



Council Meeting Agenda

Tuesday 16 November 2021
Commencing at 7.00 PM

Virtual Meeting

HOBSONS
BAY CITY
COUNCIL



OUR 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 Bunurong People 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 Peter Hemphill (Mayor)

Strand Ward

Councillors:

Cr Diana Grima (Deputy Mayor)

Wetlands Ward

Cr Tony Briffa JP

Cherry Lake Ward

Cr Daria Kellander

Cherry Lake Ward

Cr Jonathon Marsden

Strand Ward

Cr Pamela Sutton-Legaud

Strand Ward

Cr Matt Tyler

Wetlands Ward

Aaron van Egmond
Chief Executive Officer
Hobsons Bay City Council

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1 Council Welcome and Acknowledgement

The Chairperson will welcome members of the gallery and acknowledge that Council is gathered on the traditional land of the Bunurong People of the Kulin Nation and offers its respect to elders past and present.

2 Virtual Meeting Protocols

Due to current COVID-19 restrictions, this Council Meeting is being conducted virtually in accordance with subsection 4.6 of the Hobsons Bay Governance Rules, and will be livestreamed on the Council website at <http://webcast.hobsonsbay.vic.gov.au>

2.1 Voting Method

Voting will be conducted by show of hands, as in the Council Chamber.

2.2 Absence From Meeting

If a Councillor leaves the meeting at any time for any reason other than for a conflict of interest, the Councillor will stand to indicate their intention to leave and then walk away.

If a Councillor needs to leave the meeting due to a declared conflict of interest, the Chairperson will remove the Councillor from the virtual meeting until the matter under discussion has been resolved. The Chairperson will then invite the Councillor back into the meeting.

If a Councillor cannot be seen or heard due to technical issues and cannot carry on as a participant in the meeting, the meeting will continue as long as a quorum remains.

If the quorum is lost, the meeting will be adjourned until the quorum can be returned.

The time that any Councillor leaves and returns to the meeting will be recorded in the minutes regardless of the reason for absence.

3 Apologies

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

4 Disclosure of Interest

In accordance with sections 127 and 128 of the *Local Government Act 2020* Councillors are required to disclose a general or material conflict of interest. A conflict of interest must be disclosed in accordance with rule 15.3 of the Hobsons Bay Governance Rules.

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

5 Confirmation of Minutes

5.1 Confirmation of Minutes

Confirmation of the minutes of the Council Meeting of Hobsons Bay City Council held on 12 October 2021 (copy previously circulated).

6 Councillor Questions

7 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 before the Council Meeting.

8 Petitions and Joint Letters

8.1 Petitions and Joint Letters Received

8.1.1 Petition - Request for Council to Seal Joiner Lane, Seaholme

| | |
|-----------------------------|-----------------------------|
| Directorate: | Corporate Services |
| Responsible Officer: | Governance Officer |
| Reviewer: | Director Corporate Services |
| Attachments: | Nil |

Purpose

To receive a written petition containing 31 signatories, requesting that Council seal Joiner Lane, Seaholme.

Recommendation

That Council:

- 1. Receives and notes the petition in relation to sealing Joiner Lane, Seaholme.**
- 2. Receives a further report on this matter at a future Council meeting.**

Summary

The petition was received on 28 October 2021. It has been reviewed to verify that it meets the minimum requirement of 25 valid signatories in accordance with the Hobsons Bay Governance Rules and can therefore be dealt with by Council.

The petition reads as follows:

“Joiner Lane is a half-sealed laneway. In June 2018 council officers were approached and asked to give consideration to sealing the unsealed portion of Joiner Lane.

In follow-up enquiries it had been indicated that this request would be favourably considered. Further, council officers have advised that preliminary work such as soil testing and preliminary drainage plans had been completed.

There were then a further 18 communications with council requesting an update on the progress of the proposal. On the 4th June 2021 it was advised that ‘this site is listed as one of the highest priorities...’ On the 26th July 2021 it was advised that “sealing works will not proceed in the near future.”

Joiner Lane runs between Queen Street and Station Street and is often used as a thoroughfare for station traffic. The wear and tear of this traffic has resulted in the deterioration of the laneway resulting in potholes and dust.

As local residents we believe we have been patient, but we, the undersigned now petition the Hobsons Bay City Council to take the following action:

- **seal the full length of Joiner Lane, Seaholme by the end of 2022, and**
- **cover the full cost of sealing Joiner Lane, Seaholme**
- **communicate and consult with affected residents about the timeline for these works.”**

8.2 Responses to Petitions and Joint Letters

8.2.1 Response to Petition - Improvements to Pump Tracks and Gravel Circuits in Altona North

| | |
|-----------------------------|---|
| Directorate: | Infrastructure and City Services |
| Responsible Officer: | Senor Place Maker |
| Reviewer: | Director Infrastructure and City Services |
| Attachments: | Nil |

Purpose

To respond to the petition from the Better West Group requesting that Council investigates suitable locations for the development of pump tracks, informal BMX tracks and gravel circuits in Altona North.

Recommendation

That Council:

- 1. Undertakes a detailed community consultation process as part of Better Places Brooklyn and Altona North to identify the future needs of the community for this space.**
- 2. Writes to the lead petitioner advising of the outcome.**

Summary

At the Council Meeting on 10 August 2021, a petition was received from the Better West Group containing 616 signatures seeking the development of pump tracks, informal BMX tracks and gravel circuits for informal recreation in Altona North. Of the signatories, 496 identified as Hobsons Bay residents.

Better West submitted the petition in response to problematic hooning that is occurring in Altona North. This hooning is not restricted to cars but also by younger people on bicycles and scooters, which are sometimes motorised. The group believe that providing an informal recreation area for young people, will reduce the anti-social behaviour which is currently being experienced.

Council has commenced the Better Places Brooklyn and Altona North project that will include extensive consultation with the community. An assessment of suitable spaces and opportunities for young people will be included as part of this process.

Background

Better West's purpose is to advocate and promote active transport, traffic calming measures and better connections throughout Hobsons Bay. In 2018 the group conducted their own community consultation "Spotswood Dreaming" to understand the community sentiment at the time, and the recent pump park petition is building on this consultation. The main driver

behind the petition is the ongoing problem of young people “hooning” on their bikes and electric scooters throughout neighbourhoods.

The petition is requesting a space suitable for a mix of ages and seeks that those teenagers and young adults who would use the space be consulted. The group has considered several sites with their ideal locations being Paisley Park next to the bowling club or the former Eastona Primary School site (Department of Education land).

There is a precedent of the value and impact of informal parks on youth, especially in disadvantaged communities. The Wishaw Community Pump Park outside of Glasgow is sited as getting young people off the streets and has provided life lessons in social inclusion, community engagement, healthy lifestyles, active transport as well as providing opportunities in skill development and relationship building. A study on the Trehafod pump track in Wales showed that antisocial behaviour in the local community reduced by 70 per cent following its development.

Discussion

Better West recognises the existing recreational facilities within the suburb which cater to formal sporting activities however they would like Council to investigate suitable sites that provide informal recreational opportunities for young people. This space would provide an outlet for creative free play and could include a pump track and informal BMX track as well as the potential activities including climbing walls, skateboarding or basketball half/freestyle courts.

Consultation with the community and the investigation of suitable sites will be referred to the Better Places Program which has recently commenced in Brooklyn and Altona North. Better Places Brooklyn and Altona North is the third Place Guide developed under the Better Places Program.

The Better Places Program establishes a more collaborative and multi-disciplinary approach when planning future upgrades throughout a suburb or multiple suburbs. It shifts away from the traditional model of delivering projects as “pieces” to an approach where the whole “place” is considered and driven by a community vision for the area. It focuses on innovation with the aim to deliver better outcomes for the community. The detailed consultation process associated with Council’s Better Places Program is an ideal opportunity to gain further community feedback on the proposal while engaging with the youth of the area.

Stage 1 of the consultation process (the Place Check) for Brooklyn and Altona North is currently underway and concludes on 8 December 2021. The Place Check consultation stage includes broad consultation with the local community and a series of six workshops with key stakeholders and community groups throughout the two suburbs.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 1: Visionary, Vibrant, Accountable Urban Planning

Priority 2: Community wellbeing and inter-connection

Priority 4: Proactive enrichment, expansion and conservation of the natural and urban environment

Council Plan 2021-25

Objective 3: Vibrant place and economy

Strategy 3.3: Continued commitment to the delivery of the Better Places program

Priority a) Deliver neighbourhood scale placemaking with projects identified within each of the Better Places Place Guides

Strategy 3.4: Increase participation in recreation activities across the community

Priority c) Support increased participation opportunities by providing infrastructure which meets the needs of the sporting community

Policies and Related Council Documents

The following documents have been taken into consideration:

- Activity Centres Strategy 2019
- Hobsons Bay Open Space Strategy 2018
- Sports Facility Needs Analysis 2018

Legal/Statutory Obligations and Risk

Any decisions made regarding the petition will take this into consideration all Legal/Statutory Obligations and Risks. The future community consultation may also uncover further risks that will be investigated throughout the Better Places process and the design of any future works that may arise.

Financial and Resource Implications

Budget for the Better Places Brooklyn and Altona North has been allocated within 2021-22 operational budget.

Environmental, Social and Economic Impacts

The Better Places Brooklyn and Altona North Place Guide will consider environmental, social, and economic values and opportunities with the area. The proposed projects will focus on improving and greening of the natural environment, improving public spaces to encourage residents to socialise, play and interact with each other more often, and enhancing local village areas with opportunities for people to connect with each other.

There is precedence showing the benefits that informal recreational parks can have on disadvantaged communities, and the location of these facilities is critical to ensure the community benefit is maximised.

Consultation and Communication

Consultation with lead petitioners

Officers have met with the lead petitioners to discuss the contents of the petition. Within the meeting, the ongoing hooning in the streets and the need to find an alternative solution was discussed, along with the community consultation process that will happen as part of the Better Places Brooklyn Altona North project. The lead petitioners have also been advised that the Better Places Brooklyn and Altona North process will help determine future community needs for the area.

Consultation with other parties

There will be three key opportunities for the community and key stakeholders to have input into the Better Places Brooklyn Altona North project. These include:

Stage 1 – Place Check (3 November to 8 December 2021)

Stage 2 – Draft Place Guide Vision Summary (early 2022)

Stage 3 – Draft Place Guide on public exhibition (mid 2022)

The community engagement process is conducted across several different forums including key stakeholder group workshops, returnable surveys, community drop-in sessions and online surveys hosted on Participate Hobsons Bay.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9 Business

9.1 Office of the Chief Executive

9.1.1 Chief Executive Officer's Report on Operations

| | |
|-----------------------------|--|
| Directorate: | Office of the Chief Executive |
| Responsible Officer: | Executive Assistant to the Chief Executive Officer |
| Reviewer: | Chief Executive Officer |
| Attachments: | 1. CEO Report on Operations [9.1.1.1 - 46 pages] |

Purpose

To present the Chief Executive Officer's (CEO's) Report on Operations.

Recommendation

That Council receives and notes the Chief Executive Officer's Report on Operations, including details of recent issues and initiatives undertaken by the organisation.

Summary

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

Discussion

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

In accordance with rule 10.7.1 of the Hobsons Bay Governance Rules, Council maintains records of meetings attended by Councillors in the CEO's Report on Operations to ensure transparency and equity of information. A summary of meetings for the period between 1 October 2021 and 31 October 2021 is provided in this month's report.

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 priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection.

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* 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.

9.1.2 Advocacy Strategy 2021-25 and Advocacy Priorities 2021-22

| | |
|-----------------------------|---|
| Directorate: | Office of the Chief Executive |
| Responsible Officer: | Manager Communications, Community Engagement and Advocacy |
| Reviewer: | Chief Executive Officer |
| Attachments: | 1. Advocacy Strategy 2021-25 [9.1.2.1 - 22 pages] 2. Advocacy Priorities 2021-22 [9.1.2.2 - 8 pages] |

Purpose

To review and consider the Hobsons Bay Advocacy Strategy 2021-25 and the Advocacy Priorities for 2021-22.

Recommendation

That Council:

- 1. Adopts the Hobsons Bay Advocacy Strategy 2021-25.**
- 2. Adopts the Advocacy Priorities 2021-22 and supports the commencement of their promotion and implementation.**

Summary

The Hobsons Bay Advocacy Strategy 2021-25 articulates the principles, strategic objectives, action plan and framework that will guide Council in determining and actioning its advocacy priorities to ensure a clear process.

Also included in the strategy are advocacy-related roles and responsibilities, strategic partnerships, evaluation and relevant appendices.

