



Borough of Queenscliffe

Council Plan 2009-2013

Progress Report
For the quarter ended
31 December 2009

GOVERNANCE, FINANCE & EXTERNAL RELATIONS

Strategic Direction

Providing accountable governance and long term sustainable financial management

2009-2010 Business Plan Priority Actions	Responsibility	Quarter	Status
Develop a strategic financial plan	GMG&C	3	Yet to commence
Statistical analysis and benchmarking has commenced and will inform the Council's Strategic Financial Plan.. The Governance, Finance and External Relations Portfolio Reference Group will be involved in development of the plan.			
Minimise rate increases	GMG&C	1 & 4	Completed
Budget for 2009/10 delivered rates increases of 3.5%.			
Maximise state and federal grant revenue for Business Plan priorities	GMG&C	1, 2, 3 & 4	In progress
<p>All grant acquittals have been completed by due date (eg: the Home Care acquittal was completed by our deadline of 01/10/09. Council's Grants Commission Return was completed as required by 06/11/09).</p> <p>Officers have a high level of awareness of the Council's Business Plan priority to increase state and federal grant revenue. In 2009/10 new grant funding has been secured for the Queenscliff Maritime Museum (\$69,158), Queenscliff Netball Lighting Project (\$20,417), Beach cleaning (\$9,000), Municipal Association of Victoria Bushfire Preparation (\$7,690), Ocean View Stormwater Pipe removal (\$20,000), Point Lonsdale sea-wall repairs (\$10,000), Aged Care Packages (\$53,000 recurrent funding), Senior Citizens Subsidy (\$8,000), Heritage Officer (\$14,000 recurrent funding), Funding to monitor tobacco sales to minors (\$10,000).</p> <p>Additional successful grant applications have resulted in funding for the development of the Transport Accident Commission Road Safety Plan (\$20,000), Point Lonsdale Bowls Club - stage 2 from Sport and Recreation Victoria (\$60,000), Point Lonsdale Surf Life Saving Club access ramp from the Department of Sustainability & Environment (\$25,000); Removal of dangerous trees grant funding from the Department of Sustainability & Environment (\$50,000).</p> <p>Officers have also identified an additional \$7,000 funding owed to the Council from previous funding applications in 2006/07 and 2007/08.</p> <p>Council has submitted an application for the Princess and Citizens Park Development project seeking \$250,000 and an application in conjunction with the Queenscliff Bowls Club for funding to upgrade one of the natural greens to a synthetic surface.</p>			
Increase revenue by developing cabins and caravan parks	GMP&P	1	In progress
<p>Cabins installed in 2008/09 have been high in demand and achieved an average occupancy of 60% over the last 3 months. Revenue generated from the cabins to date is as follows: 1 January 2009 - 30 June 2009 = \$52,000. 1 July 09 - 30 September 2009 = \$22,400 (it should be noted that this revenue reflects seasonal demand). Cabin income for the October - December 2009 quarter = \$34,500.</p> <p>The purchase of an additional cabin budgeted for in 2009/10 will be considered against other emerging priorities related to addressing tree risk management across Princess, Citizens and Victoria Parks.</p>			

Investigate resource sharing with neighbouring municipalities and other organisations	CEO	1, 2, 3 & 4	Continuing
<p>Council investigated the option of sharing an employee with neighbouring municipalities to deliver the Borough's Public Health roles and responsibilities. Council has been fortunate to recruit an officer into this role. The City of Greater Geelong has offered assistance in relation to Public Health replacement and emergencies. This was utilised over the Xmas period with the City of Greater Geelong undertaking a food safety assessment in the absence of a local officer. Discussion are continuing in relation to the future Maternal & Child Health service provision in conjunction with COGG and Bellarine Community Health and the State Government. Planning to meet the Federal Government's commitment to increase the level of kindergarten program hours for 4 year olds is progressing in collaboration with the City of Greater Geelong. Arrangements have been established with the City of Greater Geelong to have a shared Municipal Emergency Coordination Centre on those days of state or regional extreme and catastrophic risk. The Borough Municipal Emergency Coordination Centre will still be established when emergency events occur in the municipality.</p>			

Reinstate community portfolio groups and community plan process	CEO	1, 2, 3 & 4	In progress
<p>Council established five Portfolio Reference Groups reflecting the five Strategic Directions of the Council Plan 2009 - 2013. The level of community interest in participating on a Portfolio Reference Group was very impressive with Council receiving 85 applications. Each group is chaired by the relevant portfolio Councillor and has an impressive community membership with a high level of knowledge and expertise. The community planning process in the Borough commenced in 2007 and identified a set of priority projects. Council has placed a particular emphasis on progressing the Queenscliff Playspace project, Hesse Street Revitalisation project and establishing the indigenous garden at the former High School site.</p>			

