



Ordinary Council Meeting Agenda

Tuesday 10 September 2019
Commencing at 7:00pm

Council Chamber
Hobsons Bay Civic Centre
115 Civic Parade, Altona

**HOBSONS
BAY CITY
COUNCIL**



THE COUNCIL'S MISSION

We will listen, engage and work with our community to plan, deliver and advocate for Hobsons Bay to secure a happy, healthy, fair and sustainable future for all.

OUR VALUES

Respectful

Community driven and focused

Trusted and reliable

Efficient and responsible

Bold and innovative

Accountable and transparent

Recognised

Council acknowledges the peoples of the Kulin nation as the Traditional Owners of these municipal lands and waterways, and pay our respects to Elders past and present.

Chairperson:

Cr Jonathon Marsden (Mayor)

Strand Ward

Councillors:

Cr Angela Altair

Strand Ward

Cr Peter Hemphill

Strand Ward

Cr Tony Briffa

Cherry Lake Ward

Cr Sandra Wilson

Cherry Lake Ward

Cr Colleen Gates

Wetlands Ward

Cr Michael Grech (Deputy Mayor)

Wetlands Ward

Aaron van Egmond

Chief Executive Officer

Hobsons Bay City Council

CONTENTS

AGENDA	3
1 Council Welcome and Acknowledgement.....	3
2 Apologies	3
3 Disclosure of Interests	3
4 Minutes Confirmation.....	3
4.1 Ordinary Council Meeting	3
5 Councillors' Questions	3
6 Public Question Time	3
7 Petitions/Joint Letters	3
8 Business.....	4
8.1 Office of the Chief Executive	4
8.1.1 Chief Executive Officer - Report on Operations	4
8.2 Corporate Services	6
8.2.1 Audit Committee Update	6
8.2.2 Draft Annual Financial Report 2018-19.....	8
8.2.3 Procurement Policy.....	12
8.3 Strategic Development	16
8.3.1 Progress Report Hobsons Bay Economic Development Strategy 2015-20	16
8.4 Infrastructure and City Services.....	22
8.4.1 Ferguson Street Williamstown Level Crossing Community Interest Group Position	22
8.4.2 Contract 2019.26 J T Gray Reserve Pavilion – Design and Construct	25
8.4.3 Contract 2019.37 Sportsground Redevelopments	30
8.4.4 Contract 2019.50 Fearon Reserve Lacrosse Pavilion - Restoration and Upgrade works, Williamstown	35
8.4.5 West Gate Tunnel Strategic Update Report.....	38
8.4.6 Response to Petition – Request to Resurface Byrne Lane, Seaholme and additional lighting	48
8.5 Community Wellbeing	51
8.5.1 Response to Petition - Ban single use plastics on beaches and parks.....	51
9 Delegates Report	55
10 Notices of Motion.....	60
10.1 Notice of Motion No. 1209 – Condolence – Mr Gerardus 'Gerry' Den Dulk	60
11 Supplementary Public Question Time	61
12 Urgent and Other Business	61
13 In Camera Business	62

AGENDA

1 Council Welcome and Acknowledgement

The Chairperson will welcome members of the gallery and acknowledge the people of the Kulin Nation as the traditional owners of this land.

2 Apologies

The chairperson will call for apologies received from Councillors who are unable to attend this meeting.

3 Disclosure of Interests

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a "conflict of interest" in a decision if they would receive, or could be reasonably perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

In accordance with section 79B of the *Local Government Act 1989* Councillors who consider that they have a personal interest that is in conflict with their public duty in relation to a matter may, if they do not have a conflict of interest as described above, apply to Council to be exempted from voting on the matter.

Disclosure must occur immediately before the matter is considered or discussed.

4 Minutes Confirmation

4.1 Ordinary Council Meeting

Confirmation of the minutes of the Ordinary Council Meeting of the Hobsons Bay City Council held on 13 August 2019 (copy previously circulated).

5 Councillors' Questions

6 Public Question Time

Public Question Time provides an opportunity for the public to ask questions related to items on the agenda of the Council meeting or any other matter within Council's responsibility. Questions must be put in writing and received by 12pm on the day of the Council meeting

7 Petitions/Joint Letters

Nil .



8 Business

8.1 Office of the Chief Executive

8.1.1 Chief Executive Officer - Report on Operations

Directorate: Office of the Chief Executive

Councillor Portfolio: Not applicable

- Appendices:**
- 1 Chief Executive Officer - Report on Operations - August 2019 
 - 2 AOC - Integrated Transport Portfolio Advisory Committee - 12 August 2019 
 - 3 AOC - Pre-Ordinary Council Meeting 13 August 2019 
 - 4 AOC - Councillor Briefing Session (Post OCM) 13 August 2019 
 - 5 AOC - Councillor Briefing Session 20 August 2019 
 - 6 AOC - Active and Inclusive Communities Portfolio Advisory Committee 22 August 2019 
 - 7 AOC - Councillor Briefing Session 3 September 2019 

Purpose

To provide Council with a regular update from the Chief Executive Officer (CEO) on the recent initiatives and projects undertaken by Council as well as the performance results achieved.

Recommendation

That Council:

1. **Receives and notes the Chief Executive Officer's Report on Operations, including details of recent issues and initiatives undertaken by the organisation**
 2. **In accordance with section 80A(2) of the *Local Government Act 1989 (the Act)* incorporate into the minutes of this meeting the written Record of Assembly of Councillors held on 12, 13, 20, 22 August 2019 and 3 September 2019.**
-

Summary

The attached CEO's Report on Operations provides Councillors and community a regular update from the Chief Executive Officer on key initiatives, projects and performance.

Discussion

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

Strategic Alignment

Council provides a wide range of services to the community of Hobsons Bay as well as developing and delivering actions to ensure community assets are maintained and service the needs of the community. Each month this report highlights these activities, initiatives and projects and provides a high-level performance summary.

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 6: An accessible and connected community.

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 4: A Council of excellence

- 4.3 Provide excellent customer service whilst ensuring all our communications are clear and easy to understand

Officer Declaration of Conflict of Interest

Section 80C of *the Act* requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.2 Corporate Services

8.2.1 Audit Committee Update

Directorate: Corporate Services

Councillor Portfolio: Not applicable

Appendices: 1 Audit Committee Minutes 12 June 2019 

Purpose

To update Council regarding issues considered at the Audit Committee Meeting held on 12 June 2019.

Recommendation

That Council receives and notes the matters considered by the Audit Committee at the meeting conducted on 12 June 2019.

Summary

This report provides an update of matters considered at the Audit Committee Meeting held on 12 June 2019. The information contained in the report will ensure that Council is informed of the activities of the Audit Committee and provided an opportunity to obtain further information regarding issues that have been considered.

Background

The Audit Committee is an advisory committee of Council appointed under section 139 of the *Local Government Act* 1989. The committee comprises three independent members and two Councillors. The Chair is an independent member who has the casting vote. The Mayor and Chief Executive Officer are non-voting members.

The committee meets as a minimum quarterly throughout the year and has a Charter that addresses responsibilities that include risk management, control frameworks, external accountability, legislative compliance and internal and external audits.

Discussion

The June 2019 meeting addressed a number of items as follows:

- welcome of the new Audit Committee members
- election of the new Audit Committee Chair, Ms. Lisa Tripodi
- the Chief Executive Officer's update
- review of outstanding audit recommendations
- Internal Audit Program including proposed audits and completed audit reports
- risk management update, highlighting the executive summary, a general update of key strategic risks and an insurance report
- financial reports for the year ended 31 March 2019
- cash and investment balances as at 31 May 2019

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 4: A Council of excellence

- 4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

Legal/Statutory Obligations/Risk

The committee operates within the guidelines of 'Audit Committees: A Guide to Good Practice for Local Government' which was released by the Department of Planning and Community Development in January 2011.

Officer Declaration of Conflict of Interest


Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.2.2 Draft Annual Financial Report 2018-19

Directorate: Corporate Services

Councillor Portfolio: Not applicable

Appendices: 1 Annual Financial Report 2018-19 

Purpose

To present the Draft Annual Financial Report for the year ending 30 June 2019, including the Performance Statement, for in-principle approval and to nominate two Councillors to certify the Annual Financial Report in its final form.

Recommendation

That Council:

- 1. In accordance with section 132(2) of the *Local Government Act 1989*, gives approval in-principle to the Annual Financial Report for the year ending 30 June 2019, including the Financial and Performance Statements.**
- 2. Authorises the Chief Financial Officer to make any immaterial changes to the Annual Financial Report for the year ending 30 June 2019, recommended or agreed to by the Auditor-General, provided that such changes do not materially change the outcome for the year or the financial position of Council.**
- 3. Pursuant to section 132(5) of the *Local Government Act 1989*, nominates the Mayor, Cr Jonathon Marsden and another Councillor to certify the Annual Financial Report for the year ending 30 June 2019, in its final form.**

Summary

The Draft Annual Financial Report for the year ending 30 June 2019, including the Performance Statement, is attached to this report. It is important to note that the report is subject to final approval by the Auditor-General.

The report is now presented to Council for examination and adoption in principle, subject to any changes recommended or agreed to by the Auditor-General, provided that such changes do not materially change the outcome for the year or the financial position of Council. Materiality is defined as a net movement greater than 10 per cent in any element in the statements.

The draft report indicates a surplus for the 2018-19 year of \$27.654 million compared to the original operational budget of \$17.012 million. Whilst the increased operational surplus of \$10.642 million is an excellent achievement it is largely a result of additional income (\$8.693 million) received throughout the year, which has been transferred to reserves to ensure that they are used for their intended future purpose.

Operational expenditure was under budget by \$1.949 million with the most significant saving in relation to employee costs (\$2.714 million).

The draft report demonstrates that Council is in a reasonable financial position and is financially sustainable in the short and medium term.

Discussion

The operational surplus for 2018-19 is \$27.654 million compared to the original operational budget of \$17.012 million. Explanations for the additional \$10.642 million surplus are included within Note 1 of the Financial Report.

The increased surplus is largely a result of additional income (\$8.693 million) received by Council. The most significant income increases are in relation to capital grants - used to fund additional capital expenditure (\$3.645 million) and operating grants (\$1.539 million) mainly due to early receipt of Victorian Grants Commission Funding relating to 2019-20.

Development growth within the municipality continues to have a positive impact on Council's income, particularly in relation to additional monetary contributions – mainly from developers that are transferred to reserves to ensure they are used for their intended purpose (\$1.501 million) and rates and charges (\$323,000).

Operational expenditure was under budget by \$1.949 million with the most significant saving in relation to employee costs (\$2.714 million).

The statement of cash flows indicates that Council's cash and cash equivalents were \$1.218 million at 30 June 2019. There are also investments of \$85 million, which are included within other financial assets in the balance sheet. The cash and investment balance of \$86.218 million at 30 June 2019 was significantly higher than the original budget of \$63.394 million and the revised forecast of \$79.192 million determined at the March quarterly review. The increased level of cash at year end, when compared to the budget (\$22.824 million) is largely a result of the improved operational result and:

- capital works to be carried over to next year's program (\$13.47 million)
- capital income brought forward from the 2019-20 budget (\$3.262 million)

It is important to note that Council's cash reserves are expected to decline significantly over the next few years as a result of Council allocating its infrastructure, recreation, open space and waste reserves towards the Capital Works Program, with a focus on asset renewal.

Capital expenditure in 2018-19 of \$32.9 million is highlighted in the statement of capital works, whilst variations against budget are explained in Note 1. Capital expenditure in the audited statements differs from the \$34.074 million stated within financial report to Council (quarterly financial report format) at the prior Council meeting. The difference is due to the statement of capital works excluding operational projects (\$1.261 million), whilst it includes items capitalised from the operational budget (\$85,000).

The performance statement includes the working capital ratio (current assets/current liabilities), which indicates the amount that Council's short term assets exceed its short term obligations and thus Council's ability to fund its short term operations. This ratio was 296 per cent at 30 June 2019 and has increased mainly due to the increase in cash reserves. A current ratio over 100 per cent generally indicates a manageable short term financial position.

Strategic Alignment

Choose Priority

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 4: A Council of excellence

- 4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

The Annual Financial Report is directly aligned to Council's annual budget, long term financial plan, strategic resource plan and capital works program.

Policy and Previous Council Reports

Financial reports at the end of the September, December (mid-year budget review), March and June financial quarters have previously been considered by Council.

The Financial Report for the year ending 30 June 2019 was presented to the Council meeting held on 13 August 2019. Since that date, capital grants have been reduced by \$1.93 million in relation to funding received for the development of sport and recreation facilities and open space enhancement for areas impacted by works on the West Gate Tunnel Project. This reflects the unspent portion of the grant and the amount has now been transferred to deferred revenue. The revenue amount will become income as amounts are expended on the relevant projects.

Legal/Statutory Obligations/Risk

Council is required to have the Annual Financial Report audited, in accordance with the *Local Government Act* 1989. The Auditor-General appointed HLB Mann Judd as its audit contractor to undertake this process.

The Financial Report and Performance Statement have been prepared as per the model reports, required under the *Local Government (Planning and Reporting) Regulations* 2014.

Financial and Resource Implications

The increased operational surplus (\$10.642 million) resulting from additional income and operational savings has a positive effect on Council's long term financial plan (LTFP). The improved financial result helps to ensure that Council remains in a reasonable financial position and is financially sustainable in the short to medium term, within the rate capped environment.

