



Council Meeting Agenda

Tuesday 12 April 2022
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 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

Sanjay Manivasagasivam
Acting Chief Executive Officer
Hobsons Bay City Council

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1 Council Welcome and Acknowledgement

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

2 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 8 March 2022 (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

No petitions or joint letters were received at the time of printing the Council Meeting agenda.

8 Certificate Presentations

8.1 Certificate of Recognition - Mr Ian Watson

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

Purpose

To present a Certificate of Recognition to Mr Ian Watson.

Recommendation

That Council presents a Certificate of Recognition to Mr Ian Watson in recognition of his significant contribution to the community of Hobsons Bay by fostering community connection and promoting the physical and mental health benefits of walking, for which efforts he recently was awarded a Heart Foundation Golden Shoe.

Summary

At the Council Meeting held on 10 August 2021, Council resolved to recognise Mr Ian Watson for his contribution to the Hobsons Bay community by promoting community connection, health and wellbeing through walking. With others, Mr Watson founded the Heart Foundation walking group Meadows Walkers in May 2019 and leads the Mighty West Walkers in Newport. He was recently awarded a Heart Foundation Golden Shoe in honour of his exceptional contribution to walking.

The Mayor will present the certificate to Mr Watson at the Council Meeting to be held on 12 April 2022.

8.2 Certificate of Recognition - Mrs Lorraine Bedella

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

Purpose

To present a Certificate of Recognition to Mrs Lorraine Bedella.

Recommendation

That Council presents a Certificate of Recognition to Mrs Lorraine Bedella in recognition of her community service.

Summary

At the Council Meeting held on 8 February 2022, Council resolved to recognise Mrs Lorraine Bedella for her community service.

Mrs Bedella has been an active member of the Hobsons Bay community since she moved to the municipality in 1955. She immediately began volunteering her time at local sporting clubs and community groups, including the canteen of what is now Bayside College in Altona North. In January 1992 she joined the Walker Close Senior Citizens Centre and a month later became its president, only retiring recently after 30 years of continuous service. The centre was renamed the Lorraine Bedella Seniors Centre in her honour in 2004.

The Mayor will present the certificate to Mrs Bedella at the Council Meeting to be held on 12 April 2022.

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:	Acting Chief Executive Officer
Attachments:	1. CEO Report on Operations [9.1.1.1 - 42 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 March 2022 and 31 March 2022 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 Proposed Annual Budget 2022-23

Directorate:	Corporate Services
Responsible Officer:	Chief Financial Officer
Reviewer:	Director Corporate Services
Attachments:	<ol style="list-style-type: none">1. Proposed Annual Budget 2022-23 [9.2.1.1 - 80 pages]2. Fees and Charges 2022-23 [9.2.1.2 - 28 pages]3. Detailed Capital Works Program 2022-23 [9.2.1.3 - 8 pages]

Purpose

To present to Council the Proposed Annual Budget 2022-23 (Attachments 1-3) in accordance with section 94 of the *Local Government Act 2020*.

Recommendation

That Council:

1. Approves the Proposed Annual Budget 2022-23 to be placed on public exhibition for a period of four weeks for the purpose of public consultation and comment.
2. Authorises the Acting Chief Executive Officer to:
 - a. Give public notice of the preparation of the Proposed Annual Budget 2022-23.
 - b. Make available for public inspection the information required by regulations 7 and 8 of the *Local Government (Planning and Reporting) Regulations 2020*.
3. Considers and hears any comments received in accordance with section 223 of the *Local Government Act 1989* at the Council Meeting to be held on 31 May 2022.

Summary

The Proposed Annual Budget 2022-23 is based on an operational surplus of \$25.852 million for the year, although this does not include Council's significant investment in capital expenditure of \$56.78 million for 2022-23.

Operating surpluses are required to ensure that Council remains financially viable to fund current and future commitments, including the Ten Year Capital Works Program.

Council proposes to increase its general rates by 1.75 per cent in accordance with the Victorian Government rate cap legislation. This year's rates will be based on new 2022 valuations, meaning rate increases will vary across the differential rating categories and individual properties.

Despite not being included in the current budget figures, Council will continue its advocacy work towards other levels of government to identify future funding opportunities that will help to deliver an ongoing high standard of services and infrastructure. Council is actively advocating for projects that will bring economic, environmental and social benefits to the city of Hobsons Bay, such as the Hobsons Bay Wetlands Centre and the Western Aquatic and Leisure Centre.

Background

The annual budget process commenced in late 2021 when Council undertook its 2022-23 pre-budget consultation, providing an opportunity for community members to submit their ideas.

There have been nine budget briefings in relation to developing the Proposed Annual Budget 2022-23. These briefings were used to develop and bring together all the elements that have influenced the budget's development, including:

- Capital Works Program
- Financial Plan outlook
- fees and charges
- Valuation and Rating Discussion Paper, including rate modelling
- community consultation process
- operational budget

The Victorian Government has implemented an inflation-based rate cap, the Fair Go Rates System, which has been overseen by the Essential Services Commission since 2016-17. The rate cap for 2022-23 is 1.75 per cent, slightly higher than the 1.5 per cent cap in 2021-22.

The rate cap is only half of the All Groups CPI of 3.5 per cent over the 12 months up to and including the December 2021 quarter. Recent global circumstances have the potential to increase inflation further, reducing Council's real level of income from rates when compared to the possible increases in costs that could be incurred. This is expected to create significant pressure on Council's ability to deliver services and infrastructure projects. This is a challenge that has been carefully considered in forming the budget in 2022-23 and the rate increase in line with the cap.

Discussion

In preparing the proposed budget, effort has been taken to maintain service levels as much as possible. Council's operational budget reflects delivery of a significant number of services and has been constructed to ensure continuity of services, noting that some adjustments to internal resourcing have been made to meet organisational needs and ensure that the organisation can continue to respond to community expectations.

The 2022-23 operational budget surplus of \$25.852 million and the predicted increase in cash and investments of \$3.161 million may seem like a strong result but it should be noted that new loan borrowings of \$8 million are required to fund the Capital Works Program. Despite these borrowings there is still a shortfall in the funding available for the Ten Year Capital Works Program. The program has therefore been reduced in line with current financial limitations. Council is working to reduce this funding gap, but some projects in future years remain unfunded.

Council has a strong history of being financially sustainable and managing service delivery within its means. As revenue constraints outside of Council's control are applied and the level of organisational maturity increases in asset management, a higher degree of work is required on service planning. This work should ensure that Council remains in a reasonable financial position throughout the duration of the Financial Plan and delivers the most relevant mix of services to support the Hobsons Bay community.

The average rateable property's capital improved value (CIV) in Hobsons Bay has increased by 8.51 per cent in the past 12 months. Property valuation changes can vary considerably across the differential rating categories and individual properties in a revaluation year.

The overall average capital improved value (CIV) increase is 8.51 per cent, but this varies for each rating category as follows:

- residential ▲ 9.02 per cent increase
- residential vacant land ▲ 9.71 per cent increase
- commercial ▲ 4.36 per cent increase
- industrial ▲ 7.10 per cent increase
- petrochemical ▼ 5.28 per cent decrease
- cultural and recreational ▲ 1.42 per cent increase

There is a common misconception that as properties are revalued, Council receives a "windfall gain" of additional revenue. This is not the case, as the revaluation process results in a redistribution of the rate burden across all properties in the municipality. Total income from rates (excluding waste service charges) is determined by the rate cap. In simple terms, as property values increase, the rate in the dollar is reduced.

The average general rate increase is 1.75 per cent, consistent with rate cap, but the valuation changes above, mean that average rate increases vary for each rating category as follows:

- residential ▲ 2.84 per cent increase
- residential vacant land ▲ 3.51 per cent increase
- commercial ▼ 1.56 per cent decrease
- industrial ▲ 1.03 per cent increase
- petrochemical ▼ 10.65 per cent decrease
- cultural and recreational ▼ 4.36 per cent decrease

The rate notice will include service charges for the collection, disposal and processing of garbage, recycling, glass, garden and food waste and hard waste. These service charges are not subject to the rate cap, but based on the cost to provide the service. The charges are proposed to increase by 9.6 per cent in 2022-23 but still do not cover the cost of providing the waste service. Council has decided to recoup its considerable investment in expanding its waste service in future years.

Rate notices will also include the fire services property levy that Council collects on behalf of the Victorian Government. This levy is not regarded as Council income and is not included within the figures outlined in the Proposed Annual Budget 2022-23.

Should further financial assistance be required, it can be provided through Council's Financial Hardship Policy. Council has included \$100,000 in the budget to provide this assistance.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 5: A High Performing Organisation

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

Policies and Related Council Documents

The Proposed Annual Budget 2022-23 is directly aligned to Council's Financial Plan 2021-22 to 2030-31, Revenue and Rating Plan 2021-22 to 2024-25 and the Ten Year Capital Works Program. It will also be aligned to the Hobsons Bay Asset Plan 2022-32, which is due to be adopted on 28 June 2022.

Legal/Statutory Obligations and Risk

Council must prepare and adopt a budget for each financial year and the subsequent three financial years by 30 June each year in accordance with section 94 of the *Local Government Act 2020*. The annual budget must be in the format outlined in the model prescribed by the Local Government (Planning and Reporting) Regulations 2020.

Council's Community Engagement Policy 2021 stipulates that Council will engage with the community and for feedback and participation during the planning and development stages of the Annual Budget. Council's process accords with section 223 of the *Local Government Act 1989*, which remains in force and provides the right to make submissions to Council.

Financial and Resource Implications

The proposed budget predicts an operational surplus of \$25.852 million in 2022-23. The result is based on revenue of \$159.049 million and expenses of \$133.196 million.

Council is proposing to collect \$123.153 million in rates and charges during 2022-23. This is the most important source of income for Council and is expected to account for an estimated 77 per cent of Council's revenue. Council's other revenue streams are expected to increase largely due to the reinstatement of fees that were reduced or waived because of the COVID-19 pandemic. These revenue levels are still expected to be below pre-COVID-19 levels.

Council's cash and investments are expected to increase by \$3.161 million during the year to \$29.573 million by 30 June 2023. The increase in cash will be used to fund ongoing significant capital works investment and the future repayment of loan borrowings, including new borrowings of \$8 million in 2022-23 required to fund the Capital Works Program.

Council proposes to spend \$56.78 million on capital works, including \$668,000 on projects carried over and funded from 2021-22. The program is funded by a mix of capital income (\$4.708 million), reserves (\$6.765 million) and loan borrowings (\$8 million) to support the program of works. The balance of the program is funded from the operational surplus
Highlights include:

- buildings (\$18.545 million) – including sporting and recreational facilities (\$12.385 million), environmental sustainability initiatives (\$2.35 million), community centres (\$2.7 million) and the building renewal program (\$1.06 million)
- recreation and open space (\$11.139 million) – including parks, open space and streetscapes (\$6.874 million), recreational, leisure and community facilities (\$2.753 million), off-street carparks (\$938,000) and bridges (\$575,000)
- roads (\$14.757 million), drains (\$4.759 million), footpaths and cycleways (\$1.015 million)
- plant and equipment (\$4.53 million) – including scheduled replacement of Council's vehicle and plant fleets (\$3.03 million), library resources (\$750,000) and information technology (\$750,000).

After funding capital works and other non-operational or non-cash items, a balanced Available Funding Result has been calculated.

Environmental, Social and Economic Impacts

Environmental, social and economic impacts have been considered throughout the development of the Proposed Annual Budget 2022-23.

