



Borough of Queenscliffe

Council Plan 2010-2013

Progress Report For the quarter ended 30 September 2012

GOVERNANCE, FINANCE & EXTERNAL RELATIONS

Strategic Direction

Providing accountable governance and long term sustainable financial management

2012-2013 Business Plan Priority Actions	Responsibility	Quarter	Status
Undertake an annual review of the Strategic Financial Plan	GMG&C	2	Yet to commence
As at 30/9/12: An annual review of the Strategic Financial Plan is scheduled for the second quarter of the financial year and will be presented to the new Council as part of the mid-year budget review discussions and formally at the February 2013 Council meeting. It will be an important reference point in the development of the 2013/14 budget.			
Minimise rate increases	GMG&C	3,4	Complete
As at 30/9/12: Council set a rate increase of 4% as part of the 2012/13 budget. This was one of the lowest rate increases in the region and the State.			
Maximise state and federal grant revenue for community and Council Plan priorities.	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12: The 2012/13 Adopted Budget assumes a level of grant funding to assist with progressing capital works and major projects, comprising: \$1M Country Roads & Bridges, \$100k Senior Citizens Building Renewal, \$85k Shortlands Bluff tourism development and \$10k fish cleaning station.</p> <p>Country Roads & Bridges funding was announced during the 2011/12 financial year and is \$1M per year for the four year period 2011/12 – 2014/15. Council has to date received funding for both the 2011/12 and 2012/13 financial years.</p> <p>Operating/recurrent grants are assumed to have an average 2% indexation applied to the 2011/12 actual grants received, when formulating the 2012/13 Budget. To date, the main variance from this assumption is with respect to Victoria Grants Commission funding, for which the first two quarters of the 2012/13 grant were paid to Councils late in the 2011/12 financial year. These funds were held in reserve on the Balance Sheet as at 30/6/12, to offset the reduction of income receivable in 2012/13.</p> <p>Opportunities for external funding occur throughout the year. Additional grant funding, not included in the 2012/13 Budget, is now included in the 2012/13 Forecast within the September quarterly finance report. This includes: \$250k Local Government Infrastructure Fund, \$177k Coastal Tender, \$125k Ferry to Pier Project, \$55k Lighthouse Reserves Development Plan, \$50k Tennis Strategy and \$30k Open Space Strategy. Note forecasts reflect the funding submissions lodged, rather than confirmation of funding being successful. Further updates will be provided to Council when the outcome is known.</p> <p>Local Government Infrastructure Fund grant income was announced late in the 2011/12 year and is for a total of \$813k over the five year period 2011/12 – 2015/16. Council has to date received \$250k for the 2011/12 instalment, with a further \$185k expected to be received during the 2012/13 year.</p> <p>Applications for funding submitted during the September quarter include a funding proposal to the State Government to match Council's allocation of funds for the 150th Anniversary Celebrations and a submission to the State Government for funding to undertake major improvements to the Queenscliff Railway Precinct.</p>			
Maximise the return on Council assets within social and environmental constraints.	GMP&I	1,2,3,4	In progress
As at 30/9/12: Projects currently under development include preparing a Development Plan for the Point Lonsdale and Queenscliff Lighthouse reserves which are likely to include a commercial retail component as well as eco tourism accommodation.			

Increase revenue by developing cabins and caravan parks.	GMP&I	1,2,3,4	In progress
As at 30/9/12: Demand for casual camping ground and cabin accommodation at Council operated caravan parks remains high. Part of this demand is as a direct result of the installation of two additional cabins in the last two years at the Queenscliff Recreation Reserve. Forecast revenue for current year exceeds income from last financial year.			
Seek to resolve key issues surrounding Queenscliff's marine precinct.	CEO	1,2,3,4	In progress
As at 30/9/12: Council has continued to make representation to the State Government seeking resolution of matters pertaining to the renewal of Fisherman's Wharf infrastructure and seeking the transfer of Committee of Management for the former Fisherman's Cooperative building to interested community organisations.			
Investigate resource sharing with neighbouring municipalities and other organisations.	CEO	1,2,3,4	In progress
As at 30/9/12: Council has continued to develop its working relationships and service delivery arrangements with neighbouring municipalities. This is evident in a shared approach to emergency management, fire prevention, planning in relation to sea level rise, public transport planning and public health service provision. There are also extensive service and project planning partnerships expressed through the G21 Region Alliance.			
Improve community input into Council's Business Plan priorities.	CEO	3&4	Yet to commence
As at 30/9/12: Community participation in the development of the new Council Plan will commence in the new calendar year.			
Continue process for municipal boundary relocation.	CEO	1 & 3	In progress
As at 30/9/12: Council commissioned an independent telephone survey of residents living in the City of Greater Geelong area of Point Lonsdale. The results of the survey were reported to the September 2012 Ordinary Council meeting, indicating that slightly more than 50% of residents in this area supported a change to the municipal boundary that would include all of Point Lonsdale in the Borough of Queenscliffe. Council resolved to refer this matter to the new Council for consideration.			
Continue to improve the standard of customer service.	GMG&C	1,2,3,4	In progress
As at 30/9/12: Customer service is continually monitored in terms of the targets set out in the Charter. The Customer Service Charter which was adopted in 2010/11 is audited annually in the fourth quarter of the financial year.			
Increase residents' access to information and services through upgrading the Council's website.	CEO	1,2,3,4	In progress
As at 30/9/12: Council's website continues to be maintained on a regular basis with new content added as it becomes available. In this quarter there were 16,372 visits to the site, from 10,322 unique visitors. The average number of pages viewed was 5.0 per visit.			

