

Appendix 1

CEO Operations Report

CHIEF EXECUTIVE OFFICER REPORT ON OPERATIONS

June 2018

Issue 18

Published July 2018

*Presented at the Ordinary Council
Meeting of Council on 10 July 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

Tammi Rose finished up in her role as the Interim Chief Executive Officer on 11 June 2018.

Council's new Chief Executive Officer, Aaron van Egmond commenced with Council on 12 June 2018.

Tammi Rose returned to her substantive role as Director Corporate Services following her Interim role.

During June, the Chief Executive Officer participated in a number of events, meetings and discussions about a range of matters relevant to Hobsons Bay and the local government sector.

Of particular significance was the official launch of the \$1.45 million JK Grant Reserve Pavilion Upgrade. Interim Chief Executive Officer Tammi Rose was joined by Mayor Cr Angela Altair, the Hon Jill Hennessy MP State Member for Altona District, Cr Sandra Wilson and Cr Peter Hemphill for the launch. The upgrade has improved the social room, change facilities, showers, toilets, storage facilities, umpire facilities and the first aid room. This will help accommodate the growth in participation in sport, particularly among women and girls in Altona.

Also, of note was the installation of the plaque recognising the completion of restoration works to the Williamstown Town Hall and the Ada Cambridge Forecourt.

Other meetings and events attended by the Chief Executive Officer included:

- A meeting with Minister Jacinta Allen MP, Minister for Public Transport. Council's Chief Executive Officer was able to put forward the items that it believes should be included in the Aviation Road level crossing removal such as safe pedestrian and cyclist access, weather protection on the station platform and sealed car parks. In addition a business case for the duplication of the Point Cook Road overpass at Laverton. Council has worked with Wyndham City Council and VicRoads to develop this concept to improve traffic management and community access.

- A meeting with the Chief Executive Officers from the Western Distributor Authority, Transurban and Maribyrnong City Council to discuss key issues affecting our communities as a result of the West Gate Tunnel project. As well as a one on one meeting between the Chief Executive Officer of Hobsons Bay and the Western Distributor Authority to discuss concerns and issues specific to Hobsons Bay.
- The Mayor and Chief Executive Officer attended the Western Region Mayoral lunch hosted by Wyndham City Council.
- Attendance at the Western Metropolitan Partnership Meeting. These meetings provide a way for communities to engage directly with state and local governments and advise the top priorities for jobs, services and infrastructure across the region.
- Continued support for the Western Chances Good Business Forum and the Hobsons Bay Community Fund Business Luncheon



Aaron van Egmond
Chief Executive Officer

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Delivering for our community

2019 Community Grants

The 2019 Community Grants Program is now open. Applications can be made between Monday 4 June and 1pm on Wednesday 1 August 2018. There are four grant categories, with funding of up to \$10,000 available. Further information and grant guidelines can be found on the Hobsons Bay City Council website; <http://www.hobsonsbay.vic.gov.au/Community/Community-grants/Community-Grants-Program>.

Reconciliation

Mabo Day was celebrated on 1 June in honour of Uncle Eddie “Koiki” at the Laverton Hub. The day was a gala celebration of Torres Strait Islander food, dance and music with Uncle Phil cooking a traditional Kup Murri feast in an earth oven.



Refugee Week - Hear my voice, share my story

The Hobsons Bay Settlement Network facilitated a community event celebrating Refugee Week on Monday 18 June 2018. Over 100 people of all ages and culturally diverse backgrounds attended, contributing stories through dance, music, arts and crafts and poetry.

Daughters of the West (DOTW)

Hobsons Bay’s first DOTW program is fully subscribed, with only a few places reserved for community from the Laverton area, where targeted referrals from the Hub or CoHealth are made. This program will run for ten weeks from July. The interest from community will be measured through its life.

Winter School Holiday Program

With everything from Yoga to worm farms and compost, basket weaving to Aboriginal Astronomy, we're really excited about this holiday program! Brochures and posters are in library branches now, and all details can be found on the library website.

Write by the Bay Awards Night

The 16th ‘Write by the Bay’ awards night, held on 7 June 2018 was a fantastic success, with over 180 children and adults attending the event, it was a packed house!

Our special guest, Andy Griffiths was a generous and engaging speaker, regaling the audience with his favourite snippets from the winning entries. This year's competition saw 238 entries from Grades Prep to 12 in three categories; short story, poem, and songwriting.

Williamstown Literary Festival

The Williamstown Literary Festival took place over the weekend of 16 and 17 June 2018. The festival celebrated its 15th year with a packed program which was well attended throughout the weekend. Hobsons Bay Libraries sponsored the ‘Working Mums’ anthology and Williamstown Library was set up as a fabulous stage backdrop for a number of high profile events.



Hung Lee



Robert Hillman and Yarramunua



Ada Cambridge prize winners

Lumineer Academy bake sale

As part of Lumineer Academy’s active citizenship program, students and parents from the school ran a popular bake sale at Williamstown Library on Friday 8 June 2018. Proceeds from the sale were donated towards the Refugee and Migrants Children Centre in Sunshine. Students also participated in a maritime themed craft activity during their time at the Library.

Delivering for our community

UP (Youth Services)

Laverton P-12 Excursion to Newport Hub

Hobsons Bay UP hosted 60 year eight students and five teachers from Laverton P-12 as part of a day excursion to Newport Hub. The students were given a tour of the Hub including an information session on the different spaces and youth services offered by Hobsons Bay UP.

Up (Youth Services)

There has been a statistical data shift in regards to gender percentages with referrals historically being predominantly females. Referrals for May 2018 consisted of males (56%) and females (44%) accessing the service. In the same month in 2017, the breakdown was males (18%), females (78%) and other (4%).

Throughout the month of May, 32 young people engaged in the counselling service with 56 counselling sessions provided. 14 secondary consultations were delivered and emergency relief was provided to six young people and their families.

The main presenting issues for young people over the past month have been mental health issues including depression, anxiety and eating disorders (50%), family issues (14%) and social/relationship Issues (11%). Currently there is waiting list up to ten weeks.

Terrarium Workshop

Hobsons Bay UP worked in partnership with the Parks and Gardens department to deliver a workshop teaching young people about caring for plants. The workshop generated a good level of interest from the community, was positively received, and had a successful outcome, with participants creating their own terrarium to take home.

Maternal and Child Health (MCH)

A total of 116 birth notices were received in June 2018.

Early Years Planning and Partnerships Sustainability Grants

Six Hobsons Bay early years services were successful in receiving funds through the Early Years Sustainability grants process. Individual grants ranged from \$500 to \$2,000 and were assessed on how the services would support environmental engagement goals and promote sustainability practices within their programs.

Altona Library Refurbishment

Planning continues towards the commencement of refurbishment works at Altona Library with reduced services scheduled to run from a temporary library during August and September. Works will include a refresh of furniture and shelving as well as the introduction of a quiet study room and new communal working and reading spaces.

Refugee Week – The Power of Good People

Tamil asylum seeker Para Paheer shared his story of fleeing persecution, surviving a grueling boat journey and being detained on Christmas Island at an author talk at Newport Community Hub on Tuesday 21 June, 2018.



Communities That Care

The Community Board made a decision to extend the time period for the youth survey being facilitated by Deakin University in local primary and secondary schools. This will provide time to increase awareness of the program and to increase the number of schools participating in the surveys. A recent addition to the Board is the Principal Bayside College (Williamstown), who is playing an active part in engaging more schools.

Pre School Field Officers (PSFOs)

PSFO's are focusing on understanding the needs of educators working with three year olds in kindergartens and long day care. Analysis of these survey results will inform the capacity building training and support that can be offered moving forward.

Introduction to the Kulin Nation

PSFO's co-facilitated a professional development session with the Koorie Engagement Support Officers (KESO's) on 4 June 2018. The 'Introduction to the Kulin Nation' was attended by 38 educators. Feedback from this training was positive and another session is booked on 30 July where the KESO's will present on Koorie culture specifically relevant to programming in the early years.

Delivering for our community

The Substation

The exhibition program included works inspired by mosques by Shireen Taweel in an exhibition as part of Next Wave Festival called Tracing Transcendence. This exhibition included a community Iftar dinner to break the fast for Ramadan.



The Season Two program for 2018 was launched on Friday 8 June, prior to a sold out show as part of the Melbourne International Jazz Festival. The season includes presentations as part of Open Melbourne, Melbourne Fringe Festival, Melbourne Festival and a program coinciding with the July school holidays.

Bunker was hosted with a sell-out show on Friday 15 June 2018.

