

Borough of Queenscliffe

Ordinary Meeting of Council

Minutes

Wednesday 29 January 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.



1. Opening of Meeting	5
2. Present & Apologies	5
3. Conflict of Interest Disclosures.....	5
4. Leave of Absence of Councillor	6
5. Public Question Time.....	6
5.1. Public Question Status Update.....	6
5.2. Public Questions.....	6
6. Confirmation of Minutes of Previous Meetings.....	25
6.1. Ordinary Council Meeting on 11 December 2024.....	25
6.2. Ordinary Council Meeting 11 December 2024 Confidential Minutes.....	26
6.3. Audit & Risk Committee Meeting on 9 December 2024.....	26
7. Record of Informal Meetings of Councillors	26
8. Notice of Motion	28
8.1. Notice of Motion Status Update	28
8.2. Motion on Notice.....	28
9. Petitions and Joint Letters	28
10. Functions Attended	29
11. Chief Executive Officer	31
11.1. Chief Executive Officer Report for January 2025.....	31
12. Heritage, Planning & Infrastructure	34
12.1. Planning Permit Activity Report.....	34
12.2. Point Lonsdale Lighthouse Reserve Project update #10	39
13. Governance & Finance	46
13.1. Review of Council Policy: CP013 Procurement	46



13.2. Vegetation Management Policy	50
13.3. Internal Resolution Procedure.....	56
13.4. Second Quarter Implementation update for the Annual Plan 2024-2025.....	61
13.5. CEO Employment and Remuneration Committee.....	80
14. Signing & Sealing of Documents	85
15. Questions Without Notice	85
15.1. Questions Without Notice Status Update	85
15.2. Questions Without Notice	85
16. List of Council Meetings.....	85
17. Closed Session of Meeting.....	85
17.1. Confidential CEO Matters.....	86
18. Ratification of Confidential Items.....	86
19. Close of Meeting	86
20. Adjunct List.....	87
20.1. ADJUNCT TO 7 – RECORD OF INFORMAL MEETINGS OF COUNCILLORS	88
20.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE.....	91
20.3. ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE.....	92



1. Opening of Meeting

Cr Di Rule declared the meeting open at 6:33 pm.

2. Present & Apologies

Present:

Cr Hélène Cameron

Cr Donnie Grigau (online)

Cr Brendan Monahan, Deputy Mayor

Cr Di Rule, Mayor

Cr Isabelle Tolhurst

Martin Gill, Chief Executive Officer

Tim Crawford, Manager Community & Regulatory Services

Gihan Kohobange, Manager Finance & ICT Services

Abbey Tatterson, Manager Customer Experience

Makenna Bryon, Communications Coordinator

Jackie Fletcher, EA to the CEO, Mayor & Councillors

Apologies:

Stuart Hansen, Manager Infrastructure & Environment

3. Conflict of Interest Disclosures

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

Councillors:

Cr Grigau declared a conflict of interest in relation to item 17.1 Confidential CEO Matters.

Officers:

Nil.

4. Leave of Absence of Councillor

Nil.



5. Public Question Time

5.1. Public Question Status Update

At the Ordinary Meeting of Council on 11 December 2024, one public question was 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](#).

The Mayor advised that **41 public questions** had been received by Council within the prescribed timelines.

CEO Statement

Council has received 35 questions about, and relating to, the recommendation in item 13.4 in tonight's agenda that would see Council place two Annual Plan actions on hold. We thank you all for those questions.

Because these questions relate to a matter for formal decision in tonight's agenda, a response to all the questions will be provided following the debate and resolution. This ensures that Council does not pre-empt the outcome of the debate before a motion is moved and seconded to consider the matter.

There are other public questions that Council has received that do not relate to Item 13.4 and Council will address those now.

Public Question 35 from Joan Kingsley

Question to Martin Gill,

At the beginning of a new council term, should the newly elected council have the authority to review all previous council actions to ensure they align with the best interests of the community and ratepayers?



Response from the CEO

Thank you for your question Joan. Council is required to review the Community Vision and prepare a new Council Plan at the start of each new term.

Public Question 36 from Queenscliffe Community Association (QCA)

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'.

It was understood Council tendered its Roads Parks and Reserves Contract during 2024 (Tender cost unknown)

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)*'

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.

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?

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?

Response from the CEO

Thank you for your questions David. Given you have also asked your second question as your personal question I will take the first question on notice.

With respect to your question about graffiti removal. Council is working to remove graffiti on Council owned or managed assets and buildings; unfortunately much of the recent graffiti is on assets Council does not own or manage. Council has been in contact with some of those parties to see if we can support them.



Public Question 37 from Carmen Bell

Local Government is seen by some as superfluous. However, there is no other tier of government which provides access to the elected local representatives, particularly in a small community like the Borough of Queenscliffe. The Councillors make decisions for hopefully the benefit of many.

The interaction between Councillors and Officers and adequate briefings by the latter are essential for sound decisions at the Council Meetings. In relation to planning matters a few missteps have occurred. One planning application was unnecessarily dealt with in camera, its resolution has not been published despite a vote to share the same, and a number of non-VicSmart planning applications which were received between the December 2024 and January 2025 Council Meeting had permits issued without the opportunity for the public to comment.

What will Council do to get planning back on track?

Response from the Manager Community & Regulatory Services

It was the decision of Council at the December 2024 Ordinary Meeting to deal with Planning Application PA2022-044 in camera. It has been reported on appropriately as per confidential items.

The Planning Department has followed standard procedures of notifying the public on Planning Applications that require it between the December 2024 and January 2025 Ordinary Council meetings. If there are any Planning Applications during this period where this has not occurred, please advise Town Planning and we will follow this up.

Public Question 38 from David Connoley

To avoid the prospect of the QCA Question being taken on notice, I would request that the following part be responded tonight given the expected large attendance for the Hot Rod Festival this weekend and ensuring the town looked presentable to tourists and residents alike.

It is expected officers would have seen the widespread graffiti on both public and private buildings - Main Street, beach, alleys etc.



Q. Given the amount of graffiti that appeared post or on NYE was graffiti removal part of the referenced amenity improvement and when can we expect Council to remove it?

Response from the CEO

We are working to remove the graffiti on Council owned or managed assets.

Public Question 39 from Robert Minty

Dear Mayor and Councillors, I refer to 13.5 in tonight's Agenda on changing the membership of the Remuneration Advisory Committee to include all Councillors instead of the two originally appointed.

Can the chair provide the formal qualifications of Councillors that will enable them to add significantly to the role and what real difference this change will make as Councillors vote on the recommendations now and have the opportunity to question of the committee including Council members and independent experts alike.

Response from the Mayor

The Council Policy that provides the terms of reference for the Remuneration Advisory Committee, the CEO Employment and Remuneration policy, is flexible in terms of how many Councillors may sit on that Committee. The policy provides that a professional independent advisor must also sit on the Committee. It is the independent advisor and not the Councillors who must have appropriate qualifications to sit on the Committee. However, having all five Councillors sit on the Committee means all Councillors can develop their skills in this important area. The Deputy Mayor and I attended MAV Mayoral Induction training in December, many of the other smaller councils had all of their Councillors on their CEO Committees.

Public Question 40 from David Kenwood

Point Lonsdale Maritime and Defence Precinct Upgrade

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.

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.



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 vandalised or come under arson attack (hut 5 was destroyed by fire some years ago).

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.

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?

Response from the CEO

I can assure you David that we have progressed the toilet block replacement, we are just waiting for the Cultural Heritage assessment to be completed and approvals to be granted. Regarding your question, we are not going to make up a strategy on the spot, so I will take that question on notice and work with the Councillors to prepare a written response.

Public Question 41 from David Jepson

Flooding and roadwork - Simpson Street, Point Lonsdale

The attached photograph illustrates the result of the automatic pumping system in Simpson Street, failing to operate during a January rain event. Particularly throughout January and Easter, Simpson Street can be difficult to move through with two-way traffic, and the need to navigate additional parked cars, rubbish bins out, delivery vans, increased traffic, and damaged road edges.

Could the council please advise the status of the most recent works on the pumping system, and what future works are proposed to remedy these issues on Simpson Street.



Response from the CEO

The pump in Simpson Street malfunctioned on 23 December 2024. The suspected cause of the malfunction was a blockage in the pit that resulted in the pump to short out. The pump was repaired, and the street was cleaned on the same day.

Council officers are currently investigating options to increase maintenance activities in Simpson Street to help prevent a recurrence of this issue. These activities will include periodic street sweeping, as well as increased inspections and cleaning of the pit.

Council officers are aware of another incident of flooding occurring earlier in 2024. The cause of this was identified as a faulty amp meter which was replaced in November 2024.

It is anticipated that the repaired amp meter, along with increased maintenance activities, will greatly reduce the risk of future flooding in Simpson Street. Council officers will continue to monitor and assess the condition and functionality of the pump, and plan any maintenance and upgrade works as they become necessary.

Mayoral statement in relation to the public questions regarding item 13.4 Second Quarter Implementation for the Annual Plan 2024-2025

Cr Rule

Council has received many questions about the recommendation in item 13.4 in tonight's agenda. We thank you all for those questions. There are a number of common themes in these questions, so Council will provide one response in accordance with our Public Question Time Guidelines.

The development of a Reflect RAP is the first of four formal plans that help organisations understand what it means to engage in a reconciliation process and then put in place ways of working that promote and advance reconciliation. It is an internal document, an inward-looking process, that requires an organisation to 'get its house in order'. The outcomes of this process set out the work Council itself needs to undertake before embarking on the next stages of the Reconciliation process. This Reflect RAP requires no community consultation.



As has been outlined with debate, none of the work is to be in anyway unravelled. And we have been told by the CEO that the majority of the work has been completed.

