

Introduction

As part of the CEO Report presented at the Ordinary Meeting of Council in June 2025 the CEO noted that Council had requested reports on a range of existing strategic documents, Council initiatives and projects.

This paper provides responses to questions and enquiries about:

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

Council has also asked for a report on the ICT transformation. This will be addressed under a separate report.

The paper below has included the specific questions asked by Council on each item.

Active Transport Strategy

Council questions

What strategies, actions, and initiatives have been implemented since its adoption December 2023?

At what cost?

Response

At the Ordinary Meeting of Council in March 2024 Council adopted the following two-year implementation plan for the Active Transport Strategy:

Year	Project	Description	Costs	Status
23/24	Boat Ramp Link Path Construction	Construction of a 2m wide concrete path including passive level crossing. Hesse St (east side) Wharf St to Boat Ramp.	\$113,000	Completed
23/24	Murray Rd Shared Use Options	Design and investigation only. Address missing link in Bellarine Rail Trail. Undertake community consultation to determine the preferred design solution.	\$11,000	Ongoing
Annual	Bicycle Parking	Implement bicycle parking at key locations across the network.	\$20,000	Completed and Ongoing

Year	Project	Description	Costs	Status
Annual	Recycled Materials	Encourage recycled and environmentally friendly materials in active transport infrastructure. Develop staff capacity, e.g. undertake training - <i>IPWEA The Circular Economy and Use of Recycled Materials in Infrastructure</i> .	\$299	Ongoing
24/25	Flinders St Path Construction	Design and construction of a 1.5m wide concrete path. Flinders St (south side) between Swanston St and Bethune St.	\$67,000	Completed
24/25	Ocean Rd Path Investigation	Investigation only. Determine scope for potential Ocean Rd path, including width, alignment, and material. Engage with Lived Experience Disability Group.	Staff Time	Incorporated into Safe Local Roads & Street investigations
24/25	Pt Lonsdale Rd / Lawrence Rd Intersection	TBC - May be considered as a potential project under the Safe Local Roads and Streets Program. Workshop and Project Development tentatively scheduled between August 2024, and May 2025.	Staff Time	Assessment Funded but project did not qualify for Safe Local Roads and Streets program
24/25	Wayfinding Signage	Implement wayfinding signage to improve connectivity throughout the Borough for pedestrians and cyclists.	\$30,000	Project included in 25/26 budget
24/25	Path DDA Upgrade Investigation	Investigation only. Identify and prioritise potential upgrades where paths do not comply with DDA requirements. Investigate future grant opportunities to fund upgrades.	Staff Time	Yet to commence
24/25	Engagement with Primary Schools	Identify any gaps within bicycle infrastructure at schools. Identify opportunities for road safety and educational programs.	Staff Time	Underway
24/25	Vegetation Policy	Develop vegetation management policy. To be completed as part of, or alongside, the review of the outdoor services Maintenance Contract and/or the Road Management Plan.	Staff Time	Completed
25/26	Flinders St Path Construction	Design and construction of a 1.5m wide concrete path. Flinders Street (south side) between Henry and Flinders Monument. Option to extend to bus stop.	TBC	Grant / Budget Bid

The total cost of the ATS implementation to June 2025 is - **\$211,000**.

\$114,000 of those costs was covered by grants.

Council has committed **\$30,000** in the 2025 – 26 Annual Budget to commence the wayfinding signage strategy.

Council will review the implementation plan in March 2026.

Queenscliff Traffic Management Strategy

Council questions

What has been implemented since June 2024?

At what cost?

Response

Council has used Queenscliff Traffic Management Strategy, specifically the implementation plan within the document, to guide the analysis and assessments undertaken with the Department of Transport and Planning through the Safe Local Roads and Streets Program.

Through the program Council has access to a grant of up to \$2million to complete the works identified through the safety assessments of Council managed roads.

Council has identified nine (9) projects which meet the risk criteria and could be funded through the Safe Local Roads and Streets Program. Council is currently working the Department of Transport and Planning on detailed design and cost estimates with a view to undertake the initial project work during the 2025 – 26 Financial Year.

The cost to Council at this point has been staff time.

The Safe Local Roads and Streets grant will fund the construction of the road safety infrastructure interventions.

Coastal Biodiversity Forum

Council questions

Who makes up this group?

When have they met since inception?

To whom do they report and when?

What have they achieved - measurable outcomes?

At what cost?

Response

Who makes up this group?