The Advocacy Strategy is expressed in two partner documents:

- the Hobsons Bay Advocacy Strategy 2021-25
- the Hobsons Bay Advocacy Priorities 2021-22, which sits alongside the Strategy but will be reviewed annually

As part of its service delivery, Council is responsible for advocating on behalf of the people of Hobsons Bay and the western region. The strategy recognises this function and establishes a structure to its advocacy activities, both on an annual and ongoing basis.

Background

The aim of this strategy and its priorities is to establish a clear and transparent process for how Council identifies, plans, and acts on advocacy priorities for the city and the region.

This strategy meets Council's need to establish a current advocacy strategy that reflects and supports the Council Plan 2021-25 commitments. It was informed by a range of inputs including community feedback provided during the development of the Council Plan

2021-25, as guided by the Hobsons Bay Community Engagement Policy 2021. It also considers and responds to the Hobsons Bay 2030 Community Vision.

Council undertakes advocacy activities as part of its core business in pursuit of improved outcomes for the people of Hobsons Bay. This advocacy typically seeks partnerships with the Victorian and Australian governments and, at times, with corporate or philanthropic funders. Council's advocacy asks are commonly in the form of funding, policy changes or service delivery improvements.

The Hobsons Bay Advocacy Strategy 2021-25 articulates the importance of both formal and informal partnerships with regional and local peak bodies, leadership groups and communities of influence when undertaking Council's advocacy efforts.

Discussion

Principles

The principles that underpin Council's Advocacy Strategy 2021-25 and advocacy activities are:

- transparency and accessibility
- realistic and attainable
- evidence-based
- strategic and appropriately actioned
- agile and responsive
- collaborative

Strategic Objectives

The Hobsons Bay Advocacy Strategy 2021-25 includes six strategic objectives that guide Council's advocacy activities. The objectives are:

1. Develop and set the strategic advocacy priorities and activities of Council
3. Continually develop and expand strategic advocacy relationships and partnership opportunities
4. Influence decision makers to commit to Hobsons Bay's advocacy priorities through the delivery of funding or policy/service change
5. Monitor and strategically respond to government changes and emerging interests/issues
6. Generate increased community confidence and trust in Council
7. Empower and enable a culture of advocacy in the organisation

Strategic Action Plan

The strategy proposes a robust action plan that will be enacted to achieve the six advocacy objectives. The action plan in the strategy document (Attachment 1) contains the tasks, timing, partners, responsible officers and measures of success recommended to meet each objective.

Advocacy Framework

Assessing proposed priorities against a framework helps guide strategic decisions about Council's advocacy priorities and puts a realistic lens on the investment and management of them.

It is worth noting that priorities may be fluid across the three levels and may shift in response to changes in the political/funding/media landscape. Shifting levels may also occur with projects that are long term in nature with multiple stages, as certain stages will be more relevant at certain points in time.

The Advocacy Framework consists of the below three categories:

- transformational outcomes - proactive and targeted approach
- high impact with clear evidence - planned and opportunistic approach
- supported and aligned - active and 'business as usual' approach

Priorities list

Transformational outcomes - proactive and targeted approach

- Western Aquatic and Leisure Centre
- Hobsons Bay Wetlands Centre
- Better Places Place Guide projects
- bringing forward Melbourne Metro 2 (and reinstatement of Altona North Railway Station)
- large-scale Solar Virtual Power project
- youth mental health

High impact with clear evidence - planned and opportunistic approach

- traffic congestion in the west (resulting from West Gate Tunnel Project)
 - Millers Road
 - Grieve Parade
 - Blackshaws and Geelong Roads
- Brooklyn and Altona North Air quality
- waste and recycling support
- western major transport infrastructure projects
- shared trails and cycling infrastructure

Supported and aligned - active and 'business as usual' approach

- precincts – Altona
- infrastructure preservation
- planning and building reforms
- affordable housing in Laverton
- western transport infrastructure improvements (entry and exit ramps at Newland Street, Altona Meadows and High Street, Laverton)
- Reimagining our Industrial Areas/Hobsons Bay Land Management Strategy

- foreshore management partnership approach
- precincts – Williamstown

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

This report relates to all priorities within the Hobsons Bay 2030 Community Vision.

Council Plan 2021-25

Objective 1: Healthy, equitable and thriving communities

Strategy 1.1: Celebrate the diversity of our community and provide equitable opportunities for all

Strategy 1.2: Improve the health and wellbeing of our community – particularly our young, vulnerable and older community members

Strategy 1.3: Foster community safety including family violence prevention

Strategy 1.4: Enable participation and contribution to community life, learning and inter-connection

Objective 2: Environment

Strategy 2.1: Increase resource recovery and reducing landfill across Council's waste services and improve the customer experience of waste services

Strategy 2.2: Enhance protection, preservation and promotion of our coastal environment and wetlands/waterways, biodiversity and natural areas

Priority b) Advocate to relevant stakeholders and land managers to develop a partnership approach to foreshore management

Priority d) Advocate for the establishment of a wetlands centre, promoting environment and tourism at the Hobsons Bay Ramsar rated wetlands

Strategy 2.4: Continue to reduce Council's greenhouse gas emissions by increasing the use of renewable energy, increasing energy efficiency and implementing Council's zero net emissions strategy

Objective 3: Vibrant place and economy

Strategy 3.1: Support diversification and growth of our local economy in response to significant changes in land use and the ongoing impacts of the COVID-19 pandemic

Strategy 3.2: Increase economic and tourism opportunities that capitalise on our cultural and creative strengths

Strategy 3.3: Continued commitment to the delivery of the Better Places program

Strategy 3.4: Increase participation in recreation activities across the community

Strategy 3.5: Ensure land use and development supports high amenity, sustainability, exemplary design and responds to neighbourhood context

Objective 4: Visionary community infrastructure

Strategy 4.1: Ensure the transport network is safe and efficient for all users with a focus on pedestrians and cyclists

Priority b) Advocate to State Government for improvements works on Millers Road, Melbourne Road, Central Avenue/Queen Street and Point Cook Road

Priority c) Advocate to State Government for delivery of key public transport improvements such as Melbourne Metro 2 delivery, new train station in Altona North, full bus review for entire municipality and improved services at existing train stations

Priority d) Advocate to reduce dangerous driving and speeding behaviour in local streets for improved safety for all road users

Strategy 4.2: Ensure that our assets are properly maintained now and into the future at the most economical cost to the community and the environment

Objective 5: A High Performing Organisation

Strategy 5.1: Improving the quality of our communication and engagement to ensure that our community is informed of and encouraged to contribute to issues in a diversity of ways most suited to them and to advocate for the areas of greatest need

Priority c) Deliver improved advocacy outcomes through the development and delivery of a prioritised advocacy strategy

Strategy 5.3: Deliver value for money – continuous improvement while safeguarding the long-term financial sustainability of Council

Priority a) Secure alternative funding streams and partnerships to support environmental protection, capital works projects, sustainability initiatives and other Council projects

Strategy 5.4: Enhance transparency, accountability and good governance practice

Policies and Related Council Documents

The Hobsons Bay Advocacy Strategy 2021-25 will replace the Advocacy Strategy 2014-18.

Legal/Statutory Obligations and Risk

There are no legal or statutory obligations resulting from this report, and no risks have been identified in relation to Council's proposed advocacy priorities for 2022.

Financial and Resource Implications

Resources required to implement the Hobsons Bay Advocacy Strategy 2021-25 can be accommodated within Council's operational budget.

Environmental, Social and Economic Impacts

There are positive social impacts arising from the advocacy strategy such as enhanced community infrastructure, policies and government service delivery.

Consultation and Communication

The advocacy strategy was informed by community feedback provided during the development of the Council Plan 2021-25, as guided by the Hobsons Bay Community Engagement Policy 2021.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9.2 Corporate Services

9.2.1 Hobsons Bay City Council Annual Report 2020-21

| | |
|-----------------------------|--|
| Directorate: | Corporate Services |
| Responsible Officer: | Coordinator Legal and Performance Reporting Services |
| Reviewer: | Director Corporate Services |
| Attachments: | <ol style="list-style-type: none">1. Hobsons Bay City Council - Annual Report of Operations 2020-21 [9.2.1.1 - 84 pages]2. Annual Financial Report 2020-21 [9.2.1.2 - 64 pages] |

Purpose

To consider the Hobsons Bay 2020-21 Annual Report.

Recommendation

That Council considers the Hobsons Bay City Council 2020-21 Annual Report in accordance with the legislative requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Summary

The Annual Report, consisting of the Report of Operations (Attachment 1) and the Annual Financial Report (Attachment 2), is a legislative requirement providing details of Council's operational and financial performance for the 2020-21 financial year.

The Report of Operations includes information on the progress of the 24 initiatives Council committed to in the 2020-21 budget, the results from the Annual Community Satisfaction survey (ACSS) and Council's performance in the Local Government Performance Reporting Framework (LGPRF) Service Performance Indicators.

Last year Council responded quickly to the COVID-19 pandemic, several new initiatives were developed and implemented to support the community of Hobsons Bay. As a result, 19 of the planned initiatives were not fully completed and have been carried over into the next financial year, four were completed and one has been put on hold.

The results of the ACSS for "overall satisfaction" with Council showed that Council's overall performance (index score of 67) is in line with the average for metropolitan councils. Council rated significantly higher than the average for metropolitan councils on "Council direction" (index score of 60). Two areas where Council rated lowest were population growth (index score of 48) and traffic management (index score of 54).

The 2020-21 results from the LGPRF Performance Indicators showed that Council has improved in 20 of 37 performance measures compared to the previous year. The impact of COVID-19 resulted in a decrease level of performance in other service areas such as the physical library collection usage rate, the number of active library borrowers and the participation rate in the maternal and child health service that were all impacted by lockdowns and branch closures.

This is the final Annual Report for the Council Plan 2017-21 and it is also the last to be prepared under the *Local Government Act 1989* (the LG Act 1989) and Local Government (Planning and Reporting) Regulations 2014. Future Annual Reports will be prepared in accordance with section 98 of the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

Background

Council's strategic and reporting framework includes the Hobsons Bay 2030 Community Vision which guides Council in identifying the community's needs and aspirations over the long term. Council operationalises the work required to deliver the Vision through the adoption of a four-year Council Plan. The resources required to achieve the strategic objectives in a Council Plan are managed through the Annual Budget process and Council holds itself accountable to the community through the Annual Report.

The Annual Report is a statutory obligation that informs the community about Council's activities, achievements, challenges and financial performance over the year and reports on the delivery of the commitments made in the final year of the Council Plan 2017-21 and the Annual Budget 2020-21.

Council's performance for the 2020-21 year has been reported against each strategic objective of the Council Plan 2017-21; An inclusive and healthy community; A great place; A well designed, maintained and environmentally sustainable place and A Council of excellence. Performance has been measured as follows:

- 1. Progress in relation to the initiatives identified in the 2020-21 budget**

Initiatives are programs or projects that Council undertakes to support the delivery of the Council Plan.

- 2. Results achieved via the ACSS**

Council conducts an ACSS to measure how satisfied residents are with the services, facilities and performance of Council, as well as the liveability of Hobsons Bay.

- 3. Results against the LGPRF Performance Indicators**

The Local Government Performance Reporting Framework is a mandatory system of performance reporting for all Victorian councils. It ensures that councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

The Annual Report also provides information about the elected Council, the organisation, the community and other statutory corporate governance information. Council's overall financial position is reported in the Audited Financial Statements section of the Annual Financial Report.

The Annual Report was submitted to the Minister for Local Government prior to the Council Meeting on 16 November 2021, in accordance with section 133(1) of the LG Act 1989.

Discussion

Council committed to undertaking 15 initiatives and nine major initiatives in the 2020-21 budget. By the end of the year four initiatives were completed. They were **the new Library Management System (LMS), the Mayoral Program short film series for 2020-21, the Learning Management System and the implementation of Youth Digital Engagement Strategy.**

All nine major initiatives are multi-year capital works projects, such as the **extension of the Altona Sports Centre, the upgrade of the Hobsons Bay Civic Centre, the open space enhancement and reserves facilities upgrades projects**, which were expected to be carried over to subsequent financial years. The **integrated parking initiative** was put on hold pending the development and adoption of the new Council Plan, to ensure alignment of the integrated parking initiative with the direction of the new Council.

The remaining 10 initiatives have progressed to various degrees and have been carried over into the next financial year. These include the **tree planting program** that is a multi-year project as part of the Urban Forest Strategy and the **Creative Technology Hub** at Seaworks whose launch was postponed due to COVID-19 restrictions.

This year the ACSS was conducted between 2 March and 21 March 2021 by Local Government Victoria. A total of 400 residents were contacted to complete a 20-minute telephone survey. Council's **overall performance** (index score of 67) is in line with the metropolitan council average while Council's **overall direction** (index score of 60) rated significantly higher than both the metropolitan councils and state-wide council averages.