Consequently, Councillors have asked that two deliverables be put on hold.

- 1. The signage that will be at the three entries to our Towns. As has been explained here it is believed the community needs to be consulted on these.*
- 2. The beginning the development of the Innovate RAP. This is to be put on hold and offered up for the next Council Plan after costings, community consultation and a review of the previous RAP.*

Please be assured that Council will continue to engage with Wadawurrung Traditional Owners respectfully, recognising their custodianship of the Wadawurrung Country.

Public Question 1 from Tim Clairs

In particular my question concerns the proposed decision to put the development of an Innovate Reconciliation Action Plan (RAP) for the Borough on hold. What community engagement, including but not limited to engagement with Wadawurrung Traditional Owners, has taken place that leads the Council to propose this decision?

Public question 2 from Tim & Martine Spencer

The Council's plan to put the RAP on hold raises many questions, here is one; seeing that the community was very much involved in this commendable initiative, where was the community consultation which informed this decision?

Public Question 3 from Sue Beeton

I'm deeply concerned about the motion to put the Reconciliation Action Plan 'on hold'. I understand that this is contrary to the outcomes of the initial consultation process that established the Plan, and potentially damaging to our relationship with the Wadawurrung. Furthermore, the RAP document is unequivocal in the Council's support for the process, which should be honoured by all future Councillors. If Council does vote to put it 'on hold', what is the timeline for resuming work on the RAP?

Public Question 4 from Kate Smallwood

Preamble

Acknowledging and respecting the Wadawurrung People as Traditional Owners of the Borough is very important to our community. There is significant community



interest in learning more about Wadawurrung culture, language and history eg Walk on Country events, Wadawurrung language taught in our primary schools.

The value our community places on connection to Wadawurrung People and culture is captured directly in our Community Vision for the Borough. The Vision statement specifically acknowledges "We have deep respect for the Wadawurrung People and are taking action to protect Country". There is a Vision pillar dedicated to "Protecting and celebrating Wadawurrung and Borough Heritage".

The Council Plan actions regarding Reconciliation Action Plans are critical to delivery of these community priorities. Walking together with Wadawurrung People is a high priority to our community. Council should not be proposing to delay or indefinitely defer critical reconciliation work without consulting with our community first.

Question

Walking together with Wadawurrung People is a high priority for our community - a priority specifically reflected in our Community Vision. Why is Council seeking to delay critical reconciliation work, which supports implementation of our Community Vision, without consulting with our community first?

Public Question 5 from Virginia Todd

How will the Borough of Queenscliffe explain the proposed decision to pause the Council's inaugural Reflect Reconciliation Action Plan (RAP) to the Wadawurrung Traditional Owners without causing offense and also ensure that reconciliation progresses?

Public Question 6 from Caroline Walker

I understand that after conduct of an extensive community engagement process, development of a Reconciliation Action Plan was included in the Council plan for implementation between 2021-2025. Could each Council member please advise on their view in putting this initiative on hold.

Public Question 7 from Chris Bramwell

I wish to put forward a simple question to Council for their upcoming meeting on Wednesday. It is based around the past history of this council and pillar of Transparency, and that their first movement appears to be contrary to this, along with direct quotes from the four of the council members while lobbying to be voted in.



Four members of this Council are attempting to completely remove the RAP legislated works, with NO reasoning or public consultation process, in direct opposition to what the Borough Community as a whole has openly supported and asked for.

The questions are as follows;

Why has this Council decided to walk back on Transparency, Open Dialogue with the Community, and are attempting to dismantle important, thought out and planned works for NO REASON after one private meeting amongst themselves?

This Council that I am proud to call home has always had the to deal with the small sample size of its votes during elections, which lead to very close races, and with it, some VERY overstated/mandate type thinking from a few of the incoming representatives. This very rarely correlates to the sound thinking, accepting nature and supportiveness of the community as a whole.

Public Question 8 from Jacqui Pierce

Council has also advised the CEO that they would like to put the work to implement the Reflect Reconciliation Action Plan on hold. This direction flows through and impacts the following actions in the Annual Plan 2024–2025:

- Installation of signage that includes recognition of Wadawurrung at the entrance of the Borough.
- Develop an Innovate Reconciliation Action Plan (RAP) for the Borough as Accredited by Reconciliation Australia

OUR Reflect Reconciliation Action Plan was developed and adopted by OUR Council following a comprehensive community consultation process. The Borough's RAP is a key strategic document that is directly linked to both the Council Plan 2021 – 2025, the Annual Plan 2024 - 2025 and the Climate Emergency Response Plan.

I am highly surprised, concerned and disappointed that this very important piece of work that turns words into action may be placed "on hold" by the new Council.

My question to Council is as follows:

Why has the CEO been advised that the current Council "would like to put the work to implement the Reflect Reconciliation Action Plan on hold", how was this advice to the CEO delivered and IF Council passes a motion to formally amend the Annual



Plan that gives life to this recommendation to put the RAP 'on hold', when will work on the RAP recommence and what efforts will Council undertake to ensure reconciliation progresses?

Public Question 9 from Adrian Kortus

As a rate payer and resident of Queenscliff, I have serious questions about the proposed cancellation and or delay of the implementation of the reconciliation action plan.

Considering the RAP was proposed and implemented with community consultation, I feel that the new council has no right to disregard the previous councils decisions. The community must not be ignored in this decision process.

Public Question 10 from Lea Corbett

I am very concerned and disappointed to learn of the resolution for consideration at this week's Council meeting regarding Council's Reconciliation Action Plan. Why is this matter on the Agenda and what is the rationale for stalling the implementation of the RAP?

Given the high level of community support for the preparation and adoption of the RAP, why is this matter listed without prior widespread consultation?

The RAP is an important reflection of this community's values and of role of local government in contributing to the harmony, inclusion and wellbeing of all citizens. Please do not progress this resolution without informing the community of the purpose of such a move and seeking their views.

Public question 11 from Bishop Philip Huggins

Dear Councillors,

My observation is that many of our indigenous community are hurting.

I wrote an article in 'Pearls and Irritations' about this on January 26, based on Stan Grant's poignant new book 'Murriyang Song of Time'.

In this context, we need to be more loving, more understanding, more reconciling. So, my question is, when we need to put in more energy as a matter of kindness, and understanding, why has the RAP been put on hold?



Public Question 12 from Elizabeth Heathcote

In 2021 the Borough of Queenscliffe engaged in extensive communication with residents to develop the Council Plan 2021-2025. This work involved hours of work surveying residents and analysing results.

It culminated in a Plan with a high priority to "Promote greater recognition of and develop a better understanding of Wadawurrung Traditional Owner connection to the Borough". The Intended Actions to achieve this were to "Partner with the Wadawurrung Traditional Owners to develop a Reconciliation Action Plan for the Borough as accredited by Reconciliation Australia".

Our new Council has put the development of this RAP on hold when they have been in office for less than 3 months

Questions

Why has this work been put on hold?

Where is the significant community call for this work to be stalled?

How has this change in direction been communicated to the community?

To me, the manner in which this situation has developed does not reflect a Council which will be transparent, accountable and involve our community.

Public Question 13 from Reverend Greg Crowe (Uniting Queenscliff and Point Lonsdale)

Preamble:

There seems to be a great deal of misunderstanding in the community regarding the purpose of a Reconciliation Action Plan, particularly with regard to an LGA RAP.

A RAP is an important commitment an LGA makes, providing a framework by which the local council can demonstrate respect, understanding, inclusion and regard for the oldest surviving civilisation on the planet. A RAP promotes within a local context the values of awareness and understanding with respect of acknowledging the customs and culture of the Indigenous peoples of Australia. It is an agreement about how to conduct development, decision making and collaboration on various LGA projects, that is beyond political and ideological agenda's. If we argue that this country is for "ALL Australians" then it must of necessity give regard to positive



action that includes the Indigenous presence alongside the European and other Migrant stories.

Question:

Can the council please explain the rationale behind council members proposing to place the RAP on hold, describing what work has already begun regarding the dual naming commitment in the current RAP and initiating the next RAP, the current councils commitment towards resuming work on the current and next RAP, and what community and WTOAC consultation is proposed by the council?

Public Question 14 from Felicity Thyer

The Borough is committed to promoting greater recognition and developing a better understanding of the Wadawurrung Traditional Owner connection to the Borough as one of the priorities of the Council Plan 2021-2025. Adopting a Reconciliation Policy as early as 2003, the Borough has a strong history of commitment to reconciliation.

Less than 12 months ago, the Borough launched its Reconciliation Action Plan. Indeed, Cr Donnie Grigau and Cr Isabelle Tolhurst were members of the Working Group to develop this plan. With the implementation of this Plan, Borough residents have benefited by engaging with cultural events which have developed an increased knowledge and understanding of the ongoing Wadawurrung connections to the land we live on.

Given the extensive work that has already been undertaken towards Reconciliation in the Borough, it was disappointing to read in the report on the Second Quarter Implementation update for the Annual Plan that Councillors have advised the CEO that they would like to put the work to implement the Reflect Reconciliation Action Plan on hold.

Why have councillors requested that the work to implement the Reflect Reconciliation Action Plan be put on hold now, when for 21 years the Borough has been moving towards reconciliation?

Public Question 15 from John Smelt

My question relates to the future of community consultation in this Council term.



