse of the rock material is still considered critical by community stakeholders, quotations will be sought for Council's consideration to incorporate the reused rock façade in landscape features.

The timeline for commencement of construction of the toilet block is dependent on completion of the CHMP. It is anticipated that the CHMP will take 6-9 months. Officers are working to achieve all other approvals in parallel with the CHMP process. It is currently estimated that Council will be able to commence the construction of the toilet block in late August early September 2025.

Options

1. Note the officer report as presented.
2. Request further information regarding these projects.

Communications and Engagement

Community Engagement

The purpose of this report is to inform the community of the projects occurring at the Point Lonsdale Lighthouse Reserve.



Collaboration

Since being transferred ownership of the Point Lonsdale Lighthouse Reserve from the Victorian Government in 2012, Council has been working with various government stakeholders in conjunction with the local community to restore and revitalise this area.

A community reference group has driven the key components of the masterplan that was adopted by Council 2019.

Governance Context

Relevant Law

Marine and Coastal Act 2018

Charter of Human Rights

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

Gender Equality Act 2020

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

No; this is an update on a program.

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

The legal and risk implications associated with these projects will continue to be monitored.

Related Documents

Council Plan 2021–2025



Disclosure of Interest

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

Considerations

Environmental Sustainability

The main aim of the P1 Hut restoration works is to make the area safe by removing asbestos in and around the buildings, enabling Council to remove the fences which restrict access to the site.

Financial and Resource Implications

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

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 an external contractor.

Attachments

Nil



13. Governance & Finance

13.1.	Review of Council Policies
Author:	HR & Governance Coordinator Manager Finance & ICT Services
Portfolio:	Governance & Finance
Councillor:	Cr Tolhurst

Purpose

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

- CP030 Asset Disposal
- CP039 Discretionary Reserves
- CP047 User Fees and Charges

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 3: Accountable and transparent governance

This report outlines proposed amendments to three existing Council policies.

CP030 Asset Disposal

This policy was first adopted in July 2014 and last revised in October 2021. The purpose of this policy is to provide direction for the disposal and rationalisation of Council assets when the assets are no longer required, to meet agreed services or when there is no clear need for Council to retain ownership of the asset.

CP039 Discretionary Reserves

This policy was first adopted in October 2017 and last revised in February 2021. The purpose of this policy is to ensure Council sets aside and maintains monies in reserve funds on the Balance Sheet to meet specific legal and discretionary liabilities.



CP047 User Fees and Charges

This policy was first adopted in March 2019 and last revised in November 2021. The purpose of this policy is to apply a standard methodology, for the setting of fees and charges, which is applied consistently across the Borough in order to enhance accountability and provide transparency to the community in Council's decision making process.

RECOMMENDATION

That Council adopts the following revised policies as presented:

- a. CP030 Asset Disposal;
- b. CP039 Discretionary Reserves; and
- c. CP047 User Fees and Charges.



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

The proposed changes have been provided in draft form for the policies under review (see attachments).

CP030 Asset Disposal

Only minor wording changes are being proposed to this policy.

CP039 Discretionary Reserves

Aside from minor wording changes and text restructuring, the other changes proposed are summarised below:

- Context, Purpose & Policy principle – Updated to mainly reflect the impact of changes to relevant accounting standards e.g. unspent grant cannot be recognised as an income;
- Clause 1.1 – updated to enhance the clarity that the general reserve is to provide a contingency for responding to any emerging risk management and other unbudgeted issues, and asset renewal reserve is for future asset renewal requirements;
- Clause 1.2 – increase minimum allocation to \$45,000 (from \$40,000) in line with the current annual asset renewal budget;
- Clause 1.4 – amended to reflect the impact of changes to relevant accounting standards;
- Clause 1.5 – updated to reflect changes to waste management services offered to the community; and
- Clause 2 – remove reference to discretionary reserve creation specifically for unspent grant.



CP047 User Fees and Charges

Only minor wording changes are being proposed, along with some changes to provide improved clarification.

Options

1. Adopt the revised policies as presented.
2. Request 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

Officers have benchmarked with other Councils in the region.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

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

No; while the matters in this report do have a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

Audit and Risk Committee

Proposed changes to CP039 Discretionary Reserves were presented to Council's Audit & Risk Committee at its meeting on 2 September 2024.



