

Appendix 1

CEO Operations Report

CHIEF EXECUTIVE OFFICER REPORT ON OPERATIONS

April 2018



Issue 16

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Meeting of Council on 8 May 2018*

The CEO Report on Operations is a regular report that is published by the Hobsons Bay City Council.

The purpose of this report is to inform Council and the community of recent issues, initiatives and projects undertaken across Council. The report is provided on a monthly basis.

CEO Update

During the previous month, the Chief Executive participated in meetings and discussions about a range of matters relevant to Hobsons Bay and the local government sector.

West Gate Tunnel Monthly Meeting

The CEOs of Hobsons Bay and Maribyrnong meet regularly with the heads of the Western Distributor Authority and Transurban to discuss the West Gate Tunnel project as it moves further into the construction phase. These meetings are a valuable opportunity to provide local perspective on issues that arise and to ensure that the Council perspective is considered.

Collaborative Working Group Forum

The CEO hosted a forum of the members of the six collaborative working groups (CWG's), to share the latest on their efforts to deliver some exciting and innovative projects to the organisation. Each group presented on their learnings so far, and outlined their ideas to deliver better outcomes for customers.

The Corporate Management Team has subsequently reviewed the first batch of proposals from the CWG's, covering a broad range of focus areas including better use of our technology, providing opportunities for exchange of ideas and information, and exploring the potential use of crowdfunding techniques for community projects.

MAV Western Region Council Biannual Forum

The Mayor, Councillors and senior officers attended the Western Region Bi-Annual Forum, hosted by Wyndham City Council, with colleagues from across the six region Councils.

George Megalogenis, author, political commentator and journalist, provided the keynote address, in which he made observations about short terms in modern politics, and the changing demographics of the regions across Australia, including Melbourne's west, which is experiencing some of the fastest growth in the country.

The forum was preceded by a meeting of western region MAV delegates, hosted by the region's MAV Board representative Cr Josh Gilligan of Wyndham.

Hobsons Bay 2030 Leadership Coalition Meeting

The CEO chaired the first Hobsons Bay Health and Wellbeing Leadership Coalition meeting for the year. Twice per year, representatives of key external agencies meet with the senior leadership team to collaborate on the delivery of our Community Health and Wellbeing Plan. Attendees at this month's meeting included people from VicRoads, cohealth, and the state government education and health departments.



Chris Eddy
Chief Executive Officer

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Delivering for our community

Community Grants – 2018 Quick Response Grants

Applications for Quick Response Grants closed on 11 April. These grants are an opportunity for groups and organisations to apply for unexpected or emerging projects which do not fit in with the Hobsons Bay City Council annual community grants timelines. Council Officers are currently assessing the 30 grant applications received.



Reconciliation Action Plan (RAP)

Council have received provisional endorsement of our inaugural RAP from Reconciliation Australia. Over the next seven months senior managers will be engaged to support the implementation of the plan which will be officially launched in January 2019.

Creative Technology Hub Project (CTH)

As part of the Municipal Association of Victoria's (MAV) 'Transformers' Technology Conference in Geelong, councils were recognised for their innovation at the Technology Awards for Excellence.



Hobsons Bay City Council's "Creative Technology Hub" won the Strategy and Planning Achievement of the Year.

Autumn school holidays

A wide variety of activities were held as part of the autumn school holiday program. 29 sessions ranging from writing workshops, Lego and broccoli catapults to morse-code bracelets and upcycled snow globes were held, including sessions with the Australian Ballet who presented several dance-education workshops.

Victorian Youth Week

As part of Victorian Youth Week celebrations two activities were held by Libraries at Newport Community Hub including a 'fierce and flawless' dance workshop and a gender neutral clothes swap.

Mindfulness for beginners

A booked out mindfulness workshop for seniors was held at Newport Community Hub. This session is part of the Live Well series: healthy mind, body and soul.

Graduate teacher information session

Graduate and beginning teachers from Hobsons Bay attended an information seminar at Newport Community Hub to learn about the library's resources, and how they can support teaching outcomes.

Multicultural week

Hobsons Bay UP/Youth Services in collaboration with Arts and Culture, delivered a celebration of the Multicultural and Diverse young people in Hobsons Bay. As a celebration of the end of Multicultural week, local catering was supplied with culturally diverse foods. Fifteen young people attended with a couple of members from the wider community, which was an opportunity for the young people to further speak about their journey to Australia and belonging in Hobsons Bay.

Kindergartens

The State Government has announced a package of supports to maximise inclusion, access and participation in funded kindergarten programs for children with disabilities. One of the funding streams offers the opportunity to improve early years. The Early Years Planning and Partnerships team is currently working with services to approve and support potential submissions for this funding. Applications close at the end of April 2018.

Family Day Care

Family Day Care are set to undergo an external audit in April to be conducted by Department of Education and Training. The Quality Rating and Assessment process will measure the scheme's performance against the National Quality Framework. Required documents have been submitted in preparation for the visit, including sample policies, the Quality Improvement Plan and data on registered educators.

Delivering for our community

Supported Playgroup

The Supported Playgroup team are working in partnership with the Parenting Research Centre to build facilitator capacity to more effectively and regularly deliver the in home support component of the Smalltalk program.

Maternal and Child Health (MCH) birth notices

MCH has received a total of 109 birth notices this last month. Altona North remains consistently busy with 19 births. Additional staffing hours have been provided to meet community demand.

UP/Youth

33 young people are currently engaged in the counselling service with 67 counselling sessions being provided throughout March 2018. 16 secondary consultations were delivered and emergency relief was provided to 12 young people and their families. The main presenting issues for young people over the past month were mental health issues including depression, anxiety and eating disorders (51%), Social/Relationship Issues (14%) and Family issues (12%).

Currently there is a ten week waiting list.

Altona Early Years Hub

A number of families from the Altona/Seaholme precinct have submitted a waitlist application for the Altona Early Years Hub set to open in January 2019. Of the 60 currently on the waitlist, 49 are from the precinct.



Pre-School Field Officers (PSFO's)

The PSFO team will attend the International Childhood Trauma Conference in July to inform their response to the increase of referrals from educators for support to work with children presenting with developmental

delays or behaviours of concern stemming from trauma.

PSFO's are also working in partnership with the team at Wyndham Council to deliver Early ABLES Training, with 30 educators are registered to attend the session.

Supported Playgroups

During Diversity Week a Multicultural Playgroup was held at the Altona Baptist Church to celebrate the diversity of the families and children within the municipality. The team felt a sense of comradery and families showed a sense of connection as they came together. A wonderful experience for everyone on the day.

Delivering for our community

The Substation

Live Music

The popular ONO performed again at The Substation on 20 April in a show whereby the room, artists and audience form part of the storyline. ONO: A Temporary Hearth, featured international American, European and local producers.

Visual Arts

Hyphenated presented the work of a number of contemporary Asian-Australian artists living in Victoria, offering varying perspectives of issues, from the personal to the global. In the face of current immigration conversations, Hyphenated supported the long and significant history Asian communities have had of contributing to Australia. The exhibition concluded on 21 April.

Capacity

Council's *Capacity Series* supports professional development opportunities for our arts community. Dan Koop hosted *Art On The Move*, which involved cycling the Hobsons Bay Coastal Trail from Spotswood to Williamstown. Michael Ford, of Enlocus Landscape Architects, co-hosted.

Airtime

A new rotation of *Airtime* was installed in time for the start of youth week on 13 April. The flags display images taken at local skate parks by Laverton resident and award winning photographer Amy Venema.

Heritage and Cultural Collections

The Dennis Memorial Drinking Fountain has been returned to the Williamstown Town Hall forecourt. The drinking fountain was restored and placed into storage for safe keeping during the redevelopment of the forecourt and was reinstalled by specialist heritage stonemasons. The two heritage lamp posts have also been returned to this location after extensive conservation works were undertaken by conservator, Jude Schahinger.



The Australian Heritage Festival/Heritage Hobsons Bay launched in April; with Hobsons Bay to host more than 25 events in the festival including exhibitions, walks, talks and open days.

Sister Cities

A Council and community delegation travelled to Anjo in Japan to mark the 30th Anniversary of the Hobsons Bay/Anjo sister city friendship. Members of the Hobsons Bay International Friendship Association were part of the delegation and organising group.

The Williamstown Camera Club organised a trip to Buloke Shire during April to photograph the night sky, an event well attended with more than 30 participants travelling from Hobsons Bay.

Woods Street Arts Space

The annual Laverton Block Party was held on Sunday 30 April, featuring local performers the 'Block Party menu' with various multicultural delights from the local shops, Mesh Mash open print workshop and street theatre. The Block Party marks the 6th birthday for the Woods Street Arts Space.

The Hobsons Bay Arts Society hosted a sellout workshop at Woods Street Arts Space with printmaker Larissa MacFarlane on Saturday 14 April. The Arts Society have a number of masterclass offerings scheduled in the coming months.

