



Ordinary Council Meeting Agenda

Tuesday 12 June 2018
Commencing at 7pm

COUNCIL CHAMBER

Council Chamber
Hobsons Bay Civic Centre
115 Civic Parade, Altona

**HOBSONS
BAY CITY
COUNCIL**



HOBSONS BAY CITY COUNCIL

Ordinary Council Meeting Agenda

12 June 2018

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

Respectful

Community driven and focused

Trusted and reliable

Efficient and responsible

Bold and innovative

Accountable and transparent

Recognised

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

Chairperson:

Cr Angela Altair (Mayor)

Strand Ward

Councillors:

Cr Tony Briffa (Deputy Mayor)

Cherry Lake Ward

Cr Sandra Wilson

Cherry Lake Ward

Cr Peter Hemphill

Strand Ward

Cr Jonathon Marsden

Strand Ward

Cr Colleen Gates

Wetlands Ward

Cr Michael Grech

Wetlands Ward

Tammi Rose
Interim Chief Executive Officer
Hobsons Bay City Council

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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

Ordinary Council Meeting

Confirmation of the minutes of the Ordinary Council Meeting of the Hobsons Bay City Council held on 8 May 2018 (copy previously circulated).

Recommendation

That the minutes of the Ordinary Council Meeting of the Hobsons Bay City Council held on 8 May 2018 be confirmed.

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 12 noon on the day of the Council meeting.

7 Business

7.1 Corporate Services

7.1.1 Presentation of Budget Submissions 2018-19

Directorate: Corporate Services

Appendix: 1 1st Pink

Councillor Portfolio: Not applicable

Purpose

To present the submissions received by Council in relation to the proposed Annual Budget 2018-19 and to hear from submitters requesting to be heard in support of their submission as a result of the public exhibition process

Recommendation

That Council:

- 1. Note the submissions received as a result of the public exhibition process for the proposed Annual Budget 2018-19.**
 - 2. Hear from those submitters requesting to be heard by Council in support of their submission.**
 - 3. Respond to submissions as part of the final budget deliberations at the Ordinary Council Meeting on 26 June 2018.**
-

Summary

The Proposed Annual Budget 2018-19 was placed on public exhibition following formal consideration at the Ordinary Council Meeting held on 10 April 2018, in accordance with Section 223 of the *Local Government Act 1989* (the Act). This statutory exhibition period provides a further opportunity for interested parties from the community to make comment.

At the close of the public exhibition period Council received 12 responses. A copy of each is attached to this report. Five of the parties that provided feedback have requested to be heard by Council at tonight's meeting.

Background

In accordance with the requirements of the Act, the Proposed Annual Budget 2018-19 was placed on public exhibition and comments invited from interested members of the community. The exhibition period was for 28 days and closed on 16 May 2018.

Interested parties who have provided comment could request to present to Council at the Ordinary Meeting of Council to be held on 12 June 2018. Five requests have been made to address Council at this meeting.

Discussion

A schedule of the submissions on the budget is attached as an appendix to this report. The following interested parties have requested to be heard in support of their submission:

- Jeff Challis, in relation to electric vehicle charge encouragement and charge points, including funding of \$300,000
- Michael Womack, General Manager Enterprize Ship Trust, requesting \$40,000 per annum for the next five years, to assist in the operations of the Enterprize
- Tony Mohr, Executive Director Alliance for Gambling Reform, seeking \$15,000 for Council to join as a principal partner of Alliance to assist with advocating for reforms to the gambling industry
- Ian Miller, Williamstown Crossing Group, seeking a Community Grant of \$5,000 to raise awareness of the Rail Crossing Removal proposed for North Williamstown
- Jason Price, Altona City Soccer Club, seeking an estimated \$4 million in relation to their Community Sporting Hub Proposal to develop the associated club rooms and facilities as per the Master Plan for Kim Reserve

Following this meeting, Council will take into account all submissions and presentations in final consideration of the annual budget. The Annual Budget 2018-19 will be formally considered at the Ordinary Council Meeting on 26 June 2018.

Strategic Alignment

Acknowledgement and review of public comment to the budget specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 4: A Council of excellence

- 4.1 Collaborate with all levels of government, service providers, not for profit organisations and the private sector to address the concerns of our community
- 4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management
- 4.4 Actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making

Policy and Previous Council Reports

Any consideration of the matters raised will be in the context of Council's long term financial plan, ten year capital works program priorities and rating and borrowing strategies.

Individual submissions may pertain to a particular council policy or strategy and if appropriate, will be reflected in the formal consideration of that submission.

Legal/Statutory Obligations/Risk

Council has complied with the requirements of the Act in advertising the Proposed Annual Budget 2018-19 and inviting public comment. No risks are associated with this process.

Financial and Resource Implications

Any changes that may be made as a result of the comments received will be factored into the budget that will be formally considered by the Council at the Ordinary Council Meeting on 26 June 2018.

Environmental/Social/Economic Impacts

The receiving and hearing of submissions contained within this report has no direct environmental, social or economic impact to note. Specific impacts in these areas as a result of any submission will be taken into account as part of formal consideration of that submission.

Consultation and Communication

The Proposed Annual Budget 2018-19 was placed on public exhibition as part of the legislated four week consultation period. The proposed budget was made available for inspection and comment until 16 May 2018, to allow any person to make written comment on any proposal contained in the budget.

In addition to the requirements of the Act to advertise the Proposed Annual Budget 2018-19 and invite public comment, Council conducted an additional pre-budget community consultation process. This was undertaken in line with Council's Community Engagement Framework and ensures that community considerations are taken into account within the proposed budget.

In accordance with the advertisement placed in the Star Weekly newspaper (Maribyrnong and Hobsons Bay edition) on 18 April, 2018, it is noted that any submissions received will be included in a register of submissions received in accordance with Section 223 of the Act. Submissions form part of the public record of the meeting (including any personal information) and will be published on Council's website (accessible worldwide) for an indefinite period. A hard copy will also be made available for inspection by members of the public at Hobsons Bay Civic Centre.

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.

7.1.2 Proposal to Lease – 110 The Strand, Newport

Directorate: Corporate Services

Appendix: 2 1st Green

Councillor Portfolio: Not applicable

Purpose

To advise Council of the outcome of the statutory procedure pursuant to sections 190 and 223 of the *Local Government Act* 1989 and to commence preparation of documentation with the South Pacific Health Club Williamstown Pty Ltd (South Pacific) for a new lease to Newport Park Gymnasium and Recreation Centre located at 110 The Strand, Newport.

Recommendation

That Council:

Resolves to appoint South Pacific Health Club Williamstown (current incumbent) as the tenant for the new Lease;

Premises	Newport Park Gymnasium and Recreation Centre including the carpark located at 110 The Strand, Newport
Permitted use	Operation of a gymnasium and leisure centre
Commencement	1 July 2018
Length of term	Five (5) years with one five (5) year option
Rent	\$235,000 per annum plus GST per annum and payable monthly with annual CPI increases, and a rent review at commencement of option period

Summary

Council received a request from South Pacific Health Club Williamstown Pty Ltd ('South Pacific'), seeking a new lease to the Newport Park Gymnasium and Recreation Centre (the 'Premises') located at 110 The Strand, Newport (see Appendix). South Pacific is the current lessee of the Premises.

At the Ordinary meeting of Council held on 13 March 2018, Council resolved to commence the statutory process to grant a new lease. Council is required to give public notice of the proposal to lease the Premises and invite and hear submissions in accordance with sections 190 and 223 of the Act.

Council published a Public Notice in the Maribyrnong and Hobsons Bay Star Weekly on 11 April 2018. The submission period was for 28 days and expired on 9 May 2018. No submissions were received.

This report is presented to Council seeking approval to proceed with the granting of the lease.

Background

The Premises, is located on Council land and is approximately 3,176m². The facility was originally constructed as a basketball stadium in 1994 and leased to the Williamstown YMCA for a three year term. Council resolved in 1996 not to extend the lease with Williamstown

YMCA and proceeded with a competitive tender process for the management and operation of the premises.

The Premises were licensed to RANS Management Group in 1966. In 1998 Council entered into a new lease with Cyber town Fitness Pty Limited 1998 for the purposes of a gymnasium and leisure centre. In September 2012, the lease was assigned to South Pacific who operate the South Pacific Health Club Williamstown.

Over the past 20 years, various modifications have been undertaken to the Premises which now comprises group exercise studios, cardio studio, crèche, change rooms, foyer/lounge area, sauna, spa, offices, storage, reception area and staff amenities. The former basketball court area has been converted into a gymnasium comprising weights and functional training spaces.

The current lease expires on 30 June 2018 and a request from South Pacific to Council was received, requesting a new lease for the Premises to allow for continuation of its operation as a Health Club. The Premises has a current site value of \$1,139,000 and a capital improved value of \$3,028,000 and a current annual rent is \$222,492.84 (ex GST) plus outgoings.

Discussion

Public Notice was published on 11 April and ended on 9 May 2018 with no submissions received.

Agreement during preliminary discussions was sought and reached by Council and South Pacific to proceed and enter into a new lease of the Premises upon the following terms and conditions:

- commencing rent of \$235,000 (ex GST) plus annual CPI increases
- market rental review at the commencement of the five (5) year option
- all outgoings to be paid by the lessee
- cosmetic internal works including such as painting, replacement of carpet etc. to be undertaken by the lessee

South Pacific have also proposed that, during the first term of the proposed lease, a range of refurbishment and cosmetic improvements will be undertaken to the Premises by South Pacific including refurbishing the change rooms and crèche as well as establishing a new member's lounge, juice bar/café and cycle studio. The current estimated costs of the proposed improvements is approximately \$300,000. These improvements will be undertaken by the tenant at their expense and will be subject to the required approval processes.

Council will retain responsibility for repairs and maintenance of the Premises as required under the *Retail Leases Act 2003*.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

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

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An inclusive and healthy community

- 1.1 Provide access to high quality services that enhance community health and wellbeing

Goal 2: A great place

- 2.3 Support the growth of our local economy, and encourage business investment that creates and maintains local jobs

Goal 4: A Council of excellence

- 4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

Policy and Previous Council Reports

On 12 May 1998, Council resolved to enter into a lease with Cyber town Fitness Pty Ltd for an initial period of ten (10) years with an option for a further ten (10) years and a commencing rental of \$106,200.

Legal/Statutory Obligations/Risk*Local Government Act 1989 (the Act)*

Prior to leasing any land, Council must carry out statutory procedures in accordance with section 190 and 223. Section 190 of the Act provides that Council must give public notice of the proposed lease.

Councils must publish the notice of the proposed lease at least 4 weeks before a lease is made and invite and hear any submissions received in accordance with section 223 of the Act.

Retail Leases Act 2003 (RLA)

Where a proposal to lease a premises is for a period of less than 15 years (excluding options) and the retail premises are used wholly or predominantly for the sale or hire of goods by retail or the retail provision of services, the RLA applies. Given that the proposal is for a term of five (5) years with an option of five (5) years, the RLA applies.

Financial and Resource Implications

Council will retain responsibility for repairs and maintenance of the Premises as required under the RLA. Since 2013-14, the average annual cost to Council for repairs and maintenance of the Premises is approximately \$61,000. The improvements the incumbent has proposed to undertake to the Premises during the first term of the proposed lease are expected to reduce this annual maintenance cost to Council.

There are no major improvements proposed for the Premises in Council's draft Long Term Capital Works Program.

Environmental/Social/Economic Impacts

The current lessee, South Pacific, operates across seven sites in Melbourne including St Kilda, Newport, Mentone, Melbourne City, Nunawading, Port Melbourne and Chadstone demonstrating an ability to operate a sustainable business model in a competitive industry.

The South Pacific Health Club Williamstown membership comprises around 2,500 (mostly) local residents. South Pacific prides itself on quality facilities and services to its membership base and is considered an industry leader in comparison to similar health and fitness operators.

Commercially operated health and fitness clubs make a significant contribution to the health and wellbeing of the community. Participation in physical activity is associated with better physical health and improved social, emotional and psychological wellbeing.

The Premises has operated as a commercial health and fitness centre for the past 20 years and is considered the most appropriate management model for this venue. The Premises are leased at a market rental rate and it is considered unlikely that Council would significantly increase its rental return by going to the market.

Consultation and Communication

Council is required to give public notice of the proposal to lease the Premises and invite and hear submissions in accordance with sections 190 and 223 of the Act.

Council published a Public Notice in the Maribyrnong and Hobsons Bay Star Weekly on 11 April 2018. The submission period was for 28 days and expired on 9 May 2018. No submissions were received.

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.

7.1.3 Policy Review – Dogs in Public Places, Street Stalls and Collections and Zero Tolerance – Illegal Parking Around Schools

Directorate: Corporate Services

Appendix: 3 1st Yellow

Councillor Portfolio: Not applicable

Purpose

To review Council's policies regarding Dogs in Public Places, Street Stalls and Collections and Zero Tolerance – Illegal Parking Around Schools

Recommendation

That Council:

- 1. Revoke the Dogs in Public Places Policy dated 2 August 2011.**
 - 2. Revoke the Street Stalls and Collections Policy dated 28 August 2012.**
 - 3. Revoke the Zero Tolerance – Illegal Parking Around Schools dated 27 September 2005.**
 - 4. Adopt the amended Dogs in Public Places, Street Stalls and Collections and Zero Tolerance – Illegal Parking Around Schools Policies as attached.**
-

Summary

The Dogs in Public Places, Street Stalls and Collections and Zero Tolerance – Illegal Parking Around Schools Policies (the Policies) were developed to ensure compliance with the relevant Acts and laws and respond to community safety concerns.

The Policies outline Council's approach to the following:

- ensuring accordance with the *Domestic Animals Act* 1994
- how Council will approach breaches of parking laws and rules around schools
- criteria for the approval of permits for street stalls, collections, busking and spruiking

Background

There are a number of policies that complement the provision of the Community Local Law 2015. These policies have been reviewed and updated in accordance with legislation and changes to procedures. The objectives of these policies are to provide a safe and healthy environment in which residents enjoy a quality of life and use of municipal property and amenity that meet the general expectations of the community.

Discussion

Council reviewed the above policies and the following changes are recommended:

- clarification that the policy applies to both dog owners and dog walkers
- inclusion of definitions of key terms

- updated list of off-leash locations
- an amendment which requires all stallholders proposing to sell food to submit a Statement of Trade to Council's Public Health Department

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 2: A great place

2.2 Celebrate and promote the diversity of our community

Goal 4: A Council of excellence

4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

Policy and Previous Council Reports

Dogs in Public Places - 2 August 2011

Street Stalls and Collections Policy – 28 August 2012

Street Stalls and Collections Policy – 27 September 2005 and July 2006.

Legal/Statutory Obligations/Risk

Council has reviewed these policies to meet statutory and legal requirements.

Financial and Resource Implications

There is no financial impost to amend these policies.

Environmental/Social/Economic Impacts

These policies serve to prohibit, regulate and control activities which may be dangerous or unsafe or detrimental to the quality of life in the municipal district and behaviour which may be a nuisance or detrimental to health and safety or adverse to the enjoyment of municipal property.

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.

7.1.4 Proposed Discontinuance of Part of a Government Road abutting 15 Challis Street, Newport

Directorate: Corporate Services

Appendix: 4 1st Blue

Councillor Portfolio: Not applicable

Purpose

The purpose of this report is to seek Council endorsement of the proposal to discontinue part of a Government Road in Jubilee Street, Newport and being part of the Road adjoining and enclosed within the boundary of 15 Challis Street, Newport.