It is not my role to debate the merits of the Reconciliation Plan, my concern is with the consultation process, if any, leading to the decision to propose stopping work on it. Given:

- The Reconciliation Plan was raised as part of the consultation for Council Plan in 2021 and was included as a high priority, and
- This community strongly supports indigenous issues as shown by the high yes vote, over 60%, one of the highest in the State, in the Voice referendum, and
- No successful Councillor, stated that they would terminate the Reconciliation Plan in their Candidate Leaflets before the election, and
- A majority of successful Councillors emphasised community consultation in their candidate statements

I cannot see a mandate for deciding to propose stopping work on the Reconciliation Plan, without consultation. Going forward, can the Mayor and Councillors please outline how community views will be included in Council decision making, in the light of reaching this decision, apparently without consultation?

Public Question 16 from Chris Cherry

'We understand that true reconciliation requires the participation of all community. It requires hard truths to be acknowledged, and must become part of the core business of Council to be meaningful and lasting'

Taken from the CEO and Mayors Statement pp8 2024-2025

My question: How does putting 'on hold' the RAP and changes to signage reflect this statement?

Public Question 17 Phil Jones

I would like to draw attention to the Reconciliation Action Plan.

It would be a shame on council to let such a worthwhile program that has taken a staggering amount of thought, hard work and time. Also consultation from dedicated groups that gave their all with heartfelt opinions to let slip into purgatory. So, I would like to ask the council as to why the Reconciliation Action Plan is in limbo.

Public Question 18 from Jan Hodge

Preamble

I was dismayed to read in the Agenda that: "Council has also advised the CEO that they would like to put the work to implement the Reflect Reconciliation Action Plan



on hold. This direction flows through and impacts the following actions in the Annual Plan 2024–2025:

- Installation of signage that includes recognition of Wadawurrung at the entrance of the Borough.
- Develop an Innovate Reconciliation Action Plan (RAP) for the Borough as Accredited by Reconciliation Australia.

"I have been extremely proud and encouraged by previous Council's leadership and commitment to progress Reconciliation within our Borough. I am somewhat confused and angry that current Council has provided no reasons for changing Annual Plan.

My question is: If the RAP is put on hold, what efforts will Council undertake to ensure reconciliation progresses?

Public Question 19 from Lu Steuart

What are the financial implications of pausing action on the RAP, including the signposting?

Public Question 20 from Gail Wilmot

Referring to Agenda Item 13.4, Recommendation 2c; Signage allows opportunity for both locals and our visitors to celebrate indigenous culture and recognises the symbolic importance that the lands within the Borough hold for the Wadawurrong peoples.

Appropriate signage encourages respect and recognition for our traditional owners. Additional to direct recognition to our first nations people, the signage development process offers opportunity for further collaboration and enrichment of relationships with the Wadawurrong people. This process was to have been actioned by Nov 2024. Placing this project on hold sends a direct negative message to the Wadawurrong, one of disrespect and lack of recognition and jeopardises advances in relationship building that have been made over time with our local indigenous groups.

QUESTION: Please provide information on progress to date regarding tender requests and costings for this specific project.



Public Question 21 from Peter Cook

Signage at the Borough entrance, recognising Wadawurrung country was supposed to have been put in place by November 2024. What is the reason(s) for pausing this decision?

Public Question 22 from Suzanne Cooper

I have lived in The Borough for the past 18 years and have been proud of the Council's role in leading in partnership with the local Wadawurrung actions to build a strong, informed and vibrant community committed to Reconciliation

The RAP is readily available and was developed and endorsed by the previous Council including Councillors Grigau and Tolhurst

Why have the current Councillors placed the RAP on hold without any engagement with the Wadawurrung and why is there no time frame outlined for this action? This decision undermines the communities confidence in our Council.

Public Question 23 from Jenny Brown

Agenda Item 13.4. Question to Crs Rule, Cameron, Grigau, Monahan and Tolhurst:

Are you committed to improving relationships and respect for First Nations people, in particular the WTOAC and local First Nations stakeholders through continuing to progress the BoQ Reconciliation Action Plan?

Public Question 24 from Susan Camilleri

Dear Councillors, Queenscliffe's RAP was developed because it is a key action within our community's [Climate Emergency Response Plan](#) (Action 3, Pillar 1).

I strongly oppose pausing any part of the CERP, least of all the RAP.

This would appear to be an attempt to undermine the community will. Councillors I remind you that you are to represent the community not replace

Putting the implementation of the RAP on hold will have a significant negative impact on our community's relationship with the Wadawurrung Traditional Owners Aboriginal Corporation (TOAC), at a time when Indigenous peoples across Australia are struggling to deal with the rejection of the Voice.



Respectful engagement with the Wadawurrung TOAC was identified as a priority during the extensive community engagement process when the community vision was developed as part of the CERP process. The community vision states:

We are a unique, resilient, coastal community. Guided by science, we mobilise to confront the challenges of a rapidly changing climate. We respect, lead, adapt, innovate and inspire. We place the environment at the centre of all decisions. Through education, engagement and collaboration, we are proud to secure a remarkable and optimistic future for our Borough. Connected through our deep respect for Wadawurrung People and their Country, we treasure, conserve and protect this special place. Koling wada-ngal (in Wadawurrung language, let us walk together).

Following this vision, the RAP became a key action under Pillar 1 of the CERP. Pausing this action would be a rejection of the community's commitment to foster a deeper connection, understanding and respect for Wadawurrung Country. It would be a direct watering down of the CERP.

If we could please be provided with the reasoning for this proposed.

Public Question 25 from Rowan Russell

Respectful engagement with the Wadawurrung TOAC was identified as a priority during the extensive community engagement process when the community vision was developed as part of the CERP process.

The CERP has been adopted by the Council and its implementation is an important priority for the Council. The adoption and the implementation of the Reconciliation Action Plan is a very important part of the implementation of the CERP.

What is the justification for now pausing the implementation of the RAP as now proposed by the Mayor?

Public Question 26 from the PLCA

Regarding the following items in the January 29th agenda of council (P42):

"2. Approves the following changes to the Annual Plan 2024–2025

b. the status of the action to develop an Innovate Reconciliation Action Plan (RAP) for the Borough as accredited by Reconciliation Australia is changed to 'on hold.'



c. the status of the action to install signage that includes recognition of Wadawurrung at the entrance of the Borough is changed to 'on hold.' "

Given our understanding of the RAP process councillor changes mean that the funding and development of the Innovate RAP is on hold and because they are intertwined the Reflect document dated Jan 24-25 it is also on hold.

Consequently, all work is literally dead in the water even though many actions are now part of existing workplace culture and procedure. We note also that

- signage mentioned (c) is part of the Reflect document despite the need for a Wadawurrung welcome sign or acknowledgement being a topic of discussion in the community for many years.
- That the RAP was identified as a priority by the community when developing the CERP

Our question is, if this motion, to put The RAP on hold, is adopted without community consultation and engagement, what will be the current and future financial and reputational damage be to the Borough and any future non LGA funded projects?

Public Question 27 from Lynne Furness

What financial and social modelling was undertaken by councillors in order to arrive at this recommendation including a clear and quantifiable definition of "on hold" means now and for future decision making processes?

Public Question 28 from Beatrice Naylor

According to which authority do the Counsellors believe that they have a mandate to defer the development of the Reconciliation Action Plan?

To put the RAP on hold would show great disrespect to the Wadawurrung Traditional Owners Aboriginal Cooperative. In these times of human conflict, it is important that respect for others and respect for our Environment be maintained.

Public Question 29 from Susan Russell

Preamble

The majority of Borough of Queenscliff (Borough) residents voted yes in the 2023 Australian Indigenous Voice Referendum. Respectful engagement with the



Wadawurrung Traditional Owners Aboriginal Corporation was identified as a priority during the extensive community engagement process to develop the Borough Climate Emergency Response Plan (CERP). The Borough Reconciliation Action Plan (RAP) is a key, agreed action of the CERP

Question

Considering the community's obvious commitment to foster a deeper connection, understanding and respect for Wadawurrung Country why is Council proposing to put the RAP on hold?

Public Question 30 from Kate & Graeme Parton

We understand that Council is proposing to put the completion and endorsement of the RAP "On Hold", which is very concerning. We wish to express our astonishment, that with considerable goodwill and commitment, the development of the RAP was progressing to finalisation, in-line with previous Council decisions and endorsement, supported by the community. Accordingly, we have some serious questions that need to be clarified:

Why has the RAP been put on hold?

Public Question 31 from Neil Mathison

The development and implementation of a Reconciliation Action Plan (RAP) is an action that the community has said it wants through extensive community engagement and is a key action in The Council Plan 2021-2025 and also in the CERP. So why has Council proposed to amend the Annual Plan 2024-2025 in order to put two key actions related to the implementation of the RAP on hold? What is the rationale and when will action recommence?

Public Question 32 from Christine Rees

As a dedicated member of the panel that developed the Climate Emergency Response Plan (CERP), I am deeply distressed by the council's proposal to "put on hold" the Reflect Reconciliation Action Plan (RAP).

This decision undermines the first pillar of the CERP, which focuses on "Wadawurrung Country, Cultural Heritage, and Values." Specifically, Action 3 within this pillar calls for the council to develop and endorse a Reconciliation Action Plan. The creation of the CERP involved extensive community engagement and was not a trivial effort.



Putting the RAP on pause is a rejection of the community's desire to foster a deeper connection, understanding, and respect for the Wadawurrung people and the land we live on. Why have the Councillors requested officers to defer the development of the Reflect Reconciliation Action Plan?

Public Question 33 from Kitty Walker

The RAP is a key action (Action 3, Pillar 1) of our Climate Emergency Response Plan (CERP). Our CERP is a community-led initiative that is underpinned by a strong partnership with the Borough of Queenscliffe, developed to guide Council and community action. This whole of community approach, including working closely with Wadawurrung Traditional Owners Aboriginal Corporation, will continue to be crucial across the ten-year duration of this Plan to ensure we meet our ambitious targets.

