



Ordinary Council Meeting Agenda

Tuesday 14 August 2018
Commencing at 7.00pm

Council Chamber
Hobsons Bay Civic Centre
115 Civic Parade, Altona

**HOBSONS
BAY CITY
COUNCIL**



THE COUNCIL'S MISSION

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

OUR VALUES

Honesty

Trust

Integrity

Collaboration

Respect

Accountability

Council acknowledges the 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

Aaron van Egmond
Chief Executive Officer
Hobsons Bay City Council

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AGENDA

1 Council Welcome and Acknowledgement

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

The chairperson will call for apologies received from Councillors who are unable to attend this meeting.

3 Disclosure of Interests

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

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

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

4 Minutes Confirmation

4.1 Ordinary Council Meeting

Confirmation of the minutes of the Ordinary Council Meeting of the Hobsons Bay City Council held on 10 July 2018 (copy previously circulated).

5 Councillors' Questions

6 Public Question Time

Public question time provides an opportunity for the public to ask questions related to items on the agenda of the Council meeting or any other matter within Council's responsibility. Questions must be put in writing and received by 12 noon on the day of the Council meeting.

7 Petitions/Joint Letters

8 Business

8.1 Office of the Chief Executive

8.1.1 Chief Executive Officer - Report on Operations

Directorate: Corporate Services

Councillor Portfolio: Not applicable

Appendices: 1 Chief Executive Officer - Report on Operations - July 2018
2 Assembly of Councillors - 10 July 2018, 17 July 2018 and 7 August 2018

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**
 2. **In accordance with section 80A(2) of the *Local Government Act 1989* incorporate into the minutes of this meeting the written Record of Assembly of Councillors held on 10 and 17 July 2018 and 7 August 2018.**
-

Summary

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

Discussion

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

Strategic Alignment

Council provides a wide range of services to the community of Hobsons Bay as well as developing and delivering actions to ensure community assets are maintained and service the needs of the community. Each month this report 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.

8.2 Corporate Services

8.2.1 Procurement Policy

Directorate: Corporate Services

Councillor Portfolio: Not applicable

Appendices: 1 2018 Draft Procurement Policy

Purpose

To review and update Council's Procurement Policy.

Recommendation

That Council:

1. **Revoke the Procurement Policy dated July 2017.**
 2. **Adopt the Procurement Policy attached at Appendix 1.**
-

Summary

Procurement of goods and services is an important function to ensure that Council is receiving value for money and that processes are transparent and accountable.

Council must review its procurement policy annually in accordance with section 186A (7) of the *Local Government Act* 1989 (the 'Act').

Background

Council last reviewed and adopted the Procurement Policy on 8 August 2017. Annual reviews ensure that the policy is updated to reflect the continuous and ongoing improvements that are being applied to Council's procurement practices.

Three one day mandatory contract management training sessions were also conducted throughout the year for approximately 70 staff who are responsible for managing contracts. A number of internal procurement information sessions were facilitated for staff throughout the year with a focus on probity and best value principles.

Discussion

Procurement practices at Council are constantly reviewed and improved, whilst being heavily scrutinised as part of Council's ongoing internal audit program. These reviews ensure that the fundamental best practice principles are applied to every procurement, irrespective of value and complexity. The fundamental best practice principles of procurement are value for money, open and fair competition, accountability, risk management, probity and transparency.

Changes have been made to the policy due to recommendations in relation to the Western Regional Procurement Program and also due to Council's Reconciliation Action Plan.

The Western Regional Procurement Program's objective is to establish a collaborative procurement program for the region, targeted at reducing procurement spend for all participating western metropolitan councils. One of the seven phases of the program is to ensure alignment of each participating councils Procurement Policy. As a result, the following changes have been made to the policy:

- section 1 - a paragraph has been inserted in relation to compliance with the *Competition and Consumer Act 2010*
- section 2.2.3 and 3.2.2 - wording has been changed from aggregated purchasing to collaborative procurement
- section 3.2.2.1 – is a new clause that describes collaborative procurement

Council's 'draft' Reconciliation Action Plan identifies that Council investigates procurement opportunities for indigenous or Aboriginal and Torres Strait Islander businesses. This has been reflected within section 3.7 (Social Procurement) of the policy which states that:

'Depending on the nature of the procurement, Council will explore opportunities in engaging Social Enterprises including indigenous or Aboriginal and Torres Strait Islander businesses for the procurement of goods, services and works.'

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 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

Council last reviewed and adopted the Procurement Policy on 8 August 2017.

The Procurement Policy is complemented by a Contracts and Purchasing Procedure used by all staff involved in procurement activities across the organisation. Additionally, there are procedural documents specifically used by the procurement team.

Legal/Statutory Obligations/Risk

Procurement requirements are outlined under section 186A of the Act, including its availability for public inspection at Council offices and on its website.

Council must review its procurement policy annually in accordance with section 186A (7) of the Act.

Financial and Resource Implications

The annual budget estimates that Council will spend over \$86 million procuring goods, services and capital items during the 2018-19 financial year. As such, high importance is placed on ensuring best practice and value for money is achieved on behalf of the community.

Environmental/Social/Economic Impacts

Section 3.4 of the policy in relation to Sustainability outlines that the lowest price is not always selected. Quality and environmental considerations may result in other preferred products being selected within acceptable price premiums to best ensure value for money is achieved.

Council is committed to buying from local business where such purchases may be justified on value for money grounds. Under section 3.6 (Support of Local Business) of the policy, where all other factors are equal, the Council may give preference to local economic benefit, when sourcing products.

Section 3.7 of the policy relates to Social Procurement, which relates to using procurement processes and purchasing power to generative positive social outcomes in addition to the delivery of efficient goods, services and works.

Consultation and Communication

Whilst no formal consultation has taken place in relation to this review, officers have considered the internal audit reviews conducted in relation to procurement when developing this policy.

Council is also involved in industry best practice initiatives through the North Western Regional Procurement Network Group (NWRPNG).

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.

8.2.2 Proposed Sale of Land from a Former Road Adjoining the rear of 20 Percy Street and 129 Blackshaws Road, Newport

Directorate: Corporate Services

Councillor Portfolio: Not applicable

Appendices: 1 Title map of land - undated

Purpose

To propose the sale of two sections of previously discontinued road adjoining the rear of 20 Percy Street and 129 Blackshaws Road, Newport (the proposal).

Recommendation

That Council:

1. **Notes that in accordance with Sections 189 and 223 of the *Local Government Act* 1989 and Council resolution made on 13 March 2018 a notice of intention to sell land at the rear of 20 Percy Street and 129 Blackshaws Road, Newport was published on 6 June 2018.**
 2. **Notes that no submission was received to the notice of intention to sell the land at the rear of 20 Percy Street and 129 Blackshaws Road, Newport.**
 3. **Being of the opinion that the land at the rear of 20 Percy Street and 129 Blackshaws Road, Newport is no longer required for the purpose for which it was acquired or for any other strategic or operational purpose resolves to sell the land at the rear of 20 Percy Street and 129 Blackshaws Road, Newport.**
 4. **Authorises the Chief Executive Officer or delegate to undertake the necessary tasks required to facilitate the sale of the land at the rear of 20 Percy Street and 129 Blackshaws Road, Newport including the execution of sale documentation.**
 5. **Authorises the use of the Common Seal of Hobsons Bay City Council to be affixed to the transfer of land.**
-

Summary

In a report dated 8 May 2018 Council resolved to commence the statutory processes to sell the land abutting the rear of 20 Percy Street, Newport and 129 Blackshaws Road, Newport and to undertake consultation about the proposed sale of the land shown in Appendix 1, attached.

The consultation period has closed with no submissions being received.

Background

On 10 August 1992 Council formed the opinion that the road abutting the rear of 129 to 145 Blackshaws Road and 18 to 36 Percy Street, Newport *was not reasonably required as a road*

for public use and resolved to discontinue the road abutting these properties in accordance with the provisions of the *Local Government Act 1958* (the prior 'Act').

Although land allocation was determined at the time of the discontinuance process, the transfer of the land to the then owners of 20 Percy Street and 129 Blackshaws Road Newport were not concluded. Accordingly, the land abutting these properties remained as vacant Council freehold land, see Appendix 1.

The abutting neighbours at 20 Percy Street and 129 Blackshaws Road, Newport have recently approached Council to purchase the subject land and the sale process has been commenced with public consultation being undertaken.

On 8 May 2018 Council resolved to undertake the statutory processes to sell the land to the abutting neighbours and to undertake public consultation pursuant to Section 223 of the *Local Government Act 1989* (the 'Act').

Discussion

As part of the discontinuance process conducted in 1992 the road status was removed from part of the road abutting the rear of 129-145 Blackshaws Road and part of 18 Percy Street to 36 Percy Street, Newport. The discontinued roadway is now Council freehold land.

The section of road abutting the rear of the properties to the east and being the properties known as 123-127 Blackshaws Road and 16 and part of 18 Percy Street remained as road. Accordingly, this proposal does not in any way impact on access being available to the rear of these properties.

At the time of the discontinuance, negotiations were entered into with the then abutting land owners and agreement reached as to the appropriate division of land that was either based upon occupation, the location of utility services (if any) and the agreement of residents at that time. As a result, a title plan was prepared by a licensed surveyor allocating parcels of land to adjoining landowners which was then formalised by the registration of a Title Plan by Land Victoria, a copy of which is attached at Appendix 1.

Two rectangular shaped small parcels of vacant land abutting the rear of 129 Blackshaws Road, Newport and 20 Percy Street, Newport have remained as vacant land. These two parcels of land comprise an area of 13.94 m² each, a total of 27.88m². The abutting land owners have requested to purchase the subject land parcels in accordance with the registered Title Plan.

The consultation process has been undertaken with no submissions being received. The next step is to conclude the sale to the abutting owners at 20 Percy Street and 129 Blackshaws Road, Newport.

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 discontinuance and sale of the road is in accordance with Councils Policy for the discontinuance, closure and rights-of-way.

Council at its Ordinary Meeting on 8 May 2018 resolved to commence the statutory procedures to sell the land from the formerly discontinued road and to commence the consultation under section 223 of the Act.

Legal/Statutory Obligations/Risk

The statutory process to sell the road is being undertaken in accordance with the requirements of the Act.

Financial and Resource Implications

The adjoining property owners of 129 Blackshaws Street, Newport and 20 Percy Street, Newport have agreed to reimburse Council all of its reasonable costs in undertaking the sale process. There are no financial implications for Council with respect to this proposal.

Environmental/Social/Economic Impacts

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

Consultation and Communication

Public notice of the proposed sale was published in the Maribyrnong and Hobsons Bay Star Weekly newspaper on 6 June 2018 and published on Councils website.

Following publication of the public notice, Council has not received any submissions about the proposal.

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.

8.2.3 Proposed Sale of Land - Adjoining 45-47 McArthurs Road, Altona North

Directorate: Corporate Services

Councillor Portfolio: Not applicable

Appendices: 1 Aerial map of 45-47 McArthurs Road, Altona North - dated 12 February 2018

2 Land Valuation - rear of 45-47 McArthurs Road, Altona North - dated 27 November 2017

Purpose

Following the public notice period for the sale of the land at the rear of 45-47 McArthurs Road, Altona North, described as being Reserve 1 on Plan of Subdivision 325474Q, to present the written submission received in accordance with section 223 of the *Local Government Act 1989* (the 'Act').

Recommendation

That Council:

1. **Notes that in accordance with Sections 189 and 223 of the *Local Government Act 1989* and Council resolution made on 13 March 2018 a notice of intention to sell land at the rear of 45-47 McArthurs Road, Altona North was published on 9 May 2018.**
 2. **Notes that no submission was received to the notice of intention to sell the land at the rear of 45-47 McArthurs Road, Altona North.**
 3. **Being of the opinion that the land at the rear of 45-47 McArthurs Road, Altona North is no longer required for the purpose for which it was acquired or for any other strategic or operational purpose resolves to sell the land at the rear of 45-47 McArthurs Road, Altona North for \$150,000 plus GST.**
 4. **Authorises the Chief Executive Officer or delegate to undertake the necessary tasks required to facilitate the sale of the land at the rear of 45-47 McArthurs Road, Altona North including the execution of sale documentation.**
 5. **Authorises the use of the Common Seal of Hobsons Bay City Council to be affixed to the transfer of land.**
-

Summary

Council received a request from the property owner of 45-47 McArthurs Road, Altona North to purchase a Council reserve (the 'Land') adjoining the rear of their property. The land is located within an industrial area and is unsuitable for development of public open space.

The Land has an area of 1013m² and was acquired by Council in 1995. The Land has no street frontages and is landlocked.

Consultation with internal Council departments identified no impediment to a sale.

Council at its Ordinary Meeting of 13 March 2018 resolved to commence the statutory procedures to remove the reservation status from the subject land and to commence the consultation required by Section 223 of the *Local Government Act 1989* (the 'Act').

Background

The applicant initiated the request to purchase the Land subsequent to purchasing their property known as 45-47 McArthurs Road, Altona North in 2017. The applicant has also lodged an application with Council for a Planning Permit for building and works for the development of 29 small warehouses with reduction in car parking at 45-47 McArthurs Road, Altona North.

The Land, located in an Industrial Zone One (IN1Z), adjoins the rear of 45-47 McArthurs Road, Altona North and comprises an area of 1013m². The Land has no street frontages and is inaccessible, therefore unsuitable for the development of public open space (see appendix 1). The Land is described as Reserve 1 in Certificate of Title 10230 Folio 379 issued in the name of Council upon registration of Plan of Subdivision 325474Q (see appendix 1).

Council at its Ordinary Meeting of 13 March 2018 resolved to commence the statutory procedures to remove the reservation status from the subject land and to commence the consultation required by Section 223 of the Act. The reservation status has been removed and the consultation has been undertaken.

Discussion

In accordance with the provisions of the Act the process for the sale of land requires Council to publically advertise the proposal in the local newspaper and invite submissions from interested parties and allowing at least 28 days for submissions to be made which may or may not request to be heard in support of a submission.

On Wednesday 9 May 2018 an advertisement was placed in the Maribyrnong & Hobsons Bay Star Weekly newspaper and on Councils' website under Section 189 of the Act providing public notice of the proposal.

No submissions were received within the notice period.

Strategic Alignment

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

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 2: A great place

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

Policy and Previous Council Reports

Consideration is made to the Local Government Best Practice Guideline on the Sale, Exchange and Transfer of Land (the Guideline).

The Policy states that “All land to be sold will be offered at public auction unless Council specifies otherwise in a particular instance having regard to extenuating circumstances which may be shown to exist.” The Guideline also encourages the sale of land through a public process, such as tender or public auction, unless circumstances exist that warrant a different approach, including a sale by private treaty.

If it is considered appropriate, Council can sell by private treaty, with consideration to the nature of the land, such as the existence of allotments in an inappropriate subdivision, and how the proposed sale is initiated. In regards to the subject Land, the owners of adjacent properties has initiated the request.

As the subject Land is a reserve for municipal purposes, any sale must comply with section 20(2) of the *Subdivision Act* 1988 which requires the proceeds from any sale of public open space to be retained or allocated to the purchase of land for similar purposes or to improve land set aside for similar purposes. When the subject land is sold, Council officers have identified local community parks including Harris Reserve and VL Hearn Reserve as suitable sites where proceeds of the sale can be applied to significant upgrades. A further briefing of Council would be conducted prior to allocation of sale proceeds to a particular project.

A current independent market valuation of the Land has been obtained estimating an unencumbered land value of \$152,000 ex GST. In making an estimate of the Land value, considerations were made to the land:

- (a) being landlocked with no street frontages
- (b) being encumbered with easements
- (c) having limited market attraction (potentially two potential purchasers)
- (d) having no future strategic significance to Council
- (e) is not used for a purpose associated with the provision of a Council service

Council at its Ordinary Meeting on 13 March 2018 resolved to commence the statutory procedures to remove the reservation status and to commence the public consultation.

Legal/Statutory Obligations/Risk

Subdivision Act 1988 and Planning and Environment Act 1987

The power to remove the reserve status from land is conferred on Council pursuant to section 24A of the *Subdivision Act* 1988.

Before proceeding under section 24A of that Act an application for a planning permit must be made in accordance with Part 4 of the *Planning and Environment Act* 1987 to remove the reservation status from the Land.

Local Government Act 1989

Prior to selling land, Council must carry out statutory procedures in accordance with Section 189 and 223 of the Act, namely:

- a) ensure that public notice of Council’s intention to sell is given at least 4 weeks prior to selling or exchanging the land; and
- b) obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the Valuation of Land Act 1960 a valuation of the land which is made not more than 6 months prior to the sale or exchange.

Financial and Resource Implications

Should Council resolve to sell the land, the applicant, having instigated the request to enable further development of their land, will be responsible for all legal and/or administrative costs including miscellaneous disbursements associated with the sale and settlement of the Land.

Council will not be liable for any costs associated with the sale of the subject Land other than staff costs involved in facilitating any enquiry and/or sale process.

Proceeds from the sale of public open space must be applied to purchase land for similar use or improve land already set aside. Existing community assets have been identified where proceeds of the sale can be applied to significant asset upgrades, but would be subject to further discussion with Council as part of budget deliberations.

Environmental/Social/Economic Impacts

The land will require funding for its ongoing maintenance, with little resulting community benefit. The subject land in its current state:

- is not used or is not likely to be used for a purpose associated with service provision by Council
- lacks any significant identifiable and demonstrable community “ownership”
- has no strategic value to Council on either a short, medium or long term basis

In considering the economic impacts of the proposed sale of any land, the Guideline states that the sale of allotments in an inappropriate subdivision to an adjoining owner could mean the difference between not being able to and being able to develop the property. The applicant’s current landholding is 1.9244h. If the subject Land is sold to the applicant, it would represent approximately 5 per cent of the total land holding.