Commence process for municipal boundary relocation	CEO	1, 2, 3 & 4	In progress
<p>Council has progressed preliminary discussions with the City of Greater Geelong on this matter with a meeting between Mayor Merriman and Cr Butler from the Borough and Mayor Mitchell and Cr Farrell from the City Council. The CoGG Councillors indicated that while they would not support any change to the municipal boundary, they understood that BoQ would want to progress an independent plebiscite during 2009/10.</p>			

Advocate for improved public transport with regional organisation and State and Federal Government	GMG&C	1, 2, 3 & 4	In progress
<p>Council has played an active role in advocating for improved public transport in the Borough of Queenscliffe with the CEO chairing the G21 Public Transport Reference Group. In September 2009 the State Government announced their commitment to improving public bus transport provision on the Bellarine Peninsula, including to the Borough of Queenscliffe. These improvements are anticipated to be introduced in the first half of 2010. Council officers are actively involved in the Bellarine Transport Connections project. A new coastal bus service between Queenscliff and Torquay commenced in December 2009 and will be trialled over the summer period. Young people living on the Bellarine Peninsula have played a central role in advocating for this service.</p>			

Advocate and seek to resolve key issues surrounding Queenscliff's marine precinct	CEO	1, 2, 3 & 4	In progress
<p>Through the Mayor and CEO, Council has played an active role in advocating to the State Government on a range of priority issues of concern to business and boat owners associated with the new Queenscliff Harbour development. While Council is well aware of the benefits of the new harbour, Council is keen to work with QHPL and Parks Victoria to resolve outstanding issues related to the effective operation of the 'working harbour' as well as berthing fee levels impacting on all people covered under the moratorium. Lisa Neville, MLA, Member for Bellarine has played an important role in brokering meetings between Council and Parks Victoria related to the Queenscliff Harbour.</p>			

Develop and implement a Council customer service charter	GMG&C	3, 4	Yet to commence
<p>The timing of the existing customer service charter has been re-scheduled and will now be reviewed by 30 April 2010.</p>			

Review risk management policies and practices	GMG&C	2	Completed Ongoing
<p>A Risk Management Committee was established in April 2009 to oversee the requirements and actions associated with audits conducted by both Council's insurer and Internal Auditor. Further reviews of practices in selected areas will be undertaken from October - December 2009. The risk management audit conducted by Council's insurer will be completed in late October 2009. The next Internal Audit review in November 2009 will include Risk Management. All of the above will be reported on at the next Audit Committee meeting scheduled for 7 December 2009.</p> <p>Amendments to the Risk management policy were adopted by Council December 2009. Amendments to the Fraud policy were adopted by Council December 2009. The Council's 'Incident Reporting Form' was revised and staff procedures reviewed. Council's Risk Management Committee continues to meet on a monthly basis.</p> <p>Status on outstanding actions from Internal Audit and Council insurer reports will continue to be presented to the Council's Audit Committee, until all actions have been completed.</p> <p>Council is awaiting final result for Civic Mutual Plus audit which is expected from Council's insurer in January 2010.</p> <p>Council's Risk Register was submitted to Council's insurer in December 2009, as part of the Civic Mutual Plus audit work.</p>			

Rationalise and maximise the return on Council assets within social and environmental constraints	GMG&C	3 & 4	In progress
<p>Council has finalised its review of a number of lease agreements. The negotiation of lease agreement will continue with the goal of completing this by 30 April 2010. This review has enabled Council to increase revenue from leases after negotiation with the parties involved. Other venue hire revenue opportunities are yet to be explored.</p>			

Identify and resolve key issues related to the Defence Department's use of Fort Queenscliff	CEO	1	In progress
<p>This matter has been progressed through Mayor Merriman meeting with the Hon Senator John Faulkner, Minister for Defence, in June 2009. At this meeting the Mayor sought an undertaking of the earliest possible advice as to the future of the Fort highlighting that the Borough did not wish to be placed in the same position as previously experienced with the move of the Defence Officer training activities to Canberra. The Mayor also presented the Minister with a detailed written submission outlining the history and significance of the Department's presence in Queenscliff and reasons for our concern.</p>			