The individual service area where the community perceived Council performed best in 2021 was **recreational facilities. Emergency and disaster management, environmental sustainability, consultation and engagement and business/community development/tourism service areas** rated significantly higher by the widest margin compared to metropolitan and state-wide council results.

The community rated Council lowest in **planning for population growth** and Council was below both the metropolitan and state-wide average on this measure. Other areas the community identified and were significantly lower by the widest margin were **elderly support services, traffic management, sealed local roads and local streets and footpaths**.

The 2020-21 results of the LGPRF Performance Indicators showed improvements in 20 of the 37 measures of service performance compared to the previous year. The highest improvements were the decreased **cost of sealed local road reconstruction, kerbside collection waste diverted from landfill** and **time taken to action food complaints**. One measure remained consistent: the **satisfaction with Council's decisions**.

Reductions of performance were observed in 16 of the measures. The **cost of kerbside garbage bin collection service** and **physical library collection usage** are among the measures that saw the most reductions in performance. The impacts of COVID-19 continued to put pressures on the **physical library collection usage rate, the number of active library borrowers** and the **participation rate in the maternal and child health service** as they were all heavily impacted by the Victorian Government enforced lockdowns.

Results of the ACSS and the LGPRF Performance Indicators have been shared with the relevant departments across Council to build understanding and foster continuous improvement in the areas where Council rated lowest.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

This report relates to all priorities within the Hobsons Bay 2030 Community Vision.

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

Priority a) Implement recent changes to legislation (such as the *Local Government Act 2020*, *Gender Equality Act 2020*, Child Safe Standards) to improve democracy, accountability, gender equality and service delivery for Hobsons Bay

Priority b) Establish publicly accessible dashboards and reports to enable real time access to service performance, enquiry progress, scheduled works and services and updates on events

Policies and Related Council Documents

Related policies and documents include:

- Annual Budget 2020-21
- Council Plan 2017-21

Quarterly reports on the Council Plan initiatives were presented at the Council Meetings on 8 December 2020, 9 March 2021 and 11 May 2021.

The half year progress report on the Council Plan initiatives and LGPRF was presented at the Council Meeting on 9 March 2021.

Legal/Statutory Obligations and Risk

The 2020-21 Annual Report was prepared to meet the operational and financial reporting requirements of sections 131 to 134 of the LG Act 1989 and Part 4 of the Local Government (Planning and Reporting) Regulations 2014.

This is the last Annual Report for Council Plan 2017-21 and is also the last one prepared under the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014. The next Annual Report will be prepared for Council Plan 2021-25 under the *Local Government Act 2020* and Local Government (Planning and Reporting) Regulations 2020.

Financial and Resource Implications

Production of the Annual Report is funded from Council's operating budget. The number of printed copies is limited to reduce the impact on resources and the environment. The Annual Report is available on Council's website and this continues to be the most popular way the report is viewed.

Environmental, Social and Economic Impacts

The Annual Report provides information on Council's performance for the 2020-21 year against the strategic goals and objectives of the Council Plan 2017-21. The Council Plan is developed every four years and is based on a planning framework that aligns the Hobsons

Bay 2030 Community Vision to the planning, development, resource allocation and service provision that Council undertakes for the Hobsons Bay community.

Consultation and Communication

Pursuant to section 134(2)(b) of the LG Act 1989, public notice has been given in the *Hobsons Bay and Maribyrnong Star Weekly* newspaper and via Council's website to inform the community that the 2020-21 Annual Report will be considered at the Council Meeting being held on 16 November 2021. The public notice also notified the community that the Annual Report has been made available for inspection on Council's website prior to the meeting. Copies will also be available for inspection at the Hobsons Bay Civic Centre and at all Hobsons Bay Libraries when offices are opened to the public again.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9.2.2 Adoption of the Hobsons Bay Property Strategy 2021-30

| | |
|-----------------------------|---|
| Directorate: | Corporate Services |
| Responsible Officer: | Coordinator Property and Insurance |
| Reviewer: | Director Corporate Services |
| Attachments: | 1. Hobsons Bay Property Strategy 2021-30 [9.2.2.1 - 25 pages] |

Purpose

To seek Council's approval of the Hobsons Bay Property Strategy 2021-30 following the four weeks of public exhibition.

Recommendation

That Council:

1. **Receives this report.**
2. **Approves and adopts the Hobsons Bay Property Strategy 2021-30.**

Summary

The vision of the Property Strategy is to strategically align Council's property portfolio with its service delivery objectives and community needs to ensure open access to Council facilities that is fair and impartial to all of the Hobsons Bay community.

The draft strategy was approved by Council at a meeting on 14 September 2021 to be put on public exhibition for a period of four weeks prior to approval by Council. The exhibition period was held from 28 September to 26 October 2021 and one submission was received.

Background

The previous Property Policy was approved in 1996. This policy is considered redundant, and a more contemporary policy is necessary to address the changing needs of the community.

Council's property consists of land owned by Council in freehold, reserved Crown land where Council is appointed as the Committee of Management (CoM), land owned by the Crown where Council is the Coordinating Road Authority, land vested in Council and used for public purposes, land acquired by Council to construct affordable housing and provide affordable housing and where Council is the lessor.

Council owns 1,018 parcels of land with 227 buildings. There are 140 leased or licensed buildings with an asset value of \$571 million.

The Hobsons Bay Property Strategy 2021-30 has been developed to include a vision and guiding principles for property transactions carried out by Council. Previous draft versions of the document lacked strategic intent to inform Council about what property is needed, where and when.

Commercial Management focuses on the use of Council's property assets for predominately profitable purposes to provide an alternative source of income for Council.

It incorporates tactical consideration, analysis and planning of commercial properties for tenancy, acquisition/disposal and/or development which maximises Council's return on investment with a view to relieving some pressure on its primary source of income being rates.

This will be supported by the creation of a Property Development and Investment Fund.

Discussion

The purpose of the Hobsons Bay Property Strategy is to provide a policy framework to guide Council's decision making in relation to Council-owned and managed property and the requirements of the municipality. The strategy is strategically aligned with Hobsons Bay 2030 Community Vision and the Council Plan 2021-2025.

The strategy provides an evidence-based set of pillars and principles that will support a fit for purpose property portfolio that meets Council's needs through the acquisition, renewal, development, occupancy, maintenance and disposal of Council's property portfolio.

The property strategy is underpinned by seven principles, grouped under three pillars as follows:

Portfolio Management

1. Maximising community benefit generated using the asset portfolio
2. Property use is aligned with Council priorities, policies, plans and objectives

Community Occupancy Management

3. Leases and licences are consistent and transparent, encouraging equity, inclusion, and fair community access
4. Property allocation and support consider evidence of tenant service delivery, performance, community participation and multi-community group utilisation
5. Long term partnership arrangements will preference shared responsibility for costs, maintenance, and facility management

Commercial Management

6. Council property will be used to leverage strategic multi-modal community outcomes as well as commercial return where possible and appropriate
7. Differentiation will occur as to how we manage our commercial and community property portfolio outcomes

The comment received:

"I commend council officers on work undertaken to deliver a Property Strategy that gives clear definitions, principles, consistency and guidance for future informed decision making. This is a really important piece of work. Well done to all. My comments mostly relate to Community Occupancy Management:

- a) give explicit reference to the Problem Gambling EGM Policy Statement 2015 as Principle 4 The Use of Council Resources and Facilities for Gambling Purposes (4.1 & 4.2) directly relate to existing and future leases of council assets where EGMs are present.

- b) Principle 3 & 4 articulate "equal access and evidence based allocation" and "participation rates". The draft Strategy acknowledges that utilisation data is not always available or provided. The Gender Equality Act 2020 requires policies, programs and services of councils (and other regulated bodies) that have a direct and significant impact on the public to be looked at through a Gender Impact Assessment lens. In particular the Community Occupancy Management pillar of this Strategy (it has a significant and direct impact on the public) could benefit from a GIA not only to comply with legislative requirement but to help strengthen and measure future "equal access and evidence based allocation" than has been achieved in the past.
- c) The only point not relating to Community Occupancy Management but to the actions related to the Property Development Fund, which I support, is that Governance should be articulated as an imperative from the inception of the Fund, not as far down as Action 32 "establish ongoing Governance", which is post its initial set up and pilot projects etc. I assume it is implied, but an earlier strong statement about the Governance model of the Property Development Fund, its independence and accountability is something I feel strongly about, and so should the community."

Officers' comments:

1. The reference to the presence of EGMs in tenants' leased properties has been made and it is believed that this point is sufficiently covered in the Draft Strategy
2. Point b), this comment is noted
3. Point c) The governance of the Property Development and Investment Fund will be part of the set-up of the fund and will be the subject of a separate report.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

This report does not relate to a specific priority of the Hobsons Bay 2030 Community Vision.

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.3: Deliver value for money – continuous improvement while safeguarding the long-term financial sustainability of Council

Priority a) Secure alternative funding streams and partnerships to support environmental protection, capital works projects, sustainability initiatives and other Council projects

Priority b) Implement the Property Strategy and establish a Property Development Fund to generate future revenue streams for Council

Community Services Infrastructure Plan 2020-30

The Community Services Infrastructure Plan 2020-30 identifies shortfalls in Council service delivery and the rate of uptake of services across the municipality, as do other key documents listed in the Hobsons Bay Property Strategy. Property assessments will be informed by these documents.

Policies and Related Council Documents

The Property Strategy will draw upon the intent of other strategic documents that will provide Council's strategic direction, priorities and objectives over the coming years.

These documents include:

- Hobsons Bay Community Services and Infrastructure Plan 2020-30
- Hobsons Bay Open Space Strategy
- Hobsons Bay Sports Facilities Needs Analysis
- Hobsons Bay Aquatic Strategy 2019-30
- Hobsons Bay Asset Management Strategy
- Hobsons Bay Asset Management Policy
- Hobsons Bay Affordable Housing Policy Statement 2016
- Ten Year Capital Works Program

Legal/Statutory Obligations and Risk

There are no legal impediments to Council developing a policy to manage its property portfolio. The draft policy has been referred for public exhibition for four weeks to seek feedback from the Hobsons Bay community. One submission was received.

Financial and Resource Implications

The Property Strategy and resulting policies will have an impact on resourcing requirements with the administration of the requirements of the Property Strategy.

Environmental, Social and Economic Impacts

The Property Strategy will have a social impact on the tenants of Council's properties with a need to align their services with Council plans. Groups will need to demonstrate their benefit to the Hobsons Bay community with the measurement of Public Value for community groups and commercial returns for Council's investment properties.

There are no additional environmental impacts as the properties are existing. Shared use of facilities will help reduce Council's carbon footprint. Any new constructions or redevelopment will conform to environmental guidelines.

Consultation and Communication

The Draft Hobsons Bay Property Strategy has been out to public exhibition for a period of four weeks from 28 September to 26 October 2021.

One submission was received which was in support of the policy and made some suggestions which have been considered.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9.2.3 Adoption of the Domestic Animal Management Plan 2021-25

| | |
|-----------------------------|---|
| Directorate: | Corporate Services |
| Responsible Officer: | Manager Corporate Integrity (Legal Counsel) |
| Reviewer: | Director Corporate Services |
| Attachments: | 1. Domestic Animal Management Plan 2021-25 [9.2.3.1 - 29 pages] |

Purpose

To adopt the Domestic Animal Management Plan 2021-25.

Recommendation

That Council adopts the Domestic Animal Management Plan 2021-25.

Summary

The Domestic Animals Act 1994 (the DA Act) requires all Victorian councils to develop and maintain a Domestic Animal Management Plan (DAMP) in consultation with residents, members of the public and other stakeholders.

Council adopted the Domestic Animal Management Plan 2017-21 in November 2017. The DAMP must be reviewed and updated every four years. This report provides an overview of the periodical review and update of the DAMP.

Background

Victorian Government legislation requires councils to formulate and implement a DAMP every four years. The plan is used to manage and evaluate animal safety and welfare, community safety and compliance priorities and welfare and authorised Council officer enforcement practices.

Some key elements of the DAMP are:

- promoting responsible pet ownership and the welfare of dogs and cats in the community
- protecting the community and the environment from nuisance cats and dogs
- identifying a method to evaluate whether the animal management services provided are adequate
- outlining the training programs for authorised officers to ensure they are capable in administering and enforcing the provisions of the DA Act

Council is committed to developing and implementing a DAMP that captures community concerns and priorities surrounding pet ownership, animal and community welfare and the environmental impact caused by domestic pets. By seeking community feedback, Council can ensure that it creates a plan that includes the lived experience of the wider community, both pet owners and non-owners.

Discussion

The management of domestic animals in Hobsons Bay affects the entire community. The DAMP is designed to respond strategically to the needs of the community.

