

Council Meeting Minutes

14 December 2021

COUNCIL CHAMBER

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

TABLE OF CONTENTS

1 Council Welcome and Acknowledgement.....	6
2 Virtual Meeting Protocols.....	6
2.1 Voting Method.....	6
2.2 Absence From Meeting.....	6
3 Apologies.....	6
4 Disclosure of Interest.....	6
5 Confirmation of Minutes.....	7
5.1 Confirmation of Minutes.....	7
6 Councillor Questions.....	7
7 Public Question Time.....	11
8 Petitions and Joint Letters.....	12
8.1 Petitions and Joint Letters Received.....	12
8.1.1 Petition - Speed Hump in Burswood Court, Seabrook.....	12
8.1.2 Joint Letter – Bruce Comben Reserve Master Plan.....	14
9 Business.....	15
9.1 Office of the Chief Executive.....	15
9.1.1 Chief Executive Officer’s Report on Operations.....	15
9.2 Corporate Services.....	17
9.2.1 Adoption of the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy 2021.....	17
9.2.2 Adoption of the Hobsons Bay Procurement Policy 2021.....	19
9.2.3 Adoption of the Hobsons Bay Complaints Handling Policy 2021.....	22
9.2.4 Appointment of Councillor Delegates and Proxies to Council and Community Committees.....	24
9.2.5 2022 Council Meeting Timetable.....	26
9.3 Infrastructure and City Services.....	29
9.3.1 Adoption of the Road Management Plan 2021.....	29
9.3.2 Adoption of the Hobsons Bay Landscape Design Guidelines.....	31

9.3.3 Contract 2021.21 Open Space Supplies Panel.....	33
9.3.4 Contract 2021.16 Pier Street Stage 4 Construction	38
9.3.5 West Gate Tunnel Project Update	40
10 Delegate Reports	46
11 Notices of Motion.....	50
12 Urgent Business	50
13 In Camera Business.....	50
13.1 Contract 2021.35 Hobsons Bay Kerbside Collection	50
14 Close of Meeting	51

**Minutes of the virtual Council Meeting held on 14 December 2021
at 7.03pm.****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

Officers

Mr Aaron van Egmond	Chief Executive Officer
Mr Andrew McLeod	Director Corporate Services
Mr Sanjay Manivasagasivam	Director Infrastructure and City Services
Ms Penelope Winslade	Director Sustainable Communities
Ms Julie Brne	Acting Manager Corporate Integrity (Legal Counsel)
Ms Briony Davis	Governance Officer and Minute Secretary

1 Council Welcome and Acknowledgement

The Chairperson welcomed members of the public and acknowledged the Bunurong People of the Kulin Nation as the Traditional Owners of these municipal lands and waterways.

2 Virtual Meeting Protocols

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

2.1 Voting Method

Voting was 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 called for apologies received from Councillors who are unable to attend this meeting.

Nil

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.

Cr Matt Tyler disclosed an interest relating to Item 9.1.1 Chief Executive Officer's Report on Operations through his work with the Men's Project at Jesuit Social Services. Cr Tyler stated that he did not regard the interest as a material conflict of interest and did not leave the room during debate on the item.

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 November 2021 and the minutes of the Council Meeting of Hobsons Bay City Council held on 16 November 2021 (copies previously circulated).

Motion

Moved Cr Jonathon Marsden, seconded Cr Tony Briffa:

That Council confirms the minutes of the Council Meeting of Hobsons Bay City Council held on 12 November 2021 and the minutes of the Council Meeting of Hobsons Bay City Council held on 16 November 2021.

Carried unanimously

6 Councillor Questions

Cr Tony Briffa requested an update as to what had happened since the last Council Meeting in regard to addressing the safety and amenity issues at the ford crossing between Racecourse Road and Altona Road, Altona.

Mr Sanjay Manivasagasivam, Director Infrastructure and City Services, responded that Council would be doing clean-up works over the next few weeks, and that quotations are being sought to install a safety barrier and warning signs along the ford area. Mr Manivasagasivam added that a barrier and gate were planned to be constructed over the next few months, with works possibly to be completed by March 2022.

Cr Tony Briffa, noting ongoing complaints from residents regarding rocks and other debris regularly surfacing at Flemings Pool following works by Council contractors, requested clarification as to what the works were, why they were necessary, and what Council was doing to regularly monitor and remediate issues of surfacing debris.

Mr Sanjay Manivasagasivam, Director Infrastructure and City Services, responded that the works were necessary because the existing seawall and access onto the foreshore area at Flemings Pool had reached the end of its lifecycle and required renewal and upgrades to accommodate sea level rises. Mr Manivasagasivam stated that works to upgrade the seawall and replace the community access point at Flemings Pool, which the community had sought to retain, were carried out and completed in 2019. Mr Manivasagasivam added that extensive works to remove debris, including material that was coming to shore from the ocean, were carried out over the year following completion of the project.

Mr Manivasagasivam went on to say that the area had since been subject to regular inspection and cleaning on a similar schedule as the rest of Altona Beach, adding that the area was subject to high debris due to the more regular storm events that have occurred over the last twelve months. Mr Manivasagasivam affirmed that Council would continue to monitor and clear Flemings Pool for the community.

Cr Tony Briffa asked whether the contractor has been involved with any of the remediation and removal of debris.

Mr Sanjay Manivasagasivam, Director Infrastructure and City Services, responded that while the contractors had assisted with the remediation works last year, it was now being conducted by Council officers.

Noting that Altona Pier is a Parks Victoria asset, Cr Tony Briffa requested an update on the project to reconstruct the pier following its closure in June 2021 due to damage from a severe storm. Cr Briffa also asked whether Council could do anything to expedite the project, given that new pier construction was not scheduled to start until late 2022 and wouldn't be completed until 2023.

Mr Sanjay Manivasagasivam, Director Infrastructure and City Services, responded that Parks Victoria is currently in the process of obtaining a permit for demolition of the existing pier due to its structural condition, and the rough timeline was for demolition to occur in the middle of next year with construction commencing in September 2022. Mr Manivasagasivam added that Council was still working with Parks Victoria to understand the exact details and would provide the community with more information when it was available.

Cr Briffa stated that anything Council could do to expedite the project without impacting on quality would be much appreciated.

Cr Tony Briffa requested an update on works scheduled for the Altona-Seaholme foreshore, especially over summer, and requested an explanation as to why the works could not have been done earlier or delayed until after the summer period.

Mr Sanjay Manivasagasivam, Director Infrastructure and City Services, responded that Council always plans works around the summer period in order to avoid the busy period for the Altona and Seaholme foreshore, and that a major project over the next three years was the \$3.5 million upgrade of the foreshore, Pier Street and Weaver Reserve area. Mr Manivasagasivam stated that the project was planned to follow a sequence of works to minimise impacts on the community, with all works had been originally planned outside of the busy period.

Mr Manivasagasivam went on to say that lockdowns and the construction industry shutdown in 2021 had delayed works for the Webb Street and Mount Street pedestrian access points and these works were rescheduled for the summer period in order not to delay the rest of the project, particularly the Pier Street and Weaver Reserve works scheduled for the winter months in 2022. Mr Manivasagasivam stated that Council had worked with the contractors to minimise the footprint they would occupy and the impact to the community during the summer period.

Cr Matt Tyler asked what Council is doing to respond to the need for increased mental health services across the Hobsons Bay community, including whether Council is working with the Victorian Government to implement recommendations from the recently released final report of the Royal Commission into Victoria's Mental Health System.

Ms Pene Winslade, Director Sustainable Communities, responded that while the impacts for Hobsons Bay of the Royal Commission's recommendations were still unfolding, she could provide an update on a couple of specific areas that Council was engaged with.

Ms Winslade stated that work was underway to locate significant regional mental health resources within Hobsons Bay in response to recommendations to have more services located near the people they serve rather than at regional centres that require travel to attend. Ms Winslade stated that Council was working with a major provider to assist them in identifying potential locations that would meet their needs and best meet the needs of the Hobsons Bay community. Ms Winslade added that the while provider currently targets all ages except the youth segment served by Origin or Headspace, it was looking to expand into that age range as well.

Ms Winslade went on to say that since Council had reconfirmed youth mental health as an advocacy priority, it was working up its advocacy to the Victorian and Australian governments around youth mental health needs. Ms Winslade stated that Council had requested that the Australian Government locate a Headspace satellite in Hobsons Bay as it is not well served by other Headspace services which are located a fair distance away. Ms Winslade added that Council was also in complementary discussions around Victorian Government-funded youth services for young people in Hobsons Bay.

Cr Matt Tyler asked what progress had been made on introducing compostable paper bags into the food organics and garden organics (FOGO) service, and what the timeline was over the coming months.

Ms Pene Winslade, Director Sustainable Communities, responded that Council was currently running a pre-pilot of compostable bags with 200 households, participation numbers being limited due to the limited availability of customised bags that could be rolled out immediately. Ms Winslade stated that Council had received excellent engagement from that cohort so far, with around 75 per cent of households having already completed feedback surveys that will help inform the full trial.