The Woods Street Arts Space hosted the Hobsons Bay UP Youth arts prize which opened on Thursday 19 April. The opening event included a night of light projections in the precinct. The works were created by Laverton P12 media students under the workshop guidance of Projector Bike.

Mesh Mash hosted a workshop with Sayraphim Lothian around Russian Modernist designs of the 1930s on Saturday 21 April exploring abstraction and words.

Delivering for our community

Arts Walk

Approximately 40 people joined the Mayor Cr Angela Altair on a walk to experience Toyota Way as part of the Kororoit Creek Trail, accompanied by Geoff Mitchelmore for the Friends of Kororoit Creek and Geoffrey Ricardo, the artist whose works *Spirits of Time And Place* were commissioned for the trail.

Events and Festivals Funding

Thirty two applications were received for funding support through the Events and Festivals funding program for events taking place during 2018-19. Applications are being assessed and successful applicants will be advised during May.

Major Events Funding

The Melbourne Latin Festival took place at the Williamstown Town Hall over the Easter weekend. This is the first time the festival has taken place in the west, and the event was supported through Major Events funding.

Local Events and Festivals Funding:

Friends of Newport Lakes received support to hold an event marking 21 years of the group.

Small / Short Lead Funding

The Slow Food Melbourne presented Slow Fish at the Spotswood Kingsville RSL, with very good metropolitan media coverage

Civic Events

Assistance was provided to the organisers of ANZAC commemoration services in Altona, Newport and Williamstown, coordinating traffic planning, and emergency services liaison and providing operational support at each service.

Art and Industry

Monthly meetings have occurred with Art and Industry to support programming and partnership opportunities as the Festival develops, with the 2018 dates being set for 16– 25 November.

Event Applications and Permits

Permits were issued for six events that took place during April including the MS Summer Cycle, Come Alive Festival and the Sri Chimnoy Foreshore Run.

Street Banners

Corporate flags, Celebrate Cultural Diversity, Volunteer Week and Heritage Festivals flags have been on display during April.

Filming

Two filming permits and four low impact permissions were issued. Filming took place at five locations throughout the municipality, including Altona North and Altona.

Venues

Williamstown Mechanics Institute

Structural bracing and underpinning work commenced for the Cottage, the freestanding building at the southern part of the Williamstown Mechanics Institute. In anticipation of restoration works scheduled to commence in July 2018, Council worked with The Williamstown Historical Society in identifying administration premises and in packing and storing the Museum. The Society held a de-accession 'Garage Sale' as part of its planning. The Williamstown Musical Theatre Company, also resident at the Mechanics Institute undertook a program of rehearsals for its production of *Hot Mikado* and announced its next season to be at the new Centenary Theatre at Williamstown High School.

Williamstown Town Hall

Several bookings were received in April, including the Australian Red Cross Blood Bank, Willie Tigers social event, Play School Live in Concert, Arts at Your Doorstep amongst other community bookings, meetings and cultural performances.

Hobsons Bay Visitor Information Centre (VIC)

During April the VIC received 3912 visitations, an increase of 396 visitors for the same period last year. The centre was closed on Good Friday in April in 2017. 47% of these visitors were from within Victoria, 26% from overseas, 14% from interstate, and 13% from Hobsons Bay.

Free guided heritage walking tours conducted every Tuesday and Friday at 11.45am in Williamstown. A Western Region Visitor Information Centre (VIC) forum was held on Friday 20 April 2018, providing an opportunity for VIC volunteers from Hobsons Bay, Melton, Sunbury and Werribee to come together for professional development, networking, celebration and recognition just prior to national volunteer week. As part of the National Heritage Festival the VIC led a Spotswood Industrial Heritage Tour on Thursday 19 April.

Delivering for our community

Business Support and Economic Development

Projects and Programs

The April edition of Hobsons Bay Business e-Works was sent to approximately 5,000 business contacts.

Coffee Connect

The second DYOB Coffee Connect Business Networking event was held on Wednesday 4 April at The Birdcage, in Harrington Square, Altona. 20 local business people attended.



Tax essentials for small business

In partnership with the Australian Tax Office (ATO), this introductory workshop on Monday 30 April provided attendees with all the information required for small business productivity, including business structures, tax and non-tax business registrations and more.

Trader Associations

Officers attended the Altona Village Traders Association meeting on Wednesday 11 April, the debrief of the Altona Trader Summer Safety planning group including Victoria Police on Tuesday 17 April and Newport Traders Association meeting on Wednesday 18 April.

Tourism

In partnership with Destination Melbourne, Council hosted a 'Tapping into Tourism' workshop for local business operators and attractions at the Civic Centre on Wednesday 18 April. Many business people attended, and are now armed with strategies and cost-effective ways to promote their local business and/or attraction.

Organisation Update

Citizenship Ceremony

A Citizenship Ceremony was held on Monday 9 April at the Williamstown Town Hall for 95 Candidates. The Mayor presided over the ceremony with Tim Watts MP, Member for Gellibrand, Inspector Peter O'Connor, Hobsons Bay Local Area Commander Victoria Police and Leading Fire Fighter Colin Campbell, MFB Multicultural Liaison Officer assisting in the presentation of gifts to our newest citizens.

Assembly of Councillors

The following Assemblies of Councillors occurred during the period 6 April – 3 May 2018: 10 and 17 April, 1 May.

Documents for Sealing

The following documents were sealed during this period as a result of Council resolution or delegation:

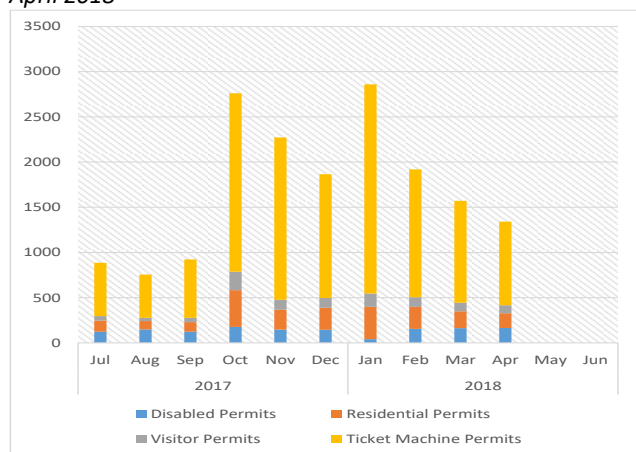
Register number 18/07—sealed 29 March 2018
Contract 2017.88 – Supply and Delivery of one 16 Tonne Tipper

Register number 18/08—sealed 6 April 2018
Contract 2017.86 – Laverton Old School Conservation and Alteration Works (Project)

Local Laws

- Issued 165 disabled parking permits
- Issued 163 residential permits
- Issued 88 visitor permits
- Issued 924 ticket machine permits
- Logged 148 CHARM assignments
- Impounded 4 derelict/abandoned vehicles
- Issued 64 Local Law Infringements

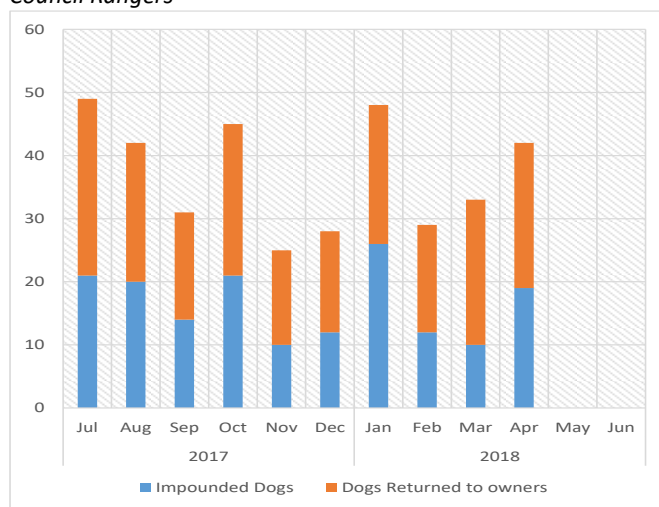
The graph below illustrates the number of permits issued for April 2018



Animal Management

- Logged 239 CHARM assignments
- 14,016 animals registered
- Impounded animals at Lost Dogs Home (March 2018)
 - Dogs – 19 impounded, 7 released
 - Cats – 32 impounded, 0 released
- 27 animals returned to their owners by council officers
- Issued 40 animal Infringement Notices

The graph below reflects the number of dogs impounded to the Lost Dogs Home and the number of dogs returned home by Council Rangers



Parking

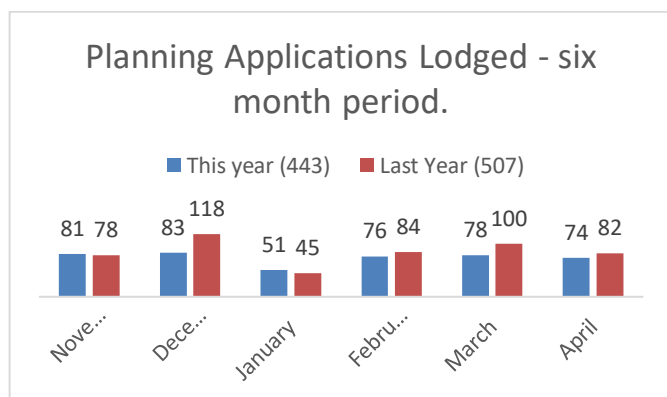
- Logged 208 CHARM assignments
- Issued 1,499 parking infringements

Planning, Building and Health Update

Planning Applications Received

Council received 74 planning permit applications for the month of April.