Work with Department of Defence to maximise community use and access as part of the proposed changes to the future use of the Fort.	CEO	1,2,3,4	In progress
As at 30/9/12: Council has continued its advocacy to the Department of Defence on matters of importance to the community and Council. The most recent contact with Departmental officers in August 2012 indicated that the scheduled program of capital works to establish the National Archive Centre will commence early in 2013. Council continues to press the Department for community use of the 'King Street Cottage' and discussions are continuing. Finally Council has requested State Government and Department of Defence support for undertaking a Tourism Development Plan for Fort Queenscliff.			

SUSTAINABILITY & LOCAL ENVIRONMENT

Strategic Direction

Living sustainably and protecting and restoring our diverse environment

2012-2013 Business Plan Priority Actions	Responsibility	Quarter	Status
Implement Council's Environmental Sustainability Plan.	GMP&I	2,3,4	In progress
<p>As at 30/9/12: Priority actions in Council's Sustainable Living Action Plan continue to be implemented including;</p> <ul style="list-style-type: none"> • Launching a household battery recycling program for Borough residents • Working with consultants and a community reference group to finalise the draft Community Carbon Neutral Action Plan • Launching a fluorescent tube and compact fluorescent lamp collection program for Borough residents • Working with neighbouring councils to progress the regional Victorian Local Sustainability Accord project, "Climate Resilient Communities of the Barwon South West" • Continue to implement actions for Council's 'Working towards Carbon Neutrality in the Borough of Queenscliffe' project • Working with neighbouring Councils and the Barwon Regional Waste Management Group in the development of education resources to increase kerbside recycling levels • Progress actions from the Corporate Carbon Neutral Action Plan • Organising the annual National Recycling Week event • Working with Council's engineers to organise inaugural kerbside e-waste collection event 			
Implement a strategy to move the Council by 2013 and community by 2020 towards carbon neutrality.	GMP&I	2,3,4	In progress
<p>As at 30/9/12: Key action in the Corporate Carbon Neutral Action Plan have been implemented including;</p> <ul style="list-style-type: none"> • Updating the Carbon Neutral Action Plan project page on Council's website • Continue investigation of the most efficient public lighting technologies for streets and parks • Implement priority recommendations from energy audit reports completed on the Town Hall and caravan parks. This includes upgrading to energy efficient lighting in all buildings • Investigating funding opportunities for renewable energy generation processes. <p>Council has also joined the Municipal Association of Victoria (MAV) Procurement program. This program will provide Victorian Councils with technical advice, information sessions and bulk purchase opportunities to assist in the management of a bulk changeover of street lighting.</p> <p>Council Officers have worked with consultants and a community reference group to finalise the draft Community Carbon Neutral Action Plan. A project update was provided to the September 2012 Council meeting with a formal report to be presented to the November 2012 meeting.</p>			