The comprehensive result (\$24.549 million) includes revaluation adjustments of \$3.105 million to Council's assets. This includes revaluation decreases to Council's footpaths and cycleways (\$1.339 million) and drainage (\$200,000) assets.

Consultation and Communication

The Draft Annual Financial Report was presented to the Audit Committee on 28 August 2019. The committee recommended that the financial report be approved and signed subject to any changes recommended or agreed to by the Auditor-General, provided that such changes do not materially change the outcome for the year, or the financial position of the Council.


The Annual Financial Report for the year ended 30 June 2019 will be included as part of Council's Annual Report 2018-19. The Annual Report 2018-19 will be made available for public inspection after it is submitted to the Minister for Local Government.

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.2.3 Procurement Policy

Directorate:	Corporate Services
Councillor Portfolio:	Not applicable
Appendices:	1 Procurement Policy 

Purpose

To review and update Council's Procurement Policy.

Recommendation

That Council:

- 1. Revokes the former Hobsons Bay City Council Procurement Policy dated August 2018.**
 - 2. Adopts the attached Hobsons Bay City Council Procurement Policy.**
-

Summary

Procurement of goods and services is an important function to ensure that Council is receiving value for money and that processes are transparent and accountable. Council must review its Procurement Policy annually in accordance with section 186A (7) of the *Local Government Act 1989* (the Act).

This review of the policy has focused on:

1. Ensuring that best value is as at the forefront Council's thinking.
2. More efficient procurement processes.
3. Orienting the policy at a high level and for an external audience.
4. Ensuring that compliance remains of paramount importance.

Background

Council last reviewed and adopted its Procurement Policy on 14 August 2018. Annual reviews are required by legislation to ensure that the policy is updated to reflect Council's procurement practices.

Procurement practices at Council are constantly reviewed and improved, whilst being heavily scrutinised as part of Council's ongoing internal audit program. These reviews ensure that the fundamental best practice principles are applied to every procurement, irrespective of value and complexity. The fundamental best practice principles of procurement are value for money, open and fair competition, accountability, risk management, probity and transparency.

Discussion

This year's policy review identified the need to further incorporate and emphasise the importance of best value to ensure the organisation's procurement practices are effective and efficient in obtaining value for money.

With a significant increase to the Capital Works Program from 2019-20, careful consideration has also been given to ensure effective and efficient delivery of the organisation's procurement activities.

The revised policy includes an increase to the Chief Executive Officer's (CEO) delegation from \$500,000 to \$1 million. The proposed increase would make Hobsons Bay consistent with the financial delegations of CEOs from surrounding councils such as Brimbank and Wyndham, and lower than the Maribyrnong's CEO delegation which is set at \$2 million.

In 2018-19 seven contracts were awarded from \$500,000 to \$1 million, whilst a further 10 contracts were awarded above \$1 million. Despite the significant increase in capital works in 2019-20, it is estimated that seven contracts will again be awarded from \$500,000 to \$1 million during the year, whilst 13 contracts are estimated to be awarded above \$1 million. This is difficult to predict, particularly as a strategic procurement review has just commenced, which may impact on Council's procurement activities, including values and volumes of contracts.

It should also be noted that contracts awarded under delegated authority will continue to be reported within CEO's monthly operation report, to ensure approval transparency to the Council and the community.

This review has also re-focused the policy at a strategic level and for an external audience. To achieve this a number of internal operational procurement processes have been removed from the policy, to be included in internal procedural documents. These relate to the processes for obtaining quotations, contract variations and Council's Tender Board. All of these processes are included within the internal procurement procedures.

A number of other significant procurement improvements have occurred since the policy was last reviewed by Council.

An upgrade to the Computron Expense Cycle Management System (ECMS) occurred in December 2018. The ECMS is an invoice approval interface that has been improved to enable users to add explanatory notes, documents and scanned images to transactions. As a result, all supporting information pertaining to a transaction is kept in one central repository and can be easily assessed, reducing the need to reference paper files and unnecessary process documentation.

In addition, the Pro Master Corporate Credit Card platform was also implemented in February 2019. This is a paperless online system where users reconcile transactions and upload scanned receipts, whilst approvals are automated by the appropriate delegated officer. The use of corporate credit cards is an efficient use of procuring low value low risks items and significantly reduces unnecessary administration.

A number of internal procurement information sessions were facilitated for staff throughout the year with a focus on probity and best value principles, which will continue each year going forward.

Strategic Alignment

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 4: A Council of excellence

- 4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

Policy and Previous Council Reports

Council last reviewed and adopted the Procurement Policy on 14 August 2018.

The Procurement Policy was tabled at a Council Briefing Session on 6 August 2019.

Following feedback from the Councillors the policy has been updated to include the following:

- new Clause 3.3.2 Expenditure under Legislative Threshold
- Clause 6 Support of Local Business – Strengthened the wording to promote Hobsons Bay as a place to do business
- Clause 7 Social Procurement – Added further commentary on Council's commitment to Social Procurement.

In addition, the Procurement and Contracts procedures will be updated to include a minimum mandatory criteria to determine whether a tender submission is to be assessed further. The standard minimum requirement (but not limited) is:

- existence of OH&S Policy and Procedures
- compliance and acceptance of conditions of contract
- environmental performance and compliance with *Environmental Protection Act 1970*

The Procurement Policy is complemented by a Procurement and Contracts Procedure, which is used by all staff involved in procurement activities across the organisation. Additionally, there are procedural documents specifically used by the procurement team.

Legal/Statutory Obligations/Risk

Procurement requirements are outlined under section 186A of the Act, including its availability for public inspection at Council offices and on its website. Council must review its Procurement Policy annually in accordance with section 186A (7) of the Act.

It is anticipated that the new *Local Government Bill 2019* (the Bill) will be read in Parliament and adopted in early 2020. Information currently available indicates that this policy will comply with the new legislation when the Bill comes into effect. Should further amendments be necessary a future report will be brought before the Council in due course.

Financial and Resource Implications

The Annual Budget 2019-20 estimates that Council will spend over \$108 million procuring goods, services and capital items during the current financial year. As such, high importance is placed on ensuring best practice and best value for money is achieved on behalf of the community.

Environmental/Social/Economic Impacts

Section 4 of the Procurement Policy, in relation to Sustainability, outlines that the lowest price is not always selected. Quality and environmental considerations may result in other preferred products being selected within acceptable price premiums to best ensure value for money is achieved.

Council is committed to buying from local business where such purchases may be justified on value for money grounds. Under section 6 (Support of Local Business) of the policy, where all other factors are equal, the Council may give preference to local economic benefit, when sourcing products. This focus will extend to purchases above and below the tender thresholds established by this policy.

Section 7 of the policy relates to Social Procurement, which uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.

An additional mandatory minimum requirement has been added to Council's tender procedures to ensure that all suppliers that Council does business with are environmentally responsible in the provision of their goods and services.

Consultation and Communication

Formal consultation has taken place in relation to this review. Senior officers and executive management discussions have taken place in addition to consideration and incorporation of the internal audit review findings conducted by Council's internal auditors.

Council is also involved in industry best practice initiatives through the North Western Regional Procurement Network Group (NWRPNG).

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.



8.3 Strategic Development

8.3.1 Progress Report Hobsons Bay Economic Development Strategy 2015-20

Directorate: Sustainable Communities

Councillor Portfolio: Not applicable

Appendices:

- 1 Economic Development Strategy 2018-19 Reporting 
- 2 Economic Development Strategy 2019-20 Action Plan 

Purpose

To provide a progress report on the fourth year of the Hobsons Bay Economic Development Strategy 2015-2020 (the Strategy) and to note the 2019-20 Action Plan.

Recommendation

That Council acknowledges the achievements of the fourth year of the Hobsons Bay Economic Development Strategy and notes the proposed 2019-20 Action Plan.

Summary

Council aims to influence local economic growth and create a more resilient and sustainable local economy through the implementation of the Strategy.

An annual action plan outlines the key actions and initiatives that will deliver the Strategy that guides Council's economic development activity each year.

This report includes highlights of the fourth year of the implementation of the Strategy. A proposed action plan for 2019-20 builds on the achievements to date and will continue to strengthen Council's role as an advocate for economic growth and sustainability across Hobsons Bay.

Background

The Strategy was endorsed by Council in July 2015. It has five key themes: Business Support and Engagement, Investment Attraction and Facilitation, Community Led Economic Development, Sustainability and Learning, Connectivity and Innovation.

Implementation of the Strategy is guided by an annual action plan (see Appendix).

Discussion

Economic Development Action Plan 2018-19

The 2018-19 Economic Development Action Plan included 58 individual actions; highlights are summarised below.

Secured \$270,000 funding for #StartWest

Hobsons Bay in partnership with Maribyrnong, Moonee Valley and Wyndham councils, secured \$270,000 to support #StartWest for a year-long program of events to educate and encourage people in Melbourne's west to participate in startups. The program was launched

at The Substation in Newport on Wednesday 25 July 2018 with 172 attendees; it included rotating mentoring, meetups, and capacity building masterclasses. It culminated with the #StartWest Festival, held at The Substation on Wednesday 24 July 2019, which celebrated startups in Melbourne's west and registered more than 300 attendees over the event.

Better Approvals Project

In early 2019, Council participated in the Victorian Government Better Approvals Project, a project designed to make it quicker and easier to open a small business in Victoria by improving local government regulatory approval processes. Small Business Victoria (SBV), expert consultants and Council staff co-designed solutions over a six week period and developed a suite of recommended process improvements that will reduce red tape for small businesses.

Launched new 'Experience Hobsons Bay' Tourism Brand and Website

A new 'Experience Hobsons Bay' tourism brand and website was launched at www.experiencehobsonsbay.com.

Experience Hobsons Bay Tourism Strategy 2019-24 Endorsed

In May 2019, Council endorsed the Experience Hobsons Bay Tourism Strategy, developed in partnership with local tourism operators and industry partners. The Strategy has four themes: Recognising the Visitor Economy, Rich Experiences, City Image and Presentation, and Leadership.

2019 Hobsons Bay STEM Squad

In collaboration with the Western Business Accelerator and Centre of Excellence (BACE), in June 2019 Council recruited young people across Hobsons Bay to participate in a Youth STEM (Science Technology Education Maths) Squad Development Program. Five young people aged 17-25 will receive training and form the 'Hobsons Bay STEM Squad', which delivers pop-up innovation and technology demonstrations across Hobsons Bay. The program will roll out over the coming 12 months, at four locations across the city.

Launched new Shops on Show Campaign

In the lead up to Christmas 2018, Council announced a new initiative called Shops on Show to promote shopping areas in Hobsons Bay. Shops were encouraged to decorate their windows and register. Shoppers were encouraged to visit the registered shops and vote for their favourite festive season window by 'liking' the photo on Council's Facebook and Instagram accounts. Nineteen local businesses participated in the promotion, with first prize being awarded to Borg's Cakes at Harrington Square, Altona.

Discover Your Own Backyard Instagram Competition

In partnership with Destination Melbourne, Council hosted an Instagram competition, inviting followers to share their images of what they love in Hobsons Bay. The competition ran from January until March 2019.

Secured \$17,500 funding for Small Business Growth program

In March 2019 Council secured \$17,500 from Business Victoria (Victorian Government) to deliver a Small Business Growth program for local businesses in 2019-20. Approximately 10-15 small businesses will have the opportunity to participate in 'Grow Your Business' group training, and individual coaching/consultation support.

Launched new Business website and directory

In December 2018, a new Business and Investment website was launched at www.hobsonsbaybusiness.com.au. It includes a Hobsons Bay Business Directory which provides local business owners a free tool to promote their business.

Planning commenced for the 2019 Hobsons Bay Business Excellence Awards

Planning for the 2019 Hobsons Bay Business Excellence Awards commenced and the *Star*

Weekly was engaged as Media Partner for the 2019 program. An additional twelve sponsors committed \$2,500 each to support the program: Bank of Melbourne, Business Victoria, CPB John Holland, Cherry Energy, Deakin University, Dow Chemical, Megalines Insurance & Risk Advisers, Qenos, Signcraft, Snap Williamstown, Telstra Technology Centre Melbourne North West and WynBayLLEN. Nominations for the 2019 Awards were officially opened at the annual Hobsons Bay Business Networking Breakfast on Friday 29 March 2019.

2019 Hobsons Bay Business Networking Breakfast

On Friday 29 March 2019, Council hosted the annual Hobsons Bay Business Networking Breakfast. Approximately 150 representatives from the Hobsons Bay business community and key regional stakeholders came together to hear guest speaker Justin Giddings talk about Avalon Airport's plans as a gateway to the western region. In a survey of participants, 94 per cent of respondents said that they would recommend the event to a friend or colleague. Deakin University supported this event.

2019 Hobsons Bay Business Events Calendar

The 2019 calendar included events including workshops and training, networking and mentoring programs. Twenty four business workshops were delivered as part of the Hobsons Bay 2018-19 Business Calendar.

DYOB Coffee Connect business networking series

The popular 'Discover Your Own Backyard (DYOB) - Coffee Connect' business networking series continued. There were nine general networking events, collectively attracting 175 participants. In addition to networking, the initiative provides the opportunity for operators to showcase their businesses to other like-minded business people.