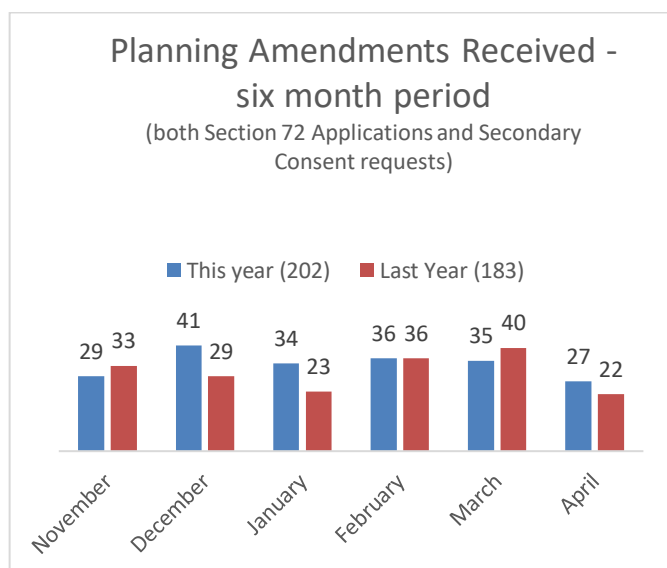
For the six month period from November 2017 to April, 443 planning permit applications were received, a 13 per cent decrease from the same period last year.



Planning Applications to Amend Permits

Council received 27 planning permit amendment applications for the month of April.

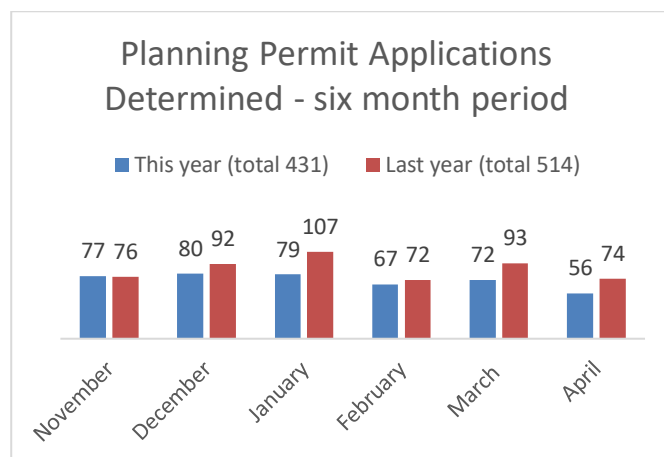
For the six month period from November 2017 to April, 202 planning permit amendment applications were received, a 10 per cent increase than the same period last year.



Planning Applications Determined

Council determined 56 planning permit applications for the month of April.

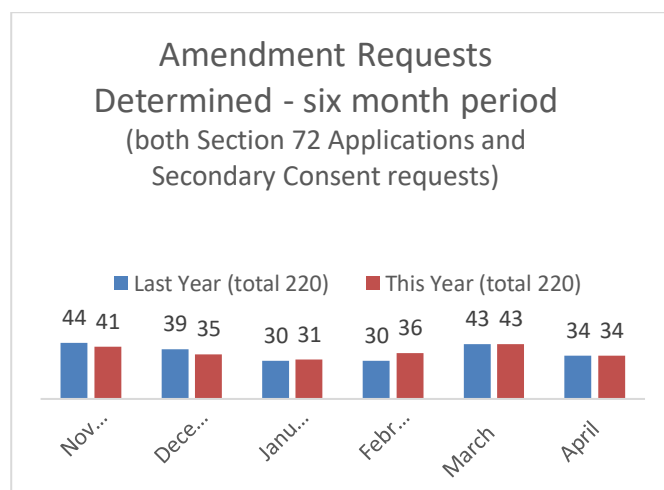
For the six month period from November 2017 to April, 431 planning permit applications were determined, a 16 per cent decrease than the same period last year.



Planning Amendment Requests Determined

Council determined 34 planning amendment applications for the month of April.

For the six month period from November 2017 to April, 220 planning amendment applications were determined, the same as this time last year.



Planning, Building and Health Update

VCAT

The Town Planning Department received the following appeal decisions:

Application: PA1636065 – 1 Latrobe Street, Newport

Proposal: Buildings and works, three dwellings

Delegate Decision: Refused

SPC Decision: Not applicable

VCAT Decision: Affirmed

Application: PA1635372 – 1/143 and 2/143 Queen Street, Altona

Proposal: The construction of four dwellings (two, three storey and two double storey) in accordance with the endorsed plans

Delegate Decision: Refused

SPC Decision: Not applicable

VCAT Decision: Approved

Planning Applications of Interest

Application: PA1839626 – 100-102 Civic Parade, Altona

Proposal: An application has been lodged for the construction of 10 two storey dwellings over these two sites. Officers are currently determining if any further information is required. The application will be advertised in due course.

There was a previous application for 12 dwellings which was refused under delegation and the decision was upheld by VCAT.

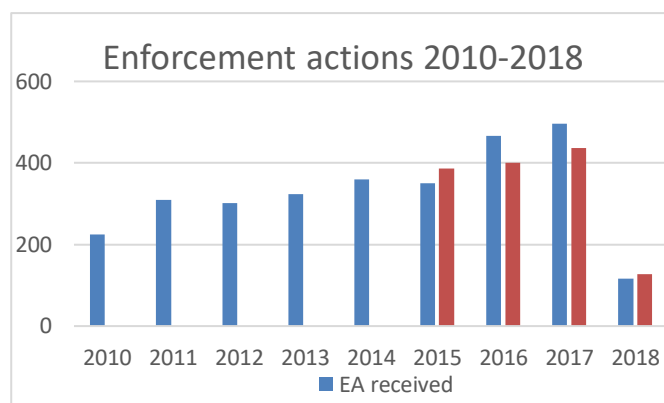
Application: PA1839345 – 1 Clematis Avenue and 2 Marigold Avenue, Altona North

Proposal: An application has been lodged for the construction of a two storey building comprising of 10 dwellings with basement parking over the two sites. The application will be advertised in due course.

Planning Enforcement

Active and significant enforcement matters

There are currently 215 active enforcement matters. Three penalty infringement notices were issued and one official warning. One notice was for a small heritage demolition in breach of a planning permit, the other notice was for removing car parking spaces and building a large verandah in an industrial area in breach of the planning permit. The official warning was issued despite multiple warnings; the new use did not cease and continued without the required car parking and landscaping plans being submitted.



Investigations are continuing into the potential damage of the spiny rice flower *Pimelea spinescens* through a breach in a planning permit.



Planning, Building and Health Update

Building News

Pool Safety Barriers

The Australian Competition and Consumer Commission (ACCC) has launched a product safety recall on pool gate latches that can be locked in the 'open' position, so that the gate will not latch closed. The danger is that gates with these latches may not prevent unsupervised access to the pool area, posing a potential drowning risk. The particular products, sold through Bunnings stores, are SafeTech and G8Safe key lockable latches.

Building Fire Safety Inspections

Cooperative arrangements are being developed with the MFB for joint inspections of buildings, to simplify the process for both Council and MFB staff and reduce confusion for building owners and occupiers.

Inspections and Enforcement

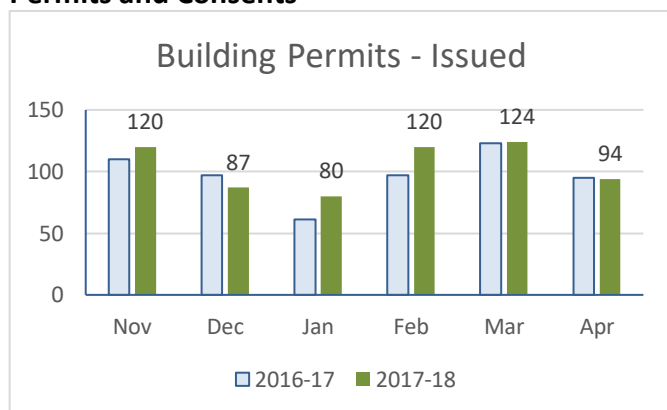
45 inspections, including 2 Essential Safety Measure inspections.