Council's obligation to ensure community safety and compliance means that pet owners are expected to employ responsible pet ownership practices and minimise the potential for nuisance or safety issues to occur. Council provides a range of information and education initiatives and works with the community to achieve positive outcomes. Council also performs legislative functions to ensure compliance, where required, in accordance with enforcement procedures.

The DAMP 2021-25 was developed in consultation with Council's Animal Management Unit and informed by community consultation, research and benchmarking activities with other councils. It is a four-year strategy that guides the delivery of animal management services across Hobsons Bay.

The DAMP provides a sound basis and direction from which Council can plan and make future decisions over the next four years and relates back to the wider Council policy context.

The DAMP also builds on the foundation established through the implementation of the DA Act, under which every Victorian council must prepare a DAMP that addresses the following requirements:

- set out a method for evaluating whether animal control services provided by Council are adequate to give effect to the requirements of the DA Act and regulations
- outline programs for the training of authorised officers
- outline programs, services and strategies to:
 - promote and encourage responsible ownership of dogs and cats
 - ensure that people comply with the DA Act, regulations and legislation
 - minimise risk of attacks by dogs on people and animals
 - address over-population and high euthanasia rates for cats
 - encourage registration and identification of dogs and cats
 - minimise potential for dogs and cats to create a nuisance
 - effectively identify all dangerous, menacing and restricted breed dogs and to ensure that these dogs are kept in compliance with DA Act and regulations
- provide for review of existing and relevant Local Laws made under the DA Act
- provide for review of any other matters related to management of domestic animals
- provide for annual evaluation of the plan

The DAMP describes how Hobsons Bay will fulfil its regulatory responsibilities and deliver animal management services in accordance with the DA Act.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

Council Plan 2021-25

Objective 1: Healthy, equitable and thriving communities

Strategy 1.3: Foster community safety including family violence prevention

Priority b) Increase public safety through enhanced domestic animal management in our public open spaces

Policies and Related Council Documents

The DAMP is supported by Part 6 of the Hobsons Bay Community Local Law 2015 which relates to animal nuisance and control.

The Dogs in Public Places Policy is a guideline to assist the community in responsible and safe management of dogs in public places.

Legal/Statutory Obligations and Risk

In Victoria, Councils are required to enforce Victorian Government legislation, regulations and codes of practice in the management and control of domestic animals. In accordance with section 68A of the DA Act every council must prepare a DAMP. The plan must be reviewed annually and amended where necessary.

Financial and Resource Implications

The Animal Management service is provided for in the unit's operational budget. While a range of strategies implemented in the last plan have resulted in ongoing cost savings, the use of a contractor means there is future risk involved regarding price fluctuation.

Environmental, Social and Economic Impacts

The Biodiversity Strategy 2017-22 was adopted by Council on 13 June 2017. The strategy is informed by a technical report and identifies feral cats as a concern given their role in the extinction of at least seven mammal species as well as several bird species. The management of feral cats requires both a technical response that includes trapping and a focus on responsible ownership and the management of domestic cats.

The provision of discounted desexing programs, participation in the Municipal Association of Victoria's desexing voucher scheme and the provision of discounted registration fees for eligible residents allows Council to support residents who may be at a social or economic disadvantage.

Consultation and Communication

In June and July 2021, Council sought feedback from both pet owners and non-owners throughout Hobsons Bay to capture community concerns and thoughts surrounding pet ownership, animal and community welfare and the environmental impact caused by domestic pets.

The survey received 322 submissions along with five emails sharing feedback. Council officers also hosted conversations with and received valuable feedback from 33 community members across virtual and in-person engagement sessions.

Feedback was received from residents of all three wards within Hobsons Bay as well as two suburbs outside of the municipality. The majority of respondents were from Newport, Altona and Altona Meadows. The majority of respondents were pet owners, with over half owning dogs, 20 per cent owning cats and 10 per cent owning other pets. About 18 per cent of respondents did not own a pet.

The community were asked to share if they had experienced any issues relating to dogs off leads. Most respondents had not experienced issues, however of those who had, the top three areas of concern were dogs off lead in on-lead areas, ineffective animal control and dog litter.

Council officers have considered all community suggestions, comments and concerns (along with other relevant considerations such as legislation, resourcing and financial constraints) when drafting the DAMP 2021-25.

The Draft DAMP 2021-25 was available for public exhibition for four weeks in September and October 2021 with all relevant feedback considered for the final plan.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9.2.4 Councillor Development Program

| | |
|-----------------------------|--|
| Directorate: | Corporate Services |
| Responsible Officer: | Executive Assistant Corporate Support |
| Reviewer: | Director Corporate Services |
| Attachments: | 1. Councillor Development Program [9.2.4.1 - 41 pages] |

Purpose

To provide the Mayor and Councillors with details and the method to access training and development offerings as part of a Councillor Development Program for the remainder of the 2020-24 Council term.

Recommendation

That Council:

1. **Endorses the proposed Councillor Development Program (attached).**
2. **Notes the recommended self-paced programs and resources.**
3. **Amends the Hobsons Bay Councillor Support and Expenses Policy 2020 to allow for the use of the Councillor Development Allowance in aggregate to undertake personal and professional development. The amount is not to exceed the allocated allowance for the Council term for each Councillor.**

Summary

The proposed Councillor Development Program (attached) has been guided by the Hobsons Bay Councillor Support and Expenses Policy 2020 with the objective of providing development opportunities for Councillors to enhance and improve their skills to assist in fulfilling their responsibilities in representing the community effectively.

The program has considered the diverse development needs of individual Councillors, as well as the complex skills and knowledge required to successfully perform as a Councillor. All Councillors are encouraged to attend the proposed development opportunities; however, participation is at the discretion of each Councillor.

Background

All Councillors have successfully completed the Councillor induction training as required by section 32 of the *Local Government Act 2020*, which states that a Councillor must complete Councillor induction training within six months after the day the Councillor takes the oath or affirmation of office.

This proposed Councillor Development Program is in addition to the required induction training and is not compulsory.

Consultation with Councillors regarding professional development has occurred which identified a vast range of development interests and needs. The collated information has helped inform the proposed development program, with any recurring requests in specific development areas prioritised.

Discussion

The Councillor Development Program is designed to address the development needs of Councillors, with identified development priorities in the key areas of communication, governance, financial management and technology.

Facilitated learning and development programs, as well as self-paced learning and resources, are included in the proposed development program. Various methods of learning and development are included to ensure all Councillors can access professional development that addresses their development needs and corresponds with their personal requirements.

The proposed Councillor Development Program has been prepared in collaboration with the Learning and Development team to ensure listed development programs have been thoroughly reviewed, including self-paced programs and supplementary resources.

The facilitated learning and development programs listed are recommended to be completed over the Council term and prioritised according to each individual Councillor's development requirements. Shared group learning is encouraged where possible.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

Policies and Related Council Documents

This report has been prepared in line with Hobsons Bay Councillor Support and Expenses Policy 2020.

Legal/Statutory Obligations and Risk

There are no legal or statutory obligations or risks arising from this report.

Financial and Resource Implications

As outlined in rule 4.1.4 of the Hobsons Bay Councillor Support and Expenses Policy 2020, Council will provide a maximum annual expenditure towards Councillor development of:

- (a) \$5,000 per Councillor or
- (b) \$10,000 for the Mayor

In addition, and as exceptions to the above:

- the Mayor and up to three other Councillors may be authorised to attend the annual National General Assembly of the Australian Local Government Association
- any or all Councillors may be authorised to attend the Municipal Association of Victoria (MAV) Councillor Development Weekend

The program proposes to use the annual development expenditure as an aggregated amount over the duration of a term. This will optimise the effectiveness of educational spend while ensuring that no individual Councillor spends more than the allocated amount over the duration of the term.

Environmental, Social and Economic Impacts

Professional development assists Councillors to better represent the needs of the community and support the community more effectively through the acquisition and development of applicable skills and knowledge.

Consultation and Communication

Consultation with Councillors occurred in March 2021.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9.2.5 First Quarter Report - Council Plan Initiatives Progress Update

| | |
|-----------------------------|---|
| Directorate: | Corporate Services |
| Responsible Officer: | Corporate Improvement, Planning and Reporting Officer |
| Reviewer: | Director Corporate Services |
| Attachments: | 1. Quarter 1 - Council Plan Initiatives Progress Report 2021-22 [9.2.5.1 - 11 pages] |

Purpose

To provide Council with first quarter (1 July to 30 September 2021) update on the progress of the initiatives that are included in the annual budget to support the achievement of the Council Plan 2021-25.

Recommendation

That Council notes the progress made on the Council Plan 2021-25 initiatives and major initiatives during the first quarter of 2021-22.

Summary

Each financial year, Council's performance is measured against several indicators, including the progress of projects that have been listed as Council initiatives in the budget. This progress report provides an update on how Council is progressing on the committed projects for the period from 1 July to 30 September 2021, the first quarter of the 2021-22 financial year.

Council committed to a total of 28 initiatives, including 22 via the annual budget process and six via the new Council Plan 2021-25. Two projects have been completed to date: *Better Places City Image and place making program*, *Paine Reserve* and *Implementation of the new Learning Management System*.

The initiative *Co-design, plan and deliver a Creative Technology Hub at Seaworks* was put on hold and the *Creative City – Public Art Strategy 2021–2025* is behind due to COVID-19 restrictions.

Three projects will commence in the next quarter and the remaining 21 projects are progressing as expected.

Background

The Council Plan is developed every four years in accordance with the requirements of the *Local Government Act 2020* (LG Act 2020). It guides the work of Council by setting objectives, strategies and priorities that are achieved through the delivery of Council services and initiatives.

The Council Plan 2021-25 was adopted by Council on 12 October 2021. It consists of five strategic objectives that are made up of 19 strategies, 59 priorities and 10 large multi-year initiatives which describe what Council will do for the period. Other initiatives are identified in the annual budget process which support the delivery of the Council Plan objectives.

Discussion

Under the LG Act 2020, Council is required to include its initiatives and services in the Annual Budget as committed projects for the financial year that support the implementation of the Council Plan. The annual reporting of the progress of these initiatives is also a requirement in the Act. Council reports quarterly on the initiatives to assist in ensuring progress is on track throughout the financial year.

The Annual Budget 2021-22 includes 22 projects, of which 10 are carried over from the previous year. Of the 22 projects, eight are major initiatives (priority projects). The Council Plan 2021-25 includes six additional initiatives that will also be reported on, bringing the total number to 28 initiatives.

In the first quarter of the year, 1 July to 30 September 2021, Council has completed two initiatives, namely the *Better Places city image and place making program*, *Paine Reserve* and *the implementation of the new Learning Management System*.

One initiative, the *co-design, plan and deliver a Creative Technology Hub at Seaworks*, has been put on hold due to COVID-19 restrictions which prevented the launching of the Hub. Another initiative *the Creative City – Public Art Strategy 2021–2025* is behind schedule. Three projects have not yet started but will begin shortly while the remaining 21 projects are progressing on plan.