Advocate at all opportunities for a move to carbon neutrality.	GMP&I	2,3,4	In progress
<p>As at 30/9/12: Actions to promote Council's efforts to reduce the corporate and community carbon footprint include;</p> <ul style="list-style-type: none"> • Media releases included in Council website and distributed to local press • Advertisements included in local press • 335 letters sent to residents promoting the sustainable street light trial • Promoting the use of green power at the four caravan parks on the GreenPower website and with on-site signage • Updating Council's waste and recycling programs on the Recycling Near You website. <p>Council also played a key role in advocating at the September 2012 State Council meeting for the MAV to be more active in addressing barriers to reducing the level of street lighting and increasing efficiency in street lighting provision.</p>			
Seek funding opportunities to progressively implement the upgrade of the Queenscliff to Point Lonsdale shared pathway link.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Initiatives undertaken that contribute to the upgrade of walking tracks such as Springs and Dog Beach car parks improvement planning, the Ferry to Pier development project and the Point Lonsdale foreshore improvement works are ongoing. Further funding opportunities not yet identified.</p>			
Implement the Council's Tree Management Strategy.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Focus of activity has been on maintenance of public trees with dead wooding and required pruning undertaken. Fifteen Stone Pines in Princess and Citizens parks received attention, Moonah mulch beds developed at Point Lonsdale foreshore, plantings and tree maintenance carried out at Victoria Park. The annual arborist inspection of trees in caravan parks is scheduled for second quarter of the financial year and the required remedial works will be undertaken prior to the peak season commencing at the end of November.</p>			
Implement the 'Weed Management Plan' for the Borough of Queenscliffe in consultation with Bellarine Catchment Network and other key stakeholders.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Liaison with groups such as the Bellarine Catchment Network (BCN) continues with Council support and participation in BCN activities including a strategic approach to weed management. Participation in BCN decision making forums continues.</p>			
Work with local environment groups and the community to reduce and prevent spread of noxious and environmental weeds in the Borough.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Targeted weed removal and revegetation undertaken on the foreshore areas at Golightly Caravan Park, Royal Park, Victoria Park, behind the Monahan centre and 'The Narrows' area utilising the resources of Correctional Services, and volunteer efforts through BCN. Council supported and participated in the annual aerial spraying of Bridal Creeper weed on the Point Lonsdale foreshore dune system.</p> <p>After an Expression of Interest process contractors have been identified for a range of weed management and revegetation activities to occur on foreshore and dune sites identified through a Corangamite Catchment Management Authority funding "Coastal Tender" funding program and the management plans developed for the sites. On ground works to date include localised fencing works to secure sites, further such work together with weeding, revegetation, and maintenance is scheduled.</p>			

Identify funding opportunities that would enable Council to progress a 'Wetlands & Environment Management Strategy'.	GMP&I	1,2,3,4	In progress
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As at 30/9/12: No funding opportunities have been identified through State or Federal Government grant programs to progress this priority.

Continue to advocate to State and Federal Governments for an extension of 'Port Phillip Bay (Western Shoreline) and Bellarine Peninsula' Ramsar site to include the Core Wetlands and surrounding land of the Lonsdale Lakes Wetland Complex and Sand Island.	CEO	1,2,3,4	In progress
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As at 30/9/12: At this time the State Government does not regard this as a priority development.

Advocate for Lakers Cutting to be included in the Port Phillips Heads Marine National Park.	CEO	1,2,3,4	In progress
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As at 30/9/12: At this time the State Government does not regard this as a priority development.

BUSINESS & TOURISM

Strategic Direction

Supporting local businesses and tourism by providing an environment in which they can both flourish

2012-2013 Business Plan Priority Actions	Responsibility	Quarter	Status
Implement opportunities arising from the Tourism Infrastructure Opportunities Study.	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12 the following actions have been undertaken:</p> <ul style="list-style-type: none"> Continuing discussions with Architects for the Hesse Street Cultural Hub project, which includes the Visitor Information Centre, the Library, and the Queenscliff Historical Museum, Upgrading the Borough of Queenscliffe website to include a site map for the Visitor Information Centre; The Visitor Information Centre (VIC) underwent Accreditation renewal and received accreditation status to meet Australian Tourism Accreditation Program Progressing plans to link the Queenscliffe Visitor Information Centre website pages to the 'Visit Geelong' and 'Bellarine' and 'Great Ocean Road' websites; Producing and distributing additional local 'E-News' and regular information to promote tourism opportunities to key stakeholders within the Borough; Improving staffing and volunteer arrangements at the Queenscliff Visitor Information Centre to ensure the standard of Visitor Information Centre services over all weekends. 			
Work with local traders, Queenscliff Lonsdale Business & Tourism Association and Bellarine Tourism to maximise tourism opportunities in the Borough of Queenscliffe.	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12:</p> <ul style="list-style-type: none"> Co-hosted with the Queenscliff Lonsdale Business & Tourism Association (QLBTA) 5 events as part of the Small Business Festival Victoria in August 2012 including: <ul style="list-style-type: none"> QLBTA Networking Function with Small Business Mentoring Program; Professional Development Workshop; Business Breakfast and 2 workshops with Debbie Mayo Smith; Networking function for the 'Tradies and Builders' operating in the Borough; Queenscliffe Business Women's networking dinner Assisted in the promotion of the Borough as part of the Searoad 25th Birthday celebration. Coordinated a competition to increase email database with the prize offer of a dozen bottles of Bellarine Wine. The Queenscliffe VIC provided staff from 11am to 4pm, who distributed maps and local visitor guides, Saturday 15 and Sunday 16 September. Overall the 2-day event attracted approximately 8,000 passengers. Contacted the producer of the TV program, 'Postcards' to offer assistance in story ideas and operators for upcoming Queenscliff feature that was on Ch9 23 September The VIC participated in the State Tourism Week and hosted an 'Open House' on 8 September morning. There was complimentary hot soup on offer and local accommodation operators and the general public were encouraged to visit and see and learn about the VIC operations. Set up a Facebook account for the VIC. Encouraged operators to 'like' the VIC and participate in regular updates and posting of information Disseminating information on local events including 'Bellarine Lighthouse Films' and 'Bookshop Author signings'; and Promoting and coordinating ticket sales through the Visitor Information Centre for a number of key events and local fund raisers including Queenscliff Bricks, Queenscliff Music Festival, Queenscliffe Lighthouse Theatre Group, Kevin Hocking, and the visit by the Eltham Primary School Choir. 			