Proposed changes to CP030 Asset Disposal and CP047 User Fees and Charges were presented to Council's Audit & Risk Committee at its meeting on 9 December 2024.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

The absence of clear policies, relating to good governance practices, increases the risk that relevant legislative provisions may not be complied with, and current practices may not be transparent.

Related Documents

Council Plan 2021–2025

CP030 Asset Disposal

CP039 Discretionary Reserves

CP047 User Fees & Charges

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 CP030 Asset Disposal [**13.1.1** - 7 pages]
2. DRAFT CP039 Discretionary Reserves [**13.1.2** - 6 pages]
3. DRAFT CP047 User Fees and Charges [**13.1.3** - 4 pages]



13.2.	Expression of Interest for an Independent Advisor for Council CEO Employment and Remuneration
Author:	HR & Governance Coordinator
Portfolio:	Governance & Finance
Councillor:	Cr Tolhurst

Purpose

The purpose of this report is to advise Council on the Expression of Interest process to appoint an independent advisor to both the CEO Employment and Remuneration Advisory Committee and CEO Recruitment Committee as required by Council Policy CP053 CEO Employment and Remuneration.

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

The *Local Government Act 2020* introduced a new provision for local government: every Victorian council had to introduce a CEO Employment and Remuneration policy and provision had to be made to provide access to independent advice to Councillors regarding matters relating to the employment, performance, remuneration and recruitment of the Chief Executive Officer.

The Borough of Queenscliffe's CEO Employment and Remuneration policy created two committees:

- CEO Employment and Remuneration Advisory Committee
- CEO Recruitment Committee

and requires an independent advisor to sit on both in order to provide advice and support to Councillors on these matters.

In April 2022, following an Expression of Interest process, Council appointed independent advisor Phil Shanahan for a three-year term. That appointment expires in April 2025 and a new Expression of Interest process is now required.



RECOMMENDATION

That Council notes the public advertisement seeking Expressions of Interest in becoming the Borough's independent advisor to both the CEO Employment and Remuneration Advisory Committee and CEO Recruitment Committee will commence on Monday 3 March 2025.



REPORT

Background

The *Local Government Act 2020* introduced a new provision for local government: every Victorian council had to introduce a CEO Employment and Remuneration policy and provision had to be made to provide access to independent advice to Councillors regarding matters relating to the employment, performance, remuneration and recruitment of the Chief Executive Officer.

The Borough of Queenscliffe's CEO Employment and Remuneration policy created two committees:

- CEO Employment and Remuneration Advisory Committee
- CEO Recruitment Committee

and requires an independent advisor to sit on both.

Discussion

Council's CP053 CEO Employment and Remuneration policy was adopted in November 2021. Following its adoption, an Expression of Interest process was followed to appoint an independent advisor to sit on both the CEO Employment and Remuneration Advisory Committee and the CEO Recruitment Committee. At its April 2022 Ordinary Meeting, Council appointed Phil Shanahan as its independent advisor to the two committees.

Both these committees meet as required, and a sitting fee is paid to the independent advisor. Council policy CEO Employment and Remuneration does allow for the independent advisor to be re-appointed without advertisement for a further three-year period, and that option is available to Council. However, undertaking an Expression of Interest process is straightforward, has minimal cost and provides Council with assurance that the best available candidate is always put forward. In addition, Council's current independent advisor is able to submit an Expression of Interest and is encouraged to do so.

The legislation is not prescriptive as to the qualifications required of the independent advisor. However, it would be prudent to appoint someone with qualifications in business/commerce and/or law/human resources and the person ideally should also have experience in local government governance in Victoria. The independent advisor must also be free from any management, business or other relationship that



could reasonably be perceived to materially interfere with their ability to act in the best interests of Council.

Options

1. Adopted an amended resolution.
2. Resolve not to follow an Expression of Interest process and re-appoint Council's current independent advisor without advertisement.

Communications and Engagement

Community Engagement

Council will seek to involve the community in this project.

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; while the matters in this report do have a direct impact on the public, it is not considered sufficiently significant to require a Gender Impact Assessment.

Audit and Risk Committee

Not applicable.



Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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

Related Documents

Council Plan 2021–2025

CP053 CEO Employment & Remuneration

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

This project will be delivered using existing Council resources.

