



Council Meeting Agenda

Tuesday 8 December 2020
Commencing at 7.00 PM

Council Chamber
Hobsons Bay Civic Centre
115 Civic Parade, Altona

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 Jonathon Marsden (Mayor)

Strand Ward

Councillors:

Cr Daria Kellander (Deputy Mayor)

Cherry Lake Ward

Cr Tony Briffa JP

Cherry Lake Ward

Cr Peter Hemphill

Strand Ward

Cr Pamela Sutton-Legaud

Strand Ward

Cr Diana Grima

Wetlands Ward

Cr Matt Tyler

Wetlands Ward

Aaron van Egmond
Chief Executive Officer
Hobsons Bay City Council

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1 Council Welcome and Acknowledgement

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

2 Apologies

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

3 Disclosure of Interest

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

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

4 Confirmation of Minutes

4.1 Confirmation of Minutes

Confirmation of the minutes of the Council Meeting of Hobsons Bay City Council held on 24 November 2020 (copy previously circulated).

5 Councillor Questions

6 Public Question Time

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

7 Petitions and Joint Letters

7.1 Petitions and Joint Letters Received

7.1.1 Petition - Request to Abandon Proposal to Introduce Two-Hour Parking in Waratah Street, Wattle Grove and Acacia Avenue, Seaholme

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

Purpose

To receive a petition containing 120 signatories, requesting that Council abandon its proposal to introduce two-hour permit parking in Waratah Street, Wattle Grove and Acacia Avenue, Seaholme.

Recommendation

That Council:

- 1. Receives and notes the petition in relation to the proposal to introduce two-hour permit parking in Waratah Street, Wattle Grove and Acacia Avenue, Seaholme.**
- 2. Receives a further report on this matter at a future Council meeting.**

Summary

The petition was received on 9 October 2020, and acknowledged on 13 October 2020.

The petition reads as follows:

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

Abandon its proposal to introduce 2-hour permit parking (2P parking) in Waratah Street, Wattle Grove and Acacia Avenue, Seaholme (‘the affected streets’) as part of its “Seaholme Train Station Parking – Final Plan – September 2020” (the proposal), published on the Participate Hobsons Bay website on 16 September 2020.

For the following reasons:

- Consultation material provided to the community on the proposal specifically noted that “there will be no changes on Waratah Street and Wattle Grove”, and that Acacia Avenue would not have any time-restricted permit parking.
- Council has not identified the specifics of the traffic and parking concerns that would be solved with the introduction of 2P parking in the affected streets, nor provided evidence of those concerns.
- The proposal will inconvenience residents of the affected streets and their visitors.
- Hobsons Bay residents who participated in the consultation process were:
 - not able to provide feedback on the introduction of 2P parking in the affected streets because it was not part of the proposal presented to the community for consultation in July 2020
 - not informed that the proposal had been changed to include 2P parking
 - not informed that the proposal was going before Council for endorsement
- 2P parking in the affected streets is slated for introduction in November 2020, compared to the provision of new station parking in “the first half of 2021”, leaving a potential eight month (or longer) gap where there will be no parking at all for commuters north of Seaholme Station.”

7.1.2 Petition - Objection to Indented Parallel Parking - Central Avenue, Seaholme

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

Purpose

To receive a petition containing 96 signatories, requesting that Council not proceed with implementing indented car parking on the southern side of Central Avenue, Seaholme.

Recommendation

That Council:

- 1. Receives and notes the petition objecting to the proposal to implement on-street indented parallel car parking on the southern side of Central Avenue, Seaholme.**
- 2. Receives a further report on this matter at a future Council meeting.**

Summary

The petition, which was received on 28 September 2020 and acknowledged on 1 October 2020, reads as follows:

“We the undersigned hereby petition Hobsons Bay City Council in regards to the proposed on street indented parallel parking on the southern side of Central Avenue, Seaholme 3018.

As residents of Seaholme we request that this parking does not go ahead.”

7.2 Responses to Petitions and Joint Letters

7.2.1 Response to Petition - Design of Hall Street, Spotswood

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Active Communities and Assets
Reviewer:	Director Infrastructure and City Services
Attachments:	Nil

Purpose

To provide Council with a response to the petition regarding improvements to Hall Street, Spotswood.

Recommendation

That Council:

- 1. Investigates additional improvements to Hall Street, Spotswood as part of the Better Places Spotswood/South Kingsville engagement process, noting the upgrades to shared path provided on the west side of Hall Street as part of the West Gate Tunnel Project.**
- 2. Writes to the lead petitioner advising of the outcome.**

Summary

The petition from the Better West group requests that any future improvements along Hall Street are designed to ensure priority is given to cyclist and pedestrian safety over cars and trucks. The petition also proposes other multi-disciplinary opportunities that could be incorporated with the future design of this space.

Council has recently commenced the Better Places Spotswood/South Kingsville (BPSSK) project that includes consultation opportunities with the local community. The Better Places model applies a holistic place-based design approach to future improvements within the community. As the tabled petition aligns closely with the Better Places model, future consultation on the Hall Street design will be referred to the BPSSK project.

Background

On 7 September 2020, Council received a petition consisting of 1,059 signatures requesting improvements to the design of Hall Street. The petition requests that Council cease work on the current Hall Street design due to concerns raised over pedestrian and cyclist safety around trucks and cars.

The petition highlighted future opportunities for Hall Street that include a pedestrian plaza near the Hudson Road intersection, the closure of Hall Street north of Simcock Avenue to create a community park and increasing the opportunities for additional trees and vegetation to enhance the future link to Stony Creek and the Federation Trail.

This petition was tabled at the 8 September 2020 Council Meeting.

Discussion

Council has recently trialled a Better Places model with Laverton being the pilot project. The Better Places model has been developed to actively involve the community in the process of shaping the place they live in. This is achieved by creating a vision that not only reflects their values, ideas and priorities, but also provides practical ideas and clear steps to turn the vision into improvements in the future.

Following the success of Better Places Laverton, the Better Places model is being applied to Spotswood/South Kingsville. The BPSSK project has commenced with community consultation currently open until 13 December 2020. Workshops with key stakeholder groups within the community are also occurring which includes representatives from the Better West Group. Consultation and discussion on the future design of improvements along Hall Street included with the petition will be referred to the BPSSK project.

As a part of Council's discussions with the West Gate Tunnel Project (WGTP), Council has advocated for design improvements of Hall Street (north of Hudsons Road to the West Gate Freeway). Through a coordinated approach between Council, WGTP, VicTrack, Metro Trains Melbourne and Viva Energy, an updated design has been achieved that retains two-way traffic, formalised car parking and a shared use path on the west side of Hall Street. The decommissioning and removal of a section of the Viva pipeline and VicTrack's agreement to provide additional land to the project has resulted in additional space to include the desired elements. Opportunities to discuss further improvements to Hall Street will be available during the BPSSK engagement process.

As a part of the WGTP Environmental Effects Statement, the Victorian Government committed to partnering with Council on the development of the Hobsons Bay Transport Planning Study which would include Local Area Movement Plans (LAMPs) for Spotswood, South Kingsville, Brooklyn, Altona North, Newport and Williamstown North. Council is leading the development of these LAMPs and specifically the Spotswood/South Kingsville LAMP will form a part of the BPSSK initiative.

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 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

The development of the Spotswood/South Kingsville Better Places project will include a detailed analysis of several Council policies and strategies.

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 will continue to be monitored and assessed with the future implementation of works in Hall Street.

Financial and Resource Implications

The BPSSK Project is being delivered as part of Council's 2020-21 Capital Works Program. The output of the project will be the Spotswood/South Kingsville Place Guide that will include Place Projects for implementation as part of Council's future capital works programs.

Environmental, Social and Economic Impacts

The BPSSK project will review environmental, social and economic values and opportunities with Spotswood/South Kingsville. The Better Places model focuses on a multi-disciplinary approach to the delivery of projects that will include 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

Consultation with lead petitioner

A discussion was held with the lead petitioner on 30 September 2020 to understand the issues raised in the petition. The lead petitioner and an additional representative from the Better West Group are attending an external stakeholder workshop in November 2020 as part of the initial consultation phase of the BPSSK project. Details on the recommendation being put forward for Council's consideration were discussed with the lead petitioner including upcoming consultation opportunities in the BPSSK project.

Consultation with other parties

Officers received a Spotswood Dreaming presentation by Better West representatives on 18 August 2020 which included ideas for improvements to Hall Street. The BPSSK project has a strong emphasis on consultation with the community to ensure their needs, aspirations

and character is reflected in a shared vision. This vision will help shape future projects in Spotswood/South Kingsville to ensure they are developed to create positive change towards the community's shared vision.

Declaration of Conflict of Interest

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

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

8 Business

8.1 Office of the Chief Executive

8.1.1 Chief Executive Officer Report on Operations

Directorate:	Office of the Chief Executive
Responsible Officer:	Executive Assistant to the Chief Executive Officer
Reviewer:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none">1. CEO Report on Operations - October 2020 [8.1.1.1 - 32 pages]2. CEO Report on Operations - November 2020 [8.1.1.2 - 37 pages]3. AOC - 13 October 2020 Pre-Council Meeting Agenda Briefing [8.1.1.3 - 2 pages]

Purpose

To present the Chief Executive Officer's (CEO's) Report on Operations for October and November 2020 (Attachments 1 and 2).

Recommendation

That Council:

1. **Receives and notes the Chief Executive Officer's Report on Operations, including details of recent issues and initiatives undertaken by the organisation.**
2. **In accordance with section 80A(2) of the *Local Government Act 1989*, incorporates into the minutes of this meeting the written Record of Assembly of Councillors held on 13 October 2020.**
3. **Notes that there is no longer a requirement for a written Record of Assembly of Councillors after 24 October 2020, upon which date section 80A of the *Local Government Act 1989* was repealed.**

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.

It should be noted that section 80A of the *Local Government Act* 1989 was repealed on 24 October 2020 and does not have an equivalent requirement in the new *Local Government Act* 2020. Future CEO Reports on Operations will therefore not present a Record of Assembly of Councillors. However, for the purposes of good recordkeeping, Council will continue to keep meeting records that note Councillors and officers present, the times at which Councillors leave or return to a meeting, and any conflicts of interest disclosed. A Register of Conflicts of Interest will be maintained by Council's Governance team in accordance with the Hobsons Bay Governance Rules.

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 while ensuring all our communications are clear and easy to understand.

Declaration of Conflict of Interest

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

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

8.1.2 Draft Community Engagement Policy

Directorate:	Office of the Chief Executive
Responsible Officer:	Manager Communications, Community Engagement and Advocacy
Reviewer:	Chief Executive Officer
Attachments:	1. Draft Community Engagement Policy [8.1.2.1 - 23 pages]

Purpose

To seek Council's endorsement of the Draft Community Engagement Policy to be placed on public exhibition for five weeks.

Recommendation

That Council:

- 1. Endorses the Draft Community Engagement Policy to be placed on public exhibition for five weeks.**
- 2. Receives a further report to adopt the Community Engagement Policy following the public exhibition.**
- 3. Notes that the *Local Government Act 2020* requires all councils to adopt and maintain a community engagement policy by 1 March 2021.**

Summary

Victorian Government legislation sees community engagement as essential for the delivery of good services and projects in the local government realm. This is reflected by the *Local Government Act 2020* (the Act) requirement that all councils deliver and maintain a community engagement policy by 1 March 2021.

This draft policy recognises this need and is an extension of the work Council has been doing in community engagement, as directed by the Hobsons Bay Community Engagement Policy Framework 2015.

In reviewing and planning Council's decisions, services and projects, every opportunity is taken to deliver more efficiently and effectively.