Recommendation

That Council, having considered the two objections received, and in accordance with Section 206 Clause 3 of Schedule 10 of the *Local Government Act 1989* resolve to:

1. Discontinue part of a Government Road and the land be returned to the Crown
 2. Authorise the Chief Executive Officer of Council or their delegate to prepare and have published a notice of the discontinuance in the Victorian Government Gazette
-

Summary

Council received a request from the owners (**the applicant**) of 15 Challis Street, Newport to consider a proposal to discontinue part of a Government Road in Jubilee Street, Newport (**the Proposal**) and being the land currently enclosed within the boundary fencing of this property as shown hatched on the plan at Appendix One. The portion of the land affected by the Proposal is part of a Government Road having an area of approximately 52m.

If the discontinuance of part of a Government Road pursuant to the provisions of the *Local Government Act 1989* (LGA) were to occur, the land will then vest to the Crown as freehold land and enable the Crown to either retain or sell the land at their discretion.

Background

Council as its Ordinary Meeting of Council on 13 February 2018 resolved to commence the statutory procedures to discontinue part of a Government Road in Jubilee Street, Newport and being the land adjoining and enclosed with the property known as 15 Challis Street Newport.

On 28 February, 2018 an advertisement was placed in the Maribyrnong & Hobsons Bay Star Weekly newspaper and on Council' website under sections 82A, 207A and 223 of the LGA providing public notice of the Proposal. Letters were also written to adjoining landowners advising of the Proposal.

In response to the public notice, two written submissions were received (**the submitters**) objecting to the Proposal.

Discussion

At the Ordinary Meeting on 8 May 2018 Council considered the two written submissions. The submitters have listed the following reasons for objecting to the Proposal:

1. Fence line not constructed in accordance with a property land survey
2. No entitlement to take over public land causing pedestrians to have to deviate past this property rather than follow a lawful course
3. Council's does not have the power to sell land that forms part of a Government Road and should not proceed with this proposal and should take back the land and retain the part of the land as Government Road and deny the applicants the opportunity to legitimise the occupation of the land
4. Council proceeding with this proposal, will legitimise the illegal occupation and will set a dangerous precedent for the future.

Council officers have written to the submitters, outlining Councils response as provided in the report considered at the 8 May 2018 Ordinary Meeting.

1. In response to the first issue, the applicant has provided to Council a copy of a survey plan depicting the misalignment of the property boundary for 15 Challis Street, Newport. The encroachment onto the Government Road may well be more of a historical survey anomaly rather than a land grab.
2. With respect to the second issue, while there is no legal entitlement for a member of the public to take over public land, the fact of the matter is that occupation of the land has existed for well in excess of 50 years which appears to be as a result of a historical survey misalignment. The Jubilee Street road pavement adjacent to 15 Challis Street Newport has an irregular alignment and a wider than normal nature strip due to the roundabout at the intersection of Challis Street, Jubilee Street and Champion Road. As a result, this minor encroachment does not negatively impact on the function of Jubilee Street, the nature strip or the existing footpath.
3. In relation to the third key issue raised by the submitters Council is advised that Jubilee Street is a Government Road, which is essentially 'owned' by the State Government (the Crown). While Council has the power under section 206 and Schedule 10 Clause 3 of the LGA to discontinue and remove the road status of a Government Road, Council does not have the power to sell or transfer land from a Government road.
4. If discontinued, the land comprising the discontinued road will vest in the Crown pursuant to section 207B of the LGA, which land then becomes the freehold property of the Crown and may only be sold by the Crown. Any proposal to sell this land can only be undertaken by the State Government land manager, the Department of Environment, Land Water and Planning (DELWP). It is noted that prior to Council proceeding with the Proposal, Council is required to liaise with DELWP and seek "in principle" approval to commence the statutory procedures having regards to section 349 of the *Land Act 1958*.
5. The last key issue raised by the submitters pertaining to setting a precedent in the future, given that the Proposal seeks to regularise a survey anomaly which has existed for fifty years plus, proceeding with a proposal to discontinue the portion of the Government Road enclosed within the fenced boundary of the property, 15 Challis Street, Newport, will rectify a historical survey anomaly which has existed for fifty (50) years plus.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 1: Visionary, vibrant, accountable urban planning

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

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.1 Work with all levels of government, key stakeholders and the community to ensure urban development is appropriate and considers neighbourhood character and heritage
- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets

Policy and Previous Council Reports

The discontinuance and sale of the road is in accordance with Council's Policy for the Discontinuance, Closure and Sale of Rights of Way.

Council at its Ordinary Meeting on 13 February 2018 resolved to commence the statutory procedures to discontinue part of the road reserve in Jubilee Street, Newport.

Council at its Ordinary Meeting on 8 May 2018 resolved to consider the written submissions and receive a further report to enable a final decision to be made as to whether part of the Road should be discontinued and the land returned to the Crown.

Legal/Statutory Obligations/Risk

The statutory process to discontinue the road is being undertaken in accordance with the requirements of the LGA.

The implications of this report have been assessed in accordance with the requirements of the Charter for Human Rights and Responsibilities 2006.

Financial and Resource Implications

The owners of 15 Challis Street, Newport have agreed to reimburse Council all of its reasonable costs in undertaking this road discontinuance procedures. The land would be vested to the Crown as freehold land and enable the Crown to either retain or sell the land at their discretion.

Environmental/Social/Economic Impacts

There are no environmental, social or economic impacts resulting from the proposal.

Consultation and Communication

Public notice of the proposed discontinuance was published in the Maribyrnong and Hobson Bay Star Weekly newspaper on 28 February 2018 and published on Council's website.

In addition, Council wrote to abutting property owners advising of the Proposal and informed them of their right to make a submission.

Following publication of the public notice, Council received two submissions objecting to the Proposal. Council has written to each submitter confirming receipt of their objections and advising of the date when Council considered their submissions in accordance with the provisions of the LGA.

Following the Ordinary Meeting of 8 May 2018, Council has written to each submitter in response to key issues raised as objections.

Declaration of Conflict of Interest

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

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

7.2 Office of the Chief Executive

7.2.1 Council Plan Quarter 3 2017-18 Progress Report

Directorate: Office of the Chief Executive Officer

Appendix: 5 2nd Pink

Councillor Portfolio: Not applicable

Purpose

To update Council on the progress of the Council Plan 2017-21 major initiatives and initiatives for the third quarter of 2017-18 from 1 January to 31 March 2018.

Recommendation

That Council note the third quarter 2017-18 Council Plan progress report for the period 1 January to 31 March 2018.

Summary

This third quarter report indicates Council's progress against the 2017-18 major initiatives and initiatives that form the basis of the Council Plan and annual budget. Reporting on the progress of these actions is a legislative requirement. It also assists Council to ensure initiatives are on track throughout the financial year.

Background

In order to accomplish its responsibilities, Council's strategic framework allows the organisation to identify community needs and aspirations over the long term (via the Hobsons Bay 2030 Community Vision) and operationalise these via the Council Plan 2017-21.

The Council Plan 2017-21 articulates Council's strategic direction for the next four years. It is prepared in accordance with legislative requirements of the *Local Government Act* 1989 and is based on a planning framework that aligns the community's vision to our strategies, activities and financial resources.

The Council Plan 2017-21 is structured around four key goals, which describe how Council will serve the community to deliver on the community's vision for Hobsons Bay. Each goal identifies the objectives the organisation will work towards achieving for the period 2017 - 2021.

Discussion

In 2017-18 the Council Plan and annual budget included 12 major initiatives and 30 initiatives. Overall at the end of quarter three (31 March 2018), 52 percent (22) of all initiatives were progressing on schedule, with 36 percent (15) completed and 12 percent (5) to be completed in the 2018-19 financial year.

The third quarter progress report has identified that:

- of the 12 major initiatives, two have been completed, nine are progressing on schedule and one has been deferred to 2018-19
- of the 30 initiatives, 13 have been completed, 13 are progressing on schedule and four will be deferred to 2018-19

Initiatives completed this quarter included:

- develop a policy position on the provision of community aged care and disability services, including Home Care Package Pilot (HPCC) and National Disability Insurance Scheme (NDIS) rollout
- update and review the Influenza Pandemic Plan
- redraft the Municipal Public Health Emergency Management Sub Plan
- coordinate the Gold Coast Commonwealth Games Queens Baton Relay and produce associated events taking place in Williamstown in February 2018
- review the Road Management Plan

Strategic Alignment

This report specifically addresses all six priority areas of the Hobsons Bay 2030 Community Vision. It also specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 4: A Council of excellence

- 4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management
- 4.3 Provide excellent customer service whilst ensuring all our communications are clear and easy to understand
- 4.4 Actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making.

Policy and Previous Council Reports

The completion of the 2017-18 major initiatives and other initiatives for the third quarter demonstrates Council's performance towards achieving the Hobsons Bay 2030 Community Vision and the Council Plan 2017-21.

Legal/Statutory Obligations/Risk

In line with the prescribed Governance and Management checklist as set out in the Local Government (Planning and Reporting) Regulations 2014, Council will consider quarterly reports on the progress of the Council Plan.

Financial and Resource Implications

The major initiatives and other initiatives for the third quarter are funded through the annual budget.

Environmental/Social/Economic Impacts

The first quarter progress report provides information on Council's performance in relation to the goal areas of the Council Plan which includes actions towards strengthening the built, social, economic and natural environments across Hobsons Bay.

Consultation and Communication

The Hobsons Bay 2030 Community Vision and the Council Plan 2017-21 were developed through consultation with the community, stakeholders, and Councillors. Major initiatives and initiatives are derived from service planning exercises undertaken by Managers and Coordinators.

In addition, this report will be placed on Council's website to update the community on the implementation of the Council Plan. The community will be further informed of progress via the end of financial year Annual Report.

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.

7.2.2 Annual Review of the Council Plan 2017-21 and Hobsons Bay Community Vision

Directorate: Office of the Chief Executive Officer

Councillor Portfolio: Not applicable

Purpose

To inform Council on the annual review of the Council Plan 2017-21 and Hobsons Bay 2030 (Council's integrated Municipal Public Health and Wellbeing Plan).

Recommendation

That Council note that no changes are required to the Council Plan 2017-21 and the Hobsons Bay 2030 community vision.

Summary

Section 125 (7) of the *Local Government Act* 1989 requires Council to consider, at least once each financial year, whether the current Council Plan requires any adjustments in respect to the remaining period of the Council Plan.

In addition the *Public Health and Wellbeing Act* 2008, Section 26 (4), requires that the Municipal Public Health and Wellbeing Plan be reviewed annually. The Hobsons Bay 2030 community vision (HB2030) together with the Council Plan meet Council's legislative requirement for an integrated Municipal Public Health and Wellbeing Plan (MPHWP), as per section 27 of the *Public Health and Wellbeing Act* 2008. Accordingly, Hobsons Bay 2030 also requires annual review.

Background

The Council Plan 2017-21 is guided by the vision and priorities of the HB2030. The Council Plan includes the organisation's mission and values along with goals, strategic objectives and strategic indicators for Council.

The HB2030 and the Council Plan 2017-21 were developed through in-depth consultation with community, staff and stakeholders, in order to understand their needs and develop future directions for Council and the municipality.

In addition to specific consultation around projects and policies, each year Council undertakes an Annual Community Survey. This survey interviews a statistically representative sample of residents to seek feedback on how important Council's services and facilities are to them, their level of satisfaction with these services and facilities, and any key issues facing the municipality. Results from this survey assist Council to monitor and prioritise service and infrastructure improvements as well as to identify any issues that need addressing, including areas for advocacy.

Each year, in alignment with the legislation described above, Hobsons Bay 2030 and the Council Plan 2017-21 must be reviewed to ensure that they still align with community and organisational directions.

Discussion

In July 2015 Council undertook a mid-term review of the Community Health and Wellbeing Plan 2013-17 (Council's previous Municipal Public Health and Wellbeing Plan). Feedback indicated that the plan required no changes; however suggested that the next health plan

have a longer term focus with stronger implementation links through the four year Council Plan. This feedback supported the development of the community vision, Hobsons Bay 2030, formally received by Council in February 2017. Following this, the Council Plan 2017-21 was adopted by Council in June 2017.

As HB2030 is implemented via the Council Plan, the annual action planning process fulfils our legislative requirement to review the Council Plan and Hobsons Bay 2030 each year. Further, feedback from the community through the Annual Community Survey supports that no changes are considered necessary to the goals, objectives or indicators, as these continue to reflect the long term priorities of the community and Council (articulated in HB2030) as well as current legislation and government priorities.

Strategic Alignment

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An Inclusive and Healthy Community

1.5 Understand the current and future needs of our community, and work to ensure those most vulnerable in our community are safe and have equitable and timely access to the support they need

Goal 4: A Council of excellence

4.1 Collaborate with all levels of government, service providers, not for profit organisations and the private sector to address the concerns of our community

4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

4.4 Actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making.

Legal/Statutory Obligations/Risk

Section 125 (7) of the *Local Government Act* 1989 requires Council to consider, at least once each financial year, whether the current Council Plan requires any adjustments.

In addition the *Public Health and Wellbeing Act* 2008 Section 26 (4), requires that the Municipal Public Health and Wellbeing Plan (MPHWP) be reviewed annually. As Council's integrated MPHWP, this requirement applies to the Hobsons Bay 2030 Community Vision.

Financial and Resource Implications

The review of the Council Plan 2017-21 and Hobsons Bay 2030 is undertaken within existing operational budgets.

Environmental/Social/Economic Impacts

The Council Plan 2017-21 and Hobsons Bay 2030 include priorities, goals and objectives which aim to create sustainable change within the natural, social and economic environments.

Consultation and Communication

The Council Plan 2017-21 and Hobsons Bay 2030 were developed through in-depth consultation with community, staff and stakeholders. Each year Council undertakes an

Annual Community Survey to understand changes in community needs and emerging issues. Results from this survey, as well as other consultation for policies and projects undertaken throughout the year, are used to further support Council's priorities and directions.

As there have been no changes required to the Council Plan as it relates to subsection 2(a), 2(b) or 2(c) of the Act, public exhibition is not required.

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.

7.2.3 CEO Operations Report

Directorate: Office of the Chief Executive Officer

Appendix: 6 2nd Green

Councillor Portfolio: Not applicable

Purpose

To provide Council with a regular update from the Chief Executive Officer (CEO) on the recent initiatives, projects and performance undertaken.

Recommendation

That Council:

- 1. Receive and note the Chief Executive Officer's Report on Operations, including details of recent issues and initiatives undertaken by the organisation; 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 8 and 15 May and 5 June 2018.**
-

Summary

The CEO's Report on Operations provides Councillors and community a regular update from the Chief Executive Officer on key initiatives, projects and performance (appendix is attached).

Discussion

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

Strategic Alignment

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

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 4: A Council of excellence

- 4.3 Provide excellent customer service whilst ensuring all our communications are clear and easy to understand**

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.

7.3 Strategic Development

7.3.1 Compact of Mayors Reporting 2017-18

Directorate: Strategic Development

Appendix: 7 2nd Yellow

Councillor Portfolio: Environmental Sustainability
Cr Jonathon Marsden and Cr Sandra Wilson

Purpose

To provide an update on Council's progress towards reporting on our commitment to the Compact of Mayors.

Recommendation

That Council note the progress made towards its Compact of Mayors commitments and continue to support and promote Council's climate change mitigation and adaptation activities.

Summary

On 5 June 2017, Council committed to the Compact of Mayors. As part of its first year commitment, Council has completed a community-wide greenhouse gas emissions profile and identified its climate hazards through Council's Climate Change Adaptation Plan 2013-2018.

The emissions profile and hazards will be reported through the International Council for Local Environmental Initiatives (ICLEI) to the Compact of Mayors. Once verified, Council will receive confirmation of its compliance with the Inventory Phase (Phase 2) of the program. Council's emissions profile and hazards will be made public on the Global Covenant of Mayor's website and Council's website. In 2018-19 Council will then be required to set science-based greenhouse gas reduction targets and assess its vulnerability to climate change.

