



Council Meeting Agenda

Tuesday 11 April 2023
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 Antoinette Briffa JP (Mayor)

Cherry Lake Ward

Councillors:

Cr Diana Grima (Deputy Mayor)

Wetlands Ward

Cr Daria Kellander

Cherry Lake Ward

Cr Peter Hemphill

Strand Ward

Cr Jonathon Marsden

Strand Ward

Cr Pamela Sutton-Legaud

Strand Ward

Cr Matt Tyler

Wetlands Ward

Aaron van Egmond
Chief Executive Officer
Hobsons Bay City Council

TABLE OF CONTENTS

1 Council Welcome and Acknowledgement	4
2 Apologies	4
3 Disclosure of Interest	4
4 Confirmation of Minutes	4
4.1 Confirmation of Minutes	4
5 Councillor Questions	4
6 Public Question Time	4
7 Petitions and Joint Letters	4
7.1 Petitions and Joint Letters Received	4
7.2 Responses to Petitions and Joint Letters	5
7.2.1 Response to Joint Letter - Storm Water Drainage on Rose Street, Altona.....	5
8 Business	9
8.1 Office of the Chief Executive	9
8.1.1 Chief Executive Officer's Report on Operations	9
8.1.2 Draft Community Engagement Policy 2023	11
8.2 Corporate Services	14
8.2.1 Endorsement of Proposed Annual Budget 2023-24	14
8.3 Infrastructure and City Services	20
8.3.1 Contract 2022.51 Kim Reserve Field Redevelopment.....	20
9 Committee and Delegate Reports	24
9.1 Committee Reports	24
9.1.1 Audit and Risk Committee Update - February 2023	24
9.2 Delegate Reports	27
10 Notices of Motion	32
11 Urgent Business	32
12 Supplementary Public Question Time	32
13 Close of Meeting	32

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, present and emerging.

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 14 March 2023 (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. The submitted questions and Council's responses will be read out by the Chairperson during the meeting.

In accordance with rule 13.1.11 of the Hobsons Bay Governance Rules, the person who submitted the question must be present in the public gallery during Public Question Time for their question to be read out.

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.

7.2 Responses to Petitions and Joint Letters

7.2.1 Response to Joint Letter - Storm Water Drainage on Rose Street, Altona

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Capital Works
Reviewer:	Director Infrastructure and City Services
Attachments:	Nil

Purpose

To provide Council with a response and an update on actions taken in relation to the joint letter received about stormwater drainage issues in Rose Street, Altona.

Recommendation

That Council:

- 1. Notes the findings of camera surveys and outcome of maintenance work for the underground drainage infrastructure in Rose Street, Altona, north of the rail corridor.**
- 2. Writes to the lead joint letter writer advising of the cleaning and camera inspections undertaken of the drainage infrastructure in Rose Street, Altona.**

Summary

On 22 October 2022 there were two significant rainfall events in Altona, resulting in inundation on the low points of the street, particularly in proximity to 61-63 Rose Street. The road is designed to hold water during a rain event. Underground drainage infrastructure should enable any stored water to discharge over a subsequent period.

Following this event an investigation was carried out and the drains in this area have been cleaned out. CCTV camera inspections have shown that the drains are clear of debris and structurally intact. This should allow stormwater from a similar event on Rose Street to subside at a faster rate, similar to other roads nearby.

Background

A joint letter was received from residents of Rose Street in relation to concerns about surface water discharge after recent rain events. The joint letter reads as follows:

We, the undersigned, petition Hobsons Bay City Council to complete immediate assessment and repair of the storm water drainage in Rose Street, Altona (north of the train line) to ensure that following rain that Rose Street storm water drainage is efficient and timely to ensure access to properties and avoid damage to properties.

On 22 October 2022, we experienced heavy and sudden rainfall overnight leading to deep water pooling over the road and up to the doorsteps and garages of many homes. Residents from 60 Rose Street up to 70 Rose Street were unable to safely leave throughout the day, with water only fully draining from the street at 9:30pm. We noted similar initial flooding in Rayner and Hancock Streets, however, where the water in those streets subsided by early morning our street remained flooded until late in the afternoon. The slow pace of draining is our primary concern. Please see included images taken throughout the day on 22 October 2022.

Many of the residents of Rose Street have noted similar incidents in recent years and have brought this to the attention of council with no action taken. Requests have been submitted to council to address this issue via the city services portal – noting request #516700 and #516719 placed recently. With the Bureau of Meteorology predicting extensive rains over the next few months we request a timely review of our request. We also note new townhouse developments at 63 and 65 Rose Street North, which will add even more pressure on the storm water drainage system, due to the much larger roof areas that the previous stand-alone dwellings.