At the CERP's core is our Community Panel, a randomly selected group of 34 permanent and non-permanent residents from Queenscliff and Point Lonsdale reflecting the diverse demographics of our community. Together the Panel created the CERP's vision and pillars. The first pillar of the CERP is titled 'Wadawurrung Country, Cultural Heritage and Values'. This pillar was developed to foster a deeper connection, understanding and respect for Wadawurrung Country and to walk together to deliver on our shared objectives of protecting and conserving our natural environment in the face of climate emergency. The RAP is a key action under this pillar.

Has the Community Panel who volunteered for many weeks to develop the CERP in 2020-21 and who volunteered again to take part in workshops as part of the two-year review of the CERP in 2023 been consulted on the proposal by Councillors to put the implementation of the RAP on hold?

Public Question 34 from Raelene McDonald

This relates to the RAP being put on hold. Following communication with Cr Tolhurst I was told that "Council undertook consultation with 300+ people for devising both the Community Vision and Council Plan in 2020/21" then "once the RAP was drafted, Council voted not to put the plan out for community consultation taking direction from the Council Plan and determining that the first RAP is primarily internally focused - a process about engaging staff and leaders in understanding the importance of reconciliation". Why once this process was complete was the plan not



put out for community/rate payer consultation? Putting this plan on hold is a prudent measure so that our new Councillors can fully understand the implications and also allows rate payers to provide feedback. Consultation for the community vision and Council plan is very different to no consultation for a very specific plan that has significant implications to the area.

6. Confirmation of Minutes of Previous Meetings

6.1. Ordinary Council Meeting on 11 December 2024

A copy of the minutes from the Ordinary Council Meeting on 11 December 2024 was distributed to Councillors under separate cover.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting on 11 December 2024, as distributed, be confirmed as an accurate record.

RESOLUTION

Cr Donnie Grigau / Cr Brendan Monahan

That the minutes of the Ordinary Meeting of Council on 11 December 2024 be updated to reflect the following changes:

1. Cr Rule's declaration at item 3, in line with the transcript. Page 5 of 54
2. That the minutes of the Ordinary Meeting of Council on 11 December 2024 be updated to *Cr Grigau left the meeting at 6:39pm and did not return due to safety concerns that were not addressed when posing a question of Governance Rules that should be followed.* Page 8 of 54
3. Item 19.1 Ratification of Confidential Items, is updated to provide the outcome determined in camera, which is that the recommendation to grant a permit subject to conditions was carried. Page 50 of 54

CARRIED UNANIMOUSLY



6.2. Ordinary Council Meeting 11 December 2024 Confidential Minutes

A copy of the previous confidential minutes from the Ordinary Council Meeting 11 December 2024 Confidential Minutes was distributed to Councillors under separate cover.

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That the confidential minutes of the Ordinary Council Meeting 11 December 2024 Confidential Minutes, as distributed, be confirmed as an accurate record.

CARRIED UNANIMOUSLY

6.3. Audit & Risk Committee Meeting on 9 December 2024

A copy of the agenda and the unconfirmed minutes from the Audit & Risk Committee Meeting on 9 December 2024 was distributed to Councillors under separate cover.

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

RESOLUTION

Cr Isabelle Tolhurst / Cr H el ene Cameron

That the agenda and unconfirmed minutes of the Audit & Risk Committee Meeting on 9 December 2024, as distributed, be noted.

CARRIED UNANIMOUSLY

7. Record of Informal Meetings of Councillors

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

- 11 December 2024 – Councillor Assembly Briefing



- 18 December 2024 – Councillor Assembly Briefing
- 15 January 2025 – Councillor Assembly Briefing

RESOLUTION

Cr Brendan Monahan / Cr Isabelle Tolhurst

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

CARRIED UNANIMOUSLY

8. Notice of Motion

8.1. Notice of Motion Status Update

An update on Notice of Motion number 2024/593 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 5 December 2024 and 17 January 2025.

Date	Meeting or Function
5 December 2024	Geelong Heritage Centre Collection Advisory Committee via videoconference (Cr Rule)
5 December 2024	G21 Health & Wellbeing Pillar Meeting (Cr Grigau)
6 December 2024	Audit & Risk Committee Induction meeting (CEO, Cr Rule & Cr Tolhurst)
7 December 2024	Lighting of the Point Lonsdale Christmas Tree (Cr Rule)
9 December 2024	Audit and Risk Committee meeting (CEO, Cr Rule & Cr Tolhurst)
10 December 2024	Meeting with the Queenscliff Music Festival executive (CEO)
13 December 2024	Dog beach site meeting with Department of Energy, Environment & Climate Action (CEO)
13 December 2024	Barwon Regional Partnership meeting#4 (CEO)
17 December 2024	Point Lonsdale Lighthouse Reserve PCG meeting via videoconference (CEO & Cr Cameron)
18 December 2024	Tourism Greater Geelong and the Bellarine Board Induction meeting (Cr Monahan)
18 December 2024	Meeting with the Queenscliff Music Festival executive (CEO)
19 December 2024	G21 Regional Alliance Board Induction meeting (CEO & Cr Rule)
19 December 2024	Meeting with Alison Marchant MP (CEO, Cr Rule & Cr Monahan)
19 December 2024	Meeting with the Chair of the Audit & Risk Committee (CEO)
19 December 2024	Geelong Regional Library Corporation Board Induction (Cr Tolhurst)
19 December 2024	Geelong Regional Library Corporation Board Meeting (CEO & Cr Tolhurst)



20 December 2024	G21 Regional Alliance Board meeting (CEO & Cr Rule)
3 January 2025	Point Lonsdale Civic Association Inc Annual General Meeting (CEO, Crs Rule, Tolhurst & Cameron)
7 January 2025	Meeting with the Queenscliffe Historical Museum executive (CEO)
13 January 2025	Meeting with Queenscliff Lighthouse Theatre Group executive (CEO)
16 January 2025	Meeting with Geelong Regional Library Corporation (CEO)
17 January 2025	Meeting with Department of Energy, Environment & Climate Action (CEO)

RESOLUTION

Cr Isabelle Tolhurst / Cr H el ene Cameron

That the Functions Attended report be received.

CARRIED UNANIMOUSLY



11. Chief Executive Officer

11.1. Chief Executive Officer Report for January 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

Community Service Awards Nominations

The Borough is made up of many inspiring individuals, community groups and organisations that make outstanding contributions to our community every year and it is important that these contributions be acknowledged and celebrated. That's why each year, Council holds a Community Service Awards event during National Volunteer Week to recognise and honour those who have made a positive contribution to the Borough. Council presents a Citizen of the Year award and a Community Group of the Year award to recognise community excellence.

Nominations are currently open and anyone who lives, works or volunteers in the Borough of Queenscliffe can be nominated by any member of the community. For group awards, self-nominations are also welcome. Nominations close on the 25 February 2025.

Community Service Awards Reference Group

The volunteers in our Borough are second to none, which is why each year we hold an annual Community Service Awards event to thank them. We are looking for people to join our Community Service Awards Reference Group to help select the local legends to be celebrated. The Reference Group is appointed for a 2-year term and meets for approximately two hours in early March to consider the candidates nominated.

No prior experience is needed and the reference group is supported by Council officers throughout the whole process. Reference group positions are available to those 16 years and over who are passionate about supporting our local community. Expressions of interest close on 31 January 2025.



Beach Access Infrastructure

Work continues on the planning, approval and procurement phases of the projects to repair the:

- Dog Beach access ramp
- Rip View staircase

Council is working with DEECA on the Dog Beach access ramp to make sure the design does not exacerbate any of the existing scouring problems at the base of the ramp.

The expression of Interest process for design and pricing for the Rip View staircase has now closed and officers are reviewing the proposals before coming to Council with a recommended solution and request for funding.

Audit & Risk Committee

Council's Audit & Risk Committee had its most recent meeting on 9 December 2024. Following this meeting the Audit & Risk Committee finalised its biannual audit and risk report for the period 1 July 2024 to 31 December 2024. This report provides Council with information regarding the Audit & Risk Committee's activities, findings and recommendations over this period. Importantly the report provides Council with a summary of the matters that the Audit & Risk Committee has addressed in the reporting period in discharging its responsibilities under its Charter as required by section 54(5) of the *Local Government Act 2020*. This report is now tabled for Council's information.

Be Careful Around Cliffs

The Borough is famous for our beautiful beaches, and for good reason. To ensure everyone can enjoy them safely, keep a few things in mind around the beaches and dunes. Cliffs can be beautiful but are also unstable and can collapse without warning, posing significant risks to those on the cliff top and the beach below.

A cliff can suddenly collapse under its own weight when it weakens from the inside. This can result in anything from a few tumbling rocks to large landslides. To stay safe around cliffs, stick to established tracks at all times. Informal tracks can lead to unstable and dangerous areas. Official tracks with dedicated signage will help you remain in the safety zone.



Cliffs are always changing, and safety advice changes with them. Always look for safety signs around coastal cliffs and follow the advice provided. Cliff collapses or failures can be fatal at worst, harmful at best. Warn those you are with and help keep coastal areas safe for everyone to enjoy.

RESOLUTION

Cr Brendan Monahan / Cr Donnie Grigau

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

CARRIED UNANIMOUSLY



12. Heritage, Planning & Infrastructure

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

Purpose

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

Executive Summary

The following table provides a summary of the planning permit activity from the last report published at the close of business on 17 January 2025.

CATEGORY	TALLY
Current applications	6
Applications finalised since last report	10
New applications received since last report	9
Total number of active permit applications	12
VCAT matters yet to be determined	1
Development Plan & Planning Scheme Amendment Summary Report	2

RESOLUTION

Cr Hélène Cameron / Cr Donnie Grigau

That the Planning Permit Activity Report be received.

