



# Ordinary Council Meeting Agenda

Tuesday 10 December 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 Colleen Gates (Mayor)

Wetlands Ward

### Councillors:

Cr Angela Altair

Strand Ward

Cr Peter Hemphill

Strand Ward

Cr Jonathon Marsden

Strand Ward

Cr Tony Briffa

Cherry Lake Ward

Cr Sandra Wilson (Deputy Mayor)

Cherry Lake Ward

Cr Michael Grech

Wetlands Ward

Aaron van Egmond  
Chief Executive Officer  
Hobsons Bay City Council

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## 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 Meetings of the Hobsons Bay City Council held on 8 November 2019 and 12 November 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 - November 2019
- 2 AOC - 8 November 2019 Ordinary Council Meeting
- 3 AOC - 12 November 2019 Ordinary Council Meeting
- 4 AOC - 19 November 2019 Councillor Briefing Session
- 5 AOC - 3 December 2019 Councillor Briefing Session

#### Purpose

To provide Council with a regular update from the Chief Executive Officer (CEO) on the recent initiatives and projects undertaken 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*, incorporates into the minutes of this meeting the written Record of Assembly of Councillors held on 8 November 2019, 12 November 2019, 19 November 2019 and 3 December 2019.**

#### Summary

The attached CEO's Report on Operations provides Councillors and community with 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 *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.

## 8.1.2 Certificate of Recognition to Mr Hayden Raysmith AM

**Directorate:** Office of the Chief Executive

**Councillor Portfolio:** Not applicable

**Appendices:** Nil

### Purpose

To present a Certificate of Recognition to Mr Hayden Raysmith AM.

### Recommendation

**That Council presents a Certificate of Recognition, affixed with Council's common seal, to Mr Hayden Raysmith AM in recognition of his significant contribution and leadership as outgoing chair of the Hobsons Bay Community Fund.**

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### Summary

At the Ordinary Council Meeting held on 12 November 2019, Council resolved to recognise Mr Hayden Raysmith AM for his significant contribution and leadership as outgoing chair of the Hobsons Bay Community Fund (HBCF), a perpetual philanthropic fund, since its inception in 2006 and the legacy he leaves with HBCF having achieved a \$1 million corpus to enable continuing community grants and support for the foreseeable future.

The Mayor will present the Certificate of Recognition to Mr Hayden Raysmith AM at tonight's meeting.

## 8.2 Corporate Services

### 8.2.1 Memorial Plaque Request - Donna Joy Walker

**Directorate:** Corporate Services

**Councillor Portfolio:** Not applicable

**Appendices:** Nil

#### Purpose

For Council to consider the installation of a memorial seat and plaque in recognition of the late Ms Donna Joy Walker.

#### Recommendation

**That Council, having considered the contribution made by the late Ms Donna Joy Walker to the social and civic life of the Hobsons Bay and broader community:**

- 1. Approves the installation of a memorial seat and plaque opposite 14 The Strand, Williamstown or in the vicinity.**
  - 2. Notes that the cost of the memorial will be borne by the applicant.**
- 

#### Summary

Council has received a request from the family of the late Ms Donna Joy Walker for a memorial seat and plaque in her memory to be installed opposite 14 The Strand, Williamstown.

#### Background

Council has adopted a policy for the installation of memorial plaques and cremated remains in public places. The policy aims to commemorate individuals who have contributed to the cultural, political or social aspects of Hobsons Bay's development or shared community history.

#### Discussion

Donna Joy Walker, Allianz Australia's Chief Technical Officer, was a Williamstown resident and successful businesswoman in the insurance industry.

On 13 October 2019, over 500 friends and family attended her funeral service at the Holy Trinity Church in Williamstown, then proceeded to the Williamstown Cemetery.

Tributes flowed for Donna who died suddenly on 1 September 2019 while holidaying in Tanzania with her husband James.

Donna was a tireless advocate of greater diversity within workplaces and was an early supporter of flexible working programs. Donna was chair of the Diversity and Inclusion Action Group and chair of the Women in the Workplace Committee. She was a high-profile advocate for the advancement of women in the insurance industry and a regular speaker at industry events and conferences.



She was on the Board of the Australian and New Zealand Institute of Insurance and Finance, a Fellow of the Institute of Actuaries and Graduate Member of the Australian Institute of Company Directors.

Donna was a supporter and financial sponsor of the Williamstown Football Club. Donna also contributed significantly to many charities and regularly attended fundraising activities.

Donna created a free school holiday program for families that struggle with childcare. The program is being renamed the Donna Walker School Holiday Program and is available to families within Hobsons Bay and other parts of Melbourne.

Donna's family will be responsible for the cost of the bench seat and plaque. An offer has also been made to contribute the equivalent amount to a charity sponsored by Hobsons Bay City Council.

To honour this request, it is suggested that a donation be made to the Hobsons Bay Community Fund (HBCF). The HBCF provides grants to community organisations across Hobsons Bay.

## **Strategic Alignment**

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

### **Goal 2: A great place**

2.2 Celebrate and promote the diversity of our community

## **Policy and Previous Council Reports**

Council's Memorial Plaques and Cremated Remains in Public Places Policy defines a memorial as an object established in memory of a person, association, anniversary or event. It also states that there should be an association between the location of the plaque and the person to be commemorated.

## **Legal/Statutory Obligations/Risk**

As required by the Council policy, memorials shall be designed and sited so as not to intrude upon, damage the structure or natural environment, or otherwise create a public risk.

## **Financial and Resource Implications**

In accordance with Council policy, the applicant must meet all costs associated with the design, manufacture and installation of the memorial, which shall be undertaken by, or under the direction of, Council.

## **Environmental/Social/Economic Impacts**

There should be an association between the location of the plaque and the person or event to be commemorated. The siting of the memorial in memory of the late Ms Donna Joy Walker meets this criteria.

## **Consultation and Communication**

Donna's family has been consulted in relation to the location of the seat and plaque. Officers have also liaised with Council's City Services and Active Communities Departments regarding an appropriate location for the memorial.

## **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 Council and Community Committees 2020 - Appointment of Delegates and Proxies

**Directorate:** Corporate Services

**Councillor Portfolio:** Not applicable

**Appendices:** 1 Council and Community Committees 2020 - Appointment of Delegates and Proxies

### Purpose

To formally appoint Councillor delegates and proxies to Council, community and other committees and groups for 2020.

### Recommendation

**That Council appoints Councillor delegates and proxies to Council, community and other committees and groups for 2020, as attached.**

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### Summary

An annual review of Councillor delegates and proxies appointed to Council, community and other committees and groups has been undertaken in order for Council to appoint delegates and proxies for 2020.

### Background

Council has a number of internal committees and also nominates representatives to various groups, both locally and regionally. Use of committees, advisory groups and representation on external groups is an effective way for Council to be well-informed, enlist the expertise of independent members and represent Hobsons Bay City Council on strategic issues.

### Discussion

The proposed committee delegate appointments for 2020 are attached as an appendix.

Where no delegate or proxy representative is specifically nominated for a committee, the appointment will default to the Mayor and Deputy Mayor without requiring resolution at a Council meeting.

The committees and groups are divided into the following categories:

- appointments for Mayor of the Day
- appointments for other Council and community committees and groups

Appointments are no longer required for the following groups which have been removed from the list:

- Hobsons Bay Licensees Accord
- Victorian Local Governance Association
- Aviation Road Level Crossing Interest Group
- Ferguson Street Level Crossing Interest Group

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

- 3.1 Work with all levels of government, key stakeholders and the community to ensure urban development is appropriate and considers neighbourhood character and heritage
- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets
- 3.3 Protect and enhance our coastal environment, biodiversity and natural areas, in partnership with major stakeholders and the community

#### 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
- 4.4 Actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making

## Policy and Previous Council Reports

A review of Councillor delegates and proxies appointed to Council, community and other committees and groups is undertaken annually.

## Legal/Statutory Obligations/Risk

Under Section 3 (1) of the *Local Government Act 1989*, committees may be established to provide strategic input from a broad cross section of the community or from individuals with specialist expertise in particular areas of Council's operations.

## Financial and Resource Implications

Costs associated with the operation of Council and community committees is accommodated by existing operational budgets.

## Environmental/Social/Economic Impacts

The Council and community committees and groups have a key focus on the built, economic, social and natural environment within Hobsons Bay.

## Consultation and Communication

Councillors and officers have been consulted in relation to the appointment of delegates and proxies to Council and community committees.

## **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 2020 Council Meeting Timetable

**Directorate:** Corporate Services

**Councillor Portfolio:** Not applicable

**Appendices:** Nil

#### Purpose

To adopt the 2020 Ordinary Council Meeting timetable.

#### Recommendation

**That Council:**

1. **Adopts the Council Meeting Timetable for 2020, as listed in the report.**
2. **Gives appropriate public notice of the Ordinary Council Meeting dates.**

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#### Summary

This report proposes the 2020 Council meeting dates for Council's consideration.

#### Background

Council is required to fix the date, place and time of all Council meetings and reasonable notice must be provided to the public.

In 2017 the replacement of fortnightly Council meetings with one Ordinary Council Meeting per month was successfully trialled and has continued during 2018 and 2019.

#### Discussion

The proposed Council meeting timetable for 2020 is listed below.

The 2020 timetable includes one Ordinary Council Meeting per month. It is proposed that Councillor Briefing Sessions and meetings of Council's Special Planning Committee continue to be held on the alternate weeks.

The election period for the Council elections will apply from 22 September 2020 until 6pm on Election Day (24 October 2020), inclusive. Council's Election Period Policy aims to ensure that the ordinary business of local government continues throughout the election period, in a responsible and transparent manner, in accordance with statutory requirements and established election period conventions.

Swearing in of the new Councillors (oath/affirmation of office), following the Council election on Saturday 24 October 2020, has been scheduled for Wednesday 4 November 2020.

Election of the Mayor has been scheduled for Friday 13 November 2020.

All meetings will be held in the Council Chamber at the Hobsons Bay Civic Centre, unless otherwise notified.