If damage is to occur to any properties due to this issue arising again damages are assumed to be covered by the council and no notice will be provided in taking action to seek compensation.

Discussion

Rose Street is a north-south residential street that runs between Civic Parade and Railway Street North in Altona. There is an existing topographical low area on the road in proximity to 61-63 Rose Street. Similar low areas exist on other north-south roads nearby.

There are underground concrete pipes on both sides of the road that flow to the south and connect to larger pipes on Railway Street North. The low area is shown diagrammatically in Figure 1, with the underground drains indicated by the blue arrows on the image.

The drainage infrastructure in Rose Street was constructed several decades ago when the area was originally developed. These drains were designed to the standards that applied at the time, meaning they were designed to fully accommodate water up to a one-in-five-year rain event. When events occur that are more significant than a one-in-five-year event, the road is designed to accommodate the water until it can discharge into the underground drainage network.

At the time the road was constructed there was no defined recommended storage level for the depth of water that would store on a road. Once the rain event was over the drainage storage would discharge over time through the drainage network. This is still the design principle for drainage across Australia where the underground drainage system will cater for low intensity rain events, water will store in the road reserve and public areas for events of up to one in 100 probability until such time that it can discharge naturally or through mechanical means.

On 22 October 2022 there were two significant rainfall events in Altona. This led to the inundation of Rose Street, with water being held on the road in the low area near numbers 61 and 63 as shown in the pictures submitted with the joint letter. The water was held at this low area for several hours before it dissipated.

As a result of the event and the reports to Council from the local community, works were arranged to clean and then formally inspect the underground drains by way of CCTV footage in December 2022.

Review of the CCTV footage and inspection reports showed that the drains between the low area and the connections to Railway Street North are clear and appear to be structurally intact. As a result of the cleanout and inspection, it is anticipated that stormwater from a similar event on Rose Street will subside at a faster rate, like the roads nearby.

In the coming months further cleaning and inspections are programmed for the underground drains near the low area to confirm that they are clear and operating in a satisfactory manner.

In addition to these actions a desktop survey has been completed of the topography of Rose Street. Based on the investigation it is highly unlikely that any flooding will occur to habitual properties in this area as water will naturally discharge.

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 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 Hobsons Bay Asset Plan 2022-32 sets the strategic background to Council's management of assets. The Hobsons Bay Drainage Assessment Management Plan 2019 (DAMP) covers drainage infrastructure and sets Level of Service requirements.

There have been no previous reports presented to Council in response to this joint letter.

Legal/Statutory Obligations and Risk

The works undertaken in relation to the joint letter and inundation on Rose Street meet the Levels of Service outlined in the DAMP.

Financial and Resource Implications

Existing operational budgets were used to undertake the necessary cleaning and inspections of the drainage infrastructure.

Environmental, Social and Economic Impacts

The proposal does not have significant environmental, social or economic impacts.

Consultation and Communication

Consultation with lead writer of the joint letter

Council officers contacted the lead writer to provide details on the cleaning and inspection works undertaken.

Consultation with other parties

No further consultation has been undertaken.

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.

8 Business

8.1 Office of the Chief Executive

8.1.1 Chief Executive Officer's Report on Operations

Directorate:	Office of the Chief Executive
Responsible Officer:	Executive Assistant to the Chief Executive Officer
Reviewer:	Chief Executive Officer
Attachments:	1. CEO Report on Operations [8.1.1.1 - 48 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 2023 and 31 March 2023 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.

8.1.2 Draft Community Engagement Policy 2023

Directorate:	Office of the Chief Executive
Responsible Officer:	Manager Communications, Engagement and Advocacy
Reviewer:	Chief Executive Officer
Attachments:	1. Draft Community Engagement Policy 2023 [8.1.2.1 - 8 pages]

Purpose

To seek Council endorsement to start community consultation on the Draft Community Engagement Policy 2023.

Recommendation

That Council:

- 1. Places the Draft Community Engagement Policy 2023 on public exhibition for a period of four weeks from 12 April 2023 to 10 May 2023.**
- 2. Receives a further report to adopt the Community Engagement Policy 2023 following the public exhibition period.**

Summary

The Hobsons Bay Community Engagement Policy 2021 was adopted in February 2021.

The policy has been revised following internal review and the draft policy is now proposed to be placed on public exhibition.

Background

The purpose of the Hobsons Bay Community Engagement Policy is to guide all forms of engagement undertaken by Council officers, Councillors, and consultants and contractors acting on behalf of Council.

The policy articulates the principles, commitments and various levels of engagement that Council will undertake to ensure a clear process for community engagement in Council's decision-making processes.