Innovation and Continuous Improvement

Not applicable.

Implementation

Operational Impacts

This project will be delivered with existing operational resources.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

Nil



13.3.	2024–2025 Quarterly Financial Report at 31 December 2024
Author:	Manager Finance & ICT Services
Portfolio:	Governance & Finance
Councillor:	Cr Tolhurst

Purpose

The purpose of this report is for Council to consider and note the 2024–25 Quarterly Financial Report as at 31 December 2024 and approve additional funding allocation.

Executive Summary

Portfolio 5: Governance and Finance

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

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

Priority 3: Accountable and transparent governance

This report provides information on Council’s forecasted operating and capital work performance for the 2024–2025 financial year and explains key variances against the quarter one year-end forecast for 2024–25.

The projected cash result for the 2024–25 financial year indicates a breakeven position. A significant portion of the \$134,000 cash surplus projected in the Quarter 1 report has been allocated to cover additional operational budget commitments beyond identified savings and additional operating income. The remaining surplus has been used to partially fund the Rip View Beach Access Renewal works.

RECOMMENDATION

That Council:

1. Notes the Quarterly Finance Report to 31 December 2024;
2. Notes the update against the Sustainable Capacity, Service Performance and Financial Performance indicators;



3. Notes the statement by the Chief Executive Officer, "The Chief Executive Officer, as required under Section 97(3) of the Local Government Act 2020 is of the opinion a revised budget is not required"; and
4. Approves the allocation of the following additional funding allocations:
 - i. \$200,000 for 29 King Street building renewal works. The tenant, QMF Pty Ltd, will manage this project under Council oversight. \$200,000 to be provided to QMF Pty Ltd;
 - ii. \$120,000 for Rip View Beach access renewal works;
 - iii. \$120,000 additional budget allocation for increased vegetation maintenance and management activities across the Borough; and
 - iv. \$25,000 for cost for trialling temporary toilet facilities at two sites (Loch Street and Dog Beach) between February and April 2025.



REPORT

Background

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

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

Section 97 of the *Local Government Act 2020* requires a financial report to be presented to Council after the end of each quarter of the financial year. This report compares expenses and revenue against the adopted budget. The financial report must contain explanations for any material variations from the adopted budget. In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Measure 23 in the Governance and Management Checklist in the Local Government Performance Reporting Framework (LGPRF), requires six-monthly reports of indicators measuring results against financial and non-financial performance including the performance indicators referred to in section 98 of the Act 2020.

Discussion

The Quarterly Financial Report as of 31 December 2024, provided as a separate attachment, outlines the changes between the first-quarter year-end forecast and the second-quarter year-end forecast, with detailed explanations for all material variances.

The projected cash result for the 2024–25 financial year indicates a breakeven position. A significant portion of the \$134,000 cash surplus projected in the Quarter 1 report has been allocated to cover additional operational budget commitments



beyond identified savings and additional operating income. The remaining surplus has been used to partially fund the Rip View Beach Access Renewal works.

According to the Local Government Performance Reporting Framework (LGPRF) definition, the Council's adjusted underlying result, which excludes non-recurrent capital grants, cash capital contributions, and non-monetary capital contributions, reflects a deficit of \$0.33 million (-2.4%). This represents a higher deficit than projected in the Quarter 1 forecast, primarily due to increased costs for materials and services, which exceeded the savings in employee costs and additional income from interest.

The underlying result on a recurring basis, as defined in the Borough's Council Plan, is projected to show a deficit of \$129,000 for the year, which is higher than the deficit projected in Quarter 1. This increase is primarily due to additional budget allocations for increased vegetation management activities, largely driven by the storm events in September and October 2024, as well as higher legal and town planning appeal (VCAT) expenses. While these expenses are generally recurring, their value has been elevated in the current financial year.

Further, the following two new asset renewal projects have been incorporated into the Quarter 2 forecast by redirecting funds from the general asset renewal reserve transfer included in the 2024–2025 budget:

1. 29 King Street building renewal works:

The tenant, QMF Pty Ltd, will manage this project under Council oversight, with a total allocation of \$200,000 to undertake the renewal works.