Creative City

Council's new Arts and Culture Plan was completed and placed on public exhibition. Titled 'Creative City Hobsons Bay', the Plan was developed based on the principles of former plans, and sits across six program areas including Our Creative City, Creative Spaces and Places, Cultural Festivals and Events, Communities and Cultural Development, Telling Our Stories and Advocacy, Partnerships and Capacity Building. Creative City is open for public comment until 26 July 2018.

Heritage and Cultural Collections

The Nelson Place Bills Horse Trough was returned to a new location at Commonwealth Reserve after its restoration at the University of Melbourne Conservators.

The JJ Liston Table underwent maintenance repair works and was reinstated to the Williamstown Town Hall from the Williamstown Library.

An afternoon tea was held at the Williamstown Town Hall to acknowledge the completion of many years of restoration work.



Council worked in partnership with the Williamstown Historic Society in the assessment and relocation of its collection, prior to works commencing at the Williamstown Mechanics Institute.

Arts and Culture

The Hobsons Bay Arts Society launched their annual 'Through the Artists Eyes' exhibition in the foyer of the Hobsons Bay Civic Centre. The exhibition continues into July with many works sold.



Art and Industry 2018

Officers attended regular planning meetings with Hubcap Productions to support the development of the Art and Industry Festival program; Art and Industry is scheduled over 10 days from 16 November to 25 November 2018, again based on the principles of 'Celebrating Our Past, Designing Our Future'.

Woods Street Arts Space

Expressions of Interest (EOI) for users for the second half of 2018 at Woods Street Arts Space closed on 25 June. The EOI enables community groups to pitch new ideas to utilise the arts space. A new program will be released in August.

Delivering for our community

Woods Street Precinct (Wood Street Arts Space and Mesh Mash) hosted a new artists in residency program with two Aboriginal artists, Brandi Salmon and Paula Reeve for 10 days. During their time the artists hosted an artist's talk and workshop and have collaborated with Mesh Mash to create new prints that are inspired by the natural world. The partnership was in line with the Deakin MOU and with the Deakin University Institute of Koorie Education.

Local Events and Festivals

The Eid al Fitr Festival scheduled for 23 and 24 June 2018 was cancelled as renovations at Seaworks continued.

Meetings took place with the Laverton Traders Association on plans for the Laverton Festival.

The Newport Folk Festival program was promoted, with more than 75 performances or events scheduled over Saturday 30 June and Sunday 1 July 2018, following the opening welcome night concert at the Newport Bowls Club. Other venues include The Substation, Newport RSL and Newport Scout Hall.

Event applications and Permits

Meetings took place with the Western Suburbs Tri Club to discuss the management of their triathlon events series and with Bicycle Victoria for Around the Bay in a Day. Expressions of Interest were received for five events. Two event permits were issued.

Street Banners

The Williamstown Literary Festival, Reconciliation Week and Corporate flags were on display during June.

Williamstown Mechanics Institute:

In anticipation of a restoration works scheduled to commence in July 2018; structural bracing and underpinning work is well underway for the Cottage, the freestanding building at the southern part of the Williamstown Mechanics Institute.

Community Signboards

Bookings for community event organisers using the two event promotion sites included the Williamstown Literary Festival, Hobsons Bay Community Fund and Hobsons Bay Arts Society 'Through the Artist's Eyes' exhibition



Filming

Eight filming permits and two low impact permissions were issued. During 2017-18, 57 filming permits and 31 low impact permissions were issued.

Venues

Altona Theatre:

This month regular user group, Altona City Theatre ran rehearsals for their forthcoming season of the Little Mermaid leading into their production mid-month. Workshops for the youth theatre group, ACTION continued. Westside Dance presented its mid-year dance expo.

Works continued through to completion in the auditorium with a repaint, re carpeting re upholstering of chairs.

Delivering for our community

Williamstown Town Hall

There were a number of bookings throughout June, including the Country Women's Association state conference, a festival to celebrate World Environment Day, Williamstown CYMS Football Club Ball, Miss Samoa Pageant, Telugu Association of Australia and Williamstown North Primary School. The Red Cross Blood Bank utilised the building for 5 days throughout this period and two major weekend events included the Williamstown Literary Festival and the Seabreeze Quilters 'Quilt-In' conference.

A number of meetings and screenings were held in the meeting rooms.

In total:

- 30 meetings/workshops/forums/rehearsals
- 2 performances
- 1 Film screening
- 4 conference/festivals/expos
- 5 civic activity
- 6 Balls/dinner/awards functions

Approximately 7000 people came through the doors.

Hobsons Bay Visitor Information Centre (VIC)

During June the VIC received 1765 visitations, a decrease of 152 visitors for the same period last year. 46 per cent of these visitors were from within Victoria, 20 per cent from overseas, 19 per cent from Hobsons Bay, and 15 per cent from interstate.

Business Support and Economic Development

June edition of e-Works newsletter

The June edition of the Hobsons Bay e-Works newsletter was sent to over 5,000 businesses.

Coffee Connect

Council's Discover Your Own Backyard (DYOB) Coffee Connect business networking series continued at Heart of Hall in Newport on Wednesday 6 June 2018.

Eighteen business people attended and a great mix of local businesses were represented.



One Page Business Plan Workshop

Council supported the 'One page business plan workshop' held by Modoras at their Altona North office on Monday 4 June 2018. This workshop was designed to help participants outline their strategy for the year ahead and gain focus and direction of their business.

Trader Associations

Officers attended the Altona Village Traders Association meeting on Wednesday 13 June, the Williamstown Chamber of Commerce on Tuesday 12 June, and Newport Traders Association on Wednesday 27 June.

Planning continued for the Neon Dog Park installation at Commonwealth Reserve, Nelson Place as a school holiday promotion commencing 29 June in partnership with Nelson Place traders and Williamstown Chamber of Commerce.

Organisation Update

Assembly of Councillors

The following Assemblies of Councillors occurred during the period 7 June to 4 July 2018: 12 June, 19 June, 26 June and 3 July 2018.

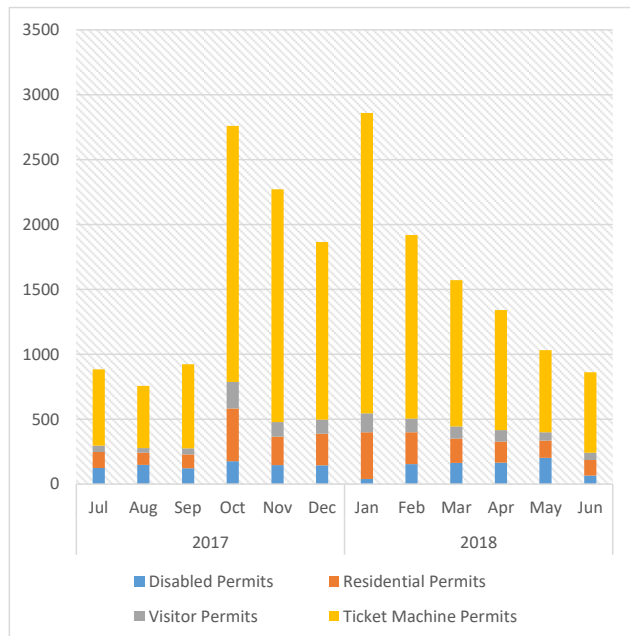
Junior Council Meeting

Representatives from 20 schools participated in the Junior Council meeting held on Wednesday 13 June, chaired by Diane Eyckens, Manager Governance and Local Laws. Students received a presentation from the Lost Dogs Home and a demonstration from a Foster Advocate and his adopted dog.