Background

The Compact of Mayors is part of a global coalition of mayors and city officials committed to reducing local greenhouse gas emissions, enhancing resilience to climate change and publicly tracking progress.

Council has up to three years to meet a series of requirements, culminating in the creation of a full climate action and adaptation plan, which will be recognised as each phase is achieved. The four phases are:

1. Commitment – made on 5 June 2017.
2. Inventory - build and complete a community-wide greenhouse gas inventory and identify climate hazards.
3. Target – set science-based greenhouse gas reduction targets and assess climate change vulnerability.
4. Plan – develop a climate action plan demonstrating how Council will reduce its emissions and a climate change adaptation plan demonstrating how the city will adjust to actual or expected climate change impacts.

Discussion

As a signatory to the Global Covenant of Mayors for Climate and Energy, Council is required in the first year to build and complete a community-wide greenhouse gas inventory and identify climate hazards.

An emissions profile compliant with the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC) has been completed. Council's total annual community emissions have been calculated as 1,568 Kilotonnes (kt) of carbon dioxide equivalent. The largest source of community emissions is stationary energy, which mainly comprises electricity consumed by buildings and facilities and accounts for 77 percent of total emissions. Meanwhile, on-road transportation is responsible for 21 percent of emissions, emissions from solid waste account for 2 percent and wastewater 1 percent.

It is important to note that while this profile is compliant with the international standard (GPC), and covers emissions from the entire community, Council only has a limited amount of control and influence over many of the sources of the emissions. While Council can continue to advocate and assist the broader community to implement energy efficiency and renewable energy projects, a cross-sectoral approach – with residents, business and other levels of government – is required to achieve substantial emissions reductions throughout the municipality.

Rather than use this profile as a baseline upon which to develop targets and measure the impact of climate change mitigation actions by Council, a targeted monitoring program should be developed to measure and report on the impact of these actions. As new data sources become available and methods for calculating emissions become more sophisticated, the calculated profile for Hobsons Bay will change, regardless of actual changes to emissions.

Council's Climate Change Adaptation Plan 2013-18 identified Hobsons Bay's climate hazards broadly as drought, floods, storms and heat. The plan identifies 38 risks across these hazards. The Climate Change Adaptation Plan is currently being reviewed and will respond to the need to identify and monitor actions that have a significant impact on climate change hazards.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

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

Priority 5: Activate sustainable practices

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An inclusive and healthy community

- 1.5 Understand the current and future needs of our community, and work to ensure those most vulnerable in our community are safe and have equitable and timely access to the support they need

Goal 2: A great place

- 2.1 Protect and promote public health and community safety

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets
- 3.3 Protect and enhance our coastal environment, biodiversity and natural areas, in partnership with major stakeholders and the community
- 3.5 Work with the community, businesses and all levels of government to actively and innovatively address climate change and promote sustainable living

Goal 4: A Council of excellence

- 4.1 Collaborate with all levels of government, service providers, not for profit organisations and the private sector to address the concerns of our community

Policy and Previous Council Reports

Council currently has a number of climate change related policies and plans that align with and support the Compact of Mayors commitments. These include the Climate Change Policy 2013, Corporate Greenhouse Strategy 2013-2020, Community Greenhouse Strategy 2013-2030 and the Climate Change Adaptation Plan 2013-2018 (under review).

Council resolved to sign up to the Compact of Mayors at the Ordinary meeting of Council on 11 April 2017.

Legal/Statutory Obligations/Risk

In becoming part of the Compact of Mayors for Climate Change, Council commits to reporting publicly on our actions towards reducing our emissions.

Financial and Resource Implications

Undertaking works to reduce Council's energy, waste and water use will reduce long term operational costs. Measuring Council's greenhouse gas emissions allows Council to manage and direct actions to reduce greenhouse gas emissions and move towards the target of zero net emissions by the 2020. Council allocates \$430,000 a year towards projects that assist Council in reducing its greenhouse emissions. These works are informed by Council sustainability policies and Target 2265 which is a four year admissions reduction plan adopted by Council. The cost of implementing Council's sustainability strategies is considered each year in the setting of the annual budget.

There is an annual membership fee of \$1,700 per annum payable to ICLEI. Whilst participation is free for the Compact of Mayors, Council's membership of ICLEI is important in order to access advice and tools to assist with the analysis and reporting of Council's sustainability actions. An additional benefit has been Council's participation in the Cities Partnership program.

Environmental/Social/Economic Impacts

The Compact of Mayor's program looks at the environmental initiatives that Council has undertaken which contributes to enhance the natural, built, economic and social environments within Hobsons Bay. Reporting on these initiatives is an important element of Council leadership to its community, including increasing transparency and demonstrating the actions being undertaken by Council to meet the goals identified in our suite of environmental strategies.

Consultation and Communication

The community is consulted when developing strategies and reviewing environmental sustainability projects and initiatives.

Council will continue to engage with our community through sustainability programs and seek their view through the annual community survey.

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.

7.3.2 Electric Vehicle Charging Stations

Directorate: Strategic Development

Appendix: 8 2nd Blue

Councillor Portfolio: Integrated Transport

Cr Jonathon Marsden and Cr Sandra Wilson

Purpose

To consider the position of Council in supporting the uptake of electric vehicles (EV) and the provision of electric vehicle charging stations (EVCS) including support for undertaking a feasibility study, including a trial, to understand demand and usage.

Recommendation

That Council:

1. Undertake a feasibility study with the aim of trialing electric vehicle charging stations (EVCS) at key locations across the municipality and investigate the feasibility of combining this with SmartPole infrastructure.
 2. Work with local businesses to encourage the installation of destination and workplace charging infrastructure.
 3. Investigate the expansion of the Energy\$mart program to provide subsidies to businesses for EVCS.
 4. Continue to advocate to the Victorian and Australian Government to support the adoption of EVCS through direct and indirect incentives as well as the promotion of the benefits of the technology.
 5. Prepare a EVCS policy to ensure there is a coordinated and consistent approach to the provision of EVCS for the community.
 6. Investigate the feasibility of an electric vehicle as part of the Council fleet and publically available EVCS at the Hobsons Bay Civic Centre to promote access to the community.
-

Summary

Electric vehicles (EVs) are a small but growing part of the vehicle market which bring a number of benefits in terms of lower greenhouse gas emissions and air pollutants and lower running costs for owners.

The provision of electric vehicle charging stations (EVCS) in Hobsons Bay would promote EVs in the local area, highlighting leadership in sustainability, providing a necessary service to the community, and acting as an economic attractor and point of difference for EV owners from outside the municipality. Currently there are no EVCS in the Hobsons Bay City Council area.

This paper proposes that Council investigate the feasibility of facilitating and providing EVCS to respond to anticipated market demand and provide leadership to enhance the take-up of low carbon vehicles.. This will include: developing a commercial partnership model; the inclusion of EVCS in the future Environmentally Sustainable Development (ESD) Policy: infrastructure to trial an EV in the Council fleet; and a feasibility study totrial EVCS in Hobsons Bay.

Background

In mid-2017, Council requested submissions from the community for projects to be considered as part of its 2017-18 budget development process. One request was a feasibility study into the potential of Council providing public charging infrastructure for electric vehicles (EVs).

In 2017 Australians purchased approximately 2,184 EVs (not including hybrids) which is approximately 1.2 percent of total vehicle sales, representing a 60 percent increase on 2016 sales. Sales are poised to grow even quicker in coming years with the introduction of lower priced models below \$50,000 bringing EVs closer to cost parity with internal combustion vehicles. The Australian Energy Market Operator is forecasting there will be 10 million EVs in Australia by 2037 representing more than half the current small car fleet of 18.8 million vehicles.

The current network of EVCS is inadequate to support the uptake of EVs across Australia and is acting as a barrier to expansion. Currently there are no EVCS in Hobsons Bay while in Melbourne there are 78, in Victoria there are 134 and 476 across Australia. Compare this to the UK, which has public charging points in 5,495 locations.

Council is currently undertaking research and project work in a number of related areas which have alignment with the proposal and these are included to maximise benefits:

- discussions with partners in Hobson's Bay to promote the link between economic development and sustainability outcomes, in particular, the provision of EVCS which could gain traction, especially if Council provided support or subsidies. Altona Gate Shopping Centre and Victoria Museums Scienceworks are potential partners
- Council is developing ESD policies which will consider the potential of EVs and EVCS as part of a suite of outcomes to reduce greenhouse gas emissions across the municipality
- a behaviour change initiative is currently underway in regards to Council's fleet to improve efficiencies and lower emissions. The feasibility of an EV trial is currently being considered as part of this work
- Council has recently endorsed a motion to the MAV for State Government support for the installation of Smart Poles. Smart Poles have the potential to include EVCS technology (Blacktown City Council in NSW has recently installed this technology). Potential locations for Smart Poles are Nelson Place, Williamstown and Pier Street, Altona. As the most expensive component of EVCS installation is site works, it is logical to consider Smart Poles in relation to level crossing removal projects.

Discussion

Recent economic modelling from Pricewaterhouse Coopers (PwC) has found that a supportive approach to EV adoption could deliver a \$2.9 billion benefit for the Australian economy. EVs and EVCS are supported by several existing Council plans and strategies. The recently adopted *Integrated Transport Plan 2017 – 30* indicates Council's commitment to understand, support and prepare for new and emerging transport models and technologies such as EVs. Encouraging EV adoption through a low carbon vehicle strategy is outlined in the *Community Greenhouse Strategy 2013-30* to address the growing emission contribution of residential travel. Similarly Council identified in its *Corporate Greenhouse Strategy 2013 – 2020* that undertaking an EV trial could be a comparatively low cost per tonne option for reducing emissions while building knowledge of the technology.

The EVCS can range from an adaptor in a simple wall-socket to recharge at home overnight to a sophisticated rapid charger located at freeway service centres which can recharge a battery to 80 percent in 20-30 minutes. While manufacturers and other stakeholders are developing the long distance rapid charging network, there is an important role for local governments to provide EVCS for local residents and visitors. A comprehensive EVCS network recognises that although EV owners predominantly recharge at home, provision at a local and regional scale provides the confidence to undertake longer distance trips. This acts as an important enabler for the higher uptake of EVs.

Many councils have, or are considering, EVCS with Moreland City Council an example. Moreland City Council currently have six EVCS which have been used 8,800 times over the last five years and they are currently looking to expand their network further. All of their EVCS are free to use and are viewed as tools to promote leadership in sustainability and as an economic attractor to residents and visitors alike.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 1: Visionary, vibrant, accountable urban planning

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

Priority 5: Activate sustainable practices

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 2: A great place

- 2.3 Support the growth of our local economy, and encourage business investment that creates and maintains local jobs
- 2.5 Work with all levels of government and other stakeholders to improve our transport network and to address gaps and capacity in public transport, our roads, foot paths and cycle routes

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets
- 3.5 Work with the community, businesses and all levels of government to actively and innovatively address climate change and promote sustainable living

Goal 4: A Council of excellence

- 4.1 Collaborate with all levels of government, service providers, not for profit organisations and the private sector to address the concerns of our community
- 4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

Policy and Previous Council Reports

This report is of relevance to future council policies currently under development and could be included as a policy directive. These policies are:

- Draft Environmentally Sustainable Design Policy for Council Buildings and Infrastructure,
- Draft Environmentally Sustainable Development Policy
- Draft Climate Change Adaptation Policy

Legal/Statutory Obligations/Risk

Council will be considering the potential of commercial arrangements to supply electricity to recharge EV vehicles through a range of EVCS. Due diligence will be required prior to entering into any commercial arrangement. In addition, the potential to offer financial incentives as part of an extension of the Energy\$mart program will be carefully considered and the legal ramifications considered.

Financial and Resource Implications

The installation of EVCS infrastructure in a shopping centre or the Council office car park could be completed for under \$10,000 according to EVCS suppliers, including a robust two port charging post with payment capability and associated wiring. Cost would increase above this point if extensive digging or trenching was required to access electrical supplies. The lowest priced EV model available as of May 2018 for the purposes of a council fleet trial is the Renault ZOE at \$44,470, however model range will expand in the 2018-19 financial year. The cost for SmartPole infrastructure is highly variable dependent on the functionality included and the commercial arrangement entered into. By way of example Blacktown City Council has installed 10 SmartPoles through a one-off contribution of \$30,000 and entered a 15-year licence agreement with the provider which covers installation and maintenance.

The installation of EVCS will require capital and an ongoing maintenance budget. By co-locating the infrastructure with the installation of SmartPoles and the level crossing removal process, costs are expected to be lower and ongoing maintenance costs are expected to be minimal. Cost recovery could be considered if adopted at a later stage to allow the infrastructure and technology to become established.

Council would be required to undertake further planning works for the installation of EVCS. An external provider may be contracted to undertake user management and provide updates regarding scheduled maintenance.

Environmental/Social/Economic Impacts

The provision of EVCS is expected to lead to an increased uptake of EVs. EVs emit no greenhouse gas emissions at the exhaust and will be less polluting as the proportion of renewable energy in the electricity grid increases.

The EVCS can promote economic development as they increase visitations and encourage longer duration visitation which can benefit local businesses and attractions. EVs and EVCS will provide a new industry that promotes a diversified economy.

They will enable recharging by those not able to undertake this activity at home. Clean air from fewer internal combustion engines vehicles will lessen associated health impacts.

Consultation and Communication

This report was developed in response to community submissions in mid-2017 for projects to be considered as part of its 2017-18 budget development process. If the trial outlined progresses further, consultation in line with the Community Engagement Framework will be undertaken.

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.

7.3.3 SKM Recycling Processing Cost Increase

Directorate: Strategic Development
Corporate Services

Appendix: 9 3rd Pink

Councillor Portfolio: Environmental Sustainability
Cr Johnathan Marsden and Cr Sandra Wilson

Purpose

To provide an update on the financial implications of the global recycling changes on Council's recycling contract with SKM industries Pty Ltd (SKM) and propose a revision to the draft 2018-19 budget's waste service charge to accommodate an increase in recycling processing costs from 1 July 2018.

Recommendation

That Council revise the draft 2018-19 budget to accommodate an increase of \$760,000 in the waste service charge.

Summary

On 8 May 2018 at Council's Ordinary Meeting Council resolved to accept SKM Industries Pty Ltd's (SKM) contract variation for processing recyclables from 1 March 2018 to 30 June 2018 with a fixed per tonne payable to SKM with no penalties for contamination. On 21 May 2018 SKM submitted a draft proposal for a contract variation from 1 July 2018. SKM has proposed the same fee per tonne payable to SKM during the first year of a contract variation but with a 100 percent pass through of contamination costs. Second and future years of SKM's draft proposal varies for contracts with greater than two years remaining.

Council's contract with SKM expires on 4 February 2019. There is one final extension available to 4 February 2020. Due to the remaining possible term of Council's contract with SKM, the only option available to Council a fixed rate per tonne for 2018-19 and 2019-20 with 100 percent pass through of contamination costs. This equates to approximately \$760,000 per year (subject to tonnes collected, CPI and the level of contamination) for the remaining two years of Council's contract, if extended. The year one costs quoted by SKM is within the vicinity or less than other Victorian recycling processors. Prices after 2019-20 will depend on a public tender by Council individually or with a groups of councils. Alternatively being able to opt into the Metropolitan Waste and Resource Recovery Group contract, which expires in 2026 and the outcome of this groups' renegotiated contract.

This report is not on the contract variation or extension with SKM. A further report will consider this separately.

This report highlights four scenarios for funding the \$760,000 per year increase including through an increase in the waste service charge or through the Waste Management Financial Reserve (the Waste Reserve). Budgetary and legislative implications of these scenarios are discussed in appendix 1.

This report recommends funding the \$760,000 increase through an increase in the waste service charge. The 2018-19 proposed budget includes a 17 percent increase in the waste service charge from 2017-18 rates. A comparison with other councils' waste service charges and increases, demonstrates that even with an increase in the waste service charge to accommodate the \$760,000 increase, Council's waste service charge is still lower than other councils.

Ordinary Council Meeting Agenda

The following table illustrates the impact of this increase in the charge.

	Waste and recycling service structure	2017-18 waste charge	Proposed waste charge 2018-19	\$ increase per property increase	% increase per property increase	Overall effect on rates
Draft 2018-19 budget	Standard service - 120 litre garbage bin collected weekly, 240 litre recycling collected fortnightly	\$169.70	\$200.00	\$30.30	17.85%	3.24%
	A 240 litre green waste service collected fortnightly with a standard service (120 litre garbage bin collected weekly, 240 litre recycling collected fortnightly)	\$180.75	\$210.00	\$29.25	16.18%	
Revised proposed waste service charge 2018-19	Standard service - 120 litre garbage bin collected weekly, 240 litre recycling collected fortnightly	\$169.70	\$218.30 *	\$48.60	28.5%	4%
	A 240 litre green waste service collected fortnightly with a standard service (120 litre garbage bin collected weekly, 240 litre recycling collected fortnightly)	\$180.75	\$232.50 *	\$51.75	28.5%	

Table note: *if the \$760,000 expense were to be included in the waste service charge

Background

Council's draft 2018-19 budget includes a 17 percent proposed increase in the waste service charge and is due to an overall change of \$870,000, comprising a loss of recycling income (\$500,000), an increase in landfilling costs (\$90,000) and an increase in costs of garbage, recycling, green waste, and hard waste services (\$175,000).

The proposed budget did not include any additional expenses in recycling processing costs due to uncertainties at the time of budget preparations. Only now is there more certainty. This report recommends passing on the full cost of the recycling cost increases.

Council's contract with SKM is until February 2019 with one possible extension until February 2020. A further report to Council will consider the contract variation from 1 July 2018 and an extension. Council collects approximately 10,000 tonnes of recyclables per year. Contamination over six years has ranged between 8.6 and 13.4 percent with an average of 12.4 percent.

Discussion

On 21 May 2018 SKM submitted a draft proposal for a contract variation commencing on 1 July 2018. The proposal is the same for all councils contracted with SKM and includes four options depending on the remaining term of council contracts.

The first two options are a fixed price options, the first of which is for contracts with two years remaining, the second for five year minimum contracts. The third and fourth options are variable price model based on the price of mixed paper in the Asia market, one with an upper and lower caps and the other with no caps.

The first year (2018-19) of each option is a fixed rate per tonne. It is not until year two (2019-20) of the variable price models that the variability commences. All options include contamination fees payable by councils and includes the sorting of non-recyclables and transport and disposal to landfill. The variable price models are not yet formal offers by SKM.

The short term contract options proposed by SKM create certainty for councils in an unstable market. But for longer contracts there is opportunity to share both risk and reward with SKM.

Appendix 1 provides budgetary and legislative implications of four scenarios to fund the \$760,000 increase. These include increasing the waste service charge, drawing it from the Waste Reserve or mitigating the change through additional waste revenue or savings.

Increasing the waste service charge (scenario A in appendix 1) is recommended because the direct increment in costs is clearly attributed to the global recycling issue which has been widely publicised in the community. It would be difficult to increase the waste service charge in 2019-20 to cover the increase for an issue that evolved in 2017-18. Funding the increase from the Waste Reserve in 2018-19 and 2019-20 would diminish a source of funding earmarked for significant future waste and recycling projects and a funding source that will now not grow significantly due to the global recycling issue and loss of income.

Council adopted its first Waste Reserve Policy (the Policy) on 14 June 2016. It was established to address future waste and litter management initiatives following the adoption of Council's Waste and Litter Management Plan 2012-17 and the adoption of Council's first Waste Service and Charge Policy in April 2013. It was revised and adopted on 10 April 2018. The Policy guides how funds from the Waste Reserve are used, how decisions are made and how any savings or additional income is deposited into the Waste Reserve.

The forecast balance of the Waste Reserve at the end of 2016-17 is \$4.66 million. When the Policy was established, initiatives that the Waste Reserve could fund were flagged with Council and were estimated to cost more than \$5.4 million. These included food waste recovery services, specifically the initial purchase of new bins for the service, rate relief for group procurement of processing technologies to treat waste traditionally sent to landfill and the management of legacy landfill issues and potential decontamination. Also improvements in Council's operations centre waste and litter management, public litter infrastructure, public place recycling and service innovation. Current applications include bin sensors and bin compactors to improve litter bin service efficiencies and a public place recycling trial together equating to approximately \$450,000. Despite the substantial balance of the Financial Reserve, some initiatives may cost a significant amount and therefore it is important that Council makes sound decisions.

If Council were to increase the waste charge to accommodate the \$760,000 increase in recycling processing costs, its charge for the base level of waste and recycling service (a 120 litre garbage bin collected weekly and a 240 litre recycling bin collected fortnightly) would be approximately \$218.30 per year.

Ordinary Council Meeting Agenda

The following table is a comparison of eight councils' waste service charges and increases, which have similar waste and recycling services to Council's.

Council	Contractor	Waste and recycling service structure	2017-18 waste charge	Proposed waste charge 2018-19	\$ increase per property increase	% increase per property increase
Hobsons Bay	SKM Recycling	Standard service - 120 litre garbage bin collected weekly, 240 litre recycling collected fortnightly	\$169.70	\$218.30 *	\$48.60	28.5%
		Standard service (120 litre garbage bin collected weekly, 240 litre recycling collected fortnightly) and a 240 litre green waste service collected fortnightly	\$180.75	\$232.50 *	\$51.75	28.5%
Brimbank	SKM Recycling	Variable service models. The most comparable to Council's standard service is a 140 litre garbage bin collected weekly and a 240 litre recycling bin collected fortnightly	\$313.80	\$329.27	\$15.47	4.93%
Boroondara	SKM Recycling via contract with Cleanaway	120 litre garbage bin collected weekly, 240 litre recycling bin collected fortnightly. If residents choose an optional green waste bin then there is a one off bin costs and then ongoing servicing costs are through the standard charge	\$349	\$405	\$56	16%
Bayside	Polytrade	140 litre garbage bin collected weekly, 240 litre recycling bin collected fortnightly	\$231	\$324	\$92.75	40%
Maroondah	Polytrade	120 litre garbage bin collected weekly, 240 litre recycling bin	\$255.50	\$324 (adopted budget)	\$68.50	26.8%

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Council	Contractor	Waste and recycling service structure	2017-18 waste charge	Proposed waste charge 2018-19	\$ increase per property increase	% increase per property increase
		collected fortnightly				
Manningham	VISY	80 litre garbage bin collected weekly, 240 litre recycling bin collected fortnightly, 240 litre garden waste bin collected fortnightly	\$212	\$254.50 (Hobsons Bay City Council's comparable waste charge would be \$232.50)	\$42.50	20%

Table note: *if the \$760,000 expense were to be included in the waste service charge

A detailed comparison of 11 councils with waste and recycling services and proposed waste charges is provided in appendix 2, including those councils listed above. Of note is that there are differences in the level of waste and recycling services provided by each council and how they pass the costs onto ratepayers. For example some councils own and operate waste and resource recovery facilities or don't have a separate waste service charge.

This report is not on the contract variation or extension with SKM. It does not discuss the merits of SKM's options or Council's contract variation or the extension with SKM. A further report will consider a contract variation and extension separately. However due to only having a one to two year window until Council with SKM contract expires, there are limited options available if Council were not to agree to a contract variation and extension with SKM. A tender within the next year is likely to mean higher costs to Council.

Due to *Local Government Act 1989* requirements Council may have to tender independently or collaboratively for a new contract to commence in March 2020. This is not ideal given that the market is not likely to have settled in this time and it will not be enough time for new service providers to enter the market to provide competition to SKM, VISY and Polytrade. New tenders may include mechanisms for midterm reviews to allow for market stabilisation and changes to conditions. An alternate would be to opt into the Metropolitan Waste and Resource Recovery Group's (MWRRG) collective contract with SKM and Brimbank, Melbourne, Port Phillip and Wyndham City Councils which expires in 2026. Opting into this contract would depend on the outcome of current negotiations between MWRRG, SKM and the four councils regarding SKM's draft proposal.

Landfilling is a more expensive option that would jeopardise Council's reputation and result in poor recycling behaviours.

Strategic Alignment

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 4: A Council of excellence

- 4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

Policy and Previous Council Reports

At the Ordinary Meeting of Council on the 8 May 2018 Council resolved to accept SKM's contract variation from 1 March 2018 to 30 June 2018 a fixed rate per tonne.

A contract variation will not have implications for the content or scope of Council's Waste Service and Charge Policy or Waste Management Financial Reserve (the Waste Reserve) Policy but will affect the waste charge Council raises in 2018-19 and beyond and will mean less financial contribution into the Waste Reserve.

Legal/Statutory Obligations/Risk

A \$760,000 increase would not be a material change that would warrant redrafting and readvertising the proposed budget. Council is required by the *Local Government Act 1989* to adopt a budget by 30 June 2018.

The *Local Government Act 1989*, Council's Procurement Policy and the direction of the Ministerial exemption limits Council's ability to extend a contract with SKM beyond March 2020.

Financial and Resource Implications

An increase of \$760,000 per year for 2018-19 and 2019-20 is expected. An independent or collaborative council tender for a contract to commence in March 2020 is likely to mean there will be costs to process recyclables and the times of receiving income are gone, at least for the term of the next contract.

Appendix 1 provides budgetary and legislative implications of four scenarios to fund the increase. The proposed scenario is to fund the \$760,000 expense through an increase in the waste service charge in 2018-19 by \$48.60 per household per year (ie a by a further \$18.60 per household per year above what was quoted in the proposed 2018-19 budget for the base level waste service) (scenario A in appendix 1).

This equates to a 28.5 percent increase in the waste service charge from 2017-18 rates from \$170 per household to \$218.30 for the base level of service (less than \$1 per week). The overall effect on the rates is an increase of four percent.

Environmental/Social/Economic Impacts

There are no environmental implications of this report. Environmental implications come into play if recycling services did not continue. A \$48.60 per household increase per year may affect some householders' financial capacity. Council's rate relief policy would apply.

Council's waste and recycling service and charge is a user pays system. It includes options to upgrade to a garden waste recycling service and additional waste and recycling services. Future reviews of the Waste Service and Charge Policy, Council's behavioural change programs, its Waste and Litter Management Strategy and the waste and recycling service contracts will consider whether waste minimisation and correct use of the recycling system can be incentivised.

Consultation and Communication

Council will build on its current communications campaign to raise community awareness about the proposed waste service levy increases that are to commence 1 July 2018. Key messages will include information about the global recycling issue, how Council and the industry is responding, the reasons for the proposed waste service levy increase, how Hobsons Bay recycling is processed and the do's and don'ts of recycling.

Council will also provide key messages about the reason for the differences in the various waste service levy costs over the last several months (differences between the figure in 2017-18, the initial figure in the proposed 2018-19 budget and the revised figure for the 2018-19 budget).

Following endorsement at the Ordinary Council Meeting on 12 June, Council will issue a media release and produce a range of collateral to be available in both soft and hard format. Collateral will include website information, facts sheets / FAQ's at Hobsons Bay Libraries and community centre locations, social media posts, advertising in the local newspaper, article in the Hobsons Bay Community News quarterly newsletter and relevant Council E-newsletters, TV screens scripts, on-hold phone messaging and a graphic representation in the annual Rates brochure.

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.

7.3.4 30th Anniversary of Anjo Sister City Relationship

Directorate: Strategic Development

Appendix: 10 3rd Green

Councillor Portfolio: Not applicable

Purpose

To report on the Council and Hobsons Bay International Friendship Association (HBIFA) delegation to Anjo Japan from 19-22 April 2018, to mark the 30th anniversary of the relationship.

Recommendation

That Council;

1. **Note the report from the Hobsons Bay International Friendship Association on the delegation to Anjo, Japan from 19 to 22 April 2018.**
 2. **Formally invite the City of Anjo to visit Hobsons Bay in October 2018 to acknowledge the 30 year sister city relationship.**
-

Summary

2018 marks the 30th anniversary of the sister city relationship between Anjo Japan and Hobsons Bay. In April 2018 Council and the HBIFA led a delegation to visit Anjo and recognise the 30th anniversary of the relationship.

Council was represented by Mayor Cr Angela Altair and Bill Millard, Director Strategic Development. The HBIFA consisted of 16 representatives headed by Joy Martin, President of HBIFA.

The President of the HBIFA has written to Council providing a report from their perspective, of the visit. (Appendix 1)

Background

Hobsons Bay has a strong and active Sister City relationship with the City of Anjo in Japan. The alliance was formalised between the City of Anjo and the City of Altona on 17 October 1988 and it is expected that Council will receive a delegation from Anjo in October 2018 as a reciprocal exchange.

Hobsons Bay has three sister city relationships, being with Anjo in Japan, Buloke Shire and Yarrabah Aboriginal Shire Council.

At the Ordinary Meeting of Council 14 November 2017 Council adopted the following motion. ***'That Council plan a delegation to Anjo, Japan from 19 to 22 April 2018 to acknowledge the 30 year sister city relationship'.***

Council has a history of strong Sister City relationships and has recently been asked to attend and speak at the Victorian Sister Cities Forum in July at Queens Hall Parliament House, hosted by The Hon Bruce Atkinson MP President of the Legislative Council and The Hon Colin Brooks MP Speaker of the Legislative Assembly. The forum will discuss various topics relating to sister city relationships.

Discussion

The delegation hosts in Anjo focused on three key elements;

Firstly, community infrastructure including visits to key city sites such as the new 'Mizkan Museum' a contemporary museum with five interpretive zones telling the history of Japanese food culture, recycling and sustainability activities, cultural and community centres.

Secondly, the industry and economic base of the city with visits to the Toyota Plant, Toyota Museum, Toyota Stadium and the Nakano Saki Brewery.

Thirdly, a focus on longstanding relationships between Anjo and Hobsons Bay citizens, as well as school visits (Anjo-Minami Junior High School).

The welcome provided by Anjo City was genuine, warm and well received by delegates. Host families generously provided accommodation and allowed delegates the opportunity to experience Japanese culture and lifestyle firsthand.

A reciprocal invitation to host a delegation from Anjo, is suggested to visit Hobsons Bay in October 2018. Officers in the Cultural and Economic Development team will work with the HBIFA to ensure a reciprocal visit is handled appropriately.

Council could consider inviting representatives of Buloke Shire and Yarrabah Aboriginal Shire Council, to Hobsons Bay in October 2018 to meet with the Anjo delegation and to establish connections, leveraging Council's relationship with each.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

Policy and Previous Council Reports

The Sister City relationship was formalised between the City of Altona and City of Anjo in October 1988 and transitioned to the Hobsons Bay City Council at the Local Government amalgamation. Council delegations visited Anjo in 2002, 2006, 2008 and 2018.

Legal/Statutory Obligations/Risk

There are no legal issues or statutory obligations noted.

Financial and Resource Implications

Council provides funding to the Sister City Program by contributing \$12,000 each year to the HBIFA. The HBIFA supports an annual student exchange program (student delegations to Anjo and student delegations from Anjo) and a citizen delegation every three years.

The association provide an Annual Report and acquittal of the contributions.

Costs for hosting an official Anjo visit to Hobsons Bay in October 2018 can be met within the 2018-19 financial year Draft budget.

Environmental/Social/Economic Impacts

Other members of the HBIFA took the opportunity to travel at the same time as the Council delegation at their own cost.

Consultation and Communication

The attached report was provided by the President on behalf of the HBIFA.

The HBIFA is made up of local residents and families, many of whom have hosted or supported student and citizen exchange visits.

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.

7.3.5 Draft Creative City Hobsons Bay Arts and Culture Plan 2018-22

Directorate: Strategic Development

Appendix: 11 3rd Yellow

Councillor Portfolio: Arts, Culture and Tourism
Cr Angela Altair and Cr Colleen Gates

Purpose

To present the Draft Creative City Hobsons Bay Arts and Culture Plan 2018-22 for public exhibition.

Recommendation

That Council:

- 1. Note the Draft Creative City Hobsons Bay Arts and Culture Plan 2018-22.**
 - 2. Place the Draft Creative City Hobsons Bay Arts and Culture Plan 2018-22 on public exhibition for six weeks.**
 - 3. Receive a further report to adopt the Creative City Hobsons Bay Arts and Culture Plan 2018-22 following the exhibition period.**
-

Summary

Council has a leadership role in assisting the growth and development of arts and culture in Hobsons Bay. The Creative City Hobsons Bay Arts and Culture Plan (the Creative City Plan) is guided by four principles supporting excellence in the creative sector and for the city, and is delivered through six program areas. Its development was informed by community consultation and the Draft plan will be placed on public exhibition for community feedback.

Background

Delivery of a new Arts and Culture Plan is an initiative of the Hobsons Bay Council Plan 2017-18. At the Ordinary Meeting of Council held on 12 July 2016, Council noted the outcomes of the Hobsons Bay Arts and Culture Plan 2011-2015, and extended its life while the Hobsons Bay 2030 and Council Plans were completed. In August 2017, Council supported the methodology of the Draft Hobsons Bay Arts and Culture Plan 2018-2022 (Creative City), as a refresh of the Hobsons Bay Arts and Culture Plan 2011-2015, building on the foundations of previous work and including a consultation phase.

Discussion

It is recognised across all levels of government and in society that access to the arts has a very positive effect on the liveability of a city. A strong creative sector and cultural reputation contribute to its economy and a defined commitment to the arts and creative industries are at the basis of Council's new Arts and Culture Plan, Creative City.

The Creative City Plan is guided by four principles supporting excellence in the creative sector and for the city and six program areas that support its delivery. The Principles are:

1. Cultural Vitality: supporting a vibrant city through the development and promotion of its creative community
2. Sustainability: a focus on sustainability of the creative sector, including for artists, initiatives and organisations
3. Innovation and Excellence: this reflects Council's leadership role in being able to support and advocate for diverse programming that enhances the cultural reputation of the city, for the people who live and work here and for the reputation of the city in Melbourne and beyond
4. Participation and Social Inclusion: understanding that access to the arts provides myriad ways to participate in city life, from attending a festival or performance, learning new skills at a workshop, being part of a professional development program or experiencing any number of cultural activities in the community

Feedback from the community consultations was positive about Council's role in arts and culture to date, and generally supportive of the principles and program areas. The public survey delivered a high ranking of the importance of arts and culture in the city with an average response of 92 on a scale of 1-100. Areas highlighted for improvement or attention included access to grants, flexibility of support, information on commissioning and program opportunities, more ways to network locally, more ways to find out about what is happening in the city and access to space.

The survey had the highest numbers of responses in the 25-65 age groups, and several actions are proposed in the Creative City Plan around engaging more cohesively with young people.

The proposed Creative City Plan responds to the opportunities raised, grouped around the following six program areas:

1. Our Creative City
2. Creative Spaces and Places
3. Cultural Festivals and Events
4. Communities and Cultural Development
5. Telling our Stories
6. Advocacy, Partnerships and Capacity Building

The Creative City Plan has an Action Plan to support work in 2018-19, some of it ongoing, some project and research related, and actions to take place in future years. Progress on actions and outcomes will be reported each year.

Since 2011, when the first Arts and Culture Plan was adopted, Council has adopted work that relates directly to the arts and culture sector, the Hobsons Bay Public Art Strategy, the Hobsons Bay Events and Festivals Plan, the Hobsons Bay Economic Development Plan as well as Hobsons Bay 2030 and Council's suite of social policies supporting community wellbeing.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 1: Visionary, vibrant, accountable urban planning

Priority 2: Community wellbeing and inter-connection

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

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

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An inclusive and healthy community

- 1.1 Provide access to high quality services that enhance community health and wellbeing
- 1.3 Ensure all community members will have access to quality community, sport and recreation facilities, cultural experiences and open spaces to encourage a healthy and active lifestyle

Goal 2: A great place

- 2.2 Celebrate and promote the diversity of our community
- 2.3 Support the growth of our local economy, and encourage business investment that creates and maintains local jobs
- 2.4 Deliver, support and promote arts, cultural, heritage, recreational and sporting events and programs that foster a sense of belonging and contribute to the liveability of the city

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets

Policy and Previous Council Reports

Delivery of a new Arts and Culture Plan is an initiative in the Hobsons Bay Council Plan 2017-18. Council considered arts and culture planning at its Ordinary Meeting of Council 12 July 2016 and its methodology in August 2017.

Legal/Statutory Obligations/Risk

There are no legal matters or identified risks in the development of this work.

Financial and Resource Implications

Council has an Arts and Culture unit with the primary responsibility for delivering the plan, and it is developed generally within existing resources. Where professional services are sought to deliver projects or service reviews, items are noted in the Action Plan and are forecast in Council's Draft 2018-19 operational budget. Council will have the opportunity to

review capital requests through its Capital Works budget planning. The 2018-19 Draft Capital budget includes an allocation of \$75,000 for 2018-19 for interpretation of a heritage asset. An updated public art implementation plan will come to Council for review in 2018.

Environmental/Social/Economic Impacts

Participation in arts and culture helps create social cohesion, enables the celebration of diversity, creativity and innovation. It is integral to community wellbeing and highly valuable to place making and how we experience our city and society.

Through the Local Government Community Indicators, the Hobsons Bay community rates access to arts and culture as very important, with a ranking of 80. In the public survey, respondents considered arts and culture very highly and were able to put forward needs and opportunities that the Creative City Plan responds to.

The Creative City Plan is based around the principles of Cultural Vitality, Sustainability, Innovation and Excellence, Participation and Social Inclusion, consistent with the role of Local Government in providing vibrant and innovative arts and creative industries.

Bringing creative industries into the Arts and Culture Plan enables Council to further harness economic opportunities, whether in the various way people work, investment attraction or adding to our visitor economy. This is consistent with trends around the world and in Australia, an example being Arts Victoria changing its focus to be Creative Victoria, and situated within the remit of economic development, events, investment and tourism.

Consultation and Communication

Opportunities to contribute to the plan were promoted during September 2017. A community forum was held in October 2017 at Joel Gallery, with 30 attendees, and a facilitated staff consultation was attended by 20 people representing areas across Council. Officers presented to two groups Born In A Taxi and the Loom Room. The community survey received 115 responses.

The principles and programs in the Creative City Plan are based on those in the Hobsons Bay Arts and Culture Plan 2011, as originally endorsed by an arts community reference group. It included Councillors, artists, arts group representatives and arts professionals.

Council changed its Art In Public Places Facebook profile to Creative City, to better support year round engagement. The Draft Plan will be circulated via social media, will be featured in the Hobsons Bay Arts and Events e-news in June and July and through Council's general communications channels including in media and on Participate. Copies or links will be provided to the community forum attendees and to the 2011 reference group. Reference copies will be placed in Hobsons Bay Libraries, Council's community centres, Woods Street Arts Space and at the Hobsons Bay Visitor Information Centre. Several actions are identified that will suit review by Council's Portfolio Arts, Culture and Tourism when it is convened.

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.

7.3.6 Amendment C113 – Anomalies Amendment

Directorate: Strategic Planning

Appendix: 12 3rd Blue

Councillor Portfolio: Planning

Cr Tony Briffa and Cr Michael Grech

Purpose

To consider the preparation of Amendment C113 to the Hobsons Bay Planning Scheme which corrects zoning, overlay and text errors to ensure the accuracy of the scheme.

Recommendation

That Council:

1. **Support the preparation of Amendment C113 to the Hobsons Bay Planning Scheme.**
 2. **Write to the Minister for Planning and seek authorisation of the Amendment pursuant to notification requirements prescribed under Section 20(2) of the *Planning and Environment Act 1987*.**
-

Summary

Amendment C113 seeks to correct a number of zoning, overlay and text anomalies to ensure the ongoing accuracy of the Hobsons Bay Planning Scheme. These corrections will provide clarity in the administration of the planning scheme by ensuring the provisions of the scheme are correct and up to date.

The vast majority of changes sought are mapping anomalies which rezone Council land to Public Park and Recreation Zone (PPRZ) from different zones (typically General Residential Zone– GRZ1 and GRZ2) to reflect the underlying use of the land. This will provide a true indication of open space throughout the municipality. The changes will have a positive effect on administration of the scheme by correcting the zoning of land to reflect its current use as open space.

Background

Anomalous text and maps provide unclear direction, often resulting in inefficient use of Council and applicant resources. Council has been progressively observing such errors and anomalies in the Hobsons Bay Planning Scheme throughout its day to day administration of the planning scheme. These anomalies should be corrected in order to ensure the efficient administration of the scheme.

Correction of mapping anomalies involving rezoning Council land to PPRZ to reflect the underlying use of the land, will assist Council's completion of its Draft Open Space Strategy. This strategy recognises numerous open space areas owned by Council are inaccurately depicted in the Hobsons Bay Planning Scheme by other zones, despite their function as open space. By rezoning these sites to PPRZ the Hobsons Bay Planning will accurately reflect Council's contribution to open space within the municipal area.

Discussion

A detailed assessment of the merits of the amendment is appended to this report. (Refer Appendix One). A summary of the proposed changes is listed below:

Zoning Maps

- rezone the following sites from General Residential Zone Schedule 1 (GRZ1) to PPRZ to reflect the true use of the areas as Council owned public parks:
 - 14a Lindwood Avenue, Altona
 - 2a Hygea Court/60 Everingham Road (Everingham Road Reserve), Altona Meadows
 - 3a Clement Court, Altona Meadows (JF O'Brien Reserve)
 - 8a Edina Grove (Edina Grove Reserve), Altona Meadows
 - 28-32 Point Cook Road (Oakdene Grove Reserve), Altona Meadows
 - 1 Cherry Avenue (Duke Street Reserve), Altona North
 - 7 Rowan Avenue (Rowen Avenue Reserve), Brooklyn
 - 16 Henderson Street (Henderson Street Reserve), Laverton
 - 21 Eaton Parade (Dick Murdoch Reserve), Laverton
 - 22 Cropley Crescent (Cropley Crescent Reserve), Laverton
 - 22-26 Whittaker Avenue (Beverley Anton Reserve), Laverton
 - 39 Whittaker Avenue (Whittaker Avenue Reserve), Laverton
 - 22-26 Jennings Street (McCormack Park), Laverton
 - 15-23 Garnsworthy Place (Williamstown Junction Reserve), Newport
 - 121 Power Street (Western Portion of Jackson Reserve), Newport
 - 170-178 John Liston Drive (Aphrasia Lane Reserve), Newport
 - 43 St Anthony Court and 96 Shane Avenue (St Anthony Court East), Seabrook
 - 46 St Anthony Court (St Anthony Court Reserve West), Seabrook
 - 29a Noordene Avenue (Part Norah McIntyre Reserve), Seaholme (GRZ2 to PPRZ)
 - 48 Vernon Street (Walkers Corner/Vernon Street Reserve), South Kingsville
 - 613A Melbourne (E.G Smith Reserve), Spotswood
 - 7a Crofton Drive, Williamstown (Kingshott Close Reserve)
 - 12 Queen Street (Queen Street Reserve), Williamstown
 - 14 Maguire Crescent (Teal Court Reserve), Williamstown
 - 16 Farrell Court, Williamstown (Farrell Court Reserve)
 - 17 Sandpiper Place (Sandpiper Place Accessway), Williamstown
 - 35 Smith Avenue (Smith Avenue Reserve) Williamstown
 - 60a Merrett Drive (Bates Drive Reserve), Williamstown
 - 99a Merrett Drive (Proctor Street Reserve), Williamstown
 - 110 Crofton Drive (Crofton Drive Accessway), Williamstown
 - Tregutha Road Reserve (located on Farrell Lane), Williamstown

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- rezone 26 Trafalgar Avenue (Woodyard Court Reserve), Altona Meadows, from Public Use Zone 6 (PUZ6) to Public Park and Recreation Zone (PPRZ) to reflect the underlying use of the land as a public-park.
- rezone 14 Caspian Terrace (Caspian Terrace Reserve), Williamstown, from Comprehensive Development Zone Schedule 1 (CDZ1) to PPRZ to reflect the underlying use of the land and to align with the provisions of Clause 37.02 'Schedule 1 to the Comprehensive Development Zone'.

Ordinance

- correct a formatting error at Clause 21.03-1.
- correct Map 1: Hobsons Bay West Neighbourhood Character Precincts at Clause 22.07 by reducing the West Neighbourhood Character Precinct boundary to be east of Machair Drive, Seabrook.
- correct the Design and Development Plan at Section 1 of Schedule 11 to the Design and Development Overlay at Clause 43.02 by including 23 Anne Street and 9-13 Aitken Street Williamstown. These inclusions align with the overlay prescriptions depicted in Planning Scheme Map 19 that defines the Williamstown location.

The proposed amendment maps, ordinance and statutory documents are appended to this report as Appendix Two.

The amendment is required to ensure that the provisions of the planning scheme are correct and up-to-date. An assessment of the amendment has determined that it is considered administrative only and as such, will not materially affect any property owners, current applications or other parties. Given the administrative nature, it is proposed to apply to the Minister under section 20(2) of the *Planning and Environment Act* 1987 to permit exemption of amendment notification requirements.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision: Priority 1: Visionary, vibrant, accountable urban planning

This report specifically addresses the following goals and objectives of the Council Plan 2017-21: **Goal 3: A well designed, maintained and environmentally sustainable place**

3.1 Work with all levels of government, key stakeholders and the community to ensure urban development is appropriate and considers neighbourhood character and heritage

Policy and Previous Council Reports

The amendment will ensure the ongoing accuracy of the Hobsons Bay Planning Scheme.

Legal/Statutory Obligations/Risk

Amendment C113 has been, and will continue to be, processed in accordance with the requirements of the *Planning and Environment Act* 1987.

Financial and Resource Implications

There are sufficient funds in Council's operational budget to progress Amendment C113.

Environmental/Social/Economic Impacts

The environmental impacts of the amendment will be positive by changing the zone of land used as open space to PPRZ.

The social and economic impacts will be positive by clarifying and correcting policy with the scheme.

Consultation and Communication

Preliminary consultation has occurred with officers from the Department of Environment, Land, Water and Planning.

Consultation has occurred with the owner of land at 120 Mason Street Newport, who has no objection to rezoning the northern portion of this land to GRZ1 from PPRZ.

Exemption of notification requirements will be sought from the Minister for Planning, as prescribed by section 20(2) of the *Planning and Environment Act* 1987, due the proposed facilitation of corrections to the Hobsons Bay Planning Scheme.

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.

7.4 Infrastructure and City Services

7.4.1 Hobsons Bay Open Space Strategy

Directorate: Infrastructure and City Services

Appendix: 13 4th Pink

Councillor Portfolio: Active and Inclusive Communities

Cr Michael Grech and Cr Peter Hemphill

Purpose

To seek Council's endorsement of the Hobsons Bay Open Space Strategy.

