



Council Meeting Agenda

Tuesday 8 September 2020
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 peoples of the Kulin Nation as the Traditional Owners of these municipal lands and waterways, and pay our respects to Elders past and present.

Chairperson:

Cr Colleen Gates (Mayor)

Wetlands Ward

Councillors:

Cr Sandra Wilson (Deputy Mayor)

Cherry Lake Ward

Cr Tony Briffa JP

Cherry Lake Ward

Cr Angela Altair

Strand Ward

Cr Peter Hemphill

Strand Ward

Cr Jonathon Marsden

Strand Ward

Cr Michael Grech

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 the people of the Kulin Nation as the Traditional Owners of this land.

2 Virtual Meeting Protocols

Due to current COVID-19 restrictions, this Ordinary Council Meeting is being conducted virtually in accordance with the Virtual Meeting Policy 2020, 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 section 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 Ordinary Council Meeting of the Hobsons Bay City Council held on 25 August 2020 (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

8.2 Responses to Petitions and Joint Letters

8.2.1 Response to Petition - Repair the laneway between Pearson and John Street, Williamstown

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Capital Works
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Not Applicable
Attachments:	Nil

Purpose

To provide Council with a response to the petition regarding the repair and sealing of the laneway between Pearson and John Street, Williamstown.

Recommendation

That Council:

1. Refers the repair and sealing works of the laneway between Pearson and John Street, Williamstown to Council's Future Capital Works Program.
2. Writes to the lead petitioner advising of the outcome.

Summary

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

In the long term, Council has a program to construct all unsealed laneways in the municipality subject to Council approval. Currently there are about 14km of unsealed laneways across the municipality. This laneway is programmed for works in 2021-22 subject to Council's approval.

Background

On 9 June 2020 Council received a petition consisting of 23 signatures requesting that Council repair and seal the laneway between Pearson and John Street, Williamstown.

Discussion

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

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

In the long-term Council has developed a program to construct or resurface all unsealed laneways in the municipality subject to Council approval. Some projects are already underway as part of the 2020-21 Capital Works Program. High and medium priority projects have been programmed to occur over the coming financial years. This laneway has been determined as a medium priority and programmed for works in 2021-22 subject to Council's approval. In the meantime, it is proposed to maintain the laneway including re-gravelling and pothole repairs where required.

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 2017-21

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

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

Policies and Related Council Documents

This report aligns with Council's current Right of Way – Unmade Laneways Policy. There have been no previous reports presented to Council in response to this petition.

Legal/Statutory Obligations and Risk

Council has a legal obligation under the *Road Management Act 2004* and Council's Road Management Plan to maintain a safe and trafficable surface for road users. In carrying out its duties and fulfilling its obligations, Council will undertake minor repairs and maintenance of the laneway as required.

Financial and Resource Implications

It is estimated that the overall laneways program will cost between \$2.5 million and \$5 million. It is proposed to fund the laneways program using rate revenue allocated in the Capital Works Program.

Environmental, Social and Economic Impacts

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

Consultation and Communication

Consultation with the lead petitioner

A site meeting was held on 9 June 2020 with the lead petitioner and several other signatories to the petition. The issues were discussed for Council officers to review and investigate further. Subsequently officers made further contact with the lead petitioner to advise of the investigation outcomes and the proposed recommendation being put forward for Council's consideration.

Declaration of Conflict of Interest

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

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

8.2.2 Response to Petition - Abandon the proposal to make Acacia Avenue and Central Avenue, Seaholme one-way streets

Directorate:	Infrastructure and City Services
Responsible Officer:	Capital Works Manager
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Integrated Transport – Cr Jonathon Marsden and Cr Sandra Wilson
Attachments:	1. Seaholme Parking Plan - Concept [8.2.2.1 - 1 page]

Purpose

To provide Council with a response to the petition requesting to abandon the proposal to make Acacia and Central Avenue, Seaholme one-way streets.

Recommendation

That Council:

1. **Endorses the revised proposal for transport management works in Central Avenue, Acacia Avenue, Warratah Street and Wattle Grove, Seaholme.**
2. **Endorses the installation of all signs and line markings indicated in the revised proposal.**
3. **Refers the construction of indented car parking on the southern side of Central Avenue to Council's Future Capital Works Program.**
4. **Writes to the lead petitioner advising of the outcome.**

Summary

Taking into consideration feedback received during the recent engagement process a revised proposal for transport management works in Central Avenue, Acacia Avenue, Waratah Street and Wattle Grove, Seaholme has been developed. This revised proposal seeks to mitigate key issues raised relating to parking and access to residential driveways around Seaholme Station.

It is intended to deliver works for the installation of all signs and line marking indicated in the revised proposal immediately to mitigate current issues associated with overflow commuter parking from Seaholme Station. Works for the construction of indented car parking along the southern side of Central Avenue to facilitate commuter parking at Seaholme Station will be delivered in stages through Council's annual capital works budget process.

Background

In late 2019 Council received several customer enquiries seeking to resolve issues relating to parking and access to residential driveways around Seaholme Station. As a result, Council officers developed a traffic management proposal that sought to resolve these concerns for the purpose of undertaking engagement with local residents.

Council received feedback on this proposal seeking for increased provision of car parking near Seaholme Station and for the removal of parking restrictions in Waratah Street and Wattle Grove. During this engagement period, comments were received seeking for Council to engage more widely with the community.

In July 2020 a revised proposal was presented to the community through Council's online engagement platform Participate Hobsons Bay that took into consideration this feedback. Additional feedback was sought on this proposal to understand if this revision met the community's needs.

On 22 July 2020 during the engagement period Council received a petition consisting of 93 signatures requesting Council to abandon the proposal to make Acacia and Central Avenue, Seaholme one-way streets. This petition was tabled at the 11 August 2020 Ordinary Council Meeting.

Discussion

Central Avenue and Acacia Avenue are local residential streets; however, the road is being used for overflow car parking from commuters accessing Seaholme Station. Waratah Street and Wattle Grove are also experiencing minor parking utilisation for the purposes of accessing the train station. This has led to issues with blocked driveways and obscured sight lines near intersections, and overall restriction of traffic flow in these streets.

Central Avenue has a road width of 6.0 metres and Acacia Avenue, Wattle Grove and Waratah Street all have road widths of 7.0 metres. To comply with current road safety rules vehicles can only park on these roads if a vehicle can safely pass by the parked vehicle. This reduces parking capacity when operating as two-way roads.

To increase car parking capacity in these streets and resolve existing issues related to blocked driveways and obscured sight lines near intersections, a proposal to construct additional parallel parking, change Central Avenue and Acacia Avenue to accommodate one-way traffic movements and implement parking restrictions at key locations was developed for the purposes of seeking community feedback. A community engagement session was held in July 2020 seeking comment either via return post, email or through the Participate Hobsons Bay website.

During this engagement period 79 submissions and a petition with 93 signatures were received. The key pieces of feedback received and officer response to each item is listed below:

Feedback Received	Officer Response
<p>The majority of residents are seeking for the proposed one-way traffic proposal on Central Avenue and Acacia Avenue to be removed from the proposal.</p>	<p>The implementation of one-way traffic control on Central Avenue and Acacia Avenue would result in a net increase in car parking capacity of about five spaces on these roads. Based on parking utilisation rates in adjoining streets, should this proposal not proceed, adverse impacts would not result from this reduction in capacity.</p> <p>Taking into consideration these factors and strong objection from residents for this part of the proposal, it is recommended that this aspect <i>is removed from the revised proposal.</i></p>
<p>The majority of residents support the implementation of parking restrictions in Central Avenue, Acacia Avenue, Wattle Grove and Waratah Close to reduce the use of these roads for overflow commuter parking at the Seaholme train station.</p>	<p>Parking restrictions in these roads will seek to resolve the initial concerns raised by residents and are <i>to remain in the revised proposal.</i></p>
<p>The majority of residents support the implementation of commuter parking in Central Avenue through the construction of indented parking along the southern side of the road.</p>	<p>The construction of indented parallel parking will result in a net increase of commuter car parking at Seaholme Station, resolving the initial concerns raised by residents, and is <i>to remain in the revised proposal.</i></p>
<p>Some residents sought for the proposed indented parallel parking to be changed to accommodate 90-degree angled parking and increase the number of parking spots to be provided.</p>	<p>The area designated for proposed parking upgrades has several challenges which has determined the use of parallel parking as the most feasible in this instance. These challenges include:</p> <ul style="list-style-type: none"> • the implementation of angled parking would require some of the existing mature trees and vegetation to be removed and reduce overall urban forest canopy in the area • the implementation of angled parking would be positioned outside of the road reserve • VicTrack have indicated that railway corridors are designated for

	<p>possible expansion of the railway network, and not any other use at this time</p> <p>Seaholme Station is within 5-10 minutes walking or cycling distance of a large number of residential properties.</p> <p>Taking these factors into consideration, the proposed number of car parking spaces is deemed suitable for the current and future use of the train station.</p> <p>The implementation of indented parallel parking will remain in the revised proposal.</p>
<p>Some residents sought for No Standing signs to be installed at intersections to reinforce parking restrictions and allow for improved access in and out of these streets.</p>	<p>The installation of No Standing signs at these intersections will be included in the revised proposal.</p>
<p>Some residents sought for Acacia Avenue to be widened to allow for increased levels of parking.</p>	<p>Widening of roads would require utilisation of existing nature strips that currently have street trees and underground services present. These nature strips are also currently wide enough to accommodate additional tree planting and facilitate delivery of Council's Draft Urban Forest Strategy. Any reduction in current widths of the nature strips would reduce the amount and type of trees that could be planted.</p> <p>It is also proposed to construct an additional 45 car parking spaces and implement two-hour parking restrictions between 9-5 Mon-Fri in all streets, increasing car parking capacity in the area.</p> <p>Taking into consideration these factors, widening of Acacia Avenue will not be included in the revised proposal.</p>
<p>Some residents along Central Avenue sought for measures to be implemented to ensure cars parked did not inhibit access to and from residential driveways.</p>	<p>Implementation of line marking delineating areas for cars to park and allowing for vehicles to exit and enter residential driveways on the northern side of Central Avenue will seek to resolve the initial concerns raised by residents and are to remain in the revised proposal.</p>

A revised proposal has been developed to respond to the feedback received during the engagement period and is detailed in Attachment 1. The revised proposal seeks to resolve the main issues raised by residents through the initial requests and during the recent engagement period.

It is intended to deliver works for the installation of all signs and line markings indicated in the revised proposal immediately to mitigate current issues associated with overflow commuter parking from Seaholme Station. Works for the construction of indented car parking along the southern side of Central Avenue to facilitate commuter parking at the station will be delivered in stages through Council's annual capital works budget process.

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 2017-21

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

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

Other Council strategy

The revised proposal has taken into consideration Council's Integrated Transport Plan in facilitating access to sustainable transport options for residents of Hobsons Bay.

Policies and Related Council Documents

The petition was received and noted by Council at the Ordinary Council Meeting on 11 August 2020.

Legal/Statutory Obligations and Risk

The revised proposal has been developed in accordance with AustRoads Safety Guidelines, Australian Standards, the *Road Management Act 2004* and *Road Safety Act 1986*.

Financial and Resource Implications

The implementation works for the installation of all signs and line marking indicated in the revised proposal will be carried out using existing annual operational budget allocated for these types of works. The construction of indented car parking on southern side of Central Avenue will be delivered in stages through Council's annual capital works budget process.

Environmental, Social and Economic Impacts

The revised proposal retains existing vegetation and mature trees along the southern side of Central Avenue and has considered the requirement of Council's Draft Hobsons Bay Urban Forest Strategy. The revised proposal also seeks to provide a balance in facilitating access to sustainable transport options for residents of Hobsons Bay.

Consultation and Communication

Consultation with lead petitioner

A discussion was held with the lead petitioner on 3 July 2020 to understand key issues indicated in the petition for the purposes of responding to them through the development of a revised proposal. Subsequently Council officers made further contact with the lead petitioner to provide details on the revised proposal and the proposed recommendation being put forward for Council's consideration.

Consultation with other parties

Council officers also held discussions with VicTrack to identify their future plans for the vacant sections of land in railway reserves throughout the municipality, including the area located at Seaholme Station. VicTrack indicated that these parcels of land would be used for the potential expansion of railway infrastructure as required, although no works are currently programmed.

Declaration of Conflict of Interest

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

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

8.2.3 Response to Petition - Request for the development of an Urban Forest Strategy in Brooklyn

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager City Services
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Environmental Sustainability – Cr Jonathon Marsden and Cr Sandra Wilson
Attachments:	Nil

Purpose

To respond to the petition received and noted at the 11 August 2020 Ordinary Council Meeting, requesting Council develop a “bold, evidence based” Urban Forest Strategy for Brooklyn.

Recommendation

That Council:

- 1. Acknowledges Brooklyn as a priority area for the implementation of the Hobsons Bay Urban Forest Strategy 2020.**
- 2. Writes to the lead petitioner advising of the outcome.**

Summary

A Hobsons Bay Urban Forest Strategy has been developed to provide Council with the long-term framework to deliver sustainable improvements to Hobsons Bay’s tree population in a changing urban environment.

The strategy has been designed to form a strategic framework for planting trees on streets, urban parks in all suburbs, along waterways and to encourage planting in private open space. It is aimed to deliver positive health, social, economic and environmental outcomes for the Hobsons Bay community.