The Community Engagement Policy is one component of Council's broader Community Engagement Framework, along with Council's internal-facing Community Engagement Toolkit 2023.

Discussion

The revised Community Engagement Policy:

- provides clarity around recommended levels of engagement for various council programs and processes, including those that were previously subject to section 223 of the *Local Government Act* 1989, including:
 - Annual Budget
 - Local Laws
 - Council Plan
 - any decision of Council to change its system of valuation
 - the sale, exchange, leasing of Council land, and use of Council land for another purpose
 - any proposal to enter or amend a regional library agreement
- is consistent with other Council policies in style and content

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

Priority b) Increase targeted and relevant community engagement on key projects and initiatives of Council that will significantly impact the community

Policies and Related Council Documents

- Community Engagement Policy 2021
- Hobsons Bay Public Transparency Policy 2020

Legal/Statutory Obligations and Risk

The draft policy will fulfil the requirements of section 55 of the *Local Government Act* 2020 that Council adopt and maintain a community engagement policy, that the policy be developed in consultation with the municipal community, and that it give effect to the community engagement principles specified in section 56 of the Act, among other key requirements.

Financial and Resource Implications

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

Environmental, Social and Economic Impacts

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

Consultation and Communication

The revised policy was developed following extensive consultation across Council officers, including with Council officers who have conducted engagement activities under the current policy.

Community consultation will occur through a public exhibition period of four weeks from 12 April 2023 to 10 May 2023.

Declaration of Conflict of Interest

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

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

8.2 Corporate Services

8.2.1 Endorsement of Proposed Annual Budget 2023-24

Directorate:	Corporate Services
Responsible Officer:	Chief Financial Officer
Reviewer:	Director Corporate Services
Attachments:	<ol style="list-style-type: none">1. Proposed Annual Budget 2023-24 [8.2.1.1 - 109 pages]2. Fees and Charges 2023-24 [8.2.1.2 - 23 pages]3. Detailed Capital Works Program 2023-24 [8.2.1.3 - 10 pages]

Purpose

To present to Council the Proposed Annual Budget 2023-24 (Attachments 1-3) in accordance with section 94 of the *Local Government Act 2020*.

Recommendation

That Council:

1. Approves the Proposed Annual Budget 2023-24 to be placed on public exhibition for a period of four weeks until 14 May 2023 for the purpose of public consultation and comment.
2. Authorises the Chief Executive Officer to:
 - a. Give public notice of the preparation of the Proposed Annual Budget 2023-24.
 - b. Make available for public inspection the information required by regulations 7 and 8 of the Local Government (Planning and Reporting) Regulations 2020.

Summary

The Proposed Annual Budget 2023-24 is based on an operational surplus of \$15.502 million for the year, although this does not include Council's significant investment in capital expenditure of \$58.075 million for 2023-24.

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 3.5 per cent in accordance with the Victorian Government rate cap legislation. This year's rates will be based on new 2023 valuations, meaning rate increases will vary across the differential rating categories and individual properties.

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. Despite not being included in the current Ten Year Capital Works Program, the budget includes a \$1.261 million transfer in 2023-24 to the newly created Advocacy Projects reserve. The long term Financial Plan includes transfers each year to this reserve to fund these projects in the future.

Background

The annual budget process commenced in late 2022 when Council undertook its 2023-24 pre-budget consultation, providing an opportunity for community members to submit their ideas.

There have been eight budget briefings in relation to developing the Proposed Annual Budget 2023-24. 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 2023-24 is 3.5 per cent, compared to the 1.75 per cent cap in 2022-23.

The rate cap is less than half of the All Groups CPI of 7.8 per cent over the 12 months up to and including the December 2022 quarter. Inflation has reduced Council's real level of income from rates when compared to the increases in costs that have occurred. This has created 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 2023-24 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 2023-24 operational budget surplus of \$15.502 million may seem like a strong result but it should be noted that surpluses are used towards funding the Capital Works Program. New loan borrowings of \$14 million are also required. 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 5.88 per cent in the past 12 months. Property valuation changes have varied considerably between individual properties and across the differential rating categories as follows:

- residential ▲ 4.82 per cent increase
- residential vacant land ▲ 1.24 per cent increase
- commercial ▲ 4.36 per cent increase
- industrial ▲ 16.93 per cent increase
- petrochemical ▼ 4.44 per cent decrease
- cultural and recreational ▲ 15.31 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. Due to the increase in property values, Council's rate in the dollars have all been reduced by 3.76 per cent.