No Emergency Orders issued

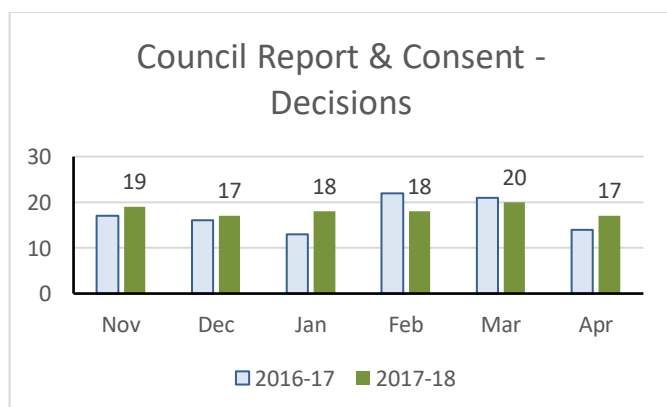
6 notice and orders issued, 13

resolved/completed/cancelled

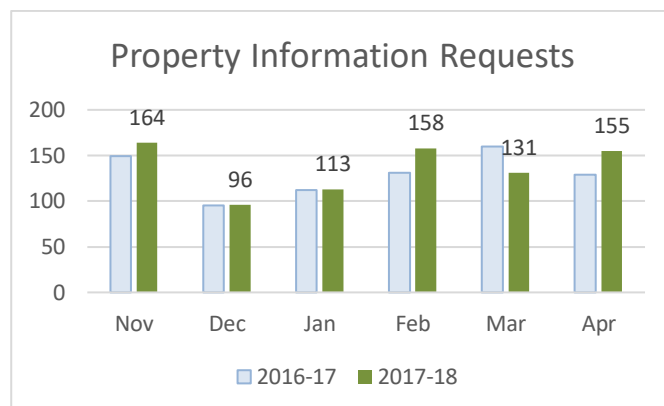
Permits and Consents



7 Permits issued by Council, 87 Permits issued externally.



17 applications received, 16 approved, 1 refused



155 requests received.

25 copies of plans supplied.

Public Health

- 52 mandatory food assessments and inspections were completed.
- 16 mandatory health inspection were completed.
- 53 customer requests were received; 35 related to community noise.

Strategy and Advocacy

Social Housing Investment Planning (SHIP) Grants

Council has submitted an application for the Social Housing Investment Planning (SHIP) Grants. These grants can provide up to \$200,000 to local government to increase the supply of land available for social housing projects, and to encourage new and innovative working relationships between local government and community housing providers that will progress future projects.

Council's application is in relation to supporting the development of affordable housing on Epsom Street. Outcomes of the applications will be known in May 2018.

Residential Solar Program

Two community information sessions were held to inform residents on installing solar panels at their homes. To date in 2017-18, the program has assisted 53 homes to install solar power. This provides a greenhouse gas reduction of 364 tonnes per year which is equivalent to 2,550 trees.

Planning Scheme Amendments

Council received notice that Amendment C107 to remove the Heritage Overlay from the Mobil Altona Refinery would be approved with conditions. The approval will be consistent with the Panel recommendations to retain the Heritage Overlay on the Administration Building on Millers Road rather than removing the Heritage Overlay from the entire site. The amendment will come into effect when it's published in the Victoria Government Gazette which is likely to occur within the next couple of weeks.

Having been through the planning process, Amendment C112 and Amendment C109 have now reached the final stages and have been forwarded to the Minister for Planning for approval.

Amendment C109 is to facilitate the development of a supermarket at the former Bunnings site on Millers Road.

Amendment C112 is to insert a new local policy into the Planning Scheme with regard to gaming venues. Council is waiting on the outcome of these requests.

Environmentally Sustainable Development Policy in the Hobsons Bay Planning Scheme

Hobsons Bay has been working with several other councils and the Council Alliance for a Sustainable Built Environment (CASBE) to prepare a Planning Scheme Amendment to insert a new Environmentally Sustainable Development (ESD) policy into each of the

respective planning schemes. The policy would require planning permit applications for new developments of more than two additional dwellings to prepare a sustainability assessment. Council is currently awaiting a response from the Minister for Planning to further advance the project.

Future Leaders in Sustainability

Council in collaboration with the CSIRO are rolling out a program to assist local secondary school teachers to work with their students to deliver hands-on, open inquiry-based STEM projects looking at solutions to local environmental and sustainability problems. Participating teachers have attended a professional development workshop and are now working with their students to identify local sustainability projects to work on.

Newport Hub solar installation

A 55kW solar system has been installed at the Newport Hub and is generating renewable energy for Council. This system will reduce Council's emissions by 91 tonnes per year which is equivalent to 637 trees. This contributes towards Council's Corporate Greenhouse Strategy target of zero net emissions by 2020.




Communications and Engagement

Social Media

Activity across all Council social media accounts includes:

- Council Facebook
- Council Twitter
- Hobsons Bay Up Facebook
- Mesh Mash Facebook
- Woods Street Arts Space Facebook
- Lost Pets Hobsons Bay Facebook
- Art in Public Places Facebook (now known as Creative Cities)
- GOWEST Facebook
- Council LinkedIn

Definitions

- Reactions – like, love, angry, haha, wow, sad

- Impressions – number of times our content is displayed in someone's newsfeed
- Reach – total number of people who saw that content
- Engagement – number of times someone engaged with our content whether through reactions, shares comments etc.

Facebook

Facebook post with the greatest reach



Hobsons Bay City Council

Volunteer drivers needed! Help a young person achieve their driving licence. Car, petrol, insurance, training and support is provided. Council is proud to be a part of this great initiative to help young people become safe drivers and increase their ability to seek employment and greater opportunities. More information: <https://www.facebook.com/wynbay12p/>

Help a young person achieve their driver licence

L2P LEARNER DRIVER MENTOR PROGRAM

Volunteer mentors needed

"I am very grateful for the many hours my mentor, Peter, has put in to teach me how to drive safely and well. I appreciate his support to achieve a big goal in my life - getting a licence!"
Julia - L2P Learner

To become a volunteer driving mentor you must:

- Hold a current Victorian driver licence
- Attend training to prepare you for the role
- Be interested in helping young people who do not have access to a supervising driver
- Commit to helping them to become safe drivers and increase their ability to seek employment and opportunity
- Commit to supervising one driving session per week

Mentors will be provided with a car, petrol, insurance, training and support.

To find out more please contact the L2P Program Officer:
T 0487465687 l2p@l2p.org.au http://l2p.org.au/

Laverton Community Integrated Services Inc.

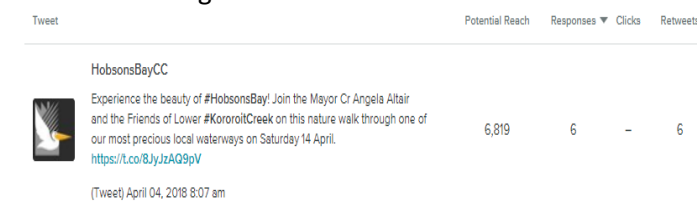
10,934 people reached

Like Comment Share

Kiree Fong Hiew, Monty Bender and 115 others

Twitter

Tweet with the greatest reach



HobsonsBayCC

Experience the beauty of #HobsonsBay! Join the Mayor Cr Angela Altair and the Friends of Lower #KororoitCreek on this nature walk through one of our most precious local waterways on Saturday 14 April. <https://t.co/8JyJzAQ9pV>

(Tweet) April 04, 2018 8:07 am

Potential Reach: 6,819 Responses: 6 Clicks: - Retweets: 6

Website (www.hobsonsbay.vic.gov.au) to 10 webpage visits

Page	Page Views	Unique Page Views	Avg. Time on Page
	115,399 % of Total: 100.00% (115,399)	96,066 % of Total: 100.00% (96,066)	00:01:30 Avg for View: 00:01:30 (0.00%)
1. /Home	24,755 (21.43%)	20,597 (21.44%)	00:01:22
2. /Council/Careers-at-Council	4,052 (3.51%)	3,626 (3.77%)	00:01:51
3. /Council/Contact-us	4,043 (3.50%)	3,550 (3.70%)	00:02:21
4. /Planning-Building/Planning-applications-Greenlight	3,782 (3.28%)	3,111 (3.24%)	00:03:53
5. /Community/Libraries	3,160 (2.74%)	2,686 (2.80%)	00:02:13
6. /Council/Parking_roads_transport/Road_works/ANZAC-Commemorative_Service_Altair_25_April	1,757 (1.52%)	1,316 (1.37%)	00:01:23
7. /Fees-Forms/Pay-a-bill	1,482 (1.28%)	1,264 (1.32%)	00:02:16
8. /Environment-amp-Waste/Waste-Recycling/Waste-recycling-services/Hard-waste-services	1,469 (1.27%)	1,351 (1.41%)	00:03:48
9. /Environment-Waste/Waste-Recycling	1,434 (1.24%)	1,170 (1.22%)	00:00:29
10. /Environment-amp-Waste/Waste-Recycling/Waste-recycling-services/Waste-collection-dates	1,409 (1.22%)	1,180 (1.23%)	00:01:47

Participate Hobsons Bay

Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
2.4 k	200	20

The following projects were open for public comment in April on 'Participate Hobsons Bay', the online community engagement site for Council.