CARRIED UNANIMOUSLY



a. Current Applications

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2023062	12/09/2023	105-107 Point Lonsdale Road & 1 Simpson Street Point Lonsdale	Buildings and works associated with the construction of two townhouses, a commercial building comprising two retail units and two apartments, a six (6) lot subdivision, partial waiving of the car parking required for the retail units, retail and residential development in the Bushfire Management Overlay and subdivision of land adjacent to a road in a Transport Zone 2	9	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
PA2024034	13/08/2024 (Amended 26/11/2024)	30 Bellarine Highway Queenscliff	Construction of a two-storey dwelling	3	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
PA2024053	19/11/2024	81 Bellarine Highway Point Lonsdale	Creation of access to a road in a Transport Zone 2	0	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	6	Under consideration



b. Applications Finalised Since Last Report

App. No	Date Received	Address	Proposal	Status
A2021-130-1	24/05/2024 (Amended 26/09/2024 & 03/12/2024)	2 Nicholas Court Point Lonsdale	Amendment: Alterations and extensions to an existing three storey dwelling	Notice of decision to amend a permit issued
PA2024029	06/08/2024	4 Wharf Street Queenscliff	Part demolition of a building in a Heritage Overlay area	Notice of decision to grant a permit issued
PA2024042	10/09/2024 (Amended 24/12/2024)	24 Point Lonsdale Road Point Lonsdale	Alterations to an existing building	Permit issued
PA2024049	21/10/2024	16 Bay Street Queenscliff	Part demolition, alterations and extensions to an existing second dwelling on a lot in a Heritage Overlay area	Permit issued
PA2024052	05/11/2024	38 Golightly Street Point Lonsdale	Construction of a two storey dwelling	Permit issued
PA2024055	28/11/2024	48 Bellarine Highway Queenscliff	Alterations and extensions (two storey) to an existing dwelling	Permit issued
PA2024056	02/12/2024	17 Alexander Crescent Point Lonsdale	Alterations and extension to an existing dwelling and variation to the side setback requirements of Design and Development overlay Schedule 4	Permit issued
PA2024057	05/12/2024	32-34 Buckleys Road Point Lonsdale	Construction of a new two storey dwelling and removal of vegetation in the road reserve	Permit issued
PA2024061	23/12/2024	10 Waterview Close Queenscliff	Alterations and extension to an existing dwelling	Permit issued
VS2400025	16/12/2024	4 McDonald Road Queenscliff	Removal of native vegetation	Permit issued



c. New Applications Received Since Last Report

App. No	Date Received	Address	Proposal	No. of objections	Status
PA2024057	05/12/2024	32-34 Buckleys Road Point Lonsdale	Construction of a new two storey dwelling and removal of vegetation in the road reserve	0	Permit issued
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	0	Public notification
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	0	Under consideration
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	1	Under consideration
VS2400025	16/12/2024	4 McDonald Road Queenscliff	Removal of native vegetation	N/A	Permit issued
PA2024061	23/12/2024	10 Waterview Close Queenscliff	Alterations and extensions to an existing dwelling	0	Permit issued
PA2025001	14/01/2025	24 Swanston Street Queenscliff	Alterations and extensions to an existing dwelling	0	Public notification
PA2025002	14/01/2025	4-6 King Street Queenscliff	Construction of a small second dwelling over 5 metres in height	0	Initial review
VS2500001	17/01/2025	34 Hesse Street Queenscliff	Display business identification signage in a Heritage Overlay	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

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	No support from DEECA – application to be withdrawn.

Legend

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

Bold text Officer delegation removed

PA Planning permit application

VS VicSmart application

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



12.2.	Point Lonsdale Lighthouse Reserve Project update #10
Author:	Manager Customer Experience
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.

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 projects underway at the Point Lonsdale Lighthouse Reserve. These projects are known as:

- The Point Lonsdale Lighthouse Reserve Development – Stage 1.
Stage 1 is funded by Regional Development Victoria and the Borough of Queenscliffe. Stage 1 of the project is nearing completion.
- The Point Lonsdale Lighthouse Reserve Development – Stage 2.
Stage 2 is funded by the Department of Energy, Environment and Climate Action (DEECA). Works for stage 2 of the project will commence in the first quarter of 2024.

At the Ordinary Meeting of Council on 13 December 2023, Council resolved to bring monthly project updates detailing the progress of these projects.



RESOLUTION

Cr Isabelle Tolhurst / Cr H el ene Cameron

That Council notes the Point Lonsdale Lighthouse Reserve project update for January 2025.

CARRIED UNANIMOUSLY



REPORT

Background

In 2019, following community consultation and consideration by a representative reference group, Council resolved to adopt a masterplan to guide the development and restoration of the Point Lonsdale Lighthouse Reserve.

In October 2019, Council commenced a development approval process to implement the elements of a landscape Master Plan for the Lighthouse Reserve adopted at the Ordinary Council Meeting in January 2019.

In December 2019, an amendment to the Victorian Heritage Register introduced greater heritage controls across the site, including increased controls to protect cultural heritage values.

In March 2021, Council amended the 2019 resolution to reflect the limitations to proposed works resulting from the new heritage controls and advice from the Wadawurrung Traditional Owners Aboriginal Corporation about the cultural significance of the site.

Following the decision in March 2021, Stage 1 of the Point Lonsdale Lighthouse Reserve Development works became:

- External restoration of P1 Huts;
- Additional works in line with the site Masterplan that includes a sculptural component that observes the aboriginal historical significance of the site; and
- General site clean-up.

As part of this work a Conservation Management Plan was developed for the area included in the updated heritage citation.

In September 2022, Council was advised that the State Government had included \$1million in the 2022–2023 state budget for Stage 2 of the Point Lonsdale Lighthouse Reserve Development.

Council formed a project control group to manage Stage 2 in June 2023.



Discussion

Stage 1

As reported in Project update #3 at the March 2024 Ordinary Meeting, Council is currently in the process of gaining all the required approvals needed for the installation of the Wadawurrung sculptural element. With Wadawurrung guidance, this element has also become the interpretive signage component which is needed to complete this project. Installation of the signage recognising Wadawurrung connection to the site will be subject to the obtainment of the Cultural Heritage Management Plan (CHMP).

Stage 2

At the Project Control Group meeting held on the 17 December 2024, Quartrefoil, the project Structural Engineer, presented a Structural Assessment of the Defence structures. From this report a set of design documentations has been prepared. This documentation will be used to inform the updated landscape plans. The drawings will also allow the Quantity Surveyor to provide a cost estimate for the proposed works.

The Electrical Engineers are progressing the design for the installation of permanent underground mains power connection across the site and are currently in discussions with Powercor around the most suitable solutions. Once finalised this will be incorporated into the updated landscape plan.

The updated landscape plan will be used in the process of gaining the required approvals including the Cultural Heritage Management Plan, the Heritage Victoria Permits and the Marine and Coastal Act Consent. Once the timeline for obtaining these permits is known an updated project timeline will be provided.

As reported in Project Update #2, at the Ordinary Meeting of Council in February 2024, a Cultural Heritage Management Plan (CHMP) is required to be completed before works commence at the Point Lonsdale Lighthouse Reserve.

Due to the significant change to the project scope a second inception meeting was held with the Wadawurrung Cultural Heritage team on 10 January 2025. The meeting discussed the items of the project still to be delivered and also the process required to obtain the CHMP. The CHMP team advised that they would begin with a standard



assessment. The Project Managers and Cultural Heritage Consultants are currently preparing a Heritage Victoria application to gain approval for the standard assessment to begin.

This standard assessment will begin within the proposed works area, concentrating on areas that have registered cultural sites to enable the Wadawurrung Traditional Owners Aboriginal Corporation to quantify the extent of these within the Point Lonsdale Lighthouse Reserve precinct. The complex assessment will begin once the landscape plans are finalised.

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.

Council has worked closely with Regional Development Victoria, the Department of Jobs, Precincts and Regions, and the Wadawurrung Traditional Owners to agree to a way forward on progressing the project, including making variations to the original grant.

The current PCG includes community representatives and officers from the Department of Environment, Energy and Climate Action. Local state member Alison Marchant attends as an observer.



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 recourse 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

1. Point Lonsdale Lighthouse Reserve Project update January 2025 [**12.2.1** - 2 pages]



13. Governance & Finance

13.1.	Review of Council Policy: CP013 Procurement
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 one revised Council policy: CP013 Procurement.

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

CP013 Procurement

This policy was first adopted in November 2009 and last revised in October 2021. The purpose of this policy is to provide guidance and direction on best practice principles, processes and procedures which must be applied to all purchases of goods, services and works by the Council, to enable consistency and control over the procurement activities of Council.

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That Council adopts the revised policy CP013 Procurement as presented.

CARRIED UNANIMOUSLY



REPORT

Background

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

Discussion

The proposed changes have been provided in draft form for the policy under review.

CP013 Procurement

This policy has been subject to an extensive review process, including being reviewed against the 2024 Victorian Local Government Best Practice Procurement Guidelines.

The changes proposed to this policy are too numerous to list; however, significant proposed changes include:

- Changes to the financial thresholds with respect to quotations;
- Changes to all figures to exclude GST (Goods and Services Tax);
- Changes (in some instances) from quotes being 'obtained' to quotes being 'requested';
- Expansion of exemptions both at point 2.7 and at Appendix II;
- Changes to and greater clarification of variation requirements, particularly regarding when a Council resolution is required;
- Expansion of risk management processes; and
- Social procurement considerations to include Reconciliation and Disability.

These changes provide Council with a robust policy that aligns with current sector best practice.

Options

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

Communications and Engagement



Community Engagement

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

Collaboration

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

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

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

No; 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 CP013 Procurement were presented to Council's Audit & Risk Committee at its meeting on 2 September 2024 and again on 9 December 2024.