Local Laws

- Issued 66 disabled parking permits
- Issued 120 residential permits
- Issued 56 visitor permits
- Issued 619 ticket machine permits
- Logged 112 CHARM assignments
- Impounded 5 derelict/abandoned vehicles
- Issued 36 Local Law Infringements

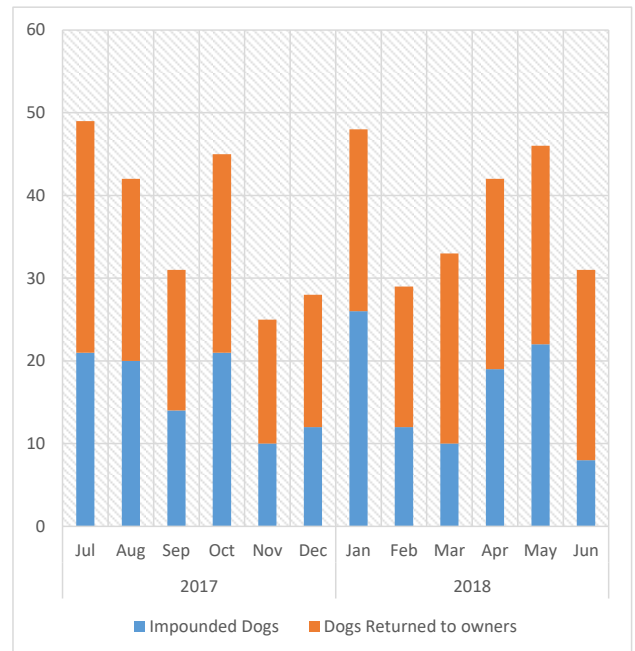
The graph below illustrates the number of permits issued for June 2018



Animal Management

- Logged 162 CHARM assignments
- 14,245 animals registered
- Impounded animals at Lost Dogs Home (May 2018)
 - Dogs – 8 impounded, 4 released
 - Cats – 18 impounded, 2 released
- 24 animals returned to their owners by council officers
- Issued 58 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

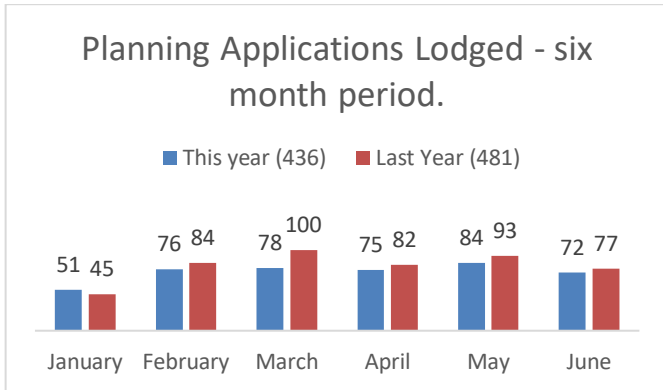
- Logged 152 CHARM assignments
- Issued 1,907 parking infringements

Planning, Building and Health Update

Planning Applications Received

Council received 72 planning permit applications for the month of June.

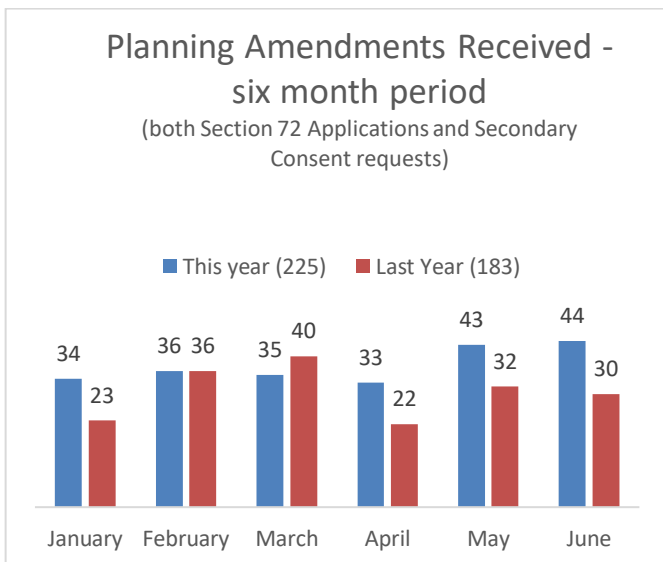
For the six month period from January to June, 436 planning permit applications were received, a 9 per cent decrease from the same period last year.



Planning Applications to Amend Permits

Council received 44 planning permit amendment applications for the month of June.

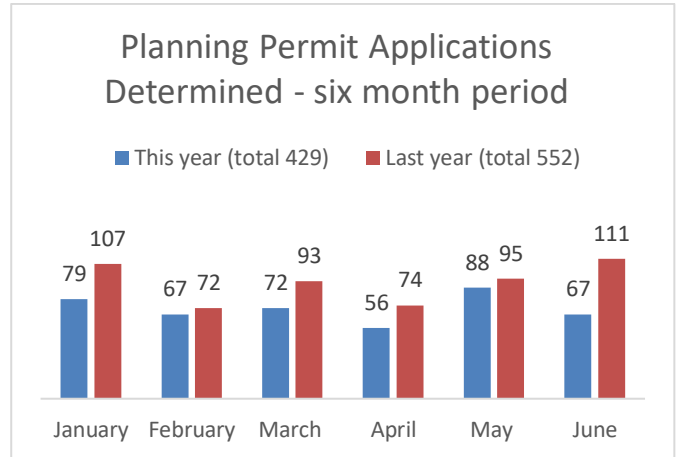
For the six month period from January to June, 225 planning permit amendment applications were received, a 23 per cent increase than the same period last year.



Planning Applications Determined

Council completed 67 planning permit applications for the month of June.

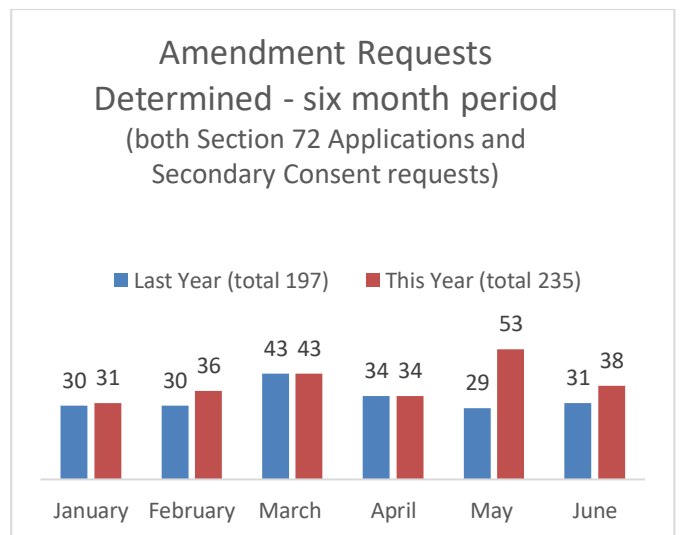
For the six month period from January to June, 429 planning permit applications were completed, a 22 per cent decrease than the same period last year.



Planning Amendment Requests Determined

Council completed 38 planning amendment applications for the month of June.

For the six month period from January to June, 235 planning amendment applications were determined, a 19 per cent increase than the same period last year.



Planning, Building and Health Update

VCAT

The Town Planning Department received the following appeal decisions:

Application: PA1737062 – 12 Stirling Avenue, Seaholme

Proposal: Construction of two double storey dwellings in accordance with the endorsed plans

Delegate Decision: Approved

SPC Decision: Not applicable

VCAT Decision: Varied

Application: PA1736677 – 11 Langshaw Street, Altona North

Proposal: Construction of six double storey dwellings and waiver of visitor car parking requirements in accordance with the endorsed plans

Delegate Decision: Refused

SPC Decision: Not applicable

VCAT Decision: Set aside

Application: PA1737166 – 4 Truman Street, South Kingsville

Proposal: Construction of four double storey dwellings in a General Residential Zone in accordance with the endorsed plans

Delegate Decision: Refused

SPC Decision: Not applicable

VCAT Decision: Set aside

Planning Applications of Interest

PA1840032 – 3-39 Nelson Place, Williamstown

A planning application was been lodged for this site in the former Port Phillip Woollen Mills precinct next to the Titanic Hotel. The proposal is for 14 three storey dwellings.

Further information has been requested and the application will be advertised once received.

PA1840063 – 123 Millers Road, Altona North

This application is for the site opposite the Altona Gate shopping centre for six three-storey dwellings with basement parking.

Officers are reviewing the application, sending out necessary referrals and determining if further information is required.

The application will be advertised in due course.

PA1840148 – 27 Champion Road, Williamstown North.

This application is for the construction of six dwellings, four of which are three storey and the remaining two are double storey with basement car parking.

Officers are reviewing the application, sending out necessary referrals and determining if further information is required.

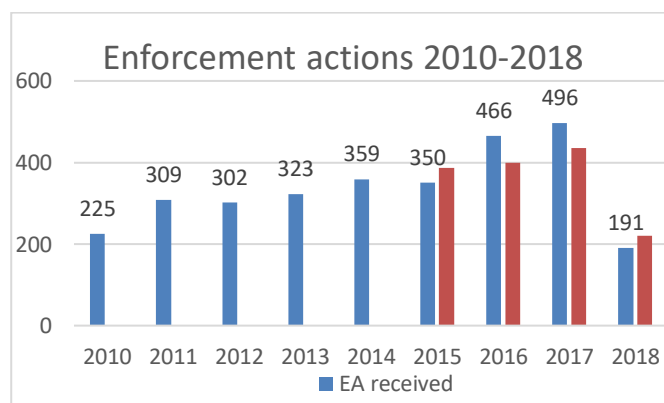
The application will be advertised in due course.