Portfolio Advisory Committees

Council is seeking applications from community members to join one of its seven portfolio Advisory Committees. Applications close Wednesday 16 May 2018 at 5pm.

An information session is being held on Wednesday 9 May 2018 at the Altona Civic Centre from 6pm to 8pm. Further information can be found at

www.participate.hobsonsbay.vic.gov.au/portfolio-advisory.

The Participate page has currently received 522 visits, 35 registrations for the information night and 28 applications.

Communications and Engagement

Proposed 2018-19 Budget

The proposed 2018-19 Budget is open for public comment. Community members are also invited to appear in person to be heard by Council on 12 June 2018. Submissions including requests to appear in person are open until 5pm Wednesday 16 May 2018. Further information can be found at www.participate.hobsonsabay.vic.gov.au/2018-19-budget.

The Participate page has currently received 744 visits and 13 submissions.

Williamstown Botanical Gardens Master Plan

In collaboration with the Williamstown Botanic Gardens Advisory Group, the Friends of Williamstown Botanic Gardens and Heritage Victoria a Masterplan was developed for the Williamstown Botanic Gardens to direct future development in the gardens and ensuring it reaches its full potential as one of the best examples of a 19th Century Botanic Gardens in Victoria. An opportunity to participate in a walking tour was also provided.

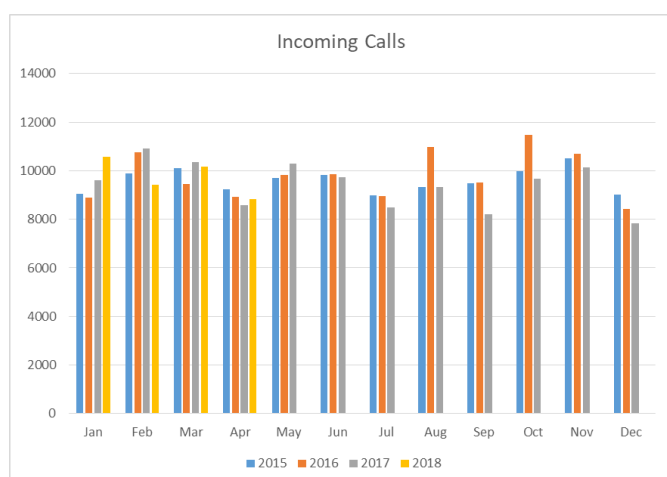
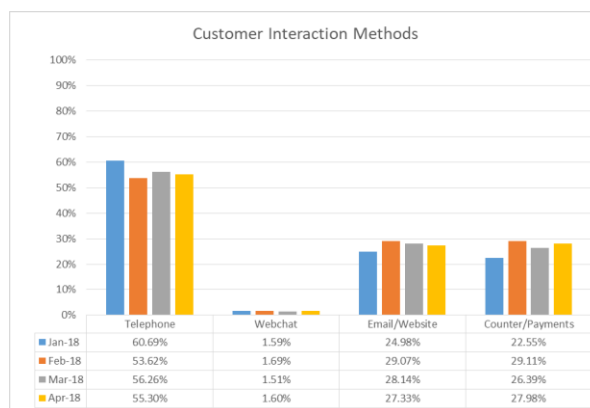
The Masterplan received 478 Participate site visits, 11 submissions and 21 walking tour registrations.

Aquatic Strategy

Council is developing an Aquatic Strategy, to guide the development of aquatic facilities for the next 10 years. Council asked the community to provide feedback on aquatic facilities that they currently use and what they would like to see provided in Hobsons Bay in the future. The Participate page has currently received 1001 visits, 691 responses to surveys which included 223 responses to the resident survey, 137 responses to the Laverton Swim and Fitness Centre user survey and 331 responses to the Bayfit Leisure Centre user survey.

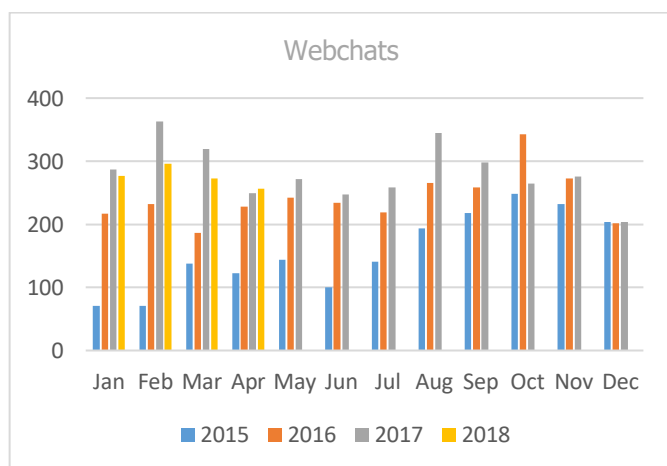
Our Performance

Hobsons Bay City Council is committed to improving our performance and better responding to our community needs. One way in which we do this is to capture how our community approaches us to ensure we can make that process the best it can be to assist our customers with access to information needed.



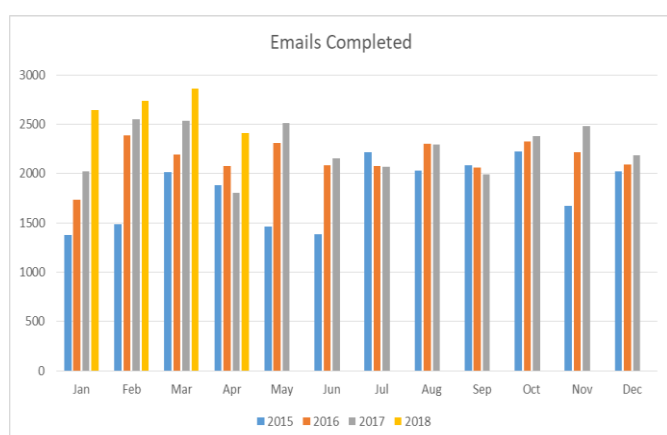
Top enquiries coming from incoming calls are for the following service areas:

- Town Planning (742)
- Animals (690)
- Waste (655)
- Hard Waste (646)
- Rates (490)
- Community Care (455)
- City Services (396)
- Assets (344)



Top reasons our customers contacted Council via Web Chat related to the following service areas:

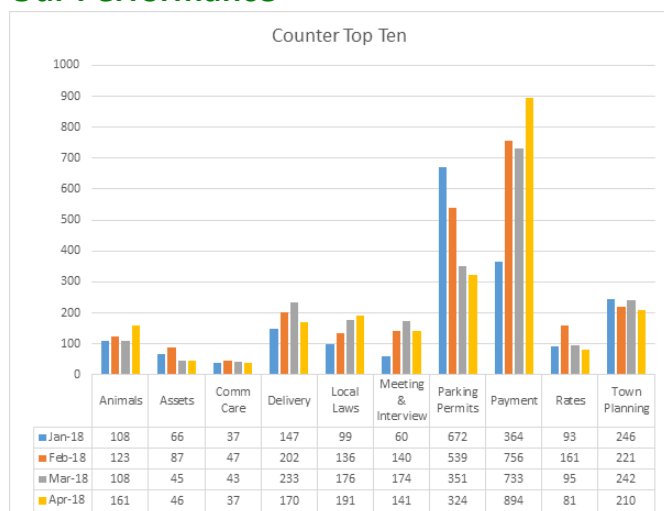
- Waste (39)
- City Services (23)
- Town Planning (18)
- Buildings (15)
- Local Laws (15)
- Non Council Related (15)
- Rates (14)
- Animals (12)



Top enquiries coming from emails are for the following service areas:

- City Services (550)
- Waste (211)
- Local Laws (181)
- Cashier Inbox (174)
- Animals (145)
- Facilities (94)
- Rates (67)
- Health (50)