Improve and promote the calendar of events in the Borough.	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12:</p> <ul style="list-style-type: none"> • Upgrading the events calendar component of the Borough of Queenscliffe website; • Linking local events to the Geelong Otway Tourism regional website to ensure marketing opportunities are promoted through local, regional and where relevant state-wide media outlets; • Promoting events information on a monthly basis to the local business network and advising accommodation providers of upcoming events through the weekly 'Roombank' reminder email; • Progressing plans to link the Queenscliffe Visitor Information Centre website pages to the 'Visit Geelong' and 'Bellarine' and 'Great Ocean Road' websites; and • Producing and distributing additional local 'E-News' and regular information to promote tourism opportunities to key stakeholders within the Borough 			
Encourage the development of improved community transport during peak tourism periods.	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12: Council continued to advocate with the Queenscliff Music Festival organisers for increased public transport options to attend the festival. Council also continued to work with Bellarine Taxi Network to improve taxi services in the Borough.</p>			
Advocate for the development of the Point Lonsdale to Ocean Grove shared path.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Council officers met with representatives of the Department of Transport in July 2012 to discuss the Borough of Queenscliffe's priorities with respect to the Victorian Cycling Strategy being developed at a State Government Level. Council Officers advocated for the development of a new shared use pathway from Point Lonsdale to Ocean Grove to be included in the Victorian Cycling Strategy in a written submission to the Department of Transport.</p> <p>Council will continue to encourage the City of Greater Geelong to develop this network as part of its 2013/14 budget priorities.</p>			
Access funding from the State Government to develop a Masterplan for tourism accommodation development at the Queenscliff Lighthouse Reserve (Shortlands Bluff) and the Point Lonsdale Lighthouse Reserve (ToCH)	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Committee of Management responsibility for these sites has been transferred to Council from the Department of Sustainability and Environment. Discussions have been held with Places Victoria with a view to inform Council's consultancy brief for the preparation of a Development Plan for these two key strategic sites. Draft consultancy brief completed and expected to be presented to Council in November.</p>			
Support Geelong Steam Preservation Society to progress improvements to the Bellarine Railway Station facilities	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: A project proposal has been submitted for consideration by Regional Development Victoria's <i>Putting Locals First</i> funding program. If the proposal is considered to meet the required funding criteria, a more detailed proposal will be submitted in future. To date, no announcement on this project has been made by the State Government.</p>			
Work with the Department of Transport and event organisers to ensure the provision of free public transport to key events in the Borough	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12: Council continued to advocate with the Queenscliff Music Festival organisers for increased public transport options to attend the festival.</p>			

COMMUNITY DEVELOPMENT

Strategic Direction

Work in partnership with the community to build a strong, safe, inclusive and connected community.