Increased annual visitation to the Hobsons Bay Visitor Information Centre

The Hobsons Bay Visitor Information Centre (VIC) in Williamstown had a slight increase in visitors through their doors in 2018-19, servicing 38,030 visitors (203 more than 2017-18). The VIC benefits from the support of 45 volunteers who strive to enhance visitor experience within the City of Hobsons Bay, through the delivery of the visitor services and the provision of current information to visitors.

'Experience Hobsons Bay' Interactive touch screen installed at Scienceworks

Approximately 500,000 people visit Scienceworks in Spotswood each year. An interactive 'Experience Hobsons Bay' touch screen was installed near the information desk at Scienceworks, encouraging visitors to learn more about the great things to see and do in Hobsons Bay. It is anticipated this will encourage visitors to extend and enhance their visit to Hobsons Bay.

2018 August Small Business Festival

Council delivered an event at Office Ours in Spotswood as part of the 2018 Small Business Festival. Two additional events delivered by local business service providers were also promoted across all Council communication channels: a recruitment workshop in Laverton and a marketing workshop in Newport.

2018 Melbourne West Jobs Fair

Council's Economic Development unit was actively involved in planning and delivering the Melbourne's West Jobs Fair at the Sunshine Convention Centre on Tuesday 9 October 2018. The Jobs Fair provided workers in transition (in particular, retrenched automotive workers and unemployed job seekers) with access to real and current employment opportunities. The Jobs Fair attracted 3,615 attendees, and 1,428 jobs were available on the day.

Business engagement

1,285 Hobsons Bay businesses participated in Council business programs over the course of the year. Council distributed the monthly Hobsons Bay Business e-Works newsletter to more

than 7,000 subscribers. Updates and news were regularly posted on the Hobsons Bay LinkedIn business networking page, which currently has approximately 950 members.

Trader groups support and liaison

Council has continued to work closely with traders across the municipality, with a focus on four established trader groups: Altona Village Traders Association, Laverton Traders Association, Newport Traders Association, and Williamstown Chamber of Commerce.

Education partnerships

Council maintains a Memorandum of Understanding with Deakin University to encourage collaboration. Examples of collaboration in 2018-19 include engaging the Deakin Business School to undertake a Business Trends Survey, and Deakin University sponsoring the 2019 Hobsons Bay Business Networking Breakfast. Officers are also promoting the opportunity for local businesses to work with the North and West Melbourne Data Analytics Hub, and to offer a placement to tertiary students from La Trobe University, RMIT University, Victoria University, Kangan Institute and Melbourne Polytechnic.

Stakeholder engagement and advocacy

Active stakeholder engagement continues with key stakeholders including Victorian Government, AusIndustry, LeadWest, Economic Development Australia, The Industry Capability Network, Destination Melbourne, Western Melbourne Tourism, and WynBay LLEN.

Officers regularly met with local estate agents, developers and businesses looking to relocate to Hobsons Bay, to raise the profile of Council's economic development unit and role, and to ensure opportunities for investment were identified.

Council will continue to consider and create initiatives that support positive outcomes for the region, noting the plans emerging through groups such as West of Melbourne Economic Development Alliance.

Economic Development Action Plan 2019-20

The 2019-20 Action Plan (see Appendix) will guide Council's economic activity over the next twelve months.

Priority actions for 2019-20 include delivering a Pop Up Innovation Hub program in collaboration with Western BACE, delivering the 2019 Hobsons Bay Business Excellence Awards, reviewing methods to support traders, a business grants program, and a potential economic development advisory committee.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 3: Growth through innovation, access to local jobs, technology and education

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 2: A great place

- 2.3 Support the growth of our local economy, and encourage business investment that creates and maintains local jobs

Policy and Previous Council Reports

The Economic Development Strategy and Action Plan addresses the Council Plan and Hobsons Bay 2030. It complements other Council strategic plans, including: Advocacy Strategy, Industrial Land Management Strategy, Activity Centre Strategy, Arts and Culture Plan, Community Greenhouse Strategy and Climate Change Adaptation Plan, Events and Festivals Strategy and the Learning Communities Strategy.

Legal/Statutory Obligations/Risk

Council reports on a number of economic development indicators as part of the Local Government Performance Reporting Framework and the Strategy helps provide the mechanism and context to do this work.

Plan Melbourne is a key strategic document that articulates the Victorian Government's vision for Melbourne in 2050 and a key intent of Plan Melbourne is for employment growth. The Economic Development Action Plan considers the role of Hobsons Bay in accommodating employment growth, and the industries that may be attracted to the area.

Financial and Resource Implications

The 2018-19 Economic Development Action Plan has been delivered in line with Council's annual budget. To minimise financial impact, setting achievable goals, delivering innovative programs and establishing partnerships with local and regional partners has been a consideration as part of the development of the 2019-20 Economic Development Action Plan.

Environmental/Social/Economic Impacts

The Economic Development Strategy and Action Plan assists in identifying opportunities for sustainable, local economic and socio-economic development. They provide a framework for advocacy and help ensure that the economic potential of Hobsons Bay is realised.

Between 1 July 2018 and 30 June 2019, Council's sustainability program for businesses, EnergySmart, has assisted three businesses to reduce their energy costs through a combined two solar installations and one lighting upgrade. Key statistics include:

- 75 kW of solar, 206 panels
- 219 lights
- 220 tonnes of greenhouse emissions saved per annum (equivalent to over 1,500 trees)
- \$33,500 per annum cost savings for these businesses

In 2018-19, a total of thirteen sustainability articles and twenty community programs and initiatives have been featured in the Hobsons Bay e-Works newsletter to encourage business participation and partnership.

Council has been active this year in supporting and promoting advocacy and industry bodies, to increase participation and maximise opportunities for local business promotion. For example between July 2018 and June 2019, there was a 14.6 per cent increase in Hobsons Bay businesses registered on the Industry Capability Network (ICN) portal, an online procurement tool that connects suppliers with contract and tender opportunities.

Consultation and Communication

The Strategy was developed following extensive consultation with the Hobsons Bay business community. Through a series of business forums, face to face consultations and an online survey, more than 500 local businesses and stakeholders provided input into the key themes and actions outlined in the Strategy.

Conversations with businesses and stakeholders will continue throughout the life span of the Strategy to ensure Council continues to address the needs of local businesses and stakeholders.

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.4 Infrastructure and City Services

8.4.1 Ferguson Street Williamstown Level Crossing Community Interest Group Position

Directorate: Infrastructure and City Services

Councillor Portfolio: Integrated Transport - Cr Jonathon Marsden and Cr Sandra Wilson

Appendices: 1 Collated survey results 462018 

Purpose

To present Council with the preferred position of the Ferguson Street Williamstown Level Crossing Community Interest Group (the CIG) for the purposes of Council representation in the forthcoming Level Crossing Removal consultation and engagement.

Recommendation

That Council:

- 1. Acknowledges the work of the Ferguson Street Williamstown Level Crossing community Interest Group (the CIG).**
 - 2. Continues to represent the CIG's preferred position throughout forthcoming consultation and engagement on the Level Crossing Removal.**
-

Summary

The CIG was established in late 2017 and since this time has met to discuss community interests, concerns and opportunities relating to the proposed Ferguson Street Williamstown Level Crossing Removal. The CIG has received briefings from the Level Crossing Removal Project Team and from the former Local Member for Parliament, the Hon. Wade Noonan.

The CIG undertook a survey exercise to review and assess the proposed Level Crossing Removal options against the Hobsons Bay Grade Separation Principles to establish the CIG's preferred option. A copy of the survey results is attached to this report. The CIG concluded that the preferred option is rail under road on the basis that a number of objectives will be achieved. The purpose of this report is to inform Council of the CIG's preference and objectives in order for Council to represent these to the Level Crossing Removal Project in the forthcoming consultation and engagement.

Background

In June 2018 the CIG agreed to undertake a survey to ascertain a preferred option for the Ferguson Street Williamstown Level Crossing Removal. This survey was based on an assessment of each possible option against the Hobsons Bay Grade Separation Principles. In summary, the survey findings indicate that rail under road is the preferred option by the CIG. At the time of undertaking this survey, the Level Crossing Removal Project had indicated to the CIG that preliminary investigations including community engagement would commence in mid-2019. The CIG had expressed concerns with both the Project Team and Minister Noonan that current issues such as pedestrian and cyclist safety, retention of the local amenity and heritage and local traffic management need to be resolved through the level crossing removal, if not before the commencement of the project works.

Discussion

In May 2019, the CIG agreed to present their preferred option of rail under road to Council with a request to undertake a precinct plan to consider the following objectives:

- resolve cyclist and pedestrian safety issues addressing *Disability Discrimination Act* 1992 requirements and universal access principles
- retain the existing station building north of the crossing and vacant VicTrack land to the east for repurposing to benefit the community, with a plaza or public open space as outcomes for consideration
- investigate viability of a single rail lane at the station. It should be noted that not all CIG members agreed with this item on the basis that dual lanes would enable greater services
- consider alternative traffic arrangements to improve connection and reduce congestion across all modes of transport

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Goal 1: An Inclusive, Resilient and Healthy Community

- 1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential

The Hobsons Bay Grade Separation Principles are the key reference document to this report. Council receives regular updates and briefings from the Level Crossing Removal Project.

Policy and Previous Council Reports

Several reports have been tabled with Council with regard to the completed Kororoit Creek Road Level Crossing Removal; Aviation Road, Laverton project in progress; and Ferguson Street Williamstown Level Crossing Removal Project. Officers also provide regular updates together with Project notifications as released by the Project Team.

Legal/Statutory Obligations/Risk

Council engaged with the community and respective stakeholders to establish the Hobsons Bay Grade Separation Principles. Furthermore Council has established the Aviation Road and Ferguson Street Williamstown Level Crossing Community Interest Groups to ensure community interests are represented for these projects. Risk management is a key element within the project planning and respective site specific risks are determined during the project feasibility and design development phases.

Financial and Resource Implications

No financial or resource implications for Council have been identified at this point. However, through the Aviation Road Level Crossing Removal Project, it is evident that various ongoing asset land management and maintenance responsibilities are being referred to Council. These remain unresolved and Council needs to consider the implications of similar circumstances in the case of the Ferguson Street Williamstown Level Crossing Removal Project.

Environmental/Social/Economic Impacts

The Hobsons Bay Grade Separation Principles consider the local environmental, social and economic benefits and opportunities to be considered in the planning and design development of the project. The CIG seeks to retain these features and minimise negative impacts to the current social and economic fabric of Williamstown through the project.

Consultation and Communication

No formal community engagement or consultation has commenced for the Ferguson Street Williamstown Level Crossing Removal Project as yet. A community survey was undertaken in early 2018 to ascertain how people travel to the railway station, for what purpose and what frequency. The Level Crossing Removal Project has maintained that community engagement and consultation would commence mid-2019.

More recently Level Crossing Removal Project representatives were invited to the Williamstown Crossing Group and confirmed that the project would comprise four phases as follows:

- Phase 1: Information gathering consultation over the coming months
- Phase 2: Consultation on each of the four options.
- Phase 3 and 4: Following consultation findings define the preferred option and provide opportunity for community input to elements with the design development.

The Level Crossing Removal Project confirmed that baseline traffic data and counts have been undertaken and are being reviewed. This information will be provided to Council in due course.

Council undertook to establish the CIG in late 2017 and has convened the CIG since then.

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.



Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.4.2 Contract 2019.26 J T Gray Reserve Pavilion – Design and Construct

Directorate: Infrastructure and City Services

Councillor Portfolio: Active and Inclusive Communities - Cr Michael Grech and Cr Peter Hemphill

Appendices:

- 1 Tender Evaluation Report 
- 2 Tender Board Minutes 

Purpose

To seek Council endorsement for the awarding of Contract 2019.26 for the JT Gray Reserve Pavilion and Car Park Design and Construct.

Recommendation

That Council awards Contract 2019.26 – JT Gray Reserve Pavilion and Car Park Design and Construct to Otway Securities Pty Ltd – trading as MKM Constructions at a fixed lump sum price of \$4,593,952 (GST inclusive).

Summary

Following the recent procurement process for the design and construction services for the new pavilion and car park at JT Gray Reserve (the Reserve), located on Kororoit Creek Road in Williamstown North, two shortlisted tenderers, WP Contractors (WP) and Otway Securities Pty Ltd trading as MKM Constructions (MKM) were evaluated and interviewed. At the conclusion of the evaluation process the Tender Evaluation Panel members recommend awarding the contract to MKM based on their price, proposed design, experience, methodology, past performance and capacity to complete the program of works by the required completion date.

Background

Council is undertaking a significant redevelopment at the Reserve, specifically including a new sports pavilion and additional formalised car parking and access. The Reserve is one of Council's major sport and recreation reserves catering for regional soccer and cricket competition and informal recreation for local residents and surrounding industry workers.

In 2012, Council endorsed the JT Gray Reserve Master Plan which included an implementation plan for the redevelopment of the reserve site to ensure its continued use for the purposes of community sport and recreation. A key component of the master plan is the demolition of the existing pavilion building, removal of the portable buildings onsite and development of one new centralised pavilion. A concept plan for the pavilion was developed through engagement with the tenant clubs and local community that aims to provide a fit for purpose facility capable of both catering for the current tenant clubs and supporting future growth. The concept design also supports spectator and official amenities and requirements. Acknowledging the siting within the Reserve the concept plan also optimises sightlines across the Reserve and access from Kororoit Creek Road, Maddox Road and the Coastal Shared Trail.