The average general rate increase is 3.5 per cent, consistent with rate cap, but the valuations changes above, mean that average rate increases vary for each rating category as follows:

- residential ▲ 0.88 per cent increase
- residential vacant land ▼ 2.56 per cent decrease
- commercial ▲ 0.44 per cent increase
- industrial ▲ 12.53 per cent increase
- petrochemical ▼ 8.03 per cent decrease
- cultural and recreational ▲ 10.97 per cent increase

The rate notice will include service charges for the collection, disposal and processing of garbage, recycling, glass, garden and food waste and hard waste. Increases of 7.7 per cent (are not subject to the rate cap) in 2023-24 will help cover the cost of Council's considerable investment to introduce a four-bin system in 2019-20. As a result, it is anticipated that the 'waste management' reserve will be in deficit of approximately \$4 million by 30 June 2023. Council has decided to progressively recover this investment over 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 2023-24.

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 2023-24 is directly aligned to Council's Financial Plan 2021-22 to 2030-31, Revenue and Rating Plan 2021-22 to 2024-25, Hobsons Bay Asset Plan 2022-32 and the Ten Year Capital Works Program.

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.

The Proposed Annual Budget 2023-24 has been developed in accordance with Council's community engagement policy, as required by section 96 of the *Local Government Act 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.

Financial and Resource Implications

The proposed budget predicts an operational surplus of \$15.502 million in 2023-24. The result is based on revenue of \$161.390 million and expenses of \$145.888 million.

Council is proposing to collect \$130.157 million in rates and charges during 2023-24. This is the most important source of income for Council and is expected to account for an estimated 80 per cent of Council's revenue. Operating and (in particular) capital grant income has decreased significantly compared to the previous year. Council's other revenue streams are expected to continue to slowly recover after the COVID-19 pandemic. These revenue levels are still expected to be below pre-COVID levels.

Council's cash and investments are expected to remain reasonably consistent during the year with a slight increase of \$778,000 expected during the year to \$34.250 million at 30 June 2024. The slight increase in cash will be used to fund ongoing significant capital works investment and the future repayment of loan borrowings, including new borrowings of \$14 million in 2023-24, which is required to fund the Capital Works Program.

Council proposes to spend \$58.075 million on capital works, including \$1.840 million on projects carried over and funded from 2022-23. The program is funded by capital income (\$478,000), reserves (\$6.936 million) and loan borrowings (\$14 million) to support the program of works. The balance of the program is funded from the operational surplus and cash reserves. Highlights include:

- buildings (\$19.845 million), including sporting and recreational facilities (\$10.790 million), environmental sustainability initiatives (\$3.5 million), community centres (\$3.440 million) and the building renewal program (\$2.115 million)
- recreation and open space (\$12.300 million), including parks, open space and streetscapes (\$9.795 million), recreational, leisure and community facilities (\$1.695 million) and bridges (\$760,000)
- roads (\$14.350 million), drains (\$2.540 million), footpaths and cycleways (\$1.940 million)
- waste management (\$1.350 million)
- plant and equipment (\$5.200 million), including scheduled replacement of Council's vehicle and plant fleets (\$2.870 million), library resources (\$900,000) and information technology (\$980,000)

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 2023-24.

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. The consultation process began in November 2022 with the launch of Pitch Your Project. 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 2023-24 financial year.

In total, Council received 106 community ideas with each submission assessed against the terms, conditions, and criteria. As a result, 16 ideas are successfully receiving funding to be delivered next financial year. A total of \$610,000 is allocated in the Proposed Budget to deliver the community's Pitch Your Project ideas.

The Proposed Annual Budget 2023-24 will be placed on public exhibition for four weeks until 14 May 2023. Any person may make a written comment on any proposal contained in the budget.

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 our city including 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.

8.3 Infrastructure and City Services

8.3.1 Contract 2022.51 Kim Reserve Field Redevelopment

Directorate:	Infrastructure and City Services
Responsible Officer:	Manager Capital Works
Reviewer:	Director Infrastructure and City Services
Attachments:	Nil

Purpose

To seek Council endorsement for the awarding of Contract 2022.51 for HC Kim Reserve Field Redevelopment.

Recommendation

That Council awards Contract 2022.51 for the HC Kim Reserve Field Redevelopment to Green Turf Pty Ltd at a fixed lump sum price of \$1,410,392 (one million, four hundred and ten thousand, three hundred and ninety-two dollars) including GST.

Summary

Contract 2022.51 is for the complete redevelopment of Pitch 1 and irrigation upgrades to Pitches 2 and 3 and associated minor works at HC Kim Reserve, Seaholme. A public tender process opened on 12 December 2022 and closed on 31 January 2023. This report outlines the tender review process and recommends the contract be awarded to Green Turf Pty Ltd, in line with the recommendation of the Tender Board.

The project consists of the full redevelopment of Pitch 1 including a re-shape, new gravel drainage layer, new irrigation system, sand, and couch sod turf as well as full irrigation upgrades to Pitches 2 and 3.