There was a previous permit issued at the direction of VCAT for this site and the adjoining site at 25 Champion Road for a three storey apartment building comprising 30 dwellings. On the basis of the application recently lodged, it is assumed this earlier proposal may not be proceeding.

Planning Enforcement

Active and significant enforcement matters

Based on the year to date figures 422 enforcement matters are expected to be received this year. There are currently 191 active enforcement matters.



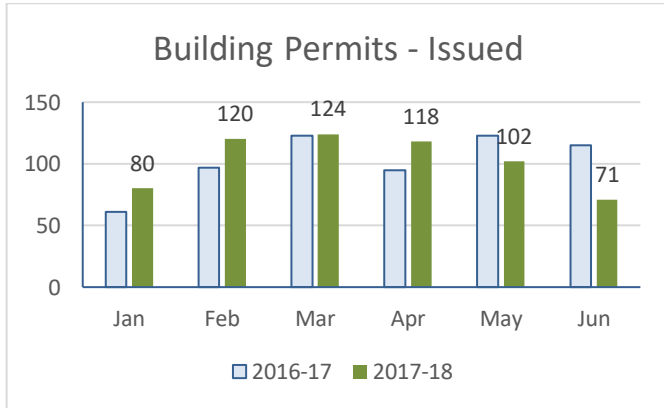
Planning, Building and Health Update

Building News

The Building Regulations 2018 were implemented in Victoria this month, the first major change in twelve years. Some of the changes are as follows:

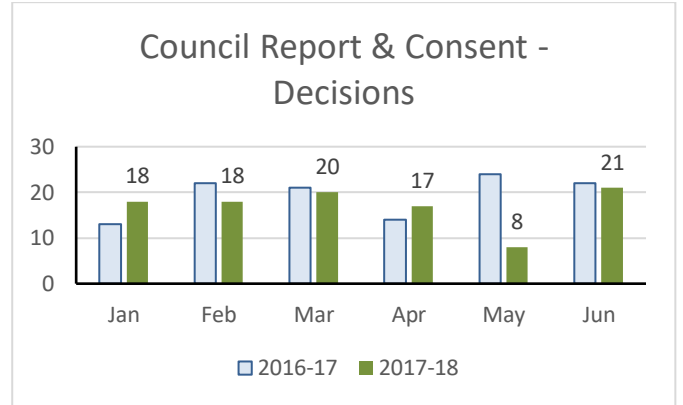
- both building owners and tenants/occupiers now have responsibilities regarding the operation and maintenance of pool and spa safety barriers
- fee changes to better reflect the cost of providing services by Council
- Increased penalties for building owners who do not maintain 'essential safety measures'
- improvements to the 'protection work' process for adjoining properties
- a notification system to warn that a building permit is about to lapse
- additional required inspections for demolition works, swimming pools and fire-rated construction
- specific requirements for the relevant building surveyor to document decisions made when assessing applications for building permits
- infringement notices can be issued to builders who do not have an information sign and approved building permit plans on site

Permits and Consents

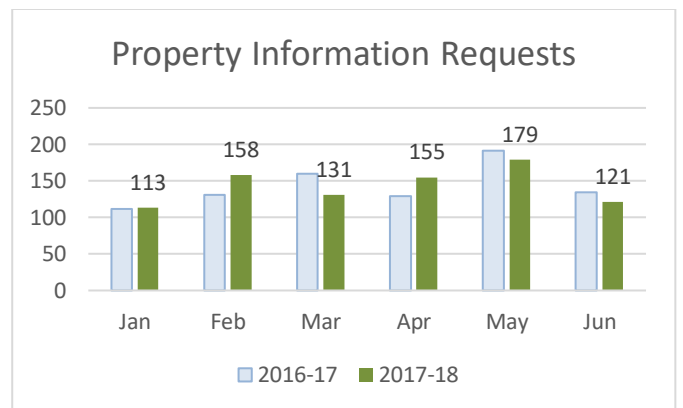


5 Permits issued by Council, 66 Permits issued externally

Permits and Consents



28 applications received, 17 approved, 4 refused



121 requests

20 copies of plans supplied

Inspections and Enforcement

52 inspections, including 5 Essential Safety Measure inspections
4 notice and orders issued, 11 resolved / completed / cancelled

Public Health

85 mandatory food assessments and inspections were completed.

Public Health received a total of 38 customer requests; 25 related to noise, six associated with registered food premises, five from registered health premises and two regarding air quality.

Strategy and Advocacy

World Environment Day

Over 400 people visited the Williamstown Town Hall on Sunday 3 June 2018 to join in the fun of the Hobsons Bay World Environment Day Community Festival. Speakers and experts spoke about tips and tricks to beat plastic pollution and reduce household waste. Over 20 local environmental community groups hosted stalls showcasing environmental initiatives and programs around Hobsons Bay that inspire people to live more sustainably. Community members participated in workshops and demonstrations while younger participants created their own recyclable 'Trash Puppets'.



Food waste avoidance program

Council launched the food waste avoidance program at World Environment Day on Sunday 3 June 2018. The program includes the introduction of Compost Revolution, a Council subsidised initiative allowing Hobsons Bay residents to purchase compost bins, worm farms and bokashi buckets at 50 per cent reduced prices. The program also involves a series of food waste avoidance workshops and cooking demonstrations during July. Further information can be found on Council's website.

Global Covenant of Mayors for Climate and Energy

Council has met its reporting obligations for Phase 2 of the Global Covenant of Mayors for Climate and Energy (formerly Compact of Mayors). Council has completed a community-wide greenhouse gas emissions profile and identified its climate hazards (through Council's Climate Change Adaptation Plan 2013-2018).

In doing so, Council is taking a leadership role in promoting and supporting voluntary action to combat climate change and move to a low emission, resilient society.

Council's emissions profile and hazards will be made public on the Global Covenant of Mayor's website. In 2018-19 Council will be required to set science-based greenhouse gas reduction targets and assess its vulnerability to climate change.

Communications and Engagement

Social Media




Activity across all Council social media accounts includes:

- Council Twitter
- Council Facebook
- Hobsons Bay Up Facebook
- Mesh Mash Facebook
- Woods Street Arts Space Facebook
- Lost Pets Hobsons Bay Facebook
- Art in Public Places Facebook
- 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.

Statistics for all Council’s social media sites

 630.7k Impressions	 7,826 Engagements	 4,476 Link Clicks
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Fan/follower growth across all Council social media accounts

Audience Growth Metrics	Totals	Change
Total Fans	21.4k	▲ 1.6%
New Twitter Followers	32	▲ 1.3%
New Facebook Fans	261	▲ 1.5%

Reach across all Facebook accounts

Impressions Metrics	Totals
Organic Impressions	547.9k
Nonorganic Impressions	51.5k
Total Impressions	599.4k
Average Daily Users Reached	9,857

Facebook post with the greatest reach

Post	Reactions	Comments	Engagement	Reach
Hobsons Bay City Council Read about a 'My Kitchen Rules' runner-up who is opening a restaurant in Williamstown! 'Ms Kim' will open on Nelson Place. http://www.starweekly.com.au/news/mkr-just-the-beginning/	556	314	12.5%	22.2k
 MKR just the beginning - Star Weekly				
(Post) June 21, 2018 9:37 am				

Tweet with the greatest reach

Tweet	Potential Reach	Responses	Clicks	Retweets
HobsonsBayCC Get ready for the Neon Dog Park event tonight. Bring along your furry friends and enjoy the spectacular arts installation created by the talented Carla O'Brien. When: 4pm - 10pm every night between 29 June and 8 July. Visit: https://t.co/uAKMdyvMMN Photo from White Night 2018 https://t.co/2QPimesLs	3,815	6	0	3
(Tweet) June 29, 2018 12:53 pm				

Website (www.hobsonsbay.vic.gov.au)

Top 10 webpage visits

Page	Page Views	Unique Page Views	Avg. Time on Page
	107,864 % of Total: 100.00% (107,864)	89,323 % of Total: 100.00% (89,323)	00:01:35 Avg for View: 00:01:35 (0.00%)
1. /Home	24,517 (22.73%)	20,401 (22.84%)	00:01:29
2. /Planning-Building/Planning-applications-Greenlight	3,826 (3.55%)	3,160 (3.54%)	00:03:56
3. /Council/Careers-at-Council	3,595 (3.33%)	3,186 (3.57%)	00:01:39
4. /Community/Libraries	3,136 (2.91%)	2,601 (2.91%)	00:02:16
5. /Council/Contact-us	2,789 (2.59%)	2,431 (2.72%)	00:02:46
6. /Fees-Forms/Pay-a-bill	1,695 (1.57%)	1,446 (1.62%)	00:01:46
7. /Environment-Waste/Waste-Recycling	1,401 (1.30%)	1,139 (1.28%)	00:00:23
8. /Arts-amp-Leisure/Festivals-amp-Events/Upcoming-events/Neon-Dog-Park	1,378 (1.28%)	1,265 (1.42%)	00:04:09
9. /Environment-Waste/Waste-Recycling/Waste-recycling-services	1,345 (1.25%)	1,055 (1.18%)	00:00:22
10. /Home/Staff-Page	1,233 (1.14%)	1,069 (1.20%)	00:04:30

Communications and Engagement

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

Highlights



Proposed 2018-19 Budget

The proposed 2018-19 Budget was open for public comment from 11 April to 16 May 2018. Community members were also invited to appear in person and present to Council on 12 June 2018. Five community members presented at the Ordinary Council Meeting on 12 June 2018.