The applicant has submitted a planning permit application with Council for the development of the land, which is likely to have a positive economic impact to the community.

Consultation and Communication

The Land will require funding for its ongoing maintenance, with little resulting community benefit. The subject Land in its current state:

- is not used or is not likely to be used for a purpose associated with service provision by Council
- lacks any significant identifiable and demonstrable community “ownership”
- has no strategic value to Council on either a short, medium or long term basis

In considering the economic impacts of the proposed sale of any land, the Guideline states that the sale of allotments in an inappropriate subdivision to an adjoining owner could mean the difference between not being able to and being able to develop the property. The applicant’s current landholding is 1.9244h. If the subject Land is sold to the applicant, it would represent approximately 5 per cent of the total land holding.

The applicant has submitted a planning permit application with Council for the development of the land, which is likely to have a positive economic impact to the community.

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.

8.2.4 Live Streaming of Council Meetings

Directorate: Corporate Services

Councillor Portfolio: Smart Cities

Cr Angela Altair and Cr Peter Hemphill

Appendices: Nil

Purpose

The purpose of this report is to provide Council with an overview of live streaming of Council meetings and a recommendation for its adoption.

Recommendation

That Council:

- 1. Accepts this report and adopts the practice of Live Streaming of Council meetings to foster transparency, accessibility, and broader community participation in public life.**
 - 2. Resolves to authorise staff to develop and implement all internal policies and procedures to facilitate the introduction of this initiative as required.**
-

Summary

The purpose of this report is to provide Council with an overview of live streaming of Council meetings and a recommendation for its adoption.

Live streaming of Council meetings fosters transparent decision making and is critical to good governance, supports accountability and increases public confidence in Council and their processes. This position has been established by the 2016 Victorian Ombudsman report '*Investigation into the Transparency of Local Government Decision Making*', and is a position commonly held by many other local government agencies.

Background

The Victorian Ombudsman investigation centred on whether the decision making processes of councils are transparent and accountable, balanced against the need and obligation to maintain confidentiality in certain matters and ensures efficiency in Council administration.

A single complaint about a decision made in a closed Council meeting to the Victorian Ombudsman highlighted a practice found to be widespread across Victoria. That complaint prompted the Ombudsman's wider investigation into transparency of decision making within local government Victoria.

In September 2015 the Victorian Government released a discussion paper outlining its commitment to review the *Local Government Act 1989*. The Victorian Ombudsman's submission to this review also raised concerns with the conduct of Council meetings and closing meetings to members of the public.

Ordinary Council Meeting Agenda

A sample of councils that live stream their Ordinary Council Meetings to provide greater access for residents who are not able to attend meetings in person are detailed below:

Wyndham City Council	City of Stonnington
City of Monash	Maroondah City Council
Frankston City Council	City of Glen Eira
Moreland City Council	City of Port Phillip

Discussion

Live streaming is the process of delivering multimedia content over the internet in audio and/or video format from a single content source to multiple listeners/viewers.

Streamed content may be delivered by:

1. Live over the internet to the viewing platform while a meeting or event is happening. Live streamed content can also be saved and made available to view after the meeting or event.
2. On demand – whereby content is accessible from the internet for viewing later, such that content can be downloaded and viewed after the meeting or event has concluded.

Current Practice at Hobsons Bay City Council

Council currently records its Ordinary Meetings of Council through written minutes, available no later than five business days after the meeting on Council's website, and by means of an audio recording, which is uploaded to the website within one business day of the meeting.

The minutes provide an accurate record of all resolutions made at a Council meeting, however they do not reflect the level of detailed discussion and debate that Councillors engage in prior to coming to a decision.

The audio recording goes a long way to provide detailed discussion and debate, however the recording is not provided live to the public and it is sometimes difficult to ascertain precisely who is speaking.

Streaming a visual recording of the meeting will allow the viewer to see the discussion in its entirety including body language. Live streaming will enable the public to view the meeting, in real time, from any PC or device that is connected to the internet.

Anecdotally we know from the experience of other councils that during the live streaming of Council meetings, several thousand people may log in to listen and view a single stream.

A key consideration within Cr Angela Altair's Mayoral focus is to expand and promote access to meetings of Council and Councillors. Live streaming of Council Meetings acknowledges that members of our community lead busy lives and that it is not always possible to attend a meeting, event or consultation of Council.

Live streaming is a modern and ideal way for Council to increase public accessibility to Council meetings. It allows interested members of the public to view Council decision making live rather than read or hear about a decision at a later point in time. It also provides context around the reasons a decision is made by Council.

Ombudsman's Report and Recommendations

The Ombudsman Report (the Report) concluded that transparent decision making in local government is critical to good governance, supports accountability and increases public confidence in Council and their processes. It also affirms that providing the public an opportunity to see elected representatives at work, encourages attendance and interest in Council activities.

In addressing the issue of public participation in a meeting, the Report found that accessibility is no longer about ensuring physical access to the Council chamber. As the public is increasingly used to engaging with organisations and receiving information through digital media, it is essential that Council keeps pace with these expectations in addition to traditional methods. As a minimum, the Report recommends that all Councils record the audio wherever practicable, of both open and closed Council meetings, and post the audio recordings of open meetings on each Council's website.

In light of the above findings, it is recommended that Council adopt the practice of live streaming of Council meetings to foster transparency, accessibility, and broader community participation in public life.

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 4: A Council of excellence

- 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

At the Ordinary Meeting of Council 9 June 2015, Council adopted the 'Meeting Procedure and Common Seal Local Law 2015' (the 'Local Law'). Clause 107 of the Local Law permits Council to record a Council Meeting, as a podcast, and to make the recording available on Council's website.

Councils 'Audio Recording of Council and Special Committee Meetings (Including Podcasting) Policy' further outlines the specific arrangements for audio recording and podcasting of meetings including requests from other persons wanting to audio record. This policy will be updated to accommodate the requirements, risks, and arrangements associated with the live streaming of Council meetings.

There are no previous reports in relation to live streaming of Council meetings.

Legal/Statutory Obligations/Risk

The Ombudsman's Report addresses the *Charter of Human Rights and Responsibilities Act 2006* and the right to have the opportunity, without discrimination, to participate in public life. Councils which are providing both easy physical access to meetings for persons of all abilities, facilities such as hearing loops, live streaming or recordings of meetings on their

Council websites are setting a good example for the right to participate in public life. Public Council meetings are an open forum of statements, questions, and answers very much like State and Federal Parliament, however unlike State and Federal Government, parliamentary privilege does not exist in Local Government.

When negative statements occur during a meeting that is not recorded, the potential for damage is generally confined to the audience in attendance. This audience may be increased if there is live streaming. Furthermore, when a recording of a meeting is published the audience is potentially far wider. Generally, a Council cannot be held liable for the defamatory comments made by a person during live streaming (not including a Councillor as this will be covered by Council's insurance policy).

However where Council publishes a recording of a Council meeting on its internet website which contains a defamatory statement made by a person (including a Councillor), it may be liable in defamation as the publisher of that statement. A number of relevant risk mitigation strategies are outlined below.

In February 2015 the Municipal Association of Victoria (MAV) issued the 'Recording and Publishing Council Meetings' guidance document which:

- clarifies the MAV Insurance Liability Mutual Insurance (LMI) scheme's position regarding public liability insurance coverage for webcasting and audio recordings to cover Council's liability for inadvertently webcasting a deliberate, malicious, defamatory comment. However, the Councillor or Officer knowingly making a deliberate, malicious statement would not be covered.
- identifies some of the risks associated with webcasting and/or audio recordings including:
 - defamation
 - infringement of copyright
 - breach of privacy/disclosure of personal information
 - publishing of offensive material
 - offensive behaviour on basis of race, colour or national or ethnic origin
 - vilification or inciting hatred
- provides risk management recommendations to assist Councils in making an informed decision when considering whether/how to record and publish their Council meetings online.

Risk Mitigation

If live streaming is adopted it is recommended that a detailed policy and procedure be adopted to provide technical guidance for managing a webcast and processes for reducing the associated risks, which includes:

- placement of signage at the entrance to the Council Chamber advising that the meeting is being recorded and that the gallery, where possible, will not be visible during the recording, only Councillors and Council employees

Ordinary Council Meeting Agenda

- the meeting Chair (or Council Officer nominated by the Chair) making a statement to the gallery at the commencement of each meeting to ensure all attendees are aware that the meeting is being recorded
- a similar statement being included in the meeting agenda
- the inclusion of a disclaimer on Council's website to address any potential defamation and privacy concerns
- thoroughly vetting any recordings prior to publication to ensure that defamatory statements are not made within the broadcast

Council will ensure that the chosen live streaming vendor/solution and hosting infrastructure will:

- provide functionality for the meeting Chair or Chief Executive Officer to have the power at any time during a meeting to direct that a live stream and/or recording be terminated should it be required
- operate within the boundaries of the Australian Privacy Principles contained within the *Privacy and Data Protection Act 2014*
- store and archive live streaming data within Australian borders only
- maintain adequate network security measures (e.g. up-to-date antivirus, firewall, penetration tests, and patching)

Financial and Resource Implications

The cost of implementing and supporting a live streaming service will be approximately \$17,000 upfront (installation of three wall mounted cameras and configuration) and an ongoing service and web hosting fee of approximately \$1200 per month. The 'look and feel' of the Council Chamber will not be substantially altered by the addition of wall mounted cameras.

The streaming solution will be simple and self-contained, and can be operated by the Governance Officer present during Council meetings. All other services such as webcasting, agenda listing/bookmarking, editing and post processing, and archiving of past meetings (also made available on the website) will be included within the monthly service fee. Streaming of 'offsite' Council meetings may also be included as part of the overall solution at minimal or no additional cost to the Council.

The cost of the solution will be absorbed by existing operational budget savings made possible by continuous improvement efforts.

Environmental/Social/Economic Impacts

Council meetings are an integral part of local government democracy and the public affairs of local communities. Live streaming of meetings to the public in addition to the traditional attendance options will provide the community with an additional opportunity to access the decision making process of Council.

Consultation and Communication

While there has been no public consultation undertaken in relation to live streaming, should Council resolve to implement the live streaming initiative, a communications/media plan would be developed to inform the community of the live streaming of meetings and the archived recordings on Council's website.

Furthermore, once live streaming is in place, it could be expanded to include Special Planning Committee meetings and any other Council related meetings which are open to the public. The scope and pace of its use is entirely within the discretion of the Council and the capabilities of the live streaming service procured.

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.

8.2.5 Financial Report - Year Ended 30 June 2018

Directorate: Corporate Services

Councillor Portfolio: Not applicable

Appendices: 1 Financial Report for the period ended 30 June 2018

2 Quarterly Financial Report - Capital Works Program 2017-18 - June 2018

Purpose

To inform Council of the interim financial results for the year ended 30 June 2018.

Recommendation

That Council note the interim financial report for the year ended 30 June 2018.

Summary

The interim financial report for the year ended 30 June 2018 and a detailed report on the position of the capital works program are attached as an appendix. The financial results are yet to be finalised and are subject to the end of year audit currently being conducted. Council's Audit Committee, at its meeting held on 29 August 2018, will receive and note the financial report for the year ended 30 June 2018, in conjunction with the audited 'draft' financial report.

The interim operational surplus for 2017-18 is \$20.673 million compared to the original operational budget of \$14.616 million. The increased operational surplus of \$6.057 million is largely a result of additional income (\$11.32 million) received throughout the year, although it should be noted that this includes an increase in the value of Council's investment property (\$3.804 million).

Whist operational expenditure was over budget by \$5.263 million, this includes additional depreciation (non-cash) of \$6.154 million and additional projects transferred from the capital budget (\$245,000), which is a transfer of costs rather than an additional cost. Council has in fact achieved savings compared to the initial budget of \$1.543 million in relation to employee, materials and service costs.

The result of the capital works program is a net surplus of \$421,000, when compared to budget. This result considers additional income and carryovers between financial years.

Despite the increased operational and capital works surpluses, a balanced financial (rate determination) result continues to be calculated. It is pleasing that this balanced result is achieved whilst a net amount of \$5.727 million is transferred into the infrastructure reserve for future capital works in Council's Long Term Financial Plan (LTFP).

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

Background

The overall financial results show improvements when compared to budget. Council's LTFP has been updated and highlights that Council remains in a reasonable financial position and is financially sustainable in the short term.

Whilst the financial results in 2017-18 highlight a strong operational surplus, it should be noted that surpluses are expected to decline in future years of the LTFP. When compared to previous financial plans, current and projected income has been dramatically reduced as a result of rate capping.

There is also limited movement predicted in relation to income funding streams such as contributions, operating grants, user charges and fees. Council needs to address these issues, which in turn impacts Council's ability to maintain critical community assets.

Council will continue to monitor the impact of the financial results in relation to Council's overall financial viability. Current long term financial planning has been revised to include future forecasts of rating levels increasing in line with the 2.25 per cent cap announced by the Minister for Local Government in December 2017.

Strategic Alignment

The quarterly financial 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

The interim financial report is also directly aligned to the Council's annual budget, LTFP, strategic resource plan and capital works program.

Policy and Previous Council Reports

Council considers quarterly financial reports at the end of the September, December (mid-year budget review), March and June (year-end) financial periods. The interim financial report for the year ended 30 June 2018 is the fourth report considered as part of the 2017-18 financial year.

Legal/Statutory Obligations/Risk

It is good financial practice and a requirement of the *Local Government Act 1989* (the Act) that Council is presented with regular reports on its financial performance and position during the year.

Section 138 of the Act requires that a set of financial statements be presented to an open Council meeting on a quarterly basis.

Financial and Resource Implications

The operational budget surplus for 2017-18 of \$14.616 million has increased to an interim surplus of \$20.673 million.

The increased surplus of \$6.057 million is largely a result of additional income (\$11.32 million) received by Council. This includes an increase to the values of Council's investment property (\$3.804 million).

Development growth within the municipality continues to have a positive impact on Council's income, particularly in relation to rates and charges (\$1.951 million) and monetary contributions – mainly from developers that are transferred to reserves to ensure they are used for their intended purpose (\$1.46 million). The other most significant income increases are in relation to operating grants – generally offset against additional expenditure (\$1.391 million) and capital grants - used to fund additional capital expenditure (\$1.084 million).

Whist operational expenditure was over budget by \$5.263 million, this includes additional depreciation (non-cash) of \$6.154 million and additional projects transferred from the capital budget (\$245,000), which is a transfer of costs rather than an additional cost. Council has achieved savings compared to the initial budget of \$1.543 million in relation to employee, materials and service costs. Many of the savings relate to reductions in community care services. Additionally, management has continued to review operational expenditure to determine appropriate savings with minimal effect on service levels.

The balanced financial result is reflected in the rate determination statement, which is calculated by adding non-operational items such as capital expenditure, loan principal repayments and reserve transfers to the operational result and removing non-cash items such as depreciation.

A balanced financial result has been achieved and includes an amount of \$5.727 million transferred to the infrastructure reserve to fund future capital works in Council's LTFFP.

The summary cash flow statement indicates that Council's cash and investment balance was \$69.714 million as at 30 June 2018 compared to the original budget of \$55.028 million and the revised forecast of \$68.65 million determined at the March quarterly review. The increased level of cash at year end when compared to the budget (\$14.686 million) is generally a result of:

- improved financial result in 2016-17 determined after the budget for 2017-18 was adopted (\$4.67 million)
- improved financial result achieved in 2017-18 (\$6.057 million). In reviewing the increase in cash, it should be noted that a significant amount of the improved result relates to income that has been quarantined in reserves for future use
- net capital works to be carried over to next year's program (\$6.947 million)

It is important to note that Council's cash reserves are increasing to cover future loan principal repayments, waste requirements (both of which are held in reserve) and growing future creditor and employee leave commitments. In addition, operational and capital works savings are being transferred to an infrastructure reserve to fund future capital works. Therefore increasing cash reserves should not be seen as an opportunity to increase spending.

The working capital ratio (current assets/current liabilities) indicates the amount that Council's short term assets exceed its short term obligations and thus Council's ability to fund its short term operations. This ratio was 271.8 per cent at 30 June 2018 compared to the original budget of 195.1 per cent and 239.1 per cent determined at the March quarterly review. A current ratio over 100 per cent generally indicates a manageable short term financial position.

Capital Works Result

The result of the capital works program is a net surplus of \$421,000 compared to budget.

Capital works expenditure for the year ended 30 June was \$30.554 million compared to the budget of \$35.343 million and the forecast of \$33.921 million determined at the March quarterly review. The reduced expenditure compared to budget is mainly due to capital expenditure that will be delayed until next financial year (\$7.395 million).

Capital income for the period ended 30 June 2018 was \$3.244 million compared to the budget of \$2.266 million and the forecast of \$3.788 million determined at the March quarterly review.

Consultation and Communication

Council's Audit Committee, at the meeting held on 29 August 2018, will receive and note the financial report for the year ended 30 June 2018, in conjunction with the audited 'draft' financial 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.

8.2.6 Proposal to Lease - Altona Badminton Centre

Directorate: Corporate Services

Councillor Portfolio: Not applicable

Appendices: 1 Valuation Report - Altona Badminton Centre 217 Mason Street, Altona North - dated 28 June 2018

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 Western Suburbs Badminton Association Inc. for a new lease for the premises known as the Altona Badminton Centre at 217 Mason Street, Altona North (Paisley Park).

Recommendation

That Council:

1. Notes that in accordance with Sections 190 and 223 of the *Local Government Act* 1989 and the Council resolution made on 13 March 2018 a notice of intention to lease the Altona Badminton Centre was published on 6 June 2018.
2. Notes that no submission was received in response to the public notice to lease the Altona Badminton Centre.
3. Resolves to appoint Western Suburbs Badminton Association Inc. (current incumbent) as the tenant for the new Lease;

Premises	Altona Badminton Centre located at 217 Mason Street Altona North (Paisley Park).
Permitted use	The playing of badminton including organised competition, casual court hire and special events.
Commencement	1 July 2018
Length of term	Five (5) years with no further options
Rent	\$36,500 per annum plus GST per annum with annual CPI increases.