Ms Winslade went on to say that the full trial would commence in February 2022 and would accommodate unrestricted numbers. Ms Winslade stated that over 3,500 households had signed up so far and more were expected before the commencement of the program. Ms Winslade added that participants in the full trial would receive two types of bags and be asked to provide feedback on both options to inform the design of potential ongoing programs.

Cr Diana Grima asked what Council's position is on providing shading in Council's playgrounds and open space.

Mr Sanjay Manivasagasivam, Director Infrastructure and City Services, responded that one of the main goals of the Urban Forest Strategy was to providing shade, with a target of 30 per cent canopy cover by 2040. Acknowledging that the target was ambitious, Mr Manivasagasivam noted that Council had already planted 8,500 semi-mature trees as part of that program, targeting Council's reserves, play spaces and so on.

Mr Manivasagasivam added that when working through the design process for playground upgrades, Council officers tried to locate play areas closer to mature trees or considered shade structures where that wasn't possible. Mr Manivasagasivam stated that in 2022 Council would work on its Play Space Strategy, which will identify the shade structures, with community consultation on the strategy to occur in mid-2022. Mr Manivasagasivam stated that following that process, all of Council's play spaces would have natural shade or shade structures.

Cr Daria Kellander asked why Council's FOGO processor Veolia would not accept compostable bin liners and or regular paper bags such as mushroom bags or paper sandwich bags.

Ms Pene Winslade, Director Sustainable Communities, responded that Council works closely with Veolia and that they have been very clear that they are unable to accept compostable plastic bags at the plant where they process Hobsons Bay FOGO. Ms Winslade stated that Veolia were keen for the paper bags used to be the correct paper, without plastic linings or other products in them that would be difficult to determine, and that was why Council is trialling the current paper bags.

Cr Daria Kellander requested confirmation that Hobsons Bay residents needed to use the paper bags provided and no alternative option was currently available.

Ms Pene Winslade, Director Sustainable Communities, responded that this was correct in terms of paper bags, but that residents were also welcome to wrap their scraps in newspaper or kitchen paper towel.

Referencing the recently released policy considering the future of outdoor dining in Hobsons Bay, Cr Daria Kellander asked what the cost of the suggested potential annual fee to traders of \$3,000-\$5,000 per carpark space consisted of.

Ms Pene Winslade, Director Sustainable Communities, responded that Council has not formed a view about potential future fees for the outdoor dining program, and that the consultation materials only note the value of the carparks currently in use as information for consideration. Ms Winslade stated that Council officers would consider a range of factors in forming a view on potential future fees, including, for example, the cost of delivering the program, the value of the public space being used for private commercial benefit and other Council policies such as the Property Strategy.

Cr Daria Kellander requested a reminder on what services are available through Council for residents if they find themselves in isolation at home or sick with COVID-19 over the Christmas break.

Ms Pene Winslade, Director Sustainable Communities, responded that while the Victorian Government is primarily responsible for support and sets the rules for what people can and can't do, Council is continuing to play an active role in supporting local residents when they need it. Ms Winslade referred specifically to the Community Connector dedicated phoneline that Council has run since the first lockdown in 2020, which people can call for assistance.

Ms Winslade stated that while Council won't necessarily deliver all the services through Community Connector, it can help people navigate to what they need, whether that is emergency food relief packages, access to medication or other services that are critical for them to access.

7 Public Question Time

Ilch Mickovski

Q The Victorian Government announced it would be providing local councils \$54.5 million to help support the cost for businesses setting up outdoor street trading, and back councils to provide the necessary infrastructure to establish semi-permanent and permanent outdoor precincts.

Funding was allocated based on the level of business activity, with metropolitan councils receiving between \$300,000 and \$800,000.

Can you confirm the amount Hobsons Bay Council received from the Victorian State government?

A In the first round of outdoor trading, Council received \$0.8 million from the Victorian Government and contributed a further \$0.8 million, all of which was expended in delivering the temporary outdoor trading program. In the most recent Outdoors program, Hobsons Bay has been advised it will be receiving \$0.5 million through the initial phase of the COVIDSafe Outdoor Activation Fund, for further temporary outdoor infrastructure and activation of the outdoor areas. Council has not yet in fact received these funds, but they are expected based on correspondence with Local Government Victoria. Council is already incurring significant further costs in operating the program.

Council has also committed a further \$0.5 million in the current budget to a Community Support Package including funds for community grants, outdoor activation activities and programming, as well as business grants.

Q How have these funds been used to date?

A Outdoor activation funds (including Victorian Government grants and Council commitments) have been allocated to projects in line with state and Council funding guidelines including:

- infrastructure costs for new and existing outdoor trading areas
- road closure management
- activations in outdoor trading areas including the Live and Local program and Retro Caravan to be programmed in the New Year
- marketing and communication materials
- precinct promotion AV content to be delivered in partnership with businesses
- waiving of footpath trading permit fees for all outdoor areas
- additional cleansing

8 Petitions and Joint Letters

8.1 Petitions and Joint Letters Received

8.1.1 Petition - Speed Hump in Burswood Court, Seabrook

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

Purpose

To receive a written petition containing 32 signatories, requesting that Council not erect a speed hump in Burswood Court, Seabrook.

Motion

Moved Cr Matt Tyler, seconded Cr Diana Grima:

That Council:

- 1. Receives and notes the petition in relation to the speed hump in Burswood Court, Seabrook.**
- 2. Receives a further report on this matter at a future Council meeting.**

Carried unanimously

Recommendation

That Council:

- 1. Receives and notes the petition in relation to the speed hump in Burswood Court, Seabrook.**
- 2. Receives a further report on this matter at a future Council meeting.**

Summary

The petition was received on 1 December 2021 and acknowledged on 2 December 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:

“We, the undersigned, petition Hobsons Bay City Council to not erect the speed hump in Burswood Court Seabrook.

We the residents do not want the speed hump. 14 residents does not exceed excessive traffic. It is also impossible to speed into the court from a right bend to a left turn. It will impede emergency services as there is too many speed humps in Seabrook Boulevard. And there is more humps proposed for Canterbury Circle, causing longer delays to our emergency services. Each hump is a 30 second delay. It will increase noise as the trucks and cars have to go a lot slower over them to 25-30 decibels for trucks. Speed humps cause pain and injury to some residents with disability like myself. I have osteo arthritis, which each hump causes extreme pain. Other residents have back issues, which also causes pain to them. It will also decrease the value of No: 1 and 14 with signage on their property and a hump out the front of their house and/or drive.”

8.1.2 Joint Letter – Bruce Comben Reserve Master Plan

Cr Diana Grima tabled a joint letter containing five signatories which has been reviewed to verify that it meets the minimum requirement of five valid signatories for a joint letter in accordance with the Hobsons Bay Governance Rules, and can therefore be dealt with by Council. The letter reads as follows:

“We, the undersigned, petition Hobsons Bay City Council to:

That Council review the Bruce Comben Reserve Master Plan and make changes to bring the objectives and resource budgeting in line with the Council Plan 2021-25 and the Open Spaces Strategy and the Urban Forest Strategy in the Hobsons Bay 2030 Community Vision, prioritising open spaces for the benefit, recreation and public health of the wider community over sports spaces for the benefit of those comparatively few who play sport.”

Motion

Moved Cr Diana Grima, seconded Cr Matt Tyler:

That Council:

- 1. Receives and notes the joint letter in relation to reviewing and amending the Bruce Comben Reserve Master Plan.**
- 2. Receives a further report on this matter at a future Council Meeting.**

Carried unanimously

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 - 49 pages]

Cr Matt Tyler disclosed an interest relating to Item 9.1.1 Chief Executive Officer's Report on Operations through his work with the Men's Project at Jesuit Social Services. Cr Tyler stated that he did not regard the interest as a material conflict of interest and did not leave the room during debate on the item.

Purpose

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

Motion

Moved Cr Pamela Sutton-Legaud, seconded Cr Diana Grima:

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

Carried unanimously

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 November 2021 and 30 November 2021 is provided in this month's report.

9.2 Corporate Services

9.2.1 Adoption of the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy 2021

Directorate:	Corporate Services
Responsible Officer:	Manager Corporate Integrity (Legal Counsel)
Reviewer:	Director Corporate Services
Attachments:	1. Hobsons Bay CEO Employment and Remuneration Policy 2021 [9.2.1.1 - 12 pages]

Purpose

To seek Council's endorsement of the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy 2021.

Motion

Moved Cr Jonathon Marsden, seconded Cr Matt Tyler:

That Council adopts the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy 2021 in accordance with section 45 of the *Local Government Act 2020*.

Carried unanimously

Recommendation

That Council adopts the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy 2021 in accordance with section 45 of the *Local Government Act 2020*.

Summary

Section 45(1) of the *Local Government Act 2020* requires Council to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy. In order to meet the requirements of section 45(4) of the Act, the policy must be adopted by 31 December 2021.

Adopting a Chief Executive Officer Employment and Remuneration Policy will promote transparency and accountability around, and enhance community confidence in, Council's decision making on the recruitment and management of its Chief Executive Officer (CEO).

Background

The employment cycle of a CEO is a core responsibility of the elected Council. This policy outlines the mechanisms which will support Council in fulfilling its obligations regarding the CEO's employment and remuneration.