The current membership includes:

- Borough of Queenscliffe
- Wadawurrung Traditional Owners Aboriginal Corporation
- Swan Bay Environmental Association
- Bellarine Catchment Network
- Bellarine Steam Preservation Society
- Parks Victoria
- Queenscliffe Climate Action Now

The membership reflects the Geographic scope of the forum which is:

The vegetated passive open space within the foreshore, that is managed by the Borough of Queenscliffe and land within the Borough managed by Parks Victoria and the Bellarine Steam Preservation Society.

The Borough of Queenscliffe chairs the forum.

When have they met since inception?

The first meeting of the forum was held in November 2023.

The forum has come together six (6) times since.

To whom do they report and when?

They do not report to a specific entity. Council has facilitated the forum to improve coordination, cooperation and communication between the parties who manage land and undertake voluntary management of public land within the Borough.

The forum acts as an advisory partner to each member and facilitates coordination on matters related to the protection of habitat, revegetation, and control of weeds and pest animals.

What have they achieved - measurable outcomes?

The forum has the following objectives:

- Enable the protection and enhancement of biodiversity, cultural values and ecosystem processes within the marine and coastal areas of the Borough of Queenscliffe.
- Support collaboration between Traditional Owners, land managers and community groups with an interest in environmental stewardship activities.
- Share knowledge, network and build environmental understanding across member groups.
- Identify agreed priorities and strategically plan environmental works, volunteer and community education activities to strengthen the effectiveness of the efforts of all parties.
- Secure additional resources for priority projects and activities and identify options to leverage funds and improve the efficiency of works delivery.
- Develop and apply best practice approaches for works delivery. Collect standardised data, review, monitor and evaluate work through data. This will be freely available to assist all groups to develop appropriate future work plans.

In the first year of working together they have furthered a number of the objectives listed above, in particular:

- Share knowledge, network and build environmental understanding across member groups.
- Identify agreed priorities and strategically plan environmental works, volunteer and community education activities to strengthen the effectiveness of the efforts of all parties.
- Secure additional resources for priority projects and activities and identify options to leverage funds and improve the efficiency of works delivery.

The group has supported a Council application to the 2024 Port Phillip Fund where Council secured a **\$25,000** community grant for environmental works.

At what cost?

The cost to Council is limited to staff time.

Maintenance Service Contract

Council request

A report which includes but is not only about maintenance of roads, paths, stormwater drainage, parks, gardens, and reserves; street cleaning; emergency response.

Response

Officers are not clear what the specific question is with respect to the Maintenance Service Contract. The response below provides general information about the contract and the services provided.

Council manages the majority of its outdoor services through a single outdoor services contract, Contract 2023-01 Provision of Roads Parks and Reserves Maintenance Services. The contract commenced on 1 July 2024 for an initial term of 7 years. The scope of services under the Roads Parks and Reserve Maintenance Contract include:

1. Local Roads Maintenance

- Regular defect inspections of road assets.
- Maintenance of bituminous surface pavements and road shoulders including repairs to potholes and edge breaks, scour control, crack sealing and reinstatement of road openings.

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- Maintenance of traffic facilities including road signs, guideposts, fireplug markers and surrounds, guardrail, delineators, and pavement markings.
 - Maintenance and repair of kerb & channel assets.
 - Vegetation control within road reserves including grass mowing of designated areas, maintenance of garden beds, and tree trimming to maintain vehicle clearances.

2. Footpaths and Bicycle Path Maintenance

- Regular defect inspections of pathway assets.
- Maintenance and repair of pathways.

3. Storm Water Drainage Maintenance

- Visual inspection of drainage assets.
- Emergency and programmed cleaning of drains.
- Maintenance and repair of drainage assets.

4. Parks, Gardens and Reserves Maintenance

- Maintenance of nominated parks, gardens, reserves, playgrounds, and beaches. Maintenance includes mowing, weeding, tree trimming, litter removal, garden mulching, playground inspections, and minor repairs to playgrounds.
- Removal of minor graffiti.

5. Street Cleaning Services

- Cleaning operations to ensure the streets, parks, reserves, commercial areas, footpaths, and car parks are kept clean and tidy.

6. Emergency Response & Emergency Repairs Services

- Provision of a 24-hour per day response service for the clearance of any debris or spillage and to effect urgent repairs to road pavements.
- Availability in the case of an emergency initiated through the Municipal Emergency Management Plan.

Parks, Gardens and Reserves Maintenance represent about 45% of the annual maintenance expenditure.

Roads Maintenance and Street Cleaning represent about 33% of the annual maintenance expenditure.

Cliff Stability

Council question

What is the plan of action as a result of this study?