Discussion

Since the 2012 Council endorsement of the JT Gray Reserve Master Plan, Council has progressively implemented the reserve improvement works. Between 2014 and 2017 the Reserve sportsgrounds and lighting was undertaken resulting in the optimal playing surface area for the tenant clubs. With the pavilion and car park as the key remaining components of the master plan Council continued to progress the pavilion concept plan development through engagement with the tenant clubs, local sporting leagues and the state sporting associations. More recently in May 2019, the public tender process was conducted with 35 companies downloading the tender documents. At the close of tenders eight tender submissions were received.

The Tender Evaluation Panel convened on 20 June 2019 following a review and shortlist of the tender submissions based on the pre-defined evaluation criteria. Tender interviews were held with MKM and WP on 24 June 2019. MKM and WP presented their respective pavilion elevations, cost breakdown; program and construction methodology; stakeholder engagement and capacity to deliver the project.

MKM detailed their proposed methodology and sequence for both design and construction works to be performed under the contract in accordance with the proposed concept. MKM identified some design issues and opportunities proposing methods to resolve these through the design and construct process. For example, reorientation of the change rooms to gain more space and efficiencies, universal access and improved amenities. MKM included details of services co-ordination procedures and clash detection during design and construction.

MKM's construction program confirmed that the project can be delivered in accordance with Council's prescribed timeline. MKM's program indicates site occupation for approximately 12 months excluding any significant weather impacts. MKM addressed the environmental sustainable design (ESD) requirements and have committed to a six star building rating consistent with the specification. MKM presented an alternative external treatment being a high performance polycarbonate cladding which increases the opportunity for natural light throughout the building and is considered to be better than double glazing. Furthermore, MKM included Aquacomb, a stormwater harvesting system which also supports heating and cooling for the building. Further consideration of these treatments will be undertaken as a part of the design process post awarding of the contract

WP nominated Brand Architecture as their architectural sub-contractor within their tender. WP did not reflect the tender preliminary drawings, however they submitted an alternative two storey building, proposing to complete the construction within twelve months. While WP did submit a project management plan, no project methodology was included in the tender.

A clarification was sent to both tenderers requesting confirmation that their lump sum price included construction of the new car parks. ESD requirements, the installation of back nets, fencing along the Kororoit Creek Road frontage and relocation of the irrigation due to the change in the building location were also points of confirmation to both tenders.

At the conclusion of the re-evaluation, the tender panel reassessed the short listed submissions based on the predetermined assessable criteria and revised price. The panel recommends awarding the contract to MKM based on the highest weighted score, price, project program, methodology, experience, capacity and past performance. It is also noted that MKM demonstrated their capacity to address DDA compliance, Child Safe Standards and ESD requirements.

Reference checks were undertaken which confirmed MKM's ability to manage similar projects within prescribed timeframes, with minimal variations and their capacity to overcome delays from unanticipated events. Referees confirmed MKM has a high standard of

workmanship with minimal remedial work required post construction. No work health safety issues were identified and MKM was recognised for their engagement with the client and site stakeholders. Noting that the Reserve will continue to function during construction, referees also acknowledged MKM's capacity to ensure continued operations with minimal disruptions. Referee checks undertaken for WP confirmed that project variations were borne from client requests however timeline management was raised as a concern.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An Inclusive, Resilient and Healthy Community

- 1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential

Policy and Previous Council Reports

At the March 2013 Ordinary Council Meeting, Council endorsed the JT Gray Reserve Master Plan which identified the need to develop a new centralised pavilion to address the current aged facilities and reliance on inappropriate temporary facilities to support female participation on site.

At the December 2018 Ordinary Council Meeting, Council entered into a Section 173 Agreement with the owners of the land at 228 and 252 Kororoit Creek Road (Hobsons Bay Caravan Park and an adjacent parcel). This agreement entitles Council to collect a one-off Community Infrastructure Levy from future owners of dwellings onsite to allocate the funds towards a project that will directly benefit the local community. Given the close proximity of the Reserve to the Hobsons Bay Caravan Park redevelopment, this project is proposed to receive 100 percent of the possible amount levied. As a result, \$92,250 has been collected as a contribution to the JT Gray Reserve Pavilion development.

Legal/Statutory Obligations/Risk

The awarding of Contract 2019.26 through a public tender process complies with section 186 of the *Local Government Act* 1989, which stipulates that a Council must publicly advertise and invite tenders for services and works over the value of \$150,000/\$200,000 (GST inclusive) as fixed by an Order in Council.

This project will ensure compliant public facilities specifically providing female friendly amenities and change rooms, accessible amenities and including a servery in the kitchen, meeting all public health requirements.

Initial investigations and studies have taken legislative requirements into account regarding the project. Ongoing engagement during the design phase with the relevant authorities will be required including (but not limited to), Melbourne Water, VicRoads, Department of Environment, Land, Water, and Planning (DELWP), Environment Protection Authority (EPA), Heritage Victoria.

Geotechnical and environmental soil testing onsite has been completed to isolate areas where contamination has been found. A management plan has been prepared which treats the soil onsite to minimise off-site disposal fees.

Financial and Resource Implications

The fixed lump sum price for Contract No.2019.26 for the JT Gray Reserve Pavilion and Car Park Design and Construct is \$4,593,952.00 inclusive of GST. \$4,176,320.00 excluding GST.

Council has supported the development of the pavilion and car park through the Capital Works Program specifically:

- 2018-19: \$2.697 million
- 2019-20: \$0.325 million
- 2020-21: \$1.375 million

Council's total contribution is \$4.397 million. Council also secured a funding allocation of \$650,000 through Sport and Recreation Victoria's Community Facilities fund. As a part of the development of the Pavilion Management Plan, tenant club capital contributions to this pavilion will be determined.

Hold points have been included within the contract terms specifically within the design phases. These hold points will enable further opportunities to consider and resolve value management and quality assurance. Financial and other resource efficiencies are expected to be achieved through this approach.

Environmental/Social/Economic Impacts

The design and construction of JT Gray Reserve Pavilion and Car Park will provide a multi-purpose facility accessible to the Hobsons Bay community. Through external funding secured from the Victorian Government, this pavilion will also include female friendly facilities. The pavilion will be a six star environmentally rated building, measured against the Green Building Council Australia (GBCA) Green Star rating tool thereby contributing to Council's Environmental Sustainability objectives.

Consultation and Communication

A detailed consultation and engagement process has been undertaken with tenant clubs to inform the current pavilion concept design. Ongoing engagement with the tenant clubs, state sporting associations and community will continue in the next phase of the pavilion design process.

The tender was publicly advertised in *The Age* on 18 May 2019 and closed on 18 June 2019. The Tender Evaluation Report for Contract 2019.26 was presented to Council's Tender Board on 8 August 2019. The Tender Board supported the Tender Evaluation Panel's recommendation to award the contract to MKM subject to Council approval.

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.



Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.4.3 Contract 2019.37 Sportsground Redevelopments

Directorate: Infrastructure and City Services

Councillor Portfolio: Active and Inclusive Communities - Cr Michael Grech and Cr Peter Hemphill

Appendices:

- 1 Contract 2019.37 Tender Board Minutes 
- 2 Contract 2019.37 Tender Evaluation Report 

Purpose

To seek Council endorsement for the awarding of Contract 2019.37 for the Sportsground Redevelopments Program.

Recommendation

That Council awards Contract 2019.37 to the following tenderers each at a fixed lump sum price:

RMS Groundworks Pty Ltd	\$3,837,106.30
Joslyn Group Pty Ltd	\$1,500,568.30
Turfcare and Hire Pty Ltd	\$4,182,944.15
IPower (VIC) Pty Ltd	\$634,678.00
DeAraugo & Lea Electrical Contractors (VIC) Pty Ltd	\$820,050.00
Total (inc GST)	\$10,975,346.75

Summary

Further to the strategic planning undertaken by Council over recent years, specifically including the Sport Facility Needs Analysis, and the Sportsground and Sportsground Floodlighting Audits Council established a five year capital program (the Sportsground Redevelopment Program) to address new and upgrade works for its sporting facilities. In summary these strategic plans identified that Council is unable to meet the current demands for sportsgrounds due to limited capacity, quality of the surfaces and lack of sportsground floodlighting. The program comprises new sportsground developments, renewal of existing sportsgrounds, new irrigation and sportsground floodlighting across 12 reserves within Hobsons Bay.

The aim of the procurement approach was to secure contractors to complete all of the works over a four year period. This approach was devised to manage the rescheduling of ground allocations for clubs and teams, aiming to minimise impacts to the clubs. Following the procurement process it was evident that it was not financially cost effective to appoint contractors for the full program of works.

Background

Council has identified its sportsground developments across Hobsons Bay for the coming four years. These developments specifically include the redevelopment of existing sportsgrounds, new and upgrade irrigation works and the installation of new sportsground flood lighting. Typically Council would conduct a procurement process seeking individual tenders for single items works such as a single sportsground redevelopment.

The Sportsground Redevelopment Program provided Council with the opportunity to package works into programs for tendering. The program comprises 17 reserves including 12 sportsground redevelopments with floodlighting, one new irrigation and four new sportsground floodlighting projects. As a result of the tender process the recommendation is to contract works over the coming two years and continue to progress design developments for the following years' sportsground redevelopment program.

The procurement of the total Sportsground Redevelopment Program, being a new approach for Council was trialled to ascertain and resource efficiencies. Fortunately Council had progressed some of the design development for these works and consequently some of the received tenders focused on projects that had been fully designed. Reserve, floodlighting and irrigation works yet to be designed were considered less favourably by tenders and consequently resulted in higher contingency and price escalations.

This alternative procurement approach has been fruitful on a number of fronts. Based on the 2018-19 year contraction cost, the estimated cost savings achieved tendering across a program of works over multiple years is \$2 million. This figure excludes the operation efficiency achieved through the bulk tendering process.

The packaged procurement approach for these sportsground works has also significantly reduced operational time and costs associated with tender advertising, assessments and officer time in preparing the associated procurement and Council reports.

A key learning from this process has been the importance of project readiness for delivery. The total package of works included sportsground development works that had not been fully designed. Subsequently tenderers based cost and resource estimates on assumptions including contingencies and other escalations. Many of the tenderers provided encouraging feedback to Council on the process and supported the longer term program approach. Many of the tenderers were honest in indicating that projects within the program that were not fully designed are escalated in cost due to the assumptions and risks. This is encouraging for Council to consider further in developing other program approaches to procurement.

Discussion

A public tender process was conducted between 25 May and 12 July 2019 with 35 companies downloading the tender documents. Eleven tender submissions were received. The Tender Evaluation Panel met on 17 July 2019 to review and shortlist the tender submissions based on the pre-defined evaluation criteria and determined to interview seven tenderers who priced within budget and scored at least 70% in non-price criteria. A probity advisor, ARC Blue Consulting (Tony Kerr), was engaged to oversee the tender evaluation process.

RMS Groundworks Pty Ltd, Joslyn Group Pty Ltd, Turfcare and Hire Pty Ltd, IPower (VIC) Pty Ltd, DeAraugo and Lea Electrical Contractors (VIC) Pty Ltd, Hendriksen Pty Ltd and SJM Turf Pty Ltd were interviewed on 2 August and 5 August 2019. Each tenderer presented their submission and responded to questions provided by the Tender Evaluation Panel. Specifically, the panel sought to confirm the tenderers experience in similar projects, items demonstrating value management, capacity to deliver the project outcomes and surety of supplies given the seasonal sensitivities of these works.

Each of the tenderers demonstrated their experience in similar projects and capacity to deliver the project as detailed in the designs and specification. Followed by the interview, tenderers were asked to clarify the tendered prices and timelines. At the conclusion of the re-evaluation after interview and clarifications, the Tender Evaluation Panel rescored the short-listed submissions based on the pre-determined assessable criteria and revised price. The

scheduling of these works are important as the sportsground development works are seasonally dependant to achieve optimal turf root coverage and growth.

Furthermore the scheduling has been arranged to minimise disruption to the clubs, acknowledging that relocation of teams and clubs is necessary to complete the works. The schedule of works can also be achieved as the recommended tenderers have agreed to work collaboratively on site to ensure access and protection of works areas.