Consultation and Communication

Section 96 of the *Local Government Act 2020* requires that Council's budget be developed in accordance with its community engagement policy. In keeping with the Hobsons Bay Community Engagement Policy 2021, Council has engaged with the community during the planning and development stages of the Proposed Budget.

Community consultation is a fundamental part of budget development and the consultation process began in October 2021 with the launch of Community Pitch. Hobsons Bay residents, community groups, sporting clubs, businesses and organisations were invited to pitch an idea for a one-off community program, project or initiative that Council will deliver in the 2022-23 financial year.

In total, 113 ideas were received of which 68 were suitable to progress to the assessment stage. The community are invited to vote on their favourite shortlisted ideas until 1 May 2022. Funding of up to \$50,000 is available per idea and a total of \$600,000 is allocated in the Proposed Budget as part of the Community Pitch program.

One of the key strategic documents that connects with and informs this year's budget is the Hobsons Bay Asset Plan 2022-32, currently in draft form, which has also been developed through deliberative engagement processes in the form of a focus group.

Council's budget consultation process continues in accordance with section 223 of the *Local Government Act 1989*. The Proposed Annual Budget 2022-23 will be placed on public exhibition as part of the legislated four week consultation period until 15 May 2022. Any person may make a written comment on any proposal contained in the budget and feedback will be heard at the Council Meeting to be held on 31 May 2022.

Despite not being included in the current budget figures, Council will continue its advocacy work towards other levels of government to identify future funding opportunities. Council is actively advocating for projects that will bring economic, environmental and social benefits to the city of Hobsons Bay, such as the Hobsons Bay Wetlands Centre and the Western Aquatic and Leisure Centre.

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 Sale of Land - 122 Woods Street, Newport

Directorate: Corporate Services

Responsible Officer: Director Corporate Services

Reviewer: Director Corporate Services

Attachments:

1. Plan of Lots 81, 82 and 83 - 122 Woods Street, Newport [9.2.2.1 - 1 page]
2. Marketing Submission - 122 Woods Street Newport [9.2.2.2 - 5 pages]

Purpose

To propose the sale of the property situated at 122 Woods Street, Newport and seek Council's approval to undertake public consultation for a period of six weeks.

Recommendation

That Council:

1. Resolves to sell the property situated at 122 Woods Street, Newport and undertake public consultation for a period of six weeks.
2. Fulfills its obligations in accordance with the *Local Government Act 2020*, the Hobsons Bay Community Engagement Policy 2021 and any statutory and relevant stakeholder consultation while maintaining appropriate levels of commercial confidentiality.
3. Obtains a valuation of land in accordance with section 114(2)(c) of the *Local Government Act 2020* which is made not more than six months prior to the sale.
4. Publishes a notice of its intention to sell the property on Council's website in accordance with subsection 114(2)(a) of the *Local Government Act 2020*.
5. Considers all submissions received in accordance with the Hobsons Bay Community Engagement Policy 2021.
6. Receives a further report dealing with any submissions and an updated property valuation.
7. Notes that sale proceeds will be allocated as follows:
 - 50 per cent to the Western Aquatics Facility Construction Reserve
 - 25 per cent to the Wetlands Centre Construction Reserve
 - 25 per cent to the Hobsons Bay Property Development Fund Reserve

Summary

It is proposed that Council divest the land situated at 122 Woods Street, Newport and place the funds in the Western Aquatics Facility Construction Reserve, the Wetlands Centre Construction Reserve and the Hobsons Bay Property Development and Investment Fund Reserve.

The site is currently being used as a temporary administrative base for a community group and has been identified as surplus to Council's requirements. A previous attempt to sell the land was blocked by a restrictive covenant which has now been removed.

Sale options are being explored, such as selling the land "as is" or subdividing it into smaller residential blocks.

Background

Council owns the three parcels of land comprised within the property, being the land indicated on the plan at Attachment 1.

Lots 82 and 83 are comprised within Certificate of Title Volume 8046 Folio 558. The site area for Lot 82 is approximately 689 m² and Lot 83 is approximately 703 m² with a total area of 1,392 m². These two lots front onto Woods Street.

Lots 82 and 83 were purchased by the former City of Williamstown from the Commonwealth of Australia in 1954 with the intention of constructing a baby health centre, kindergarten and public hall. The buildings were constructed in about 1954 contravening a restrictive covenant that required the lots to be used for the purpose of public recreation.

In 2014 the property was vacated following the completion of the Newport Gardens Early Years Centre located at 51 Maddox Road, Newport and the transition of services to that facility.

Lot 81 is comprised within Certificate of Title Volume 8354 Folio 060. This lot is vacant and was purchased by Council in 1961. Lot 81 is on a separate title, free of any encumbrances. The site area for Lot 81 is approximately 637 m². This lot fronts onto Laurie Street.

In 2010 Council resolved to record its intention to sell the property following the relocation of the Hobsons Bay Kindergarten and Toy Library to the Newport Gardens Early Years Centre. Proceeds from the land were targeted to be retained for capital works infrastructure for use in the five-year capital works program. The restrictive covenant registered on two of the lots prevented the progression of the sale.

To enable Council to achieve a maximum derived benefit from the property, a planning scheme amendment under Part 3 of the *Planning and Environment Act 1987* was embarked on by Council. The covenant has now been removed through the amendment process.

In initiating the removal of the covenant, Council was required to give consideration as to the adequacy of public open space requirements in the area.

The property is located within a residential pocket of Newport close to amenities that complement residential accommodation and zoned GRZ1, with Loft Reserve and Jack Madigan Reserve within the vicinity.

The property is not required for the provision of a Council service or operation, and there is no demonstrated demand for recreational, environmental or community use.

Discussion

The property is located in a popular residential pocket of Newport close to amenities that complement residential accommodation. The property is not in a prominent location, near public transport or an activity centre that would necessitate retention for future use.

With respect to public open space, Loft Reserve is located within 300m of the property and Jack Madigan Reserve is about 550m, therefore there is suitable available open space for both recreation and passive use within walking distance of this property.

Current considerations of Council's wider economic, strategic, social, and environmental objectives, the benefits, and liabilities, initiated a review of its property portfolio, yielding property identified as surplus and suitable for revenue and sale options.

The building is housing a small temporary administration base for a community group being the Williamstown Historical Society. Alternative accommodation is being considered for this group.

The property has been identified as surplus to Council's requirements at this point in time.

Sale Options

1. Sell the land as identified in the titles "as is" with the old kindergarten building remaining.
2. Demolish the existing building and sell the cleared land to a developer. The removal of the existing building would not add value to the sale price.
3. Demolish the building and Council subdivide the three lots into residential building blocks.

Sale options and applicable sales revenue estimates will be explored and provided to Council in a confidential session once evaluated.

It is the intent that the funds from the sale be allocated as follows:

- 50 per cent to the Western Aquatics Facility Construction Reserve
- 25 per cent to the Wetlands Centre Construction Reserve
- 25 per cent to the Hobsons Bay Property Development Fund Reserve

If Council decides to subdivide the property it is expected that there will be an increased yield yet to be valued.

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's Property Team are currently developing the Draft Property Acquisition, Disposal and Holding Policy 2022-30 and the following criteria are suggested:

- do not sell Council land at a price which is less than the current market value assessed by a valuer, unless Council can justify the circumstances to sell the land at less than market value
- ensure Council land is appropriately zoned prior to being offered for sale. This will ensure that the highest and best use of the land is determined by that zone and the highest possible sale price is achieved
- ensure that the sale of Council land is in the best interests of the community and provides the best result (both financial and non-financial) for Council and its community

The Hobsons Bay Property Strategy 2021-30 provided for the creation of a Property Investment and Development Fund. The purpose of this fund is to provide an alternative income stream to Council. The sale of surplus properties is intended to provide seed funding for the fund.

Legal/Statutory Obligations and Risk

Council is required to comply with the provisions of section 114 of the *Local Government Act 2020* by obtaining Council approval to advertise the intention to sell the land for a period of six weeks. Council is also required to obtain a valuation of land in accordance with subsection 114(2)(c) of the *Local Government Act 2020* which is made not more than six months prior to the sale.

Financial and Resource Implications

It is the intent that the funds from the sale be allocated as follows:

- 50 per cent to the Western Aquatics Facility Construction Reserve
- 25 per cent to the Wetlands Centre Construction Reserve
- 25 per cent to the Hobsons Bay Property Development Fund Reserve

If Council decides to subdivide the property it is expected that there will be an increased yield yet to be valued.

Sale options and applicable sales revenue estimates will be explored and provided to Council in a confidential session once evaluated.

Environmental, Social and Economic Impacts

The property at 122 Woods Street is located within a residential zone that can accommodate increased residential growth. It is likely that the property will be developed to its highest and best use.

Consultation and Communication

It is proposed to advertise the intention to sell the land at 122 Woods Street by for six weeks 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.

9.2.3 Introduction of Visitor Paid Parking in Altona

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

Purpose

To explore the potential for the expansion of paid parking for visitors, currently established in Williamstown, into other areas of the municipality.

Recommendation

That Council:

- 1. Undertakes community consultation for a period of six weeks regarding the introduction of paid parking for visitors on the Esplanade in Altona.**
- 2. On completion of the consultation period, receives a further report at a future Council Meeting detailing any submissions received.**

Summary

A paid parking system is currently established in parts of Williamstown. Residents are provided with free parking permits in these areas, so only visitors are charged.

Council is considering the expansion of this system to other locations with high car parking demand, such as the Esplanade in Altona, and intends to undertake community consultation regarding this plan.

Background

Paid parking is designed to provide equitable and accessible parking spaces for residents and visitors at premium locations in the municipality.

Council resolved to introduce ticket machine parking into parts of Williamstown during August 1987, leading to the installation of 44 machines along Nelson Place and the Esplanade. These machines are still in use and the charges are set as part of the Council's budget process, increasing in line with the Consumer Price Index (CPI). Residents are currently entitled to park two vehicles for free by using ticket machine parking permits which are issued every two years at no cost to residents.

The *Local Government Act 2020* empowers Council to fix fees and time periods for parking in designated areas. The introduction of paid parking increases the turnover of car parking spaces at premium locations and generates income for maintenance and upgrade to road and parking infrastructure.

Discussion

Visitors to Hobsons Bay's magnificent foreshore currently benefit from free parking without contributing to the upkeep of the amenity Council provides. The introduction of paid parking meters along the foreshore would allow Council to recoup these costs and would also assist in addressing the significant antisocial parking behaviour that is experienced through peak periods.

Paid parking will be introduced at locations with high car parking demand after relevant consultation in accordance with Council's Community Consultation Policy.

The Esplanade in Altona has been identified as having high car parking demand and visitor numbers. The introduction of paid parking will have minimal impact upon residents because they can continue to park for free. Paid parking assists with increasing the turnover of car parking spaces at premium locations which assists local traders. It also encourages more environmentally sustainable methods of transport.

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

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

The Community Consultation Policy requires that any changes to be implemented by Council that affect members of the public and or businesses must have a consultation plan in order to maintain transparency and to understand and give due consideration to any submissions received during the consultation period. The consultation period will be for six weeks.

Financial and Resource Implications

The introduction of paid parking will require the commissioning and purchase of 10 parking meters, which can be met within Council's operating budget.

Environmental, Social and Economic Impacts

The introduction of paid parking will encourage the use of other means of transport by members of the public assisting with environmental sustainability longer term.

Consultation and Communication

Consultation is to be conducted with members of the public and trader groups for a period not less than six weeks, after which a report will be brought to Council detailing the outcome of the consultation 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.

9.2.4 Adoption of the Hobsons Bay Citizenship Ceremony Dress Code 2022

Directorate:	Corporate Services
Responsible Officer:	Manager Corporate Integrity (Legal Counsel)
Reviewer:	Director Corporate Services
Attachments:	1. Hobsons Bay Citizenship Ceremony Dress Code 2022 [9.2.4.1 - 6 pages]

Purpose

To adopt the revised Hobsons Bay Citizenship Ceremony Dress Code 2022 in accordance with the requirements of the Australian Citizenship Ceremonies Code 2019 (the ACC Code).

Recommendation

That Council:

- 1. Adopts the Hobsons Bay Citizenship Ceremony Dress Code 2022 as attached.**
- 2. Revokes the previous Citizenship Ceremony Dress Code adopted on 10 March 2020.**
- 3. Provides a copy of the Hobsons Bay Citizenship Ceremony Dress Code 2022 to the Department of Home Affairs in accordance with the requirements of the Australian Citizenship Ceremonies Code.**
- 4. Publishes a copy of the Hobsons Bay Citizenship Ceremony Dress Code 2022 on the Citizenship Ceremonies page of Council's website.**

Summary

This report proposes an updated dress code for attendees at citizenship ceremonies held by Council.

Background

A requirement for individual councils to set and maintain a dress code for citizenship ceremonies was one among several changes made to the ACC Code by the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs in September 2019.

In accordance with this new requirement, the Citizenship Ceremony Dress Code was first adopted by Council at the Council Meeting held on 10 March 2020. The dress code is now due for review.

It is also a requirement of the ACC Code that councils provide a current copy of their citizenship ceremony dress code to the Department of Home Affairs.

Discussion

The Citizenship Ceremony Dress Code has been reviewed and updated in accordance with both Council's requirements and those of the ACC Code. The updated dress code has been benchmarked against other similar councils in order to ensure that it reflects best practice.

The proposed dress code incorporates the following key changes:

- inclusion of wording to deter the wearing of potentially offensive items of clothing at citizenship ceremonies held by Council
- provision authorising the Senior Governance Officer of Council present at a citizenship ceremony to either require attendees who do not comply with the above requirement to change their clothing or deny them entry to the event
- clear guidance as to internal roles and responsibilities in relation to the oversight, maintenance and enforcement of the dress code
- a designated future review date and contacts for further information

The Hobsons Bay Citizenship Ceremony Dress Code 2021 continues to encourage all attendees at citizenship ceremonies held by Council to wear smart casual attire reflective of the significance of the occasion, or to wear their national, traditional or cultural dress.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

Policies and Related Council Documents

Council adopted its first Citizenship Ceremony Dress Code at the Council Meeting held on 20 March 2020. The dress code fulfils a requirement of the ACC Code instituted by the Department of Home Affairs in 2019.

Legal/Statutory Obligations and Risk

The ACC Code supports the *Australian Citizenship Act 2007* and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies. The ACC Code provides guidance to councils to help plan and conduct citizenship ceremonies

Financial and Resource Implications

There are no specific financial or resource implications arising from the adoption of the Hobsons Bay Citizenship Ceremony Dress Code 2021.

Environmental, Social and Economic Impacts

The citizenship ceremony is the final legal step in the acquisition of Australian citizenship. This means taking the pledge of commitment at a citizenship ceremony.

At the ceremony, conferees pledge their loyalty to Australia and its people, affirming that they share Australia's democratic beliefs, respect the rights and liberties of the people of Australia and will uphold and obey the laws of Australia.

Consultation and Communication

Dress codes from other councils have been reviewed during development of the Hobsons Bay Citizenship Ceremony Dress Code 2021. The dress code, once adopted by Council, will be made available on the Citizenship Ceremonies page of Council's website and included in correspondence provided to candidates by the Department of Home Affairs.

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 Audit and Risk Committee Update - February 2022 and Biannual Report

Directorate:	Corporate Services
Responsible Officer:	Audit and Risk Advisor
Reviewer:	Director Corporate Services
Attachments:	<ol style="list-style-type: none">1. Audit and Risk Committee Meeting Minutes - 23 February 2022 [9.2.5.1 - 6 pages]2. Audit and Risk Committee Biannual Report (July - December 2021) [9.2.5.2 - 11 pages]

Purpose

To update Council regarding issues considered at the Audit and Risk Committee meeting held on 23 February 2022.

Recommendation

That Council:

1. **Notes the matters considered by the Audit and Risk Committee at the meeting held on 23 February 2022.**
2. **Receives and notes the Audit and Risk Committee Biannual Report (July – December 2021).**

Summary

This report provides an update of the Audit and Risk Committee meeting held on 23 February 2022 to ensure that Council is informed of the activities of the Audit and Risk Committee. It provides Council with an opportunity to explore any issues that have been considered.

Also included in this report is the Audit and Risk Committee Biannual Report, in accordance with the requirements of the *Local Government Act 2020* (LG Act 2020).

Background

The Hobsons Bay City Council Audit and Risk Committee is an independent Committee of Council. The Committee comprises three independent members and two Councillors. The Chairperson is an independent member who has the casting vote.

The Committee meets at least quarterly throughout the year and has a Charter that addresses responsibilities that include risk management, control frameworks, external accountability, legislative compliance and internal and external audits.

The Audit and Risk Committee Biannual Report meets the reporting requirements to Council as mandated by section 54(5) of the LG Act 2020 and importantly provides Council with a summary of the matters that the Committee has addressed in the reporting period in discharging its responsibilities under its Charter.

Discussion

The 23 February 2022 meeting addressed the following items:

- External Audit Strategy 2021-22
- the Chief Executive Officer's update
- outstanding audit recommendations
- Internal Audit Program including draft Internal Audit Plan 2022 – 2024
- risk management update, highlighting the risk executive summary, a general update on recent issues and an insurance report
- Occupational Health and Safety report
- Quarterly Financial Report for the period ended 31 December 2021
- cash and investment balances as at 31 January 2022

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

Council Plan 2021-25

Objective 5: A High Performing Organisation

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

Strategy 5.4: Enhance transparency, accountability and good governance practice

Policies and Related Council Documents

The Audit and Risk Committee operates in accordance with the Hobsons Bay Audit and Risk Committee Charter.

Legal/Statutory Obligations and Risk

As an independent Committee of Council, appointed by Council pursuant to section 53 of the LG Act 2020, the Audit and Risk Committee is not a delegated committee as defined by the Act.

The Audit and Risk Committee Charter has been developed having regard to *Audit Committees – A Guide to Good Practice for Local Government*, which was issued in January 2011 by the Minister of Local Government and the Victorian Auditor General's report *Audit Committee Governance* of August 2016 (including the Standing Directions of the Minister for Finance 2016).

It is a requirement under section 54(5) of the LG Act 2020 that the Audit and Risk Committee prepare a biannual audit and risk report which is to be provided to the Chief Executive Officer for tabling at the next Council meeting.

Financial and Resource Implications

The work of the Audit and Risk Committee ensures strategic and independent oversight of Council's operations and risk management practices, and assurance against financial management and financial position.

Independent members are compensated for their participation on this committee as provided for in section 53(6) of the LG Act 2020. Provisions are contained within the Audit and Risk Committee Charter with respect to payment of fees to independent members of the Committee.

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

Environmental, Social and Economic Impacts

Not applicable.

Consultation and Communication

The Audit and Risk Committee Biannual Report was reviewed and endorsed by Council's Audit and Risk Committee at the meeting held on 23 February 2022.

Declaration of Conflict of Interest

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

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

9.3 Sustainable Communities

9.3.1 Draft Hobsons Bay Response to Climate Change Action Plan

Directorate:	Sustainable Communities
Responsible Officer:	Acting Manager Strategy, Economy and Sustainability
Reviewer:	Director Sustainable Communities
Attachments:	1. Draft Hobsons Bay Response to Climate Change Action Plan [9.3.1.1 - 20 pages]

Purpose

To seek Council's approval for the Draft Hobsons Bay Response to Climate Change Action Plan to be presented for community consultation.

Recommendation

That Council:

1. Places the Draft Hobsons Bay Response to Climate Change Action Plan on public exhibition for six to eight weeks from 13 April 2022.
2. Receives a further report at a future Council Meeting to consider community feedback received.

Summary

Council has been working to update its climate change planning for some time. A Climate Change Action Plan is an important guiding document for Council and community as the impacts of climate change for the community begin to increase. The draft plan outlines actions that Council will take to address climate change from 2022 to 2030.

Community consultation on the draft plan is proposed to begin in April 2022 and run for six to eight weeks.

Following the consultation, a further report outlining community feedback together with a finalised plan will be brought to Council for consideration, potentially in June or July 2022.

Background

The draft plan has been developed to ensure that Hobsons Bay City Council complies with legislation, meets the commitments of the Council Plan 2021-25 and Hobsons Bay 2030 Community Vision, and supports the delivery of Council's existing suite of environment and climate related policies.

The plan will update, consolidate and replace expired policies including the Climate Change Adaptation Plan 2013-18, the Corporate Greenhouse Strategy 2013-2020, Community Greenhouse Strategy 2013-2030 and the Integrated Water Management Plan 2014-2019.

Discussion

The draft plan recognises that climate change is a current and significant challenge that requires action from Council, the community and other levels of government. The plan outlines Council's vision to be a carbon neutral organisation that:

- inspires and supports residents and businesses to reduce their own greenhouse gas emissions
- provides future-proofed public spaces, facilities and services that are resilient to extreme weather events and changing coastline conditions
- supports net zero and climate resilient buildings in the private realm

It outlines tangible actions that Council will take to achieve the vision.

Goals and commitments

The draft plan confirms Council's commitment to reducing its own emissions and to achieving previously endorsed goals including, for example:

- increase tree canopy on public land to 30 per cent by 2040
- increase water use sourced from alternative sources by 20 per cent
- reduce potable (drinking) water use by 65 megalitres

Council also aims to support the community to:

- increase waste diversion from landfill rate to 66 per cent by 2025
- achieve net zero community greenhouse gas emissions by 2030

Council had previously aimed to achieve net zero corporate emissions by 2020. While significant reductions have already been achieved, full zero emissions would have required the use of purchased carbon offsets. Instead, Council has committed to significant investment in renewable electricity and energy efficiency to dramatically reduce emissions while utilising offsets as a last resort to achieve net zero. Council's Virtual Power Project has already installed almost 2 MW of generation across the municipality, with more now in train.

Themes and actions

The plan outlines 40 actions across four themes:

1. Implementation of Council's five-year emissions reduction action plan (mitigation)
2. Managing risk and preparing for a changing climate (adaptation)
3. Integrated Water Management (water)
4. Supporting the community to respond to climate change (community)

The actions have been informed by data and current research to maximise Council's impact as well as to support and facilitate climate change response from Council's partners. The actions support Council's vision and commitments to not only reduce emissions but to make the changes needed to protect health, wellbeing and assets in a changing climate.

Each action is within the control of Council, measurable, impactful, deliverable and financially responsible.

Implementation, monitoring and evaluation

Responding to climate change and integrated water management is a whole of organisation commitment that will be delivered by all areas of Council. Actions will be overseen by a multi-department- Steering Group and Working Group led by the Environment and Sustainability team with progress reported in Council's Annual Report and on its website.

Community consultation

Community consultation on the draft plan is proposed to run for four to six weeks commencing in April 2022. Consultation activities will be promoted widely to the broader community to seek to engage people not already active in community sustainability groups.

Activities will include:

- online feedback via the Participate Hobsons Bay website
- online and face-to-face information and feedback sessions
- pop-up consultation events

Next steps

It is proposed that the Draft Hobsons Bay Response to Climate Change Action Plan be released for community consultation from 13 April 2022 for a period of six to eight weeks. Community engagement will inform potential revisions to the plan.

A further report will then be brought to Council including the final version of the plan for formal endorsement along with a summary of community responses.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 5: Activate sustainable practices

The community have already told Council that taking action to address climate change is important to them.

This priority has been summarised in the Community Vision as "Council leads and supports the community in addressing climate change, water management and greenhouse gas emissions and supports with adequate funding with an eye for innovation, inspiration and collaboration".

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 a) Foreshore and riverine assets are upgraded to meet predicted impacts of climate change, maintain existing recreational uses while improving conservation values

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

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

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

Priority a) Deliver the endorsed solar program across the municipality for increased renewable energy consumption

Priority b) Reduce energy consumption across key asset classes including street lighting and major buildings

Priority c) Increase uptake and use of electric vehicles across the municipality

Policies and Related Council Documents

The draft plan has been developed as an overarching guide to respond to climate change that also considers Council's other environment and climate related policies, strategies and plans including:

- Urban Forest Strategy 2020
- Integrated Transport Plan 2017-2030
- Coastal and Marine Management Plan 2021
- Biodiversity Strategy 2017-22
- Waste and Litter Management Strategy 2025
- Open Space Strategy 2018-28

Legal/Statutory Obligations and Risk

Legal obligations

Delivering the plan will support Council to deliver its legislative responsibilities to promote environmental sustainability and to plan for climate change risks under the *Local Government Act 2020 and Climate Change Act 2017*.

Risk

Climate change presents substantial risks for councils and communities at the current time. The development of this updated plan is a critical step towards managing and mitigating those risks. The theme “Manage risk and prepare for a changing climate” within the draft plan particularly focuses on risk mitigation.

Financial and Resource Implications

Each action in the draft plan includes a description of its funding status.

Many actions do not require additional resource or investment as they concern the manner of service delivery rather than introducing new services. These can be delivered within Council’s existing services and capital works activities.

Some actions will require a financial investment by Council. These actions will need to be reconfirmed and funded through future Council annual budget processes in order to proceed. Budget decisions will seek to ensure that new investments result in future environmental outcomes, cost savings and risk mitigation for Council and community. This could include, for example, reduced utility costs or whole of life cost savings as a result of constructing long-lasting climate resilient infrastructure.

Some actions require a financial investment from other entities such as Melbourne Water or other grant funding in order to proceed. Where this is the case, it has been clearly identified.

Environmental, Social and Economic Impacts

The draft plan is focused on achieving positive environmental outcomes for Council and the community.

In addition, the actions outlined in the theme “Support the community to respond to climate change” include a range of activities that have social and economic benefits. These include a targeted program for vulnerable community members as well as programs that will help residents and businesses save money on their utility bills.

Consultation and Communication

The actions in the draft plan have been informed by a range of community engagement and consultation activities undertaken over recent years. The next consultation stage will provide further opportunities for the community to provide input on the work to date.

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 Hobsons Bay Business has Heart Outdoors - Future Framework

Directorate:	Sustainable Communities
Responsible Officer:	Acting Manager Strategy, Economy and Sustainability
Reviewer:	Director Sustainable Communities
Attachments:	1. Hobsons Bay Business has Heart Outdoors Flyer - Future Program [9.3.2.1 - 1 page]

Purpose

To provide a framework for the future of the Hobsons Bay Business has Heart (HBBhH) Outdoors program beyond the current extension of the program to 31 May 2022.

Recommendation

That Council:

- 1. Notes the community feedback received during the public consultation process on the future options for the Hobsons Bay Business has Heart Outdoors program.**
- 2. Endorses the framework proposed for the future of the Hobsons Bay Business has Heart Outdoors program, to apply from 1 June 2022.**
- 3. Endorses the waiving of the fixed area fee for the 2022-23 financial year, during which time all businesses will be able to work through their choices in detail.**

Summary

Between October and December 2020, in response to the significant impacts of the COVID-19 pandemic on businesses, Council installed outdoor trading areas across the municipality, including extended footpath trading zones, parklets in car parking spaces, barriers and a road closure, and waived the usual fees associated with outdoor trading.

The initial HBBhH Outdoors program ran until the end of March 2021 with 193 businesses participating. Based on positive community feedback the program was extended until 31 May 2021 and again until 31 May 2022. At the time of writing this report 153 businesses are participating in the program.

Over two months from December 2021 to January 2022, Council consulted with the community, residents and businesses regarding the future of the program. Nearly 1,000 online survey submissions were received either directly to Participate Hobsons Bay or via interview.

Based on community feedback received from the consultation process, a framework for future outdoor trading areas has been developed which will govern how the program transitions to a more permanent or recurring format beyond May 2022.

Background

The HBBhH Outdoors program was launched in October 2020, providing extended outdoor trading areas in 43 precincts to support 193 individual businesses across Hobsons Bay. This included:

- creation or extension of footpath trading areas in front of businesses and in some cases neighbouring businesses
- use of on-street public carpark spaces to create “parklets”
- use of private land (e.g. private car parks or land within privately held, body corporate-managed common areas) to create outdoor trading areas and parklets
- the closure of a section of Pier Street in Altona (between Blyth and Queen Streets) to create an open-air plaza as a “feature site” including provision for adjacent businesses to utilise part of the space for outdoor trading areas

The HBBhH Outdoors program was established quickly and efficiently, and at significant expense which was met through a combination of Council and Victorian Government funding (each party contributing about \$800,000 towards infrastructure costs) with operational costs absorbed by Council.

Extensive community consultation undertaken in March and April 2021 received almost 1,000 responses, including 159 participating businesses and 115 non-participating businesses, with the majority (86 per cent) indicating support for the program.

Following the consultation period some changes were made to the original outside trading areas, including removal of some sites that were no longer required, transition of communal areas to individual business areas and extension of the program until 31 May 2022.

The program facilitated businesses to respond to COVID-safe regulations, especially those reliant on indoor dining and trading areas who might have otherwise been unable or highly limited to operate. In addition, as Council was installing the infrastructure for businesses and undertook all engineering and safety approvals, businesses were not required to seek engineering approval for fixed infrastructure (such as café screens or planter boxes) as is usually the case to ensure that the items are of a safe and publicly acceptable standard.

In October 2021, Council once again offered outdoor trading areas to businesses who wanted to join the program. An additional 18 sites were delivered in this phase. The continued operation of the program over the 2021-22 summer was further enhanced with additional funding provided by the Victorian Government’s COVIDSafe Outdoor Activation Fund (which also enhanced Council’s activation programs across the city).

Over this period, Council also waived footpath trading permit fees, which reduced costs for businesses for a total investment of about \$270,000.

Further consultation occurred between December 2021 and January 2022 to inform the development of a framework for the future of outdoor trading areas, and additional discussions were held with trader groups in March 2022.

Discussion

The HBBhH Outdoors program has delivered benefits to both participating businesses and the broader community by providing much-needed additional trading areas for businesses to meet social distancing requirements and addressing customer concerns in relation to spending prolonged periods indoors in public settings.

The program in its current format has been extended until 31 May 2022 and offers three formats of outdoor areas: extended footpath trading, parklets and a feature site. Beyond this date, there are three potential outcomes for how existing outdoor trading sites could move forward: (a) retention on a permanent or semi-permanent basis, (b) retention on a seasonal basis and (c) removal.

The determining factors for the future of each outdoor trading site includes potential safety concerns and impacts, business utilisation of the space, equitable use of public space, parking implications, potential amenity impacts on adjacent and nearby businesses and residents, and traffic impacts and risks. Participation rates from businesses following the removal of fee waivers, has also been considered within the framework.

Consultation feedback

Consultation on what the future program could look like including the (draft) Future Program – Transition and Interim Guidelines was undertaken from December 2021 to January 2022. Feedback was sought from the community, residents, and businesses.

During the consultation period almost 1,000 responses were received via the Participate Hobsons Bay website including responses from residents, participating and non-participating businesses. As part of the consultation postcards were delivered to businesses and residents within 100m of HBBhH Outdoors trading areas. Meetings were also held with traders and trader associations and participating businesses were visited to ensure all had opportunities to provide feedback.

Overall, survey responses indicated support for the program, with 75 per cent of residents in favour of transitioning to permanent extended footpath areas and 68 per cent in favour of transitioning to permanent parklets.

As part of the consultation, feedback was sought on feature sites with Pier Street in Altona serving as an example of how a feature location can operate as an outdoor trading area providing greater community benefit and creating flow-on benefits for nearby businesses within the wider precinct. The survey explored the community's response to this site as well as potential new feature locations in Laverton and Williamstown. Residents and businesses alike support feature locations with 90 per cent in support of Pier Street, 81 per cent in support of a feature location in Laverton and 83 per cent in support of a location in Williamstown.

Feedback was also sought on whether businesses should pay fees for outdoor trading areas with a mixed response; about half of resident respondents disagree or strongly disagree that businesses should pay fees with a further 21 per cent unsure.

A mixed response was received from businesses regarding fees. Just over half of business respondents were unsure or disagreed with fees being introduced for extended footpath trading areas and about 60 per cent of businesses were unsure or disagreed with fees being introduced for parklets. In response to likeliness to continue with outdoor trading areas if fees were introduced, businesses responded with just under half likely to pay a parklet user fee and continue and about 35 per cent likely to pay a user fee for an extended footpath trading area and continue.

Consultation indicates that the program has been best suited to businesses who offer a seated service, with takeaway shops indicating they are less likely to be willing to pay fees to continue on the basis that they are less likely to see sufficient return on investment.

Four overarching design principles for the outdoor trading areas were presented in the survey and received an overwhelmingly positive response with over 93 per cent agreement to each of the following principles:

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

Nine written submissions were received from residents and trader associations. Key points raised by residents included concerns relating to availability of parking, noise and amenity issues, particularly associated with outdoor trading areas of stand-alone pubs located close to residences.

Key points raised by trader associations included support for the optimisation of outdoor trading areas that bring additional people into the community and beautify the area. They also emphasised that any fees associated with the program need to be commercially viable, and that the fairest way to charge businesses would be as they have been charged under the footpath trading permit system, whereby a charge is levied per table, per chair, and so on. Trader associations also raised several questions about the future options for the program which were considered in the development of the proposed framework.

Further conversations were had with trader groups in March 2022 to discuss the proposed framework and address questions on the fees. In response, Council officers developed a summary document to clarify when and how fees will be applied (see Attachment 1).

Proposed framework for transition to future program

Based on the consultation results and further consideration, outdoor trading areas within the program will transition after the end of May 2022 to a permanent, semi-permanent or recurring seasonal status as described below. A diagrammatic explanation of the options and fees that will apply is available in Attachment 1.

Extended footpath trading areas

Extended footpath areas will transition to the existing Footpath Trading Permit (FTP) system, subject to meeting nominated criteria and guidelines. If a business chooses to retain permanent infrastructure (i.e. infrastructure that cannot be moved inside the business overnight) the fixed area process would apply. A transition time of three months would be provided to businesses who want to retain their footpath trading areas but do not want to retain fixed infrastructure.

Permanent parklets

A number of parklet areas will be eligible to transition to semi-permanent outdoor trading subject to the business's willingness to continue to participate and to meet nominated criteria and guidelines.

A semi-permanent period (two-year medium-term period) is proposed to allow for analysis of the potential for the permanent reallocation of space from road and car parking space to footpath. If shown to be appropriate, parklets could be included within the Capital Works Program and could be transitioned to a permanent public space accessible for outdoor trading and enhanced urban design outcomes.

Businesses will be gifted existing infrastructure from the program for use. After the two-year period, Council will inspect the infrastructure and if it is no longer fit for purpose, businesses may need to install their own replacement infrastructure.

Seasonal parklets

In areas where parklets have had low utilisation and greater impacts on parking or surrounding amenity, a seasonal option will be offered to businesses subject to criteria and guidelines. Seasonal parklets will be available from about late October until mid-March (exact dates to be determined).

Businesses will need to apply annually to be part of the seasonal program and Council will install and uninstall all seasonal parklet infrastructure simultaneously to maximise operational efficiencies.

Existing infrastructure (e.g. barriers, fake grass) will be utilised each season to continue the program for the next two years. After this time, Council will inspect the infrastructure and if it is no longer fit for purpose, businesses may need to contribute to the cost of renewing infrastructure items.

Feature sites

Feature sites provide additional benefits to the broader community over and above the individual business benefit. Pier Street, Altona (road closure between Blyth and Queen Streets) is a feature location and will be extended on a semi-permanent basis for a further two years enabling detailed site analysis and design to be undertaken with a view to permanent long-term closure. It is noted the Pier Street feature site was created using a temporary road closure approved by Department of Transport (DoT). Pier Street is categorised as a local road and is managed by Council. However, under the *Road Management Act 2004* and the *Local Government Act 2020*, the proposal to make the closure permanent is subject to final approval from DoT by way of implementation of a statutory road closure process including community consultation.

It is proposed that Council utilise the additional Victorian Government funding (\$250,000) to make improvements to the existing infrastructure, which was initially intended to be temporary and requires upgrading to be more suitable for a medium-term closure.

Opportunities for additional feature sites will be explored focusing on Lohse Street and Woods Street in Laverton and Nelson Place in Williamstown. Urban design analysis of these precincts will ensure multi-use spaces are created for the community and that the spaces can accommodate for new adjacent businesses.

Fixed areas and design guidelines

Fixed areas are spaces that include infrastructure that changes the use of the space from a publicly accessible space to an area for commercial benefit, such as furnishings that are not taken indoors by individual businesses at night. They could include parklets, extended footpath trading sites or areas within feature sites. This has been raised as a need by some businesses to enable full utilisation of their outdoor trading areas.

Provision for fixed furnishings, including permanent café screens and other similar infrastructure, will be developed and included in Council design guidelines. Fixed furnishings will require permits in accordance with the guidelines and be subject to receiving appropriate approvals from Council.

Businesses that seek to take up the offer of implementing fixed furnishings/areas will be charged a fixed area fee. The fixed area fee takes into consideration the loss of publicly accessible and available space from fixed furnishings/areas and the greater commercial opportunities that businesses are able to leverage from the enhanced fixed furnishings and areas they create.

A transition period of three months from 1 June 2022 is proposed to enable businesses to determine whether fixed infrastructure meets their business needs.

Sites to be removed

As part of the quick implementation and need to support business to be able to trade during lockdowns, some areas were introduced that do not meet ongoing safety or regulatory requirements. Some businesses who were unable to access public space were also supported through the introduction of outdoor trading areas on private land. These sites will be removed from June 2022.

Residential amenity

The Future Program – Transition and Interim Design Guidelines set out three criteria for the retention of parklets on a semi-permanent basis, the third being “*Minimal impact on nearby residents*”. To determine “minimal impact” it is proposed that further guidance be developed to enable Council to appropriately consider the potential for impacts on residents from outdoor trading areas that would unreasonably limit residents’ enjoyment of their properties, in particular concerning noise, rubbish, other nuisances, and impacts on the availability of car parking, along with suggested mitigation approaches to be adopted by businesses if a parklet is retained on a semi-permanent or seasonal basis.

Requests for new infrastructure

Victorian Government and Council investment enabled Council to roll out over 193 outdoor spaces over the past two years, with all existing businesses having been given an opportunity to participate in the program.

Existing infrastructure will be gifted to businesses and enable them to continue to use the spaces in the medium term (over the next two years), which aligns with the life expectancy of the infrastructure. If businesses wish to upgrade or renew their infrastructure, they will require Council approval and be responsible for the cost, installation and maintenance of any new fixtures and furnishing that they wish to utilise for their outdoor trading space, with any new installation of permanent fixtures requiring Council approval.

As the transition to the new arrangements unfolds, Council will continue to liaise with businesses to monitor outcomes and respond to new opportunities.

Fees

The capital cost of the initial HBBhH Outdoors program was approximately \$1.6 million (excluding Council staffing costs), delivered at no cost to participating businesses.

This has been enabled through both grant funding of about \$0.8 million from the Victorian Government and operational funding of about \$0.8 million from Council. Since November 2021, the Victorian Government has provided additional funds to assist with ongoing costs and support the implementation of new outdoor trading areas for a second summer season alongside enhanced activation of the outdoor areas. There have also been additional costs

to Council that have been absorbed through operational budgets such as design, traffic analysis and enhanced cleansing.

Fees will apply beyond May 2022, so that the program can be sustained over the medium and longer term. For businesses continuing with their outdoor trading area after the end of the current period, the following fee structures are proposed:

- All participating businesses (including extended footpath, parklets and feature sites), will require a Footpath Trading Permit (FTP) and will be required to pay the associated fees in accordance with the existing Footpath Trading Code of Practice.
- Businesses that retain outdoor trading areas with fixed furnishings/areas will be charged a fixed area fee that takes into consideration the change of the outdoor trading area from public space to commercial space. This fee acknowledges the greater commercial opportunities businesses are able to leverage from these spaces.
 - A fixed area is a space that through the installation of permanent infrastructure or furnishings in effect becomes an extension of the business's space and cannot be easily used by the general public for other activities (e.g. parklet areas that cannot be used for car parking; footpath trading areas that have furnishings such as tables or screens which are not removed at night).
 - Noting that there is a level of complexity for this fee, and also that a minority of participating businesses are currently utilising fixed areas, it is proposed that the fixed area fee is waived for the first 12 months of the operation of this policy (for the financial year 2022-23). During this time businesses who wish to utilise fixed areas will have an opportunity to work through their options and implications with Council officers, prior to the fees applying from 2023-24.
- Businesses with a seasonal parklet trading area will pay an infrastructure implementation charge to cover the costs associated with this service.

As part of the Community Support Package, Council waived footpath trading fees and other similar fees for the current year. Footpath trading fees usually renew from 1 September annually. The above fees would only be levied from 1 September 2022, thereby providing any business that is continuing with an outdoor trading area with a fee-free extension for a period of three months (for the waived fixed area fees, this would apply from 1 September 2022). The cost of the program will vary for individual businesses, depending on the size of their outdoor trading area, the type and quantity of supporting infrastructure, and whether it is fixed or removable. Further detail in respect of each fee is set out below.

Footpath trading permit fees

The use of the existing FTP fee structure as the foundation for charges to businesses will ensure that all businesses with outdoor trading areas on publicly owned land will be charged consistently, regardless of whether they had footpath trading prior to COVID-19 and the HBBhH Outdoors program or only since. Table 2 details the full extent of the FTP fees.

Fixed area fee

Footpath trading fees are already established and are anticipated to recommence next financial year. However, the use of public car parking spaces or existing footpath areas as fixed extended trading areas by private businesses was a new development during the pandemic. During the pandemic and lockdown period use of these spaces utilising fixed infrastructure has been provided free of charge however, future outdoor trading needs to address the use of public space for commercial benefit. The introduction of a fixed area fee will address this.

During the medium-term period urban design analysis will be undertaken, including analysis of potential reallocation of space from road reserve to footpath. As a result, reallocation of space from road reserve to footpath or increased footpath areas may occur, enabling businesses to transition to footpath trading if they choose to without requiring a fixed area.

To identify the value of outdoor trading areas utilising car parking spaces in Hobsons Bay on an evidence-informed basis, Council engaged Charter Keck Cramer (CKC) property group to provide independent valuation advice. CKC undertook a comparative rental assessment of similar spaces and, on the basis of that analysis, concluded that on-street unsecured and uncovered public car spaces within Hobsons Bay broadly fall into three tiers with respect to the value that they hold as car spaces and which is forgone if they are utilised instead for other uses, such as outdoor trading areas.

The annual value for one car space (about 12m²) is:

- Tier 1 (Nelson Place, Williamstown) = \$1,800 for one car space, or about \$150 per square metre
- Tier 2 (Cole Street, Williamstown; Hall Street, Spotswood; Mason Street, Newport; Harrington Square, Altona and Pier Street, Altona) = \$1,500 for one car space, or about \$125 per square metre
- Tier 3 (Borrack Square, North Altona; Railway Avenue, Laverton and Aviation Road, Laverton) = \$1,200 for one car space, or about \$100 per square metre.

The average value across the municipality about \$1,500 per car space or about \$125 per square metre. To ensure equity across the municipality the average is proposed to be utilised as a basis for fee considerations.

In response to the ongoing and significant impacts of the COVID-19 pandemic on businesses alongside consultation feedback received relating to the viability of fees for businesses, options such as a discount for the medium term have been explored. This would provide businesses with an adjustment period during which they can monitor the benefit to their business of having an outdoor trading space and an opportunity to restore their financial position.

In recognition of the uncertainty businesses may have about taking up the offer of implementing fixed furnishings/areas, the proposed fixed area fees will be waived for a period of one year and then levied in full thereafter. During this two-year period, Council will continue to liaise with participating businesses to understand the benefits and costs to them and utilise this information to inform further consideration of fees beyond the end of the two-year period (i.e. after 1 September 2024). The introduction of this fee also facilitates fixed furniture in outdoor trading areas, which has been a key aspect that businesses were seeking to address to enable them to maximise the commercial benefits from the space.

Table 1: Fixed area fees

CKC car space rental valuation		Potential medium-term discounts	
Average annual charge for equivalent of one car space	Average charge per square metre	Year 1: 100% discount (1 Sept 2022 – 31 Aug 2023)	Year 2 (1 Sept 2023 – 31 Aug 2024)
\$1,500	\$125	\$0	\$125 per m ²

Seasonal parklet infrastructure implementation charge

Cost modelling based on installation costings has informed this charge, although the actual cost would be dependent on the number of businesses that choose to have a seasonal parklet.

Council recognises that businesses need certainty around pricing in order to decide whether it is viable to participate. On this basis and cost modelling an infrastructure implementation fee of \$1,000 is proposed to cover the cost of installation and uninstalling and ensuring all safety requirements are met. This would be introduced alongside a pro-rata fixed area fee.

Proposed fees and charges**Table 2: Footpath Trading Fees and Outdoor Trading Area Fees**

	Existing footpath trading annual fee	New fees proposed
Chair	\$63 each	N/A – as per existing FTP
Bench seats	\$121 each	N/A – as per existing FTP
Tables	\$42 each	N/A – as per existing FTP
A-boards	\$208 each	N/A – as per existing FTP
Display of goods	\$334 each	N/A – as per existing FTP
Screens <i>Note: if screens to remain overnight, fixed area fee would apply</i>	\$262 flat rate	N/A – as per existing FTP
Planter	\$88 each	N/A – as per existing FTP
Umbrellas	\$TBC	To be introduced in line with FTP code
Heaters	\$42 each	N/A – as per existing FTP
Fixed area fee		\$125 per square metre Year 1: 100% Discount: \$0 Year 2: \$125 per square metre
Seasonal parklet infrastructure implementation charge		\$1,000

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 3: Vibrant place and economy

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

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

Hobsons Bay Activity Centres Strategy 2019-36

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

Policies and Related Council Documents

Integrated Transport Plan 2017-30

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

Footpath Trading Permit

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

Council Reports

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

At the Council Meeting on 16 November 2021, Council resolved to consult with participating businesses and the community on the proposed future of the HBBhH Outdoors program beyond the scheduled end date of 31 May 2022.

The Hobsons Bay Business has Heart Outdoors Future Options was tabled the 8 March 2022 Council Meeting. At that meeting, a motion was raised to use the framework as a starting point for a discussion with the Hobsons Bay trader groups before a fee structure is endorsed at the April 2022 Council meeting.

Legal/Statutory Obligations and Risk

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

Financial and Resource Implications

The initial HBBhH Outdoors program cost about \$1.6 million (not including the cost of Council officer labour) and has been delivered at no cost to participating businesses. This has been enabled through both Victorian Government grant funding and Council operational funding. Since November 2021 Council has received further funding from the Victorian Government to support the continuation of the program over a second summer. Additional costs such as design, transport analysis and enhanced cleansing were absorbed as part of Council's operational costs.

Extension of the program beyond May 2022 has been developed on a user pays system for participating businesses so that the program is sustainable in the medium and longer term.

Environmental, Social and Economic Impacts

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

- enabling businesses to trade more extensively throughout a period of constantly changing COVID-safe regulations, enabling them to better attain/maintain their commercial viability, saving businesses and saving and supporting jobs for workers, many of whom are local residents
- creating social and community benefits by enhancing the amenity of streetscapes in and around local retail and café/dining precincts across Hobsons Bay, contributing to enhanced levels of liveability and community satisfaction
- the reallocation of road space, in the form of car parks, for pedestrian and business patron use, has likely encouraged people to walk more and drive less; contributing to reduced vehicle emissions, improved local air quality outcomes and reduced CO2 emissions

Consultation and Communication

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

Further consultation was undertaken between December 2021 and January 2022 in which Council consulted with the community, residents, and businesses on the basis to which the program should or should not proceed in a semi-permanent format and the (draft) Future Program – Transition and Interim Guidelines. Support has continued to be positive with overall support for the program to continue. However, businesses require further clarification on fees and the overall framework before they decide whether they will personally continue with the program.

Further conversations were had with trader groups during March 2022 to discuss and further clarify questions around the proposed framework (see Attachment 1). In response, Council officers have put together a summary document to clarify the fees.

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 Adoption of the Hobsons Bay Planning Enforcement Policy 2022

Directorate:	Sustainable Communities
Responsible Officer:	Manager Planning, Building and Health
Reviewer:	Director Sustainable Communities
Attachments:	1. Hobsons Bay Planning Enforcement Policy 2022 [9.3.3.1 - 12 pages]

Purpose

To seek Council's adoption of an updated Planning Enforcement Policy, following a routine periodic review and update.

Recommendation

That Council:

- 1. Adopts the amended Hobsons Bay Planning Enforcement Policy 2022.**
- 2. Revokes the previous Planning Enforcement Policy adopted on 9 June 2015.**

Summary

Council's Planning Enforcement Policy informs the community of the enforcement principles that will be used to determine the level and type of enforcement and compliance actions that will be taken for breaches of the Hobsons Bay Planning Scheme. A consistent and transparent process is important to Council's good governance and fairness to the accused.

Council adopted the current Planning Enforcement Policy, including its risk matrix, in 2015. A review of this policy confirmed that the policy is still applicable and should be retained. However, several updates have been made to the policy to keep it contemporary and relevant. These include:

- addition of the modern litigant approach
- more information about approaching other enforcement bodies for information
- inclusion of additional definitions for compliance and enforcement
- inclusion of indicative timeframes to give users of the planning system some guidance on when and how they can expect action to be taken
- addition of a new action type, "Contempt of a VCAT Enforcement Order"

The Victorian Government Auditor General Office's (VAGO's) report into the conduct of planning investigations at Ballarat and Hume councils, recommended the implementation of a risk-based planning investigation process for all councils. This policy is consistent with the VAGO's recommendations.

Background

Section 14(a) of the *Planning and Environment Act 1987* (the P&E Act) places an obligation on Council to enforce the P&E Act and the Hobsons Bay Planning Scheme (the Scheme). The objectives of the Scheme are to provide orderly planning with good and improved amenity outcomes for current and future generations within the municipality.

Statutory Planning and Planning Investigation functions fall within the responsibility of Council's Planning, Building and Health department within the Sustainable Communities directorate.

- the Statutory Planning area is responsible for administering the Scheme and the P&E Act
- the Scheme sets out the planning policy which is used to inform a decision on a use or development application, and the conditions that should be applied to that permission within the municipality
- Council's Planning Investigation area is tasked to investigate and enforce any breaches of the Scheme or a planning permit.

Occasionally landowners, occupiers or land users fail to obtain appropriate planning approvals or fail to abide by the conditions of planning permits or provisions of the Scheme. Non-compliances can have either short or lasting adverse impacts on the community.

The seriousness and the amenity impact of the breaches or the conduct of a person will determine the appropriate enforcement that should be undertaken. While consistent and measured approaches are important, there is not a "one size fits all" response as there is a great deal of variation in the nature and severity of offences. A tenet of good enforcement practices is that similar offending levels should receive a similar penalty.

Council's Planning Enforcement Policy sets out the principles, criteria and measures that are used when undertaking compliance and enforcement activities related to the P&E Act and the Scheme, seeking to achieve a consistent and measured approach. The proposed policy is consistent with the recommendations of VAGO's report in Parliament of November 2008 titled "Enforcement of Planning Permits".

Discussion

"Enforcement" is the use of influence, authority and statutory powers under the P&E Act to achieve or compel compliance. "Compliance" is defined as adherence to the legal requirements and obligations of the P&E Act.

Six years have elapsed since the first Planning Enforcement Policy was adopted by Council, embedding a set of universal enforcement principles for planning related enforcement actions. A five-year review period was set and has now elapsed.

The aim of the policy has not changed over the last five years, which is to achieve compliance. The main available enforcement options have not changed and include verbal or written advice, warnings, penalty infringement notices (PINs), prosecution heard in the Magistrates' Court of Victoria, enforcement orders obtained from VCAT, Section 173 agreements and injunctions granted in the Supreme Court of Victoria. The five main areas of proposed change are detailed below.

Model Litigant

The Department of Justice has published a set of Model Litigant guidelines that bind all state government departments and agencies. They set standards for how state and local governments should behave as a party to legal proceedings. The proposed updated policy is consistent with the Model Litigant guidelines and embodies principles such as openness, timeliness, fairness, and consistency.

Approaching other enforcement bodies for information

Prior to the commencement of an investigation, sufficient initial supporting information is required to confirm that an investigation is merited. A range of factors inform this assessment, and one area which has been added to this set of factors in the proposed revised policy is the consideration of previous history.

It is becoming increasingly common for enforcement agencies to share information, and this factor enables officers to consider relevant prior enforcement history that may be held by other agencies (such as the VBA or EPA). The amended policy seeks to introduce the option that Council can obtain such history from other enforcement bodies, in forming a view about whether an investigation is merited.

Additional definitions

The following new definitions have been added to the proposed revised policy:

- **Compliance:** adherence to the legal requirements and obligations of the P&E Act. Compliance is an ongoing process.
- **Enforcement:** the use of influence, authority and statutory powers under the P&E Act to achieve or compel compliance.

Timeframes for compliance actions

The policy includes an Action Matrix which summarises risk and impact ratings as required by Ombudsman reports. The matrix has well served the decision-making process and outcome by allowing both a uniformity, flexibility of the application circumstances and consistent actions.

However, the corresponding Response Matrix did not previously include timeframes for Council to act, and severity levels were not defined.

The proposed revised policy includes definitions and timeframes as follows:

- **Immediate:** officers undertake an inspection of the property on the same day or within 24 hours
- **High-Level:** officers undertake an inspection of the property within 3 days
- **Moderate Level:** officers undertake an inspection of the property within 5 days
- **Low Level:** officers undertake a desk top assessment of the matter within 10 days
- **Very Low-Level:** enforcement undertaken only if resourcing allows

Additional action – Contempt of a VCAT Enforcement Order

Following the introduction of the original policy, contempt proceedings have been undertaken. The original policy did not address this type of situation, but the revised policy has included a section for it. This addition does not alter the actions available to enforcement officers, only describes the steps taken.

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 3: Vibrant place and economy

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

Priority b) Significantly uplift processing times and customer service in statutory planning functions while maintaining consistent, strategic and efficient standards

Policies and Related Council Documents

The documents relevant to this policy are the *Planning and Environment Act 1987*, the *Subdivision Act 1988* and the Hobsons Bay Planning Scheme.

Legal/statutory Obligations and Risk

Section 14(a) of the P&E Act places an obligation on Council to enforce the P&E Act and the Scheme. No guidance is given on how this should be achieved. The Hobsons Bay Planning Enforcement Policy 2022 fills this gap.

Financial and Resource Implications

There are no new financial or resource implications of the proposed revised policy relative to the existing policy. Enforcement activities will be undertaken with existing resources.

Environmental, Social and Economic Impacts

The adoption and application of the proposed updated Hobsons Bay Planning Enforcement Policy 2022 will ensure the development industry, users of the planning system, and community are aware of the enforcement actions that will be taken if the Planning Scheme is not complied with.

Consultation and Communication

As the changes proposed in the revised policy are minor and the core principles remain the same as the existing policy, further external consultation is not proposed. The changes further clarify Council's position on investigation and enforcement in relation to Statutory Planning matters. The policy will be publicly available and promoted.

Declaration of Conflict of Interest

Section 130 of the *Local Government Act 2020* requires Council officers 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 2020.44 Provision of Day and Overnight Respite - Bateman House

Directorate:	Sustainable Communities
Responsible Officer:	Acting Manager Community Life
Reviewer:	Director Sustainable Communities
Attachments:	Nil

Purpose

To seek Council approval to extend the current Contract 2020.44 for the Provision of Day and Overnight Respite – Bateman House for a maximum of two one-year terms from 1 July 2022.

Recommendation

That Council:

- 1. Approves the extension of Contract 2020.44 for the Provision of Day and Overnight Respite – Bateman House with Anglican Aged Care Services Group trading as Benetas for a maximum of two one-year terms commencing from 1 July 2022.**
- 2. Notes that the annual value of the contract extension is \$1,003,440 (one million, three thousand, four hundred and forty dollars) excluding GST and a maximum total two-year value of \$2,006,880 (two million, six thousand, eight hundred and eighty dollars) excluding GST.**

Summary

As part of the Commonwealth Home Support Programme (CHSP), Council runs day/night respite services which are delivered by a third party. In 2021, the existing contract expired, and a full public tender process was run. During that time, further information about the Commonwealth's CHSP reforms was released which created a level of uncertainty about the medium-term approach for Council's CHSP programs. As a result, an initial short term service contract, Contract No. 2020.44 for Provision of Day / Night Respite – Bateman House was awarded to Benetas for an initial seven-month period from 1 December 2021 to 30 June 2022 under the Chief Executive Officer's delegation.

The tender included pricing and options for a further two one-year extensions to allow Council flexibility while it considers the wider CHSP reforms and funding cuts. Council's endorsement is now sought to extend the initial contract for a maximum of two one-year extensions, which will be exercised subject to wider Council deliberations about CHSP reforms over this period.

Background

Council has a long history in the provision of respite within group settings. Bateman House, located in the Williamstown Botanic Gardens, opened in July 2004 and provides a small, secure environment for clients requiring specialised care.

Council receives federal funding under the CHSP to deliver day and overnight respite to eligible residents to support and maintain care relationships between carers and clients by providing good quality respite care for frail older people so that carers can take a break.

Council delivers the service through a third party, with this service competitively tendered. Benetas has been the successful provider on behalf of Council since Bateman House opened. Benetas is a well-regarded and experienced aged care organisation which provides similar services at three other venues in the inner and outer suburbs of Melbourne.

The Australian Government is progressively introducing reforms to the CHSP. Historically councils have been directly funded to deliver CHSP programs, but the latest reforms will introduce competition and reduce funding amounts over time. As these reforms roll out all councils are working through their options going forward. Council's current funding agreement with the Australian Government will expire on 30 June 2022, and it will be extended initially for one year (with some changes to funding models).

Discussion

Benetas provides high quality respite services on behalf of Council under contract. The COVID-19 pandemic has had significant impact on respite services due to lockdowns and restrictions. Current clients are significantly lower in number than the pre-COVID-19 period.

Given the ongoing Commonwealth aged care reforms, approval for a contract extension will allow current respite services to continue unchanged, while Council analyses and considers the impact of the broader reforms.

Approval is sought for up to two one-year extensions. The annual value of these extensions is \$1,003,440 excluding GST so if both years were utilised, the maximum total value of the two extensions would be \$2,006,880 (excluding GST). The second year will only be utilised if it is needed.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

Council Plan 2021-25

Objective 1: Healthy, equitable and thriving communities

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

Priority b) Increase the breadth and depth of Council's service offerings for vulnerable and older residents through the attraction of additional Commonwealth and State resources

Policies and Related Council Documents

The extension of Contract 2020.44 complies with Council's Procurement Policy.

Legal/Statutory Obligations and Risk

The provision of respite services at Bateman House meets Council's service requirements under the CHSP agreements currently in place.

Financial and Resource Implications

Council receives CHSP funding for both day and overnight respite services. There are a number of funding model changes that will commence in 2022-23, which may lead to a reduction in CHSP funding to council for this service. The changes include a marginal increase in the unit cost for day respite, a significant reduction in unit cost for overnight respite services, and a "payment in arrears" system.

Based on federal advised funding for the 2022-23 financial year Council will receive \$570,540 excluding GST for day respite and \$356,669 excluding GST for overnight respite, totalling \$927,209 excluding GST. If the maximum service hours were provided as outlined in the contract (10,800 hours of day respite and 5,924 hours of overnight respite) the cost to Council would be \$1,003,440 excluding GST.

Environmental, Social and Economic Impacts

Respite services are an essential service for carers, although there has been reluctance and caution to attend centre-based services during the pandemic.

Consultation and Communication

A public tender was advertised in September 2021. Submissions were evaluated in line with Council's Procurement 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.

9.4 Infrastructure and City Services

9.4.1 Naming of Box Lacrosse Court at PJ Lynch Reserve, Paisley Park, Newport

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

Purpose

To inform Council of the recommendation to name the recently constructed box lacrosse court at PJ Lynch Reserve, Paisley Park, Altona North.

Recommendation

That Council:

1. Supports the naming of the box lacrosse court as “The Alan Lewer Box Court”.
2. Supports an application to the Victorian Government as per its naming protocols, to have the court name formally recognised.

Summary

Council received a proposal to name the newly constructed box lacrosse court at PJ Lynch Reserve, Paisley Park, Altona North, after the late Alan Lewer. Alan was a key advocate for the development of the facility and has a long history of positively contributing to the Hobsons Bay lacrosse community.

Council officers have undertaken formal community engagement to seek feedback in relation to a suitable name for the new court, with 95 per cent of the feedback from 343 submissions supporting the facility being named after Alan Lewer.

Following endorsement by Council, the proposed name will form part of a submission to the Victorian Government through its naming protocols, to formally recognise the facility as “The Alan Lewer Box Court”.

Background

In early 2021, Council completed construction of a new box lacrosse court at PJ Lynch Reserve in Altona North with funding support from Sport and Recreation Victoria through its Female Friendly Facilities Fund. The facility is the first of its kind in the southern hemisphere and will be used for training and competition by local, state and national participants.

Upon completion of the project, a submission was received by Council to name the facility after the late Alan Lewer in acknowledgment of his ongoing advocacy and dedication to the sport of lacrosse and, in particular, the construction of the box lacrosse court.

The process to approve formal naming of a facility requires endorsement by Council before an application can be lodged with the Victorian Government for final approval through its official naming protocols.

A community engagement process was undertaken by Council to seek feedback in relation to the naming of the box lacrosse court. A "What we heard" report from the community engagement process has been prepared and loaded onto Participate Hobsons Bay.

Discussion

Council sought community submissions to suggest a name for the newly constructed box lacrosse court from 20 September to 18 October 2021. The process was hosted on Participate Hobsons Bay and asked community members to familiarise themselves with naming guidelines prior to making a submission. Promotion of the engagement process was posted on Council's social media platforms and a signboard with QR code was placed at the site in PJ Lynch Reserve.

The Participate Hobsons Bay page received 1,176 site visits from 1,039 individual site visitors during the engagement period and 343 submissions were received. The majority – 327 submissions (95 per cent) – suggested naming the facility after the late Alan Lewer. Eight submissions (2 per cent) suggested that the facility be named after the late Sue Sofarnos.

Alan Lewer contributed over 20 years of commitment, mentorship and passion to the playing, teaching and development of competitions for box lacrosse in Victoria, and played a critical role in establishing a home for the sport in Melbourne. He was instrumental in the conception, advocacy and construction of the new facility at PJ Lynch Reserve.

Alan's family has been engaged throughout the court naming process and is supportive of the proposal to name the facility after him.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

This facility development originated from a Pitch Your Idea submission from members of the community and has been complemented by community feedback supporting the proposal of it being named after a deceased member of the local 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

Policies and Related Council Documents

The development of the new box lacrosse facility was supported by Council's Sports Facility Needs Analysis as a medium-term priority.

Legal/Statutory Obligations and Risk

Council officers have liaised with the Victorian Government to ensure compliance with relevant naming rules, regulations, processes, and naming conventions.

Financial and Resource Implications

All tasks associated with the naming of the box lacrosse facility are being completed within existing officer time and have no financial implications.

Environmental, Social and Economic Impacts

The recommended naming of the box lacrosse court acknowledges the positive social impact Alan Lewer contributed to the Altona Lacrosse Club and the local lacrosse community throughout the inner west area of Melbourne. There are no environmental or economic impacts involved in the formal naming of the box lacrosse court.

Consultation and Communication

Council officers undertook a thorough community engagement process to seek community feedback as part of the naming process.

Officers have engaged the Victorian Government to ensure the correct process has been followed.

Declaration of Conflict of Interest

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

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

9.4.2 Draft Asset Plan 2022-32

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Active Communities and Assets
Reviewer:	Director Infrastructure and City Services
Attachments:	1. Draft Asset Plan 2022-32 [9.4.2.1 - 22 pages]

Purpose

To seek Council's endorsement to place the Draft Asset Plan 2022-32 on public exhibition.

Recommendation

That Council:

- 1. Places the Draft Asset Plan 2022-32 on public exhibition for four weeks.**
- 2. Receives a further report to adopt the Asset Plan 2022-32 at a future Council Meeting.**

Summary

The Draft Asset Plan 2022-32 (the Asset Plan) has been prepared to meet the legislative requirements of section 92 of the *Local Government Act 2020* (the Act). It provides a strategic planning and financial view of the infrastructure assets owned or controlled by Council over the next 10 years.

The Act requires the development of the Asset Plan to be completed using a deliberative engagement approach. A deliberative engagement process consistent with the Hobsons Bay Community Engagement Policy 2021 was used to inform the development of the Asset Plan by establishing an Asset Plan Focus Group. Eight key principles were developed by the focus group to guide key themes and actions within the Asset Plan.

The Asset Plan (Attachment 1) is presented for endorsement to place on public exhibition for four weeks.

Background

The Asset Plan is a proactive approach combining the management of public assets with financial, engineering and technical considerations to ensure an appropriate level of service is provided at the most economical cost to the community. The Asset Plan guides the way Council protects public assets to lengthen their lifespan, and to ensure maintenance and renewal of all assets is undertaken and completed at the appropriate time.

The Asset Plan is a consolidated document that includes information from previous asset management documents including the Asset Management Policy, Asset Management Strategy and asset management plans previously developed for each major asset type.

Discussion

Council's assets are valued at approximately \$1.2 billion and include roads, bridges, drainage, pathways, car parks, buildings, open space and recreation assets. The purpose of the Asset Plan is to:

- demonstrate how Council will manage its assets responsibly in a cost-effective way to meet the service delivery needs of the Hobsons Bay community now and in the future
- ensure that there is integration between asset management planning outcomes and the Council Plan, Financial Plan and Capital Works Budget
- forecast capital and maintenance expenditure requirements for Council's assets over the next 10 years
- ensure that Council complies with its legislative obligations

An Asset Plan Focus Group consisting of 23 community members with diverse backgrounds from across Hobsons Bay was established to help inform the development of the Asset Plan. The use of this deliberative engagement process not only fulfilled the legislative obligations for the development of an Asset Plan within the *Local Government Act 2020*, but also offered opportunities for greater dialogue between Councillors, Council officers and the community. The focus group attended four facilitated sessions held virtually due to COVID-19 restrictions.

Eight key principles were developed by the focus group to guide key themes and actions within the Asset Plan:

- transparency
- technical
- safety
- equity
- inclusivity and accessibility
- sustainability
- relevance
- community engagement

The Asset Plan identifies improvement strategies to enable its principles and objectives to be achieved. Each of the actions are included under the below broad asset management groupings:

- asset data knowledge and processes
- strategic asset planning processes
- information systems
- operations and maintenance processes
- governance and management

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

Policies and Related Council Documents

The Asset Plan ensures Council's assets will be maintained and renewed appropriately to deliver community services as documented in the Hobsons Bay 2030 Community Vision and Council Plan 2021-25. The Asset Plan also has a strong interrelationship with the Financial Plan that informs Council's Annual Budget and other strategies and policies that form Council's asset management approach.

The Asset Plan is a consolidated document that includes information from the Asset Management Policy 2017, Asset Management Strategy 2017 and asset management plans developed for each major asset type.

With the adoption of this new Asset Plan, the Asset Management Policy and Asset Management Strategy will be revoked and will no longer be presented for Council adoption in the future. Asset management plans for each asset class will still be updated, following the completion of a whole of asset condition audit every four to five years, but will be treated as technical documents and will not be presented at Council Meetings for adoption.

The Asset Plan will be reviewed every four years in alignment with Council election cycles. The reviewed and updated Asset Plan will be adopted by Council at the same time as the new Council Plan.

Legal/Statutory Obligations and Risk

The Asset Plan has been prepared to meet the legislative requirements of section 92 of the *Local Government Act 2020*.