2012-2013 Business Plan Priority Actions	Responsibility	Quarter	Status
Support local community organisations, civic events and arts, cultural and sporting activities in the Borough.	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12: There has been a range of interesting community events and activities that have either progressed in planning or been completed in the first quarter of the financial year. These include:</p> <ul style="list-style-type: none"> Assisting the organising committee of the Bellarine Lighthouse Films, 2 days of fine art films in Point Lonsdale Hall. 5 sessions, screening short films including Little Big Shots, Tropfest and St Kilda Film Festival on Tour. Organising 2 Musical Mornings – taking local residents into shows at the Geelong Performing Arts Centre. Planning for the Victorian Seniors Festival (October 2012) that includes a Government House Garden Reception, High Tea at Vue Grand, Lux Theatre Performance, Come and Try Croquet and over 80's afternoon tea. Planning for a major Youth Music Event Administering the Borough of Queenscliffe details in the 2013 edition of the G21 – 'Geelong region Arts Directory and Launch' 			
Support local community initiatives through the Council's Community Grants program.	GMG&C	1,3,4	In progress
<p>As at 30/9/12:</p> <p>The 201/13 Community Grants were allocated to all successful applicants at a 'Community Grants Ceremony' conducted on 9 August 2012 with 22 people attending. The Mayor distributed grant cheques to all grant recipients and highlighted a range of activities being progressed by various community organisations and clubs. Administration of the 2013/14 round of Community Grants will commence in February 2013.</p>			
Promote volunteerism through Council's Recognition Awards and ceremonies.	GMG&C	3,4	Yet to commence
<p>As at 30/9/12: Events are planned for the first half of 2013.</p>			
Continue to plan the celebration of the 150 year anniversary of the Borough of Queenscliffe.	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12: The 150 anniversary program planning has progressed including:</p> <ul style="list-style-type: none"> Two committee meetings have been held (19 July and 13 September) The official community logo has been approved. The proposed program of events and activities has been endorsed by the community reference group A funding submission has been forwarded to the State Government with Council seeking funding assistance to promote and conduct the events and achieve a high level of community and visitor participation. His Excellency The Hon Alex Chernov AC QC, Governor of Victoria and Mrs Elizabeth Chernov have accepted the Council invitation to participate in the program of community events scheduled for 4 May 2013. 			

Work with Queenscliff Lonsdale Community Enterprise to increase support to local Committees of Management.	CEO	1,2,3,4	In Progress
As at 30/9/12: Planning meetings involving the Queenscliff Golf Club, Queenscliff Sports Club and Queenscliff Bowling Club have continued to examine shared approaches to reducing the cost of sports club administration.			
Maintain a zero waiting list for access to Council's Aged & Disability Service.	GMG&C	1,2,3,4	Complete
As at 30/6/12: Council has continued to maintain the zero waiting list status for access to Aged Care & Disability Services. Over the quarter Council has provided 1222 hours of Home Care, 93 hours of Respite Care, 456 hours of personal care and 219 hours of home maintenance.			
Develop a Footpath and Road Treatment Strategy for the Borough to increase pedestrian and road safety.	GMP&I	3,4	Yet to Commence
As at 30/9/12: Project is yet to commence.			
Advocate for improved public transport services and timetabling with regional organisations and State and Federal Government.	CEO	1,2,3,4	In progress
As at 30/9/12: The G21 submission to the State Government for \$100,000 to produce a Public Transport plan for the five Councils involved in G21 has been successful. A working group has been established and the initial meeting to prepare a draft Project Brief has been scheduled for 16 October 2012.			
Improve pedestrian safety including advocating for reduced speed limits in residential streets without footpaths.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12:</p> <p>Council officers wrote to VicRoads in July 2012 advocating for:</p> <ul style="list-style-type: none"> • The reduction of the 60Km/hr limit on Flinders Street and Bethune Street between the King Street and King Street intersections to 50Km/hr. • The reduction of the 90Km/hr zone to 70Km/hr on the Bellarine Highway West of Fellows Road. 			
Facilitate use of and access to public transport.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Council Officers have committed to working in conjunction with Bellarine Taxis and Queenscliff Music Festival organisers to improve the taxi service for the 2012 Queenscliff Music Festival.</p> <p>Council will work to identify further opportunities to help facilitate the use of and access to public transport throughout the 2012-13 year.</p>			
Continue with the review of Council leases.	GMP&I	1,2,3,4	In progress
As at 30/9/12: Review of crown land leasing arrangements ongoing with a number of leasing issues to be resolved.			

Work with local groups interested in establishing a community garden on the High School site.	GMP&I	2,3,4	In progress
As at 30/9/12: A draft Request for Quotation document prepared by Council officers was presented to the Community Reference Group on 26 July 2012. The meeting discussed at length the potential themes for the proposed botanic garden. To assist in selecting a suitable theme, Council officers invited Colac Shire CEO, Rob Small to make a presentation to reference group members on August 20. Rob Small has a long and distinguished career in the design, development and management of botanic gardens. It is anticipated the community reference group will meet in October to discuss potential theme concepts for the site.			