Improve Council's website	GMG&C	4	Yet to commence
<p>Council has established a short term improvement to its website using a local Internet Service Provider and all current website content has been collected from our current supplier and placed on the new website. Options for making further improvements to the Council website are currently being investigated.</p>			

SUSTAINABILITY & LOCAL ENVIRONMENT

Strategic Direction

Living sustainably and protecting and restoring our diverse environment

2009-2010 Business Plan Priority Actions	Responsibility	Quarter	Status
Identify future priorities for development of bike paths and walking tracks throughout the Borough and surrounds	GMP&P	4	In progress
<p>Council has made application to the State Government for a park development project for Princess and Citizens parks. This submission seeking a \$250K grant will include the upgrade and development of 'Thwaite's Walk'.</p> <p>Council is also discussing improvements to the foreshore path network between the Queenscliff Pier and the Queenscliff Ferry and Harbour with Parks Victoria.</p>			
Develop and implement the Tree Management, Removal and Replacement Strategy ensuring timely replacement of mature exotic tree specimens and replanting regimes	GMP&P	1, 2, 3 & 4	In progress
<p>Council has undertaken a comprehensive planning and community consultation process to develop a Tree Management Strategy for Princess, Citizens and Victoria Parks. This included commissioning a quantitative tree risk assessment report for all trees initially recommended for removal. Council considered these reports at a Special Meeting of Council on 9 October 2009. Council resolved to implement a strategy that includes a limited number of tree removals, a series of other tree and risk management interventions in each park and an extensive replanting program. Implementation timelines are extremely tight for the forthcoming holiday season. Council tendered the works for Identified tree removals and these were completed before Christmas across Princess, Citizens and Victoria Parks. A Tree Reference Group has been established to advise on replanting. This group will be consulting with the community during January and early February 2010. Some replanting stock has been purchased by Council in preparation for the post summer period.</p>			
Progress further stages of the ICLEI program to produce a strategy to move the Council by 2013 and community by 2020 to carbon neutrality and progress the strategy to inform the 2010/2011 Budget	GMP&P	3 & 4	Progressing
<p>At the Council meeting on 15 December 2009, a Council report was presented outlining a suggested recommendation to develop a holistic sustainability strategy to encompass alternative directions for emissions reduction action plan in place of the ICLEI program. This plan will take several months to prepare in early 2010 and involve community consultations, liaising with relevant agencies to research options and costing options to advise the 2010-2011 budget with expected implementation start date of June 2010.</p> <p>In summary, it has been agreed by Council to discontinue the ICLEI milestone process in favour of developing an internal strategy that will have an equivalent outcome.</p>			

Continue to advocate to State and Federal Governments for an expansion 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	GMP&P	1, 2, 3 & 4	In progress
<p>At a Council meeting on 18 November 2009, a council report was presented outlining the status of the Ramsar application status. It was recommended that Council support the expansion of the existing Ramsar boundary to include Lakers cutting but highlighted that without state government support it was unlikely to be accepted. Also noting that at that point in time the responsible State Government department- DSE was not looking at any new applications until the release of their white paper on "Land and Biodiversity" and the "Victorian Strategy for Healthy Wetlands, Rivers and Estuaries."</p> <p>It was decided to further investigate the possibility of a Wetland Management Strategy and make representation to the City of Greater Geelong and Councillors seek support from the State Minister of the Environment to support a new application.</p>			

Establish a Sustainability Officer position	GMP&P	1	Completed
<p>Council allocated funding in the 2009/10 budget to establish the first sustainability officer role in the Borough. The part time position was advertised and interviews took place in July 2009. Sam Smith was the successful candidate and she commenced in the role of Sustainability Officer in September 2009.</p>			

Facilitate programs to assist residents' access to sustainability products including solar hot water, water tanks and solar panels	GMP&P	2, 3 & 4	Yet to commence
<p>A community consultation process will be undertaken in February 2010 to establish the community's needs and understanding of sustainability. From the information gathered during this process an education and communication strategy including a website link on the existing Council website, will be built into the recommendations for the holistic approach to the sustainability strategy.</p>			

Investigate the installation of energy efficient street lighting	GMP&P	1	In progress
<p>More energy efficient street lighting is now able to be installed in place of the existing 80W Mercury Vapour (MV80) lamps. A key step in this process of evaluating the best product for the Borough is to spatially map the locations of the Borough's existing MV80 street lighting. Council is also gathering information on the outcomes of street lighting replacement in other municipalities in Victoria that have now been fitted with more efficient lamp alternatives. Areas of opportunity for change to energy efficient (EE) lights are being mapped to inform Council. Powercor is now able to provide firm quotes on installation cost of the desired options. The window of opportunity for installing EE lighting in selected areas is during the 2010 bulk lamp change.</p>			

Join Eco Buy	GMP&P	2	Alternative strategy
<p>Briefing notes presented to Council on 24 November 2009 outlined that whilst Ecobuy is a well constructed program it is designed for much bigger organisations than the Borough of Queenscliffe. It has been deemed administratively heavy and recommended that an in house procurement strategy be devised to suit the Councils budget and staff resourcing.</p> <p>A procurement list has been established (not yet complete) and green alternatives will over time be researched and replaced based on a triple bottom line approach. This process will be outlined as a part of the holistic sustainability strategy.</p> <p>The top three items on the procurement list are the purchase of electricity, the Council fleet and photocopier/ printer paper. Immediate recommendations are; to switch to a % of green electricity, offset the fleet with greetfleet and replace paper with a suitable recycled paper.</p> <p>It has been agreed by Council to discontinue the Ecobuy program in favour of developing an internal strategy that will have an equivalent outcome.</p>			
Work with local environment groups and the community to reduce and prevent spread of noxious and environmental weeds in the Borough	GMP&P	3	In progress
<p>Council is continuing its partnership with the Bellarine Catchment Network to engage the community in reducing weed infestation with a particular focus on 'The Narrows'. The three year review of this partnership is examining opportunities to extend this arrangement.</p> <p>In addition Council is capitalising on opportunities to utilise Corrective Services that enable significant environmental programs to be implemented for a limited cost outlay.</p>			
Advocate for a move to carbon neutrality	GMP&P	2, 3 & 4	In progress
<p>As part of the overall holistic sustainability strategy progressing towards carbon neutrality it has been determined that a monitoring system is required. Investigations and costing of the MAV recommended "Planet footprint" and "Carbonetix" will continue over Jan/ Feb 2010 and built into the strategy and costed for the 2010-2011 budget.</p> <p>Carbon Neutrality can only be achieved with the purchase of carbon offsets so further investigations and costings are required into carbon offsets based on the MAV document regarding the National Carbon Offset Standard recently released by the Federal Government. <i>It is important to note the MAV have issued a caution about labelling councils "carbon neutral" in line with the National Carbon Offset Standard.</i></p> <p>Research into developing a Greenhouse Action Plan to reduce emissions in line with ICLEI milestones program intent is continuing with options that include utilising Deakin University Students and /or engaging a consultant to produce the report.</p>			
Identify funding opportunities that would enable Council to progress a 'Wetlands Strategy'	GMP&P	3	In progress
<p>Meetings and discussions with DSE and the CCMA highlighted that at this point in time there was no appropriate funding available to progress a wetland strategy.</p> <p>The sustainability officer will continue to investigate funding opportunities.</p>			

BUSINESS & TOURISM

Strategic Direction

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

2009-2010 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>Three actions have been progressed that arise from the Tourism Infrastructure Opportunities Study endorsed by Council in June 2009. These include a grant application to the State Government requesting \$250K to improve the quality of infrastructure in Princess and Citizens Parks, discussions with Parks Victoria to improve foreshore pathways and beach access between Queenscliff Pier and the Harbour and a successful grant application to the Federal Government to undertake a number of improvements at the Queenscliff Maritime Museum.</p> <p>The Queenscliff Maritime Museum Grant project is progressing with quotes being received for works. Works will be completed by June 2010. Council officers are also currently investigating options for an information outlet in Point Lonsdale.</p>			
Work in partnership with businesses and other organisations to develop the packaging of tourism opportunities and accommodation particularly during seasonal times of the year	GMG&C	1, 2, 3 & 4	In progress
<p>Council launched the "Classic" brand for Queenscliff and Point Lonsdale in August 2009 and the 'package' of support material is being promoted to all businesses in the Borough. Council is working with Geelong Otway Tourism, Bellarine Peninsula Tourism and Queenscliff Lonsdale Tourism to achieve the optimal level of tourism promotion for the Borough. An important component of this relates to achieving improvements to the functionality of the Council's website and officers are examining funding opportunities to achieve this end.</p> <p>Council is currently working with Geelong Otway Tourism and Bellarine Tourism to promote the use of the Classic Brand in all marketing for Queenscliff and Point Lonsdale. Council is also working with Queenscliff Lonsdale Tourism to promote the use of the Classic Brand to businesses.</p>			
Review the relationships between Queenscliff Lonsdale Tourism with both Geelong Otway Tourism and Bellarine Tourism	GMG&C	2 & 3	In progress
<p>Council is formally represented in the Board of Geelong Otway Tourism and the Committee of Bellarine Peninsula Tourism. The Mayor, CEO and General Manager, Governance & Community have met with committee members of Queenscliff Lonsdale Tourism to discuss a range of issues and opportunities. Officers are currently preparing the QLT MOU with Council, which is due to expire July 2010. A new MOU will be presented to Council June 2010. Council officers and Cr Burgess now attend monthly QLT meetings and present a Council report on Tourism within the Borough.</p>			
Seek to be appointed Committee of Management for the TOC-H site and source funding opportunities to develop and precinct plan for the TOC-H site	GMP&P	4	In progress
<p>Council has conducted preliminary discussions with the Department of Sustainability and Environment to examine the opportunities and impediments associated with Council being appointed Committee of Management of the two sites.</p> <p>Council are represented on the current Committee of Management for both sites.</p> <p>Council has held discussions with the Department of Sustainability & Environment to examine opportunities to progress a 'Development Plan' for both Shortlands Bluff and the Toc H sites.</p>			