The panel recommends awarding the contract across five contractors based on the following agreed costs and timelines:

Organisation	Packages	Tendered Price (excl. GST)	GST	Total Fixed Price Lump Sum Tendered Amount (Incl. GST)
RMS Groundworks Pty Ltd	Bayside College, Paisley Campus – Sportsground, Irrigation and Lighting Works	\$3,488,278.45	\$348,827.85	\$3,837,106.30
	Digman Reserve East – Sportsground, Irrigation and Lighting Works			
	Greenwich Reserve – Irrigation Works			
Joslyn Group Pty Ltd	Digman Reserve West – Sportsground, Irrigation and Lighting Works	\$1,364,153.00	\$136,415.30	\$1,500,568.30
Turfcare and Hire Pty Ltd	Donald McLean Reserve Spotswood – Sportsground and irrigation Works	\$3,802,676.50	\$380,267.65	\$4,182,944.15
	WLJ Crofts Reserve – Sportsground and irrigation Works			
IPower (VIC) Pty Ltd	Donald McLean Reserve Spotswood – Lighting Works	\$576,980.00	\$57,698.00	\$634,678.00
	Altona Green Park – Lighting Works			
DeAraugo & Lea Electrical Contractors (VIC) Pty Ltd	WLJ Crofts Reserve – Lighting Works	\$745,500.00	\$74,550.00	\$820,050.00
	Fearon Reserve – Lighting Works			

Total	\$10,975,346.75
--------------	------------------------

The sportsground works program as per the tender specification is as follows:

Packages	Works Timelines
Bayside Secondary College, Paisley Campus – Sportsground, irrigation and lighting works	September 2019 – March 2020
Digman Reserve East – Sportsground, irrigation and lighting works	September 2019 – March 2020
Greenwich Reserve – Irrigation works	September 2020 – December 2020
Digman Reserve West – Sportsground, irrigation and lighting works	September 2020 – March 2021
Donald McLean Reserve Oval 1 Spotswood – Sportsground, lighting and irrigation works	September 2019 – March 2020
WLJ Crofts Reserve –Sportsground, irrigation and lighting works	September 2020 - March 2021
Donald McLean Reserve Oval 2 Spotswood – Irrigation	September 2020 – December 2020
Altona Green Park – Lighting works	January 2020 – March 2020
Fearon Reserve – Lighting works	January 2020 – March 2020

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An Inclusive, Resilient and Healthy Community

- 1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential

Policy and Previous Council Reports

This project is supported by the Hobsons Bay Sports Facility Needs Analysis, and the Sportsground and Sportsground Flooding Lighting Audits 2018. The awarding of Contract 2019.37 through a public tender process complies with Councils Procurement Policy.

Legal/Statutory Obligations/Risk

The awarding of Contract 2019.37 through a public tender process complies with section 186 of the *Local Government Act* 1989, which stipulates that a Council must publicly advertise and invite tenders for services and works over the value of \$150,000/\$200,000 (GST inclusive) as fixed by an Order in Council.

Financial and Resource Implications

Council has identified its sportsground developments across Hobsons Bay for the coming four financial years. These developments include the redevelopment of existing sportsground, irrigation works and flood lighting works. The budget allocated for the works included in the proposed tenders to be awarded is \$10,510 million.

Environmental/Social/Economic Impacts

The Sportsground Redevelopment Program represents an opportunity for Council to demonstrate a high standard of ESD through good integrated design. The design will incorporate a number of ESD initiatives to align with Council's adopted strategy to be carbon neutral in its operations by 2020 and its commitment to achieving a sustainable community. Specifically this project addresses efficient water management such as usage of storm water drainage for irrigations and sustainable lighting solutions such as LED lighting options.

Consultation and Communication

The tender was publicly advertised in *The Age* on 25 May 2019 and closed on 12 July 2019.

The Tender Evaluation Report for Contract 2019.37 was presented to Council's Tender Board on 19 August 2019. The Tender Board agreed with the Tender Evaluation Panel's recommendation to award the contract to:

RMS Groundworks Pty Ltd	\$3,837,106.30
Joslyn Group Pty Ltd	\$1,500,568.30
Turfcare and Hire Pty Ltd	\$4,182,944.15
IPower (VIC) Pty Ltd	\$634,678.00
DeAraugo & Lea Electrical Contractors (VIC) Pty Ltd	\$820,050.00
Total (inc. GST)	\$10,975,346.75

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.



Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.4.4 Contract 2019.50 Fearon Reserve Lacrosse Pavilion - Restoration and Upgrade works, Williamstown

Directorate: Infrastructure and City Services

Councillor Portfolio: Active and Inclusive Communities - Cr Michael Grech and Cr Peter Hemphill

Appendices:

- 1 Contract 2019.50 Tender Board Minutes 
- 2 Contract 2019.50 Tender Evaluation Report 

Purpose

To award Contract 2019.50 for the Fearon Reserve Lacrosse Pavilion- Restoration and Upgrade works, Williamstown.

Recommendation

That Council awards Contract 2019.50 for the Fearon Reserve Lacrosse Pavilion – Restoration and Upgrade works, Williamstown to Schultz Building Group Pty Ltd at a fixed lump sum price of \$633,565.90 (incl. GST).

Summary

Restoration and upgrade works are proposed to be undertaken on Fearon Reserve Lacrosse Pavilion, Williamstown (the Pavilion) utilising funds in Council's annual capital works budget. An open tender process has been carried out for the procurement of these works with eight submissions received during this process. Following the evaluation of these tenders, a report was presented to the Tender Board on 15 August 2019, recommending to award the contract to Shultz Building Group Pty Ltd for the restoration and upgrade works to the Pavilion.

Background

The proposed restoration and upgrade works on the Pavilion were initiated from the Fearon Reserve Master Plan 2013 that was developed through a community engagement process. The existing pavilion building, while altered, dates from 1928 and is in poor condition. The pavilion is well utilised by two lacrosse clubs during winter and one cricket club during summer.

The scope of works for this project includes:

- replacement of all of the external cladding with new weatherboards
- installation of wall and ceiling insulation
- replacement of the existing window glazing with smart glass
- replacement the west facing veranda sub floor structure and boards
- installation of new doors to match the original double doors installed in 1928
- installation of new precast concrete veranda columns and brick plinth on the west elevation to match the original building
- replacement of the social room flooring and sub structure
- upgrade of the accessible toilet to current standards under the *Disability Discrimination Act 1992 (DDA)*
- replacement of the cyclone fence mesh surrounding the practice court; and

- Installation of a DDA compliant accessible car space, shared space, and access ramp to the building.

Discussion

A tender for the restoration and upgrade of the Pavilion was formally advertised in *The Age* on 26 June 2019 closing on 22 July 2019.

Attendance at a compulsory site inspection was carried out on 2 July 2019.

Nine tender submissions were received by the tender deadline. Of these, one was deemed non-conforming due to non-attendance at the compulsory site inspection.

The Tender Evaluation Panel members met on 26 July 2019 to evaluate the tender submissions with tenderers shortlisted for interview. Interviews were held on 30 July 2019 and all shortlisted tenderers were re-scored based on the outcomes of the interviews. Reference checks were undertaken for the highest scoring tender.

Based on the evaluation process and reference checks, the Tender Evaluation Panel recommended Schultz Building Group Pty Ltd as the preferred tenderer. Schultz Building Group Pty Ltd provides the best value for money within their submission, has extensive experience in similar projects and has demonstrated an ability to meet the timelines and quality outcomes specified within the contract.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An Inclusive, Resilient and Healthy Community

- 1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential

Policy and Previous Council Reports

The awarding of Contract 2019.50 through a public tender process complies with Council's Procurement Policy and is consistent with the Hobsons Bay Sports Needs Analysis and Buildings Asset Management Plan.

Legal/Statutory Obligations/Risk

The awarding of Contract 2019.50 through a public tender process complies with section 186 of the *Local Government Act* 1989, which stipulates that a Council must publicly advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Financial and Resource Implications

The project is included in the 2019-20 Capital Works Program with a total budget of \$590,000 excluding GST. The recommended tenderers submission of \$575,969 excluding GST is within the current budget.

Environmental/Social/Economic Impacts

The proposed scope of works and tender evaluation process have taken into consideration the following environmental, social and economic impacts:

- provision of environmentally sustainable design (ESD) inclusions;
- consideration of existing environmental conditions; and
- provision of all abilities access to the building and surrounds.

Consultation and Communication

The tender was publicly advertised in *The Age* on 26, June 2019. The Tender Evaluation Report for Contract 2019.50 was presented to Council's Tender Board on 15 August 2019. The Tender Board endorsed the Tender Evaluation Panel's recommendation to award the contract to Schultz Building Group Pty Ltd subject to Council approval.

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.4.5 West Gate Tunnel Strategic Update Report

Directorate: Infrastructure and City Services

Councillor Portfolio: Integrated Transport - Cr Jonathon Marsden and Cr Sandra Wilson

Appendices: Nil

Purpose

For Council to receive and note the current status report on the West Gate Tunnel Project (the Project) and associated initiatives, projects and advocacy activities.

Recommendation

That Council receives and notes the current status report on the West Gate Tunnel Project.

Summary

The purpose of this report is to provide Council with an update on the current status of the Project across a range of aspects in accordance with the governance and decision making framework including property impacts and transactions. The status of Council's committed advocacy activities specifically relating to the Project, the Sports and Open Space Enhancement Package (SOSEP) and the Hobsons Bay Transport Planning Study (HBTPS) are included within this report.

Construction works are well advanced on the Project. The CPB Contractors, John Holland Joint Venture (JV) and West Gate Tunnel Authority (WGTA) continue to seek Council's input into specific project design and construction activity, community outcomes and approval to access Council land and infrastructure.

Background

Council has received a number of reports on the development and planning process associated with the Project. As it progresses through the construction phase regular status reports will continue to be provided. This report provides an update on current Project activities, items submitted by WGTA and the JV for Council approval, Council advocacy activities, governance arrangements including communications and engagement and capital works to be undertaken by Council as a result of the Project. Updates on the Community Liaison Group, Traffic Management Liaison Group and Inner West Air Quality Community Reference Group are also provided.

Discussion

Construction Activity

Figure 1 below outlines the current Project related activities along the West Gate Freeway section:

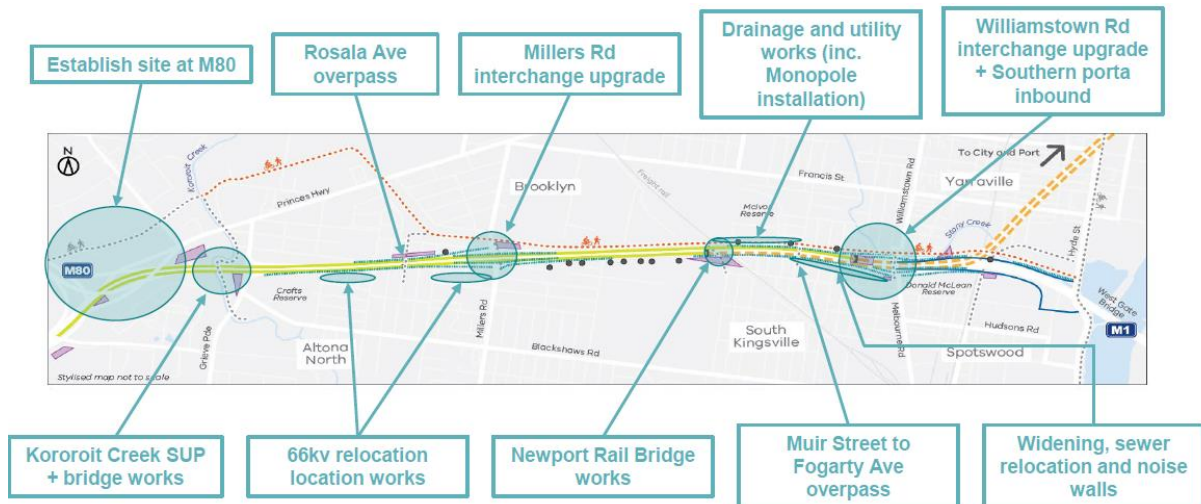


Figure 1: Current Project Construction Activity

Key construction activity being undertaken by the JV in the western section includes:

- works to widen the West Gate Freeway between Chambers Road and Grieve Parade and new noise walls
- construction of retaining walls, bridge structural works including excavations and piling at various locations
- 220KV and 66KV powerline relocations along the edge of freeway
- construction of two pedestrian overpasses at Rosala Avenue and Muir Street
- Kororoit Creek and Newport Rail bridge widening works
- Millers Road and Williamstown Road bridge structure widening and traffic lane switches, adjusting the alignment of the freeway to allow preparation for the inbound tunnel entry
- the outbound (southern) tunnel portal site
- preparation for establishment of a construction compound at the northern end of Hall Street, including construction of a temporary noise wall along Hope Street adjacent to Emma McLean Kindergarten and a storage area on The Avenue Reserve
- assembly of the Tunnel Boring Machines for commencement of tunnelling.

Construction Traffic Impacts

In order to undertake the power relocation works (i.e. removal of 66kv conductors and relocation of 220kv conductors onto new monopoles) along the West Gate Freeway inbound between Lynch Road and Millers Road, the Rosala Avenue pedestrian overpass has been temporarily closed. A safety exclusion zone underneath and adjacent to the conductors and towers will be maintained for approximately 20 days (16 August – 8 September, 6am to 8pm daily) due to its close proximity to the work area. The work site is shown in Figure 2 below.



Figure 2: 220KV Powerline Construction Site

Pedestrian access detours have been established via adjacent local roads and Millers Road. Council raised concerns on behalf of the immediate community pertaining to the lack of notification and alternative transport options provided during the immediate works period. Council continues to engage with the JV to determine preferred transport support options for local residents while the Rosala Avenue overpass is closed.

Some night time and freeway ramp closures have been programmed, with detailed Traffic Management and Communications Plans to be implemented in the lead up to closures. Figures 3 and 4 below highlight the current and upcoming traffic impacts and work locations between Hyde Street and the M80 interchange.