The 28 initiatives, a brief description, and their status as of 30 September can be seen below. A full report is provided in the attachment.

| Project | Description | Status |
|---|---|---------|
| Co-design, plan and deliver a Creative Technology Hub at Seaworks | To provide opportunities for the community to up-skill, reskill and obtain new employment opportunities. | On Hold |
| Establishment of a Housing Trust | The Affordable Housing Trust will provide housing to low-income households with a connection to Hobsons Bay. | On Plan |
| Newport Gardens Early Years Centre expansion (major initiative) | The extension at the Newport Gardens Early Years Centre will provide an additional 66 kindergarten places in 2022. | On Plan |
| HD Graham Reserve, Altona Meadows sport facility development (major initiative) | Implementation of the formal sporting facilities identified in the HD Graham Master Plan, including construction of the sportsground, sports pavilion, shared pathway network, landscaping, BMX and skate park upgrades, a new play space, water sensitive urban design initiatives and site remediation. | On Plan |

| Project | Description | Status |
|--|--|----------|
| Altona Tennis Club Precinct development (major initiative) | Reconstruction of the five synthetic courts and six en-tout-cas courts, construction of new irrigation, fencing upgrades, minor pavilion renewal works and floodlighting change to a more sustainable LED model. All lights will be to Tennis Australia standards for competition. | On Plan |
| Altona Meadows library refurbishment (major initiative) | Building renewal works, including acoustic, heating, cooling and air conditioning and improving space utilisation to enhance customer experience. | On Plan |
| The Solar Program | Large scale solar program across multiple sites to reduce emissions and create operational savings. | On Plan |
| Wetlands Centre | Development of a concept, detail design and contract documentation including stakeholder engagement for a state-of-the-art sustainability-focused Wetlands Centre in Hobsons Bay to increase community education and participation in the preservation of the local environment. | On Plan |
| Tree planting – Urban Forest Program (major initiative) | Tree planting and establishment of maintenance along streets, pathways and in public open space. To achieve 30 percent canopy cover by 2040, the Urban Forest Program will plant some 8,000 to 8,500 semi-advanced trees per year. | On Plan |
| Creative City – Creative Spaces | Audit and mapping of existing creative spaces across the city and identify new opportunities to improve the use of the spaces | On Plan |
| Creative City – Public Art Strategy 2021-2025 | This strategy will provide Council with an overview of opportunities and strategic direction for public art. | Behind |
| Better Places City Image and place making program, Paine Reserve | This program will improve access, functionality and presentation while promoting economic and community activity at Paine Reserve, Newport. | Complete |
| Develop the new Hobsons Bay Economic Development Strategy | This strategy will guide Council's work in supporting the short- and long-term growth of the local economy. | On Plan |

| Project | Description | Status |
|---|---|-------------|
| COVID-19 recovery support | The Hobsons Bay Business Has Heart program aims to promote local businesses operating across the municipality and support them to survive, recover and thrive during and beyond COVID-19. The program forms part of Council's overall community support package with a range of initiatives set up to support local business communities. | On Plan |
| Implementation of the Digman Reserve Master Plan | Including building a new pavilion and play area and upgrading the playing fields, floodlighting and car park | On Plan |
| WLJ Crofts Reserve Master Plan | Including new sports pavilion, car parks and cricket practice nets. | On Plan |
| Open Space Enhancement and Access Package at Donald McLean Reserve, Spotswood | Including redevelopment of ovals, new floodlighting, new multi-lined courts, upgrades to pavilion, playground and car parking. | On Plan |
| Open Space Strategy Implementation | To undertake a number of strategic projects from the Open Space Strategy, including dog off-lead area review, review of public lighting and Developer Contribution Framework (DCF). | On Plan |
| Queen Street Bridge advocacy | Following the Queen Street Bridge Upgrade works by the Department of Transport, pedestrians must still cross adjacent to 60km/h traffic on the Queen Street Bridge, or detour 2km. Council is advocating for a footbridge to be built. | On Plan |
| Footpath renewal program (major initiative) | Renewal of existing footpaths in road reserves and parks that are in poor condition and no longer meet Council's minimum level of service. | Not Started |
| Altona foreshore seawall and shared trail (major initiative) | Construction of over 600m of seawall to protect assets from erosion, including widening of the shared trail to 6m, construction of a new pedestrian access ramp and viewing platform. | On Plan |
| Implementation of the new Learning Management System | To improve the organisation learning and development activities. | Complete |
| Develop and implement new Risk Management Framework | To ensure a consistent approach to the management of risk. | On Plan |

| Project | Description | Status |
|--|---|-------------|
| Implementation of the Customer Relationship Management system | To improve customer experience and management. | On Plan |
| Replacement of the Enterprise Document and Records Management system | To improve efficiency of Council operations. | On Plan |
| Community Learning and Service Centres Strategy (major initiative) | This will provide the strategic plan for the future management of Council's community learning and service centres across the municipality | Not Started |
| Customer Experience Transformation | To improve processes and interactions between Council and the community, ensuring processes are simple, transparent and accessible. | On Plan |
| Property Strategy Implementation | The implementation of the Property Strategy for an equitable and transparent allocation of Council assets that consider Council's services and community needs. | Not Started |

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

This report relates to all priorities within the Hobsons Bay 2030 Community Vision.

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

Priority b) Establish publicly accessible dashboards and reports to enable real time access to service performance, enquiry progress, scheduled works and services and updates on events

Policies and Related Council Documents

The Council Plan 2021-25 was adopted at the Council Meeting on 12 October 2021.

The Annual Budget for the financial year ending 30 June 2022, which included the initiatives for the year, was adopted at the Council Meeting on 29 June 2021.

Progress reports will be submitted to Council on a quarterly basis.

Legal/Statutory Obligations and Risk

The annual reporting of the progress of the major initiatives is required by section 98(3)(b) of the *Local Government Act 2020*.

Financial and Resource Implications

The initiatives are funded through Council's annual budget.

Environmental, Social and Economic Impacts

The Hobsons Bay Council Plan 2021-25 aims to strengthen the natural, built, social and economic environments within Hobsons Bay, as articulated within the key strategic objectives.

Consultation and Communication

Council undertook extensive community engagement between January and September 2021 to hear what Council should focus on over the next four years as part of the development of the Council Plan 2021-25.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9.2.6 First Quarter Financial Report - Period Ended 30 September 2021

| | |
|-----------------------------|---|
| Directorate: | Corporate Services |
| Responsible Officer: | Chief Financial Officer |
| Reviewer: | Director Corporate Services |
| Attachments: | <ol style="list-style-type: none">1. Financial Report 2021-22 [9.2.6.1 - 15 pages]2. Capital Works Program 2021-22 [9.2.6.2 - 2 pages] |

Purpose

To present Council with the financial results for the period ended 30 September 2021, and the revised 2021-22 annual forecast projections following completion of the September quarterly forecast review.

Recommendation

That Council:

1. **Notes the financial report for the period ended 30 September 2021.**
2. **Endorses the revised 2021-22 annual forecasts.**

Summary

The quarterly financial report for the period ended 30 September 2021 (Attachment 1) and a detailed report on the Capital Works Program (Attachment 2) are attached.

The September quarterly forecast review has been conducted resulting in the operational budget surplus for 2021-22 of \$31.199 million decreasing to a forecast of \$31.061 million. The operational surplus does not include Council's significant investment in capital expenditure, forecast to be \$70.201 million in 2021-22.

When compared to budget, income is expected to increase by \$2.078 million and operational expenditure is expected to increase by \$2.216 million.

The forecast result of the Capital Works Program compared to budget is a surplus of \$500,000 after forecast adjustments and carryovers are considered.

A balanced forecast has been calculated for the Available Funding Result, consistent with the original budget.

Quarterly financial reporting provides accountability and transparency in relation to Council's operations and capital works. Council budgets are subject to internal scrutiny, driven by regular reports to the Executive Leadership Team and meetings with managers.

Background

The forecast is inferior when compared to budget as COVID-19 continues to impact greater than originally anticipated. While a forecast operational surplus is predicted, it should be noted that surpluses are required to fund Council's significant investment in capital expenditure. The Financial Plan has been updated and indicates that Council can remain in a reasonable financial position and continue to be financially sustainable.

When compared to previous financial plans, current and projected income funding streams such as user charges and statutory fees have been significantly impacted by COVID-19. It is difficult to assess how long it will take for these income streams to recover from the ongoing impacts of COVID-19. These assumptions will have an impact on the amount of funding expected to be available in future years of the Financial Plan to be used by Council to maintain critical community assets.

Council will continue to monitor the impact of the financial results in relation to Council's overall financial viability. The Financial Plan includes future predictions to reflect the 1.5 per cent rate cap for 2021-22.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

This report relates to all priorities within the Hobsons Bay 2030 Community Vision.

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.3: Deliver value for money – continuous improvement while safeguarding the long-term financial sustainability of Council

Policies and Related Council Documents

The financial report for the period ended 30 September 2021 is directly aligned to Council's Annual Budget, Financial Plan and Capital Works Program.

Council considers financial reports at the end of the September, December (Mid-Year Budget Review), March and June (year-end) financial periods. This report provides the first quarterly report considered as part of the 2021-22 financial year.

Legal/Statutory Obligations and Risk

It is a requirement of section 97 of the *Local Government Act 2020* for the Chief Executive Officer to ensure that a quarterly budget report is presented to Council at a Council meeting which is open to the public as soon as practicable after the end of each quarter of the financial year.

The Chief Executive Officer, as required under section 97(3) of the *Local Government Act 2020*, is of the opinion a revised budget is not required.

Financial and Resource Implications

The operational budget surplus for 2021-22 of \$31.199 million has decreased to a forecast of \$31.061 million. The operational surplus does not include Council's significant investment in capital expenditure, forecast to be \$70.201 million in 2021-22.

Income is expected to increase by \$2.028 million compared to budget.

Rates and charges forecasts have been increased mainly due to an increase in the amount originally raised for rates, generally a result of the delay in raising rates and greater than expected property development (\$1.659 million). Capital grant forecasts have been increased as further external income is now expected to be received to fund the capital program (\$1.181 million), while operational grants are also expected to increase (\$481,000).

User fees (\$945,000), statutory fees and fines (\$215,000) and other income (\$203,000) forecasts have all been reduced compared to budget, mainly due the ongoing impacts of COVID-19. Income forecasts have been reduced in line with Council's recently adopted COVID Community Support Package 5. This includes fee waivers for food, health and footpath trading permits, while parking meter income and infringements are also expected to decline.

Operational expenditure is expected to increase by \$2.216 million compared to budget.

Materials and services forecasts have been increased (\$1.647 million), although a significant amount of this is funded from grants and contributions received this year and last.

Employee costs forecasts have been increased (\$918,000), with the most significant increase relating to enterprise agreement backpay offset against savings in 2020-21.

A balanced **Available Funding Result** has been calculated by adding non-operational items such as capital expenditure, loan principal repayments and reserve transfers to the operational result and removing non-cash items such as depreciation and amortisation. While the balanced forecast result is consistent with the original budget, a further \$1.129 million is expected to be required from the Infrastructure reserve, leaving less funding available in future years.

The **Summary Cash Flow Statement** indicates that Council's cash and investment balance was \$29.379 million as at 30 September 2021. The original budget of \$26.733 million for 30 June 2022 has been slightly reduced to \$26.646 million. The forecast reduction in Council's cash and investments during the year is estimated at \$19.421 million.

The **Liquidity Ratio** (current assets divided by current liabilities) indicates the amount that Council's short-term assets exceed its short-term obligations and thus Council's ability to fund its short-term operations. This ratio was 123 per cent at 30 September 2021 and is expected to be 121 per cent by the end of 2021-22, an increase when compared to the original budget of 117 per cent. A current ratio over 100 per cent generally indicates a manageable short term financial position.

The forecast result of the **Capital Works Program** shows a surplus of \$500,000 when compared to the original budget after forecast adjustments and carryovers are considered.

Capital Works Expenditure for the period ended 30 September 2021 was \$9.6 million compared to the year-to-date budget of \$17.443 million. The initial budgeted capital expenditure of \$64.144 million for the 2021-22 financial year has increased to a forecast of \$70.201 million. The increased forecast expenditure of \$6.057 million compared to the budget is attributable to:

- expenditure carryover adjustments from the prior year's program (\$3.964 million)
- the increase in funded capital expenditure (\$1.458 million)
- expenditure bought forward from next year's program (\$1.135 million)
- the net surplus of capital expenditure (\$500,000)

Capital Income for the period ended 30 September 2021 was \$631,000. The initial budgeted capital income for the 2021-22 financial year of \$17.184 million has increased to a year-end forecast of \$18.485 million. The increased forecast income of \$1.301 million compared to budget is attributable to:

- an increase in budgeted income received to fund the capital program (\$1.458 million)
- income that was budgeted to be received in 2021-22 that was received in 2020-21 (\$157,000)

Environmental, Social and Economic Impacts

Environmental, social and economic impacts are carefully considered during budgeting, forecasting and financial management processes.

Consultation and Communication

Council's Audit and Risk Committee will receive and note the quarterly financial report for the period ended 30 September 2021 and the detailed report on the Capital Works Program at its meeting to be held on 24 November 2021. The Committee provides financial guidance to Council and input into continually improving the content of the financial report.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9.3 Sustainable Communities

9.3.1 Hobsons Bay Business has Heart Outdoors - Future Options

| | |
|-----------------------------|---|
| Directorate: | Sustainable Communities |
| Responsible Officer: | Coordinator Economic Development and Social Planning |
| Reviewer: | Director Sustainable Communities |
| Attachments: | 1. HBBHH Outdoors Future Program - Transition and Interim Design Guidelines [9.3.1.1 - 9 pages] |

Purpose

To provide an update on the Hobsons Bay Business has Heart (HBBHH) Outdoors program and its future beyond the current extension to 31 May 2022, and the Victorian Government's recently announced Outdoor Economy Package.

Recommendation

That Council:

- 1. Receives and notes the update on the Hobsons Bay Business has Heart Outdoors program.**
- 2. Consults with participating businesses and the community on the proposed future of the Hobsons Bay Business has Heart Outdoors program beyond the scheduled end date of 31 May 2022.**

Summary

Between October and December 2020, Council installed outdoor trading areas across the municipality, including extended footpath trading zones, parklets (use of car parking spaces), barriers and a road closure. A total of 193 businesses participated in the program in the initial rollout with the majority of these continuing to participate.

The initial HBBHH Outdoors program ran until the end of March 2021 and was extended until 31 May 2021 to allow for community consultation to inform next steps. The program was further extended until 31 May 2022 based on the outcome of business and community feedback.