Background

The Hobsons Bay Urban Forest Strategy has considered new trees to be planted in Brooklyn, as part of its plan for all suburbs of the Hobsons Bay municipality.

Council faces several challenges in providing a liveable city for the community. The implementation of an Urban Forest Strategy will help to mitigate the impacts of heat, noise and pollution, while having a positive effect on the wellbeing of the community.

Community feedback and customer service data were used to assist in shaping and developing the draft strategy. The use of customer service heatmaps showed which trees cause issues for the community and tend to receive frequent inspection requests. Internal

stakeholders highlighted constraints, challenges and opportunity in managing and establishing trees within the municipality, which has also helped shape the strategy.

The community consultation demonstrated that the community generally values trees and supports the strategy and its implementation plan. Some minor changes were made to the strategy as a result of the consultation.

Discussion

In July 2020, a petition was submitted requesting Council develop an Urban Forest Strategy specifically for Brooklyn. This petition, along with ideas and challenges Brooklyn is facing with greening at the present time and in years to come, was discussed with the lead petitioner. Correspondence was also provided to the lead petitioner addressing the concerns.

Prior to developing the Draft Hobsons Bay Urban Forest Strategy, Council undertook analysis on the opportunities and challenges different land areas in Hobsons Bay have with regards to improving its tree canopy coverage.

The analysis highlighted the vacant space that is currently available on Council land for tree planting in Brooklyn, as well as opportunities for the community to establish trees on their own properties. Establishing trees on these lands will be a key step to creating a green and healthy Brooklyn for the community.

Brooklyn has some significant challenges and has therefore been identified as a high priority for the delivery of the Urban Forest Strategy. In addition, Council have applied for \$500,000 from the West Gate Tunnel Community Grant Fund that will be dedicated to tree planting in Brooklyn, which will assist in fast-tracking the greening of Brooklyn.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Priority 5: Activate sustainable practices

Council Plan 2017-21

Goal 1: An inclusive and healthy community

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

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

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

Objective 3.3: Protect and enhance our coastal environment, biodiversity and natural areas in partnership with major stakeholders and the community.

Goal 4: A Council of excellence

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

Biodiversity Strategy 2017-22

Objective 1: Capacity building and collaboration to deliver effective biodiversity management

1.3: Continue to, and where needed, strengthen collaborate with other agencies to protect and preserve biodiversity

1.4: Collaborate with industry and private land managers to build their capacity to protect and preserve native vegetation held on private land

Objective 3: Actively enhance the connectivity of conservation areas

3.1: Identify areas of priority for increasing connectivity and biolinks both within the municipality and across the region. This will include [identifying] where restoration works should be prioritised to increase connectivity.

3.2: Link biodiversity corridors with conservation reserves, creeks and open spaces across the municipality through revegetation and landscaping techniques.

3.3: As part of a broader project to identify and protect significant trees – map trees with significant conservation values such as those containing hollows for fauna (improve asset management for species potentially containing native fauna)

Open Space Strategy 2018-28

Section 4.2 Recommendations

Distribution, Access and Connectivity

3: Review Council's new and replacement street tree planting program to align with priority walking routes.

Environment

6: Support the implementation actions of the Biodiversity Strategy as they relate to the management and protection of significant open space conservation areas.

7: Incorporate Council's Storm Water Management with the development of Open Space Planning and Design guidelines to ensure opportunities for Water Sensitive Urban Design are captured.

9: Develop a Street Landscape Strategy (Urban Forest Strategy) to guide the planning, management and protection of trees and other green infrastructure and identify strategies for urban cooling.

Policies and Related Council Documents

The petition was received and noted by Council at the Ordinary Council Meeting on 11 August 2020.

Legal/Statutory Obligations and Risk

The Hobsons Bay Urban Forest Strategy aligns with the following legislation:

- *Electrical Safety Act 1998*
- *Road Safety Act 1986*
- *Occupational Health and Safety Act 2004*
- *Environment Protection Act 1970*
- *Planning and Environment Act 1987*
- Electricity Safety (Electric Line Clearance) Regulations 2015

Financial and Resource Implications

Council has applied for \$500,000 from the West Gate Tunnel Community Grant Fund that will be dedicated to tree planting in Brooklyn.

A fully costed action plan has been developed to accompany the Hobsons Bay Urban Forest Strategy. This will enable works to be undertaken to achieve the aims of the strategy. Funds will be in both capital and operational budgets.

The required expenditure to implement the Urban Forest Strategy Action Plan is about \$19.5 million over the next 10 years as outlined in the plan.

This is an increase in the forecast expenditure identified in the Long-Term Financial Plan.

Environmental, Social and Economic Impacts

Environmental

Climate change has the potential to severely impact the health of trees within the Hobsons Bay community. A greater level of canopy cover and tree diversity will absorb more carbon dioxide from the atmosphere, reduce the absorption of heat into hard surfaces and reduce the impacts of pollution and dust. In addition, increasing the canopy cover will provide a vital food source for wildlife.

Social

Increased canopy provides a greener and shaded urban environment that encourages physical activity and improves the health of the Hobsons Bay community.

Economic

There are several economic benefits that appropriate tree planting can provide for the community that are only now being understood and measured.

Trees reduce the heat island effect and can therefore reduce the running costs of homes and businesses.

Consultation and Communication

Consultation with lead petitioner

The submitted petition was discussed with the lead petitioner along with ideas and challenges Brooklyn is facing with greening at the present time and in years to come. Correspondence was also provided to the lead petitioner in response to the petition.

Consultation with other parties

In development of the Hobsons Bay Urban Forest Strategy over 8,000 customer service requests were analysed and the findings have assisted in formulating the overall objectives and actions of the draft strategy.

Consultation on the draft strategy ran for six weeks from 11 June 2020 to 28 July 2020 and was conducted in accordance with the current COVID-19 restrictions. A survey was posted on Participate Hobsons Bay and shared through many different media platforms. The community was asked to provide feedback on the guiding principles, the four key objectives and priority locations outlined in the strategy.

Due to COVID-19 restrictions, some in-person consultation events could not proceed. However, with the enhanced social media presence, two Facebook Live events and information available on Council's website an overwhelming response from the community in favour of the Urban Forest Strategy was received.

The petition has been considered as part of the consultation for the development of the Hobsons Bay Urban Forest Strategy.

Declaration of Conflict of Interest

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

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

9 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 Financial Officer
Reviewer:	Chief Executive Officer
Councillor Portfolio:	Not Applicable
Attachments:	<ol style="list-style-type: none">1. CEO Report on Operations - August 2020 [9.1.1.1 - 29 pages]2. AOC 04 August 2020 CBS [9.1.1.2 - 2 pages]3. AOC 06 August 2020 Annual Community Survey [9.1.1.3 - 1 page]4. AOC 06 August 2020 Budget Discussion [9.1.1.4 - 1 page]5. AOC 11 August 2020 Pre-OCM [9.1.1.5 - 2 pages]6. AOC 12 August 2020 Truganina Explosives Reserve Advisory Committee [9.1.1.6 - 1 page]7. AOC 14 August 2020 COVID-19 Briefing [9.1.1.7 - 1 page]8. AOC 18 August 2020 CBS [9.1.1.8 - 2 pages]9. AOC 25 August 2020 Pre-OCM [9.1.1.9 - 2 pages]10. AOC 28 August 2020 COVID-19 Briefing [9.1.1.10 - 1 page]

Purpose

To present the Chief Executive Officer's (CEO's) Report on Operations (Attachment 1).

Recommendation

That Council:

1. **Receives and notes the Chief Executive Officer's Report on Operations, including details of recent issues and initiatives undertaken by the organisation.**
2. **In accordance with section 80A(2) of the *Local Government Act 1989* incorporates into the minutes of this meeting the written Records of Assembly of Councillors held on 4, 6, 11, 12, 14, 18, 25 and 28 August 2020.**

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.

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 2017-21

Goal 4: A Council of excellence

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

Declaration of Conflict of Interest

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

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

9.2 Corporate Services

9.2.1 Draft Annual Financial Report 2019-20

Directorate:	Corporate Services
Responsible Officer:	Chief Financial Officer
Reviewer:	Director Corporate Services
Councillor Portfolio:	Not Applicable
Attachments:	<ol style="list-style-type: none">1. Draft Annual Financial Report 2019-20 [9.2.1.1 - 50 pages]2. Draft Performance Statement 2019-20 [9.2.1.2 - 21 pages]

Purpose

To present the Draft Annual Financial Report for the year ending 30 June 2020, including the Performance Statement, for in-principle approval and to nominate two Councillors to certify the Annual Financial Report in its final form.

Recommendation

That Council:

1. In accordance with section 132(2) of the *Local Government Act 1989*, records its approval “in principle” of the Annual Financial Report for the year ending 30 June 2020, including the Financial and Performance Statements.
2. Authorises the Financial Accountant to:
 - a) implement any non-material changes to the statements as recommended by the Auditor-General
 - b) make any material changes after they are provided and discussed with the Chair of the Audit and Risk Committee
3. Pursuant to section 132(5) of the *Local Government Act 1989*, nominates the Mayor Cr Colleen Gates and another Councillor to certify the Annual Financial Report for the year ending 30 June 2020 in its final form.

Summary

The audited Draft Annual Financial Report for the year ending 30 June 2020, including the Performance Statement, is attached. It is important to note that the report is subject to final approval by the Auditor-General.

The report is now presented to Council for examination and adoption in principle, subject to any changes recommended or agreed to by the Auditor-General.

The audited Draft Annual Financial Report indicates a surplus for 2019-20 of \$23.329 million compared to the original operational budget of \$25.051 million, although this does not include Council’s significant investment in capital expenditure of \$63.431 million in 2019-20.

The draft report demonstrates that Council is in a reasonable financial position and is financially sustainable in the short and medium term, despite the significant impact of COVID-19.

Background

The audited Draft Annual Financial Report indicates a financial performance slightly worse when compared to budget as it has been heavily impacted by COVID-19 and additional operational and capital waste management costs. While the report indicates a strong operational surplus, it should be noted that surpluses are required to fund Council's significant investment in capital expenditure.

On 30 January 2020, COVID-19 was declared as a global pandemic by the World Health Organisation. Since then, various measures have been taken by all levels of government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted council operations in many areas during the financial year.

In response to government directives amidst the COVID-19 outbreak, Council facilities, libraries, community centres and halls were closed to the community, which has resulted in a decrease in user fee revenue.

User fees were also impacted by the downturn in the market and the refund of fees as part of Community Support Packages which included food premises registration (\$414,000) and footpath trading permits (\$122,000).

Council provided a full rental rebate and refunds to eligible business tenants in rent agreements from 1 April 2020 to 30 June 2020, reducing rent revenue within Other income (\$316,000).

Statutory fees and fines were impacted by the market downturn from the pandemic and the refund of fees and charges as part of Council's Community Support Packages (\$593,000).

Council revised its Hardship Policy in response to the crisis on 23 June 2020. This is expected to result in an increase in the deferment of rates, fees, charges and rentals. Council has a net \$16,000 reduction in rate interest from the deferment of interest to date. The financial impact of the deferral of rates revenue has contributed to the rates debtor balance as at 30 June 2020 to increase by \$1.734 million compared to last year.

Discussion

The operational surplus for 2019-20 is \$23.329 million compared to the operational surplus within the original budget of \$25.051 million.

The Statement of Cash Flows indicates that Council's cash and cash equivalents were \$5.471 million at 30 June 2020. There are also investments of \$69 million, which are included within other financial assets in the balance sheet. The cash and investment balance was \$74.471 million as at 30 June 2020 compared to an original budget of \$66.409 million and forecast of \$67.186 million determined at the March forecast review. The increased level of cash at year end when compared to the budget (\$8.062 million) is largely a result of the significant increase to year end trade and other payables (\$8.614 million).

Council has decreased its cash reserves in 2019-20, mainly to fund its significant increase to the Capital Works Program. These reserves expected to decline significantly over the next

few years as a result of COVID-19 and Council's robust Capital Work Programs focusing on asset renewal.

The performance statement includes the working capital ratio (current assets divided by current liabilities), which indicates the amount that Council's short term assets exceed its short term obligations and thus Council's ability to fund its short term operations. This ratio was 209 per cent at 30 June 2020 compared to the original budget of 245 per cent and the forecast of 241 per cent determined at the March review. A current ratio over 100 per cent generally indicates a manageable short term financial position.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Council Plan 2017-21

Goal 4: A Council of excellence

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

The Annual Financial Report is directly aligned to Council's Annual Budget, Long Term Financial Plan, Strategic Resource Plan and Capital Works Program.

Policies and Related Council Documents

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

The Interim Financial Report for the year ended 30 June 2020 is also being considered at tonight's Council meeting.

Legal/Statutory Obligations and Risk

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

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

Financial and Resource Implications

The operational surplus for 2019-20 is \$23.329 million compared to the original operational budget of \$25.051 million. Explanations for the reduced surplus of \$1.722 million are included within Note 1 of the Financial Report.

The comprehensive result of \$23.893 million includes revaluation adjustments of \$564,000 to Council's assets. This includes land, buildings, heritage buildings, bridges, roads and off-street carparks.

Operational income decreased by \$64,000 compared to the budget. There were significant decreases in user fees (\$1.381 million) and statutory fees (\$426,000) largely as a result of Council's Community Support Packages, which provides financial assistance to local businesses impacted by the coronavirus (COVID-19) pandemic. There has also been a significant reduction in monetary contributions (\$696,000), which have been impacted by a downturn in development across the municipality as a result of COVID-19.

Operational expenditure increased by \$1.658 million compared to budget. The main increase relates to the net loss on disposal of property, infrastructure, plant and equipment due to a change in the accounting treatment of the disposal of a number of asset classes (\$1.98 million). Materials and services increased by \$1.18 million but this included additional waste management costs, particularly in relation to Recycling 2.0 (\$1.887 million) and a transfer of costs from the Capital Works Program (\$1.07 million). Net savings have been achieved thereafter.

Employee costs have decreased by \$2.722 million compared to budget, although the savings are reduced after considering the project management costs transferred to the Capital Works Program (\$1.789 million).

Capital expenditure in 2019-20 of \$63.431 million is highlighted in the statement of capital works, whilst variations against budget are explained in Note 1. Capital expenditure in the audited statements differs from the \$64.809 million stated within the Interim Financial Report (quarterly financial report format). The difference is due to the statement of capital works excluding operational projects (\$1.435 million), whilst it includes items capitalised from the operational budget (\$57,000).

Consultation and Communication

The Draft Annual Financial Report for the year ending 30 June 2020, including the Performance Statement was presented to the Audit and Risk Committee on 3 September 2020.

The Audit and Risk Committee:

- received and noted the VAGO Closing Report, including the Management letter template for the year ended 30 June 2020
- received and noted the Annual Financial Report for the year ended 30 June 2020, including the Performance Statement
- recorded its appreciation to all the staff involved in preparation of the Financial Report for the year ended 30 June 2020, including the Performance Statement, particularly recognising the difficult circumstances caused by the COVID 19 pandemic

The Audit and Risk Committee recommended Council to:

- record its approval "in principle" of the Annual Financial Report, including the Performance Statement for the year ended 30 June 2020 and nominate the Mayor and a Councillor to certify the report in its final form
- authorise the Financial Accountant to:
 - a. implement any non-material changes to the statements as recommended by the Auditor-General
 - b. make any material changes after they are provided and discussed with the Chair of the Audit and Risk Committee

Materiality is defined as a net movement greater than 10 per cent in any element in the statements.

The Annual Financial Report for the year ended 30 June 2020 will be included as part of Council's Annual Report 2019-20. The Annual Report 2019-20 will be made available for public inspection after it is submitted to the Minister for Local Government.

Declaration of Conflict of Interest

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

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

9.2.2 Interim Financial Report - Year Ended 30 June 2020

Directorate:	Corporate Services
Responsible Officer:	Chief Financial Officer
Reviewer:	{custom-field-reviewer-do-not-remove}
Councillor Portfolio:	Not Applicable
Attachments:	<ol style="list-style-type: none">1. Quarterly Financial Report - June 2020 [9.2.2.1 - 13 pages]2. Capital Works Program 2019-20 [9.2.2.2 - 3 pages]

Purpose

To present Council with the interim financial results for the year ended 30 June 2020.

Recommendation

That Council notes the interim financial report for the year ended 30 June 2020.

Summary

The financial report for the year ended 30 June 2020 (Attachment 1) and a detailed report on the Capital Works Program (Attachment 2) are attached.

The financial results are yet to be finalised and are subject to the end-of-year audit currently being conducted. Council's Audit Committee, at its meeting held on 3 September 2020, received and noted the financial report for the year ended 30 June 2020, in conjunction with the audited Draft Annual Financial Report.

The interim operational surplus for 2019-20 is \$23.329 million compared to the original operational budget of \$25.051 million, although this does not include Council's significant investment in capital expenditure of \$64.809 million in 2019-20.

Operational income decreased by \$64,000 compared to the budget.

There were significant decreases in user fees (\$1.381 million) and statutory fees (\$426,000) largely as a result of Council's Community Support Packages, which provides financial assistance to local businesses impacted by the coronavirus (COVID-19) pandemic. There has also been a significant reduction in monetary contributions (\$696,000), which have been impacted by a downturn in development across the municipality as a result of COVID-19.

Operational expenditure increased by \$1.658 million compared to budget largely due to the net loss on disposal of property, infrastructure, plant and equipment (\$1.98 million) due to a change in the accounting treatment of the disposal of a number of asset classes.

Materials and services increased by \$1.18 million but this included additional waste management costs, particularly in relation to Recycling 2.0 (\$1.887 million) and a transfer of costs from the Capital Works Program (\$1.07 million). Net savings have been achieved thereafter.

Employee costs have decreased by \$2.722 million compared to budget, although the savings are reduced after considering the project management costs transferred to the Capital Works Program (\$1.789 million).

The result of the Capital Works Program compared to budget is a deficit of \$1.912 million after carryovers are considered. When the additional capital expenditure forecast in relation to Recycling 2.0 is removed as it is funded out of the waste reserve (\$2.514 million), a revised surplus of \$602,000 is calculated.

A balanced Available Funding Result continues to be calculated, although \$4.14 million less net funding is required (compared to the original budget) from the infrastructure reserve.

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 interim financial result is slightly worse when compared to budget as it has been heavily impacted by COVID-19 and additional operational and capital waste management costs. While the results still indicate a strong operational surplus, it should be noted that surpluses are required to fund Council's significant investment in capital expenditure and are expected to decline in future years of Council's Long Term Financial Plan (LTFP).

When compared to previous financial plans, current and projected income has been dramatically reduced as a result of rate capping and predicted income funding streams such as contributions, operating grants, user charges and fees. Council needs to address these issues, which in turn impact upon Council's ability to maintain critical community assets.

Council will continue to monitor the impact of the financial results in relation to Council's overall financial viability. Current long term financial planning includes forecasts of rating levels increasing in line with the 2 per cent rate cap for 2020-21. The LTFP has been updated and indicates that Council remains in a reasonable financial position and is financially sustainable in the short to medium term.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Council Plan 2017-21

Goal 4: A Council of excellence

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

Other Council strategies

The interim financial report is also directly aligned to Council's Annual Budget, LTFP, Strategic Resource Plan and Capital Works Program.

Policies and Related Council Documents

Council considers Quarterly Financial Reports at the end of the September, December (mid-year budget review), March and June (year-end) financial periods. The interim financial

report for the year ended 30 June 2020 is the fourth report considered as part of the 2019-20 financial year.

Legal/Statutory Obligations and Risk

It is good financial practice and a requirement of the *Local Government Act* 1989 (the Act) that Council is presented with regular reports on its financial performance and position throughout the year.

Section 138 of the Act requires that a set of financial statements be presented to an open Council meeting on a quarterly basis.

Financial and Resource Implications

The operational budget surplus for 2019-20 of \$25.051 million has decreased to an interim surplus of \$23.329 million. The decreased surplus of \$1.722 million is mainly a result of increased operational expenditure of \$1.658 million. It should be noted that the operational surplus does not include Council's significant investment in capital expenditure of \$64.809 million in 2019-20.

Whilst operational income only decreased by \$64,000 compared to budget, it was significantly impacted by COVID-19 and resultant decreases in user fees (\$1.381 million) and statutory fees (\$426,000) linked to Council's Community Support Packages. Monetary contributions also reduced (\$696,000) as a result of a downturn in development across the municipality.

Operational grants (\$484,000) and capital grants (\$1.424 million) both increased but are generally offset against additional operational or capital expenditure.

Employee costs decreased by \$2.722 million compared to budget. Savings relate to project management costs transferred and absorbed into the Capital Works Program (\$1.789 million), short term vacancies, a temporary hold on positions as a result of COVID-19 and reduced hours (\$1.852 million) and organisational restructure savings (\$687,000).

Materials and services increased by \$1.18 million but this included additional waste management costs, particularly in relation to Recycling 2.0 (\$1.887 million) and a transfer of costs from the Capital Works Program (\$1.07 million). Net savings have been achieved thereafter.

A balanced result is reflected in the Available Funding Statement, which is 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. It should be noted that \$4.14 million less funding (compared to the budget) was required from the infrastructure reserve to fund capital works, but additional funding of \$4.149 million was required from the waste reserve to fund additional capital and operational expenditure in relation to waste services.

The Summary Cash Flow Statement indicates that Council's cash and investment balance was \$74.471 million as at 30 June 2020 compared to an original budget of \$66.409 million and forecast of \$67.186 million determined at the March forecast review. The increased level of cash at year end when compared to the budget (\$8.062 million) is largely a result of the significant increase to year end trade and other payables (\$8.614 million).

Previously Council's cash reserves have been increased to cover future loan principal repayments and waste requirements (both of which are held in reserve) as well as growing future creditor and employee leave commitments. Operational and capital works savings were transferred to an infrastructure reserve to fund future capital works. Council has decreased its cash reserves in 2019-20, mainly to fund its significant increase to the Capital Works Program.

The working capital 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 209 per cent at 30 June 2020 compared to the original budget of 245 per cent and the forecast of 241 per cent determined at the March review. A current ratio over 100 per cent generally indicates a manageable short term financial position.

Capital Works Result

The result of the Capital Works Program compared to budget is a deficit of \$1.912 million after carryovers are taken into account. When the additional capital expenditure forecast in relation to Recycling 2.0 is removed as it is funded out of the waste reserve, a revised surplus of \$602,000 is calculated.

The Capital Works Program figures below are slightly different to those outlined in the Draft Annual Financial Report 2019-20 because they include some operational projects that do not add to the Council's asset base, while items capitalised from operational accounts are excluded. Both of these are reclassified within the audited Draft Annual Financial Report 2019-20.

Capital Works Expenditure for the year ended 30 June 2020 was \$64.809 million compared to the annual budget of \$60.135 million and forecast of \$64.572 million determined at the March review. The increased expenditure of \$4.674 million compared to the budget is attributable to:

- expenditure carryover adjustments from the prior year's program (\$4.231 million)
- the net deficit to capital expenditure (\$1.912 million)
- the increase in funded capital expenditure (\$769,000)
- less carryovers to next year's program (\$2.238 million)

Capital Income for the year ended 30 June 2020 was \$7.513 million. The increased income of \$1.51 million compared to budget is attributable to:

- income that was forecast to be received in 2018-19, that was received in 2019-20 (\$1.359 million)
- additional unbudgeted income that has been received to fund the Capital Works Program (\$769,000)
- less income now expected to be received next year (\$618,000)

Consultation and Communication

Council's Audit Committee, at its meeting held on 3 September 2020, received and noted the financial report for the year ended 30 June 2020, in conjunction with the audited Draft Annual Financial Report 2019-20.

Declaration of Conflict of Interest

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

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

9.3 Infrastructure and City Services

9.3.1 Adoption of the Hobsons Bay Urban Forest Strategy

Directorate:	Infrastructure and City Services
Responsible Officer:	Coordinator Trees and Williamstown Botanic Gardens
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Environmental Sustainability – Cr Jonathon Marsden and Cr Sandra Wilson
Attachments:	<ol style="list-style-type: none">1. Urban Forest Strategy 2020 [9.3.1.1 - 22 pages]2. Urban Forest Strategy 2020 - Action Plan [9.3.1.2 - 12 pages]

Purpose

To seek Council's endorsement of the Hobsons Bay Urban Forest Strategy 2020 and the Hobsons Bay Urban Forest Strategy Action Plan.

Recommendation

That Council adopts the Hobsons Bay Urban Forest Strategy 2020 and the Hobsons Bay Urban Forest Strategy 2020 Action Plan.

Summary

The Hobsons Bay Urban Forest Strategy has been developed to provide Council with the long-term framework to deliver sustainable improvements to Hobsons Bay's tree population in a changing urban environment.

The Draft Hobsons Bay Urban Forest Strategy was endorsed at the Ordinary Council Meeting on 9 June 2020 and was placed on public exhibition for six weeks from 11 June 2020 to 28 July 2020.

All the comments received during the consultation period have been analysed and addressed with some changes made to the final Urban Forest Strategy that is presented for adoption.

Background

Council is responsible for the management of over 76,000 street and park trees with a current canopy cover of about 7.5 per cent. In-depth data analysis has determined an ambitious but achievable canopy cover target of 30 per cent that will deliver ongoing benefits to the community.

Community feedback and customer service data was used to assist in shaping and developing the draft strategy. The use of customer service heatmaps showed which trees cause issues for the community and tend to receive frequent inspection requests. Internal stakeholders highlighted constraints, challenges and opportunity in managing and establishing trees within the municipality, which has also helped shape the strategy.

The community consultation demonstrated that the community generally values trees and supports the strategy and its implementation plan. Some minor changes were made to the strategy as a result of the consultation.

Discussion

In July 2020, a petition was submitted requesting Council develop an Urban Forest Strategy specific for Brooklyn. Prior to developing the Strategy, Council undertook analysis on the opportunities and challenges different land areas in Hobsons Bay have with regards to improving its tree canopy coverage.

The analysis highlighted the vacant space that is currently available on council land for tree planting in Brooklyn. Getting trees established in these lands will prove to be a key to creating a green and healthy Brooklyn for the community. It is recognised that Brooklyn has some significant challenges, therefore Brooklyn has been identified as a high priority for the delivery of the Urban Forest Strategy.

A survey was posted on Council's Participate Hobsons Bay website and shared through other media platforms. The community was asked to provide feedback on the guiding principles, the four key objectives and priority locations outlined in the strategy.

The objective of the community consultation was to demonstrate that Council is proposing to increase the tree canopy across the municipality on land managed by Council and will encourage commercial and private landowners to plant trees and contribute to the solution. The community was encouraged to read the strategy, understand the intent and provide feedback.

