Ordinary Council Meeting Agenda

Tuesday 26 April 2016
Commencing at 7pm
THE COUNCIL’S MISSION

Working with our community to plan, deliver and advocate for the services and infrastructure that will achieve a healthy, connected and sustainable future in Hobsons Bay.

OUR VALUES

Honesty
Trust
Integrity
Collaboration
Respect
Accountability

Council acknowledges the people of Yalukit Willam of the Boon Wurrung Country that makes up the Greater Kulin Nation as the traditional owner of these municipal lands.

Chairperson:
Cr Peter Hemphill (Mayor)  Strand Ward

Councillors:
Cr Sandra Wilson  Cherry Lake Ward
Cr Angela Altair  Strand Ward
Cr Paul Morgan  Strand Ward
Cr Jason Price  Cherry Lake Ward
Cr Colleen Gates  Wetlands Ward
Cr Carl Marsich  Wetlands Ward

Chris Eddy
Chief Executive Officer
Hobsons Bay City Council
9  Delegates Report .......................................................................................................................... 47
10  Notice of Motion No. 1179 – Hobsons Bay support for Buloke Shire’s Rural Living Campaign ................................................................................................................................. 52
11  Supplementary Public Question Time .......................................................................................... 53
12  Urgent and Other Business ........................................................................................................ 53
13  In Camera Business .................................................................................................................... 53
Agenda

1 Council Welcome
The Chairperson will welcome members of the gallery and acknowledge the people of the Kulin Nation as the traditional owners of this land.

2 Apologies

3 Disclosure of Interests
In accordance with Sections 77A, 77B, 78 and 79 of the Local Government Act 1989 Councillors are required to disclose a "conflict of interest" in a decision if they would receive, or could be reasonably perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

In accordance with Section 79B of the Local Government Act 1989 Councillors who consider that they have a personal interest that is in conflict with their public duty in relation to a matter may, if they do not have a conflict of interest as described above, apply to Council to be exempted from voting on the matter.

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

4 Minutes Confirmation

4.1 Ordinary Council Meeting
Confirmation of the minutes of the Ordinary Council meeting of the Hobsons Bay City Council held on 12 April 2016 (copy previously circulated).

5 Councillors’ 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 4pm on the day of the Council meeting.
7  Petitions/Joint Letters

7.1  Petition – Footpath Construction in Loretta Court, Seabrook

Directorate:  Corporate Services

Purpose

To advise Council of a petition, containing 23 signatories, objecting to the construction of a footpath within Loretta Court, Seabrook.

Recommendation

That Council:

1. Receive and note the petition objecting to the construction of a footpath within Loretta Court, Seabrook.

2. Receive a further report in relation to this matter at a future Council meeting.

The petition was received on 20 April 2016, and acknowledged on 21 April 2016.

The petition reads as follows:

“We the residents of Loretta Court, Seabrook strongly oppose/object against the construction of the footpath within Loretta Court:

- It will severely disrupt the parking arrangement for many properties
- Disrupt/ruin the landscaping and design of each property
- Minimise the privacy and safety of each property as the proposed footpath is located 2m from some front doors.

We the undersigned petition against the construction of a footpath within Loretta Court.”
8 Business

8.1 Community Wellbeing

8.1.1 Early Years Services – Altona/Seaholme Precinct

Directorate: Community Wellbeing  Appendix: 1  1st Pink

Purpose

To report the outcomes of community consultation in considering early years services provision in the Altona /Seaholme precinct including potential construction of an Early Years Hub and to recommend a revised service structure.

Recommendation

That Council:

1. Acknowledge the significant contribution made to the consultation program by kindergarten committee members, parents, educators and community members.

2. Confirm the construction of an Early Years Hub on the Altona P-9 College site, Civic Parade anticipated to be opened in January 2019 at an estimated cost of $6.9 million.

3. Accept the $1.6 million funding offer from the Victorian Government to support construction of the Early Years Hub.

4. Consolidate the Altona, Altona West and Somers Parade kindergarten services to the Early Years Hub and retain the Seaholme kindergarten service.

5. Seek membership from the four kindergarten committees to participate in a working group to inform the development of concept plans for an Altona Early Years Hub.

6. Continue to work closely with and support the committees of the Altona, Altona West, Seaholme and Somers Parade kindergartens in the ongoing operation of services.

Summary

Following the State Government’s confirmation of its election promise to provide a capital contribution to support the construction of an integrated early years facility in Altona/Seaholme Council requested a feasibility study be undertaken. Subsequently this report was presented to Council on 17 November 2015. At this meeting Council requested that consultation occur with kindergarten committees, early years staff, and the broader community to assess the options for early years services as outlined in the feasibility report.

The attached consultation report outlines the key concerns expressed by participants with a preference to retain the Altona, Altona West, Seaholme and Somers Parade kindergartens and that each facility be extended to accommodate 33 places in keeping with Education and Care Services National Regulations 2014. Participants acknowledged the potential benefits of a hub model in the provision of a greater range of early years services and the potential provision of long day care.
There has been a pronounced change in the demand for sessional four year old kindergarten programs across the sector which is also reflected in lower enrolments in the four kindergartens in Altona that offer sessional kindergarten programs. The availability of early education programs in all long day care services is impacting the service offering in the Altona/Seaholme precinct. Current enrolments and demographic projections indicate marginal increases in four year olds over the next ten years that will place further pressure on the financial viability of the single room stand alone kindergartens within this area.

The national reforms in education and care implemented in 2016 requiring increases to staff to child ratios has increased operational costs. This along with falling enrolments in a small catchment as well as an over-supply of places across four kindergartens reveals an unsustainable service structure. The existing kindergartens are and will continue to face financial viability problems.

In order to provide a sustainable service structure and a broader range of early years services and programs in the Altona/Seaholme precinct it is recommended that Council take up the offer of external funding to construct an Early Years Hub. This would entail the consolidation of the Altona, Altona West and Somers Parade kindergartens to the Early Years Hub and retain Seaholme kindergarten to ensure walkable access to a kindergarten facility for Seaholme residents.

**Background**

In late 2014 the State Government confirmed its election promise and the allocation of $1.6 million to support the construction of an integrated Early Years Hub within the Altona/Seaholme neighbourhood. Integrated early years service delivery is a model supported by evidence based research which shows that co-located integrated services facilitate improved access to services and support opportunities for children and families, particularly those most vulnerable or ‘at risk’. The model is also consistent with State Government policy direction and the continued commitment to funding integrated early childhood infrastructure. The Department of Education and Training’s preferred model for early years services, is to provide integrated Early Years Hubs on school sites.

Four stand alone kindergartens are located in the Altona/Seaholme neighbourhoods; Altona, Altona West, Somers Parade and Seaholme. The facilities ageing infrastructure does not meet the space requirements to implement new child to staff ratios which are required under the *Education and Care Services National Regulations 2014*. The Altona kindergarten facility, which also accommodates the Maternal Child Health (MCH) Services, is also unable to meet demands of the MCH service due to limited space. The State Government’s capital commitment of $1.6 million therefore presents an opportunity for the consolidation of some of these kindergartens on a single site.

Outcomes of the consultation process that examined current and future early years needs for early years services and facilities are contained in the Community Consultation Findings Report included in the appendix.

The participants main concerns regarding the possible consolidation of services into a hub model related to; loss of choice of centre and community connectedness; the potential loss of intimacy and homeliness associated with a small kindergarten, and the lack of parent and educators input into programs and reduced walkability.

While a number of concerns were raised in relation to an Early Years Hub many participants considered there was merit in the hub concept citing the main advantages as; the ability to provide more early years services; an increase in financial viability of services; provision of a flexible multi-use space; the ability to meet the need for extended and long day care and a facility addressing the need to provide fit for purpose MCH Service offices.
Independently facilitated workshops were a component of the consultation and the final workshop examined a number of service models. Participants identified the retention of all kindergartens and extension to 33 places per centre as the preferred option. The construction of a hub was the second preference. At the workshop there was some support for the consolidation of the existing services to provide three kindergartens.

Survey data, individual responses and community workshops identified the most important aspects of services for families as four year old kindergarten; MCH services; three year old kindergarten and free Council immunisation services. Long day care was also considered as important by over 60 per cent of survey respondents.

Following the formal consultation process further discussions with kindergarten committees and Councillors has occurred with many other service options examined. This has included retention of some or most of the existing facilities as well as inclusion of the construction of a hub.

Discussion

At both a local level and across the sector there is lower demand for sessional kindergarten programs which is evidenced by falling enrolments. Early Childhood Management Services, (ECMS) the largest provider of early years services in Victoria and management provider for the Altona kindergartens has confirmed this trend. Families are accessing more flexible services either through long day care centres or at early years services that provide extended hours programs as such services are more convenient for working families.

The trend in demand for sessional kindergarten programs in the Altona/Seaholme precinct is at its lowest level in the past six years with 120 enrolments this year compared to 136 last year which is ten per cent lower than the average over the past six years. It is anticipated that there will be a marginal increase in birth numbers in the precinct, however the sessional kindergarten model is not proving to be popular with families now and in particular working families.

While the preference identified by participants was for the retention and upgrade of the existing facilities the level of current and future demand for four stand alone facilities in this precinct is not operationally sustainable. There is an oversupply of kindergarten places in the Altona/Seaholme precinct. Across the four centres there are 132 places available and 120 enrolments. The maximum potential use of these buildings would provide 171 places.

Currently there are 120 families on the waiting list for 2017, the same number as this year so at this point there is little likelihood of increased enrolments.

The impact of the Education and Care Services National Regulations 2014 and the increased costs associated with implementation of new staffing ratios in 2016 along with lower enrolments has quickly brought into question the financial sustainability of single room stand alone kindergarten services. With four kindergartens in close proximity to one another in the Altona precinct competing for enrolment, the service structure is not sustainable considering the low levels of equity on balance sheets the kindergartens are vulnerable from year to year dependent upon enrolment numbers.

Council has been proactive in working with committees and service providers across the municipality over the last ten years to implement robust early years service structures and programs. This has seen the construction of Early Years Hubs at Laverton and Newport along with additional rooms added to create dual room centres at Home Road Newport, Seabrook Kindergarten, Russell Court Kindergarten Altona Meadows, The Range Kindergarten Williamstown and the Altona North Kindergarten.

These centres have been successful which is evidenced by good results against the National Quality Standards and strong balance sheets reflecting ongoing sustainability. The intention to change the service structure in the Altona/Seaholme precinct with the construction of a
hub is based on the known benefits of bringing together early years services on a single site to better meet the needs of families and developmental needs of children in the precinct and to provide a strong early years service structure that is sustainable.

**Hub rationale**

In considering a proposed hub development, it is recommended that the hub be a consolidation of three existing kindergartens; Altona, Altona West and Somers Parade. In order to maintain walkability it is further recommended that Seaholme Kindergarten be retained as a standalone service. To support the financial sustainability of Seaholme it is recommended that this kindergarten be included in the tender for a provider at the proposed hub facility.

A hub design should at a minimum include:

- three kindergarten rooms with 33 places
- two MCH consulting rooms plus a waiting area that will allow for immunisation sessions
- two additional consulting rooms
- flexible community space
- long day care

The Altona P-9 school site presents as the most viable site for an integrated early years hub of this design. This site can easily accommodate the proposed facility and has minimal traffic management issues. It will ensure the ability to maintain all existing programs, provide capacity for projected growth and opportunities for new services, as well as allowing a seamless transition from early years should families choose to enrol at the Altona P-9.

An integrated hub facility enhances staff safety, collegiate support and professional development opportunities. It also supports the Department of Education and Training preference for integrated hubs situated on school sites. The school is enthusiastic about the opportunity to accommodate an early years facility.

**Strategic Alignment**

This report specifically addresses the following goals and objectives in the Community Health and Wellbeing Plan and Council Plan 2013-17:

**Goal 1: An Inclusive, Resilient and Healthy Community**

1.1 Provide a range of accessible, high quality services and social supports.

1.2 Foster community wellbeing, capacity and sense of belonging.

1.6 Work in partnership with key stakeholders to attract and advocate for the services needed in Hobsons Bay.

**Goal 4: An Innovative, Proactive and Leading Organisation**

4.1 Undertake responsible and sustainable decision making and management.

4.2 Understand community needs, advocate and partner with others for the benefit of the municipality, especially in relation to children and young people.

The report also address the following objectives in the Children and Young People’s Plan 2014-18, which states that Council will:

1. Ensure Council’s services are appropriately tailored to respond to the needs of the community, in particular to vulnerable children and their families.

2. Ensure the continuous improvement of all early years’ services delivered by Council.
Policy
The development of an integrated Early Years Hub is consistent with Council’s policy regarding three year old kindergarten and Council’s Kindergarten Central Enrolment Policy and Procedures for four year old kindergarten.

Legal/Statutory Obligations/Risk
The development of an integrated Early Years Hub supports compliance with new Commonwealth legislation, as well as ongoing financial viability of the service.

Financial and Resource Implications
An internal review was undertaken regarding all costing, including analysis of quantity surveyor estimates provided to confirm the estimated capital cost. The estimated cost to construct a hub inclusive of long day care is $6.9 million with a net cost to Council of $5.3 million after deducting the $1.6 million state government grant.

An allocation of $7.2 million is included in the draft capital works program including $130,000 in the 2015-16 year for concept plans with the balance of construction funds provided through to 2018-19. This includes funds to remove buildings no longer required and reinstate sites.

Environmental/Social/Economic Impacts
A new building will be constructed to meet the energy efficiency requirements for the National Construction Code 2015 which will exceed the standards provided by the current buildings.

By building an integrated hub on a school site, families will have access to an increased number of centralised community and early years services and improve health and wellbeing outcomes and enhanced learning outcomes for young people. Feedback from families utilising the Newport Early Years Hub indicates a high level of satisfaction, particularly in relation to the convenience provided in accessing multiple services on a single site including primary education.

Consolidating services in buildings that meet new regulatory standards brings economies of scale and increased financial viability in the provision of early years services for providers.

The inclusion of long day care in a hub facility and the transition of existing four year old programs to a hub will result in increased employment numbers and career development opportunities for new and existing staff.

Consultation and Communication
An extensive consultation process was undertaken between November 2015 and February 2016. The attached report outlines a range of consultation methods that were used to maximise community participation. The recommendation includes the formulation of a working group drawn from the existing kindergarten committees and the school that will inform the development of concept plans and ultimately detailed design of the Altona Early Years Hub as well as future governance structures.

Broader consultation on the concept plans will occur with other early years providers, school and the community to ensure that any new facility reflects the needs of stakeholders.
Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.
8.1.2 Library Collection Development Policy 2016-2018

Directorate: Community Wellbeing

Purpose

The Library Collection Development Policy sets the framework for the purchasing, development and management of the annual library resources budget and the library collection as a capital asset of Council.

Recommendation


Summary

The Library Collection Development Policy was revised and approved for public consultation in late 2015. The public consultation period closed without feedback relating to the Library Collection and there is no requirement for any adjustment of the policy.

Adoption of the Library Collection Development Policy is recommended.

Background

The Library Collection Development Policy is the overarching document that sets the parameters for the purchase, management and development of the Hobsons Bay library collections.

The principles of the Library Collection Development Policy are underpinned by the United Nations Educational, Scientific and Cultural Organisation (UNESCO) Public Library Manifesto and Australian Library and Information policies associated with censorship, equity of access and freedom to read.

The Library Collection Development Policy covers all formats, including digital, and community languages.

The annual collection plan is reviewed in accordance with the Library Collection Development Policy and the approved budget. The collection plan identifies annual priorities and funds are allocated according to the criteria outlined in the policy.

An accompanying three year Collection Resource Plan will be developed to sit alongside this policy.

Discussion

Hobsons Bay City Council Libraries has gone through a period of significant growth in the period 2006-2016. This has included the re-development of libraries at Altona Meadows (2006), and Williamstown (2012), the opening of a new library in Altona North (2010) and the Newport Youth, Library and Seniors redevelopment due to open in September 2016.

The Collection across the five sites consists of approximately 165,000 physical items, including books, talking books, audio visual, newspapers and magazines. The accompanying e-collection includes e-books, e-audio, music downloads, and magazine downloads and film streaming through Beamafilms.
The policy responds to local needs, and demographic and industry trends. The consultation period did not reveal significant concerns with the policy. However, a subsequent collections survey has indicated the need for additional new content, and more new materials. This will be addressed in the Collections Resource Plan and consideration of future budget allocations.

**Strategic Alignment**

This report specifically addresses the following goals and objectives in the Community Health and Wellbeing Plan and Council Plan 2013-17:

**Goal 1: An Inclusive, Resilient and Healthy Community**

1.2 Foster community wellbeing, capacity and sense of belonging
1.4 Provide a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport
1.5 Foster cultural expression and lifelong learning

**Goal 2: A Well Planned, Vibrant and Sustainable Place**

2.2 Enhance neighbourhood character, while respecting local heritage and open space.
2.6 Ensure opportunities for residents to enhance their health and wellbeing are delivered upon through strategic integrated planning, social research, community consultation and evaluation

**Policy**

This report addresses the need to ratify and adopt the policy.

**Legal/Statutory Obligations/Risk**

Physical loans and visits are decreasing beyond the national trends. It is critical that the development of library collections in Hobsons Bay is carried out with a clear guide to best practice and future focussed collection management to mitigate decline, and stimulate library collection usage. The Collection Development Policy provides this framework.

**Financial and Resource Implications**

**Capital**

The draft budget for 2016-17 includes an allocation of $850,000 for Library Resources which includes both digital and hardcopy collections and IT infrastructure.

**Environmental/Social/Economic Impacts**

The community will be able to access the policy on the Council and Libraries’ website, it is not intended to produce a printed version.

Adoption of the new policy acknowledges and supports the transition of a collection that incorporates a vibrant offer of e resources and materials responding to a changing technological and information environment.

The Policy supports the importance of Council investment in one of its most significant non-building assets and will promote increased usage and appreciation of the collection.

**Consultation and Communication**

The Policy was placed on public exhibition for a six week period during February and March, 2016. No feedback was received in relation to the Library Collection Development Policy.
Libraries constantly receive feedback about the collection through Library feedback forms. The Collections Survey conducted in March 2016 indicated significant dissatisfaction with Collections, especially regarding the availability of recently published materials and the condition of the collection overall.

The policy supports and guides acquisitions to more closely meet the needs of our customers. The Collection Resource Plan will address and rectify, where resources enable, areas of dissatisfaction by customers.

The Library also purchase around 90 per cent of materials that are suggested by library members as long as they fit within the Library Collection Development Policy, in this way responding constantly to resident collection preferences.

**Officer Declaration of Conflict of Interest**

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to the Council, to disclose any direct or indirect interest in a matter to which the advice relates.

Council officers involved in the preparation of this report have no conflict of interest in this matter.
8.1.3 Community Wellbeing Service Report

Directorate: Community Wellbeing  Appendix: 3  1st Yellow

Purpose

To inform Council of issues, initiatives and projects undertaken by the Community Wellbeing Directorate from 18 March to 21 April 2016.

Recommendation

That Council receive and note the Community Wellbeing Service Report, including details of recent issues and initiatives undertaken by the directorate.

Family, Youth and Children’s Services

At the end of term two there were 55 kindergarten vacancies across the municipality, nine at Altona Meadows, seven at Robina Scott and five at Altona Gate, Home Road and Somers Parade kindergartens.

Sustainability Grant applications were distributed to all long day care and kindergarten services operating a funded four year old kindergarten program. Services have the opportunity to submit applications for grants up to $3,000 and will focus on reducing waste production, greenhouse gas emissions, water consumption and encouraging native flora and fauna to flourish. Applications close at the end of April 2016 with services being advised in May 2016 of the outcome.

Kindergarten enrolments will be on-line by the end of May 2016. This will support a paperless application process and enable families to enrol online. Paper enrolments will still be available.

A Multicultural Playgroup celebration was held for families on 17 March at St Martin de Porres Primary School. Over 25 families attended, sharing food and participating in a range of activities.

During March, Council’s Immunisation team gave 948 immunisations to 421 clients. The Immunisation team conducted regular preschool scheduled immunisation sessions and completed the first round of secondary school vaccinations. Planning is underway for the Annual Influenza Program.

Family Day Care celebrated its 40th birthday in March. Educators, staff, children, parents and management (past and present) came together to celebrate and share some history, with cake, balloons at a local indoor play centre.

The Youth Counselling service has engaged with 33 young people. The top three representative issues for these young people accessing this service are mental health issues 53 per cent, anger management issues 12 per cent and family issues 11 per cent. Currently there are no young people on the waiting list however, both counsellors are operating at full capacity.

The counselling team has also provided professional secondary consultation to over five schools in the last month.

The YMCA Youth Parliament Program is run by YMCA Victoria in conjunction with the State Government’s Office for Youth. The program culminates in a week-long residential camp, which includes three days debate in Parliament House; a formal opening and closing ceremony and a reception hosted by the Governor of Victoria.
The 2015 Youth Parliament team are an enthusiastic group of young people, highly motivated and passionate about making a positive change to the broader community in which they belong.

Two Cyber smart – Internet Safety Awareness workshops were facilitated on 3 March as a joint initiative of Hobsons Bay Youth Services and Hobsons Bay Libraries as part of their journey to become an eSmart Library. The focus was to support young people to stay safe online; one workshop targeted professionals who work with young people and the other one was for parents and carers.

Delivered by Greg Gebhart of the Office of the Children’s eSafety Commissioner, these workshops engaged 35 professionals and 20 parents across both sessions. Resources are available on the website www.esafety.gov.au.

Learning Communities

The hub hosted 226 activities in March and had over 11,000 visits. This included two cultural diversity week events, a wake and a health and wellbeing event where the headline act was staff member Paula Morgan, shaving her head and raising over $2,000 for Shave for a Cure.

Unfortunately one of our foundation tenant the Brotherhood of St Laurence vacated the hub after losing funding that supported the program offered to young people seeking employment and training. The program had very high success rates in assisting vulnerable young people into work or further training.

During Cultural Diversity Week, a total of 24 events were held across 15 locations in Hobsons Bay, with approximately 1,600 people participating.

The next major event for the GLBTIQ community is IDAHOBIT (International Day Against Homophobia, Biphobia, Interphobia and Transphobia) on 17 May 2016. A flag raising ceremony will be scheduled as part of the celebrations for this important day which the entire community is welcome to attend.

On Sunday 20 March approximately 130 Brooklyn community members came together to meet their neighbours and have a day out in their own suburb. The event was planned in partnership with ISIS Primary Care and a number of residents who have been meeting with the community development team for the last six months.

Planning is under way to recognise the many ways volunteers contribute to the health and wellbeing of the Hobsons Bay community as part of National Volunteers Week from 9 to 15 May 2016. From late April until to 20 May, a series of celebratory flags will be raised across the municipality to thank Council volunteers. A number of events will also take place at the Hobsons Bay Civic Centre and the Williamstown Croquet Club to recognise and thank the many residents who volunteer with Council.

A total of 137 entries were received for this year’s Summer Writing Prize. Judges returned their evaluation and the awards night was held on 14 April at the Substation. High profile Miles Franklin award winner Sofie Laguna was the guest speaker and prizes/certificates were presented. The event was attended by more than 130 people.

During March, to coincide with the Cultural Diversity Week, a total of 18 story time sessions were held across five library branches. The sessions were delivered in English and the following community languages: Greek, Mandarin, Polish, Arabic and Italian. The program was very successful with a total of 637 people participating and the received feedback was positive.

Tina Murray, one of the newest Home-grown Hobsons Bay writers is launching her book *Design your life from the inside out* at the Williamstown Library on 14 April. Up to 80 people attended the launch.
Community Care

The Assessment team has recommenced joint client visits with ISIS Primary Care Occupational Therapists to improve outcomes for clients. The initiative was originally started in 2010-11 but due to limited staffing resources at ISIS, the joint visit initiative was unable to continue. With a full complement of Occupational therapists, Council and ISIS Primary Care have recommenced joint visits.
8.2 Office of the Chief Executive

8.2.1 Service Report – Office of the Chief Executive

Office of the Chief Executive

Appendix: 4 1st Blue

Purpose
To inform Council of the recent issues, initiatives and projects undertaken by the office of the Chief Executive from 18 March to 21 April 2016.

Recommendation
That Council receive and note the Office of the Chief Executive Service Report, including details of recent issues and initiatives undertaken.

Western Distributor Project
The State Government and Transurban have released concept designs and commenced community consultation for the western distributor project. A series of community consultation sessions commenced on 16 April, continuing through the first week of May.

The CEO recently gave evidence to a Parliamentary Committee inquiring into the proposal. Representatives of Maribyrnong and Melbourne Councils also attended to answer the committee’s questions about the proposal. Their questions focused on consultation, traffic impacts, and whether the councils had any official position on the proposal.

VicRoads
The CEO recently met with the CEO of VicRoads to discuss a range of matters of relevance to Hobsons Bay, including the Western Distributor, level crossing removals, and various traffic hotspots and maintenance issues in Hobsons Bay. A follow up strategic session with regional representatives is scheduled during May.

Western Melbourne Regional Management Forum
The CEO recently hosted the Western Melbourne Regional Management Forum (RMF) at the Williamstown Town Hall.

The RMF is a grouping of government department heads and local government CEOs discussing current issues and identifying opportunities to share information and collaborate for best effect across the region. The new Chief Commissioner of Victoria Police, Graham Ashton, has taken over from his predecessor as chair of the RMF.

Western Region Councils biannual forum
The Mayor of Hobsons Bay Cr Peter Hemphill recently hosted the biannual forum for western region councils at the Newport Substation, with about 50 Councillors and senior officers in attendance. The Treasurer of Victoria, the Hon. Tim Pallas was the guest speaker and spoke about the Victorian economy, and the increasingly important role of Melbourne’s west in the growth and transition of the economy.

LeadWest delegation to Canberra
Mayors and CEOs from the western region councils participated in a delegation to Canberra during March and held meetings with various Ministers, Shadow Ministers, other MPs and
ministerial advisors. The western region mayors led the discussion sessions, which were wide ranging and included jobs, economic development opportunities, transport and infrastructure. Key meetings were with the Leader of the Opposition, Bill Shorten, Coalition Senators Scott Ryan and Angus Tayler, and shadow ministers Brendan O’Connor, Senator Kim Carr and Greens Senator Janet Rice. There was strong awareness and understanding of the issues of Melbourne’s west, and good commitment to working with the region to deliver tangible outcomes in the future.

**100 Services in 100 Days campaign**

Hobsons Bay City Council has recently launched a social media awareness campaign 100 Services in 100 Days, to raise awareness with our ratepayers of the more than 100 services that we provide in our community.

The campaign commenced on Monday 4 April and will continue until Friday 19 August, with a different Council service posted daily to Council’s Facebook, Twitter, LinkedIn and Flickr accounts.

So far the campaign has had a strong reach across Council’s social media platforms with the first week of posts reaching more than 22,500 people (6000+ Twitter, 5,500 LinkedIn, 11,400 Facebook). 13 Victorian councils have taken up the offer of access to the design files to assist with running their own local campaigns.
8.3 Corporate Services

8.3.1 Borrowing Strategy 2016-17

Directorate: Corporate Services

Appendix: 5 2nd Pink

Purpose

To present the Borrowing Strategy 2016-17 to Council for endorsement.

Recommendation

That Council endorse the Borrowing Strategy 2016-17 provided in the appendix, subject to adoption of the annual budget 2016-17.

Summary

The attached Borrowing Strategy 2016-17 recognises that loans can be a responsible option in addressing infrastructure backlogs, delivering improved assets and services to the community and maintaining equity between those generations of ratepayers who will actually benefit from the capital investment.

Council is in a solid financial position and is financially sustainable in the short term with reasonably low levels of debt.

Despite this Council’s current long term financial plan (LTFP) indicates that as a result of rate capping, further financial planning is required to enable Council to fully fund its capital works program, including asset renewal over the term of the LTFP. Further borrowings should only be included after other options are considered and only when Council is confident that it has the capacity to fund loan repayments, including both principal and interest, whilst ensuring financial sustainability.

In the long term, borrowing does not increase the amount of money available to spend. It allows a higher level of expenditure in a given year, however as borrowings must be repaid with interest, a reduction in expenditure is required in future years.

The Borrowing Strategy for 2016-17 is based on maintaining existing borrowings with no further borrowings factored into the strategy.

Background

Until 2014-15, Council’s borrowing strategy focused on debt reduction. Cash and investment reserves were used to maintain robust capital works programs. Internal and external funding, rather than borrowings were identified as important sources to fund the capital works program. Despite its debt reduction focus, Council did borrow to fund the most recent defined benefit superannuation shortfalls.

Council’s 2014-15 and 2015-16 borrowing strategies highlighted that borrowings were a financially sustainable solution to increase capital works renewal. By borrowing for some of these works, ratepayers will benefit from this expenditure both now and in the future in line with the intergenerational equity principle. Low interest rates were available due to the economic climate and the establishment of the Municipal Association of Victoria (MAV) Local Government Funding Vehicle (LGFV).
Previous borrowing strategies confirmed that Council had the capacity to increase its debt, whilst maintaining a financially sustainable position within acceptable debt levels. As such additional loan borrowings were included in 2014-15 ($5 million) and 2015-16 ($3 million) to fund additional capital works renewal expenditure. As a result of savings achieved in 2014-15 and identified in 2015-16, Council no longer has a need to borrow the $3 million budgeted in 2015-16.

Despite the identification of efficiencies and operational cost savings, the introduction of rate capping has led to an unfunded capital works shortfall within Council’s LTFP. Whilst a number of debt level measures indicate that Council could borrow the LTFP rate determination results indicate that additional borrowings may not be the answer until Council can be assured that it has the ability to fund repayments and ensure financial sustainability.

**Discussion**

This Borrowing Strategy 2016-17 has been premised on:

- existing loan borrowings of $9.2 million that are part of a LGFV seven year interest only bond
- existing loan borrowings of $5 million that are expected to be converted to a LGFV ten year interest only bond prior to the end of 2015-16
- no further borrowings proposed at this time.

**Strategic Alignment**

This report specifically addresses the following goals and objectives in the Community Health and Wellbeing Plan and Council Plan 2013-17:

**Goal 4: An Innovative, Proactive and Leading Organisation**

4.1 Undertake responsible and sustainable decision making and management.

The Borrowing Strategy is directly aligned to Council’s long term financial plan, annual budget and has a direct correlation to the 10 year capital works program with loans being used towards funding additional capital works renewal expenditure.

**Legal/Statutory Obligations/Risk**

Council’s powers to borrow are outlined in section 144 to 150 of the *Local Government Act 1989*, which identifies the obligation to include proposed borrowings in a budget or revised budget.

**Financial and Resource Implications**

Hobsons Bay’s total debt, indebtedness indicator, debt servicing ratio and debt commitment ratio indicate that Council has the capacity to increase its debt within acceptable levels.

The introduction of rate capping has led to an unfunded capital works shortfall within Council’s LTFP. Forecast financial results indicate that additional borrowings are not necessary until Council can be assured that it has the ability to fund repayments, whilst ensuring financial sustainability.

**Consultation and Communication**

The community is consulted and informed of Council’s intention to borrow through the Borrowing Strategy and the Annual Budget.
Officer Declaration of Conflict of Interest

Section 80C of the Local Government Act 1989 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.
8.3.2 Rating Strategy 2016-17

Directorate: Corporate Services  
Appendix: 6

Purpose

To present the Rating Strategy 2016-17 to Council for endorsement.

Recommendation

That Council endorse the Rating Strategy 2016-17 provided in the appendix, subject to adoption of the annual budget 2016-17.

Summary

Prior to the last state election the Government committed to implementing an inflation based rate cap, providing a process for the Essential Services Commission (ESC) to assess any proposed higher rate increases and allowing a higher cap in exceptional circumstances. The Fair Go Rates System commences in the 2016-17 financial year. The Government announced an inflation based rates cap of 2.5 per cent for the 2016-17 year. Although considered as rates Council’s waste service charges are exempt from the rates cap.

The attached Rating Strategy provides an overview and introduction to the rating framework. It explains what rates are, the bi-annual revaluation process, the objectives of differential rating and outlines appropriate rating under the Ministerial guidelines.

Rates in 2016-17 will be based on new 1 January 2016 valuations and the strategy provides information on the expected changes to average capital improved values (CIV). It highlights that residential properties have experienced significantly stronger growth, when compared to the non-residential sector. Rate increases will vary considerably across the differential rating categories and individual properties in a revaluation year.

Property revaluations are required to be undertaken every two years in accordance with State Government legislation. The 2016 revaluation has returned significant increases in many of the city’s residential areas. As a direct result, residential land owners in particular will experience a higher level of rate increase than the State Government rate cap. In addition, rate notices will also include the State Government fire services property levy which is expected to increase.

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

Council’s rating structure is outlined in the strategy, which explains in detail how Council proposes to raise its rates in 2016-17. The strategy outlines that, in accordance with the rate cap, a 2.5 per cent average rate increase will be applied in 2016-17.

The average rate and charge increase will be slightly lower than the rates cap, at 2.33 per cent. This results from the amounts to be levied for waste charges remaining consistent with the previous year and inclusive of a carbon price reimbursement of $500,000 to ratepayers.

The effect on rate increases as a result of the revaluation, both in dollar and percentage terms, for each of the rating categories is explained. Further detail is also provided on the
expected average change in residential rates, both in dollar and percentage terms, for each of the suburbs within the municipality.

This strategy, including the rate modelling within, is based on the 2016 valuation, which has generally been finished. In considering the rating strategy and modelling, it should be noted that valuations are subject to minor changes that could impact on the CIVs and rates.

Discussion

Rates will be based on new valuations as at 1 January 2016. As such, rate increases will vary considerably across the differential rating categories and individual properties.

The strategy highlights that residential properties have experienced significantly higher property value growth when compared to the non-residential sector. The average CIV increase is 14.69 per cent, but this varies dramatically for each rating category as follows:

- residential 17.36 per cent
- residential vacant land 12.26 per cent
- commercial 4.70 per cent
- industrial 0.32 per cent decrease
- petro-chemical 1.09 per cent decrease
- cultural and recreational 1.54 per cent decrease

The effect of the revaluations is that the rates burden is shifted to the residential sector. Council has attempted to mitigate this by slightly adjusting some of the differential rates within its rating structure and maintaining the waste service charges consistent with the previous year. The average rate and charge increase is 2.33 per cent, however this varies dramatically for each rating category as follows:

- residential 4.83 per cent
- residential vacant land 0.79 per cent
- commercial 0.42 per cent
- industrial 2.06 per cent decrease
- petro-chemical 11.2 per cent decrease
- cultural and recreational 0.50 per cent decrease

Service charges on properties in accordance with Section 158(1) of the Local Government Act 1989 for the collection, disposal and processing of garbage, recycling, garden waste and hard waste have remained the same as the previous year. Minor increases are expected to waste associated expenditure, but consistent waste charges are possible as a result of the carbon price reimbursement ($500,000) to ratepayers. The effect of the consistent waste charges is included in the average rate and charge percentages quoted above.

Council will continue to provide an additional rates concession of $50 to approved pension card holders and $70 for holders of a Gold Card issued by the Department of Veteran Affairs. In addition, Council will maintain its current position in relation to its Hardship Policy by providing relief for ratepayers suffering financial hardship.

Strategic Alignment

This report specifically addresses the following goal and objective in the Community Health and Wellbeing Plan and Council Plan 2013-17:

Goal 4: An Innovative, Proactive and Leading Organisation
4.1 Undertake responsible and sustainable decision making and management.
Council is heavily dependent upon rates as an income source. This Rating Strategy is aligned to the many strategies and plans presented throughout the annual budget process, in particular the long term financial plan.

Legal/Statutory Obligations/Risk
The rating framework is outlined in the Local Government Act 1989, in particular sections 154-181 which determine a council’s ability to develop a rating system. Section 3C (2) (f) of the Act provides that one of the key objectives of Council is “to ensure the equitable imposition of rates and charges”.

The Ministerial Guidelines for Differential Rating was published in the Victoria Government Gazette in April 2013. The guidelines were prepared to guide councils in the application of differential rates as provided in section 161 of the Act.

Council is required for rating purposes to undertake a general revaluation of all properties within the municipality every two years under section 13DC of the Valuation of Land Act 1960. The general revaluation for 2016 is nearing completion and will take effect in the 2016-17 financial year.

Financial and Resource Implications
Council is proposing to collect over $97 million in rates and charges during 2016-17. This is the most important source of income for Council, expected to account for more than 75 per cent of Council’s revenue.

Consultation and Communication
It is considered best practice that the Rating Strategy be a public document and subject to consideration by Council at a formal meeting. Following its adoption the strategy will be placed on Council’s website.

Officer Declaration of Conflict of Interest
Section 80C of the Local Government Act 1989 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.
8.3.3 Proposed Annual Budget 2016-17

Directorate: Corporate Services

Appendix: 7 2nd Yellow

Purpose

To present to Council the Proposed Annual Budget for the 2016-17 financial year in accordance with section 127 of the Local Government Act 1989.

Recommendation

That Council:

1. Prepare and place on public exhibition the Proposed Annual Budget 2016-17 provided in the appendix and in accordance with the Local Government Act 1989 (the Act).

2. Authorise the Chief Executive Officer to:

   a) Give public notice of the preparation of the Budget in accordance with the Act.

   b) Make available for public inspection the information required by Regulations 9 and 10 of the Local Government (Finance and Reporting) Regulations 2014.

3. Consider and hear any comments received in accordance with section 223 of the Act at the Ordinary Council Meeting to be held on 14 June 2016.

Summary

The Proposed Annual Budget 2016-17 is appended to this report.

The budget is premised on an operational surplus of $15.583 million. Operating surpluses are required to ensure that Council remains financially viable to fund current and future commitments, including the capital works program. After funding capital works and other non-operational items or non-cash items, a balanced financial result has been calculated.

Council proposes to increase its general rates by an average of 2.5 per cent in accordance with The Fair Go Rates System, which commences in this 2016-17 financial year. The average rate increase has been reduced from four per cent previously included in Council’s Strategic Resource Plan. This has been possible as a result of an efficiency and cost saving program that commenced in 2014-15 with a forensic review of Council’s operational budget, resulting in a $3 million underspend. The program continued in 2015-16, where savings of $1.3 million have so far been identified. Further reviews will be conducted to determine efficiency and cost savings that could continue on an ongoing basis. Despite this review service levels have generally been maintained in 2016-17.

Considering waste service charges are exempt from the rates cap they have remained consistent with the previous year, despite minor increases expected in relation to waste associated expenditure. The consistent waste charges are possible as a result of Council’s decision to reimburse a further $500,000 to ratepayers, due to the abolishment of carbon price. The result is that the average rate and charge increase will be slightly lower than the rates cap at 2.33 per cent, although individual variances are dependent upon changes to each property value, as detailed in Council’s rating strategy.
This year’s rates will be based on new 2016 valuations this means rate increases will vary considerably across the differential rating categories and individual properties. Residential properties have experienced significantly higher increases in value compared to the non-residential sector. This will grow the overall rate increase for individual rate payers who have experienced significant property valuation increases. Council’s rating strategy has attempted to mitigate the effect of the revaluation and the rates burden being significantly shifted to the residential sector by maintaining waste service charges consistent with the previous year and by slightly adjusting its differential rating structure.

Background

The annual budget process commenced during December 2015 and the proposed budget brings together all of the elements that have influenced its development including:

- community consultation process
- strategic priorities
- capital works program
- borrowing strategy
- rating strategy and rate modelling
- operational budget
- fees and charges

Discussion

Highlights of the $33.49 million capital works program include:

- roads ($11.497 million) – including road resurfacing program ($2.246 million), road resurfacing / resealing program ($1.458 million), shared trails ($3.907 million) and footpaths ($0.95 million)
- drains ($1.88 million) – including drainage upgrades ($1.550 million) and flood mapping ($0.25 million)
- open space ($8.288 million) – including parks, open space and streetscapes ($2.542 million), land improvements ($1.305 million), off street car parks ($1.68 million) and recreational, leisure and community facilities ($2.761 million)
- buildings ($8.627 million) – including the building renewal program ($3.30 million), sports pavilion upgrades ($1.295 million), Laverton Swim Centre ($0.75 million), early years facility in Altona ($0.68 million), completion of the Newport Library/ Youth Centre/ Senior Citizens Centre ($0.60 million)
- plant and equipment ($3.098 million) – including information technology ($0.51 million), library materials ($0.85 million) and scheduled replacement of Council’s vehicle and plant fleets ($0.908 million)

Strategic Alignment

The Proposed Annual Budget 2016-17 addresses all the goals and objectives in the Community Health and Wellbeing Plan and Council Plan 2013-17. In particular, the development of the operational detail within the Annual Budget 2015-16 relates to:
Goal 4 - An Innovative, Proactive and Leading Organisation

4.1 Undertake responsible and sustainable decision making and management.

4.3 Communicate and engage effectively with the community and provide excellent customer service.

The Proposed Annual Budget 2016-17 also aligns with Council’s long term financial plan, strategic resource plan, rating strategy, borrowing strategy and the capital works program.

Legal/Statutory Obligations/Risk

Council must prepare a budget for each financial year in accordance with section 127 of the Local Government Act 1989 (the Act). The format of the annual budget document is based on the model prescribed in the Local Government (Planning and Reporting) Regulations 2014.

Council must give public notice and provide an opportunity for the community to make comment on the contents of the proposed Annual Budget 2016-17 in accordance with section 129 of the Act.

A person has the right to make a submission to Council on the proposed budget under section 223 of the Act.

Financial and Resource Implications

The Proposed Annual Budget predicts an operational surplus of $15.583 million in 2016-17. The result is based on $127.807 million revenue and expenses of $112.224 million, which has been reduced from the 2015-16 forecast.

Council proposes to spend $33.49 million on capital works. The program is funded by capital income ($3.054 million) and carryovers ($1.159 million), whilst $800,000 is being transferred from the infrastructure reserve and $2 million from recreational land reserve. The balance of the capital works program is funded from the operational surplus and cash reserves.

Consultation and Communication

The 2016-17 budget consultation was undertaken in line with Council’s Community Engagement Framework.

The purpose of the budget consultation was to inform the community of the process and seek their feedback on key projects included in the 2016-17 budget. By undertaking community consultation early in the budget preparation cycle Council can ensure that community considerations are taken into account within the Proposed Council Budget.

More than 130 people participated in the consultation. This was achieved through a survey, a series of community information sessions and an opportunity for community members to submit a suggested project or capital work. The feedback from the consultation has been reviewed and budget submissions analysed and included as recommended projects and capital works for 2016-17 where appropriate.

The proposed budget will be made available for inspection and comment until 1 June 2016, whereby any person can make a written comment on any proposal contained in the budget. Feedback will be heard by Council on 14 June 2016.

The annual budget and the calculation of the financial results involve consultation with team leaders, managers, and directors who are responsible for managing the budgets for their assigned programs.
Officer Declaration of Conflict of Interest

Section 80C of the *Local Government Act 1989* 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.
8.3.4 Memorial Plaque Request – Captain John Dowling

Directorate: Corporate Services  Appendix: 8  2nd Blue

Purpose

For Council to consider the installation of a park bench and memorial plaque in recognition of the late Captain John Dowling.

Recommendation

That Council, having considered the community history aspect of this application, approve the installation of a memorial seat and plaque along The Strand, Williamstown in memory of Captain John Dowling.

Summary

Council has received a request for a memorial seat and plaque in memory of Captain John Dowling of Williamstown who was lost at sea with his crew of 16 men after the SS Coramba sank during a devastating storm that swept Port Philip Bay on 30 November 1934. Captain Dowling’s home was situated at 30 The Strand, Williamstown.

Background

Council has adopted a policy for the installation of memorial plaques and cremated remains in public places. The policy aims to commemorate individuals who have contributed significantly to the cultural, political or social aspects of Hobsons Bay’s development or shared community history.

Discussion

The SS Coramba left Williamstown in November 1934 on a trip to Warrnambool. On the return journey, the ship capsized off Phillip Island in a devastating storm. All 17 men on board perished. Captain Dowling was ordered to set out for the return journey even after requesting permission to delay sailing because of the forecast weather conditions.

The severe storm demolished the Williamstown and Middle Park public sea baths waves were reported to have reached three metres. Homes along The Strand were submerged by rising waters and the event had a significant effect on the local community.

This request reflects the shared community history aspect of Council’s policy for the installation of memorial plaques in public places.

If the application is approved by Council, officers will liaise with the applicant to determine the most appropriate location for the memorial in the vicinity of 30 The Strand, Williamstown.

Strategic Alignment

This report specifically addresses the following goals and objectives in the Community Health and Wellbeing Plan and Council Plan 2013-17:

Goal 1: An Inclusive, Resilient and Healthy Community

1.2 Foster community wellbeing, capacity and sense of belonging.
Goal 2: A Well Planned, Vibrant and Sustainable Place
2.2 Enhance neighbourhood character, while respecting local heritage and open space.

Goal 3: Quality Community Infrastructure and Public Open Spaces and Places
3.1 Protect and enhance our coastal environment, public open space network and natural areas.

Goal 4: An Innovative, Proactive and Leading Organisation
4.1 Undertake responsible and sustainable decision making and management.

Policy
Council’s Memorial Plaques and Cremated Remains in Public Places Policy defines a memorial as an object established in memory of a person, association, anniversary or event. It also states that there should be an association between the location of the plaque and the person to be commemorated.

Legal/Statutory Obligations/Risk
As required by the Council policy memorials shall be designed and sited so as not to intrude upon, damage the structure or natural environment, or otherwise create a public risk.

Financial and Resource Implications
In accordance with Council policy, the applicant must meet all costs associated with the design, manufacture and installation of the memorial, which shall be undertaken by, or under the direction of Council.

Environmental/Social/Economic Impacts
There should be an association between the location of the plaque and the person or event to be commemorated. The siting of a plaque and seat in memory of Captain Dowling along The Strand, Williamstown meets this criteria.

Consultation and Communication
Council’s Infrastructure and City Services department has been consulted in relation to this request. If the application is approved by Council, officers will liaise with the applicant to determine the most appropriate location for the memorial seat and plaque.

Officer Declaration of Conflict of Interest
Section 80C of the Local Government Act 1989 requires members of Council staff and persons engaged under contract to provide advice to the 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.
8.3.5 Service Report – Corporate Services

**Purpose**

To inform Council of issues, initiatives and projects undertaken by the Corporate Services Directorate from the period of 18 March to 21 April 2016.

**Recommendation**

That Council:

1. Receive and note the Corporate Services service report, including details of recent issues and initiatives undertaken by the directorate; and

2. In accordance with section 80A(2) of the *Local Government Act 1989* incorporate into the minutes of this meeting the written records of Assemblies of Councillors held on 22, 23 March, 5, 12, 13, 19 April 2016.

---

**Governance and Local Laws**

A citizenship ceremony for 90 candidates was held on 30 March 2016 at the Laverton Community Hub.

The processing of Council’s annual insurance renewals for 2016-17 is under way. The Council maintains various insurance policies including public liability, motor vehicle, plant and equipment and property insurance.

A review of the Councillor Code of Conduct has commenced in accordance with recent legislative changes. Council will be required to adopt the revised Code of Conduct at a Special Council meeting called solely for that purpose by 4 July 2016.

Council’s common seal has been affixed to three documents since 20 February 2016 (see appendix for details).

Safety Walk audit and inspections continue to be undertaken across Council workplaces with positive results. Identified or outstanding actions are reported to each of the Occupational Health and Safety (OH&S) Committees.

Ongoing reviews of the Directorate and Business Function Business Continuity Plans were undertaken and Business Continuity Plans updated as necessary and awareness of plans presented to relevant Council staff.

Council continues ongoing reviews of risks recorded in the Corporate Risk Register and alignment of operational and strategic risks.

There were 355 Local law CHARM assignments logged, nine vehicles were impounded as derelict/abandoned, 1,408 parking permits and 147 disabled parking permits were issued. Five footpath trading local law permits were issued. Three CHARM assignments were logged in regard to snakes, and one CHARM assignment was logged in regard to roosters.

There were 219 animal management CHARM assignments logged, 50 animals were impounded by Animal Management Officers and 12 animal fines were issued under the *Domestic Animals Act 1994*. 
Cat and dog registration renewal notices were sent during March in preparation for the new registration year, commencing 10 April 2016. Renewal notices were sent for 10,185 dogs and 3,497 cats. 3,235 animals were registered as at the end of March.

The following were issued through the Greenlight Parking Permits System: 158 resident parking permits, 1,120 ticket machine permits and 71 visitor permits. There are currently 2,895 active resident parking permits, 20,187 active ticket parking permits and 1,259 active visitor parking permits – total 24,341 active parking permits.

Emergency Management

A number of staff recruitment information sessions have been held, with new recruits being existing staff appointed into Emergency Management positions in case of an emergency. Supported by their managers and supervisors, the new recruits will be undertaking a suite of training mandatory to work within an emergency relief centre. The training includes Emergency Management Awareness, Working in an ERC, Crisisworks and Psychological First Aid training. This training is not only essential for the wellbeing of the impacted persons that may present in an emergency situation, but essential for the wellbeing of our volunteer staff.

Finance

Financial details of the September 2013 storm damage claim were provided to the National Disaster Financial Assistance team for audit of amounts and eligibility of expenditure.

The Laverton Community Hub receipting has been reviewed to reducing the time and resources spent collecting debts by increasing available payment options and prepayments.

Significant work has been completed in relation to the 2015-16 financial year as Council continues with its efficiency and cost saving program, which has identified savings of $1.3 million so far in 2015-16 (in addition to the $3 million underspend in 2014-15). The following reviews were conducted:

- a financial report to the Corporate Management Team (CMT) for the period ended 29 February 2016 was finalised and presented to CMT. This report assists in the preparation of the quarterly financial report to Council and focuses on the financial results and potential adjustments required for each department
- the quarterly financial report for the period ended 31 March 2016 is under way with management determining their March forecast change requests. Finance will analyse the results before preparing the Council report, which is the final opportunity for management to make forecast changes for the 2015-16 financial year.

The 2016-17 annual budget process is nearing completion and a significant amount of work has been completed to prepare the Proposed Annual Budget 2016-17 so that it is ready to be placed on public exhibition. This includes:

- a comparative list of fees and charges between the 2015-16 and 2016-17 (proposed) financial years was prepared and considered by Councillors
- an operational budget overview report was prepared and presented to the Councillors. This document provided a comprehensive financial analysis of each department within the organisation outlining: summarised income, expenditure and net cost; services provided; equivalent full time staff numbers; income statement; key budget information; and a detailed list outlining each account behind the financial result
- the ‘draft’ borrowing strategy was revised to reflect the direction that Council would not borrow $3 million previously included within the strategy
- the ‘draft’ rating strategy was revised to reflect updated valuations as at 1 January 2016. The strategy provides information on the expected changes to property values and the effect on rates across the differential rating categories and individual properties that will vary considerably in a revaluation year
• Council’s long term financial plan has been updated to include the ‘draft’ proposed budget financial result for 2016-17.

Discussions are being held with Australia Post to offer ratepayers another method of electronic rate notice delivery via email. Before being successfully implemented an upgrade will be required in Property.gov to introduce the program. This change is scheduled in the 2016-17 financial year.

Fifteen employees attended Maddocks *Competition and Consumer Law for Local Government* workshop held at the Council offices. Melanie Olynyk, partner at Maddocks facilitated the workshop and provided an overview on legislation in respect to National Competition Policy, competitive neutrality, restrictive trade practices including price fixing, boycotts, exclusive dealings and third line forcing.

**Customer Service**

Council’s contact centre received 9,463 phone calls (72 per cent), 1,729 counter visits (13 per cent), 1,703 emails (13 per cent) and 186 web chats (2 per cent) during the month of March.

Monthly call volumes continue to remain constant and phone interaction remains the most preferred contact method for our customers. The top five reasons for calls were related to waste (including Hard Waste bookings), planning, rates, animals and community care.

Emails received by the Customer Service Inbox include traditional emails, Snap Send Solve reports and online request forms submitted from Council’s website. The monthly email volumes continue to steadily trend upwards, as does the volume of Snap Send Solve reports.

The Snap Send Solve application provides customers with an easy way of interacting with Council to report a range of issues across the municipality. There were 167 reports received via Snap Send Solve in March. This number continues to increase each month and has more than tripled since the same time last year.

There were 1,729 customers who chose to visit in person at the Civic Centre. Most of these customers were making payments due to animal registration renewals being due.

There was an average of 186 customers who connected with Council via the online web chat option. This contact channel is continuing to prove an efficient and highly satisfying means of contacting Council for quick enquiries.

There were 2,740 payments processed both at the counter and via the mail and 3,781 CHARM requests entered for the month.

The Customer Service team provided 40 hours of backfill across the organisation during March. The Backfill Program continues to provide opportunities for skilled Customer Service staff to assist with short term position vacancies across the wide range of departments in Council.

**Information Services**

Council endorsed ‘Open Data Access Policy’ on 4 June 2015 that promotes a culture of open data and open government. In accordance with this policy, the Information Technology Team released ‘street tree’ and ‘bin collection’ data for public access. With this map-based data and similar data released by other contributing councils, Steve Bennett (a passionate open data advocate and member of Open Knowledge Australia) has created two very innovative and interactive website portals for the benefit and interest of the local community:

http://www.openbinmap.org/
http://www.opentrees.org
This represents a great example of what can happen when councils release valuable data for public access and the public good.

Utilising existing VoIP telephone technology, the Library customer service experience has been further improved with the rollout of ‘Web Chat’ and virtual ‘Email Routing Queues’. The new email routing solution will evenly distribute email enquiries to available Customer Service Officers, reducing the turn around time for customer replies. The new Library ‘Web Chat’ function introduces an additional line of communication that better supports the needs of our online community.

Citrix, the Council’s ICT remote access solution has been upgraded and revitalised. The new Citrix environment is faster, more stable, and vastly improved. This initiative will boost productivity and provide an advanced mobility tool for staff, Councillors, and contractors.

A number of other ICT projects have been completed that include a security upgrade to the Mobile Device Management System (MobileIron), improvements to the Urban Planning phone queues, reconfiguration to the Customer Service hard waste booking queue, and an important upgrade to Telstra’s online billing system (BRSS).

Major ICT projects that have been continuing over the recent months include a review implementation of a data protection system, replacement of the IT Service Desk System, Microsoft 2013 upgrade, and replacement of the Council’s PC (desktop) fleet to reduce costs and improve energy efficiency.
8.4 Infrastructure and City Services

8.4.1 Grieve Parade, Altona – Proposed Pedestrian Refuge Crossing

Purpose

To respond to a petition requesting Council to install a pedestrian crossing on Grieve Parade.

Recommendation

That Council:

1. Endorse the proposed location of a pedestrian refuge at the intersection of Grieve Parade with Wren Street and Railway Street South.

2. Inform the owner and occupiers of the adjacent properties in Grieve Parade located nearest the proposed pedestrian refuge.

3. Advise the lead petitioner of the outcome.

4. Advise the Principals of the Altona Primary School, Altona P-9 College, Mount St Joseph College and St Mary’s Primary School of the outcome.

5. Proceed with the works as part of the 2016-17 Traffic Upgrade Safety Program.

Summary

This report responds to a petition regarding pedestrian safety on Grieve Parade. The report proposes the installation of a pedestrian refuge in Grieve Parade, Altona to facilitate a safe crossing point for school children and their parents, accessing Altona Primary School (400 metres east), Altona P-9 College (450 metres north), St Mary’s Primary School (800 metres) and Mount St Joseph College (700 metres west). The recommendations are based on the outcome of an assessment of pedestrian demands and current traffic conditions completed by Council officers.

Background

Public safety concerns have been received by Council since 2012 in relation to pedestrians crossing Grieve Parade at the intersection of Wren Street and Railway Street South. Many of these pedestrians are school children and in particular students of Altona Primary School.

In response to a request received on 21 December 2012 an assessment of the safety of this location as a crossing point for pedestrians was undertaken. The assessment concluded that a school crossing could not be installed as VicRoads warrants or guidelines were not met.

Further, in response to representations made by parents of school children, new access ramps were installed early in 2013 on the respective corners of the subject intersection to aid pedestrians. This included a new ramp to Railway Street South where none existed previously and the replacement of the existing non-standard pram crossing in Wren Street.

On 24 November 2015 Council received a petition of 129 signatures requesting that Council install a pedestrian crossing on Grieve Parade, Altona, at either of two suggested locations, one north of the railway crossing and one south (Appendix A). The petition was tabled at the
Ordinary Council Meeting on Tuesday 1 December 2015 and in response to the petition it was resolved that a report be prepared in relation to this matter for consideration at a future Council meeting.

Subsequent to the tabling of the petition, the Hobsons Bay Leader newspaper published an article on Wednesday 16 December 2015 (Appendix B) reporting that the proposed facility will encourage some Altona Primary School students to walk to school on their own. It also states that "we hope to get a crossing, whether it’s an island crossing, as long as it’s for all the time".

Discussion

Grieve Parade is a 12.0 metre wide, two-way, undivided, local collector road with a posted speed limit of 50 kph (kilometres per hour). At present a 2.5 metre on-road shared parking and bike lane exists on both sides. A boom-gate operated rail level crossing, incorporating pedestrian safety gates, is located approximately 20 metres north of Railway Street South.

On page four of the petition two locations are nominated for consideration, one north of the railway crossing and one to the south (Appendix A). Officers completed an investigation of the site to determine the most suitable crossing point on Grieve Parade.

The suggested northern crossing point is located immediately north of Harrington Street. This location was assessed and determined to be too remote and on that basis it is not the preferred location for a pedestrian crossing facility.

The suggested southern crossing point is located at the intersection of Grieve Parade with Wren Street and Railway Street South. This proposed location would support the desire lines of pedestrians accessing the Altona Primary School, whether continuing to travel along Wren Street or along Grieve Parade through the railway crossing. On this basis, it is the preferred crossing point as it is on the natural path of travel which will encourage the use of the refuge by pedestrians.

In terms of a proposed pedestrian crossing, such as a zebra crossing, this treatment cannot be supported at this location. This is based on the particular configuration of the intersection in which the cross roads, Wren Street and Railway Street South, are staggered.

Consequently, the cross traffic must pass through the crossing point rather than adjacent to the crossing point. In addition, the introduction of a zebra crossing would further complicate the intersection for drivers already negotiating turning movements. Further, the close proximity to the rail level crossing results in the potential for traffic to queue up through the crossing and intersection. On this basis the location is unsuitable for a zebra crossing (Appendix C).

A suitable alternative treatment is a pedestrian refuge. Although a pedestrian refuge is not technically considered to be a pedestrian crossing it does improve safety for pedestrians. This is achieved by bisecting the crossing distance of Grieve Parade into two more manageable shorter stages by providing a central pedestrian refuge island. Further, these works are not required to obtain VicRoads approval.

On this basis, the assessment supports the proposed pedestrian refuge (Appendix D) as the most appropriate response to the petition as it addresses the level of risk associated with pedestrians seeking to cross at Grieve Parade at this location.

Although a pedestrian crossing is not able to be located at the most appropriate location, it remains an option to provide a complementary crossing at another location in Grieve Parade at some point in the future. If the pedestrians and vehicular traffic movements increase and it is warranted, a request can be made to VicRoads to approve the installation of a zebra crossing at a complementary location on Grieve Parade.
In summary, the location adjacent to the rail level crossing is considered a high priority for a pedestrian refuge. This is due to the high usage of this intersection by pedestrians, predominantly school children and a high volume of traffic in Grieve Parade, Wren Street and Railway Street South. Locating a pedestrian refuge adjacent to the intersection of Grieve Parade with Wren Street and Railway Street South is considered the most appropriate response to the petition.

**Strategic Alignment**

The proposed pedestrian refuge aligns with the following specific goal and objective in the Community Health and Wellbeing Plan and Council Plan 2013-17.

**Goal 3: Quality Community Infrastructure and Public Open Spaces and Places**

3.4 Provide and maintain roads, drainage and footpath networks that meet the needs of the community.

Council’s Road Safety Strategy 2011-13 considers safety of pedestrians in the vicinity of schools and involves a periodic review on traffic movements and parking restrictions.

**Policy**

The installation of a pedestrian refuge crossing facility is not subject to VicRoads approval.

**Legal/Statutory Obligations/Risk**

Council has a priority pedestrian safety program based on resolving issues according to risk across the municipality. This program is reviewed on a regular basis. This project is considered a high priority as children frequent the area and substantial traffic.

**Financial and Resource Implications**

It is estimated that the proposed treatment would require a budget of $30,000 (excluding GST) and it is proposed that these works will be undertaken in the next financial year and funded through the Traffic Upgrade Safety Program.

**Environmental/Social/Economic Impacts**

The proposed refuge crossing will assist in reducing traffic speed and create a safer crossing point for pedestrians (particularly school children) in this busy precinct with significant pedestrian attractors and increasing traffic volumes.

**Consultation and Communication**

If supported, members of the local community including residents and schools, will be advised of the works and project timelines. Project information will also be included in Council communications including the website.

**Officer Declaration of Conflict of Interest**

Section 80C of the *Local Government Act 1989* 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.
8.4.2 Service Report – Infrastructure and City Services

Directorate: Infrastructure and City Services

Appendix: 11 3rd Yellow

Purpose

To inform Council of the recent issues, initiatives and projects undertaken by Infrastructure and City Services from 18 March to 21 April 2016.

Recommendation

That Council receive and note the Infrastructure and City Services Report, including details of recent issues and initiatives undertaken.

Summary

Advocacy is a key focus of the Infrastructure and City Services Directorate this month. Council has been advocating with the State Government on various issues on behalf of the community. This includes reviewing proposals such as the Western Distributor Project, Level Crossing Removal and National Broadband Network node installations to name a few. The process is highly involved and requires collaboration with other affected councils and technical teams in the state government to discuss various options.

Council adopted the Grade Separation Principles for Hobsons Bay relating to the State Government’s plans for removal of level crossings. The final principles document will be distributed to all stakeholders including the Level Crossings Removal Authority (LXRA).

Discussions are still under way with the National Broadband Network (NBN), with Council advocating on behalf of the community regarding node locations.

Amongst our freeway on and off ramps, Newland Street and High Street stand out as they are residential streets. Addressing concerns and advocating for improving livability on these streets is a high priority for Council. In addition to advocating for improving roadside landscape presentation with state authorities, a higher level of maintenance activities has been recently carried out in High Street, Laverton. This includes ensuring road sweeping is carried out on the regular program and repairing or replacing damaged tactiles as required. This will be followed by road pavement repairs and clearing of drainage pits and pipes where needed.

City Services

The planting season is in full swing and works are under way. The focus is also on city maintenance. A new smart bin remote monitoring system is currently being trialed across 10 sites in Hobsons Bay. The sensors provide the real time monitoring of waste levels within each bin; which then sends messages back to Council officers when they are nearing capacity. This system enables real time response for garbage collection and provides a more efficient collection program. The trial is running in shopping precincts throughout the municipality.

Assets, Sport and Recreation

The scheduling of works for the building and maintenance of Council’s shared trails has been a key focus for the last month. This includes works at Cresser Reserve and planning of works along the Kororoit Creek Trail and Laverton Creek Trail.

In addition to the shared trails, strategic work for assessing participation rates in sport across the municipality is currently under way. This information will be used to ensure that Council
provides the right mix of recreational facilities for the community. There are seven winter sports played in Hobsons Bay with 30 different clubs who have a combined membership of over 5,250 people. These clubs use 53 playing fields within 21 different reserves throughout the municipality. The participation data will inform future works to ensure that Council resource allocation aligns with demands and endeavours to close gaps in provision.

Infrastructure and Projects

The Newport Youth Library and Seniors Centre (NYLSC) project delivery is on track and due to be completed in August 2016. The Williamstown Town Hall restoration and refurbishment works are due to be completed in June 2016.

Building renewal and minor open space projects are currently in progress. Asset protection works are continuing along the Altona/Seaholme Foreshore to minimize storm surge damage and foreshore flooding. Drainage works are also underway in Spotswood and Williamstown as a flood mitigation response to protect residential areas from flash flooding during rain events.
8.5 Strategic Development

8.5.1 The Substation New Funding Agreement

Purpose

To consider a new funding agreement with The Substation in line with the draft provided in this report.