The Victorian Government recently announced further funding to support outdoor trading through the Outdoor Economy Package. Council has engaged with businesses inviting them to contact Council if they would like to establish an outdoor trading area to facilitate their reopening.

Council is considering the future of the HBBHH Outdoors program and what aspects of the program could be transitioned to a more permanent or recurring format beyond May 2022.

Background

The HBBHH Outdoors program was launched in October 2020 and provided extended outdoor trading areas in 43 precincts to support a total of 193 businesses across Hobsons Bay. This included:

- creation or extension of a footpath trading zone in front of a business and in some cases neighbouring businesses
- use of on-street public car spaces to create parklets
- use of private land, e.g. private car parks or land within privately held body corporate -managed common areas
- the closure of a section of Pier Street in Altona to create an open air plaza

The program was initially in place from October 2020 to 31 March 2021 and was extended until the end of May 2021 while Council sought community feedback. A number of communal areas were transferred to individual business area responsibility during the extension period.

In March and April 2021, Council undertook extensive consultation with participating and non-participating businesses, as well as with community members. Almost 1,000 community members, 159 participating businesses and 115 non-participating businesses provided feedback, which overall was extremely positive with 85 per cent of participating businesses, 81 per cent of non-participating businesses and 97 per cent of residents supporting an extension of the program. Based on the survey findings, the program was extended for a further 12 months until 31 May 2022.

The consultation found multiple benefits arising from the program, including:

- it helped businesses survive, especially during periods where COVID-safe regulations restricted their ability to operate as they had done prior to the pandemic (71 per cent of businesses reported that they used the outdoor trading area daily)
- it led to increased patronage for 90 per cent of participating businesses
- it attracted new customers to 64 per cent of participating businesses
- it positively impacted many retail and hospitality precincts, in the opinion of 72 per cent of participating businesses who were surveyed.

The program allowed Council, local businesses and the community to explore potential ways in which space within the street could be used in future and consider how improved streetscape and urban design outcomes might be achieved.

The HBBHH Outdoors program was established quickly and efficiently, and at significant expense which was met through a combination of Council and Victorian Government funding (each party contributing about \$800,000 towards infrastructure costs) with operational costs absorbed by Council. The HBBHH Outdoors program also presented some operational and maintenance issues which have been addressed by Council staff as they have arisen. At times this has involved additional expense, financially and in terms of human resources, for Council to ensure the safe and orderly operation of the program.

The speed at which the program was delivered meant that businesses enjoyed an enhanced ability to cater to increased customer patronage. This was at a time when COVID-safe regulations might have otherwise meant businesses, especially those reliant on indoor dining and trading areas, might have been unable or highly limited to operate. In addition, as Council was installing the infrastructure for businesses and undertook all engineering and safety approvals, businesses were not required to seek engineering approval for fixed

infrastructure (such as café screens or planter boxes) as is usually the case to ensure that any fixed infrastructure is of a safe and publicly acceptable standard.

However, while all safety requirements were met, the speed of implementation also meant that discretion was applied in regard to standard procedures that exist to ensure a fair balance between the interests of all stakeholders, such as the impact on neighbouring businesses, nearby residents and mobility-impaired members of the community.

Following trader consultations in March 2021, 46 extended trading areas were removed either because the benefitting business had indicated that it no longer wished to participate in the program or because of other significant issues and concerns.

Discussion

The HBBHH program has delivered benefits to both participating businesses and the broader community providing much needed additional trading areas for businesses to meet social distancing requirements and the community with areas to support their local businesses. The benefits and impacts of the program vary from precinct to precinct and from business to business.

The program in its current format has been extended until 31 May 2022. There are three potential outcomes for how the program could move forward: retention on a permanent basis, retention on a seasonal basis and removal. This will be decided independently for each location by considering circumstances such as safety impacts, amenity impacts, business utilisation of the space, equitable use of public space, parking implications, financial or funding implications and traffic changes.

To ensure simplicity of processes over the medium and long term, it is proposed to make use of existing permit application processes where possible, such as the Footpath Trading Permit (FTP) application process and engineering approval processes. This would include utilising the existing FTP fee structure, which levies an annual charge for each table and chair, bollard, planter box, and so on. As part of the fifth Community Support Package fees including the FTP and public health registration fees have been waived for this financial year.

Participating Business Feedback

In September 2021, a brief survey was issued to all participating businesses to gauge their interest in continuing to have outdoor trading areas after May 2022, including their interest if having to pay. In total, 74 responses were received, with the feedback indicating overall the program continues to be well received. A clear majority of businesses with parklets indicated they would be willing to pay to continue to use the parklet space for outdoor trading. A slight majority of businesses participating in extended footpath trading indicated they may not wish to continue if a cost was involved. For a future program, 77 per cent of businesses supported a year-round program, and 23 per cent indicated preference for the program to be summer only.

It is noted the brief survey responses indicated some businesses may not want to continue in the future if a cost is involved. Further engagement with a more detailed outline of the proposed future program will provide greater understanding of how many businesses would choose to continue with their outdoor trading areas.

Current Expansion of HBBHH Outdoors Program

On 18 October 2021 the Victorian Government announced an Outdoor Economy package including funding through the COVIDSafe Outdoor Activation Fund. The new support package includes funding for councils to introduce additional outdoor trading areas to enable local businesses to reopen. The support program is in two parts:

- **Part A: immediate delivery.** This is for short term (next few months) works, services and promotion of outdoor activation. Funds can extend the life of existing outdoor trading areas and provide new areas for other businesses to also operate outdoors.
- **Part B: medium-longer term.** This is to establish semi-permanent and permanent outdoor areas that support a range of industries and provide long lasting benefit to the community.

The support package also includes a voucher program for businesses towards outdoor hospitality and entertainment initiatives. Council quickly reopened the HBBHH Outdoors program, promoting the program and the government funds and contacted businesses inviting them to get in touch with Council if they would like to establish an outdoor trading area.

The funds enable activation of the business precincts in COVID-safe ways. Council is preparing an activation plan with a key focus being the Live and Local program that will bring entertainment into the business precincts over the immediate months. The program will support local businesses in the art and creative industries sectors with artists, musicians and performers engaged via an open expression of interest process. The program will enliven spaces and enable people to have creative experiences when they are out and about in Hobsons Bay. It will be rolled out citywide to both the small and large business precincts, and not only benefits the business precincts and all type of businesses located in the precinct but in addition directly benefits the artists, performers and producers engaged as part of the program.

Proposed future HBBHH Outdoors Program

The current expansion of the Outdoors program has enabled new businesses to join the program and also benefit from extended outdoor areas. The proposed future outdoors program looks at what Council should do after the immediate short term (the upcoming summer months through to end May 2022).

The proposed future program addresses the different types of outdoor spaces being (1) extended footpath trading areas, (2) parklets (use of road reserve space nominated for car parking) and (3) feature locations. Detailed transition guidelines including regulatory framework, requirements for participating businesses, operational and resource requirements, and design guidance are included at Attachment 1.

The medium to long term impacts of the pandemic on Hobsons Bay's business precincts are still uncertain. The reopening of the HBBHH Outdoors program to all businesses addresses the immediate impacts with all businesses eligible for outdoor trading areas.

The future of the Outdoors program considers the individual types of outdoor spaces and looks at both the medium term (extension for an additional two years) and long term (permanent).

Extended footpath trading zones

Extended footpath trading areas can be transitioned to permanent footpath trading subject to meeting nominated criteria and guidelines and introduction of footpath trading fees. Participating businesses would be consulted to ascertain if they would like to continue utilising the space and confirm if their trading area meets the criteria. If they wish to continue and they meet the criteria the outdoor trading space can transition to Council’s existing footpath trading permit process including introduction of Council’s existing footpath trading permit fees once the fees are reinstated (noting fees are currently waived as part of Community Support Package 5). The process is outlined in Figure 1 below.

Criteria for retention:

- there is no physical impact to residents and/or neighbouring businesses
 - If using footpath in front of adjoining business, participating business must secure (annual) agreement from any neighbouring business in front of which they are seeking to use the footpath space
- a minimum footpath passageway width of 1.5m can be achieved after installation of a footpath trading zone
- it does not otherwise impede the flow of pedestrian traffic
- it meets the requirements in the Footpath Trading Code of Practice and does not remove any parking from the street

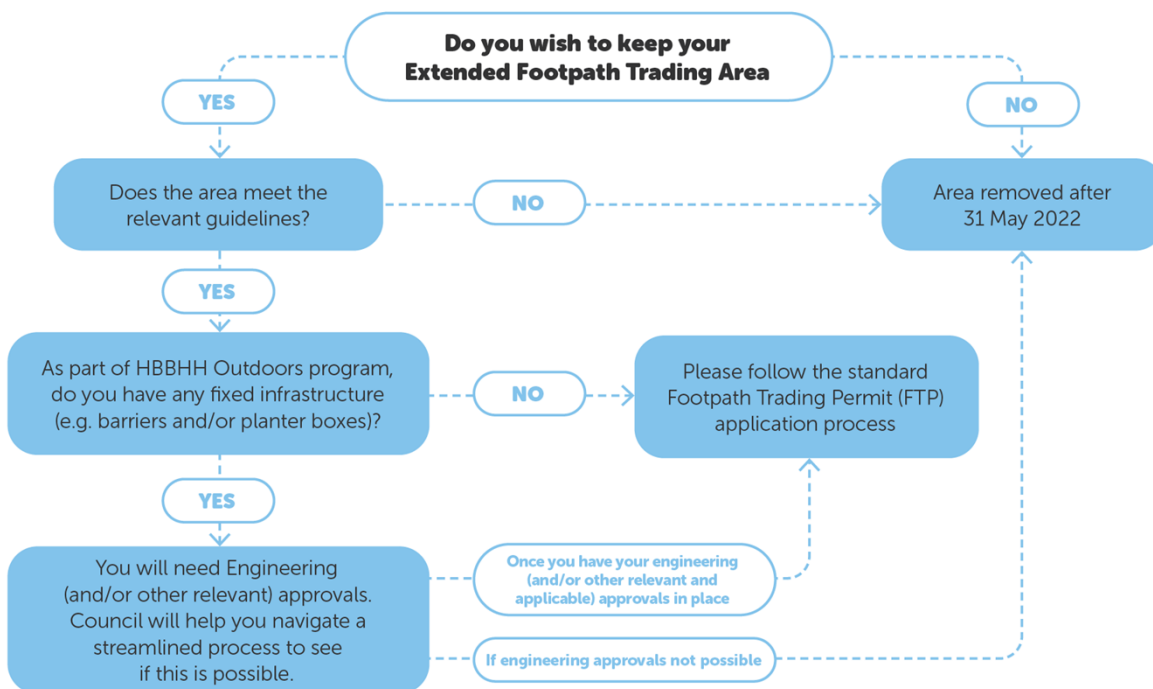


Figure 1: Footpath Trading Areas Transition Decision Guide

To assist businesses in making the transition it is proposed to “gift” some existing infrastructure (e.g. fencing barriers) for their individual footpath trading areas for use in the short to medium term. Some of the original infrastructure was of a temporary nature – for example some of the barriers have an expected lifespan of two to four years. Over the longer term Council will work with businesses to ensure long term and permanent infrastructure meets their needs and the required ongoing design standards including footpath trading code and street cleansing/maintenance programs.

Parklets

Many parklets have provided significant benefit to individual businesses with minimal impacts on the surrounding area. However, some parklets have resulted in amenity impacts such as precinct parking implications or in some cases negative impacts on neighbourhood amenity. Some areas have seen minimal use over the winter period, although this is difficult to determine given the impacts of recent lockdowns over the winter months.

It is proposed to transition a number of parklet areas to semi-permanent outdoor trading subject to meeting nominated criteria and guidelines. These areas can continue to utilise the existing HBBHH outdoors infrastructure in the medium term.

It is noted that fees to businesses for footpath and outdoor trading are currently waived until 30 June 2022, as a result of pandemic impacts (permits are still essential to ensure all outdoor trading arrangements are legal and safe). However, ongoing utilisation of public space for the commercial benefit of private businesses will attract regular charges for footpath and other trading.

Footpath trading fees are already established and are anticipated to recommence from 1 July 2022. However, the use of public car parking spaces as extended trading areas by private businesses was a new development during the pandemic. Beyond the current year, charges will be phased in for the use of car parking spaces. Detailed work is underway to determine an appropriate charge, with initial, indicative analysis suggesting the value of car parking spaces are between \$3,000 to \$5,000 per year across different locations in Hobsons Bay. Further detailed analysis of car space valuations, as well as more detailed analysis of economic recovery of local businesses over the coming months, will inform a proposed approach around the phasing in of these charges.