Recommendation

That Council:

- 1. Adopt the Hobsons Bay Open Space Strategy.**
 - 2. Acknowledge the feedback received during the public exhibition of the Draft Hobsons Bay Open Space Strategy.**
 - 3. Write to all submitters to thank them for their contribution.**
-

Summary

At the 12 December 2017 Ordinary Meeting of Council, Council resolved to place the Draft Hobsons Bay Open Space Strategy (HBOSS) on public exhibition for a 10 week period from 15 December 2017 to 23 February 2018. The public exhibition period was widely promoted to the Hobsons Bay Community.

In total, 709 people visited the Draft HBOSS page on Participate. Community members also had the opportunity to attend any of the seven community drop-in sessions hosted during February 2018 across the municipality to find out more or discuss the Draft HBOSS with Council staff. In total, approximately 220 people attended these sessions.

At the completion of the public exhibition period, 86 online survey responses were received via Participate and 26 written submissions were received. Of the 26 submissions, three took the opportunity to present their written submission to Council on 27 March 2018.

The feedback received during the public exhibition period has been considered and has informed the updated HBOSS that is presented for adoption.

Background

The HBOSS is a key Council strategic document that will guide the provision, protection, planning, design and management of open space in Hobsons Bay. The HBOSS provides a framework for Council to set priorities and make decisions on the maintenance, upgrade and development of both existing and new spaces or facilities, which will cater for the current and future needs of the Hobsons Bay community.

The project commenced in 2013, with a comprehensive community survey being undertaken and a significant amount of background analysis. A briefing on the progress of the project was presented to Council in June 2016. One of the key concerns raised by Council was the

lack of sports needs analysis and subsequent recommended future actions, in addition to the need for an open space developer contributions frame work.

At the end of 2016, open space and recreation specialists were engaged to assist with the development of the following key documents:

A base line analysis and future directions paper on Open Space.

A preliminary Open Space contributions frame work report

A Draft Hobsons Bay Open Space Strategy

A Draft Sports Facilities Needs Analysis and

A Draft Tennis Needs Assessment report

The HBOSS has been developed concurrently with the Sports Facilities Needs Analysis and the Tennis Needs Assessment.

Discussion

The HBOSS has identified how much open space is required for the existing and future population of Hobsons Bay and those precincts that require additional new open space. The strategy outlines a hierarchy for parks across the City and the associated service standards for amenity and maintenance.

The HBOSS lists a series of actions that relate to the broader open space network across the municipality, in addition to specific actions for each precinct based on short, medium and long term priorities. The costs for renewal, upgrade and new works for open space have been estimated, to provide Council with a guide for the long term Capital Works Program required to implement the strategy. A process for the implementation and monitoring of the objectives and actions within the HBOSS has been developed and incorporated into the final Draft Strategy (See Attachment 1)

Of the 86 online survey responses received on the Draft HBOSS 80 percent of respondents indicated that they were either excited or satisfied with the Draft HBOSS.

The key themes that emerged from feedback received on the Draft HBOSS include:

- the strong desire for the upgrade of local community parks, including diversity in amenity and activity.
- the strong desire for the continued upgrade of play spaces
- support for defined dog areas and development of dog specific parks
- request to consider climate change and adaptation. Greening and a Street Tree Strategy were well received in addition to advocacy for urban agriculture and community gardens.
- some concern that the implementation of priorities will result in a loss of open space for passive recreation (reference to Dennis Reserve and Precinct 15 main open space were made)
- concern about loss of amenity and public space as a result of the West Gate Tunnel Project, particularly for the areas of Spotswood – South Kingsville and Brooklyn.
- concerns about the lack of family and social recreation public open space and the need to develop and acquire more land, particularly for Altona North, Brooklyn and Spotswood – South Kingsville.

All feedback received during the public exhibition period and from presentations to Council have been reviewed. Following careful consideration of the feedback, changes to the Draft HBOSS have been incorporated into the final Draft HBOSS. A high level summary is provided below:

- strengthen recommendations regarding opportunities for land acquisition for new open space in the northern precincts, particularly those suburbs that are impacted on by the West Gate Tunnel Project, have minimal open space and increased population densities over the next 10 year period.
- include a specific action to develop a methodology to evaluate the implementation of the HBOSS and provide an annual report on the progress of all actions.
- include an action on working with Museum Victoria to develop a strong and inspired vision for this area.
- include a specific action to investigate urban renewal and open space development opportunities in Simcock Avenue, Spotswood, working with the State Government and private developers.
- include a specific action to resolve the future use of the Ladies Bowls Club site at Dennis reserve
- include a specific action to investigate and potentially trial open space rangers to enforce and educate the public regarding shared trails, conservation zones and on lead dog areas within parklands

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

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

Priority 5: Activate sustainable practices

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An inclusive and healthy community

Priority 6: An accessible and connected community

- 1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential
- 1.3 Ensure all community members will have access to quality community, sport and recreation facilities, cultural experiences and open spaces to encourage a healthy and active lifestyle

Goal 2: A great place

- 2.1 Protect and promote public health and community safety
- 2.2 Celebrate and promote the diversity of our community
- 2.4 Deliver, support and promote arts, cultural, heritage, recreational and sporting events and programs that foster a sense of belonging and contribute to the liveability of the city

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets
- 3.3 Protect and enhance our coastal environment, biodiversity and natural areas, in partnership with major stakeholders and the community

Goal 4: A Council of excellence

- 4.3 Provide excellent customer service whilst ensuring all our communications are clear and easy to understand
- 4.4 Actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making

Policy and Previous Council Reports

The HBOSS is directly aligned to the Hobsons Bay 2030 Community Vision and is closely aligned to the Council Plan 2017-21. The HBOSS will be incorporated into the Municipal Strategic Statement as a key reference document for Council.

The HBOSS will guide the provision, protection, planning, design and management of open space in Hobsons Bay. The HBOSS provides a framework for Council to set priorities and make decisions on the maintenance, upgrade and development of both existing and new spaces or facilities, which will cater for the current and future needs of the Hobsons Bay community.

A primary vision and four principles for open space planning will guide the delivery of the HBOSS.

The vision:

Hobsons Bay open spaces are accessible, connected, safe and inviting places.

The network is well maintained, well designed and environmentally sustainable. It is recognised, protected and enhanced for its heritage and cultural importance, its contribution to human recreation and wellbeing, and its biodiversity and conservation values.

Equity and diversity underpin the design and location of open spaces at every scale across the municipality, enabling all Hobsons Bay residents, workers and visitors to delight in local open spaces

Planning Principles.Distribution, Access and Connectivity.

Open spaces are within a safe 5-minute walk of 95 percent of residents, are well connected, safe and collocated with community infrastructure

Provision and Diversity

There is enough open space to cater for a diverse range of community uses and groups; the variety of open space types also offers differing levels of amenity and function.

Quality.

Open spaces are designed to be multi-purpose and multi-functional, resilient, accessible, enhance community appreciation and reflect community values.

Environment.

The network of open spaces supports biodiversity and habitat links, while being resource – efficient, and responds to climate change adaptation

The new HBOSS (2018) will supersede the last endorsed version from 2005.

Council has been provided with updates regarding the development of the Draft HBOSS and open space developer contributions through out 2017 via the following reports and presentations;

- *4 April 2017: Council Briefing.* Information providing an update on the HBOSS development and timeframes.
- *15 August 2017: Draft HBOSS Council Briefing Session Presentation.* This presentation provided Council with an overview of the vision and principles for open space planning, together with a summary of gaps in the open space network and projected population densities
- *31 October 2017: Council Briefing Session Presentation- Preliminary Draft Open Space Strategy. Preliminary Open Space Contributions Framework Report.* This presentation provided Councillors with additional information including a proposed open space hierarchy, service standards and an analysis of the preliminary Open Space Contributions Framework report. At this briefing it was agreed to continue to gather data related to finalising the Contributions Framework Report and to exhibit the Draft HBOSS separately.
- *12 December 2017: Ordinary Council Meeting - Draft HBOSS for Public Exhibition* At this meeting, the Draft HBOSS was endorsed to be placed on public exhibition.
- *15 December 2017 to 23 February 2018: Public Exhibition Period* Draft documents were placed on Participate. Community members had the opportunity to attend any of the seven community drop-in sessions hosted during February 2018 across the municipality. By the completion of the public exhibition period, the community had the opportunity to provide feedback via an online survey and/ or a written submission.
- *27 March 2018: Public Submission Session with Councillors* At the completion of the public exhibition period, 86 online survey responses were received via Participate and 26 written submissions were received. Of the 26 submissions, three took the opportunity to present their written submission to Council on 27 March 2018.

- *15 May 2018: Council Briefing Session Presentation- HBOSS Consultation Feedback*
A presentation providing a summary of all feedback received during the public exhibition period.
- *22 May 2018: Councillor Drop in Session*
No feedback on comments received during the public exhibition period was received from Councillors on the HBOSS.

Legal/Statutory Obligations/Risk

The Draft HBOSS has included a full analysis of all open space parks and reserves currently owned and/or managed by Council. The Strategy has incorporated the key findings of the recent open space asset audit and Play Space asset audit.

Financial and Resource Implications

The HBOSS will be delivered by the Active Communities Department. Short term (1-2 years) medium term (3-5 years) and long term (5-10 years) priorities have been identified with cost estimates for the network and precincts included in the Draft Strategy. The total cost to implement the passive open space priorities over the next 10 year period (excluding those already calculated for Sports Facilities and Tennis) is approximately \$43 million. This cost includes the allocations in the Draft 10 Year Capital Works Program for open space.

Environmental/Social/Economic Impacts

The HBOSS has been developed in consideration of key objectives contained within Hobsons Bay 2030, that relate specifically to the public open space network in Hobsons Bay. The environmental, social and economic benefits of protecting and enhancing the Hobsons Bay open space network is well demonstrated within the Draft HBOSS.

Consultation and Communication

Following endorsement of the Draft HBOSS a 10 week comprehensive public exhibition period was completed from December 2017 to 23 February 2018. The Draft HBOSS Strategy and Executive Summary was made available on Participate to draw feedback from the community. 86 survey responses were received and 21 submissions were received.

In total, 709 people visited the Draft HBOSS page on Participate. 479 people downloaded either the full Draft HBOSS or the Draft HBOSS Executive Summary Report.

Community members also had the opportunity to attend any of the seven community drop-in sessions hosted during February 2018 across the municipality to find out more or discuss the Draft HBOSS with Council staff. In total, approximately 220 people attended these sessions.

Of the 21 submissions received, three took the opportunity to present their written submission to Council on 27 March 2018.

Officer Declaration of Conflict of Interest

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

7.4.2 Sports Facility Needs Analysis Final Report

Directorate: Infrastructure and City Services Appendix: 14 4th Green

Councillor Portfolio: Active and Inclusive Communities
Cr Michael Grech and Cr Peter Hemphill

Purpose

To seek Council's endorsement of the Sports Facility Needs Analysis Final Report.

Recommendation

That Council:

1. **Adopt the Sports Facility Needs Analysis Final Report**
 2. **Acknowledge the feedback received during the public exhibition of the Draft Sports Facility Needs Analysis.**
 3. **Write to all submitters to thank them for their contribution.**
-

Summary

At the 12 December 2017 Ordinary Meeting of Council, Council resolved to place the Draft Sports Facility Needs Analysis (SFNA) on public exhibition for a 10 week period from 15 December 2017 to 23 February 2018. The public exhibition period was widely promoted to local sports clubs and the Hobsons Bay Community.

In total, 1300 people visited the combined Draft SFNA and Draft Tennis Needs Assessment page on Participate and approximately 220 people attended community drop in sessions during February 2018 to discuss the plans. Community members or groups also had an opportunity to present their written submission to Council.

The feedback received during the public exhibition period has been considered and has informed the updated SFNA that is presented for adoption.

Background

The intention of the SFNA is to determine the future planning and development of Council's sport and active recreation infrastructure, identify priorities for the effective and sustainable delivery of sport within the municipality. The SFNA will guide the improvement, upgrade and renewal of Council's sports facilities, and provide information on the future demand for new facilities to meet the needs of the community.

The project commenced in January 2017 and has included extensive consultation with state sporting associations, sports club and the Hobsons Bay community. The SFNA has been developed concurrently with the Tennis Needs Assessment and the Open Space Strategy.

Discussion

The SFNA has identified that the top six sports in terms of participation in Hobsons Bay are netball, basketball, AFL, tennis, soccer and cricket. Combined, these sports represent 60 percent of all sports participation in the municipality. 71 percent of all clubs in the municipality play in these top six sports and they use 73 percent of Council owned/managed sports

facilities. These sports show signs of future growth, some having current waiting lists and restrictive competition formats and therefore have the greatest demand for additional or improved infrastructure to support the future needs of their sports.

There is sustained participation in other key local sports including hockey, baseball, badminton, lacrosse, rugby league, rugby union and touch football. Each sport has their own facility needs to ensure they remain strong participation sports in the municipality.

Future facility needs have been identified as short, medium and long term priorities in the Draft SFNA. These priorities best meet the current and future sports needs for the community of Hobsons Bay.

Of the 60 online survey responses received on the Draft SFNA during the public exhibition period, 68 percent of respondents indicated that they were either excited or satisfied with the report. Furthermore 80 percent of respondents stated that they either strongly agreed or agreed with the principles included in the Draft SFNA.

The key themes that emerged from feedback received on the Draft SFNA include:

- support for additional basketball and netball courts and the need to act more quickly on this provision.
- need to accurately reflect growing junior and female participation in sport and ensure there are more facilities to cater for the growing demand.
- some concern that the implementation of priorities will result in a loss of open space for passive recreation (reference to Dennis Reserve was made)
- there is a large reliance on schools to permit community use which could be minimised if use of existing facilities were maximised.
- squash was raised as a sport that could have additional demand with the installation of courts in Hobsons Bay.
- it was noted that there was limited recognition of cycling and gymnastics within the future priorities.

All feedback received during the public exhibition period and from presentations to Council has been reviewed. Following careful consideration of the feedback, a high level summary of the changes to the exhibited Draft SFNA is provided below:

- undertake investigations to install floodlighting at Newport Park Athletics Track in the Medium term. Implementation to remain a long term priority.
- amend the long term soccer priority referencing the development of Precinct 15 to align with outcomes of separate planning reports.
- modify priorities relating to Bayside College Williamstown and Bayside College Paisley Campus to short term so they align with recent State Government announcement.
- include the establishment of a formalised partnership with Williamstown High School as a short term priority item and include an allocation in the medium term for the development of the external courts for netball, basketball or tennis onsite.

- update the existing medium term priority which investigates the feasibility of new indoor courts to service basketball, netball and other emerging indoor sports in the east of the municipality to include Paisley Park, Newport Recreation Centre and other appropriate sites.
- remove the AFL reference to KC White Reserve, place lighting as a medium term upgrade for the site and include back netting upgrades to both diamonds.
- make reference to the Hobsons Bay Bicycle Plan for information on recreational cycling needs within the municipality.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

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

Priority 5: Activate sustainable practices

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An inclusive and healthy community

Priority 6: An accessible and connected community

- 1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential
- 1.3 Ensure all community members will have access to quality community, sport and recreation facilities, cultural experiences and open spaces to encourage a healthy and active lifestyle

Goal 2: A great place

- 2.1 Protect and promote public health and community safety
- 2.2 Celebrate and promote the diversity of our community
- 2.4 Deliver, support and promote arts, cultural, heritage, recreational and sporting events and programs that foster a sense of belonging and contribute to the liveability of the city

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets
- 3.3 Protect and enhance our coastal environment, biodiversity and natural areas, in partnership with major stakeholders and the community

Goal 4: A Council of excellence

- 4.3 Provide excellent customer service whilst ensuring all our communications are clear and easy to understand
- 4.4 Actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making

Policy and Previous Council Reports

The SFNA is closely aligned to the Council Plan 2017-21 and the Hobsons Bay 2030 community vision. The SFNA has been developed to guide the future planning and investment in sports facilities over the next 10 years.

There are 12 principles in total that have been grouped under the following headings:

- maximise use and flexibility of existing facilities
- participation and access
- facility sustainability

These planning and development principles have been developed to guide the interpretation, consideration and preparation of strategic direction and underpin the sports facility development priorities in Hobsons Bay.

The principles are also consistent with guiding principles, goals and strategies that were outlined in Council's Sport and Recreation Strategy 2014.

The SFNA has been completed with a broad engagement process and has been the subject of many briefings as detailed in the timeline below:

- *15 August 2017: Council Briefing Session Presentation - SFNA Discussion Paper*
Feedback provided at this session included the need to consult with clubs via a survey and a need to provide clubs with the opportunity to present to their submission following the public exhibition period of the Draft SFNA.
- *30 August 2017: SFNA Discussion Paper Presentation #2*
At this meeting, updated timeframes were presented which included club consultation options suggested previously.
- *September 2017: Online sports club survey*
The survey was sent to Council's 110 sports clubs. 68 clubs completed a survey, a response rate of 62 percent.
- *31 October 2017: Council Briefing Session Presentation - Preliminary Draft Report*
This presentation provided Councillors with feedback received from the online sports club survey and a preliminary Draft SFNA for their feedback.
- *12 December 2017: Ordinary Council Meeting - Draft SFNA for Public Exhibition*
At this meeting, the Draft SFNA was endorsed to be placed on public exhibition.

Ordinary Council Meeting Agenda

- *15 December 2017 to 23 February 2018: Public Exhibition Period*
Draft documents were placed on Participate, local sports clubs were notified via email and the community was notified via a social media campaign. Community members also had the opportunity to attend any of the seven community drop-in sessions hosted during February 2018 across the municipality. By the completion of the public exhibition period, the community had the opportunity to provide feedback via an online survey and/ or a written submission.
- *27 March 2018: Public Submission Session with Councillors*
11 of the 12 submitters took the opportunity to attend this session and speak to their submission. Following this session, councillors received a copy of all survey results and written submissions received.
- *15 May 2018: Council Briefing Session Presentation - SFNA Consultation Feedback*
A presentation providing a summary of all feedback received during the public exhibition period.
- *22 May & 29 May 2018: Councillor Drop in Session*
Feedback on comments received during the public exhibition period was received from Councillors on the SFNA.

Legal/Statutory Obligations/Risk

The completion of the SFNA required officers to inspect facilities and review previous facility audits to ensure issues of compliance, statutory obligation and risk have been considered and will be addressed with facility upgrade priorities.

Financial and Resource Implications

The SFNA is being delivered by the Active Communities Department, with assistance from sports planning specialists. Short term (1-2 years), medium (3-5 years) and long term (5-10 years) priorities have been identified with cost estimates in the SFNA.

The total cost to implement these priorities over a ten year period has been estimated as \$95,400,000. This total cost figure also includes allocations in the Draft 10 year Capital Works Program for the Sportsground Renewal Program, Sportsground Floodlighting Renewal Program, Cricket Practise Net Renewal Program and Sports Pavilion Renewal Program (minor works). A summary table is provided below:

Priority	Cost Estimate
Short	\$33,575,000
Medium	\$19,370,000
Long	\$42,455,000
Total	\$95,400,000

The above cost represents an estimated total project cost to complete the works. External funding contributions will decrease this total cost figure.

Environmental/Social/Economic Impacts

Council has obligations under the *Health and Wellbeing Act 2008* to seek, protect, improve and promote public health and wellbeing. The provision of facilities that encourage the community to participate in sporting, recreational and community activities is a fundamental role of Council. Vic Health research has found that local government areas with a higher availability of sports facilities recorded higher levels of participation.

Sports clubs make a significant contribution to the health and wellbeing of the community. Participation in organised sport is associated with better physical health and improved social, emotional and psychological wellbeing.

Consultation and Communication

An online survey was conducted in September 2017 with Council's 110 sports clubs. 68 clubs completed the survey. A detailed evaluation of the survey results was conducted and its findings helped develop the Draft SFNA.

Consultation also occurred with 29 state sports associations of existing and emerging sports within Hobsons Bay. This engagement process identified participation numbers and any sport specific facility development plans the sport had with actions associated with Hobsons Bay or neighbouring municipalities.

Following endorsement of the Draft SFNA, a 10 week comprehensive public exhibition period was completed from December 2017 to 23 February 2018. The Draft SFNA and Summary Report was made available on Participate to draw feedback from the community. 60 survey responses and 12 written submissions were received.

During the public exhibition period, six community drop in sessions were scheduled throughout the municipality in association with the Draft Tennis Needs Assessment and Draft Open Space Strategy that were both also on public exhibition. Furthermore, a sports club specific drop in session was scheduled at the Hobsons Bay Civic Centre to discuss the SFNA and Tennis Needs Assessment. Approximately 220 people attended these drop in sessions that occurred during February 2018.

During March, community members and groups who completed a survey or lodged a submission were offered the opportunity to present their submission to Council. On the 27th of March 2018, 11 submitters presented their submission on the SFNA to Council.

Councillor feedback has also been received throughout the development of the SFNA either through Council Briefing Sessions or other related information sessions.

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.

7.4.3 Tennis Needs Assessment Final Report

Directorate: Infrastructure and City Services Appendix: 15 4th Yellow

Councillor Portfolio: Active and Inclusive Communities
Cr Michael Grech and Cr Peter Hemphill

Purpose

To seek Council's endorsement of the Tennis Needs Assessment Final Report.

Recommendation

That Council:

- 1. Adopt the Tennis Needs Assessment Final Report.**
 - 2. Acknowledge the feedback received during the public exhibition of the Draft Tennis Needs Assessment.**
 - 3. Write to all submitters to thank them for their contribution.**
-

Summary

At the 12 December 2017 Ordinary Meeting of Council, Council resolved to place the Draft Tennis Needs Assessment (TNA) on public exhibition for a 10 week period from 15 December 2017 to 23 February 2018. The public exhibition period was widely promoted to local sports clubs and the Hobsons Bay Community.

In total 1300 people visited the combined Draft TNA and Draft Sports Facility Needs Analysis page on Participate and approximately 220 people attended community drop in sessions during February 2018 to discuss the plans. Community members or groups also had an opportunity to present their written submission to Council.

The feedback received during the public exhibition period has been considered and has informed the updated TNA that is presented for adoption.

Background

The intention of the TNA is to determine the future planning and development of Council's tennis infrastructure, and identify priorities for the effective and sustainable delivery of the sport within the municipality. The TNA will guide the improvement, upgrade and renewal of Council's tennis facilities, and provide information on the future demand for new facilities to meet the needs of the community.

The project commenced in January 2017 and has included extensive consultation with Tennis Victoria, local tennis clubs and the Hobsons Bay community. The TNA has been developed concurrently with the Sports Facility Needs Analysis and the Open Space Strategy.

Discussion

There are 14 tennis venues in Hobsons Bay, with eight club facilities and six public access venues, providing 54 dedicated tennis courts.

At the conclusion of the Draft TNA public exhibition period, 101 online survey responses received. Of the responses, 94 percent indicated that they were either excited or satisfied with the Draft TNA, and 94 percent of respondents stated that they either strongly agreed or agreed with the principles included in the Draft TNA.

The key themes that emerged from feedback received on the Draft TNA include:

- overwhelming support for additional courts across the municipality with the majority supporting new courts in Williamstown.
- many wish to see a decision made on the future of Dennis Reserve; historical inaction is causing concern.
- significant commentary supporting additional tennis courts at Dennis Reserve.
- counter balance (from four respondents) was received wanting no additional courts constructed at Dennis Reserve.
- participation figures believed to be higher than identified in the report.
- Altona Tennis Clubs and local participants expressed a preference to retain red porous courts onsite.
- value add items requested at public tennis courts like rebound walls, drinking taps and public toilets.
- many respondents were interested in implementation commencing as soon as possible.

All feedback received during the public exhibition period and from presentations to Council has been reviewed. Following careful consideration of the feedback, a high level summary of the changes to the exhibited Draft TNA is provided below:

- update report reflecting Altona Tennis Club's preference for red porous courts.
- remove Laverton Park and Liston Tennis Clubs from the blended lines hot shots program.
- update report to include the installation of book a court technology (including costs) at Altona and Williamstown based clubs.
- acknowledge the commencement of hot shots and the installation of book a court technology at Williamstown Beach Tennis Club.
- report to be updated to reflect Council's position on third party investment so it is consistent with the Capital Development of Sport and Recreation Facilities Policy.
- report to be updated to outline the benefits and potential costs of upgrading floodlights to use LED technology.
- identify opportunities for Council to collaborate with Tennis Victoria and clubs to develop venue management arrangements.

Future tennis facility needs have been identified as short, medium and long term priorities in the TNA. These priorities best meet the current and future needs of the sport for the community of Hobsons Bay.

The short term priority works recommended within the TNA include the construction of six additional courts in the east of the municipality (four at Bayside College and two at Dennis Reserve). The provision of these additional courts will bring the ratio to a rate that is consistent with the current municipal average. The focus in the west within the short to medium term is to renew and better utilise the facilities available, while the medium term focus for the central area of the municipality is to renew the courts and fencing at the Altona Tennis Club.

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

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

Priority 5: Activate sustainable practices

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An inclusive and healthy community

Priority 6: An accessible and connected community

- 1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential
- 1.3 Ensure all community members will have access to quality community, sport and recreation facilities, cultural experiences and open spaces to encourage a healthy and active lifestyle

Goal 2: A great place

- 2.1 Protect and promote public health and community safety
- 2.2 Celebrate and promote the diversity of our community
- 2.4 Deliver, support and promote arts, cultural, heritage, recreational and sporting events and programs that foster a sense of belonging and contribute to the liveability of the city

Goal 3: A well designed, maintained and environmentally sustainable place

- 3.2 Deliver and maintain well-designed, accessible and environmentally sustainable community assets
- 3.3 Protect and enhance our coastal environment, biodiversity and natural areas, in partnership with major stakeholders and the community

Goal 4: A Council of excellence

- 4.3 Provide excellent customer service whilst ensuring all our communications are clear and easy to understand
- 4.4 Actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making

Policy and Previous Council Reports

The TNA is closely aligned to the Council Plan 2017-21 and the Hobsons Bay 2030 community vision. The TNA has been developed to guide the future planning and investment in tennis facilities over the next 10 years. Four priorities have been developed as part of this project to develop and support tennis in Hobsons Bay. These priorities are:

- improved access
- community participation
- venue sustainability
- management accountability

These priorities are consistent with guiding principles, goals and strategies that were outlined in Council's Sport and Recreation Strategy 2014.

The TNA has been completed with a broad engagement process and has been the subject of many briefings as detailed in the timeline below:

- *15 August 2017: Council Briefing Session Presentation - TNA Discussion Paper*
Feedback provided at this session included the need to consult with clubs via a survey and a need to provide clubs with the opportunity to present to their submission following the public exhibition period of the Draft TNA.
- *30 August 2017: TNA Discussion Paper Presentation #2*
At this meeting, updated timeframes were presented which included club consultation options suggested previously.
- *September 2017: Online sports club survey*
The survey was sent to Council's eight tennis clubs, six completed the survey.
- *31 October 2017: Council Briefing Session Presentation - Preliminary Draft Report*
This presentation provided Councillors with feedback received from the online club survey and a preliminary Draft TNA for their feedback.
- *12 December 2017: Ordinary Council Meeting - Draft TNA for Public Exhibition*
At this meeting, the Draft TNA was endorsed to be placed on public exhibition.
- *15 December 2017 to 23 February 2018: Public Exhibition Period*
Draft documents were placed on Participate, tennis clubs were notified via email and the community was notified via a social media campaign. Community members also had the opportunity to attend any of the seven community drop-in sessions hosted during February 2018 across the municipality. By the completion of the public exhibition period, the community had the opportunity to provide feedback via an online survey and/ or a written submission.

Ordinary Council Meeting Agenda

- *27 March 2018: Public Submission session with Councillors*
four of the 11 submitters took the opportunity to attend this session and speak to their submission. Following this session, councillors received a copy of all survey results and written submissions received.
- *15 May 2018: Council Briefing Session Presentation - TNA Consultation Feedback*
A presentation providing a summary of all feedback received during the public exhibition period.
- *22 May 2018: Councillor Drop in Session*
Feedback on comments received during the public exhibition period was received from Councillors on the TNA.

Legal/Statutory Obligations/Risk

The completion of the TNA has inspected facilities and reviewed previous facility audits to ensure issues of compliance, statutory obligation and risk have been considered and will be addressed with facility upgrade priorities.

Financial and Resource Implications

The TNA is being delivered by the Active Communities Department, with assistance from sports planning specialists. Short term (1-2 years), medium (3-5 years) and long term (5-10 year) priorities have been identified with cost estimates in the TNA.

The total cost to implement the Draft TNA is \$5.245 million. A summary table is provided below:

Priority	Cost Estimate
Short	\$1,188,000
Medium	\$2,666,500
Long	\$1,390,500
Total	\$5,245,000

The above cost represents an estimated total project cost to complete the works. External funding contributions will decrease this total cost figure.

Environmental/Social/Economic Impacts

Council has obligations under the *Health and Wellbeing Act 2008* to seek, protect, improve and promote public health and wellbeing. The provision of facilities that encourage the community to participate in sporting, recreational and community activities is a fundamental role of Council. Vic Health research has found that Local Government areas with a higher availability of sports facilities recorded higher levels of participation.

Sports clubs make a significant contribution to the health and wellbeing of the community. Participation in organised sport is associated with better physical health and improved social, emotional and psychological wellbeing.

Consultation and Communication

An online survey was conducted in September 2017 with Council's eight tennis clubs. Six clubs completed the survey. A detailed evaluation of the survey results was conducted and its findings helped develop the Draft TNA.

Consultation also occurred with Tennis Victoria to identify participation numbers and any sport specific facility development plans they have had with actions associated with Hobsons Bay or neighbouring municipalities.

Following endorsement of the Draft TNA, a 10 week comprehensive public exhibition period was completed from December 2017 to 23 February 2018. The Draft TNA and Summary Report was made available on Participate to draw feedback from the community. 101 survey responses and 11 written submissions were received.

During the public exhibition period, six community drop in sessions were scheduled throughout the municipality in association with the Draft Sports Facility Needs Analysis and Draft Open Space Strategy that were both also on public exhibition. Furthermore, a sports club specific drop in session was scheduled and the Hobsons Bay Civic Centre to discuss the TNA and Sports Facility Needs Analysis. Approximately 220 people attended these drop in sessions that occurred during February 2018.

During March, community members and groups who completed a survey or lodged a submission were offered the opportunity to present their submission to Council. On 27 of March 2018, four submitters presented their submission on the TNA to Council.

Councillor feedback has also been received throughout the development of the TNA either through Council Briefing Sessions or other related information sessions.

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.

7.4.4 Contract 2018.15 - Facilities Maintenance Service Contract

Directorate: Infrastructure and City Services

Councillor Portfolio: Not applicable

Purpose

To award Contract No: 2018.15 for Provision of Facilities Maintenance Services for the initial term of five years.

Recommendation

That Council award Contract No. 2018.15 for Provision of Facilities Maintenance Services to Urban Maintenance Systems Pty Ltd (UMS) for a period of five years with a 2 x one year options to extend: as follows;

- **Fixed price lump sum of \$6,381,078.00 (GST inclusive)**
 - **Provisional schedule of rates component estimated at \$9,250,675.50 (GST inclusive)**
-

Summary

This report outlines the review which was undertaken by Council in order to investigate the delivery of Facilities Maintenance (FM) services at Hobsons Bay and engage a contractor to provide this service under contract to Council.

ArcBlue acted as a consultant to Council to undertake a service review considering Councils requirements, user and manager expectations, internal audit findings, recommendations and staffing arrangements. The findings of the review focussed on ensuring Council improved works scheduling and records management by ensuring these tasks were managed and completed internally. Contractor responsibilities will be to react to Councils job requests, work within Councils systems (CONFIRM) and ensure scheduled maintenance is undertaken.

Due to a change in the delivery model of the Facilities Maintenance contract and the competitive tendering process cost reduction of \$1,850,000 have been made on the lump sum component over the new five year contract. Facility inspection and data collection will be brought in house as per the internal audit.

Background

Hobsons Bay City Council is required to maintain its building infrastructure in a sound condition and prevent as far as practical any breakdown maintenance issues that may disrupt the use of the buildings. The Council's current facility maintenance contract is due to expire on 30 June 2018. The new contract will focus on the move to a more programmed approach to maintenance. The contract is made up of two distinct areas of service delivery:

Programed Maintenance

Programmed maintenance which includes work to systems and equipment which must meet a regulatory standard in order to be deemed compliant. This maintenance includes management of a high volume of records to prove that certain inspections have been undertaken and any necessary repairs completed. Where this cannot be proven the building can be deemed unfit for occupancy.

Reactive Maintenance

A significant change from the previous contract is in the provision of reactive maintenance which has historically been managed and undertaken by the contractor. Cost reduction in the programmed maintenance requirement allow Council to provide minor maintenance and support to our facility users internally streamlining this response while still having access to specialist trades via the contractor where these are required. One of the dominant changes in the new contract is a transition for this work completely into Councils Asset Management System.

The changes ensure Council is able to make informed decisions on the performance of Council assets which in turn informs more effective maintenance and replacement programs. Internal staff requirements for this service will be reviewed after six months of new contract delivery.

Discussion

A public tender process was conducted on 3 March 2018. At the close of the tender responses were received from five tenderers. Of the submissions received, two were deemed non-conforming as they did not respond to all of the services which were required as part of the tender, instead they provide Council with costs for services in which they specialised only. The submission by Harris HMC Interiors was not shortlisted due to their tender price significantly exceeding Council's budget. This provided Council with two conforming tenders from Campeyn Group and Urban Maintenance Systems.

Campeyn and Urban Maintenance Systems were interviewed on 22 April 2018. Prior to interview a series of questions and clarifications were emailed to each tenderer. Responses to the questions were addressed at interview. Post tender interview clarifications were sought from each tenderer in regard to costing of the management and servicing of Council's Exeloo's (Electronic public toilets) and costing of planned maintenance on Council's lifts. Subsequently revised pricing was received from both tenderers.

The revised tender will enable a number of financial efficiencies:

- Urban Maintenance Systems will be able to amalgamate two works offices into one while maintaining responsiveness
- graffiti management services have been retained but streamlined to reduce their cost
- due to works programming being managed on Councils side, the administrative requirement is greatly reduced on the contract side

While these financial incentives have been achieved there is a requirement to continue to manage the processes which have historically been undertaken on the contractor side. This will include managing the following tasks internally:

- management of all works requests received by the organisation
- assessment and appropriate treatment of all defects which are identified as part of the planned maintenance program
- ensure all appropriate records are maintained in Councils systems
- customer service and providing minor works and support

Following the interview, post tender clarifications and assessment of the submissions received, the panel members recommended Urban Maintenance Systems be award the contract based on their demonstrated industry experience including high level experience of key personnel assigned to the contract, capacity and having the highest weighted score pending Council approval.

Strategic Alignment

This report specifically addresses the following priority of the Hobsons Bay 2030 Community Vision:

Priority 2: Community wellbeing and inter-connection

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

Priority 6: An accessible and connected community

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

Goal 1: An inclusive and healthy community

1.1 Provide access to high quality services that enhance community health and wellbeing

Goal 2: A great place

2.1 Protect and promote public health and community safety

2.4 Deliver, support and promote arts, cultural, heritage, recreational and sporting events and programs that foster a sense of belonging and contribute to the liveability of the city

Goal 4: A Council of excellence

4.5 Support and develop an engaged, skilled and professional workforce who are committed to maintaining a high performing and sustainable organisation

Policy and Previous Council Reports

The awarding of Contract No: 2018.15 Provision of Facility Maintenance through a public tender process complies with Councils Procurement Policy.

Legal/Statutory Obligations/Risk

The awarding of Contract No: 2018.15 Provision of Facility Maintenance through a public tender process complies with section 186 of the *Local Government Act* 1989, which stipulates that a Council must publically advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Financial and Resource Implications

Due to a change in the delivery model of the Facilities Maintenance Contract and the competitive tendering process cost reduction of \$370,000 will be made on the lump sum component of the contract annually. A review will be conducted at the end 2018 to determine the appropriate staffing level to deliver this service.

Environmental/Social/Economic Impacts

The Facilities Maintenance Contract encompasses a wide spectrum of works and task management many of which occur outside in the environment. Some of these works include the handling/removal/disposal of hazardous materials. Urban Maintenance Systems are fully accredited and work under ISO 9001, ISO 14001 and AS 4901 – these certifications ensure

UMS are capable of completing all works in a safe manner with appropriate protocols and processes leading to the protection of the environment.

A social procurement requirement has been included in the contract stating that for every 10 employees employed full time by the contractor there must be at least one trainee employed consistent with Councils Social Procurement Policy.

Consultation and Communication

The tender was publicly advertised in the The Age on 3 March 2018.

The tender evaluation report for Contract No: 2018.15 Provision of Facility Maintenance Services was presented to Council's Tender Board on Tuesday 22 May 2018. The Tender Board supported the tender evaluation panel's recommendation to award the contract to Urban Maintenance Systems Pty Ltd subject to Council approval.

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.

7.4.5 Contract 2017.02 - Provision of Personal Protective Equipment, Uniforms and Consumables

Directorate: Infrastructure and City Services

Councillor Portfolio: Not applicable

Purpose

To award contract no. 2017.02 for supply of Personal Protective Equipment, Uniforms and Consumables to a panel consisting of suppliers being Blackwoods, Hip Pocket Workwear, Totally Workwear and Bunzl Brands.

Recommendation

That Council award contract no. 2017.02 for supply of Personal Protective Equipment, Uniforms and Consumables to a panel consisting of suppliers being Blackwoods, Hip Pocket Workwear, Totally Workwear and Bunzl Brands at an estimated schedule of rates of \$600,000 for a period of 3 years with two one year extension options.

Summary

Councils City Services Department is tasked with maintaining, cleaning and improving the many thousands of assets which are installed throughout the municipality. This work includes various outdoor tasks involving manual labour. Council provides staff with a wide range of equipment to ensure that this work is undertaken safely and all the relevant Occupational Health and Safety issues are adequately considered. This report ensures this equipment can be procured in line with legislative requirements.

Background

Historically PPE and consumable equipment has been purchased from various local suppliers. Fuel containers would be purchased separately to garden hoses and hats for example. Over the past few years the stocking and delivery of this kind of equipment has changed dramatically with more and more "one stop suppliers" being able to supply and deliver a variety of equipment. This has resulted in Council exceeding the Procurement Policy for individual suppliers.

To ensure compliance with Section 186 of *Local Government Act 1989* and Councils Procurement Policy, a public tender process was conducted inviting suitable companies to submit a tender response for a panel of suppliers for the supply of a variety of equipment used across the varied work areas of the Operations Centre.

The appointment of a panel will ensure Council is able to source the equipment required and similarly ensure that these items are in stock should they be required at short notice. In addition, the tender covers the supply of various materials and consumables which Council does not currently use although will require in coming years, this is due to the movement to single larger suppliers rather than dispersed specialist providers.

Discussion

The engagement of a panel of suppliers will ensure Council has access to the PPE and consumables that operations require. The fact that there are several larger suppliers servicing Council's area and providing similar services puts Council in a strong position. Given each of these suppliers were competitive on similar items and that each stock items

which are in high demand for Council, it is recommended that each of the four complying tenders be appointed to the panel.

This course of action will have the following advantages for Council:

- ensuring the ongoing competitiveness of the tenders given the likely fluctuations in price
- providing a broad range of purchasing options. This is especially important with PPE where staff can have medical requirements for certain types of shoes or other pieces of uniform
- ensuring adequate stock. An objective of the Operations Centre is to remove the need for a stock room by ensuring our suppliers can provide us with what we need on very short notice

Strategic Alignment

This report specifically addresses the following priorities of the Hobsons Bay 2030 Community Vision:

Priority 5: Activate sustainable practices

This report specifically addresses the following goals and objectives of the Council Plan 2017-21:

4.2 Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management

Legal/Statutory Obligations/Risk

The awarding of contract 2017.02 through a public tender process complies with Council's Procurement Policy.

Financial and Resource Implications

The awarding of contract 2017.02 through a public tender process complies with section 186 of the *Local Government Act* 1989, which stipulates that a Council must publically advertise and invite tenders for services over the value of \$150,000 as fixed by an Order in Council.

Environmental/Social/Economic Impacts

This report ensures Council meets our procurement guidelines while providing suppliers both local and corporate a chance to do business with Council on Best Value principles. The process undertaken to appoint these suppliers takes into consideration the necessity of local business to hold stock and allow Council Officers to ensure equipment is fit for purpose. At the same time larger organisations may offer improved business processes which can be of benefit to Council.

Consultation and Communication

The tender evaluation report for contract 2017.02 was presented to Council's Tender Board on Friday 19 April 2018. The Tender Board agreed with the tender evaluation panel's recommendation to award the contract to the panel of suppliers subject to Council approval.

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 Delegates Report

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.

Metropolitan Local Government Waste Forum

10 May 2018

Councillor Delegates: Cr Angela Altair and Cr Colleen Gates

The Victorian Government provided an update on the e-waste policy. The commencement of the policy has been postponed until the 1 July 2019 to allow time for the industry and community to adapt to the requirements and for infrastructure to be in place.

Whittlesea and Frankston City Councils provided their perspective on how they are responding to the policy through service delivery and waste and resource recovery infrastructure. A panel of representatives from the Victorian Environment Protection Authority, Sustainability Victoria, Department of Environment, Land, Water and Planning, the Metropolitan Waste and Resource Recovery Group and councils responded to questions.

Key concerns were about the model of the e-waste policy requiring people to travel 20 minutes to recycle e-waste, the absence of manufacturer product stewardship and retail drop off options, the insignificant funding for the communications campaign, the focus of enforcement, the costs to Local Government to deliver and maintain the services and infrastructure, the communications and illegal dumping.

RoadSafe Westgate Community Road Safety Council Inc.**16 May 2018****Councillor delegate: Cr Sandra Wilson****Local Area Traffic Management Planning**

Consultants have been formally appointed to deliver Council's Local Movement and Transport Plan, which will cover the suburbs of Laverton, Seabrook and Altona Meadows. Work is currently focusing on the preparation and analysis of background material for example historical speed counts, traffic studies and customer enquiries, to enable the preparation of a background paper to guide the study.

Safe Travel in Local Streets program

VicRoads have advised that Hobsons Bay were successful in their application for funding for design work on pedestrian improvements and speed reduction infrastructure on The Esplanade, Williamstown, between Victoria Street and Giffard Street. The design work will be undertaken by the appointed consultant over the coming months along with community consultation.

9 Notice of Motion.1201 – Condolence Motion – Dr Michael Hampton

Cr Tony Briffa has given notice of the following:

“That the Council:

(a) acknowledges the recent passing of Dr Michael Hampton, who has served the local community as a medical doctor for 25 years and was much respected by the local community; and

(b) sends Dr Hampton’s widow, Mrs Lan Hampton, a card expressing our sincerest condolences on behalf of the City of Hobsons Bay”.

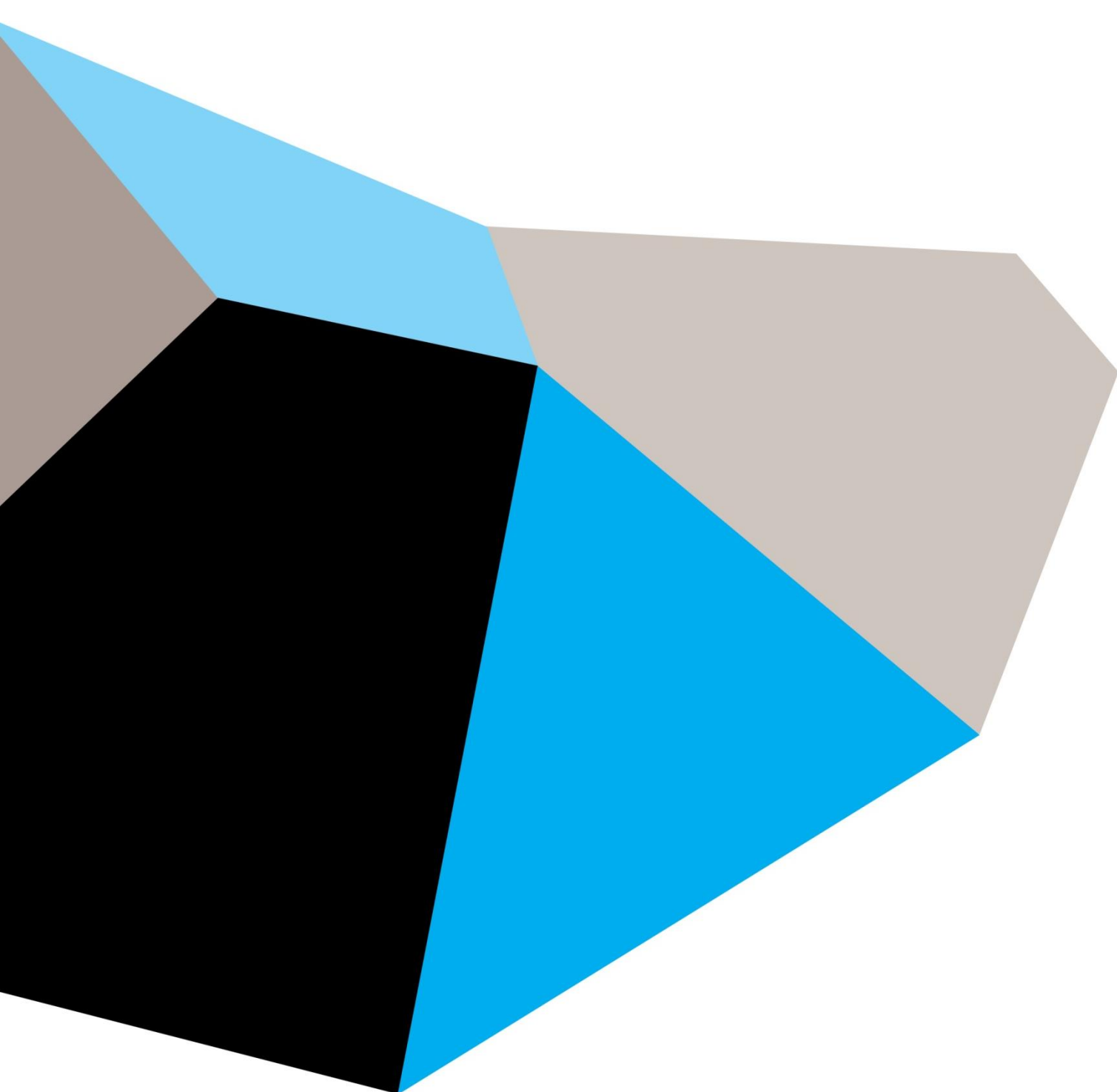
10 Supplementary Public Question Time

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.

11 Other Business



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