Financial and Resource Implications

The total projected capital and maintenance expenditure of approximately \$620 million for Council infrastructure assets over the next 10 years have been included in the Financial Plan. These outlays have been determined based on the affordability assessments made in Council's Financial Plan and represent the investment that is required to maintain, renew and upgrade Council's existing infrastructure assets and provide new assets.

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 ongoing provision of facilities that are safe, accessible and fit for purpose for present and future communities.

Consultation and Communication

An Asset Plan Focus Group consisting of 23 community members with diverse backgrounds from across Hobsons Bay was established to contribute to the development of the Asset Plan. The Draft Asset Plan will be placed on public exhibition for four weeks to obtain feedback from the community. The public exhibition period will be hosted on Participate Hobsons Bay and will be advertised through Council's social media channels.

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: 2 February 2022

Urban mobility advocates Melissa and Chris Bruntlett presented “Moving Forward Together: Advancing Safe, Inclusive and Resilient Streets”.

The Bruntletts outlined key learnings about international efforts to take ideas from the Dutch approach to cycling and adapt them to a variety of local circumstances. They also spoke about the opportunities presented by COVID-19, comparing it to the Netherlands Oil Crisis moment in the 1970s.

The Bruntletts spoke about seeing the wider community benefits of cycling, not just transport, but also mental and physical health, and the cohesion it brings to society. They noted that improved cycling infrastructure is often welcomed by people with disabilities, as it provides them with greater access around their communities.

The Bruntletts commented on how to incorporate e-bikes into the transport menu, noting that these must be pedal-assist rather than low-powered motorbikes and speed limited to 25km/h (noting that this is only 2-3 km/h faster than many cyclists can achieve). Moreover, they noted that a two-way path with a minimum width of five metres is vital to allow faster riders to safely pass slower riders.

Lastly, they stressed the importance of values-driven conversations and consultation to engage and demonstrate support for the travel mode.

Western Melbourne Tourism Board

Directorate: Sustainable Communities
Councillor Delegate: Cr Pamela Sutton-Legaud
Date of Meeting: 18 February 2022

Papers were distributed in advance of the meeting enabling input prior to the meeting. Key agenda items covered are described below.

Colin Drake, Victoria University, gave an update on findings of the Resilient Enterprises and Sustainable Employment in Tourism (RESET) study, led by Victoria University and which Hobsons Bay has actively participated in. The study aims to address skills and capability gaps and build visitor economy industry sustainability in Melbourne's west. The key findings to date include challenges faced by tourism businesses in the current climate such as financial vulnerability, labour shortages, mental health challenges, lack of business adaptability, policy and governance issues, and infrastructure and destination planning.

Western Melbourne Tourism's (WMT) communications team provided updates on a new media partnership with Westside Living magazine to help promote tourism and visitor economy attractions within Melbourne's west to their readership.

Richard Ponsford, Executive Officer WMT, also provided updates on:

- the Eat Drink Westside project and emerging planning for the potential form it could take in 2022
- the PRIME Mentoring program, which has already benefited tourism businesses in Hobsons Bay, and the potential for extension of the program in 2022
- the Local Government Tourism Forums chaired by the City of Melbourne for the benefit of local governments seeking to support and grow their visitor economies in the Greater Melbourne area, including with respect to presentations made to the forum by Visit Victoria.

Truganina Explosives Reserve Advisory Committee

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Pamela Sutton-Legaud

Date of Meeting: 8 February 2022

The committee is proposing a review of the Truganina Explosives Reserve Master Plan considering the vision statement, and ensuring the plan is reflective of the current condition and improved values of both heritage and conservation.

Further works are to occur around the restored windmill space with mechanical assistance required from Council to install appropriately.

The committee has continued with restoration works, and an audit of seating provisions for large events has been undertaken.

Metropolitan Local Government Waste Forum

Directorate: Sustainable Communities

Councillor Delegate: Cr Matt Tyler

Date of Meeting: 10 February 2022

Cr Matt Tyler attended the Metropolitan Local Government Waste Forum meeting.

The Chief Executive Officer of the Metropolitan Waste and Resource Recovery Group outlined current and upcoming education and circular economy grant opportunities and information about the Circular Economy Leadership Course that commenced in February.

A representative from Glen Eira City Council shared their experience introducing a weekly food organics and garden organics (FOGO) and fortnightly garbage collection service from July 2021.

A consultant shared their experience with introducing weekly FOGO in Australia and overseas.

An expert panel answered questions about how to implement and manage FOGO services.

Metropolitan Transport Forum

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Jonathon Marsden

Date of Meeting: 2 March 2022

Marion Terrill, Transport and Cities Program Director from The Grattan Institute presented on “The Grattan Car Plan: Practical Policies for Cleaner Transport and Better Cities” (<https://grattan.edu.au/report/grattan-car-plan>), published in October 2021.

The report looks at the current conditions that place Australia behind most other advanced economies on moving to electric vehicles (EVs), how emissions can be reduced in the transport sector, and what can be learnt from what other countries have done in this space.

Ms Terrill noted that electric vehicle prices are decreasing and predicts that by 2030 there will be competitive pricing on most light vehicles, especially when the greater range of EVs available overseas becomes available in Australia.

Ms Terrill reviewed the barriers of EVs and considered how Australia’s housing practices need to adapt to facilitate EV use. It was noted that there is a place for publicly accessible charging as more people move into apartment-style dwellings.

Lastly, Ms Terrill noted the influence of transport pricing on behaviour – that cheaper driving means people drive more and that people are shunning public transport as a consequence of COVID-19. The report’s recommendations state that there is an opportunity for all to adapt and change.

RoadSafe Westgate Community Road Safety Council

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Diana Grima

Date of Meeting: 16 March 2022

During the month of March 2022, the group focused its attention towards hoon behaviour. The billboard trailer was located at Western Freeway centre median opposite Moreton Close in Caroline Springs and displayed the messages “Stamp Out Hoon Behaviour” and “Protective Clothing: Not Just for Racers”.

The billboard was then relocated to the Princes Freeway Melbourne Water location (near Little River turn off) and displayed the messages “Stamp Out Hoon Behaviour” and “Turn This Off”.

Three Looking After Our Mates sessions were also conducted in March 2022 at the following schools:

- Springside West Secondary College (50 attendees)
- Loyola College – 325 Grimshaw Street, Watsonia (100 attendees)
- Loyola College – 325 Grimshaw Street, Watsonia (70 attendees)

In April 2022 the road safety messages will focus on Reporting Speeding Drivers.

The Local Media Road Safety Campaign 2021-2022 has continued with support for the road policing activity Operation Arid conducted over the Labour Day long weekend.

Due to COVID-19 protocols compliance issues and social distancing restraints, no RACV Years Ahead or Senior Driver Expos sessions are planned for 2021-22 or 2022-23.

Department of Transport Updates

The RoadSafe Westgate Community Road Safety Council has submitted an EOI to join the new proposed Hooning Community Reference Group. They will be advised shortly of the outcome of the application.

Road Trauma Support Services Victoria is preparing to take its Road Trauma Awareness Seminars (RTAS) back to face-to-face after almost a year of online delivery due to COVID-19 restrictions.

RTAS is a road safety education session based on honest and confronting conversation. It encourages behaviour change through a process of sharing experiences, reflecting on personal choices and exploring better options. The seminars are held in 33 locations across Victoria each month.

Hobsons Bay City Council Update

Preliminary discussions for safety improvements at the Ferguson Street / Melbourne Road roundabout were held with the Department of Transport.

Construction will soon commence on the Ferguson Street and Merton Street Black Spot projects.

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.

11 Notices of Motion

No notices of motion were received.

12 Urgent Business

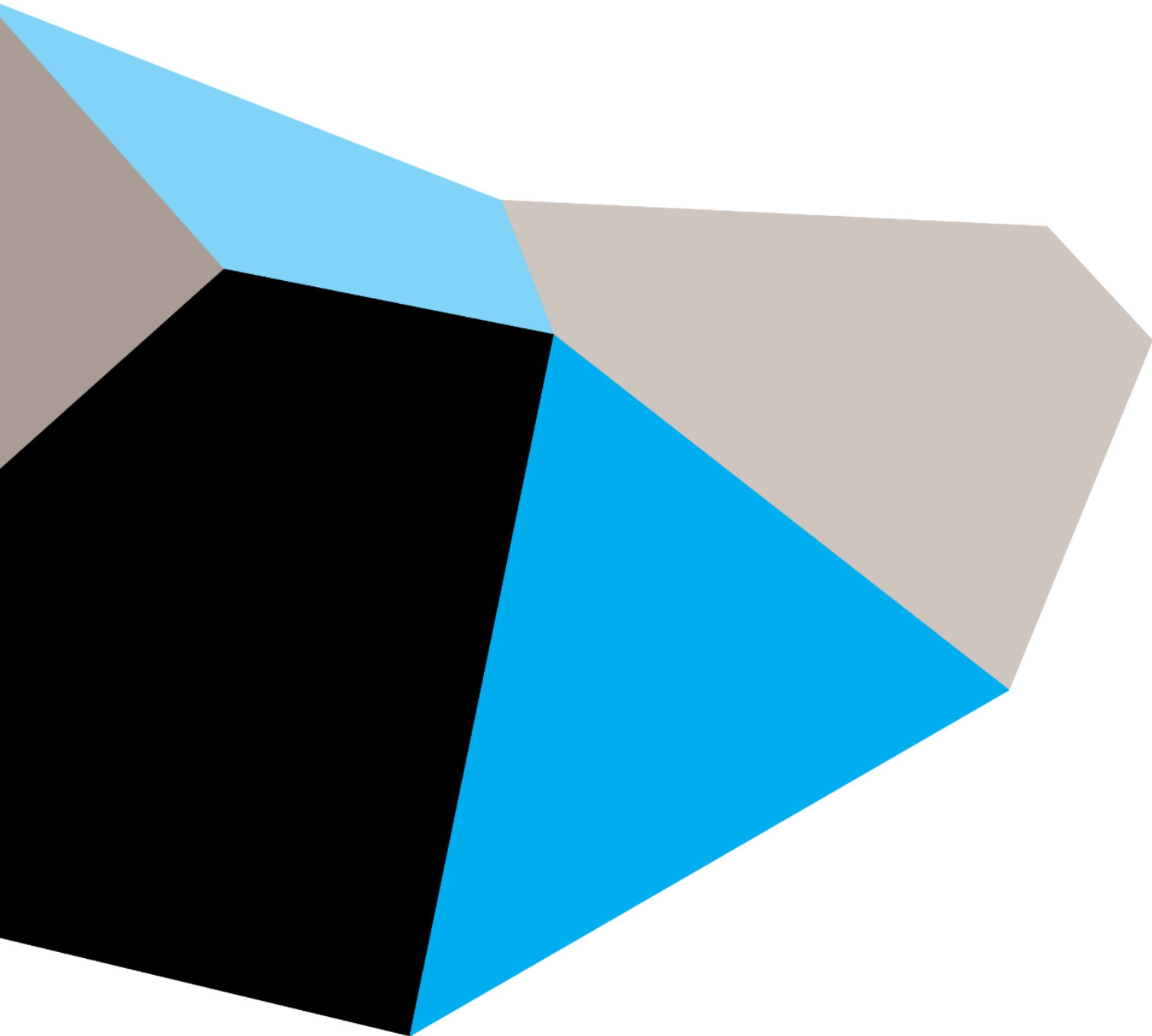
13 Supplementary Public Question Time

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 Council Meeting for a public response if so requested by the questioner.

14 Close of Meeting



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