<b>2020 Council Meeting Timetable</b>			
Thursday	23 January	6.00 pm	Special Planning Committee
Tuesday	28 January	6.30 pm	Councillor Briefing Session
Tuesday	4 February	6.30 pm	Councillor Briefing Session
Tuesday	11 February	7.00 pm	Ordinary Council Meeting
Tuesday	18 February	6.30 pm	Councillor Briefing Session
Tuesday	25 February	6.00 pm	Special Planning Committee
Tuesday	3 March	6.30 pm	Councillor Briefing Session
Tuesday	10 March	7.00 pm	Ordinary Council Meeting
Tuesday	17 March	6.30 pm	Councillor Briefing Session
Tuesday	24 March	6.00 pm	Special Planning Committee
Tuesday	31 March	6.30 pm	Councillor Briefing Session
Tuesday	7 April	6.30 pm	Councillor Briefing Session
Tuesday	14 April	7.00 pm	Ordinary Council Meeting <b>Adoption of Proposed Budget 2020-21</b>
Tuesday	21 April	6.30 pm	Councillor Briefing Session
Tuesday	28 April	6.00 pm	Special Planning Committee
Tuesday	5 May	6.30 pm	Councillor Briefing Session
Tuesday	12 May	7.00 pm	Ordinary Council Meeting
Tuesday	19 May	6.30 pm	Councillor Briefing Session
Tuesday	26 May	6.00 pm	Special Planning Committee
Tuesday	2 June	6.30 pm	Councillor Briefing Session
Tuesday	9 June	7.00 pm	Ordinary Council Meeting <b>Submissions Budget 2020-21</b>
Tuesday	16 June	6.30 pm	Councillor Briefing Session
Tuesday	23 June	7.00 pm	Ordinary Council Meeting <b>Adoption of Budget 2020-21</b>
Thursday	25 June	6.00 pm	Special Planning Committee
Tuesday	30 June		<b>No Meeting (5<sup>th</sup> Tuesday)</b>
Tuesday	7 July	6.30 pm	Councillor Briefing Session
Tuesday	14 July	7.00 pm	Ordinary Council Meeting
Tuesday	21 July	6.30 pm	Councillor Briefing Session
Tuesday	28 July	6.00 pm	Special Planning Committee
Tuesday	4 August	6.30 pm	Councillor Briefing Session
Tuesday	11 August	7.00 pm	Ordinary Council Meeting
Tuesday	18 August	6.30 pm	Councillor Briefing Session
Tuesday	25 August	6.00 pm	Special Planning Committee
Tuesday	1 September	6.30 pm	Councillor Briefing Session
Tuesday	8 September	7.00 pm	Ordinary Council Meeting
Tuesday	15 September	6.30 pm	Councillor Briefing Session
Tuesday	22 September	6.00 pm	Special Planning Committee (election period commences)
Tuesday	29 September		<b>No Meeting (5<sup>th</sup> Tuesday)</b>
Tuesday	6 October	6.30 pm	Councillor Briefing Session
Tuesday	13 October	7.00 pm	Ordinary Council Meeting
Tuesday	20 October	6.30 pm	Councillor Briefing Session
<b>COUNCIL ELECTION SATURDAY 24 OCTOBER 2020</b>			
Tuesday	3 November		<b>No Meeting (Melbourne Cup Day)</b>
Wednesday	4 November	6.00 pm	<b>Swearing in of new Councillors (oath/affirmation of office)</b>
Friday	13 November	7.00 pm	<b>Ordinary Council Meeting – Election of Mayor</b>
Tuesday	17 November	6.30 pm	Councillor Briefing Session
Tuesday	24 November	7.00 pm	Ordinary Council Meeting
Thursday	26 November	6.00 pm	Special Planning Committee
Tuesday	1 December	6.30 pm	Councillor Briefing Session
Tuesday	8 December	7.00 pm	Ordinary Council Meeting
Tuesday	15 December	6.00 pm	Special Planning Committee

## 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

## Policy and Previous Council Reports

The current Council meeting cycle of two Councillor Briefing Sessions and one Ordinary Council Meeting per month has been in place since 2017.

## Legal/Statutory Obligations/Risk

Section 89(4) of the *Local Government Act* 1989 requires that a Council must give at least seven days public notice before the holding of an Ordinary or Special Council Meeting.

Clause 18 and 19 of Council's *Meeting Procedure and Common Seal Local Law* 2015 requires Council to fix the date, time and place of all Council meetings and that reasonable notice must be provided to the public.

## Environmental/Social/Economic Impacts

Ordinary Meetings of Council are an effective approach to decision making that provides community access and participation in the public process.

## Consultation and Communication

Public notice of the Ordinary Council Meeting dates will be given in the local newspaper and via public notices displayed at the Hobsons Bay Civic Centre, Hobsons Bay Libraries and on Council's website.

The schedule of meetings following the Council election (November to December 2020) may be subject to change, following consultation with the newly elected Councillors.

## 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.



## 8.2.4 Mayoral Focus 2019-20

**Directorate:** Corporate Services

**Councillor Portfolio:** Not applicable

**Appendices:** Nil

### Purpose

To update Councillors and the community on the areas of focus of the Mayoral Term 2019-20 of Mayor of the Day Cr Colleen Gates.

### Recommendation

**That Council notes the proposed Mayoral focus areas of the Mayor Cr Gates for the Mayoral Term 2019-20.**

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### Summary

Following the Mayoral Election on 8 November 2019, Council elected Cr Colleen Gates to lead the Council as Mayor for the 2019-20 Mayoral Term.

The Mayor, Cr Colleen Gates has determined that during her term, mayoral activities will focus on three interrelated themes of Community Connectedness, Open Space and Innovation.

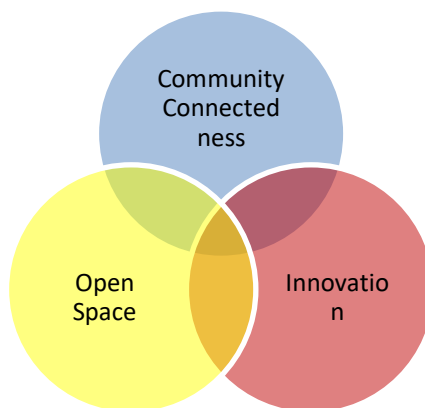
This report outlines the areas of particular interest and provides details of the initiatives and activities that the Mayor intends to support over the course of the Mayoral Term.

### Background

The Mayoral Program provides an opportunity for the Mayor to support the implementation of key strategic actions that will serve the best interest of the Hobsons Bay community and align with the Hobsons Bay 2030 Community Vision and the Council Plan 2017-21.

The intent of the key themes is to also place focus on community wellbeing and inclusiveness, better care for our environment and how we can leverage community-led innovation to be a leader within the local government sector.

The projects and initiatives developed for the Mayoral Program are intended to intersect across the three themes.



**Figure 1: Themes of the Mayoral Program**

## Discussion

### Community Connectedness

On 8 November 2019 Council launched a series of one minute stories about individual volunteers who devote their time and skills to make our community a better place. The Mayoral Program will expand on this initiative with a follow up series to **Recognise the Volunteer Organisations** that exist across Hobsons Bay and their pivotal role in contributing to the quality of life in our community. These organisations and their volunteers are the glue of our community, contributing their time, knowledge and skills to benefit the community and most importantly make a difference to the lives of many grateful community members. The Mayor will invite Councillor colleagues to nominate community groups across the municipality to showcase and recognise. The recognition will include a short video telling the story of the group's people, purpose and contribution.

Hobsons Bay City Council conducts a **Junior Council** program where primary school children are invited to a Junior Council Meeting to represent their respective school, talk about the school's activities and ask questions of the Mayor which relate to the municipality. Students gain experience in presenting in public and understanding how the Council operates. It is anticipated that members of Junior Council could also help Council to develop innovative ideas that solve community problems and/or draft conceptual designs for upgrades to some of our open space areas (e.g. Laverton Water Park).

Council's Youth Services team are developing a Youth Consultation Framework that will help inform the delivery of services for, and to support, young people aged between 12 and 25 years of age. We value the voice of youth in our community and one of the initiatives that the framework will support is **Youth Focus Groups** to help Council develop key strategic documents and direction setting. It is anticipated that a number of focus groups could be held in 2020 on topics of interest to youth members within the community that support the key themes of connection, innovation and open space. This may include topics such as habitat and open space enhancement, climate change, waste management and the use of technology.

### Open Space

Open space across our municipality is highly valued by many of our residents. To support this, the Mayor would like to bring a strong focus to the mayoral program on building better places to work, live and play. This includes creating places that are destinations that are stimulating, attractive and encourage social interactions and healthy living.

The Council's **Better Places Program** will commence in 2020 and seeks to improve accessibility, sustainable development and economic growth by encouraging investment, job opportunities, tourism and visitors to Hobsons Bay. The Better Places Program will commence with a focus on the Laverton precinct incorporating the Aviation Road Shopping Village and the surrounding community. The Mayor will also support the implementation of the Open Space Strategy.

Hobsons Bay, similar to other municipal areas is facing the significant challenges of climate change, population growth and urban heating, placing pressure on the built fabric, service delivery and the health of people of the city. Council is developing an **Urban Forest Strategy**, which will play a critical role in directing how we maintain and improve the health and liveability of Hobsons Bay by increasing our urban tree canopy. This will assist in bringing down temperatures in the urban area and create healthier eco systems. The Cool Streets Program in Altona Meadows proved to be a successful model and the Mayor would like to support the roll out of phase two of this program across the broader municipality.

A program of works has commenced to preserve habitat at the Laverton spit area. Given the global significance of this coastal area of Hobsons Bay, it would be valuable to map/monitor the progress of the migratory birds that visit the area, create more awareness within our local community and **Celebrate Our Local Biodiversity**. Hobsons Bay could use a social media campaign to showcase details about these migratory birds, their numbers, distance they travel and the reason for their visit to Hobsons Bay. This initiative would also include other parts of the municipality that are the home of unique flora and fauna. The Mayor would invite members of the community to participate in the initiative by posting information and photographs about their own sightings across Hobsons Bay using campaign hashtags with the campaign to be launched on World Wetlands Day in February 2020.

### **Innovation**

The Mayor will support opportunities to introduce innovation into the delivery of our products and services to the community. This may include the introduction of Smart Technology such as telemetry into infrastructure initiatives and upgrades. An example is Gross Pollutant Traps (GPT) which are an efficient method of removing large materials from the stormwater and drainage system and with telemetry can signal when they require emptying. GPT's are only one of many sustainable environmentally friendly options available to Council as part of the **Smart Infrastructure Program**.

The Creative Technology Hub at Seaworks Maritime Precinct recently opened for a series of taster workshops and drop in sessions. Featuring the latest in creative technologies, this new makerspace will provide visitors and program participants, aged 13 and above, with opportunities to play, learn and innovate locally. The Mayoral Program will support the official launch in February 2020 and the Hub's endeavours to feature a range of programs and activities that will focus on STEAM learning – Science, Technology, Engineering, Arts and Mathematics.

Hobsons Bay has announced the roll out of a new and improved **Kerbside Waste and Recycling Collection Service** that will commence in February 2020. The new, innovative service will introduce a four bin system designed to recover more resources and send less waste to landfill. A group of more than 350 volunteer community champions has been established to lead the community through the forthcoming period of change and to improve the way Hobsons Bay recycles. The Council is also working on a new phone app that will help support residents and make recycling easier to understand. This program will be fun, innovative, volunteer-led and transformational for our community. The new service will make Hobsons Bay one of the leading councils in Victoria, and the Mayor is proud to support the volunteers and the roll out of this project.

The above discussion has identified key areas of interest for Cr Gates that will be the basis of the Mayoral Term. Activities and initiatives undertaken throughout the term will be reported back at the conclusion of the year.

## **Strategic Alignment**

The Mayoral Program will assist with the achievement of many of the key strategic objectives in the Council Plan 2017-21:

### **Goal 1: An Inclusive, Resilient 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
- 1.4 Work in partnership with stakeholders to advocate to all levels of government for quality education, training, and lifelong learning opportunities for all community members
- 1.5 Understand the current and future needs of our community, and work to ensure those most vulnerable in our community are safe and have equitable and timely access to the support they need

## **Legal/Statutory Obligations/Risk**

The Mayoral Program is an important activity; as the leader of Council, the Mayor has a number of roles which are both legislative and functional. The legislative requirements are outlined in Section 73 and 73AA of the *Local Government Act 1989*. The Mayor not only takes precedence at all municipal proceedings within the municipality but must also take the chair at all meetings of Council at which she is present.