Finalise the Precinct Plan for Queenscliff Recreation Reserve.	GMP&I	1,2,3,4	In progress
As at 30/9/12: The development of a precinct plan for the Queenscliff Recreation Reserve includes three components: (1) Caravan Park Strategic Service Review, (2) Masterplan development of the Reserve & Victoria Park and (3) Infrastructure Upgrade plan and costing. The Caravan Park Strategic Service review is currently underway and being developed by a consultant. This review will include analysis of camping trends and Council's current ability to meet the emerging trends and will be completed by the end of December 2012. When completed, the strategic service review will inform the Masterplan development process. The Project Brief for the engagement of a consultant to produce the Masterplan will be advertised early in 2013 after the caravan park strategic service review is completed.			

Prepare a concept plan, quantity survey and costing for the development of netball courts at Queenscliff Recreation Reserve.	GMP&I	4	Yet to Commence
As at 30/9/12: This work compliments and relies on the output from the precinct planning for the Queenscliff Recreation Reserve (as above), and the timing of it will be scheduled accordingly.			

Source funding opportunities to implement priority works identified in the Hesse Street Revitalisation project.	GMP&I	1,2,3,4	In progress
As at 30/9/12: Local Government Infrastructure Project funding has been allocated toward the implementation of priority works identified in the Hesse Street Revitalisation project. Priorities identified by the community reference group include the introduction of street trees, installation of an additional pedestrian crossing, renewal of the existing pedestrian crossing and renewal of street furniture. A concept design has been completed and endorsed by the reference group and street tree species selected. The concept plan has been informally presented to VicRoads senior staff who have provided in principle agreement. An independent safety audit is yet to be undertaken on the concept design after which the final concept plan is to be submitted to VicRoads for formal approval by the end of November 2012. Completion of these steps will allow Council to progress implementation of the construction phase of this project.			

Source funding opportunities to implement priority works in the Point Lonsdale shopping precinct.	GMP&I	1-4	In progress
As at 30/9/12: State Government funding through the Country Roads and Bridges Program has been secured to undertake design & construction of the Admans Street, Point Lonsdale roundabout, including undergrounding of the power lines in the immediate area. Funding application (Community Works Program – Round 1) for Point Lonsdale Foreshore (Lookout Platform) works has been submitted to Department of Planning & Community Development (DPCD). Council is waiting for advice whether the application has been successful.			

Improve Municipal Emergency Management Planning.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Council's Municipal Emergency Response Officer (MERO) has been involved in the following activities to improve emergency management planning:</p> <ul style="list-style-type: none"> • Finalised an agreement with City of Greater Geelong for greater information, knowledge and resource sharing; • Attended emergency management training conducted by the State Emergency Service; • Regularly attend regional emergency management meeting which are attended by all state emergency agencies and local government emergency management officers. 			

Work with the CFA and SES to improve community awareness and participation in responses to emergencies.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12 the following actions have been completed:</p> <ul style="list-style-type: none"> • Update of Municipal Fire Prevention Plan; • On going discussions with CFA in relation to upcoming Fire Season with regards to providing information and advice to residents and visitors, e.g. evacuation plans; • Meeting with the Municipal Emergency Management Planning Committee to review current plan, endorse new Fire Prevention Plan and update the Municipal Emergency Management Plan as required. 			

Maintain regular dialogue with the Victoria Police.	CEO	1,2,3,4	In progress
<p>As at 30/9/12: Officers continue to have regular meetings with the Victoria Police. Recent contact includes matters relating to the helicopter landing area, use of the Queenscliff Harbour for emergency helicopter landing requirements and specific incidents regarding damage to trees in Citizens Park.</p>			

Review the Council's Health & Wellbeing Plan.	CEO	1,2,3,4	In progress
<p>As at 30/9/12: G21 has received funding from the State Government to undertake a regional approach to public health and wellbeing planning. The Borough of Queenscliffe and the four other Councils will actively participate in the contract supervision associated with the production of the Plan. Consultation with the Borough community and Council will be part of the project methodology. The final plan will meet Council's legislative obligations under the Municipal Public Health & Wellbeing Act.</p>			

Work with the Point Lonsdale Boardriders Club and the Point Lonsdale Surf Life Saving Club to progress their future accommodation needs.	GMP&I	1,2,3,4	In progress
<p>As at 30/9/12: Discussions held with club with in-principle agreement reached to use the 'Engine Shed' at the Point Lonsdale Lighthouse Reserve site on a temporary basis (up to 5 years) subject to agreement from the State Department of Sustainability & Environment. The Boardriders club have agreed to undertake the required work to make the building fit for purpose with assistance provided by Council through the Community grants program. Discussions required to be undertaken with DSE for final consent.</p>			