4. Authorise the Chief Executive Officer or delegate to undertake the necessary tasks required to facilitate the lease of the Altona Badminton Centre including the execution of the lease document.
 5. Authorise the use of the Common Seal of the Hobsons Bay City Council to be affixed to the Lease document.
-

Summary

Council received a request from the Western Suburbs Badminton Association Inc. (WSBA), seeking a new lease to the Altona Badminton Centre (the 'Premises') located at 217 Mason Street, Altona North (see Appendix). The WSBA are the current lessee of the Premises.

The Premises is located within Paisley Park and has been operating as a badminton centre since 1985 and the WSBA have operated from the badminton centre since it was constructed.

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 6 June 2018. The submission period was for 28 days and expired on 4 July 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 within Paisley Park, is approximately 2,650m² and was purpose built in 1985. WSBA contributed \$46,980 towards the construction of the facility which includes 12 badminton courts, amenity and storage areas, office, kitchen, foyer spaces and a kiosk.

The Premises was leased to the WSBA in 1985 for a ten year term for the playing of badminton including organised competitions, casual court hire and special events. Further leases were entered into with the WSBA in 1998, 2003 and 2008. The current lease is in over holding having expired 31 December 2017. The Premises has a current site value of \$454,000 and a capital improved value of \$2,096,000

Discussion

The current lease expires on 30 June 2018 prompting WSBA to seek a new lease for the Premises to continue its operation as a badminton centre. The WSBA proposed terms of the Lease are:

Commencement date:	1 July 2018
Lease term:	Five (5) years with no further options
Commencing rental:	\$36,500 (ex GST) plus outgoings
CPI:	Annual CPI increases with a rent review at the commencement of the option period.

The current annual rental is \$35,701 (GST exclusive) plus outgoings.

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

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

Policy and Previous Council Reports

The original lease between Altona City Council and the WSBA was granted 6 May 1985. On 9 December 1997, Council further resolved to enter into a lease with the WSBA for a period of five (5) years and a further option of five (5) years and a commencing rent of \$27,000. Further leases were entered into with the WSBA in 2008 with a further option of five (5). The current lease is in overholding having expired 31 December 2017.

Legal/Statutory Obligations/RiskLocal 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 if the lease is to be:

- a) for more than one year; and the rent for any period (or market rental value of the land) is \$50,000 or more a year; or
- b) for ten years or more; or
- c) a building or improving lease

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

Financial and Resource Implications

As the Premises is considered to be a community sporting facility, a valuation was undertaken by an Charter Keck Cramer, an independent property advisory firm assessing the current 'community use' rental for the Premises at \$50,000 (ex GST). See attached at appendix 1.

Over the past 2 years the WSBA has recorded an operating loss of around \$45,000 per annum. The operating loss is due to a decrease in court hire income of around \$70-100,000 per annum which is as a direct result of increased competition with the Western Sports & Badminton Centre, Deer Park (12 courts) and Maribyrnong Secondary College, Footscray (6 courts) opening in 2014. A new 14 court commercially operated badminton facility also opened on McArthurs Road, Altona North in 2018.

The WSBA are concerned that this competition will further erode court hire and sales income. The WSBA has requested that Council consider the changing market place in which the WSBA is operating within in determining the proposed rental. The proposed rental of \$36,500 (ex GST) is based on the current annual rental of \$35,701 with a proposed adjustment in accordance with CPI.

A term of five (5) years with no further option is proposed to allow further planning to be undertaken to understand the impact of these new facility developments on the WSBA's operations and to determine the future development and use of the Premises.

Council as the landlord will continue to be responsible for maintaining the Premises in the same condition as when the lease was first entered into. This includes:

- the structure of the premises (i.e. the walls and the roof)
- fixtures in the premises belonging to the landlord which may include shelving, cupboards etc.
- the plant and equipment at the premises including air conditioning/heating etc.
- appliances, fittings and fixtures that the landlord has provided under the lease relating to services such as gas, electricity and water, power boards, water pipes, hot water system

Council will undertake a formal building condition report establishing the current condition of the building's internal and external fabric, the structure and services provided to the building prior to entering into Lease.

Environmental/Social/Economic Impacts

The WSBA has a long association with the Premises having been the sole occupant since its construction 32 years ago. The WSBA has met its obligations under previous lease agreements with Council and has maintained the Premises in a good condition.

In addition to contributing towards the construction of the Premises, the WSBA invested \$15,000 towards upgrading the facility lights to LED in 2014 and a further \$50,000 towards the installation of an evaporative cooling system in 2016.

The WSBA specialises in the provision of badminton services and programs. The current level of use of the Premises is near capacity, with limited scope to program additional badminton usage and no scope to program alternative usage.

Council has obligations under the *Health and Wellbeing Act* 2008 to seek to protect, improve and promote public health and wellbeing. The provision of facilities encourages 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 higher availability of sports facilities recorded higher levels of participation.

The aim of the Sports Facility Needs Analysis (SFNA) adopted 12 June 2018, is to guide the future planning and development of Council's sporting facilities. The SFNA identifies the need to investigate the Premises as a potential site for 4-6 multi-sport courts as a medium term (3-5 years) priority.

Should Council's Strategic Planning team recommend any changes to the future development and use of the Premises, this would be the appropriate time to review Council's options for leasing the Premises, such as changing the management model or going to market for another operator.

Consultation and Communication

Council is required to give public notice of the proposal to lease the Premises and invite and hear submission in accordance with sections 190 and 223 of the Act. Compliance of these processes has been 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.

8.3 Strategic Development

8.3.1 Environmentally Sustainable Development Policy Statement

Directorate: Strategic Development

Councillor Portfolio: Environmental Sustainability

Cr Jonathon Marsden and Cr Sandra Wilson

Appendices: 1 Environmentally Sustainable Development Policy Statement, July 2018

2 Environmentally Sustainable Development Policy Background Report, July 2018

Purpose

To present the draft Environmentally Sustainable Development (ESD) Policy Statement for community consultation.

Recommendation

That Council:

- 1. Place the draft Environmentally Sustainable Development Policy Statement on public exhibition for six weeks to seek community feedback.**
 - 2. Receive a further report considering submissions prior to adoption of the policy statement.**
-

Summary

The Hobsons Bay 2030 Community Vision has identified the need for Council to activate sustainable practices and to plan for visionary, vibrant and accountable urban planning for its residents. The background report (see appendix 2) outlines a mechanism to deliver on these goals through the development of an ESD Policy Statement (see appendix 2).

The Policy Statement provides Council with a strategic approach through:

- establishing the basis for Council's role as a leader in ESD by showcasing best practice ESD design standards for Council buildings and infrastructure
- preparing an ESD Policy in the Local Planning Provisions (under way)
- empowering the community to demand and implement higher ESD outcomes for their homes, businesses and community

An effective ESD policy facilitates a coordinated and co-operative approach to sustainable development and responds to climate change. It encourages long-term planning for the benefit of the municipality and the broader environment over short-term gains. Ensuring the built environment is planned and developed, sustainably is the primary focus of the ESD Policy Statement so that the community can experience new, more sustainable ways of living, be able to respond quickly and effectively to emergencies and be ready to adapt to further change.

Background

In 2007 Council adopted a target of zero net emissions from its own operations by 2020 and to assist the community to achieve zero net emissions by 2030. These targets led to the development of a number of strategies and policies to guide both Council and the community which include:

1. Sustainable Design In Council Facilities (SDiCF) 2011 Policy
2. Greenhouse Action Plan 2008-2013 (which has now been superseded by the Corporate Greenhouse Strategy 2013-20)
3. Community Greenhouse Strategy 2013-30
4. Climate Change Policy and Climate Change Adaptation Plan 2014-18
5. Target 2265- an emissions reduction plan

In addition Hobsons Bay has been using the Sustainable Design Assessment in the Planning Process (SDAPP) program on a voluntary basis since 2007 when considering planning applications. The SDAPP provides a framework for environmental performance across a range of ESD themes that assist in the assessment of planning permit applications for residential, mixed use, and commercial developments.

Over the past decade ESD has been identified as an issue in a number of Council policies and documents. Most recently, an ESD policy was identified as a major initiative in the Council Plan 2017-21. In order to complete this action officers engaged with Council Alliance for a Sustainable Built Environment (CASBE) and began a process of communicating with other local governments interested in undertaking an ESD Planning Scheme Amendment.

The proposed ESD policy builds on a significant body of work already undertaken at the local and state level to improve the integration of ESD into the planning system. To date, ESD policies have been successfully implemented by ten other Victorian Councils.

Discussion

Hobsons Bay is particularly vulnerable to the adverse effects of climate change due to its coastal location. Immediate action is necessary to build Hobsons Bay's capacity to respond to the challenge of climate change, enable more effective and adaptive responses, and minimise social, economic and environmental impacts.

The impacts of climate change will be diverse, affecting people, infrastructure and the environment. Considering Hobsons Bay's environment, key risks for our community include flooding, sea level rise and storm surges, heat vulnerability and extreme weather events. The local impacts of such risks may include property damage, health implications, increased cost of food and food insecurity, increased infrastructure maintenance and clean-up costs, and loss of biodiversity and habitat.

The policy statement has been developed as a response to the projected impacts of climate change. For the municipality to respond effectively, Council needs to support and encourage adaptive communities. This requires a decision-making framework that provides a clear strategic response to climate change, one that facilitates a coordinated approach that supports long-term planning that benefits the municipality and the broader environment over short-term gains.

The Hobsons Bay 2030 Community Vision has identified the need for Council to activate sustainable practices and to support visionary, vibrant and accountable urban planning for its

residents. The background report (see appendix 2) outlines a mechanism to deliver on these goals through:

- the development of an ESD Policy Statement
- preparation of an amendment to the Hobsons Bay Planning Scheme to include more robust provisions for ESD with respect to urban development (an ESD Local Planning Policy (LPP)) (underway)

The background report provides the history of ESD planning in Hobsons Bay, the policy context and an analysis of the potential environmental benefits and resourcing requirements associated with introducing an ESD Policy for Hobsons Bay.

The purpose of the Policy Statement is to provide Council with guidance on how Council and the community can improve environmental, social and economic outcomes through the application of best practice ESD design standards and practices. The Policy Statement will:

- deliver on Council's commitment to become a leading Council in ESD by building capacity and a process for Council departments to implement the principles of ESD. These principles will be applied to the planning, building or redesign of Council buildings, public spaces and infrastructure to improve environmental, social and economic outcomes
- provide a mechanism to achieve this through the application of a minimum overall score of 70 per cent on the Built Environment Sustainability Scorecard (BESS) when assessing energy and water efficiency, thermal comfort and the overall environmental sustainability performance of new buildings
- demonstrate Council's commitment to and leadership of environmentally sustainable development by working with private developers and the community to inspire and influence their commitment to implementing best practice ESD outcomes through educational programs and targeted communications
- establish the regulatory framework to ensure that environmental performance is considered in the assessment of development proposals by setting a 'trigger point' of two dwellings and above for when Sustainable Design Assessment (SDAs) are required

Bold and innovative land use planning and infrastructure development will provide opportunities for the community to experience new, more sustainable ways of living, support communities to respond quickly and effectively to emergencies and be ready to adapt to further change.

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:

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

3.5 Work with the community, businesses and all levels of government to actively and innovatively address climate change and promote sustainable living

Major Initiative 3.5.1 in the 2017 Council Plan action plan is to 'Develop an Environmentally Sustainable Design (ESD) Policy.

Policy and Previous Council Reports

The policy statement addresses issues outlined in a number of Council policies, strategies and initiatives. Specifically, reducing energy consumption and greenhouse emissions from the residential sector, promoting integrated water planning in new developments and reducing the community's vulnerability to climate change impacts. Specific policies addressed include:

- Hobsons Bay Advocacy Strategy 2014-18
Advocating to the Victorian Government for stronger sustainable design requirements.
- Community Greenhouse Strategy 2013 – 2030
Focussing on reducing greenhouse gas emissions from our community.
- Integrated Water Management Plan 2014 – 2019
Promoting integrated water planning in new developments.
- Climate Change Adaptation Plan 2013 – 2018
Planning for appropriate responses and resilience to climate change impacts.
- Corporate Greenhouse Strategy 2013 – 2020
Establishing Council as a leader and setting high environmentally sustainable design standards for Council buildings and works.
- Hobsons Bay Housing Strategy (2017) – Volume One: Background Report (2016)
Identifies the specific need to formally adopt the SDAPP process and assess more developments for ESD standards.

At the Ordinary Council Meeting on 13 March 2018 Council resolved to seek authorisation from the Minister for Planning to introduce a local policy into the Hobsons Bay Planning Scheme that addresses Environmentally Sustainable Development. Council is still awaiting approval from the Minister for Planning to exhibit the amendment.

Legal/Statutory Obligations/Risk

The *Climate Change Act 2017* (the Act) establishes a series of goals to achieve a long-term emissions reduction target of zero net emissions by 2050 and establishes guiding principles to embed climate change in government decision making. Whilst the Act does not impose any mandatory obligations on Local Government, its intention is to provide a consistent and stable policy environment that supports innovation and action by local governments to reduce emissions and increase community resilience to climate change.

The *Local Government Act 1989* requires Council to work towards the overall quality of life of people in the local community.

There are no known restrictions or infringements on the substantive rights outlined in the *Charter of Human Rights and Responsibilities Act 2006*.

Financial and Resource Implications

Incorporating ESD elements into planning and design provides cost efficiency over the life of an asset. This includes reduced operating costs (energy and water savings), reduced maintenance and avoided upgrade and retrofit costs. Whilst some ESD elements can come at an increased up-front premium, the benefits throughout the life of an asset can far outweigh these costs.

The development of the ESD Policy Statement has been managed within the operational budget. For major projects, a cost benefit analysis to factor in the costs to the environment along with the environmental benefits of the project to both Council and the community as well as the ongoing operation costs will be undertaken. This will include a life cycle analysis in Council's procurement process to assess environmental impacts associated with all stages of a product's life from raw material extraction through materials processing, manufacture, distribution, use, repair and maintenance and disposal or recycling.

Environmental/Social/Economic Impacts

The ESD Policy will outline the environmental standards that are expected from our community and ensure the continued sustainable development of our municipality. It will outline a blueprint for how the town planning can institute the standards of other councils that currently have ESD local planning policies within their respective planning schemes.

The policy statement will have a positive effect in terms of minimising the impact of development on the environment by considering environmental sustainability from design to construction as well as the ongoing management of buildings and their impact on the environment.

Community wellbeing will be supported through the delivery of better performing buildings. Improving the quality of buildings provides households with greater thermal comfort and operational savings to assist residents to cope in extreme weather conditions.

Applications for larger scale developments constructed to a high (ESD) standard will have multiple benefits for occupants in terms of cost savings on utilities and a healthier indoor environmental quality as well as a reduced impact on the environment through stormwater and waste management and reducing vulnerability to the impacts of climate change.

Well planned development will allow Council to avoid unnecessary investment that may be required to adapt to the impacts of climate change. This may include reinforcing structures, increased maintenance on drainage infrastructure, relocation and even retreat.

Consultation and Communication

Community consultation will be undertaken in alignment with the principles and commitments of the Community Engagement Framework.

It is proposed that a six week engagement process be undertaken. In addition, key stakeholders will be engaged throughout the exhibition period, particularly, the development sector along with agencies with clear policy obligations for the built environment, including the Council Alliance for a Sustainable Built Environment, Green Building Council of Australia, Sustainability Victoria, Municipal Association of Victoria to name a few. Further engagement will occur with Councils portfolio advisory committees.

A range of methods will be used such as social media and face to face interviews.

Officer Declaration of Conflict of Interest

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

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

8.3.2 State Election Advocacy Campaign

Directorate: Strategic Development

Councillor Portfolio: Not applicable

Appendices: Nil

Purpose

To provide Council with an overview of the advocacy priorities for the lead up to the Victorian State Election on Saturday 24 November 2018.

Recommendation

That Council support the implementation of the State Election Advocacy Campaign.

Summary

The Victorian State Election is being held on Saturday 24 November 2018. The lead up to the election provides an opportunity for Council to engage with local members and the State Government to raise key issues within Hobsons Bay, as well as opportunities for partnership and collaboration.

LeadWest has been developing a regional advocacy campaign titled 'Time for the West', which focuses on issues that are a challenge for the western region. The State Election Advocacy Campaign priorities that have been identified for Hobsons Bay will build on the work that LeadWest is doing. They include seven key priority areas which have been informed through the consultation for Hobsons Bay 2030 Community Vision, recent policy and strategy development and emerging issues.

The priorities include:

- Co-funding of \$9million for the Altona Sports Centre Complex expansion.
- Investment of \$20 million over the next four years in sports infrastructure across the municipality as outlined in Councils Sports Needs Analysis 2018.
- Increased financial contributions of \$4 million, over the next four years towards foreshore infrastructure upgrades (beach renourishment and sea walls)
- Increased funding for the upgrade and upkeep of our boat ramp infrastructure
- Metro 2 brought forward within State budget for planning and feasibility. This will assist with further duplication of the Altona Loop.
- Improvements to public transport services, including a regional bus review and supporting rail infrastructure such as station platform upgrades and end of trip facilities including parkiteers.
- Increased funding towards regional trail projects and building the missing links in our trail networks.

- Funding to support the community to become climate resilient and reducing their carbon emissions to zero by 2030.
- Establish Headspace youth mental health within the Youth dedicated space at the Newport Community Hub.

Advocacy will continue to occur on the priority areas identified in the Advocacy Strategy and on other key projects such as the West Gate Tunnel and Level Crossing Removal projects. Where opportunities exist to advocate on other emerging issues or low hanging fruit, this will also occur.