The Draft Community Engagement Policy articulates the principles, commitments and mechanisms that will ensure a consistent process for Council in conducting community engagement, and for the community to be involved in Council's decision making.

Background

Council has robust community engagement processes in place, as guided by the previous strategic document, the Hobsons Bay Community Engagement Policy and Framework 2015. Council engages with members of the Hobsons Bay community to empower them to have their say on decisions, projects and services that affect them. Participate Hobsons Bay, Council's community engagement portal, is one of the platforms used in community

engagement campaigns. This platform is augmented by a range of other community engagement tools.

Section 56 of the Act lists the following community engagement principles that councils are required to adhere to in their community engagement policy:

- a community engagement process must have a clearly defined objective and scope
- participants in community engagement must have access to objective, relevant and timely information to inform their participation
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement
- participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making

The Draft Community Engagement Policy supports these principles and includes further additional principles that are responsive to the needs and wants of the Hobsons Bay community.

The Act's principles for community engagement refer to deliberative engagement practices (section 55(2)(g)). While the Act does not prescribe and define specific community engagement actions to be carried out as part of deliberative engagement, advisory information provided by Local Government Victoria defines the key characteristics of deliberative engagement as:

- authentic engagement with the community
- good representation of the community in engagement activities
- clear demonstration of how all views have been considered
- accessible and relevant information available to the community to ensure the decision making process and the community's level of influence is clear in each instance and that participants are fully informed

The Act requires councils to apply their community engagement policy and to undertake deliberative engagement practices in the development of the Community Vision, Council Plan, Financial Plan and Asset Plan.

Discussion

Council is committed to sound community engagement processes that generate authentic input from the people of Hobsons Bay that shape the direction of Council's decisions and projects. Good community engagement results in stronger democratic processes, decisions and services that better meet the needs of the community.

In the context of the Community Engagement Policy, "community" includes all those who live, work, play and visit Hobsons Bay, or those who may be impacted by a Council decision. This could include community members such as: residents, ratepayers, families, young people, older adults, children, traders/workers, business owners/operators, customers, community groups, community leaders and representatives, sporting groups, agencies, funding bodies, service providers, developers, internal stakeholders, culturally and linguistically diverse (CALD) groups, LGBTIQ+ people, people of all abilities, service users,

users of local transport networks, health or religious organisations, Council advisory committees, other levels or agencies of government.

Council will engage when there is an opportunity or requirement for community and stakeholder input during the planning stages of decisions or deliverables of Council. Council will engage the local community or stakeholders when:

- there is a legislative requirement to consult
- Council is in the planning and development stages for local laws, the Council Plan, the Annual Budget (including the Financial Plan and Asset Plan), the Community Vision, or high-level policies
- a key decision of Council will impact the community to a significant extent

Community engagement processes will be guided by the Act's principles, Council's community engagement principles and commitments as well as the IAP2 Public Participation Spectrum.

Council's engagement will respect the rich diversity of the local community and the views of everyone in Hobsons Bay. Council is committed to engaging with all members of the diverse Hobsons Bay community and will utilise all possible measures to engage vulnerable and potentially underrepresented communities.

Every engagement process is different and is responsive to the needs of the matter at hand. In the early planning stages of a community engagement process, Council undertakes an extensive analysis of the project's context, circumstances, history, sensitivity, level of impact and level of influence the community has. Based on this analysis and the complexities and needs of each individual matter, Council develops and delivers an engagement plan that includes the most appropriate approach, levels, tools and timing for the process. Council is flexible and responsive to the needs of each unique engagement process.

The engagement approach, level and tools will be selected by assessing the needs and complexities of each matter against the IAP2 Public Participation Spectrum, included in the Draft Community Engagement Policy. The levels of engagement may be fluid within an engagement process and may shift based on emerging needs. Community engagement plans may use, but are not prescribed to use, methods and tools found across the IAP2 Public Participation Spectrum.

Council will be clear with the community about what it is trying to achieve, what the opportunity for community influence is, and will engage in different ways to ensure everyone impacted or interested has an opportunity to participate.

Timing of engagement is a key consideration in this planning. Council strongly values the community's time and effort and aims to be as efficient, targeted and streamlined in its engagement as possible.

Council's Draft Community Engagement Policy commits to ongoing learning and improvement by evaluating Council's engagement activities.

As the elected community representatives for Hobsons Bay, Councillors determine the strategic direction of the organisation and its deliverables. They play a lead role in deliberative decision making about local issues on behalf of residents and they make the final decisions on matters presented to them. As such, the community engagement processes outlined in the Draft Community Engagement Policy are designed to support and complement them in this process.

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 4: A Council of excellence

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

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.

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

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

Objective 4.5: Support and develop an engaged, skilled and professional workforce who are committed to maintaining a high performing and sustainable organisation.

Policies and Related Council Documents

The Draft Community Engagement Policy is intended to replace the Hobsons Bay Community Engagement Policy Framework 2015 in order to meet the requirements of the Act.

Legal/Statutory Obligations and Risk

The Act requires that all councils deliver and maintain a community engagement policy by 1 March 2021.

Financial and Resource Implications

Resources required to carry out the public exhibition and implementation of the Draft Community Engagement Policy will be accommodated within Council's operational budget.

Environmental, Social and Economic Impacts

There are positive social impacts arising from the Draft Community Engagement Policy insofar as enhanced community connection, engagement and participation in Council's decision making process.

Consultation and Communication

The Draft Community Engagement Policy has been developed in accordance with the requirements of the Act and in consultation with the Executive Leadership Team, Senior Leadership Team and other relevant Council officers.

Council officers are now seeking Council's approval to progress the Draft Community Engagement Policy to next stage of community consultation through public exhibition.

Declaration of Conflict of Interest

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

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

8.2 Corporate Services

8.2.1 Victorian General Council Election 2020 - Oaths and Affirmations of Office Sworn by Councillors

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

Purpose

To record the oaths and affirmations of the incoming Councillors of the City of Hobsons Bay, in accordance with subsection 30(2)(c) of the *Local Government Act 2020* (the Act).

Recommendation

That Council notes that the following Councillors were sworn in at two separate ceremonies at Williamstown Town Hall following the declaration of the 2020 Victorian general Council election, and took the oath or affirmation of office in accordance with subsection 30(2) of the *Local Government Act 2020*:

Cherry Lake Ward

Cr Tony Briffa JP	Oath	6 November 2020
Cr Daria Kellander	Affirmation	5 November 2020

Strand Ward

Cr Peter Hemphill	Affirmation	5 November 2020
Cr Jonathon Marsden	Affirmation	5 November 2020
Cr Pamela Sutton-Legaud	Oath	5 November 2020

Wetlands Ward

Cr Diana Grima	Oath	6 November 2020
Cr Matt Tyler	Affirmation	5 November 2020

Summary

The declaration of the 2020 Council election for the City of Hobsons Bay was made by the Victorian Electoral Commission at 4.30pm on Thursday 5 November 2020. Councillors-elect were subsequently sworn in, in accordance with the requirements of the Act and the Local Government (Governance and Integrity) Regulations 2020 (the Regulations).

This report fulfils a statutory requirement for the oath or affirmation of office taken by the incoming members of Council to be recorded in the minutes of Council.

Background

The 2020 Victorian general council election took place on 24 October 2020. The poll for the City of Hobsons Bay was declared by the Victorian Electoral Commission at 4.30pm on Thursday 5 November 2020.

In accordance with subsection 30 of the Act, a person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the Regulations. Subsection 30(2)(c) of the Act further requires that the oath or affirmation of office be recorded in the minutes of Council, regardless of whether the oath or affirmation was taken at a Council Meeting.

Discussion

Following the declaration of the poll, the Councillors-elect were sworn in at two separate ceremonies at Williamstown Town Hall on 5 and 6 November 2020, each taking an oath or making an affirmation of office in the form required by the Regulations and following the procedure prescribed by the Act.

The date of swearing in for each Councillor, and whether they took an oath and made an affirmation of office, is recorded below.

Cherry Lake Ward

Cr Tony Briffa JP	Oath	6 November 2020
Cr Daria Kellander	Affirmation	5 November 2020

Strand Ward

Cr Peter Hemphill	Affirmation	5 November 2020
Cr Jonathon Marsden	Affirmation	5 November 2020
Cr Pamela Sutton-Legaud	Oath	5 November 2020

Wetlands Ward

Cr Diana Grima	Oath	6 November 2020
Cr Matt Tyler	Affirmation	5 November 2020

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.

Legal/Statutory Obligations and Risk

This Council report fulfils the statutory requirement, under subsection 30(2)(c) of the Act, for the oath or affirmation of office to be recorded in the minutes of Council, whether or not the oath or affirmation was taken at a Council meeting.

Financial and Resource Implications

There are no financial or resource implications arising from this report.

Environmental, Social and Economic Impacts

There are no environmental, social or economic impacts resulting from this report.

Declaration of Conflict of Interest

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

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

8.2.2 2021 Council Meeting Timetable to 30 June 2021

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

Purpose

To adopt the 2021 Council Meeting Timetable to 30 June 2021.

Recommendation

That Council:

- 1. Adopts the Council Meeting Timetable to 30 June 2021 as listed in the report.**
- 2. Provides appropriate public notice of the Council Meeting dates, including by publication on Council's website, in accordance with the Hobsons Bay Governance Rules.**
- 3. Receives a further report to adopt the Council Meeting Timetable for the second half of 2021 at a future Council Meeting.**

Summary

This report proposes Council meeting dates up to 30 June 2021 for Council's consideration.

Background

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

Discussion

The proposed Council Meeting Timetable to 30 June 2021 is listed below.

The 2021 timetable includes one Council Meeting per month. It is proposed that Councillor Briefing Sessions and meetings of Council's Delegated Planning Committee continue to be held on the alternate weeks.

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

2021 Council Meeting Timetable to 30 June 2021		
Tuesday 2 February	6.30pm	Councillor Briefing Session
Tuesday 9 February	7pm	Council Meeting
Tuesday 16 February	6pm	Delegated Planning Committee
Tuesday 23 February	6.30pm	Councillor Briefing Session
Tuesday 2 March	6.30pm	Councillor Briefing Session
Tuesday 9 March	7pm	Council Meeting
Tuesday 16 March	6pm	Delegated Planning Committee
Tuesday 23 March	6.30pm	Councillor Briefing Session
Tuesday 6 April	6.30pm	Councillor Briefing Session
Tuesday 13 April	7pm	Council Meeting Adoption of Proposed Budget 2021-22
Tuesday 20 April	6pm	Delegated Planning Committee
Tuesday 27 April	6.30pm	Councillor Briefing Session
Tuesday 4 May	6.30pm	Councillor Briefing Session
Tuesday 11 May	7pm	Council Meeting
Tuesday 18 May	6pm	Delegated Planning Committee
Tuesday 25 May	6.30pm	Councillor Briefing Session
Tuesday 1 June	6.30pm	Councillor Briefing Session
Tuesday 8 June	7pm	Council Meeting Submissions Budget 2021-22
Tuesday 15 June	6pm	Delegated Planning Committee
Tuesday 22 June	6.30pm	Councillor Briefing Session
Tuesday 29 June	7pm	Council Meeting Adoption of Budget 2021-22

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

Legal/Statutory Obligations and Risk

Rule 4.2.3 of the Hobsons Bay Governance Rules requires that Council prepare a schedule of Council meetings at least once each year, and that the schedule be made available to the community at Council's Customer Service Centres and by publication on Council's website.