Work with and support the Queenscliff Kindergarten Committee of Management to progress strategic planning and improve infrastructure and services to children and families in the Borough.	GMG&C	1,2,3,4	In progress
<p>As at 30/9/12: As a result of Funding over a two year period from Department of Early Education & Childhood Development (DEECD), Queenscliff Kindergarten Incorporated (QKI), in consultation with the Borough of Queenscliff, have developed an Action Plan to look at infrastructure development needs, facility improvement options, design and related costings.</p> <p>QKI has assessed the current limitations and challenges that they are experiencing in implementing the 15 hours project (access to 15 hours of kindergarten a week for each child by 2013) and to meet the future demand of the service. This has included in-house consultation regarding the QKI facility as it stands currently, the alternate options available, opportunity for capital works; and consideration to issues identified after a Worksafe OH&S assessment was undertaken.</p> <p>QKI committee of management has had initial discussions with an Architect on the possible scope of works required and cost of implementation.</p> <p>A draft consultancy briefing is currently being prepared by BOQ and a draft project plan has been completed and provided to QKI – no comments have been received back to date (30/9/12).</p> <p>The concept plan will be completed as a priority so that BOQ can submit a funding proposal to DEECD by March/April 2013.</p> <p>A meeting was organised by the Kindergarten to have preliminary discussion with key stakeholders in the Borough around setting up an Early Years Network. The outcome of the meeting was to set up a small working group to further consider the need for a network group and how it would look. Three key areas were determined that included:</p> <ul style="list-style-type: none"> • Strategic Planning by reviewing all relevant population and health data, residential development information, infrastructure improvements and any other relevant information in order to determine service planning priorities in the short to medium term. • Improving Service Coordination by share current service delivery information, identifying shared service coordination priorities and developing any coordinated action to improve service delivery standards. Initial priorities may include (1) Developing a coordinated calendar of events; (2) Coordinating transition from kinder to Primary School and (3) Improving service integration with specialist services. • Increasing Family/Community Awareness by planning and producing a program of events designed to increase family and community awareness and understanding of priority health and wellbeing matters. <p>BoQ will continue to work closely with QKI to support the Committee of Management to progress strategic planning and improve infrastructure and services to children and families in the Borough.</p>			

PLANNING, HERITAGE & COMMUNITY ASSETS

Strategic Direction

Striving to ensure development sustains and enhances the character of the natural and built environment

2012-2013 Business Plan Priority Actions	Responsibility	Quarter	Status
Progress the review of the Borough of Queenscliffe Planning Scheme.	GMP&I	1,2,3,4	In progress
As at 30/9/12: A draft consultants report reviewing the Queenscliffe Planning Scheme has been 'peer reviewed' and considered by Council's Steering Committee and Council. The consultant is now required to make changes based on feedback received from Council officers, the steering committee, the peer review report and Council. The project timeline has the final draft report to be completed by the end of December 2012. Council has resolved to conduct a community consultation process on the final draft report that details proposed changes to the Queenscliffe Planning Scheme. This consultation will include seeking public comment on the proposed changes to the Planning Scheme as well as holding two community forums, one in Queenscliff and one in Point Lonsdale. The forums are anticipated to take place in late February 2013.			
Implement Council's Asset Management Plan.	GMP&I	1,2,3,4	In progress
As at 30/9/12: Asset renewal programs have been reviewed for Roads, footpaths, drainage and buildings assets. The footpath renewal program has commenced with sections of unsealed paths renewed in Bowen Road and Point Lonsdale Road.			
The road pavement repair and reseal programs are scheduled for quotation in November for commencement in February – March 2013. The specific dates will be dependent on the selected contractor's availability.			
Drainage asset renewals are being planned with works scheduled for commencement early 2013. Works will include renewal of one of the Nelson Road drainage pumps and drainage works in Bay Street.			
Building renewal works are in the process of being scoped and quoted. Works to be undertaken in 2012-13 includes renewal works to the grandstand roof and balustrade of the Monahan Centre, renewal and painting of timber work at the Maritime Museum.			
Implement priority recommendations from the Geotechnical Cliff Safety Assessment at Point Lonsdale.	GMP&I	1,2,3,4	In progress
As at 30/9/12: Negotiations with Department of Sustainability and Environment (DSE) about the methodology to be pursued to implement the recommendations, continues. The cliff stability report made recommendations about work to be carried out but did not take account of the very limited access opportunities for machinery or how the work was to be undertaken. Independent contractor advice was sought, this advice has been passed to DSE and feedback is now in hand from DSE on options to move forward. This feedback includes that it is unlikely that heavy machinery will be able to gain access to the cliff top area or from the beach to undertake required works, and that other options should be considered.			
Continue to advocate for State Government funding for additional groynes at Point Lonsdale beach and management of sand and drainage on the promenade.	GMP&I	1,2,3,4	In progress
As at 30/9/12: Advocacy continues however DSE has previously indicated that this is not a priority item in terms of available funding programs.			