2. Rip View Beach access renewal works:

A total of \$120,000 has been allocated for this project, which involves refurbishing and repairing the Rip View stairs following an engineering assessment and damage suffered during the storm events in September and October 2024. Of this amount, \$20,500 has been funded using the remaining additional cash surplus (after covering operating funding requirements) projected in the Quarter 1 forecast.

Based on the forecasted results, the CEO is of the opinion that a revised budget is not required.



Further, an update against the LGPRF service performance, sustainable capacity and financial performance indicators is provided as a separate attachment. The Borough is within the expected range for all reported indicators.

Options

1. Note the Quarterly Finance Report to 31 December 2024 as presented.
2. Request Officers to make further amendments to the Quarterly Finance Report to 31 December 2024.

Communications and Engagement

Community Engagement

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

Collaboration

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

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when the Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public. Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? Not required as this is an update on a service



Audit and Risk Committee

This item will be presented to Council's Audit & Risk Committee at its meeting on 14 April 2025.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

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

Related Documents

Financial Plan 2023–2033

CP011 Investment of Available Funds

CP039 Discretionary Reserves

Disclosure of Interest

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

Considerations

Environmental Sustainability

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

Financial and Resource Implications

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

Innovation and Continuous Improvement

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

Implementation



Operational Impacts

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

Implementation Process

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

Attachments

1. 2024-25 Quarterly Financial Report at 31 December 2024 [**13.3.1** - 26 pages]
2. 2024-25 Performance Statement Mid-Year [**13.3.2** - 12 pages]



14. Signing & Sealing of Documents

No reports to consider.

15. Questions Without Notice

15.1. Questions Without Notice Status Update

No Questions Without Notice are outstanding.

15.2. Questions Without Notice

The Chair will call for questions without notice.

16. List of Council Meetings

Planning Review Meeting

Wednesday 12 February 2025 at 6:30pm (if required)

Ordinary Meeting of Council

Wednesday 26 March 2025 at 6:30pm

Queenscliff Town Hall

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. Community Service Awards Reference Group Appointments

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.

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

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

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

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

11.4 a majority of Councillors are present; and

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

Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Councillor Assembly Briefing 22 January 2025 5:10pm – 6:45pm Wirrng Wirrng	Cr Cameron Cr Grigau Cr Monahan Cr Rule, Mayor Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Abbey Tatterson, MCE	1. Queenscliffe Tourist Park 2. Hesse Street roundabout beautification works 3. King Street Renewal Grant 4. Hard Waste Collection	Nil.



<p>Councillor Assembly Briefing 29 January 2025 5:37pm – 6:11pm Town Hall</p>	<p>Cr Cameron Cr Grigau Cr Monahan Cr Rule, Mayor Cr Tolhurst</p>	<p>Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE</p>	<ol style="list-style-type: none"> 1. Council Agenda 2. Councillor Questions 3. Public Questions & Proposed Responses 	<p>Nil</p>
<p>Councillor Assembly Briefing 12 February 2025 9:45am – 6:21pm Wirrng Wirrng</p>	<p>Cr Cameron Cr Grigau Cr Monahan Cr Rule, Mayor Cr Tolhurst</p>	<p>Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE Jenni Walker, HR&GC Brydon King, SP Steve Quick, RIE Jodie Hunt, FSC Makenna Bryon, CC</p>	<ol style="list-style-type: none"> 1. Expressions of Interest for an Independent Advisor as per Council Policy CP053 2. Planning Application PA2024-044 at 42 Fellows Road, Point Lonsdale 3. Planning Application PC2024-054 at 18 The Esplanade, Queenscliff 4. Road Management Plan 5. Vegetation Management in Foreshore Areas 6. Neighbourhood Battery Sites 7. Review of Council Policies: <ol style="list-style-type: none"> a. CP030 Asset Disposal b. CP039 Discretionary Reserves c. CP047 User Fees & Charges 8. Budget: Revenue & Rating Plan 9. Budget: Situational Analysis 10. Budget: Quarter 2 Forecast 11. Department of Transport & Planning Current Program 	<p>Nil</p>