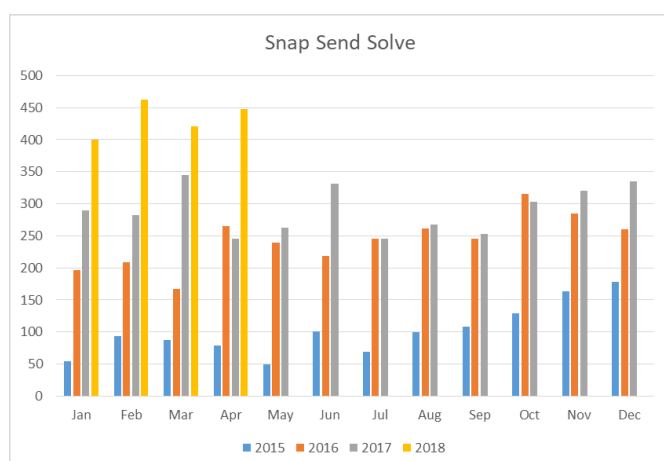
Our Performance



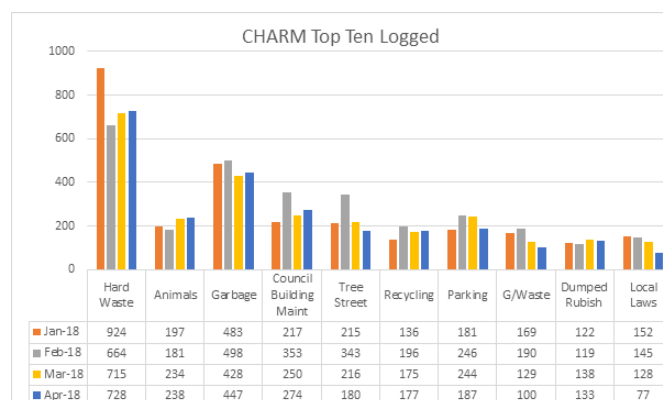
Top reasons our customers visited the Civic Centre related to the following service areas:

- Payments (894)
- Parking Permits (324)
- Town Planning (210)
- Local Laws (191)
- Delivery (170)
- Animals (161)
- Meeting and Interview (141)
- Rates (81)
- Assets (46)
- Community Care (37)

Snap Send Solve is a free app for iPhone or Android devices that allows visitors and residents of Hobsons Bay to easily report issues to Council by capturing a photo of an issue, and having this information sent directly to Council for review.

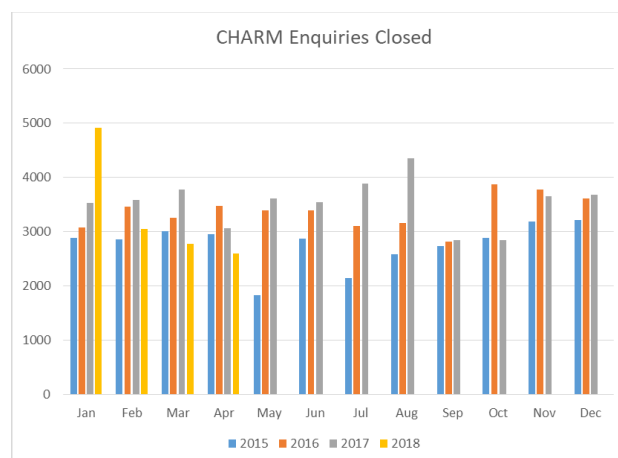


Council's CHARM (Customer Help and Resolution Management) system is the system used to record where a customer makes contact with Council to request something. The most preferred ways in which customers make contact to log a CHARM is via phone, Snap, Send and Solve and via email.



Top CHARM requests logged related to the following service areas:

- Hard Waste (715)
- Garbage (428)
- Council Building Maintenance (250)
- Parking (244)
- Animals (234)
- Tree, Street (216)



Top CHARM requests closed related to the following service areas:

- Hard Waste (720)
- Garbage (464)
- Council Building Maintenance (281)
- Animals (222)
- Parking (201)
- Recycling (175)

Financial Management

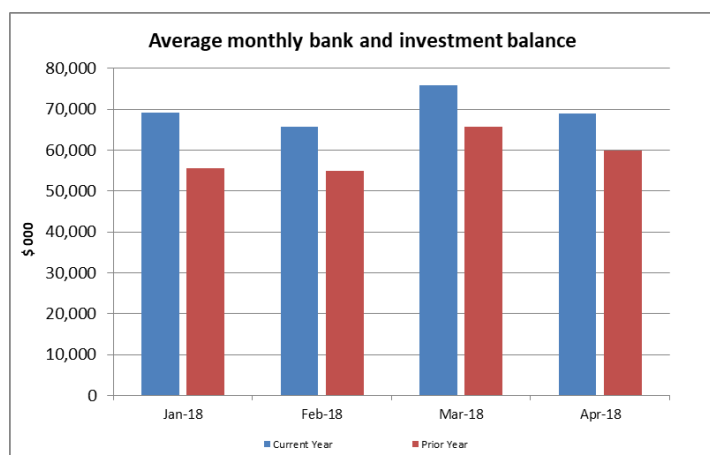
Each quarter the Council produces a detailed financial report which is presented to Council. The following information provides a snapshot of some key monthly metrics as supplementary information.

Financial Statistics

The average balance of cash and investments during April 2018 was \$68.963 million. This compares to the average balance of \$75.758 million in March and an average balance of \$65.793 million in February.

The closing balance of cash and investments at the end of April 2018 was \$66.157 million compared to \$70.334 million at the end of March and \$72.985 million at the end of February.

Council investments at the end of April 2018 included cash and at call investments of \$3.157 million and term deposits of \$63 million, with an average date to maturity of 216 days and an average interest rate of 2.51 per cent.



Accounts receivable amounts outstanding over 90 days at the end of April 2018 total \$219,000 representing 28.5 per cent of total debts. The most significant debtor groups over 90 days include city maintenance, property services and home care.

The balance of outstanding debtors at the end of April 2018 was \$766,000 compared to an average closing balance of \$1.188 million over the last year.

The provision for doubtful debts at the end of April 2018 is \$219,000 or 28.5 per cent of total debts.

Hardship Policy

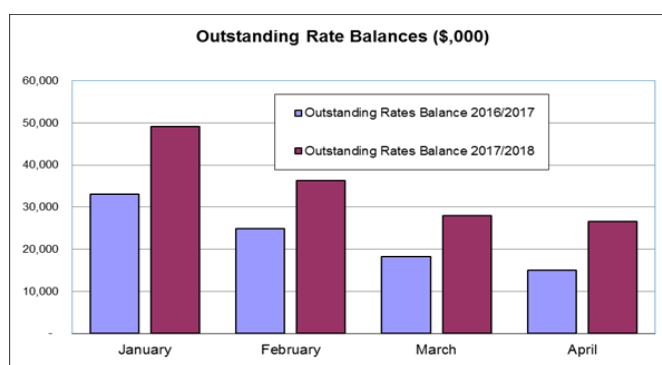
Any person who currently requires financial assistance will be invited to enter into a payment arrangement or assessed for inclusion into the Council's hardship group. Since the start of the financial year there has been five applications approved and two accounts have been paid in full.

As at 30 April 2018 there were a total of 52 ratepayers, including 25 pensioners, listed on the Council's hardship register. Council has waived \$11,372 in interest charges since the start of the 2017-18 financial year. One account has been approved for the deferment of rate payments. Council continued to receive regular payments in the month of April and the total amount outstanding as at 30 April is \$368,442.

Revenue Statistics

Rates income as at 30 April 2018 was \$85.378 million, compared to the year to date budget of \$84.277 million and the budget review of \$85.308 million. This is made up of general rates (\$79.071 million), waste collection charges (\$5.739 million), payments in lieu of rates (\$334,000) and supplementary income (\$572,000). These are slightly offset against Council rebates (\$338,000).

The Outstanding Rates Balance as at 30 April was \$27.964 million. This is made up of general rates (\$27.213 million), pension rebates to be collected (\$374,000) and the hardship group (\$377,000).



Financial Management

Procurement

Tenders have been called for the following:

- Contract No: 2018.22 Annual Reseal Works
- Contract No: 2018.35 Internal Audit Program
- Contract No: 2018.40 Laverton Hub HVAC Stage 4 Early Works
- Contract No: 2018.43 Altona Library Refurbishment

The following contracts have been closed and are being evaluated:

- Contract No: 2018.15 Provision of Facility Maintenance Service
- Contract No: 2018.36 Supply and Delivery of Furniture Altona Library
- Contract No: 2018.05 Lighting Upgrade Works Altona Meadows Library and Civic Centre
- Contract No: 2018.14A Urban Design Analysis
- Contract No: 2018.18 Altona Civic Centre – Data Centre Upgrade

The Tender Board convened to discuss the following recommendations

- Contract No: 2011.30 Recyclables Acceptance and Sorting – Variation. Recommended that approval be given to vary the contract, income from SKM to Council will cease from 1 February 2018. From 1 March 2018 Council pay SKM \$60 per tonne (GST exclusive).
- Contract No: 2017.02 Supply of Personal Protective Equipment (PPE), Uniforms and Consumables be awarded to a panel of suppliers being; Blackwoods, Hip Pocket workwear, Totally Workware and Bunzl Brands at an estimated schedule of rates of \$600,000 for a period of 3 years with two one year extension options.
- Contract No: 2018.02 McBain Street Access Ramp be awarded to Maca Infrastructure Pty Ltd at a fixed lump sum price of \$426,905.60 (GST inclusive).
- Contract No: 2018.12 Altona Boat Ramp Amenities as per the architectural design specified be awarded to Bowden Corporation Pty Ltd at a fixed lump sum price of \$274,941.70 (GST inclusive).