Regional, State and National Plans and Policies

Not applicable.

Legal and Risk Implications

Section 108 of the Local Government Act 2020 requires all Victorian councils to prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works. The Procurement Policy must seek to promote open and fair competition and provide value for money.



Related Documents

Council Plan 2021–2025

CP013 Procurement

Disclosure of Interest

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

Considerations

Environmental Sustainability

There are no environmental sustainability implications associated with this report.

Financial and Resource Implications

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

Innovation and Continuous Improvement

Officers have reviewed the proposed policy against the 2024 Victorian Local Government Best Practice Procurement Guidelines.

Implementation

Operational Impacts

There are no operational impacts associated with this report.

Implementation Process

This project will be delivered by existing staff and resources.

Attachments

1. DRAFT CP013 Procurement with track changes [**13.1.1** - 35 pages]
2. DRAFT CP013 Procurement [**13.1.2** - 30 pages]



13.2.	Vegetation Management Policy
Author:	Chief Executive Officer
Portfolio:	Governance & Finance
Councillor:	Cr Tolhurst

Purpose

The purpose of this report is to present a new Council policy for adoption, draft CP057 Vegetation Management.

Executive Summary

Portfolio 2: Environment

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

Priority 5: Regenerate and revegetate open spaces with indigenous plants and increase tree canopy coverage

Finalising a Vegetation Management Policy is a first quarter milestone in the Annual Plan 2024–2025. During the previous Council term Councillors worked with officers to develop a Vegetation Management Framework and a Policy that articulates the objectives, and guides the implementation, of the Vegetation Management Framework.

This Council was briefed on the latest draft version of CP057 Vegetation Management Policy at the Council Assembly held on 15 January 2025.

Officers are now in a position to recommend that Council adopt the draft policy.

RCOMMENDATION

That Council adopts CP057 Vegetation Management as presented.



RESOLUTION

Cr Hélène Cameron / Cr Donnie Grigau

That Council adopts CP057 Vegetation Management as presented and undertakes 4 weeks of community consultation for the policy.

CARRIED



REPORT

Background

Council commenced work on the development of this policy in 2022.

Early in 2024 Council advised officers it was looking to develop a vegetation management framework to complement the proposed policy. In April 2024 Council officers presented a draft Vegetation Management Framework to Council. A copy of the Vegetation Management Framework supported by Council is provided at (Attachment 13.2.1).

Work to finalise the draft policy then developed through a series of workshops with Councillors.

Discussion

The draft CP057 Vegetation Management Policy provides guidance about the management of vegetation across the range of landscapes within the Borough, including the historic streetscapes of Queenscliff, the ecologically significant foreshores and character defining vegetation throughout Point Lonsdale.

The draft CP057 Vegetation Management Policy and the Vegetation Management Framework have been prepared to be read in conjunction with each other.

The Vegetation Management Framework describes the role of CP057 Vegetation Management Policy relative to the operational practices that flow from the policy objectives; it also places Council's policy in the context of the broader legislative environment that sits above and parallel to CP057 Vegetation Management Policy. The Vegetation Management Framework will be included as an appendix to the policy.

CP057 Vegetation Management Policy will replace Council's existing vegetation management related policies which will be revised to become part of the vegetation management procedure documents that inform our practices, systems and vegetation management programs. These procedures are defined in the CP057 Vegetation Management Policy and the Vegetation Management Framework.



Options

1. Council can elect to adopt the policy as presented.
2. Council can elect to adopt the policy with changes.
3. Council can elect not to adopt the policy.

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

Marine and Coastal Act 2018

Environment Protection and Biodiversity Conservation Act 1999

Flora and Fauna Guarantee Act 1988

Queenscliffe Planning Scheme

Charter of Human Rights

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

Gender Equality Act 2020

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

Audit and Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Queenscliffe Planning Scheme



Marine and Coastal Policy

Protecting Victoria's Environment – Biodiversity 2037

Legal and Risk Implications

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

Related Documents

Climate Emergency Response Plan 2021–2031

Community Vision 2021–2031

Council Plan 2021–2025

CP001 Asset Management

CP020 Vegetation Vandalism

CP046 Street Tree Planting

CP054 Victoria Park

Disclosure of Interest

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

Considerations

Environmental Sustainability

Key policy reviews provide the opportunity to constant assessment of environmental risk factors to the organisation, which assist in limiting unnecessary exposure to risk. Improving vegetation biodiversity and increasing tree canopy cover will have a positive impact on the local amenity and the local environment.

Financial and Resource Implications

This project is subject to additional Council resources and budget considerations.

Innovation and Continuous Improvement

Officers have reviewed processes and procedures and implemented 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. CP057 Vegetation Management Policy [**13.2.1** - 5 pages]
2. Vegetation Management Framework Diagram [**13.2.2** - 3 pages]



13.3.	Internal Resolution Procedure
Author:	HR & Governance Coordinator
Portfolio:	Governance & Finance
Councillor:	Cr Tolhurst

Purpose

The purpose of this report is to present the new Council policy CP058 Internal Resolution Procedure for adoption and to recommend Council policy CP005 Councillors Code of Conduct be revoked.

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

In October 2024 the *Local Government Act 2020* was amended to include a new Model Councillor Code of Conduct which became law for all Victoria councils on 26 October 2024. The *Local Government Act 2020* was also changed to require councils to implement an Internal Resolution Procedure to provide an additional pathway for resolving conflicts between Councillors. The Internal Resolution Procedure must comply with the requirements of Schedule 1A of the Local Government (Governance and Integrity) Regulations 2020, and must be adopted by 1 July 2025.

Previously, councils were required to adopt their own Councillor Code of Conduct and that Code was required to include internal resolution processes. With the Model Councillor Code of Conduct in place and, provided the Internal Resolution Procedure is adopted, Council’s existing policy CP005 Councillors Code of Conduct is redundant and should be revoked.



RESOLUTION

Cr Isabelle Tolhurst / Cr H el ene Cameron

That Council:

1. Adopts the new Council policy CP058 Internal Resolution Procedure as presented; and
2. Revokes Council policy CP005 Councillors Code of Conduct.

CARRIED UNANIMOUSLY



REPORT

Background

When first introduced in 2020, the *Local Government Act* required all Victorian councils to develop their own Councillor Code of Conduct, a mandatory requirement of which was to include internal resolution procedures. In October 2024 the *Local Government Act 2020* was amended to include a new Model Councillor Code of Conduct, that is, a uniform code of conduct across the state. Internal resolution procedures were not included in the new Model Councillor Code of Conduct. However, the legislation was amended to require councils to each develop their own internal resolution procedures.

The Internal Resolution Procedure is designed to assist with disputes between Councillors and alleged breaches of the Model Councillor Code of Conduct. Once adopted, the Internal Resolution Procedure, along with the Model Councillor Code of Conduct, renders the existing Council policy CP005 Councillors Code of Conduct redundant.

Discussion

Maddocks Lawyers drafted an internal resolution procedure for the sector given every Victorian council had to comply with these new legislative requirements. The proposed policy is the procedure drafted by Maddocks Lawyers and, as to be expected, complies with the relevant legislative requirements. Elements such as providing for a process where the Mayor conducts the conciliation (when not a party to the dispute) are a specific requirement of the legislation (Local Government (Governance and Integrity) Regulations 2020, Schedule 1A).

The Internal Resolution Procedure provides both parties to a dispute with support and encouragement to resolve the dispute in a manner that enables the Councillors to move forward and maintain effective working relationships.

The Internal Resolution Procedure is designed to minimise cost and disruption of disputes to Council and individual Councillors and, where possible, avoid disputes escalating and becoming the subject of an internal arbitration.



Options

1. Council adopts the policy as presented.
2. Council can request further information or amendments to the draft policy before adopting it.

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

Not applicable.

Regional, State and National Plans and Policies

Not applicable

Legal and Risk Implications

It is a requirement of the *Local Government Act 2020* to implement Internal Resolution Procedures by 1 July 2025.



Related Documents

Model Councillor Code of Conduct

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

Not applicable.

Implementation

Operational Impacts

Not applicable.

Implementation Process

Not applicable.

Attachments

1. DRAFT CP058 Internal Resolution Procedure [**13.3.1** - 7 pages]



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

Purpose

The purpose of this report is to provide Council with an update on the work undertaken to further the strategic objectives and strategies outlined in the Annual Plan 2024–2025 for the period 1 October to 31 December 2024.

Executive Summary

Portfolio 5: Governance and Finance

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

Priority 3: Accountable and transparent governance

At its Ordinary Meeting held on 26 June 2024, Council adopted the Annual Plan 2024–2025. The Annual Plan sets out the programs and projects Council plans to deliver over the financial year for the set period.

The Annual Plan sits with the 2024–2025 budget as part of the resource allocation and management section of the Integrated Strategic Planning Framework.

This report outlines the projects in the Annual Plan project milestones that Council worked on during the second quarter of the 2024–2025 financial year.

The report also recognises that Council has provided direction on three actions in the Annual Plan 2024–2025 through Quarter 2. A formal resolution to record the proposed changes and amendments to Annual Plan 2024–2025 is required and forms part of the recommendation.



RECOMMENDATION

That Council:

1. Notes the quarterly report update against the Annual Plan 2024–2025 for the period 1 October to 31 December 2024.
2. Approves the following changes to the Annual Plan 2024–2025:
 - a. the action to install new heating & cooling system for the Queenscliff Town Hall is removed from the Annual Plan 2024–2025.
 - b. the status of the action to develop an Innovate Reconciliation Action Plan (RAP) for the Borough as accredited by Reconciliation Australia is changed to 'on hold.'
 - c. the status of the action to install signage that includes recognition of Wadawurrung at the entrance of the Borough is changed to 'on hold.'