It is noted that rules 4.3.1 and 4.3.2 of the Hobsons Bay Governance Rules permit Council to change the date, time and place of any Council meeting that has been fixed and require that the public be provided with reasonable notice of the changes. Such notice is to be made on Council's public noticeboards, at Hobsons Bay Libraries, on Council's website, and by any other means deemed necessary.

Financial and Resource Implications

There are no financial or resource implications resulting from this report.

Environmental, Social and Economic Impacts

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

Consultation and Communication

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

Declaration of Conflict of Interest

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

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

8.2.3 2021 Appointment of Councillor Delegates to Council and Community Committees

Directorate:	Corporate Services
Responsible Officer:	Governance Officer
Reviewer:	Director Corporate Services
Attachments:	1. 2021 Council and Committee Delegates and Proxies [8.2.3.1 - 3 pages]

Purpose

To formally appoint Councillor delegates and proxies to Council, community and other committees and groups for 2021.

Recommendation

That Council appoints Councillor delegates and proxies to Council, community and other committees and groups for 2021.

Summary

An annual review of Councillor delegates and proxies appointed to Council, community and other committees and groups has been undertaken in order for Council to appoint delegates and proxies for 2021.

Background

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

Discussion

The proposed committee delegate appointments for 2021 need to be determined by Council.

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

The committees and groups are divided into the following categories:

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

It is noted that the Community Grants Panel is on hold due to a redesign of the Community Grants Program. Accordingly, the panel is not included in the list of committees attached. Given that Council is now providing direct funding to the Hobsons Bay Community Fund, the status of delegates for this group is also under review.

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 3: A well designed, maintained and environmentally sustainable place

Objective 3.1: Work with all levels of government, key stakeholders and the community to ensure urban development is appropriate and considers neighbourhood character and heritage.

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

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

Policies and Related Council Documents

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

Legal/Statutory Obligations and Risk

In accordance with subsection 63(1)(a) of the *Local Government Act 2020*, at least two Councillors must be appointed to delegated committees established by Council. The Delegated Planning Committee is currently Council's sole delegated committee.

Council may also be required to nominate Councillor delegates and proxies for other Council, community and other committees and groups in accordance with the terms of reference, operating guidelines or charters of the respective groups.

Financial and Resource Implications

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

Environmental, Social and Economic Impacts

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

Consultation and Communication

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

Declaration of Conflict of Interest

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

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

8.2.4 Establishment of the Municipal Emergency Management Planning Committee

Directorate:	Corporate Services
Responsible Officer:	Risk, Audit and Emergency Management Advisor
Reviewer:	Director Corporate Services
Attachments:	Nil

Purpose

To formally establish the Municipal Emergency Management Planning Committee (MEMPC) for the municipal district of Hobsons Bay in accordance with amendments to the *Emergency Management Act 2013* (the EM Act).

Recommendation

That Council:

- 1. Dissolves the existing Municipal Emergency Management Planning Committee (MEMPC) established under section 21(3)-(5) of the *Emergency Management Act 1986*.**
- 2. Authorises the Chief Executive Officer to establish a new MEMPC in accordance with section 59 of the *Emergency Management Act 2013* as amended on 1 December 2020.**
- 3. Notes that while Council's role is to establish the MEMPC, once established, the MEMPC exists separately to Council and is not a committee of Council.**

Summary

Council is required to establish a new MEMPC for the municipal district of Hobsons Bay in accordance with incoming amendments to the EM Act that will take effect on 1 December 2020.

Background

On 1 December 2020, section 68 of the *Emergency Management Legislation Amendment Act 2018* will insert a new Part 6 – Municipal Emergency Management Planning Committees into the EM Act.

The EM Act currently operates in conjunction with the *Emergency Management Act 1986* which will be repealed in due course. Council's current MEMPC is formed under this older Act and the relevant section will be repealed when the newer EM Act is amended.

Changes to the municipal tier of emergency management planning provide an opportunity to clarify functions and responsibilities of the MEMPC and formally transfer responsibility from Council to an integrated, collaborative multi-agency effort. All agencies including Council will

be required to participate and contribute their expertise to this process and the Municipal Emergency Management Plan will be owned by the MEMPC.

Discussion

In accordance with the EM Act, the MEMPC is a multi-agency committee with a shared responsibility for planning.

The primary functions of the MEMPC as defined by section 59D of the EM Act will be:

- to be responsible for the preparation and review of its municipal emergency management plan
- to ensure that its municipal emergency management plan is consistent with the state emergency management plan and the relevant regional emergency management plan
- to provide reports and recommendations to the Regional Emergency Management Planning Committee for the region in which the municipal district is located in relation to any matter that affects, or may affect, emergency management planning in that municipal district
- to share information with the Regional Emergency Management Planning Committee for the region in which the municipal district is located and with other MEMPCs to assist effective emergency management planning in accordance with Parts 6 and 6A
- to collaborate (having regard to any guidelines issued under section 77(2)(i)) with any other MEMPC that the MEMPC considers appropriate in relation to emergency management planning, including preparing municipal emergency management plans
- to perform any other function conferred on the MEMPC by or under the EM Act

Under the new legislative framework, the MEMPC (once established) will align directly with the Regional Emergency Management Planning Committee effective as of 1 December 2020 or the first meeting thereafter.

Council's prescribed role as outlined in section 59F of the EM Act will be to:

- facilitate emergency management planning for emergencies in relation to its municipal district by establishing the MEMPC
- in collaboration with other agencies and by the establishment of the MEMPC, enable community participation in emergency preparedness, including response and recovery activities
- nominate a Chairperson for the MEMPC (either the Chief Executive Officer or a member of Council staff nominated by the Chief Executive Officer)
- appoint one or more Municipal Emergency Management Officers under section 59G
- appoint one or more Municipal Recovery Managers under section 59H

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

The establishment of the new MEMPC supports the objective of community wellbeing by supporting community connectedness and planning for emergency events.

Council Plan 2017-21

Goal 2: A great place

Objective 2.1: Protect and promote public health and community safety.

Emergency management and preparedness such as response to weather or other disruptive events.

Policies and Related Council Documents

The related policies and Council documents include:

- Annual Budget 2020-21
- A Fair Hobsons Bay for All 2019-23

Legal/Statutory Obligations and Risk

Establishing the MEMPC complies with the EM Act as amended by the *Emergency Management Legislation Amendment Act 2018* and the roles and responsibilities included in the State Emergency Management Plan 2020.

Financial and Resource Implications

There will be no change to the existing financial and resources allocation to comply with the requirements of the EM Act. Current emergency management resources are funded from Council's operating budget.

Environmental, Social and Economic Impacts

The establishment of the MEMPC ensures a multi-agency preparedness for emergency events and a framework to include community engagement and consultation. This framework has a primary objective of shared responsibility in planning and preparedness at the community level.

Consultation and Communication

Consultation has been undertaken with the existing MEMPC which ceases to exist as of 1 December 2020. A call for nominations for the core MEMPC agency roles as outlined in the EM Act was undertaken in November. Formal establishment of the MEMPC will occur at the MEMPC meeting to be held on 16 December 2020.

Following consideration of the wider committee representation in that meeting, the Chair will extend invitations to participate as a committee member to those agreed community representatives, agencies, services and stakeholders.

Declaration of Conflict of Interest

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

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

8.2.5 Council Plan Initiatives - Quarter 1 2020-21 Progress Update

Directorate:	Corporate Services
Responsible Officer:	Corporate Improvement, Planning and Reporting Officer
Reviewer:	Director Corporate Services
Attachments:	1. Council Plan Initiatives Progress Report Quarter 1 2020-21 [8.2.5.1 - 11 pages]

Purpose

To provide Council with an update on the progress of the Council Plan 2017-21 initiatives (key projects) included in the budget.

Recommendation

That Council notes the progress made on the initiatives of the Council Plan 2017-21 during the first quarter of 2020-21.

Summary

COVID-19 restrictions have hindered the progress of several projects in the first quarter of 2020-21. However, most of the projects (79 per cent) are still progressing on plan and two projects are already completed.

Background

The Council Plan 2017-21 has been developed and annually reviewed in accordance with the legislative requirements of the *Local Government Act 1989*. It is based on a planning framework that aligns the Hobsons Bay 2030 Community Vision to the planning, development, resource allocation and service provision undertaken by Council for the Hobsons Bay community.

The Council Plan 2017-21 guides the work of Council over the period of four financial years. It comprises four goals and 20 strategic objectives for creating an even better Hobsons Bay through the delivery of Council services and initiatives. Each year Council nominates initiatives and major initiatives in the Annual Budget as committed projects for the financial year that support the implementation of the Council Plan.

The annual reporting of the progress of these priority projects is a requirement in the *Local Government Act 2020*. The periodic reporting also assists Council in ensuring progress is on track throughout the financial year.

Discussion

The 2020-21 Annual Budget included 24 projects, of which 10 were carried over from the previous year. Of the 24 projects, 15 are classed as initiatives and nine as major initiatives.

The first quarter (Q1) of 2020-21, July to September, saw two initiatives completed, namely the implementation of the Youth Digital Engagement Strategy and the creation of the Mayoral Program short film series.

Meanwhile, 19 projects are progressing on plan, one project is not yet started, and two projects have been reported as progressing behind schedule due to COVID-19 restrictions. The attached document provides details of the projects and their status.

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.

Policies and Related Council Documents

The Council Plan 2017-21 was adopted at the Council Meeting on 27 June 2017. At the Council Meeting on 25 August 2020, Council adopted the Annual Budget for the financial year ending 30 June 2021, which included the initiatives and major initiatives for the year.

Legal/Statutory Obligations and Risk

The annual reporting of the progress of the major initiatives is a requirement in the *Local Government Act 2020*.

Financial and Resource Implications

The initiatives and major initiatives are funded through Council's annual budget.

Environmental, Social and Economic Impacts

The delivery of the initiatives and major initiatives supports Council in achieving the four goal areas of the Council Plan 2017-21 which aim to address the environmental, social and economic issues affecting the municipality.

Consultation and Communication

The Community Vision and the Council Plan 2017-21 were developed through consultation with the community, stakeholders and Council. The initiatives and major initiatives are derived from the list of projects and the budgets proposed by Directors, Managers and Coordinators.

Declaration of Conflict of Interest

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

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

8.2.6 Financial Report for the Period Ended 30 September 2020

Directorate:	Corporate Services
Responsible Officer:	Chief Financial Officer
Reviewer:	Director Corporate Services
Attachments:	<ol style="list-style-type: none">1. Financial Report - September 2020 [8.2.6.1 - 14 pages]2. Capital Works Program 2020-21 [8.2.6.2 - 2 pages]

Purpose

To present Council with the financial results for the period ended 30 September 2020, and the revised 2020-21 annual forecast projections following completion of the September quarterly budget forecast review.

Recommendation

That Council:

1. **Notes the financial report for the period ended 30 September 2020.**
2. **Endorses the revised 2020-21 annual forecasts.**

Summary

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

The operational budget surplus for 2020-21 of \$23.762 million has decreased to a forecast of \$19.942 million. The operational surplus does not include Council's significant investment in capital expenditure, forecast to be \$71.343 million in 2020-21.

When compared to budget, income is expected to decrease by \$1.538 million and operational expenditure is expected to increase by \$2.282 million, largely due to the continuing impacts of COVID-19.

The forecast result of the Capital Works Program is balanced when compared to the original budget after forecast adjustments and carryovers are considered.

A \$4 million forecast deficit has been calculated as the Available Funding Result, consistent with the original budget. It is not usual practice to calculate an available funding deficit, but the decision considers the financial impacts of COVID-19 and ongoing financial sustainability of Council within the Long Term Financial Plan (LTFP).