			12. Community Service Awards Reference Group Nominations 13. Draft Domestic Animal Management Plan and Community Consultation Plan 14. Public Realm Asset Design (Urban Design) 15. Queenscliffe Maritime Museum Strategic Plan and Potential Projects	
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CEO – Chief Executive Officer	CC – Communications Coordinator	CO – Communications Officer
CERP – Project Officer, Climate Emergency Response Plan	CSC – Community Services Coordinator	CDO – Community Development Officer
EA – Executive Assistant to the CEO, Mayor & Councillors	FSC – Financial Services Coordinator	HR&GC – HR & Governance Coordinator
HR&OD – HR & Organisational Development Advisor	MCE – Manager Customer Experience	MFS – Manager Finance & ICT Services
MIE – Manager Infrastructure & Environment	MPCS – Manager Community & Regulatory Services	RIE – Roads Infrastructure Engineer
SP – Senior Planner	STP – Strategic Planner	VFO – Vegetation & Foreshore Officer



20.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
29/1/25	<p>Public Question 36 from Queenscliffe Community Association (QCA)</p> <p>It is understood from the PLCA Annual Meeting that it was stated that 'the Borough is not flush with funds and needs to be careful going forward'.</p> <p>It was understood Council tendered its Roads Parks and Reserves Contract during 2024 (Tender cost unknown)</p> <p>At the Council Briefing held on 18 December 2024 an item appeared in relation to - '3. Roads, Parks & Reserves maintenance contract (Summer maintenance to improve amenity)'</p> <p>The QCA would support improving the amenity and appearance of the Borough as we believe it is warranted and necessary. The QCA addresses the following question in two parts and request an answer tonight as they both pertain to Borough maintenance and amenity.</p>	Question taken on notice.	Response sent on 12 February 2025, see attachments



	<p>Can the CEO detail the following- Was this a separate contract or additional tender, which organisation carried out that maintenance, the specific nature of the maintenance and what were the associated additional ratepayer costs?</p> <p>Given the amount of graffiti that appeared post or on NYE was graffiti removal part of the amenity improvement and when can we expect Council to remove it?</p>		
<p>29/1/25</p>	<p>Public Question 40 from David Kenwood</p> <p>Point Lonsdale Maritime and Defence Precinct Upgrade</p> <p>Having read the CEO's latest monthly report for the 5-hectare Point Lonsdale Lighthouse Reserve, it seems to me there are 2 very important elements of this long running project which are currently not being addressed by Queenscliffe Council or its Project Control Group.</p> <ol style="list-style-type: none"> 1. The future internal fit-out, completion and use of the four P1 huts and 2. The rebuild of the toilet block – \$160,000 was set aside for this project. <p>Whilst it's pleasing the four P1 huts have had the asbestos removed and external upgrading completed about 2 years ago under Stage 1 funding (some \$750,000) and there are plans to provide power to each hut under Stage 2 funding, they continue to sit there as unused shells when they could provide a significant community benefit. My great fear is that they will again be</p>	<p>Question taken on notice.</p>	<p>Response sent on 12 February 2025, see attachments</p>



	<p>vandalised or come under arson attack (hut 5 was destroyed by fire some years ago).</p> <p>Council's CEO recently indicated there is no future strategy for the four huts and the cost of internal refurbishment to make them habitable is \$3 - \$4 million. Seems to me what is needed is a Stage 3 Government Grant to complete this important coastal project for Point Lonsdale residents and the many visitors who frequent the historic location. It would be a great project for a local builder.</p> <p>Can I respectfully ask when will Queenscliffe Council as Committee of Management for the Reserve determine a future strategy for the 4 Heritage Victoria listed P1 huts?</p>		
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Attachments

1. Response to Public Question 36 taken on notice [**20.2.1** - 2 pages]
2. Response to Public Question 40 taken on notice [**20.2.2** - 2 pages]