Further information can be found at:

www.participate.hobsonsbay.vic.gov.au/2018-19-budget.

Digital Strategy – Enterprise Digital Strategy

The Digital Strategy will shape how Council will become more accessible and user-friendly for the growing community of Hobsons Bay. Community feedback on the draft Strategy was open from 10 May to 14 June 2018.

The Participate page received three visits and no feedback was submitted during the month of June.

Further information can be found at:

www.participate.hobsonsbay.vic.gov.au/digital-strategy

Have Your Say – Intention to name the Williamstown Town Hall and Library forecourt Ada Cambridge

The proposal to name the Williamstown Town Hall and Library forecourt in honour of poet and writer Ada Cambridge, was exhibited for public objection from 9 May to 8 June 2018 in accordance with the required public naming processes. Paper form objection submissions were also available at the program launch for the Williamstown Literacy Festival on Monday 14 May 2018.

The Participate page received six visits and one objection was submitted to Council.

Further information can be found at:

www.participate.hobsonsbay.vic.gov.au/intention-to-rename-the-williamstown-town-hall-and-library-forecourt-in-honour-of-ada-cambridge1

Grow Art and Landscape Site – Corner Merton and Queen Streets, Altona Meadows

Council is proposing to reinvigorate the landscaping at the 'GROW' site, located at the corner of Merton and Queen Streets, Altona Meadows during winter following ongoing vandalism. Several species of plants were proposed and the community was invited to provide feedback on the plan from 8 June to 25 June 2018. The 'GROW' art & landscape project was commissioned by Council in 2010.

The Participate page received 83 visits and 15 written submissions during the month of June 2018.

Further information can be found at:

www.participate.hobsonsbay.vic.gov.au/grow-art-landscape-site-corner-merton-queen-street-altona-meadows

Arts and Culture Plan 'Creative City'

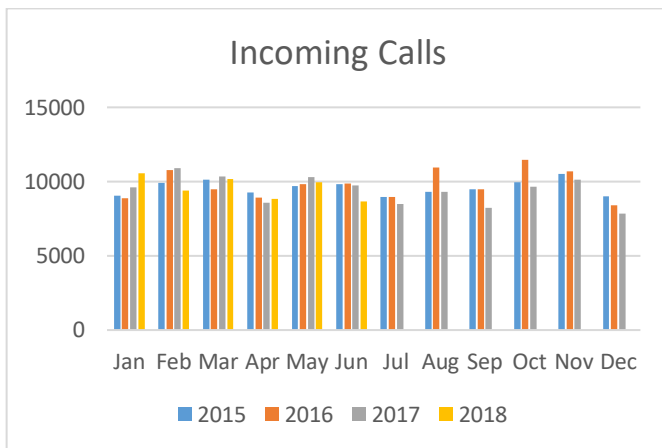
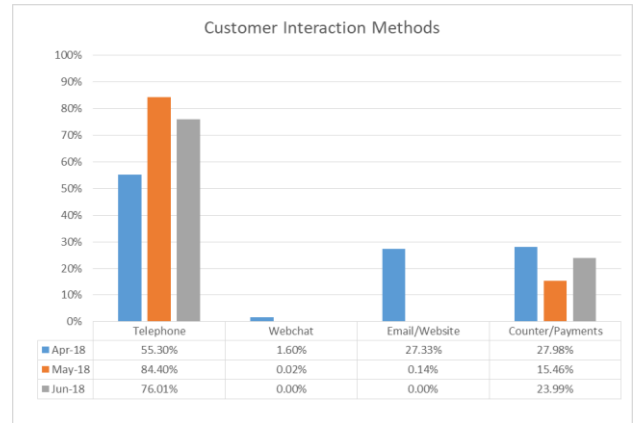
The Creative City Hobsons Bay Arts and Culture Plan 2018-22 aims to further establish Hobsons Bay as a centre of cultural excellence, providing for rich and diverse experiences across the city and a vibrant creative sector. The community is being invited to review the Arts and Culture Plan along with a proposed 5 Year Action Plan and submit their feedback. Feedback opened on 19 June and will close Friday 27 July 2018. The Participate page received 6 visits and no feedback during the month of June 2018.

Further information can be found at:

www.participate.hobsonsbay.vic.gov.au/arts-and-culture-plan

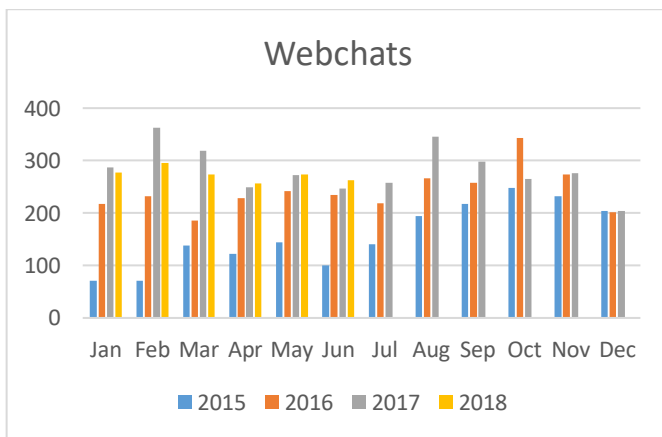
Our Performance

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.



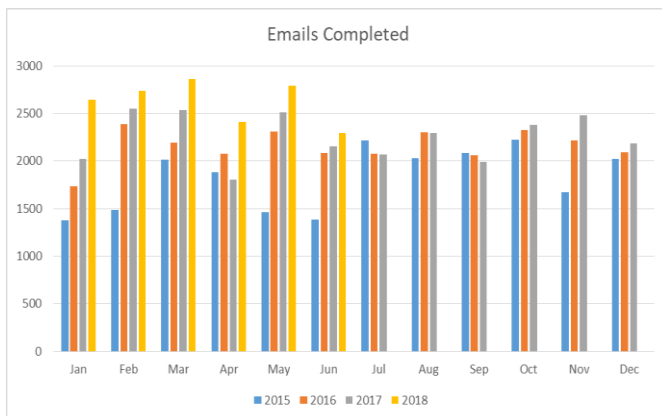
Top enquiries coming from incoming calls are for the following service areas:

- Hard Waste (965)
- Town Planning (631)
- Rates (571)
- Animals (562)
- Waste (488)
- Assets (476)
- City Services (413)
- Community Care (388)



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

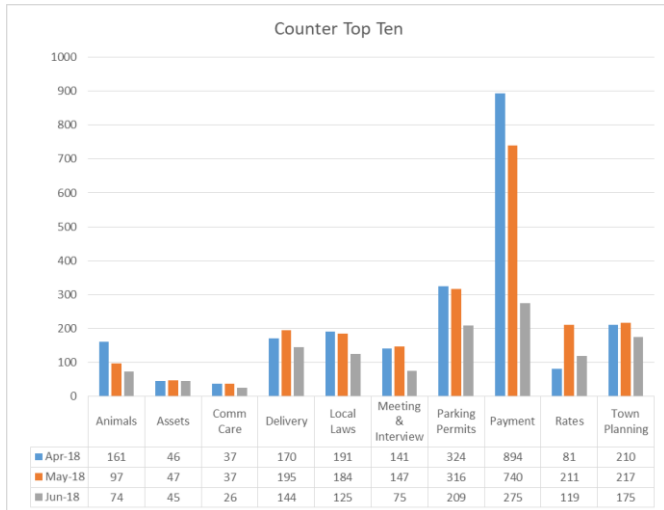
- City Services (33)
- Waste (25)
- Building (19)
- Animals (18)
- Non-Council related (17)
- Town Planning (16)
- Parking Permits (12)
- Rates (11)



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

- City Services (399)
- Local Laws (150)
- Waste (133)
- Cashier Inbox (110)
- Rates (110)
- Facilities (93)
- Animals (82)
- Town Planning (77)

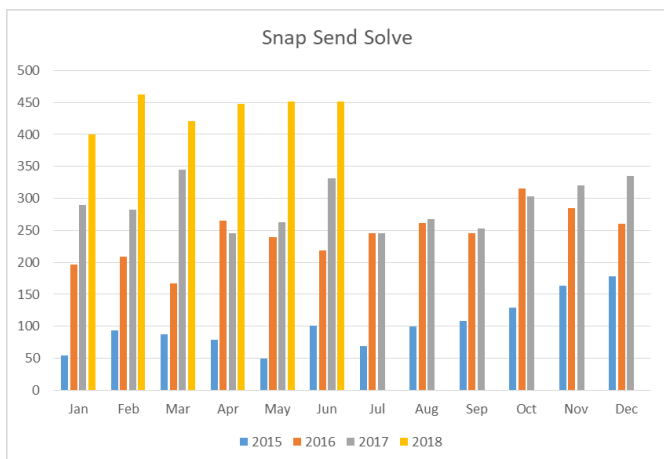
Our Performance



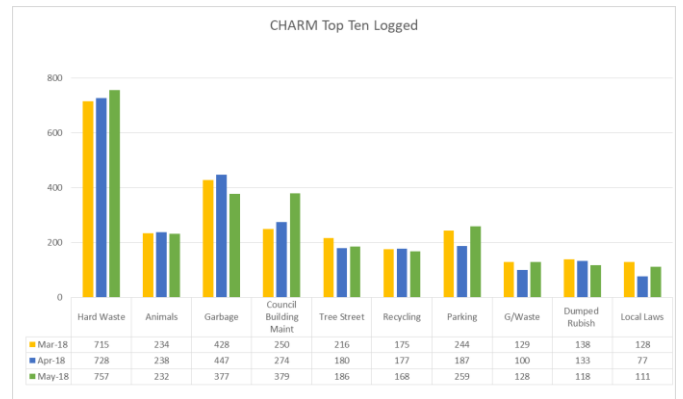
Top reasons our customers visited the Civic Centre related to the following service areas:

- Payments (275)
- Parking Permits (209)
- Town Planning (175)
- Delivery (144)
- Local Laws (125)
- Rates (119)
- Meeting and Interview (75)
- Animals (74)
- Assets (45)
- Community Care (26)

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.

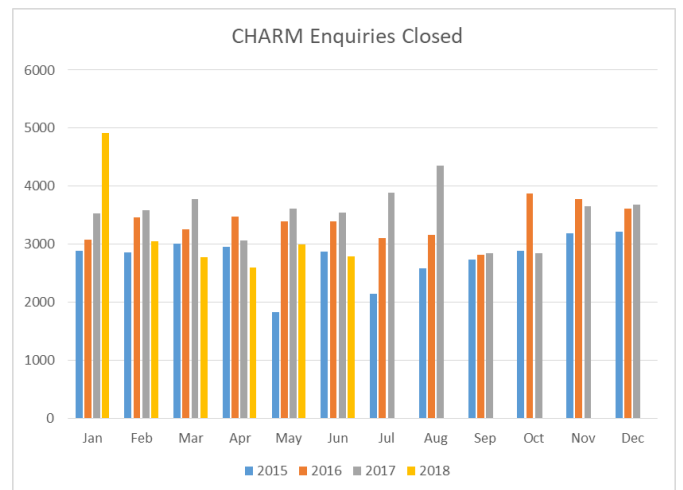


Council's CHARM (Customer Help and Resolution Management) system is the system used to record where a customer makes contact with Council to request something. The most preferred ways in which customers make contact to log a CHARM is via phone, Snap, Send and Solve and via email.



Top CHARM requests logged related to the following service areas:

- Hard Waste (1115)
- Garbage (319)
- Council Building Maintenance (266)
- Parking (209)
- Animals (160)
- Tree, Street (144)



Top CHARM requests closed related to the following service areas:

- Hard Waste (738)
- Council Building Maintenance (400)
- Garbage (385)
- Parking (257)
- Animals (248)
- Tree, Street (183)

Financial Management

Each quarter the Council produces a detailed financial report which is presented to Council.

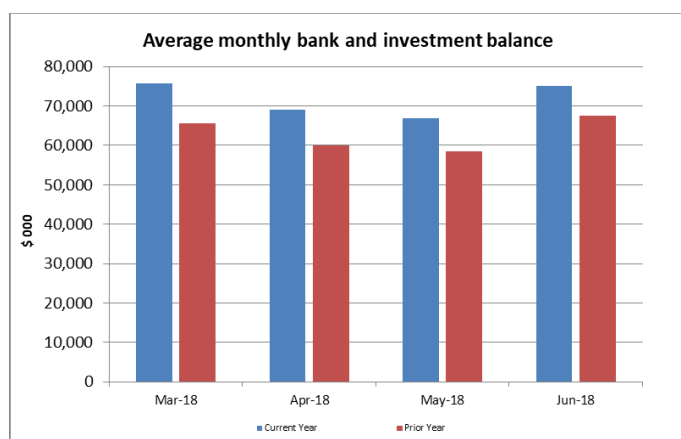
The following information provides a snapshot of some key monthly metrics as supplementary information.

Financial Statistics

The average balance of cash and investments during June 2018 was \$75.123 million. This compares to the average balance of \$67.001 million in May and an average balance of \$68.963 million in April.

The closing balance of cash and investments at the end of June 2018 was \$69.834 million compared to \$73.173 million at the end of May and \$66.157 million at the end of April.

Council investments at the end of June 2018 included cash and at call investments of \$2.834 million and term deposits of \$67 million, with an average date to maturity of 216 days and an average interest rate of 2.57 per cent.



Accounts receivable amounts outstanding over 90 days at the end of June 2018 total \$178,000 representing 15 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 June 2018 was \$1.15 million compared to an average closing balance of \$1.287 million over the last year.

The provision for doubtful debts at the end of June 2018 is \$178,000 or 15 per cent of total debts.

Hardship Policy

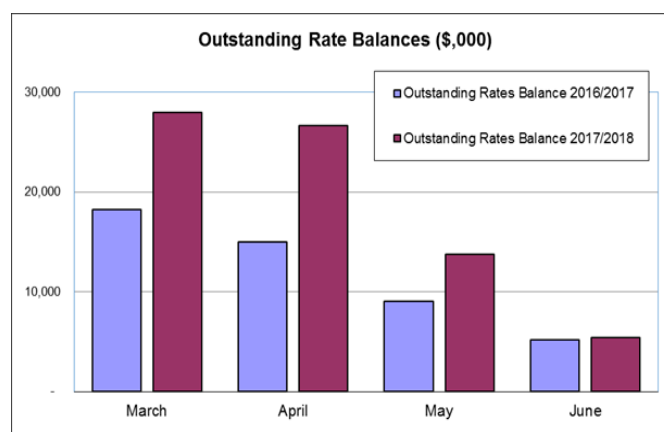
Any person who currently requires financial assistance will be invited to enter into a payment arrangement or assessed for inclusion into the Council's hardship group. Since the start of the financial year there has been five applications approved and two accounts have been paid in full.

As at 30 June 2018 there were a total of 44 ratepayers, including 22 pensioners, listed on the Council's hardship register. Council has waived \$16,557 in interest charges since the start of the 2017-18 financial year. Council continued to receive regular payments in the month of June and the total amount outstanding as at 30 June is \$324,446.

Revenue Statistics

Rates income as at 30 June 2018 was \$102.669 million, compared to the budget of \$101.214 million and the budget review of \$102.425 million. This is made up of general rates (\$94.887 million), waste collection charges (\$6.885 million), payments in lieu of rates (\$667,000) and supplementary income / objections (\$570,000). These are slightly offset against **Council rebates (\$340,000)**.

The Outstanding Rates Balance as at 30 June 2018 was \$5.44 million. This is made up of general rates (\$5.109 million) and the hardship group (\$331,000).



Financial Management

Procurement

Tenders have been called for the following:

- Contract No: 2018.33 Williamstown Cricket Ground Floodlighting

The following contracts have been closed and are being evaluated:

- Contract No: 2018.05 Lighting Upgrade Works Altona Meadows Library and Civic Centre
- Contract No: 2018.18 Altona Civic Centre – Data Centre Upgrade
- Contract No: 2018.22 Annual Reseal Works
- Contract No: 2018.23 Williamstown Mechanics Institute – Underpinning of Main Building
- Contract No: 2018.25 Statutory Planning Consultants Panel
- Contract No: 2018.26 Expert Reports and Evidence, Statutory Planning Panel Contract
- Contract No: 2018.35 Internal Audit Program
- Contract No: 2018.36 Supply and Delivery of Furniture Altona Library
- Contract No: 2018.40 Laverton Hub HVAC Stage 4 Early Works
- No: 2018.46 Altona Sports Centre – Design Consultancy
- Contract No: 2018.47 Bryan Martyn Oval Redevelopment
- Contract No: 2018.52 Foreshore Remedial Program Burns Reserve – Landscape Design
- Contract No: 2018.53 Roads and Drainage Maintenance

The Tender Board convened to discuss the following recommendations:

- Contract No: 2018.13 Williamstown Mechanics Institute Restoration – Architectural Services, be awarded to Jackson Architecture (trading as Daryl Jackson Pty Ltd at a fixed lump sum price of \$566,601.20 (GST inclusive).
- Contract No: 2018.43 Altona Library Refurbishment Works be awarded to Loaram Constructions Pty Ltd at a fixed lump sum price of \$492,034.40 (GST inclusive).

Tenders awarded under delegated authority:

- Contract No: 2018.49 Altona Sports Centre – Quantity Surveying Consultancy Services, awarded to Prowse Quantity Surveyors Pty Ltd at a fixed lump sum price of \$113,960 (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

The construction of the new Altona Early Years Hub building is progressing well with the foundations and steel frame now built. Works on the external façade and internal walls have started and are expected to be completed in the coming months. The integrated services facility is scheduled to open in January 2019.



Above: Altona Early Years Hub frame works

Second Avenue shopping strip upgrade

The Second Avenue streetscape project in Altona North is complete, with some final landscaping works to occur in the coming weeks. The project has included new footpaths, road reconstruction, new drainage and pits, streetscape and landscaping in front of the shops.



Above: works at Second Avenue, Altona North

G.H Ransom Reserve Improvements

The construction of the new public toilet at G.H Ransom Reserve has started, with the services installed to the new toilet location. The adjacent playground upgrade and reserve works are scheduled for completion in July.

Playground Upgrades

New playground equipment has been installed at **Lohse Street Reserve in Laverton**. The new equipment replaces play items that were identified through the playground safety audit. New items include a rocker, see-saw and carousel spinner with rubber safety surfacing.



Above: new play equipment at Lohse Reserve

Works have now started on the new playground at **Woods Street Reserve in Laverton**. The new play area will consist of new play equipment such as an activity tower, swings, talk tubes and a see saw. A nature play component with rocks and timber steppers will be included as part of the upgrade.



Above: digging out the area for the new play space at Woods Street Reserve

Brooklyn Dog Park

The construction of the dog park at Brooklyn Reserve has begun with works underway on the new footpath network. The dog park will include a 1.5 metre high perimeter fencing, pathways, plantings and reserve furniture.



Above: Brooklyn Dog Park

Enhancing our community

Altona Boat Ramp Facility

Works have started on a new public toilet at the Altona Boat Ramp, which will also include the demolition of the existing toilet facility. The project is expected to be completed by the end of September, ready for the start of the fishing season. During construction two temporary accessible toilets will be located in the area.

Road Rehabilitation Projects

Road Rehabilitation works are undertaken to restore the pavement surface to a required level of service. In 2017/18, Council allocated \$3.5M to deliver the Road Rehabilitation Program to over 20 local roads.

Some of the major road rehabilitation projects completed this year include Hope Street, Spotswood and Lenore Street, Williamstown.

Council's Road Rehabilitation works in **Charles Street, Williamstown** are nearing completion for the end of June. The project includes leveling of the road surface, new underground storm water drainage with pits at the kerb to prevent ponding issues. A new road surface will also be laid as part of the project.



Above: Charles Street, Williamstown works

Road Rehabilitation Works in **Electra Street, Williamstown** are progressing well with all underground drainage now complete. Over 270 metres of concrete pipes have been installed despite encountering large sections of underground rock along the drainage lines. Works are now continuing on replacement of the kerb and channel and this will be followed by a new road surface. This project is expected to be completed early September.



Above: Works at Electra Street, Williamstown

Community engagement will commence early July 2018 for Road Rehabilitation works in **Alma Terrace, Williamstown**.

Altona Foreshore Sand Renourishment Works

The sand renourishment works along the Altona Foreshore between Maidstone to Sarros Street are complete.

As part of this project Council has delivered over 27,000 tonnes of quarried sand, making the beach more accessible and enjoyable for residents and visitors.



Above: Sand Renourishment works

Altona Foreshore Esplanade Access Ramp and Shade Structure

Construction works of a new vehicle access ramp and shade structure on the Altona Foreshore opposite McBain Street are well underway with the ramp foundation works nearing completion. A new shelter and picnic table will also be constructed, these works are expected to be completed by early September.



Above: Access ramp and shade structure concept plan



Above: slab preparation works for the shelter at McBain Street, Altona

Enhancing our community

Carinza Reserve Footpath Improvements

Council has completed footpath improvement works at Carinza Reserve, Seabrook. These works have incorporated the Carinza Reserve into the Skeleton Creek shared trail network and also upgraded the existing footpaths. The upgraded paths will retain access to the playground and allow views of the creek.



Above: the yellow line represents the 2.5m metre wide shared path



Above: completed footpath works at Carinza Reserve

Traffic Projects

After receiving formal approval from VicRoads, a reduction of the speed limit in **Market Street, Newport** from 60 Km/h to 50 Km/h has been implemented. Traffic studies are being undertaken within the Newport Railway Station Precinct to access and determine future parking arrangements.

Upcoming pedestrian crossing works at the **Cole/Parker Street, Williamstown** intersection are due to commence shortly. The works will include a raised path connection with signs, line marking and modification to the kerbs at the intersection. These works will improve pedestrian safety.



Above: intersection works at Cole/Parker Streets in Williamstown

Mind Your Game

Council has partnered with Orygen Youth Health to deliver 'Mind Your Game' a youth mental health training program for sporting clubs. The training program is being delivered over two stages.

Stage 1 consisted of a workshop which provided clubs the opportunity to learn about myths and facts about mental health and to talk about what sporting clubs need from mental health services. The clubs now have the opportunity to have the full program delivered at their club.

Stage 2 involves working directly with sporting clubs to deliver a youth mental health training program to club leaders. The program is being offered free of charge and will be held over three sessions.

Drainage Condition Audit

The drainage network assets maintained by Council has a replacement value of \$182M in 2017/18 comprising of pipelines, pits as well as open drains.

The field work in relation to the drainage condition audit is complete. Over 21,000 pits and 518kms of pipes were inspected over 7 months.

The audit will inform Council with the latest information on the current condition of the entire network and the findings will guide our future planning and investment.

Compacting Bins and Smart Sensor Program

Compacting bins with smart sensors will be implemented in Hobsons Bay soon. The program will improve the way Council manages litter in our public places. The use of bin sensors will be used to track the amount of litter deposited ensuring collection routes and frequencies reflect demand.

Six smart bins are scheduled to be installed in August at the proposed bin locations:

- Pier Street and The Esplanade, Altona
- Commonwealth Reserve and Williamstown Beach, Williamston
- Railway Avenue, Laverton

Enhancing our community

Conservation 2018 Planting Program

During the months of winter and autumn, the Conservation team undertakes annual planting across all conservation managed reserves.

In our coastal reserves like Altona Coastal Park, Sandy Point, Truganina Park and the Truganina Explosives Reserve, we are restoring important salt marsh, coastal grassland and woodland to provide critical habitat for animals including migratory shorebirds.

Inland, Council is restoring some of the State's rarest grassland in the Victorian Volcanic Plains, including Emu Foot, Maidstone Street and Horsburgh Drive grassland, by planting herbaceous plants to bolster local populations and increase biodiversity.

Along our waterways, including Laverton Stormwater and Kororoit Creeks we are restoring habitat, improving biodiversity and landscape connectivity by planting riparian plants including the iconic River Red Gum.

At reserves such as Newport Lakes and the Cherry Lake Buffer Mound, works started with completely barren landscapes but the team have set about creating valuable woodland habitat that attract multitudes of birds and animals.

This year the conservation team aims to have over 20,000 plants planted with the help of the Friends Groups, corporate groups, contractors and Council staff. The map below refers to the 2018 Conservation Planting Program.



The images below are some common species included in the conservation planting.



Above: Sweet Bursaria



Above: Blue Devil



Above: Drooping Sheoak



Above: Kangaroo Grass

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information		
Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return		
Meeting Name/Type	Agenda Briefing Pre-OCM	
Meeting Date	12 June 2018	
Meeting Start Time	6.30pm	
Meeting Finish Time	7.04pm	
Attendees		
Councillors	Cr Angela Altair Cr Tony Briffa Cr Jonathon Marsden Cr Colleen Gates Cr Michael Grech Cr Sandra Wilson Cr Peter Hemphill	
Officers	Aaron van Egmond Bill Millard Tammi Rose Peter Hunt Sanjay Manivasagasivam Jennifer Legge Diane Eyckens Tracy Spiteri	
	Matters/Items Discussed	Time Cr Left/ Time Cr Returned
	• Council Welcome/Apologies/Disclosures of Interest /Minutes Confirmation	
	• Councillors' Questions	
	• Public Question Time	
	• Presentation of Budget Submissions 2018-19	
	• Proposal to Lease – 110 The Strand, Newport	
	• Policy Review – Dogs in Public Places, Street Stalls and Collections and Zero Tolerance – Illegal Parking Around Schools	
	• Council Plan Quarter 3 2017-18 Progress Report	

	<ul style="list-style-type: none"> Proposed Discontinuance of Part of a Government Road abutting 15 Challis Street, Newport 	
	<ul style="list-style-type: none"> Annual Review of the Council Plan 2017-21 and Hobsons Bay Community Vision 	
	<ul style="list-style-type: none"> CEO Operations Report 	
	<ul style="list-style-type: none"> Compact of Mayors Reporting 2017-18 	
	<ul style="list-style-type: none"> Electric Vehicle Charging Stations 	
	<ul style="list-style-type: none"> SKM Recycling Processing Cost Increase 	
	<ul style="list-style-type: none"> 30th Anniversary of Anjo Sister City Relationship 	
	<ul style="list-style-type: none"> Draft Creative City Hobsons Bay Arts and Culture Plan 2018-22 	
	<ul style="list-style-type: none"> Amendment C113 – Anomalies Amendment 	
	<ul style="list-style-type: none"> Hobsons Bay Open Space Strategy 	
<ul style="list-style-type: none"> Sports Facility Needs Analysis Final Report 		
<ul style="list-style-type: none"> Tennis Needs Assessment Final Report 		
<ul style="list-style-type: none"> Contract 2018.15 - Facilities Maintenance Service Contract 		
<ul style="list-style-type: none"> Contract 2017.02 - Provision of Personal Protective Equipment, Uniforms and Consumables 		
<ul style="list-style-type: none"> Delegates Report 		
<ul style="list-style-type: none"> Notice of Motion.1201 – Condolence Motion – Dr Michael Hampton 		
<ul style="list-style-type: none"> 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		
Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return		
Meeting Name/Type	Councillors' Briefing Session	
Meeting Date	19 June 2018	
Meeting Start Time	6.30pm	
Meeting Finish Time	9.35pm	
Attendees		
Councillors	Cr Angela Altair Cr Sandra Wilson Cr Tony Briffa	Cr Colleen Gates Cr Peter Hemphill
Officers	Aaron van Egmond Peter Hunt Sanjay Manivasagasivam Kathleen McClusky Stephen Zelez	Tammi Rose Bill Millard Marg Scanlon Hamish Munro Jennifer Murphy
	Matters/Items Discussed	Time Cr Left/ Time Cr Returned
	1 Presentation – Burns Road Progress Report – Gerard Coutts, Mark Rodda - Gerard Coutts & Associates	
	2 Westgate Tunnel Project Update	
	3 Level Crossing Removal Status Report	
	4.1 Public Submissions	Cr Peter Hemphill left 8.36pm
		Cr Peter Hemphill returned 8.41pm
	4.2 Budget Adoption	

	4.3 Strategic Resource Plan		
	4.4 Rating Strategy		
	5 (a) Mayoral Report (b) Councillor Reports (c) Chief Executive Officer Report		
	6 Livestreaming of Council Meetings		
	7 Response to Petition – Pedestrian Crossing at Mason Street, Newport		
	8 Accessible Beaches Overview 2017-18		
	9 Presentation – VIC SES – MEMP Audit Certificate – John Chaplain, Jodie Griffin		
	10 Creative Technology Hub		
	11 Notice of Motion No. 1202 – Ferguson Street Rail Crossing, Williamstown		
	12 Ferguson Street, Williamstown – Community Interest Level Crossing Group		
Conflict of Interest disclosures			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned
4.1	Cr Peter Hemphill	Yes	8.36pm 8.41pm

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information		
Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return		
Meeting Name/Type	Agenda Briefing Pre-OCM	
Meeting Date	26 June 2018	
Meeting Start Time	6.30pm	
Meeting Finish Time	7.09pm	
Attendees		
Councillors	Cr Angela Altair Cr Tony Briffa Cr Jonathon Marsden Cr Colleen Gates Cr Michael Grech Cr Sandra Wilson Cr Peter Hemphill	
Officers	Aaron van Egmond Bill Millard Tammi Rose Peter Hunt Sanjay Manivasagasivam Jennifer Legge Diane Eyckens Samuel Moore	
	Matters/Items Discussed	Time Cr Left/ Time Cr Returned
	• Council Welcome/Apologies/Disclosures of Interest /Minutes Confirmation	
	• Councillors' Questions	
	• Public Question Time	
	• Petition - Children's Crossing, near corner Victoria and Queen Streets, Altona Meadows	
	• Presentation – VIC SES – MEMP Audit Certificate – John Chaplain, Jodie Griffin	
	• Annual Budget 2018-19 Adoption	
	• Strategic Resource Plan	
	• Rating Strategy 2018-19	

	<ul style="list-style-type: none"> Burns Road Progress Report 		
	<ul style="list-style-type: none"> Level Crossing Removal Status Report 		
	<ul style="list-style-type: none"> Response to Petition – Pedestrian Crossing at Mason Street, Newport 		
	<ul style="list-style-type: none"> Notice of Motion. 1202 – Ferguson Street Rail Crossing, Williamstown 		
	<ul style="list-style-type: none"> Supplementary Public Question Time 		
	<ul style="list-style-type: none"> Other Business 		
Interest disclosures - Nil			
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		
Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return		
Meeting Name/Type	Councillors' Briefing Session	
Meeting Date	3 July 2018	
Meeting Start Time	6.30pm	
Meeting Finish Time	11pm	
Attendees		
Councillors	Cr Angela Altair Cr Sandra Wilson Cr Tony Briffa Cr Jonathon Marsden	Cr Colleen Gates Cr Peter Hemphill Cr Michael Grech
Officers	Aaron van Egmond Peter Hunt Sanjay Manivasagasivam Adrian Murphy Fiona McKinnon Kathleen McClusky Robyn Olsen Marc Basilio	Di Eyckens Bill Millard Marg Scanlon Jake Trevaskis Adrian Murphy Stephen Zelez Emina Krijestorac
	Matters/Items Discussed	Time Cr Left/ Time Cr Returned
	1 West Gate Tunnel Project Update – Peter Sammut in attendance	Cr Briffa left at 7.27pm
		Cr Briffa returned at 7.29pm
	2 Aquatic Strategy Update – Michael King, Ben Bainbridge – Otium Planning Group in attendance	Cr Briffa left 8.04pm
		Cr Briffa returned at 8.20pm
	3 Paine Reserve – Donna Jackson, Megan Slattery, Tom Bulic – Hubcap Productions in attendance	Cr Grech left 8.43pm
		Cr Grech returned 8.47pm

	4 Draft Newport Structure Plan	
	5 Williamstown Football Club Facilities Proposal	
	6 (a) Mayoral Report (b) Councillor Reports (c) Chief Executive Officer Report	
	7 Portfolio Advisory Committees Members Appointment	
	8 Williamstown Botanic Gardens Final Master Plan	
	9 Response to Petition – Request to Redevelop the HC Kim Reserve, Seaholme Clubrooms and Pavilion	
	10 Response to Petition – Mobil Land at Maddox Road, Williamstown	
	11 Cafe Space Repurposing	
	12 Dennis Reserve Master Plan	
	13 Draft Enterprise Digital Strategy	
	14 Contract No 2018.13 Williamstown Mechanics Institute Architectural Services Report	
	15 Special Planning Committee Terms of Reference	
	16 Hobsons Bay Economic Development Strategy 2015-20 Progress Report	
	17 Audit Committee Update	
	18 CEO Operations Report	
	19 Delegates Reports	
	20 Future Reports Listing	

<i>Conflict of Interest disclosures - Nil</i>			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned