



Council Meeting Agenda

Tuesday 10 May 2022
Commencing at 7.00 PM

COUNCIL CHAMBER

Virtual Meeting

HOBSONS
BAY CITY
COUNCIL



OUR MISSION

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

OUR VALUES

Respectful

Community driven and focused

Trusted and reliable

Efficient and responsible

Bold and innovative

Accountable and transparent

Recognised

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

Chairperson:

Cr Peter Hemphill (Mayor)

Strand Ward

Councillors:

Cr Diana Grima (Deputy Mayor)

Wetlands Ward

Cr Tony Briffa JP

Cherry Lake Ward

Cr Daria Kellander

Cherry Lake Ward

Cr Jonathon Marsden

Strand Ward

Cr Pamela Sutton-Legaud

Strand Ward

Cr Matt Tyler

Wetlands Ward

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.

1.1 Virtual Meeting Protocols

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

1.1.1 Voting Method

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

1.1.2 Absence From Meeting

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

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

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

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

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

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 12 April 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

7.1.1 Petition - Amenities at Brooklyn Dog Park

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

Purpose

To receive an electronic petition containing 302 signatories, requesting that Council build additional amenities at the Brooklyn Dog Park.

Recommendation

That Council:

- 1. Receives and notes the petition in relation to amenities at the Brooklyn Dog Park.**
- 2. Receives a further report on this matter at a future Council meeting.**

Summary

The petition was received on 2 May 2022 and acknowledged on 4 May 2022. It has been reviewed to verify that it meets the minimum requirement of 25 valid signatories in accordance with the Hobsons Bay Governance Rules and can therefore be dealt with by Council.

The petition reads as follows:

“We, the undersigned, petition Hobsons Bay City Council to build shelter from rain across both large and small dog areas, install solar powered lights in both small and large dog areas and install a water fountain with dog bowl within the small dog area.”

7.1.2 Petition - Objection to Social Housing at Curlew Park, Laverton

Directorate: Sustainable Communities
Responsible Officer: Governance Officer
Reviewer: Director Sustainable Communities
Attachments: Nil

Purpose

To receive a petition containing 34 signatories, requesting that land intended for social housing next to Curlew Park, Laverton instead remain as part of the park.

Recommendation

That Council:

- 1. Receives and notes the petition objecting to social housing at Curlew Park, Laverton.**
- 2. Receives a further report on this matter at a future Council meeting.**

Summary

The petition was received on 6 May 2022 and acknowledged on 6 May 2022. It has been reviewed to verify that it meets the minimum requirement of 25 valid signatories in accordance with the Hobsons Bay Governance Rules and can therefore be dealt with by Council.

The petition reads as follows:

“We, the undersign[ed], residents of Hobsons Bay object to the the planned construction of social housing at the ends of Curlew Park, Laverton. We believe it should remain open land and integrated with the park. The land behind the fire station should be used for sports such as tennis courts.”

7.2 Responses to Petitions and Joint Letters

7.2.1 Response to Petition - Drainage Issues in Altona

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

Purpose

To respond to the petition containing 39 signatories regarding drainage issues in the area near McIntyre Drive, Altona

Recommendation

That Council:

1. **Notes that the draft 2022-23 Capital Works program includes a funding allocation to complete drainage upgrade works around McIntyre Drive, Altona.**
2. **Writes to the lead petitioner advising of the outcome.**

Summary

At the 8 March 2022 Council Meeting, a petition was received containing 39 signatures, seeking to address drainage issues bounded by Sugar Gum Drive, Civic Parade, Grieve Parade, Lugg St and McIntyre Drive, Altona.

The draft 2022-23 Capital Works Program already includes a funding allocation to complete drainage upgrade works and mitigate the existing flooding issues at this location.

Background

Council's Drainage Asset Management Plan (DAMP) has been developed to manage Hobsons Bay municipal drainage network. This asset management plan defines Council strategy for the responsible management of its stormwater drainage assets.

As part of the development of the DAMP, flood modelling investigations were undertaken by Cardno in 2017. The flood modelling and analysis of the Hobsons Bay municipality indicates that flooding from the stormwater drainage network is likely to affect a significant number of properties and public spaces.

The investigation identified several areas where overland flooding may have a significant impact on the community. McIntyre Drive and adjoining streets was one of these areas.

Discussion

The flood model work that was carried out in 2017 identified flooding high priority areas throughout the municipality that required mitigation measure to reduce the impact to local properties. It was intended that proposed mitigation works would be carried out over 10 years at an estimated cost of \$10 million.

To date drainage upgrade works have been completed or underway at a number of these high priority flooding areas, including:

- Esplanade and Sargood Street, Altona
- Seves Street, Altona
- Central Avenue, Altona Meadows
- Blenheim Road, Newport
- Yarra Street, Williamstown

Flood mitigation works are forecast to be completed around McIntyre Drive and have been included in the draft 2022-23 Capital Works Program. Design work is underway for this mitigation project. Implementation of these works will be programmed for delivery in the 2022-23 financial year subject to final approval of the draft budget by Council in June 2022.

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 proposed mitigation works align with the 2019 Drainage Asset Management Plan.

Legal/Statutory Obligations and Risk

The proposed mitigation works will mitigate existing flood risks for the properties located around McIntyre Drive, Altona.

Financial and Resource Implications

A funding allocation of \$980,000 for the proposed drainage upgrade works at McIntyre Drive is included in the draft 2022-23 capital works budget.

Environmental, Social and Economic Impacts

The proposed drainage upgrade works at McIntyre Drive will mitigate flooding and deliver positive social, economic and environmental outcomes for the community.

Consultation and Communication

Consultation with lead petitioner

Officers have been in contact with the lead petitioner and advised that an allocation of funding has been included in the draft 2022-23 Capital Works Program to complete drainage upgrade works around McIntyre Drive.

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.

7.2.2 Response to Joint Letter - Bruce Comben Reserve Master Plan

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

Purpose

To respond to the joint letter received by Council on Tuesday 14 December 2021, requesting a review of Council's endorsed Bruce Comben Reserve Master Plan.

Recommendation

That Council:

- 1. Proceeds with the implementation of the endorsed Bruce Comben Reserve Master Plan.**
- 2. Writes to the lead petitioner advising of the outcome and continues to engage with the Friends of Skeleton Creek throughout the Master Plan implementation.**

Summary

At the 14 December 2021 Council Meeting, a joint letter was received containing five signatures seeking a review of the Bruce Comben Reserve Master Plan to:

"...bring the objectives and resource budgeting in line with the Council Plan 2021-25 and the Open Space Strategy and the Urban Forrest Strategy in the Hobsons Bay 2030 Community Vision, prioritising open spaces for the benefit, recreation and public health of the wider community over sports spaces for the benefit of those comparatively few who play sport."

Bruce Comben Reserve in Altona Meadows is a key open space reserve in the Wetlands ward which provides both active and passive recreation opportunities for the Hobsons Bay community. The site is home to three sport and recreation tenants who participate in formal activities across both the summer and winter sporting seasons.

The Bruce Comben Reserve Master Plan was endorsed by Council in 2011. When Council endorsed the Hobsons Bay Aquatic Strategy in 2019, a review of the master plan was required to incorporate a future aquatic facility at the reserve. A review was undertaken, incorporating extensive community consultation and the updated master plan was endorsed by Council at the September 2020 Council Meeting.

The first stage of the master plan includes open space and social family recreation upgrades to the southern section of the reserve. The design of these open space upgrades will include consultation with the local community and site stakeholders for four weeks commencing on Friday 20 May 2022. A final concept plan will then be released prior to works commencing.

Background

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

The Reserve is a key site for active sport and recreation within Hobsons Bay. The Altona Roosters Rugby League Club, Westside Touch Rugby Association and Seabrook Cricket Club occupy the site across both summer and winter seasons. In total, there are currently 1392 sporting participants who use the reserve annually.

At the Council Meeting on 9 July 2019, Council adopted the Hobsons Bay Aquatic Strategy, which recommended the development of a new aquatic facility at the reserve to service the west of the municipality. To plan the future location of this facility, the master plan was updated in 2020 following consultation within the local community.

Discussion

The master plan identifies the upgrade of about 3.6 hectares of open space at the south end of the reserve, which is currently underutilised, into a social family recreation area for the wider Hobsons Bay community to enjoy. The southern open space area will also include the footprint of a formal sportsground that will be delivered concurrently with the new aquatic facility.

Bruce Comben Reserve is a key sporting reserve that caters for 1392 registered participants annually. When considering sporting participants and support staff including volunteers, parents, and spectators, it is estimated that about 5000 people would visit BCR on an average week during the peak winter season.

The Hobsons Bay Aquatic Strategy identified several key design principles to guide the development of a new aquatic facility at the reserve. One design principle was to ensure “there will be continuity of service provision onsite for tenant sporting clubs”. The BCR Master Plan identified the location of a new aquatic facility, which was on the footprint of the sports fields in the north-western corner of the reserve. To ensure Aquatic Strategy design principles were adhered to, the provision of a new sports ground was identified south of the central pavilion to offset the loss of a sportsground in the north-western corner.

To cater for multiple recreation uses on the site the BCR Master Plan identifies upgrades to the southern open space area. This work that is forecast to be delivered as the first stage of the implementation program includes a new playground; shelter, BBQ and picnic areas; multi-purpose court areas for tennis, basketball, netball and sepak takraw; public toilets; car parking; and grass kickabout areas with a pathway network, tree planting and other landscape improvements. These works will transform the currently undeveloped open space area into a valued destination for the local community that will also help enhance the natural environment of the Skeleton Creek Corridor.

When sports grounds are not being utilised by sporting tenants for formal community sport, they are available for public use by the local community. Once constructed, the sportsground in the southern open space area will be a dog off-leash area when not being used for formal sport to maximise multi-use opportunities.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 2: Community wellbeing and inter-connection

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

Council Plan 2021-25

Objective 2: Environment

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

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

Objective 3: Vibrant place and economy

Strategy 3.4: Increase participation in recreation activities across the community

Priority a) Increase utilisation of sporting and recreation facilities by non-sporting groups

Priority c) Support increased participation opportunities by providing infrastructure which meets the needs of the sporting community

Sports Facility Needs Analysis

The Bruce Comben Reserve Master Plan is supported by Council's endorsed Sports Facility Needs Analysis. The following principles are reflected:

- Maximise use of existing facilities
- Participation and Access
- Facility Sustainability

Open Space Strategy

The Bruce Comben Reserve Master Plan is supported by Council's endorsed Open Space Strategy. The following actions are being achieved:

- Short Term: Review and Update the BCR Master Plan
- Medium Term: Implement remaining works from the BCR Master Plan to enhance regional recreation opportunities

Policies and Related Council Documents

The Hobsons Bay Aquatic Strategy was adopted by Council in July 2019. This strategy assessed aquatic provision throughout the municipality and identified Bruce Comben Reserve as the location for a new facility to be built to service the needs of residents in the west of Hobsons Bay. This facility will replace the Laverton Swim and Fitness Centre which will be decommissioned once the new facility is constructed.

The Bruce Comben Reserve Master Plan was then developed and adopted by Council in September 2020. This master plan assessed the reserve, its future development opportunities and identified the footprint of a new aquatic facility onsite. The master plan was developed consistent with the key design principles identified in the Hobsons Bay Aquatic Strategy to guide the development of this new facility.

Legal/Statutory Obligations and Risk

Bruce Comben Reserve is located within the Public Park and Recreation Zone (PPRZ). A small area within the reserve adjacent to Skeleton Creek is zoned as a Public Use Zone 1 (PUZ1). The Land Subject to Inundation Overlay (LSIO) applies along Skeleton Creek and affects part of the land in the PUZ1 and a very small part in the PPRZ.

All necessary site investigations are being completed as part of the design for the new southern open space area.

Financial and Resource Implications

The estimated cost for the implementation of the master plan, excluding the aquatic facility and its associated car park, is \$8,500,000. Costs include design development, new playground, social family recreation areas, sportsground and floodlighting development, sports pavilion works, cricket nets, and car park extensions.

Funding to complete the design of the southern open space area is allocated in 2021-22 and funding has been allocated in Council's Draft 2022-23 Capital Works Program to commence master plan implementation works in the southern open space area. The delivery of a new aquatic facility at the reserve is an advocacy priority of Council's leading into the upcoming federal and state government elections.

Environmental, Social and Economic Impacts

The BCR Master Plan identifies upgrades to service both active and passive recreation opportunities for the local community. The construction of an aquatic facility and upgrades to sporting facilities onsite will attract more people to the local area, including visitors from outside Hobsons Bay who will utilise various goods and services on their travels.

The implementation of the master plan will also encourage more people from the community to participate in physical activity which leads to improved mental health and wellbeing outcomes. Whether this is visiting the aquatic facility, playing sport, or visiting the new playground, a healthier community means less strain on medical services. These facility upgrades will also improve social connectedness, inclusion and networking and help reduce antisocial behaviour.

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

Consultation and Communication

Consultation with lead petitioner

A site walk with Mayor Peter Hemphill, Cr Matt Tyler, Cr Diana Grima, the lead petitioner, and Council officers occurred on 18 December 2021. As part of the site walk, the BCR Master Plan and the need to include a sportsground in the southern open space area was discussed with the lead petitioner.

The lead petitioner also attended an online meeting with Cr Tyler, the Altona Roosters Rugby League Club and Council officers on 11 January 2022. The club's participation and its training and competition needs were discussed during this meeting.

Consultation with other parties

The BCR Master Plan was developed following consultation with the local community. To help inform the development of the master plan, a Stakeholder Reference Group was established with one representative from the Altona Roosters Rugby League Club, Seabrook Cricket Club, Westside Touch Association, Cooraminta Children's Centre, and four community members selected through a public expression of interest process.

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

The Participate page received 1,326 visits from 851 visitors. There were 213 separate contributions received with 112 items received on the additional feedback tool, and 101 completed surveys. In addition, 33 email submissions were received.

A four-week consultation period on the design of the southern open space area will commence on Friday 20 May 2022. This consultation will run concurrently with the Better Places Seabrook & Altona Meadows process and will be promoted widely within each suburb. All materials will be hosted on Participate Hobsons Bay and the below drop-in session will occur where input and feedback on both projects can be provided:

- Bruce Comben Reserve, Henry Drive carpark: Saturday 28 May (10am to 12pm)
- Homestead Run Reserve, Seabrook: Saturday 4 June (10am to 12pm)

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:	Acting Chief Executive Officer
Attachments:	1. CEO Report on Operations - April 2022 [8.1.1.1 - 36 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 April 2022 and 30 April 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.

8.2 Corporate Services

8.2.1 Mayoral Focus Update

Directorate:	Corporate Services
Responsible Officer:	Coordinator Governance and Information Management
Reviewer:	Director Corporate Services
Attachments:	Nil

Purpose

To update Councillors and the community on the areas of focus for the 2021-22 mayoral term of Cr Peter Hemphill.

Recommendation

That Council notes the progress made on initiatives and activities that were identified as focus areas for the 2021-22 mayoral term by Cr Peter Hemphill.

Summary

In November 2021, Council elected Cr Peter Hemphill as Mayor for the 2021-22 mayoral term, and at the Council Meeting held on 8 February 2022 resolved to note the proposed 2021-22 Mayoral Program.

Cr Hemphill nominated four key mayoral focus areas: heritage, environment, infrastructure and community building. These include:

- preserving important heritage in Hobsons Bay such as the former Newport Railway Workshops, the Hobsons Bay Heritage Street Signs program and the historical significance of Altona Pier
- showcasing and advocating for expansion of the Virtual Energy Network
- rolling out the Urban Forest Strategy including a virtual dashboard for the community
- advocating and supporting delivery of critical infrastructure including:
 - continued advocacy for important projects such as the Hobsons Bay Wetlands Centre at HD Graham Reserve and the Western Aquatic Facility at Bruce Comben Reserve, both in Altona Meadows
 - collaborating with the Victorian Government to upgrade facilities at the Williamstown Swimming and Life Saving Club
 - continuing to work in partnership with the Victorian Government and the West Gate Tunnel Project to deliver the WLJ Crofts Reserve Pavilion in Altona North and new facilities at Donald McLean Reserve in Spotswood
 - a new pavilion at JT Gray Reserve in Williamstown North
- supporting Council's Citizen of the Year and Young Citizen of the Year in their community work

This report outlines the areas of particular interest and provides an update of the initiatives and activities that Cr Hemphill intends to support over the course of his mayoral term.

Background

The Mayoral Program provides an opportunity for the Mayor to support the implementation of key strategic actions that will serve the best interest of the Hobsons Bay community and align with the Hobsons Bay 2030 Community Vision and the Council Plan 2021-25.

Discussion

Heritage

In March 2022, Cr Hemphill launched the Heritage Hobsons Bay Festival, which ran as part of the annual National Trust Australia Heritage Festival from 18 April to 2 May 2022.



Figure 1: Mayor Cr Peter Hemphill at Wilkinson Drinking Fountain in Williamstown promoting the Heritage Hobsons Bay Festival 2022

(Image courtesy of the Maribyrnong and Hobsons Bay Star Weekly)

Council coordinates Heritage Hobsons Bay to promote and highlight heritage in the city and to provide the opportunity for community groups and producers active in the heritage space to work together.

This year's program comprised more than 20 events, including performances, tours, exhibitions, open days, afternoon teas and online programs. The digital program included information about museums and other attractions in Hobsons Bay, from the Newport Rail Museum to the heritage interpretive markers that enable the stories of the city to be told year-round.

The Heritage Hobsons Bay events program enabled promotion of Council's Heritage Street Signs program. A digital map of the signs installed to date is available on Council's website at: www.hobsonsbay.vic.gov.au/Community/Arts-Culture-Heritage/Cultural-Heritage/Heritage-Street-Signs

Environment

Council is continuing to roll out its ambitious **rooftop solar program** across Council buildings. Over 1,610 KW of solar panels have been installed to date, with recent works occurring at Williamstown Town Hall, Loft Reserve, Altona Yacht Club, Altona Green Park and DN Duane Reserve. More installations are also being planned before the end of the financial year.

Each of these sites will be connected via a Virtual Energy Network allowing the benefits of renewable energy to be efficiently shared across the network of buildings.

Council is also committed to supporting community members to access renewable energy and reduce their overall energy use. Community consultation has been completed to help Council design programs that will best work for residents and businesses. This information is now being analysed and will inform Council's next steps to deliver community energy programs.



Figure 2: Mayor Cr Peter Hemphill with Chris Bowen MP, Shadow Minister for Climate Change and Energy and Tim Watts MP, Member for Gellibrand

In March 2022 at the Hobsons Bay Civic Centre, Shadow Minister for Climate Change and Energy, Chris Bowen MP, and Member for Gellibrand, Tim Watts MP, announced a commitment to fund a solar battery if the Australian Labor Party wins the upcoming federal election. Funding to facilitate the addition of a solar battery to Council's Virtual Energy Network would enhance the network's capacity and allow it to provide access to on-demand solar electricity to more sites across the community.

Cr Hemphill supports the rollout and implementation of the many actions arising from the **Hobsons Bay Urban Forest Strategy**, including a robust street and reserve tree planting program for 2022. As part of the strategy, 8,500 advanced trees will be planted between April and September 2022.

Other actions implemented from the Urban Forest Strategy include the online tree planting dashboard and the Green Streets program.

The **online tree planting dashboard** allows the community to monitor Council's tree planting progress against the goals of the Urban Forest Strategy. The dashboard includes an interactive map which shows the location and species of street trees to be planted this season throughout the municipality (refer to Figure 3). The dashboard is now available on Council's website at: <https://www.hobsonsbay.vic.gov.au/Services/Trees-Nature-Strips/Tree-planting-and-requests/Street-tree-planting>

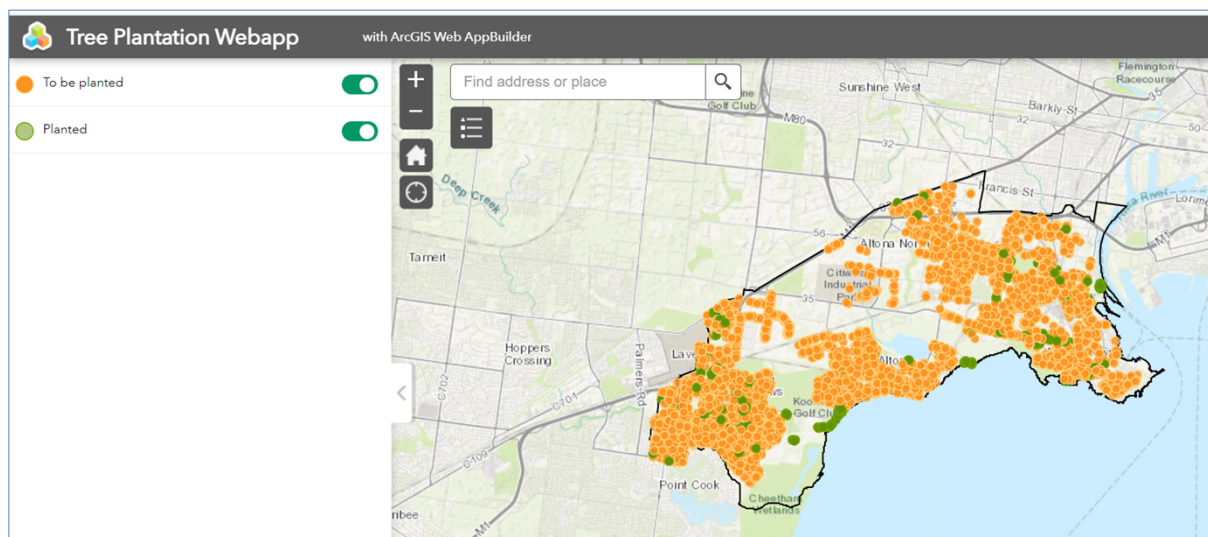


Figure 3: Online Tree Planting Dashboard available via Council's website

The **Green Streets program** involves Council working closely with residents on the renewal of street trees in their area. The program is an opportunity for residents to provide input on the plantings in their street and Council with an opportunity to educate the community on the benefits of trees.

In 2022 the program will run in Bayview Street, Williamstown; Grace Street, Laverton and Hancock Street, Altona. All residents in these streets were invited to take part in an on-site consultation on Saturday 30 April 2022 where Council officers spoke to residents about trees and gathered their feedback on what style of street tree they would like.

Infrastructure

Cr Hemphill has continued to advocate, support and collaborate for the delivery of the following critical infrastructure across the city.

The Wetlands Centre: Council and the Hobsons Bay Wetlands group continue to strongly advocate to all major political parties for project funding. The Hobsons Bay Wetlands Centre prospectus will be launched at the Open Day on 7 May 2022.

The Western Aquatic Facility: Council continues to advocate for funding partnerships with all major political parties for the building of the facility, in the lead-up to the respective elections and beyond. Plans for the future Western Aquatic Facility will include a number of different aquatic facilities: an eight-lane 25m pool, a learn-to-swim pool, an aqua play splash pad, a toddler pool and a warm water pool. The facility will also house a gymnasium, an early years centre, a café, offices, change facilities and amenities. Design works are ongoing. Community engagement on the design of the new facility is scheduled to take place in July 2022.

The Williamstown Swimming and Life Saving Club project: The Williamstown Swimming and Lifesaving Club has obtained partial Victorian Government funding for the renewal of the current, ageing facilities on the Williamstown foreshore. With Council co-funding, the redevelopment of the site will include a new indoor pool, change facilities, amenities and a café. Council has commenced its procurement process to engage a consultant team to develop the design of the new facility for tender in May-July 2022.

Sportsgrounds and Reserves: In keeping with Mayor Cr Hemphill's interest in building and improving the city's sports network and facilities, Council continues to work in partnership with the Victorian Government and the West Gate Tunnel Project to deliver the WLJ Crofts Reserve Pavilion in Altona North and new facilities at Donald McLean Reserve in Spotswood.

WLJ Crofts Reserve: Works are progressing and when finished will include a new sporting pavilion, two new playing fields with new sports lighting, new cricket practice nets, a new formal car park, a new play area, upgraded open spaces and a new path network. The playing fields with sports lighting and the cricket practice nets have been completed. Works on the pavilion and carpark are nearing completion. Design works for the new play area are being finalised and a tender will be called in May 2022. Works for the open space are expected to commence in August 2022 and will take about five months.

Donald McLean Reserve: Works are also progressing and when finished will include tennis courts, cricket practice nets, sports ovals, floodlighting, a new sports pavilion, carparking, new playground and open space upgrade. The tennis courts, cricket nets and ovals were completed last year, and the pavilion is nearing completion. The car park and external paths and walkways are currently being excavated and works have commenced on the playground and open space upgrades at the western end of the reserve. The project is aiming for a completion date in July 2022.

JT Gray Reserve: Works comprise the construction of a new regional multi-use community sports facility. The existing inground irrigation and fire mains have been realigned. Construction of the pavilion foundation has commenced, and in-ground services and tanks will be installed shortly. The pavilion and car park are due for completion in April 2023. The cricket net design has been approved and works are anticipated to commence in April 2022.

Community Building

Cr Hemphill has met with the 2022 Citizen of the Year Kate de Marco and 2022 Young Citizen of the Year Tahlia Kotiau to determine their interests.

Ms Kotiau has a particular interest in men's mental health support and women's domestic violence support. Further conversations will be held to further these two particular interests.

Ms de Marco has interests in disability inclusion, mental health and affordable housing. The Mayor paved the way for Ms de Marco to become actively involved with Council in the community consultation on the Epsom Street Social Housing project in Laverton. She has strongly reinforced the need for this type of facility in the community.

Cr Hemphill has met with one of Ms de Marco's clients with a vision impairment and further discussions will be held with officers to ascertain whether improvements can be made to better help the visually impaired when rolling out infrastructure.



Figure 4: The Mayor and others celebrating the opening of the Kraft Heinz community store

From left to right: Vietnamese Association of Hobsons Bay founder and 2020 Citizen of the Year **Myly Nguyen**; Laverton Community Integrated Services CEO **Michael Pernar**; Latitude: Directions for Young People Manager **Rhonda Collins**; Mayor **Cr Peter Hemphill**; Kraft Heinz Head of Supply (Australia, New Zealand and Japan) **Michael Joubert**; and 2022 Hobsons Bay Citizen of the Year **Kate De Marco** who was recognised for opening a community pantry in her Seaholme driveway

An opportunity arose in March 2022 when Cr Hemphill was approached by Kraft Heinz to attend the opening of the company's food pantry at its warehouse in Altona. Cr Hemphill arranged for representatives from local community groups who run food pantries for the disadvantaged, including Ms de Marco, to attend the opening. Kraft Heinz has indicated it is willing to provide food donations to local food pantries.

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 2: Environment

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

Priority d) Advocate for the establishment of a wetlands centre, promoting environment and tourism at the Hobsons Bay Ramsar rated wetlands

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

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

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

Objective 3: Vibrant place and economy

Strategy 3.4: Increase participation in recreation activities across the community

Priority c) Support increased participation opportunities by providing infrastructure which meets the needs of the sporting community

Policies and Related Council Documents

All relevant Council policies have been taken into account in preparing the current initiatives outlined within this Mayoral Focus report, the second in a series of planned updates on the 2021-22 Mayoral Program. The first report in the series was noted by Council on 8 February 2022.

Legal/Statutory Obligations and Risk

The Mayoral Program is an important activity: as the leader of Council the Mayor has a number of roles which are both legislative and functional. The legislative requirements are outlined in sections 18 and 19 of the *Local Government Act 2020*. The Mayor not only takes precedence at all municipal proceedings within the municipality but must also take the chair at all meetings of Council at which they are present.

As reflected in the Mayoral Program, the Mayor's role extends well beyond officiating at Council meetings or other municipal proceedings. It includes providing leadership, promoting positive relationships and modelling good governance.

The requirements of the *Charter of Human Rights and Responsibilities Act 2006* have been considered when writing this report.

Financial and Resource Implications

The initiatives in the Mayoral Program are supported by the existing budget.

Environmental, Social and Economic Impacts

The Mayoral Program has a strong focus on environmental sustainability and a community focus on access and social inclusion.

Consultation and Communication

Relevant Council departments have been consulted for an update on the progress on the activities and initiatives included in the 2021-22 Mayoral Program.

If community consultation is required for any part of the program it will be carried out appropriately.

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.

8.2.2 Municipal Association of Victoria State Council Motions – June 2022

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

Purpose

To consider the motions to be put forward to the Municipal Association of Victoria (MAV) for the State Council Meeting on 24 June 2022.

Recommendation

That Council resolves to put the motions listed in this report to the MAV State Council Meeting to be held on 24 June 2022.

Summary

On 24 June 2022 the MAV will hold a State Council Meeting. These meetings provide an opportunity for local government to submit motions for key priorities that require state or federal government support.

Six motions have been developed for Councillors' consideration for submission to the State Council Meeting.

Background

The MAV is a statutory peak body for local government in Victoria and takes a lead role in advocating for local government to state and federal government on a variety of issues of concern.

The State Council is the governing body for the MAV and has representation from all member councils. Members are invited to submit motions to be considered by the State Council twice a year. Resolutions are assessed by the Board to determine how they will be progressed.

Discussion

The State Council Meeting presents an opportunity to advocate for key priorities within Hobsons Bay that require state and federal government support to effect meaningful change.

The following motions have been developed for Council to consider for submission to the MAV State Council Meeting to be held on 24 June 2022:

1. Reversal of proposed funding cuts by the Australian Government to the aged care sector

That the MAV advocates to the Australian Government to reverse its proposed funding cuts to the aged care sector as part of the move to replace the Commonwealth Home Support Programme (CHSP) with the Support at Home Program. Councils support better, accessible and more tailored options for older people, but the associated funding cuts work against these objectives.

2. Combustible Cladding Rectification Program

That the MAV advocates to the Victorian Government that it continues to assume responsibility for the combustible cladding rectification program and not seek to transfer the problem and cost to local government. The shift of responsibility to local government will substantially distort the building surveyor industry and disrupt the core Municipal Building Surveyor (MBS) accountabilities in many councils.

3. Victorian Building Authority's commitments on orphaned permits

That the MAV strongly advocates to the Victorian Government that the Victorian Building Authority (VBA) use its powers under existing legislation to take on the management of orphaned building permits and not seek to transfer the problem and cost to local government. The shift of responsibility to local government will substantially distort the building surveyor industry and disrupt the core Municipal Building Surveyor (MBS) accountabilities in many councils.

4. Improvements to pedestrian and cycling infrastructure

That the MAV advocates to the Victorian Government to fund and deliver pedestrian and cycling improvement projects throughout all of Victoria including new shared trails, on-road bike lanes and pedestrian crossings to reduce congestion, encourage sustainable and integrated transport options and increase health and wellbeing outcomes for the community.

5. Reshape the Melbourne metropolitan bus network

That the MAV advocates to the Victorian Government to undertake a full review and implement key changes to the Melbourne metropolitan bus network to reduce congestion, encourage sustainable and integrated transport options and increase health and wellbeing outcomes for the community.

6. Improvement to the freeway entrances to towns and suburbs

That the MAV advocates to the Victorian Government to increase investment in regular maintenance of freeway exit and entrance ramps to ensure the entrance to our suburbs is welcoming and that there is a program for the removal of litter as well as graffiti, maintenance of the amenity and the renewal and upkeep of any landscaped area including regular mowing of grass.

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

Objective 4: Visionary community infrastructure

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

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

Policies and Related Council Documents

Listed below are Council's MAV motions since 2016:

2021:

- improvements to pedestrian and cycling connections
- increase tree canopy coverage across urban areas for improved environmental, health and wellbeing outcomes
- reshape the Melbourne metropolitan bus network
- commence delivery of the Melbourne Metro 2 Project (proposed rail network addition)
- waste and recycling outcomes
- Coastal and Marine Management Plans
- alleviation of West Gate Tunnel traffic and amenity impacts
- youth mental health
- funding to support councils to meet their obligations under the *Gender Equality Act* 2020
- increased transparency of community contributions from electronic gaming machine (EGM) venues
- targeted support for vulnerable older people during COVID-19 recovery.

2020:

- (There was no MAV State Council in 2020 due to the COVID-19 pandemic.)

2019:

- reduction in the number of EGMs from all licensed premises by 2032 and actions to urgently address gambling harm in Hobsons Bay and all Victorian communities
- adoption of a strategic approach to the built environment and development of a State Environmentally Sustainable Policy supported by appropriate reforms to the National Construction Code Building Regulations that positions Victoria as a leader in sustainable development in the built environment and addresses climate change
- local government representation on EPA and DELWP working groups to develop a formal consultation program that enables every council to be consulted in the development of the subordinate legislation, particularly the development of a tiered licensing/permitting system framework under the *Environment Protection Amendment Act 2018*

2018:

- funding for sustainable street lighting upgrades on main roads
- cost-sharing arrangements between state and local governments to install “smart poles” in key locations

2017:

- Western Metropolitan Regional response to integrated transport and growth
- equitable distribution of funding and clear roles for foreshore management
- level crossing removal support and a coordinated response
- banning electric waste to landfill

2016:

- Western Distributor strengthening community connections and wellbeing
- youth mental health services

Legal/Statutory Obligations and Risk

Section 8 of the *Local Government Act 2020* defines the role of a council as to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

Submitting motions to the MAV State Council constitutes a key opportunity for Council to pursue advocacy outcomes at a state and federal level to the benefit of the Hobsons Bay community.

Financial and Resource Implications

There are no direct financial implications to Council in presenting these motions to the MAV State Council.

Environmental, Social and Economic Impacts

These motions support the enhancement of the built, natural, economic and social environment within Hobsons Bay as well as across Victoria.

Consultation and Communication

Advocacy and partnerships with other stakeholders, most importantly the Victorian and Australian governments, are vital to raise awareness on and advocate for issues that sit outside of Council's control. By submitting motions to the MAV State Council Meeting, Council has an opportunity to inform the key priorities for MAV to advocate to the Victorian and Australian governments in its capacity as the peak body for local government in Victoria.

The listed motions were developed in consultation with officers across multiple Council departments and the Executive Leadership Team, and reflect areas of community concern that require, or would benefit from, advocacy to a higher level of government. They are supported by the Hobsons Bay 2030 Community Vision and align with a range of A Fairer Hobsons Bay For All 2019-23 and the Integrated Transport Plan 2017-30. These policies and plans were developed through community consultation and engagement.

Declaration of Conflict of Interest

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

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

8.2.3 Third Quarter Financial Report - Period Ended 31 March 2022

Directorate:	Corporate Services
Responsible Officer:	Chief Financial Officer
Reviewer:	Director Corporate Services
Attachments:	<ol style="list-style-type: none">1. Financial Report 2021-22 [8.2.3.1 - 16 pages]2. Capital Works Program 2021-22 [8.2.3.2 - 2 pages]

Purpose

To present Council with the financial results for the period ended 31 March 2022, and the revised 2021-22 annual forecast projections following completion of the March quarterly forecast review.

Recommendation

That Council:

1. **Notes the financial report for the period ended 31 March 2022.**
2. **Endorses the revised 2021-22 annual forecasts.**

Summary

The quarterly financial report for the period ended 31 March 2022 (Attachment 1) and a detailed report on the Capital Works Program (Attachment 2) are attached.

The March forecast review has been conducted resulting in the operational budget surplus for 2021-22 of \$31.199 million increasing to a forecast of \$31.513 million. The operational surplus does not include Council's significant investment in capital expenditure, forecast to be \$62.442 million in 2021-22.

When compared to budget, income is expected to increase by \$1.823 million and operational expenditure is expected to increase by \$1.509 million.

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

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

Background

Despite a slight increase in the operational surplus forecast, COVID-19 continues to have a greater impact than originally anticipated. While a forecast operational surplus is predicted, it should be noted that surpluses are required to fund Council's significant investment in capital expenditure. The Financial Plan has been updated and indicates that Council can remain in a reasonable financial position and continue to be financially sustainable.

When compared to previous financial plans, current and projected income funding streams such as user charges and statutory fees have been and continue to be significantly impacted by COVID-19. It is difficult to assess how long it will take for these income streams to recover from the ongoing impacts of COVID-19. These assumptions will affect the amount of funding expected to be available in future years of the Financial Plan to be used by Council to maintain critical community assets.

Council will continue to monitor the impact of the financial results in relation to Council's overall financial viability. The Proposed Budget 2022-23 and Financial Plan have been developed to reflect the 1.75 per cent rate cap for 2022-23 announced by the Victorian Government.

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 financial report for the period ended 31 March 2022 is directly aligned to Council's Annual Budget, Financial Plan and Capital Works Program.

Council considers financial reports at the end of the September, December (Mid-Year Budget Review), March and June (year-end) financial periods. The quarterly financial report for the period ended 31 March 2022 is the third report considered as part of the 2021-22 financial year.

Legal/Statutory Obligations and Risk

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

The Acting Chief Executive Officer, as required under section 97(3) of the *Local Government Act 2020*, is of the opinion a revised budget is not required.

Financial and Resource Implications

The operational budget surplus for 2021-22 of \$31.199 million has increased to a forecast of \$31.513 million. The operational surplus does not include Council's significant investment in capital expenditure, forecast to be \$62.442 million in 2021-22.

Income is expected to increase by \$1.823 million compared to budget.

Rates and charges forecasts have increased by \$1.813 million mainly due to an increase in the amount originally raised for rates, generally a result of the delay in raising rates and greater than expected property development.

Operating grants forecast have increased by \$1.781 million. This includes an additional quarter of the 2022-23 funding bought forward by the Victorian Grants Commission (\$880,000).

User fees (\$935,000), other income (\$298,000) and statutory fees and fines (\$223,000) forecasts have all been reduced compared to budget, mainly due the ongoing impacts of COVID-19. Income forecasts have been reduced in line with Council's COVID Community Support Package 5, which was introduced after the original budget was adopted. This includes fee waivers for food, health and footpath trading permits, while parking meter income and infringements and property rentals and hire are also expected to decline.

Operational expenditure is expected to increase by \$1.509 million compared to budget.

Materials and services forecasts have increased by \$1.139 million. Some of the increases are funded from grants and contributions received this year and last, while there are a number of additional costs required as a result of COVID-19.

Employee costs forecasts have increased by \$808,000. The most significant increase relates to enterprise agreement backpay offset against savings in 2020-21. There are also increases offset against materials and services and additional employee costs have been required as a result of COVID-19.

A balanced **Available Funding Result** has been calculated by adding non-operational items such as capital expenditure, loan principal repayments and reserve transfers to the operational result and removing non-cash items such as depreciation and amortisation. While the balanced forecast result is consistent with the original budget, a further \$225,000 is expected to be required from the Infrastructure reserve, leaving less funding available in future years.

The **Summary Cash Flow Statement** indicates that Council's cash and investment balance was \$44.087 million as at 31 March 2022. The original budget of \$26.733 million for 30 June 2022 has been increased to a year-end forecast of \$33.783 million, mainly as a result of the capital works expenditure expected to be carried over to next year. The forecast reduction in Council's cash and investments during the year is estimated at \$11.284 million.

The **Liquidity Ratio** (current assets divided by current liabilities) indicates the amount that Council's short-term assets exceed its short-term obligations and thus Council's ability to fund its short-term operations. This ratio was 161 per cent at 31 March 2022 and is expected to be 139 per cent by the end of 2021-22, an increase when compared to the original budget of 117 per cent. A current ratio over 100 per cent generally indicates a manageable short term financial position.

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

Capital Works Expenditure for the period ended 31 March 2022 was \$33.426 million compared to the year to date budget of \$51.119 million. The initial budgeted capital expenditure for the 2021-22 financial year of \$64.144 million has decreased to a forecast of \$62.442 million. The decreased forecast expenditure of \$1.702 million compared to the budget is attributable to:

- expenditure carryover adjustments from the prior year's program (\$3.964 million)
- the increase in funded capital expenditure (\$1.077 million)
- expenditure carried over to next year's program (\$6.744 million)

Capital Income for the period ended 31 March 2022 was \$9.02 million. The initial budgeted capital income for the 2021-22 financial year of \$17.184 million has been decreased to a year-end forecast of \$16.869 million. The decreased forecast income of \$315,000 compared to budget is attributable to:

- income carried over to next year's program (\$1.235 million)
- income that was budgeted to be received in 2021-22 that was received in 2020-21 (\$157,000)
- an increase in budgeted income received to fund the Capital Works Program (\$1.077 million)

Environmental, Social and Economic Impacts

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

Consultation and Communication

Council's Audit and Risk Committee will receive and note the quarterly financial report for the period ended 31 March 2022 and the detailed report on the Capital Works Program at its meeting to be held on 25 May 2022. The Committee provides financial guidance to Council and input into continually improving the content of the financial report.

Declaration of Conflict of Interest

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

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

8.2.4 Third Quarter Report - Council Plan Initiatives

Directorate:	Corporate Services
Responsible Officer:	Coordinator Legal and Performance Reporting Services
Reviewer:	Director Corporate Services
Attachments:	1. Q3 Progress Report - Council Plan Initiatives [8.2.4.1 - 13 pages]

Purpose

To provide Council with the third quarter update on the progress of the initiatives that support the achievement of the Council Plan 2021-25.

Recommendation

That Council notes the progress made on the 2021-22 initiatives that support the achievement of the Council Plan 2021-25.

Summary

Each financial year, Council's performance is measured against several indicators, including the progress of projects that have been listed as Council initiatives in the budget. This progress report provides an update on how Council is progressing on the committed projects for the period 1 January to 31 March 2022, the third quarter of the 2021-22 financial year.

For the 2021-22 financial year Council nominated 28 initiatives to support the delivery of Council Plan 2021-25, of which 10 are multi-year projects. To date Council has completed five initiatives, discontinued one initiative and progressed the remaining 22 initiatives to plan.

Background

The Council Plan is developed every four years in accordance with the requirements of the *Local Government Act 2020* (the Act). It guides the work of Council by setting objectives, strategies and priorities that are achieved through the delivery of Council services and initiatives.

The Council Plan 2021-25 was adopted by Council on 12 October 2021. It consists of five strategic objectives that are made up of 19 strategies, 59 priorities and 10 large multi-year initiatives which describe what Council will do for the period. Other initiatives that support the delivery of the Council Plan objectives are identified in the annual budget process. The reporting of the initiatives is a requirement under the Act. Council reports quarterly on the progress to initiatives and projects to ensure they are on track throughout the financial year.

Discussion

In 2021-22 Council nominated 28 initiatives to support the delivery of Council Plan 2021-25. Some are multi-year projects that will progress beyond the current financial year. Of the 28 initiatives, eight are categorised as major initiatives (priority projects).

In the third quarter of the financial year, Council has completed five initiatives, namely the Better Places city image and place-making program of Paine Reserve, the implementation of the new Learning Management System, the COVID-19 Recovery Support program, the delivery of the Creative Technology Hub at Seaworks and the footpath renewal program. One project has been discontinued, namely the Creative City – Creative Spaces initiative which has been merged with another project of a broader scope that Council is currently undertaking.

The remaining 22 initiatives, which are all underway and are progressing to plan, are:

- establishment of a Housing Trust
- Newport Gardens Early Years Centre expansion
- HD Graham Reserve, Altona Meadows sport facility development
- Altona Tennis Club Precinct development
- Altona Meadows library refurbishment
- The Solar Program
- Wetlands Centre
- tree planting – Urban Forest Program
- Creative City – Public Art Strategy 2021-2025
- Development of the new Hobsons Bay Economic Development Strategy
- implementation of the Digman Reserve Master Plan
- WLJ Crofts Reserve Master Plan
- open space enhancement and access package at Donald McLean Reserve, Spotswood
- Open Space Strategy implementation
- Queen Street Bridge advocacy
- Altona foreshore seawall and shared trail
- development and implementation of a new Risk Management Framework
- implementation of the Customer Relationship Management system
- replacement of the Enterprise Document and Records Management System
- Community Learning and Service Centres Strategy
- customer experience transformation
- Property Strategy implementation

Apart from the initiatives, Council undertakes a wide range of projects and activities to support the achievements of the objectives of the Council Plan 2021-25.

The details of the progress of the initiatives can be found in the attachment.

Apart from the initiatives, Council also undertook several other projects around the municipality during the third quarter, they are:

Cherry Lake Ward

Better Boating for Altona Safe Boat Harbour

The concept design for the Altona Safe Boat Harbour has been finalised following community feedback on two design options. The final design includes realignment of the shared trail through the boat harbour, extra car spaces, expanded harbour, extra traffic and parking signage, tree planting and a fish cleaning area. Better Boating Victoria will now develop a detailed design based on the concept plan. The concept plan is available to view at participate.hobsonsbay.vic.gov.au/altona-safe-boat-harbour.

Out and About Brooklyn and Altona North

Due to forecast rain, the Out & About Festival in Altona North and Brooklyn was rescheduled to 25 and 26 March. The best news was that all of the original entertainment line-up still performed – Voice Australia contestant and Hobsons Bay regular Tanya George, children's entertainers The Mik Maks, face painting, food trucks, barefoot bowls and great prizes were all part of the festival.

Strand Ward

Blenheim Road Park project

Construction of the Blenheim Road Community Park is progressing well. Located next to the Australian Islamic Centre and Altona Miniature Railway, the park will include picnic areas, toilets, a water feature, play equipment, path network, public art and landscaping. The project is scheduled for completion in September 2022.

Black Spot projects

Work has commenced at Mason Street between Millers Road and Melbourne Road in Altona North and Newport as part of the federal government funded Blackspot Project. The works will improve on-road bicycle lanes, pedestrian crossing facilities and include safer traffic speeds. The Ferguson Street Blackspot Project will also kick off in autumn. The project, between Melbourne Road and The Strand in Williamstown, includes construction of two raised zebra crossings, installation of electronic 40 km/h signage, clearer line marking for drivers turning in and out of Bath Place and the installation of painted buffer bike lanes. There will be no changes to vehicle access or parking.

Wetlands Ward

Emu-foot Grassland conservation

The Friends of Skeleton Creek celebrated the Sustainable Living Festival with a successful maintenance day at Emu-foot Grassland on Sunday 27 February. Grasslands are critically endangered ecosystems in western Melbourne and the Friends of Skeleton Creek play an important role in taking care of the reserve. Their next event is on 24 April from 1pm to 3pm.

Woods Street Arts Space

Woods Street Arts Space is back offering a diverse range of in-person free and low-cost workshops, classes and events that are presented and hosted by our creative community. Highlights include Polynesian dance, children's creative art workshops, and new professional musical offerings coming soon. Check the Facebook page for the latest events www.facebook.com/woodsstreetarts or visit www.hobsonsbay.vic.gov.au/WoodsStreetArts

Epsom Street Affordable Housing

Council is looking to deliver a best-practice affordable housing development to the north and south of Curlew Community Park at 7-45 Epsom Street, Laverton. The proposed development would accommodate up to 80 individuals and families who have a connection to Hobsons Bay. This development would provide a home for locals who struggle to find an appropriate and affordable place to live in Hobsons Bay through the private rental market.

To view the design guidelines and tell us what you think, visit <https://participate.hobsonsbay.vic.gov.au/epsomstreetaffordablehousing>

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 5.4: Enhance transparency, accountability and good governance practice

Policies and Related Council Documents

The Council Plan 2021-25 was adopted at the Council Meeting held on 12 October 2021.

The Annual Budget for the financial year ending 30 June 2022, which included the initiatives for the year, was adopted at the Council Meeting on 29 June 2021.

Progress reports of the initiatives are submitted to Council on a quarterly basis.

Legal/Statutory Obligations and Risk

The annual reporting of the progress of the major initiatives is required by section 98(3)(b) of the *Local Government Act 2020*.

Financial and Resource Implications

The initiatives are funded through Council's annual budget.

Environmental, Social and Economic Impacts

The Council Plan 2021-25 aims to strengthen the natural, built, social and economic environments within Hobsons Bay, as articulated within the key strategic objectives.

Consultation and Communication

Council undertook extensive community engagement between January and September 2021 to hear what Council should focus on over the next four years as part of the development of the Council Plan 2021-25.

Declaration of Conflict of Interest

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

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

8.2.5 Appointment of Authorised Officers under the Planning and Environment Act 1987

Directorate:	Corporate Services
Responsible Officer:	Manager Corporate Integrity and Legal Counsel
Reviewer:	Director Corporate Services
Attachments:	1. Instrument of Appointment and Authorisation Planning Officers - 10 May 2022 [8.2.5.1 - 2 pages]

Purpose

To provide for the formal appointment of Council officers as authorised officers pursuant to section 147(4) of the *Planning and Environment Act 1987* (the P&E Act) and section 313 of the *Local Government Act 2020* (the LG Act).

Recommendation

That Council, in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987*:

- 1. Appoints and authorises the Council officers named in the attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) be appointed and authorised as set out in the Instrument at Attachment 1.**
- 2. Notes that the Instrument comes into force immediately upon being signed by the Mayor and remains in force until Council determines to vary or revoke it.**
- 3. Notes that on the coming into force of the Instrument, the previous Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) dated 10 December 2019 is revoked.**

Summary

Authorised officers under the P&E Act are required to be appointed by a resolution of Council.

The last authorisation of Council officers under the P&E Act was by a Council resolution on 10 December 2019.

Background

In order to conduct inspection, enforcement and prosecution activities on Council's behalf, officers require specific authorisation under the relevant legislation. While authorisation for most legislation is provided by the Chief Executive Officer acting under delegation, specific provisions of the P&E Act require that the authorisation be made directly by Council resolution.

In addition, authorisation must also be provided under section 313 of the LG Act to enable these officers to commence enforcement action where necessary.

Discussion

Authorisation of Council officers for decision making is essential to enable the smooth operation of the planning system and reasonable timeframes for decisions.

The updated Instrument of Appointment and Authorisation (the Instrument) attached to this report provides for Council to appoint authorised officers for the purposes of the P&E Act to commence proceedings for breaches against the Acts and Regulations in Council's name.

The Instrument comes into force immediately upon execution by the Mayor and will remain in force until Council determines to vary or revoke it, or until the authorised officer ceases to be a contractor or member of Council staff.

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 previous Instrument was endorsed by Council on 10 December 2019.

Legal/Statutory Obligations and Risk

Appointment of authorised officers under the P&E Act requires a formal resolution of Council. Where such authorisation is proposed to be granted, provision is also made to allow the respective officer to also initiate proceedings on behalf of Council (as provided in section 313 of the LG Act).

Financial and Resource Implications

There are no financial impacts associated with the appointment of authorised officers.

Environmental, Social and Economic Impacts

It is important that Council's Planning Officers can act as authorised officers under the P&E Act to ensure good governance and effective enforcement of the Hobsons Bay Planning Scheme.

Consultation and Communication

No community engagement has been undertaken.

The Instrument of Appointment and Authorisation to the Planning Officers has been prepared to reflect the advice in the Delegation and Authorisation Service provided by Maddocks Lawyers.

Declaration of Conflict of Interest

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

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

8.2.6 CEO Employment and Remuneration Committee - Appointment of Independent Member

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

Purpose

To seek Council approval for the appointment of Philip Shanahan as the independent member of the CEO Employment and Remuneration Committee.

Recommendation

That Council approves the appointment of Philip Shanahan as the independent member of the CEO Employment and Remuneration Committee in accordance with the provisions of the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy.

Summary

Section 45 of the *Local Government Act 2020* requires Council to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.

Council endorsed the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy on 14 December 2021.

Background

Council's policy requires the appointment of an independent member to the CEO Employment and Remuneration Committee.

Council undertook a recruitment process which included publicly advertising for independent members between 24 March 2022 to 14 April 2022.

Discussion

A total of three applications were received.

Based on his extensive experience with executive level performance appraisal and professional development, Philip Shanahan is the preferred applicant.

Philip completed the CEO performance appraisal for Hobsons Bay in 2019-20.

It is recommended that the appointment of Philip Shanahan commence immediately.

In accordance with the provisions of the Policy, independent members will be reimbursed for their services rendered and monies have accordingly been allocated in the budget.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

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

Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.4: Enhance transparency, accountability and good governance practice

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

Policies and Related Council Documents

The Hobsons Bay Chief Executive Officer Employment and Remuneration Policy, endorsed by Council on 14 December 2021, specifies that an independent member must be appointed to the CEO Employment and Remuneration Committee. The duties and responsibilities of this role are also outlined in the policy.

Legal/Statutory Obligations and Risk

Section 45 of the *Local Government Act* 2020 requires Council to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.

Council endorsed the Hobsons Bay Chief Executive Officer Employment and Remuneration Policy on 14 December 2021.

Financial and Resource Implications

The policy provides for the payment of a fee to an independent member of the CEO Employment and Remuneration Committee. Monies have been allocated in the budget to cover the cost of these services.

Environmental, Social and Economic Impacts

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

Consultation and Communication

Community consultation regarding the appointment of an independent member was not conducted.

Declaration of Conflict of Interest

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

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

8.2.7 Audit and Risk Committee - Appointment of Independent Members

Directorate:	Corporate Services
Responsible Officer:	Manager Corporate Services and Legal Counsel
Reviewer:	Director Corporate Services
Attachments:	Nil

Purpose

To request that Council approve the appointment of two independent members to the Audit and Risk Committee.

Recommendation

That Council approves the reappointment of Ms Lisa Tripodi and appointment of Mr Iqbal Halim as independent members of the Audit and Risk Committee.

Summary

This report provides Council with recommended appointments for independent members of the Audit and Risk Committee.

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 Charter states that members shall be appointed for a term of three years, with the option of a second three-year appointment at the discretion of Council. The term of each member should be arranged so that there is an orderly rotation of membership to ensure the retention of knowledge and historical context.

Discussion

The Audit and Risk Committee comprises three independent members and two Councillors. Two of the three independent members' terms expired in May 2022. The term of the third independent member, Mr John Watson, will expire in November 2022.

Council has undertaken a recruitment process which included publicly advertising for independent members in early April 2022.

A selection panel consisting of Cr Pamela Sutton-Legaud, Mr Andrew McLeod (Director Corporate Services) and Ms Diane Eyckens (Manager Corporate Integrity and Legal Counsel) conducted interviews and recommend the following appointments be made:

- Ms Lisa Tripodi
- Mr Iqbal Halim

Ms Tripodi, being one of the independent members of the Audit and Risk Committee whose term expired in May 2022, was reappointed without the requirement to be re-interviewed.

It is recommended that the appointment of Ms Tripodi and Mr Halim commence immediately.

It is recommended that these appointments be for a term of three years in accordance with the appointment terms outlined in the Audit and Risk Committee Charter.

All audit fees will be paid in accordance with the Audit and Risk Committee Membership benchmarking in line with other Level 2 councils as defined on the Know Your Council website.

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

Membership of the Audit and Risk Committee is established in accordance with the requirements of the *Local Government Act 2020* and the 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 *Local Government Act 2020*, the Audit and Risk Committee is not a delegated committee as defined by the Act. In accordance with subsection 53(6) of the Act, Council may pay a fee to members of the Audit and Risk Committee who are not Councillors of Council.

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).

Financial and Resource Implications

Fees for service are payable to independent members and the Chairperson. The budget for these fees and applicable secretariat support for the committee will be provided through the existing operational budget within the Corporate Services Directorate.

Environmental, Social and Economic Impacts

There are no environmental, social or economic impacts as a result of this report.

Consultation and Communication

Public advertising was undertaken between 1 April 2022 and 18 April 2022 to ensure an extensive and transparent process was followed to attract high calibre candidates for consideration.

Declaration of Conflict of Interest

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

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

8.3 Sustainable Communities

8.3.1 Social Impact Assessment Guidelines

Directorate: Sustainable Communities

Responsible Officer: Senior Social Researcher

Reviewer: Director Sustainable Communities

Attachments:

1. 2022 Social Impact Assessment Residential guidelines [8.3.1.1 - 17 pages]
2. 2022 Social Impact Assessment Electronic gaming machines guidelines [8.3.1.2 - 17 pages]
3. 2022 Social Impact Assessment Licensed venues guidelines [8.3.1.3 - 13 pages]

Purpose

To seek Council endorsement of the updated Social Impact Assessment Guidelines.

Recommendation

That Council endorses the updated Social Impact Assessment guidelines to enable replacement of 2011 guidelines with new 2022 guidelines in the Hobsons Bay Planning Scheme.

Summary

Social impact assessments assist Council in understanding the positive and negative social impacts created by particular types of land use developments, including large scale residential development, electronic gaming machines and liquor licence applications.

Council uses information provided in social impact assessments to understand the impacts of a development on the community, including vulnerable population groups, and to understand where developments are likely to generate additional demand on local infrastructure and services. Social impact assessments are undertaken by applicants and submitted as part of a planning application or amendment request.

Background

Hobsons Bay Local Planning Provisions require social impact assessments to be submitted for certain planning permit applications. In 2011, Council adopted "Preparing Social Impact Assessments: Guidelines for Applicants" to assist applicants in the development and submission of social impact assessments.

Under the current guidelines a social impact assessment is required for residential applications where the development will yield 20 or more dwellings, for land being rezoned to or from residential use or for residential development applications where the form or density is not anticipated in the planning scheme. Social impact assessments are also required for non-residential developments, including liquor licence applications, rezoning of public open space, rezoning of industrial or commercial zones, or where the application is

likely to have an impact on residents. Council also reserves the right to request a social impact assessment on applications not identified above or to waive the need for a social impact assessment where it deems appropriate.

The existing guidelines are now ten years old and a regular review for currency has been undertaken. While the majority of the approach remains relevant and appropriate, two areas have been identified as requiring amendment and updating for the current context:

1. The guidelines seek generic, high-level information. This provides general directional information, but in practice there is limited detailed guidance for applicants, which has resulted in variable quality across the assessment reports that are submitted to Council. More tailored information will increase the value of the assessments to inform Council decision making and planning.
2. The current threshold of 20 dwellings for a social impact assessment for residential applications is now very low relative to other municipalities, and in the context of an increase in larger developments across the inner west over the last decade. The last decade of experience has shown that smaller developments are much less likely to have a negative impact on the existing community or generate significant demand on services and infrastructure. Social impact assessments are a significant effort for applicants and Council, and it is recommended that this be focused on larger developments where the impacts are potentially significant.

Discussion

Building on the existing guidelines, three versions of the guidelines have been drafted which tailor the general guidelines more specifically to three areas of focus: residential development, electronic gaming machine venues, and liquor licence applications that have a higher risk of negative impact.

The draft guidelines for **residential developments** raise the threshold for a social impact assessment to developments that yield 200 or more dwellings. This threshold aligns Hobsons Bay City Council more closely with neighbouring councils, and focuses effort where developments are likely to have an impact on local service and infrastructure needs. The guidelines also allow Council discretion to require a social impact assessment for developments with fewer than 200 dwellings where Council deems there is moderate to high potential for negative social impacts.

The draft guidelines for **electronic gaming machine** and **liquor licence** applications align more closely with the application requirements of the Victorian Commission for Gaming and Liquor Regulation (VCGLR). Council's planning decision usually occurs prior to VCGLR decision making, and Council does not typically have access to information provided to the VCGLR unless an application is challenged and goes to a VCGLR hearing. Therefore, aligning Council's social impact assessment process with the VCGLR application enables Council to access information relevant to the application at an earlier stage and enhance Council's planning and decision making.

All three sets of guidelines include recommended resources for demographic data to ensure that applicants base their social impact assessment assumptions and modelling on up-to-date, rigorous data sources. Impact assessment requirements under the *Gender Equality Act 2020* have also been included.

The draft guidelines have been developed with both external and internal input and have been updated to enhance the quality of information received from applicants and improved usability of the guidelines from the applicant perspective.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 1: Visionary, vibrant, accountable urban planning

Priority 2: Community wellbeing and inter-connection

The draft guidelines improve the quality of data provided with planning applications, which increases Council's ability to make evidence-informed planning decisions and plan for community need in the long term.

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

Hobsons Bay Planning Scheme

Social Impact Assessment Guidelines 2011

Legal/Statutory Obligations and Risk

No specific legal or statutory obligations or risks have been identified in relation to this report.

Financial and Resource Implications

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

Environmental, Social and Economic Impacts

The purpose of the guidelines is to enhance Council's ability to understand the social impacts of planning applications and improve the quality of data used for community infrastructure planning.

Applicants are already required to submit a social impact assessment and the new draft guidelines are unlikely to have significant additional economic impact. Given that the residential trigger is increasing from 20 to 200 dwellings, this is a decreasing burden for applicants.

There is not likely to be any environmental impact from the draft guidelines.

Consultation and Communication

The guidelines revise an existing operational tool enhancing useability and as such external consultation is not required.

Declaration of Conflict of Interest

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

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

8.3.2 Extension of Contract 2019.83 Comingled Recycling and Contract 2019.97 Glass Recycling

Directorate: Sustainable Communities
Responsible Officer: Manager Strategy Economy and Sustainability
Reviewer: Director Sustainable Communities
Attachments: Nil

Purpose

To seek Council's approval to extend Contract 2019.83 with Australian Paper Recovery (APR) for comingled recycling on a temporary basis while a longer term and more strategic approach is confirmed and undertaken.

Recommendation

That Council:

- 1. Approves the extension of Contract 2019.83 (Australian Paper Recovery Pty Ltd) from 1 July 2022, for an initial period of one year with two one-year options to extend only if essential**
- 2. Notes that the estimated annual value of the extension of Contract 2019.83 is \$880,000 (eight hundred and eighty thousand dollars) excluding GST, and if all three extension options were exercised the estimated maximum value across three years is \$2.7 million (two million, seven hundred thousand dollars) excluding GST. Actual expenditure will vary based on waste volumes**
- 3. Notes that Contract 2019.97 (Alex Fraser Group) will also be extended from 1 July 2022 under the Chief Executive Officer's delegation for an initial period of one year with two one-year options to extend.**

Summary

Council has two recycling processing contracts that are due to expire on 30 June 2022:

- comingled recycling provided by Australian Paper Recovery (APR)
- glass recycling provided by Alex Fraser

Council had been working with a group of Victorian councils on a collaborative procurement process for comingled and glass recycling facilitated by the Metropolitan Waste Resource and Recovery Group (MWWRG). However, changes to Victorian legislation and the development of a new body, Recycling Victoria, resulted in the Victorian Government cancelling this collaborative procurement process.

In December 2021 the Minister for Environment wrote to Council advising that the process had been cancelled. It noted that the MWWRG would work closely with councils to "support this change of approach".

Additional time is now needed to either complete a new collaborative procurement process or to run a full public tender as a sole customer. Given the timeframes associated with new collaborative processes now underway, it is proposed that Council's current comingled and glass contracts be extended under a "one plus one plus one" arrangement – that is, the contract be extended for a period of one year with two options to extend for an additional year. The total extension that can be taken up under this arrangement is three years. This timeframe is intended to ensure that a new procurement process achieves best value for the community and that there is no disruption to service delivery.

The value of the estimated spend with APR on comingled recycling services is around \$0.88 million per year (excluding GST). While a one-year extension can be made within the Chief Executive Officer's (CEO's) financial delegation, Council endorsement is sought for up to three individual one-year extensions, with actual contract extensions to be made on an annual basis only while the wider procurement is being resolved. Note that the Alex Fraser glass processing contract falls well under the CEO's financial delegation so can be extended under Officer operational processes.

Background

On 8 October 2019, Council authorised the CEO to negotiate new contracts with recycling providers to deliver Council's four stream waste collection service. These contracts were confirmed by Council on 10 December 2019, with APR and Alex Fraser the suppliers for comingled and glass processing respectively. Both the comingled and the glass processing contracts are due to expire on 30 June 2022.

In July 2020 the MWRRG began a long-planned recycling collaborative procurement. Hobsons Bay was part of the collaborative process which would have delivered new contracts prior to current 30 June 2022 expiry dates (or if not by this date, Council's 2021 procurement policy would allow for an extension as a collaborative process was underway).

In late December 2021, the Minister for Environment directed the MWRRG to cease the implementation of the recycling collaborative procurement process and to work with councils to facilitate extensions to existing contracts while a new state-wide collaborative procurement mechanism is established within Recycling Victoria.

The Circular Economy (Waste Reduction and Recycling) Act 2021 which commenced on 14 December 2021 will result in the establishment of the Recycling Victoria business unit within the Department of Environment, Land, Water and Planning (DELWP) from 1 July 2022. This new function is proposed to provide strategic planning for and procurement of recycling services, however at this stage little is known about what processes the group may support and when.

Council is now party to another collaborative process which may result in a collaborative procurement with members of the M9 group of councils, however that is in its early stages.

Discussion

To ensure best value for Council and the community, additional time is now needed to go to market for the best possible recycling service outcomes. Council is currently exploring innovative options as a member of the M9 group of councils. It is also anticipated there will be an opportunity to participate in a collaborative process facilitated by the new Recycling Victoria unit at some stage. Alternatively, if collaborative approaches (which have scale benefits) are not suitable, Council may determine to procure as a sole customer.

It is recommended that Council extend the existing contracts to prevent any disruption to service delivery or any significant increase in price while the best procurement approach is being confirmed and delivered. While it is hoped that this will be resolved quickly, there are complexities to collaborative processes, and it is recommended that up to three one-year extensions be allowed for. These extensions will only be taken if they are necessary.

The annual estimated spend with APR is \$0.88 million (excluding GST) in 2022-23, which is within the CEO's delegation. However, the maximum value extension should all three one-year extensions be utilised would be \$2.7 million (excluding GST). Council endorsement is therefore sought to proceed.

The glass processing contract (Contract 2019.97) with Alex Fraser Group will also be extended from 1 July 2022 on a similar one-year basis. This is a much smaller contract and can be extended within the CEO's financial delegation.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

Hobsons Bay 2030 Community Vision

Priority 5: Activate sustainable practices

Council Plan 2021-25

Objective 2: Environment

Strategy 2.1: Increase resource recovery and reducing landfill across Council's waste services and improve the customer experience of waste services

Priority b) Increase resource recovery and reduce the volume of waste to landfill year on year

Waste and Litter Management Strategy 2025

Council adopted the Waste and Litter Management Strategy 2025 at the Council Meeting held on 9 July 2019, setting the direction of a new waste and recycling service that included an overriding objective to reduce landfill volume, as well as actions around FOGO and variations to recycling.

Policies and Related Council Documents

At the Council Meeting held on 8 October 2019, Council endorsed a revised waste and recycling service across Hobsons Bay, inclusive of a four-bin system and a revised collection schedule. Council endorsed the commencement of Recycling 2.0, the suppliers it had partnered with to deliver the collection and processing services as well as the new FOGO and glass bins and the waste service charges at the Council Meeting on 10 December 2019.

Council's Procurement Policy 2021 outlines the conditions under which an extension of a contract can occur and the threshold of contract value that requires Council endorsement. This specifically included a clause relating to the MWRRG collaborative procurement underway last year. However, it did not countenance the Minister's decision to cancel that process. A future procurement policy review will consider options to improve clarity for contract extensions and exemptions, given the changes the Minister has now made.

Relevant extracts of Council's Procurement Policy are provided below.

3.3.4 Exemption from public tender

The following circumstances are exempt from the general publicly advertised tender, quotations and expression of interest requirements.

3.3.4.4 Extension of contracts while Council is at market

Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected

This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive or present a risk in the delivery of critical public services to the municipality.

3.3.4.8 Regional Waste and Resource Recovery Groups

Situations where a Regional Waste and Resource Recovery Group constituted under the *Environment Protection Act 1970* had already conducted a public tender for and on behalf of its members.

3.4.2 Delegations

3.4.2.1 Chief Executive Officer

The Chief Executive Officer's delegation, currently \$1 million (GST inclusive), is determined by Council annually under an Instrument of Delegation.

3.4.2.3 Delegations reserved for Council

Commitments and processes which exceed the Chief Executive Officer's delegation and must be approved by Council are:

- the awarding of contracts over and above the Chief Executive Officer's delegation.

Legal/Statutory Obligations and Risk

The *Local Government Act 2020* allows Council to deliberate on matters concerning public tender and any exemption applicable based on its procurement policy.

Allowing for a one-year extension with two options to extend for an additional year reduces risk. Council will actively progress new procurement, but the flexibility to extend current arrangements will allow Council to take advantage of any future collaborative opportunities

and acknowledges the changing regulatory environment including the upcoming Victorian Government introduction of a Container Deposit Scheme.

Financial and Resource Implications

Council's proposed draft budget has already allowed for the costs of comingled recycling and glass processing based on APR and Alex Fraser's per tonne rates.

The APR contract is budgeted for a total of \$0.88 million (excluding GST) for 2022-23. Alex Fraser is budgeted at \$0.15 million (excluding GST), noting that there can be some variability in waste volumes throughout the year. Council will be kept updated of any variances through the usual quarterly budget reporting and review schedule.

A contract extension will not impact these budgeted costs.

Environmental, Social and Economic Impacts

The contract extension will ensure that service delivery to the Hobsons Bay community will not be disrupted. Council will be able to continue delivering the four-stream waste service and reaping the sustainability benefits of separating glass from comingled recycling

Consultation and Communication

Not applicable.

Declaration of Conflict of Interest

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

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

9 Delegate Reports

Purpose

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

Recommendation

That Council receives and notes the recent Delegate Reports.

Metropolitan Transport Forum

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Jonathon Marsden

Date of Meeting: 6 April 2022

Ms Rosie Offord and Mr Andrew Lund from Melbourne Airport presented on the two topics of the five-year Melbourne Airport master plan, and the proposal for the third runway at Melbourne Airport.

Ms Offord provided a wide-ranging introduction to both the master plan and the third runway project. She explained the history of the airport, the changes around runway configurations which have been documented in earlier master plans and the bringing forward of the master plan (usually conducted every five years) to ensure close correlation between the plan and the third runway project.

Ms Offord described the current business activity levels at the airport, which are rebounding. It is expected passenger air traffic at the airport to be at 2019 levels over Easter, as people travel for school holidays. She also noted that Melbourne Airport is vital within not just the Victorian aviation sector, but integral to the functioning of the aviation network across the whole country.

Ms Offord described some of the many reports which have been compiled to support the application for the third runway, being ecology; Indigenous and European heritage, greenhouse gas and climate change reports. She also described the noise tool which is available from the Melbourne Airport website.

The consultation period for the runs until mid-May and members were encouraged to make submissions. Ms Offord explained that all submissions are included verbatim in the report which is presented to the Minister following the consultation, and that the airport must respond to all comments.

Ms Offord and Mr Lund then took questions from the members covering opportunities to improve active transport access to the airport, lessons learned from the Brisbane Airport runway project, noise issues over Brimbank, rail connection to the airport, and the potential underground location of the future rail station within the airport structure.

LeadWest Joint Delegated Committee

Directorate: Office of the Chief Executive

Councillor Delegate: Cr Diana Grima (Proxy)

Date of Meeting: 30 March 2022

The March meeting of the LeadWest Joint Delegated Committee was hosted by Brimbank City Council and was held virtually via Zoom.

The following items were discussed:

Appointment of the LeadWest Secretariat Model – Premier Strategy

Premier Strategy was formally appointed as the secretariat model for LeadWest for a period of twelve months, commencing 30 March 2022.

Delegation to Government update

The Chair provided an update on the recent meeting with State Treasurer, Tim Pallas MP. The LeadWest priority projects were discussed which focused around the North and West Melbourne City Deal (NWMCD), the Western Intermodal Freight Terminal (WIFT) and the East Werribee Employment Precinct.