20.3. ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

Date	Notice of Motion	Action	Status
11/12/24	<p>Notice of Motion number 2024/593: Preparing our Borough for the Summer and a productive 2025</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Note the commitment made by the new Councillors to work hard to increase trust in our local government and employ a collaborative spirit in serving our community. 2. Request the CEO to provide a briefing in December 2024 on the costs and administration of extra maintenance at several prominent and highly visited sites across the Borough (such as entrances to each town) particularly over the summer period, between December this year and February 2025. 3. Note the ongoing public communication about the status and remediation of damaged beach infrastructure at sites including Pt Lonsdale Back Beach, Springs/Phipps’ Beach, Dog Beach and the Ripview car park stairs. 4. Receive a briefing in January on the costs associated with trialling temporary toilet facilities at Loch Street 	<ol style="list-style-type: none"> 1. Ongoing 2. Complete: Council received a briefing on Roads, Parks & Reserves Maintenance Contract including the costs associated with addition mowing on 18 December 2024. 3. Complete: The Mayor, Deputy Mayor and CEO met with Alison Marchant MP on 19 December 2024 to discuss a range of matters including the damaged beach access infrastructure. Repairs have been completed to beach infrastructure at back beach base, Springs beach and Royal Park beach access. The shower was repaired at Springs beach. 4 & 5. Complete: Councillors were provided with the costs of the temporary 	In progress



	<p>and the Dog Beach car park, possibly between mid-February to late April, in response to community advocacy. The aim of this trial would be to collect data to inform decisions around a possible permanent facility.</p> <ol style="list-style-type: none"> 5. Consider the suitability of compostable toilets at these and other sites within the Borough. 6. Review the current signage directing people to existing facilities. 7. Promote the National Public Toilet Map app to help people find existing facilities. 8. Invite local organisations, by email, to contribute relevant events to the Borough of Queenscliffe events calendar, and actively promote those events during December and January. 9. Request the CEO to provide a report on the costs, if any, of allocating resources to undertake the following – <ol style="list-style-type: none"> a. Resume the Bellarine Times column to disseminate current information and events from the Borough of Queenscliffe b. Contact all residents and ratepayers, by post and email, in February 2025, asking them to decide how 	<p>toilets including options for compostable toilets at the Assembly Briefing on 15 January 2025. Temporary toilets were installed in 2 locations for a trial period until April 2025. They are located at Loch Street at the Point Lonsdale Foreshore, and the Dog Beach car park in the Narrows. Usage is being monitored during the trial period and data will be used to inform any future decision regarding permanent infrastructure.</p> <p>6. In progress: The directional signage review has commenced.</p> <p>7. Social media post and website news story went live 14 February 2025</p> <p>8. In progress: on 17 December 2024 local business and community groups were invited to upload their details on to the Borough of Queenscliffe Calendar of Events via email.</p>	
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	<p>they would like to receive future, regular communications. Residents will be asked to consider the cost to the Borough before indicating their preference for future email or postal communication. The aim of this exercise is to increase the Borough’s email subscriber base and reduce future print and postal costs, while keeping residents up to date with what Council is doing and how they can be involved.</p> <p>c. Commence work to develop a network of local organisations who can assist in sharing key communications and consultations.</p> <p>d. Explore consolidation of existing e-newsletters to streamline communications, with a summary of this exploration to be briefed in March 2025.</p> <p>10. Note Councillors will receive a briefing before the end of the year on Council’s Kindergarten Infrastructure and Services Plan in response to community enquiries, to ensure local services are supporting families in the Borough of Queenscliffe in line with State Education Department requirements.</p> <p>11. Request the CEO prepare a schedule of meetings to be held with community organisations (for Councillors’ review) to strengthen connection and</p>	<p>9. In progress: Councillors provided feedback to the CEO on the next steps to progress this communication at the assembly briefing held on 15 January 2025.</p> <p>a. Officers have progressed the inquiry with the Bellarine Times concerning a regular column/update for BoQ, securing a half-page monthly editorial that will go to print mid-March.</p> <p>b. Survey is currently live.</p> <p>c. Officers are in the process of developing a network of local organisations that can assist in sharing key communications and consultations.</p> <p>d. A Councillor briefing for streamlining local communications is scheduled for 12 March 2025.</p> <p>10. Complete: Councillors received a briefing regarding Council’s Kindergarten Infrastructure and Services Plan on 15 January 2025.</p>	
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	<p>collaboration with the local community, with priority given to groups who bring tourists to town and/or who have an existing strategic relationship with Council. These meetings will commence in January 2025 and will give groups the opportunity to present at regular Council Briefings on the second Wednesday of each month.</p>	<p>11. In progress: The CEO has prepared a list of community groups for the Mayor's consideration. Meetings have been scheduled with several groups in the first quarter of 2025. The Mayor has scheduled for Councillors to meet with several groups through February and March 2025.</p>	
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