The works to the field will be carried out in conjunction with a separate Sports Pavilion Redevelopment project.

Background

The redevelopment of the HC Kim Reserve pavilion and field will meet the needs of a growing active soccer community within Hobsons Bay. It will also provide facilities and support for the wider community.

HC Kim Reserve has been home to the Altona City Soccer Club since 1965, with the club's membership and activities increasing rapidly in recent years. The club participates in Men's State League 1 and Women's State League 2 within Football Victoria competitions. It provides opportunities for all ages to participate, commencing with Newroos (aged 4 to 7 years) and junior programs through to Under 20s, Seniors and Masters programs. It has a strong women's program and a rate of female participation well above the state average, with 127 (27 per cent) of the club's 450 registered participants being women, reinforcing the need for facilities and playing fields which are accessible and provide fitness of purpose for

all. Various community programs are hosted on site by the Altona City Soccer Club, including Soccer Mums, Walking Soccer and an all-abilities program.

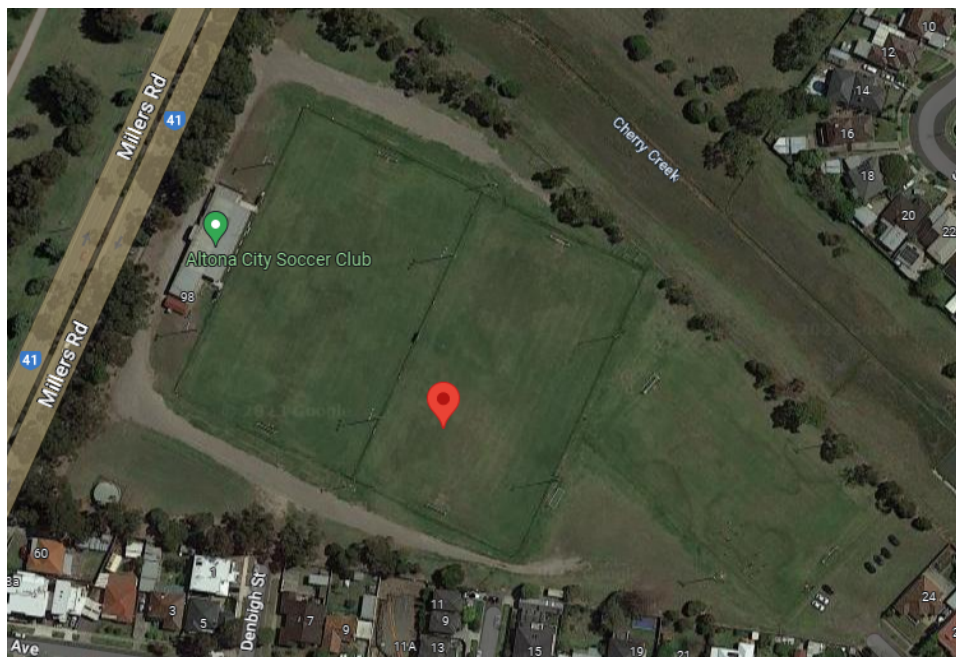


Figure 1: Aerial view of HC Kim Reserve

In 2022 Council was successful in receiving \$300,000 through the Victorian Government's Local Sports Infrastructure Fund for the redevelopment of the sports grounds at HC Kim Reserve.

The redevelopment of both the field and pavilion is supported by the HC Kim Reserve Master Plan endorsed in 2014 and Council's Sports Facility Needs Analysis endorsed in 2018. Further to the significant engagement completed during the development of the master plan, officers completed additional engagement in 2022 to seek feedback as to how the local community uses the site and how the planned improvements can be beneficial going forward. The feedback received was positive and was also supported by Football Victoria as the governing body for the sport on site.

Discussion

A public tender process was conducted between 12 December 2022 and closed on 31 January 2023. At the close of submission, three tenders were received.

All submissions received were over the allocated budget for this project. A value management exercise was undertaken, and the tenderers resubmitted with cost savings. The resultant savings along with an internal review and reallocation from other project budgets provided the necessary project funding.

Tender interviews took place on 9 February 2023 with the two lowest-cost tenderers presenting a submission and responding to questions from the tender panel. Specifically, the panel sought to confirm the tenderers' experience in similar projects, value management, capacity to deliver the project and environmental sustainability outcomes.

Following the evaluation, a report was presented to the Tender Board on 29 March 2023 recommending the contract be awarded to Green Turf Pty Ltd.

Green Turf Pty Ltd provided a high-quality tender submission, has a clear understanding of the objectives of the project through its significant experience and has the resources to complete the project.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 4: Visionary community infrastructure

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

Priority b) Increase value for money when delivering projects within the capital works program

Policies and Related Council Documents

The HC Kim Reserve Master Plan, which was developed in 2013, includes upgrades to playing surfaces.

Legal/Statutory Obligations and Risk

The awarding of Contract 2022.51 Kim Reserve Field Redevelopment through a public tender process complies with section 108 of the *Local Government Act 2020*.

Financial and Resource Implications

The HC Kim Reserve Field Redevelopment is included in the 2022-23 and 2023-24 Capital Works Program. This project has a construction budget allocation of \$1,382,000 (excluding GST). The recommended tender submission of \$1,282,174 (excluding GST) can be facilitated within the allocated budget.

Environmental, Social and Economic Impacts

Environmental, social and economic impacts have been taken into consideration throughout the development of the proposed scope of works and the tender evaluation process. The following environmentally sustainable design elements are planned to be incorporated in the project: relocation of turf removed from site to other sites, use of recycled water on site and installation of an energy efficient irrigation system.

Consultation and Communication

Council undertook community consultation for this site in 2021, which included distributing the previously endorsed master plan and seeking community feedback on the use and needs for the site from 750 residents as well as broader engagement via social media platforms. Council has continually consulted with the Altona City Soccer Club during the design 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 Committee and Delegate Reports

9.1 Committee Reports

9.1.1 Audit and Risk Committee Update - February 2023

Directorate:	Corporate Services
Responsible Officer:	Manager Corporate Integrity and Legal Counsel
Reviewer:	Director Corporate Services
Attachments:	<ol style="list-style-type: none">1. Audit and Risk Committee Meeting Minutes - 22 February 2023 [9.1.1.1 - 7 pages]2. Audit and Risk Committee Biannual Report (September 2022 - January 2023) [9.1.1.2 - 9 pages]

Purpose

To update Council regarding issues considered at the Audit and Risk Committee meeting held on 22 February 2023 and provide Council with a copy of the Audit and Risk Committee Biannual Report (September 2022 – January 2023).

Recommendation

That Council:

1. **Notes the matters considered by the Audit and Risk Committee at the meeting held on 22 February 2023.**
2. **Receives and notes the Audit and Risk Committee Biannual Report (September 2022 – January 2023).**

Summary

This report provides a summary of the Audit and Risk Committee meeting held on 22 February 2023. The Audit and Risk Committee Biannual Report for September 2022 to January 2023 is also provided in accordance with the requirements of the *Local Government 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 Mayor and Chief Executive Officer are non-voting members. 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 the *Local Government Act 2020* pursuant to section 54(5) 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. Councillor members of the Audit and Risk Committee are appointed annually by Council as part of the process of appointing Councillor delegates and proxies to Council and community committees and groups at the final Council Meeting of each year.

Discussion

The 22 February 2023 meeting addressed the following items:

- appointment of the new external auditor by VAGO
- Chief Executive Officer's update
- outstanding audit recommendations
- Enterprise Resource Planning Strategy update
- Audit and Risk Committee Biannual Report (September 2022 – January 2023)
- internal audit program, including completed audit report and endorsement of proposed scopes for upcoming audits
- insurance update
- risk management update
- occupational health and safety update
- endorsement of the proposed Fraud and Corruption Control policy
- quarterly financial report, financial year 2022-23, quarter 2
- cash and investment balances as at 31 December 2022
- Capital Works quarterly report, financial year 2022-23, quarter 2

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

Policies and Related Council Documents

The Audit and Risk Committee operates in accordance with the Hobsons Bay Audit and Risk Committee Charter 2022.

Legal/Statutory Obligations and Risk

As an independent committee of Council, appointed by Council pursuant to section 53 of the *Local Government 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 Committee – 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 *Local Government 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 *Local Government 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 (September 2022 - January 2023) was reviewed and endorsed by Council’s Audit and Risk Committee at the meeting held on 22 February 2023.

The minutes from the Audit and Risk Committee meeting held on 22 February 2023 have been reviewed and endorsed, out of session, by the Independent Members who attended the meeting. The meeting minutes will be formally confirmed at the next Audit and Risk Committee meeting on 24 May 2023.

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 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.

RoadSafe Westgate Community Road Safety Council

Directorate: Infrastructure and City Services

Councillor Delegate: Mayor Cr Antoinette Briffa

Date of Meeting: 15 February 2023

Attachments: Nil

This report provides an update on the regular monthly meeting of the RoadSafe Westgate Community Road Safety Council.

Background

The RoadSafe Westgate Community Road Safety Council comprises representatives from Hobsons Bay, Wyndham, Melton and Maribyrnong councils, as well as representatives from Victoria Police, the Department of Transport and Planning, and local residents in the west. The group's aim is to improve road safety in Melbourne's west, with a focus on driver education.

The meeting is an opportunity for local councils and the police to share knowledge on road safety and to stay informed on road safety training and mobile billboard programs undertaken by RoadSafe Westgate and pass this information on to the community.

RoadSafe Westgate update

RoadSafe Westgate gave an update on the mobile billboard initiative aimed at reducing hoon behaviour throughout March 2023. The program previously emphasised messages related to speed, which were displayed in January 2023.

In addition, social and print media updates were released in December 2022 to support Victoria Police's Operation Arid, a road policing effort during the Labor Day long weekend.

RoadSafe Westgate provided updates on their Older Driver Programs, but due to COVID-19 protocols, no sessions for "RACV Years Ahead" or "Senior Driver Expos" will be organised in 2023.

Council updates

An update on road safety initiatives, local traffic management projects and grant progress was provided by officers from Hobsons Bay City Council, Maribyrnong City Council, Melton City Council, and Wyndham City Council. Key points from the update included:

- Black Spot road safety grant projects in each municipality. In Hobsons Bay, the grant is being used in the Williamstown North industrial precinct to implement traffic calming measures aimed at reducing road crashes resulting in injuries in an industrial area.
- Maribyrnong City Council is exploring Open Streets, an initiative by Bicycle Network that encourages walking and cycling to school, offering a safe environment and a fun atmosphere for children and parents alike while also reducing traffic during school drop-offs and pick-ups

Police updates

A police representative gave updates on various operations, including Operation Arid during the Labour Day long weekend, and Operation Nexus during the Easter holidays. Additionally, the Westgate Highway Patrol shared updates on their collaboration with the Wyndham City Council to enforce road safety laws near schools.

Metropolitan Transport Forum

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Jonathon Marsden

Date of Meeting: 1 March 2023

Attachments: Nil

The Metropolitan Transport Forum (MTF) is a monthly gathering attended by representatives from 26 councils in Melbourne, as well as individuals from other transport-related organisations and advocacy groups such as the Department of Transport and Planning, the Public Transport Users Association and Victoria Walks.

These meetings allow councils to collaborate and discuss ways to improve the transport system by sharing knowledge and focusing on integrated transport. Additionally, the MTF meetings serve as a means for Council to stay informed on transport-related matters across the metropolitan area and to communicate this information to the Hobsons Bay community.

Matters discussed at the 1 March 2023 MTF meeting are outlined below.

Casual vacancy filled

Cr Bernadette Thomas from the City of Maribyrnong was appointed to a casual vacancy on the 2023 executive.

2023-24 State Budget submission

The MTF made a submission to the 2023-24 State Budget advocating for the Victorian Government to:

- fund significant improvements to the bus network
- work with communities when planning major projects to be delivered over multiple years
- ensure that major projects truly integrate with all transport modes
- co-fund active transport projects and fund necessary improvements to Victoria's public transport system to bring it into compliance with the *Disability Act 2006*

Metro Trains presentation

Mr Rob Hill, interim Chief Operating Officer of Metro Trains, provided an overview of the company's role as Victoria's metropolitan rail operator, strengthening workforce diversity and ensuring great career opportunities for all. He also spoke about patronage trends, including how Metro Trains encouraged passengers to return to the network after patronage fell as low as 10 per cent of pre-pandemic levels, and the costs and impact on service delivery presented by trespassers into non-passenger areas.

Council updates

The meeting heard transport updates from Maribyrnong, Merri-bek, Nillumbik and Port Phillip councils.

Adoption of MTF strategic action plan

The MTF adopted its new strategic action plan, which retains the themes Active, Buses and Choice along with a new theme, Extras, to capture a wider category of advocacy. The new plan includes a total of 50 actions, including new actions within the Extras theme along with actions around strategic links with government and partners, and recognition of the Forum.

Western Melbourne Tourism Board

Directorate: Sustainable Communities
Councillor Delegate: Cr Pamela Sutton-Legaud (apology)
Date of Meeting: 10 March 2023
Attachments: Nil

The Western Melbourne Tourism (WMT) Board Annual General Meeting was held on 10 March 2023. Key agenda items included:

- Council is to be part of the Visitor Economy Engagement Pilot Program funded by the Department of Jobs, Skills, Industry and Regions
- upcoming meeting with the WMT executive and the Victorian Minister for Tourism, Sport and Major Events
- Eat Drink Westside/Westside Wanders program
- opportunities for western tourism businesses for PRIME Mentoring
- aligning efforts around the Commonwealth Games to attract sports teams prior to the games
- Greater Melbourne Tourism Recovery Report
- WMT financial report
- WMT Industry Forum

10 Notices of Motion

No notices of motion were received.