Tenders awarded under delegated authority:

- Contract No: 2018.04 McBain Street Shelter, awarded to G R Design and Construct at a fixed lump sum price of \$136,021.90 (GST inclusive).
- Contract No: 2018.32 Flood Lighting Duane Reserve, awarded to Power Street Electrics, at a fixed lump sum price of \$62,106.00 (GST inclusive).
- Contract No: 2018.17 G H Ransom Reserve Upgrade Works, awarded to JMAC Constructions Pty Ltd at a fixed lump sum price of \$161,516.74 (GST inclusive).
- Contract No: 2018.21 Ransom Reserve Amenities, awarded to Asco Open Space Pty Ltd at a fixed lump sum price of \$116,397.49 (GST inclusive).
- Contract No: 2018.45 Brooklyn Dog Park Landscaping Works, awarded to Your Space Landscapes at a fixed lump sum price of \$172,324.90 (GST inclusive).

Enhancing our community

The infrastructure and City Services Directorate has delivered, and continues to deliver a range of projects across the municipality.

Altona Early Years Hub

Work on the Altona Early Years Hub is well under way with the slab poured and the steel framing in progress. The integrated services facility is scheduled to open in January 2019.



Above: base slab and steel frame works



Above: north elevation of the AEY Hub

Sports Ground Floodlighting Program

The Edwards Reserve Sports Field Floodlighting Project is complete. The project has included the installation of two new light poles (and lights) on the eastern boundary to compliment the two existing towers on the western side of the oval. The two new poles also have the capacity to hold up to five lights in the future. The completion of this project provides compliant lighting for training standards across the playing field.

Edwards Reserve in Spotswood is used by Melbourne City Soccer Club in winter and the Spotswood Cricket Club and the Williamstown Colts Cricket Club in summer.



Above: Edwards Reserve Sports Field Floodlighting

Duane Reserve, Brooklyn

Works have commenced to install two new floodlight towers on the west side of Duane Reserve, parallel to the existing two towers on the east side of the reserve. As part of the upgrade, the new lights will be fitted with external shielding to control the lighting. Works will take approximately 12 weeks to complete.

Footpath Replacement Program

The Footpath Replacement Program for 2017/18 is nearing completion. This year Hobsons Bay has allocated approximately \$1.1 million in our capital works program to replace or repair footpaths within the municipality.



Above: Civic Pde, Altona before and after photos



Above: McNeillage St, Spotswood before and after photos

Loft Reserve Sports Ground Redevelopment

The upgrade works at Loft Reserve are now complete. The final components of the project included the cages for storage of the retractable nets, synthetic grass surface to the cricket wicket run-ups and ground resurfacing works. The construction fence around the southern oval will remain in place during the establishment period.



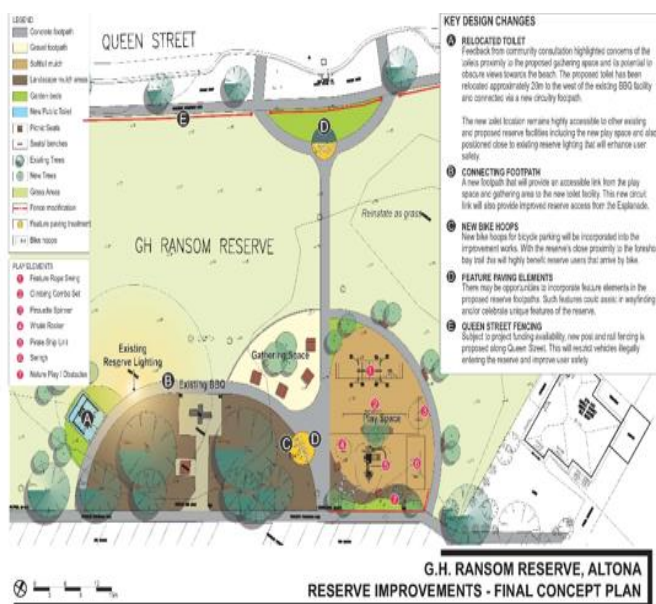
Above: Loft Reserve, Newport

Enhancing our community

G.H. Ransom Reserve Improvements

Following community consultation and a detailed design phase process, the construction tender for the playground upgrades has been awarded.

Works will start in early May and will include the creation of a new play space and gathering area, new park furniture, connecting paths and a new toilet block. Reserve landscape works will also be undertaken around the new public toilet and the playground. Works are expected to be completed by the end of June.



Woods Street Reserve Improvements

Over the two month consultation period, Council received great feedback on the draft concept designs for Woods Street Reserve.

The improvement works will include a new playground area with new play equipment, new park furniture, planting of shrubs in garden beds and tree planting. The works will also involve constructing a new 1.5 metre wide concrete path within the Reserve.

During the construction works, temporary fencing will be erected to ensure public safety. The upgrade works are expected to be completed at the end of June 2018.



Above: Woods Street Reserve, Newport – Final Concept Plan

Building Renewal Projects

Current projects include:

Altona Little Athletics Centre

Improvement works have included a new door and access ramp to improve the access at the Altona Little Athletics pavilion, located at GK Nevitt Reserve.

Laverton Hub HVAC System

Detailed design work is underway for the replacement heating and cooling system at the Laverton Hub. Key stakeholders met in March 2018 to review and select the preferred system which is intended to ensure long-term reliability and performance. The new system will be installed later in the year.

Roy Picone Pavilion Female Friendly Change Room Upgrade

The amenities upgrades are complete at the Roy Picone Pavilion located in the Donald McLean Reserve. The club now has access to fully renovated change rooms for the 2018 football season. The amenities upgrades and female-friendly change rooms were delivered with the support of Sports and Recreation Victoria.



Above: Roy Picone Female Friendly Change Room

Old Laverton School

Heritage restoration works and access upgrades at the Old Laverton School on Camerson Avenue in Laverton are well underway. The works will include repairing the aged roof and gables, and accessible toilets.

Enhancing our community

Coastal Trail Upgrade

Council has completed the next stage of the Coastal Trail reconstruction project. The works have included upgrading the trail to a three metre wide concrete path, commencing at the Warmies Boat Ramp in Newport to the Newport Power Station.



Above: Hobsons Bay Coastal Trail

Drainage Condition Audit Update

The Drainage condition audit is progressing well with the field work scheduled to be completed by the end of April. Certified inspectors have been using specialist cameras and equipment to capture images of approximately 20,000 pits and drains across the municipality. This audit will provide Council with the latest information on the current condition of the entire network and the findings will guide our future planning and investment.

The images below show camera footage of damaged pits due to tree roots, cracked and joint displacement pits and drains.



Foreshore Renewal Program

The seawall opposite Maidstone Street Altona has been reinstated. The works have included removing the five geofabric bags, two steel bollards and reconstructing the footpath adjacent to the gap.



Above: before and after works

2018 Winter Season Sportsground Allocations

Council allocates access to its sportsgrounds to sport and recreation clubs on a seasonal basis with the winter season running from 1 April to 30 September and the summer season running from 1 October to 31 March.

Some interesting highlights for the 2018 winter season include:

- 35 clubs have been allocated access to a sportsground for the 2018 winter season.
- The redevelopment of the main oval at Loft Reserve has reduced the capacity of this venue from 2 to 1 rugby pitches for the 2018 winter season.
- Williamston Cricket Ground will be hosting matches for the Williamstown Football Club, Western Jets, Williamstown CYMS Football Club and Williamstown Juniors Football Club in 2018.

Leaf Fall Season

As you may have noticed the deciduous trees throughout the municipality have begun shedding their leaves. In response, the City Services team has commenced the Leaf Litter Removal Program, which will continue over the coming months leading into winter. Areas of focus will include the Elm and Plane trees throughout the municipality which are prone to particularly heavy leaf falls.



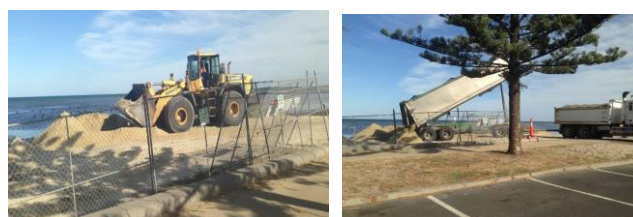
Above: Leaf Litter Removal

Altona Foreshore Beach Renourishment

Beach renourishing along the Esplanade, between Sarros and Maidstone Streets commenced this month. This section of beach will be closed to the public and fenced off as a works site. Works are expected to take 10 weeks to complete.