Several different platforms were used throughout this consultation to inform the community of the objectives of the Urban Forest Strategy and the value of trees in urban areas. The strategy was also promoted in the Herald Sun, Star Weekly and Hobsons Bay community newsletter.

Prior to the increase in COVID-19 restrictions Council held one open consultation session at the Spotswood Slow Food Market on the 27 June 2020. Other face-to-face consultations were cancelled due to the increased restrictions.

The Hobsons Bay Facebook page was used extensively for promoting. The promotional video featuring Mayor Cr Colleen Gates and the tree planting team obtained over 30,000 views on Facebook and received further exposure on YouTube.

Two successful Facebook Live Q & A sessions were held. The first session held on 2 July 2020 reached over 7309 people, generated over 50 questions and had a total of 210 comments. The second session held on 23 July 2020 reached 11,300 people with over 50 questions answered.

As a result of these promotional avenues the Participate survey achieved the following statistics:

- 1149 views
- 901 visits
- 554 visitors
- 153 contributions

The results show significant support for the guiding principles, objectives and priority locations outlined in the Strategy. Over 90 per cent of participants either agreed or strongly agreed with each category.

The feedback shows that a greater emphasis was needed on three of the strategy's key themes, so some changes have been made to further recognise these areas. These are identified below:

More trees to support local bird life

Highlighted as a guiding principle under "Supports healthy ecosystems and improves biodiversity", recognised in Objective 1.

Protection and establishment of trees on development sites

Currently supported in many action items that are placed in Objective 1, 2, and 3. Council further supports with a review of action 2.1 giving more responsibility to a new inspecting arborist to closely review planning applications and check landscape plans are being delivered.

Management of trees on private land

Several action items in Objective 4 will offer easily understood fact sheets and information on the value of trees in the urban environment. Information will be provided on how to best manage mature trees on their property and a Council arborist can be contacted to provide advice and guidance.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Priority 5: Activate sustainable practices

Council Plan 2017-21

Goal 1: An inclusive and healthy community

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

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

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

Objective 3.3: Protect and enhance our coastal environment, biodiversity and natural areas in partnership with major stakeholders and the community.

Objective 3.5: Work with the community, businesses and all levels of government to actively and innovatively address climate change and promote sustainable living.

Goal 4: A Council of excellence

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

Biodiversity Strategy 2017-22

Objective 1: Capacity building and collaboration to deliver effective biodiversity management

1.3: Continue to, and where needed, strengthen collaborate with other agencies to protect and preserve biodiversity

1.4: Collaborate with industry and private land managers to build their capacity to protect and preserve native vegetation held on private land

Objective 3: Actively enhance the connectivity of conservation areas

3.1: Identify areas of priority for increasing connectivity and biolinks both within the municipality and across the region. This will include [identifying] where restoration works should be prioritised to increase connectivity.

3.2: Link biodiversity corridors with conservation reserves, creeks and open spaces across the municipality through revegetation and landscaping techniques.

3.3: As part of a broader project to identify and protect significant trees – map trees with significant conservation values such as those containing hollows for fauna (improve asset management for species potentially containing native fauna)

Open Space Strategy 2018-28

Section 4.2 Recommendations

Distribution, Access and Connectivity

3: Review Council's new and replacement street tree planting program to align with priority walking routes.

Environment

6: Support the implementation actions of the Biodiversity Strategy as they relate to the management and protection of significant open space conservation areas.

7: Incorporate Council's Storm Water Management with the development of Open Space Planning and Design guidelines to ensure opportunities for Water Sensitive Urban Design are captured.

9: Develop a Street Landscape Strategy (Urban Forest Strategy) to guide the planning, management and protection of trees and other green infrastructure and identify strategies for urban cooling.

Policies and Related Council Documents

The Hobsons Bay Urban Forest Strategy Blueprint was presented at the 16 July 2019 Councillor Briefing Session.

At the Ordinary Council Meeting on 9 June 2020 Council resolved to endorse the Draft Urban Forest Strategy for public exhibition for a period of six weeks and to receive a further report to adopt the Urban Forest Strategy following the public exhibition period.

Legal/Statutory Obligations and Risk

The Hobsons Bay Urban Forest Strategy aligns with the following legislation:

- *Electrical Safety Act 1998*
- *Road Safety Act 1986*
- *Occupational Health and Safety Act 2004*
- *Environment Protection Act 1970*
- *Planning and Environment Act 1987*
- Electricity Safety (Electric Line Clearance) Regulations 2015

Financial and Resource Implications

A fully costed action plan has been developed to accompany the Hobsons Bay Urban Forest Strategy. This will enable works to be undertaken to achieve the aims of the strategy. Funds will be in both capital and operational budgets.

The required expenditure to implement the Urban Forest Strategy Action Plan is about \$19.5 million over the next 10 years as outlined in the plan.

This is an increase in the forecast expenditure identified in the Long-Term Financial Plan.

Environmental, Social and Economic Impacts

Environmental

Climate change has the potential to severely impact the health of trees within the Hobsons Bay community. A greater level of canopy cover and tree diversity will absorb more carbon dioxide from the atmosphere, reduce the absorption of heat into hard surfaces and reduce the impacts of pollution and dust. In addition, increasing the canopy cover will provide a vital food source for wildlife.

Social

Increased canopy provides a greener and shaded urban environment that encourages physical activity and improves the health of the Hobsons Bay community.

Economic

There are several economic benefits that appropriate tree planting can provide for the community that are only now being understood and measured.

Trees reduce the heat island effect and can therefore reduce the running costs of homes and businesses.

Consultation and Communication

In development of the Hobsons Bay Urban Forest Strategy over 8,000 customer service requests were analysed and the findings have assisted in formulating the overall objectives and actions of the draft strategy.

The consultation process from the Cool Streets initiative provided a good insight into the concerns that residents have with street trees and the information they require to accept trees in the urban environment.

Consultation on the draft strategy ran for six weeks from 11 June 2020 to 28 July 2020 and was conducted in accordance with the current COVID-19 restrictions. A survey was posted on Participate and shared through many different media platforms. The community was asked to provide feedback on the guiding principles, the four key objectives and priority locations outlined in the strategy.

Due to COVID-19 restrictions, some in-person consultation events could not proceed. However, with the enhanced social media presence, two Facebook Live events and information available on Council's website an overwhelming response from the community in favour of the Urban Forest Strategy was received.

Declaration of Conflict of Interest

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

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

9.3.2 Endorsement of the Place Guide for Better Places Laverton

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Active Communities and Assets
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Not Applicable
Attachments:	1. Better Places Laverton - Place Guide (September 2020) [9.3.2.1 - 76 pages]

Purpose

To seek Council's endorsement of the Place Guide for Better Places Laverton (Attachment 1).

Recommendation

That Council:

1. Acknowledges the Better Places model established to deliver this project.
2. Adopts the Place Guide for Better Places Laverton.
3. Supports the immediate commencement of the Better Places model in Spotswood/South Kingsville.

Summary

Laverton is the first suburb to experience the Better Places model. The aim for this model is to develop a shared vision with and for Laverton that captures the imagination and diversity of the people who live in the community. The Place Guide for Better Places Laverton (the Place Guide) has been developed to guide future investment into Laverton and provide opportunities for the community to become more actively involved in the project delivery process.

The Place Guide provides a summary of the key elements and qualities of Laverton. It describes the consultation process undertaken throughout the project, how the vision, key themes and principles have been developed, and summarises 12 place projects that have been identified to bring the vision for Laverton to life. Some of these projects are ready-made deliverables that can be implemented quickly, and some are initial ideas and opportunities that will evolve as part of ongoing design and community input.

The Better Places Program is a key initiative as part of the 2019-20 Mayoral Program.

Background

The Better Places model is focused on a design-led and place-based approach to projects. It helps provide a clear vision and understanding of the elements required to make better places, and therefore provides better outcomes for the community. It is ultimately about moving to a more collaborative and multi-disciplinary approach that moves 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 suburb. It focuses on innovation with the aim to deliver better outcomes for the community.

Better Places Laverton is the pilot project for this new approach to planning projects and working with the community. This approach provides the community greater ownership of their neighbourhoods by encouraging them to be actively involved in steering the direction their suburb is heading.

Laverton is a contained and predominantly residential suburb with two railway stations (Aircraft and Laverton). The built environment of Laverton is testament to an historical lack of a cohesive planning approach. It poses significant barriers to the safe and easy movement and connectedness of local people, with the Princes Freeway separating Laverton from the rest of the municipality, an off-ramp flowing directly into the shopping centre, and only one pedestrian bridge and road over the railway linking north and south.

Discussion

The Better Places Laverton project was initially promoted at the Laverton Festival on 23 February 2020. The community was asked to share their views around what they love most about Laverton, what they would like to see change, and any big ideas they might have to improve the area into the future. Feedback was also sourced via a survey that was mailed out to residents and hosted on Participate Hobsons Bay. Over 1500 responses were received.

From the feedback received, the community views were shaped into a shared vision for Laverton which was supported by the below key themes:

- Cleaner and Greener
- A More Vibrant Place
- A More Connected Community
- Celebrate Our Character

These themes describe what the Laverton community value most, as well as the elements that they want to see protected and improved into the future. For each of the key themes, potential projects and initiatives were identified within the community.

The shared vision for Laverton, the four key themes and potential projects and initiatives were collated into a Draft Vision Summary document that was placed on public exhibition from 22 July 2020 to 14 August 2020.

The feedback on the Draft Vision Summary was reviewed and incorporated into the Place Guide for adoption. The Place Guide provides a concise summary of the community consultation that has been completed throughout the delivery of the project. It identifies the clear vision for the Laverton community and provides more detail on the 12 place projects that have been identified to deliver the shared vision.

Some projects will be fast tracked and delivered quickly in response to the community feedback already received. These include Place Project 1: Looking Good Laverton and Place Project 3: Love Laverton Parks where the greening of small parks will commence by the end of September. The remainder of the projects within the Place Guide have enough project detail to understand their intent, however, there will be ongoing conversations with the community to seek their input and feedback before project delivery occurs.

The Better Places model has been an effective and comprehensive process to establish a shared vision for Laverton. In consultation with the local community, it has also effectively identified ideas and projects to turn the shared vision into the road map for real improvements into the future. The Better Places model was a pilot project for Laverton and due to its success, will be now applied to Spotswood/South Kingsville. The planning process for this project has commenced with a launch planned to occur in late September 2020. Engagement with key stakeholders and the community will then follow in November and December 2020.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

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

Priority 6: An accessible and connected community

Council Plan 2017-21

Goal 1: An inclusive and healthy community

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

Goal 2: A great place

Objective 2.2: Celebrate and promote the diversity of our community.

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

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

Other Council strategies

The Place Guide has taken into consideration the following documents:

- Council's Laverton Community Action Plan 2006-2015
- The "Laverton Together" Urban Design Framework 2006
- Activity Centres Strategy 2019
- Hobsons Bay Open Space Strategy 2018

Policies and Related Council Documents

There have been no previous reports presented to Council in relation to the Place Guide.

Legal/Statutory Obligations and Risk

During consultation with the Laverton community, public safety issues were raised that have been responded to with Place Project 6: Safer Places Project. The project undertakes works to improve general safety and accessibility around key movement corridors, community spaces, transport nodes and village centres. Initiatives include new and upgraded public lighting, pathway widenings and streetscape improvements of key spaces to make them feel safer and more accessible for residents at different times of the day.

The Place Guide has also included a review of condition audit data for public infrastructure assets throughout Laverton.

Financial and Resource Implications

The 12 place projects listed within the Place Guide provide a project description, principles and inspirational examples to establish a clear direction for each project. An action plan is included within the Place Guide that outlines the planning, design and implementation timeframes for each of the projects.

In some instances, the projects listed can be implemented quickly, these include Place Project 1: Looking Good Laverton which includes a fast-tracked and coordinated clean-up of public assets, and the greening of small parks included within Place Project 3: Love Laverton Parks.

In Council's 2020-21 Capital Works Program, \$270,000 has been allocated to assist with the implementation of fast-tracked projects and the design of future projects identified within the Place Guide.

Environmental, Social and Economic Impacts

The Place Guide acknowledges environmental, social and economic values and opportunities with Laverton. The proposed projects 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.

Consultation and Communication

Following the initial promotion of Better Places Laverton, the following engagement activities were undertaken:

In April 2020, the community was asked to share their views around what they love most about Laverton, what they would like to see changes, and any big ideas they might have to improve the area into the future. Over 1500 items of feedback were received through Council's Participate Hobsons Bay website, social media and a mail-out questionnaire.

Face-to-face consultation was restricted due to social distancing regulations related to the COVID-19 pandemic. The Laverton community were given the opportunity to provide comments on the Draft Vision Summary through Participate Hobsons Bay or by completing hard copy surveys that were mailed out. The Draft Vision Summary was open for consultation from 22 July to 14 August 2020. A summary of the results is noted below:

- 84 per cent agreed that the Draft Vision of the Place Guide is consistent with how they would like to see Laverton developed into the future
- 86 per cent said that making Laverton “Cleaner and Greener” was important to them
- 84 per cent said that Laverton becoming “A More Vibrant Place” is an important priority
- 84 per cent said that Laverton becoming “A More Connected Community” was important
- 68 per cent said that “Celebrating Our Character” was an important priority.

Respondents were also asked to rank the themes in order of importance. The themes ranked as highest priority were:

- Cleaner and Greener 63 per cent
- A More Vibrant Place 23 per cent
- A More Connected Community 18 per cent
- Celebrate Our Character 6 per cent

Overall, the feedback for the Place Guide has been positive, with an overwhelming number of residents prioritising the Cleaner and Greener theme.

The feedback from the community has been used to develop the Place Guide and potential projects for Laverton in line with community expectations.

Declaration of Conflict of Interest

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

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

9.3.3 Endorsement of the Bruce Comben Reserve Master Plan

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Active Communities and Assets
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Active and Inclusive Communities – Cr Michael Grech and Cr Peter Hemphill
Attachments:	<ol style="list-style-type: none">1. Bruce Comben Reserve Master Plan - Final Report [9.3.3.1 - 27 pages]2. Bruce Comben Reserve Master Plan [9.3.3.2 - 1 page]

Purpose

To seek Council's endorsement of the Bruce Comben Reserve Master Plan.

Recommendation

That Council:

1. **Adopts the Bruce Comben Reserve Master Plan.**
2. **Writes to all submitters to thank them for their contribution.**
3. **Writes to all members of the Bruce Comben Reserve Master Plan Stakeholder Reference Group to thank them for their contribution.**

Summary

At the Ordinary Council Meeting on 14 July 2020, Council resolved to place the Draft Bruce Comben Reserve Master Plan (the draft master plan) on public exhibition between 15 July 2020 and 15 August 2020. The public exhibition period was promoted to the local community and all stakeholders who had previously engaged with the process. There was a total of 1326 visits to the draft master plan page on the Participate Hobsons Bay website. In total, 246 items of feedback were received during the public exhibition period. A summary of the feedback is included with the Master Plan Report (Attachment 1).

All feedback has been reviewed and where supported, changes have been included in the updated master plan (Attachment 2).

The two key changes to the Master Plan are to:

- switch the junior and senior playing fields to reduce the encroachment of sports facilities south towards Skeleton Creek waterway parkland
- relocate the play space into the southern section of the reserve to create a community open space with a dog off-leash area and other social/family recreation opportunities

The Master Plan Report describes the process undertaken to prepare the master plan, including background information about the reserve, outcomes from research undertaken, the key findings from consultation carried out, analysis of key issues and a description of the proposed improvement projects at the reserve.

The development of master plan was guided by a stakeholder reference group that met on four occasions throughout the development of the plan. The stakeholder reference group provided positive feedback on the final plan being considered by Council for adoption.

Background

Bruce Comben Reserve is located off Central Avenue in Altona Meadows. The reserve is bordered by Central Avenue to the north; Skehan Boulevard, Macneil Drive and Henry Drive to the east; Ascot Street South to the west; and Skeleton Creek Linear Parkland along the south-western boundary.

The northern half of the reserve features active recreation elements including three playing fields, cricket nets, a sports pavilion and four tennis courts (two of which are used for Sepak Takraw). There are three tenant clubs based at the reserve that cater for about 1,000 participants. Cooraminta Children's Centre is located at the north-eastern corner of the reserve and has up to 180 children a week accessing services run from the facility. The passive elements of the reserve include an extensive path network, a playground and a large, grassed open area to the south.

In 2011 a master plan for Bruce Comben Reserve was developed and endorsed by Council. Following the adoption of the master plan, a number of reserve improvements were completed, including vehicle access and car parking, oval irrigation and floodlighting, cricket net upgrades, pavilion extension, a new playground, fencing upgrades and the installation of a reserve circuit path. The 2011 master plan did identify the development of a sports field south of the central sports pavilion which had yet to be completed.

At the Ordinary Council Meeting on 9 July 2019, Council adopted the Hobsons Bay Aquatic Strategy, which recommended the development of a new aquatic facility at the reserve to service the west of the municipality. To plan for the location of this facility and the impact on other elements of the reserve, an update to the Bruce Comben Reserve Master Plan is required.

Discussion

The draft master plan was placed on public exhibition for four weeks between 15 July 2020 to 15 August 2020. Throughout the public exhibition period, 246 items of feedback were received which included 101 responses to an online survey, 112 responses in an online forum and 33 email submissions. There was a positive response received for the development of a new aquatic facility onsite, the provision of a play space with social/family recreation areas, and improved landscaping and tree planting throughout the reserve.

Within the online survey, respondents were asked to identify the top two issues that would impact them with the implementation of the master plan. Of the 101 responses received to this question, the highest-ranked issue was traffic congestion in local streets, followed by car parking impacts on local streets and the impacts of an aquatic facility on nearby residents (amenity).

The key themes raised within the survey, online forum and from emails have been reviewed and are summarised below:

Theme 1: Traffic congestion in local streets

In response to neighbourhood traffic concerns, Council has recently prepared the Hobsons Bay Local Area Movement Plan Western Package (Western LAMP) which includes Altona Meadows and the area surrounding Bruce Comben Reserve.

The Western LAMP provides a number of improvements and advocacy priorities to relieve congestion, improve accessibility and provide safe access for the community whether they are walking, cycling, driving or accessing public transport.

Council's advocacy to VicRoads for the duplication of Central Avenue and improvements to the Point Cook Road and Princess Freeway interchange, remains a key advocacy priority to relieve congestion in this area.

Traffic Impact Assessments will continue within the precinct to identify the best traffic treatments that minimise impacts within local streets in response to the proposed development onsite.

Theme 2: Car parking impacts on local streets and impacts of aquatic facility on nearby residents (amenity)

There is support for an aquatic facility that can deliver a community hub and heart for Altona Meadows. However, the location and design of the centre and car parking must consider the impacts on residents. Concerns raised were the impact of increased traffic, noise, lighting and built form on sight lines to the open park areas.

The impacts on residents will be considered as an overarching design principle for the aquatic centre when preparing concept plans.

The car parking has increased within the reserve to cater for users at the site. Car parking numbers have been informed by planning scheme provisions, event participation numbers at key times and benchmarking across other similar aquatic, sport and recreation precincts. The previously mentioned Local Area Movement Plan will also assist in improved pedestrian links to reduce the need to drive to the reserve.

Theme 3: Overdevelopment and encroachment of sports facilities south into the reserve towards Skeleton Creek waterway parkland

Feedback provided throughout the public exhibition period raised concerns about overdevelopment at the reserve and the need for more open space near the Skeleton Creek parkland. To address this, the junior and senior playing fields have been exchanged to reduce the footprint of sports facilities in the south of the reserve. There is no change in the overall provision of sports facilities at the site by exchanging the positions of the playing fields.

A large area in the southern section of the reserve will be a community recreation space that will include a playground and multipurpose hardcourt area (for tennis, Sepak Takraw and basketball), a dog off-leash area, open parkland area, landscape improvements including shade trees and vegetation, pathways, seating and access to public amenities. A separate design process will occur in consultation with the local community to develop a concept plan to inform works in this area.

A Stakeholder Reference Group (SRG) was established to help guide the development of the master plan. The group of nine included four local residents, a member from each of the

three tenant sport clubs, a representative from Cooraminta Children's Centre and the Mayor, Cr Colleen Gates. The group met four times during the development of the master plan with the last meeting occurring on 24 August to review community feedback and an updated plan. The SRG provided positive feedback and was supportive of the updated master plan.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

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

Council Plan 2017-21

Goal 2: A great place

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

Goal 1: An inclusive and healthy community

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

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

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

Hobsons Bay Aquatic Strategy

The Hobsons Bay Aquatic Strategy recommends the development of a new aquatic facility at Bruce Comben Reserve. The Bruce Comben Reserve Master Plan identifies a location for this facility to be constructed in the future.

Policies and Related Council Documents

Several Council plans and policies have been considered in the development of the Bruce Comben Reserve Master Plan, including the Aquatic Strategy, Sports Facility Needs Analysis, Open Space Strategy and Hobsons Bay 2030 Community Vision.

Legal/Statutory Obligations and Risk

Bruce Comben Reserve is located within the Public Park and Recreation Zone (PPRZ). A small area within the reserve adjacent to Skeleton Creek is zoned as a Public Use Zone 1

(PUZ1). The Land Subject to Inundation Overlay (LSIO) applies along Skeleton Creek and affects part of the land in the PUZ1 and a very small part in the PPRZ. A section at the front of the reserve facing Central Avenue is in the Road Zone 1 (RDZ1) about 15m back from the northern boundary, which is likely to be used for future road widening in the event the road is duplicated.

Financial and Resource Implications

The cost estimate for the implementation of the master plan is \$8,440,000 which excludes the cost to build the aquatic facility and its associated car park. Costs include design development, sportsground and floodlighting development, sports pavilion works, new playground, cricket nets, dog off-leash area and car park extensions. Funding has been allocated in Council's Draft 2020-21 Capital Works Program to commence master plan implementation works. The remaining works are proposed to be completed over five years.

Environmental, Social and Economic Impacts

A detailed soil analysis has been completed during the preparation of the draft master plan. The soil analysis reviewed a number of separate soil investigation reports previously completed and then completed an additional 100 soil samples to ensure a detailed coverage of the reserve was achieved.

Some soil sample results exceed adopted ecological assessment criteria levels; however, the reported exceedance does not exceed ecological or human health investigation levels. The soil condition does not preclude the development of any facilities at the site, but a soil management plan will be utilised to guide future works associated with the implementation of the master plan and the new aquatic facility.

Specific environmental sustainability initiatives will be included with the implementation of the master plan, such as the collection, treatment and reuse of stormwater, increased vegetation and areas for habitat protection and adherence to ecologically sustainable development principles.

Consultation and Communication

The draft master plan was placed on public exhibition for four weeks from 15 July 2020 to 15 August 2020. In total, over 12,500 houses in Altona Meadows, Seabrook and the area south of the railway line in Laverton were delivered flyers directing people to provide their feedback on the Participate Hobsons Bay website. Copies of the flyer were emailed to the Stakeholder Reference Group for them to distribute to their networks. Variable message signs were placed at the front of the Bruce Comben Reserve and Central Square advertising the public exhibition period and Council publicised Participate links on social media.

In total, there were 1,326 visits to Participate by 851 visitors. There were 213 separate contributions received with 112 items received on the additional feedback tool, and 101 completed surveys. In addition, 33 email submissions were received. All feedback has been reviewed and considered with the update to the master plan.

To help inform the development of the master plan, a Stakeholder Reference Group (SRG) was established with one representative from the Altona Roosters Rugby League Club, Seabrook Cricket Club, Westside Touch Association, Cooraminta Children's Centre, and four community representatives that were selected through a public expression of interest process. Council officers and the Mayor Cr Colleen Gates were also included in the SRG.

SRG meetings to inform the development of the master plan were held on 16 December 2019, 11 May, 15 June and the final meeting occurred on Monday 24 August 2020.

Declaration of Conflict of Interest

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

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

9.3.4 Contract 2020.22 HD Graham Reserve Sports Pavilion, Sportsgrounds and Floodlighting - Design and Construct

Directorate:	Infrastructure and City Services
Responsible Officer:	Senior Project Manager
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Active and Inclusive Communities – Cr Michael Grech and Cr Peter Hemphill
Attachments:	Nil

Purpose

To award Contract 2020.22A and 2020.22B for the design and construction of the HD Graham Reserve sports pavilion, sportsgrounds, irrigation and floodlighting.

Recommendation

That Council:

- 1. Awards Contract 2020.22A for the design and construction of the HD Graham Reserve sports pavilion to Otway Securities Pty Ltd, trading as MKM Constructions, at a fixed lump sum price of \$1,915,039 (one million, nine hundred and fifteen thousand and thirty-nine dollars), including GST.**
- 2. Awards Contract 2020.22B for the design and construction of the HD Graham Reserve sportsgrounds, irrigation and floodlighting to RMS Groundworks Pty Ltd at a fixed sum price of \$2,206,072 (two million, two hundred and six thousand and seventy-two dollars), including GST.**

Summary

A public tender process was conducted inviting suitable contractors to submit a proposal for the works with the option for contractors to tender for all project components or part thereof. At the close of tenders, 11 submissions were received and evaluated. Five submissions were shortlisted and interviewed and the panel recommended awarding the contract to MKM Constructions for the design and construction of the pavilion and RMS Groundworks for the design and construction of the sportsgrounds, irrigation and floodlighting based on price, experience and the capacity to deliver the project within the timelines.

Background

HD Graham Reserve, located on Queen Street, Altona Meadows is a 19-hectare site which acts as the gateway to Truganina Park, the 100 Steps of Federation and the internationally recognised Cheetham Wetlands which are an important breeding ground for migratory shorebirds.

The HD Graham Reserve Master Plan was endorsed at the 9 July 2019 Ordinary Council Meeting. The key components of this master plan include the development of formal sport facilities including irrigated, floodlit sportsgrounds and a pavilion. These facilities will cater for

community sport and recreation, specifically soccer and cricket. The master plan also supports the reserve for continued informal recreation use.

The HD Graham Reserve sports pavilion, sportsground and floodlighting project presents an opportunity for Council to demonstrate a high standard of Environmentally Sustainable Designs (ESD). The design will incorporate several ESD initiatives to align with Council's adopted strategy. The project will be designed to achieve a minimum performance rating equivalent to 5 Star Green Star Design and As-Built rating without pursuit of the associated accreditation.

Discussion

A public tender process was conducted on 27 April 2020 and closed on 15 May 2020. Eleven submissions were received by the close of the tender process. The process included three options:

- Option 1: A precinct approach for the design and construction of the HD Graham Reserve sports facilities, specifically the pavilion, sportsgrounds, irrigation and floodlighting
- Option 2: Design and construction of the HD Graham Reserve sports pavilion
- Option 3: Design and construction of the HD Graham Reserve sportsgrounds, irrigation and floodlighting

The Tender Evaluation Panel met on 20 May 2020 to review the tender submissions based on the predefined evaluation criteria. Based on the tender responses received the panel agreed to proceed with Options 2 and 3 as this was the most efficient approach to the overall project particularly in relation to cost and time.

Option 2: Design and construction of sports pavilion

Of the four submissions received for design and construction of the sports pavilion, three were shortlisted being Alchemy, Bowden and MKM Construction based on price, experience, capacity and scoring above 80 per cent of the assessable criteria. Interviews were conducted on Monday 1 June 2020.

A clarification was sent to all three interviewees to confirm their inclusion of ESD requirements, provisional sum breakdowns and confirmation of the project program. This resulted in MKM revising their price to include several provisional sums that were omitted from their original tender submission.

At the conclusion of the re-evaluation after tender interviews and clarifications, the tender panel re-scored the shortlisted submissions based on the pre-determined assessable criteria and revised price. The panel recommend that Contract No. 2020.22A is awarded to MKM Constructions based on the highest weighted score, price, project program, methodology, experience, capacity and past performance.

It is also noted that MKM Constructions will meet the DDA, Child Safe Standards and ESD requirements with the proposed concepts and the 5-star equivalent building rating. In addition, MKM Constructions has set out the proposed methodology and sequence for both design and construction works to be performed under the contract in accordance with the proposed concept.

Reference checks were undertaken for MKM Constructions which confirmed their ability to manage similar projects within prescribed timeframes, minimal variations and overcoming

delays from unanticipated events. Referees confirmed MKM Constructions has a high standard of workmanship with minimal remedial work required post construction. No work health and safety issues were identified by the referees and MKM Constructions was recognised for their engagement with the client and site stakeholders.

Option 3: Design and construction of sportsgrounds, irrigation and floodlighting

Of the nine submissions for design and construction of the sportsgrounds, irrigation and floodlighting, two were shortlisted being Joslyn and RMS Groundworks based on price, experience, capacity and scoring above 80 per cent of the assessable criteria. Interviews were conducted on Wednesday 3 June 2020.

Following the interview, tenderers were asked to clarify the tendered prices and timelines. At the conclusion of the re-evaluation the tender panel rescored the short-listed submissions based on the pre-determined assessable criteria and tendered price. The panel recommends awarding Contract No. 2020.22B to RMS Groundworks Pty Ltd based on the highest weighted score, price, project program, methodology, experience, capacity and past performance.

Reference checks were undertaken for RMS Groundworks which confirmed their ability to manage similar projects without delays during design and construction stages which is pertinent for this project. Referees confirmed RMS Groundworks quality of work is consistently good, free of any work health and safety issues according. Overall RMS received very positive feedback via the referee checks.

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 2017-21

Goal 1: An inclusive and healthy community

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

Policies and Related Council Documents

The awarding of Contract 2020.22 through a public tender process complies with Council's Procurement Policy and is consistent with the Hobsons Bay Sports Needs Analysis through the implementation of priority projects.

The awarding of Contract 2020.22 is consistent with Council's endorsement of the HD Graham Reserve Master Plan at the Ordinary Council Meeting on 9 July 2019.

Legal/Statutory Obligations and Risk

The awarding of Contract 2020.22 through a public tender process complies with section 186 of the *Local Government Act* 1989, which stipulates that a Council must publicly advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Financial and Resource Implications

The implementation of the design and construction of the HD Graham Reserve sportsgrounds and pavilion is included in the 2020-21 and 2021-22 Capital Works Program with a total budget of \$4,500,000 (excluding GST). The value of this contract is \$3,746,465 excluding GST.

Environmental, Social and Economic Impacts

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

- provision of environmentally sustainable design inclusions where appropriate
- consideration of existing environmental conditions

Preceding the tender process Council has undertaken site assessments to determine soil conditions, land boundaries and services located on site. This information has been made available during the tender process to assist in the development of the tender submissions.

The development of HD Graham Reserve in accordance with the endorsed master plan will support a diverse range of formal sport and informal recreation options for the local community. The sportsgrounds and pavilion will complement the existing facilities located at HD Graham Reserve.

Consultation and Communication

The tender was publicly advertised within *The Age* on 27 April 2020. The Tender Evaluation Report for Contract 2020.22 was presented to Council's Tender Board on 4 August 2020. Tender Board endorsed the Tender Evaluation Panel's recommendation.

MKM Constructions attended the Hobsons Bay Capital Program Roadshow which provided an opportunity for metropolitan and regionally based contractors to meet Council staff to discuss the forward capital program, project details and timelines.

Declaration of Conflict of Interest

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

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

9.3.5 Contract 2020.42 Brooklyn Community Hall Redevelopment - Design and Construct

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Strategic Projects
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Active and Inclusive Communities – Cr Michael Grech and Cr Peter Hemphill
Attachments:	Nil

Purpose

To award Contract 2020.42 for the design and construction of the Brooklyn Community Hall Redevelopment works.

Recommendation

That Council awards Contract 2020.42 for the design and construction of the Brooklyn Community Hall Redevelopment to Simbuilt Pty Ltd at a fixed lump sum of \$1,630,783 (one million, six hundred and thirty thousand, seven hundred and eighty-three dollars), including GST.

Summary

In response to the strong advocacy undertaken by the Brooklyn community to update the ageing Brooklyn Community Hall, Council supported the development of concept plans through a budget allocation in the 2019-20 Capital Works Program. Preliminary concept plans to upgrade the existing hall together with an extension to the west and an outdoor deck area to the north were developed. Community consultation was undertaken on the preliminary concept plans to guide the further design development. These plans and the community engagement findings were included in the design and construction tender documentation.

Following the tender process eight submissions were received, three of which were evaluated. At the conclusion of the evaluation process, the panel recommends awarding the contract to Simbuilt Pty Ltd based on best value for money, their experience in design and construction of similar scale projects and capacity to engage with the project stakeholders.

Background

The Brooklyn Community Hall is a traditional design of the 1960s, comprising one 200m² room, a small kitchen, toilets and storage. The hall has been managed by the Walker Close and Brooklyn Hall Association Incorporated since 2004 and the Association conducts a range of community programs at the hall and manages private hall bookings for regular community group activities.

Brooklyn residents highly value the Brooklyn Community Hall but have identified two key challenges with the current building: the lack of multi-use spaces and limited access to the hall due to the current single room limiting simultaneous use. The community has expressed

the need for a mix of meeting and activity spaces to support a diverse program of activities and events. Furthermore, the community has requested that the hall is upgraded to current standards particularly with flexible meeting rooms, kitchen facilities and public amenities. While the Brooklyn community conducts various community events throughout the year, the current hall restricts indoor/outdoor activities due to its solid brick structure with no direct access to the surrounding open space. Members of the Brooklyn community have asked for flexible spaces to host meetings, community events, programs and activities simultaneously. Community members have also expressed interest in extending the program opportunities through the provision of a community kitchen which would support cooking and cultural classes as well as community events held in the reserve.

Brooklyn community advocacy resulted in Council funding support through the 2019-20 Capital Works Program to develop concept plans for the purposes of further community engagement and design development. A budget allocation of \$1.5 million is included in the 2020-21 Capital Works Program for the design and construction of the Brooklyn Community Hall Redevelopment. A funding application has been submitted under the West Gate Tunnel Project – Partnership Grants seeking funding support towards the redevelopment of the Brooklyn Community Hall consistent with the preliminary concept plan.

Discussion

Following the development of the preliminary concept plans for the Brooklyn Community Hall Redevelopment, the tender process commenced with public advertising in The Age on 25 June 2020. Tenders closed on 15 July 2020 and eight submissions were received by the tender deadline.

The Tender Evaluation Panel met on 17 July 2020 to review and shortlist six contractors that were within the budget allocation. Several initial clarifications were issued to the shortlisted tenderers including inclusions in their tender submissions, insurance limits and previous experience in a similar scale project to allow the panel to conduct further evaluation. In addition, a Post Tender Addendum was issued requesting tenderers to price for the additional new community kitchen to be included as part of the project.

The six tenderers provided a revised price along with their demonstrated understanding of the requirements in the post tender addendum. The panel met again on 28 July 2020 and three tenderers were shortlisted based on the revised price. These were scored based on the tender submission, clarifications and discussions during the interview process.

Simbuilt Pty Ltd submitted an approach and methodology which delivers the project in the requisite timeframe. Simbuilt demonstrated a well-developed understanding of the project objectives and the functional requirements of the project. Simbuilt has also considered the required engagement with the various stakeholders in their program and demonstrated their ability to conduct detailed design around such factors. The proposal for the community kitchen has also further demonstrated Simbuilt's ability to relate the project requirements and prepare a design response. Simbuilt has included specific environmentally sensitive design features such as solar panels, options for more natural light and cross-ventilation in the facility.

The panel recommends the contract be awarded to Simbuilt Pty Ltd as its submission achieved the highest weighted score across the shortlisted submissions and represents the best value for money.

The preliminary concept plans for the Brooklyn Community Hall include refurbishing the existing hall to current codes and standards as well as a new extension to the west housing

four multi-use spaces, two small pods, storage rooms and a tea/coffee point. A new central entrance foyer connects the hall and the extension. The additional spaces allow for concurrent events to be held at the same time by different groups. The multi-use space is configurable with an operable wall which can be opened to cater for larger activities or closed to remain relevant for smaller groups. The smaller rooms are targeted for private activities such as small meetings and focus group discussions.

Preliminary community engagement through representation from the Brooklyn community groups contributed to the development of the preliminary concept plans. As a part of the design development included in this contract further community engagement will be undertaken to determine a viable option for further Council consideration.

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 2017-21

Goal 1: An inclusive and healthy community

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

Policies and Related Council Documents

The redevelopment of the Brooklyn Community Hall is in response to Council's Asset Management Policy and respective plans. These plans specifically identified that the Frances Sullivan Pre-school was beyond its useful life and identified the need to redevelop the Brooklyn Community Hall.

Council has also received briefings from the Brooklyn community on the need to redevelop of the Brooklyn Community Hall to support continued community programs and events.

The awarding of Contract 2020.42 through a public tender process complies with Council's Procurement Policy.

Legal/Statutory Obligations and Risk

The awarding of Contract 2019.78 through a public tender process complies with section 186 of the *Local Government Act 1989*, which stipulates that a Council must publicly advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Financial and Resource Implications

The fixed lump sum price for Contract 2020.42 for the Brooklyn Community Hall Redevelopment is \$1,630,783 including GST.

Council has allocated \$1.5 million in the 2020-21 Capital Works Program for this scope of works. Additional funding is also being sought through the West Gate Tunnel Community Fund – Partnerships category. An application has been submitted in February 2020 and is currently being assessed by the West Gate Tunnel Project.

Environmental, Social and Economic Impacts

The design and construction of Brooklyn Community Hall redevelopment will provide modern multi-use community facilities for the Hobsons Bay community. The refurbishment and new extension are designed with environmentally sustainable directives and incorporate sustainable features equivalent to a five-star rated building as measured against the Green Building Council Australia Green Star rating tool.

This project supports continued community connections through the redevelopment of the community hall to current standards providing a mix of multi-purpose rooms with access to the surrounding reserve.

Consultation and Communication

A detailed consultation and engagement process has been undertaken with the community to gather input and subsequently feedback on the design. A total of 85 submissions were received with the key findings showing support for the design and welcomed the flexible spaces with operable walls. In addition, key design refinements such as provision of a community garden, a community kitchen, incorporating child friendly facilities and review of existing parking would need to be worked through during design development with the community.

Additional consultation sessions with the community to review the refinements will be conducted during October and November 2020. The review outcomes will then form part of design brief for the contractor as the project moves into final detail development for construction.

Declaration of Conflict of Interest

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

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

9.3.6 Contract 2020.43 Project Technical Consultants Panel

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Capital Works
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Not Applicable
Attachments:	Nil

Purpose

To seek Council endorsement for the awarding of Contract 2020.43 for the Project Technical Consultants Panel.

Recommendation

That Council awards Contract 2020.43 Project Technical Consultants Panel to multiple consultants at an estimated total of up to \$2.4 million (two million, four hundred thousand dollars), including GST, for the initial period of one year with an option for two by one-year extensions at Council's discretion.

Summary

Council regularly engages consultants to deliver project management services to assist in the delivery the annual Capital Works Program and other operational projects. A Project Technical Services Panel has been developed to deliver time and cost efficiencies when utilising services and provide increased value in the implementation of the annual Capital Works Program.

Background

Council regularly engages consultants to deliver project management services to assist in the delivery the annual Capital Works Program and other operational projects.

The current process for engaging consultants for project delivery incurs increased costs and time for the delivery of projects within the organisation. Officers are often required to spend substantial time in procurement which slows down project delivery. This can include searching for suppliers, time spent reviewing tender submissions, evaluating tenderers and writing tender reports.

Establishing a formal contract for the key consultancy services will help Council reduce the impact of many of these management challenges without impacting on the key procurement goals of probity, good governance and compliance.

Discussion

A tender for the development of a Project Technical Services Panel was formally advertised in The Age on 4 July 2020, closing on 17 July 2020. Seventeen tender submissions were received by the tender deadline.

The Tender Evaluation Panel met during August 2020 to evaluate tenders against the selection criteria. Based on the evaluation process, a report was presented to the Tender Board on 25 August 2020 recommending multiple consultants for the delivery of project management services as the preferred tenderer. These tenderers provide the best value for money within their submissions, have extensive experience in similar projects and have demonstrated an ability to meet the timelines and quality outcomes specified within the contract.

After an extensive evaluation process, it is recommended that the Contract 2020.43 Project Technical Services Panel be awarded to a panel of consultants as per the list below at an estimated schedule of rates up to \$2.4 million for the initial period of one year with an option for two by one-year extensions subject to satisfactory performance:

- Centrum Architects
- Beagle Media Co
- Currie Brown
- Ian J Butterworth
- Johnson PM Consulting
- MRCagney
- North Projects
- NS Projects
- OneCollective

Process for procurement of works under the Project Technical Services Panel

This information outlines how the Project Technical Services Panel will function to ensure probity and compliance with the Procurement Policy.

Once accepted to be a member of the prequalified panel, consultants may from time to time be invited by a Council officer to competitively quote against other members of the panel for the work.

Council will provide a brief that will include the following:

- a description of the tasks and the outcomes to be achieved
- the setting of any milestones and timeframes to complete the work
- other information as appropriate.

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

- their lump sum price (inclusive of any external required charges) to complete the work, based on the hourly rates schedule submitted by the tenderer
- their ability and capacity to complete the work
- personnel who will be assigned to the work and indicative hours of each being assigned
- the timeframe to complete the work

Council will assess the submissions received for cost, quality, relative experience, ability to meet project timeframes, and meeting the Best Value Principles outlined in the *Local Government Act 2020*.

Council may choose not to award to the lowest cost submission or any tenderer. At least three panel members will be invited to quote for work offered through the Project Technical Services Panel.

Council reserves the right to undertake public tender process for any project technical services. There is no guarantee of a minimum amount or any amount of work being awarded through the panel.

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 2017-21

Goal 4: A Council of excellence

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

Policies and Related Council Documents

The awarding of Contract 2020.43 through a public tender process complies with Council's Procurement Policy.

Legal/Statutory Obligations and Risk

The awarding of Contract 2020.43 through a public tender process complies with section 186 of the *Local Government Act 1989*, which stipulates that a Council must publicly advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Financial and Resource Implications

The estimated spend under this contract is expected to be up to \$2.4 million per annum. Budget is provided in both the capital works and operational budget and the utilisation of the Project Technical Services Panel will provide increased value in the implementation of key projects.

Environmental, Social and Economic Impacts

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

- provision of environmentally sustainable design (ESD) inclusions
- utilisation of local businesses where appropriate

- provision of best practice design principles for improved health and wellbeing outcomes.

Consultation and Communication

The tender was publicly advertised in The Age on 4 July 2020. The Tender Evaluation Report for Contract 2020.43 was presented to Council's Tender Board on 25 August 2020. The Tender Board endorsed the Tender Evaluation Panel's recommendation to award the contract to multiple consultants for the delivery of specialised project technical services, subject to Council approval.

Declaration of Conflict of Interest

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

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

9.3.7 Contract 2020.45 Williamstown Cricket Ground Oval Redevelopment

Directorate:	Infrastructure and City Services
Responsible Officer:	Senior Project Manager
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Active and Inclusive Communities – Cr Michael Grech and Cr Peter Hemphill
Attachments:	Nil

Purpose

To award Contract 2020.45 for the Williamstown Cricket Ground Oval Redevelopment (also known as Downer Oval), Williamstown.

Recommendation

That Council awards Contract 2020.45 for the Williamstown Cricket Ground Oval Redevelopment (also known as Downer Oval) to Pitchcraft Pty Ltd at a fixed lump sum price of \$2,239,842 (two million, two hundred and thirty-nine thousand and eight hundred and forty-two dollars), including GST.

Summary

The Williamstown Cricket Ground Oval Redevelopment works are proposed to be undertaken utilising funds within Council's annual capital works budget. An open tender process has been carried out for the procurement of these works with ten submissions received during this process. Following the evaluation of these tenders, a report was presented to the Tender Board on 10 August 2020, recommending awarding the contract to Pitchcraft Pty Ltd for the redevelopment of the existing oval at the Williamstown Cricket Ground.

Background

The Williamstown Cricket Ground is bordered by Morris Street, Battery Road and the Hobsons Bay Shared Trail. The site is Crown Land managed by Council. The ground is utilised for organised sport and passive recreation by the community.

The proposed redevelopment of the existing sports oval at the Williamstown Cricket Ground was initiated from a petition submitted by the Williamstown Football Club (WFC) at the 19 November 2019 Ordinary Council Meeting. The petition containing 394 signatures requested that the ground reconstruction works be brought forward from the 2022-23 Capital Works Program to commence in October 2020. There are existing issues with the ground surface at the Williamstown Cricket Ground resulting in high ongoing maintenance costs and concerns for participant safety when the ground receives high levels of rainfall.

A response to the petition from the WFC was tabled at the 23 June 2020 Ordinary Council Meeting which supported the request for the reconstruction of the Williamstown Cricket

Ground be brought forward to commence in October 2020. The motion to support the petition was endorsed at the 23 June 2020 Ordinary Council Meeting.

Following the support of the petition from the WFC, a public tender was let in order to appoint a head contractor to reconstruct the oval.

The contract scope of works includes:

- grading of the existing surface profile to improve drainage capacity
- installation of a new sand profile
- installation of a networks of subsurface drains
- installation of a new automatic pop-up irrigation system and turf sods
- associated boundary fencing and seating installation works

Discussion

A tender for the Williamstown Cricket Ground Oval Redevelopment was formally advertised in *The Age* newspaper on 4 July 2020 and closed 24 July 2020.

Ten submissions were received by the tender deadline. All ten were deemed conforming tender submissions.

Three tenderers were shortlisted, and a list of clarifications were sent to each prior to tender interviews which were conducted online through Microsoft Teams on 31 July 2020. As a result of the tender interviews, all three shortlisted tenders provided a response to clarifications raised and subsequently, all three submitted revised final tender prices.

Of importance in this assessment was the demonstration by the successful tenderer in completing complex, high-profile sports field redevelopments within tight time constraints.

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

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

Council Plan 2017-21

Goal 1: An inclusive and healthy community

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

Policies and Related Council Documents

The awarding of Contract 2020.45 through a public tender process complies with Council's Procurement Policy and is consistent with the Hobsons Bay Sports Needs Analysis.

The awarding of Contract 2020.45 follows on from the motion to support the petition from the Williamstown Football Club to bring forward the oval reconstruction work at the 23 June 2020 Ordinary Council Meeting.

Legal/Statutory Obligations and Risk

The awarding of Contract 2020.45 through a public tender process complies with section 186 of the *Local Government Act* 1989, which stipulates that a Council must publicly advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Financial and Resource Implications

The project is included in the 2020-21 Capital Works Program with a total budget of \$2,010,000 excluding GST. Although the recommended tenderer's submission of \$2,036,219.85 excluding GST is slightly over the available works budget, additional funding will be sought through the 2020-21 Capital Works Program to fund the budget shortfall.

Environmental, Social and Economic Impacts

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

- provision of environmentally sustainable design inclusions where appropriate
- consideration of existing environmental conditions

Consultation and Communication

The tender was publicly advertised within *The Age* on 4 July 2020. The Tender Evaluation Report for Contract 2020.45 was presented to Council's Tender Board on 10 August 2020. Tender Board endorsed the Tender Evaluation Panel's recommendation to award the contract to Pitchcraft Pty Ltd subject to Council approval.

Declaration of Conflict of Interest

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

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

9.3.8 West Gate Tunnel Project Update Report

Directorate:	Infrastructure and City Services
Responsible Officer:	Senior Technical Advisor
Reviewer:	Director Infrastructure and City Services
Councillor Portfolio:	Integrated Transport – Cr Jonathon Marsden and Cr Sandra Wilson
Attachments:	Nil

Purpose

To provide a monthly status report on the West Gate Tunnel Project (the Project) and associated initiatives, projects and advocacy activities.

Recommendation

That Council receives this update report on the current status of the West Gate Tunnel Project and Council's advocacy on aspects of the Project.

Summary

This month's report specifically includes updates on Council's ongoing advocacy focus items including.

- Paringa Road, Altona North
- Muir Street and Rosala Avenue pedestrian overpasses
- Community concerns and comments
- WGTP communications and notifications
- Community Liaison Groups (CLG) – 23 July 2020 meeting

Background

The Project commenced in 2018 and following delays is now due to finish in 2023. It is 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).

Monthly reports are tabled through the Ordinary Council Meetings providing updates on various aspects of the Project. Previous reports can be accessed via the Council website. Operational updates including live traffic disruption information can be accessed via: <https://westgatetunnelproject.vic.gov.au/disruptions>

Discussion

Council advocacy

Throughout the design and construction stages, Council has advocated for outcomes and improvements wherever possible that are consistent with its adopted position to optimise beneficial community outcomes.

Council advocacy is currently focused on two strategic items, detailed below, which are being discussed with Project Co, the JV and WGTP MTIA.

1. Paringa Road, Altona North

Prior to the Project works commencing, a left-turn-only access from Millers Road into Paringa Road enabled convenient access from Millers Road to the 16 Shops and rear car park. This access also enabled visitors to the shops with a southbound destination to safely exit via Paringa Road, Langshaw Road and Duosa Road via traffic signals in Millers Road. Due to significant works at the Millers Road and freeway interchange, Paringa Road has been temporarily closed since January 2019 and car park access arrangements have been modified. Council has approved temporary closure of Paringa Road until 30 June 2020.

While a permanent close of Paringa Road at Millers Road was originally proposed, the JV has now prepared a design feasibility concept for the access to remain open, subject to WGTP MTIA approval. The key change is removal of a section of noise wall, realigned road kerb alignment, shifting some intersection infrastructure and incorporating a signalised pedestrian crossing. The JV propose to achieve the required noise mitigation outcomes through specific measures on each of the four impacted properties.

A reopening will generally improve connectivity into Paringa Road for residents west of Millers Road and alleviate the current concerns expressed by the 16 Shops in relation to customer convenience and accessibility to the shops and carpark. Council has provided in principle support to the latest design subject to several conditions being considered in the detailed design.

Updates on construction activity and disruption notifications can be accessed via the Project website: <http://westgatetunnelproject.vic.gov.au/>

2. Muir Street and Rosala Avenue pedestrian overpasses

The JV removed the two pedestrian overpasses at Muir Street, Spotswood and Rosala Avenue, Altona North overnight on 23 May 2020. Since then the old ramps have been removed so freeway widening, and noise wall works can progress. New stairs and ramps are currently being installed and the bridge trusses delivered to site. Refer to Figures 1 and 2 below.

The JV has advised that due to delays relating to COVID-19, the new pedestrian overpasses are now expected to be installed by 19 October not the end of September 2020 as previously reported.

To assist continued connection for the community the JV constructed a new footpath on The Avenue under the Newport Rail Bridge and implemented a courtesy bus service for Yarraville/Spotswood and Altona North/Brooklyn communities. A review of the service has included a survey of residents, community groups, local schools and sporting clubs to determine improvements to best meet the local access needs. No reduction in bus services will be made without the written agreement of Council and WGTP MTIA.



Figure 1: Rosala Avenue pedestrian overpass construction



Figure 2: Muir Street pedestrian overpass construction

Community concerns and comments

Residents in Blackshaws Road have recently raised their concerns with Council about the increased volume of construction related heavy vehicles. Advice received from WGTP MTIA confirmed that the project is contractually required to minimise traffic disruptions as much as possible when there are freeway closures. The listed diversion routes need to be the closest arterial roads which have no conditions or curfews. Blackshaws Road is one of these roads, as it is an arterial route which currently has no restrictions in place and subsequently with current interchange works there is an increase in heavy vehicles. These complaints have been referred to WGTP MTIA and Council has contacted the respective residents.

At project completion, Blackshaws Road will benefit from a 24/7 truck ban.

Open Space Enhancement Package (OSEP)

The current status of the OSEP is described below.

- site preparation works for the development of the new pavilions, including demolition of the old pavilions, are underway at WLJ Crofts Reserve, Altona North and Donald McLean Reserve, Spotswood
- community consultation is currently open for the Donald McLean Reserve open space design development – submissions close on 17 September 2020
- all open space enhancement works at Brooklyn Reserve, DN Duane Reserve and Rowan Avenue Reserve in Brooklyn are now complete.

Further details and updates on each of these projects including community engagement opportunities can be accessed via Council's Participate Hobsons Bay website at <https://participate.hobsonsbay.vic.gov.au/>

Community Liaison Groups

A joint meeting of the North and West Community Liaison Groups was held on 23 July 2020. Key items discussed included:

- WGTP remains coronavirus-free with the JV focused on ensuring high levels of compliance with the controls they have put in place
- the State of Emergency has restricted the way the project communicates and engages with the local community
- new government regulations for the management of the tunnel boring machine spoil which enable low risk spoil from tunnel boring machines to be managed and disposed of safely
- the soil tender process and the consultation with the Minister for Planning is underway with some sites, while others have recently commenced community consultation
- it was noted that Brimbank City Council passed a motion that they do not support tunnel soil being sent to Ravenhall on local roads and that they are supporting Melton City Council's position
- WGTP participated in Open House Melbourne 2020 hosting a live video flythrough of the Footscray Road construction site
- the switching of the mainline freeway traffic lanes through until the end of September will result in lane and ramp closures during the spring traffic blitz
- a new temporary bridge at Thomas Street, Yarraville to access areas near the Westgate Golf Club and Donald McLean Reserve now eliminates access required through Hope Street which will reduce community impacts. Also, the high safety netting structures have been installed
- recent works at Beevers Street near Millers Road have been completed
- 85 per cent of the excavation has been completed at the southern outbound portal, which is 30m in depth to the side of the freeway.

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

Other items

The Inner West Air Quality Community Reference Group provides community members with the opportunity to provide input to future improvements for air quality in the inner west. The Group has completed and presented its report to the relevant Victorian Government ministers and it will be released to the public on 7 September 2020. Further information can be found at:

www.environment.vic.gov.au/sustainability/inner-west-air-quality-reference-group

The WGTP air quality monitoring report for June 2020 has been published. Reports can be found at:

<https://westgatetunnelproject.vic.gov.au/about/keytopics/tunnel-ventilation-and-air-quality>

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 2017-21

Goal 2: A great place

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

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

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

Policies and Related Council Documents

On 26 August 2016 Council adopted the updated Hobsons Bay City Council's Adopted Position and Recommendations for the then Western Distributor Project.

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

Legal/Statutory Obligations and Risk

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

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

The Independent Reviewer and Environmental Auditor's (IREA's) fourth six-monthly audit report for the period September 2019 to February 2020 is available on the Project website <https://westgatetunnelproject.vic.gov.au/>

Financial and Resource Implications

Significant time has been committed by Council officers in responding to requests for advice, information and comment regarding the Project. Design packages are still being reviewed and frequent requests are being received relating to the construction works. An MOU has been established between Council and WGTP MTIA to provide for Council staff to assist in the management and delivery of the Project and the West Gate Neighbourhood Fund.

Environmental, Social and Economic Impacts

The environmental, social and economic impacts of the Project to the Hobsons Bay community have been described in detail through the EES and will be monitored and mitigated through the implementation of the Environmental Performance Requirements (EPRs) for the Project.

Consultation and Communication

The Project EPRs stipulates the development of a Communications and Community Engagement Plan that links closely with the proposed EPRs, requiring a Traffic Monitoring and Management Plan, Business Involvement Plan and Community Involvement and Participation Plan.

Notifications to directly impacted areas prior to works commencing are ongoing. Latest notifications can be found at:

<https://westgatetunnelproject.vic.gov.au/construction/work-notifications>

Construction issues and impacts arising from the JV works such as noise, vibration and dust are being closely monitored by the WGTP MTIA and the independent reviewer to detect and respond to any exceedance of permitted levels.

Council has assisted in sharing information on planned traffic disruptions through its website and social media. Council officers continue to assist the community where possible in responding to or referring requests and issues relating to the Project. Recent concerns include the impacts of the traffic detours on residents of Blackshaws Road and Melbourne Road, particularly traffic noise at night. Officers have raised these issues with WGTP MTIA, including requesting consideration of temporary relocation or other measures to mitigate the impacts. In response the JV advise that they are working with the Department of Transport to consider speed enforcement options and to repair the road surface where required to reduce noise.

Declaration of Conflict of Interest

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

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

10 Delegate Reports

10.1 Metropolitan Transport Forum

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Jonathan Marsden

Date of Meeting: 5 August 2020

Dr Ben Rossiter, Executive Officer of Victoria Walks presented on the importance of walking and outlined the findings of three recent reports: *The economic case for investment in walking*, *Walking and transport in Melbourne suburbs*, and *Pedestrian crashes in Victoria*.

The reports highlight that walking is the top physical activity undertaken in Victoria, especially among women and young people, yet it receives no dedicated funding like other organised sports. Around 18 per cent of all trips in Melbourne are made on foot. Similar proportions of people access local shops by walking compared to by car.

Dr Rossiter highlighted that 63 per cent of women feel unsafe walking at night, which ranks Australia amongst the worst in the Organization for Economic Cooperation and Development (OECD). Those over 60 years of age are an increasing component of pedestrian fatalities and hospitalisations and nearly a third of pedestrian crashes happen on 60km/h roads. During the COVID-19 pandemic there has been a decline in walking in some instances but an overall increase due to neighbourhood recreational walking.

Melissa Backhouse, Principal Program Manager at VicHealth, spoke about supporting walking during COVID-19. VicHealth has convened an expert group to work with the Department of Transport and Municipal Association of Victoria on how to support councils. Surveys they commissioned highlight 75 per cent of people support temporary infrastructure for walking and cycling. Walk to School 2020 has been impacted by COVID-19 restrictions, but planning has begun for 2021.

Advocacy and other business

Greg Day, Metropolitan Transport Forum's strategic transport advocacy consultant outlined the current difficulty in advocating to local members of parliament due to COVID-19. At this time, it is requested that councils provide any updates to the group on current transport advocacy to allow for forward planning, collaboration and prioritising to take place.

Annual membership fees for the Metropolitan Transport Forum are now due, however, the foreshadowed price increase will not go ahead recognising the financial strain of COVID-19. The upcoming September meeting will include the Annual General Meeting.

10.2 Truganina Explosives Reserve Advisory Committee

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Sandra Wilson

Date of Meeting: 12 August 2020

The Advisory Committee provided an update on the revegetation planting and weed control works that have been carried out by Council's Conservation Team at the Truganina Explosives Reserve over the past three months.

The construction of the new boardwalk near the Laboratories in the conservation section of the reserve was discussed.

The Truganina Explosives Reserve Preservation Society provided an update on the works they had been carrying out at the reserve prior to the introduction of Stage 4 Restrictions.

The Hobsons Bay Wetlands Centre representative provided an update on the centre's activities and items of interest to the committee that occurred since they last met.

10.3 LeadWest Section 86 Committee

Directorate: Office of the Chief Executive

Councillor Delegate: Cr Sandra Wilson

Date of Meeting: 12 August 2020

The August meeting of the LeadWest Section 86 Committee was hosted by Brimbank City Council and was held virtually via Zoom.

The following business was progressed:

Strategic Plan and Four-Year Rolling Implementation Plan

The final draft of the Strategic Plan for LeadWest was tabled, as was an initial draft of a four-year rolling Implementation Plan. The key goals and objectives in the LeadWest Ten Year Strategic Plan (SP) have been aligned with the projects outlined in the North and West Melbourne City Deal.

It was noted that there is a provision in the Terms of Reference for a review of the Strategic and Rolling Implementation Plans on an annual basis.

North and West Melbourne City Deal

The virtual launch of the North and West Melbourne City Deal (NWMCD) will be held on Monday 24 August 2020 at 11.00am.

Prerecorded speeches for the NWMCD launch will be contributed by The Hon John Brumby AO, The Hon Steve Bracks AC, Senator Scott Ryan, Mayors from Brimbank City Council and Darebin City Council, alongside industry, community and education representatives.

Working for Victoria Fund

A report was provided on the two new positions granted to LeadWest through the Working for Victoria Fund and the Brimbank City Council. The two positions allocated to LeadWest are a Communications Officer and a Project Officer. They will commence in September for a period of six months at no cost to LeadWest.

Joint Delegated Committee – Section 64 of the Local Government Act 2020

LeadWest will transition from a Section 86 Delegated Committee (under the *Local Government Act 1989*) to a Section 64 Joint Delegated Committee as prescribed in the new *Local Government Act 2020* effective from 1 September 2020.

It was noted that there will be no significant changes to the LeadWest Terms of Reference or the Instrument of Delegation except the requirement to have an elected representative as the Chair of the committee. The outcome of this would be that LeadWest lose the Independent Chair.

A letter will be drafted to the Local Government Minister on behalf of the LeadWest member councils to seek exemption from this requirement of the Act.

It was noted from 1 September 2020 until the response from the Local Government Minister, LeadWest will be classified as an Advisory Committee and will lose its appointed delegated powers.

The committee agreed to endorse the recommendation around LeadWest's status as an Advisory Committee and loss of delegated power, subject to written confirmation and advice from Maddocks.

10.4 Metropolitan Local Government Waste Forum

Directorate: Sustainable Communities

Councillor Delegate: Cr Colleen Gates

Date of Meeting: 13 August 2020

This meeting of the Metropolitan Local Government Waste Forum focused on the experience of industry and councils in other states with container deposit schemes to inform the development of the scheme in Victoria. Presentations highlighted the importance of a model for Victoria that is convenient and accessible to the community, measurable, financially viable, and that creates jobs. The scheme complements the current kerbside system and provides an opportunity for revenue sharing through contracts with recycling processors for kerbside recyclables, as well as improving amenity by reducing litter.

Updates were also provided by the Metropolitan Waste and Resource Recovery Group (MWRRG) on:

- management of organics and landfill contracts
- release of a statewide recycling processing tender in early 2021
- establishment of an electronic waste working group with other Victorian government agencies
- progress on the advanced waste processing tender in Melbourne's south with shortlisted tenderers Veolia, Sacry and Pacific Partnerships with REMONDIS
- MWRRG's work on strategic directions in the commercial and industrial waste sector
- release of an illegal dumping prevention kit and resources for waste and recycling in multi-unit developments

11 Notices of Motion

11.1 Notice of Motion No. 1214: Condolence - Mr Anthony (Tony) Cassar

Cr Tony Briffa has given notice of the following:

That Council notes the passing of Mr Anthony (Tony) Cassar and expresses its condolences to his family and the Altona City Soccer Club.

12 Urgent Business

13 In Camera Business

Recommendation

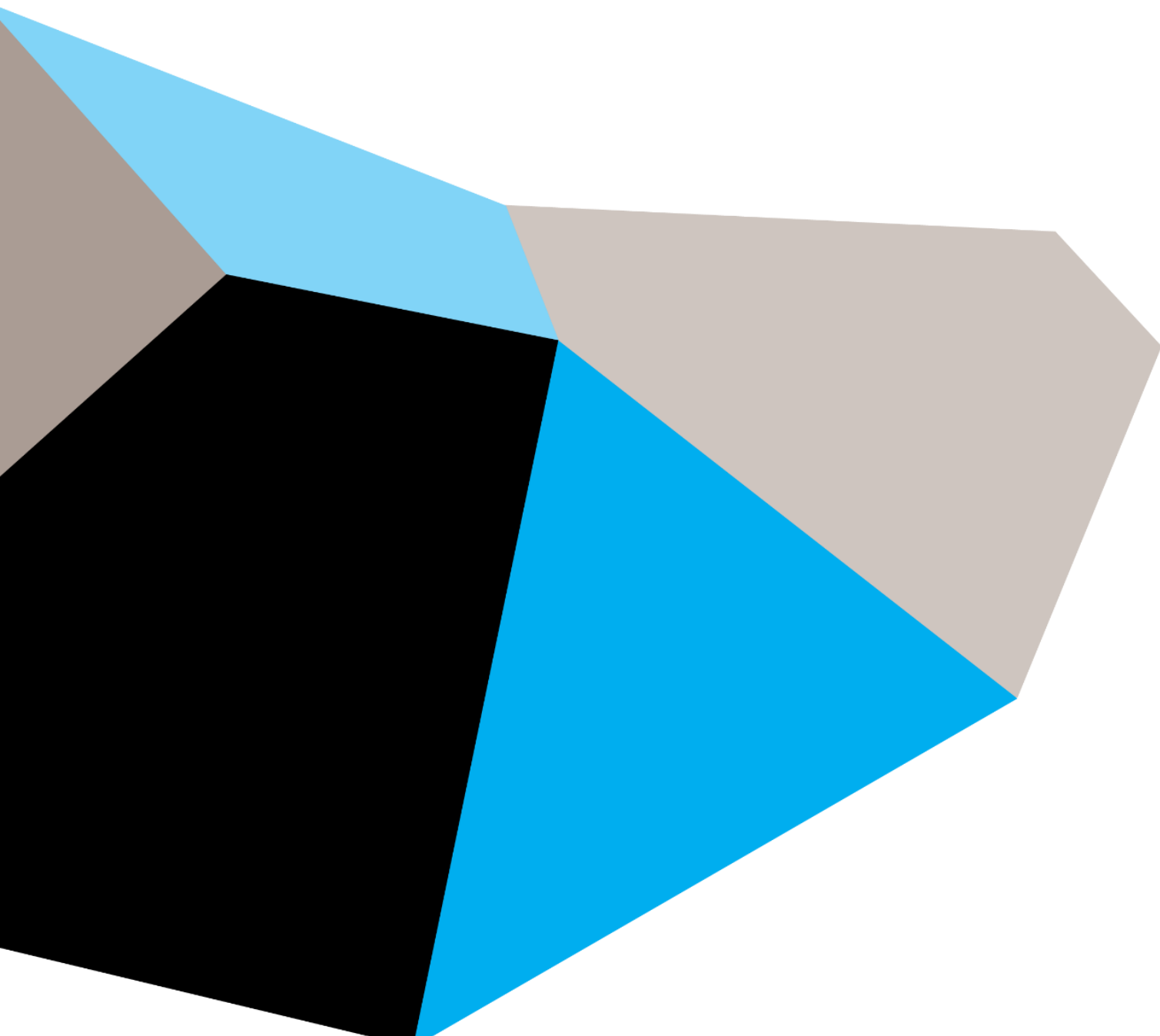
That Council considers the confidential report listed below in a meeting closed to the public in accordance with section 66(2)(a) and section 3(1)(f) of the *Local Government Act 2020* as it relates to personal information:

13.1 Chief Executive Officer's Performance Appraisal 2019-20

14 Close of Meeting

HOBSONS
BAY CITY
COUNCIL





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