The future outdoors program will enable the extension of the parklets for the medium term (two years) and analysis of potential reallocation of space from road reserve to footpath will be carried out over this period. This process will specifically analyse outdoor trading areas and will also form part of Council's ongoing urban design and placemaking programs analysis. As a result, reallocation of space from road reserve to footpath may occur enabling businesses to transition to footpath trading if they choose to.

Criteria for semi-permanent (medium term) retention:

- alternative parking spaces available within the vicinity
- a minimum of 80 per cent support for use of the spaces from businesses in the business precinct
- minimal impact on nearby residents

In areas where parklets have had lower utilisation and greater impacts on parking or amenity a seasonal option would be offered to businesses subject to meeting safety criteria.

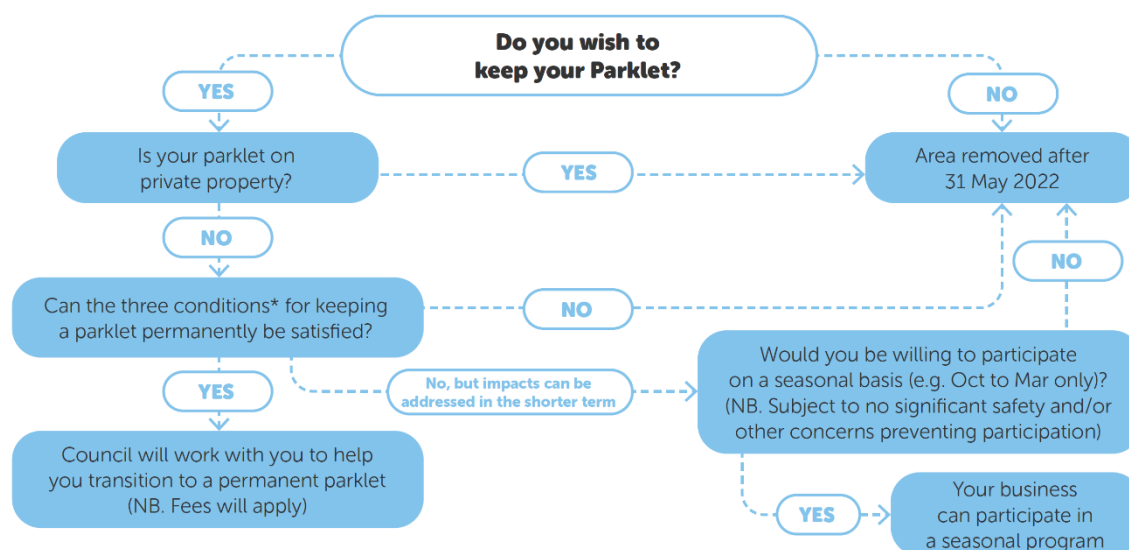


Figure 2: Parklets Transition Decision Process

HBBHH Outdoors Feature Locations

As part of the HBBHH Outdoors program, a section of Pier Street, Altona (between Queen Street and Blyth Street) was closed to traffic and turned into an outdoor plaza space. This space was utilised to provide businesses with extended outdoor trading and dining areas and provided community space. The closure of the street has been strongly supported by most businesses and the community. This feature location has provided additional benefits to the broader community over and above the individual business benefit.

It is recommended that Council consider how the street closure could be extended, in an ongoing manner including considerations of urban design improvements to further develop the site as a “HBBHH Outdoors Feature Location”.

Given the success of the Pier Street closure, it is also recommended that Council explore opportunities for the development of two other HBBHH Outdoors Feature Locations across the municipality. At this stage, subject to community consultation, it is proposed that further consideration is given to two such locations:

- in Laverton, within either the Aviation Road or Lohse/Woods Street retail precincts
- in Williamstown, potentially at a point along Nelson Place

It is suggested that these opportunities be further explored with both businesses and the local communities. In the case of the opportunities for Laverton, the Better Places program and the associated actions to develop master plans for each of these two locations may offer an opportunity through which this can be further explored.

The Victorian Government’s Outdoor Economy Package includes funding to establish semi-permanent and permanent outdoor areas that support a range of industries and provide long lasting benefit to the community. Future feature locations may be funded as part of this program.

Removal

As part of the quick implementation and need to support business to be able to trade some areas were introduced that do not meet ongoing safety and regulatory requirements. Some

businesses who were unable to access public space were also supported through the introduction of outdoor trading areas on private land.

Removal of the outdoor trading area (after May 2022) is recommended where:

- there has been a significant and unreasonable detrimental impact on adjoining businesses and where that impact cannot be practically, cost-effectively or reasonably mitigated
- it has not been possible to meet safety requirements in an ongoing, cost-effective, and/or legally compliant manner, e.g. in places that are close to, or on, a main arterial road or high volume traffic area
- a minimum 1.5m wide pedestrian passageway cannot be achieved or where it otherwise unreasonably impedes the flow of pedestrian traffic
- the site is taking up on-street carpark spaces in a residential area

Each affected business will be directly engaged to discuss these matters further and to determine if alternative arrangements can be explored.

Design principles

As the program transitions from a temporary trial to a more permanent situation refinement of the programs design principles are required to ensure the outcome is well designed, safe, and appealing for businesses, customers, pedestrians, road users, and nearby residents.

There are four guiding principles for extended outdoor trading space:

- integrated with the streetscape and broader business precinct
- safe, attractive and provide enhanced amenity for users and visitors
- maintains and does not impede on pedestrian access
- secure and minimises impacts to the traffic network

The following key considerations provide broad guidance to both businesses and Council on essential standards that should be considered to ensure the extended trading space is safely integrated with the streetscape and does not impact on the public environment.

Precinct approach

- assess the streetscape to ensure adequate provision of basic street infrastructure (bins, bike hoops, benches) is maintained
- maintain current street tree provision with opportunities to include more trees maximised
- assess traffic and transport implications with larger scale installations
- ensure access within and around the precinct is retained for cleansing and other maintenance purposes

Safety and amenity

- create safe and non-invasive settings that don't block sight lines for traffic or adjacent businesses, and respect city amenity
- consider the design of all sides (inside and out) to ensure installations are attractive from all angles
- provide robust and structurally sound installations that withstand prolonged climate conditions and can be well maintained

Pedestrian access

- provide well designed areas with adequate space for the community to enjoy without obstructions on footpaths or crossings
- integrated settings within the street without compromising existing uses, building entrances, emergency access, access for people with a disability and/or pedestrian safety

Road efficiency and safety

- provide spaces that minimise impact to the road network beyond a reduction in car spaces
- ensure the design and operation of outdoor trading installations don't expose road users to any increased risks
- ensure diners are not exposed to elevated risks from approaching or passing vehicles

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25**Objective 3: Vibrant place and economy**

Strategy 3.1: Support diversification and growth of our local economy in response to significant changes in land use and the ongoing impacts of the COVID-19 pandemic

Strategy 3.2: Increase economic and tourism opportunities that capitalise on our cultural and creative strengths

Hobsons Bay Activity Centres Strategy 2019-2036

The proposed future HBBHH Outdoors program is aligned with directions of the Activity Centres Strategy, specifically Direction 8: Provide attractive, accessible, functional and safe public spaces and streetscapes.

Policies and Related Council Documents**Integrated Transport Plan 2017-30**

The Integrated Transport Plan includes statements encouraging integrated urban and streetscape design solutions within activity centres that afford pedestrians priority within public spaces and which leads to the development of walkable and creatively designed and used shared spaces.

Footpath Trading Permit

Footpath Trading Permits are issued under the Footpath Trading Code of Practice which includes principles to provide clear, safe and unobstructed access at all times for pedestrians of all abilities on the City's footpaths and in accordance with Council's statutory responsibilities. All HBBHH Outdoors areas are required to have a Footpath Trading Permit.

Council Reports

At the Council Meeting on 9 March 2021, Council resolved to extend the initial program to 31 May 2021 for participating businesses that wished to extend. This enabled consultation with businesses and the broader community to inform a proposal for a longer-term trading program. Council subsequently received a petition at the Council Meeting held on 8 June 2021 for the continuation of the Hobsons Bay Business has Heart Outdoors program and noted in the same meeting the extension of the program to 31 May 2022.

Legal/Statutory Obligations and Risk

The future Outdoors program has been planned and delivered with consideration to meeting Council's legal and statutory obligations, in particular the Footpath Trading Code of Practice and the *Disability Discrimination Act 1992*.

Financial and Resource Implications

The initial HBBHH Outdoors program cost approximately \$1.6 million (not including the cost of Council officer labour) and has been delivered at no cost to participating businesses. This has been enabled through capital expenditure of:

- grants from the Victorian Government totalling \$800,000
- funding from Hobsons Bay City Council totalling \$800,000

There have also been additional costs to Council, above those stated above, that have had to be absorbed through operational budgets such as for street cleansing, local laws inspections and enforcements, etc.

Extension of the program beyond May 2022 is being developed on a user pays system for participating businesses so that the program is able to cover its own cost and be cost-revenue neutral for the Council budget.

Cost modelling will serve as the basis for future fees to enable the impact on the Council budget of any extension to the program is, after accounting for costs and revenues, neutral. The cost of the program will vary for individual businesses, depending on the size of their outdoor trading area and the type and quantity of supporting infrastructure that they elect to take up.

Environmental, Social and Economic Impacts

The HBBHH Outdoors program has had a range of environmental, social and economic benefits, including:

- enabling businesses to trade more extensively throughout a period of constantly changing COVID-safe regulations, enabling them to better attain/maintain their

commercial viability, saving businesses and saving and supporting jobs for workers, many of whom are local residents

- creating social and community benefits by enhancing the amenity of streetscapes in and around local retail and café/dining precincts across Hobsons Bay, contributing to enhanced levels of liveability and community satisfaction
- the reallocation of road space, in the form of car parks, for pedestrian and business patron use, has likely encouraged people to walk more and drive less; contributing to reduced vehicle emissions, improved local air quality outcomes and reduced CO2 emissions.

Consultation and Communication

Participating businesses have enthusiastically engaged with the program since its inception. Businesses have been surveyed in March 2021 and again more recently in September 2021 to gauge the effect of the project and their support for its continuation. The wider community has also positively embraced the program in feedback provided in March 2021.

It is proposed to undertake further detailed consultation with businesses and the community about the future of the program. This consultation will be undertaken from late November 2021 to January 2022. Consultation and engagement responses will be reviewed in February 2022 and a further report including outcomes of engagement will be brought to Council for consideration in early 2022. Businesses will be kept informed and advised of the final proposed future outdoors program with sufficient planning time prior to the end of May 2022.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

9.4 Infrastructure and City Services

9.4.1 Endorsement of Northern Local Area Movement Plans

| | |
|-----------------------------|--|
| Directorate: | Infrastructure and City Services |
| Responsible Officer: | Manager Capital Works |
| Reviewer: | Director Infrastructure and City Services |
| Attachments: | <ol style="list-style-type: none">1. Deidentified Submissions - Northern LAMPs Public Exhibition [9.4.1.1 - 6 pages]2. Vega One Pty Ltd - Northern LAMPs Submission [9.4.1.2 - 2 pages]3. Northern LAMP - Spotswood and South Kingsville [9.4.1.3 - 23 pages]4. Northern LAMP - Newport and Williamstown North [9.4.1.4 - 20 pages]5. Northern LAMP - Brooklyn and Altona North [9.4.1.5 - 22 pages] |

Purpose

To seek Council's endorsement of the Northern Local Area Movement Plans (LAMPs).

Recommendation

That Council adopts the Northern Local Area Movement Plans.

Summary

The Draft Northern LAMPs were on public exhibition from 23 August to 20 September 2021 for a final stage of community consultation, following endorsement at the 10 August 2021 Council Meeting.

This builds upon the two distinct rounds of engagement with the community that captured feedback relating to transport issues and ideas for improvement. The LAMPs consider recent transport studies and existing issues analysis and outline key advocacy items that would seek to improve transport outcomes on the state-managed arterial road and public transport network. They form a comprehensive action plan for local transport improvements across the northern part of municipality.

The feedback received during the public exhibition has been considered for Council to approve the Northern LAMPs.

Background

In November 2020 Council undertook an initial round of community engagement in conjunction with the Better Places Spotswood and South Kingsville project. This engagement sought to understand key transport issues the community was encountering throughout Spotswood, South Kingsville, Williamstown North, Newport, Altona North and Brooklyn.

In May-June 2021, Council conducted a further round of engagement with the community on the Draft Northern LAMPs for the purposes of refining the document. Following this engagement period, the Draft Northern LAMPs were endorsed by Council for the purposes of public exhibition.

The public exhibition of the draft LAMPs was undertaken between 23 August and 20 September 2021. The exhibition was promoted through print and social media channels and via Council's Participate Hobsons Bay webpage.

Discussion

The Northern LAMPs include several key actions for implementation on the local transport network and advocacy to the Victorian Government to improve transport outcomes on the state-managed arterial road and public transport network. Some of these items in each of the LAMPs include:

Spotswood and South Kingsville

- east-west cycling link along Brunel Street, McLister Street, Birmingham Street, and Craig Street to connect key nodes such as the Bay Trail, Scienceworks, Spotswood Station and the Vernon Street activity centre
- north-south cycling link along Hall Street to connect key nodes such as the Federation Trail, Spotswood activity centre and Newport activity centre
- traffic calming in Hudsons Road and The Avenue to reduce speed, and through traffic movements for a calmer and safer environment for pedestrians
- advocacy action for a new pedestrian and cyclist crossing across Douglas Parade near Craig Street
- advocacy action for removal of the railway level crossing at Hudsons Road near Spotswood Station

Brooklyn and Altona North

- completion of the Kororoit Creek shared trail for improved pedestrian and cyclist connectivity and safety
- implementation of 40km/h area-wide speed limits and complementary traffic calming treatments in key residential areas of Brooklyn and Altona North to reduce vehicle speeds and through traffic movements
- new shared pathway along Ross Road corridor to connect Newport Station with residential areas of Altona North
- advocacy action for new service lane and signalised intersection along Millers Road to service residential areas of Brooklyn
- advocacy action for intersection improvements at Kororoit Creek Road and Millers Road to improve cycling and pedestrian safety

Newport and Williamstown North

- improvements around the Newport bus interchange and train station for improved public transport connectivity and safer environment for pedestrians and cyclists
- completion of the shared pathway network along Champion Road, Market Street, Railway Parade and Ross Street

- increased pedestrian crossing points along Blackshaws Road for improved access between key nodes such as Newport Lakes, new residential areas in precincts 15 and 16 and local schools
- advocacy action for removal of railway level crossings at Champion Road and Maddox Road for improved safety and local amenity

Public exhibition period outcomes

The revised draft LAMPs were taken to public exhibition from 23 August to 20 September 2021. A total of 31 submissions were received from a mix of groups including residents and development groups.

Of the 31 submissions, the majority (18 submissions) were suggestions, with other submissions a mix of positive comments (eight submissions, with two of these including suggestions), negative comments (four submissions) and more general comments (three submissions).

Key themes that emerged from the submissions were as follows:

- strong support for the proposed actions and intent, particularly the improved provision for shared paths and safe cycling infrastructure, including the GreenLine projects, and the proposed measures to improve road safety and pedestrian access
- several suggestions for the Park Crescent and Florence Street precinct in Williamstown North to become a 40km/h speed zone
- some concerns about the installation of “sharrows” for cycling routes
- concerns about the operation and safety along state-managed roads, being Blackshaws Road and Melbourne Road
- requests for specific projects and ideas

All the submissions were reviewed by the project team with actions identified where appropriate.

As a result of the suggestions received, the Park Crescent and Florence Street precinct in Williamstown North has been added as an area for a potential 40km/h speed zone on the Newport and Williamstown North LAMP.

No other significant changes aside from minor corrections that were identified during the exhibition period have occurred.

The de-identified submissions, along with the project team’s response and the revised LAMPs, are attached to this report.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 6: An accessible and connected community

Council Plan 2021-25

Objective 4: Visionary community infrastructure

Strategy 4.1: Ensure the transport network is safe and efficient for all users with a focus on pedestrians and cyclists

Priority a) Deliver improved cycling and walking infrastructure outcomes across the municipality along key strategic routes for improved safety and connectivity

Priority d) Advocate to reduce dangerous driving and speeding behaviour in local streets for improved safety for all road users

Priority e) Optimise the balance between encouraging active transport and facilities to support car users

Policies and Related Council Documents

This work aligns with the Integrated Transport Plan 2017-30 adopted by Council in 2017.

Legal/Statutory Obligations and Risk

Council has an obligation under the *Road Management Act 2004* and *Road Safety Act 1986* to manage the local transport network in a safe and efficient manner.

Financial and Resource Implications

The capital works projects identified in this implementation plan have been programmed in Council's Long Term Capital Works Program for consideration and implementation in future budgets.

There are also several viable supplementary funding opportunities that could support the delivery of these infrastructure projects, including:

- Australian Government Black Spot Program
- Transport Accident Commission (TAC) Road Safety Grant Program
- TAC Local Government Grant Program for small-scale infrastructure

Advocacy actions will be considered as part of Council's strategic advocacy approach to facilitate the desired outcome that the Victorian Government will deliver these important transport improvements.

Environmental, Social and Economic Impacts

Development and implementation of the plan will have positive environmental, health and wellbeing outcomes for the communities of Spotswood, South Kingsville, Altona North, Brooklyn, Newport and Williamstown North.

Consultation and Communication

The Northern LAMPs have been developed through two phases of community consultation and engagement and a final of public exhibition period.

Community consultation during the first phase was conducted in conjunction with work on the Place Guide for Better Places Spotswood and South Kingsville. The second phase of engagement sought feedback on the Draft Northern LAMPs to allow for further refinement by Council. This engagement process included promotion through print and social media channels, seven face-to-face sessions and digitally via Council's Participate Hobsons Bay webpage.

The final round of community consultation was undertaken from 23 August to 20 September 2021. The exhibition was promoted through print and social media channels and digitally via Participate Hobsons Bay.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.

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

10 Delegate Reports

Purpose

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

Recommendation

That Council receives and notes the recent Delegate Reports.

LeadWest Joint Delegated Committee

Directorate: Office of the Chief Executive

Councillor Delegate: Cr Matt Tyler

Date of Meeting: 22 September 2021

The September meeting of the LeadWest Joint Delegated Committee was hosted by Brimbank City Council and held virtually via Zoom.

The following items were discussed:

Western Alliance for Greenhouse Action

A brief overview was provided on the structure, work plan and potential collaboration between Western Alliance for Greenhouse Action (WAGA) and LeadWest.

WAGA is a partnership of eight councils in the west of Melbourne (Cities of Brimbank, Greater Geelong, Hobsons Bay, Maribyrnong, Melton, Moonee Valley and Wyndham, and the Shire of Moorabool) working collaboratively to respond to climate change across the region.

Western Intermodal Freight Precinct update

An update was provided on the progress of the Western Intermodal Freight Precinct (WIFP).

A meeting was held on 8 September 2021, with the Cities of Melton and Wyndham, regional industry representatives, the West of Melbourne Economic Development Alliance (WoMEDA) and LeadWest. A briefing was presented by the Hon. Melissa Horne, Minister for Ports and Freights, outlining the Truganina site as the preferred option for an intermodal freight terminal.

As the Australian Government has recently committed \$2 billion towards a freight precinct in Melbourne, LeadWest, in collaboration with WoMEDA, Melton City Council and Wyndham City Council, is leading strong regional advocacy work to ensure the WIFP is selected as the preferred site for the intermodal freight terminal in Melbourne.

North and West Melbourne City Deal

An update was provided to the Committee on the progress of the North and West Melbourne City Deal (NWMCD). The main focus moving forward should be on obtaining an agreement or memorandum of understanding between federal, state and local governments to secure a commitment on the NWMCD.

Online meetings between MPs Sue La Greca (LeadWest), Wade Noonan (WoMEDA) and Sandra Denis (Victoria University) have been held to request support in obtaining an agreement or memorandum of understanding to confirm the NWMCD.

Metropolitan Transport Forum

Directorate: Infrastructure and City Services

Councillor Delegate: Mayor Cr Jonathon Marsden

Date of Meeting: 6 October 2021

Mr. Josef Seidler, Regional General Manager from Vicinity Centres and Mr Ben Vivekanandan, Director, Precincts and Government from Monash University spoke about the trackless tram proposal for the south-east of Melbourne.

The Trackless Rapid Transit (TRT) project which has been proposed to connect Caulfield and Rowville using high frequency, long electric vehicles could have the capacity to carry up to 170 passengers within existing road space and will connect important education, employment, and residential precincts. The service is conceived as a turn up and go service.

Mr Seidler considers that the proposal, if implemented, could be delivered years earlier than Suburban Rail Link will commence passenger transport, and for a much lower cost.

It has been designed to integrate with 10 existing public transport services, including rail lines and bus routes. Dedicated TRT lanes could be installed using existing space in the road reserve which is currently used as nature strips or parking lanes.

Mr Seidler described some of the infrastructure considerations that are required to support this type of transport, including upgraded road pavement (to account for the weight of the vehicle) and the high-quality type of stops which would deliver higher standards of passenger comfort than typical bus stops.

Mr Seidler also described how this service will be distinct from existing bus services. Three potential vehicle suppliers have been identified. Mr Seidler described how the proposal could potentially leverage federal funding.

Members asked questions about vehicle movements through critical intersections, project funding, mode choice and marketing.

OVERVIEW OF PROPOSED STATIONS

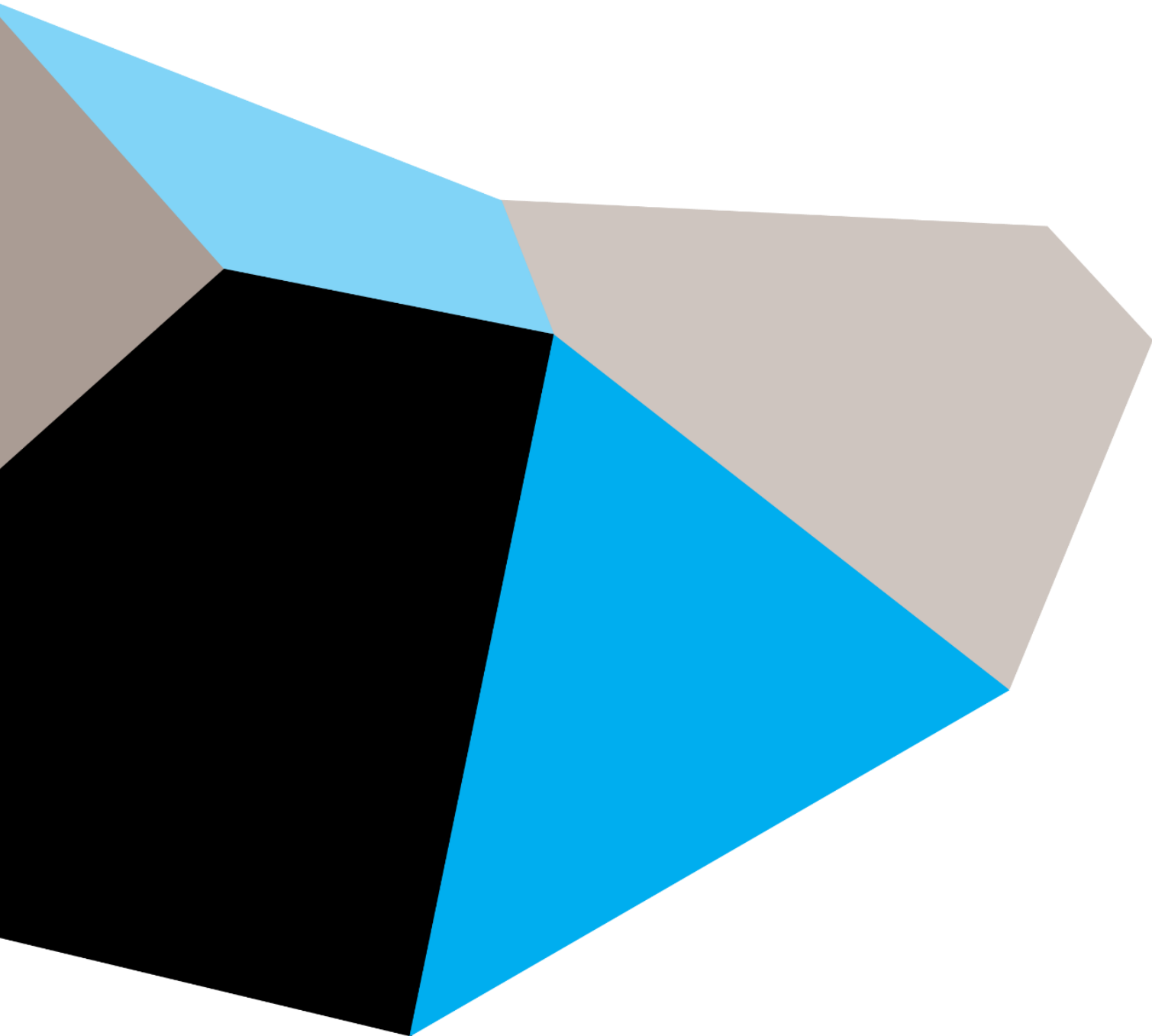


11 Notices of Motion

No notices of motion were received.

12 Urgent Business

13 Close of Meeting



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