



# Borough of Queenscliffe

Queenscliff & Point Lonsdale, Victoria, Australia

## Urban Design & Public Realm Asset Framework Advisory Group

### Expression of Interest – Information Sheet

#### The Project

At the Ordinary Meeting of Council in March 2025, Council resolved to establish an advisory group to support Council in the development of an Urban Design & Public Realm Asset Framework (Framework).

A Framework would establish a consistent approach to public realm furniture and design treatments for use within the Borough of Queenscliffe that acknowledges its history and cultural heritage.

The advisory group will:

- develop the scope for the Framework, including:
  - aims and purpose
  - assets for inclusion
  - development of a design language
- prepare a project management plan for the development of the Framework, including:
  - recommendations for an engagement strategy
  - project budget
- make recommendations to Council about next steps

#### The Advisory Group

The advisory group will be formally appointed by Council to provide advice to Council on the development of the Framework.

The advisory group members will be drawn from residents and ratepayers with local knowledge and an existing interest in the character of the Borough.

Candidates for the advisory group will be selected through an Expression of Interest (EOI).

Council will appoint up to five (5) residents or ratepayers on the advisory group.

The advisory group will also include a Councillor and a Council officer.

The Council officer will provide administration support.

The Chair will be elected by the advisory group.

The advisory group will have a fixed term of 12 months from the first meeting.

## **Role of Advisory Group**

The primary purpose of the advisory group will be to prepare a recommendation for Council on:

- the value of developing a framework
- the process to develop the framework
- the scope of the framework
- preferred format framework and exemplar documents
- a project management plan and engagement strategy
- resource investment and production of the framework
- the need and value of an advisory group in developing the framework

## **What commitment is required?**

The advisory group will be stood up in early July 2025 following the formal appointment of members at the Ordinary Meeting of Council in June 2025.

It is anticipated that the advisory group will meet monthly for the duration of the project.

The project to prepare the recommendations for Council is expected to take between six to ten months.

If there are key decision points that require additional inputs through the project, the advisory group may decide to meet between sessions or deal with matters out of session through emails.

The advisory group members will be required to read material and prepare for meetings.

## **Selection Criteria**

Council would welcome applications from people in our community who have some or all the following attributes:

- Experience working in a design field or familiarity with good design principles
- Experience in project delivery and project governance
- An ability to apply analytical skills, objectivity and good judgement
- An ability to work constructively in a team environment
- Experience working on projects which have local community interest
- A commitment to community engagement
- An understanding of the advisory group role and contemporary project management practices
- The ability to work in the Microsoft 365 environment.

## **Making an application**

The EOI application period will be open from Monday 28 April 2025 until 12pm 9 May 2025.

Your application should include:

- Applicant details, including preferred contact method
- A brief statement of interest
- A response to the selection criteria

Applications should be sent to [info@queenscliffe.vic.gov.au](mailto:info@queenscliffe.vic.gov.au), with the following title:

EOI application- UD&PRF\_ Advisory Group

## **Post EOI process**

Council will review all applications and confirm the preferred candidates at a formal meeting of Council

All unsuccessful applicants will be notified.

## **Questions**

If you have any questions about the EOI process or the project, please feel free to contact Martin Gill at [martin.gill@queenscliffe.vic.gov.au](mailto:martin.gill@queenscliffe.vic.gov.au) or on 5258 1765.