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

Background

The forecast results are slightly worse when compared to budget as COVID-19 has had a greater impact than originally anticipated. While a strong operational surplus is still

anticipated, 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 LTFFP. The LTFFP has been updated and indicates that Council remains in a reasonable financial position and is financially sustainable.

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. The current LTFFP reflects anticipated reductions to the rate cap over the next two years. This will be updated once the rate cap for 2021-22 is announced by the Victorian Government, expected to occur later in December 2020.

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.

The financial report for the period ended 30 September 2020 is also directly aligned to Council's Annual Budget, LTFFP, Strategic Resource Plan and Capital Works Program.

Policies and Related Council Documents

Council considers financial reports at the end of the September, December (mid-year budget review), March and June (year-end) financial periods. The financial report for the period ended 30 September 2020 is the first report considered as part of the 2020-21 financial year.

Legal/Statutory Obligations and Risk

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

Financial and Resource Implications

The operational budget surplus for 2020-21 of \$23.762 million has decreased to a forecast of \$19.942 million. The operational surplus does not include Council's significant investment in capital expenditure, forecast to be \$71.343 million in 2020-21.

Income is expected to decrease by \$1.538 million when compared to budget.

Statutory fees and fines (\$397,000) and user fees (\$140,000) forecasts have been reduced when compared to budget mainly due the impacts of COVID-19 being greater than anticipated. Other income (\$425,000) forecasts have been adjusted to reflect reduced Council owned building rental and hire income as a result of ongoing COVID-19 restrictions and an extension to the Omnibus legislation for rental relief to six months.

Capital grants are forecast to reduce by \$529,000, this is largely due to income that was budgeted to be received in 2020-21 but was received earlier than anticipated in 2019-20. Monetary contributions are forecast to reduce by \$454,000, these reflect expected delays in receiving developer contribution plan payments and these reductions will be funded by reductions to the appropriate reserves.

Operational expenditure is expected to increase by \$2.282 million when compared to budget.

Materials and services are forecast to increase by \$1.243 million. The most significant forecast increases relate to COVID-19 sport and recreation facilities asset maintenance and electricity costs (\$694,000) and household waste management contamination costs (\$284,000).

Depreciation is forecast to increase by \$551,000 to better reflect purchases and revaluations that occurred late in the last financial year. Amortisation was not included in the initial budget and the forecast has been increased to \$818,000 to reflect a change in the accounting treatment of lease contracts previously allocated within materials and services and other expenses. Depreciation and amortisation are non-cash items, and these changes have minimal impact on funding Council's budget in 2020-21 and the LTFP.

A \$4 million forecast deficit has been calculated as the **Available Funding Result**, 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 and amortisation. While the \$4 million forecast deficit is consistent with the original budget, a further \$1.36 million is expected to be required from the Infrastructure reserve (total transfer is now \$15.037 million), leaving less funding available from the reserve in future years.

It is not usual practice to calculate an available funding deficit, but the decision considers the financial impacts of COVID-19 and ongoing financial sustainability of Council within the LTFP.

The **Summary Cash Flow Statement** indicates that Council's cash and investment balance was \$48.286 million as at 30 September 2020. The original budget of \$44.392 million for 30 June 2021 has been slightly adjusted to \$46.41 million mainly due to increased cash at the beginning of the year, the reduced operational result and updated balance sheet assumptions, particularly in relation to receivables and payables to reflect changing economic conditions impacted by COVID-19.

The **Liquidity Ratio** (current assets divided by current liabilities) indicates the amount that Council's short-term assets exceed its short-term obligations and thus Council's ability to fund its short-term operations. This ratio was 202 per cent at 30 September 2020 and is expected to be 132 per cent by the end of 2020-21, a slight increase when compared to the original budget. A current ratio over 100 per cent generally indicates a manageable short term financial position.

The forecast result of the **Capital Works Program** is balanced when compared to the original budget after forecast adjustments and carryovers are considered.

Capital Works Expenditure for the period ended 30 September 2020 was \$12.826 million compared to the year-to-date budget of \$7.565 million. The initial budgeted capital expenditure for the 2020-21 financial year of \$68.351 million has increased to a forecast of \$71.343 million. The increased forecast expenditure of \$2.992 million compared to the budget is attributable to:

- expenditure carryover adjustments from the prior year's program (\$935,000)
- the increase in funded capital expenditure (\$323,000)
- expenditure bought forward from next year's program (\$1.735 million)

Capital Income for the period ended 30 September 2020 was \$952,000. The initial budgeted capital income for the 2020-21 financial year of \$12.737 million has been decreased to a year-end forecast of \$12.208 million. The decreased forecast income of \$529,000 compared to budget is attributable to:

- income that was budgeted to be received in 2020-21 that was received in 2019-20 (\$852,000)
- additional unbudgeted income that has been received to fund the capital program (\$323,000)

Environmental, Social and Economic Impacts

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

Consultation and Communication

At Council's Audit and Risk Committee meeting to be held on 16 December 2020, the committee will receive and note the financial report for the period ended 30 September 2020 and the revised 2020-21 Annual Budget projections.

Declaration of Conflict of Interest

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

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

8.2.7 Proposed Lease to Optus at Paisley Park, 217 Mason Street, Altona North

Directorate:	Corporate Services
Responsible Officer:	Coordinator Property and Insurance
Reviewer:	Director Corporate Services
Attachments:	<ol style="list-style-type: none">1. Lease Plan - Paisley Park, 217 Mason Street, Altona North [8.2.7.1 - 1 page]2. Location Plan - Paisley Park, 217 Mason Street, Altona North [8.2.7.2 - 1 page]

Purpose

To recommend a lease to Optus Mobile Pty Ltd (Optus) at Paisley Park, 217 Mason Street, Altona North.

Recommendation

That Council:

1. Resolves to commence statutory procedures in accordance with section 115 of the *Local Government Act 2020* (LG Act) proposing to seek a new lease to Optus Mobile Pty Ltd at Paisley Park, 217 Mason Street, Altona North.

Premises 217 Mason Street, Altona North as shown on the attached lease plan

Permitted use For the purpose of constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering, and replacing telecommunications equipment consistent with the evolving nature of telecommunications services

Commencement Following approval by Council and after receipt of the Grant and Purpose from the Department of Environment, Land, Water and Planning (DELWP)

Length of term 11 years with 2 x 5 year rights of renewal

Rent The commencing rent is to be \$30,000 (thirty thousand dollars) per annum including GST

2. Authorises the Chief Executive Officer of Council or their delegate to prepare and give public notice of the intention to lease the premises in the *Maribyrnong and Hobsons Bay Star Weekly* newspaper and on Council's website.
3. Resolves to hear and consider any submissions received pursuant to the LG Act at a meeting to be held on a date and time to be nominated in the event that submissions are received.

4. Receives a further report following the public notice.

Summary

It is proposed to offer a lease on commercial terms to Optus to erect a monopole and associated ground-based equipment to operate a telecommunications network and telecommunications service from Paisley Park, Altona North. It is proposed to offer Optus a lease for a total of 21 years on an 11+5+5 basis. This is the maximum term of lease permitted under section 17D of the *Crown Lands (Reserves) Act 1978* (CLR Act).

Background

The subject land is Crown land described as Crown allotment B2, section 3, Parish of Cut-Paw-Paw and is temporarily reserved for recreation. Hobsons Bay City Council is the appointed Committee of Management (CoM) for the site. The grant and purpose have been approved for the proposed lease under section 17D of the CLR Act, which permits a lease period of up to 21 years.

The proposed telecommunications site is located within the PJ Lynch Reserve and Paisley Park, south of Mason Street and east of Mills Street, Altona North. The proposed site is situated at the southern end of the existing lacrosse courts and is accessed from Mason Street via an internal road. The lease area is 102m² as shown on the attached plan. The lease area is adjacent to the lacrosse field and the position has been agreed in consultation with other Council departments.

Paisley Park incorporates various recreational facilities including the Altona Lakes Golf Course, Altona North Bowling Club, Altona Badminton Centre, lacrosse courts, indoor swimming and fitness centres. Bayside P-12 College is located nearby.

Utilities complementing the subject property can be found within 500m including the main entry to Paisley Park, off Mason Street, Altona North.

The site is located close to various primary and secondary arterial roads including Mason and Mills Street, Altona North. The proposed telecommunications site is centrally located and adjoins the residential areas of Altona North, Newport, South Kingsville and Williamstown North.

Discussion

It is proposed to offer a lease of the area shown on the attached plan on the following terms and conditions:

Tenant:	Optus Mobile Pty Ltd
Term:	21 years (11 years with 2 x 5 year rights of renewal)
Commencement:	Following approval by Council and grant and purpose approval by DELWP
Commencing rental:	\$30,000 (including GST)
Rent reviews:	Five-yearly market rent reviews and annual rental increases of 3%

Lease document: The lease will be a standard DELWP section 17D Leases with special conditions to tailor the lease for this site

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2017-21

Goal 2: A great place

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

Policies and Related Council Documents

The proposal to lease the premises will be undertaken in accordance with all legislative requirements of the LG Act and the CLR Act.

In the absence of a current leasing and licencing policy, there are a number of key leasing principles that are applied to all leases being proposed to be entered into by Council.

Legal/Statutory Obligations and Risk

Section 115 of the LG Act states:

- 3) A Council must include any proposal to lease land in a financial year in the budget, where the lease is—
 - a) for one year or more and—
 - i) the rent for any period of the lease is \$100 000 or more a year; or
 - ii) the current market rental value of the land is \$100 000 or more a year; or
 - b) for 10 years or more.
- 4) If a Council proposes to lease land that is subject to subsection (3) and that was not included as a proposal in the budget, the Council must undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease.

Financial and Resource Implications

The lease is a lease of land only with Optus owning and maintaining the monopole and ground-based equipment.

The rental of \$30,000 per annum (including GST) was determined by a valuer based on the current market rental for a facility of this nature.

Environmental, Social and Economic Impacts

The Optus monopole and associated equipment will be located near to a lacrosse field in Paisley Park. The telecommunications equipment will include 4G capable transmissions for mobile networks.

Consultation and Communication

As this lease proposal was not included in the budget proposal, Council must undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease. It is proposed to advertise the leasing proposal in the *Maribyrnong and Hobsons Bay Star Weekly* newspaper and on Council's website.

Declaration of Conflict of Interest

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

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

8.2.8 Road Discontinuance - 8 Simcock Avenue, Spotswood

Directorate:	Corporate Services
Responsible Officer:	Coordinator Property and Insurance
Reviewer:	Director Corporate Services
Attachments:	<ol style="list-style-type: none">1. Road Proposed to be Discontinued and Sold - 8 Simcock Avenue, Spotswood [8.2.8.1 - 1 page]2. Survey Plan - 8 Simcock Avenue, Spotswood [8.2.8.2 - 1 page]

Purpose

To consider commencement of the necessary statutory procedures under the *Local Government Act 1989* (LG Act 1989) for the discontinuance and sale of the 5.64m-wide road adjoining 8 Simcock Avenue, Spotswood.

Recommendation

That Council:

1. Commences the statutory procedures pursuant to section 206 and clause 3 of Schedule 10 of the *Local Government Act 1989* (LG Act 1989) to discontinue and sell the road adjoining 8 Simcock Avenue, Spotswood.
2. Authorises the Chief Executive Officer of Council or his delegate to prepare and give public notice of the proposed discontinuance in the *Star Weekly* newspaper and on Council's website under sections 207A and 223 of the LG Act 1989. The notice is to also state that if discontinued, Council proposes to sell the land from the road to the owner of the adjoining property by private treaty.
3. Authorises the Chief Executive Officer or his delegate to carry out its functions under section 223 of the LG Act 1989 in relation to this matter.
4. Appoints a Committee of Council to consider submissions received pursuant to section 223 of the LG Act 1989 at a meeting to be held on a date and time to be nominated in the event that submissions are received.
5. Receives a further report following the public notice period to consider discontinuance and sale of the road.