The provisions of section 45 of the *Local Government Act 2020* came into force on 1 July 2021. In accordance with section 45(4), Council must adopt the first Chief Executive Officer Employment and Remuneration Policy within six months of the section coming into force. Therefore, the policy must be adopted by 31 December 2021.

Discussion

The Chief Executive Officer Employment and Remuneration Policy is a requirement of the *Local Government Act 2020*. It outlines how Council will manage the recruitment and appointment of its CEO, provides consistency for contract inclusions and performance monitoring, and sets out the requirements of the statutorily required annual review process.

9.2.2 Adoption of the Hobsons Bay Procurement Policy 2021

Directorate:	Corporate Services
Responsible Officer:	Acting Coordinator Procurement and Contracts
Reviewer:	Director Corporate Services
Attachments:	1. Hobsons Bay Procurement Policy 2021 [9.2.2.1 - 22 pages]

Purpose

To seek Council's endorsement of the Hobsons Bay Procurement Policy 2021.

Motion

Moved Cr Jonathon Marsden, seconded Cr Matt Tyler:

That Council:

- 1. Revokes the former Procurement Policy dated September 2019.**
- 2. Adopts the Hobsons Bay Procurement Policy 2021 in accordance with section 108 of the *Local Government Act 2020*.**

Carried unanimously

Recommendation

That Council:

- 1. Revokes the former Procurement Policy dated September 2019.**
- 2. Adopts the Hobsons Bay Procurement Policy 2021 in accordance with section 108 of the *Local Government Act 2020*.**

Summary

The Hobsons Bay Procurement Policy 2021 has been developed to incorporate the legislative requirements of the new *Local Government Act 2020*. The policy also incorporates amendments in relation to internal audit recommendations and other improvements determined to be necessary.

A key requirement of the new legislation is that Council can determine its own public tender threshold. The policy states that a public tender process must be used for all procurement valued at \$300,000 (including GST) and above for goods, services or works. This includes where the total combined expenditure across Council exceeds the threshold with the same supplier over one financial year or where the combined expenditure over the full term of contract exceeds the threshold.

The policy includes exemptions from the general publicly advertised tender requirement. The exemptions have been included to address areas where it was difficult, or not practical to comply with section 186 of the *Local Government Act* 1989. Under these circumstances, Council is still required to ensure the highest level of procurement integrity, value for money and that a comparative process is applied.

Council must adopt a Procurement Policy under the new *Local Government Act* 2020 by 31 December 2021.

Background

Council's procurement functions are currently operating under section 186 of the *Local Government Act* 1989 and Council's Procurement Policy dated September 2019, which stipulates that a public tender process must be undertaken for purchases over \$150,000 for goods and services and \$200,000 for works.

This will continue until Council adopts a new policy under the *Local Government Act* 2020.

Discussion

Procurement of goods and services is an important function to ensure that Council is receiving value for money and that processes are transparent and accountable.

The following key requirements under section 108 of the *Local Government Act* 2020 have been incorporated into the policy:

- **Clause 3.2.3:** Description of how the Council will seek collaboration with other councils and public bodies.
- **Clause 3.3.1:** Procurement Threshold – Policy must address the contract value when Council must invite a tender or seek an expression of interest. This has been determined to be \$300,000 under the policy.
- **Clause 3.3.3:** Evaluation Criteria – Description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money.
- **Clause 3.3.4:** Exemption from the Policy – The conditions under which the Council may purchase goods or services without inviting a public tender. This addresses areas where it was difficult, or not practical to comply with section 186 of the *Local Government Act* 1989. The exemptions include items such as emergency, third party agencies, suppliers mandated by other levels of government, ongoing information technology maintenance vendors and where monopolies cannot be avoided.

The following key requirements under section 109 of the *Local Government Act* 2020 have been incorporated into the policy:

- **Section 1:** Purpose – Council must comply with the policy before entering into a contract for the purchase of goods, services or works.
- **Clause 3.2.3:** Collaborative Procurement – The Chief Executive Officer (CEO) must ensure that any report to the Council that recommends entering into a contract includes information in relation to any opportunities for collaboration with councils or public bodies which may be available.

- **Section 9:** Continual Improvement – Council is committed to continuous improvement and the policy will be reviewed at least once during each four-year term of the Council.

The following amendments have also been made to the policy to incorporate internal audit recommendations and other improvements determined to be necessary:

- **Clause 2.3:** Conduct of Councillors and Council Officers – included section 127, 128 and 130 of the *Local Government Act 2020* relating to Conflict of Interest.
- **Clause 2.4:** Conflict of Interest (new clause) – aligned with the Western Region's Procurement Policy template.
- **Clause 3.4.2.1:** Chief Executive Officer – a description of CEO's delegation.
- **Clause 3.11:** Contract Management (new clause)
- **Clause 4.2.1:** Acquisition of Single Use Plastic Products (new clause)

9.2.3 Adoption of the Hobsons Bay Complaints Handling Policy 2021

Directorate:	Corporate Services
Responsible Officer:	Manager Community Learning and Service Centres
Reviewer:	Director Corporate Services
Attachments:	1. Hobsons Bay Complaints Handling Policy 2021 [9.2.3.2 – 16 pages]

Purpose

To seek Council's endorsement of the Hobsons Bay Complaints Handling Policy 2021.

Motion

Moved Cr Pamela Sutton-Legaud, seconded Cr Tony Briffa:

That Council adopts the Hobsons Bay Complaints Handling Policy 2021 in accordance with section 107 of the *Local Government Act 2020*.

Carried unanimously

Recommendation

That Council adopts the Hobsons Bay Complaints Handling Policy 2021 in accordance with section 107 of the *Local Government Act 2020*.

Summary

Hobsons Bay City Council recognises that good complaint handling is integral to providing excellent customer service to residents, ratepayers and customers. Complaints tell Council what is working, what expectations customers have and where improvements need to be made. The Hobsons Bay Complaints Handling Policy 2021 details the complaints handling system that Council has in place and should be read in consultation with the Complaints Handling Procedural Guidelines.

Background

There was no requirement for Council to have a Complaints Policy in the *Local Government Act 1989*; however, Council did have a policy in place, with the most recent version being authorised by Council's Executive Leadership Team in February 2020.

Section 107 of the new *Local Government Act 2020* requires Council to develop and maintain a Complaints Policy with certain statutory inclusions. Based on these new requirements, the Hobsons Bay Complaints Handling Policy 2021 was reviewed and updated for consideration by Council.

The policy prescribes a process for dealing with complaints, reviewing any decision, service or action taken by Council and aligns with the Good Practice Guide from the Victorian Ombudsman.

Discussion

The policy applies to all Hobsons Bay Councillors, Council officers, contractors and volunteers carrying out services on behalf of Council. The policy also discusses the role and expectations of the customer when making a complaint.

The policy does not apply to decisions or processes once other legislative processes are in place or those that are bound by specific legislative procedure. Examples of these decisions or processes can be complaints relating to:

- a planning application or decision
- compliance infringements: parking, local law, animal management, health, planning or building

Complaints are an opportunity for customers to let Council know that their experience has not met their expectations. Council sees complaints as customer dissatisfaction requiring a response and a resolution. The complaint may relate to a decision, service experience or behaviour of a Council employee and assist Council to enhance or improve services.

9.2.4 Appointment of Councillor Delegates and Proxies to Council and Community Committees

Directorate:	Corporate Services
Responsible Officer:	Manager Corporate Integrity (Legal Counsel)
Reviewer:	Director Corporate Services
Attachments:	1. 2022 Council and Committee Delegates and Proxies [9.2.4.1 – 3 pages]

Purpose

To formally appoint Councillor delegates and proxies to Council, community and other committees and groups for 2022.

Motion

Moved Cr Pamela Sutton-Legaud, seconded Cr Diana Grima:

That Council:

- 1. Appoints Councillor delegates and proxies to Council, community and other committees and groups for 2022, as attached.**
- 2. Records the attendance of Councillor delegates and proxies at each committee meeting for each listed Council and Community Committee.**

Carried

Recommendation

That Council appoints Councillor delegates and proxies to Council, community and other committees and groups for 2022, as attached.

Summary

An annual review of Councillor delegates and proxies appointed to Council, community and other committees and groups has been undertaken in order for Council to appoint delegates and proxies for 2022.

Background

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

Discussion

The proposed committee delegate appointments for 2022 need to be determined by Council.

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

The committees and groups are divided into the following categories:

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

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

- Altona Complex Neighbourhood Consultative Group
- Community Grants Panel

9.2.5 2022 Council Meeting Timetable

Directorate:	Corporate Services
Responsible Officer:	Manager Corporate Integrity (Legal Counsel)
Reviewer:	Director Corporate Services
Attachments:	Nil

Purpose

To adopt the 2022 Council Meeting Timetable.