Complete precinct plan for Golightly Park	GMP&P	4	In progress
Council was not able to allocate funds in the 2009/10 budget to progress the precinct plan for Golightly Park. Officer have met with the Department of Sustainability and Environment to discuss the future operation of the park. Council is seeking formal advice from DSE on this matter. Council has also received a submission from the 'Friends of Golightly Park' proposing a landscape and re-vegetation plan for the site.			

Coordinate development of an events calendar	GMG&C	2	Completed
A monthly event calendar has been produced and emailed to all Tourism and Borough businesses. At the start of each month a monthly events calendar is compiled from the electronic events calendar on the Council's website. Event organisers submit events to the website. This monthly calendar is then emailed to all Tourism and Borough Businesses.			

Source tourism data regarding accommodation provision and information regarding tourist visitation to the Borough of Queenscliffe	GMG&C	2 & 3	In progress
Data is currently being compiled distinguishing between Geelong Otway Tourism members and special rate payers and will be completed by 31 January 2010.			

COMMUNITY DEVELOPMENT

Strategic Direction

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

2009-2010 Business Plan Priority Actions	Responsibility	Quarter	Status
Source funding opportunities to develop a precinct plan for the former High School site	CEO / GMG&C	2	In progress
Council has met with the Department of Planning & Community Development to examine funding opportunities to improve community facilities on the former High School site. These discussions are progressing and a draft proposal will be developed for Council consideration and community feedback over the coming months.			
Work with local groups to establish a community garden on the former High School site	GMP&P	1	Completed
The establishment of an indigenous garden was identified as a priority in the community planning process conducted by the Borough in 2007/08. The Point Lonsdale Primary School (with involvement from a range of other interested community members) and the Borough Council have worked together to establish the indigenous garden. A Memorandum of Understanding between the Primary School and Council provides guidance to the respective roles and responsibilities for activity at the site. The garden was officially launched in Reconciliation Week in 2009. The community has progressed substantial works at the garden.			
Progress the Hesse Street revitalization project	GMG&C (plan) GMP&P (works)	1, 2, 3 & 4	In progress
The Hesse Street Revitalisation project was a priority identified in the Borough's community planning process in 2007/08. The tender was advertised and successful contractor, 2MH Consulting, appointed to consult with the community and Council and prepare the plan. The consultants are currently developing a draft plan for public consultation that will occur in November - December 2009 with a view for final Council adoption in March 2010. Council has allocated funds in the 2009/10 budget to implement the agreed priorities identified in the Plan. The public consultation period for the Hesse St Revitalisation streetscape concepts was held over November - December 2009, a number of submissions were received and will be reported to Council. The consultant is completing a draft report to accompany the streetscape concepts. Public submissions will be considered in the review of the consultants draft documentation and a final draft will be advertised before the plan is taken to Council.			
Source funding opportunities to review the precinct plan for Queenscliff Recreation Reserve	CEO / GMG&C	2 & 3	In progress
Council has met with the Department of Planning & Community Development to examine funding opportunities to review the Queenscliff Recreation Reserve Masterplan. These discussions are progressing and a funding proposal will be developed over the coming months..			