Background

In the lead up to the State Election there is an opportunity for Council to advocate and work with the State Government to identify priorities for collaboration over the next four year term. In the last State Election, Council ran a smaller advocacy campaign inviting the community to stand with Council in asking for investment or change on funding for youth mental health, boosting jobs and productivity in Hobsons Bay, retaining the Eastona Primary School and reforms in land use planning around Major Hazard Facilities. The campaign involved raising awareness across the community on these issues and distributing postcards for residents to fill in and send back to Council. The postcards were then forwarded onto local State Members who were running for office. As a result of the community's awareness and ongoing advocacy, the Eastona Primary School was retained for educational purposes, an advisory committee was established to address Major Hazard Facilities and there was some investment in youth mental health support services within the region.

Council has a long history of working with the State Government and the western region to improve the wellbeing of our communities. LeadWest, a regional advocacy body, is delivering an election campaign on behalf of the western region councils, which will focus on key regional issues. The key priorities are:

- Getting the west active and moving (investment in sports infrastructure)
- A Freight Infrastructure Investment Plan
- Better bus services and bike infrastructure for Melbourne's west
- Healthy children in the west (services the first 1,000 days of a child's life)

While these areas are important to Hobsons Bay, it is important that Council also advocates on matters important to the Hobsons Bay community.

Council has an Advocacy Strategy 2014-18, which identifies 13 priority areas for action.

1. Affordable housing
2. Integrated transport
3. Health services
4. Mental health services for young people
5. Employment and economic development
6. Provision of education and teaching facilities
7. Managing urban consolidation

8. Climate change and environmental sustainability
9. Major hazard facility planning
10. Landfill, waste and resource recovery
11. Integrated water management
12. A third pass assessment of Port Phillip Bay (a detailed Climate Change Risk Assessment)
13. Sustainable design provisions in planning schemes

These priority areas have helped identify the seven key priority areas for the State Election Campaign.

Discussion

The seven priorities have also been considered in relation to the level of sufficient evidence, community benefit, incentive for political investment, timeframes for project delivery, and ability for collaborative implementation.

There are a range of benefits to delivering the advocacy campaign in the lead up to the State Government election, which includes:

- increasing awareness of key priorities within Hobsons Bay and solutions
- increased partnerships with the State Government, including potential funding and collaboration
- engagement and potential partnerships with key stakeholders across the community that have an interest in the priorities
- opportunities for civic engagement for community members

The campaign will be implemented through a range of processes including the development of a customised approach for each priority, identifying key stakeholders and influences, designing collateral and actively engaging audiences.

Strategic Alignment

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

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

This report also aligns with key priorities within the Advocacy Strategy 2014-18 which is currently under review.

Policy and Previous Council Reports

In September 2017 Council received an evaluation report of the current Advocacy Strategy 2014-18 which identified key recommendations for the development of the 2018-19 advocacy priority areas. This advocacy campaign has been developed in alignment with those recommendations.

Legal/Statutory Obligations/Risk

The *Local Government Act 1989* articulates that “it is the role of Council to provide governance and leadership for the local community through advocacy, decision making and action.”

Furthermore the *Public Health and Wellbeing Act 2008* articulates that Council is required “to protect, improve and promote public health and wellbeing within the municipal district by creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health.”

Financial and Resource Implications

The State Election Advocacy Campaign will be implemented through existing resources with the majority of collateral being online. In addition where priorities align with regional advocacy efforts, collaboration will be sort.

Environmental/Social/Economic Impacts

The advocacy campaign aims to improve the built, natural, social and economic environments across Hobsons Bay to ensure the current and future needs of the community are met.

Consultation and Communication

The advocacy priorities have been informed by the extensive consultation that occurred with the development of Hobsons Bay 2030 Community Vision. Further consultation has also occurred with the community and stakeholders through the development of other key strategies such as the Open Space Strategy, Sport and Recreation Needs Analysis, Integrated Transport Plan, and Annual Budget. It is consistent with Council motions to both the State and Federal Local Government Assemblies. In addition Council continues to keep informed of community needs through the Annual Community Survey and ongoing meetings/forums.

The campaign will be implemented through a range of methods including:

- the development of customised communications tools and approaches for each priority to maximise impact
- identifying key stakeholders and influencers
- the design of collateral
- the active engagement of relevant audiences
- Participate Hobsons Bay campaign featuring a community survey and petition
- website information linking to Participate Hobsons Bay campaign

- social media content on all relevant Council platforms
- media release
- social media content offered to Councillors for use on their platforms
- FAQ's for each priority (hard and soft versions) available on all Council digital platforms and at all Council facilities
- targeted letters/emails to key stakeholders
- article in quarterly printed newsletter
- articles in e-newsletters across the organisation
- on hold phone messaging
- TV screens across Council facilities
- advertising in Star Weekly
- email signature banner

Officer Declaration of Conflict of Interest

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

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

8.3.3 Portfolio Advisory Committees Member Appointment

Directorate: Strategic Development

Councillor Portfolio: All

Appendices: 1 Portfolio Advisory Committees recommended nominees

Purpose

To appoint the recommended nominees for each of the seven Portfolio Advisory Committees.

Recommendation

That Council appoint the recommended nominees for each of the seven Portfolio Advisory Committees.

Summary

Council has endorsed seven Portfolio Advisory Committees, aligning with the Hobsons Bay 2030 Community Vision, Council Plan 2017-21 and the vision of becoming a Council of Excellence. These include:

- integrated transport
- future planning
- social wellbeing and community services
- environmental sustainability
- active and inclusive communities
- arts, culture and tourism
- smart cities

Expressions of interest and nominations were sought from community members to join one of seven Portfolio Advisory Committees. 158 nominations were received with nearly 80 per cent of applicants expressing an interest in contributing to a Council Committee for the first time. All applicants were assessed against a criteria and the membership of 10-12 people for each of the Portfolio Advisory Committees has been able to be fulfilled (appendix one).

Background

With the development of Hobsons Bay 2030 Community Vision and the Council Plan 2017-21 Council's previous advisory committees were reviewed to understand strengths, alignment with community needs and opportunities for improvement.

The outcome of this review was to develop Councillor Portfolios and subsequent supporting committees, titled Portfolio Advisory Committees.

Each portfolio is led by Councillors who are Co-Chairs representing Council in that portfolio area, understanding the key issues and opportunities for Hobsons Bay, attending external stakeholder meetings, and being actively involved in progressing this area for the municipality.

The purpose of these committees is to engage with the community and stakeholders, bring local knowledge, expertise and innovation to support the development and implementation of Council strategic directions.

Under Section 3 (1) of the *Local Government Act 1989* (the Act), committees may be established to provide strategic input from a broad cross section of the community or from individuals with specialist expertise in particular areas of Council's operations.

Advisory committees are designed to purely have an advisory function and they cannot determine matters before them. They are not responsible for expenditure and cannot direct Council officers.

Discussion

Expressions of interest and nominations were sought from community members to join one of seven Portfolio Advisory Committees from 11 April to 16 May 2018 using 'Participate Hobsons Bay', Council's online community engagement site.

The campaign received 305 visits to the 'Participate Hobsons Bay' site, with a high number of applications received following the drop-in information session held at the Civic Centre on Wednesday 9 May. Over 77 community members registered for the drop-in information session.

The following set of criteria was applied for the selection of members (appendix one):

- skills and other attributes of the member
- qualifications of the member
- the level of experience and interest in the work of the Committee
- representation of members that reflect the diversity of Hobsons Bay
- representation of members in terms of the geographic location within the municipality

Throughout the selection process the diversity of members and geographical representation was considered. The proposed advisory committees provide a strong foundation for ensuring they are representational of our community, however as vacancies arise further recruitment based on identified gaps will occur.

The committee will be Co-chaired by Portfolio holder Councillors and the members are made up of:

- a) 10 to 12 Community members selected from a public Expression of Interest process
- b) committee Sponsor will be a Council Director or delegated Council Officer
- c) delegated Council Officer from applicable lead area

Lead areas within Council have been nominated to provide the support and liaison to each of the Portfolio Advisory Committees. Each of these areas have identified the relevant policies

and strategic plans to form the framework for their operation. For each Advisory Committee the terms of reference differ in focus, objectives and strategic directives.

The advisory committee will run on a 24 month term, expiring on 30 June. A review will be undertaken at the end of this term to ensure the groups are continuing to meet community and organisational needs, as well as identifying opportunities for improvement and potential future directions. Half of the committee members will be invited to remain for an additional 24 months with the subsequent vacancies being recruited for.

Should a committee have a vacancy within the term for any reason, Council will call for nominations ensuring membership remains in accordance with the terms of reference. Committees will also be able to advertise for specific applicants based on ensuring the greatest representation of diversity and geographical spread across the municipality to address any identified gaps in representation on the committee.

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 4: A Council of excellence

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

The report also aligns with Council's Community Engagement Framework.

Policy and Previous Council Reports

On 1 June 2010 Council adopted the Council Committees (Formation and Management) Policy which aims to ensure that advisory committees are formed and operate in a way that supports the strategic objectives of Council.

On 25 August 2015 Council considered a review of advisory committees and resolved to extend the term of appointment for each advisory committee to 30 June 2017, and to undertake a review of advisory committees following Council Elections in October 2016 and appoint new committees effective from 1 July 2017.

On 13 February 2018 Council endorsed the development of the Councillor Portfolios and supporting committees and appointed Co-Chairs to the portfolios and supporting committees for 2018. It was also resolved to undertake the necessary processes to establish the Portfolio Committees.

On 10 April 2018 Council endorsed the terms of reference for each Portfolio Advisory Committee.

Legal/Statutory Obligations/Risk

Under Section 3 (1) of the *Local Government Act 1989*, committees may be established to provide strategic input from a broad cross section of the community or from individuals with specialist expertise in particular areas of Council's operations.

Financial and Resource Implications

It is estimated that the financial costs for administering the portfolio model advisory committees, will be a minimum of \$114,900 per annum (four meetings and one joint meeting). This does not include any additional events or the funds required to promote and establish the committees. All funds would need to be sourced from the 2018-19 Operational Budget.

Environmental/Social/Economic Impacts

The Portfolio Advisory Committees align with the vision and priorities within the Hobsons Bay 2030 Community Vision and therefore aims to maintain and/or improve the natural, built, social and economic environments within Hobsons Bay. The Portfolio Advisory Committees provides an effective approach to support decision making and community access and participation.

Consultation and Communication

The call for nominations/expression of interest process for all seven Portfolio Advisory Committees was open from 11 April to 16 May 2018. An advertising campaign was designed and carried out where various platforms such as Facebook, Participate, Hobsons Bay community newsletter, the Budget live Q&A, Council website, Around Newsletters, Council Department newsletters, were used to encourage all community members to apply. On 9 May 2018 an information session was also held at the Civic Centre where 43 community members attended resulting in more than double the nominations than prior to the information evening.

Officer Declaration of Conflict of Interest

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

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

8.3.4 Progress Report Year Two - Hobsons Bay Events and Festivals Plan 2016-21

Directorate: Strategic Development

Councillor Portfolio: Arts, Culture and Tourism

Cr Angela Altair and Cr Colleen Gates

Appendices: 1 Progress Report Year Two - Hobsons Bay Events and Festivals Plan 2016-21, July 2018

Purpose

To report on the progress and outcomes of the Hobsons Bay Events and Festivals Plan 2016-21 during the period January 2017 to June 2018 and note the priorities for 2018-19.

Recommendation

That Council note the progress and outcomes of the Hobsons Bay Events and Festivals Plan 2016-21.

Summary

Through the Hobsons Bay Events and Festivals Plan 2016-21 (the Plan), Council enables a strong and diverse events program which showcases the city, entertains our community and provides opportunities for collaboration, connection and capacity building. This report highlights the achievements of the Plan during the period January 2017 to June 2018, with actions undertaken across a range of work in line with its goals, values and themes.

Background

Successful events can build cultural identity, social cohesion and connection and can enable a celebration of sense of place, providing a greater understanding of where we live. Events can support the local economy, attracting visitors and encouraging their return, which can benefit local business and organisations. Council has several roles in relation to events and festivals that take place in the city. These include assessment and approvals of events that take place on public or Council managed land, providing advice on requirements, appropriate use of land, compliance information and coordinating stakeholders and authorities; it has an advisory and facilitation role, provides a central point of contact for event organisers, monitors and evaluates event impacts and provides support and capacity building to the community. It provides support through funding and in kind contributions to events which help meet Council goals, and is sometimes an event producer.

Discussion

Hobsons Bay is home to a diverse and expanding calendar of events that contribute to making the city a great place to live and visit. The Plan provides direction for the support, management and development of events and festivals in Hobsons Bay, and is established across three goals

Ordinary Council Meeting Agenda

- Goal One - To strengthen and support events that enhance our community
- Goal Two – To strengthen tourism and economic outcomes
- Goal Three – To effectively manage event impacts

Council supports events and festivals that relate to the arts, cultural programming, community celebration, major sporting events, and special events that showcase the city and some of its defining characteristics. They can range from local initiatives like the annual Carols by Candlelight productions to major events of regional and state significance such as the Mitchelton Bay Series cycling which brings participants from around the world.

During the reporting period, 81 events applicants were assessed and received permits. These included major or complex level 3 events such as the Williamstown Open Water Challenge, Australia Day in Altona, Mitchelton Bay Classic and MS Summer Cycle.

Council's events unit produced 10 events, including for its summer program Movies By the Bay, Summer Sounds; provided assistance to 12 civic events supporting the organisers of Anzac and Remembrance Commemoration Services and coordinated the services response to the New Year's Eve Mass Gathering in Williamstown and Newport.

Council provided funding assistance to event producers through its Local Events and Festivals and Major Events category funding, as well as an open round to support Small Short Lead requests. Two funding rounds were open for application. Application details were promoted widely including to cultural, community and sporting groups including recurrent producers and other interested groups. Applications were assessed by representatives of various areas across Council on criteria of capacity and capability, community benefits and outcomes, dispersion (location and/or time of year) and contribution to a diverse events calendar for the city. Applications were received and 63 events received support.

An additional category of Special Events is established for one off or major new partnership proposals, on application and for Council referral to enable effective budget planning review, as an addition to Council's annual funding allocations and categories. Special Events in the term of the strategy to date have been the Paraworlds sailing championships and Art and Industry (2016 and 2018).

See Appendix 1 for a summary of actions that helped deliver the Plan and a list of events which were funded, supported, produced or issued with permits during the period January 2017 to June 2018.

Proposed action for 2018-19

Work in 2018-19 will build on the achievements to date, and continue to refine the structures that are in place for event applications and assessments and the funding application process. A focus on evaluation of the social, economic and tourism impact of funded events is planned along with further improvements to the marketing and promotion of the city to event visitors. It is planned to further enhance the city's events profile by publishing an annual calendar as a new development. For users of event spaces, building capacity on both creating sustainable events and responding to Crowded Places protocols is planned.

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

- 2.4 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

Policy and Previous Council Reports

The Hobsons Bay Events and Festivals Plan 2016-21 was adopted by Council in December 2015. A report on its first year was provided to Council in March 2017.

Legal/Statutory Obligations/Risk

The Plan helps Council meet regulatory and statutory roles in the assessment of events, through clarity of roles and coordination of specialist assessment.

Events provide opportunities for people to participate, and often include opportunities for volunteers. Many events are complex in nature and all require adherence to a number of legislative, statutory and Council requirements.

Through the Plan, Council plays a lead role in helping build the capacity of event organisers.

Financial and Resource Implications

The 2017-18 Action Plan has been delivered in line with Council's annual budget. The number and diversity of events within Hobsons Bay is growing steadily and demand for Council support and funding is increasing. The funding process enables Council to better review and assess event needs and provides the opportunity for new events to emerge. Funding allocations are provided in appendix 1. Council allocates \$190,000 across its three annual categories with \$15,000 available for additional operational support.

Environmental/Social/Economic Impacts

Events and festivals foster a strong sense of community and cultural identity, connect people and provide opportunities to experience and participate. Responses to a public survey as part of the development of the Plan, indicated that 97 per cent of respondents believe that Council should play a role in supporting events and festivals, with 95 per cent stating that events and festivals can be beneficial to the city, for its residents and visitors.

Some parts of the city have event locations in high demand at various times of the year, drawing event producers who can add value to the sector. Examples being Commonwealth Reserve Williamstown, Logan Reserve and Pier Street precinct in Altona, and Seaworks which has drawn approximately 100,000 visitors during the year to events, markets and programs. Council aims to influence and support events that enable dispersion of impacts and benefits throughout the city and throughout the year. Council takes opportunities to build identity of other locations through its resources, an example being the use of Altona Ball Park (Altona Truck and Trade Show).

Consultation and Communication

Council promoted events through the production and distribution of five editions of the Hobsons Bay Events Booklet (around 3,500-5,000 copies of each edition are published), through listings on Council's events calendar, its communications channels, social media and regular Hobsons Bay arts and events e-newsletters. As noted an annual calendar is planned for 2019.

Major events are regularly promoted through Destination Melbourne's Official Visitor Guides and online listings and are pitched to a wide range of metropolitan publications and social media contacts. Council produced material including e-fliers, short film, visitor services, information bags are provided to event organisers including conference producers.

The Plan and its actions were developed following extensive community and event producer consultation.

Event organiser feedback is actively encouraged through a formal debrief process and through capacity building session for community organisers who have input into the workshop calendar.

Officer Declaration of Conflict of Interest

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

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

8.3.5 Social Policy Action Plan 2018-19

Directorate: Strategic Development

Councillor Portfolio: Social Wellbeing and Community Services
Cr Tony Briffa and Cr Colleen Gates

Appendices: 1 Social Policy Action Plan 2018-19

Purpose

To present the 2018-19 Social Policy Action Plan for adoption.

Recommendation

That Council adopt and implement the 2018-19 Social Policy Action Plan.

Summary

Council has a range of social policies that aim to provide Council with a strategic direction to ensure we continue to build a municipality that is inclusive for all and enhances health and wellbeing. A number of these social policies focus on key population groups such as older people, children and young people, people with a disability, women and gender diverse people, and people from culturally and linguistically diverse backgrounds.

Implementation of the social policies occurs through annual action plans that align and respond to the goals and objectives of each social policy. The 2018-19 Social Policy Action Plan (the Action Plan) consists of 72 actions. Implementation will take place over the next 12 months with outcomes reported via the Annual Report.

Background

Council has a key role to understand the needs of the local community and to build a municipality that provides equitable opportunities to enhance wellbeing for all. In order to support this, Council has a range of social policies which provide an understanding of the community and an organisational strategic direction.

Council currently has five population based social policies: Ageing Well Strategy 2007-17, Children and Young People's Plan 2014-18, Disability Access and Inclusion Strategy 2013-17, Gender Equity Policy Statement 2014, and Multicultural Policy 2016-20. Each social policy is informed by research and consultation to ensure Council understands community needs, promotes equity, and enhances quality of life for all residents. Implementation of these policies occurs through annual action plans. These are published on Council's website, with outcomes reported via the Annual Report.

Some of the social policies have come to the end of their term, as such a review has been conducted with the development of the Social Policy Review Background Paper. This paper made a series of recommendations, including the development of an integrated social policy to replace Council's existing suite of social policies. An integrated policy will aim to elevate social policy commitments across the organisation, reduce duplication, streamline Council's work, and increase Council's ability to prioritise and respond to the needs of the most vulnerable and disadvantaged members of the Hobsons Bay community. The integrated plan

is currently being developed with a draft expected to be out for public exhibition early 2019 for comment.

Discussion

The 2018-19 Social Policy Action Plan (see appendix) includes 72 actions. All actions are aligned to specific goals and objectives of the social policies, ensuring that Council's work continues to respond to community needs identified through policy development consultation and subsequent engagement activities.

The development of the Action Plan has been supported through Council's service planning process. This ensures that Council considers and responds to a wide range of community needs across all work. Actions have been included in departmental services plans and budgets, ensuring that Council's resources are used efficiently to meet community need, including for people most at risk of experiencing disadvantage.

The Action Plan also supports Council to meet key legislative commitments. These include requirements under the *Local Government Act 1989* to 'improve the overall quality of life of people' and the *Public Health and Wellbeing Act 2008* to 'protect, improve and promote public health and wellbeing'. It also supports the implementation of Council's Disability Action Plan (through the Disability Access and Inclusion Strategy 2013-17), as required under the *Disability Act 2006* and *Disability Discrimination Act 1992*.

The Action Plan contributes to making Hobsons Bay a more fair and equitable community. It also ensures accountable and transparent implementation, and demonstrates Council's commitment to supporting all community members.

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 1: An Inclusive, Resilient 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

Policy and Previous Council Reports

Council has considered the past two Social Policy Action Plans in September 2016 and October 2017. A Council Report is also prepared each year for adoption of the Hobsons Bay Annual Report, which includes a progress report on Council's social policies. Additionally, all social policies have been adopted by Council, most recently the Multicultural Policy 2016-20 in June 2016.

Legal/Statutory Obligations/Risk

The Action Plan helps to meet Council's requirements under various legislation, including the *Local Government Act 1989*, *Public Health and Wellbeing Act 2008*, *Disability Act 2006* and

Disability Discrimination Act 1992. It is also consistent with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*.

Financial and Resource Implications

The development of the Action Plan has been resourced within existing operational budgets. The cost of implementing the Action Plan has been included within existing 2018-19 departmental budgets.

Environmental/Social/Economic Impacts

Council's social policies have a positive impact on Hobsons Bay's built, natural, social and economic environments. This is achieved in various ways, including through inclusive infrastructure design and construction, accessible communication and information, improved access to Council services and facilities, programs to provide education and training pathways, and coordinated advocacy activities on behalf of the Hobsons Bay community.

Consultation and Communication

All of the social policies are developed in consultation with community and stakeholders. Council also uses the Annual Community Survey to monitor community trends throughout the implementation of the policies. In addition, all Council departments have been engaged in the development of the Action Plan, including through the social policy working groups.

Officer Declaration of Conflict of Interest

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

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

8.4 Infrastructure and City Services

8.4.1 Williamstown Botanic Gardens - Final Master Plan

Directorate: Infrastructure and City Services

Councillor Portfolio: Active and Inclusive Communities

Cr Peter Hemphill and Cr Michael Grech

- Appendices:**
- 1 Williamstown Botanic Gardens Master Plan - Volume 1: Master Plan - dated May 2018
 - 2 Williamstown Botanic Gardens Master Plan - Volume 2: Background Report - dated May 2018
 - 3 2018 draft Williamstown Botanic Gardens Master Plan - Community Consultation Report - dated May 2018
 - 4 Williamstown Botanic Gardens Final Master Plan Drawing - dated May 2018

Purpose

To seek Council's endorsement of the Williamstown Botanic Gardens Master Plan.

Recommendation

That Council:

1. **Adopt the Williamstown Botanic Gardens Master Plan.**
 2. **Approve the implementation program.**
 3. **Write to submitters to thank them for their contribution.**
-

Summary

At the 13 March 2018 Ordinary Meeting of Council, Council resolved to place the Draft Williamstown Botanic Gardens Master Plan on public exhibition for an eight week period from 19 March 2018 to 11 May 2018. Details relating to the public exhibition period have been outlined within this report. Council has received 16 submissions.

Background

In 2001 Hobsons Bay City Council commissioned a Conservation Management Plan and Master Plan by John Patrick Pty Ltd. The plan provided clear direction for more than a decade on the renewal of the Williamstown Botanic Gardens and guided many successful major projects. These include restoration of the A.T. Clarke statue, cast iron gates and ornamental pond, rejuvenation of the central palm walk, reinstatement of the pathway system in the Pinetum and the formation of the Williamstown Botanic Gardens Friends Group.

Having completed most of the projects identified in the 2001 Master Plan, Laidlaw and Laidlaw Design were commissioned to prepare a new Master Plan (2018) for the gardens. This document includes: Volume 1- Master Plan and Volume 2- Background Report. (Appendix 1 and 2)

The 2018 Master Plan builds on the good work which has gone before it, strengthening the Williamstown Botanic Gardens position as a place of horticultural excellence, education, passive recreation, science, culture and as a much loved garden.

Council approved the public consultation and exhibition of the Draft Williamstown Botanic Gardens Master Plan to be undertaken between March and May 2018. The feedback received has been incorporated into the Master Plan.

Discussion

The review of the Master Plan for the Williamstown Botanic Gardens commenced in 2013 and following consultation with stakeholders an initial body of work was completed during 2014. The Master Plan was then put on hold while other organisational priorities were addressed.

The Master Plan for the Williamstown Botanic Gardens has been developed to direct future development in the gardens ensuring it reaches its full potential as one of the best examples of 19th Century Botanic Gardens in Victoria and is managed in accordance with Heritage guidelines. A copy of the Master Plan drawing is attached. (Appendix 4)

The 2018 Williamstown Botanic Gardens Master Plan makes recommendations to:

- provide a basis for the scientific management, recording and labelling of plant and tree collections
- upgrade the existing irrigation system and improve water management
- continue the reunification of the site; (connecting the Northern and Southern areas of the Gardens)
- enhance the aesthetic of the Gardens with new garden beds and tree planting
- in time, return the former Williamstown City Council Parks Depot to Gardens use and provide the facilities and visitor services expected of a contemporary Botanic Garden

Council received 16 formal submissions from the community. The major strengths of the Master Plan identified from this feedback were that the Gardens are an important asset to the municipality and Council should invest in the future of the gardens, over time the site should be reconsolidated and all buildings and infrastructure on the site returned to the gardens for educational needs and "Friends" group usage among other things and that improved accessibility and toilet facilities are supported. Themes that were identified as a weakness of the Master Plan included opposition to a cafe within the gardens, lack of a plan to reclaim infrastructure on-site not currently being used by the gardens and the removal of the fence in the southern section of the gardens.

In response to this feedback received the Draft Master Plan has been reviewed and updated and is now ready for Council endorsement and implementation. The community consultation report with a summary of the feedback is included. (Appendix 3).

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

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

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

This report aligns with the recently adopted Open Space Strategy.

Policy and Previous Council Reports

A Briefing was provided to Councillors in February 2018 to present the Draft Williamstown Botanic Gardens Master Plan for Council's consideration and approval to proceed with a public exhibition and community consultation process.

Legal/Statutory Obligations/Risk

If Council does not acknowledge the Williamstown Botanic Gardens Master Plan it may be at risk of reputational damage as the community expects the gardens to be upgraded, well maintained and managed within heritage guidelines.

An extensive consultation period has recently been undertaken which has raised community expectations that the plan will be implemented.

Financial and Resource Implications

The projects identified in the Master Plan will require a capital expenditure and operations commitment of approximately \$2.6 million over 10 years.

Environmental/Social/Economic Impacts

The environmental impact of adopting the recommendations of the report address sustainable water use and practices in the gardens, contribute to greening the west through increasing tree canopy and influencing behaviour through environmental education.

A broader scientific role for the gardens will see active participation in international plant conservation programs and the opportunity to continue education.

Some positive social impacts of including stakeholders through the Stakeholder Communications and Engagement Plan for the Williamstown Botanic Gardens Master Plan includes a well-informed public and community supporters for the adoption of the Master Plan.

The impacts of adopting the recommendations of this report include social benefit of providing quality open space for passive recreation and supports health and wellbeing in the community.

The gardens are also a tourist destination regularly hosting international and national visitors and are a highly regarded wedding location, both activities inject money into the local community and to the Hobsons Bay City Council.

Consultation and Communication

The development of the Master Plan included extensive consultation across all stakeholders including the Friends of the Williamstown Botanic Gardens, the Williamstown Botanic Gardens Advisory Group and the general public.

A Stakeholder Communications and Engagement Plan for the Williamstown Botanic Gardens Master Plan was approved by Council earlier in the year. A number of channels were used to ensure that as many community members as possible were informed of their opportunity to participate in the Williamstown Botanic Gardens Master Plan 2018 including a survey on Participate, four walking tours, posts on Council's Facebook page, Council's community newsletter, information posted in the Libraries and an article was published in the Star Weekly.

Responses received during the consultation period are included in the Williamstown Botanic Gardens Master Plan Community Consultation Report, May 2018, attached as an Appendix to this 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.

8.4.2 Williamstown Football Club Facilities Proposal (Deferred Report)

Directorate: Infrastructure and City Services

Councillor Portfolio: Active and Inclusive Communities

Cr Peter Hemphill and Cr Michael Grech

Appendices: 1 Williamstown Football Club Proposal - dated August 2017

2 Proposal Plans and Stage Costs - dated July 2018 and April 2018

The report is deferred from the Ordinary Council Meeting 10 July 2018. The report is unchanged with the exception of

- *Addition of "... reflect changes in the State Government funding programs"*
- *Removal of "reference to the incorrect speculation relating to the potential future changes to the Victorian Football League (VFL) competition."*

In addition, it is recommended Council considers the following to form part of the motion

- *"Continue to work with the Williamstown Cricket Club and Williamstown Football Club to identify opportunities for additional player amenities at the Williamstown Cricket Ground."*

Purpose

To provide Council with an update on a proposal received from the Williamstown Football Club detailing the club's vision for improved facilities at the Williamstown Cricket Ground.

Recommendation

That Council:

- 1. Acknowledge the Williamstown Football Club's proposal detailing the club's vision for improved facilities at the Williamstown Cricket Ground.**
 - 2. Inform the Williamstown Football Club that the funding model presented does not align with Council's funding priorities and that Council will not enter into a community bond to fund the proposal.**
 - 3. Work with the Williamstown Cricket Club and Williamstown Football Club to identify opportunities to improve the existing player amenities at the Williamstown Cricket Ground.**
 - 4. Support the ongoing shared use of the Williamstown Cricket Ground for both cricket and football.**
-

Summary

The Williamstown Cricket Ground (WCG) is located on Morris St, Williamstown. The WCG is home to the Williamstown Cricket Club (WCC) and the Williamstown Football Club (WFC). In August 2017, the WFC submitted a proposal to Council detailing the club's vision for improved facilities at the WCG. The WFC has submitted an updated proposal in June 2018 detailing the planned improvements, timelines and projected costs. This report provides an overview of the issues associated with the revised proposal.

Background

The WCG is the premier cricket and football facility in Hobsons Bay. The WCG is home to the WCC in the Victorian Sub-District Cricket Association (VSDCA) and the WFC in the Victorian Football League (VFL). Both clubs have a long association with the WCG with the WCC having played matches at the venue since the 1850s and the WFC since the 1880s.

The WCG underwent an \$8.7 million redevelopment between 2010 and 2012. The works included a major redevelopment of the pavilion and oval, the establishment of a function centre and the construction of new cricket nets, grandstand seating, player shelters, curators shed, fencing and car parking. Council contributed \$3 million towards the works with contributions from the WFC (\$2.25million), WCC (\$20,000), AFL (\$500,000) and State Government (\$3million).

In August 2017, Council received a proposal from the WFC detailing the club's vision for improved facilities at the WCG. A condensed version of this proposal is provided in Attachment 1.

The WFC vision is to establish the WCG as a football only venue. Works proposed include the construction of an administration base for the WFC and Western Jets, additional change rooms and player amenities, a commercially operated gymnasium, medical centre and cafe, upgraded floodlighting and a redevelopment of the oval including the removal of the turf wicket table and relocation of the WCC to Bayside College (Williamstown Campus). The proposal also identified a suite of works required at Bayside College to accommodate the relocation of the WCC.

In December 2017, Council received a proposal from the WFC to remove the synthetic cricket wicket from Oval 2 at Bayside College (Williamstown Campus). Council approved this request and relocated cricket from this oval, thus providing the WFC with access to a football oval (without a cricket wicket) to undertake pre-season training.

Discussion

Williamstown Football Club – Updated Proposal

In June 2018 the WFC submitted an updated proposal detailing a staged approach to implementing the club's vision for improved facilities at the WCG (Attachment 2).

Stage 1 involves the construction of an additional set of change rooms, amenities, doctors' rooms and massage rooms. Stage 1 also includes the construction of offices for WFC and Western Jets staff and upgrades to the sportsground floodlights. The WFC estimates the total value of Stage 1 works at \$2.73 million.

Stage 2 involves the construction of a commercially operated gymnasium, medical centre and cafe. The WFC estimates the value of Stage 2 works at \$3.2 million.

The WFC has proposed the following funding model for Stage 1:

- Female Friendly Facilities Fund	\$500,000
- AFL Victoria	\$273,000
- Victorian Community Bond (WFC)	\$978,000
- Victorian Community Bond (Council)	\$978,000
Total	\$2.73 million

The Sports Facility Needs Analysis (SFNA) adopted 12 June 2018 has identified the need to upgrade the existing player amenities and floodlighting at the WCG. The WFC has not proposed any improvements to the existing player amenities.

Stage 1 included the construction of an additional set of change rooms, amenities, doctors' rooms, massage rooms and offices. These works are not identified as priorities in the SFNA. Stage 2 involves the construction of commercially operated gymnasium, medical centre and café. These works are not identified as priorities in the SFNA.

Upgrading the floodlighting has been included as an item in the 2018-19 Capital Works Program, with works expected to commence in October 2018. The design stage to undertake these works has been completed. The project is out for tender with works expected to commence at the end of the football season (October 2018).

Female Friendly Facilities Fund

The State Government Female Friendly Facilities Fund provides grants of up to \$500,000 for projects that encourage more women and girls to become active. Applications for the current funding round are closed. This project is not recommended as a priority for an application under the Female Friendly Fund for the 2018-19 program.

The Female Friendly Facilities Fund guidelines state that applications where the recipient organisation/s receive revenue from electronic gaming machines (EGMs) will generally be given a lower priority. The WFC operate the Seagulls Nest in Newport which has 66 EGMs. This is the WFC's primary source of revenue, as such any funding application would be given a lower priority.

Community Sports Infrastructure Loans Scheme

The funding model for the WFC proposal was based on the Victorian Community Bond (VCB) scheme. Recent advice from the State Government is that the VCB scheme has evolved to become the Community Sports Infrastructure Loans Scheme (CSILS).

The CSILS is an initiative of the State Government that will provide local councils, clubs, associations, educational institutions and facility managers with access to low interest rate loans, subject to organisational financial and credit assessments, between \$500,000 and \$10 million at significantly reduced interest rates.

Eligible projects would include the upgrade and development of significant metropolitan or regional community sport and recreation infrastructure such as indoor or outdoor aquatic leisure facilities, indoor sports stadiums, sports pavilions, community sports precincts and synthetic sports surfaces.

The first round of the CSILS has opened with applications closing 31 August 2018. The CSILS will seek delivery of projects within 24 months from the execution of the contract.

Shared use of the Williamstown Cricket Ground

Historically, the WCG has operated as a shared use venue for cricket and football without issue. In recent years, primarily due to the entry of AFL Reserves teams into the VFL competition, the WFC have raised concerns regarding the condition of the oval during the football season, requested that turf wicket preparations be delayed until the club has been eliminated from finals and requested access to an unencumbered oval (i.e. no cricket wicket) for pre-season training.

The redevelopment of the oval to improve the condition of the playing surface remains a priority for the WFC. The estimated cost of these works is \$1.3 million. The WFC's preferred option is to redevelop the oval once the WCC has relocated to Bayside College or another venue. This would enable the turf wicket to be removed during the redevelopment works and support the club's vision to create a football only venue.

The WCC has confirmed that the club does not wish to relocate from the WCG to Bayside College or any other venue. The WFC has not included the oval redevelopment in the updated proposal for this reason.

The changing landscape of the VFL competition is driving the need to improve the quality of the playing surface. In the updated proposal the WFC has suggested the use of drop in wickets or reducing the size of the turf wicket table from 7 to 5 wickets at the WCG as strategies to improve the condition of the oval for football.

The use of drop in wickets at the WCG is considered cost prohibitive. It is estimated that it would cost around \$100,000 per wicket to establish drop in wickets (up to 6 wickets may be required). A further \$130,000 per wicket would also be required each year to install and remove the wickets. A redevelopment of the oval is also recommended prior to using drop in wickets (i.e. \$1.3 million).

The size of the turf wicket table for clubs competing in the VSDCA is generally recommended to be between 5 to 6 wickets. The WCC has not been consulted about reducing the size of the turf wicket table. The reduction in the size of the turf wicket table may result in an overall cost saving in turf wicket preparation and maintenance costs at the venue and improve the condition of the playing surface during the winter season.

The WFC have access to a football oval (without a cricket wicket) to undertake pre-season training. In December 2017, Council approved the removal of the synthetic cricket wicket from Oval 2 at the Bayside College, Williamstown Campus, thus providing the WFC with access to a football oval (without a cricket wicket) to undertake pre-season training.

Over the past 3 years, Council has delayed the preparation of the turf wicket at the WCG until the WFC have been eliminated from the finals series. This approach has provided the WFC with access to a football oval (without a cricket wicket) to train on during the club's finals campaigns. The risk with this approach is not having a turf wicket prepared in time for the first two weeks of the cricket season.

The provision of sporting facilities that maximise shared usage is a priority within the SFNA. The WCG is the premier cricket and football facility in Hobsons Bay and the ongoing shared use of the WCG for both cricket and football is supported.

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 1: An Inclusive, Resilient and Healthy Community

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

Policy and Previous Council Reports

Summary of presentations to Council,

- an initial presentation to a Councillor Briefing Session in August last year where the WFC shared an early outline of the WFC development proposal.
- a meeting in November of then Mayor Cr Sandra Wilson and senior officers with Mr Daniel Mulino MLC and representatives from the WFC introducing the concept of a Community Bond and its application in your proposed development; and
- a subsequent presentation at a Councillor Briefing session last year in December by Mr Daniel Mulino MLC on the Community Bond methodology.
- presentation of the revised proposal by WFC was discussed with Cr Hemphill and the senior officers in May 2018.

The funding model proposed by the WFC does not align with Council policy.

Council's Problem Gambling (Electronic Gaming Machines) Policy Statement adopted on 14 July 2015, states that 'Council will not provide funding, grants, sponsorship or other resources for any activities that promote gambling' (Commitment 4.4). The WFC operate the Seagulls Nest, which has 66 EGMs being the club's primary source of revenue.

Council's Community Grants Program Guidelines (adopted on 11 April 2017) state that 'organisations that derive income from and/or project activities that promote gambling' will not be eligible for funding.

Council's Capital Development of Sport and Recreation Facilities Policy adopted 12 December 2017, considers the duplication of existing facilities and the provision of office space, doctors and massage rooms, gymnasiums, medical centres and cafes as non-core infrastructure. The policy states that 'Clubs will be required to fund the development of non-core infrastructure approved by Council' (5.4 Facility Development Standards).

The size and scale of the additional change rooms, amenities, doctors' rooms and massage rooms are consistent with the standards defined in the AFL Preferred Facility Guidelines for State level facilities. This level of provision exceeds the standards defined as core infrastructure in the Capital Development Policy. The policy states that the provision of core infrastructure that exceeds Council's standards is to be funded by clubs.

The Capital Development Policy states that 'contributions from clubs including loans will need to be sourced and guaranteed entirely by the club and not Council' (5.3 Contributions). The Victorian Community Bond proposal requires Council to act as guarantor for a loan being serviced by a sporting club.

Legal/Statutory Obligations/Risk

The lack of consultation undertaken with the community regarding the proposal presents a reputational risk to Council. The WCG is situated in a high profile location along the Williamstown foreshore. There have been complaints regarding noise from early morning deliveries and late night patrons exiting the function centre at the Morris St entrance. The WFC proposal concentrates development on this side of the building. It is reasonable to expect that the community would like to be consulted about any proposal to expand the facilities.

There are risks associated with project scope creep and cost escalations associated with the proposal. Further investigations to assess the feasibility of the concept, prepare detailed designs for construction purposes and to establish accurate cost estimates are required.

There is a reputational risk to Council that contributing towards facility upgrades and acting as a guarantor for a loan for a club whose major revenue source is from EGMs. This could be perceived as supporting an organisation that promotes gambling.

The lack of support for the proposal from the WCC presents a reputational risk to Council. The WCC has occupied the WCG since it was first established in the 1850s. The club has a strong historical connection with the WCG and does not wish to be relocated elsewhere. The cumulative effect of relocating the WCC would require significant unplanned additional capital expenditure from Council to improve facilities at other venue to accommodate any relocation.

Financial and Resource Implications

The funding model requires an AFL Victoria contribution of \$273,000 which remains unconfirmed.

The funding model requires Council to submit a funding application to the Female Friendly Facilities Fund program for \$500,000. Council has already committed to other projects for the current funding round with applications well advanced. The Female Friendly Facilities Fund guidelines state that applications where the recipient organisation/s receive revenue from EGMs will generally be given a lower priority. EGMs are the WFC's primary source of revenue and the chances of a successful funding outcome are considered low.

The WFC have proposed that Council borrow \$1.957 million from the Community Bond initiative to fund Stage 1. The WFC have proposed that Council service \$978,000 of this loan over a 10 or 20 year period. The WFC have proposed servicing \$978,000 of this loan over a 10 or 20 year period.

Council would need to allocate \$120,000 to \$125,000 in its operating or capital budgets over the next 10 to 20 years under the funding model proposed by the WFC. This annual amount would double should the WFC default on its loan.

The WFC proposal does not consider the annual operational and lifecycle costs for Stage 1. The WFC and Western Jets do not expect to pay rent to occupy any of the facilities proposed in Stage 1.

To mitigate risks associated with the lack of consultation and given the complexity of the works proposed in Stage 1, Council project management resources would be required.

Stage 2

The estimated cost of Stage 2 works is \$3.2 million. The WFC proposal from August 2017 suggested that Council borrow from the VCB initiative to fund Stage 2. An updated funding model for Stage 2 has not been provided.

The lack of a formal business plan for the development of commercial facilities proposed in Stage 2 including the cafe, gymnasium and medical centre presents a risk to Council. There may be a scenario where the business are not viable and Council is expected to subsidise the facility operations via reduced rent, increased maintenance and capital renewal expenditure.

The WFC expects to hold the head lease for all commercial facilities and receive all income derived from commercial tenants. The WFC do not expect to pay any rent to Council for Stage 2 facilities.

Capital Works Program

The funding model proposed by the WFC does not align with Council's strategic priorities identified in the SFNA or Council policy. There is no allocation in Council's future Capital Works Program to contribute towards any of the works identified in the WFC proposal. The proposed works were not considered priorities for inclusion during the development of the SFNA.

Council has allocated \$200,000 in the 2018/19 Capital Works Program to install floodlighting to 100 lux. The SFNA has identified the need to upgrade the existing player amenities at the WCG. Converting the existing amenities to provide female friendly facilities will be considered as part of the implementation of the strategy from Council's ongoing building renewal program.

Environmental/Social/Economic Impacts

Council has obligations under the *Health and Wellbeing Act 2008* to seek to 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 higher availability of sports facilities recorded higher levels of participation.

The SFNA has identified a shortage of cricket, football and soccer facilities within the eastern part of Hobsons Bay. The proposal to establish the WCG as a football only venue would reduce access to cricket facilities. To maximise the use of the facilities and in turn any investment in the WCG it is important that any development of the WCG allow for use by cricket as well as football.

The WFC operates the Seagulls Nest which has 66 EGMs and is open from 9am-5am. EGMs are the WFC's primary source of revenue. Losses in 2016/17 at the Seagulls Nest were \$6.9 million, the second highest of all gaming venues in Hobsons Bay.

Consultation and Communication

Local residents surrounding the WCG have not been consulted.

The WFC has consulted with the WCC. The WCC do not support the proposal to relocate the club to Bayside College or any other venue.

Significant consultation with the community and sporting clubs has been undertaken in developing the SFNA (adopted June 2018), Capital Development Policy (adopted December 2017) and Problem Gambling (Electronic Gaming Machines) Policy Statement (adopted July 2015).

Officer Declaration of Conflict of Interest

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

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

8.4.3 Response to Petition - Request to Redevelop the HC Kim Reserve, Seaholme Clubrooms and Pavilion

Directorate: Infrastructure and City Services

Councillor Portfolio: Active and Inclusive Communities

Cr Peter Hemphill and Cr Michael Grech

Appendices: Nil

Purpose

To advise Council of the proposed actions to be undertaken in response to the petition regarding the redevelopment of the HC Kim Reserve Pavilion, Seaholme.

Recommendation

That Council:

- 1. Advise the lead petitioner that a full redevelopment of the Altona City Soccer Club clubrooms and pavilion at HC Kim Reserve is not supported in the short term.**
 - 2. Engage with the Altona City Soccer Club throughout 2018-19 to commence planning for female friendly improvements to the existing pavilion.**
-

Summary

A petition has been received requesting that Council redevelop the HC Kim Reserve Pavilion at an estimated cost of \$4 million (Refer to Appendix 1). HC Kim Reserve is located on Millers Road, Seaholme and is home to the Altona City Soccer Club (ACSC).

The Sports Facility Needs Analysis (SFNA) identified female friendly amenities as the gap in facility provision at HC Kim Reserve Pavilion. A new pavilion at HC Kim Reserve has not been identified as a priority in the SFNA. However the HC Kim Reserve Master Plan 2013 has identified a need for a new pavilion as a long term priority.

The main set of change rooms currently have female friendly amenities, however, the second set of change rooms need to be upgraded to include female friendly amenities. In 2018-19, Council will engage with the ACSC to design change room upgrades and understand other building renewal priorities that can be included as part of a future project.

An application will be submitted as part of the State Government's Female Friendly Facility Fund (FFFF) in July 2019. It is proposed that works would take place as part of Council's 2020-21 Capital Works Program.

Background

On 3 May 2018 Council received a petition seeking Council to redevelop the Altona City Soccer Club clubrooms and pavilion at HC Kim Reserve, Seaholme, noting the age and condition of the existing facilities, and the growing needs of soccer especially with Female teams competing at the club and the continued growth in the Men and Junior teams.

The petition was signed by 395 people of which 27 per cent were residents of Hobsons Bay.

Located on Millers Road in Seaholme, HC Kim Reserve has three lit soccer pitches and a pavilion which is allocated to the ACSC on a seasonal basis for their training and competition needs. The HC Kim Reserve Pavilion includes:

- two sets of change rooms (four change rooms in total)
- social room with canteen/bar
- spectator toilets (male, female and accessible)
- two umpires change rooms
- one first aid room
- internal store rooms.

In 2003 Council completed an extension and alterations to the pavilion which included the provision of:

- new spectator toilets including an accessible toilet
- new unisex umpire change rooms
- first aid room
- expansion of the main set of change rooms which included female friendly showers.
- entry foyer

In July 2013, Council endorsed the HC Kim Reserve Master Plan and Concept Design 2013 to 2028. This plan identified improvements to the reserve including surface upgrades, new floodlighting, improved car parking and a new pavilion valued at approximately \$1.8M. Since endorsement, Council has been steadily implementing the plan with new fencing along Millers Road and surrounding pitch 1 and 2, and the installation of floodlighting on pitches 1 and 3. The master plan identified a list of projects to be completed onsite and only highlighted projects that were identified as a year 1 to 3 priority. The provision of a new pavilion onsite was not identified as a short term priority.

On 12 June 2018 Council endorsed the SFNA which determined the future planning and development of Council's sport and active recreation infrastructure, and identified priorities for the effective and sustainable delivery of sport within the municipality. The SFNA does not recommend the full redevelopment of the HC Kim Reserve Pavilion, however the provision of female friendly facilities was an identified gap in facility provision onsite.

Discussion

The priority for works to the HC Kim Reserve Pavilion is to upgrade change room amenities to be gender inclusive. The pavilion's main set of change rooms have female friendly amenities, however, improvements are required to the second set of change rooms to ensure they comply with female friendly guidelines. As part of future works, the overall pavilion will be reviewed to identify any other building renewal works that will improve the condition and functionality of the facility. This approach has been used recently at pavilions where female friendly upgrades have been incorporated (eg: JK Grant Reserve, PJ Lynch Reserve).

Annually, the Victorian State Government's Female Friendly Facility Fund Program provides Council with an opportunity to submit applications for projects that encourage more women and girls to be active. Council has identified the HC Kim Reserve Pavilion as a suitable project for the 2019-20 Female Friendly Facility Fund. In 2018-19, Council officers will engage with the ACSC to design the upgrades to the second set of the change rooms and identify other building renewal items to be considered as part of the scope of works.

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 1: An Inclusive, Resilient and Healthy Community

1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential

Policy and Previous Council Reports

In July 2013 Council endorsed the HC Kim Reserve Master Plan and Concept Design 2013 to 2028. This plan identified improvements to the reserve including surface upgrades, new floodlighting, improved car parking and a new pavilion. The master plan identified a list of projects to be completed onsite and only highlighted projects that were identified as a year 1 to 3 priority. The provision a new pavilion onsite was not identified as a short term priority.

The recommendations proposed within this report are consistent with the SFNA which was developed to guide the future planning and investment in sports facilities over the next ten years. Page 71 of the SFNA has identified the provision of female friendly (unisex) facilities as the identified gap in facility provision at HC Kim Reserve

Within the SFNA, 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 were developed to guide the interpretation, consideration and preparation of strategic directions and underpin the sports facility development priorities for Hobsons Bay.

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

Legal/Statutory Obligations/Risk

Officers have undertaken a recent visual inspection of the HC Kim Reserve Pavilion and have advised that the building is in good condition. Storm water downpipes were in good condition along with the external structure of the building with no major cracks. Internal flooring, walls and ceiling throughout the pavilion were also in good condition.

The hot water units in the southern change rooms contain asbestos pipes, however, a 2015 audit confirmed they are good condition and present no risk if they remain in-situ.

The current pavilion is DDA compliant to the year it was built, however, future planned works will bring the pavilion in line with current standards. The future works will also address any other statutory compliance, Occupational Health and Safety or Health Act items that existing within the pavilion.

Council has also just commenced an independent building condition audit of Council's building portfolio which will also apply a fit for purpose rating to each facility. Outcomes from this audit are expected to be completed this calendar year and will assist in populating the long term capital works and maintenance programs.

Financial and Resource Implications

The project cost for works to the HC Kim Reserve Pavilion will be finalised in 2018-19 following the engagement with the ACSC and completion of the concept design.

As part of the State Government's Female Friendly Facility Fund, Council may submit applications for one or more facilities with a total (combined) funding request of up to \$500,000. Supporting funding from Council or other stakeholders must match the amount applied for on a \$1 for \$1 basis.

Council will submit an application as part of the 2019-20 Female Friendly Facility Fund for the HC Kim Reserve pavilion.

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. VicHealth 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

Consultation with the ACSC will occur in 2018-19 to finalise the scope of works and design to be submitted as part of the Female Friendly Facilities Fund application in 2019. Sport and Recreation Victoria and Football Federation Victoria will also be engaged with throughout the development of any plans to seek their feedback.

Officer Declaration of Conflict of Interest

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

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

8.4.4 Contract 2018.47 Bryan Martyn Oval Redevelopment

Directorate: Infrastructure and City Services

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

Appendices: Nil

Purpose

To award Contract 2018.47 Bryan Martyn Oval Redevelopment.

Recommendation

That Council award Contract 2018.47 Bryan Martyn Oval Redevelopment to Turfcare and Hire Pty Ltd for the lump sum price of \$1,030,387 (incl. GST).

Summary

Bryan Martyn Oval in Newport is a single oval reserve that caters for winter and summer sport, specifically Australian Rules Football and cricket. The Newport Power Football Club is one of the largest clubs within Hobsons Bay with approximately 550 registered participants across 14 teams of which 250 are Auskick program members. The Club serves as a key community hub for Newport.

Council's 2016 Sportsground Audit identified that the Bryan Martyn Oval was in need of redevelopment due to its condition and capacity to withhold the competition and training demands. Council secured \$100K through the Sport and Recreation Victoria Minor Facilities Funding Program as a contribution to the project.

Council undertook design development through engagement with the tenant clubs, Cricket Victoria and AFL and the project package includes ground redevelopment, irrigation including a new drainage system, boundary fence and turf establishment.

Council received six (6) submissions to a tender which was advertised to reconstruct the existing sports field playing surface at Bryan Martyn Oval, Newport. A report was presented to the Hobsons Bay Tender Board on 24 July 2018 recommending to award the tender to Turfcare and Hire Pty Ltd for the Bryan Martyn Oval Redevelopment.

Background

The existing sports field playing surface at Bryan Martyn Oval is presently in poor condition, suffering from poor surface and sub-soil drainage properties, uneven surface shape and inconsistent grass quality. It is difficult to maintain the playing surface to a satisfactory condition due to these current issues in light of the regular use of this reserve for training and competition purposes.

It is recommended that the sports field will be reconstructed including modification of the existing slope of the site to create a suitable surface shape, installation of a new sand profile, and a network of subsurface drains, a new automatic pop-up irrigation system and grass with turf sods. This will enable the oval to cope with winter and summer use for both training and

competition purposes and improve the quality, performance, management of the sporting activities during the year. It is important that the resultant ground is of a high standard that is appropriate for the sporting activities to be scheduled at this reserve including Australian Rules Football and cricket.

The contract scope of works consists of supplying all labour, expertise, supervision, materials and equipment necessary to reconstruct the existing playing surface at Bryan Martyn Oval, Newport.

The Bryan Martyn Oval Redevelopment forms part of Council's annual sports field reconstruction program.

Discussion

Of the six (6) tenders which were submitted to Council all were deemed to conform.

The project program requires construction to commence late September 2018 to allow the works to be completed by the end of January 2019. It is of critical importance that grassing of the new oval surface is completed within the month of January to allow for proper grass establishment. This will allow the sports clubs to access the new oval as soon as possible.

Of importance in this assessment was demonstration by the successful tenderer in completing complex sports field redevelopments within tight time constraints. Also of importance was the bulk of the cost savings of the lower prices related to these tenderers being able to undertake the majority of the oval redevelopment works themselves, without the need for the reliance on several sub-contractors.

The tender evaluation demonstrates that Turfcare & Hire Pty Ltd provides the best value for money outcome for Council and is subsequently the recommended vendor.

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 1: An Inclusive, Resilient and Healthy Community

- 1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential. 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.

This project is consistent with the Hobsons Bay 2018 Sports Facilities Needs Analysis and the prioritised implementation plan.

Policy and Previous Council Reports

The awarding of contract 2018.47 through a public tender process complies with Council's Procurement Policy.

This project was reported through the 2018-2019 Capital Works Program which was approved by Council on 26 June 2018.

Legal/Statutory Obligations/Risk

The awarding of contract 2018.47 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.

This redevelopment will address identified risk issues specifically with regard to the surface quality and depressions which current exist and pose injury risk to players and officials.

Financial and Resource Implications

This project is included in the 2018-19 Capital Works Program. The total project budget is \$1,000,000 excluding GST and the total cost as per the recommended tenderer is \$936,716 (ex GST).

Council's City Services Department will undertake the ongoing maintenance of this reserve following practical completion of the redevelopment works. The redevelopment works include the installation of an efficient irrigation system, warm season grass which reduces the intensity of long-term maintenance on the reserve which reduced operational costs to Council.

Environmental/Social/Economic Impacts

A site specific investigation report has been undertaken as well as a soil contamination assessment.

Site management requirements have been identified and incorporated into the contractor's obligations under this contract.

The oval will remain fenced off during this time. Upon opening the oval to the public, Council Officers will monitor the load and usage of the new ground and assess the access requirements on an on-going basis.

The construction works will be covered by a 12 months Defects Liability Period within the contract.

Consultation and Communication

The tender was publicly advertised within The Age on 9 June 2018.

The tender evaluation report for contract 2018.47 was presented to Council's Tender Board on 24 July 2018. The Tender Board agreed with the tender evaluation panel's recommendation to award the contract to Turfcare & Hire Pty Ltd subject to Council approval.

The tenant clubs have been engaged in the development of the project scope and timing and continue to receive project updates and opportunities for input.

Officer Declaration of Conflict of Interest

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

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

8.4.5 Contract 2018.22 Annual Reseal Works Panel

Directorate: Infrastructure and City Services

Councillor Portfolio: Integrated Transport

Cr Jonathon Marsden and Cr Sandra Wilson

Appendices: Nil

Purpose

To award Contract No 2018.22 Annual Reseal Works to a panel of two contractors for the initial term of five years.

Recommendation

That Council award Contract 2018.22 for Annual Reseal Works Panel to RABS Paving Services Pty Ltd and Boral Resources (Vic) Pty Ltd at an estimated schedule of rates price of \$13,200,000 (incl. GST) for the initial term of (5) five years with (2) two further (1) one year extension options.

Summary

In previous years the asphalt resurfacing program has been contracted on an annual basis as a lump sum contract. This has been a process that requires careful planning of the annual asphalt program but left little opportunity to accommodate any change to the program. This is due to the contract being for specific projects (lump sum) with provision or a contingency only allowing for minor variation to the works.

Many efficiencies will be realised through establishing this panel of suppliers including flexibility to package and schedule works across the capital works program. In the past Council has contracted works on a project by project basis which is resource intensive and costly. The establishment of this annual reseal works panel enables Council to program works across the capital works program which results in increased Council and contractor efficiencies and contributes to reducing community disruption. The established panel enables Council to secure contractors across a program of works as opposed to tendering on a project by project basis which is reliant on contractor availability. The establishment of the panel for the annual reseal works is the model that will be applied across a number of services required to deliver Council's capital works program.

The appointment of two suitable qualified contractors to the panel will enable Council to better manage the civil works program as funded through the Capital Works Program over the next five (5) years with two one year options to extend and will be based on a schedule of rates. Specifically the establishment of the panel will enable Officers to schedule the program of works therefore optimising on contractor resources which will reduce the downtime of resources.

Background

This reseal contract is for the supply and lay of asphalt and associated services to complete Council's capital works annual road resurfacing program and other associated works.

The contract is awarded to a panel of contractors on a schedule of rates basis. Typically the amount of works expected to be carried out in a year under this contract is in the vicinity of \$2.4M over various road and carpark resurfacing projects.

The Council's current asphalt resurfacing program is funded under the Capital Works Road Resurfacing Program. The tender price is subject to rise and fall of material costs in line with VicRoads contract standard practice requirements which addressed cost risk (price of oil) and CPI adjustment. The contract is for a period of five (5) years with two (2) one year extension options possible.

Discussion

At the close of the tender process five submissions were received of which one was deemed non-conforming due to incomplete tender schedules and failure to pass the mandatory criteria of third party accreditation. Of the remaining four tenderers a comparison of rates was carried out using previous work schedules such as road resurfacing programs, carpark resurfacing and footpath replacement resulting in both the RABS Paving Services and Boral Resources being shortlisted for interview. The evaluation team based this decision on average price from the comparison of rates, demonstrated experience and capacity. Consideration was also given to the annual budget available and that the previous contracts have been carried out by either one or two contractors therefore it was agreed that a maximum of two contractors should be considered for this panel.

The evaluation team undertook the interviews on 30 May 2018. RABS Paving Services received the highest weighted score and demonstrated their experience and capacity to complete any civil works program provided. RABS has well-established processes including their independently assessed Quality Assurance system. Both referees confirmed RABS Paving Services ability to continually engage with all stakeholders and their proactive approach to addressing identified risks to Council and/or the contractor.

Boral Resources had the second highest weighted score and demonstrated their considerable experience and capacity to complete civil works program provided. Boral Resources also have good processes in place including a quality OH&S and Quality Management system which complies with both ISO9001:2015 and AS/NZS 4801:2001. Referees have confirmed Boral Resources ability to engage and communicate with all stakeholders and their proactive approach to risk management.

Strategic Alignment

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 2: A great place

- 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

This panel and the associated works program is consistent with the Road Management Plan as endorsed by Council on 10 April 2018.

Policy and Previous Council Reports

The awarding of Contract 2018.22 through a public tender process complies with Council's Procurement Policy. This contract specifically responds to Council's Asset Management Policy and associated asset audits.

Legal/Statutory Obligations/Risk

The awarding of Contract 2018.22 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.

The establishment of the Panel and the associated works program is in accordance with Council's responsibilities under the Road Management Act.

Financial and Resource Implications

The works are funded through the Capital Works Budget commencing 2018-19 through to 2022-/23. Council's Capital Works Department will directly manage and supervise the panel, associated contracts and program of works.

Environmental/Social/Economic Impacts

This supply panel contract establishes a financial and resource efficient approach as it enables Council together with contractors to program forward works reducing down time and provides greater efficiencies through the schedule of rates. The works resulting from these contracts will improve Hobsons Bay by assisting in renewing Council's assets and address community interests.

Consultation and Communication

The tender evaluation report for Contract 2018.22 was presented to Council's Tender Board on 4 July 2018. The Tender Board agreed with the tender evaluation panel's recommendation to award the contract to a panel of two suppliers being, RABS Paving Services Pty Ltd and Boral Resources Pty Ltd subject to Council approval.

A communications and community engagement plan is developed for each works program undertaken as a part of the Asphalt Resurfacing Program.

Depending on the program or specific project works project managers will engage and communicate with the community and respective stakeholders through various methods including letter box drops, Council's website, social media, VMS boards, site signage and in the case of service authority's onsite meetings. Drop in sessions are conducted during the planning and development of the projects to provide the community with opportunities to discuss the project details.

More recently Council is capturing footage through the use of time lapse cameras and drones which is also being used for the purposes of communication both during the design development and construction phases of various projects. This technology enables the community to gain different perspectives of the projects.

Officer Declaration of Conflict of Interest

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

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

8.4.6 Contract 2018.42 Laverton Hub HVAC Project

Directorate: Infrastructure and City Services

Councillor Portfolio: Not applicable

Appendices: Nil

Purpose

To award Contract 2018.42 Laverton Hub HVAC Major Works.

Recommendation

That Council award Contract No. 2018.42 Laverton Hub HVAC Major Works to O.P. Industries Melbourne Pty Ltd at a fixed lump sum price of \$944,776.80 (incl. GST).

Summary

The Laverton Hub was constructed in 2012 with a mechanical system which relied on heat retention through underground water tanks and controlled by a Building Management Control System (BMCS) system. The system failed to operate appropriately for a community facility that provides numerous programs for diverse community groups. The tanks were installed under the asphalt car park area and were not installed to the sufficient depth due to rock encountered during construction. While the system operated it was not to the accepted levels particularly during peak times (extreme heat in summer).

In December 2017 Council arranged temporary systems to manage extreme heat and cold to provide centre tenants and users with some reprieve. In early 2018 Council engaged a specialist mechanical consultant to investigate a way forward to replace the existing HVAC plant and controls. The recommendation in consultation with Council was to replace the two pipe system with a four pipe system and Tridium Niagara BMCS controls. To eliminate risk Council engaged an independent consultant to conduct a peer review on the recommendations of the appointed consultant. This peer review continued through the documentation period prior to tender.

Council received three (3) submissions to a tender which was advertised for the HVAC Major Works at Laverton Hub. A report was presented to the Hobsons Bay Tender Board on 24 July 2018 recommending to award the tender to O.P. Industries Melbourne Pty Ltd for the Laverton Hub HVAC project.

Background

Laverton Community Hub is a single storey, multi-purpose community hub located at 95-105 Railway Avenue, Laverton which was constructed in 2012 and opened early 2013. The building consists of four main functional zones being Education Zone, Community Zone, Café Zone and Medical Zone.

The Laverton Community Hub is a vibrant facility, providing a diverse range of community programs for nearby communities and diverse cultures. The Hub provides a safe, welcoming and supportive environment for members of the community seeking to undertake community education, employment support and recreation activities.

The Hub is home to many community groups and organisations and a wide variety of activities and events are held at the Hub throughout the year. There are a range of rooms available for hire to suit the communities culturally and linguistically diverse groups and individuals. The provision of a safe and well maintained facility is the responsibility of Council. The Centre is co-tenanted by CoHealth through a lease agreement with Council.

Since opening, building occupants have consistently experienced poor, and sometimes untenable, internal thermal comfort conditions. The central heating and cooling system and associated controls serving the building have experienced multiple instances of component malfunction and failure, leading to extended periods of non-operation.

Specifically, the malfunctioning of the existing condenser water system (which includes the underground thermal tank) and the failure of BMCS control modules have been identified as root causes of inadequate cooling experienced at the site.

Several phases of rectification works have been commissioned by Council since practical completion following the original installation. This current package of works is a comprehensive proposal to upgrade the HVAC and BMCS system which is planned to be completed by December 2018.

This project is the major works for the Laverton Hub Heating, Ventilation and Air Conditioning System (HVAC) and specifically will include the replacement of the plant and air-conditioning controls system. This involves the replacement and upgrade of the existing central thermal plant (including water-cooled heat pumps), building airside systems (including 2-pipe fan coil units) and Building Management and Control System (BMCS) serving the Laverton Hub to a new, integrated site-wide HVAC system and BMCS.

This new system will provide a very high level of control over temperatures within the facility, ensuring it will meet the need of current and future patrons of the Hub. The system selected will overcome the long term problems and discomfort experienced by staff and visitors to the Hub, and were chosen given the substantially lower risk of failure.

The contract scope of works consists of supplying all labour, expertise, supervision, materials and equipment necessary to upgrade the mechanical system of the Laverton Hub to the new technical specification.

Discussion

Formal investigations were undertaken on the existing HVAC system following its failure to ascertain the cause and options to rectify the situation. Specifically these investigations included:

- a design review of the original Consultant's design documentation, installation Contractors as-built documentation and commissioning data
- site surveys to review the installed HVAC plant and to interrogate the BMCS, conducted over late 2017 / early 2018
- site testing of selected HVAC components and plant proposed for reuse in the future HVAC system
- the development of work options to address current system deficiencies and to meet the current and future operational requirements of the building.
- independent consultant peer review on appointed consultant designs.

Of the three (3) tenders which were submitted to Council all were deemed to conform.

The project program requires construction to commence on site early September 2018 to allow the works to be completed by the mid December 2018, and importantly, prior to high temperatures experienced over summer.

Of importance in this assessment was demonstration by the successful tenderer in a thorough site assessment of existing conditions and experience of HVAC projects over \$750,000. Also of importance was the ability of the contractor to arrange and manage miscellaneous building works necessary to complete the whole package of works.

The tender evaluation demonstrates that O.P. Industries Melbourne Pty Ltd provides the best value for money outcome for Council and is subsequently the recommended vendor.

Strategic Alignment

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

Choose Priority

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

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

Policy and Previous Council Reports

The awarding of contract 2018.42 through a public tender process complies with Council's Procurement Policy.

The issues with the air conditioning system included in the construction of the Hub together with the temporary solutions put in place have been reported through various operational reports to Council.

Legal/Statutory Obligations/Risk

The awarding of contract 2018.42 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

This project is included in the 2018-19 Capital Works Program. The total project budget is \$1,200,000 excluding GST.

The management of the issues experienced with the original system installed at the Laverton Hub have been resource intensive over a number of years and subsequently serve as lessons learnt for future capital projects to avoid repeated practices.

Environmental/Social/Economic Impacts

In consultation with the Centre Manager it was agreed to that the works would be undertaken in a manner of less inconvenience to the patrons and tenants. Works will be carried out between Monday to Friday and no weekend works when the facility is heavily used for various worship related activities attracting large numbers to the Hub. Works to the CoHealth spaces within the Hub will be carried out over weekends when CoHealth does not operate.

Consultation and Communication

A communication management plan has been developed to manage the engagement strategy.

The tender was publicly advertised within The Age on 9 June 2018.

The tender evaluation report for contract 2018.42 was presented to Council's Tender Board on 24 July 2018. The Tender Board agreed with the tender evaluation panel's recommendation to award the contract to O.P. Industries Melbourne Pty Ltd 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.

8.4.7 Contract 2018.23 Williamstown Mechanics Institute - Underpinning of the Main Building

Directorate: Infrastructure and City Services

Councillor Portfolio: Not applicable

Appendices: Nil

Purpose

To award Contract No. 2018.23 for the Williamstown Mechanics Institute Main Building Underpinning.

Recommendation

That Council award Contract No. 2018.23 for the Williamstown Mechanics Institute Main Building Underpinning to Techniblock Pty Ltd for the amount of \$603,300 (ex GST).

Summary

The Williamstown Mechanics Institute is a multi-purpose facility that caters for the Williamstown Historic Society, Williamstown Music Theatre Company and the Williamstown Photographic Society. Each of these groups have had a long association with the facility. The facility comprises the main theatre and the supper room. There are a number of smaller meeting spaces and kitchen, storage and change rooms.

This project to underpin the main building will facilitate future restoration for the purposes of increasing the facilities flexibility and capacity for a diverse range of Council and community activities.

In compliance with Council's Procurement Policy and Section 186 of the *Local Government Act 1989*, a public tender process was undertaken for the Williamstown Mechanics Institute Main Building Restoration - Underpinning. Council received one submission from a suitably experienced underpinning firm being Techniblock Pty Ltd.

Background

The structural integrity of the main building has been compromised since this building was constructed in the 1880s. Previous attempts to underpin the building in the 1980s and 1990s have not fully resolved the structural issues and subsequently the building continued to deteriorate. The completion of the underpinning of this building will resolve all structural subsidence issues prior to the commencement of the full historic restoration project.

The restoration of the Williamstown Mechanics Institute will be conducted in three primary phases. The underpinning of the Caretaker's Cottage which is now completed, followed by the underpinning of the Main Building which is to be conducted under this contract. The final stage of this project will encompass the complete historic restoration of both the cottage, the main building and a new fitout internally including a new theatre entry foyer and amenities.

The current three tenants have relocated for the period of the works and are currently operating out of other Council facilities including the Altona Theatre.

Discussion

The Williamstown Mechanics Institute is a significant building under the Hobsons Bay Planning Scheme as it is highly contributory to the Electra Street Williamstown Heritage Precinct. This building will be fully restored in accordance with the Burra Charter Best Practice which will restore the building to its former architectural significance. The Williamstown Mechanics Institute was one of the largest and most successful Mechanics Institutes in Victoria and one of the last to have an intact caretakers cottage. The Institute was one of the earliest engineering trade school and provided a free lending library.

This tender of works is phase two of three phases. At the close of tenders, one submission was received from Techniblock Pty Ltd. Techniblock Pty Ltd is a very experienced company with expertise in underpinning heritage buildings including Parliament House on Spring Street, Melbourne. Techniblock Pty Ltd has recently completed the successful underpinning of the Caretakers Cottage.

At a contractor interview conducted on June 14 2018, Council sought clarification by Techniblock Pty Ltd on the schedule of rates for non-rippable rock in trench excavation, Category C Contaminated soil, removal and a drilling rate for rock applicable to bored pier excavation in order to clarify potential variation costs for anticipated in latent ground conditions. This project will be funded from the 2018-19 Capital Works Program.

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

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

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

The underpinning of the Williamstown Mechanics Institute is included in the 2018-19 Capital Works Program and the status of the project has been reported through regular operational reports to Council.

Policy and Previous Council Reports

The awarding of Contract No.2018.23 through a public tender process complies with Councils Procurement Policy. This project delivers on a range of Council objectives and policies supporting the provision of multi-purpose and cultural facilities for the Hobsons Bay community.

Legal/Statutory Obligations/Risk

The awarding of Contract No. 2018.23 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.

This project addressed identified building risks and subsequently reduces ongoing maintenance requirements.

Financial and Resource Implications

This project is included in the 2018-19 Capital Works Program with a total budget of \$1,994,000 excluding GST.

Environmental/Social/Economic Impacts

This significant heritage building will be restored to Burra Charter best conservation practices whilst delivering a high environmentally designed outcome upon delivery ensuring an exceptional facility to be enjoyed by future generations and thereby benchmarking Hobsons Bay as a council of excellence.

The facility is a key community asset servicing a diverse range of users and through the program for restoration over the coming years the facility will be better placed to extend its functionality. The Main Building Underpinning stage of this restoration program directly supports these functionalities.

Consultation and Communication

The development of this projects scope and methodologies has been undertaken through engagement with key stakeholders including the tenants and community.

The proposed underpinning works to the Williamstown Mechanics Institute has been effectively communicated to the user groups, tenants of the building and the wider community.

The tender was publicly advertised within The Age on 26 May 2018.

The tender evaluation report for Contract No. 2018.23 was presented to Council's Tender Board on 4 July 2018. The Tender Board agreed with the tender evaluation panel's recommendation to award the contract to Techniblock 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.

8.4.8 West Gate Tunnel Status Update Report

Directorate: Infrastructure and City Services

Councillor Portfolio: Integrated Transport

Cr Jonathon Marsden and Cr Sandra Wilson

Appendices: 1 West Gate Tunnel Project - Decision Making Framework

Purpose

To provide Council with a transparent and efficient decision making framework to manage all future requests received from the West Gate Tunnel Project.

Recommendation

That Council endorse the Decision Making Framework for the purpose of managing all current and future requests pertaining to the West Gate Tunnel Project.

Summary

The primary purpose of this report is to provide a decision making framework to manage all current and future requests received by Council from the project. While this framework will be applied to manage all requests, given the volume of traffic management requests, this framework will determine the strategic or operational nature of the requests to be considered.

Should the recommendation be adopted, it will supersede part 1 and part 5 of the resolution for item 8.4.1 from the 10 July 2018 Ordinary Council meeting.

Background

At the 10 July 2018 Ordinary Council Meeting, Council resolved the following in relation to the construction of the Westgate Tunnel:

Part 1: Not agree to local streets to be blocked off to local traffic during the construction period.

Part 5: No local roads to be used for access for construction vehicles during the life of the construction project.

Since this resolution, several requests were being assessed or have been submitted to Council relating to specific traffic management plans that will allow investigatory and construction preparation works and to enable construction vehicle access through local roads. These requests have highlighted practical difficulties in implementing a blanket ban on construction vehicles using local roads for a particular project.

In light of the volume and details of the traffic management implications on the local road network as a result of the project, the following framework has been developed to improve confidence in decision making. The decision making framework is supported by a matrix that ensures that all requests are considered and categorised as being operational or strategic in nature and the implications for the Hobsons Bay community and Council. The matrix defines how the Project requests are reviewed to ascertain social, environmental and/or economic impacts and how these are mitigated or resolved through Council's approvals

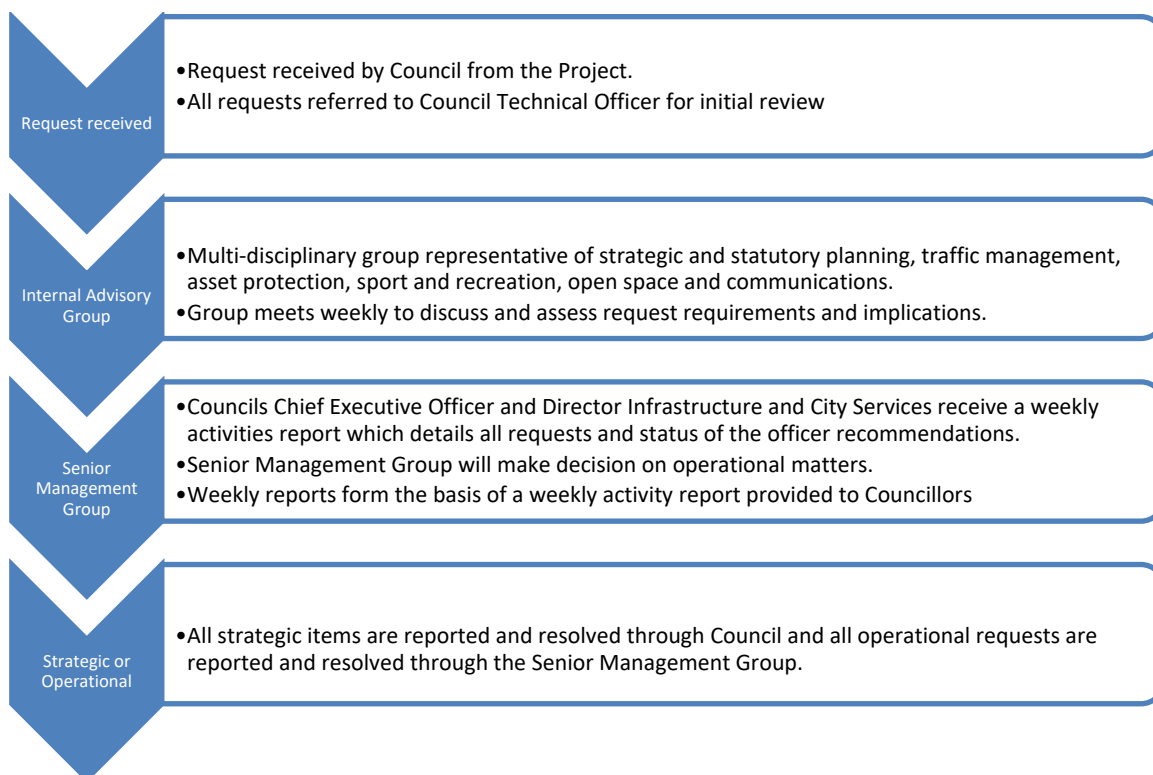
Strategic	Operational
Requests that relate to aspects which are outside of the Environmental Effects Statement	Requests consistent with the EES and EPR's.
Project scope changes	Standard traffic management arrangements or works on Council assets.
Permanent road closures	Temporary Road Closures

Discussion

The project continues to progress with design and construction commenced on various sites simultaneously in order to meet the target completion date of 2022. In light of the project being live Council receives several requests weekly seeking approvals to enable investigatory and construction works as well as further input to detailed design.

Decision Making Framework

In the development, planning and commencement of construction of the project, a number of requests have been received by Council which have typically been responded to by Council officers. A number of requests that have been considered to be more strategic or significant have been referred to Council for consideration and resolution. A decision making framework has been established (refer Appendix 1) which outlines the process to manage project related requests in future. The flowchart for this decision making framework is as follows:



This framework will enable council to respond to the requests at a reasonable time while achieving better outcomes for the community.

A number of major projects managed by state agencies or authorities have been undertaken within Hobsons Bay over recent years, including the current Melbourne Water Sewer Upgrade, NBN rollout and Gas and Oil Pipeline upgrades. These examples are different in scale and involve different elements, however, they are similar in that they involve several operational activities which require Council approval. For example the Melbourne Water Sewer Project required significant investigatory works as well as numerous Traffic Management Plans to allow the project works to be completed. The review of these requests was managed by Council officers in accordance with statutory and policy requirements and strategic priorities.

The Decision Making Framework will enable the WGT Project to continue to progress, with all requests which are considered to have significant impact to Council and/or the Hobsons Bay community to be reported to Council for consideration and resolution. All operational or routine items will continue to be managed in accordance with existing statutory and policy requirements.

Strategic Alignment

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 1: An Inclusive, Resilient 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

Many of Council's strategic plans have been considered in the establishment of Council's position to the project and subsequent consideration of requests and approvals. More specifically Council's Open Space Strategy, Asset Management Policy, Sports Facilities Needs Analysis and specific reserve master plans have been referenced for the purposes of establishing Council's priorities and interests in the project.

Policy and Previous Council Reports

Council has received several reports on the Project since 2015 and more recently is receiving weekly status updates on the various project activities.

Legal/Statutory Obligations/Risk

Legal, statutory obligations and risks are considered on a regular basis by Council officers as requests are being lodged with Council. Much of Council's position on the project has been developed following consideration and resolution of the legal, statutory obligations and risk implications.

Financial and Resource Implications

The decision making framework as detailed in this report is resourced by Council through numerous officer involvement representing respective areas of Council. A draft Funding Agreement and Memorandum of Understanding have been provided to the Western Distributor Authority for further consideration. These agreements support the \$5M allocation towards the Open Space Enhancement Package and the operational funds to support Council costs associated with administering project requests.

Council has spent around \$350,000 on EES specialist and legal representation. This amount does not include many hours of works contributed by the technical and senior staff.

Environmental/Social/Economic Impacts

Environment, social and economic issues form a major component of Councils priority input to the project. Council has established and submitted an off-set plan defining areas across Hobsons Bay for the planting of established and tube stock plans to replace lost canopy cover through tree removal within the project corridor. Air quality, noise mitigation, access to quality public open space, community amenity, health and wellbeing are key community values that Council has represented through its position on the project and subsequent consideration of project requests.

Consultation and Communication

The two Project Community Liaison Groups (CLG) have been established and are operational. Three Hobsons Bay community representatives are represented on the CLG together with a Council officer. The Western Distributor Authority Chief Executive, Mr Peter Sammut has confirmed that WDA would further consider any requests from community groups to join the CLG.

HBCC's website has devoted a separate page to provide information and updates about the WGT project and describes Council's policies positions and resolutions and advocacy for WGT.

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.

9 Delegates Report

Directorate: Corporate Services

Purpose

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

Recommendation

That Council receive and note the recent Delegates Report.

Delegates Report: RoadSafe Westgate Community Road Safety Council Inc. Councillor Delegate: Cr Sandra Wilson

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Report

Date of Meeting: July 2018

The development of the Local Movement and Traffic Management Plan for Laverton, Altona Meadows and Seabrook is progressing with a discussion paper to be developed for Council consideration followed by community engagement. The discussion paper will identify the current traffic and movement hot spots, gaps in infrastructure and opportunities for improvement across all modes of transport.

Transport for Victoria has received a draft project brief for the Local Area Movement and Transport plans for Brooklyn, Spotswood, Altona North and Williamstown North for further consideration. This partnership with Transport for Victoria is a result of Council's advocacy through the West Gate Tunnel Project.

Issues as a result of the temporary traffic management arrangements associated with the Project are being reported to the Project. Specifically the closure and re-routing of the Federation Trail is causing concerns. The Project is monitoring the temporary impacts and will amend temporary arrangements as required. Regular updates on the Project activities and alternative traffic arrangements are posted on the project webpage.

The Committee will receive a briefing over the coming weeks from the project consultant leading the development of the RoadSafe West Gate Strategic Plan. This Plan will provide guidance on the future activities and governance of this group. The development of this strategic plan is supported by a working group comprising local government traffic and transport officers and other key agency representatives.

Hobsons Bay has committed to host the Older Drivers Expo in June 2019. Four expo's are to be held throughout the region over the year and these are hosted by member councils.

**Delegates Report - Metropolitan Transport Forum
Councillor Delegate: Cr Jonathon Marsden****Report****Date of Meeting: 4 July 2018**

A presentation from the City of Manningham focused on their proposal for a Bus Rapid Transit (BRT) system along the Eastern Freeway. This proposal builds upon previous work undertaken for the Doncaster Rail Line and the need to preserve a rail corridor following their recently completed Bus Services Review 2017.

Manningham has the highly successful Doncaster Area Rapid Transit bus service that caters for their lack of rail infrastructure. However service levels and patronage have recently been impacted by increasing road congestion, a lack of bus priority lanes and diminished brand recognition. The North East Link project is proposed to include a dedicated high-speed busway from Doncaster Park and Ride towards the city, however, it is unclear if this project would meet the standards and aims of a BRT.

Resilient Melbourne gave a presentation on their upcoming work on the Metropolitan Cycle Network which seeks to make Melbourne a world class cycling city along with partners Jacobs, Public Transport Victoria and Transport for Victoria. The aim is to enhance integration between agencies and become more outcomes focused such as providing cycling parking at stations, with the high demand at Laverton Station mentioned specifically.

The City of Yarra advised that they incorporate public transport outcomes into development permits by asking developers to pay a bank guarantee for public transport improvements. These can be drawn down while development is underway and in the event they are not used by the completion of the development they can be returned.

Advocacy

The MTF executive has finalised a series of town hall forums to be held in the lead up to this year's election. The inner west meeting is proposed to be held at the Williamstown Town Hall on Tuesday 11 September from 6.30 pm. However it was noted that this is the same date as both Hobsons Bay and Maribyrnong Council meetings and so a different day will need to be considered.

'Billions for Bus' advocacy continues to progress with the forum unanimously agreeing to spend funds on a website for advocacy and to engage a consultant to research the costs and benefits of investing in bringing Melbourne's bus network to a higher standard.

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 Urgent and Other Business

12 In Camera Business

Recommendation

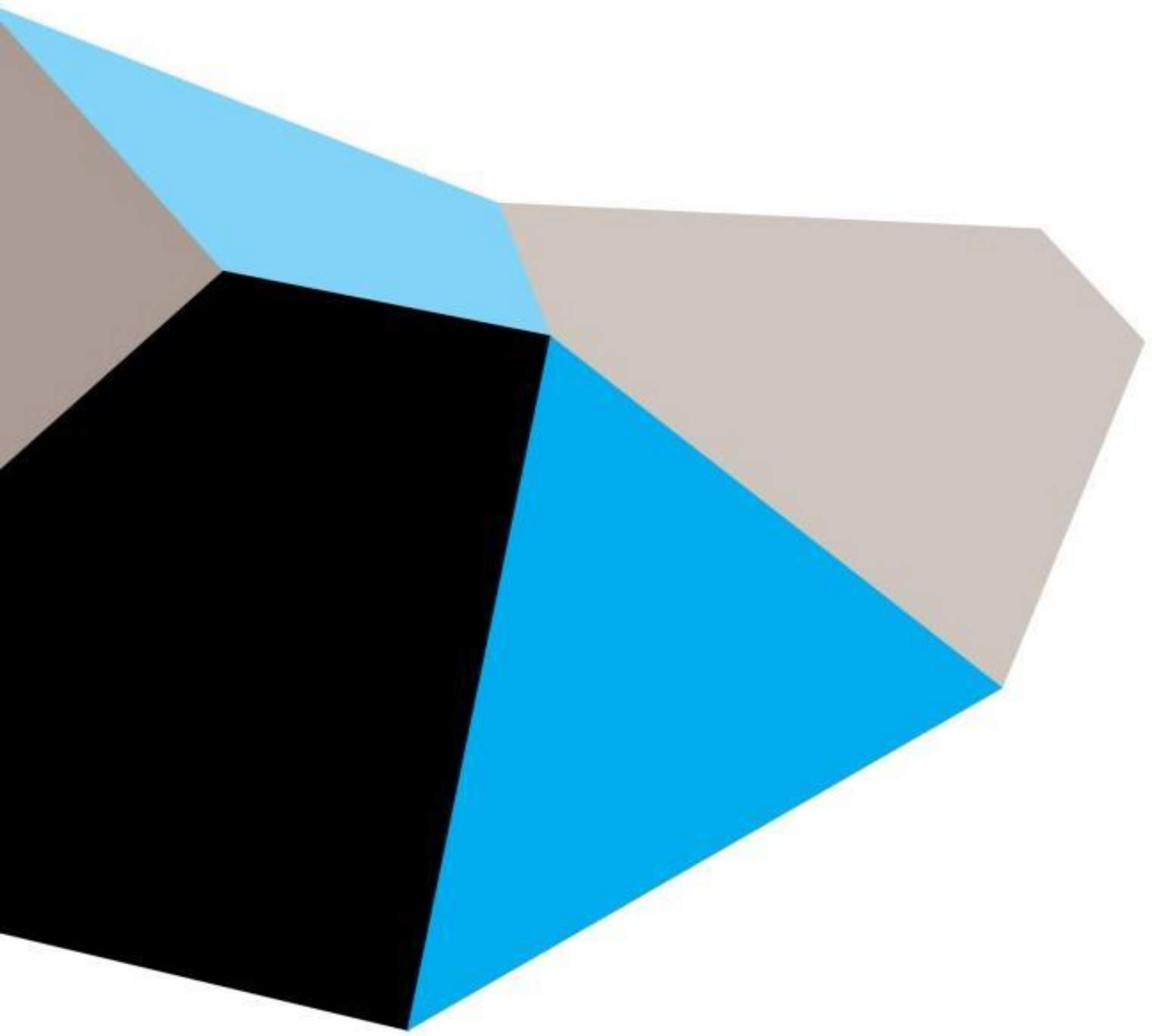
That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the *Local Government Act 1989*:

12.1 Review of Confidential Status of In-Camera Council Reports

This matter is considered to be confidential under s89(2)(b), (d), (f) and (h) of the *Local Government Act 1989* as it relates to the personal hardship of any ratepayer or resident, contractual matters, legal advice and any matter which Council considers prejudicial to Council or any person.

12.2 Home and Community Care Program for Younger People (HACC-PYP)

This matter is considered to be confidential under s89(2)(d), (f) and (h) of the *Local Government Act 1989* as it relates to contractual matters, legal advice and any matter which Council considers prejudicial to Council or any person.



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