Motion

Moved Cr Pamela Sutton-Legaud, seconded Cr Matt Tyler:

That Council:

- 1. Adopts the Council Meeting Timetable to 31 December 2022 as listed in the report.**
- 2. Provides appropriate public notice of the Council Meeting dates, including by publication on Council's website, in accordance with the Hobsons Bay Governance Rules.**

Carried unanimously

Recommendation

That Council:

- 1. Adopts the Council Meeting Timetable to 31 December 2022 as listed in the report.**
- 2. Provides appropriate public notice of the Council Meeting dates, including by publication on Council's website, in accordance with the Hobsons Bay Governance Rules.**

Summary

This report proposes Council meeting dates for 2022 for Council's consideration.

Background

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

Discussion

The proposed Council Meeting Timetable for 2022 is listed in this report.

The 2022 timetable includes one Council Meeting per month. It is proposed that Councillor Briefing Sessions and meetings of Council's Delegated Planning Committee continue to be held on the alternate weeks.

It is noted that two Council Meetings are scheduled for May 2022, the second, falling on 31 May 2022, being for the hearing of submissions on the Proposed Annual Budget 2022-23. In order to accommodate consideration of submissions and finalisation of the Annual Budget, the order of Councillor Briefing Sessions in June has been amended so that the Council Meeting falls on the fourth Tuesday, 28 June 2022.

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

2022 Council Meeting Timetable		
Tuesday 1 February	6.30pm	Councillor Briefing Session
Tuesday 8 February	7pm	Council Meeting
Tuesday 15 February	6.30pm	Councillor Briefing Session
Tuesday 22 February	6pm	Delegated Planning Committee
Tuesday 1 March	6.30pm	Councillor Briefing Session
Tuesday 8 March	7pm	Council Meeting
Tuesday 15 March	6.30pm	Councillor Briefing Session
Tuesday 22 March	6pm	Delegated Planning Committee
Tuesday 29 March	No meeting – fifth Tuesday of the month	
Tuesday 5 April	6.30pm	Councillor Briefing Session
Tuesday 12 April	7pm	Council Meeting Adoption of Proposed Budget 2022-23
Tuesday 19 April	6.30pm	Councillor Briefing Session
Tuesday 26 April	6pm	Delegated Planning Committee
Tuesday 3 May	6.30pm	Councillor Briefing Session
Tuesday 10 May	7pm	Council Meeting
Tuesday 17 May	6.30pm	Councillor Briefing Session
Tuesday 24 May	6pm	Delegated Planning Committee
Tuesday 31 May	7pm	Council Meeting Submissions Budget 2022-23
Tuesday 7 June	6.30pm	Councillor Briefing Session
Tuesday 14 June	6.30pm	Councillor Briefing Session
Tuesday 21 June	6pm	Delegated Planning Committee
Tuesday 28 June	7pm	Council Meeting Adoption of Budget 2022-23
Tuesday 5 July	6.30pm	Councillor Briefing Session
Tuesday 12 July	7pm	Council Meeting

2022 Council Meeting Timetable		
Tuesday 19 July	6.30pm	Councillor Briefing Session
Tuesday 26 July	6pm	Delegated Planning Committee
Tuesday 2 August	6.30pm	Councillor Briefing Session
Tuesday 9 August	7pm	Council Meeting
Tuesday 16 August	6.30pm	Councillor Briefing Session
Tuesday 23 August	6pm	Delegated Planning Committee
Tuesday 30 August	No meeting – fifth Tuesday of the month	
Tuesday 6 September	6.30pm	Councillor Briefing Session
Tuesday 13 September	7pm	Council Meeting
Tuesday 20 September	6.30pm	Councillor Briefing Session
Tuesday 27 September	6pm	Delegated Planning Committee
Tuesday 4 October	6.30pm	Councillor Briefing Session
Tuesday 11 October	7pm	Council Meeting
Tuesday 18 October	6.30pm	Councillor Briefing Session
Tuesday 25 October	6pm	Delegated Planning Committee
Tuesday 1 November	No meeting – Melbourne Cup public holiday	
Tuesday 8 November	6.30pm	Councillor Briefing Session
Friday 11 November	7pm	Council Meeting Election of the Mayor and Deputy Mayor
Tuesday 15 November	7pm	Council Meeting
Tuesday 22 November	6.30pm	Councillor Briefing Session
Tuesday 29 November	6pm	Delegated Planning Committee
Tuesday 6 December	6.30pm	Councillor Briefing Session
Tuesday 13 December	7pm	Council Meeting
Thursday 15 December	6pm	Delegated Planning Committee

9.3 Infrastructure and City Services

9.3.1 Adoption of the Road Management Plan 2021

Directorate:	Infrastructure and City Services
Responsible Officer:	Coordinator Strategic Asset Management
Reviewer:	Director Infrastructure and City Services
Attachments:	1. Road Management Plan 2021 [9.3.1.1 - 30 pages]

Purpose

To seek Council's endorsement of the Road Management Plan 2021 (RMP).

Motion

Moved Cr Matt Tyler, seconded Cr Jonathon Marsden:

That Council adopts the Road Management Plan 2021.

Carried unanimously

Recommendation

That Council adopts the Road Management Plan 2021.

Summary

The RMP has been developed to meet the legislative requirements of the *Road Management Act 2004* (the RM Act) and the strategic directions adopted by Council. Council is the Road Authority for municipal roads in which this RMP applies to the maintenance and operational activities of municipal roads.

Council resolved to place the Draft RMP on public exhibition for four weeks at the Council Meeting on 12 October 2021.

Five comments were received during this period. One comment resulted in a minor update within the final RMP being presented for adoption.

Background

Council is responsible for the management of 433km of roads. The RM Act provides the opportunity for councils to develop a RMP to establish a management system to prioritise road functions.

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

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

Under the Act, Council must in accordance with the regulations conduct a review of its road management plan at prescribed intervals. The Road Management (General) Regulations 2016 states that Council must review its road management plan during the same period as it is preparing its Council Plan. A review was conducted on the standards of inspection and maintenance for the road and footpath assets including inspection frequencies, defects intervention levels, response times, and maintenance actions

Discussion

The Draft RMP was placed on public exhibition for four weeks following its adoption at the Council Meeting on 12 October 2021.

At the conclusion of the public exhibition period, a total of 222 people had visited the Draft RMP page on Participate Hobsons Bay. Five comments were received from the community. Three comments received were about traffic matters not relating to the RMP including a request for a new bike lane, new pedestrian crossing and the need for marked car parking to better facilitate school drop-off. Another comment highlighted the need for community consultation on road resurfacing projects during construction. As these four comments were not related to the RMP, they were passed onto the relevant department in Council to consider with their future project planning.

One comment received queried the classification of a street in the road criticality map that was included in the Draft RMP. Following a review, the map has been updated to reflect the feedback from this resident. All submitters have been thanked for their feedback and advised accordingly.

Following adoption by Council, the final RMP will be made available on Council's webpage.

9.3.2 Adoption of the Hobsons Bay Landscape Design Guidelines

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Active Communities and Assets
Reviewer:	Director Infrastructure and City Services
Attachments:	1. Hobsons Bay Landscape Design Guidelines [9.3.2.1 - 32 pages]

Purpose

To seek Council's endorsement of the Hobsons Bay Landscape Design Guidelines.

Motion

Moved Cr Pamela Sutton-Legaud, seconded Cr Diana Grima:

That Council:

1. Adopts the Hobsons Bay Landscape Design Guidelines.
2. Reviews the guidelines when updating the Biodiversity Strategy.

Carried unanimously

Recommendation

That Council:

1. Adopts the Hobsons Bay Landscape Design Guidelines.
2. Reviews the guidelines when updating the Biodiversity Strategy.

Summary

At the Council Meeting on 14 September 2021, Council resolved to place the Draft Hobsons Bay Landscape Design Guidelines on public exhibition for four weeks.

In total, seven people provided feedback on the draft guidelines, all of which supported the document's intent to enhance landscaping outcomes, improve urban greening and reduce the urban heat island effect. Feedback from the community has resulted in one minor change that ensures the definition of canopy trees is consistent with the definition within the Amendment C131 recently adopted by Council. There are no further changes to the Hobsons Bay Landscape Design Guidelines being considered for final adoption.

The implementation of these guidelines will ensure better residential landscape outcomes, increase greening, and protect and enhance biodiversity values across the city.

A review of Council's Biodiversity Strategy 2017-2022 will be undertaken throughout 2022 so an updated strategy can be considered in 2023. A review of the Hobsons Bay Landscape Design Guidelines will be included with this process.

Background

The Hobsons Bay Landscape Design Guidelines aim to improve residential and urban landscaping outcomes across the municipality and improve the quality of the municipality's physical and natural environments by ensuring high quality landscape design is provided as part of new developments.

The guidelines are a valuable tool used when assessing landscape plans within planning permit applications and will help prepare the municipality for population growth as Council responds to increasing densification in key growth areas. These guidelines support the delivery of Council's Urban Forest Strategy, Biodiversity Strategy and Urban Canopy Delivery Plan.

Discussion

At the conclusion of the public exhibition period, 313 people had visited the Draft Hobsons Bay Landscape Design Guidelines page on Participate Hobsons Bay. Seven individual contributors provided written feedback and all were supportive of the draft guidelines.