Complete Queenscliff playground and park development project	GMP&P	2, 3 & 4	In progress
<p>Council has approved detailed concept plans for the development of the Queenscliff Playground. The project manager has been appointed and orders have been placed for playground components. The timeline for completing the playground is mid-January 2010.</p> <p>A detailed concept plan has also been prepared for improvements to other infrastructure in Princess and Citizens Parks. This has been advertised for public consultation and a final report was presented to Council in November 2009. Council has submitted an Expression of Interest for funding to the State Government to implement the park infrastructure improvements and this has received a positive response. A submission to the State Government for \$250,000 to progress the park development project was submitted in early December 2009. .</p>			

Support and encourage community organisations	GMG&C	1, 2, 3 & 4	In progress
<p>Council is working with a range of community organisations to either support or facilitate the successful implementation of a range of community events. These include local events such as the Eco Expo and the Christmas celebrations in Point Lonsdale and Queenscliff as well as larger scale, regional and state level events such as the Queenscliff Music Festival, Great Victoria Bike Ride, Hot Rod Show and Easter Seafood Feast and Seafood Show. Both the 2009 Eco Expo and Queenscliff Music Festival were well planned and highly regarded.</p> <p>Council officers are reviewing event procedures and agreements to ensure all parties understand their respective roles and responsibilities. A new Sponsorship Agreement was established between Council and the Queenscliff Music Festival.</p> <p>Council provided cash support to the Great Victorian Bike Ride and Queenscliff Music Festival, as well as in kind support for the Queenscliff Rod Run, Queenscliff Seafood Feast, Queenscliff Seafood Show, and community events including the Hesse St Christmas Festival, Point Lonsdale Lighting of the Christmas Tree, Rip to River Run, Rip View Swim Classic, and other community events.</p> <p>Current event paperwork and procedures are being reviewed, to ensure all council responsibilities are covered.</p>			

Facilitate civic events and activities	GMG&C	1, 2, 3 & 4	In progress
<p>The annual Victorian Seniors Festival was conducted from 4th to 11th October 2009 and included many free and low-cost events across the Borough. Activities included a High Tea at the Vue Grand, an 'Over 80s' Afternoon Tea in the Town Hall, concerts and performances, information sessions, outings and special entry prices to many museums in the Borough. The Council's Volunteer Recognition event was conducted at the Point Lonsdale Bowls Club in December 2009. Planning is now underway for the Australia Day 2010 Celebrations.</p> <p>Volunteer Celebration was held on December 1 at the Point Lonsdale Bowls Club, which over 70 Volunteers attended, and enjoyed some 'barefoot bowls' and refreshments. Currently preparations are underway for the Australia Day Celebrations.</p>			

Review community grants and recognition awards	GMG&C	3	In progress
<p>Community Grants and Arts & Cultural Grants were advertised in October and November and allocated in December 2009. The Community Development and Arts & Cultural Grants presentation evening was held to present cheques to the successful groups.</p> <p>Both Council Grant Programs will be reviewed after these grants have been awarded. The formal review of the Grants program will be presented to Council in March 2010.</p>			

Review Council's Municipal Health Plan	GMG&C	2, 3 & 4	In progress
<p>The new State Health & Wellbeing legislation will come into effect from 1 January 2010. Councils are required to submit their reviewed Municipal Public Health Plan to the Department of Health by 27 November 2009. The Borough of Queenscliffe has formally requested an extension to the legislative deadline and is working to finalise the Municipal Public Health Plan by 30 April 2010. The Community Development Portfolio Reference Group will be actively involved in the plan's development. The initial draft of the Health Plan is anticipated in late January 2010.</p>			

Improve pedestrian safety, including advocating for reduced speed limits in residential areas without footpaths	GMP&P	1, 2, 3 & 4	In progress
<p>Council is progressing discussions with VicRoads in relation to improving safety in specific areas of Point Lonsdale. A briefing by VicRoads officers to Council and local residents occurred in early October 2009.</p> <p>Council successfully applied for funding of \$20,000 to the TAC to develop a road safety strategy for the Point Lonsdale area. Development of the Safety Strategy will include a community engagement process to increase pedestrian, cyclist and driver awareness of road safety issues. Council will formally commence this project in February 2010.</p>			

Facilitate use of public transport	GMG&C	3 & 4	In progress
<p>Council has completed construction of 8 bus shelters (with provision for one more) and is advocating for improved timetable information to be displayed at bus stops and key community locations across the Borough.</p>			