Summary

Council has received a request from Henry Trucking Pty Ltd, the owner of land surrounding the road at 8 Simcock Avenue, Spotswood, for the discontinuance sale of the 5.64m-wide road adjoining the property, as shown hatched on Attachments 1 and 2.

The road has not been constructed and does not appear to have been used for access for many years. The road is however listed on Council's Register of Public Roads. If the proposed discontinuance is successful, arrangements will be made to remove the road from the Register.

Given that the applicant owns all the surrounding land, the road is considered to be no longer reasonably required for public use and accordingly its discontinuance and sale is recommended.

Background

The road and surrounding land formed part of a large tract of land known as the AGM Park. The land was once part of a larger parcel of land owned by ACI Operations Pty Ltd.

The applicant has recently acquired the surrounding land and, having discovered that the road traverses the site, made application to Council for its discontinuance and sale.

The applicant has agreed to acquire the land at valuation being \$170,500 (including GST) and to reimburse Council for all its reasonable costs in undertaking the road discontinuance procedures.

Discussion

The land from the road remains in name of ACI Operations Pty Ltd, which had previously owned the adjoining land since 1981.

Council's road discontinuance procedures under the LG Act 1989 apply to the land.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2017-21

Goal 2: A great place

Objective 2.3: Support the growth of our local economy and encourage business investment that creates and maintains local jobs.

Policies and Related Council Documents

The discontinuance and sale of the road is in accordance with Council's Policy for the discontinuance, closure and sale of rights of way/roads.

Legal/Statutory Obligations and Risk

The statutory process to discontinue the road is being undertaken in accordance with the requirements of the LG Act 1989.

The implications of this report have been assessed in accordance with the requirements of the Charter for Human Rights and Responsibilities.

Financial and Resource Implications

The applicant has agreed to acquire the land at its current market value of \$170,500 (including GST) as assessed by Council's contract valuer as well as to reimburse Council all reasonable costs incurred in undertaking the road discontinuance procedures.

Environmental, Social and Economic Impacts

There are no environmental, social or economic impacts resulting from the proposal.

Consultation and Communication

All necessary Council departments and service authorities have been consulted in respect to the proposal and no objections have been received.

Neither Council nor any of the service authorities have any assets within the land or requirements over the land.

The statutory procedures under the LG Act 1989 require Council to give public notice of its intention to discontinue and sell the road and invite submissions from affected parties under section 223 of the LG Act 1989.

Public notice of the proposed discontinuance will be given in the *Maribyrnong and Hobsons Bay Star Weekly* newspaper and published on Council's website.

In addition, any relevant abutting property owners will be advised of the proposal in writing and informed of their right to make a submission.

Declaration of Conflict of Interest

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

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

8.3 Sustainable Communities

8.3.1 Reconciliation Action Plan Reporting

Directorate:	Sustainable Communities
Responsible Officer:	Manager Arts, Culture and Community
Reviewer:	Director Sustainable Communities
Attachments:	Nil

Purpose

To update Council on the progress of the Hobsons Bay Innovate Reconciliation Action Plan 2019-21 (the RAP).

Recommendation

That Council notes the progress in delivering the Hobsons Bay Innovate Reconciliation Action Plan 2019-21.

Summary

The RAP provides the framework for Hobsons Bay City Council to facilitate further reconciliation within the organisation and the local community. The period of this RAP extends from January 2019 to January 2021. Many actions have been delivered, while some have been modified or impacted by the COVID-19 pandemic and will continue to be implemented over the coming months.

Background

The RAP program is administered by Reconciliation Australia and provides a framework for organisations to support the national reconciliation movement. Endorsed RAPs sit in a tiered framework set by Reconciliation Australia to indicate the development and maturity of the plan and organisation. There are four tiers of plans: Reflect, Innovate, Stretch and Elevate.

In 2018, Council developed its first RAP to be endorsed by Reconciliation Australia. The RAP provides the framework for Council as both an organisation and employer and in support of its work in the community. Council's RAP is in the second organisational tier, Innovate.

Discussion

There are four key priority areas of the RAP, namely:

- **relationships:** building genuine relationships, building visibility, inclusivity and connection
- **respect:** having and fostering respect for history and culture, heritage and continued contributions

- **opportunities:** supporting employment, education and health pathways for positive life outcomes
- **tracking and progress reporting** to Council and Reconciliation Australia

They are reported here in practical groupings across processes and services, and cultural heritage and events.

Processes and services

A staff **Reconciliation Steering Committee** was developed to progress the RAP.

Flag protocols are in place. The Aboriginal flag is flown permanently outside the Civic Centre and the Williamstown Town Hall, and both the Aboriginal and Torres Strait Island flags are flown during Reconciliation Week, NAIDOC Week and other periods of significance. Flags are hung or flown in the Council Chamber and other Council-owned community facilities.

Councillors support and promote **Acknowledgement of Country** in all public speeches and addresses. Council's communications policies support and promote Acknowledgement of Country in public documents and communications channels such as web and email signature blocks.

Workshops and training have helped staff and local agencies build understanding or technical knowledge, including facilities, planning, building and health services, procurement, early years, maternal and child health, children's and youth librarians. They include:

- sessions on the purpose and value of incorporating Acknowledgement of Country statements at the opening of events and meetings
- an Aboriginal Place Naming workshop presented by Geographic Names Victoria on protocols for consulting with Traditional Owners and the Victorian Corporation for Aboriginal Languages when considering facilities and use of language and symbols
- cultural heritage mapping, preservation and management training for relevant staff, including the purchase and use of the Aboriginal Cultural Heritage Register and Information System (ACHRIS), an online tool used to access the Victorian Aboriginal Heritage Register
- professional development on embedding Aboriginal perspectives into early childhood curricula and on learning and development impacts

Council's **Procurement Policy** was updated to reflect its support of Aboriginal and Torres Strait Islander businesses alongside other Social Procurement categories.

Friendship alliance with Yarrabah Aboriginal Shire Council, Queensland. Council hosted Leon Yeatman, Chief Executive Officer of Yarrabah Aboriginal Shire during the Hobsons Bay Business Excellence Awards in October 2019.

Cultural heritage and events

Council participates in the national programs of NAIDOC Week and Reconciliation Week and supports a calendar of cultural events and activities during the year.

The 2019 **NAIDOC Week** celebrations were extensive including a flag-raising ceremony attended by community members and staff, Jessie Lloyd's Mission Songs concert at the Williamstown Town Hall and NAIDOC Week children's day activities. Council invested in a set of NAIDOC posters from 1972 to the present day, for use in exhibitions at the Civic

Centre and Hobsons Bay Libraries. Council supported the NAIDOC Week Victorian Schools Program art and writing competition. NAIDOC Week in 2020 was postponed to November 2020 as a result of the pandemic. The local community program included a training session on the importance of an Acknowledgement of Country which was delivered online and a live stream performance from musician Bart Willoughby.

The cultural program supports **National Reconciliation Week (NRW)** which includes an annual event for Mabo Day at Laverton Hub, which has featured food, an education program, dance and music and active support for the Torres Strait Islands community around Laverton and the West. Due to COVID-19 restrictions, NRW 2020 was hosted entirely online with Council promoting local arts, music and culture and access to library resources.

In recognition of **Indigenous Literacy Day** the Friends of Williamstown and Newport Libraries held a fundraising book sale of excess library stock, raising \$2,029 for the Indigenous Literacy Foundation. On **Aboriginal Children's Day** a Kinder Dreaming art and storytelling session was held at Williamstown Library.

During NAIDOC Week in 2019, a report on the **Message Tree Project** was presented to the Mayor, representing the completion of a research and community engagement program to tell the story of the Message Tree in Williamstown. The report documents a unique story about a site of significance to First Australians and colonial settlers. The project was developed through partnership between the local reconciliation group Get Up Out West, Victoria Police Williamstown, clubs and other community representatives and supported by cultural consultancy Yalukit Marnang. The project received a Council grant to contribute to costs. Recommendations of the Message Tree Project report include interpretive panels that tell the story of the Message Tree and planting a replacement tree that will further embed the story in local history.

Lost Lands Found was launched at Logan Reserve, Altona in 2019. This is an ecological arts project by Wemba Wergaia man Dean Stewart that recreates a patch of the native flowering grassland that once extended from Altona across the western plains to South Australia. The project has been the basis for events and workshops.

Supporting and programming Indigenous artists in the arts community. Artists engaged over the period have included Alice Skye, Tongberangi Ngargga, Soul4GIVE featuring Bart Willoughby, Shauntai Batzke and Robbie Batzke. Outside Gallery at Paine Reserve was curated by Bindi Cole, featuring the work of artist James Henry.

Council's Arts At Your Doorstep annual program was launched featuring Archie Roach on the cover. His scheduled July 2020 performance has been postponed to April 2021.

A range of activities were held promoting learning of First Nations history and culture, including:

- an author talk with Stan Yarramunua on his autobiography *A Man Called Yarra* at Newport Community Hub
- a virtual workshop on the Wayapa Indigenous earth connection wellbeing practice
- a Boonwurrung culture and language session at Williamstown Library with Jaeden Williams
- a virtual Stories from the Boonwurrung session as part of Hobsons Bay Libraries winter school holiday program

- an assessment of Hobsons Bay Libraries' First Nations History collection, including the installation of a sensitivity notice within the Heritage collection at Williamstown Library
- an author talk featuring Tyson Yunkaporta, originally scheduled for March 2020 was held as a virtual session in October 2020.

In 2019, Council started a series of monthly **First Nations creative workshops** at Woods Street Art Space profiling carving, pottery and print making. The Planned Activity Group (PAG) based at Laverton Hub participates and the sessions are open to all First Nations community. An exhibition was supported at Orbital in Altona Meadows.

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 RAP was endorsed by Council on 13 November 2018.

Actions in the RAP help meet Council's commitments in A Fair Hobsons Bay for All 2019-23.

Legal/Statutory Obligations and Risk

Council has requirements in its planning role to meet statutory obligations in relation to land and cultural heritage management. The actions identified through this RAP specifically build the resources and capacity of the teams involved in land management and planning.

Financial and Resource Implications

There are no significant financial or resource implications to the implementation or reporting of the RAP actions.

Environmental, Social and Economic Impacts

RAPs provide organisations with a structured approach to advance reconciliation. This reporting period has included actions to build organisational and community capacity. Social and environmental benefits are created through:

- opportunities to learn, promote, and acknowledge
- engaging artists and speakers
- undertaking relevant training
- hosting civic and cultural activities

It is acknowledged that COVID-19 has impacted on the delivery of the plan during 2020. Actions to further progress economic outcomes and a focus on community connection are priorities for the year ahead.

Consultation and Communication

A consultation and engagement program that included three Traditional Owner groups informed the development of the RAP.

It will be important to connect with the groups and other stakeholders through reporting and noting key actions for 2021. It is proposed that presentation material is prepared for this purpose and that this takes place by December 2020. The RAP 2019-21 actions will also be reported on in September 2021.

Declaration of Conflict of Interest

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

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

8.3.2 Update on Special Recovery Grants Rounds for Community Connection and Local Business Activation

Directorate:	Sustainable Communities
Responsible Officer:	Manager Arts, Culture and Community
Reviewer:	Director Sustainable Communities
Attachments:	Nil

Purpose

To provide an update on a new integrated approach to Council's community-focused grants. The grants will commence with \$500,000 in additional recovery funding that was approved in the 2020-21 Budget, and to note that the \$250,000 Hobsons Bay Business has Heart business recovery grants package is underway and open for application.

Recommendation

That Council notes the progress of Council's new grants programs in support of community and business recovery.

Summary

Council is making substantial investments to support community resilience and recovery this year. A streamlined approach will be taken bringing all community-facing contestable grants programs into a single funding pool with an ongoing application and approval cycle from November 2020 through to May 2021.

Ongoing application cycles enable a staged and scalable process that will make funds quickly available to support community recovery. The process allows for flexibility and adaptation to changing community demand, capacity and opportunities.

The new \$500,000 grants package is titled Hobsons Bay Recovery and Reconnection (Make It Happen), and in combination with existing events and festivals, environment, and quick response grants programs and the \$278,000 already processed to applicants through the first community grants round in July and August 2020, delivers over \$1 million to support the community during 2020-21.

Council's 2020-21 Budget includes a further \$250,000 package to support grants to local retail precincts, through a separate one-off program supporting economic recovery for local businesses that commenced in September 2020.

Background

At the Council Meeting held on 25 August 2020, Council endorsed its 2020-21 Budget, including a suite of packages aimed at community, social and economic recovery to help offset impacts of the COVID-19 pandemic. The community support package includes investment of \$500,000 in 2020-21 that will be available through a new grants program.

This is in addition to the regular annual community grants program which was fast tracked to release \$278,000 to over 160 organisations in July and August 2020. Other grants programs

are delivered by Council each year, in addition to community grants. These include events and festivals and environment funds, which also represent opportunities for community recovery.

A second COVID-19 recovery package of \$250,000 targeting economic recovery for local businesses was launched separately in September. The program forms part of the Hobsons Bay Business has Heart initiative aimed at bringing the local business community together and encouraging residents to shop Hobsons Bay.

Discussion

Grants that support community connections

The experiences of COVID-19 have demonstrated that it can be difficult to plan during times of uncertainty, and that social and community connection and purpose is extremely important. On this basis, Council's new Hobsons Bay Recovery and Reconnection grants package will provide as much flexibility, access and support to the community as possible by:

- providing access to community recovery funds as quickly as practical, on an ongoing basis with monthly assessments planned until May 2021
- opening the more limited focus of existing programs, to make grants accessible to more categories and more people in the community
- making grants as easy as possible to apply for, including sharing ideas, building capacity, and removing barriers to participation (e.g. promoting and connecting potential applicants with auspice roles and other sponsors)
- working proactively with organisations that provide community grants such as the Hobsons Bay Community Fund, Toyota Australia and Bendigo Bank
- actively monitoring demand for and characteristics of the program, to maximise community impact and benefit

The program will retain core elements of existing grants programs, including requiring applicants to be not-for-profit and incorporated, and putting weight towards applications that can demonstrate capacity and capability to deliver the co-investment the grant will leverage (such as time and funds), and the impact in terms of the breadth of community benefits and opportunities for people to participate and volunteer.

The program will bring in multiple separate grants streams that have a focus on community connection to deliver increased flexibility and capacity. Protocols will ensure the strategic intent of existing programs (such as environment, events and festivals) is strengthened throughout. In addition to the \$278,000 already provided to successful grant applicants in August 2020, the program's budget is made from the \$500,000 committed in the budget, \$20,000 budgeted for sustainability grants, \$190,000 allocated to events and festivals funding, and \$50,000 that had been set aside for 2021 quick response grants as part of Council's ongoing budget.

The indicative timeframe for the new approach to 2020-21 grants supporting community connections is outlined below.

Q1: July-September 2020
<ul style="list-style-type: none"> regular 2020 Community Grants funds released three months ahead of normal schedule existing Events and Festivals Fund reassessed budget commitment to additional grants new grants program confirmed in September
Q2: October-December 2020
<ul style="list-style-type: none"> program opens for applications in November first assessment round held in December review and development of digital options commences
Q3: January-March 2021
<ul style="list-style-type: none"> program continues to be open for applications assessment closure dates 27 January, 24 February and 24 March are promoted funds released to successful applicants as assessed reporting on process and outcomes assess digital opportunities and test focus for 2021-22
Q4: April-June 2021
<ul style="list-style-type: none"> program continues to be open for applications assessment closure dates 28 April and 26 May are promoted funds released to successful applicants as assessed reporting on process and outcomes potential digital grants option/pilot for use in 2021-22

Following rollout in 2020-21, it is intended that this holistic approach be applied for Council's grants programs going forward, with regular reporting and reviewing taking place along with feedback from participants, supporting adjustments and ongoing improvements.

Hobsons Bay Business has Heart

The Hobsons Bay Business has Heart grants program was launched in September 2020, with applications being received on a rolling program until funds are expended or until March 2021.

There are multiple funding opportunities for business groups such as promotion, marketing and local activation. The grants program aims to bring the local business community together and encourage residents to support their local business precincts and shop Hobsons Bay, now and particularly as lockdown restrictions begin to ease. The program is supported by a simple, guided application process so that Council staff can assist Hobsons Bay businesses to design ways to build connections with their local communities and set themselves up for economic recovery.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2017-21

Goal 2: A great place

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

Goal 4: A Council of excellence

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

Policies and Related Council Documents

The opportunity to reassess and review the various grants streams was noted in reporting on the Community Grants Program at the Council Meeting on 12 May 2020.

The Hobsons Bay Community Grants Policy was adopted in 2017. The policy does not reference other grants streams and would be proposed for review in 2021, subject to findings from the recovery program.

Legal/Statutory Obligations and Risk

Being able to open access to the funds regularly and ongoing rather than annually is designed to enable Council to provide targeted and responsive community support. The administration that supports Council's existing grants programs remains in place, while being amended to support a single program structure. This encompasses eligibility requirements, conditions of funding, demonstrated capacity to deliver, appropriate governance structure, assessment processes and opportunities for auspice organisations to partner.

Financial and Resource Implications

Funds are allocated in the 2020-21 budget to support the requirements of the program.

Environmental, Social and Economic Impacts

A single flexible grants focus will position Council to respond to community needs during COVID-19 recovery. The ability to apply for funds on an ongoing basis is designed to assist the community where the ability to plan and implement new work in advance may be constrained due to COVID-19 restrictions, while community and social connection and sense of purpose and opportunity remains vital.

Grants stimulate local economic activity and being able to unlock economic value quickly over this year will provide tangible benefits. Through community recovery funding and repositioning of existing grants streams, more than \$1 million will be available for community access in 2020-21. Co-investment by applicants in project funding and resourcing is estimated to deliver or leverage up to three dollars for each dollar allocated, representing additional economic and community value of about \$3 million.

Consultation and Communication

A cross-department working group helped to redesign the program, including officers with experience in the various grant streams and with representation from all directorates.

Community notification, communications programs and opportunities for people including applicants to provide feedback will be embedded into the grants process.

Declaration of Conflict of Interest

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

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

8.4 Infrastructure and City Services

8.4.1 Contract 2020.62 Arboriculture Supply, Planting and Establishment Panel

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

Purpose

To award Contract 2020.62 for Arboriculture Supply, Planting and Establishment Panel to a panel of suppliers.

Recommendation

That Council awards Contract No 2020.62 for Arboriculture Supply, Planting and Establishment Panel to the following panel of suppliers for an estimated value of \$2,200,000 (two million, two hundred thousand dollars) annually, including GST, for an initial period of three years with an option for two one-year extensions.

Tree Supply Contractors Only:

- **Botanix Nursery**
- **Metropolitan Tree Growers**
- **Speciality Trees**
- **The Advanced Tree Company**

Tree Supply, Planting and Establishment Contractors:

- **Citywide Service Solutions Pty Ltd**
- **Flemings Landscapes**
- **Sevron Pty Ltd**

Summary

In response to Council adoption of the Urban Forest Strategy in September 2020 a panel of contractors is proposed to assist with the implementation of the strategy's objectives which places a much greater demand on Hobsons Bay's annual tree planting program.

In order to meet this increase in demand Council went to open tender seeking industry contractors experienced in tree supply, planting and establishment maintenance for the purpose of creating a panel of arboricultural contractors and securing their services.

Contractors were selected for the panel based on their ability to meet the timelines and quality outcomes specified within the contract, their ability to supply large quantities of trees or demonstrated history of planting and maintaining trees for an establishment period.

Background

The services and works to occur under this contract are key to Hobsons Bay achieving two of the four objectives of the recently adopted Urban Forest Strategy:

- Objective 1: Increase tree canopy in Hobsons Bay to 30 per cent by 2040
- Objective 2: Develop a diverse and healthy urban forest

The Urban Forest Strategy Action Plan sets a target of 40,000 semi-mature trees to be planted within the first five years of the strategy. These species must be selected from a variety of different families and genera to increase the diversity of Hobsons Bay's current tree population, thus reducing the potential risk of a major pest or disease event causing catastrophic damage to the tree population. The increase in tree population will also help reduce the urban heat effect, improve biodiversity and aesthetics of the municipality.

Council currently plants about 2,000 semi-mature trees annually with its internal Arboriculture team. To successfully reach the goals set out in the Urban Forest Strategy, Council will need a variety of contracted services to assist Council's current tree planting program with tree supply, tree planting and 24 months of establishment maintenance for newly planted trees.

With such a large increase in volume in Hobsons Bay's tree planting program Council will need to increase both its capital tree planting budget and operational tree maintenance budget to implement the objectives of the Urban Forest Strategy.

Discussion

The procurement process for this contract was an open tender process which opened on 26 October and closed on 9 November 2020. Eight submissions were received by the closing time and no late tenders were received.

The submissions were split into two categories for assessment. Four submissions were for Tree Supply Only (Tree Nurseries) and four submissions for a combination of Supply, Planting and Establishment Maintenance works.

The Tender Evaluation Panel met to evaluate the tenders against the selection criteria and post tender clarification was sought from some tenderers. Interviews were conducted on 13 November 2020 with the contractors who selected a combination of supply, planting and maintenance works which will form the major expense of this contract.

Tenderers who selected the tree supply only option in the contract were not chosen to be interviewed as they are well known suppliers who currently supply trees to Hobsons Bay Council for its annual tree planting program. Council is not expected to greatly increase its tree supply for its internal tree planting program during the term of this contract so there are no risks with these tenderers being able to provide adequate supply levels.

At the end of the evaluation process seven tenderers scored above 80 per cent against the criteria and were deemed appropriate for inclusion on the panel. Based on the evaluation process, a report was presented to the Tender Board on 18 November 2020 recommending multiple contractors for the arboriculture supply, planting and establishment services as the preferred tenderer. These tenderers 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 2020.62 Arboriculture Supply, Planting and Establishment Panel be awarded to a panel of contractors as per the list below:

Supply Only	Supply, Planting and Maintenance
Botanix Nursery	Citywide Service Solutions Pty Ltd
Metropolitan Tree Growers	Flemings Landscapes
Speciality Trees	Sevron Pty Ltd
The Advanced Tree Company	

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 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.

Urban Forest Strategy 2020

Objective 1: Increase tree canopy in Hobsons Bay to 30 per cent by 2040

Objective 2: Develop a diverse and healthy urban forest

Objective 3: Adopt a “trees led” approach to city planning, design and delivery.

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

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.

Biodiversity Strategy 2017-22

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.

Policies and Related Council Documents

The awarding of Contract 2020.62 through a public tender process complies with Council's Procurement Policy and is consistent with Council's adoption of the Urban Forest Strategy and Action Plan at the Council Meeting on 8 September 2020.