Implement priority recommendations from the Climate Change Risk Assessment report.	GMP&I	2,3,4	In progress
<p>As at 30/9/12: Council officers continue to progress actions from this report. New actions completed this quarter include:</p> <ul style="list-style-type: none"> • Including external rebate information for the installation of rainwater tanks on Council's website; • Identification of priority areas for monitoring and sampling of stormwater from Council land running into wetlands; • Monitoring water accounts and obtaining quotations for water audits at key council facilities. 			
Review Council's Road Management Plan.	GMP&I	3,4	Yet to Commence
<p>As at 30/9/12: The review of the Road Management Plan is yet to commence.</p>			
Finalise and confirm priority actions for the Point Lonsdale Shopping Centre precinct.	GMP&I	1	Completed
<p>As at 30/9/12 the Community Reference Group's top five Priorities confirmed as:</p> <p>Priority 1: Turning Point at Admans Street</p> <p>Priority 2: Underground Power Lines in the Point Lonsdale shopping village.</p> <p>Priority 3: Loop Ramp to Beach (Lookout platform & DDA ramp to lower promenade).</p> <p>Priority 4: Informal Street Edge Carparking</p> <p>Priority 5: Selective Cypress Removal</p>			
Undertake investigation and design works, and construction as required, for pedestrian safety measures at Flinders and Henry Streets in Queenscliff in consultation with VicRoads.	GMP&I	2,3	In progress
<p>As at 30/9/12: Discussions have been undertaken with VicRoads regarding a pedestrian crossing opportunity in the form of a pedestrian refuge. Due to the road alignment and topography of the area the provision of a safe crossing point at this location is challenging. Discussions are continuing with a view to arrive at an appropriate solution. In the interim, Council officers will liaise with the Point Lonsdale Surf Lifesaving Club to arrange traffic management for the Nippers program and related events in order to facilitate safe crossing at this location for the duration of the event to ensure pedestrian safety.</p>			
Improve road edges in Point Lonsdale for pedestrian safety and amenity.	GMP&I	2-3	In progress
<p>As at 30/9/12: A regular inspection and maintenance program is ongoing. Improvement to road edges has also been incorporated into the planned annual renewal projects where possible.</p>			
Advocate to VicRoads for improved pedestrian safety measures and roundabouts in priority locations.	GMP&I	1-4	In progress
<p>As at 30/9/12: Ministerial approval to use Country Roads & Bridges Initiative funding has been received for the design and construction of a roundabout at the Admans St and Point Lonsdale Road intersection in Point Lonsdale. A request for quotation has been closed and a preferred consultant selected for the design of this roundabout. Design is expected to be completed by early December and construction due to commence mid 2013. In addition, at the time of writing this update, a letter from the Minister for Roads and Transport dated 2nd October has been received approving design and construction of a roundabout at the Hesse St / Wharf St and Symonds St intersection in Queenscliff using Country Roads & Bridges Initiative funding.</p>			

Work with Powercor and relevant land owners to progress implementation of undergrounding of powerlines in Point Lonsdale and at Queenscliff Recreation Reserve and Victoria Park.	GMP&I	1-4	In progress
<p>As at 30/9/12:</p> <p><u>Point Lonsdale Road</u> – Initial design was prepared last financial year for the undergrounding of powerlines between Admans St and Loch St in Point Lonsdale. This design included three kiosk sub stations on the foreshore reserve, one opposite Kirk Rd. The Department of Sustainability and Environment (DSE) did not support the Kirk Rd kiosk location resulting in PowerCor revising the design to relocate/eliminate this kiosk. A final design has now been completed eliminating the Kirk Road kiosk. A briefing of the new Council will be arranged for November or December 2012.</p> <p><u>Queenscliff Rec Reserve</u> – PowerCor is scheduled to install the new power substation kiosk in Queenscliffe Recreation Reserve in October 2012. Installation of the substation kiosk will enable the consolidation of power supply within Queenscliffe Recreation Reserve and Victoria Park. Power supply consolidation will be staged. Consolidation of the south west section of the reserve and the Monahan Centre will be undertaken in 2012-13.</p>			