Transurban – West Gate Tunnel Project update

Transurban provided an update on the West Gate Tunnel Project.

It is projected that daily commuters will save up to 20 minutes of travel time once complete and a total of 14km of walking and cycling paths will be established.

With 200,000 vehicle uses daily on the West Gate Freeway, the Freeway will be upgraded and rebuilt with four new lanes added on the inbound and outbound lanes.

The project will reduce congestion on the West Gate Bridge, Freeway and improve the flow of traffic at the bottleneck along the Williamstown Road exits.

West of Melbourne Economic Development Alliance (WoMEDA)

An update was provided on the progress of the outstanding performance milestones outlined in the MoU between LeadWest and WoMEDA.

Truganina Explosives Reserve Advisory Committee

Directorate: Infrastructure and City Services

Councillor Delegate: Cr Pamela Sutton-Legaud

Date of Meeting: 12 April 2022

The working group is undertaking works around the laboratories and the Under Keeper's Quarters, including sanding the floors, installing kitchen cabinets and pantry doors. The stable at the back of the property has also had repairs made to the heritage lock.

Members of the TERAC requested that the Truganina Explosives Reserve Master Plan and Coastal Management Plan February 2015 be reviewed.

Council's conservation team have ordered about 23,000 tube stock plants, which will arrive in early May. 2,100 of these will be planted within the Explosives Reserve. Funding received from the "Cooler Greener West" program will facilitate planting of an additional 20,000 indigenous trees across Hobsons Bay's conservation reserves including Truganina Park, Altona Coastal Park and Melbourne Water land on the north side of Cherry Lake.

Council's conservation rangers held a snake awareness and snake first aid training session with the working group and the Hobsons Bay Wetlands Centre recently. Both groups commented on their appreciation of these two sessions and the ranger's knowledge.

An ecological burn is planned to take place within the grassland parcel of the reserve within the coming weeks, weather dependant.

The most recent fox control program was not as successful as previous programs. A review will be carried out and lessons from this review will be used in future programs.

The Hobsons Bay Wetlands Centre, in conjunction with Council, will be hosting an Open Day on Saturday 7 May from 11am to 3pm to launch the prospectus for the construction of the Wetlands Centre and surrounds.

Western Melbourne Tourism Board

Directorate: Sustainable Communities
Councillor Delegate: Cr Pamela Sutton-Legaud
Date of Meeting: 8 April 2022

The Western Melbourne Tourism (WMT) Board met on 8 April 2022.

Key agenda items included:

- Fiona Sweetman, Senior Tourism Resilience and Recovery Advisor for Greater Melbourne at Victorian Tourism Industry Council (VTIC), presented to the board on her role at VTIC and their activities to support tourism businesses' resilience and recovery from the effects of the pandemic. Ms Sweetman also spoke about the Victorian Government's draft Visitor Economy Master Plan Directions Paper, which is currently open for submissions until Sunday 8 May
- Roslyn Wai, CEO at Melton City Council, addressed the group and shared her insights since starting with Melton earlier this year and discussed the potential role that she, and other CEOs from WMT member Councils, could play
- The WMT communications team provided updates on Visit Victoria content submissions, the ongoing media partnership with Westside Living magazine, and ongoing email and social media marketing activities to promote tourism and visitation across the West.

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

- WMT's activities in relation to the Victoria's Visitor Economy Master Plan Directions Paper and efforts in this space to advocate to the Victorian Government for a greater focus on supporting tourism across greater Melbourne
- Victoria University's Resilient Enterprises and Sustainable Employment in Tourism (RESET) study
- Achievement of actions against the annual action plan
- WMT's continued advocacy efforts about the Melbourne Airport Rail Link.

10 Notices of Motion

10.1 Notice of Motion No. 1234 - Condolence - The Late Terry Bramham

Cr Jonathon Marsden has given notice of the following:

That Council acknowledges the passing of noted local government lawyer Mr Terry Bramham and sends a letter of condolence written under the signature of the Mayor to his family.

Terry was a pioneer in local government law, dedicating his professional career to improving the governance of councils over more than 35 years. Previously a partner in the Government division of Home Wilkinson Lowry (now HWL Ebsworth), he established Macquarie Local Government Lawyers in 1997 to provide a dedicated legal service to local government in Victoria.

Terry also held a board position for a number of years with Interact Australia, a not-for-profit organisation supporting the social inclusion, health and wellbeing of people with disabilities.

He is survived by his wife Tracie, his children Josh, Sam, Kara and Eloise, and his grandsons Jack and Lincoln.

10.2 Notice of Motion No. 1235 - Condolence - The Late Annette Vrbanac

Cr Tony Briffa has given notice of the following:

That Council acknowledges the recent passing of Hobsons Bay Parents of Children with Special Needs Support Group co-founder and President, Annette Vrbanac, and sends a letter of condolence written under the signature of the Mayor to her daughters.

As mother to a special needs child, Ms Vrbanac recognised the need for social support in the community and co-founded a friendship group for parents with children with special needs.

In 2011 Council recognised her work by presenting her with a Certificate of Merit for her “outstanding contribution”.

10.3 Notice of Motion No. 1236 - Condolence - The Late Rob Andrew

Cr Tony Briffa has given notice of the following:

That Council acknowledges the passing of Mr Rob Andrew, a hardworking and dedicated volunteer at the Truganina Explosives Reserve for the last 25 years, and sends a letter of condolence written under the signature of the Mayor to his family.

Mr Andrew passed away three months ago and was instrumental in saving the reserve from development. He has been instrumental in the Truganina Explosives Reserve Preservation Society since its inception 25 years ago.

10.4 Notice of Motion No. 1237 - Condolence - The Late Mary Burbidge

Cr Peter Hemphill has given notice of the following:

That Council acknowledges the passing on 25 April 2022 of former City of Williamstown Councillor, Dr Mary Burbidge, and sends a letter of condolence written under the signature of the Mayor to her family.

Dr Burbidge worked as a local GP in Williamstown for many years. She was an advocate for people with disabilities, a writer and member of the local writers' group, a member of the Newport Community Choir and a founding member of the Friends of Newport Lakes, serving on its committee for 24 years. She was married to Andrew, the mother of three children and a doting grandmother.

11 Urgent Business

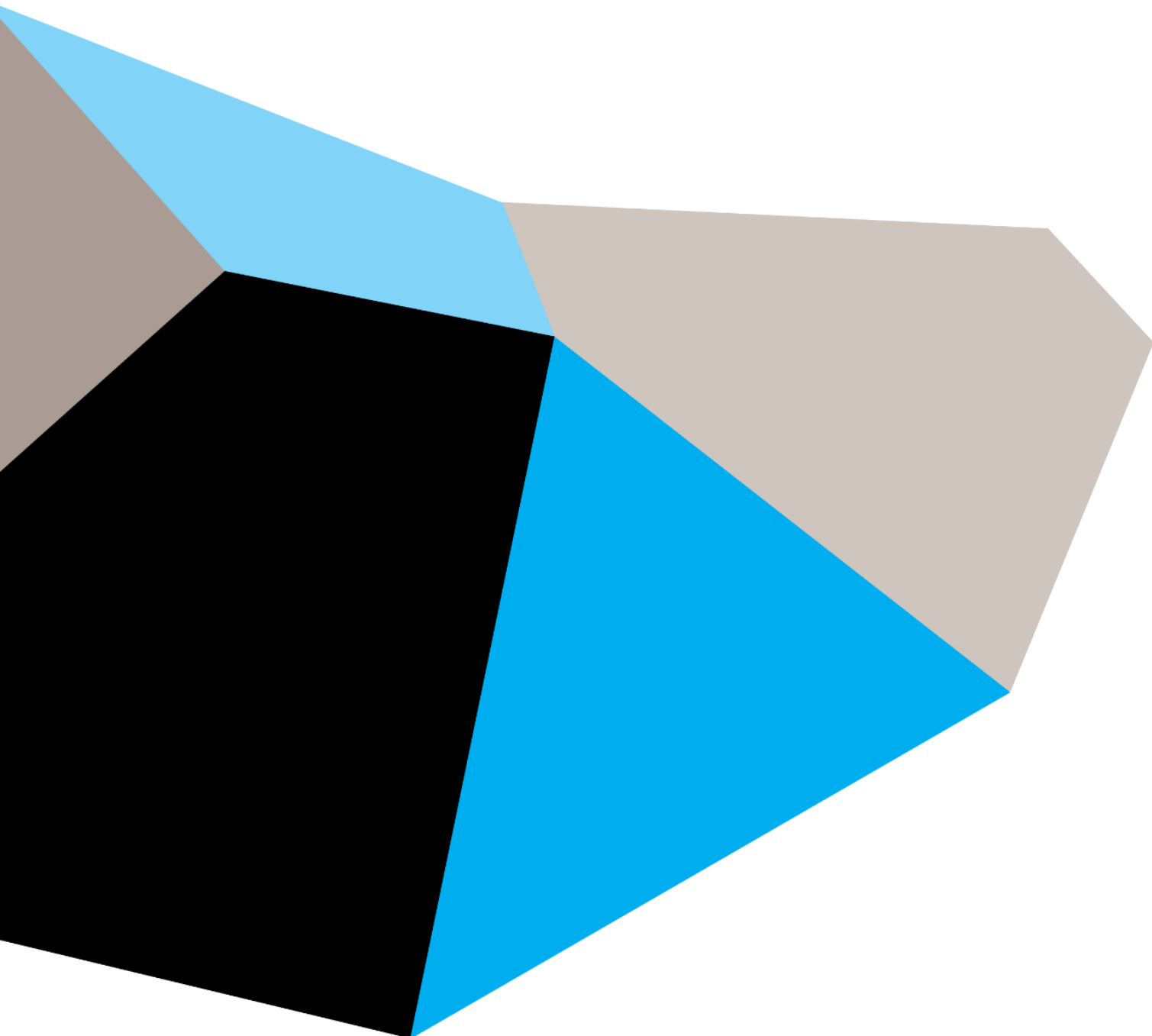
12 Supplementary Public Question Time

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

115 Civic Parade, Altona

PO Box 21, Altona 3018

Phone (03) 9932 1000

Fax (03) 9932 1039

NRS phone 133 677 and quote 03 9932 1000

Email customerservice@hobsonsbay.vic.gov.au



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www.hobsonsbay.vic.gov.au