For more information, visit:

www.hobsonsabay.vic.gov.au/altonaforeshore
and <https://participate.hobsonsabay.vic.gov.au>



Above: Altona Foreshore renourishment works

Enhancing our community

Conservation News

The Conservation team has continued works on controlling the African Boxthorn, an invasive habitat-altering weed in Truganina Park. Over six tonnes of African Boxthorn was removed from Truganina Park in March.

The removal has significant benefits to the local environment by reducing rabbit refuge and increasing the area for indigenous flora to recolonise. This work also helps to support endangered bird species such as the Great Knot, Sharp-Tailed Sandpiper and Bar-Tailed Godwit.

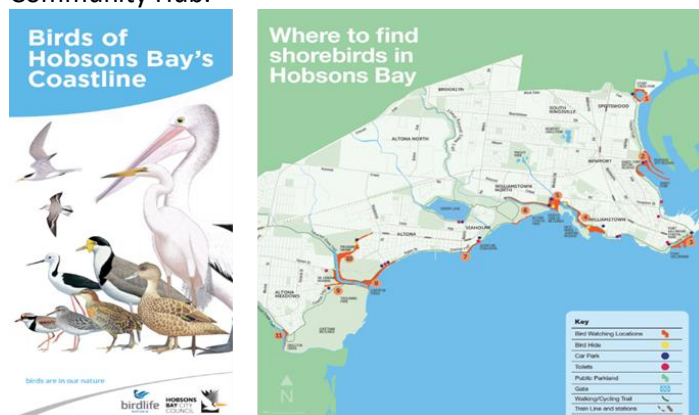


Above: before and after clearance work

Birds of Hobsons Bay's Coastline

The Conservation team has worked in collaboration with the local bird-loving community to develop the pocket-sized field guide 'Birds of Hobsons Bay's Coastline'. The guide contains diagrams and maps to help identify 46 coastal birds that are likely to be encountered on our shoreline. It also aims to raise awareness about the diverse range of local bird species, on-going threats to the coastal environment, and provide guidance for responsible behavior in their habitat.

The guide is to be launched at the 'Farewell to Migratory Bird Day' on May 19 at the Newport Community Hub.



Critically Endangered Spiny-Rice Flower – Recovery Work

In 2007, the *Pimelea spinescens* Recovery team was formed to work on conservation and management strategies of the critically endangered *Pimelea spinescens* subsp. *Spinescens*, or the Spiny-Rice Flower – a small grassland plant.

Since 2007, the Recovery team, comprising scientists and experts of the field coordinates and assesses the implementation of biodiversity recovery who manage Spiny-Rice Flower populations.

A key local project related was the Jordan Close/Maidstone Street Grassland Spiny-Rice Flower translocation project in Altona. Last year, approximately 50 Spiny-Rice Flower specimens were moved with the aid of a large tree spade to a buffer zone in Jordan Close.



Above: a tree spade in action last year in Jordan Close, Altona

A field day was held in March this year with the Recovery team and representatives of Western Region Councils. The results of the translocation project showed a survival rate above 85%.



Pimelea spinescens subsp. *Spinescens*, or the Spiny-Rice Flower (the light green tape is not litter; it's an ecological marker for identification purposes)

Whilst the plants are a small relatively non-descript green plant, they are of significant biodiversity importance and are federally protected by the Environmental Protection Biodiversity and Conservation Act (1999).

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information		
<i>Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return</i>		
Meeting Name/Type	Agenda Briefing Pre-OCM	
Meeting Date	10 April 2018	
Meeting Start Time	6.30pm	
Meeting Finish Time	6.54pm	
Attendees		
Councillors	Cr Angela Altair Cr Jonathon Marsden Cr Colleen Gates Cr Peter Hemphill Cr Michael Grech	
Officers	Chris Eddy Bill Millard Tammi Rose Peter Hunt Sanjay Manivasagasivam Stephen Zelez Kathleen McClusky Diane Eyckens Tracy Spiteri	
	Matters/Items Discussed	Time Cr Left/ Time Cr Returned
	<ul style="list-style-type: none"> Council Welcome/Apologies/Disclosures of Interest /Minutes Confirmation 	
	<ul style="list-style-type: none"> Councillors' Questions 	
	<ul style="list-style-type: none"> Public Question Time 	
	<ul style="list-style-type: none"> Petition – Request to Install Pedestrian Traffic Lights on Mason Street, Newport 	
	<ul style="list-style-type: none"> CEO Operations Report 	
	<ul style="list-style-type: none"> Motion to Municipal Association of Victoria State Council 	
	<ul style="list-style-type: none"> Policy Review – Waste Management Financial Reserve 	

	• Councillor Portfolio Advisory Committees	
	• Amendment C88 Proposed Rezoning of Precinct 15 Altona North	
	• Proposed Annual Budget 2018-19	
	• Borrowing Strategy 2018-19	
	• Rating Strategy 2018-19	
	• Return of 2018 General Revaluation	
	• Alcohol Free Zones	
	• Policy Review – Memorial Plaques and Cremated Remains in Public Places	
	• Audit Committee Update	
	• 2019 Community Grants Program Approval	
	• Library Collection Curation and Management Statement 2018-2021	
	• Draft Road Management Plan	
	• Contract No. 2017.75 Provision of Unmetered Street Lighting Sites	
	• Contract No. 2017.94 Civil Works Panel	
	• Delegates Report	
	• Supplementary Public Question Time	
	• Other Business	

Interest disclosures -			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information		
<i>Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return</i>		
Meeting Name/Type	Councillors' Briefing Session	
Meeting Date	17 April 2018	
Meeting Start Time	6.30pm	
Meeting Finish Time	8.05pm	
Attendees		
Councillors	Cr Tony Briffa Cr Colleen Gates	Cr Jonathon Marsden Cr Peter Hemphill
Officers	Tammi Rose Stephen Zelez Di Eyckens Aaron Biscan	Peter Hunt Sanjay Manivasagasivam Joanna Noesgaard
	Matters/Items Discussed	Time Cr Left/ Time Cr Returned
	1 Proposed Discontinuance of and Sale of Part of a Government Road abutting 15 Challis Street, Newport	
	2 Proposed Sale of Land from a Former Road – Adjoining the rear of 20 Percy Street, Newport and 129 Blackshaws Road, Newport	
	3 Presentation - Social Policies Review Background Paper	
	4 Squash Proposal for Altona Badminton Centre	
	5 (a) Mayoral Report (b) Councillor Reports (c) Chief Executive Officer Report	
	6 Amendment C88 – Proposed Rezoning of Precinct 15 Altona North	
	7 Williamstown Town Hall and Library Forecourt Proposal	

	8	Discontinuance and Sale of Roads and Rights of Way and Drainage Reserves Policy		
	9	Altona and Seaholme Foreshore Community Engagement		
<i>Conflict of Interest disclosures - Nil</i>				
Matter/Item No.	Councillor making disclosure		Councillor left meeting	Time Cr Left/ Time Cr Returned

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information		
<i>Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return</i>		
Meeting Name/Type	Councillors' Briefing Session	
Meeting Date	01 May 2018	
Meeting Start Time	6.30pm	
Meeting Finish Time	8.32pm	
Attendees		
Councillors	Cr Tony Briffa Cr Jonathon Marsden Cr Michael Grech	
Officers	Tammi Rose Peter Hunt Stephen Zelez Di Eyckens Bill Millard Sanjay Manivasagasivam Marg Scanlon Janet Dawes Kaylene Johnson	
	Matters/Items Discussed	Time Cr Left/ Time Cr Returned
	1 Presentation – Lumineer Academy – Sophie Fenton, Susan Wu and Amanda Tawhai	
	2 Capital Works Program 2017-18 – March Quarter Progress Report	
	3 Contract 2011.30 Variation - Recyclables Acceptance and Sorting	
	4 Amendment C88 – Proposed Rezoning of Precinct 15 Altona North	Cr Grech left 7.50pm
		Cr Grech returned 7.52pm
	5 (a) Mayoral Report (b) Councillor Reports (c) Chief Executive Officer Report	
	6 Draft Enterprise Digital Strategy for Public Exhibition	
	7 Quarterly Financial Report – March 2018	

	8 Bayside Projects – Funding Announcement		
	9 Altona Early Years Hub – Lease and Service Agreement		
	10 Contract No. 2017.75A Electricity for Large Buildings		
	11 Proposal to Lease – Altona Badminton Centre		
	12 Proposal to Lease - 99b Osborne Street, Williamstown		
	13 Policy Review – Management of Dogs in Public Places, Street Stalls and Collections and Zero Tolerance – Illegal Parking Around Schools		
	14 Amendment C116 – Removal of Covenants		
	15 CEO Operations Report		
	16 Delegates Report		
	17 Future Reports Listing		
Conflict of Interest disclosures - Nil			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned