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Chief Executive Officer

REPORT ON OPERATIONS

July 2022



**Hobsons
2.0**

Issue 63

Published August 2022

Presented at the Council Meeting of Council on 9 August 2022

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 July 2022, the Chief Executive Officer, Acting Chief Executive Officer and or their delegate participated in a number of external events, meetings and discussions. These included:

- attendance at a meeting with the Hon. Melissa Horne MP, Member for Williamstown together with Mayor Cr Peter Hemphill to discuss a range of items relating to the Williamstown electorate;
- attendance at Council's NAIDOC flag raising hosted by Mayor Cr Hemphill. The Welcome to Country was conducted by Bunurong representative Shane Clayton Jr. Aunty Pauline Cassidy was also in attendance to represent our Torres Strait Islander community. Visiting from our sister city Yarrabah in Far North Queensland the Yarrabah Cultural Dancers performed;
- attendance at a meeting with the Commissioner for LGBTIQ+ Communities, Todd Fernando together with senior officers. It was an opportunity to learn about the work being undertaken to progress *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32* and the role that the Commissioner has, to engage with community and represent community perspectives including through the delivery of it;
- attendance at a Regulatory Reform Industry Roundtable which looked at how they can assist businesses with permits and remove the red tape;
- the CEO's representative attended a meeting of several M9 CEOs with the Secretary of DELWP (John Bradley), and a number of senior State government officials involved in building regulation, to discuss upcoming reforms in the building sector;
- attendance at a meeting with Sarah Connolly MP, State Member for Tarneit together with Mayor Cr Peter Hemphill to discuss advocacy priorities; and
- attendance at a meeting with the Hon. Melissa Horne MP, Minister for Ports and Freight together with Mayor Cr Peter Hemphill and the Port of Williamstown Action Group (PoWAG).



Aaron van Egmond
Chief Executive Officer

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Delivering for our community

Youth services



Youth counselling update

Council's generalist youth counselling service delivered 38 face-to-face and online counselling sessions this month to 25 young people. At the end of the month, there was no waiting period for a young person to access youth counselling services.

Youth Programs and Activities

The Youth Services team ran 14 programs and activities sessions with 79 contacts with young people. This included FreeZa programs, school holiday sessions and the new Hobsons Bay Youth Change Makers Challenge (HB YCMC).

Youth-focussed Capacity Building Programs

Three sessions were held online for 52 parents and stakeholders to support and empower young people, including Tuning into Teens and the Hobsons Bay Youth Network.



Library services

Libraries

July 2022

Physical loans (books etc.): 35,400

eLibrary loans (eBooks etc.): 8,578

Total: 43,978

Library visits: 35,772

Loans have increased 3% compared to June 2022.

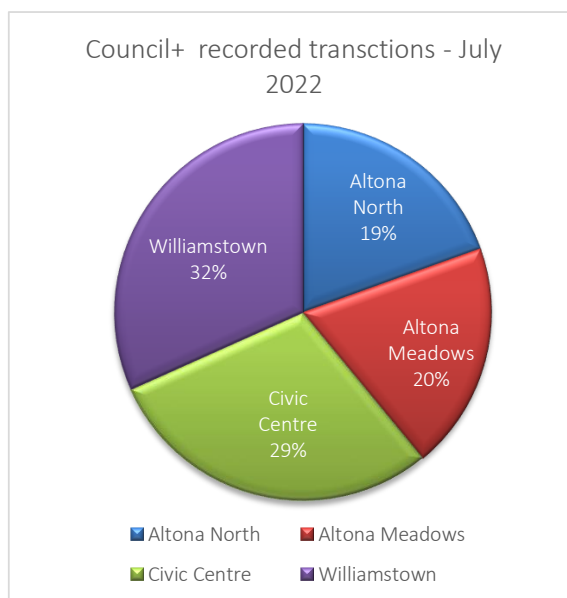
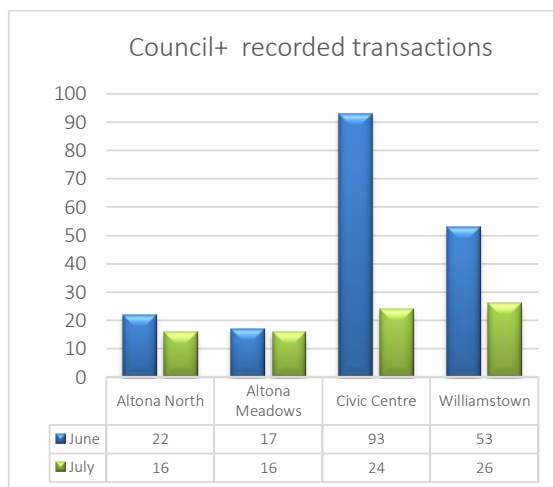
Year to date loans have increased 19% compared to July 2022.

eLibrary loans have increased 2.2% compared to June 2022.

Year to date eLibrary loans have increased 5% compared to July 2021.

There have been 72 learning programs delivered across Hobsons Bay Libraries with 2,935 people in attendance at these programs.

Council+



Book Clubs are now free for residents of Hobsons Bay!

We are so pleased to announce that [Book Club](#) sets are now free of charge to borrow! Being part of a Book Club can be a wonderful way to connect with new people, spend time with friends, dissect books, discover great new reads or re-visit old favourites. Our services to Book Clubs include access to over 100 titles, including discussion notes where possible. Each Book Club set contains 10 copies of your selected book.



Community Hubs and Centres



Laverton Community Hub

There were 498 participants in the Laverton Hub Active Program over July.

There were 321 room bookings in July.

Newport Community Hub

There were 146 room bookings in July.

Seabrook Community Centre

There were 71 room bookings in July.

The Seabrook foyer has been freshly painted and new furniture is due in late August. This begins the transformation of Seabrook into a Council+ service point.

Immunisations



Immunisations

Council's immunisation team held eight immunisation sessions and administered 763 immunisations to 388 clients. These sessions were held at the Laverton Community Hub and Williamstown Town Hall.

Early years and family services



Maternal and Child Health (MCH)

There was a total of 94 new infants born to Hobsons Bay families. The highest numbers of infants born were in Altona and Altona North. The Universal MCH Service completed 951 consultations/appointments. The Enhanced MCH Service received 10 new referrals for vulnerable children and families and provided ongoing support for 69 families. Eight families received support packages from community providers and 14 welfare phone calls were made due to COVID impact/isolation.

Parenting Programs

The following parenting support programs were delivered:

- First Time Parenting Groups - 14
- Sleep Support Sessions - 4
- Sleep Support outreach sessions - 15
- Baby Makes Three sessions - 3
- Breast feeding support groups - 7
- Circle of Security Sessions - 4

Parenting and Family Support

Council's MCH social worker responded to two new referrals in relation to family violence and conducted eight consults relating to family violence.

Preschool Field Officer

The Preschool Field Officer (PSFO) Program supports Kindergarten Educators to develop capacity and skills in delivering inclusive programs to all children and those with additional needs. The PSFO program provided 44 consultations to Educators.

Kindergarten Participation and Promotion

There were 61 three-year-old and 74 four-year old registrations for kindergarten processed in July.

Occasional Care

Fifteen children (between 0-5 years) attended Council's Occasional Care program on Thursdays and Fridays totalling 52 sessions.

Supported Playgroups

Ten smalltalk groups, five supported playgroup and one, one to one sessions were provided to vulnerable families.

Services for older residents and residents with disabilities



Planned Activity Groups (PAG)

Thirty-seven Planned Activity Group sessions were provided to 60 clients. As part of the return to normal activities, the Planned Activity Group (PAG) in Altona North commenced a project in which the group titled: "Together Quilt 2022". Clients, volunteers, and staff joined forces and participated by developing their own square of the quilt which when brought together, formed a beautiful piece of artwork for the PAG room. It was a truly collaborative project that brought much delight, fun, laughter, and stories throughout its development over several weeks.



Above: Together Quilt 2022, Planned Activity Group

Community Transport

Senior's transport provided 21 return trips to 32 clients. Five social trips were conducted for client groups.

Aged Assessment

The Assessment team undertook 80 assessments and 100 support plan reviews for services required by older residents requiring support services.

Delivered Meals

One hundred and sixty-eight residents received a meal delivered to their home. In total 2,262 meals were provided to eligible residents.

Home Maintenance

Twenty-seven residents received a service through Council's Home Maintenance program.

Arts and Culture



NAIDOC Week 2022

Council hosted its NAIDOC Flag Raising Ceremony at the Civic Centre on 7 July. The ceremony was marked with a performance by the Yarrabah Cultural Dancers, visiting from Yarrabah Shire in far north Queensland. The Welcome to Country was conducted by Bunurong representative Shane Clayton Jr, along with Aunty Pauline Cassady representing the local Torres Strait Islander community. The ceremony was hosted by Mayor Cr Hemphill.

To mark NAIDOC 2022 Council also held art events including:

- Sing Up Country with Kutcha Edwards (6 July)
- Get Up, Stand Up, Show Up! Poster making workshop (7 July)
- Film screening: Black Divaz (8 July)

National NAIDOC Week celebrations are held across Australia in the first week of July each year (Sunday to Sunday), to celebrate and recognise the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC Week is an opportunity for all Australians to learn about First Nations cultures and histories and participate in celebrations of the oldest, continuous living cultures on earth.



Above image 1: Yarrabah Cultural Dancers, Aunty Pauline Cassady and family and Bunurong representative, Shane Clayton Jr, Cr Pamela Sutton-Legaud, Mayor Cr Peter Hemphill, Andrew McLeod, Acting CEO and image 2: Yarrabah Cultural Dancers, Shane Clayton Jr

Airtime

Airtime rotation #30 displays 'Liquescence' by Jamie Donovan, an exhibition that aims to represent the impact climate change has on native Australian fauna. The exhibition will be on display till November 2022. Airtime is a temporary public art project that highlights the creative talents of young people in Hobsons Bay. Artworks are reproduced and printed on large flags and exhibited on a rotational basis on the Altona Meadows flag poles located at the Queen Street Skate Park.



Above: 'Liquescence' by Jamie Donovan at Airtime flags in Altona Meadows

Laneway Gallery

July saw *Mire (particles)* by Rhys Cousins installed with the exhibition comprising of a series of abstract photographic works of the natural reserves and waterways around Laverton Creek. *Mire (particles)* will be on display until October 2022.

Laneway Gallery is an outdoor exhibition space at Woods Street Art Space in Laverton. Part of the space's overall annual programming, this is one of a series of commissioned displays by artists responding to social, historic, or environmental themes.

'Dear Agnes' public art project

Council and project partners invited local artists and artists enrolled in the Master of Art – Art in Public Spaces program at RMIT University and Deakin University's Visual Arts Internship program to develop and create a series of temporary public works in response to the iconic international artist Agnes Denes artwork, 'A Forest for Australia' (1998) on the Greater Western Water site in Altona Meadows.

A site visit for prospective artists was held on Tuesday 19 July with approximately 30 people in attendance. Expressions of Interest closed Friday 29 July 2022. The exhibition will be held in February 2023 alongside public programs at the Truganina Explosives Reserve in Altona.



Above: Agnes Denes, *A Forest for Australia* (1998), Greater Western Water, Queen Street Altona Meadows. Photo by Matto Lucas

Wunder Gym's Forward Motion arts program

A collaboration between Hobsons Bay and Wyndham is underway, seeking up to 30 creatives or artists from the western regions of Melbourne to participate in Wunder Gym's 'Forward Motion' arts program.

Through workshops and shared resources, people will create work for an exhibition across multiple sites in both municipalities, during Melbourne Fringe Festival. The program will run from 12 August to 29 October 2022. Expressions of Interest (EOI) are open until 17 August 2022.

Participants will explore the idea of 'Forward Motion', the concept of collectives and networks, and reflect on collective behaviour, social movements, artificial intelligence and bio-communities under the mentorship of Science Gallery Head of Curation, Tilly Boleyn, and Curatorial Assistant and Artist, Arie Glorie.

The 'Forward Motion' arts program is being delivered as part of Council's Creative Exchange Lab program.



Above: Forward Motion logo

'Colours of Seabrook' mural

July saw the completion of the 'Colours of Seabrook' mural at the Seabrook Shops on Point Cook Road in Seabrook. The mural, created by artist Amanda Newman, features black swans and habitat inspired by Skeleton Creek. The mural was enabled by a successful Community Pitch bid in 2021 by Seabrook residents. It will be launched on Saturday 6 August at 11am.



Above: Colours of Seabrook mural

Hobsons Bay Arts Society 'Through the Artist's Eyes' Exhibition

On 1 July, Hobsons Bay Arts Society launched their 11th annual 'Through the Artist's Eyes' Exhibition at the Civic Centre in Altona. The exhibition was launched by Deputy Mayor Cr Grima. The exhibition was on display until 27 July.



Above: Hobsons Bay Arts Society 'Through the Artist's Eyes' Exhibition Launch in the foyer of Altona Civic Centre

Women's Leadership Program (Cultivate Leadership)

The Multicultural Women's Leadership Program, in partnership with the Multicultural Centre for Women's Health (MCWH), commenced on 11 July, adding to a suite of community training initiatives, to support and boost participation in community and civic life.

The program launched at the Laverton Hub, welcoming 15 women who live, work or are connected to Altona Meadows, Laverton or Seabrook. The 12-week online program will conclude in September with a formal graduation program.



Above: Participants and trainers for the face-to-face first session at the Laverton Hub

Open House Melbourne

Nine Hobsons Bay sites were featured in the annual Open House Melbourne program, including a weekend of open days on 30 and 31 July. Buildings featured include Modscape in Brooklyn, Old Laverton School in Altona Meadows, Williamstown Town Hall, the former Morgue at Seaworks, Blunts Boat Shed in Williamstown and the Altona Homestead. Two private homes are also featured.



Above: Blunts Boatshed Williamstown

Cultural heritage – Tide Gauge House

Conservation works at the Tide Gauge House, located in Commonwealth Reserve at Williamstown are complete after significant repairs to roof, gable, mortar pointing and prevention of ingress of rubbish.

Event Applications and Permits

Twelve Expressions of Interest event applications were received.

Make It Happen – Events and festivals

Telegu Association of Australia held Abhinandana Mala 2022, at the Williamstown Town Hall. An estimated 400 people attended.

Markets

Pier Street footpath works and construction work in Weaver Reserve have resulted in temporary changes to the Altona Beach Market, with the Sargood Street car park and Logan Reserve in use temporarily each Tuesday.

Street banners

Wominjeka banners were on display in July to mark NAIDOC Week.

Filming

Five filming permits and three low impact permissions were issued during July.

Hobsons Bay Visitor Information Centre

Visitor numbers showed improvement during July with school holidays, and the temporary resumption of ferry services was a factor in driving people to the Visitor Centre.

The Visitor Centre made a total of 805 visitor contacts through email, phone and in person visits. Of these contacts/visitors, 454 were visiting from Victoria, 154 were locals, 116 were from interstate, and 81 were international visitors.

Williamstown Town Hall

Kutchu Edwards performed his show 'Circling Time: Songs & Stories', presented as part of Council's Arts at your Doorstep season and during NAIDOC Week 2022.



Above: Kutchu Edwards in 'Circling Time: Songs & Stories'

Famous Indian singer and actor Gurnam Bhullar performed in concert with his band with 900 attendees.

The Australian Qualifiers for the World Supremacy Battlegrounds, the most prestigious and biggest international street dance championship in the Southern Hemisphere were held with over 900 people in attendance including competitors.



Above: World Supremacy Battlegrounds

Council ran four immunisation sessions and one Citizenship Ceremony during the month.

The venue participated in Open House Melbourne with a walking tour conducted.

Representatives from the All Aboard Club, Williamstown Toastmasters, Williamstown Film Society and Williamstown Historical Society held meetings and a film screening.

Altona Theatre

Altona City Theatre Company presented their musical production of Jersey Boys for a total of nine performances, attended by an estimated 1,700 people. ACTION Youth Theatre ran on Saturday mornings during the school term. Lifestyle for Kids held their annual choreography competition.



Above: Altona City Theatre Company's 'Jersey Boys'



Image: Altona City Theatre Company's 'Jersey Boys'

Old Laverton School

The venue participated in Open House Melbourne with a talk hosted by the Altona Laverton Historical Society. Martial Arts classes were also held during the month.

The Substation

On display on The Substation's outdoor billboards until 16 August is *Plate Series* by Newport-based artist, Robert Hague. The work delves into the uncomfortable and often brutal realities of Australian colonial history and beyond.

On 15 July, The Substation held Newport based Australian Art Orchestra's *Market St Commissions*, three prolific, up-and-coming composers developed new compositions for an 11-piece ensemble, breaking new ground for the Australian Art Orchestra.

July also saw *Mess* return with the fifth edition of Sonorous octophonic commissions concerts and *Chamber Made*, a renowned group of composers, sound artists, directors, performance-makers and media artists that interrogate the intersections of music, sound and contemporary performance.



Above: *Plate Series* by Newport-based artist, Robert Hague

Woods Street Arts Space

A series of four children's workshops titled 'The Colour and Sound of My Totem' commenced at Woods Street Arts Space in Laverton in July. Presenters include local visual artist Frances Lorient, Wiradjuri soprano Shauntai Batzke, Kokatha/Mirning musician Bart Willoughby, Yorta Yorta elder Maxine Briggs, and more.

An exhibition and performance for family and friends will be held Sunday 14 August from 2pm to 3pm.



Above: "The Colour and Sound of My Totem" workshops

Louis Joel Arts & Community Centre Altona

During July, Louis Joel Arts & Community Centre's (LJACC) Joel Gallery hosted the *Home West* exhibition, a celebration of all things West by RedWest Creative Co-Op.

Throughout July, LJACC continued to provide a wide range of programs, including creative workshops and support groups that provide a safe space for a range of community members to connect.

Strategy, Economy and Sustainability

Economic development



DYOB Coffee Connect – Networking series

The DYOB Coffee Connect networking morning was held at Cafe Cubin at Altona North on Tuesday 5 July. Business representatives from across Hobsons Bay attended the morning for the opportunity to promote their business and network with others.



Above: Coffee Connect, Café Cubin

Business workshop – Reels and video content

Business owners had the opportunity to learn how to create new social content via Instagram reels. Delivered by local business The Social Secret participants had the opportunity to learn new tips, hints and tricks to getting their content right. Due to an overwhelming response to this workshop, two sessions were held in person on Tuesday 19 and Friday 22 July.



Above: Reels and Video Content workshop

Business Roundtables

As part of the business calendar, Council hosts business roundtables to hear directly from businesses. The roundtables provide a range of businesses from the municipality with the opportunity to speak with senior Council officers about issues and opportunities facing them. On Thursday 28 July the Trader Associations sector came together to speak with Council.

Economic Development Photo Library

Local brick and mortar businesses were invited to register their interest to take part in the 'Traders in Action' project and to have photos taken of their business by a local photographer. Photos from the project will be used to develop a photo library that can be used by Council and businesses in Hobsons Bay for marketing and promotional purposes.



Environmental Sustainability

Plastic Free July

As part of our sustainability program, Council participated in Plastic Free July hosting a Plastic Free Breakfast event on 2 July at the Newport Community Hub. The event also featured the Good, Better, Best presentation by Anita Vandyke and various educational activities on reducing single-use plastic consumption, including free refills of detergents, washing liquids and body lotions.

Paper bags for food waste

The Paper Bag Trial has received great uptake from the community with over 10% of Hobsons Bay households participating. 4,396 people have collected their free paper bags. Survey responses will inform Council's future decisions about the program. While the formal feedback phase of the trial has ended, participating residents who are yet to pick up their first pack of free paper bags can still do so.

Engagement on reducing contamination

To inform future messaging and future engagement to reduce contamination, Council Officers hit the streets checking in with residents to hear about what makes it difficult to recycle correctly.

The feedback from the almost 300 discussions will inform our behaviour change activities and messaging on this issue.

My Smart Garden

My Smart Garden ran various events across July, including the Designing Your Own Home Orchard event. This event went through design tips to make the most of a small space. Participants learnt how to select fruit trees and varieties plus preparation and early maintenance to give their orchard the best chance of success.



Strategic Planning

Amendment C133 (Newport Structure Plan and Inner Newport Heritage Gap Study)

The public exhibition period for Planning Scheme Amendment C133 commenced on 30 June 2022. Submissions on the amendment will be accepted until 5pm on 12 August 2022.

Amendment C133 proposes to implement the findings of the Newport Structure Plan and Inner Newport Heritage Gap Study into the planning scheme. The amendment seeks to introduce new zones, overlays and local policy. The amendment will complete the introduction of the new residential zones in Hobsons Bay by rezoning areas around Newport that were excluded from Amendment C131 and form part of the Inner Newport Heritage Gap Study.

Three information drop-in sessions were held throughout July which gave community members the opportunity to speak to a Council officer about what changes were proposed. Details about the amendment including an interactive map are available on Hobsons Bay's participate website.

CASBE Towards Net Zero Buildings – Planning Scheme Amendment and Advocacy

Hobsons Bay City Council have been working with 23 other councils as part of CASBE and MAV's Elevating Environmentally Sustainable Development (ESD) Targets project. The project aims to introduce planning provisions for new buildings to be more environmentally friendly, have better internal amenity, and reduce energy consumption.

Since Council resolved at the 28 June 2022 Council meeting to continue to be involved in the project a joint planning scheme amendment has been prepared to implement the new ESD provisions. A request has been made for authorisation from the Minister for Planning and advocacy letters sent to the Minister for Planning, Minister for Environment.

Social and Affordable Housing Compact – submission

Council officers have prepared and lodged a submission to Homes Victoria on the [Social and Affordable Housing Compact](#). The Compact is a partnership between Homes Victoria and local government (represented by the Municipal Association of Victoria) to strengthen collaboration in the planning, delivery and management of social and affordable housing and homelessness and housing services. Following the completion of the Compact, it is proposed that Local Agreements will be developed between councils and Homes Victoria to identify local priorities for social and affordable housing and develop place-based responses to local housing issues and challenges.

Council's submission was broadly supportive of the Compact. It agreed on the benefits of closer and more formal relationships between Homes Victoria and local government, including improved engagement with residents and local stakeholders, increased sharing of data and information, and better alignment between local needs and future growth. The submission provided a series of recommendations for consideration in finalising the Compact, including a commitment to ongoing and sustainable funding, consideration of planning reforms and more widespread use of surplus government land, and prioritising Local Agreements with councils that have established a 'special purpose vehicle' such as the Hobsons Bay Affordable Housing Trust.

Emissions reduction



Large Scale Solar Project

Council has now installed 1,500 kW of rooftop solar panels across the property portfolio through the large-scale solar project, building on the previously existing 560kW of solar installed.

Systems have recently been completed at Williamstown CYMS Social Room (21kW) and KC White Reserve Pavilion (22kW). Design and installation is underway for two additional larger systems (approximately 100kW) at Newport Gardens Early Years Centre and the Civic Centre car park.

Planning, Building and Health Update

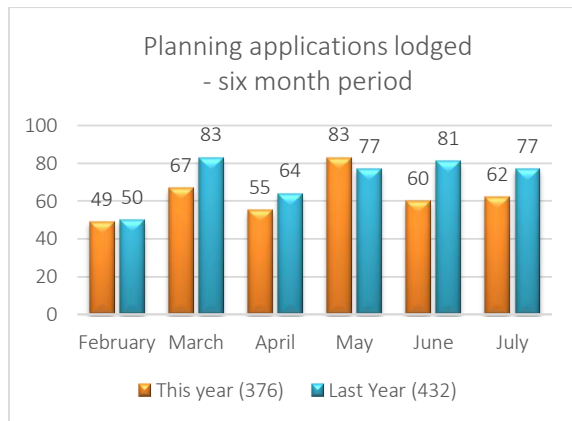
Planning



Planning applications received

Council received 62 planning permit applications for the month of July.

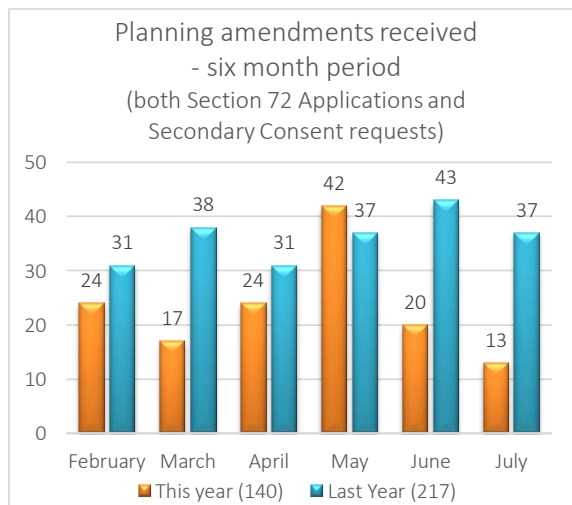
For the six-month period from February to July, 376 planning permit applications were received, a 13 per cent decrease from the same period last year.



Amended permit applications lodged

Council received 13 planning permit amendment applications for the month of July.

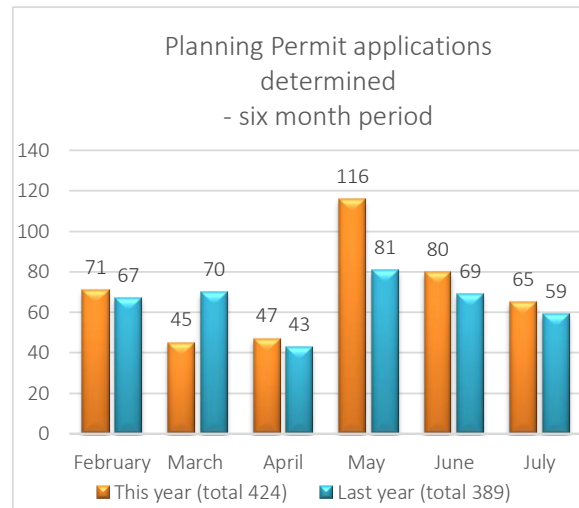
For the six-month period from February to July, 140 planning permit amendment applications were received, a 35 per cent decrease from the same period last year.



Planning applications determined

Council completed 65 planning permit applications for the month of July.

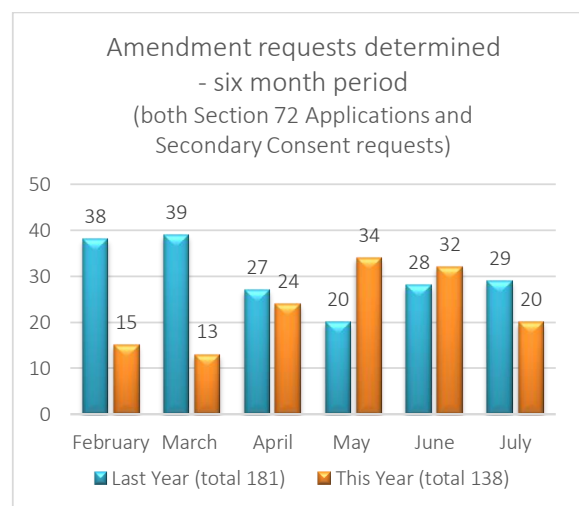
For the six-month period from February to July, 424 planning permit applications were completed, a nine per cent increase than the same period last year.



Planning amendment requests determined

Council completed 20 planning amendment applications for the month of July.

For the six-month period from February to July, 138 planning amendment applications were determined, a 24 per cent decrease from the same period last year.



VCAT

The Town Planning Department received the below decisions for the month of July.

Application Number: PA210093

Address: 1 Bent St, Altona

Proposal: The use of the land as a car park under Clause 32.09-2 (Neighbourhood Residential Zone) in accordance with the endorsed plans

Delegate Decision: Notice of Decision to issue Permit

DPC Decision: NA

VCAT Decision: Affirmed

Made by consent order? No

Application Number: PA2048184

Address: 113 River Street, Newport

Proposal: The partial demolition of a building and the construction of a building and construction or carrying out of works under clause 43.01-1 (Heritage Overlay) in accordance with the endorsed plans

Delegate Decision: Notice of Decision to issue Permit

DPC Decision: NA

VCAT Decision: Varied

Made by consent order? No

Application Number: PA210113

Address: 9 Fenfield Street, Altona

Proposal: Construct two double storey dwellings

Delegate Decision: Refusal

DPC Decision: Refusal

VCAT Decision: Affirmed

Made by consent order? No

Application Number: PA2149210

Address: 1 Thomas Street, Williamstown

Proposal: Construction or extension of one dwelling on a lot under clause 32.08-5 (General Residential Zone); Demolition of a building and the construction of a building and the construction and carrying out of works under clause 43.01-1 (Heritage Overlay); Construction of a building and the construction and carrying out of works under clause 43.02-2 (Design and Development Overlay). In accordance with the endorsed plans.

Delegate Decision: Notice of Decision to issue a permit

DPC Decision: NA

VCAT Decision: Varied

Made by consent order? Yes

Application Number: PA2148725

Address: 14 & 16 Ulm Street, Laverton

Proposal: The construction of two or more dwellings on a lot under clause 32.08-6 (eight dwellings).

Reduction of the statutory car parking provisions of Clause 52.06-5 (waiver of visitor parking)

Delegate Decision: Refusal

DPC Decision: NA

VCAT Decision: Affirmed

Made by consent order? Yes

Delegated Planning Committee (DPC)

The following applications were considered at the July Delegated Planning Committee.

Application Number: PA2048405

Address: 1/239 Esplanade, Altona

Proposal: Construction of one dwelling

Delegate Decision: Refusal

DPC Decision: Refusal

Planning applications of interest

No application of interest to report this month.

Planning enforcement

Council received 14 planning enforcement issues for the month of July.

Building



Permits and consents

- Council's Municipal Building Surveyor issued three building permits
- 109 building permits were issued by private building surveyors
- 22 Report and Consent dispensation requests were determined

Inspections and enforcement

- 3 Building Notices/Orders issued
- 6 Notices/Orders were resolved/ completed/ cancelled
- 28 inspections occurred during the month

Building information requests

Council received 261 requests for information during the month of July.

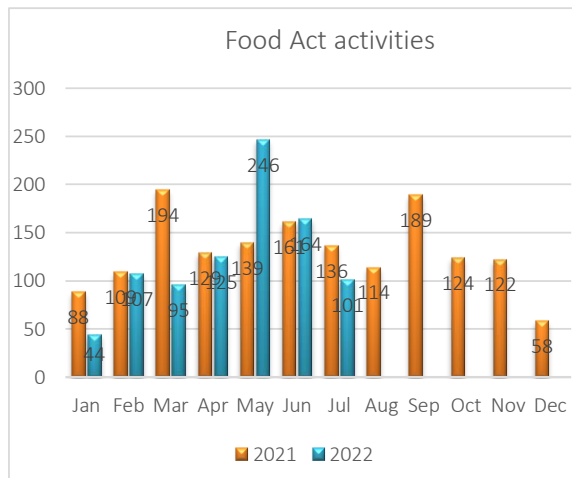
Health



Food Act activities

The following activities were recorded in June:

- 56 mandatory food assessments and inspections, Class 1 = 7, Class 2 = 66, Class 3 = 4
- 8 new food premises registration inspections
- 2 plans assessments
- 6 progress inspections



Client managed premises

Council has 26 client managed premises.

Food sampling

There were 12 samples taken from Class two premises during July.

Food recalls

Three food recalls were received in July due to undeclared allergen, chemical contamination, and microbial contamination.

Streitrader

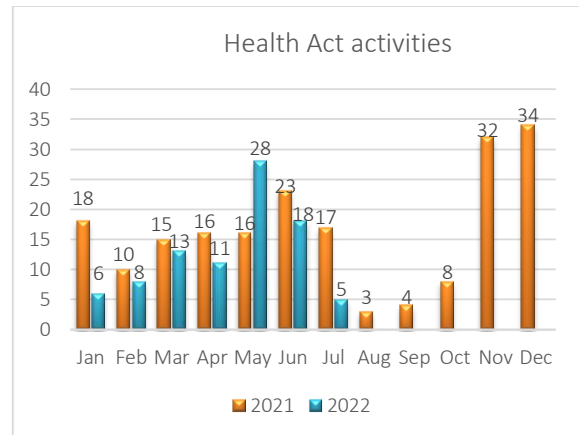
The following mobile and temporary food activities were recorded in June:

- 31 Statement of Trades lodged with Council
- 2 new registrations issued

Public Health and Wellbeing Act activities

The following activities were recorded during June:

- 2 mandatory public health inspection
- 0 new premises registration inspection
- 1 progress inspections
- 1 plans assessment
- 1 pre-transfer inspection



Customer enquires

During July, 28 customer requests were received, relating to:

- Noise 8
- Health Act 9
- Food Act 2
- Pest Control 2
- Air Quality 6
- Drainage 1



Tobacco Act activities

During July, one tobacco education visit was conducted.

Governance

Governance



Councillors attended the following meetings of Council and Community Committees held between 1 July 2022 and 31 July 2022:

- Cr Pamela Sutton-Legaud attended the meeting of the Hobsons Bay Community Fund held on 13 July 2022
- Cr Jonathon Marsden attended the meeting of the Metropolitan Transport Forum held on 6 July 2022
- Cr Peter Hemphill attended the meeting of The Substation Committee of Management held on 14 July 2022

Citizenship Ceremony

There were 108 Hobsons Bay residents who gained their Australian citizenship at a citizenship ceremony conducted by Mayor Cr Peter Hemphill at the Williamstown Town Hall on 7 July 2022.

Record of Meetings attended by Councillors

Councillors attended the following meetings held between 1 July 2022 and 31 July 2022:

- 5 July 2022 Councillor Briefing Session attended by Cr Peter Hemphill, Cr Diana Grima, Cr Tony Briffa, Cr Daria Kellander and Cr Jonathon Marsden. No conflicts of interest were disclosed
- 12 July 2022 Pre-Council Meeting Agenda Briefing attended by Cr Peter Hemphill, Cr Diana Grima, Cr Tony Briffa, Cr Daria Kellander, Cr Jonathon Marsden, Cr Pamela Sutton-Legaud and Cr Matt Tyler. No conflicts of interest were disclosed
- 19 July 2022 Councillor Briefing Session attended by Cr Peter Hemphill, Cr Diana Grima, Cr Daria Kellander, Cr Jonathon Marsden, Cr Pamela Sutton-Legaud and Cr Matt Tyler. No conflicts of interest were disclosed

Documents for Sealing

There were no documents that required sealing during the period.

Local Laws

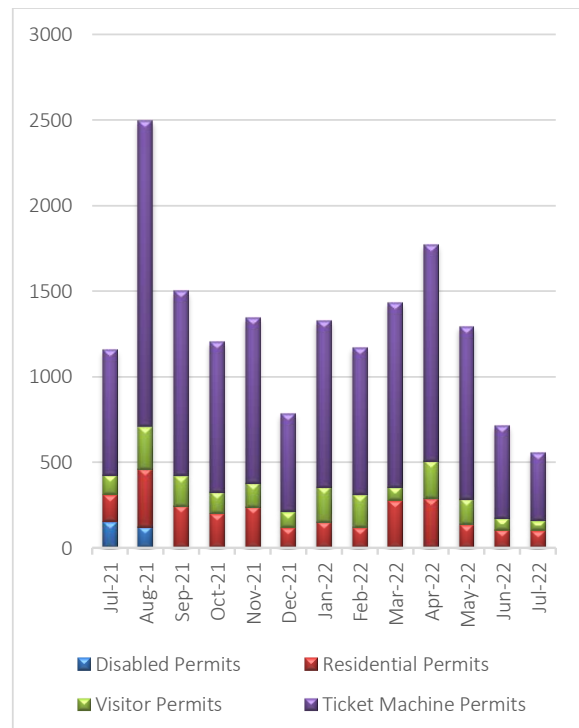


Permits

- issued 0 disabled parking permits
- issued 102 residential permits
- issued 56 visitor permits
- issued 393 ticket machine permits
- logged 141 CHARM assignments
- impounded 6 derelict/abandoned vehicles
- issued 39 local law infringement

Parking

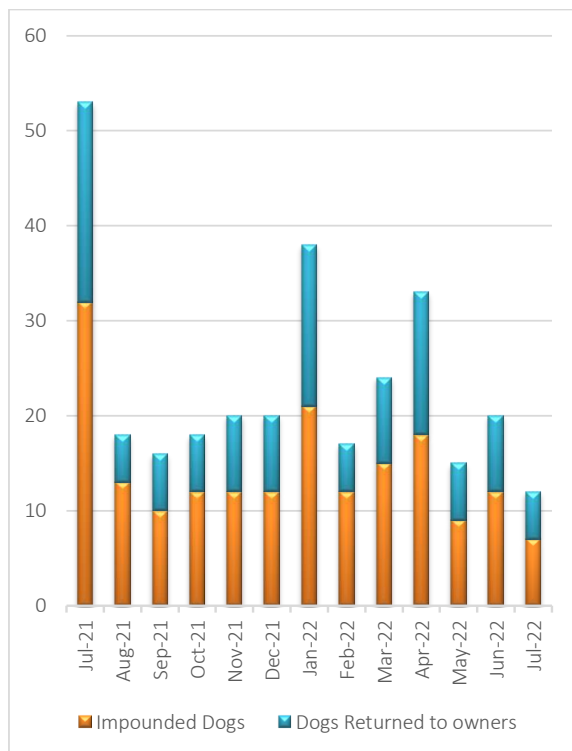
- 194 logged CHARM assignments
- issued 992 parking infringements
- issued 64 warnings
- percentage of warnings issued were 6.4 per cent



Above: The graph above illustrates the number of permits issued for July 2022

Animal management

- logged 155 CHARM assignments
- 15,063 animals registered
- impounded animals at Lost Dogs Home for (as at 30 June 2022)
 - dogs – 7 dogs impounded, 2 released
 - cats – 13 impounded, 1 released
- 8 animals returned to their owners by Council officers
- issued 23 animal infringement notices



The graph above reflects the number of dogs impounded and the number of dogs returned home by Council Rangers

Communications and Engagement

Communications




Social media

Activity across all Council social media accounts includes:

- Council Facebook
- Council Twitter
- Council LinkedIn
- Hobsons Bay Instagram
- Creative City Hobsons Bay Facebook
- GOWEST Facebook
- Hobsons Bay Libraries Facebook
- Hobsons Bay Lost Pets
- Hobsons Bay Youth Services Facebook
- Mesh Mash Facebook
- Woods Street Arts Space Facebook
- Hobsons Bay Libraries Instagram
- Hobsons Bay Youth Services Instagram
- Mesh Mash Program Instagram

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.

July 2022

Statistics for all Council’s social media sites

Performance Summary

View your key profile performance metrics from the reporting period.

Impressions 842,341 ↘9.7%	Engagements 38,729 ↗2.5%	Post Link Clicks 3,937 ↗22%
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Fan/follower growth across all Council social media accounts

Audience Metrics	Totals	% Change
Total Audience	53,826	↗0.9%
Total Net Audience Growth	358	↘1.1%
Twitter Net Follower Growth	1	↘80%
Facebook Net Page Likes	183	↘17.9%
Instagram Net Follower Growth	62	↗169.6%
LinkedIn Net Follower Growth	112	↗0.9%


Reach across all Facebook accounts

Performance Summary

View your key profile performance metrics from the reporting period.


Impressions 686,200 ↘ 7.7%	Engagements 35,079 ↗ 4.3%	Post Link Clicks 3,089 ↗ 11.4%
--------------------------------------	-------------------------------------	--

Facebook post with the greatest engagement




Hobsons Bay City Council
Mon 7/25/2022 8:30 pm PDT

Hobsons Bay has many parks and open spaces for the community to enjoy. Unfortunately, there has recently been a l...




Total Engagements	2,901
Reactions	87
Comments	62
Shares	4
Post Link Clicks	19
Other Post Clicks	2,729

Instagram post with the greatest engagement



hobsonsbaycc
Wed 7/6/2022 11:09 pm PDT

The Yarrabah Cultural Dancers from our sister-city Yarrabah Aboriginal Shire in Far North Queensland gave us a wonderful...




Total Engagements	277
Likes	265
Comments	7
Saves	5

Facebook Stories

Insights > Stories > Performance


2.7K Unique opens ↘ 24.1% from previous 28 days	31 Engagements ↘ 29.5% from previous 28 days	63 Stories published ↗ 6.78% from previous 28 days
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Tweet with the greatest engagement













@HobsonsBayCC
Mon 7/25/2022 11:57 pm UTC

We recently spotted a visitor at Truganina Park! This Spotted Pardalote was checking out its reflection in our vehicle's side...



Total Engagements	29
Likes	13
Comments	0
Shares	2
Post Link Clicks	—
Other Post Clicks	14
Other Engagements	0

Website top pages viewed

Page ?	Page Views ? ↓	Unique Page Views ?	Avg. Time on Page ?
	116,260 % of Total: 100.00% (116,260)	97,853 % of Total: 100.00% (97,853)	00:01:27 Avg for View: 00:01:27 (0.00%)
1. /Home 	19,295 (16.60%)	15,757 (16.10%)	00:01:05
2. /Services/Planning-Building/Find-a-planning-application-in-Greenlight 	3,526 (3.03%)	2,714 (2.77%)	00:03:21
3. /Services/Waste-Recycling 	2,985 (2.57%)	2,375 (2.43%)	00:00:47
4. /Council/Work-Opportunities 	2,706 (2.33%)	2,540 (2.60%)	00:03:02
5. /Services/Waste-Recycling/Hard-waste 	2,461 (2.12%)	2,180 (2.23%)	00:03:53
6. /Services/Waste-Recycling/When-will-your-bins-be-collected 	2,216 (1.91%)	1,900 (1.94%)	00:02:48
7. /Council/Contact-us 	2,036 (1.75%)	1,803 (1.84%)	00:02:46
8. /Services/Payments-Permits/Infringements 	1,603 (1.38%)	1,406 (1.44%)	00:05:22
9. /Services/Payments-Permits/Parking-permits 	1,551 (1.33%)	1,291 (1.32%)	00:05:19
10. /Services/Payments-Permits 	1,376 (1.18%)	1,189 (1.22%)	00:00:27

Engagement



Overall Participate Hobsons Bay statistics

Participate Hobsons Bay, the online community engagement site for Council participate.hobsonsbay.vic.gov.au had the following highlights for July 2022.

7,267	4,515	3,035	267	261	22
Views	Visits	Visitors	Contributions	Contributors	Followers

Between 1 July 2022 and 31 July 2022 there were 7,267 views to the Participate site. There were six active projects open for consultation with 267 contributions (or submissions) received. 22 people requested to 'follow' various project communications.

Breakdown of the participation rates for each of the current projects out for consultation up to 31 July 2022. *Please note this will not reflect the final consultation figures for each project as consultation for some of these projects started in October 2021 and others will run through into August/September 2022.*

Project	Views	Contributions
Recycling bins in public spaces	27	0
Amendment C133 Newport Structure Plan	2,208	5
Immunisation Survey	366	194
Bruce Comben Reserve Master Plan Implementation Show your support (Advocacy/show your support)	17	4
Centres of Excellence	93	6
Better Places Brooklyn and Altona North – stage 3	588	57

Recycling bins in public spaces

Council is installing a new three-bin system into our most popular parks, reserves and beaches.

A total of 200 bins are being installed across 13 locations with general rubbish, mixed recycling and glass recycling bins at each location. An initiative from the Council's Waste and Litter Management Strategy 2025, the rollout of the three-bins system seeks to reduce the amount of waste going to landfill.

During the next stage Council will be seeking community input into developing principles for the location of these bins in our activity and retail centres.

Amendment C133 – Newport Structure Plan and Heritage Gap Study

Amendment C133 is proposed to make changes to local policy, zones, and overlays within the Hobsons Bay Planning Scheme to implement the recommendations of the Newport Structure Plan and Inner Newport Heritage Gap Study. Community members are invited to view the amendment documents before making a submission in writing. Submissions are open until 12 August 2022.

Immunisation Survey

Council's immunisation sessions changed at the beginning of COVID, moving from small local venues to larger venues with the priority of keeping our community safe. We are now ready to move back to smaller venues in the community and your feedback will help us to understand your preferences of venues, days and times.

Hobsons Bay City Council are undertaking a review of the Immunisation Program. To assist in this process and to ensure that the service continues to meet the needs of the community, feedback from those who use the service is being sought between 13 July and 10 August.

Bruce Comben Reserve Master Plan Implementation – Advocacy

Running concurrently within this page is an opportunity for community members to show their support for Council's advocacy to secure a three-way partnership with state and federal government to deliver a new state-of-the-art Aquatic Centre at Bruce Comben Reserve.

Centres of Excellence

Council is developing a strategy to enhance Council managed spaces and places by increasing learning opportunities in centres that the community can enjoy. The local community are being asked about what kind of programs, collections, and experiences they would like to see in these spaces. Consultation on the draft strategy closed on 29 July 2022.

Better Places Brooklyn & Altona North – projects and key themes consultation

Let us. Stage three of Better Places Brooklyn and Altona North kicked off on 28 June 2022, the community were asked to tell us what they think about the themes, guiding principles and projects in the draft place guide. Consultation for stage three closed on 28 July. Further community consultation for the place guide will occur mid-August/September.

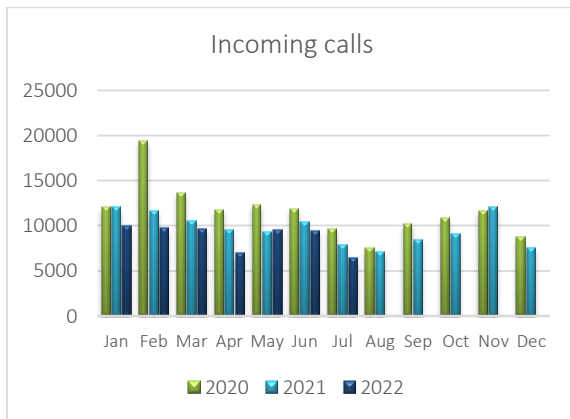
Our Performance

Customer Service



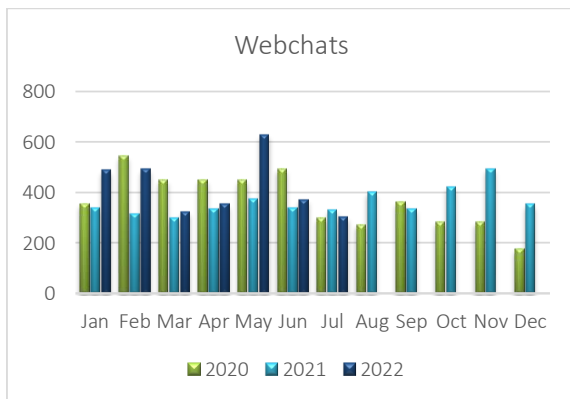
Hobsons Bay City Council is committed to improving our performance and better responding to our community needs.

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.



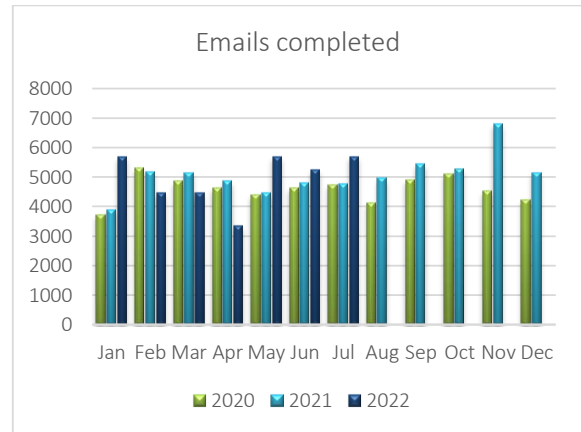
Top enquiries coming from incoming calls are for the following service areas:

- Waste (1,204)
- Rates (679)
- Local Laws (596)
- Town Planning (420)
- Animals (336)
- Assets (287)
- City Services (273)
- Community care (142)



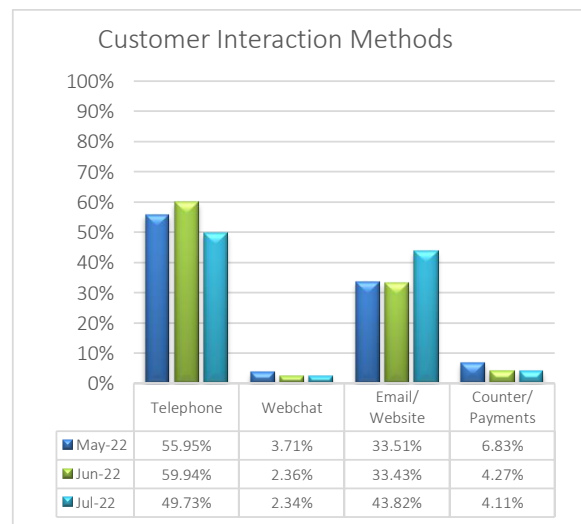
Top reasons our customers contacted Council via Web Chat related to the following service areas:

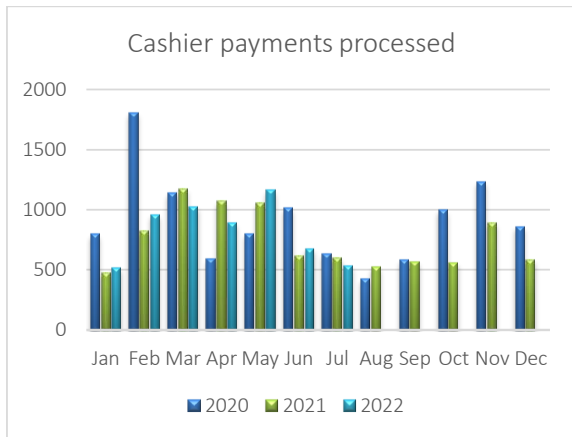
- Waste (56)
- City Services (40)
- Rates (32)
- Local Laws (23)
- Town Planning (21)
- Animals (19)



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

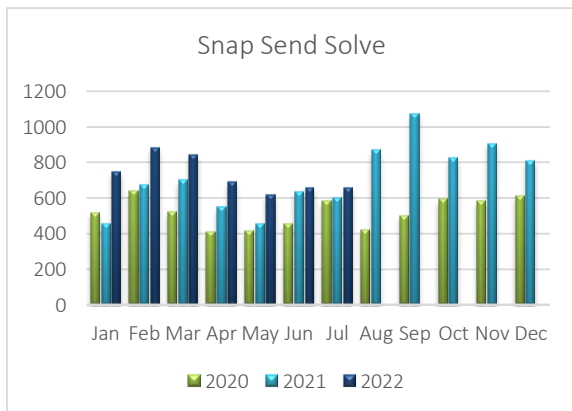
- City Services (866)
- Waste (567)
- Local Laws (494)
- Cashier inbox (385)
- Rates (359)
- Animals (195)
- Town Planning (106)
- Facilities (70)



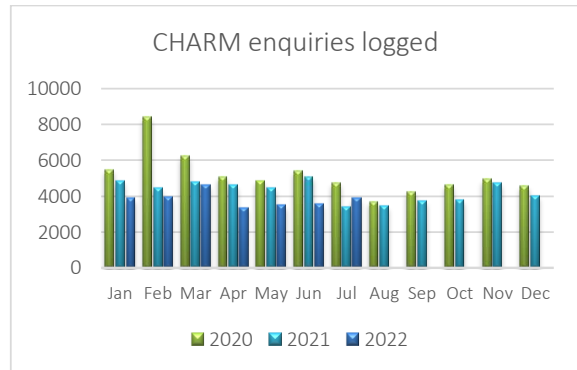


*A recent system change has resulted in a different form of counter statistics. Data has been slightly amended from total counter visits to payment interactions. We are working with Digital Services for an alternative solution.

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.

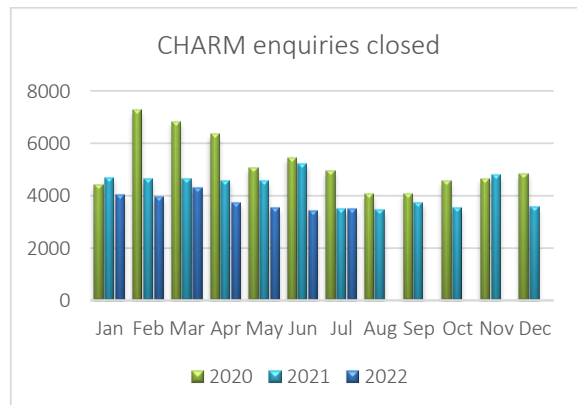


Council's Customer Help and Resolution Management (CHARM) system is used to record customer requests, which are primarily received via phone, Snap Send Solve and email.



Top CHARM requests logged related to the following service areas:

- Garbage (1,309)
- Green waste (262)
- Tree Street (182)
- Dumped rubbish (159)
- Animals (154)
- Recycling (147)



Top CHARM requests closed related to the following service areas:

- Garbage (870)
- Council building maintenance (269)
- Green waste (229)
- Parking (193)
- Street trees (191)
- Local Laws (177)

Financial Management

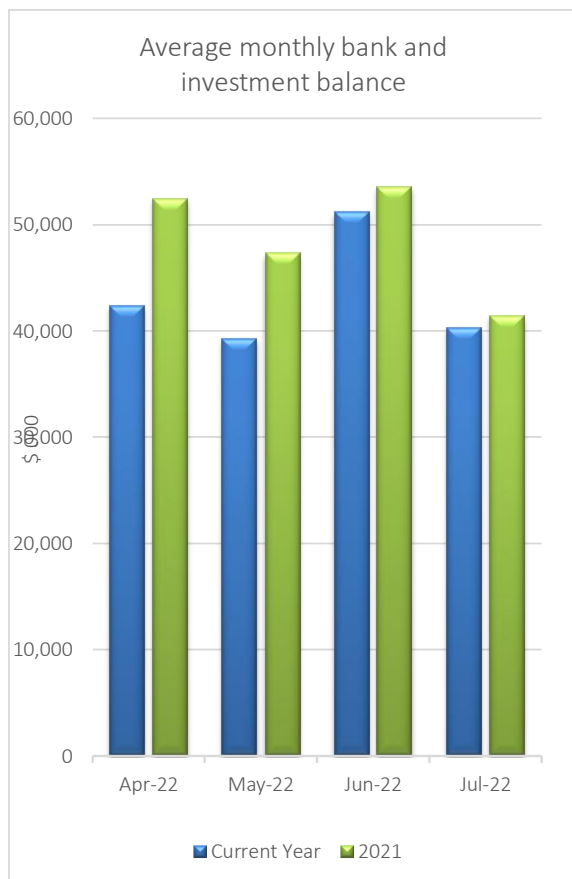


Financial statistics

The average balance of cash and investments during July 2022 was \$39.936 million. This compares to the average balance of \$51.209 million in June 2022 and an average balance of \$39.216 million in May 2022.

The closing balance of cash and investments at the end of July 2022 was \$31.6 million. Compared to \$46.094 million at the end of June 2022 and \$44.799 million at the end of May 2022.

Council investments at the end of July 2022 included cash and at call investments of \$1.6 million and term deposits of \$30.000 million, with an average date to maturity of 159 days and an average interest rate of 1.67 per cent.



The balance of outstanding debtors for July 2022 was \$3.088 million compared to an average balance of \$2.93 million over the last twelve months.

The value of receivables invoices issued in July 2022 was \$1.406 million compared to \$3,137,000 in June 2022.

Amounts outstanding over 90 days at the end of July 2022 total \$581,000 representing 18.8 per cent of total debts.

The most significant debtor groups over 90 days includes capital works and assets, property services and engineering.

The provision for doubtful debts at the end of July 2022 is \$630,000 or 20.3 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 long-term hardship group. Since the start of the financial year there has been no new application approved and 10 accounts have been paid in full.

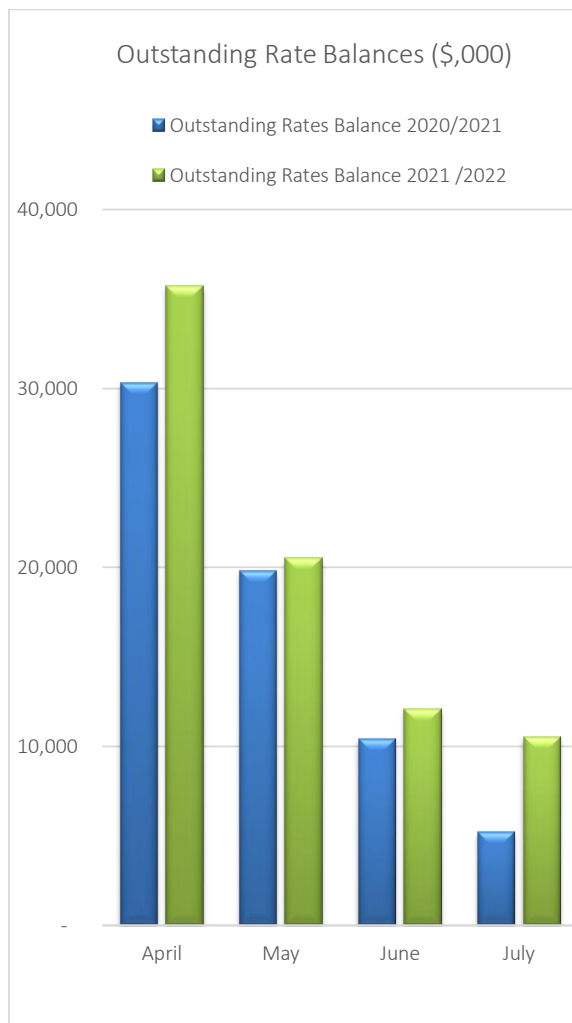
As at 31 July 2022 there were a total of 34 ratepayers, including 18 pensioners, listed on the Council's hardship register. Council has waived \$1,157 in interest charges since the start of the 2022-23 financial year. Council continued to receive regular payments in the month of July and the total amount outstanding as at 31 July 2022 is \$344K. In addition, the COVID-19 pandemic has seen a further 1,391 ratepayers provided with an interest free payment deferral after applying for assistance under Council's Community Support Packages. This equates to outstanding rates being deferred of approximately \$2.528 million.

Revenue statistics



Rates income as at 31 July 2022 was \$10.303 million compared to the year to date budget of \$9.885 million. This is made up of general rates (\$9.259 million), waste collection charges (\$.984 million), supplementary income (-\$5,000), including objections, payments in lieu of rates (\$Nil) and interest on rates (\$65,000). These are offset against the Covid 19 rate adjustment and rate waivers (Nil) and Council rebates (Nil).

The Outstanding Rates Balance as at 31 July 2022 was \$10.527 million. This is made up of general rates (\$10.180 million), pension rebates to be collected (\$Nil) and hardship group (\$347,000).



Procurement



Tenders have been called for the following:

- 2022.11, Customer Relationship Management System (CRMS)
- 2022.12, Hudsons Road BP Spotswood
- 2022.15, Project Portfolio Management (PPM)

The following tenders have been closed and are being evaluated:

- 2022.12, Hudsons Road BP Spotswood
- 2022.14, W.L.J. Crofts Reserve – Landscape and Open Space Works
- 2022.25, Altona Seawall Condition Assessment and Williamstown Beach Coastal Protection and Access Assessment
- 2022.26, 2022 Building Condition Audit

The following contracts awarded under Council resolution:

- N/A

The following contracts have been awarded under financial delegation:

- 2021.41, Event Producer/Production Company has been awarded to Hubcap Productions for \$165,000.00

Enhancing our Community

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

West Gate Tunnel Project



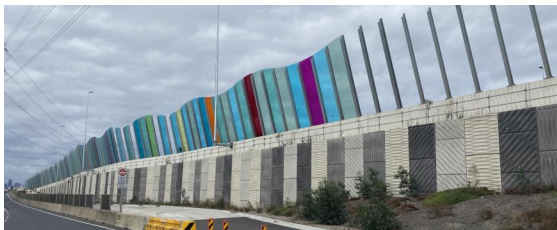
Works on widening the West Gate Freeway and bridge strengthening in Altona North, Brooklyn, South Kingsville, and Spotswood continued through July 2022.



Above: Ongoing works on the Hyde Street ramps in Spotswood

Reinstatement works along the southern freeway verge between The Avenue and Melbourne Road and between Newport Rail and Grieve Parade has commenced and will continue to mid-2023.

Approximately 3,100 of the 3,300 concrete sections of noise wall have now been installed and over 75 percent of acrylic panels have been installed.



Above: Noise walls with acrylic panels

Construction of the shared use path (SUP) along Kororoit Creek has commenced with the path installed between Hosken Reserve and the West Gate Freeway.



Above: New SUP near the Grieve Parade bridge

The twin tunnels between the Maribyrnong River and the West Gate Freeway are being built using two tunnel boring machines (TBMs), with approximately 30 percent of the total tunnel length completed.

West Gate Neighbourhood Fund

As part of the West Gate Neighbourhood Fund 47 community grants and partnership projects have been supported across Hobsons Bay and Maribyrnong municipalities, of these 24 are within Hobsons Bay.

Grants for Round 2 will open soon for not-for-profit community organisations. The grants stream will support community led projects that improve community access and participation.

Level Crossing Removal Projects



Ferguson Street Williamstown

The new North Williamstown Station and precinct works are now complete. Key features of the precinct include the public artwork, seating, a table tennis table, bike storage facilities and landscaped open spaces. The new station has improved facilities, including stairs, ramps and lifts which connect passengers to lowered platforms and allows for all-ability access to trains. Pedestrians can now access the new station via a new signalised pedestrian crossing, and cyclists can securely park their bikes in a new bike Parkiteer.

A four-metre-wide shared use path has also been installed through the precinct, connecting the station with key areas of Williamstown. In addition, artwork featuring Heavy Harry, the largest locomotive ever built in Australia, is on permanent display at North Williamstown Station.

Over 40,000 native plants, trees and shrubs have been planted around the station and surrounding areas, including more than 400 mature trees and over 50 different species of plants.



Above: The new North Williamstown station

Pavilion and Reserves update



Weaver Reserve

The upgrade works to Weaver Reserve in Altona are now complete. The fences will remain for the coming months to allow the grass and new plants to establish.

Weaver Reserve carpark

Final approvals have now been received to construct the car park on Weaver Reserve and construction works have commenced.

These works involve extending the car parking at Weaver Reserve through to Bent Street and to improve the traffic flow along Pier Street. Construction works are scheduled for completion at the end of August 2022.



Above: Weaver Reserve car park plan

JT Gray Reserve

Works are progressing at JT Gray Reserve with the slabs and in-ground services complete. Works have also commenced on the new cricket nets and external storage. The pavilion and associated car park works are due for completion in early 2023.



Above: Completed slab works at JT Gray

Blenheim Reserve

The Blenheim Road Community Park in Newport is progressing well. Key features of the reserve include a new and connected path network, park furniture, picnic shelter, barbeque, public toilet, water feature, play equipment, art items, irrigation and landscaping including advanced tree planting and landscaped areas to provide shade and resting spaces throughout the reserve.

Works currently underway include the installation of custom shelters, drainage, irrigation, play equipment and pathways. Construction is scheduled for completion by the end of September 2022.





Above: Blenheim Reserve custom shelters and pathways

Donald McLean Reserve upgrade

The Donald McLean Reserve development is nearing completion. Works on the open space upgrade are progressing well with the installation of the half basketball court, barbeque, flying fox, swings, and BMX pump track.

The redevelopment project is a partnership with the state government via the West Gate Neighbourhood Fund. The project is scheduled for completion by the end of October 2022.



Above: Donald McLean Reserve

Sporting projects



Council has partnered with Leisure Networks to deliver a strategic Gender Equity program for local sports clubs with the first workshop held on 5 July 2022. The session focused on education, awareness raising and understanding of the issues associated with recognised gender gaps in sport.

The club development session was held on 19 July 2022 to allow clubs to reflect on their current gender equity position, structures and initiatives in place to determine gaps and areas for improvement.

Road and Drainage works



Pier Street Altona (stage 4)

The works on Pier Street in Altona are progressing well with the realigned kerb and channel about to be poured on the western side of Pier Street.

Works will continue into the Pier Street/Queen Street intersection, before crossing over Pier Street. While the intersection works are underway this section of Pier Street and Queen Street will be closed to through traffic. Construction works are scheduled for completion at the end of September 2022.

These works are designed to create safe pedestrian access along Pier Street through the widening of footpaths to accommodate increased pedestrian flows along with the ability for outdoor dining and increased shade cover from trees.



Above: Pier Street plan

Aloha Street South Kingsville

Stage 2 road rehabilitation works are underway in Aloha Street between Greene Street and Stephenson Street. New kerb and channel works including replacement of vehicle crossings are completed with asphalt and line markings nearing completion. All works are expected to be completed by the end of July 2022.

Balmoral Street, Laverton

Road rehabilitation along Balmoral Street in Laverton, between Railway Avenue and the Princes Freeway are currently underway. Works are scheduled for completion by the end of July 2022.

Blenheim Road, Newport

Road rehabilitation works for Blenheim Road, from Mason Street to Woods Street are now complete.



Above: Blenheim Road, Newport

Harris Street and Misten Avenue Altona North

Drainage renewal works at Harris Street and Misten Avenue in Altona North are now complete. The upgrade includes pram crossings, kerb and channel and upgraded drainage.

Altona Foreshore works



Altona Seawall and Shared User Path Upgrade

Altona foreshore is partially closed between Webb Street and McBain Street to allow construction works on a new shared user path and seawall to take place.

Demolition of the old sea wall along with the installation of the footings for the new sea wall is complete. Works are currently underway on the bluestone capping. Footpath works will shortly commence to align with the completion of the seawall by the end of August 2022.



Above: Aerial image of the seawall works

Local Area Traffic works



Bicycle Connectivity and Pedestrian Facilities Improvement Project

Installation of a new roundabout at Fifth Avenue, Altona North, and modifications for existing roundabouts at Leslie Street/Maddox Road, and McIntosh Road are now complete.

Installation of a new pedestrian crossing between Third and Fourth Avenue along with line marking is scheduled for completion by the end of July 2022.



Above: Recently completed works at Hansen Street Altona North

Asset Plan 2022-32



The Asset Plan 2022-32 was adopted at the 28 June 2022 Council Meeting.

The Plan provides long-term strategic planning for infrastructure assets owned or managed by Council for the next 10 years. The Plan guides the way Council protects public assets to lengthen their lifespan, and to ensure maintenance and renewal of all assets is undertaken.

Other projects



Public Bins Standardisation

The installation of the public bins is progressing well. The bin surrounds have selective openings relating to the type of waste disposed.

These bins are currently installed at Cherry Lake, Altona Boat Ramp, WG Cresser reserve, Altona Foreshore, and the Williamstown Beach area. The bin rollout is scheduled to be completed by the end of August 2022.



Above: Bins along the Altona Foreshore

South Kingsville Community Centre

Works are continuing at the South Kingsville Community Centre and are expected to be completed by mid-August 2022. The works include painting of the building, upgraded signage and landscaping.



Above: South Kingsville Community Centre

Urban Forest Strategy



Green Streets program

The Green Streets program is ongoing for Grace Street Laverton, Hancock Street Altona, and Bayview Street Williamstown. The recent feedback data will be incorporated into the designs. Tree plantings will be undertaken prior to the end of October 2022.

Green Schools program

A 'trees for schools' program has been introduced to supply up to 10 schools with 50 trees and shrubs for planting on their school grounds. An Expression of Interest has been provided to all primary and secondary schools in Hobsons Bay regarding this program.

Conservation news



Planting in the Woodland area

The woodlands area of Truganina Park opposite Laverton Creek is a degraded patch dominated by Mahogany Gum (*Eucalyptus botryoides*). While this area does contain high conservation values currently there is a large number of woody and grassy weeds as well as a network of tracks created by park visitors.

Council is in the process of consolidating these tracks to 2-3 main paths to protect the native vegetation and provide safer access for park users. The team has been enhancing the area by planting understorey shrubs and trees such as Drooping Sheoak, Banksia Marginata and Common Boobialla. Over 5000 trees are expected to be planted in this area.



Above: New signage at the Laverton Creek estuary



Above: Woodland area

Laverton Creek estuary

The Conservation team was successful in securing a Port Phillip Bay Fund grant provided by the State government for the Laverton Creek estuary – Migratory Shorebird Protection. Works included improving controlled access, interpretation signage, habitat management – weed control and revegetation. These works aim at providing nature-based experiences, raising awareness of our local biodiversity, and improving habitat values.

Conservation events

On 3 July 2022, an Open Day with guided tours was held at the Truganina Explosives Reserve.

The Conservation rangers and the Friends of Newport Lakes hosted a community planting event on 10 July 2022 at Newport Lakes where 440 indigenous grassland species were planted. This will provide the understory which was typically found in Box-Ironbark Woodlands prior to European settlement.

On 17 July 2022, the Friends of Greenwich Bay and the rangers conducted a community planting event at Sandy Point Nature Reserve. 150 ground cover plants and shrubs were planted to increase cover for local wildlife and to help provide protection from erosion along the shoreline.

The Conservation Ranger and the Friends of Williamstown Wetlands held a preparation for planting event at the Rifle Range Reserve in Williamstown on 18 July 2022. The event is designed to make the scheduled Friends group National Tree Day planting in August 2022.

The Hobsons Bay Wetlands Centre and the Conservation rangers conducted a planting event on 30 July 2022 at Truganina Park. Around 240 indigenous grassland species were planted to compliment some of the overstory plants recently planted as part of the Urban Forest Strategy.

On 31 July 2022, the Conservation team hosted a planting activity to coincide with National Tree Day. Each year this event attracts approximately 200 local community members. This year the event was held at the Altona Coastal Park.



Above: National Tree Day signage

Habitat Protection Fencing

The Paisley-Challis wetlands fence that runs along Maddox Road is being replaced.

Two new habitat protection fences at the Altona Coastal Park are nearing completion. These fences will protect vital saltmarsh habitat that is already existing on site and tree plantings which form part of the grant funding from DELWP's Cooler, Greener West Program.



Above: Altona Coastal Park

Better Places Project

What is Better Places?

It is a new way that Council designs and delivers projects, thinking in terms of overall 'places' rather than individual 'pieces'.

To create a great place, you have to think about the place as a whole, understanding and enhancing the things that make it special and knowing the elements needed to make the place better into the future. Fundamentally driven by community... for the community.

The success of Better Places is actively involving the community to help shape the places they live in and use. Feedback and ideas gathered during multiple stages of community consultation informs the development of a 'Place Guide' that includes practical on the ground projects and initiatives the community have asked for, and that community wants and needs.

The Better Places model is focused on a design-led and place-based approach to projects. It helps provide a clear vision and understanding of the elements required to make better places and therefore provides better outcomes for the community. It is about an approach where the whole "place" is considered and driven by a community vision for the suburb.

The Better Places Project is a unique program which provides an opportunity for the community to actively participate in helping shape the future direction of their suburb. To date, two Place Guides for Laverton and Spotswood / South Kingsville have been completed and are progressively being implemented.

What are the things that make a place great?

Better Places creates a shared community vision that captures the values and aspirations of the people who live, work and play in the place and then undertakes real projects and improvements that bring the vision to life.

Better Places happens in stages

- Stage 1 – Community consultation – Love, Change and Ideas
- Stage 2 – Community consultation of draft vision, principles and project ideas
- Stage 3 – Consultation on draft Place Projects
- Stage 4 – Consultation on draft Place Guide
- Stage 5 – Place Guide presented to Council for endorsement
- Stage 6 – Better Places projects implementation

Laverton was the first suburb to experience the Better Places model.

The **Laverton Place Guide** was endorsed by Council in September 2020. The Place Guide provides a summary of the visioning process undertaken, the community input/key findings and sets out the projects and improvements that will be undertaken into the future. The Place Guide is the guiding framework which future projects will evolve and be delivered from.

Council officers have recently consulted with community on the following:

- **Project 3, LOVE LAVERTON PARKS - [Woods and Lohse Street – Public Realm Revitalisation](#)** - What do you love about Woods and Lohse Street and/or what would you like to change?
- **Project 4, BETTER VILLAGES - [Aviation Road Master Plan](#)** - seeking community feedback to better understand the specific needs and wants of the local community before further development of the Masterplan. Discussions and feedback will also be sought directly from traders within this space.

Community feedback is being reviewed and will inform the next stages.

Eleven of the twelve Better Places Laverton Place Guide projects have progressed, these include:

- **Project 2, GREEN STREETS LAVERTON** – Council is planting 240 trees within Laverton streetscapes this planting season.
- **Project 3, LOVE LAVERTON PARKS** – Works completed at Frank Gibson, Beverly Anton and Whittaker Avenue Reserves. Works underway at Henderson Street and Bladin Street Reserves with Dick Murdoch Reserve also set to be completed this year that includes a 40m flying fox, scooter track and new playground.
- **Project 12, LOVE LAVERTON FOCUS GROUP** – since the groups inception in November 2021 members have grown in confidence and knowledge of Local Government across the four meetings that have occurred. The next bi-monthly meeting is scheduled for Monday, 25 July 2022.



Above: Frank Gibson Reserve



Above: Dick Murdoch Reserve new playground works



Henderson Street Reserve

Works have kicked off at Henderson Street Reserve. The upgrade will include a new playground with a nature play focus, a new barbeque area and seating. The project is on track for completion by the end of August 2022.

Road Rehabilitation Projects

Council is delivering a number of projects for Better Places Laverton, including Ascot Street, Balmoral Street and Grace Street Laverton. The works include the renewal of kerb and channel, minor footpath works and a new sealed surface and is expected to be completed by the end of July 2022.

Spotswood and South Kingsville Place Projects

The [Better Places Spotswood + South Kingsville Place Guide](#) was endorsed by Council on 12 October 2021.

Implementation has progressed with Council recently consulting on the following projects:

- **Project 1**, A GUIDING VISION – [Draft Spotswood Activity Centre Structure Plan](#).
- **Project 10**, LOVE OUR PARKS – [Mary Street Reserve Landscape Improvement Plan](#).
- **Project 6**, THE GREEN LINE – Preliminary concept development underway focusing on the east-west alignment and Hall Street North preliminary concept development ([GreenLine](#)).
- **Project 5**, STREETS FOR PEOPLE – implementation of a [40km trial](#) within a precinct in Spotswood.

Council officers are currently reviewing community feedback which will inform the next stages.

Below is a summary of notable project progress:

- **Project 3**, HIDDEN HISTORIES – Following community consultation, Council Officers have compiled community feedback. The project will be launched during late 2022.
- **Project 9**, GREENING YOUR NEIGHBOURHOOD – Existing Street tree vacancies have been assessed and are being planted this year. Further projects for increasing canopy have also been identified.
- **Project 15**, LOCAL LEADERS FOCUS GROUP – The group held its first meeting on 14 February 2022 with the next meeting scheduled for Monday, 8 August 2022.

Below is a summary of the progress that has been made on some projects:

- **Project 3:** Hidden Histories – Following the community consultation Council officers are reviewing the community feedback.
- **Project 9:** Greening your Neighbourhood – Existing street tree vacancies have been assessed in preparation for the upcoming planting season.
- **Project 15:** Local Leaders Focus Group – The group has been established and had its third meeting in June.



Above: impression of The GreenLine providing direct active transport connection to the train station

*Concept only – generated to help stimulate discussion and will evolve with community input and ongoing design

Brooklyn & Altona North

Nine Community Ideas helping create Better Places in Brooklyn and Altona North

Safer and more accessible spaces for young people, a new 'heart' for Altona North and Oxygen Forests are some of the ideas proposed in the draft Better Places Brooklyn and Altona North Place Guide.

The projects listed in the draft Place Guide aim to improve the liveability and amenity, making Brooklyn and Altona North more walkable, bike-friendly, providing opportunities to celebrate and strengthen the cultural diversity of the area whilst bringing the different parts of the community closer together.

The draft Place Guide focuses on three themes based on the previous stage of community consultation being:

THEME 1 improving the liveability and amenity of the area

THEME 2 creating a place that is easier and safer to move around

THEME 3 bringing the community closer together.

Visit [draft Better Places Brooklyn and Altona North Place Guide](#) for further information and help make it happen (open for feedback until 27 July 2022).



Above: Former Princes Highway bluestone bridge over Kororoit Creek, Brooklyn

Image credit: [Walking Maps](#)



Better Places Seabrook and Altona Meadows



Above: Homestead Run Reserve, Seabrook

The [Better Places Seabrook + Altona Meadows](#) Stage 1 consultation recently concluded where the community shared what they LOVE, what they want to CHANGE and what their IDEAS are for these two suburbs in the future. Feedback was gathered from a household survey that was delivered by mail to all residents in Seabrook and Altona Meadows, plus an online survey was available and drop-in sessions were held at Bruce Comben Reserve and Homestead Run Reserve.

The feedback from Stage 1 is currently being collated and will be used to inform a draft vision for the future of the two suburbs as informed by direct community voices. Stage 2 Consultation on draft vision, principles and project ideas is due to open in September 2022.



Minutes – Audit and Risk Committee Meeting

Meeting held on Wednesday 25 May 2022 at 10:15am

Via Teams Meeting

Voting Members:

Lisa Tripodi	Independent Member – Interim Chair
John Watson	Independent Member
Iqbal Halim	Independent Member
Cr Pamela Sutton-Legaud	Councillor
Cr Jonathon Marsden	Councillor

In Attendance:

Cr Peter Hemphill	Mayor
Andrew McLeod	Acting Chief Executive Officer
Diane Eyckens	Acting Director Corporate Services
Julie Brne	Acting Manager Corporate Integrity
Hamish Munro	Chief Financial Officer
David Hayden	Financial Accountant
Magali Theunissen	Risk and Emergency Management Advisor (Minutes)
Graham Noriskin	Executive Director – Pitcher Partners
Richard Wilson	Senior Manager – Pitcher Partners
Neville Smith	Coordinator Property and Insurance (Item 10.1.2)

Procedural matter: Election of Audit Committee Chair

Andrew McLeod, Acting Chief Executive Officer, called for nominations for the Chair of the Audit and Risk Committee in accordance with Clause 3 of the Audit and Risk Committee Charter.

On behalf of the whole committee, John Watson recommended nominating Lisa Tripodi as an interim Chair but acknowledged that this would require an amendment to the Charter. This motion was approved by the Committee.

John Watson noted Clause 3 of the Audit and Risk Committee Charter states that an appointed Chair of the Audit and Risk Committee can only sit for 3 consecutive years and given that Lisa Tripodi has already completed her third term in 2022 an amendment to the Charter would be required and a Council resolution would be required to endorse this amendment and the appointment of the Chair.

Action Required	By
In accordance with the provisions of the Audit and Risk Committee Charter, preparation of a Council report seeking formal endorsement of Council to amend the Audit and Risk Committee Charter and the appointment of Lisa Tripodi as Chair for the remainder of 2022	Andrew McLeod

1. WELCOME

The Interim Chair welcomed all those present and acknowledged the Bunurong People of the Kulin Nation as the Traditional owners of this land.

2. APOLOGIES

Cr Peter Hemphill

Cr Pamela Sutton-Legaud (left the meeting at 11:54am)

Graham Noriskin (left the meeting at 11:57am)

3. LEGISLATIVE COMPLIANCE

3.1 Conflicts of Interest

Nil items

4. CONFIRMATION OF MINUTES

The minutes of the meeting held on 23 February 2022 were confirmed by the Audit and Risk Committee with no amendments.

5. ACTION ITEMS

The Audit and Risk Committee reviewed and noted the Action Item listing.

Action Required	By
To update the Action Items listing accordingly	Magali Theunissen

6. AUDIT AND RISK COMMITTEE WORK PLAN

The Committee Work Plan was taken as read.

The Audit and Risk Committee noted the Work Plan.

7. CONTROL FRAMEWORK

7.1 Chief Executive Officer's update

The report was taken as read, with the Acting Chief Executive Officer noting that the Council+ program will be launching on 26 May and 27 May 2022 and that Committee members were updated on the budget.

There were 65 public submissions. 10 submitters will be presenting to Council on 31 May 2022.

The Audit and Risk Committee noted the Acting Chief Executive Officer's update.

7.2 Outstanding Audit Recommendations

The recommendations 7.2.1 to 7.2.4 were taken as read.

Iqbal Halim questioned the process to close out an action item on the Audit Action Register. Andrew McLeod detailed the validation process before an action was closed out.

Richard Wilson stated that the validation audit is not specifically noted in the audit plan but that it will be built into the forward plan annually.

7.3 Implementation of the Local Government Act 2020

The report was taken as read.

The Audit and Risk Committee noted the Implementation of the *Local Government Act 2020* progress update.

7.4 Enterprise Digital Strategy – progress update

The report was taken as read.

The Audit and Risk Committee noted the Enterprise Digital Strategy progress update.

Andrew McLeod noted that the Digital Strategy will go live in the first week of July 2022.

John Watson proposed an external review of the external and internal spend on the Digital Transformation Project. The Committee agreed that the review would support the decision making and transparency of this project.

Action Required	By
External review on the external and internal spend of the Digital Transformation Project	Andrew McLeod and Richard Wilson
Provide actual external and internal expenditure of the project between 30 June 2020 - 30 June 2022 and the budget for the next three years	Andrew McLeod

8. EXTERNAL AUDIT

8.1.1 Audited Financial Report 2021-2022 Update

The report was taken as read, with Hamish Munro highlighting that the results in the quarterly report to Council may be better than initially forecasted due to the conservative forecasting approach of officers and managers.

Hamish Munro informed the Committee that two audits will occur for the first time which will cause significant adjustments to the asset registers, impacting the financials.

Hamish Munro highlighted that there will be a delay in the property asset revaluation for 2022-2023 as Council works with a valuer who has a condition audit scheduled in 2023. Therefore, the business unit will do a desktop review.

The Chair queried the reason for the carry-over. Hamish Munro stated it is due to supply-chain issues around procurement (due to COVID) but Council is still hitting a 90% performance mark.

Hamish Munro noted that discussions with VAGO had commenced and that the approach is consistent with previous approaches. There has been no adjustment to accounting standards.

8.1.2 VAGO Audit Strategy Memorandum for the financial year ending 30 June 2022 (Final)

The final report was taken as read.

Action Required	By
Circulate the Interim Management Letter out of session for information as soon as received	Hamish Munro
Include the Interim Management Letter on the August meeting agenda	Hamish Munro

9. INTERNAL AUDIT

9.1 Internal Audit Program update

- Internal Audit Status Report
- Internal Audit Plan 2022 – 2025
- Recent Issues Brief

Richard Wilson provided an update on the changes in the internal audit program. Cyber security and Project Management was brought forward from 2023 to 2022.

In response to a query in relation to addressing climate change risks, Richard Wilson commented that a climate change framework audit will be proposed in future years.

Iqbal Halim enquired about the lack of Health, Safety and Wellbeing reviews in the internal audit plan. Richard Wilson advised that an audit on the OH&S framework was done in 2019-2020.

The Audit and Risk Committee noted the Internal Audit Status Report and the Recent Issues Brief and endorsed the Internal Audit Plan 2022 – 2025.

Action Required	By
Circulate the scopes to the Audit and Risk Committee for submissions out of session	Richard Wilson

9.2 Internal Audit Program – Completed Reports

- Business Function Risk Assurance Gap Analysis

The report was presented by Richard Wilson who noted that there was no overlap identified.

The Audit and Risk Committee noted the Business Function Risk Assurance Gap Analysis.

- Statutory Planning

The report was taken as read.

Arthur Vatzakis joined the meeting at 11.32am, Andrew McLeod welcomed and introduced Arthur Vatzakis to the Committee.

The report was presented by Richard Wilson who noted that the performance statistics are below average but that there is room for many improvement opportunities. A lot of work has been done around the continuous improvement area. Conflict of interest controls will need to be embedded into the Conflict of Interest Policy and procedures.

Arthur Vatzakis noted a continuous improvement framework is in train, hence the milestone approach. The remaining identified items need to be addressed and will be tied to performance reviews.

The Chair stated that the milestone approach will be tracked by the Audit and Risk Committee due to its tight timeframes.

Cr Marsden queried the significant changes to the fees proposed in the draft budget. Arthur Vatzakis relayed it is a measure to stop over-servicing practices and to limit the resource drain in terms of services that are offered (for free).

John Watson recommended to monitor a shift in balance as there may be a risk that big developers will be diverting resources in the organisation which will be on the expense of the people who can't afford the fees.

Arthur Vatzakis clarified that he supports the recommendations in the report.

Cr. Marsden recommended to write in future reports 'agreed to the recommendations and in addition...' to ensure a clear distinction of what is added or subtracted from the recommendation.

Cr. Sutton-Legaud left the meeting at 11.54am.

Graham Noriskin left the meeting at 11:57am.

Arthur Vatzakis left the meeting at 12:04pm.

Action Required	By
Set a clear format for noting in 'agreeance/dissent' in final Audit Reports	Andrew McLeod Richard Wilson

10. RISK MANAGEMENT

10.1 Risk Management update

The report was taken as read.

The Chair recommended that the organisational risk profile breakdown on page 145 of the briefing report is not needed.

Action Required	By
To present two to three risks of the top 10 risks to the Committee by the Risk Owner to gain better understanding of the risk	Magali Theunissen
A demonstration in risk movement should be incorporated to uncover emerging risks, trends and movement	Magali Theunissen

The Audit and Risk Committee noted the Risk Management update and the Risk and Insurance report.

10.2 Occupational Health and Safety Report

Catherine Primis joined the meeting at 12:09pm.

The Occupational Health and Safety report was taken as read.

Iqbal Halim queried how Council plans to incorporate the significant changes in the Worksafe and Occupational Health and Safety which will commence on 1 September 2023.

Catherine Primis stated that the team is aware of the changes which are currently in draft and that they will be implemented into the Council's available programs once they are finalised.

Action Required	By
Provide an implementation plan on the actions to be taken by Council in relation to Worksafe's psychological impact changes in briefing	Catherine Primis
Iqbal Halim to share with Catherine Primis the summary briefing regarding changes in Worksafe legislation	Iqbal Halim

The Audit and Risk Committee noted the Occupational Health and Safety report.

11. EXTERNAL ACCOUNTABILITY

11.1 Quarterly Financial Report – Period Ended 31 March 2022

The report was taken as read.

The Audit and Risk Committee noted the Quarterly Financial Report for the period ended 31 March 2022.

11.2 Cash and Investment Balances

The report was taken as read.

The Audit and Risk Committee noted the Cash and Investment balances as at 30 April 2022.

11.3 Capital Works Quarterly Report

The report was taken as read.

The Audit and Risk Committee noted the Capital Works Quarterly Report – Third Quarter 2021-22.

12. OTHER BUSINESS

Andrew McLeod proposed to alternate future meetings between virtual and in-person.

12.1 Proposed meeting dates – 2023

The Audit and Risk Committee endorsed the proposed 2023 meeting dates.

Action Required	By
Diarise 2023 meeting dates, including in-camera meetings.	Magali Theunissen
In-camera meetings to start at 10:30am	Magali Theunissen
Audit and Risk Committee meeting to commence at 10:45AM	Magali Theunissen
Cr Sutton-Legaud to confirm meeting dates	Diane Eyckens

Cr Marsden thanked Iqbal Halim and welcomed him to the committee.

Cr. Marsden thanked the Chair, Iqbal Halim and John Watson for their informal collaboration outside of the Committee with executives and their delegates.

Diane Eyckens thanked the Chair for her assistance.

The Chair thanked everyone for their contribution.

The Committee recorded their acknowledgement and appreciation of Terry Richard's valuable work and contributions during his term.

13. NEXT MEETING

The next meeting will be held on 31 August 2022.

The meeting closed at 12:17pm

Audit and Risk Committee Charter

November 2021

Acknowledgements

Council acknowledges the peoples of the Kulin Nation as the Traditional Owners of these municipal lands and waterways and pays respect to Elders past and present.

The Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

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1. Background

The Hobsons Bay City Council Audit and Risk Committee is an independent Committee of Council, appointed by Council pursuant to Section 53 of the *Local Government Act 2020*. The Act states that the Audit and Risk Committee is not a delegated committee, as defined by the Act.

The Audit and Risk Committee Charter has been developed having regard to 'Audit Committee - A Guide to Good Practice for Local Government', January 2011 issued by the Minister of Local Government and the Victorian Auditor General's report 'Audit Committee Governance' of August 2016 (including the Standing Directions of the Minister for Finance 2016).

The Charter sets out the Audit and Risk Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

The primary objective of the Audit and Risk Committee is to provide confidence in Council to fulfil its corporate governance responsibilities through the oversight of Council's accounting and financial reporting practices, management of risk, maintenance of a reliable system of internal controls, operation of good governance and fostering a culture of sound organisational ethics.

The Audit and Risk Committee will contribute to and report on the continuous improvement activities made by the actions of the Committee to Council.

The Audit and Risk Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibilities. The Audit and Risk Committee does not have any management function and is therefore independent of management.

Part of Council's governance obligations to the community requires that Council has constituted an Audit and Risk Committee to provide the Council with guidance, advice and opinion on:

- Financial and performance reporting
- Compliance of Council policies and procedures
- Risk management and fraud prevention systems and controls
- Council's internal and external audit functions
- Communication and the relationship between the external auditor, internal auditor, management and Council; and various matters within the Charter in order to facilitate effective and well governed decisions by the Council

The internal, external auditors and other assurance providers support the Audit and Risk Committee by providing independent and objective assurance on internal corporate governance, risk management, internal controls and practical compliance strategies.

An Audit and Risk Committee work plan is established and reviewed annually to ensure the Committee effectively discharges its responsibilities in a planned and targeted manner consistent with Council's identified risk appetite.

2. Authority

The Audit and Risk Committee is an independent committee of Council, formally appointed by Council pursuant to Section 53 of the *Local Government Act 2020*. Council authorises the Committee within its scope of responsibility to:

- Perform activities within the scope and intention of this Charter
- Request the attendance of Senior Council officers at meetings as appropriate
- Request through the CEO access to members of the management team, employees and relevant information as required
- Oversee the performance of the external auditor
- Meet in private without the attendance of management
- Request assistance to obtain necessary legal, accounting or other professional advice through the officer designated by the CEO
- Make formal recommendations to the Chief Executive Officer within the scope of the Committee where identified matters require a heightened level of focus or resource

3. Membership

The Audit and Risk Committee will be comprised of five members as follows:

- Three (3) suitably qualified independent members
- Two (2) Councillors

Pursuant to Section 53 of the *Local Government Act 2020*, the Chair of the Audit and Risk Committee must not be a Councillor of the Council. The whole Committee will recommend appointment of the Chair to the Council. Only the Council can formally appoint the Chair, which will be subject to a formal resolution at a Council Meeting. The Chair of the Committee shall be appointed annually ~~and may only chair meetings for three years consecutively.~~

The Chair of the Audit and Risk Committee shall have a casting vote on occasions where there is an equal number of votes on a matter. In the absence of the appointed Chair from a meeting, the Committee will appoint an acting Chair from the independent members present.

A quorum is no less than three (3) members comprising two independent members and at least one Councillor member.

All members have full and equal voting rights on all matters considered by the Committee unless a member is unable to vote due to a conflict of interest. Resolutions shall pass on a simple majority vote, or where no vote is taken, at the discretion of the Chair.

The Chief Executive Officer, Director Corporate Services, Chief Financial Officer (Council's Principal Accounting Officer), the Manager of Corporate Integrity (Legal Counsel) and the Internal Auditor (once appointed) are not members of the Audit and Risk Committee but should attend meetings in an advisory capacity.

The Mayor of the day and any Councillor are welcome to attend as non-voting attendees and ask questions of the Audit and Risk Committee, the Chief Executive Officer or the management representatives in attendance.

In circumstances where a formal quorum of the Committee is not reached, any Councillor in attendance at the Audit and Risk Committee may proxy for an absent Audit and Risk Committee Councillor member to enable the meeting to progress.

In such circumstances, the Councillor acting as a proxy member will have full voting rights throughout the remainder of the meeting.

Attendance and participation by a member of the Committee can be undertaken via online media with agreement by the Chair.

4. Terms of Appointment

Independent Members

The appointment of external independent members shall be made by Council following a public advertisement process, through electronic job boards, Council's website, and through local and/or statewide newspapers as applicable.

The applications for membership will be assessed against appropriate criteria. The criteria will fall within the areas of:

- level and breadth of senior business, management, finance and accounting, legal and/or audit experience
- level of familiarity in relation to local government operations, financial reporting and auditing requirements, risk management and corporate governance
- previous Audit and Risk Committee experience
- appropriate qualifications
- the existing mix of skills and experience of the remaining Independent Audit and Risk Committee members

The selection panel for appointment to the Audit and Risk Committee will consist of the Mayor, the Chief Executive Officer (or delegate) and the nominated Councillor members of the Audit and Risk Committee. A recommendation for appointment of an external Independent Committee member will be endorsed by a resolution of Council.

Independent members shall be appointed for a term of three (3) years. The term of each member should be arranged so that there is an orderly rotation of membership to ensure the retention of knowledge and historical context.

At the conclusion of the independent members first three-year term, existing members will be eligible to apply to be reappointed at the discretion of Council for a second three-year term. Independent members can only serve for two consecutive terms unless otherwise determined by Council resolution. Where necessary, an independent member may be asked to continue beyond their term for a short period of time to assist with the transition of knowledge.

In the event the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard if that member so requests.

Remuneration will be paid to each independent member of the Audit and Risk Committee as set by Council. The remuneration shall be based on a set fee per meeting with an additional amount paid to the Chair.

No less than once every Council term (4 years), the fee paid to Independent Members will be benchmarked against no less than five other like councils to provide the Council with the information required to fully review fees.

Councillor members

The Councillor members of the Audit and Risk Committee shall be appointed annually by Council at its 'Council and Community Committees and Groups – Appointment of Delegates and Proxies' meeting.

The term of the Councillor member to the Audit and Risk Committee shall be for a one-year term, and may be appointed by Council for further terms.

5. Meetings

Conduct of meetings shall be consistent with Council's Governance Rules, or at the discretion of the Chair.

The Committee shall meet a minimum of four times per year. A schedule of meetings and an annual work plan will be developed and agreed to by the members.

Meetings will be arranged to coincide with the Council meeting cycle and reporting deadlines, in particular the finalisation of the Annual Financial and Performance Statements and the Draft Annual Report to the Minister for Local Government.

Should additional meetings be deemed necessary by the Audit and Risk Committee, the Audit Committee Chair shall write to the Chief Executive Officer requesting the establishment of an additional meeting. Approval for such a request will not be unreasonably withheld.

Members of the Committee are expected to attend every meeting of the Committee.

The agenda and supporting documentation will be circulated to members of the Audit and Risk Committee at least one week in advance of each meeting.

The minutes will be presented to the Council following the Audit and Risk Committee Meeting.

Council shall provide administrative support to the Audit and Risk Committee.

The following requirements shall apply to all meetings of the Committee:

- Other Councillors may attend meetings in an observer capacity
- The Committee may invite, permit or request any person/s to attend Audit and Risk Committee Meetings, as it deems necessary
- The Chief Executive Officer, Director Corporate Services, Chief Financial Officer and the Manager of Corporate Integrity will represent the organisation and attend all meetings
- Other Council staff may be invited to attend at the discretion of the Committee or Chief Executive Officer to advise and provide information when required
- Council staff and Councillors who are not members of the Committee will not have a right to vote and may be excluded from meetings when votes are taken or as required by the content
- The internal auditor (as appointed by the CEO) should attend all meetings where internal audit reports are presented or as requested by the Committee, except when the Committee chooses to meet in-camera
- The external auditor (as appointed by the Victorian Auditor General (VAGO)) should attend the meeting when the annual financial accounts and external audit management reports are considered and at other meetings as appropriate
- The Audit and Risk Committee Members, Chief Executive Officer, internal or external auditor may request to meet in-camera at the convenience of the Committee

- Any party related to the business of Council may be invited to make presentations to the Committee as appropriate
- The Committee will meet at least once annually with the external and internal auditors (separately) without management present

6. Performance

The Audit and Risk Committee must undertake an annual assessment of its performance against the Audit and Risk Committee Charter and provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting. This evaluation will be administrated via a combination of self-assessments by the Audit and Risk Committee members, and assessment by the Chief Executive Officer, the internal auditor and other regular attendees of Audit and Risk Committee Meetings.

The assessment will be undertaken via the administration of an anonymous questionnaire examining Audit and Risk Committee effectiveness, culture, collaboration, Audit and Risk Committee Chair performance and overall contribution to the performance and continuous improvement of Council.

The summary results of the evaluation will be included in the Audit and Risk Committee Minutes at least annually. If the performance is unsatisfactory then the Chief Executive Officer will request that the Committee devise a plan and provide it to Council as to how the shortfalls could be remedied.

7. Insurance

Members of the Audit and Risk Committee are covered by Council's insurance policies whilst engaged in the business of the Committee. The Council will indemnify and keep indemnified each independent member of the Committee against all actions and claims whether arising during or after their term of appointment in respect of anything necessarily done or reasonably done or omitted to be done in good faith –

- a. In the performance of a duty or function or the exercise of any matter under the Act, regulations, a local law or this Charter
- b. In the reasonable belief that the act or omission was in the performance of a duty or a function or the exercise of a matter under the Act, regulations, a local law or this Charter

8. Conflict of Interest

In accordance with Section 130 of the *Local Government Act 2020* members of the Audit and Risk Committee will be required to disclose all conflicts of interest and will not be eligible to vote on a matter or attend the part of the meeting at which the subject of the conflict will be considered.

Members of the Audit and Risk Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper disclosure of any conflicts of interest as and when they may arise.

Members of the Audit and Risk Committee must be fully aware of the statutory definitions of a general conflict of interest or a material conflict of interest. These definitions are specifically set out in sections 127 and 128 of the Act.

Failure to comply with the provisions of the Act with regard to conflicts of interest may result in the member's appointment being terminated.

9. Reporting

The Audit and Risk Committee is required to:

- a. Prepare a biannual Audit and Risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations
- b. The Audit and Risk report must provide details of all continuous improvement actions that have been taken as a result of the Committees oversight
- c. Provide a copy of the annual assessment and the Audit and Risk Report to the Chief Executive Officer for tabling at the next Council meeting

The Audit and Risk Committee shall after every meeting forward the minutes of that meeting to the next Meeting of Council.

The Hobsons Bay City Council Annual Report will contain information on Audit and Risk Committee membership, number of meetings held, attendance record, audit processes and results of works completed by the internal and external auditor.

The Audit and Risk Committee shall report to Council on any matters of significance as determined by the Audit and Risk Committee.

The Audit and Risk Committee Chair shall attend a Councillor Briefing once a year to:

- report on the Audit and Risk Committee performance and progress
- recommend approval of the Internal Audit Program for the coming year and
- summarise the activities of the Audit and Risk Committee during the previous financial year

10. Confidentiality

All Committee members are expected to be aware of their responsibilities with regard to the confidentiality of information about Council's affairs pursuant to section 125 of the Act and will be required to sign a confidentiality and non-disclosure agreement at the commencement of their appointed term. Failure to comply with the provisions of the Act or the signed confidentiality and non-disclosure agreement may result in, but not be limited to, the member's appointment being terminated.

Breaches of the confidentiality and non-disclosure agreement may result in Council seeking advice which may result in Council taking legal action against a member of the Audit and Risk Committee who has breached the requirements of this agreement should such a breach cause damage to reputation or financial loss to Council.

11. Duties and Responsibilities

The primary accountability of the Audit and Risk Committee is to assist Council to fulfil its responsibilities in relation to the Council's accounting policies, risk and performance management, internal control systems, internal audit function and financial reporting practices. This is to be done in a collaborative and constructive manner, fit for the purposes of ongoing continuous improvement of Council's operations and governance activities.

The duties of the Audit and Risk Committee include:

a) External Audit

The Audit and Risk Committee will:

1. Review the external auditor's proposed audit scope and approach to be applied each year in light of Council's present circumstances and changes in regulatory, legislative and other requirements
2. Review with the external auditor Council's draft annual financial statements focusing on:
 - accounting policies and Approved Accounting Standards
 - changes to accounting policies and Approved Accounting Standards
 - significant adjustments to the financial statements (if any) arising from the audit process
 - compliance with accounting standards and other reporting requirements of financial and non-financial information
 - significant variances with explanations from prior years
3. In conjunction with the external auditor, review Council's Draft Performance Statement and consider the results in the context of the quarterly reports received throughout the year challenging any unusual or unexpected results
4. Discuss and review with the external auditor issues arising from the audit including all Management Letters issued by the auditor for completeness and appropriateness
5. Ensure findings and recommendations made by the external auditor and management's proposed responses are received, discussed and appropriately acted upon
6. Meet separately with the external auditor to discuss any matters that the Committee or external auditor believe should be discussed privately. Ensure the external auditor has access to the Committee Chairperson when required
7. Consider the independence of the external auditor in the context of any other services provided to Council. It is proposed that the external auditors would not provide services other than external audit functions
8. Review on an annual basis the performance of the external auditor

b) Internal Audit

The Audit and Risk Committee will:

1. Review the level of resources allocated to internal audit and the scope of its authority
2. Review the strategic three-year rolling plan and annual plan of the internal auditor to ensure that it takes into consideration the risk profile and appetite of Council
3. Review the scope of the internal audit plan and the effectiveness of the function, evaluating whether the plan addresses the following issues:
 - Effectiveness of internal controls over significant areas of risk, including non-financial management control systems
 - Effectiveness of internal controls over key processes relating to revenue, expenditure, assets and liabilities
 - Efficiency and effectiveness of significant Council programs
 - Compliance with legislation, policies, best practice guidelines and contractual arrangements

4. Review progress on delivery of annual internal audit plan
5. Receive, review and approve the scope of work for each proposed audit prior to the audit being undertaken
6. Review reports on internal audit reviews, including recommendations for improvement arising from those reviews
7. Ensure the significant findings and recommendations made by the internal auditor, and management's proposed responses are received, discussed and appropriately acted upon
8. Monitor action by management on internal audit findings and recommendations
9. Review the appropriateness of special internal audit assignments by internal audit at the request of the Chief Executive Officer
10. Consider the independence of the internal auditor in the context of any other services provided to Council; and advise the Audit and Risk Committee of other reviews or services provided by the Internal Auditors in the Internal Audit Status Report
11. Monitor the effectiveness of the internal audit function on an ongoing basis
12. Ensure there are no unjustified restrictions or limitations placed on the internal auditor
13. Meet with the internal auditor annually or as required to consider any matters that the Audit and Risk Committee or internal auditor should discuss privately
14. Review on an annual basis the performance of the internal auditor, and where performance is not considered satisfactory, discuss with Council and management any proposal to undertake a tender process for the appointment of a new internal auditor

c) Financial Reporting

The Audit and Risk Committee will:

1. Review Council's financial position, the receipt of Council's Quarterly Financial Management reports or the monthly financial report whichever is more current and report to Council on any material issues which may require action
2. Review significant accounting and reporting issues including complex or unusual transactions and concerns regarding highly judgmental decisions, recent professional and regulatory announcements and understand their impact on financial reports
3. Review the Annual Financial Report and Performance Statement prior to approval by Council and determine whether they are complete and consistent with the information known to the Committee members and assess whether the financial report reflects appropriate accounting treatments and complies with all relevant standards and regulatory requirements
4. Review with management and the external auditors all matters required to be communicated to the Audit and Risk Committee under the Australian Auditing Standards
5. Monitor the progress of any litigation, claim or contingency which could have a material effect on Council's financial position or operating result
6. Recommend to Council the adoption of the Annual Financial Report incorporating the Annual Performance Statement to Council. Review any significant changes and the reasons for the changes that may arise subsequent to such recommendation but before the Statements are signed

d) Ethical and Statutory Compliance

The Audit and Risk Committee will:

1. Consider the effectiveness of the systems and processes for monitoring compliance with legislation and regulations
2. Obtain regular updates from management about compliance and non-compliance matters of material significance pertaining to ethical, statutory, related party and legal issues
3. Keep informed of the findings of any examination by regulatory or integrity agencies (whether related to investigations at Council or other agencies) and monitor management's response to such findings

e) Risk Management

The Audit and Risk Committee will:

1. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems
2. Review Council's Risk Management Policy and Framework and risk profile
3. Monitor the process of review of Council's risk profile to ensure that material risks are dealt with appropriately
4. Receive status reports on a regular basis from the risk register and actions being taken to manage identified risks
5. Monitor the progress of any significant or material lawsuits facing the Council
6. Monitor the effectiveness of Council's Business Continuity processes and practices, including whether business continuity and disaster recovery plans have been regularly updated and tested
7. Receive an update on the annual insurance program

f) Fraud Control and Compliance

The Audit and Risk Committee will:

1. Review the adequacy and effectiveness of systems and controls for providing a sound internal control framework
2. Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programs
3. Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event
4. Monitor the effectiveness of Council's fraud prevention and detection framework, including any action taken with respect to actual and suspected instances of fraud
5. Consider any subsequent investigation, including the investigation of any suspected cases of fraud
6. Receive status reports of occurrences of fraud (if any)

g) Other Responsibilities

The Audit and Risk Committee will:

1. Consider the findings and recommendations of relevant audits undertaken by the Victorian Auditor General's Office (VAGO), the Victorian Ombudsman, Independent

Broad-based Anti-corruption Commission (IBAC) and other agencies and to ensure Council considers the relevant recommendations

2. Review and consider quarterly performance reports based on Local Government Victoria's Performance Reporting Framework
3. Enquire as to the internal control framework and level of assurance received around the accuracy and completeness of the quarterly performance information reported
4. Perform other activities related to this Charter as requested by Council
5. Undertake an assessment of its performance against the Charter on an annual basis.
6. Report on the Audit and Risk Committee's contribution to continuous improvement

h) Appropriate Behaviour by members of the Committee

Members of the Audit and Risk Committee will:

1. Strive to attend all meetings, sending apologies to the Chair for necessary absences
2. Prepare for the meeting by reading the agenda, papers and any emails before the meeting
3. Talk to the Chair before the meeting if you need to clarify anything
4. Arrive on time. Stay to the end
5. Participate fully in the meeting
6. Listen to what others have to say and keep an open mind
7. Contribute positively to the discussions
8. Try to be concise and avoid long drawn out explanations
9. Help others concentrate on the meeting. Discourage side conversations
10. Have the best interests of the organisation/beneficiaries in mind at all times
11. Draw attention to any potential conflicts of interest that may arise in the meeting
12. Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting
13. Treat all Committee Members with respect and courtesy at all times
14. Not interrupt or speak over another person speaking
15. Direct all questions through the Chair
16. Direct any requests for Council officers to provide information or perform an action through the Chair to the CEO
17. Not criticize, chastise or insult an officer or the Council during the meeting
18. Provide constructive feedback which will not offend, imply incompetence of an officer or humiliate an officer attending the meeting

12. Review of the Audit and Risk Committee Charter

The Audit and Risk Committee will review the Audit and Risk Committee Charter at least once every four years and recommend changes to Council for approval.

13. Document Control

Name	Audit and Risk Committee Charter
Object ID	A3671531
Responsible Directorate	Corporate Services
Document Owner	Andrew McLeod – Director Corporate Services
Date Authorised	November 2021
Review Date	November 2025

Version History

Version Number	Date	Authorised by
1.0	August 2020	Council
2.0	February 2022	Council

Keeping locals local

EPSOM STREET, LAVERTON **AFFORDABLE HOUSING**

Design guidelines | July 2022



 HOBSONS BAY
LANGUAGE LINE
9932 1212

HOBSONS
BAY CITY
COUNCIL 

Council aims to deliver a best-practice affordable housing development, that is socially inclusive, environmentally sustainable, and universally accessible at 7–45 Epsom Street, Laverton. Council purchased the site to deliver housing for the local community. By developing the site, Council is creating local homes for locals to ensure ongoing connections between families and the community.



The masterplan was created in 2018 in response to community feedback on the location of the park and affordable housing at 7–45 Epsom Street, Laverton



What are the design guidelines and why do we need them?

Design guidelines are a set of considerations that will inform the detailed design of a development.

High quality places support the social, cultural, economic and environmental wellbeing of our communities. Good urban design delivers places that are safe, welcoming, healthy, functional and enjoyable. To encourage high-quality design outcomes of 7-45 Epsom Street, Council with a team of experts developed a set of design guidelines.

The guidelines are in addition to the Hobsons Bay Planning Scheme and the Better Apartments Design Standards. The guidelines are not formal approval for any specific development on the site but would be used to guide the design of future buildings on the site.

What is a Planning Scheme?

The Planning Scheme is a detailed legal document containing policies and provisions for land use and development in Hobsons Bay.

The guidelines aim to ensure:



Continued community enjoyment of Curlew Community Park



The development is visually attractive from the street and park



Overshadowing is minimised



The development is safe, accessible and affordable

Structure of the Guidelines

The guidelines are based on five categories:

- General principles
- Built form
- Park and public realm interface
- Pedestrian, cycle and vehicle access and facilities
- Amenity and sustainability



General principles

The general principles set the overarching expectation for the development.

- Dwelling sizes to be primarily 1 and 2 bedrooms
- Provision for flexibility of rental structures and terms to include a mix of occupants
- Affordable housing to be indistinguishable from other dwellings in the community
- Provision of a high-quality urban design response that considers materials and architectural response to ensure integration with its surrounding context
- Density of development to vary appropriately across the site, responding to site opportunities and constraints
- Meet and exceed best practice environmentally sustainable architecture and urban design
- Access for all – universal design principles
- The design and layout of buildings and public spaces are to contribute to providing a safe environment.
- The layout of the site, location of landscaping and siting of buildings and public open space are to maximise passive and active surveillance.
- Designed to promote inclusiveness and equitable use of space within the property and a sense of community
- Integrate the development to complement the park with a positive interface including the provision of passive surveillance and, where appropriate, active surveillance opportunities
- Incorporate environmentally sustainable architecture to reduce operational costs, improve resident wellbeing and building longevity
- Principles of environmentally sustainable design to be employed in the building's siting and orientation to optimise passive environmentally sustainable outcomes.

Built Form

Built form refers to the physical building and its function, shape and configuration.

- Building height and mass is to respond sensitively to the existing scale and grain of the surrounding development. Visual bulk is to be reduced where possible to limit impact on views from the ground
- Northern site: Height to be maximum of three storeys. The built form is to step down in height on the street and park edges
- Southern site: Height to be maximum of four storeys. The built form is to step down in height on the street and park edges
- Transitional heights e.g. two to three storeys to respond surrounding context including park edges and Epsom and Fitzroy Streets
- Minimise overshadowing to park
- Use of acoustic attenuation and setbacks to protect from traffic noises from Princes Freeway (to the south) and freight line (to the north) to be incorporated into building design
- Designed with consideration to the pedestrian overpass (located to the south east of the site)
- Ensure there is a safe, continuous step-free accessible path of travel from the street entrance and parking area to residential lobbies and/or ground floor dwellings
- Provision of accessible, single level living
- Compliance with Clause 55 of the Hobsons Bay Planning Scheme, Urban Design Guidelines for Victoria, Better Apartments Design Guidelines

What is Clause 55?

Clause 55 of the Planning Scheme ensures developments are responsive to the neighbourhood and ensures good amenity for existing and new residents.

- If equipment, such as air conditioners, are installed on balconies, they should be screened and acoustically treated to minimize noise disturbance
- Site services (e.g. water, electricity) are to be incorporated into the design of the building and minimise visual impact on the streetscape (solar panels and other renewable energy initiatives exempted)
- Rooftop services and equipment integrated into the building architecture
- In-built passive design and sustainability measures to maximise building comfort and minimise ongoing costs (particularly cooling strategies via external and internal shading and natural ventilation)
- Sufficient roof space and appropriate orientation/inclination for solar PV panels
- Design for longevity, use of high quality, durable building materials to minimise future maintenance costs
- Floor to ceiling heights in dwellings to be maximised with a minimum of 2700mm for living rooms and bedrooms
- Provision of adequate and secure storage (in line with Clause 55.05 of Hobsons Bay Planning Scheme)
- Generous balcony sizes with preferred 'square' shape rather than narrow 'linear' shapes
- Consideration of history of the site and surrounding area



Park and Public Realm Interface

The public realm interface is how the development interacts with the street, footpaths and Curlew Community Park.

- Utilise opportunities for active frontages to street and park edges to facilitate passive surveillance
- Buildings to be designed to avoid blank walls to the public realm
- Maximise opportunities for passive surveillance of parks and streets
- Accessible pedestrian links between dwellings and park
- Provide safe and secure pedestrian access to the development from the park for residents by creating a pedestrian "address" to the development from the park while protecting privacy of ground floor units
- Each building to have primary street address for deliveries and secure mailboxes
- Boundaries between housing and public park to be clearly delineated to show that Curlew community park remains a public space
- Clear structural delineation between private and public realm with landscape and built form design

Pedestrian, Cycle and Vehicle Access and Facilities

- Provide effective wayfinding signage to encourage safe and efficient pedestrian and cycling movement

Vehicle

- All car parking provision for the development is to be included on the site. Parking to be undercroft or on grade and be sufficient in number to meet the requirements of future tenants
- Visitor car parking spaces and disability parking to be provided on site
- Provision for sustainable transport alternatives
- Provision for electric vehicle charging stations
- Opportunities for car share schemes
- Minimise vehicle access points and conceal parking facilities
- Ensure that vehicular access points are safe and minimise risks to pedestrians and cyclists

Pedestrian

- Promote the use of pedestrian access through the park to the Laverton Station, community hub and other services and facilities in the neighbourhood
- Pedestrian entries should be well lit, visible, safe, easily identifiable from the street and provide a sense of personal address for residents
- Built form to accommodate landscape buffer between park's pathways and ground floor residences

Cycle

- Provide safe, secure and convenient parking and storage for bicycles which is readily accessible for both residents and their visitors
- Promote use of cycle route along Fitzroy Street
- Ensure access points to Fitzroy Street support safe and efficient connections to the shared path network



Amenity and Sustainability

General

- Provide high level of amenity for all dwellings with no differentiation in external appearance between affordable housing and any newly built private dwellings in the neighbourhood
- Provide dwelling types and sizes suitable for a range of tenants of all ages and abilities – from individuals to families
- Designed to maximise environmentally sustainable design principles including but not limited to:
 - Passive design principles to reduce need for heating and cooling
 - Access to natural light
 - Water collection and reuse
- Designed to minimise energy costs to the resident
- Designed to minimise future maintenance costs to the owner

- Designed to incorporate the principles of Universal Design
- Achieve a 4-star green star Design and As Built equivalent rating
- Dwellings to achieve a Livable Housing Australia (LHA) Silver liveability rating
- Maximise passive solar design benefits through orientation of living areas facing north and reductions in east and west window heat loads where possible
- Designed to be adaptive and resilient to climate change impacts
- Ensure heating units are integrated into design and split system condensers are not visible from the public interface.



Energy

- 7-stars average NaTHERS (Nationwide House Energy Rating Scheme) energy rating and minimum 6-stars individual apartments and cooling load to be less than 23MJ/m2
- Solar PV installation that contributes to at least 20% of the energy consumption of the apartments
- Sensor activated public lighting

Waste Storage and Collection

- Provision of waste storage and collection within common area in a location that is not easily visible from the park
- Develop a Waste Management Plan (WMP)
- WMP must comply with the waste and recycling components of the Better Apartments Design Standards and best practice waste and recycling management guidelines for residential development adopted by Sustainability Victoria
- Composting facilities close to any communal garden space

Integrated water management

- Maintain stormwater discharges for the 5-year ARI (Average Recurrence Interval) at pre-development levels
- Rainwater capture and reuse and communal grey water recycling for toilet flushing
- Water efficient fixtures
- Water and energy efficient appliances
- Water efficient gardens
- Minimize/eliminate hard surfaces around the buildings except where deemed necessary for structural integrity

Daylight

- Design to ensure good solar access and avoid the use of borrowed daylight (internal windows that take light from a connected daylit room)
- Design corridors with access to daylight

Acoustic privacy

- Consideration of Acoustic Design Checklist developed for Epsom Street, Laverton ensuring response to reduce noise from adjacent freeway
- Locate active communal recreation areas, parking areas, vehicle access ways and service equipment away from noise sensitive habitable rooms
- Isolate and baffle noise sources
- Locate noise sources such as mechanical plant and other servicing equipment away from noise sensitive habitable rooms and from public spaces
- Acoustic treatments to be in built to address impacts of freeway and rail freight noise
- Conduct a comprehensive acoustical review with consideration to:
 - Adding a second building skin
 - Installing acoustic panels, mechanically assisted natural ventilation

Natural ventilation

- Design for natural ventilation to allow for cross ventilation in dwellings where possible and in corridors to avoid the need for mechanical ventilation

Internal environment quality

- Ensure potential air quality impacts from adjacent Princes Freeway to the south of the site are minimised
- Use low VOC (Volatile Organic Compounds) materials only

Communal space

- Established to manage the future costs of communal services and body corporate fees
- Provide effective wayfinding and orientation for building users, particularly in entry areas, ground floor lobby and the waiting area around lifts
- Look for innovative ways for the design of the building to foster interaction and creation of a sense of community to foster inclusive and equitable space
- Corridor widths and circulation spaces around lift areas to be generous and sufficient for wheelchair access.

Landscape treatment

- Setbacks to street sufficient to allow for meaningful landscaping – e.g. minimum 3.0 to 4.0 metres
- Allow for setbacks in areas to provide space for benches and trees.
- Enhance opportunities to retain existing trees where possible particularly on street edges
- Ensure areas of planting have access to natural sunlight
- Appropriate design for containerised (above ground) landscaping treatments
- Provide for deep soil landscaping where appropriate, to allow for trees and larger vegetation.
- Planting palette complements public park landscaping and is bio-diverse
- Low-maintenance, native and drought tolerant landscaping and planting to be selected. Fruit trees and herbs also to be included in planting palette.
- Maintain or improve the ecological value of the site and reduce urban heat island effect


Local homes for local people

participate.hobsonsabay.vic.gov.au/epsomstreetaffordablehousing

The design guidelines together with more information on the proposed development can be accessed from

participate.hobsonsabay.vic.gov.au/epsomstreetaffordablehousing



PLAN OF SUBDIVISION Under Section 35(A) of the Subdivision Act 1988		EDITION 1	PS812855M		
LOCATION OF LAND PARISH: TRUGANINA COUNTY: BOURKE SECTION: 3 CROWN ALLOTMENT: 3A (PART) CROWN PORTION: TITLE REFERENCE: VOL. 11356 FOL. 752 & LAST PLAN REFERENCE: LOT 2 ON PS405697Y & POSTAL ADDRESS: 7 - 45 EPSOM STREET, LAVERTON, 3028 (at time of subdivision) MGA CO-ORDINATES: E: 303920 ZONE: 55 (of approx centre of land N: 5806640 MGA 94 in plan)		COUNCIL NAME: HOBSONS BAY CITY COUNCIL			
VESTING OF ROADS AND/OR RESERVES		NOTATIONS			
Roads and Reserves vest in the council/body/person named when the appropriate vesting date is recorded or transfer registered. Only roads and reserves marked thus (%) vest upon registration of this plan.		DEPTH LIMITATION: Dose not apply SURVEY: This plan is based on survey. STAGING: This is not a staged subdivision. Planning Permit No.- N/A This survey has been connected to permanent marks No(s). In Proclaimed Survey Area No. Land to be acquired by compulsory process: Land to be acquired by agreement: All the land in this plan is to be acquired free from all encumbrances other than the easements specified on this plan			
IDENTIFIER	COUNCIL/BODY/PERSON				
NIL					
EASEMENT INFORMATION					
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)					
Easements marked (-) are existing easements. Easements marked (+) are created upon registration of this plan. Easements marked (X) are created when the appropriate vesting date is recorded or transfer registered. Easements marked (#) are removed when the appropriate vesting date is recorded or transfer registered.					
Symbol	Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
Vesting Dates & Transfer Registration Dates of Acquired Land					
Land affected	Land acquired by agreement		Land Use Victoria reference of transfers or notifications of vesting dates	Assistant Registrar of Titles Signature	
	Date of registration of transfer				
	/ /				
 <small>ABN: 47 106 810 913 Level 4, 501 Swanston Street, Melbourne, VIC Australia 3000 Phone +61 3 8415 7777 Fax +61 3 8415 7788 Email: victoria@cardno.com.au Web: www.cardno.com/victoria</small>		SURVEYORS FILE REF: V181402-PS812855M-verA PETER SULLIVAN / V181402-PS812855M-verA	ORIGINAL SHEET SIZE: A3	SHEET 1 OF 2	

DRAFT MCCORMACK PARK MASTER PLAN



MCCORMACK PARK MASTER PLAN DRAFT REPORT



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THE PROJECT

The McCormack Park Master Plan has provided the Laverton community with an opportunity to reimagine the park's role in providing a community place that brings people together to socialise, to play and for fitness.

The Hobson Bay Aquatic Strategy 2019 to 2030, approved by Council in July 2019, recommended the replacement of the Laverton Swim and Fitness Centre with a water play and a youth facility for McCormack Park.

The strategy involved a condition assessment of the Laverton Swim and Fitness Centre by a structural engineer. This assessment followed a series of technical reports conducted by Council over the last ten years. The assessment found the facility to be in average condition and nearing the end of its life; and that it is not technically or financially prudent to redevelop the Centre as a modern indoor aquatic and leisure centre.

In response, the Aquatic Strategy reviewed how best to provide aquatic facilities to the western areas of Hobson Bay with a view to providing for the largest number of people living within a 5km primary catchment area (driving distance), with the aim of achieving the necessary 50,000+ people to service a successful and sustainable district sized aquatic and leisure facility. Bruce Comben Reserve in Altona Meadows was assessed as meeting these objectives, whilst Laverton Swim and Fitness Centre site would only service a catchment of approximately 10,000 people. Building the proposed facility at Bruce Comben Reserve is subject to funding, including from other levels of government. The Laverton Swim and Fitness Centre will remain open until the new facility at Bruce Comben Reserve is open.

Council recognised the community sentiment towards the Laverton Swim and Fitness Centre and the role it has played in providing for recreation and fitness in the local community. It is for this reason that a master planning process was launched to seek ideas from the Laverton community on reimagining McCormack Park and understand the types of facilities and services that would encourage future activity in the space.



THE SITE

The master plan is an opportunity to build on the existing uses and park facilities and encourage a greater range of activities and experiences.

McCormack Park is a place that connects people to nature. It is centrally located to the Laverton community and is a place for social and family recreation and gatherings and where people exercise, play and skate.

The park is zoned for public park and recreation (PPRZ) and comprises an area of about 99,470m². The Laverton Creek rambles down the southern border of the park. There are residential areas to the north and south of the park and Laverton P-12 College is located on the north-east border of the park.

The park includes a large play space and skate park for young people and families. The Laverton Creek Trail connects with three bridge crossings, the broader pathway network and the Laverton P-12 College.



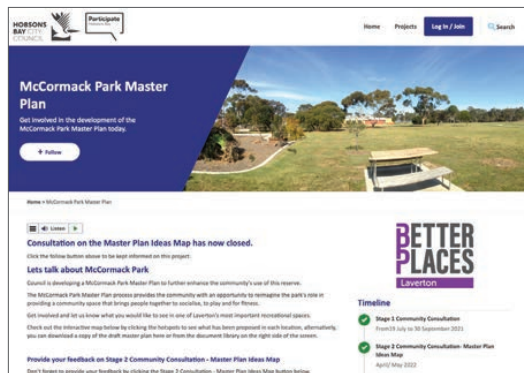
WHAT HAVE WE HEARD?

“The Park has the potential to not just be a standard park, but to be an example of what council and community can do when they work together, share ideas, incorporate technology with nature and utilise local abilities for an improved sustainable outcome” – Respondent.

A two-stage consultation process was conducted for the McCormack Park Master Plan.

Stage 1 Consultation

The first stage of consultation ran for 10 weeks from July to September 2021 and involved surveys, interviews, and drop-in sessions.



There were 940 people that visited the project page on Participate where 81 contributions were made to the online survey. There were a further 85 hard copy surveys received. Overall, 166 community surveys were received from a wide range of community members, most of which were between the age groups of 18 and 39 years.

The community survey was designed to encourage a “possibilities” discussion. To find out what people love about McCormack Park and seek ideas for future activities that will encourage people to use the park more often.

The first stage of consultation found:

- The community love that McCormack Park is a community place for families, children, young people and older adults close to home.
- The park has spacious open green space with established trees, landscape, scenery, wildlife / birdlife and a creek. These natural features offer a connection to nature, a refuge from the urban busyness and a place for restoration.
- It is an active place with kick about space, a play space, walking paths, skate park, picnic and seating areas where people can play, exercise, walk their dog, relax, socialise and meet people from the local community.
- The community want to see a balance between the natural values of McCormack Park with providing active places for all ages and abilities.

The community suggested a range of ideas to achieve this aspiration that were translated into an ideas map for stage 2 consultation.



Stage 2 Consultation

The second stage of consultation ran for four weeks from April to May 2022 and involved seeking community feedback on the ideas map designed in response to the first stage of consultation. Council received surveys, conducted interviews and drop-in sessions.

The map shows how activity areas can be connected, how the natural spaces can be enhanced and ideas for celebrating the history of Laverton Swim and Fitness Centre.

There were 192 people that visited the project page on Participate where 13 contributions were made to the online survey.

The second stage of consultation found:

- The overall sentiment for the ideas map was well received from the community
- There were concerns about the decommissioning of the Williams Road bridge
- Some concerns were raised on the removal of the Laverton Swim and Fitness Centre.

The total number of bridge crossings over the creek is being retained, and the new location provides easy access to the nearby school separate from the on-road crossing at Bladin Street. Opportunities for an informal rock crossing at the Williams Road crossing will be explored during detailed design and in consultation with Melbourne Water.

The concerns about the loss of aquatic and fitness programs in Laverton are acknowledged and will be addressed as part of delivering the proposed facility at Bruce Comben Reserve.



STRATEGIC DIRECTIONS

Council is committed to providing engaging, inviting and accessible play opportunities for all in some of our key public parks.



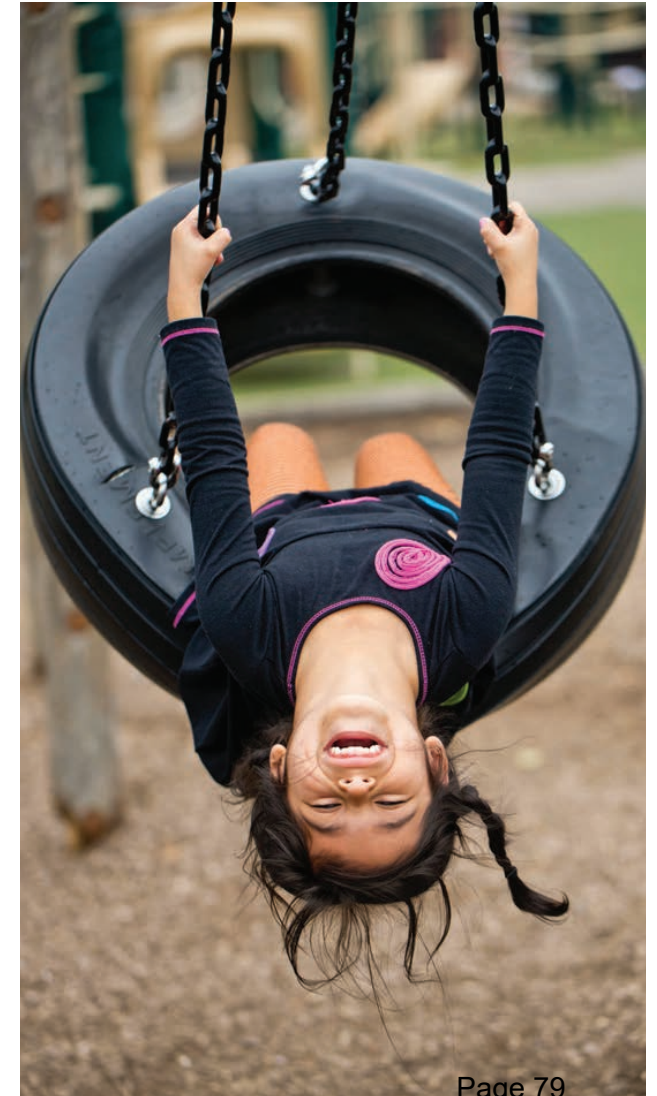
Vision
McCormack Park
is a community
place in nature
that encourages
the Laverton
community to
gather, play and
exercise.

The upgrade of McCormack Park will provide a wide range of recreational opportunities for users with varying levels of abilities. This will be Hobsons Bay's first All Abilities Access play space.

Key Directions

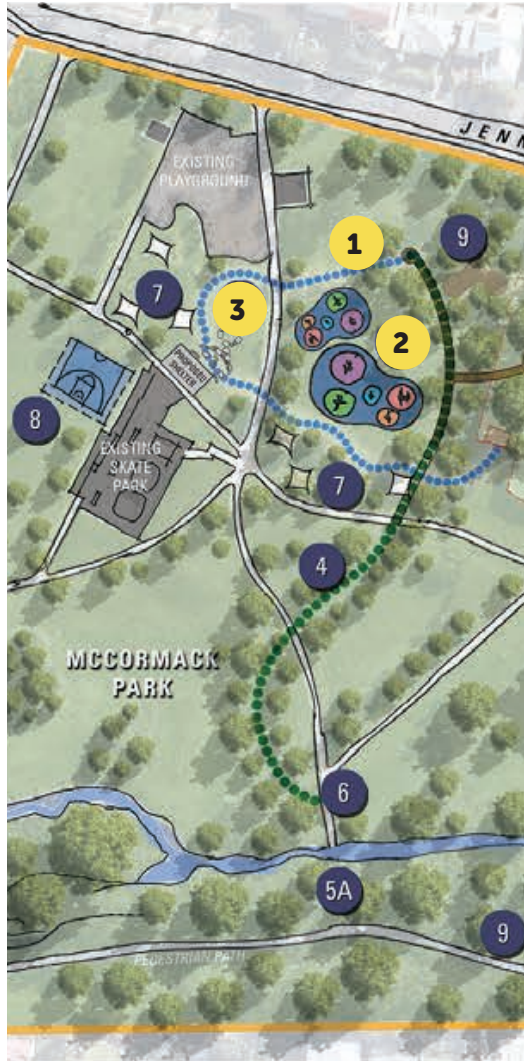
The key directions of the master plan will be delivered in three stages. This is shown in the staging plan.

Estimated capital costs for key directions have been provided to help inform Council's long term financial planning, and funding approaches to State and Federal Government.



Implementation Plan





1 Story Telling River

The story telling river will connect the location of the Laverton Swim and Fitness Centre to the new water play workshop by winding its way past the play space and social picnic areas.

The river will include interpretive signage that celebrates the aboriginal cultural connection to land and country.

Indicative Cost: \$500,000



2 Water Play Workshop

The water play workshop will connect with the story telling river and include water-based play features and sprays, shade sail, a small hut for imaginative play and stepping log course and platform benches that connect with the urban forest area.

Indicative Cost: \$800,000



3 Viewing and Climbing Tower

A tall tower structure that becomes the focal point of the park. The tower would feature a viewing platform at 3m high overlooking the play space and proposed water play workshop; and the ground level section below the viewing platform would incorporate climbing opportunities.

Indicative Cost: \$200,000



4 Bush Trail

A gravel bush trail within an urban forest area. The bush trail will encourage people to immerse within nature and connect with the creek and open space areas.

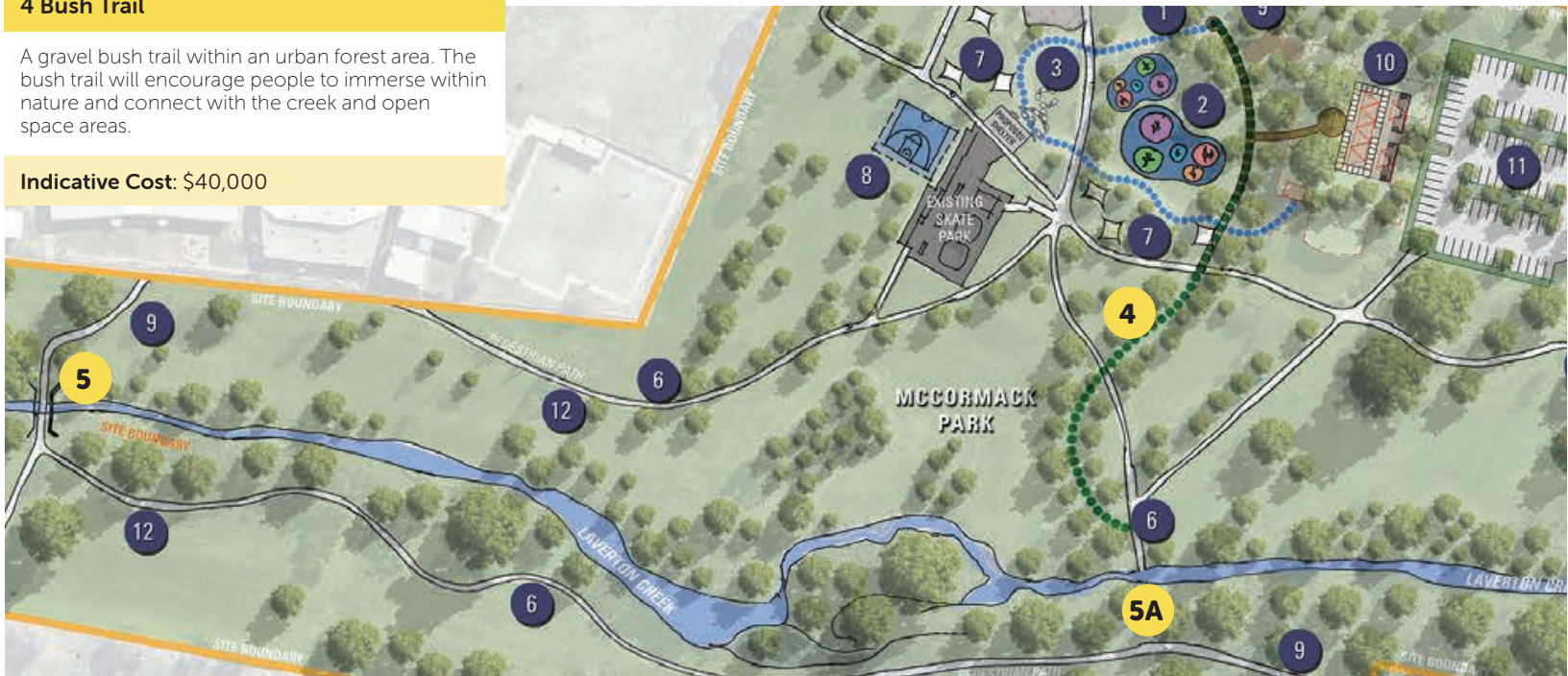
Indicative Cost: \$40,000

5 Bridge Improvements

A new bridge crossing at Thomas Street that connects the park to the residents south of the creek.

5A The bridge at Williams Road will be decommissioned.

Indicative Cost: \$500,000

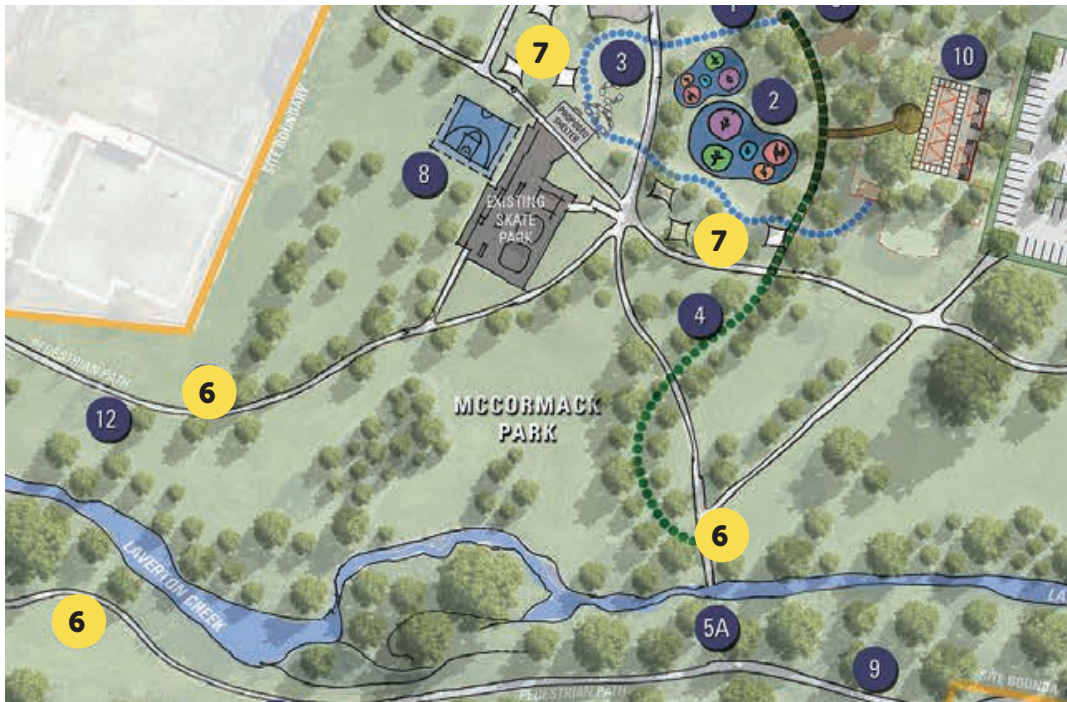




6 Socialising Hubs

Provide social hub areas around the park away from the main hub of activity with seating under established shade trees, shrub planting, stepping logs / log seats and interpretive signage.

Indicative Cost: \$60,000



7 Picnic Facility Expansion

Expand the picnic facilities with an additional barbecue, seating, shade structure and changing places toilet centrally between play space, water play workshop and skate park.

Indicative Cost: \$300,000





8 Multi-Sport Court

A new multi-sport court sited near the skate park that may include a basketball ring, hit up wall, table tennis table, four square and hopscotch markings and social seating areas.

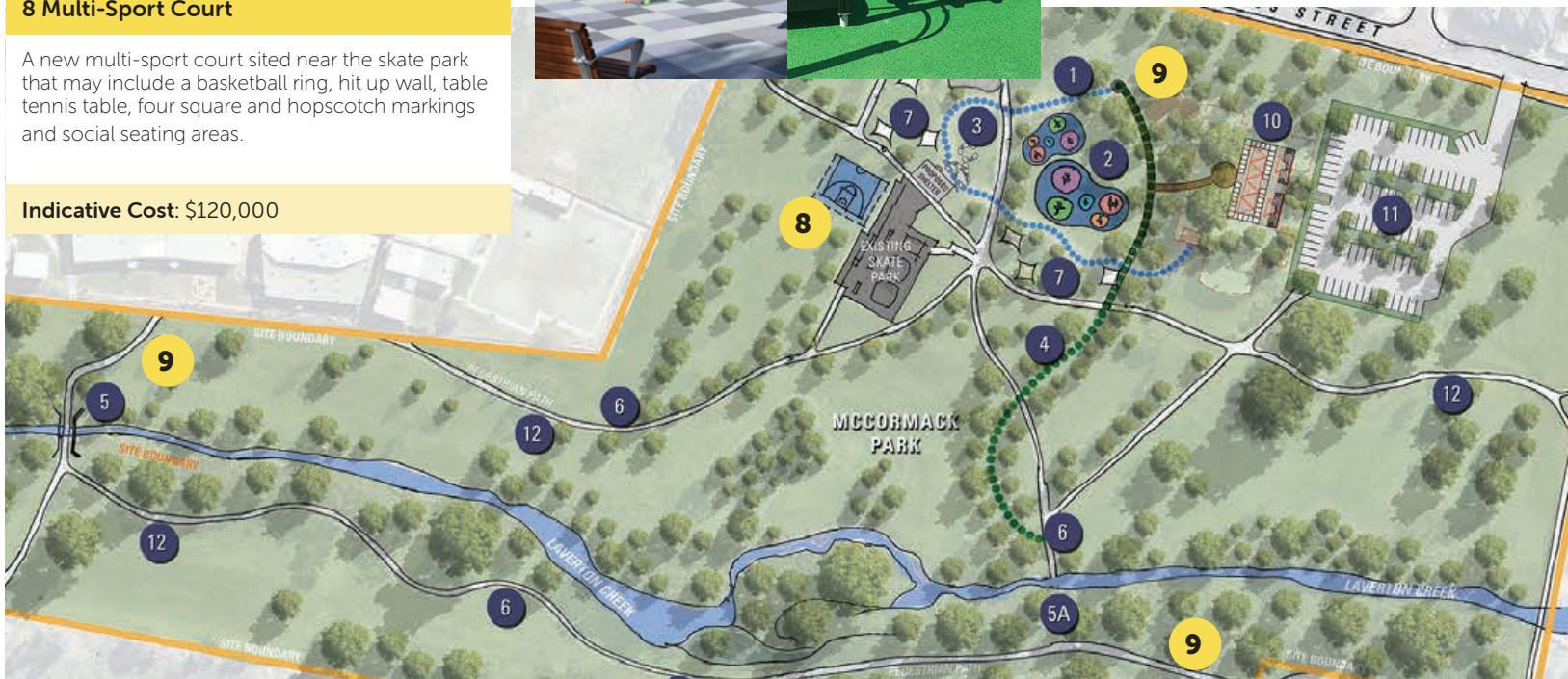
Indicative Cost: \$120,000



9 Exercise Hub

Develop a large exercise hub that includes adult, seniors and all abilities exercise equipment on the footprint of Laverton Swim and Fitness Centre and two additional small exercise stations south of the creek. The hub would have access to drinking stations and support exercise groups.

Indicative Cost: \$300,000





10 Amphitheatre

A park entry water feature that connects with amphitheatre seating on the footprint of Laverton Swim and Fitness Centre.

Indicative Cost: \$700,000



11 Car Park

Redesign car park area and incorporate tree planting 'channels' that capture runoff into rain garden plant areas.

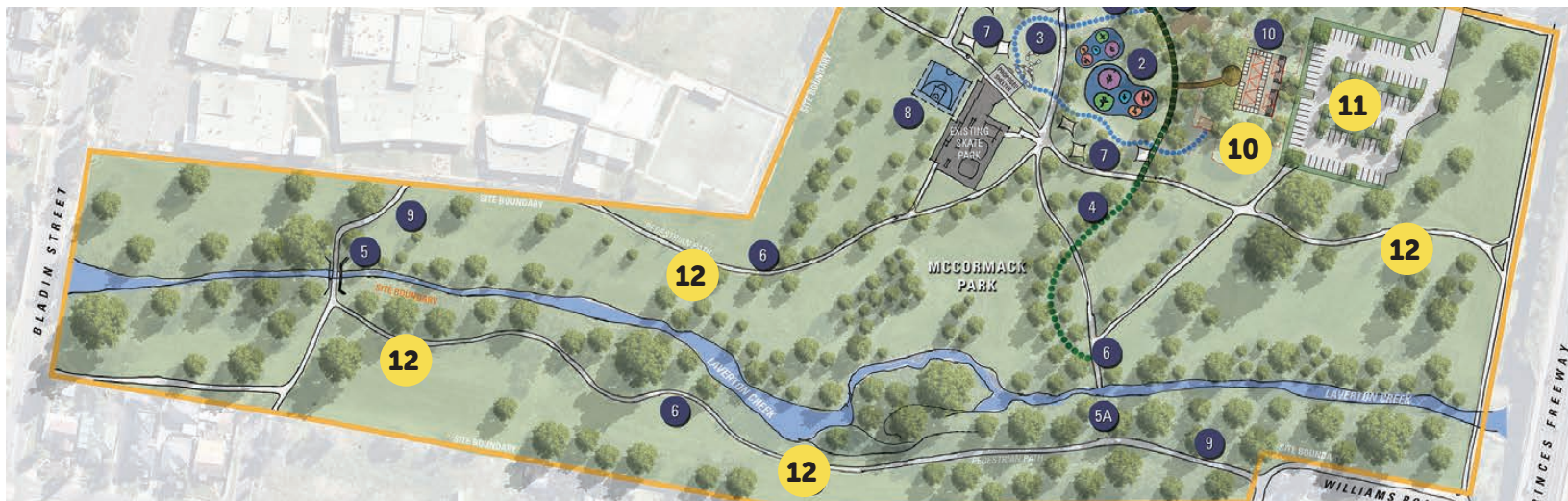
Indicative Cost: \$300,000



12 Pathway Improvements

Upgrade a priority path circuit around the park and improve functionality and connections with other lead in paths.

Indicative Cost: \$100,000



The total estimated benchmark costs to implement the master plan over the next ten years is \$4,400,000 with benchmark costs on key facility components included below. Please note that independent cost estimates will be obtained as part of detailed design stage for reserve improvements.

Staging and Implementation Plan



Artists Impression



WARRANTIES AND DISCLAIMERS

The information contained in this report is provided in good faith. While Otium Planning Group has applied their own experience to the task, they have relied upon information supplied to them by other persons and organisations.

We have not conducted an audit of the information provided by others but have accepted it in good faith. Some of the information may have been provided 'commercial in confidence' and as such these venues or sources of information are not specifically identified. Readers should be aware that the preparation of this report may have necessitated projections of the future that are inherently uncertain and that our opinion is based on the underlying representations, assumptions and projections detailed in this report.

There will be differences between projected and actual results, because events and circumstances frequently do not occur as expected and those differences may be material. We do not express an opinion as to whether actual results will approximate projected results, nor can we confirm, underwrite or guarantee the achievability of the projections as it is not possible to substantiate assumptions which are based on future events.

Accordingly, neither Otium Planning Group, nor any member or employee of Otium Planning Group, undertakes responsibility arising in any way whatsoever to any persons other than client in respect of this report, for any errors or omissions herein, arising through negligence or otherwise however caused.



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WESTERN AQUATIC AND EARLY YEARS CENTRE

The new Western Aquatic and Early Years Centre will provide a new modern facility in the west of the City of Hobsons Bay.

Hobsons Bay City Council adopted the Hobsons Bay Aquatic Strategy 2019 to 2030 in 2019. The Strategy recommends one district aquatic centre is provided in the east (an expanded Bayfit Leisure Centre) and one district aquatic centre is provided in the west (a new Western Aquatic and Early Years Centre).

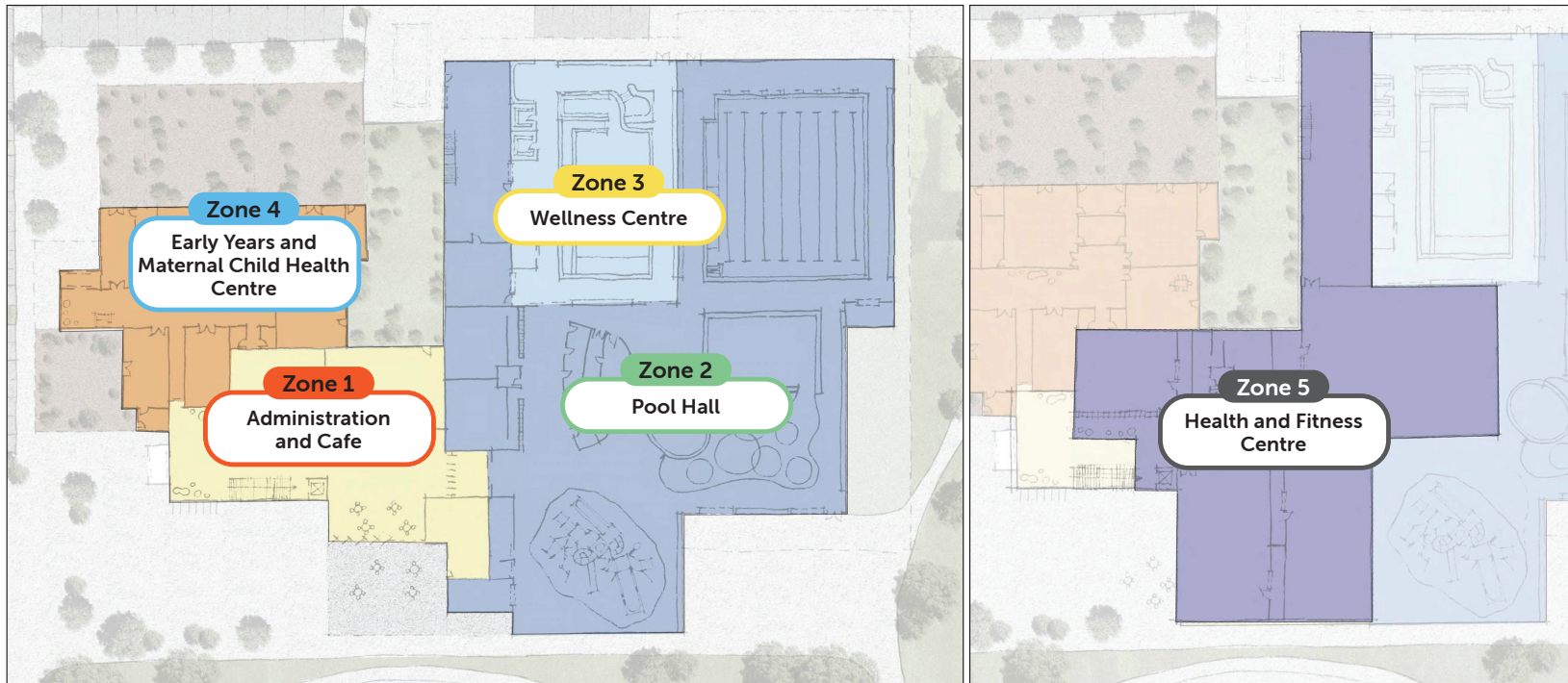
A feasibility study has been undertaken for the new Western Aquatic and Early Years Centre to be located at Bruce Comben Reserve in Altona Meadows. The new facility will provide for over 450,000 visits each year and a variety of aquatic, education, fitness and therapy programs, participation opportunities and facilities.

The Bruce Comben Reserve Master Plan was adopted by Council in 2020 and confirmed the north-east location of the Western Aquatic and Early Years Centre

within the reserve.

The following plan of the Western Aquatic and Early Years Centre is a mud map of the different zones proposed for the facility.

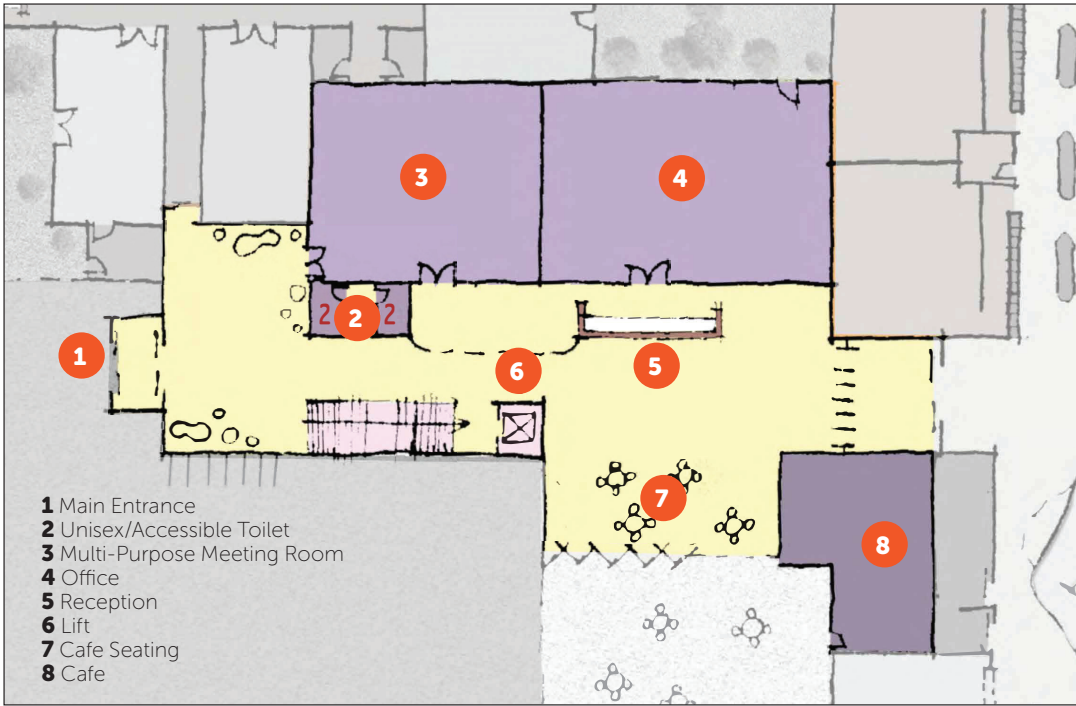
Example images with more information on each zone is summarised on the following pages.

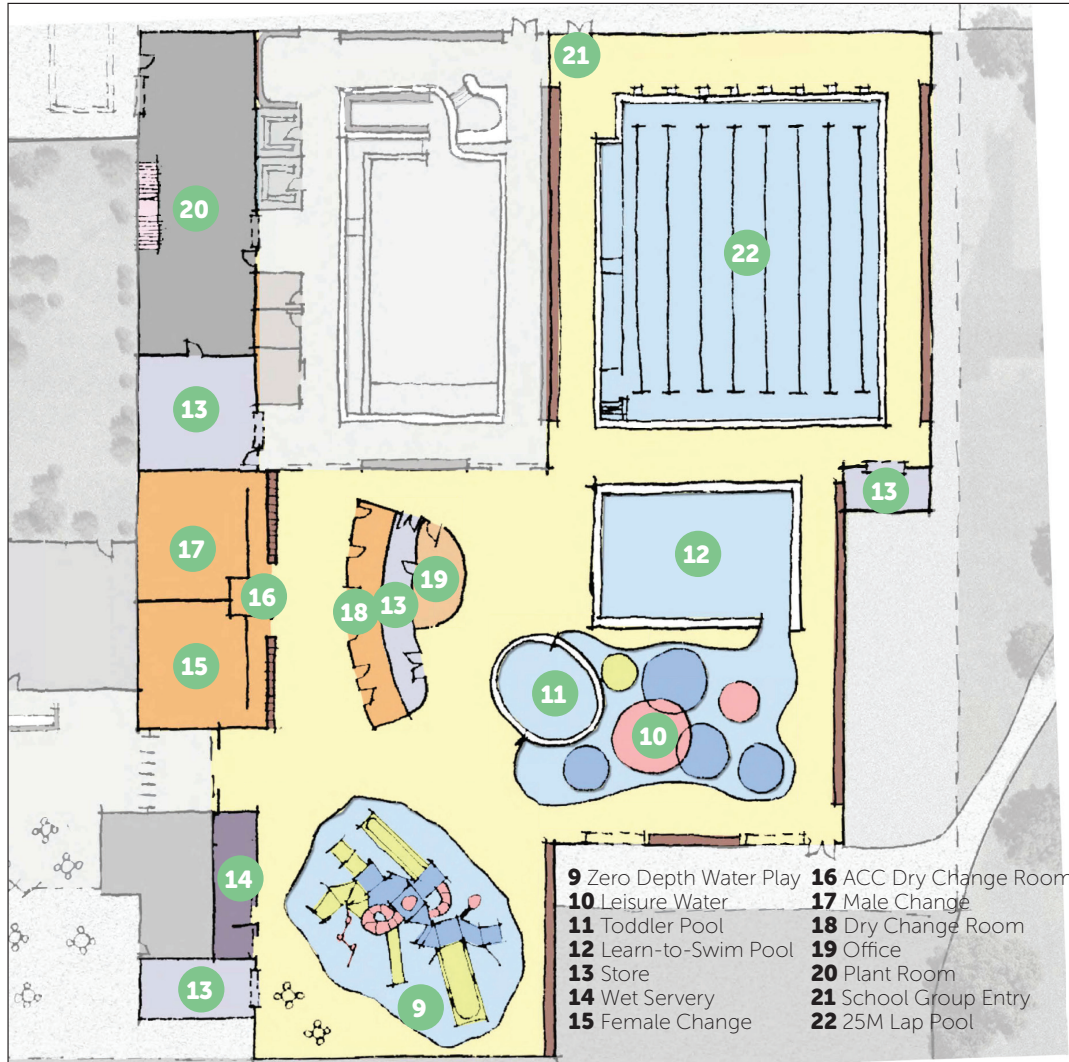




ZONE 1 Administration and Cafe

A welcoming reception and foyer entrance with café that services into a lounge area and into the pool hall and administration space.





Zone 2 Pool Hall

The Pool Hall includes a 25m lap / program pool, a dedicated learn to swim pool, a zero-depth water play park, leisure water and toddler pool. The pool hall includes male, female, accessible and family change rooms and will be serviced by the café.





Zone 3 Wellness Centre

The Wellness Centre includes a warm water pool, a spa and sauna and concourse showers with change rooms.





Zone 4 Early Years and Maternal Child Health Centre

The Early Years and Maternal Child Health Centre will include maternal child health consulting rooms and indoor and outdoor early years learning rooms and spaces with supporting staff room, kitchen and amenities.





Zone 5 Health and Fitness Centre

The Health and Fitness Centre includes a large gymnasium, group fitness rooms, consulting rooms with change rooms.