Recommendation

That Council

1. Enter into a triennial funding agreement commencing 1 July 2016 and make a budget allocation of $350,000 annually to support it.

2. Update the conditions of the triennial funding agreement, with new requirements being that The Substation provides two additional reports on financial and operational performance against its business plan to Council each year, and establish ‘key performance indicators’ on various aspects of operations that will be agreed annually by September.

3. Nominate a Councillor to represent Council on the Board of The Substation in its non elected position, in lieu of a Council officer.

4. Advise The Substation that there is no capacity to vary the terms of the operational funding agreement over the triennial period.

Summary

The Substation is seeking Council’s consideration of a new triennial funding agreement, to commence from 1 July 2016. The Substation is seeking an annual contribution of $350,000 for the term of the agreement. Whilst this request is a substantial increase on the previous level of funding, it will enable the organisation to operate effectively as a major arts and culture asset in the city.

Background

The Substation operates as a contemporary arts space, its landmark building located in a prominent and accessible location in Newport. It is extremely well positioned as a contemporary arts destination for the region, is highly regarded in the arts sector and is an important space for the local community. Just over 50 per cent of its audience comes from Hobsons Bay with the remainder coming from across Melbourne. Its programming mix promotes high quality arts experiences and creates opportunities for it to contribute to the development of artists and the arts sector. The Substation brings significant investment into the city through funding partnerships and by providing cultural and economic opportunities.

It has been open for a relatively short period of time and has faced many challenges in determining what it requires to be a sustainable organisation that is best positioned to meet the cultural needs of the city and to reach its potential. This requires appropriate staffing levels and the ability to curate, market and promote, manage the hire business and maintain the building.
The board and staff have developed a Strategic Plan for the period 2016-19 and are confident in their ability to deliver the program effectively.

Discussion

The Substation delivers on key Council objectives and actions relating to arts, culture, community and economic development through a number of elements including innovative use of a large scale building on a prominent site, community use and public access, creative contemporary use of a heritage asset and a growing positive cultural reputation in Victoria. The Substation facilitates formal and informal engagement in the arts, short term and episodic events with a permanent building presence, providing a changing year round destination.

The Substation building is owned by VicTrack. It was decommissioned as a substation in the late 1960s, after which it was left derelict until 1996 when local residents embarked on a lengthy period of restoration and commenced its development as an arts space. While it has had a difficult period the potential community, social and economic benefits of The Substation as a contemporary arts space with a metropolitan reputation are considerable and wide reaching. As well as its importance to the activity centre it sits within, The Substation is strongly positioned to be the premier contemporary arts space for the western region. The current request strikes a balance between venue hire, realistic facility operational costs and delivering its cultural program.

Council is the major funding partner of The Substation and it is in the third year of a triennial funding agreement. The agreement which concludes on 30 June 2016 provided for funding of $200,000 each year for 2013-14, 2014-15 and 2015-16. Additional emergency funding was sought at various points over the term, when The Substation was not able to effectively trade through programming or was reliant on other short term sources of funding, restricting its operation.

Additional funding was sought also in response to issues raised in a 2014 Financial Audit and on advice from The Substation board regarding the basic financial capacity of the organisation, including its inability to build cash reserves. A full review of operational capacity and requirements led The Substation to present to Council in May 2015 with a request that Council amend the funding in its final year, considering an increase of $150,000 to provide a total of $350,000. In June 2015, the increase was formally referred to Council's 2015-16 mid year financial review and was allocated in March 2016.

The periods of financial stress demonstrated that the organisational and operational funding was not adequate, given the operating costs for the building (which before programming or staffing are noted as being $180,000 annually). The Substation operates at a minimal staffing level being 3.0 EFT with a recent successful grant application enabling the planned recruitment of a General Manager 0.8EFT to further progress grants and funding sources.

The Substation has been able to consistently draw new funding and investment into Hobsons Bay through philanthropic grants and partnerships, forming the basis of its programming budget. Its supporters have included Creative Victoria ($50,000 was received in 2015 in support of its visual arts program, and a funding application is being made due in April 2016 for ongoing organisational funding), Helen Macpherson Smith Trust, Gandel Philanthropy, Besen Family Foundation, Western Regional Development Authority, Leadwest, University of Melbourne, R.E. Ross Trust, Lord Mayor’s Charitable Foundation.

The Substation has met all of the terms of its funding agreements and subject to consideration of the funding request, Council can consider amending the terms of a future agreement (see appendix Current Funding Agreement). In addition to governance, strategic planning, financial and insurance provisions and requirements, funding agreements have:
• required The Substation to provide the venue at no hire cost up to six times each year of the term
• required Council to have a non elected representative on the Board
• general provisions for acknowledgement of support as agreed including web and banner placement at key events.

Council could elect to add clauses to strengthen its expectation of performance, reporting and governance given the revised level of funding requested. For example:

• seeking a detailed report in September and March each year on financial and operational performance against the business plan
• establishing ‘key performance indicators’ on various aspects of operations within the first three months of a new agreement
• noting that further requests for contributions beyond the agreed funding will not be entertained.

The non elected representative on the Board is currently Council’s Manager Cultural and Economic Development. If Council decides the role should be held by a Councillor as its non elected representative, this can occur.

Having a triennial funding commitment from Council is noted by The Substation as being critically important to major funding applications and critical to business planning. If a shorter term was required to be considered by Council, consulting with The Substation on what other requirements may help address the need for funding applications would be recommended.

**Strategic Alignment**

This report specifically addresses the following goals and objectives in the Community Health and Wellbeing Plan and Council Plan 2013-17:

**Goal 1: An Inclusive, Resilient and Healthy Community**

1.4 Provide a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

**Goal 2: A Well Planned, Vibrant and Sustainable Place**

2.3 Contribute to initiatives that encourage economic opportunities through local employment, business, industry and tourism.

**Policy**

Support of The Substation assists Council to meet several policy objectives including the principles established in Council’s Arts and Culture Plan: Cultural Vitality, Sustainability, Innovation and Excellence and Participation and Social Inclusion and its program areas Arts, Spaces and Places, History and Heritage, Strategic Development and Capacity Building; it meets several actions as noted in the Hobsons Bay Economic Development Strategy 2015-20 Investment Attraction and Facilitation (2.4 encourage diversity in local activity centres), Learning Connectivity and Innovation and Community led Economic Development. The Substation is an important asset in the Newport Structure Plan which is in development.

**Legal/Statutory Obligations/Risk**

The Substation operates as an incorporated not for profit arts organisation, overseen by a volunteer board comprised of people with representative professional skills. The financial
reports including balance sheet, profit and loss accounts are circulated, reported on and examined at Board meetings and published as required at the annual general meetings.

Council’s triennial funding agreement with The Substation requires Council to have a non elected representative on the Board, currently Council’s Manager Cultural and Economic Development.

During 2015 Council considered implications of the closure of The Substation, noting the loss of a cultural asset for the city, loss of economic activity, loss of cultural reputation for the city, and the potential vacant building or future sale of VicTrack assets that may be offered to Council to purchase. It was determined that this would remove a potential regional facility from the activity centre and greatly diminish the permanent presence for the arts in the city.

Financial and Resource Implications

A provision for $350,000 in the operational budget for 2016-17 has been included into the current draft budget.

Council’s contribution to The Substation is critical to its ability to operate effectively. Costs for Council to operate a similar facility would likely be well in excess of the funding commitment.

Benchmarking of local government contributions to arts centres has been researched and referenced.

Council has provided $1.28 million dollars in operational funding to The Substation over the past six financial years, commencing with its first annual funding agreement in 2010 and including the triennial agreement that commenced in 2013-14. The triennial funding agreement was in support of a financial request of $200,000 each year; over that time Council has contributed an additional $327,000 in response to operational requirements.

Environmental/Social/Economic Impacts

Local government has an established role in providing funding support and resources to enable the presentation of the arts, noted as important to a healthy and vibrant city.

A grass roots community campaign commenced the development as an arts space through the reclaiming and restoration of the building. While the Substation is in its infancy as an operating space, the potential community, social and economic benefits of The Substation as a contemporary arts space with a metropolitan reputation are considerable and wide reaching.

The Substation is an important part of the presentation and activation of the Market Street and Mason Street precinct of Newport, important to the Newport Structure Plan and in developing links to the NYCS Centre at Paine Reserve among others.

All tiers of government contributed to the building project to enable it to open, however only Council has a commitment to fund its core operating costs. The Substation continues to consistently draw investment into Hobsons Bay through new philanthropic funding and partnership opportunities, financial support from Creative Victoria, and has enabled several artists to present work with support from the Australia Council, as reported through Council.

Consultation and Communication

Financial reports including the operating costs of running the building have been presented through Council briefings. The Substation held its annual general meeting in March 2016.
Officer Declaration of Conflict of Interest

Section 80C of the Local Government Act 1989 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.
8.5.2 Service Report – Strategic Development

Directorate: Strategic Development

Purpose

To inform Council of issues, initiatives and projects undertaken by the Strategic Development Directorate from 18 March 2016 to 21 April 2016.

Recommendation

That Council receive and note the Strategic Development Service Report, including details of recent issues and initiatives undertaken by the directorate.

Summary

Cultural and Economic Development

Expressions of interest opened for the Kororoit Creek Shared Trail Public Art Commission, funded by Toyota Australia. Council is managing the commission in accordance with the Hobsons Bay Public Art Policy 2012. An art project advisory group (Art PAG) including Toyota representatives is being established and will meet to short list up to four artists to develop concepts. The final selection will be made in August and recommended for Council endorsement in September. The final stage of the commission will be the installation of the work in Altona in June 2017.

The Sons of Williamstown – A Labour of Love, Williamstown Town Hall Honour Board Interpretive Project was launched on 21 April with a follow up public program scheduled for 28 April. With funding assistance through the Anzac Centenary Community Grants Program, the photographic honour board has been conserved and research undertaken, to enable stories of the men and families to be known. A website www.sonsofwilliamstown.com.au has been created and will be available as a permanent feature for visitors to view when they are at the Town Hall. The launch and the project were timed to coincide with the ANZAC commemorative period. It is also part of a Hobsons Bay feature promotion as part of the National Trust Heritage Festival which runs from 16 April to 29 May 2016.

Strategy and Advocacy

Council’s Accessible Beaches three month trial finished on a high with the beach wheelchair and matting being made available across the four day Easter long weekend. Over the 17 week trial period the beach wheelchair provided 16 individual users and their families with access to Altona beach, and the matting has become a natural feature of Williamstown beach, providing access for a range of people. The feedback from the trial is currently being collated and reviewed, with an evaluation report and recommendations due to be provided to Council before the end of the financial year.

Consultation for Hobsons Bay 2030 is well underway. Community members have been engaged through a range of means, including:

- **via the postcard** – which was included in the Hobsons Bay newsletter, as well as being available in the Civic Centre and Council Libraries
or for residents aged between 16-25 years the option to grab their camera, smart phone or anything they can film with and tell us in 30 seconds or less what they want for the future.

