



Council Meeting Agenda

Tuesday 14 December 2021
Commencing at 7.00 PM

Virtual Meeting

HOBSONS
BAY CITY
COUNCIL



OUR MISSION

We will listen, engage and work with our community to plan, deliver and advocate for Hobsons Bay to secure a happy, healthy, fair and sustainable future for all.

OUR VALUES

Respectful

Community driven and focused

Trusted and reliable

Efficient and responsible

Bold and innovative

Accountable and transparent

Recognised

Council acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners of these municipal lands and waterways, and pay our respects to Elders past and present.

Chairperson:

Cr Peter Hemphill (Mayor)

Strand Ward

Councillors:

Cr Diana Grima (Deputy Mayor)

Wetlands Ward

Cr Tony Briffa JP

Cherry Lake Ward

Cr Daria Kellander

Cherry Lake Ward

Cr Jonathon Marsden

Strand Ward

Cr Pamela Sutton-Legaud

Strand Ward

Cr Matt Tyler

Wetlands Ward

Aaron van Egmond
Chief Executive Officer
Hobsons Bay City Council

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1 Council Welcome and Acknowledgement

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

2 Virtual Meeting Protocols

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

2.1 Voting Method

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

2.2 Absence From Meeting

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

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

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

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

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

3 Apologies

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

4 Disclosure of Interest

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

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

5 Confirmation of Minutes

5.1 Confirmation of Minutes

Confirmation of the minutes of the Council Meeting of Hobsons Bay City Council held on 12 November 2021 and the minutes of the Council Meeting of Hobsons Bay City Council held on 16 November 2021 (copies previously circulated).

6 Councillor Questions

7 Public Question Time

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

8 Petitions and Joint Letters

8.1 Petitions and Joint Letters Received

8.1.1 Petition - Speed Hump in Burswood Court, Seabrook

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

Purpose

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

Recommendation

That Council:

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

Summary

The petition was received on 1 December 2021 and acknowledged on 2 December 2021. It has been reviewed to verify that it meets the minimum requirement of 25 valid signatories in accordance with the Hobsons Bay Governance Rules and can therefore be dealt with by Council.

The petition reads as follows:

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

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

9 Business

9.1 Office of the Chief Executive

9.1.1 Chief Executive Officer's Report on Operations

Directorate:	Office of the Chief Executive
Responsible Officer:	Executive Assistant to the Chief Executive Officer
Reviewer:	Chief Executive Officer
Attachments:	1. CEO Report on Operations [9.1.1.1 - 49 pages]

Purpose

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

Recommendation

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

Summary

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

Discussion

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

In accordance with rule 10.7.1 of the Hobsons Bay Governance Rules, Council maintains records of meetings attended by Councillors in the CEO's Report on Operations to ensure transparency and equity of information. A summary of meetings for the period between 1 November 2021 and 30 November 2021 is provided in this month's report.

Strategic Alignment

Council provides a wide range of services to the community of Hobsons Bay as well as developing and delivering actions to ensure community assets are maintained and service the needs of the community. Each month this report highlights these activities, initiatives and projects and provides a high-level performance summary.

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection.

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

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

9.2 Corporate Services

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

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

Purpose

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

Recommendation

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

Summary

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

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

Background

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

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

Discussion

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

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

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

Policies and Related Council Documents

Council has not considered any previous reports in relation to this matter.

Legal/Statutory Obligations and Risk

The Hobsons Bay Chief Executive Officer Employment and Remuneration Policy 2021 is a statutorily required policy that will support Council to effectively manage the CEO's employment lifecycle and other employment and remuneration-related matters and meet its obligations under the *Local Government Act 2020*.

Financial and Resource Implications

The implementation of this policy will require a budget allocation to cover the cost of remuneration fees for the independent member on the CEO Employment and Remuneration Committee and any other additional costs for independent legal advice.

Environmental, Social and Economic Impacts

There are no direct environmental, social or economic impacts resulting from Council establishing a Chief Executive Officer Employment and Remuneration Policy.

Consultation and Communication

Councillors have been consulted regarding the development of the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy.

Declaration of Conflict of Interest

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

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

9.2.2 Adoption of the Hobsons Bay Procurement Policy 2021

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

Purpose

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

Recommendation

That Council:

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

Summary

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

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

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

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

Background

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

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

Discussion

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

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

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

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

- **Section 1:** Purpose – Council must comply with the policy before entering into a contract for the purchase of goods, services or works.
- **Clause 3.2.3:** Collaborative Procurement – The Chief Executive Officer (CEO) must ensure that any report to the Council that recommends entering into a contract includes information in relation to any opportunities for collaboration with councils or public bodies which may be available.
- **Section 9:** Continual Improvement – Council is committed to continuous improvement and the policy will be reviewed at least once during each four-year term of the Council.