As reflected in the Mayoral Program, the Mayor's role extends well beyond officiating at the Ordinary Meetings of Council or other municipal proceedings. It includes providing leadership, promoting positive relationships, and modelling good governance.

The requirements of the *Charter of Human Rights and Responsibilities Act 2006* has been considered when writing this report.

## **Financial and Resource Implications**

The initiatives in the Mayoral Program can be supported through the existing budget.

## **Environmental/Social/Economic Impacts**

The Mayoral Program has a strong focus on environmental sustainability and a community focus on access and social inclusion.

## **Consultation and Communication**

Relevant Council departments and community organisations have been consulted about potential projects to assist the Mayor in achieving the aims of her Mayoral Program.

## **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 Sustainable Communities

### 8.3.1 Instrument of Appointment and Authorisation - Planning and Environment Act 1987

**Directorate:** Sustainable Communities

**Councillor Portfolio:** Not applicable

**Appendices:** 1 Instrument of Appointment and Authorisation - Planning and Environment Act 1987 - 10 December 2019

#### Purpose

For Council to update the Instrument of Appointment and Authorisation for Planning Officers in accordance with section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*.

#### Recommendation

That Council:

1. In accordance with section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989* authorises the officers named in the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) as attached.
  2. Affixes Council's common seal to the Instrument of Appointment and Authorisation.
- 

#### Summary

Authorised officers under the *Planning and Environment Act 1987* are required to be appointed by Council.

The last authorisation of Council officers under the *Planning and Environment Act 1987* was by a Council resolution on 9 October 2018.

Since that date, there have been a number of changes to the officers that require authorisation. The attached Instrument of Appointment and Authorisation has been amended accordingly.

#### Background

The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority. Council is required to appoint authorised officers pursuant to section 147(4) of the *Planning and Environment Act 1987* for matters relating to planning compliance and enforcement.

#### Discussion

Authorisation of Council officers for decision making is essential to enable the smooth operation of the planning system and reasonable timeframes for decisions.

The Chief Executive Officer, under authority delegated by Council, generally appoints authorised officers. Due to the particular provisions of the *Planning and Environment Act 1987*, authorised officers under that Act need to be appointed by a Council resolution.

The updated Instrument of Appointment and Authorisation attached to this report provides for Council to appoint authorised officers for the purposes of the *Planning and Environment Act 1987* and authorises the officers under the *Local Government Act 1989* to commence proceedings for breaches against the Acts and Regulations in Council's name.

The Instrument of Appointment and Authorisation comes into force immediately Council's common seal is affixed to the Instrument, and remains in force until Council determines to vary or revoke it, or until the authorised officer ceases to be a member of Council staff.

## 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

The last review of Planning Officer Authorisations was undertaken by Council on 9 October 2018.

## Legal/Statutory Obligations/Risk

Section 147(4) of the *Planning and Environment Act 1987* requires Council to authorise members of Council staff to carry out the duties and functions of that Act.

Council officers authorised under section 232 of the *Local Government Act 1989* may institute proceedings in the corporate name of Council for the enforcement of any provision of any act, regulation or local law for which Council is responsible.

## Environmental/Social/Economic Impacts

It is important that Council's Planning Officers can act as authorised officers under the *Planning and Environment Act 1987* to ensure good governance and effective enforcement of the Hobsons Bay Planning Scheme.

## Consultation and Communication

The Instrument of Appointment and Authorisation to the Planning Officers has been prepared to reflect the advice in the Delegation and Authorisation Service provided by Maddocks Lawyers.

## **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.



## 8.3.2 Special Event Funding Request Williamstown Seaport Festival

<b>Directorate:</b>	Sustainable Communities
<b>Councillor Portfolio:</b>	Arts, Culture and Tourism - Cr Angela Altair and Cr Colleen Gates
<b>Appendices:</b>	Nil

### Purpose

To review an application for funding for the Williamstown Seaport Festival (the Festival).

### Recommendation

That Council:

1. **Notes the application for funding for the Williamstown Seaport Festival (the Festival) to be held in March 2020, which was received as a special event sponsorship application under Council's Events and Festivals Funding Policy and Guidelines (the Funding Policy), and meets the eligibility requirements to be considered for funding.**
2. **Notes that the Festival will deliver benefits in line with Council's Hobsons Bay Events and Festivals Plan 2016-21, as well as the Funding Policy, and therefore has merit.**
3. **Endorses partial funding of \$20,000 (twenty thousand dollars) (noting this is half of the requested \$40,000 (forty thousand dollars)) as a one off special event, and refers any future applications to Council's annual events and festivals funding program.**

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### Summary

The Festival is a new event proposed for March 2020. It will highlight the unique strengths of Williamstown as Melbourne's first port, activating and promoting its maritime assets in an event that should resonate with locals and attract visitors.

An application to Council for funding support of \$40,000 was received in August 2019 and now requires assessment. While Council's major events program funding for 2019-20 has closed, the application meets the requirements of Council's special events category and can therefore be considered for funding support, noting that there is no specific funding available and new budget would need to be identified to do so. In this instance the event aligns with Council's Hobsons Bay Events and Festivals Plan 2016-21 (the Events Plan). It is recommended that Council endorses a partial grant, and the allocation of budget for it, as a one-off special event, and that it refers future applications to Council's annual events and festivals program.

### Background

As outlined in its Events Plan, Council allocates funding support to events, which are considered through an annual application process in two categories: Local Events and Festivals and Major Events. The most recent funding round closed in March 2019 for events taking place from 1 July 2019 to 30 June 2020.

Council can consider new and/or one off events through a special event category that is not part of the annual funding program. Council's Events and Festivals Funding Policy and Guidelines (the Funding Policy) includes a special event sponsorship category. This is for "*Major events generating substantial community, economic and tourism benefits including state, national and international profile and visitation, likely to be one-off*". Applications for this category must be received at least six months prior to the event date.

This category allows events and festivals with significant potential community benefit that arise outside of the annual cycle of the Events and Festivals funding to be considered, in exceptional circumstances. Council does not pre-allocate or forecast funds for a special event application. Support of a new application for 2019-20 would need to have new funds identified by Council.

The Events Plan sets out the strategic direction for the development of events and festivals in Hobsons Bay. It details Council's roles, why and how it supports events and the key priority areas for Council's support. The Events Plan guides the direction for Council supported and managed events, the development of policies and procedures and helps inform the allocation of resources including for an annual events and festivals funding program. The Events Plan is reported on annually, with the Year Three Report presented to Council in July 2019.

## Discussion

The Festival is proposed as a new event which will take place from 28 February 2020 to 6 March 2020. As it has risen outside the timeframes for the annual events and festivals funding program, an application for special event sponsorship has been made to Council for consideration. The application seeks \$40,000, well above the maximum able to be applied for under the Major Events category, which caps applications to a maximum request of \$25,000. However, in all other respects it complies with the requirements of the policy.

The Festival is developed by a partnership of people with history and engagement in the activation of the Williamstown waterfront. The Williamstown Chamber of Commerce is the auspicing body for the Festival and the application is made through its Vice President. The application was received on 30 August 2019 with clarification requested on 6 September 2019 and additional information received on 21 October 2019.

The objective of the Williamstown Seaport Festival is to celebrate Williamstown as Melbourne's first major seaport, including its maritime history, industry and waterfront attractions, and to profile Williamstown as a destination. It will include a Tall Ships program, featuring the *James Craig* (NSW), *Young Endeavour* (NSW) and Victoria's *Enterprize*. Festival activities are built around a number of waterfront locations.

Assessment of the application notes that the themes of the Festival are a strategic fit with the Events Plan, in which "*historic seaport (Williamstown)*" is listed as a key asset. The calendar dispersion putting activity into the post summer holiday period is also a good strategic fit, encouraging tourism and economic activity outside the traditional peak period. There are parts of the application that lack detail, and it is noted that it is a first event with a relatively short lead time (although just within the six months minimum requirement for an application for funding in the special events category).

Notwithstanding its timeframe, the application made for the Festival in its current form would be a closer fit for assessment in Council's annual Major Events round with its focus on local, metropolitan and regional outcomes, rather than a special event category which references state, national and/or international opportunities.

## 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 2: A great place

- 2.4 Deliver, support and promote arts, cultural, heritage, recreational and sporting events and programs that foster a sense of belonging and contribute to the liveability of the city

The Events Plan provides the framework for the support of events and festivals in the city including the value of particular themes as noted in this report.

The Nelson Place Action Plan 2015 notes the importance of a vibrant Nelson Place, Williamstown to the local economy, and references partnerships between event producers, the maritime assets, clubs and business.

## Policy and Previous Council Reports

The Events Plan including the Funding Policy was endorsed by Council at its Ordinary Council Meeting 15 December 2015.

The Year Three Progress Report was presented to Council at its Ordinary Council Meeting 9 July 2019.

## Legal/Statutory Obligations/Risk

On the application received, Council is noted as one of several funding or income sources. The importance of scalability for a new event, where various funding sources are being applied for and may be uncertain, was raised with the applicant and has been responded to.

Council provides operational annual funding to the Williamstown Chamber of Commerce through its trader support fund.

Councillor Jonathon Marsden is listed in the application as a member of the working group.

An event plan will be required and a series of operational assessments will be undertaken as with all events that have public impacts and/or take place on Council managed land, whether Council is a funding supporter or not.

When it is providing funding, Council prepares funding agreements with event producers that detail specific requirements.

## Financial and Resource Implications

Council allocates \$184,000 to the annual Hobsons Bay Events and Festivals funding round. \$130,000 of this is allocated in the Major Events category where applications are accepted to a maximum request of \$25,000. \$54,000 is allocated to the local events and festivals program where applications are accepted to a maximum of \$10,000.

Through the 2019-20 round, Council is providing funding to 26 events that will be held between 1 July 2019 and 30 June 2020.

Council does not hold funds in anticipation of special event applications. If funding is required, a budget would need to be identified for it.

## **Environmental/Social/Economic Impacts**

The Plan notes the following key focus and priority areas that the Festival would support, being maritime/coastal, environment, heritage, partnerships, alignment with unique strengths and points of difference.

The ability to attract or support major events in the city delivers benefits for residents and businesses, and strengthens the identity of the city in the Victorian events and tourism landscape.

The Victorian Employers' Chamber of Commerce and Industry, through the Victorian Events Industry Council Report 2020, notes that the events industry (excluding business events and conferences) contributes approximately \$1.2 billion to the state's economy each year, through direct and indirect spend.

From past experience of Council's sponsorship of tall ships events including at Seaworks, and in international sailing events, there is a measurable return on investment to the economy of the city through accommodation use, use of suppliers, as well as visitation.

## **Consultation and Communication**

The working group for the Williamstown Seaport Festival comprises a representative selection of the key stakeholders along the Williamstown waterfront.

## **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.

### 8.3.3 Recycling 2.0 Update

**Directorate:** Sustainable Communities

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

**Appendices:** Nil

#### Purpose

To seek approval from Council to begin the new municipal waste and recycling service in February 2020, provide an update on the program and endorse the proposed waste service charges.

#### Recommendation

**That Council:**

- 1. Endorses the start date of 1 February 2020 for Council's new Recycling 2.0 municipal waste service, which was endorsed at the 8 October 2019 Ordinary Council Meeting.**
  - 2. Notes the service provision negotiated and confirmed since Council's adoption of the Recycling 2.0 municipal waste service in October 2019.**
  - 3. Endorses the proposed Waste and Service Charges for 2019-20 and 2020-21.**
- 

#### Summary

At the Ordinary Council Meeting on 8 October 2019, Council adopted the introduction of a new municipal waste service to improve recycling outcomes in Hobsons Bay. This report provides three key updates to Council on progress to implement the Recycling 2.0 reforms, namely, the status of contracts, proposed charges, and a proposed start date for the new service.

At the same Ordinary Council Meeting, Council delegated negotiation of contracts to the Chief Executive Officer. Contracts have now been finalised with Australian Paper Recovery (APR), Alex Fraser Group, Veolia Australia and New Zealand (Veolia), Mastec Pty Ltd, Code for Australia and Cleanaway collections. Further discussions are also underway about a potential further local recycling processing option which may take some months to finalise.

Council has also noted a significant increase in the cost of recycling following the collapse of SKM, and that work would be done to review the Waste and Service Charge Policy in response. This report updates Council that no new charges are proposed for the 2019-20 year. A review is underway to confirm 2020-21 changes over the next six months, with any changes proposed to be minimised or smoothed over multiple years. Within this evaluation Council will also review its current hardship process to ensure the new service fees can be managed by all community members.

Council's endorsement is sought for a start date of 1 February 2020 for the new collections service.

## Background

The recent SKM recycling crisis revealed systemic problems in the recycling sector, and presented an opportunity to accelerate localised sustainable solutions in Hobsons Bay. To respond to these challenges Council endorsed an immediate roll out of a revised waste and recycling service including the following:

- accelerating the introduction of a glass bin to remove glass from the commingled recycling stream and improve the value of recycling
- implementation of food organics and garden organics (FOGO) to improve kerbside source separation. Approximately 45 per cent of food waste is currently going to landfill. Incorporating food waste with garden organics allows the material to be processed into a range of products including mulch, compost and other agricultural uses
- changes to collection frequencies including a weekly FOGO collection, fortnightly garbage and recycling collection and a monthly glass collection. Collection schedules have been modelled to improve the quality of kerbside source separation, and reduce contamination to levels needed to achieve quality recycling outcomes. The format also seeks to minimise the cost incurred by the community through the addition of two new collection services

## Discussion

### Commercial contracts update

Commercial contracts to support the new recycling and waste management system have now been finalised. These are outlined below.

#### *Collections*

A variation to the current Cleanaway and Hobsons Bay domestic waste collection service contract has been completed. This includes a further (and final) one year extension to the varied contract.

#### *Interim collections*

An interim collections service is in place with Cleanaway's processing business, which recently acquired key SKM assets in Laverton and Coolaroo.

#### *Glass*

An agreement has been secured with locally based Alex Fraser Group. The site is just outside the Hobsons Bay City Council boundary which will minimise transportation costs. Alex Fraser Group will reuse glass in a range of building materials. Further work is also underway to identify additional potential glass recycling opportunities (with other parties), to recycle glass into glass products where possible.

#### *FOGO*

Veolia is Council's current garden organics processor, through a statewide contract auspiced by the Metro Waste and Resource Recovery Group (MWRRG). Veolia, Hobsons Bay and MWRRG have worked together to add food organics into the garden organic stream. This includes an interim agreement for the first few months of supply.

#### *Plastic, paper / cardboard, and metal*

An agreement has been secured with APR, for the recycling of plastics, paper and cardboard, and metals, which be the new materials accepted in yellow bins. APR is located in Truganina just outside the Hobsons Bay City Council boundary, which means collections

vehicles can deliver directly to the site. APR also brings a local focus to recycling, seeking to achieve local circular economy outcomes where possible.

### *Bins*

Following a public tender, Mastec Pty Ltd was awarded the contract for the bin supply and delivery for Council's new service. Production has commenced and new bins are being transported to a location within the municipality ready for delivery in January 2020.

### *Recycling 2.0 app*

Council is delighted to be working in partnership with Code for Australia to develop the Recycling 2.0 app. A design jam is planned with community participation in early 2020.

Logistics planning and educational collaboration with each of our processing partners has already commenced.

## **Service implementation**

Council is proposing to commence the new services on 1 February 2020. New FOGO and glass bins will be delivered to all households currently paying for Council's waste service prior to 1 February 2020. A new 120L FOGO bin will also replace households that currently have a privately owned garden waste bin (approximately 5,000 properties). All delivered bins will include hot stamps and radio-frequency identification tags (RFIDs). RFIDs will be used as an asset management tool with the potential for the system to be used to better monitor waste and resource recovery activity over time.

The implementation of the new service will involve an extensive communications and engagement program, informing the community of the upcoming changes to services and the importance of properly sorting waste into the correct bin.

The implementation of the new service will occur over four key phases – Communication (awareness of the program), engagement (education of the community), execution (planning) and transition (moving from the old system to the new). The project is currently sitting in the communication phase as Council builds awareness of the new system, and will move into engagement pending Council endorsement of the 1 February 2020 start date.

## **Service charges**

No additional Waste Service charges are proposed for the 2019-20 year, except for supplementary services being added (e.g. for a new dwelling getting a new service), which will be based on the 2019-20 adopted budget service charges. This includes charges for residents seeking additional bins or volume, as noted below. This results in equitable outcomes that do not penalise or charge twice those who are already paying for a garden waste service.

A detailed review of the Waste Service and Charge Policy is currently being undertaken in order to set service charges from 1 July 2020 onwards. As part of this review, Council will also review its current Hardship Policy and process and ensure the new service fees can be managed by all community members.

As Council noted at its 8 October 2019 meeting, following the collapse of SKM, the cost of recycling has increased across the state. New costs are being evaluated in relation to this new increased baseline, and it is estimated that the new recycling service will cost approximately the same as the increased baseline cost for the existing service. The capital and one-off costs of delivering Recycling 2.0 are proposed to be covered from Council's existing waste financial reserve. At this stage it is forecast that this financial reserve may go slightly into deficit by 30 June 2020.

During the transitional period it is likely that contamination of recycling will be high as new systems are being learned by residents across the municipality. This will result in higher initial costs. Over time as recycling practices improve, costs will decrease. In the medium term Council will work to further improve the efficiency of services.

As a result of this period of change, Council is proposing to allow the waste management financial reserve to operate in deficit for several years, to allow costs to settle and reduce and smooth out any increase in residential waste charges to reduce the impact for residents.

A specific change that has been developed in more detail prior to implementation is charges for residents seeking additional or larger bins. This will apply in 2019-20, and includes:

- transitioning Private Garden bins (Category 'C') to the new municipality-wide service and charges. This will include providing approximately 4,800 residents with private bins with a new 120L Green (FOGO) bin with the matching 'lime green' coloured lid, to be collected weekly
- revising the arrangements for properties wishing to change their bin size. Under the standard model, bin sizes will be 120L garbage, 240L recycling, 120L glass and either 240L or 120L green (FOGO). Upon receiving a request, charges will be updated and bins swapped over. The proposed prices in 2020-21 for up-sizing are:
  - 120L increased to 240L Garbage = \$90 extra
  - 120L increased to 240L Green (FOGO) = \$30 extra
- where properties request additional bins, the following sizes are proposed to be offered at the following prices:
  - 240L Garbage \$230
  - 240L Recycling \$90
  - 120L Glass \$60
  - 120L Green \$110
  - 240L Green \$140

These service charges will be confirmed as part of the 2020-21 Budget process. However, indicative estimates are being made transparent at this stage to inform any engagement with residents who have particular volume needs of a particular waste stream.

### **Multi-unit developments**

For multi-unit developments and apartment blocks, Council is working to confirm arrangements across the municipality over the course of December 2019. The options to be made available are still being finalised, but likely to include shared bins with larger bin options. The cost of these services to such properties is still to be determined, and may include some charges direct to Strata Owners Corporations (formerly known as Body Corporates). This will be based on the principle that residents in a block sharing bins will not pay more than if they each had four separate bins.

### **Strategic Alignment**

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

#### **Priority 5: Activate sustainable practices**



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

This report aligns with Council's Waste and Litter Management Strategy 2025.

## Policy and Previous Council Reports

On 9 July 2019 Council adopted the Waste and Litter Management Strategy 2025, which sets the direction for the new waste and recycling service, including FOGO and variations to recycling systems. On 8 October 2019 Council endorsed the immediate roll out of a revised waste and recycling service across Hobsons Bay inclusive of a four bin system and a revised kerbside collection schedule.

## Legal/Statutory Obligations/Risk

A function of Council under the *Local Government Act 1989* is to plan for and provide services and facilities for the local community including raising revenue to perform this function. These services and facilities must be accessible and equitable. Should a change in statutory charges be needed to respond to the increased cost of recycling, the approach will ensure equitable outcomes. The appropriate public exhibition and consultation process will be followed.

## Financial and Resource Implications

Since SKM's closure, recycling costs have increased across the state (in Hobsons Bay by around \$1.2 million to an average cost of \$8 million per year); these changes are expected to be permanent.

Changes will initially be funded through the waste management financial reserve. However as a result of permanent changes to recycling costs across the sector, Council's Waste Service and Charge Policy will require review to adjust to the new arrangement.

Indicative estimates of the proposed new waste and recycling service incorporating glass and FOGO bins is approximately \$8.1 million annually. Over time, with reduced contamination and improved quality, there is the potential to further reduce this cost.

The proposed new approach also has a one-off capital cost for new bins, kitchen caddies, and community engagement. There is the potential of Victorian Government grants for forward-thinking recycling reforms, which would offset the once-off costs should Council attract state assistance.

## Environmental/Social/Economic Impacts

The new service aims to increase and improve our current recycling performance and better manage waste in Hobsons Bay as well as reduce greenhouse gas emissions associated with landfill. In addition, the new service will diversify contracts, support growth of the local waste and recycling sector as well as reduce risk and reliance on just one contractor. A key outcome of the new roll out is to improve the quality of kerbside source separation, and reduce contamination to levels needed to achieve quality recycling outcomes.

## Consultation and Communication

The implementation of the new service will involve a comprehensive communications campaign with core collateral including Adshel advertising, videography, collection truck signage, information packs, public displays and Council fleet decals. Communications will focus on the changes in the new waste system, why these changes are occurring, the importance of separation, where recycling and food and green waste is being treated, and end use products. Key messages will also include broader education about the value of waste avoidance, climate change, the climate impacts of food waste (and all waste), and other tips and tricks to address community concerns with the change of collection frequency.

A registration process is currently taking place to encourage community members to become a recycling champion for Hobsons Bay. Over 350 community members have already registered to volunteer and participate in Council's efforts to tackle recycling. A community engagement program is currently being developed in partnership with the volunteers to shape and support the engagement of the new service. Three sessions have been planned to engage the volunteer groups as "change agents" who will be heavily involved in interacting with the wider community.

Other community engagement tools will include launch parties, a waste and recycling app, digital information, presentations to community groups and schools, and face to face engagement with householders. Various activities will take place in conjunction with Council's summer events and school holiday programs.

Feedback from the community will be sought throughout implementation of the new service and will continue to improve the service Council is providing.

The quality of kerbside source separation will be constantly monitored through bin audits and feedback from suppliers. Information about the quality of and improvements in Council's kerbside source separation will be regularly shared with the 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 Infrastructure and City Services

### 8.4.1 Contract 2019.46 Drainage Renewal Construction Projects

**Directorate:** Infrastructure and City Services

**Councillor Portfolio:** Not applicable

**Appendices:** Nil

#### Purpose

To seek Council endorsement for the awarding of Contract 2019.46 for the Drainage Renewal Construction Projects Panel.

#### Recommendation

**That Council awards Contract 2019.46 for the Drainage Renewal Construction Projects to a panel of three suppliers, being Little Rock Civil, MACA Infrastructure and NOVACON GROUP at an estimated schedule of rates price of \$1,100,000 (one million one hundred thousand dollars) (GST inclusive) for the initial term of one year with two further two year extension options.**

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#### Summary

Council has developed an ongoing drainage renewal program to preserve its stormwater drainage network. In order to deliver this program effectively with best value, a Drainage Renewal Construction Projects Panel has been established.

An open tender process has been carried out for the procurement of the panel, with three conforming submissions received. Following evaluation of these tenders, a report was presented to the Tender Board on 18 November 2019, recommending Little Rock Civil Pty Ltd, MACA Infrastructure Pty Ltd and NOVACON GROUP Pty Ltd be engaged under this panel arrangement.

#### Background

Council has developed an ongoing drainage renewal program to preserve its stormwater drainage network. This program has identified projects for the renewal of existing drainage infrastructure to deliver a safe and reliable stormwater drainage network. The scope of works includes:

- reconstruction of drainage pits, pipes and end walls
- renewal of overland swale drains

#### Discussion

A tender for the development of a Drainage Renewal Construction Projects Panel was formally advertised in *The Age* on 12 October 2019, closing on 4 November 2019. Four tender submissions were received by the deadline.

One tender submission was non-conforming as the tenderer omitted a large proportion of the required items to be delivered under each package of work.

The Tender Evaluation Panel members met during November 2019 to evaluate tenders against the selection criteria. Based on the evaluation process, a report was presented to the Tender Board on 18 November 2019 recommending three tenderers for appointment to the panel being Little Rock Civil, MACA Infrastructure and NOVACON GROUP Pty Ltd. These tenderers provide the best value for money within their submissions, have extensive experience in similar projects and have demonstrated an ability to meet the timelines and quality outcomes specified within the contract.

It is recommended that Contract 2019.46 Drainage Renewal Construction Projects be awarded to the panel of three contractors at an estimated spend of \$1.1 million for the initial term of one year with two further two year extension options.

### **Process for procurement of works under the panel**

This information outlines how the panel will function to ensure probity and compliance with Council's Procurement Policy.

Once accepted to be a member of the prequalified panel, contractors may be invited by Council-appointed project managers to competitively quote against other members of the panel for the work. Council will provide a brief that will include the following:

- a plan of the works that are to be completed
- a bill of quantities of the works that are to be completed
- the setting of any milestones and timeframes to complete the works

Panel members invited to respond to such briefs must in their range, as a minimum confirm the following:

- their completed bill of quantities with rates as approved under the contract and any other additional rates for works
- their ability and capacity to complete the work
- the timeframe to complete the work

Council will assess the quotes received for cost and ability to meet project timeframes. Council may choose not to award to the lowest cost tenderer or any tenderer at any time. All panel members will be invited to quote for work offered through the panel.

Council reserves the right to undertake public tender process for any drainage renewal construction projects. There is no guarantee of a minimum amount or any amount of work being awarded through the panel.

## **Strategic Alignment**

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

### **Priority 5: Activate sustainable practices**

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

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

- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets
- 3.3 Protect and enhance our coastal environment, biodiversity and natural areas, in partnership with major stakeholders and the community

**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**

The awarding of Contract 2019.46 through a public tender process complies with Councils Procurement Policy. This contract specifically responds to Council's Asset Management Policy and associated asset audits.

**Legal/Statutory Obligations/Risk**

The awarding of Contract 2019.46 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 estimated spend under this contract is expected to be up to \$1.1 million per annum. Budget is provided in the 2019-20 capital works budget and the utilisation of this panel will provide increased value in the implementation of the drainage renewal program.

**Environmental/Social/Economic Impacts**

The proposed scope of works and tender evaluation process have taken into consideration the provision of environmentally sustainable construction methods, and consideration of existing environmental conditions.

**Consultation and Communication**

The tender was publicly advertised in The Age on 12 October 2019. The Tender Evaluation Report for Contract 2019.46 was presented to Council's Tender Board on 18 November 2019. The Tender Board endorsed the Tender Evaluation Panel's recommendation to award the contract to multiple contractors for the delivery of drainage renewal projects.

**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 Draft Road Management Plan 2020

**Directorate:** Infrastructure and City Services

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

**Appendices:** 1 Draft Road Management Plan 2020

### Purpose

To establish a revised management system for the road management functions of Council.

### Recommendation

**That Council:**

- 1. Publishes the revised Draft Road Management Plan 2020 for public exhibition for a period of six weeks.**
- 2. Receives a further report to adopt the Road Management Plan 2020 following the public exhibition period.**

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### Summary

Council has developed its Road Management Plan (RMP) to meet the legislative requirements of the *Road Management Act 2004* (the Act) and the strategic directions adopted by Council. As Council is the road authority for municipal roads, the RMP applies to the maintenance and operational activities of municipal roads only.

As part of the continuous improvement process, Council officers have reviewed the inspection frequencies, defect intervention levels, maintenance standards and response times for the road and footpath assets. A benchmarking process with neighbouring councils has also been completed. This revised plan is based on policy and operational objectives and recognises resource limitations in undertaking the necessary levels of service and performance targets outlined in the RMP.

The changes proposed to the RMP provide an improved methodology to more accurately record the severity and extent of defects, quicker response times to better manage and mitigate risk, and more reasonable intervention levels to reduce the overall cost of inspections and maintenance works.

### Background

The inaugural RMP was first adopted by Council in November 2004 with subsequent revisions in December 2006, June 2009, November 2013 and April 2018.

The RMP identifies responsibilities, inspection regimes, defect intervention standards, response times and management systems required to manage civil liability as well as demonstrate that Council, as the road authority, is responsibly managing the road assets under its control. Assets covered under this plan include the road pavement and surface, kerb and channel as well as footpaths on the road reserve.

Council is responsible for the management of road and traffic assets having a replacement value (excluding land) of approximately \$458 million. The road network covers approximately 433km.

The Act provides the opportunity for councils to develop a RMP to establish a management system to prioritise road functions.

In accordance with sections 50 and 52 of the Act, the purpose of this RMP is to:

- establish a management system for the road management functions of Council based on policy, operational objectives and available resources
- specify relevant standards or policies in relation to the discharge of duties in the performance of those road management functions
- detail management systems that Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which Council is responsible

## Discussion

As part of the continuous improvement process, a review of Council's RMP 2018 was undertaken by the Asset Planning department in accordance with the Act and the *Road Management (General) Regulations 2016*. The review was conducted on inspection frequencies, defect intervention levels, maintenance standards and response times for the road and footpath assets.

The Draft RMP 2020 (Appendix 1) has been developed to establish a revised management system for the local road functions that are the responsibility of Council. The revised management system is based on policy and operational objectives, and recognises resource limitations in undertaking the necessary levels of service and performance targets outlined in the RMP.

A number of discussions were conducted with internal departments (Roads Maintenance, Asset Planning, Capital Works departments) to arrive at the new inspection frequencies, defect intervention levels, maintenance standards and response times for the assets included in this plan. A benchmarking process was also completed with RMPs of neighbouring councils.

The following proposed changes provide an improved methodology of measuring defects, quicker response times to mitigate risk, and more reasonable intervention levels to reduce the overall cost of maintenance and inspections.

### Road

#### *Crack*

Response time for action shortened to better protect the pavement from water damage (quicker response times to better manage risk and prolong the life of the asset).

#### *Crocodile cracking*

Measurement on severity changed from linear metre to square metre area for ease of measurement, with a longer response time (improved methodology will more accurately record severity and extent of defects).

### Kerb and Channel

#### *Concrete damaged*

Measurement on severity changed to linear meter per segment instead of percentage of water restriction as a result of damaged kerb and channel to simplify the inspection (improved methodology will more accurately record severity and extent of defects).

## Footpath

### *Trip hazard and depression*

Severity changed from 5mm to 25mm to better manage the response time and treatment required (more reasonable intervention level to reduce the overall cost of maintenance).

Implementation of the RMP involves a rigorous risk based approach to the management and inspection of the road and footpath network. Inspection frequencies and defect response times will vary based on the level of risk and criticality rating of “High”, “Medium” and “Low”.

The benchmarking process found that the updated trip hazard and depression intervention level is consistent with levels of neighbouring councils:

Local Government Authority	Intervention Level
Maribyrnong City Council	>25mm
Brimbank City Council	25mm to 50mm
Wyndham City Council	>30mm
Melbourne City Council	>25mm
Hobsons Bay City Council	>25mm

“High” criticality rating roads and footpaths are those located near and adjacent to activity centres, schools, parks, foreshore and other high serviced areas. These locations will be inspected more frequently with earlier defect response times to ensure asset risks are appropriately managed.

## Strategic Alignment

The implementation of the RMP achieves the following goals and strategic objectives of the Hobsons Bay 2030 Community Vision, the Council Plan 2017-21 and the Integrated Transport Plan 2017-30.

### **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**

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

## Policy and Previous Council Reports

The inaugural RMP was first adopted by Council in November 2004 with subsequent revisions in December 2006, June 2009, November 2013 and April 2018.

Implementation of the RMP will be in accordance with the principles set out in the asset management policy for maintaining assets.



## Legal/Statutory Obligations/Risk

A review of Council's RMP 2018 was undertaken in accordance with the Act and the *Road Management (General) Regulations 2016*.

The Act provides the opportunity for councils to develop a RMP to establish a management system to prioritise road functions. Sections 50 and 52 of the Act outline the purpose of the RMP.

The *Road Management (General) Regulations 2016*, under Part 3, Division 1- Review of Road Management Plans, Clause 3, state that a municipal council must conduct and complete a review of its RMP within the period referred to in section 125(1) of the *Local Government Act 1989* or, if the period is extended in accordance with section 125(4) of that Act, within the extended period.

Section 206 of the *Local Government Act 1989* also deals with the powers of Council in relation to roads in its municipal district (including footpaths). The powers relevantly include the power set out in Clause 1 of Schedule 10, namely, the power to make and fix and alter the level of roads.

Sections 40 and 41 of the Act provide that Council (as the relevant road authority) may determine the standard to which roads and footpaths will be maintained and repaired, and Council is not otherwise under a duty to establish or upgrade a particular road or footpath, or to maintain a particular pathway to a standard which is higher than the current standards.

## Financial and Resource Implications

Implementation of the revised RMP activities will be funded by the Infrastructure and City Services operating budget.

## Environmental/Social/Economic Impacts

Council's strategic asset management approach has positive environmental, social and economic impacts. Long term asset planning and timely maintenance of infrastructure assets will provide safe, accessible, fit for purpose assets and networks for present and future communities, avoid increased replacement costs in the future due to the deferral of works and contribute to the health and wellbeing of the community.

## Consultation and Communication

Internal consultation and engagement has been undertaken with service managers and key officers responsible for the implementation of the revised RMP and ongoing management of the roads and footpaths.

## 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 Response to Petition - Reserved Parking for users of Joan Kirner House, Williamstown**

**Directorate:** Infrastructure and City Services

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

**Appendices:** 1 Parking Utilisation Rates WCEC

#### **Purpose**

To respond to the petition requesting to reserve parking for users of Williamstown Community and Education Centre Inc. (WCEC) at Joan Kirner House, 14 Thompson Street Williamstown.

#### **Recommendation**

**That Council:**

- 1. Notes the recent issuing of parking permits to the users of Williamstown Community and Education Centre Inc.**
- 2. Conducts a review into the provision of parking restrictions and issuing of permits across the municipality for the development of a consistent policy.**
- 3. Writes to the lead petitioner advising of the outcome.**

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#### **Summary**

At the Ordinary Council Meeting on 13 August 2019, a petition with 239 signatures was received requesting Council install reserved parking for users of WCEC between 9am and 4pm Monday to Friday (Appendix 1). The petition proposed the reserved parking be installed at the Cecil Street frontage between Thompson Street and Council Lane, and at the Thompson Street frontage of Joan Kirner House.

#### **Background**

The WCEC is located at 14 Thompson Street, Williamstown and the following activity centres are located in close proximity:

- Presbyterian Church of Williamstown (87 Cecil Street, Williamstown)
- Kids by the Bay Children's Centre (70/80 Hanmer Street, Williamstown)
- Monty's of Williamstown (44 Thompson Street, Williamstown)

The WCEC contacted Council in April 2019 in relation to parking difficulties the Centre was experiencing as a result of the following land use changes:


- the expansion of Kids by the Bay Children's Centre to utilise the property directly across from their property at 81 Cecil Street, Williamstown (proposed)
- a new kindergarten at 83 Cecil Street, Williamstown occupying a Council-managed building that was previously a childcare centre (2014)





In response to these concerns, some temporary changes following a 12 month trial were made to parking controls at the WCEC's Thompson Street frontage in May 2019. This included the installation of WCEC users only signage being placed in Thompson Street.

A summary of parking restrictions located within a five minute walk of the WCEC is provided in the image below.



Summary of Parking Restrictions

**HOBSONS BAY CITY COUNCIL** 

				Williamstown Community Centre Users Only	Private Parking Area (KBTB drop-offs, church)	KBTB Permit Holders Only	WCEC
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## Discussion

Parking utilisation counts were undertaken on roads surrounding the WCEC between April and July 2019. The data collected was analysed to determine the average utilisation rate at specific times of the day within a five minute walk of the facility. Medium to high occupancy rates were observed at the following sites:

- between 8.30am and 12pm:
  - Thompson Street between Cecil and Aitken Street (both sides)
  - Aitkin Street between Thompson Street and Cole Street (southern side)
  - Hanmer Street directly in front of the Kids by the Bay Children’s Centre and the Rotary Park precinct
  - Cecil Street in front of the WCEC and the Presbyterian Church
- between 12pm and 5pm:
  - Thompson Street between Cecil and Aitken Street (both sides)
  - Hanmer Street directly in front of the Kids by the Bay Children’s Centre and Rotary Park precinct
- between 5pm and 7pm:
  - majority of the streets experience high occupancy rates due to residents arriving home from work and utilising on street parking

Hanmer Street directly in front of the Kids by the Bay Children's Centre and Rotary Park precinct, and Cecil Street in front of the WCEC and Presbyterian Church, experience low occupancy rates at this time.

These results indicate that the key activity centres experience high occupancy rates throughout the day. However low occupancy rates are experienced on adjoining roads located within a five minute walk during these times. The results also show that during the afternoons more car parking is available within the five minute walk radius. Full details of the utilisation rates over an average day are provided as Appendix 2.

Consultation with the operator of the WCEC indicates that the community using the site visit at varying times throughout the day for varying reasons, such as attending courses and picking up or dropping off at the child care facility. Staff at the WCEC can be onsite anytime between 7am and 6pm.

Review of similar community centre sites throughout other parts of the municipality has identified an inconsistent approach in relation to implementation of parking restrictions and issuing of permits. The different outcomes implemented at similar sites are:

- parking restrictions permitting parking only by users of the particular facility (e.g. Laverton Community Hub)
- issuing of permits for users of a particular facility to park without the need to adhere to the specific restrictions (e.g. Laverton Community Education Centre)

Taking these precedents at similar sites into account, the implementation of some form of control at the WCEC is appropriate.

Parking restrictions which permit only users of a certain facility on public road reserve is not an appropriate measure. Whilst this measure has been implemented at sites in the past, such restrictions limit turnover rates and lead to inequitable parking occupancy rates.

The alternative approach of issuing parking permits exempting users of the facility from restrictions has been implemented at similar sites in the past. Consistent with previous approaches, parking permits for the users of the site have recently been issued. This has resolved the key issue detailed within the petition.

The review of this matter has identified an inconsistent approach to the management of parking across similar community sites. This has led to inequitable parking occupancy rates, poor parking turnover rates and unbalanced outcomes throughout the municipality. It is recommended that a review of the process for implementing parking restrictions and issuing of permits is undertaken to provide consistent policy across the municipality.

## Strategic Alignment

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

### Priority 2: Community wellbeing and inter-connection

### 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**

The review of the issue detailed within the petition has identified a number of inconsistencies across Council's current policy relating to the implementation of parking restrictions and issuing of permits across the municipality. It is recommended that a review of these discrepancies is completed for the development of a consistent policy across the municipality.

## **Legal/Statutory Obligations/Risk**

The outcomes detailed within this report have no legal, statutory obligation or major risk implications.

## **Financial and Resource Implications**

The outcomes detailed within this report can be delivered using existing operational resourcing.

## **Environmental/Social/Economic Impacts**

The issuing of car parking permits and implementation of parking restrictions through inconsistent means can lead to poor social, environmental and economic outcomes for the community. A review of these items for the development of a consistent policy will lead to improved outcomes in these areas.

## **Consultation and Communication**

Consultation has occurred with operators of the WCEC to understand the key issues and discuss the recommendation put forward in response to this petition.

## **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 Response to Petition - Disabled Car Parking Space in Newport

**Directorate:** Infrastructure and City Services

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

**Appendices:** Nil

### Purpose

To respond to the petition received on 25 June 2019 opposing a disabled car parking space in Newport.

### Recommendation

That Council:

1. **Retains the existing disabled car parking space in Newport as identified in the petition.**
  2. **Writes to the lead petitioner advising of the outcome.**
- 

### Summary

A review of the existing disabled car parking space identified in the petition has been undertaken. Based on this review the requirements for the provision of disabled car parking in a residential area have been met. The retention of the disabled car parking space is therefore supported.

### Background

At the Ordinary Council Meeting on 25 June 2019, a petition with 10 signatures was tabled opposing a disabled car parking space in Newport. Council records indicate this disabled space has been in place since 2011. It has been determined that the disabled car parking space should remain.

### Discussion

In response to this petition a review was carried out, the outcome of which supports retention of the disabled car parking space.

Council officers are required to determine the merits for installation and retention of disabled parking bays within the municipality to support provision of a safe, equitable and accessible movement network for people of all abilities. This establishes an effective system of disabled car parking management in residential and activity areas within Council to:

- optimise community benefit and accessibility
- maintain residential amenity

The disabled car parking space is available for any person who holds a valid disabled parking permit and is not specifically reserved for any particular resident. A vehicle that is not presented with a valid disabled car parking permit is not permitted to park in this space, including any person visiting the residence.

## Strategic Alignment

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

### Priority 2: Community wellbeing and inter-connection

### Priority 6: An accessible and connected community

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

### Goal 2: A great place

2.1 Protect and promote public health and community safety

## Legal/Statutory Obligations/Risk

The retention of the disabled car parking space aligns with the *Disability Act 2006*, *Equal Opportunity Act 2010* and *Disability Discrimination Act 1992*.

## Financial and Resource Implications

The retention of the disabled car parking space will require ongoing maintenance through refreshing of line marking and replacement of signs should they become damaged. These costs will be accommodated in Council's annual road maintenance budget.

## Environmental/Social/Economic Impacts

The provision of disabled car parking spaces at locations where people of all abilities require access to services and properties, delivers social and economic benefits to the community of Hobsons Bay.

## Consultation and Communication

The lead petitioner has been informed of the outcome of the review and the recommendation in response to the petition.

## 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 Update Report

**Directorate:** Infrastructure and City Services

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

**Appendices:** 1 Muir Street pedestrian overpass detour

### Purpose

To provide Council with an update on the current status of the West Gate Tunnel Project (the Project) and associated initiatives, projects and advocacy activities specifically relating to current access issues for Brooklyn and Spotswood residents.

### Recommendation

**That Council endorses the proposed extended closures of the pedestrian overpasses at Muir Street, Spotswood and Rosala Avenue, Altona North by CPB John Holland Joint Venture (JV) subject to:**

- a) **The provision of a comprehensive community bus replacement service (to be reviewed by Council and the JV after one month of service)**
- b) **Additional transport arrangements on offer for residents requiring specific transport assistance for the full duration of the closures**
- c) **Construction of the missing section of footpath connecting Fogarty Avenue with The Avenue, Spotswood prior to the closure of the Muir Street overpass.**

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### Summary

This report recommends conditional approval for the extended proposed closures of the pedestrian overpasses at Muir Street, Spotswood and Rosala Avenue Altona North and to provide Council with an update on the current status of the Project.

### Background

Due to delays installing the new pedestrian overpasses at Muir Street and Rosala Avenue prior to removal of the existing bridges, the CPB John Holland Joint Venture (JV) contractor has advised Council that the overpasses may not be available for up to six months from December 2019 to May 2020. Officers have met with the JV to discuss the closures, the reasons for it and mitigation measures proposed. The JV will require approval from WGTP for the proposal as it is a variation to the Project Scope Requirements.

Officers recently raised the issue with Brooklyn residents who have concerns about the lack of access across the freeway for this period of time and the lengthy detour around the construction works. Officers have requested the JV run a more comprehensive community bus replacement service as well as providing back up transport arrangements, including taxi vouchers for those residents requiring specific assistance during the closures.

The JV now propose similar arrangements to when the previous temporary closures occurred with some additional measures:



- provision of a bus for a daily school pick up and drop off for the Muir Street overpass (to and from the Wembley Avenue Primary School)
- a weekday community bus servicing the Muir Street and Rosala Avenue overpass closures up to 6pm (to be reviewed after one month of service)
- back up transport arrangements for residents requiring specific transport assistance for the full duration of the closures
- construction of a missing section of footpath in Fogarty Avenue and The Avenue on the pedestrian detour route (refer to Appendix 1)

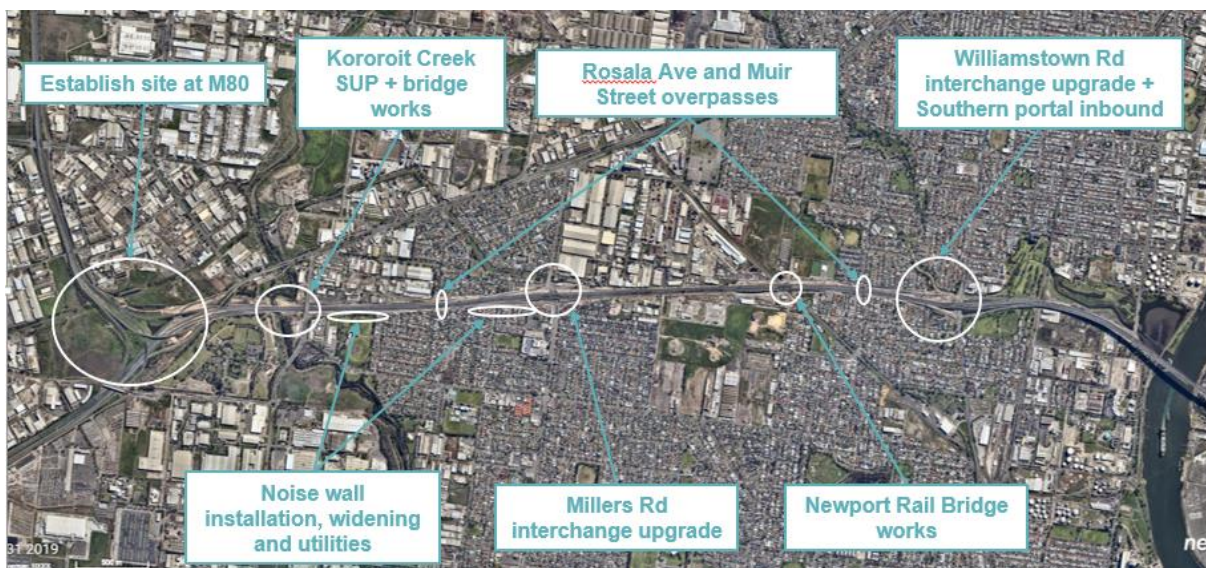
The details of the community bus service, including the route, stops and signage and the terms of the review will be determined between Council and the JV. The local community will be advised of the alternative preferred pedestrian detour routes and the bus service by letter drop, local signage and posted on the project and Council web sites.

This report also provides an update on current Project activities, items submitted by the Project 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 (CLG), Traffic Management Liaison Group, Inner West Air Quality Community Reference Group (the Inner West AQCRG) and the Community Involvement and Participation Plan (CIPP) 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:

1. Works to widen the West Gate Freeway between Chambers Road and Grieve Parade and new noise walls.
2. Construction of retaining walls, bridge structural works including excavations and piling at various locations.
3. 220KV and 66KV powerline relocations along the edge of freeway.

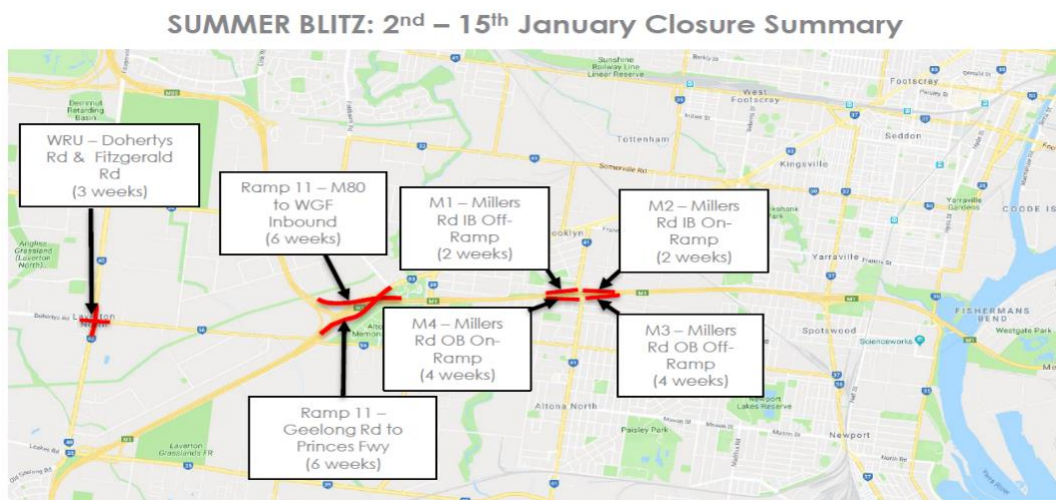
- 4. Construction of two pedestrian overpasses at Rosala Avenue and Muir Street.
- 5. Kororoit Creek and Newport – Sunshine Rail Bridge widening works.
- 6. Millers Road and Williamstown Road bridge structure widening and traffic lane switches, adjusting the alignment of the freeway to allow preparation for the inbound tunnel entry.
- 7. Works on the outbound and inbound (southern) tunnel portal sites. See Figure 2.



**Figure 2: Project works along the freeway – inbound and outbound southern portals**

*Construction Traffic Impacts and Disruptions*

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. Refer to Figure 3 below.



**Figure 3: Future traffic impacts**

Further details on traffic disruptions are available at: <http://westgatetunnelproject.vic.gov.au/constructionupdates/>.

**Property Impacts**

The JV has recently entered into a licence agreement with Council for temporary occupation of the northern section of The Avenue Reserve, Spotswood for construction access purposes, and a section of Hosken Reserve, Altona North adjacent to the existing construction compound for parking purposes. The acquisition of small land parcels at Lynch Road Reserve, Brooklyn and near Hope Street, Spotswood for the freeway widening works are being finalised.

## Council Advocacy

Throughout the design and 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 resource Council officers in project delivery for the term of the Project.

Council has sent a letter to the JV seeking responses to the following outstanding matters:

1. *Muir Street and Rosala Avenue pedestrian overpasses*

As detailed in the background section of this report.

2. *Kororoit Creek shared use path*

Council seeks confirmation including the timing for the construction of the new shared use path under Grieve Parade South, Altona to match the new concrete path constructed by Council at Hosken Reserve (start of Stage 2 of the Kororoit Creek Trail). It is noted that the Project has approved the variation to the Project Scope Requirements to include this section of path missing from the original design.

3. *AusNet easement – southern tunnel portal, overhead 66KV powerlines*

Following recent discussions with the JV on the existing (temporary) overhead powerlines in The Avenue Reserve and along the Watson Street/Precinct 15 boundary in the AusNet easement, Council has reiterated its position to the JV as adopted at its Ordinary Council Meeting on 9 October 2018:

"That Council:

1. Approve in principal the use of The Avenue Reserve, South Kingsville by CPB John Holland Joint Venture (JV) for cable head poles and wires in accordance with the submitted design on a temporary basis only until a permanent more appropriate location can be established prior to September 2022, subject to a detailed agreement between Council and the JV, for the creation of easements and compensation to Council.
2. Approve the proposed temporary overhead relocated 66KV power lines within the SP AusNet easement between the Newport rail line and the Brooklyn Terminal Station in the submitted design on the condition that it is placed underground by the JV prior to September 2022."

Council accepted the proposed temporary alignment to afford time for the JV to explore alternatives for the permanent alignment through the land at 2 New Street, Spotswood, while maintaining the program to commence widening of the West Gate Freeway.

4. *Play space and public art - southern tunnel portal*

Council will shortly commence the design process for the open space located on the western boundary of Donald McLean Reserve and now seeks the JV's commitment to the open space development within Donald McLean Reserve.

Council has requested that the JV relocate the play space and public art from the new open space area at the northern end of New Street, South Kingsville to Donald McLean Reserve, Spotswood as a more appropriate location for a play space.

5. *Landscape plans and tree replacement*

Landscape plans have been developed for public information for key areas including Kororoit Creek, the New Street/southern tunnel portal area, Stony Creek and the Hyde Street area.

Current tree offset planting numbers for Hobsons Bay are less than the stipulated 5:1 required within the total project area. Council has requested offset planting for Pipeline Reserve (Federation Trail) in Brooklyn but this has not been confirmed by JV. Council has previously submitted to the Project a request to consider for additional locations within Hobsons Bay, including Hosken Reserve and Beevers Street, Altona North.

6. *Hall Street, Spotswood*

Council seeks a coordinated approach with the JV to achieve an optimal outcome for the Hall Street streetscape, shared user path alignment, road design cross section and the drainage outfall design. Council requires retention of car parking on both sides of Hall Street to service the Spotswood Activity Centre. The current design results in a loss of up to 60 parking spaces and does not incorporate Council's desired streetscape and drainage requirements.

7. *Paringa Road at Millers Road*

Council has provided approval for temporary closure of Paringa Road until end of 2019.

A permanent closure of Paringa Road at Millers Road is in the current JV design but is not included in the Project area. The Project is currently considering this issue. Council is seeking resolution of the impact of this closure on the shops located from 84-122 Millers Road, Altona North, also known as the 16 shops.

*Open Space Enhancement Package*

The OSEP 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 OSEP is described below.

Item	Status
Duane Reserve, Brooklyn improvements	Construction tenders are under review with works expected to commence early 2020.
Brooklyn Reserve improvements	The development of concept options for the Brooklyn Community Hall have commenced.
Rowan Avenue Reserve, Brooklyn improvements	
WLJ Crofts Reserve, Altona North Master Plan, Pavilion and improvement works	The design and construction contract for the pavilions and car parking have been awarded and works will commence early 2020 and are expected to be completed December 2020.
Donald McLean Reserve, Spotswood Master Plan Review and Works	



### *Hobsons Bay Transport Planning Study*

The Department of Transport (DOT) is leading the HBTPS in partnership with Council. A project 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.

A project brief has been prepared for the development of the Local Area Movement Plans (LAMP) for Brooklyn, Altona North, Spotswood, South Kingsville and Williamstown North. These LAMPs will be developed consistent with the objectives of the HBTPS and Council's Integrated Transport Plan.

### *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*.

Further information on the TCS can be found at: <https://www.vicroads.vic.gov.au/planning-and-projects/melbourne-road-projects/millers-rd-and-williamstown-rd-corridor-study>.

### *Community Liaison Group*

The last meeting was held on 6 November 2019. Key issues raised by community members included:

- congestion on the ramps at Millers Road, particularly the west out bound ramp
- problems for the 16 Shops on Millers Road due to the construction works and Paringa Road closure
- problems experienced by Ferguson Street residents due to the closure of the pedestrian overpass and construction at the end of the street of the new overpass
- tree removal in Beevers Street
- impact of a truck turning bay on the proposed Kororoit Creek Trail
- concern about not achieving 5:1 tree replacement ratio in Hobsons Bay
- questions on the West Gate Neighbourhood Fund
- question on future maintenance following completion of the Project

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

### *Traffic Management Liaison Group*

The last meeting of the Traffic Management Liaison Group on 14 November 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 and congestion issues at the Millers Road interchange ramps.

Upcoming traffic impacts are included in Figure 3 above and the following link: [www.westgatetunnelproject.vic.gov.au/travel disruptions](http://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 Project.

#### *West Gate Neighbourhood Fund*

The recently announced the \$10 million West Gate Neighbourhood Fund which is a grants and partnerships program for communities in the Cities of Hobsons Bay and Maribyrnong, prioritising those most affected by the construction of the Project. This funding program fund will run for the 2019-20 and 2020-21 financial years. There will be one round of partnerships and one round of grants each financial year.

*West Gate Neighbourhood Fund – Partnerships* will provide funding for larger projects seeking over \$100,000. Partnerships will assist organisations to implement projects such as community infrastructure, capital equipment and programs that build community leadership and participation. Eligible parties include councils and incorporated not-for-profit groups that are based, or operate, within the local government areas of Maribyrnong City Council and Hobsons Bay City Council. Applications for the partnership grants scheme have now opened, closing on 15 January 2020.

*West Gate Neighbourhood Fund – Grants* will provide funding for community-led projects. Not-for-profit community organisations can apply for funding in three categories:

- up to \$10,000 for a one-off project or activity that aims to improve community connectedness and participation
- up to \$20,000 for festivals, events, and installations that bring local people together
- up to \$100,000 for improvements to local community, sporting and recreation facilities, and local environments

Applications for grants will open in early 2020.

Further information is available at: [westgatetunnelproject.vic.gov.au/neighbourhoodfund](http://westgatetunnelproject.vic.gov.au/neighbourhoodfund).

#### *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 will complete its report to the Hon Lily D'Ambrosio MP, Minister for Energy, Environment and Climate Change in December 2019.

The last meeting of the Inner West AQCRG was held on Monday 28 October. Draft chapters of the report covering the following key themes are currently under review:

- regulatory/legislative/policy framework
- dust, odour, industry
- planning
- transport (inc. the Project)

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 link below). This baseline will be used to measure any changes once the tunnel opens in 2022. Monitoring will continue for up to five years following opening. The air quality report for August 2019 has been published on the Project website at: <http://westgatetunnelproject.vic.gov.au/about/keytopics/tunnel-ventilation-and-air-quality>.

## Strategic Alignment

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

### Priority 6: An accessible and connected community

### 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

### 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

- 3.1.1 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/0006/376431/WGTP-IREA-audit-report-September-2018-February-2019.pdf](http://westgatetunnelproject.vic.gov.au/_data/assets/pdf_file/0006/376431/WGTP-IREA-audit-report-September-2018-February-2019.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 updated MOU has been established between Council and the Project to reflect the organisational roles and responsibilities and to support the ongoing resources in project delivery for the term of the Project. The update includes provision for Council staff to assist in the management and delivery of the West Gate Neighbourhood Fund.

## 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 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. Discussions with community members and groups has commenced with regard to possible projects for consideration under the West Gate Neighbourhood Fund – Partnerships and Grants Program.

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. Council officers continue to assist the community where possible in responding to or referring requests and issues relating to the Project.

Council officers are responding to enquiries from community members particularly from the Brooklyn and Spotswood/South Kingsville area in relation to construction activity. The following specific concerns raised by residents in Ferguson Street, Spotswood have been referred to Council. The Project is responding to these matters.

- increased truck traffic, including trucks idling in the street
- noise from construction
- not satisfied with the temporary noisewalls



- unsure of timing on completion of works
- impact of the pedestrian overpass ramps on adjacent properties and the street generally (refer to Figure 4 below)
- general loss of property value
- lack of notification of construction activity and impacts on residents



**Figure 4: Rosala Avenue pedestrian overpass**

The JV has recently consulted with Council and the West Gate Golf Club on the Hyde Street ramp works impacting on the club. The club will remain operational during the works. Refer to Figure 5 below.



**Figure 5: Artists impression of Hyde Street ramps**

## **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.

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## Delegates Report - Metropolitan Transport Forum

**Councillor Delegate:** Cr Jonathon Marsden

**Date of Meeting:** 6 November 2019

Paul Younis, the new Secretary Department of Transport (DOT) presented on the newly formed department and provided further detail on its role, organisational structure and the contact points for local government. It was noted that the restructure is one of the final steps in implementing the *Transport Integration Act 2010* and will be finalised in mid-December 2019.

The Secretary highlighted that whilst there is no integrated transport plan there is a comprehensive framework for planning including the Victoria Infrastructure Plan, Plan Melbourne and other strategies which also provide a pipeline of works whilst providing flexibility to respond to change. There will also be a shift towards a single point of contact for councils rather than a multi-agency approach, with the existing VicRoads Regional Managers to be given additional delegation to act as this point of contact.

The Secretary highlighted the major challenges the DOT will need to address, including rapid population growth and the resulting building boom which will be \$10 billion a year, up from the long term average of \$4 billion, the limitations of retrofitting higher capacity transport to the existing city, and planning better for the future.

Some examples of departmental priority projects going forward are maximising buses with a target of 70 per cent growth in bus patronage and 200 million trips per year by 2030, or the same patronage as trams currently. An ambition to work with local governments on better allocation of road space to facilitate this was highlighted, as were upcoming trials of on-demand/commercial vehicles. Smarter use of traffic signals to facilitate more efficient movement of pedestrians, cyclists and public transport from existing assets was also highlighted.

### Other business

The Melbourne Transport Forum (MTF) Executive noted that members should work closely with the state to help achieve the aforementioned patronage growth targets for buses. It was suggested that traditional for a bus network review might now be considered outdated.

A planning session for the year ahead is currently scheduled for February 2020. It has also been decided that Council information sharing will be done via minutes sent electronically rather than in the meeting to ensure no meeting overruns. Case studies are to be shared with MTF following the meeting for consideration.

## **Delegates Report - LeadWest**

**Councillor Delegate: Cr Angela Altair**

**Date of Meeting: 9 October 2019**

The October meeting of the LeadWest Board was hosted by Brimbank City Council. The following business was progressed:

### **Strategic Planning Workshop**

The Strategic Planning workshop is scheduled for Friday 15 November 2019 at Wyndham City Council.

### **Terms of Reference**

A review of the Terms of Reference will be undertaken after the Committee has been operating for a period of time.

### **Budget Information**

A budget for the remaining year is being developed and will be tabled at a future Committee meeting.

### **Stakeholder Engagement Plan**

A Stakeholder Engagement Plan will be developed for the Committee to consider at a future meeting.

## **Delegates Report - Roadsafe Westgate Community Road Safety Council**

**Councillor Delegate: Cr Sandra Wilson**

**Date of Meeting: 16 October 2019**

Council officers have commenced discussions with the Department of Transport (DOT) to implement permanent speed reductions around primary schools throughout the Hobsons Bay municipality. An application will be submitted to DOT early next year.

As a result of the Draft Western Local Area Movement Plan, applications have been submitted for speed reductions on Alma and Railway Avenue in Altona Meadows.

Community consultation will be held in early December 2018 for traffic issues in Seabrook Boulevard and Shane Avenue, Seabrook.

Discussions with DOT (formerly VicRoads) are ongoing regarding traffic signals and the impact of Precincts 15 and 16 on traffic and road safety on Blackshaws Road.

**Councillor Delegate: Cr Sandra Wilson**

**Date of Meeting: 20 November 2019**

Council submitted an application for road safety improvement projects on Mason and Marion Streets, Altona at a value of \$1.7 million to the federally funded Black Spot Program.

Discussions have continued with DOT for the implementation of permanent speed reductions around school precincts.

Council has commenced work on corridor studies for the identification of key road, pedestrian and cycling safety improvement opportunities on Queen Street, Altona/Altona Meadows; Central Avenue, Altona Meadows and Point Cook Road, Seabrook to assist DOT and Council in the management of these traffic routes.

Community engagement is underway to gain feedback on the Draft Western Local Area Movement Plan. Corresponding community engagement is also occurring in relation to one of the key actions to resolve rat running on Seabrook Avenue, Seabrook. This engagement work will also inform a solution for Shane Avenue, Seabrook as well.

Council has gone out to tender for a Car Share Operations Contract, closing on 22 November 2019.

**10 Notices of Motion**

Nil.

**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**

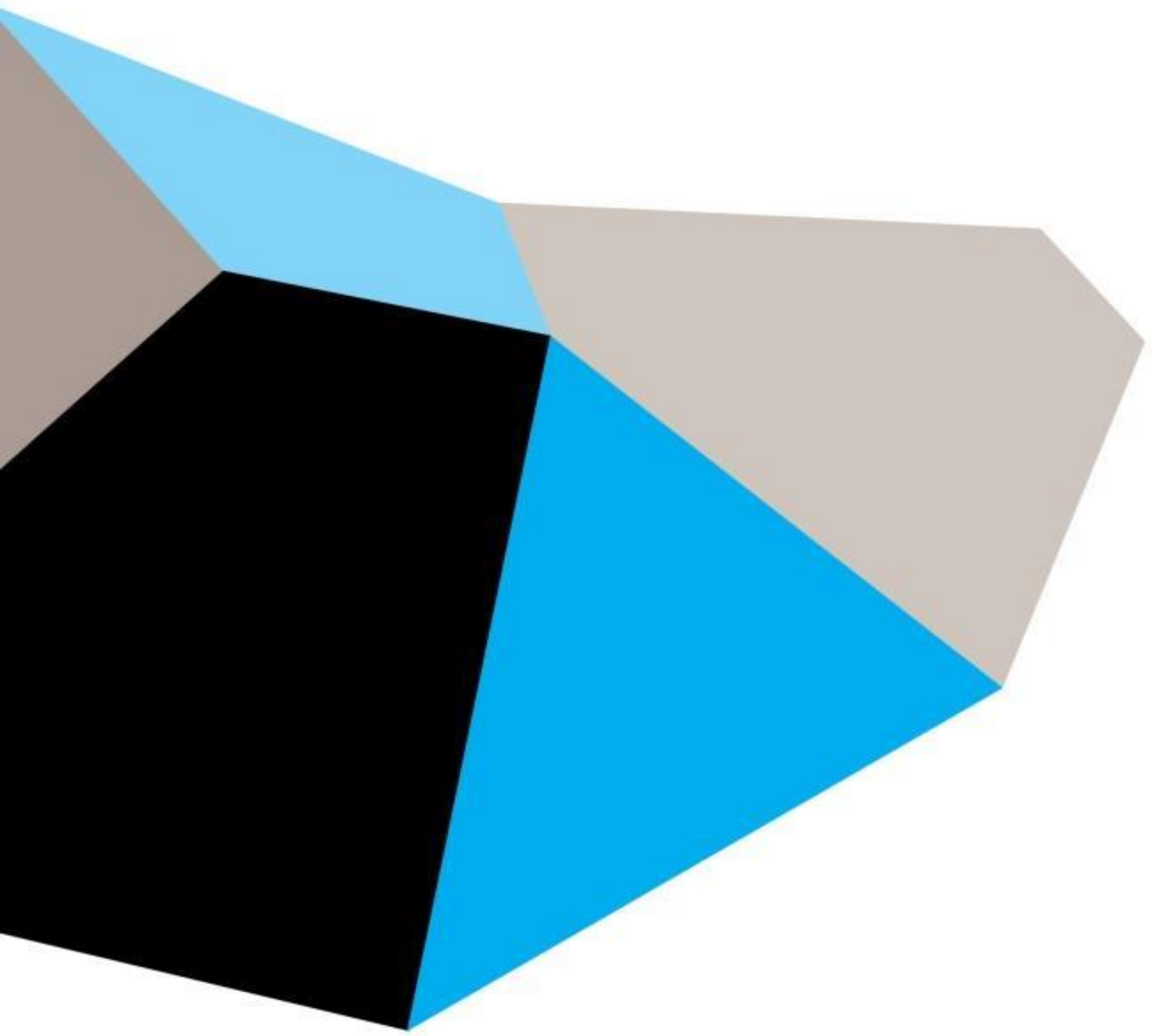
That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the *Local Government Act 1989*:

#### **13.1 In Home Support Service Delivery**

**This report is considered confidential under s89(2)(d) of the *Local Government Act 1989* as it relates to contractual matters.**







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**HOBSONS BAY CITY COUNCIL**

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