Council has received an application for a joint planning scheme amendment and planning permit at 290-298 Millers Road, Altona North. The application proposes to rezone the land from Industrial 3 Zone to the Commercial 2 Zone with the application of the Environmental Audit Overlay and Design and Development Overlay. The change to the zone will allow for the land to be developed for large format retail uses. The planning permit application proposes a 4,635m² supermarket, several large retail stores with a combined area of approximately 8,000m² and car parking associated with all stores.

Planning, Building and Health Services

The recent strong growth in town planning applications continued in March with a 21 per cent increase in that month over the previous 12 month average. Demand for unit applications continues to be strong, along with demand for apartment style developments across the municipality.

A compliance campaign is currently under way relating to real estate agent boards being displayed in residential areas after sale or lease dates. Hobsons Bay real estate agents received written advanced warning of the campaign. Six infringement notices were issued in March, along with a further six in April.

Civil works, including internal roads and drainage are continuing at pace on the Port Phillip Mills site. The town houses along Ann Street are to be the first dwellings to be constructed on the site and commencement of that stage of the project is imminent.
9 Delegates Report

Directorate: Corporate Services

Purpose

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

Recommendation

That Council receive and note the recent Delegates Report.

RoadSafe Westgate Community Road Safety Council
16 December 2015, 17 February 2016 and 16 March 2016
Councillor Delegate: Cr Sandra Wilson

16 December 2015

A six month status report on the VicRoads Funded Programs was presented at this meeting including a report on key objectives for each program.

Victoria Police disclosed the statistics of car accidents in the Hobsons Bay municipality for the calendar year until the end of November.

17 February 2016

Victoria Police advised that four residents from Hobsons Bay had their vehicles impounded in January.

Roadsafe Westgate listed the programs for which they will apply for funding through the VicRoads 2016-17 grant applications.

The success and popularity of the Fit 2 Drive workshops was discussed. Many schools from the Hobsons Bay municipality have chosen to be involved in the program and 593 students have participated.

16 March 2016

The meeting was well attended by all the participant groups, including the Victoria Police, Hobsons Bay, Maribyrnong, Melton and Wyndham councils. Other attendees included representatives from Road Trauma Families Victoria and the Minister for Roads, the Honourable Luke Donellan MP.

The Treasurer’s and Secretary’s reports were presented to this meeting.

Presentations were made from the participant councils including, Hobsons Bay, Maribyrnong, Melton, and Wyndham.

The report presented by Hobsons Bay outlines our recent activities including:

- information on Safety Around Schools specifically Seabrook and The Queen of Peace Primary Schools
- consultation with VicRoads on strategic, pedestrian safety and operational safety issues
- road safety improvements were also outlined including Maddox Road, Newport; Grieve Parade, Altona and; Mason Street, Altona North.
A number of presentations were made to the Minister including:

- Roadsafe Westgate Community Road Safety Council Overview
- Road Trauma Families Victoria

A Roadsafe Westgate Community Road Safety Council Overview presentation was provided, outlining the role and function of Roadsafe Westgate provided over the last 25 years and included the following items:

- RWCSC received funding from VicRoads, Member councils and the Magistrates Court
- Senior Drivers’ Expo: a six hours road safety awareness program presented four times a year
- Vulnerable Road Users: proposed new program targeting pedestrians, cyclists and motorcyclists
- Safety message billboard trailer displayed 24/7 with more than 1,000,000 road users exposed to the messages each month with 24 site changes each year support with fixed billboards
- Safety message advertising in local papers with a combined readership of 300,000 and Western Radio.
- Speed advisory trailers followed up with enforcement by local Highway Patrol officers
- Combating Hoon Behaviour Program is supported through trailers and advertising
- Fit 2 Drive Program is targeted at the safety of novice drivers. It includes half day workshops with year 11 students. Since 2005 there has been 170 Fit 2 Drive workshops and this year 26 are scheduled to reach 4,000 young people
- Looking After Our Mates is a 45 minute presentation directed to year 12 students and sporting clubs, this year 15 sessions are proposed
- Road2Zero success is based on the participation and involvement of partnerships. Currently some of the partners include VicRoads, VicPolice, Roadsafe Westgate, community groups, schools and the wider community
- Over 19 Council Programs implement the various road safety initiatives
- Road Trauma Families Victoria is a vital organisation which creates awareness of the ‘Victim Voice’ and advocates on behalf of ‘families’
- The Poster/Banner Initiative is an innovative program for drivers on “Corrections Order”. Throughout an eight week driving education program offenders develop and design road safety posters
- Road Trauma Support Services runs Road Trauma Awareness seminars across the state of Victoria. Seminars include information regarding counselling, support and activities and encourage volunteer involvement.
- Roadsafe Westgate has strong representation from community groups, road safety organisations, local government officers and Councillors and Victoria Police. It aims to identify local road safety issues, develop and implement programs and state-wide campaigns and advocate on road safety issues.

A second presentation was made by the representative of Road Trauma Families Victoria outlining their work to support friends and families of those who have suffered road trauma.

At the conclusion of the meeting a membership certificate was presented to the Minister.
Metropolitan Transport Forum
6 April 2016
Councillor Delegate: Cr Carl Marsich

Level Crossing Removals
Andrea Macdonald was commissioned by the MTF to write a report to support member councils with their level crossing removals. The report provided information largely based on past experiences and recent crossing removals.

Key points identified include:

- Councils need to lead the planning process and consider the long-term implications as the Level Crossing Removal Authority is focussed on project delivery and not on strategic planning outcomes
- an effective model is to develop an Structure Plans/Urban Design Framework with a set of principles, guidelines and standards to ensure better outcomes
- take the opportunity to view recent level crossing removals (Sunshine/Tottenham/West Footscray/Springvale South) and consider the effect on the built form along the transport corridor
- build strong and enduring alliances with key agencies to identify joint funding opportunities for additional infrastructure
- success is reliant on an effective organisational structure that delivers a whole of Council response
- significant internal expertise is required with the ability to respond to short time-frames.

Metropolitan Local Government Waste Forum
7 April 2016
Councillor Delegate: Cr Paul Morgan

The meeting focused on market development of recycled road construction materials and public infrastructure. Sustainability Victoria presented on its work over the last 15 years with VicRoads including reviewing VicRoads specifications for crushed rock and concrete and using recycled road content in high-profile projects such as the M80, Hallam bypass and the Dingley bypass. Sustainability Victoria has also developed a business case for local government for using recycled products in pavement construction. The business case outlines where local government could achieve economic and environmental savings while maintaining the road or pavement’s performance.

Other presentations were provided by Alex Fraser, Tyre Stewardship Australia, Replas Victoria and Yarra Ranges Council, all advocating for local government to use recycled materials in road and pavement construction and other public infrastructure projects such as boardwalks, bollards and external furniture.

Sustainability Victoria also announced the launch of the paint product stewardship scheme where a levy will apply from 2 May 2016 which will fund paint collection until 2021. The scheme will commence from four permanent Household Chemical Collections sites from 29 May with another four permanent sites expected in 2016-17.
LeadWest  
13 April 2016  
Councillor Delegate: Cr Colleen Gates

The LeadWest April board meeting was held at Moonee Valley City Council.

The board agreed to adopt changes to its structure, which will see an increase of membership to include two representatives from each Council (a Councillor and the CEO or delegate), four independent members and an independent chair.

A special meeting of the board will be required to give effect to the changes, and it is anticipated that this meeting will be called for early May.

There is a requirement to appoint a new chair, with the current chair having completed the maximum term allowed under the LeadWest constitution. A role statement is being developed and the board will consider a formal recruitment process at its next meeting.

Strategic Advisory Group (SAG)  
13 April 2016  
Councillor Delegate: Cr Angela Altair and Cr Peter Hemphill

The Strategic Advisory Group (SAG) received a presentation on Hobsons Bay 2030 and was invited to provide feedback. Hobsons Bay 2030 will be the first ever long term vision for Hobsons Bay and will allow the community to have a greater role in telling Council what it wants Hobsons Bay to look like into the future. It will set out a direction to inform future Council policies and work until 2030. Having a longer term vision allows the Council Plan to become a more operational four year plan, supporting stronger linkages between the vision and Council’s day to day operations.

A presentation on the Biodiversity Strategy was also provided. Hobsons Bay contains internationally recognised wetlands, significant marine areas, remnant grasslands, creek lines and numerous parks and open spaces. The group was informed of key threats to biodiversity in the municipality and advised that improved connectivity along Kororoit Creek, Laverton Creek and the rail corridors is a priority for biodiversity protection. Community consultation suggested that the Hobsons Bay community want existing biodiversity protected. Consultation also identified a lack of appreciation for grasslands and a desire to see more community engagement events. Resourcing questions are being considered prior to the finalisation of the strategy.

Other business included a discussion on the need for clarity and certainty for the community and developers in relation to appropriate locations for higher density development; and the potential for partnership with Mobil to landscape the corner of Kororoit Creek and Millers Roads to create a ‘gateway’ to Altona. The group also discussed the timing of input to draft Council policy and projects prior to Council’s consideration. The group also questioned their role and considered they should be involved in high level strategies from their outset.

Truganina Explosives Reserve Advisory Committee  
13 April 2016  
Councillor Delegate: Cr Sandra Wilson

A representative from the City Strategy department attended the meeting and presented the Committee with an overview of the work that has been undertaken to date on development of the Biodiversity Strategy.
The Truganina Homestead building will undergo roof restoration and other improvement works starting in late April, which will keep the building water tight. The TERPS group has temporarily moved into the Caretakers Cottage, which is the weatherboard house neighbouring the Homestead. This arrangement will continue until restoration works have been completed.

The TERPS/Men’s Shed volunteer groups have also undertaken garden and minor building improvement works around the Caretakers Cottage.

A white-lipped snake was sighted within the reserve on Wednesday 13 April 2016 which is the first time this species has been seen at this location for a number of years.

Investigations are continuing into painting a section of corrugated fence in camouflage and also opening up a section of fencing on the southern boundary to improve visibility into the conservation section of the reserve.
10 Notice of Motion No. 1179 – Hobsons Bay support for Buloke Shire’s Rural Living Campaign

Cr Sandra Wilson has given notice of the following:

“There that Hobsons Bay City Council gives in principle support to the Rural Living Campaign, initiated by Buloke Shire in 2015 advocating that the residents of small rural shires are entitled to a specific minimum set of service levels, especially in times of uncertain financial sustainability and a rate capped environment.”
11 Supplementary Public Question Time

Supplementary public question time provides an opportunity for the public to ask questions directly related to items on the agenda that have arisen during the evening’s proceedings.

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

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

12 Urgent and Other Business

13 In Camera Business

In accordance with s89(2)(a)(b)(d)(e)(f) and (h) of the Local Government Act 1989, Council may resolve that the meeting be closed to members of the public if the meeting is discussing personnel matters, contractual matters, proposed developments, legal advice and any matter which Council considers would prejudice Council or any person.