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

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

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 5: A High Performing Organisation

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

Policies and Related Council Documents

Council last reviewed and adopted the Procurement Policy on 10 September 2019.

The Procurement Policy is complemented by the Procurement Procedures used by staff involved in procurement activities across the organisation and procedural documents specifically used by the Procurement team.

Legal/Statutory Obligations and Risk

Section 108 of the *Local Government Act 2020* outlines the requirement for Council to adopt a Procurement Policy at least once during each four-year term of the Council and what is required to be included within the policy.

Section 109 of the *Local Government Act 2020* outlines that Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works and that procurement reports to Council must include information in relation to collaboration opportunities.

Financial and Resource Implications

The Annual Budget estimates that Council will spend nearly \$120 million procuring goods, services and capital items during the 2021-22 financial year. As such, high importance is placed on ensuring best practice and value for money is achieved on behalf of the community.

Environmental, Social and Economic Impacts

Section 4 of the policy relates to sustainability. This section outlines that the lowest price is not always selected. Quality and environmental considerations may result in other preferred products being selected within acceptable price premiums to best ensure value for money is achieved.

Section 7 of the policy relates to Social Procurement. This section outlines that using procurement processes and purchasing power may generative positive social outcomes in addition to the delivery of efficient goods, services and works. Council is committed to social procurement by seeking opportunities through Council contracts and quotations including but not limited to social enterprise, social benefit and Aboriginal and Torres Strait Islander businesses.

For the year ending 2020-21 the total Indigenous supply expenditure was \$5.82 million. This amount predominately relates to a nationally accredited Indigenous construction company who have completed the refurbishment of the Civic Centre.

Section 6 of the policy relates to support of local business. This section outlines Council's commitment to buying from local business where purchases may be justified on value for money grounds. Council actively seeks quotations and tenders from local businesses within the municipality. There will be further focus on actively promoting the organisation to procure goods, services or works from local suppliers.

A supplier's guide will be introduced on Council's website outlining how to do business with Council. The objective of the guide is to make it easy for suppliers to understand the processes and systems to assist and encourage supplier participation with current and future tender opportunities. Upcoming tenders will also be promoted through Hobsons Bay Business e-Works newsletters.

Since 2018-19 there has been a significant increase in local expenditure. The engagement of a local contractor to design and construct the Altona Sports Centre has been a major contributing factor. For the year ending 2020-21 the total local expenditure was \$17.983 million.

Consultation and Communication

An internal working group was established to review and update Council's Procurement Policy, considering the impacts of the new *Local Government Act 2020*, particularly sections 108 and 109. Key internal stakeholders were engaged throughout the process to ensure that the organisation's requirements were also considered during the review. The Executive Leadership Team has provided input and were updated on a regular basis.

The working group has been actively collaborating with the Western Regional Network (procurement) Group to develop a best practice guideline template to ensure a consistent approach across the sector.

The Hobsons Bay Procurement Policy 2021 was received and noted by Council's Audit and Risk Committee at its meeting held on 24 November 2021. The committee provided feedback and has recommended that the policy be adopted by Council.

Declaration of Conflict of Interest

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

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

9.2.3 Adoption of the Hobsons Bay Complaints Handling Policy 2021

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

Purpose

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

Recommendation

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

Summary

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

Background

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

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

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

Discussion

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

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

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

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

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

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

Policies and Related Council Documents

The Hobsons Bay Complaints Handling Policy 2021 is intended to replace the Complaints Handling Policy authorised by Council's Executive Leadership Team (ELT) in February 2020.

Related policies and documents include:

- Privacy Policy
- Hobsons Bay Public Interest Disclosures Policy and Guidelines
- Managing Unreasonable Conduct by Complainants Policy
- Community Experience 2.0 (CX 2.0) transformation plan
- Complaints Handling Procedural Guidelines
- Customer Service Charter
- Employee Code of Conduct
- Councillor Complaints Handling Policy
- Fraud Risk Management Directive
- Disciplinary Policy and Procedures

Legal/Statutory Obligations and Risk

Section 107 of the new *Local Government Act 2020* requires Council to develop and maintain a Complaints Policy with certain statutory inclusions. Adoption of this policy by Council ensures legislative compliance with the requirements of the implementation of the *Local Government Act 2020*.

Financial and Resource Implications

The resources required to support the Hobsons Bay Complaints Handling Policy 2021 can be accommodated within Council's operational budget.