Work with the CFA and SES to improve community awareness and participation in response to emergencies	GMP&P	1, 2, 3 & 4	In progress
<p>The Borough of Queenscliffe and the City Of Greater Geelong have now combined their Fire Prevention Committee meetings to form a new Integrated Municipal Fire Management Planning Committee. This committee will consist of Emergency Services, Department of Sustainability & Environment, Parks Victoria, Council Officers and some Utilities. This Committee will commence preparation of an Integrated Fire Management Plan for the municipal district of the Borough of Queenscliffe. When completed this Plan will replace the current Municipal Fire Prevention Plan. The CFA has undertaken fire awareness and community fireguard meetings during December 2009. Fire awareness information has been distributed to all households through the Council rates newsletter.</p>			

Establish regular dialogue with the Victoria Police	CEO	1, 2, 3 & 4	In progress
<p>Council officers have had a number of discussions with local police in the first quarter covering various matters related to tree management, event management and local law enforcement activities. In addition specific discussions have been held by the Mayor and CEO with the Assistant Commissioner regarding the restricted accommodation arrangements and their impact on the effective operation of the local police station. These discussions regarding suitable offices will continue.</p>			

Improve Municipal Emergency Management planning	CEO / GMP&P	1, 2, 3 & 4	In progress
<p>Council's Municipal Emergency Management Plan has been audited and accredited by the State Emergency Service. In September 2009 the State Government announced a funding program to assist local government to improve Municipal Emergency Management Plans. Officers will identify and progress priority actions to improve Council's roles in emergency management. The Borough of Queenscliffe and City of Greater Geelong will utilise a shared Municipal Emergency Coordination Centre in Geelong on days of extreme and catastrophic fire risk at the state or regional level. The Borough's Municipal Emergency Coordination Centre will be utilised if there is an emergency event in the municipality of Queenscliffe.</p>			
Undertake a review of Council leases	GMG&C	4	In progress
<p>Council is progressing a review of leases and this process will be completed by 30 April 2010. This review has enabled Council to increase some leases after negotiation with the parties involved. The review will include a review of the lease documentation to address items raised through the asset management and risk management audit process.</p>			
Investigate a suitable future location for the Neighbourhood House	GMG&C	1, 2, 3 & 4	In progress
<p>Council has met with the Neighbourhood House Committee of Management to examine alternative accommodation options that would improve their capacity to deliver programs. Council has also progressed discussions with the State Government to identify funding opportunities that may allow alternative locations to be achieved. A proposal will be developed for consideration by Council and as a basis for community feedback in the coming months.</p>			
Identify funding opportunities that would enable Council to progress Stage 2 of the Point Lonsdale Bowls Club development project	CEO / GMG&C	2	Completed
<p>Council has successfully applied to the State Government for funding to complete stage 2 of the Point Lonsdale Bowling Club development project. The Point Lonsdale Bowls Club Committee played an active role in contributing to the final submission that requested the maximum funding of \$60,000. Minister Merlino announced the State Government funding at the Point Lonsdale Bowls Club in December 2009.</p>			

PLANNING, HERITAGE & COMMUNITY ASSETS

Strategic Direction

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

2009-2010 Business Plan Priority Actions	Responsibility	Quarter	Status
Adopt and implement recommendations of the Point Lonsdale Structure Plan	GMP&P	1, 2, 3 & 4	In progress
<p>After an extensive process of planning and community consultation and the active input of the joint Project Control Group (between the City of Greater Geelong and Borough of Queenscliffe) Council adopted the Point Lonsdale Structure Plan at its July 2009 meeting. The State Government Department of Planning & Community Development is currently determining the most effective planning process to incorporate the Structure Plan into the respective Councils' Planning Schemes.</p>			
Review the Borough of Queenscliffe Planning Scheme	GMP&P	1, 2, 3 & 4	In progress
<p>Council officers have commenced the process of identifying existing anomalies in the Queenscliffe Planning Scheme. This initial review is a small component of the more significant review of the Planning Scheme that will be progressed in 2010. This project will continue into 2010/11.</p>			
Review Planning Procedures and Processes to promote efficiency and productivity	GMP&P	1, 2, 3 & 4	In progress
<p>Planning policies and procedures have been reviewed in detail and there has been a marked improvement in the average time taken to determine a planning application. A planning procedure manual has been developed and Council's website updated with new forms and fact sheets to assist the public in understanding the information requirements for new applications. Planning Permit Activity Reporting System figures (prepared by the State Government) for September show that 100% of decisions were made within the statutory time frame, with 94% of decisions this financial year (2009-10) were made within the statutory time frame.</p>			
Construct traffic calming devices in Point Lonsdale Shopping Centre precinct	GMP&P	4	In progress
<p>Council has met with VicRoads to undertake initial planning related to the construction of traffic calming devices in the Point Lonsdale Shopping Centre. These discussions are examining the integration of two road narrowing/pedestrian crossing areas into the design to ensure compatibility between Council and VicRoads works. A community reference group will be established to assist Council planning.</p> <p>The Point Lonsdale Main Street Reference Group met before Christmas to discuss a concept treatment of Point Lonsdale Main Street that VicRoads has put forward for implementation. It was recognised that the VicRoads concept was not supported by the community in its present form and Council officers have provided feedback to VicRoads from this meeting. Council officers have advocated for the inclusion of a crossing at the location indicated in the Urban Design Framework of 2002. Council officers are also seeking an alternative to the line marking treatment as proposed by VicRoads as the community indicated that they felt it was not sympathetic to the streetscape. Terms of Reference will now be prepared for this group and presented to Council.</p>			

Improve road edges in Point Lonsdale for pedestrian safety and amenity	GMP&P	1, 2, 3 & 4	In progress
<p>Identification of hazards is an ongoing process that is a component of Council's road management functions. Council's review of the Road Management Plan will examine ways to increase the community's awareness and understanding of how to register concerns with road infrastructure so that hazards can be identified and addressed.</p> <p>Information explaining Council's Request for Service system was included in the newsletter that accompanied the November rates notices. The Request for Service System will continue to be promoted as an avenue for the public to raise concerns regarding potential hazards.</p>			

Develop Asset Maintenance and Renewal Program	GMP&P	3	In progress
<p>Council is participating in the MAV Step asset management program. The program is undertaken with the intention of developing an accurate indication of the 'renewal gap' for Council assets. Council's progress in this program is assessed annually. The assessment makes comparisons with other small rural shires and indicates that the Borough of Queenscliffe has progressed significantly in many areas. Target areas for improvement have been identified. Council officers have arranged meetings with suitably qualified and skilled consultants in October 2009 to assist in the review of Council's Asset Management Plan and the development of Council's Asset maintenance and renewal program. The Asset Maintenance and Renewal Program is in process will be ready in time for budget deliberations 2010/11.</p>			

Complete Geotechnical Cliff Safety Assessment adjacent to Point Lonsdale Bowling Club	GMP&P	2	In progress
<p>Council received funding from the State Government to undertake an geotechnical assessment of cliff safety at Point Lonsdale adjacent to the Point Lonsdale Bowls Club. Peter Ytrup, consultant, was appointed to progress this project. The draft consultant's report was received by Council in December 2009. Officer will review and report to Council in February 2010.</p>			

Implement Coastal Safety Signage Project	GMP&P	2	In progress
<p>Council received funding from the State Government to implement the signage related recommendations identified in the Point Lonsdale and Queenscliff Coastal Risk and Safety Signage Report prepared by Life Saving Victoria.</p> <p>All signs for the beach access tracks and open beach access have been successfully installed before the 2009 Christmas - New Year peak tourist period. Any existing signs that were incorporated in the new signs are being removed.</p>			

Advocate for Roundabouts in priority locations	GMP&P	2	In progress
<p>Council has met with VicRoads to continue advocating for roundabouts at the intersection of Fellows Rd and Bellarine Highway, Point Lonsdale and Hesse St and Wharf St, Queenscliff. The Hesse Street and Wharf St intersection improvements are also identified as a consideration in the Hesse Street Revitalisation project that is currently underway. VicRoads have agreed to review traffic accident data related to the intersection of Fellows Road and the Bellarine Highway in preparation for the next scheduled meeting with Council officers.</p>			

Propose undergrounding of powerlines in priority locations	GMP&P	1, 2, 3 & 4	In progress
Council has obtained a costing for the Powercor works required to underground power in Point Lonsdale Rd in the shopping precinct. This information will be considered by Council as part of future budget deliberations. This will also include investigation of external funding opportunities.			

Source funding opportunities to undertake Stage 2 of the Heritage Study	GMP&P	2	In progress
Officers have discussed funding opportunities with Heritage Victoria and have identified funding sources to progress digitisation of the data and information contained in the Heritage Study stage 1. This funding opportunity is currently being progressed. Funding of stage 2 of the Heritage Study will be considered as part of Council's future budget deliberations.			

Complete Climate Change Strategy	GMP&P	3	In progress
Council received funding from the Federal Government to produce a Climate Change Strategy designed to identify key risk management issues. A Project Brief and tender related tender documentation has been prepared and sent to a shortlist of consultants. The successful consultant have been appointed and the Strategy to be completed by 28 Feb 2010 to meet the funding agreement conditions.			