Figure 3: Current Traffic Impacts

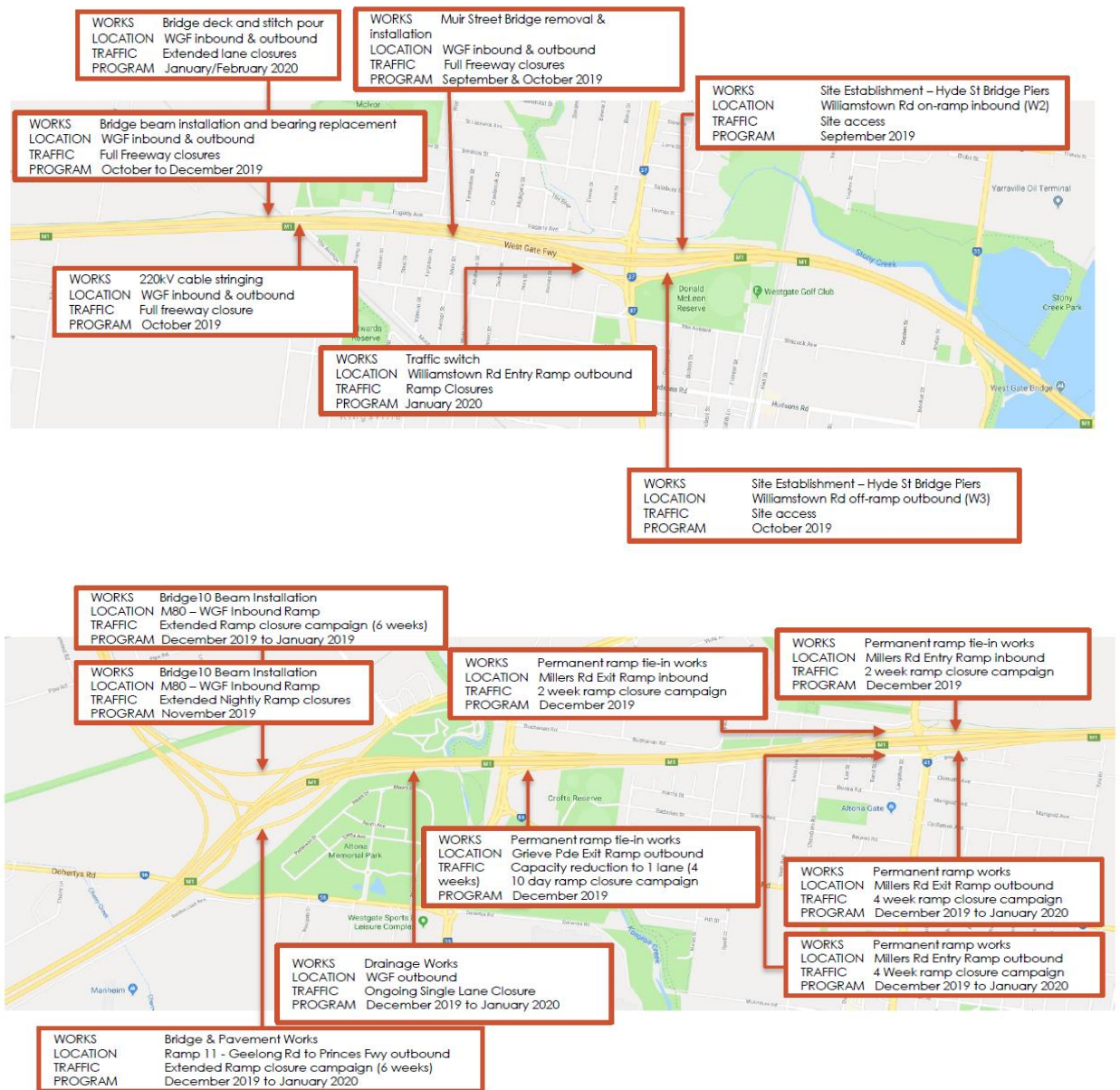


Figure 4: Upcoming Traffic Impacts (2 sections)

Further details on traffic disruptions due to works for the Project are available at: <http://westgatetunnelproject.vic.gov.au/constructionupdates/>

Council Advocacy

Throughout the design and now construction stages, Council officers have, where possible, negotiated outcomes and improvements consistent with Council’s adopted position to optimise beneficial community outcomes. A Memorandum of Understanding (MOU) has been established between Council and the WGTA to reflect the organisational roles and responsibilities and to support the ongoing resources from the Victorian Government to support Council officers in project delivery for the term of the Project.

Sports and Open Space Enhancement Package

The Sports and Open Space Enhancement Package was endorsed at the Ordinary Council Meeting on 13 February 2018 and is supported by the Victorian Government through a \$5

million contribution and \$2.86 million Council contribution. The current status of the Sports and Open Space Enhancement Package is described below.

Item	Status
Duane Reserve, Brooklyn improvements	Submissions recently received through the community consultation process have informed the concept plans, which have now moved to detailed design phase prior to tendering and further consideration by Council. Construction is planned to commence by end of 2019 with completion expected in early 2020.
Brooklyn Reserve improvements	
Rowan Avenue Reserve, Brooklyn improvements	
WLJ Crofts Reserve, Altona North Master Plan and Works	The concept plan for the pavilion and Master Plan has been finalized following the consultation process and will proceed to detailed design and costing. Target completion date of works December 2020.
Donald McLean Reserve, Spotswood Master Plan Review and Works	As for WLJ Crofts Reserve above. Target completion date of works June 2020.

The Package will consider all infrastructure elements within these Reserves and provide detailed designs for the respective pavilions. The WGTA are engaged in this planning process to ensure impacts as a result of the Project are factored into the designs and consideration given to construction timelines.

Key changes made to the concept masterplans following the consultation period include:

1. WLJ Crofts Reserve

- relocating storage for the Dog Agility Club to the pavilion with roller doors facing the northern ovals
- increased space for honour boards within the social and foyer areas
- adjustment of storage spaces to better accommodate clubs' needs
- relocating cricket nets to south western corner of new Oval Three
- provision of overflow parking in the area where the cricket nets are currently located (west of Oval One)
- external storage and curators shed placed in the area immediately north of car park
- request by Williamstown Superrules Football Club to extend the social area has been indicated on the plan for separate costing and possible funding by the club
- request by Western Jets Football Club for additional space in between the two main change rooms that service Oval One for separate costing and possible funding by the Australian Football League

2. Donald McLean Reserve

- a small extension of the pavilion floor area in the social space
- improved screening of the proposed cricket nets adjacent to The Avenue
- provision for future electronic scoreboard

- improved waste management provision
- improved viewing space from the pavilion
- minor modifications to proposed pavilion storage and circulation areas
- suggested play elements for the upgraded play space
- additional feedback from sports clubs to be further considered during detailed design

Detailed design will now be undertaken by consultant architects prior to further discussions with clubs on optional elements (subject to separate funding sources) and consideration by Council.

Hobsons Bay Transport Planning Study

The Department of Transport (DOT) is leading the HBTPS in partnership with Council. A transport issues report for the study area has been completed by project consultant WSP. This will be used to guide community engagement with the project, defining issues and opportunities previously identified by the community and respective agencies.

The HBTPS, to be completed by early-mid 2020, will consist of three key deliverables:

1. An evidence based transport study to be used as a working document.
2. An implementation plan with mutually agreed interventions to be identified by the study, and projects to proceed to a business plan for endorsement by government.
3. An advocacy document for Council which will include items that may not align with current Victorian Government policy.

Draft reports for the first areas of investigation, which include Grieve Parade, Hyde Street ramps and the additional north-south link, have been prepared and are currently under review by the Project Working Group. A data gap assessment is also being prepared along with communication material for the upcoming public announcement of the HBTPS.

As part of the study, stakeholder agencies participated in *Movement and Place* workshops in June and August to help prioritise optimal transport outcomes considering transport demand and land use.

Transport Corridor Study (Williamstown Road and Millers Road)

The Transport Corridor Study (TCS) is led by the DOT (Major Roads) to identify and address key transport issues and impacts resulting from the Project in the Williamstown Road and Millers Road corridors, particularly the proposed increase in truck traffic. Specifically, the purpose contained in the Terms of Reference is to *identify community concerns and help develop initiatives that would support local amenity and traffic movement*.

The TCS Working Group has identified and assessed 52 initiatives for investigation.

Ten Phase One initiatives that can deliver benefits and be built by 2022 (prior to the opening of the West Gate Tunnel) are proposed to be available to the community for consultation in the near future.

The last meeting of the TCS Working Group, held on 17 July 2019, discussed the proposed projects and the multi-criteria assessment process used for the selection of projects. It was also agreed that the Terms of Reference would be reviewed for consideration at the next meeting.

Further information on the Study can be found at:

<https://www.vicroads.vic.gov.au/newsmedia/2018/changing-traffic-movement-through-melbournes-growing-innerwest>

Community Liaison Group

The last combined North and West Community Liaison Group (CLG) meeting was held on 24 July 2019 and included an update on construction activities, planned works, reports from community members, the Schools Engagement Program - *West Gate Kids*, the Landscape Plan and a WGTA update.

CLG members provided input into a priority list for landscaping offsets, i.e. trees required to be planted by the JV to offset the loss of approximately 3000 trees due to the construction works. Landscape factsheets have been prepared for the areas around Stony Creek (including Westgate Golf Course), Kororoit Creek and Federation Trail in Brooklyn (Pipeline Reserve), to be made available to the community.

Expressions of Interest for additional CLG members closed on Friday 7 June 2019 and interviews have been held. New members are proposed to be appointed by the next North and West CLG meetings in September.

Further information on the CLG including copies of meeting notes can be found at: <http://westgatetunnelproject.vic.gov.au/clg/>

Traffic Management Liaison Group

The last meeting of the Traffic Management Liaison Group, held on 7 August 2019, provided an update on various traffic management aspects of the Project. Traffic monitoring across the network continues and no major issues have been identified with the recent major freeway lane and ramp temporary closures. Council officers continue to raise community concerns regarding project trucks operating in residential streets, particularly in Spotswood and South Kingsville.

Upcoming traffic impacts are included in Figure 3 and 4 above and the following link: www.westgatetunnelproject.vic.gov.au/travel disruptions.

Business Involvement Plan Progress

The Project has social and economic requirements and targets to support local businesses and provide local employment opportunities. An Industry Capability Network has been established with Hobson Bay businesses invited to participate. An online trader directory has been in place since last year, and the JV Business Engagement team have been working closely with Council's Economic Development team to connect local businesses to the JV and workers.

Community Involvement and Participation Plan

A Community Involvement and Participation Plan (CIPP) is being developed by WGTA which includes a Victorian Government funded grants and partnership program to fund community led social legacy outcomes and initiatives, e.g. capital projects, community programs and events. The CIPP, expected to be announced in the near future, is proposed to operate over the life of the Project.

The announcement of the CIPP is expected after the Hobsons Bay and Maribyrnong City community grants programs. Applications will then be invited from relevant community based clubs and organisations. WGTP has pledged funding to support Council's resource requirements to administer the CIPP.

A Ministerial announcement is imminent for the program launch, with applications expected to open in September. More information is to be provided but in the meantime officers continue to work with WGTP to refine the guidelines, process and Council's administrative support of the program.

Inner West Air Quality Community Reference Group

The Inner West Air Quality Community Reference Group (the Inner West AQCRG) provides community members with the opportunity to provide community insight and input to future improvements for air quality in the inner west. The Inner West AQCRG has an initial term of 12 months (to the end of 2019).

The last meeting of the Inner West AQCRG was held on 5 August 2019. The previous meeting held on 15 July 2019 included a panel discussion on dust. Panel members were:

- Michael Beale (Occupational Hygienist, envirosapHe)
- Dr Paul Torre (Senior Applied Scientist, EPA)
- Jeremy Settle (Metropolitan Regional Manager, EPA)

The next meeting of the Inner West AQCRG will be held on 26 August 2019 with invited experts presenting on industry air emissions. Further information can be found at: <https://www.environment.vic.gov.au/sustainability/inner-west-air-quality-reference-group>

Air quality monitoring for the project has been established at six Ambient Air Quality Monitoring Stations to develop a baseline of data from current local conditions (see below). This baseline will be used to measure any changes once the project tunnel opens in 2022. Monitoring will continue for up to 5 years following opening. The air quality report for May 2019 has been published on the Project website. Links below.

- Webpage link: <http://westgatetunnelproject.vic.gov.au/about/keytopics/tunnel-ventilation-and-air-quality>
- Direct link: http://westgatetunnelproject.vic.gov.au/_data/assets/pdf_file/0008/380366/West-Gate-Tunnel-Project-Ambient-Air-Quality-Monitoring-Report-May-2019.pdf

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

Priority 3: Growth through innovation, access to local jobs, technology and education

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An inclusive and healthy community

- 1.3 Ensure all community members will have access to quality community, sport and recreation facilities, cultural experiences and open spaces to encourage a healthy and active lifestyle

Goal 2: A great place

- 2.5 Work with all levels of government and other stakeholders to improve our transport network and to address gaps and capacity in public transport, our roads, foot paths and cycle routes

Goal 3: A well designed, maintained and environmentally sustainable place

- 1.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets

Goal 4: A Council of excellence

- 4.1 Collaborate with all levels of government, service providers, not for profit organisations and the private sector to address the concerns of our community

Policy and Previous Council Reports

On 26 August 2016 Council adopted the updated Hobsons Bay City Council's Adopted Position and Recommendations for the then Western Distributor Project. The adopted position included Hobsons Bay Project Requirements, Principles, Objectives and Performance Measures for the Project.