Environmental, Social and Economic Impacts

An effective approach to the handling of complaints will avoid adverse social impacts where Council's reputation could be affected by a lack of good complaints handling and transparency.

Consultation and Communication

Internal consultation has been undertaken with Council officers, the Executive Leadership Team and Councillors in the course of developing the policy.

Declaration of Conflict of Interest

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

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

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

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

Purpose

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

Recommendation

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

Summary

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

Background

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

Discussion

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

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

The committees and groups are divided into the following categories:

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

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

- Altona Complex Neighbourhood Consultative Group
- Community Grants Panel

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 2: Environment

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

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

Objective 3: Vibrant place and economy

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

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

Objective 4: Visionary community infrastructure

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

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

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

Policies and Related Council Documents

A review of Councillor delegates and proxies appointed to Council committees, community committees 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, with Councillors assigned to the committee on a rotating roster throughout the year.

In accordance with section 64(3) of the Act, at least one Councillor must also be appointed to joint delegated committees established by Council. Council is a member of one joint delegated committee, LeadWest.

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.

9.2.5 2022 Council Meeting Timetable

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

Purpose

To adopt the 2022 Council Meeting Timetable.

Recommendation

That Council:

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

Summary

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

Background

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

Discussion

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

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

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

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

2022 Council Meeting Timetable		
Tuesday 1 February	6.30pm	Councillor Briefing Session
Tuesday 8 February	7pm	Council Meeting
Tuesday 15 February	6.30pm	Councillor Briefing Session
Tuesday 22 February	6pm	Delegated Planning Committee
Tuesday 1 March	6.30pm	Councillor Briefing Session
Tuesday 8 March	7pm	Council Meeting
Tuesday 15 March	6.30pm	Councillor Briefing Session
Tuesday 22 March	6pm	Delegated Planning Committee
Tuesday 29 March	No meeting – fifth Tuesday of the month	
Tuesday 5 April	6.30pm	Councillor Briefing Session
Tuesday 12 April	7pm	Council Meeting Adoption of Proposed Budget 2022-23
Tuesday 19 April	6.30pm	Councillor Briefing Session
Tuesday 26 April	6pm	Delegated Planning Committee
Tuesday 3 May	6.30pm	Councillor Briefing Session
Tuesday 10 May	7pm	Council Meeting
Tuesday 17 May	6.30pm	Councillor Briefing Session
Tuesday 24 May	6pm	Delegated Planning Committee
Tuesday 31 May	7pm	Council Meeting Submissions Budget 2022-23
Tuesday 7 June	6.30pm	Councillor Briefing Session
Tuesday 14 June	6.30pm	Councillor Briefing Session
Tuesday 21 June	6pm	Delegated Planning Committee
Tuesday 28 June	7pm	Council Meeting Adoption of Budget 2022-23
Tuesday 5 July	6.30pm	Councillor Briefing Session
Tuesday 12 July	7pm	Council Meeting
Tuesday 19 July	6.30pm	Councillor Briefing Session
Tuesday 26 July	6pm	Delegated Planning Committee
Tuesday 2 August	6.30pm	Councillor Briefing Session
Tuesday 9 August	7pm	Council Meeting
Tuesday 16 August	6.30pm	Councillor Briefing Session
Tuesday 23 August	6pm	Delegated Planning Committee
Tuesday 30 August	No meeting – fifth Tuesday of the month	
Tuesday 6 September	6.30pm	Councillor Briefing Session
Tuesday 13 September	7pm	Council Meeting
Tuesday 20 September	6.30pm	Councillor Briefing Session
Tuesday 27 September	6pm	Delegated Planning Committee
Tuesday 4 October	6.30pm	Councillor Briefing Session
Tuesday 11 October	7pm	Council Meeting
Tuesday 18 October	6.30pm	Councillor Briefing Session

2022 Council Meeting Timetable		
Tuesday 25 October	6pm	Delegated Planning Committee
Tuesday 1 November	No meeting – Melbourne Cup public holiday	
Tuesday 8 November	6.30pm	Councillor Briefing Session
Friday 11 November	7pm	Council Meeting Election of the Mayor and Deputy Mayor
Tuesday 15 November	7pm	Council Meeting
Tuesday 22 November	6.30pm	Councillor Briefing Session
Tuesday 29 November	6pm	Delegated Planning Committee
Tuesday 6 December	6.30pm	Councillor Briefing Session
Tuesday 13 December	7pm	Council Meeting
Thursday 15 December	6pm	Delegated Planning Committee

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 5: A High Performing Organisation

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

Strategy 5.4: Enhance transparency, accountability and good governance practice

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 on Council's website and made available from Council's Customer Service Centres in accordance with rule 4.2.3 of the Hobsons Bay Governance Rules.

Declaration of Conflict of Interest

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

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

9.3 Infrastructure and City Services

9.3.1 Adoption of the Road Management Plan 2021

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

Purpose

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

Recommendation

That Council adopts the Road Management Plan 2021.

Summary

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

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

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

Background

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

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

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

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

Discussion

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

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

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

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

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 6: An accessible and connected community

Council Plan 2021-25

Objective 4: Visionary community infrastructure

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

Priority c) Improve customer satisfaction with quality of sealed local roads and footpaths across the network

Policies and Related Council Documents

At the Council Meeting on 12 October 2021, Council resolved to place the Draft RMP on public exhibition for four weeks, and to receive a further report to adopt the Draft RMP following the public exhibition period.

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

Legal/Statutory Obligations and Risk

A review of Council's RMP 2020 was undertaken in accordance with the RM Act and the Road Management (General) Regulations 2016.

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

Financial and Resource Implications

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

Environmental, Social and Economic Impacts

Council's strategic asset management approach has positive environmental, social, and economic impacts. Long-term asset planning and timely maintenance of infrastructure assets ensure there is an ongoing provision of facilities that are safe, accessible, and fit for purpose for present and future communities.

Consultation and Communication

As part of the RMP revision process, internal consultation and engagement has been undertaken with service managers and key officers responsible for the implementation of the RMP and ongoing management of the roads and footpaths.

At the Council Meeting on 12 October 2021 council resolved to place the Draft RMP on public exhibition for four weeks. The public exhibition was held between 13 October 2021 and 10 November 2021 and was widely promoted to the local community and all stakeholders via Council's website and social media platforms.

Declaration of Conflict of Interest

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

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

9.3.2 Adoption of the Hobsons Bay Landscape Design Guidelines

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

Purpose

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

Recommendation

That Council:

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

Summary

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

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

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

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

Background

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

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

Discussion

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

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

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

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

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 1: Visionary, vibrant, accountable urban planning

Council Plan 2021-25

Objective 2: Environment

Strategy 2.3: Increase tree canopy cover within Hobsons Bay to reduce the urban heat island effect, improve air quality and enhance general amenity

Priority a) Deliver increased tree canopy outcomes across the municipality within streets, open space reserves and appropriate public realm locations

Related Council Strategies

- Hobsons Bay Urban Forest Strategy (2020)
- Hobsons Bay Open Space Strategy (2018)
- Hobsons Bay Biodiversity Strategy (2017)

Policies and Related Council Documents

- Hobsons Bay Planning Scheme
- Hobsons Bay Neighbourhood Character Study (2002)
- Hobsons Bay Industrial Development Design Guidelines (2008)
- Guidelines for Alterations and Additions to Dwellings in Heritage Areas in Hobsons Bay (2006)
- Guidelines for Infill Development in Heritage Areas in Hobsons Bay (2006)
- Draft Hobsons Bay Tree Policy
- Hobsons Bay Tree Protection Guidelines
- Hobsons Bay Nature Strip Landscaping Guidelines

Legal/Statutory Obligations and Risk

Legal and statutory obligations and risks have been assessed as a part of the preparation of the report.

Financial and Resource Implications

There are no financial implications for the adoption of these guidelines.

Environmental, Social and Economic Impacts

Effective controls around urban development and appropriate landscape responses will ensure increased environmental, social, and economic benefits.

Consultation and Communication

Following the adoption of the draft guidelines at the Council Meeting on 14 September 2021, a four-week public exhibition period took place from 8 October to 5 November 2021. The public exhibition period was hosted via the Participate Hobsons Bay website and widely promoted on Council's social media platforms.

The development of the Hobsons Bay Landscape Design Guidelines has also included consultation with numerous work areas within Council. Teams consulted include Statutory Planning, Strategic Planning, Open Space and City Design, Civil and Traffic, Parks and Conservation and Sustainability.

Council has consulted widely, and the guidelines will support the work of the Statutory Planning Team when assessing landscape plans as part of planning permit applications to ensure development appropriately aligns with best practice landscaping and neighbourhood character.

Declaration of Conflict of Interest

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

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

9.3.3 Contract 2021.21 Open Space Supplies Panel

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

Purpose

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

Recommendation

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

Package Title	Recommended Panel Members
Package 1 Horticultural and Arboricultural Material Supply and Delivery (does not include tree supply)	ACW GROUP PTY LTD, Felix Botanica, Global Turf Projects Pty Ltd, K&B Adams, Living Turf, Mickleham Soils Pty Ltd, Nuturf Pty Ltd, Oasis Pacific PL, Sandbelt Industries (VIC) Pty Ltd, SureGro TreeMax, Turfcare and Hire
Package 2 Furniture, Fencing and Signage Supply and Installation	Blackwell Fencing, Darrin McLean, Diamond Fencing, Evergreen Holdings, Icon Creations, JRL Fencing, Melbourne Landscape Group, Sardine, Shadee Signs, and Signway
Package 3 Irrigation and Plumbing Supply and Installation (includes asbestos removal and disposal)	Ace, Bentons, Century Rain, Ecostream, GJP Solutions, Living Turf, MCD Hydraulics, MKS Plumbing, Planned Irrigation, RMS Groundwork, Shield Plumbing and Smart Water Corp
Package 4 Conservation Management and Ecological Burns	Abzeco Pty Ltd, Flora Victoria, Haas and Gray Indigenous Horticulture, Practical Ecology Pty Ltd, Rabbit Busters

Package Title	Recommended Panel Members
<p>Package 5</p> <p>Arboricultural Services (does not include tree supply, planting and establishment)</p>	<p>Axiom Tree Management, C&R Ryder Consulting PO&L, Environmental Tree Technologies Pty Ltd, Green Care Mulching, Major Tree Services, Rootcontrollers, Hydrox Australia, The Tree Company Arboricultural Services Pty Ltd, Urban Amenity Services</p>
<p>Package 6</p> <p>Earthworks, Excavations and Landscape Services</p>	<p>Ausland Landscapes, Darrin McLean, Entracon, Felix Botanicas, Global Turf Projects, Living Turf, Melbourne Landscape Group, MKS Plumbing and Turfcare & Hire</p>

Summary

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

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

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

Background

Council went out to open tender to establish a panel of contractors who provide materials for open space works as well as undertake a range of commonly used services and works in open space areas. This contract will primarily be used by the City Services Department, as well as the Capital Works and Active Communities and Assets Departments. This panel formalises the procurement process for items and services that Council commonly purchases for the ongoing maintenance of open space areas.

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

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

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

Discussion

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

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

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

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

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

Package 2 – Furniture, fencing and signage supply and installation

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

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

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

Package 4 – Conservation management and ecological burns

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

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

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

Package 6 – Earthworks, excavations, and landscape services

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

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

Council Plan 2021-25

Objective 2: Environment

Priority b) Deliver improved amenity outcomes across Council's open space and parks for increased usage at these facilities

Policies and Related Council Documents

The awarding of Contract 2021.21 Open Space Supplies Panel through a public tender process complies with Council's Procurement Policy.

Legal/Statutory Obligations and Risk

The awarding of Contract 2021.21 Open Space Panel through a public tender process complies with section 186 of the Local Government Act 1989, that a council must publicly advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Section 186 was repealed on 1 July 2021 but remains in force in accordance with the section 108(7)(a) of the Local Government Act 2020 until Council has adopted its first Procurement Policy under the new Act.

Financial and Resource Implications

The project is included in the 2021-22 Capital Works and City Services budget.

Environmental, Social and Economic Impacts

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

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

Consultation and Communication

The development of the specification for each package has been undertaken through an extensive stakeholder consultation process. This process allowed the evaluation panel members and the industry specialists input into the development of the specification and how the tender responses would be evaluated.

Declaration of Conflict of Interest

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

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

9.3.4 Contract 2021.16 Pier Street Stage 4 Construction

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

Purpose

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

Recommendation

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

Summary

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

Background

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

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

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

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

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

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

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

Discussion

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

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

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

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

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

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 6: An accessible and connected community

Council Plan 2021-25

Objective 3: Vibrant place and economy

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

Policies and Related Council Documents

- Open Space Strategy 2018-28
- Altona Beach Activity Centre Urban Design Framework 2008
- Altona and Seaholme Foreshore Community Vision 2012

The awarding of Contract 2021.16 for Pier Street Stage 4 Construction through a public tender process complies with Council's Procurement Policy.

Legal/Statutory Obligations and Risk

The awarding of Contract 2021.16 Pier Street Stage 4 Construction through a public tender process complies with section 186 of the *Local Government Act* 1989, that a council must publicly advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Section 186 was repealed on 1 July 2021 but remains in force in accordance with section 108(7)(a) of the *Local Government Act* 2020 until Council has adopted its first Procurement Policy under the new Act.

Financial and Resource Implications

The project is included in the 2021-2022 Capital Works Program with a construction project budget \$1,000,000 (excluding GST) and \$900,000 (excluding GST) in the 2022-2023 Capital Works Program. A \$500,000 grant from the Victorian Government's Department of Jobs, Precincts and Regions is included within the budget figures.

The recommended tender submission of \$1,796,204.42 (excluding GST) is within the budget over two financial years.

Environmental, Social and Economic Impacts

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

- establishment of a strategic direction on the future development of Pier Street and its integration with the broader Altona Beach Precinct
- addresses functional issues such as traffic and pedestrian movements and parking configurations
- improves pedestrian connectivity and accessibility
- enhances the streetscape character, presentation and image
- provides flexible streetscape elements to support community events and street activation activities
- establishment of a safe north-south connection for cyclists
- ensure drainage infrastructure is adequate to deal with anticipated flood risks, and incorporates Water Sensitive Urban Design treatments including rain gardens
- identifies opportunities to support local businesses and economic development, through widened footpaths for increased outdoor trading space

Consultation and Communication

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

Declaration of Conflict of Interest

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

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

9.3.5 West Gate Tunnel Project Update

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

Purpose

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

Recommendation

That Council:

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

Summary

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

Background

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

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

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

Discussion

Sports and Open Space Enhancement Package

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



Figure 1: WLJ Crofts Reserve pavilion under construction



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

West Gate Neighbourhood Fund

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

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

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

Project Works Update

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



Figure 3: Looking west towards Muir Road pedestrian overpass

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

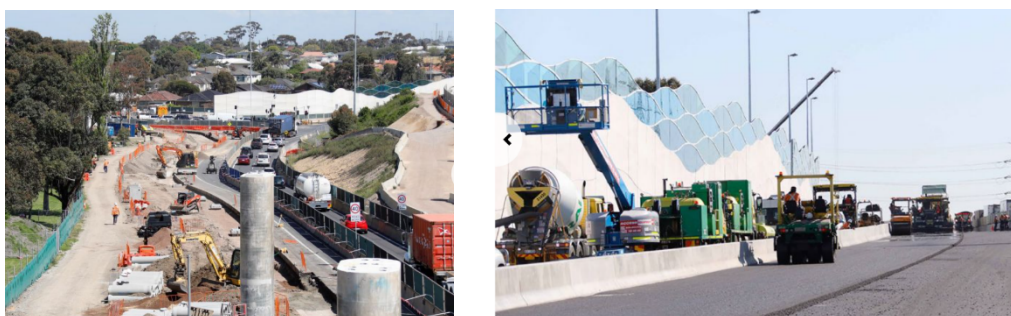


Figure 4: Outbound exit ramp at Melbourne Road and new noise walls

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

Traffic Monitoring

WGTP is required to undertake traffic monitoring in selected streets pre-construction, at six-monthly intervals during construction and up to two years after construction is complete. The latest survey was undertaken over 25 sites in May 2021 and compared to the baseline data from October 2017. It is noted that the latest reporting period includes periods of travel restrictions due to the COVID-19 pandemic.