Half of the comments received related to street trees such as tree location, type, proximity to infrastructure and the challenges in maintaining a healthy and diverse urban tree population. These views complement the Urban Forest Strategy objectives to increase canopy cover, diversity, and urban cooling over the next 10 years. Some concerns were also expressed about the removal of trees on private property and the lack of protections. These views have been provided to Council's Tree Team for their information.

A number of changes were made to the Hobsons Bay Planning Scheme through Amendment C131 during the time the draft guidelines were on public exhibition. One minor change to the updated Hobsons Bay Landscape Design Guidelines is the advice on canopy tree size. As part of the Amendment C131 process, there was a desire to see more canopy trees planted to address the urban heat island effect but there were concerns that a six-metre-high tree may not always be appropriate in private open space areas. It was determined that large canopy trees may be planted by choice, but the tree size within the Planning Scheme was left unspecified to be determined based on the specifics of the site and its context. To ensure there is consistency between the planning scheme, the wording within the Hobsons Bay Landscape Design Guidelines has been updated to reflect these changes.

Overall, the community cares about the municipality's physical and natural environments and expect sustainable and environmentally beneficial landscape design outcomes.

9.3.3 Contract 2021.21 Open Space Supplies Panel

Directorate: Infrastructure and City Services
Responsible Officer: Assets and Procurement Officer
Reviewer: Director Infrastructure and City Services
Attachments: Nil

Purpose

To seek Council endorsement for the awarding of Contract 2021.21 Open Space Supplies Panel.

Motion

Moved Cr Jonathon Marsden, seconded Cr Pamela Sutton-Legaud:

That Council awards Contract 2021.21 Open Space Supplies Panel to the panel of consultants listed in the table below at an estimated schedule of rates of \$2,580,000 (two million, five hundred and eighty thousand dollars) excluding GST per annum for the initial period of three years with two one-year options to extend.

Package Title	Recommended Panel Members
Package 1 Horticultural and Arboricultural Material Supply and Delivery (does not include tree supply)	ACW GROUP PTY LTD, Felix Botanica, Global Turf Projects Pty Ltd, K&B Adams, Living Turf, Mickleham Soils Pty Ltd, Nuturf Pty Ltd, Oasis Pacific PL, Sandbelt Industries (VIC) Pty Ltd, SureGro TreeMax, Turfcare and Hire
Package 2 Furniture, Fencing and Signage Supply and Installation	Blackwell Fencing, Darrin McLean, Diamond Fencing, Evergreen Holdings, Icon Creations, JRL Fencing, Melbourne Landscape Group, Sardine, Shadee Signs, and Signway
Package 3 Irrigation and Plumbing Supply and Installation (includes asbestos removal and disposal)	Ace, Bentons, Century Rain, EcoStream, GJP Solutions, Living Turf, MCD Hydraulics, MKS Plumbing, Planned Irrigation, RMS Groundwork, Shield Plumbing and Smart Water Corp

Package 4 Conservation Management and Ecological Burns	Abzeco Pty Ltd, Flora Victoria, Haas and Gray Indigenous Horticulture, Practical Ecology Pty Ltd, Rabbit Busters
Package 5 Arboricultural Services (does not include tree supply, planting and establishment)	Axiom Tree Management, C&R Ryder Consulting PO&L, Environmental Tree Technologies Pty Ltd, Green Care Mulching, Major Tree Services, Rootcontrollers, Hydrox Australia, The Tree Company Arboricultural Services Pty Ltd, Urban Amenity Services
Package 6 Earthworks, Excavations and Landscape Services	Ausland Landscapes, Darrin McLean, Entracon, Felix Botanicas, Global Turf Projects, Living Turf, Melbourne Landscape Group, MKS Plumbing and Turfcare & Hire

Carried unanimously

Recommendation

That Council awards Contract 2021.21 Open Space Supplies Panel to the panel of consultants listed in the table below at an estimated schedule of rates of \$2,580,000 (two million, five hundred and eighty thousand dollars) excluding GST per annum for the initial period of three years with two one-year options to extend.

Package Title	Recommended Panel Members
Package 1 Horticultural and Arboricultural Material Supply and Delivery (does not include tree supply)	ACW GROUP PTY LTD, Felix Botanica, Global Turf Projects Pty Ltd, K&B Adams, Living Turf, Mickleham Soils Pty Ltd, Nuturf Pty Ltd, Oasis Pacific PL, Sandbelt Industries (VIC) Pty Ltd, SureGro TreeMax, Turfcare and Hire
Package 2 Furniture, Fencing and Signage Supply and Installation	Blackwell Fencing, Darrin McLean, Diamond Fencing, Evergreen Holdings, Icon Creations, JRL Fencing, Melbourne Landscape Group, Sardine, Shadee Signs, and Signway

Package Title	Recommended Panel Members
Package 3 Irrigation and Plumbing Supply and Installation (includes asbestos removal and disposal)	Ace, Bentons, Century Rain, Ecostream, GJP Solutions, Living Turf, MCD Hydraulics, MKS Plumbing, Planned Irrigation, RMS Groundwork, Shield Plumbing and Smart Water Corp
Package 4 Conservation Management and Ecological Burns	Abzeco Pty Ltd, Flora Victoria, Haas and Gray Indigenous Horticulture, Practical Ecology Pty Ltd, Rabbit Busters
Package 5 Arboricultural Services (does not include tree supply, planting and establishment)	Axiom Tree Management, C&R Ryder Consulting PO&L, Environmental Tree Technologies Pty Ltd, Green Care Mulching, Major Tree Services, Rootcontrollers, Hydrox Australia, The Tree Company Arboricultural Services Pty Ltd, Urban Amenity Services
Package 6 Earthworks, Excavations and Landscape Services	Ausland Landscapes, Darrin McLean, Entracon, Felix Botanicas, Global Turf Projects, Living Turf, Melbourne Landscape Group, MKS Plumbing and Turfcare & Hire

Summary

It is recommended that Contract 2021.21 Open Space Supplies Panel be awarded to a panel of consultants as listed in this report. It is expected that services utilised from this panel will equate to an approximate spend of \$2.5 million per annum over the life of the contract. This expenditure is already provided for within the existing Capital Works and City Services budget and is not an increase in expenditure.

Six packages have been established under this contract to enable the efficient delivery of the capital works and City Services program. The contract will run for an initial period of three years with an option for two by one-year extensions subject to satisfactory performance.

Works through the panel will be procured competitively, with the rates of at least two panel members used to quote for all projects.

Background

Council went out to open tender to establish a panel of contractors who provide materials for open space works as well as undertake a range of commonly used services and works in open space areas. This contract will primarily be used by the City Services Department,

as well as the Capital Works and Active Communities and Assets Departments. This panel formalises the procurement process for items and services that Council commonly purchases for the ongoing maintenance of open space areas.

The establishment of the panels pre-qualifies them for works within Hobsons Bay, avoiding the need to formally quote jobs each time as well as allowing staff to access the panel for regular material purchases. Benefits of having the panel include speeding up the procurement process, ensuring quality materials are available and specifications can be met, as well as ensuring we meet procurement guidelines.

The contractors' rates will be fixed for the term of the contract and staff are able to use these rates to quote individual works based on the requirements of the specification and quickly award instead of going out for individual tender.

All OH&S documents including COVIDSafe Plans along with insurance certificates are held for the life of the contract and managed through the Contract Management System again reducing the need to request these documents with each project.

Discussion

On 4 September 2021, 65 companies downloaded the tender documents. At closing of tenders on 7 October 2021, 50 responses were received. Several of these companies were applying for more than one of the packages being offered.

The evaluation panel members were allocated across the six packages and set about evaluating each response against the criteria for that package. Clarifications were sought for any missing items and further evaluated.

Each of the six packages had several packages within them and the contractors were able to select which part of each package they were applying for. Each non-conforming item was evaluated and determined that it was not a necessary criterion and therefore maintained on the list of panel companies. Eco Dynamics did not agree to the Conditions of Contract and were therefore deemed non-conforming and excluded from the Panel.

Package 1 – Horticultural and arboricultural material supply and delivery (excluding tree supply)

Contractors to supply mulch, plants, soil, gravel, rocks, herbicides, and other miscellaneous gardening and landscaping materials for its operations. This package does not include the supply, planting and/or establishment of trees.

Package 2 – Furniture, fencing and signage supply and installation

The panel members of fencing construction, furniture suppliers and signage fabricating companies will be called upon as needed. The size of works awarded under this package will vary from small projects such as a park bench installation, up to mid-sized fencing projects. The most common projects will be fencing installation, furniture supply and installation and signage fabrication and installation.

Package 3 – Irrigation design, supply and installation and plumbing supply and installation (including asbestos removal and disposal)

The panel members of irrigation design, supply and installation and plumbing supply and installation will be called upon as needed to work with direction from City Services to achieve their works program.

Package 4 – Conservation management and ecological burns

These works may include remnant vegetation management and enhancement works, weed control, revegetation, pest animal control, ecological burning, and other environmental rehabilitation activities. Remnant vegetation and revegetation sites will vary in ages, structure, habitat quality, and threats. Works may also include involvement in developing new revegetation sites.

Package 5 – Arboricultural services (excluding tree supply, planting and/or establishment)

The arboricultural panel members will be called upon as needed to work with direction from City Services to achieve their works program. It is important to note the Council currently has a contract for street tree maintenance and a panel of contractors for the supply, planting, and establishment of trees.

Package 6 – Earthworks, excavations, and landscape services

The Contractors will be required to provide experienced and qualified operators for hire on an hourly and/or daily rate to assist with a range of landscape projects across the municipality. Hire, including operator, of earthwork machinery is included as part of this tender.

9.3.4 Contract 2021.16 Pier Street Stage 4 Construction

Directorate: Infrastructure and City Services
Responsible Officer: Senior Project Manager
Reviewer: Director Infrastructure and City Services
Attachments: Nil

Purpose

To seek Council endorsement for the awarding of Contract 2021.16 for Pier Street Stage 4 Construction.

Motion

Moved Cr Tony Briffa, seconded Cr Daria Kellander:

That Council awards Contract 2021.16 Pier Street Stage 4 Construction to Citywide Service Solutions Pty Ltd at a fixed lump sum price of \$1,975,825 (one million, nine hundred and seventy-five thousand, eight hundred and twenty-five dollars) including GST.

Carried unanimously

Recommendation

That Council awards Contract 2021.16 Pier Street Stage 4 Construction to Citywide Service Solutions Pty Ltd at a fixed lump sum price of \$1,975,825 (one million, nine hundred and seventy-five thousand, eight hundred and twenty-five dollars) including GST.

Summary

A public tender process was conducted on 25 September 2021. At the close of tenders, two submissions were received and evaluated with both tender submissions being shortlisted for interview. At the conclusion of the interviews, the panel agreed to recommend Citywide Service Solutions Pty Ltd based on highest weighted score, lowest price, capacity and resources to undertake the works within the timelines including favourable referee comments. Construction works will commence in March 2022.

Background

Council has undertaken numerous strategic studies and plans for the areas within the southern portion of Pier Street and the Altona Beach activity centre.

Council's Altona Summer Safety planning framework identified that there was a need to improve pedestrian access, safety and amenity particularly at key locations within the precinct. As such, Council has conducted a series of seasonal trials over the past three years to test several urban interventions that would ultimately inform future permanent works in the Altona Beach Precinct. The trials have included temporary road closures of the Esplanade between Pier Street and Bent Street and removal of car parking spaces in Pier Street to transform them into extended outdoor dining zones with widened footpaths.

In 2020, Council prepared a precinct concept plan with objectives to establish a strategic direction on the future development for the precinct.

The development of the concept design has been undertaken through an extensive community and stakeholder consultation process. In August 2020, three design options were presented to the community and made available for feedback and comment. This process informed the final concept plan and was presented back to the community in February 2021.

Key works include the reconfiguration of car parking spaces to increase pedestrian movements and outdoor trading along Pier Street, widened and upgraded footpath paving, landscaping and new street furniture including streetlights, feature seating and other amenities. Additionally, works will be carried out at Weaver Reserve including landscaping, electrical upgrades and installation of street furniture.

This project is partially funded through a \$500,000 grant from the Victorian Government's Department of Jobs, Precincts and Regions.

The total budget allocation for the construction phase is \$1,900,000 (excluding GST) of which \$900,000 is allocated in 2022-23 financial year.

Discussion

A public tender process was conducted opening on 25 September 2021. Tenderers were requested to submit pricing for the base scope of works plus a tender option for works at Weaver Reserve Altona. At the close of tenders on 22 October 2021 two submissions were received.

The evaluation panel met on 29 October 2021 to review and discuss the tender submissions. The submissions from Citywide Service Solutions Pty Ltd and TDL Contractors Pty Ltd were evaluated and shortlisted for interview. Prior to interview the tenderers were provided with the agenda and a series of questions.

During the tender interview, it was confirmed that both tenderers had duplicated the pricing for the exposed aggregate pavement in lieu of granite, and Citywide had not allowed for the Powercor works. A clarification was issued requesting each tenderer to resubmit their revised pricing for the base scope works and to include the tender option for Weaver Reserve. Subsequently, each tenderer adjusted their pricing so that both were quoting for the same works.

The tender panel reconvened to finalise the scoring. As the preferred tenderer's price was under budget, the panel agreed to add the tender option for Weaver Reserve within the initial tender schedule, which is a requirement of the project.

The panel recommends awarding the project to Citywide Service Solutions Pty Ltd based on highest weighted score, lowest price, capacity and resources to undertake the works and favourable referee comments.

9.3.5 West Gate Tunnel Project Update

Directorate: Infrastructure and City Services
Responsible Officer: Strategic Projects Specialist
Reviewer: Director Infrastructure and City Services
Attachments: Nil

Purpose

To provide an update report on the West Gate Tunnel Project (WGTP) including the status of advocacy activities and project initiatives.

Motion

Moved Cr Jonathon Marsden, seconded Cr Diana Grima:

That Council:

1. Receives and notes this update report on the West Gate Tunnel Project and Council's advocacy on aspects of the Project.
2. Notes the recommendations of the Department of Transport's Millers Road and Williamstown Road Corridor Study and continues to advocate for the implementation of the recommendations, including moving truck traffic away from the Brooklyn community.

Carried unanimously

Recommendation

That Council:

1. Receives and notes this update report on the West Gate Tunnel Project and Council's advocacy on aspects of the Project.
2. Notes the recommendations of the Department of Transport's Millers Road and Williamstown Road Corridor Study and continues to advocate for the implementation of the recommendations, including moving truck traffic away from the Brooklyn community.

Summary

This report includes strategic advocacy items and progress updates on Project works, the Sports and Open Space Enhancement Package and the West Gate Neighbourhood Fund.

Background

The Project commenced in 2018 and is expected to be completed in 2024. The Project is delivered through a partnership between the Victorian Government and Transurban (Project Co), managed by the West Gate Tunnel Project – Major Transport Infrastructure Authority (WGTP MTIA) and built by construction contractors CPB Contractors and John Holland as a joint venture (the JV).

Reports providing updates on various aspects of the Project have been tabled through Council Meetings since early 2018 with the latest provided to the September meeting. Previous reports can be accessed via the Council website at:

<https://www.hobsonsbay.vic.gov.au/Council/Council-Meetings/Minutes-and-Agendas>

Discussion

Sports and Open Space Enhancement Package

Works are progressing on the sporting pavilion at WLJ Crofts Reserve, Altona North (Figure 1) and the WH Couch Pavilion at Donald McLean Reserve, Spotswood (Figure 2) with completion expected in early 2022. Construction of the new cricket practice nets at Donald McLean Reserve has been completed and construction of the open space and playground is to be undertaken in 2022.



Figure 1: WLJ Crofts Reserve pavilion under construction



Figure 2: New cricket nets and WH Couch Pavilion under construction

West Gate Neighbourhood Fund

The West Gate Neighbourhood Fund is a \$10 million community grants program established to support communities in Melbourne's inner west. There will be one round of partnerships and one round of grants each financial year.

Funding agreements with successful recipients for the first partnership round have been finalised. Applications for the first round of the West Gate Neighbourhood Fund community grants closed in June 2021. This grants stream will support community-led projects that improve community access and participation across three funding categories up to \$100,000. Applications are being assessed by WGTP MTIA with an announcement of successful applicants expected in December 2021.

Further information on the West Gate Neighbourhood Fund can be found at:
www.westgatetunnelproject.vic.gov.au/neighbourhoodfund

Project Works Update

Project construction works have progressed in the west zone and are now about 75 per cent complete. Tunnelling is scheduled to commence in early 2022. Several traffic lane switches have occurred over the spring construction blitz to enable rebuilding of the freeway in various sections (Figure 3).



Figure 3: Looking west towards Muir Road pedestrian overpass

Major work continues at the Williamstown Road (Figure 4), Millers Road and the M80/Western Ring Road freeway interchange areas, the Hyde Street ramps and widening the Newport freight rail bridge. Noise wall works continue along both sides of the freeway corridor with the section between Grieve Parade and the Brooklyn Terminal scheduled to be completed by the end of 2021.

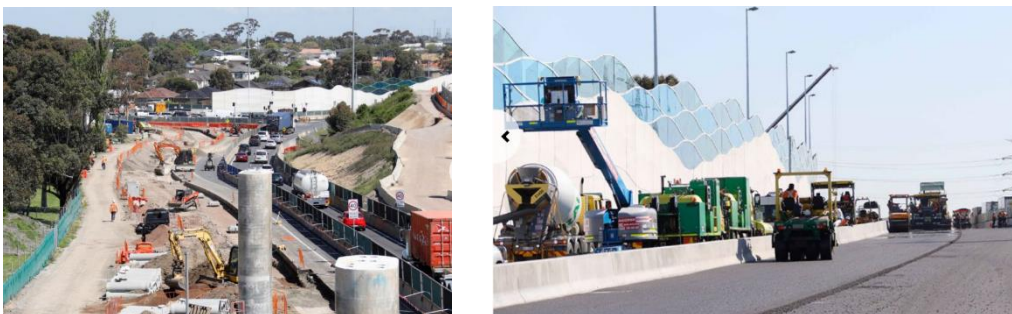


Figure 4: Outbound exit ramp at Melbourne Road and new noise walls

Up-to-date information on planned road closures and detours can be found at the Victoria's Big Build website: <https://bigbuild.vic.gov.au/disruptions>

Traffic Monitoring

WGTP is required to undertake traffic monitoring in selected streets pre-construction, at six-monthly intervals during construction and up to two years after construction is complete.

The latest survey was undertaken over 25 sites in May 2021 and compared to the baseline data from October 2017. It is noted that the latest reporting period includes periods of travel restrictions due to the COVID-19 pandemic.

Overall average traffic volume changes for all project areas and West Gate Freeway (WGF) zone over the monitoring period are summarised below.

- weekday traffic volume decreased by 7.72% (WGF zone decreased by 7.51%)
- AM peak volume decreased by 3.11% (WGF zone decreased by 2.09%)
- PM peak volume decreased by 7.67% (WGF zone decreased by 3.46%)

Primula Avenue

In September 2021 the JV implemented detector loops in Primula Avenue that are linked to the traffic signals on the freeway exit ramp at Millers Road to improve the right turn from Primula Avenue.

Offset Tree Planting

The Project has a requirement to plant five trees for every tree that is removed because of the Project works pursuant to Environmental Performance Requirement (EPR) - EP6 Landscape Plan.

An offset tree plan has been developed with input from Council and community stakeholder groups, which identifies suitable locations for offset tree planting within the Project corridor. The final plan is being prepared by the JV for review by Council and other stakeholders.

Kororoit Creek Trail and Federation Trail Upgrade

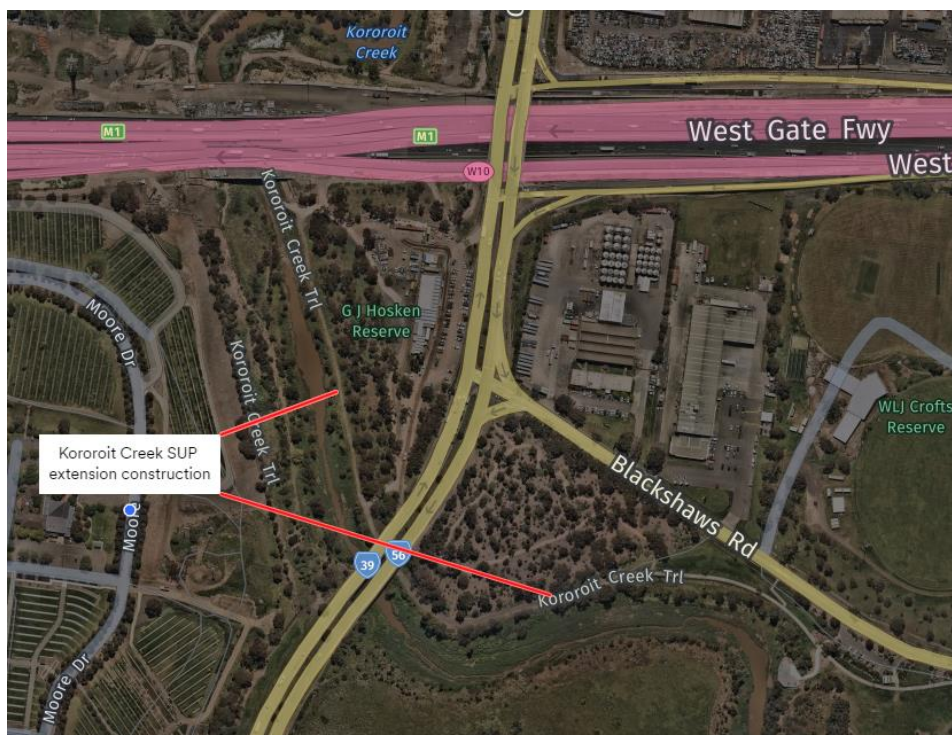


Figure 5: Kororoit Creek SUP extension south of West Gate Freeway

The JV has commenced work on the new section of Kororoit Creek Trail between Geelong Road and GJ Hosken Reserve, linking the existing paths (Figure 5). Works are expected to be completed by mid-2022. The design includes an upgrade of Federation Trail between Kororoit Creek and Millers Road.

Millers Road and Williamstown Road Corridor Study

The Department of Transport (DoT) has finalised the Millers Road and Williamstown Road Corridor Study which commenced in 2018. The Study was a recommendation from the West Gate Tunnel Project Environmental Effects Statement (EES) to determine traffic and transport management works along the Millers Road and Williamstown Road corridors, between the West Gate Freeway and Geelong Road. Traffic analysis as part of the EES suggested these two roads would see increased freight volumes by 2031.

To facilitate the study, DoT adopted the following approach:

- establish the Millers Road Williamstown Road Corridor Study Working Group with community, industry and government agency representation
- focus on local residential improvements, freight and network improvements and road safety improvements
- adopt a Prioritisation Framework consisting of high-level constructability assessment and a multi-criteria analysis to determine the feasibility of ideas put forward by the working group

The projects listed in Table 1 have been identified by the DoT as those with potential to mitigate the impact of the WGTP on safety, accessibility and amenity of the abutting local residential community before the project is completed. They are initiatives to be considered by DoT for further funding for development, design and construction.

In addition, the EES includes the following requirements under DoT's remit of delivery:

- develop and fund an air quality mitigation response
- establish a "smoky vehicle enforcement program"
- investigate an alternative mechanism for truck ban monitoring
- establish a separate study (now known as the Hobsons Bay Transport Planning Study) led by DoT and Hobsons Bay City Council to "consider the full impacts of the West Gate Tunnel Project (WGTP) and Level Crossing Removal Projects on the residents of Hobsons Bay"

Council will continue to advocate to DoT for the implementation of the planning study recommendations and the other EES requirements.

Table 1: DoT Proposed Improvement Packages

★ Items marked with a star are unlikely to be delivered in the near future

	Resident Improvement Package	Freight and Network Efficiency Improvement Package	Road Safety Package
Treatment	<ul style="list-style-type: none"> ★ signalised access for Brooklyn residents from Millers Road Williamstown Road pedestrian improvements Millers Road resurfacing Millers Road tree planting ★ Federation Trail Grade Separation 	<ul style="list-style-type: none"> signal network optimisation to channel freight through industrial roads improve Grieve Parade to incentivise truck use Millers Road/Geelong Road/Francis Street intersection upgrade ★ Millers Road upgrade extend left turn lane for Geelong bound freeway ramp on Millers Road Millers Road signal synchronisation 	<ul style="list-style-type: none"> Williamstown Road/Thomas Street signalisation Williamstown Road/Somerville Road fully controlled right turn
Overall Benefit	Most of these initiatives provide amenity improvements for the Brooklyn community in the short to medium term through reduction in noise levels.	<p>The Grieve Parade initiatives would reduce truck volumes on these routes.</p> <p>Improved signalling and an upgrade of Millers Road could move truck traffic away from the Brooklyn community improving amenity and accessibility.</p> <p>More efficient truck movements on Millers Road could improve accessibility for the Brooklyn community.</p>	Improved safety and efficiency for all road users on Williamstown Road.

10 Delegate Reports

Purpose

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

Motion

Moved Cr Pamela Sutton-Legaud, seconded Cr Tony Briffa:

That Council receives and notes the recent Delegate Reports.

Carried unanimously

Recommendation

That Council receives and notes the recent Delegate Reports.

Metropolitan Transport Forum

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Jonathon Marsden

Date of Meeting: 3 November 2021

Mr Duane Burt, Principal Policy Advisor from Victoria Walks, presented a detailed analysis of road crashes impacting pedestrians. With the support of a TAC Community Road Safety Grant, Victoria Walks commissioned the Monash University Accident Research Centre (MUARC) to undertake a detailed analysis of road crashes impacting pedestrians.

Mr Duane highlighted that the study employed analyses of multiple injury register datasets to develop a comprehensive understanding of the issues and factors associated with pedestrian injury across all levels of trauma in Victoria.

The findings demonstrated that there was an encouraging increase in walking amongst Victorians, however, pedestrian trauma remained substantial, and high-risk groups included older and young adults. Clusters of pedestrian collisions were identified in urban high pedestrian activity areas and in speed zones of 60km/h. The findings also suggested that drivers were often either alcohol-impaired or distracted, and there was a substantial proportion of hit-and-run events.

The study recommendations include implementation of safe system design principles, reduction of vehicle speeds in high pedestrian activity areas with supporting road infrastructure, promotion of safer vehicles, and development and implementation of educational and training programs for young pedestrian groups.

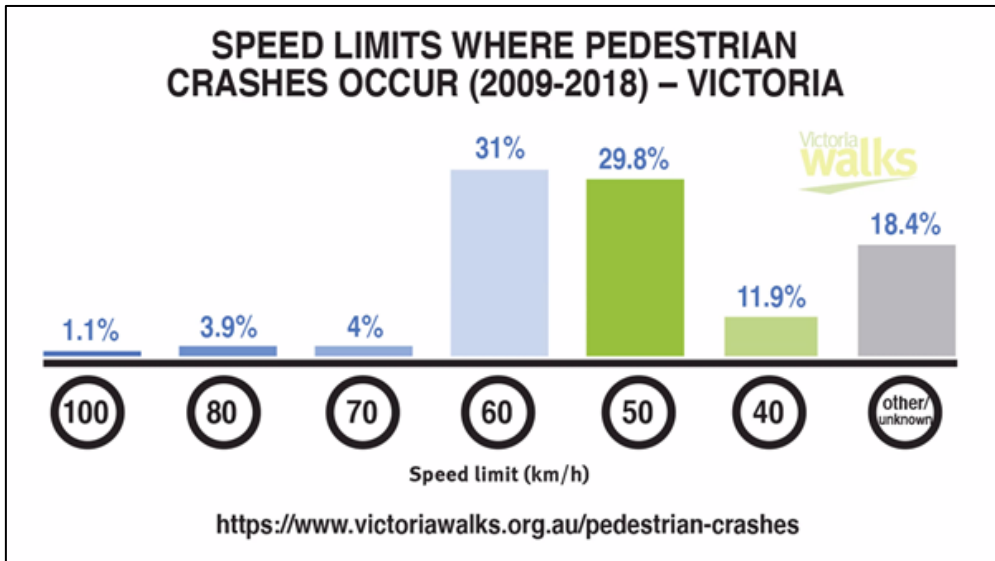


Figure 1: Pedestrian road crashes in Victoria 200-2018 by speed limit

RoadSafe Westgate Community Road Safety Council

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Diana Grima

Date of Meeting: 20 October 2021

RoadSafe Westgate Update

For the month of October, RoadSafe Westgate will display road safety messages in relation to speed and speeding. The billboard trailer will be located at the Western Freeway centre median opposite Moreton Close in Caroline Springs. It will then be relocated to the Princes Freeway Melbourne Water location (near the Little River turn-off). In the month of November 2021, the road safety messages will be about young drivers.

The Looking After Our Mates sessions have been postponed due to COVID-19 lockdown.

Due to COVID-19 protocols, no RACV Years Ahead or Senior Driver Expo sessions are planned for the 2021-22 financial year.

Online Steer Right sessions are being delivered, with three bookings so far: Caroline Chisholm Catholic College, Williamstown High School and Southern Cross Grammar.

The Department of Transport has a new program called the Heavy Vehicle Alcohol and Other Drugs program. There are grants available of up to \$7,000 to undertake this program. There are limitations that only one grant will be issued per region. The Heavy Vehicle Alcohol and Other Drugs program guidelines will be sent to members for their information.

Hobsons Bay City Council Update

Infrastructure design options assessment for the Birmingham/McLister cycling corridor in Spotswood are being progressed in accordance with the Place Guide for Better Places Spotswood and South Kingsville and Local Area Movement Plans.

Works are also continuing for design, engagement and procurement for TAC and Black Spot projects including Mason Street (Newport), Ferguson Street and Victoria Street (Williamstown), Merton Street (Altona Meadows), Hall Street cycling corridor (Spotswood and Newport) and Champion Road cycling corridor (Newport and Williamstown North).

Other Member Council Updates

Officers from Maribyrnong City Council, Melton City Council and Wyndham City Council provided an update on road safety projects, local area traffic management projects and progress on grant projects.

Truganina Explosives Reserve Advisory Committee

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Pamela Sutton-Legaud

Date of Meeting: 27 October 2021

The working bee restoration group are working on renovations for the kitchen and laundry areas of the Underkeeper's Quarters. The team have also designed a path layout which connects a major entry point during Open Days to the existing internal pathway network and will assist with all abilities access into and around the reserve.

The restoration of the metal windmill is nearing completion which will add another element to the Open Day experience.

The architect's concept design for the Hobsons Bay Wetlands Centre was presented at a Councillor Briefing Session on 19 October 2021.

The Wetlands Centre is working on an advocacy program and prospectus, and an updated Memorandum of Understanding (MoU) with established partners to assist with advocacy works for funding opportunities of the centre.

11 Notices of Motion

No notices of motion were received.

12 Urgent Business

Nil

13 In Camera Business

Motion

Moved Cr Jonathon Marsden, seconded Cr Pamela Sutton-Legaud:

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with section 66(2)(a) and section 3(1)(f) and section 3(1)(g) of the *Local Government Act 2020* as they relate to personal information and private commercial information:

13.1 Contract 2021.35 Hobsons Bay Kerbside Collection

13.2 Appointment of Acting Chief Executive Officer

Carried unanimously

Recommendation

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with section 66(2)(a) and section 3(1)(f) and section 3(1)(g) of the *Local Government Act 2020* as they relate to personal information and private commercial information:

13.1 Contract 2021.35 Hobsons Bay Kerbside Collection

13.2 Appointment of Acting Chief Executive Officer

Council considered the reports and discussed the matters in camera.

Council resolved to release publicly the contents of the report for Item 13.2 Appointment of Acting Chief Executive Officer as soon as practicable following the adoption of the resolution. Accordingly, the report has been made available on Council's website as an attachment to the 14 December 2021 Council Meeting.

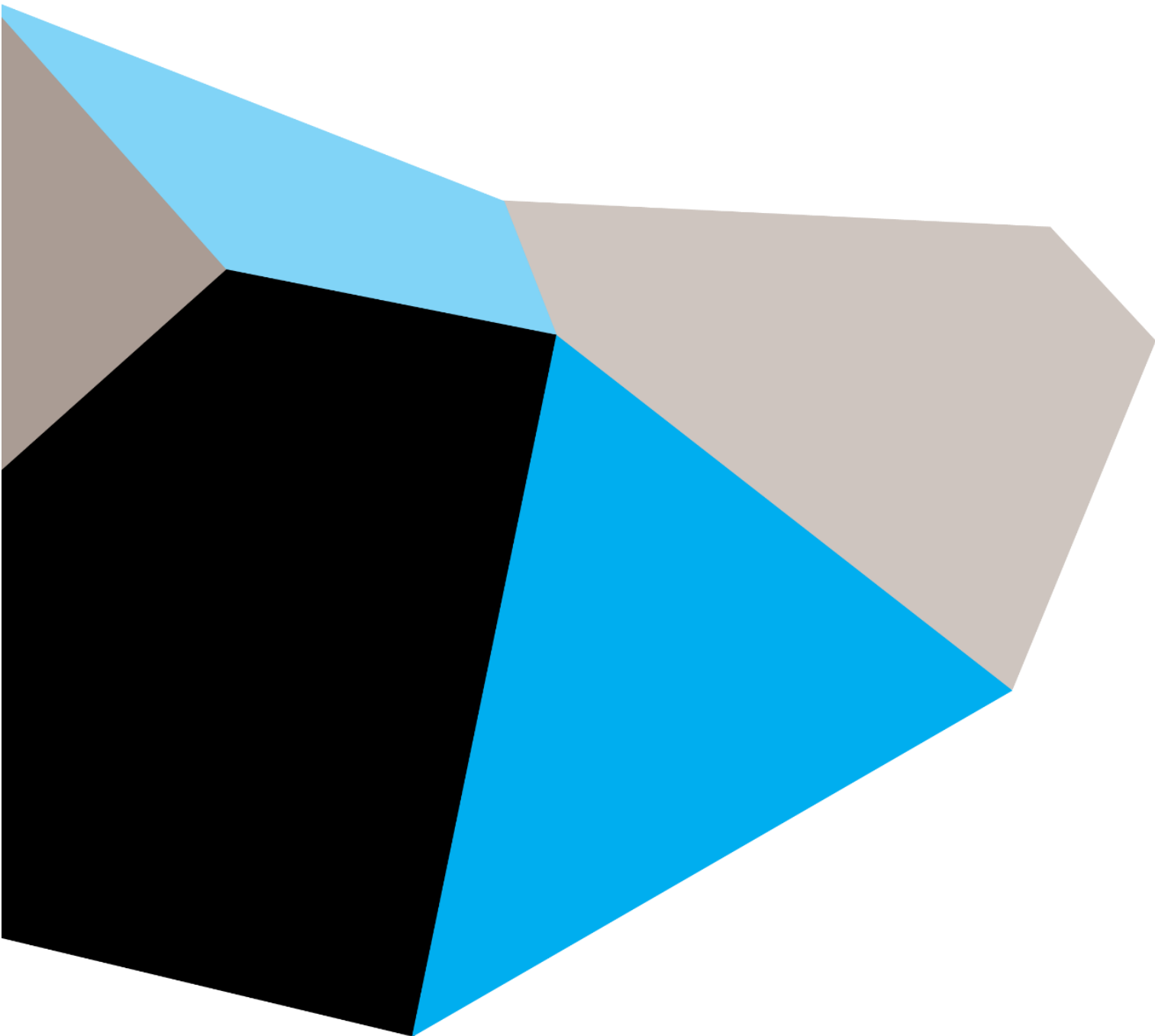
14 Close of Meeting

There being no further business, the Chairperson declared the meeting closed at 9.09pm.

Chairperson – Cr Peter Hemphill

Signed and certified as having been confirmed.

8 February 2022



HOBSONS BAY CITY COUNCIL

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