RESOLUTION

Cr Donnie Grigau / Cr Hélène Cameron

That Council:

1. Notes the quarterly report update against the Annual Plan 2024–2025 for the period 1 October to 31 December 2024.
- 2a. Approves the following changes to the Annual Plan 2024–2025: the action to install new heating & cooling system for the Queenscliff Town Hall is removed from the Annual Plan 2024–2025.
- 2b. The development of an Innovate RAP for the Borough is put on hold until costings are presented, and the community has a chance to say if they want it to be included in the next Council Plan.
- 2c. The installation of signage at the entrances to the Borough is put on hold to allow for the community to be consulted about what the signs say and how they look.

CARRIED

Cr Tolhurst spoke against the amended motion.

Cr Rule asked the Deputy Mayor, Cr Monahan to take the chair at 7:15pm while she spoke in support of Cr Grigau's motion.



Cr Rule resumed as chair at 7:20pm.

Cr Tolhurst called a division:

For: Cr Rule, Cr Cameron, Cr Monahan, Cr Grigau

Against: Cr Tolhurst



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, both of which are developed in parallel to provide consistency between Council's work program and the resourcing allocations determined in the budget.

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

This Annual Plan covers the period that corresponds with the financial year commencing on 1 October to 31 December 2024.

Discussion

Council has identified 27 individual actions in the Annual Plan 2024–2025. The table below provides an update against the milestone actions for second quarter of the 2024–2025 financial year indicated by 'Q2 Milestone'.

Following the election of a new Council in November 2024, Councillors have presented a number of new initiatives they would like to pursue, and several Councillors have articulated different views on specific actions within the current Annual Plan 2024–2025.

In the first instance there are a number of actions that have been placed on hold or need to be put on hold through a formal resolution to amend the Annual Plan 2024–2025.

The first of these is the proposed heating & cooling system for the Queenscliff Town Hall. At the Ordinary Council meeting on 11 December 2024, as part of the closed section of the meeting, Council resolved not to award the contract to undertake the works to replace the office HVAC and install a new HVAC in the Town Hall. As a result, the project brief will need to be reviewed, and officers will need to prepare a new project scope for Council consideration.



That action in the Annual Plan 2024–2025 has been updated to note that the project is now on hold and will not be completed within the financial year.

Council has also advised the CEO that they would like to put the work to implement the Reflect Reconciliation Action Plan on hold. This direction flows through and impacts the following actions in the Annual Plan 2024–2025:

- Installation of signage that includes recognition of Wadawurrung at the entrance of the Borough.
- Develop an Innovate Reconciliation Action Plan (RAP) for the Borough as Accredited by Reconciliation Australia.

In order to formalise this direction, and to have the projects placed on hold, Council will need to formally resolve to amend the Annual Plan 2024–2025 as part of any decision to note the update of progress against the milestones in the Annual Plan 2024–2025.

All of these proposed changes are captured in the table below.



Portfolio 1 – Health and Wellbeing

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Bike Park	Infrastructure & Environment	Provide	Consult the community regarding the draft bike park design	Complete
<p>Progress This project is approximately 30% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • At the Ordinary meeting of Council on 28 February 2024, Council resolved to award Contract 2023/06 Design and Construction of a bike park in Point Lonsdale to Velosolutions Australia Pty Ltd • The contract was signed under the Council Seal on 16 July 2024 and the contractor began separable portion 1 of the contract being the design portion • The bike park design is being reviewed by officers and will be presented to Councillors in the second quarter • A community engagement drop was undertaken on 6 December at the proposed bike park site, with 50 members of the public, including 30 school aged children, in attendance 				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Murray Road traffic management	Infrastructure & Environment	Provide	Seek grant funding for the delivery of the preferred option	In progress



Progress

This project is approximately 50% complete.

Comments

- Following community engagement in August 2024, it was determined that traffic calming, and street lighting would not be adopted as the preferred option for Murray Road traffic management
- Council remains committed to the original objective to complete the missing link along the Bellarine Trail and improve safety for cyclists and pedestrians along Murray Road
- Council officers will present alternative options to Council in early 2025 and seek further direction on this project

Portfolio 2 – Environment

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Integrated Water Management Plan	Infrastructure & Environment	Provide	Engage Consultant	Complete
<p>Progress This project is approximately 50% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • Council signed a grant funding agreement with DEECA for \$50,000 in May 2024. The funding agreement requires the project be completed by June 2026, with an actual expected completion date on track for June 2025 • A consultant has been engaged to facilitate development of the Integrated Water Management Plan • The second Integrated Water Management (IWM) workshop was held on Thursday 5 December 2024 with key stakeholders from Barwon Water, Department of Energy, Environment and Climate Action (DEECA), Wadawurrung 				



Traditional Owners Aboriginal Corporation (WTOAC), Corangamite Catchment Management Authority (CCMA), Parks Victoria, City of Greater Geelong, and Bellarine Catchment Network (BCN) invited to participate

Portfolio 3: Local Economy

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Golightly Park Development Plan	CEO Office	Provide	Prepare development plan project scope	In progress
Progress This project is approximately 25% complete.				
Comments <ul style="list-style-type: none"> Council officers presented the Golightly Park Development Plan cost benefit analysis to Councillors at an Assembly briefing on 11 September 2024 				

Portfolio 4 – Heritage, Planning and Infrastructure

Action	Responsibility	Role	Q2 Milestone	Milestone Status
New heating & cooling system for the Queenscliff Town Hall	Infrastructure & Environment	Provide	Schedule installation with consideration to community bookings	Placed on hold
Progress				



This project is approximately 40% complete.

Comments

- Council considered contract 2024/11 at the Ordinary Meeting of Council on 11 December 2024 and resolved not to award the contract.
- This project is on hold pending further advice from Councillors
- Any alternative approach will not be completed within this financial year.

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Planning Scheme Amendment C40quen	Infrastructure & Environment	Provide	Present Report to council	Complete

Progress

This project is complete.

Comments

- At the ordinary meeting on Council on 27 November 2024, Council resolved to adopt the Planning Scheme Amendment C40quen (Fisherman’s Flat Heritage Review) and forward to the Minister for Planning for approval and incorporation into the Queenscliffe Planning Scheme



Action	Responsibility	Role	Q2 Milestone	Milestone Status
Installation of signage that includes recognition of Wadawurrung at the entrance of the Borough	CEO Office	Partner	Develop design with Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC)	Placed on hold
<p>Progress This project is approximately 25% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> The design of signage that includes recognition of Wadawurrung at the entrance of the Borough is in progress. 				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Bull Ring Restoration and Landscaping	CEO Office	Provide	Community Consultation	In progress
<p>Progress This project is approximately 40% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> A concept landscape design is completed Council officers need to brief the new Council before proceeding to community consultation. 				



Action	Responsibility	Role	Q2 Milestone	Milestone Status
Public Toilet Strategy 2015–2025 Review	Infrastructure & Environment	Provide	Present initial findings to Councillors	In progress
<p>Progress This project is approximately 40% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> The review of the Public Toilet Strategy 2015–2025 is on hold. Council asked officers to trial temporary public toilets at the dog beach and Loch Street in Summer 2025, including the use of compostable toilets Council officers provided a briefing to regarding the costs associated with the trial. Subject to Council wanting to proceed with the trial, officers will work with Council to see how the trial may be funded and subject to the toilets being available, will arrange delivery and installation for the trial period The aim of this trial would be to collect data to inform decisions around a possible permanent facility 				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Replace Public Toilet Facility at Point Lonsdale Lighthouse Reserve	Infrastructure & Environment	Provide	Award design & construction contract. Draft design complete	In progress
<p>Progress This project is approximately 25% complete.</p>				



<p>Comments</p> <ul style="list-style-type: none"> • A design and construct contract has been awarded. • Council is securing relevant approvals before works can commence.
--

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Princess Park Toilet Facilities Renewal (Design Phase)	Infrastructure & Environment	Provide	Design Princess Park Toilet Facilities	Yet to commence
<p>Progress</p> <p>This project is yet to commence.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • Resources have been diverted to manage the repair of the beach access infrastructure following the storm surge damage in 2024. 				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Royal Park oval fence replacement	Infrastructure & Environment	Provide	Fence Installed	In progress
<p>Progress</p> <p>This project is approximately 15% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • The site has been identified as a significant midden sight by the Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC). The WTOAC has requested that we use their existing post holes to minimise the disturbance. The 				



contractor will meet the WTOAC on site in the next few weeks to ascertain the depth of the existing posts. Once this information has been established, officers will proceed with the Cultural Heritage Permit application

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Royal Park Northern Amenities block replacement and change room design	Infrastructure & Environment	Provide	Present cost benefit analysis to Councillors	In progress
Progress This project is approximately 10% complete.				
Comments <ul style="list-style-type: none"> The cost benefit analysis is due to be presented to the Councillors in the third quarter of this financial year. 				

Portfolio 5 – Governance and Finance

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Install HR Management System	Finance & ICT Services	Provide	Installation complete	In progress
Progress This project is approximately 60% complete.				
Comments <ul style="list-style-type: none"> Officers are more than halfway through the implementation and rollout of Council's new HR software system. 				



Action	Responsibility	Role	Q2 Milestone	Milestone Status
Develop an Innovate Reconciliation Action Plan (RAP) for the Borough as Accredited by Reconciliation Australia	All Teams	Partner	Draft Innovate RAP presented to Councillors	Placed on hold
<p>Progress This project has been placed on hold.</p>				
<p>Comments</p> <ul style="list-style-type: none"> Councillors asked officers to defer the development of the Reflect Reconciliation Action Plan. As such the Innovate RAP will be put on hold. 				