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

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

Primula Avenue

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

Offset Tree Planting

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

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

Kororoit Creek Trail and Federation Trail Upgrade

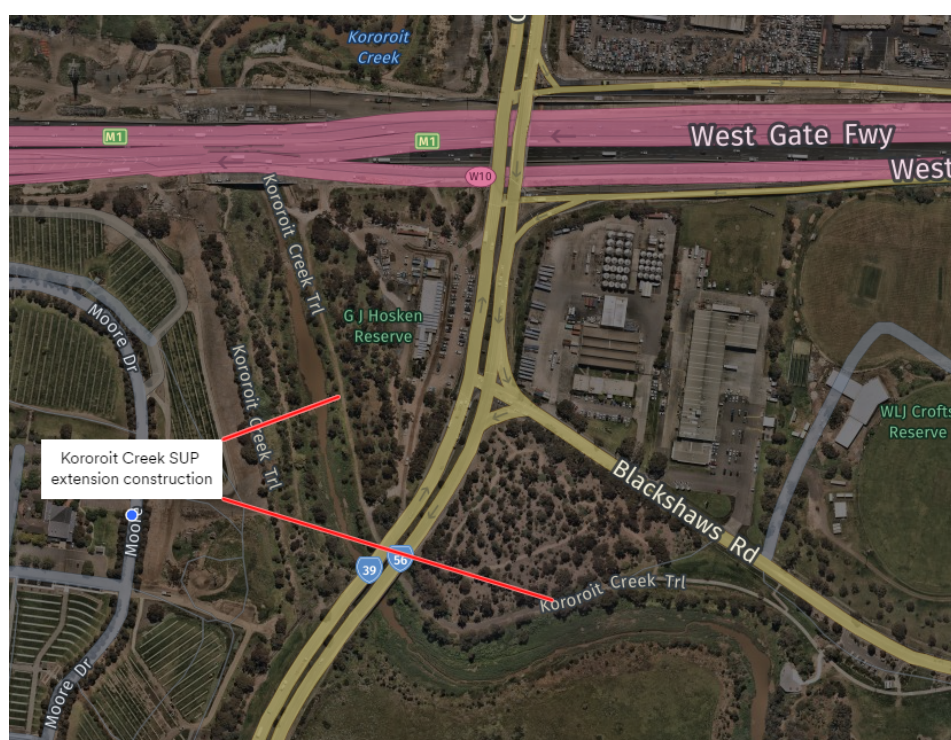


Figure 5: Kororoit Creek SUP extension south of West Gate Freeway

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

Millers Road and Williamstown Road Corridor Study

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

To facilitate the study, DoT adopted the following approach:

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

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

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

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

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

Table 1: DoT Proposed Improvement Packages

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

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

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 6: An accessible and connected community

Council Plan 2021-25

Objective 4: Visionary community infrastructure

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

Policies and Related Council Documents

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

Several Council policies and strategies were considered in the establishment of the adopted position on the Project and have been considered to inform the design and EES. Council has received many 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.

Financial and Resource Implications

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 support Council staff 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 are monitored and mitigated through the implementation of the Environmental Performance Requirements for the Project and audited by the Independent Reviewer and Environmental Auditor (IREA).

The latest IREA report is available on the WGTP website:

<https://westgatetunnelproject.vic.gov.au/>

Air quality monitoring for the project has been established at six Ambient Air Quality Monitoring Stations to develop a baseline of data from current local conditions. This baseline will be used to measure any changes when the tunnel opens. Monitoring will continue for up to five years following opening. The latest Project air quality monitoring report for August reported no exceedances of the air quality objective for the reporting period at the six stations. The report is available at:

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

Consultation and Communication

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 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. Construction issues and impacts arising from the JV works such as noise, vibration and dust are being closely monitored by WGTP MTIA and IREA to detect and respond if permitted levels are exceeded.

Notifications are issued to directly impacted areas prior to works commencing.

Latest notifications can be found at:

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

The last meeting of the Community Liaison Group was held on 18 November. Discussion centred on the construction progress and disruptions in the west zone and shared use paths and landscaping across the project. Meeting documents can be obtained at:

<https://westgatetunnelproject.vic.gov.au/community/community-liaison-groups>

Declaration of Conflict of Interest

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

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

10 Delegate Reports

Purpose

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

Recommendation

That Council receives and notes the recent Delegate Reports.

Metropolitan Transport Forum

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Jonathon Marsden

Date of Meeting: 3 November 2021

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

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

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

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

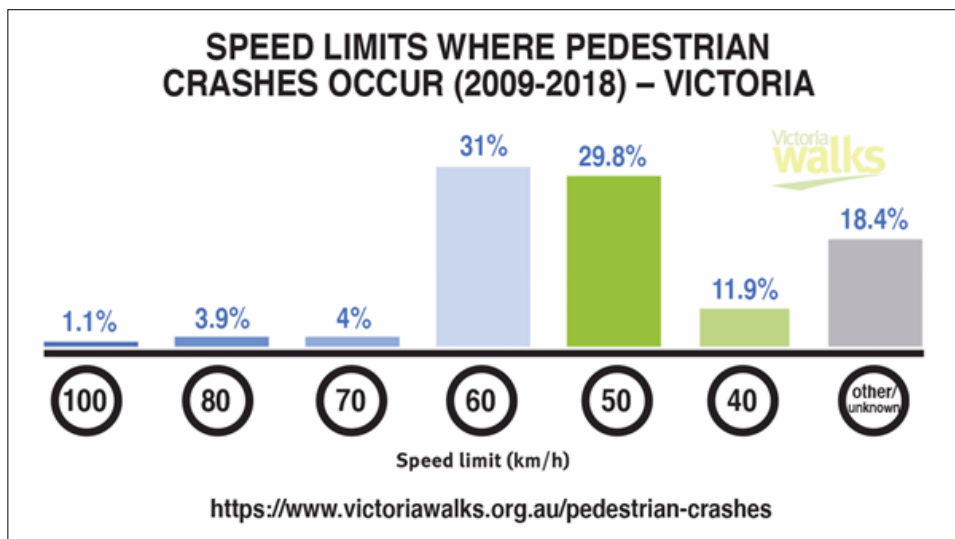


Figure 1: Pedestrian road crashes in Victoria 200-2018 by speed limit

RoadSafe Westgate Community Road Safety Council

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Diana Grima

Date of Meeting: 20 October 2021

RoadSafe Westgate Update

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

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

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

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

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

Hobsons Bay City Council Update

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

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

Other Member Council Updates

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

Truganina Explosives Reserve Advisory Committee

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Pamela Sutton-Legaud

Date of Meeting: 27 October 2021

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

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

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

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

11 Notices of Motion

No notices of motion were received.

12 Urgent Business

13 In Camera Business

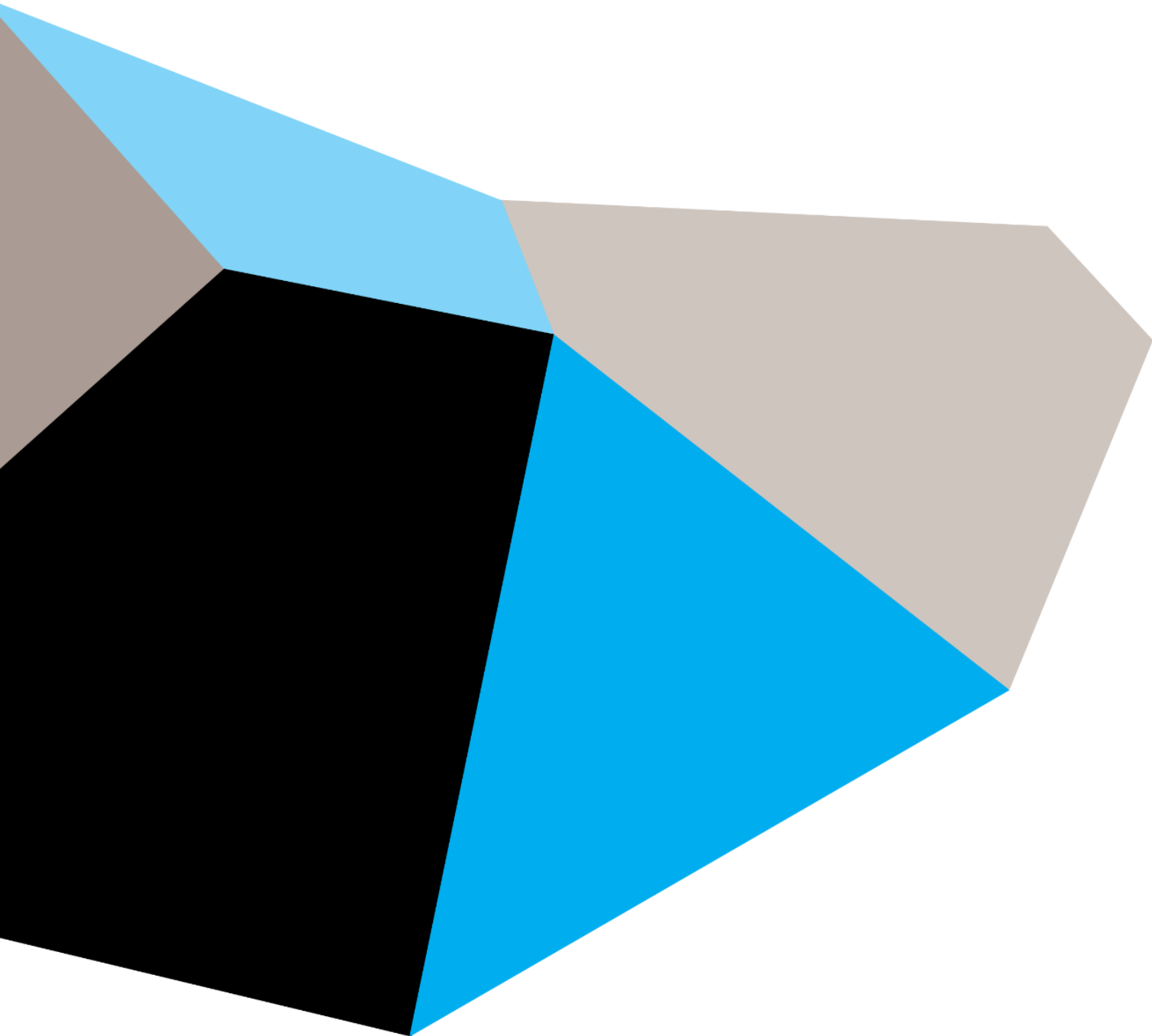
Recommendation

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

13.1 Contract 2021.35 Hobsons Bay Kerbside Collection

13.2 Appointment of Acting Chief Executive Officer

14 Close of Meeting



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