Response

The Queenscliffe Beach and Cliff Stability Study outlines a number of targeted management options for managing risks identified by the inspections.

The bulk of recommendations are to improve signage through specific areas informing people of the risk of rock fall, supported by continued monitoring. Improved signage has been implemented however this will be an ongoing task based on outcomes of monitoring.

A key recommendation in the report was the development of a Trigger Action Response Plan (TARP). The intention of the TARP is to formalise a set of triggers that can be identified by officers without the need for expert geological knowledge. Each trigger is intended to have an escalation process to determine the appropriate action. The triggered actions range from increasing monitoring frequency or procurement of expert advice, through to beach closure. Officers are currently developing the Borough's initial TARP. The TARP will be formally considered by Council when finalised.

The costs associated with managing the cliff safety have largely been minor costs associated with signage. Future costs will largely be dependent on the rate of erosion and what risks emerge through coastal erosion.

Consultant Costs

Council questions

Could we please have a breakdown of both the 2024 and 2023 figures for "Consultants"?

Could it please include project summary and where that projects at?

That is: project cost, grant if relevant, cost to BoQ, commencement date, progress report, completion date and cost.

Response

All projects were commenced and completed within the Financial year unless otherwise noted.

2023-24 Consultant costs

Activity	2023-24 \$	Comments	Status
Tourist park care takers	124,765	Caretakers employed to manage Golightly and Royal Parks over summer season	Annual Engagement

Activity	2023-24 \$	Comments	Status
Building services	122,488	Statutory requirement, engagement of Municipal Building Surveyor	Annual Engagement
Coastal and Marine Management Plan (CMMP)	58,062	Consultant engaged to prepare CMMP in accordance with State Government Guidelines. Draft document completed and consultant contract has ended.	Completed
Cliff stability study	49,668	Subject Matter Expert engaged to undertake assessment, analysis and prepare report and recommendations for Council. Completed Resilient Coast Grant	Completed
Records digitisation project	37,420	Digitisation of old building files. Completed in Nov 2023 100% grant funded.	Completed
Legal fees/legal advice	33,474	A range of legal advice for organisation and Councillors	Annual Engagement
Wharf asbestos removal works	20,521	Grant funded	Completed
Cultural heritage awareness	20,518	Workshops for councillors and community	Completed
Installation of Christmas decorations	19,604	Council decision - annual activity	Annual Engagement
Local Government Victoria Community Satisfaction Survey	15,045	Completed – annual activity	Annual Engagement
Energy efficiency audit and education program	14,612	Council subsidised 90 energy audits for residents and ratepayers in the Borough.	Completed
Wadawurrung Traditional Owners consultations	12,232	Monthly meetings and workshops to discuss project planning and works.	Annual Engagement
Golightly development plan	12,100	Drawings and review of data for development plan	Completed
Reconciliation action plan project	12,031	Development of Reflect Reconciliation Plan	Completed
Annual report	9,034	Graphic design	Completed
Barwon south west climate alliance inc	7,500	Contribution toward engagement of consultants to undertake Climate impact risk assessment	
Tender probity services	7,313	Best practice process for major tenders for works and contracts that involve significant expenditure – e.g. Roads and Maintenance Contract	Completed

Activity	2023-24 \$	Comments	Status
Economic development initiatives	7,125		Completed
Victoria park - development of a tree management system	6,838	Tree audit – Arborculturalist	Completed
AV support for council meetings and events	5,498		Annual Engagement
Heritage services	5,275	Heritage advice for planning permit applications	Annual Engagement
Beach marker condition assessment report	5,000	Engagement of consultant to audit beach marker signage	Completed
Undergraduate placement	4,984	Supported Infrastructure team in the field, recording assets.	Completed
CEO remuneration committee	4,850	Costs for independent member – requirement of LGA 2020	Annual Engagement
Facilitate and planning support for weed/environment group	3,920		Completed
Review of the Queenscliffe planning scheme	3,388		Completed
Winter arts festival	3,138	Contribution toward event organiser costs.	Completed
Music festival	2,800	Building Surveyor	Completed
Cultural heritage awareness training	2,727	Workshops for staff.	Completed
CERP review	2,565	Facilitator for CERP Review	Completed
Climate emergency actions	2,500		
Solar feasibility reports for BoQ facilities	2,150		Completed
Rental valuations - leases	2,000	Engagement of valuer	Completed
Town planning services	1,995	Consultant Planner – converted to fixed term employee	Completed
Small business festival	1,975	Facilitator for event for local traders	Completed
Record management services	1,733	Transfer of records to secure storage	Completed
Anzac Day	760	Audio Visual support for Anzac Day Events	Completed
Rod run event	420		Completed
ICT security awareness training	236		Completed
Active transport strategy	160		Completed
Artists in residence program	120		Completed
Senior citizens week	100		Completed
Total	648,644		

2022-23 Consultant costs

Activity	2022-2023 \$	Comments	Status
Tourist park care takers	50,112	Caretakers employed to manage Golightly and Royal Parks over summer season	Annual Engagement
Records digitisation project	48,707	Digitisation of old building files. 100% grant funded.	Completed
Building services	35,294	Access to Surf Coast MBS	Completed
Coastal and Marine Management Plan (CMMP)	34,600	Consultant engaged to prepare CMMP in accordance with State Government Guidelines.	Completed
Legal fees/legal advice	32,011	A range of legal advice for organisation and Councillors	Annual Engagement
Review of the Queenscliffe planning scheme	31,827		Completed
Tree management system	30,704	Installation of Konnect	
Road condition survey	21,715	Consultant assessment	
Annual report	19,131	Graphic Design	Completed
Reconciliation action plan project	18,780	Facilitation	Completed
EBA consolidation	17,100		Completed
Climate emergency actions	16,626	Actions identified by Council in Annual budget	Completed
Finance team – project support and leave backfill	16,123	Cover for temporary vacancies and ICT transformation project support	Completed
LGV community satisfaction survey	14,655		Completed
Bellarine Community Network annual delivery of strategic partnership works 22/23	11,520		Completed
Active Transport Strategy	9,735	Finalisation of ATS following consultation and Council feedback	Completed
Town planning services	9,200	Consultant Planner	
Traffic study - Queenscliff	8,434	Preparation of Strategy	Completed
Murray road shared path options assessment	7,950	Engineering assessment and recommendations	Completed
Building condition survey	7,700	Asset Management process	Completed
Engineering backfill	4,869		Completed
Vegetation assessment for Point Lonsdale foreshore reserve	4,550		Completed
Small business festival	4,485	Facilitator for event for local traders	Completed
CEO remuneration committee	4,300	Costs of Independent member	Annual Engagement
Kirk & Winterley road intersection concepts.	4,250	Engineering assessment and recommendations	Completed

Activity	2022-2023 \$	Comments	Status
Horticulture services	3,120		Completed
Record management services	2,765	Archiving	Completed
Energy efficiency audit and education program	2,400	Audit of Neighbourhood House	Completed
CERP implementation plan	1,500		Completed
Integrated water management plan	66		Completed
Total	474,227		

The increase of \$174,367 in consultant costs between 22/23 and 23/24 can mainly be attributed to two changes:

- Increase to service costs following engagement of a consultant to provide Municipal Building Surveyor services (statutory requirement) - \$87,194
- Decision to extend Tourist Park caretakers contract into March and April to support reduced staffing levels at Queenscliffe Tourist Parks - \$74,653

Strategic Planning

Council request

Could we please have a report on our Land Use Planning program.

The Municipal Strategic statement

Response

Proposed Strategic planning projects 2025-26

- Monitoring Planning reform – complete the review of the Queenscliffe Planning Scheme as required under the Planning and Environment Act 1987. Initial review commenced in 2023.
- Heritage Precinct Study and Review – Engage a consultant to undertake a review of existing and preparation of revised planning controls for the Hesse Street Commercial Precinct (HO7). Any new controls would need to be implemented through an amendment to the Planning Scheme.
- Post Bellarine Peninsula Statement Planning Policy (SPP) ministerial amendment review.
- Finalisation of Coastal Marine and Management Plan

Municipal Planning Strategy

The Municipal Planning Statement is the local component of the Queenscliffe Planning Scheme and incorporates the vision and objectives for the protection of heritage, respecting neighbourhood character and the protection of the coastal environment and vegetation.

Following the adoption of the Council Plan, the Vision within of the MPS will need to be updated to introduce the updated strategic objectives (incorporate the five pillars) for the Borough and insert current ABS data.

Heritage Advice

Council request

Could we please have a report on the Heritage Conservation Advice program?

Response

- Generally planning permit applications that include more significant modifications to buildings in heritage overlays are referred to Council's heritage advisor for expert advice on the heritage context and impacts. This advice is used to help inform changes to an application as needed and make informed decisions.
- On average approximately 15 to 25 applications are referred to Council's heritage advisor in a financial year. The 2024/25 costs for the Heritage Consultant were \$3,865.50