Legal/Statutory Obligations and Risk

The awarding of Contract 2020.62 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

Funding for the works conducted under this panel contract will come from two ledgers, the capital ledger Tree Planting Urban Forest Program and the Operational Tree Management ledger. In the current financial year there is a budget allocation of \$1,250,000. Budget submissions have been put forward to increase the budget allocation in future years to ensure there is adequate funding available to undertake these services.

Funding requests have been based on the forecasted expenditure within the Urban Forest Strategy and costed Action Plan that were adopted by Council at the Council Meeting on 8 September 2020. The Urban Forest Strategy is a 20-year strategy requiring significant long-term investment by Council to achieve its objectives with an estimated \$10,000,000 required for the first five years.

Environmental, Social and Economic Impacts

Street and reserve trees are the most significant green infrastructure asset in the city. They help to mitigate climate change, reduce the urban heat island effect through the provision of shade, improve air quality and reduce storm water runoff.

Research has shown that the presence of well-maintained trees in a community can reduce household electricity costs by shading buildings, improve liveability of homes and

attractiveness of business areas and therefore increase retail sales and tourism activities. The presence of trees has also been shown to improve people's mental and physical health.

Consultation and Communication

The tender was publicly advertised on 26 October 2020 and closed on 9 November 2020. The Tender Evaluation Report for Contract 2020.62 was presented to Council's Tender Board on 18 November 2020. The Tender Board endorsed the Tender Evaluation Panel's recommendation.

Declaration of Conflict of Interest

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

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

8.4.2 Contract 2020.10 Altona Tennis Courts - Building Renewal

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

Purpose

To seek Council approval for Contract 2020.10 for the Altona Tennis Club Refurbishment.

Recommendation

That Council awards Contract 2020.10 for the Altona Tennis Club Courts Refurbishment to Turf One at a fixed lump sum price of \$2,293,181.00 (two million, two hundred and ninety-three thousand, one hundred and eighty-one dollars), including GST.

Summary

The Altona Tennis Club Courts Refurbishment 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 six submissions received during this process. Following the evaluation of these tenders, a report was presented to the Tender Board on 11 November 2020, recommending awarding the contract to Turf One for the refurbishment of the existing tennis courts at the Altona Tennis Club.

Background

The Altona Tennis Club is located within JK Grant Reserve, Altona and is bordered by Fresno Street and Blue Gum Drive. The site is Crown Land managed by Council. The courts are utilised by club members and the public.

The proposed refurbishment of the existing tennis courts at the Altona Tennis Club was initiated by the Tennis Needs Assessment upgrades as a medium-term priority.

The works includes refurbishment of the red porous tennis courts and the synthetic courts, replacement of the court fencing (which is at the end of its practical life), replacement of the floodlights on the synthetic tennis courts and the red porous tennis courts. The project also includes the installation of Tennis Australia's "Book a Court" technology which allows the facility to be managed electronically. Clubs and the public can book courts when they are available via an access code. The red porous tennis courts have been completely repositioned and designed to address concerns about future proofing at the club.

The contract scope of works includes:

- five new synthetic clay courts
- six new red porous clay courts
- new Book a Court system

- new nets
- new LED lighting and poles
- new chain mesh fencing
- new irrigation tank and pumps

Discussion

A tender for the Altona Tennis Club Refurbishment was formally advertised in *The Age* on 19 September 2020 and closed on 23 October 2020.

Six tender submissions were received by the tender deadline. Five of these submissions were deemed conforming, although two of the tenderers were deemed not suitable for this project because they did not have enough tennis court project experience.

During the tender evaluation process, three candidates were interviewed online via Microsoft Teams on 4 November 2020.

Based on the evaluation process and reference checks, the Tender Evaluation Panel recommended Turf One as the preferred tenderer. Turf One 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 document

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.

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.

The project was identified in the Sports Facility Needs Analysis Report as a medium-term priority for tennis participation.

Policies and Related Council Documents

The awarding of Contract 2020.10 through a public tender process complies with Council's Procurement Policy and is consistent with the Hobsons Bay Sports Needs Analysis and Council's Buildings Asset Management Plan.

Legal/Statutory Obligations and Risk

The awarding of Contract 2020.10 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 \$2,160,000 (excluding GST). The recommended tenderer's submission of \$2,084,710 (excluding GST) is within the current budget.

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

Environmental, Social and Economic Impacts

Provision of the following environmentally sustainable design inclusions are considered as part of the scope:

- LED lighting
- inclusion of rainwater tank
- recycling of existing subbase material

Consultation and Communication

The tender was publicly advertised in *The Age* on 19 September 2020. The Tender Evaluation Report for Contract 2020.10 was presented to Council's Tender Board on 11 November 2020.

Declaration of Conflict of Interest

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

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

8.4.3 West Gate Tunnel Project Update

Directorate:	Infrastructure and City Services
Responsible Officer:	Senior Technical Advisor
Reviewer:	Director Infrastructure and City Services
Attachments:	Nil

Purpose

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

Recommendation

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

Summary

This month's report includes updates on:

- Council advocacy on items including:
 - Muir Street and Rosala Avenue pedestrian overpasses
 - Hall Street streetscape design
 - Hobsons Bay Transport Planning Study (HBTPS) and Local Area Movement Plans (LAMPs)
 - Kororoit Creek shared use path (SUP)
- Community Liaison Group (CLG)
- West Gate Neighbourhood Fund

Background

The Project commenced in 2018 and is expected to be completed in 2023. The Project is delivered through a partnership between the Victorian Government and Transurban (Project Co), managed by the West Gate Tunnel Project – Major Transport Infrastructure Authority (WGTP MTIA) and built by construction contractors CPB Contractors and John Holland as a joint venture (the JV).

Monthly reports providing updates on various aspects of the Project are tabled through Council Meetings. Previous reports can be accessed via the Council website. Project 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 four strategic items, detailed below, which are being discussed with Project Co, the JV and WGTP MTIA.

1. Muir Street and Rosala Avenue pedestrian overpasses

The JV removed two pedestrian overpasses at Muir Street, Spotswood and Rosala Avenue, Altona North on 23 May 2020 to enable the progression of freeway widening and noise wall installation and, following delays due to COVID-19 restrictions, the replacement overpasses are now nearing completion. The new Rosala Avenue overpass opened on 9 November 2020 and the Muir Street overpass will open on 9 December 2020.

During the period of the overpass removal and reconstruction, the JV implemented a courtesy bus service for Yarraville/Spotswood and Altona North/Brooklyn communities to assist with connectivity across the freeway. Council supports retention of this courtesy bus service until the overpasses are completed and fully operational.

2. Hall Street Streetscape Design

The JV, Project Co, WGTP MTIA, VicTrack, Metro Trains Melbourne, Viva Energy and Council have been working for some time to achieve a satisfactory outcome for the design of the Hall Street, Spotswood SUP. This streetscape design includes a shared user pathway (SUP) on the west side of Hall Street between Hudsons Road and the Westgate Freeway. This SUP will provide a critical connection to Federation Trail and Stony Creek Reserve. Council has commenced design for the drainage upgrade of Hall Street including the outlet to Stony Creek under the West Gate Bridge.

4. Hobsons Bay Transport Planning Study

The Department of Transport (DoT) is leading the HBTPS in partnership with Council to identify actions to improve network access and mobility across the northern suburbs.

A project report for the study area has been completed which defines challenges and opportunities across all modes of transport, walking, cycling, public transport and vehicular. A series of initiatives have also been developed to address these future transport needs and challenges in Hobsons Bay.

In conjunction with the HBTPS, LAMPs for Brooklyn, Altona North, Spotswood, South Kingsville, Newport and Williamstown North are being developed, consistent with the objectives of the HBTPS and Council's Integrated Transport Plan. Community engagement for the LAMPs commenced mid-November 2020 with the final LAMPs scheduled for April 2021.

The Spotswood and South Kingsville LAMP will form a part of Spotswood and South Kingsville Better Places initiative with community engagement commenced in November 2020.

3. Kororoit Creek Shared Use Path

At the CLG meeting on 18 June 2020 the JV presented a revised program for all the SUPs proposed as part of the Project including that the completion of the Kororoit Creek SUP would be delayed until the end of the Project due to required services relocation works. Council and Friends of Lower Kororoit Creek wrote to the JV requesting an earlier opening of this important regional trail to the public as soon as possible. Subsequently the JV has advised that they have been able to adjust their program to bring forward completion of the SUP to the end of 2021.

Current Construction Works

Works progressing include road and bridge widening; noise wall construction (Figure 1); interchange works at Williamstown Road, Millers Road (Figure 2), Grieve Parade and the M80; installation of the pedestrian overpasses; Hyde Street ramps and the southern tunnel portal works.

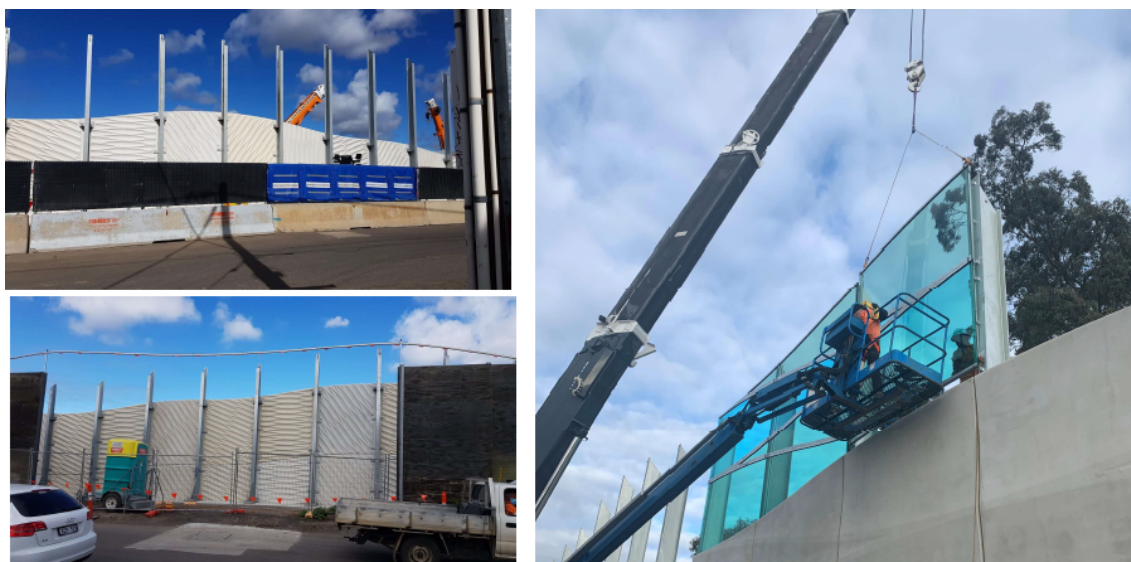


Figure 1: New noise walls including acrylic panels being installed



Figure 2: Millers Road interchange works

Resurfacing of the existing Federation Trail between Millers Road and Kororoit Creek, Brooklyn is planned to commence in early 2021.

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

Open Space Enhancement Package

Works have commenced for the construction of the new pavilion at WLJ Crofts Reserve, Altona North following the demolition of the former pavilion. WH Couch Pavilion at Donald McLean Reserve has also been demolished in preparation for construction works for the new pavilion. (See Figures 3 and 4 below.)

Community consultation to inform the Donald McLean Reserve open space design development commenced on 26 November with the release of the final design following engagement undertaken in September 2020.

All open space enhancement works at Brooklyn Reserve, DN Duane Reserve and Rowan Avenue Reserve in Brooklyn are now complete.