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Post Election – Councillor Induction	CEO Office	Provide	Councillor Induction Program completed	In progress
<p>Progress This project is approximately 85% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> The <i>Local Government Act 2020</i> requires Councillors to undertake mandatory induction training within the first 4 months of becoming a Councillor. The Act also requires the Mayor and Deputy Mayor to undertake specific Mayoral training within 30 days of being elected Mayor/Deputy Mayor 				



- Councillors received a councillor information handbook following being sworn in and received an update on the key points at an Assembly briefing on 15 January 2025
- The Mayor and Deputy Mayor attended the mandatory Mayoral training run by the Municipal Association of Victoria on 12–13 December 2024
- All Councillors have received induction sessions including governance, financial literacy, statutory planning, OHS and integrity policies
- Councillors had a team building session on 21 November 2024 and will have a follow up session in the coming weeks
- The Act requires Councillors to have ongoing professional development training throughout their term on Council

Action	Responsibility	Role	Q2 Milestone	Milestone Status
Review Community Vision	CEO Office	Provide	Review & workshop community vision with Councillors	In progress
<p>Progress This project is approximately 50% complete.</p>				
<p>Comments</p> <ul style="list-style-type: none"> • Officers presented a draft Community Engagement Plan to Councillors at the Assembly Briefing on 15 January 2025; officers will now incorporate the feedback into the plan and proceed with the next steps 				



Action	Responsibility	Role	Q2 Milestone	Milestone Status
Review Domestic Animal Management Plan	Community & Regulatory Services	Provide	Consult the community regarding the Domestic Animal Management Plan	In progress
Progress This project is approximately 20% complete.				
Comments <ul style="list-style-type: none">Officers are reviewing the Domestic Animal Management Plan 2025–2029 and aim to consult the community at the beginning of the third quarter.Officers will present the draft Community Engagement Plan to Councillors at the Assembly briefing scheduled for 12 February 2025.				



Options

1. That Council notes the quarterly report update and approves the changes to the Annual Plan 2024–2025.
2. That Council requests further information or amendments to the quarterly report.

Communications and Engagement

Community Engagement

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

Collaboration

There is no collaboration requirements associated with this report.

Governance Context

Relevant Law

Local Government Act 2020

Charter of Human Rights

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

Gender Equality Act 2020

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

Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report?

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

Audit & Risk Committee

Not applicable.

Regional, State and National Plans and Policies

Not applicable.



Legal and Risk Implications

Not applicable.

Related Documents

Community Vision 2021–2023

Annual Plan 2023–2024

Climate Emergency Response Plan 2021–2031

Council Plan 2021–2025

Financial Plan 2024/25–2033/34

Disclosure of Interest

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

Considerations

Environmental Sustainability

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

Financial and resource implications

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

Innovation and Continuous Improvement

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

Implementation

Operational Impacts

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

Implementation Process

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

Attachments

Nil



Cr Rule adjourned the meeting at 7:23pm to allow the community members in the gallery to exit the meeting.

Cr Rule reopened the meeting at 7:25pm.

13.5.	CEO Employment and Remuneration Committee
Author:	HR & Governance Coordinator
Portfolio:	Governance & Finance
Councillor:	Cr Tolhurst

Purpose

The purpose of this report is to review Council’s appointments to its CEO Employment and Remuneration Advisory Committee.

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* mandates that every council must have a Chief Executive Officer Employment and Remuneration Policy. The Borough’s CEO Employment and Remuneration Policy provides for both a CEO Employment and Remuneration Advisory Committee and a CEO Recruitment Committee.

At its Special Meeting on 25 November 2024, Council resolved to appoint Crs Rule, Monahan and Cameron to the CEO Employment and Remuneration Advisory Committee. Council now wishes to review these appointments and appoint all five Councillors to the CEO Employment and Remuneration Advisory Committee.

RESOLUTION

Cr H el ene Cameron / Cr Brendan Monahan



That Council appoints all five Councillors to the CEO Employment and Remuneration Advisory Committee.

CARRIED UNANIMOUSLY



REPORT

Background

Councillors employ the CEO and jointly have a responsibility as an employer to the CEO. The *Local Government Act 2020* mandates that every council must have a Chief Executive Officer Employment and Remuneration Policy and that every council must have access to independent professional advice in relation to the matters dealt with in that policy.

The Borough's CEO Employment and Remuneration Policy provides for the appointment of an independent advisor, and in April 2022 Council resolved to appoint Phil Shanahan to this position. The Borough's policy provides for both a CEO Employment and Remuneration Advisory Committee and a CEO Recruitment Committee. The independent advisor sits on both of these committees.

The CEO Employment and Remuneration Advisory Committee is responsible for conducting the annual performance review and monitoring the CEO's performance. The CEO Recruitment Committee only convenes as required.

Discussion

The CEO Employment & Remuneration Advisory Committee fulfils the *Local Government Act 2020* requirement for Council to review the performance of the CEO at least once each year. Section 18(1)(g) of the Act requires the Mayor to take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer.

The work of the Committee is guided by Council Policy CP053 CEO Employment and Remuneration and is supported by an independent external person (appointed by Council).

Options

1. Adopt the recommendation.
2. Resolve an alternate resolution.

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; 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

There are no legal or risk implications associated with report.

Related Documents

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

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 existing staff and resources.

Attachments

Nil



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

Nil.

16. List of Council Meetings

Planning Review Meeting

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

Ordinary Meeting of Council

Wednesday 26 February 2025 at 6:30pm

Queenscliff Town Hall

17. Closed Session of Meeting

The Chair will close the meeting to consider confidential items.

RESOLUTION

Cr Donnie Grigau / Cr Isabelle Tolhurst

Time: 7:26pm



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. Confidential CEO Matters

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.

CARRIED UNANIMOUSLY

18. Ratification of Confidential Items

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

RESOLUTION

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

Time: 7:59pm

That Council reopen the meeting and resume standing orders.

CARRIED UNANIMOUSLY

RESOLUTION

Cr Isabelle Tolhurst / Cr Brendan Monahan

That the decisions made in camera be ratified by Council.

CARRIED UNANIMOUSLY

19. Close of Meeting

Cr Di Rule declared the meeting closed at 8:01pm.



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 11 December 2024 5:33pm – 6:18pm Town Hall	Cr Cameron Cr Grigau Cr Monahan Cr Rule, Mayor Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE Abbey Tatterson, MCE	1. Rip View Reserve 'Humps & Bumps' project update	Nil.
Councillor Assembly Briefing 18 December 2024 6:08pm – 7:45pm	Cr Cameron Cr Grigau Cr Monahan Cr Rule, Mayor	Martin Gill, CEO Tim Crawford, MCRS Gihan Kohobange, MFS Stuart Hansen, MIE	1. Process for Budget 2025–2026 2. Ministers Good Practice Guidelines for Service Rates & Charges	Nil.



Informal Meeting	Councillors	Officers	Agenda items	Conflict of interest disclosures
Wirrng Wirrng		Abbey Tatterson, MCE	3. Roads, Parks & Reserves maintenance contract (Summer maintenance to improve amenity)	
Councillor Assembly Briefing 15 January 2025 9:30am – 4:26pm Wirrng Wirrng	Cr Cameron Cr Grigau Cr Monahan Cr Rule, Mayor Cr Tolhurst	Martin Gill, CEO Tim Crawford, MCRS Stuart Hansen, MIE Abbey Tatterson, MCE Belinda Bennett, HR&ODA Jenni Walker, HR&GC Makenna Bryon, CC Thomas Lindberg, PCO	1. Communications survey 2. Review of Council Policy: CP013 Procurement 3. New Council Polices: a. CP057 Vegetation Management Framework b. CP058 Internal Resolution Procedure 4. Councillor Induction handbook 5. Reconciliation Policy & Reconciliation Action Plan 6. Kindergarten Infrastructure & Services Plan 7. Avenue of Honour Tree Health 8. Coastal & Marine Management Plan 9. Hard Waste Collection 10. Temporary toilet trail at dog beach & Loch St 11. Community Vision: Draft Community Engagement Plan	Nil.



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	PCO – Procurement & Contracts Officer	VFO – Vegetation & Foreshore Officer



20.2. ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

Date	Question	Action	Status
11/12/24	<p>Public Question 4 from Joan Kingsley</p> <p>Dear Mayor & Councillors, As we now have a new team of locals representing us, can I ask:</p> <p>1) Will you be reinstating Australia Day festivities on January 26th. 2) Does council believe we are one nation under our current Australian flag. 3) Will Council conduct citizenship ceremonies on Australia Day the 26th January</p>	First & second questions taken on notice.	Response sent on 17 January 2025, see attachments

Attachments

1. Response to Joan Kingsley's Public Question taken on Notice 11 December 2024 [**20.2.1** - 1 page]



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. In progress: 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 – <ul style="list-style-type: none"> • Resume the Bellarine Times column to disseminate current information and events from the Borough of Queenscliffe • 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.</p> <ol style="list-style-type: none"> 6. In progress: The directional signage review has commenced. 7. In progress: Officers are considering options to promote use of the National Public Toilet Map app. 8. In progress: on 17 December 2024 local business and community groups were invited to uploading the details on to the Borough of Queenscliffe Calendar of Events via email. 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>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> <ul style="list-style-type: none">• Commence work to develop a network of local organisations who can assist in sharing key communications and consultations.• Explore consolidation of existing e-newsletters to streamline communications, with a summary of this exploration to be briefed in March 2025. <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>10. Complete: Councillors received a briefing regarding Council's Kindergarten Infrastructure and Services Plan on 15 January 2025.</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.</p>	
--	---	--	--



	<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>		
--	---	--	--