11 Urgent Business

12 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.

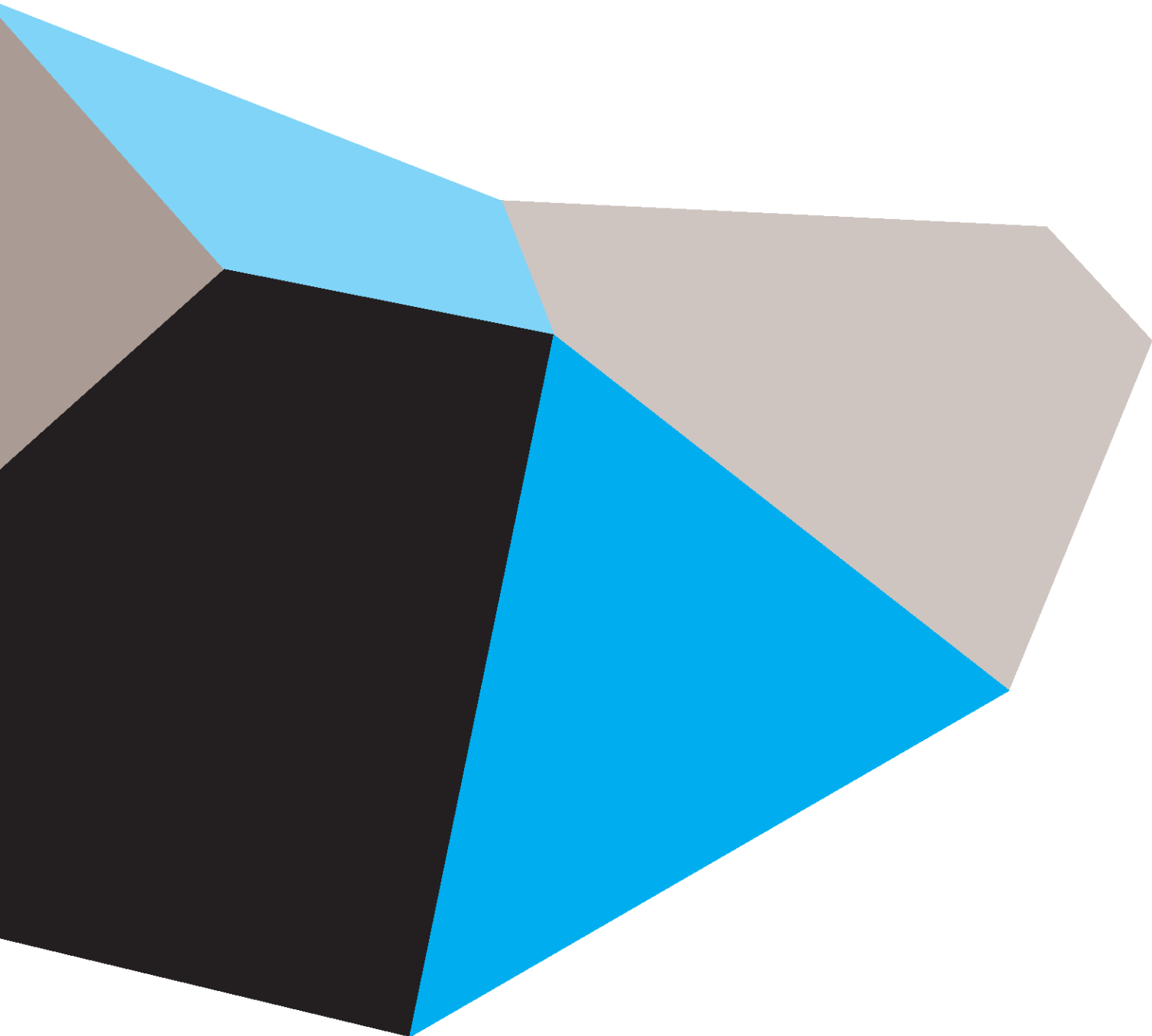
Where it is not possible to provide a response during the meeting, a written response to the question will be provided promptly.

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.

13 Close of Meeting

HOBSONS
BAY CITY
COUNCIL





HOBSONS BAY CITY COUNCIL

115 Civic Parade, Altona

PO Box 21, Altona 3018

Phone 1300 179 944

Fax (03) 9932 1039

NRS phone 133 677 and quote 1300 179 944

Email customerservice@hobsonsbay.vic.gov.au

 www.twitter.com/HobsonsBayCC

 www.facebook.com/HobsonsBayCityCouncil

 www.hobsonsbay.vic.gov.au