Figure 3: Location of the former WH Couch pavilion at Donald McLean Reserve after demolition



Figure 4: WLJ Crofts Reserve, Altona North – demolished pavilion and earthworks



Figure 5: Brooklyn Reserve, Brooklyn – new public toilet close to the playground



Figure 6: DN Duane Reserve, Brooklyn – new shelter and playground equipment



**Figure 7: Rowan Reserve, Brooklyn – connecting pathways,
new play equipment and additional landscaping**

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

Other Items

A meeting of the CLG – West was held on 17 September 2020 which included a briefing on the Inner West Air Quality Community Reference Group report. Further information on the CLG, including copies of meeting notes and presentations, can be found at:

<http://westgatetunnelproject.vic.gov.au/clg>

The \$10 million West Gate Neighbourhood Fund is a grants and partnerships program for communities within Maribyrnong City Council and Hobsons Bay City Council. Applications for the 2019-2020 Partnerships Program have been reviewed by WGTP MTIA with funding recipients to be announced shortly. Community grant applications available to not-for-profits in the Maribyrnong and Hobsons Bay areas are expected to open in coming weeks which will provide up to \$100,000 per application. Further information is available at:

westgatetunnelproject.vic.gov.au/community/grants

The Inner West Air Quality Community Reference Group recently presented their report, *Air Pollution in Melbourne's Inner West: taking direct action to reduce our community's exposure*, to the Victorian Government. The report considers air pollution and health impacts in Melbourne's inner west, finding that poor planning, regulation and air pollution monitoring is exposing the community to serious health risks. The report notes that the area bears the brunt of being home to polluting industries including toxic landfills, chemical industries, an oil refinery, the Port of Melbourne, trucking and freight logistics, and Victoria's busiest freeway. While cities around the world have cleaned up these industries, the report notes that the western suburbs remain neglected with poor pollution standards, outmoded technologies and a reliance on inadequate planning frameworks.

The report contains 26 recommendations with 65 actions to improve air quality for Melbourne's inner west communities. The report and further information can be found at:

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

As part of the environmental management requirements for the Project, air monitoring from six temporary air quality monitoring stations is undertaken monthly. The West Gate Tunnel Project air quality monitoring report for August 2020 has been published 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 2: Community wellbeing and inter-connection

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.

Goal 4: A Council of excellence

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

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 Environmental Effects Statement (EES). Council has received numerous reports regarding officer assessments of the Project design development, community engagement and advocacy activities undertaken in response to the Project.

Legal/Statutory Obligations 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 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 has been released and 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 requests received to consider and respond to construction works. A Memorandum of Understanding 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

Residents of Blackshaws Road and Melbourne Road continue to raise concerns about the increased volume of traffic due to the Project traffic diversions, particularly noise from truck traffic at night. 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.

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>

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, 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.

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. Hydro-blasting work has caused significant local concern. Hydro-blasting is noisy work and uses very high-pressure water to remove concrete on the edges of the existing bridges to expose the internal steel reinforcing bars. The JV has been able to reschedule the remaining proposed night work to daytime due to the lower traffic volumes on the freeway.

WGTP MTIA has commenced discussions with residents and owners of properties fronting Millers Road between the West Gate Freeway and Geelong Road relating to potential noise mitigation measures. This initiative was identified during the EES consideration of the extra trucks expected to use Millers Road when the new truck bans are introduced forcing more trucks onto Millers Road.

Declaration of Conflict of Interest

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

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

9 Delegate Reports

Purpose

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

Recommendation

That Council receives and notes the recent Delegate Report.

Metropolitan Transport Forum

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Jonathon Marsden

Date of Meeting: 7 October 2020

Peter Parker from the Victorian Transport Action Group presented on opportunities for improved bus services in metropolitan Melbourne. Peter highlighted that Melbourne needs a more job-focused bus network.

The presentation highlighted that adjusting bus service levels may need to be considered to suit demand, and several popular bus routes requiring service upgrades. It was noted that public transport service kilometres per capita have been falling since 2012 despite high levels of investment, indicating the need to improve services. Opportunities for bus reform include Route 472 in Williamstown which was proposed to be rerouted through the Ferguson Street Activity Centre with more services to improve access. It was also highlighted that the timetable for Route 432 through Newport and Altona North could be amended to better match demand.

Loretta Lynch, Managing Director at Transdev Melbourne, presented on lessons from their recent electric bus trials undertaken in partnership with the Victorian Government.

The electric bus used for the trial was the first in Melbourne and was manufactured locally. Initially it was trialled on Route 246 from Elsternwick to Clifton Hill via St Kilda and was found to reduce noise and emissions, improve air quality, and to be as reliable as existing diesel buses. The battery is recharged at the bus depot overnight and is sufficient for a day's operation or around 300km. The trial has now shifted to Route 251 from Queen Street in the Melbourne CBD to Northland Shopping Centre. Transdev also has electric and hydrogen bus operations overseas and aspirations to further increase them within Australia.

Greg Day, Metropolitan Transport Forum's strategic transport advocacy advisor, highlighted a major announcement by Ben Carroll, Minister for Roads and Road Safety, that aligns with previous advocacy efforts: 100km of new and improved cycling routes to be delivered across inner Melbourne suburbs to make it easier and safer for people cycling to and from the CBD. Local councils have played a key role in this with \$13 million to be invested to help relieve congestion and provide an alternative to public transport. Victoria will also introduce minimum passing distances next year to make it mandatory for motorists to give cyclists at

least one metre clearance when overtaking on roads with speed limits up to 60km/h, and 1.5 metres on roads with speed limits above 60km/h. This will improve cyclist safety and will align local rules with those in other states.

10 Notices of Motion

10.1 Notice of Motion No. 1218 - Advocacy to Government Agencies on Ferguson Street Level Crossing Removal

Cr Peter Hemphill has given notice of the following:

That Council:

1. Gratefully acknowledges the position of the Victorian Government and the Level Crossing Removal Project (LXRP) in opting for, in line with community feedback, the rail under option for the Ferguson Street Level Crossing Removal at North Williamstown Station.
3. Holds discussions with Maribyrnong City Council and/or the National Trust regarding the development of a heritage rail corridor along all or part of the rail network stretching from Williamstown to Footscray which:
 - a. Acknowledges the state significance of the rail lines running from the CBD to Williamstown
 - a. Permanently protects the heritage rail assets such as station buildings, station platforms and signal boxes along that section of the railway network.
 - b. Recognises and celebrates the historic railway yards at Point Gellibrand.
 - c. Protects the heritage buildings and railway stock at the Newport Railway Workshops and the Williamstown Rail Museum.
2. Campaigns for a better community outcome for the North Williamstown Station precinct which prioritises safety and is in line with Council's concept plan adopted on August 11 2020, which specifically includes retention of both the east and west station buildings in their current form, north-south pedestrian links under Ferguson Street and an improved plaza area at the station, but also leaves open the possibility of exploring potential further improvements.
4. Convenes meetings of Council officers and Strand Ward Councillors with the LXRP, the Department of Transport and VicRoads to improve pedestrian and cyclist safety, public transport links and traffic movement in the Ferguson Street/Kororoit Creek Road/Champion Road area in line with Council's concept plan for the North Williamstown Station area.
5. Meets with the Member for Williamstown, The Hon. Melissa Horne MP, to seek support for better and safer community outcomes for the North Williamstown Station area.

10.2 Notice of Motion No. 1219 - Acknowledgement of Kim Walsh

Cr Tony Briffa JP has given notice of the following:

That Council acknowledges Kim Walsh's extraordinary contribution to the community of Hobsons Bay through his role as President of the Altona Village Traders Association for 20 years, and presents him with a certificate at a future Council meeting.

11 Supplementary Public Question Time

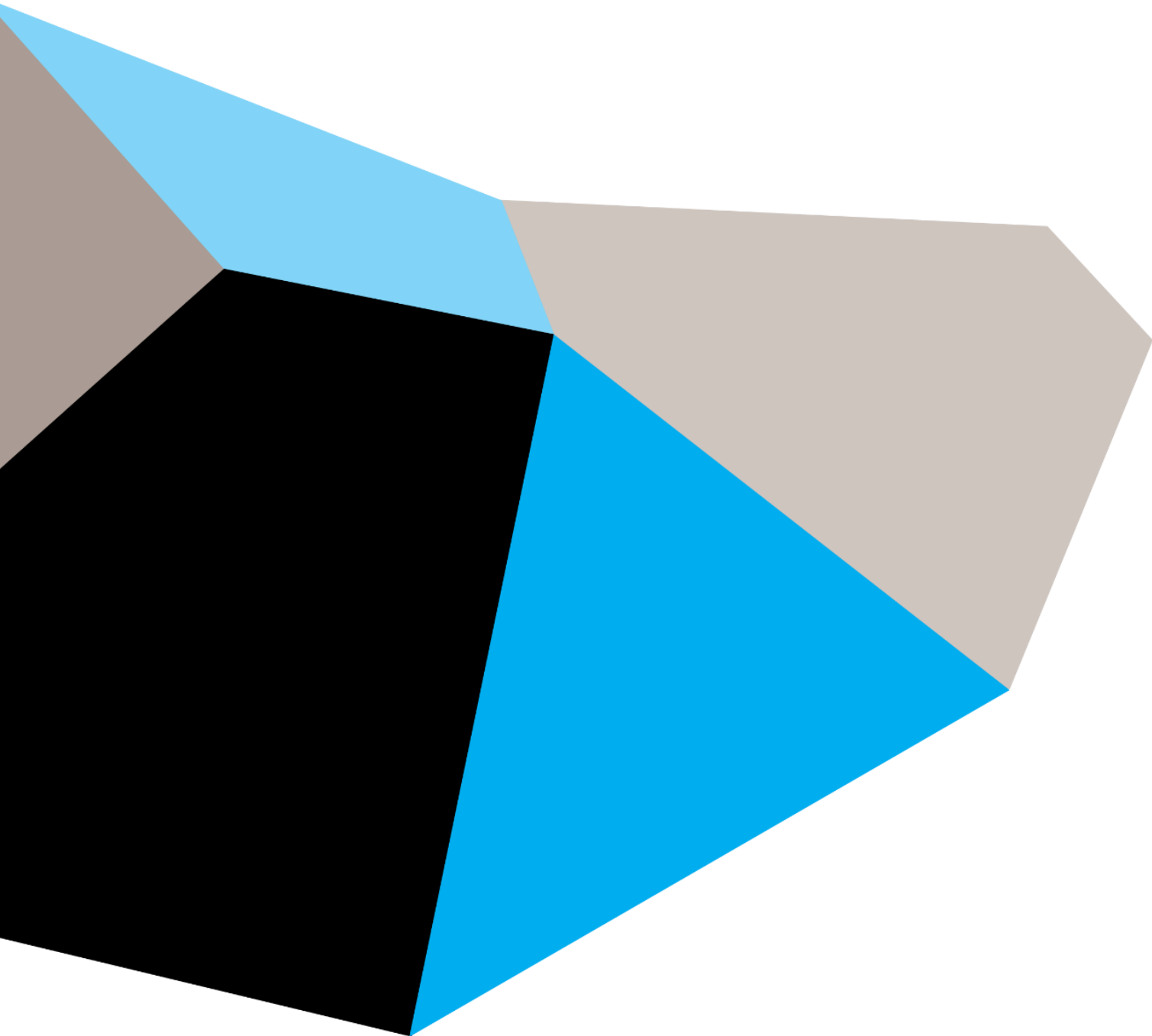
Supplementary Public Question Time provides an opportunity for the public to ask questions directly related to items on the agenda that have arisen during the evening's proceedings.

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

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

12 Urgent Business

13 Close of Meeting



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