The Principles are:

1. An efficient, integrated and sustainable transport network outcome
2. Positive liveability, amenity and community wellbeing outcomes
3. An environmentally responsible project
4. A genuine commitment to consult with the community
5. A value for money outcome
6. Planning for future growth.

Several Council policies and strategies were considered in the establishment of the adopted position on the Project and have been considered to inform the design and Environment Effects Statement (EES). Council has received numerous reports regarding officer assessments of the Project design development, community engagement and advocacy activities undertaken in response to the Project.

Legal/Statutory Obligations/Risk

Legal and statutory obligations and risks have been identified throughout Council's review and input to the Project. These obligations and opportunities will continue to be monitored and assessed.

A report and formal submission on the preferred design and EES was adopted by Council at the Ordinary Council Meeting on 27 June 2017. This report considered legal, risk and statutory obligations for the Project. A statutory process for the acquisition of Council land has commenced.

The latest available Independent Reviewer and Environmental Auditor's report on the Project can be viewed at:

http://westgatetunnelproject.vic.gov.au/_data/assets/pdf_file/0004/347026/WGTP-IREA-audit-report-March-August-2018.pdf

Financial and Resource Implications

Significant Council officer time has been committed in responding to requests for advice, information and comment regarding the Project. Design packages are still being reviewed and frequent requests are being received now that construction is underway.

An MOU has been established between Council and the WGTA to reflect the organisational roles and responsibilities and to support the ongoing resources in project delivery for the term of the Project.

Environmental/Social/Economic Impacts

The environmental, social and economic impacts of the Project to the Hobsons Bay community have been described in detail through the EES and will be monitored and mitigated through the implementation of the Environmental Performance Requirements (EPRs) for the Project. Local procurement, jobs and business development are project objectives as described in the Business Involvement Plan section above.

Consultation and Communication

The Project includes a detailed consultation and communication process. The Project EPR requires the development of a Communications and Community Engagement Plan which links closely with the proposed EPRs, requiring a Traffic Monitoring and Management Plan, Business Involvement Plan and CIPP.

Notifications to directly impacted areas prior to works commencing have been ongoing. Council has assisted in sharing information on planned traffic disruptions through its website and social media. Complaints received by Council in relation to construction activity have been minimal. However, more recent complaints and enquiries received by Council have included:

- Concerns about cyclist safety at the Hyde Street/Simcock Avenue intersection temporary arrangements
- Impacts to Brooklyn and investment into the Brooklyn community

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.4.6 Response to Petition – Request to Resurface Byrne Lane, Seaholme and additional lighting

Directorate: Infrastructure and City Services

Councillor Portfolio: Not applicable

Appendices: Nil

Purpose

To provide Council with a response to the petition regarding the resurfacing of Byrne Lane, Seaholme and lighting at the end of the laneway.

Recommendation

That Council:

- 1. Refers the resurfacing of Byrne Lane, Seaholme to the Future Capital Works Program.**
- 2. Writes to the lead petitioner advising of the outcome.**

Summary

Under Council's Right of Way – Unmade Laneways Policy residents have the opportunity to contribute financially to the construction of the laneway under a Special Charge Scheme. This option is available to residents if they require the laneway to be sealed in the immediate short term.

In the long term Council is developing a program to construct all unsealed laneways in the municipality subject to Council approval. Currently across the municipality there are approximately 14 kms of unsealed laneways.

To be considered for a lighting upgrade or provision of new lighting to light the entire length of the laneway, the laneway must provide strategic connectivity between activity centres or have high pedestrian utilisation. Loss of amenity and reduction in privacy to residential properties are also considered when reviewing the provision of lighting in laneways.

Background

On 11 June 2019 Council received a petition consisting of 18 signatures requesting Council resurface Byrne Lane, Seaholme and supply a power pole at the end of the lane for lighting the laneway.

The petition reads as follows:

“Request for community members to add their name to a petition to be submitted to Hobsons Bay City Council regarding resurfacing of Byrne Lane in Seaholme (June 2019) and to please supply a power pole at the end of the lane for lighting as it's pitch black and very dark down the length of the laneway.”

Discussion

Council officers have undertaken a site inspection of Byrne Lane and confirmed that the laneway is unsealed and in average condition. Council's Right of Way – Unmade Laneways Policy states that "The Council will encourage construction of unmade laneways as part of Special Charge Schemes under the *Local Government Act 1989*" and "The Council will only undertake weed spraying, rubbish removal and minor repairs and maintenance to unmade laneway surfaces on request where deemed necessary".

Under the Special Charge Schemes residents are required to contribute financially to the construction of the laneway. This option is available to residents if they require the laneway to be sealed in the immediate short term.

In the long term Council is developing a program to construct or resurface all unsealed laneways in the municipality subject to Council approval. The proposal includes investigation and development of a program of works in 2019-20, undertake design work in 2020-21 and undertaking the works in 2021-22. In the meantime, Council will continue to maintain the laneway including re-gravelling and pothole repairs where required.

Council officers have conducted a night time inspection to assess the street lighting levels at both ends of the laneway. During the inspection, lighting was identified at each end of Byrne Lane with the lighting levels meeting Australian Standard (AS1158.3.1) minimum requirements. With respect to lighting the laneway itself, only laneways that provide strategic connectivity between activity centres or have high pedestrian utilisation are considered for lighting upgrades. Loss of amenity and reduction in privacy to residential properties are also considered when reviewing the provision of lighting in laneways. Byrne Lane in this instance does not provide a key strategic route or have high pedestrian utilisation. An adjacent footpath network which has adequate street lights is provided for path users on High and Station Streets. Taking these factors into consideration additional street lighting is not warranted within Byrne Lane, Seaholme.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets

Policy and Previous Council Reports

This report and recommendation is consistent with Council's current Right of Way – Unmade Laneways policy. There have been no previous reports presented to Council in response to this petition.

Legal/Statutory Obligations/Risk

Council has a legal obligation under the *Road Management Act 2004* and Council's Road Management Plan to maintain a safe and trafficable surface for road users. In carrying out its

duties and fulfilling its obligations, Council will undertake minor repairs and maintenance of the laneway as required.

Financial and Resource Implications

It is estimated that approximately \$1.4 million is required for spray sealing all the unsealed laneways. However, the costs could escalate to approximately \$2.5 million depending on the drainage requirements and whether a total reconstruction to a full depth pavement is required for some laneways. It is proposed to fund the laneways program using rate revenue allocated in the Capital Works Program.

Environmental/Social/Economic Impacts

Council's strategic asset management approach has positive environmental, social and economic impacts. Implementing a program to construct or resurface all unsealed laneways will (i) provide safe, accessible, fit for purpose assets and networks for present and future communities, (ii) decrease ongoing maintenance costs in the future and (iii) contribute to the health and wellbeing of the community.

Consultation and Communication

Council officers liaised with the lead petitioner to clarify and confirm the requests. Internal consultation and engagement was also undertaken with relevant Council technical departments to resolve the technical aspects of the petition request.

Council officers contacted the lead petitioner on 29 July 2019 to discuss the petition. The lead petitioner confirmed their attendance for the 10 September 2019 Ordinary Council Meeting at which the petition will be addressed.

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

8.5 Community Wellbeing

8.5.1 Response to Petition - Ban single use plastics on beaches and parks

Directorate: Sustainable Communities

Councillor Portfolio: Environmental Sustainability - Cr Jonathon Marsden and Cr Sandra Wilson

Appendices: Nil

Purpose

To respond to a petition, containing 143 signatories, requesting Council to ban single use plastic products on beaches and in parks.

Recommendation

That Council:

- 1. Continues to encourage the reduction or elimination of single use plastics through the development of a Single Use Plastics Policy**
 - 2. Continues community education and behaviour change activities as well as partnerships with local traders to provide alternatives to single use packaging**
 - 3. Continues to advocate to all levels of government to introduce initiatives to prevent the use of single use plastics and litter**
 - 4. Writes to the lead petitioner advising of the outcome**
-

Summary

Council has a strong commitment to waste and litter management. The vision of the Waste and Litter Management Strategy 2025 (the Strategy) is to provide leadership and empower our community to deliver innovative and collaborative solutions to waste and litter management within Hobsons Bay. This includes the development of a Single Use Plastics Policy which is currently in train.

At the Ordinary Council Meeting on 9 July 2019, Council received a petition, coordinated via the Change.org website, requesting Council ban the use of single use plastic and/or products on Altona and Williamstown Beach as well as in parks within Hobsons Bay. The petition also requested that Council promote waste-free alternatives to the community with posters in libraries, train stations, and community centres. The petition has 143 signatories.

Council does not have the authority to ban single use plastics within the community as it requires State legislation. Council can and will, however, continue to work towards eliminating single use plastic by council, encouraging the reduction and elimination of single use plastics by the community, and advocating to the Victorian and Australian Governments for legislative change.

Background

There is no specific data available to Council on the volume of single use plastics disposed of. However, past litter counts show that plastic in general accounts for three per cent of litter

in Hobsons Bay. Beverage containers made of glass, plastic and aluminium make up 11 per cent of all litter, while cigarette butt litter accounts for 59 per cent. While minimal data is available, observations and data gathered through local community group clean-up activities indicate significant volumes of litter at beaches and parks is single use packaging.

Single use plastic is a key issue for Council and the community, and is a focus through the Strategy. Council has actions under way to phase out single use plastic in Council offices, venues, functions and events and to trial a container deposit system, as well as engaging in extensive advocacy.

Council's Event Guidelines have been updated to encourage event organisers and Council staff to avoid the use of single use plastics and consider alternatives. Council's Sport and Recreation Facilities User Guide has also been updated to encourage clubs to avoid single use plastic bags, polystyrene products and balloons.

Council supports a range of local initiatives to reduce plastic and waste. Support has been provided to Friends of Groups, Boomerang Bags, Williamstown and Altona Beach Patrols, Port Phillip EcoCentre, Scab Duty, Tangaroa Blue Foundation, Sea Shepherd, Transition Hobsons Bay, and Traders Associations. In addition to this Council has raised awareness of responsible disposal of litter via footpath decals and bin signage in key hot spots along the foreshore and shopping strips.

Discussion

Reducing use of and banning single use plastics involves many stakeholders and all levels of government. In November 2019 the Victorian Government will introduce a ban on light weight shopping plastic bags. The Victorian Government has also signalled it will develop a plastic pollution action plan to reduce other types of plastic pollution. This will be informed by a reference group, including community members and councils.

The Federal Government's action in relation to single use plastics includes a ban on importation and production of personal care products with microbeads, support for clean-up activities (Clean Up Australia Day), promoting alternatives to plastic packaging, and action to achieve targeted consumer behaviour change.

Council currently does not have the authority to prevent a product's use at beaches or in parks in Hobsons Bay. An exception to this is the smoking ban on Altona and Williamstown beaches which was implemented in 2011 under Council's Local Laws and is enforced by Council's Environmental Health and Local Laws team with assistance from Victoria Police. In 2012 a Victoria-wide ban was introduced on patrolled beaches within a 50 metre radius of the red and yellow flags under the *Tobacco Act 1987*.

Council is directly influencing single use plastics through local initiatives including:

- Council's Procurement Policy, which guides purchasing decisions to be made in the context of the waste hierarchy to avoid, reduce, reuse and recycle. The purchase of recycled and environmentally preferable products and materials is also supported. The policy also highlights Council's commitment to minimising greenhouse emissions, habitat destruction and toxicity and maximising water efficiency.
- Working with local traders and their associations to provide education on the impacts of single use packaging and suggest environmentally friendly alternatives.
- Running community anti-litter and waste-free campaigns. Last summer this included bin signage in Pier Street, Altona, which has proven to be an effective method of creating litter awareness across local communities and visitors. Council will also continue to provide waste avoidance community workshops at libraries and community centres including recent zero waste and plastic-free living events.

Furthermore, there will be continued support for local community groups to support the reduction in single use plastics.

The development of a Single Use Plastic Policy will further develop initiatives that Council will use within service delivery, within leased facilities, and to further strengthen procurement policies. Council will seek input into the draft Single Use Plastic Policy over the next six months.

Container deposit schemes are another potential way to reduce littered single use plastic items such as beverage containers. While a state-wide legislative approach is required, Council has committed in the Strategy to the installation of a trial container deposit system by 2020.

A key change lever is industry action and product stewardship to reduce reliance on single use plastics. Council has committed to continue advocating to all levels of government to see change in this space.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Choose Priority

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.4 Maintain a clean city and encourage the community, business and industry to reduce, reuse and recycle

Council's Waste and Litter Management Strategy 2025 provides its position and future direction towards reducing single use plastics and litter.

Policy and Previous Council Reports

At the Ordinary Council Meetings of 24 May and 26 July 2016 Council considered policy and operational mechanisms such as its Procurement Policy, Event Guidelines and Sport and Recreation Facilities User Guide, to reduce or where possible eliminate single use plastic including plastic bags. At the Ordinary Council Meeting on 13 March 2018, Council also considered a petition to ban balloons in all Council owned and managed public spaces.

Legal/Statutory Obligations/Risk

Council will show leadership and work towards eliminating its use of single use plastic. Council can encourage the reduction and elimination of single use plastics, however it does not have the authority to prevent their use within the community due to a lack of legislation.

Financial and Resource Implications

The advocacy and community education and engagement elements mentioned in this report will be delivered within existing operational budgets.

Environmental/Social/Economic Impacts

Single use plastics can greatly impact the natural environment. They are often mistaken for food and swallowed by marine or bird life, which can cause injury and death. The social impacts of reducing and eliminating single use plastics are largely in relation to behaviour change. Council will work with the community and traders in relation to reducing the use of single use plastic, using alternatives and correct litter management.

Consultation and Communication

Through the development of the Strategy, the community told Council that single use plastics were a key issue. As a result of this feedback the Strategy has a number of actions directed to reduce single use plastics. Council will be developing a Single Use Plastics Policy and will seek further input from the community and stakeholders.

Council officers have contacted the lead petitioner to formally acknowledge receipt of the petition and invite them to attend the 10 September 2019 Ordinary Council Meeting, when the petition will be considered.

Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

9 Delegates Report

Directorate: Corporate Services

Purpose

To consider reports by Councillors who have been appointed as delegates to Council and community committees.

Recommendation

That Council receive and note the recent Delegates Report.

Delegates Report - Environmental Sustainability Portfolio Advisory Committee

Councillor Delegate: Cr Marsden and Cr Wilson

Date of Meeting: 01 August 2019

The Environmental Sustainability Portfolio Advisory Committee (PAC) met on Thursday 1 August 2019.

The committee received an update on Council's response to current issues in relation to recycling and the closure of SKM Recycling. Key issues discussed included actions in response to the closure, options to allow community members to continue to recycle, and Council's advocacy through the Municipal Association of Victoria to the Victorian Government.

A workshop was held to seek feedback on the question of "What is the potential for a community wide initiative for the generation of renewable energy in Hobsons Bay?" Committee members provided suggestions for Council including:

- the potential role of Energy Democracy in developing a community co-operative
- considering the link between industrial land and business development i.e. potential of redundant or vacant sites, linking to the Industrial Land Management Strategy
- investigating potential opportunities for solar covered car parks

These ideas will feed into future renewable energy discussions and projects.

A presentation was provided on Council's annual sustainability reporting. This reporting includes key environmental indicators which have been tracked since 2011-12. Committee members gave feedback on the previous reporting style and the updated reporting style via the draft 2018-19 Sustainability Scorecard. Feedback included:

- being explicit on the purpose of the reporting process to ensure that the community is aware of its intention and relationship to other reporting processes
- including targets for each area of reporting so that the community is aware of what the indicator is seeking to measure/achieve
- adding an explanation of the trends that occur over time

This feedback will be used to finalise the 2018-19 sustainability reporting.

Finally, the group received an update from the Integrated Transport PAC on the three main advocacy issues which are: the Melbourne Metro 2; Grieve Parade access to the West Gate Freeway; and the importance of bus services reviews, particularly in areas not well serviced by trains.

Delegates Report - Metropolitan Local Government Waste Forum

Councillor Delegate: Cr Colleen Gates

Date of Meeting: 8 August

This meeting included an overview of organics recovery, updates on current matters and consideration of revised Forum Operating Guidelines and notice of motions.

The Metropolitan Waste and Resource Recovery Group (MWRRG) provided an overview of current organics recycling market, activities and resources available for councils including the Back to Earth Initiative launch, Food Organics Green Organics (FOGO) service research, case studies and recent FOGO survey results. Nillumbik Shire Council presented on how they overcame contamination issues in their FOGO service, turning a 10.5 per cent contamination rate into 0.79 per cent over a 12 month period.

The MWRRG provided an update on their recycling contingency plan, collective recycling procurement, advanced waste processing, the electronic waste landfill ban, and the Circular Economy Policy. The revised Forum Operating Guidelines and notices of motion were endorsed. These motions included seeking endorsement from member councils to request that the Victorian Government:

- declare waste and recycling an essential service
- expand legislative reform on single use plastic bags to include the phase out of problematic single-use products including plastic wrappers on food at supermarkets
- establish a container deposit scheme by legislation in line with other states and territories
- advocate to the Australian Government for effective national product stewardship arrangements, including a container deposit framework, to drive recycling of drink containers, textiles, polystyrene, paper and cardboard, and all electronic goods
- send out alerts via text messages to advise residents in relevant local government areas of any impact to bin collections in an event of the closure or interruption of service providers

Delegates Report - RoadSafe Westgate Community Road Safety Council

Councillor Delegate: Cr Sandra Wilson

Date of Meeting: 21 August 2019

Works have commenced for the shared trail improvement works along Skeleton Creek between St Anthony's Court and Ravenswood Court to improve cyclist/pedestrian safety and connectivity.

Council has submitted a grant application to the Transport Accident Commission (TAC) Local Government Grants Program for two projects. These projects have come from the Safe Travel to Schools Program that sits within the Council's Capital Works Program. The details for each are as follows:

- Williamstown Primary Schools Road Safety Improvements (Williamstown Primary School and St. Mary's Primary School) – Project total \$163,600 (\$81,800 TAC and \$81,800 Council). The works include the installation of raised platforms, traffic splitter islands and bike lanes for improved pedestrian and cyclist safety.
- Newport Lakes Primary School analysis work for road safety improvements – Project total \$30,000 (\$30,000 TAC). The project includes investigation of appropriate treatments around the Newport Lakes Primary School for improved safety.

Advocacy efforts are also underway to improve pedestrian and cyclist safety at two key locations within the municipality. Advocacy is being directed towards VicRoads, Department of Transport, Major Road Projects Victoria and the Victorian Government for road upgrade work at the following locations:

- Kororoit Creek Road and Millers Road Intersection, Altona
- Queen Street Bridge over Laverton Creek, Altona Meadows

Delegates Report - Integrated Transport Portfolio Advisory Committee

Councillor Delegate: Cr Jonathan Marsden and Cr Sandra Wilson

Date of Meeting: 12 August 2019

The Sustainability Officer for Integrated Transport gave a presentation on parking, including its contribution to car dependency and its impact on active transport and urban design outcomes. An activity was undertaken to identify the potential for parking trade-offs, such as space reallocated for urban greening, widening footpaths and the potential to deliver bicycle infrastructure.

Discussions focussed on the Newport and Laverton Activity Centres. Generally PAC members recognised the need for some trade-offs and identified potential areas for implementing a variety of actions. It was agreed that some of these trade-offs could only be implemented in tandem with improvements to active and public transport infrastructure or the replacement of on-street car parking to off-street parking stations. This feedback will be provided to the development of the upcoming parking strategy and for any urban design and active transport initiatives.

The second agenda item, facilitated by the Coordinator Sustainability, focused on the evaluation of the Integrated Transport Plan. The presentation highlighted Council's sustainability policies, in particular, the Sustainability Framework which provides a methodology to report on policy implementation. The discussion focussed on identifying evaluation questions and measures that could be used to track progress. There was interest in the group to learn more about the business case behind projects, understanding the funding split between active transport and roads, the effectiveness of advocacy, and understanding the factors that influence behavioural change. Feedback provided on evaluation will be integrated into future reporting processes.

10 Notices of Motion

10.1 Notice of Motion No. 1209 – Condolence – Mr Gerardus 'Gerry' Den Dulk

Cr Jonathan Marsden has given notice of the following:

That Council:

- 1. Extends its condolences to the family and friends of Mr Gerardus 'Gerry' Den Dulk who sadly passed away on the 11 August 2019, in appreciation for the significant contribution Mr Den Dulk made to the Hobsons Bay community during his time as Altona Shire President and Councillor.**
- 2. Recognises and records Mr Den Dulk's commitment to social progression and community support. Including that:**
 - a. He was the first Altona Shire President from an immigrant background, having come to Australia from the Netherlands following the Second World War.**
 - b. He served three terms with Council and, as Shire President, opened the Altona Civic Centre.**
 - c. During his time on Council, Mr Den Dulk introduced the celebratory aspect to naturalisation ceremonies.**
 - d. He presided over the building of Altona Library, the first library to be established locally, and the first elderly citizens' centre in the area.**
 - e. He was highly involved with the community, including the Altona Life Saving Club.**

11 Supplementary Public Question Time

Supplementary Public Question Time provides an opportunity for the public to ask questions directly related to items on the agenda that have arisen during the evening's proceedings.

Where it is not possible to provide a response during the meeting, a written response to the question will be provided promptly.

Written public questions received during the Council meeting that are not related to items on the agenda will be taken on notice and responded to in writing by the appropriate Council officer, or referred to the next Ordinary Council Meeting for a public response if so requested by the questioner.

12 Urgent and Other Business

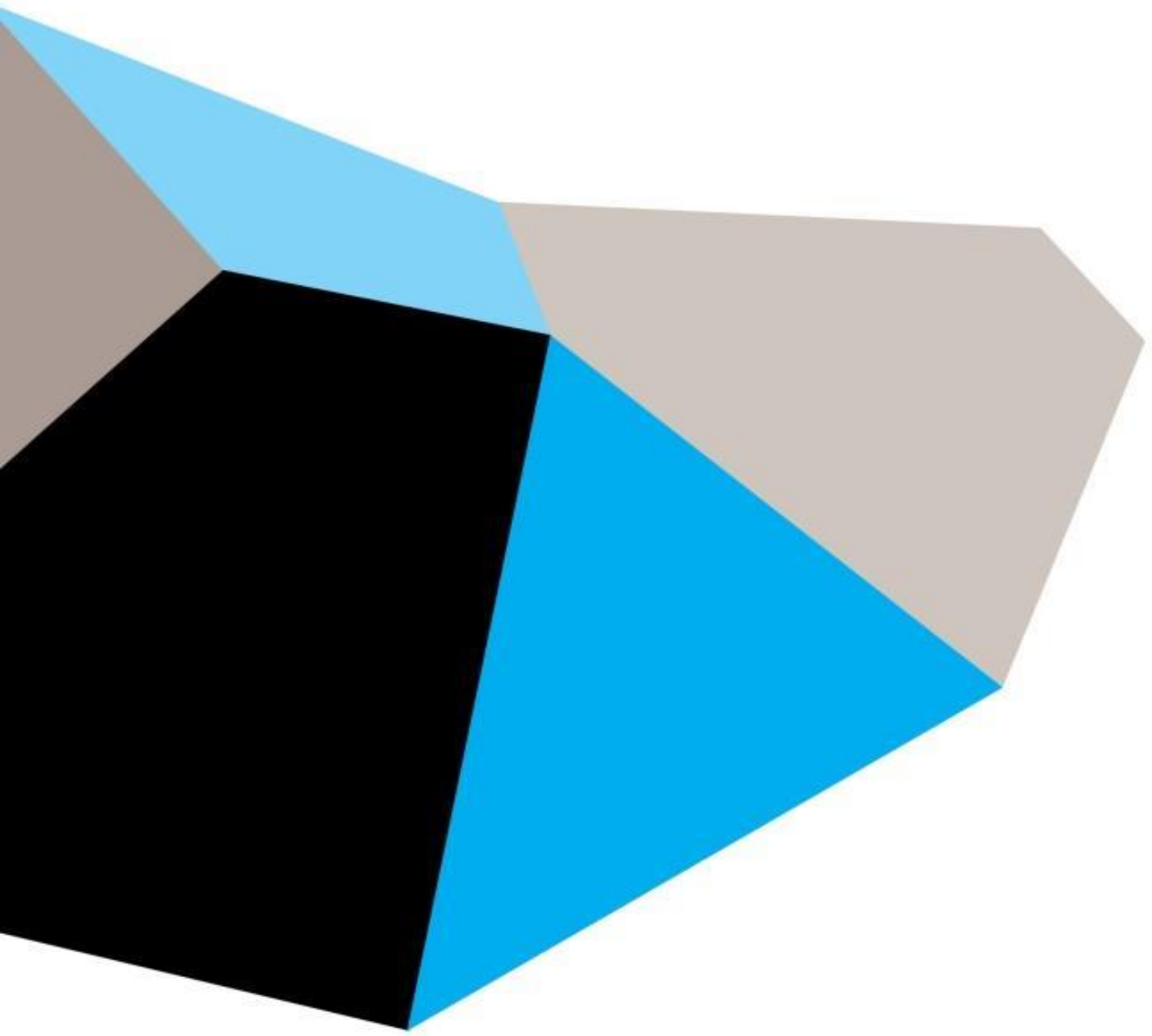
13 In Camera Business

Recommendation

That Council considers the Confidential Report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the *Local Government Act 1989*:

13.1 CEO Performance Appraisal 2018-19

This report is considered confidential in accordance with s89(2)(a) and (d) of the *Local Government Act 1989* as it relates to personnel matters.



HOBSONS BAY CITY COUNCIL

115 Civic Parade, Altona

PO Box 21, Altona 3018

Phone (03) 9932 1000

Fax (03) 9932 1039

NRS phone 133 677 and quote 03 9932 1000

Email customerservice@hobsonsbay.vic.gov.au

 www.twitter.com/HobsonsBayCC

 www.facebook.com/HobsonsBayCityCouncil

 www.hobsonsbay.vic.gov.au
