



Ordinary Council Meeting Minutes

Tuesday 14 August 2018

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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Minutes of the Council Meeting Held on Tuesday 14 August 2018 at 7.10pm in the Council Chamber, Hobsons Bay Civic Centre, 115 Civic Parade, Altona.

PRESENT

CHAIRPERSON:

Cr Angela Altair (Mayor) Strand Ward

COUNCILLORS:

Cr Sandra Wilson Cherry Lake Ward

Cr Jonathon Marsden Strand Ward

Cr Colleen Gates Wetlands Ward

Cr Michael Grech Wetlands Ward

OFFICERS:

Mr Aaron van Egmond Chief Executive Officer

Mr Sanjay Manivasagasivam Director Infrastructure and City Services

Mr Bill Millard Director Strategic Development

Ms Leigh McCallum Acting Director Community Wellbeing

Ms Diane Eyckens Manager Governance and Local Laws

Mr Stephen Zelez Manager Communications and Community Relations

Ms Martina Simkin Governance Advisor/Minute Secretary

1 Council Welcome

The Chairperson welcomed members of the gallery and acknowledged the people of the Kulin Nation as the traditional owners of this land.

2 Apologies

Motion

Moved Cr Jonathon Marsden, seconded Cr Michael Grech:

That apologies be received and accepted on behalf of Cr Tony Briffa and Cr Peter Hemphill.

Carried

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.

Nil.

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).

Motion

Moved Cr Michael Grech, seconded Cr Jonathon Marsden:

That the minutes of the Ordinary Council Meeting of the Hobsons Bay City Council held on 10 July 2018 be confirmed.

Carried

5 Councillors' Questions

Cr Gates asked when the renovation works at the Old Laverton School in Kiora Street, will be completed so it can again be used by community groups?

Mr Sanjay Manivasagasivam, Director Infrastructure and City Services, advised that the works will be completed by December and the building will reopen in early 2019 for community use.

Cr Wilson referred to state government funding for the Pick my Project community grants initiative, allowing community groups to seek funding for projects across Hobsons Bay and Victoria. The official website notes that the initiative will be promoted through libraries and other means to allow the community to vote. Cr Wilson enquired as to what Council is doing to promote the funding opportunities.

Leigh McCallum, Acting Director Community Wellbeing, took the question on notice and advised that she would provide an update to Councillors.

Cr Wilson noted the National Sports Action Plan which was released in early August by the Federal Government together with an announcement of \$29 million funding which has been made available and asked whether Council would be applying for any funding, what the process would be and how would we determine the projects which could be selected?

Mr Sanjay Manivasagasivam, Director Infrastructure and City Services, confirmed that \$29 million has been made available nationwide for specific projects. Applications need to be submitted by mid-September and projects are required to be completed within this financial year. Council is considering two projects, being the Bryan Martyn Oval netball court development and the J K Grant floodlighting upgrade.

6 Public Question Time

Kate Alder

Q1. Why were there no height specifications shown for the new structures, in the draft or final concept plans for Ransom Reserve, and why are the swing hoops depicted in the small vignettes on the draft concept plan so much higher and larger than depicted?

A. Consideration was given to the height and size of the play equipment, its function and capacity to offer a range of different play opportunities for children from different age groups (toddler to 10 years). Concepts and images are often used so residents gain an understanding of how the play space may appear once constructed and the types of play facilities that will be incorporated. In this instance, the scale provided on the final concept plan which depicts the current equipment was considered adequate.

Q2. Why are new elements of the Ransom Reserve, including the vehicle entry gate and the hooped swing, so much higher than is necessary to perform their function?

A. The hooped swing has been selected to enable a number of children to use it at the same time and it is a typically sized structure for its play purpose. The fencing and gates are standard Council infrastructure.

Q3. Why is there now so much inconsistency in the Ransom Reserve design elements (e.g. hodge-podge of different materials and finishes) and so many discrepancies between the draft concept plan and the as-built result – such as greater density of plantings and addition of more visual clutter?

A. Great care has been given to selecting play equipment that is suited to this local coastal environment within the budget. The needs of children and their carers have been considered when designing this new play space.

It is acknowledged that not all residents and users will agree with the final design outcome and choice of materials, however, the space has been designed to accommodate all local families as well as visitors to the area.

David Forster

Q1. Why have new additions to the park, especially the solid white climbing wall and the white topped posts, been placed so that they block the formerly clear view through the park to the Coastal Trail, reducing the safety of park users and people on the trail?

A. The overall park upgrade project has been mindful of the scale and size of structures within the park and potential impact on sea vistas, while at the same time needing to accommodate a range of users and their needs.

The scale of the play facility is considered appropriate and will be well used and enjoyed by a significant number of people within the local community.

Q2. Why was the playground not renovated in its previous location, which had space around it between all the traffic hazards?

A. The upgraded location was chosen for its central location and proximity to the Esplanade. This location consolidates activity closer to parking and pathways along

the Esplanade and will be used by a variety of both local residents and visitors to the area particularly in the peak summer period.

Q3. What recourse do residents have now to try to regain some of their much diminished enjoyment of the Ransom Reserve park?

- A. Throughout the consultation process, issues were raised in relation to the location of the toilet, the location of the playground and concerns regarding traffic along the Esplanade and overall user safety. The final design and implementation has resolved as many of these matters as possible.

The park upgrade has resulted in improved user facilities and amenity and has retained the open parkland feel of the reserve whilst consolidating activity adjacent to the Esplanade.

General feedback from the wider community to date has been quite positive and many families have been inquiring about the time frame for the opening of the new playground.

Rosa McKenna

Q1. Should your decision making framework be approved this evening in item 8.4.8 how does Council intent mitigating the environmental impact of WDA construction on the broader community outside of the project scope where EPRs, weak as they are, don't apply?

- A. The Decision Making Model provides the process for Council to respond to requests from the project in keeping with the project requirements as stipulated through the Environmental Effects Statement approval and the supporting Environmental Management Strategy.

Q2. What recourse do Hobsons Bay residents have to get compensation for loss of amenity, damage to property, loss of open space, impacts of increased noise and pollution and degradation of our roads as a result of allowing WDA and its contractors to have access to local roads and additional sites which is a de factor extension of the project scope without any of the protections? The project scope was deliberately limited by WDA and approved under specific conditions.

- A. Residents seeking compensation through the project for any reason need to direct their enquiry and requests to the Western Distributor Authority.

Q3. If the project cannot be constructed by WDA and its contractors and partners within the scope they set for the EES and approved by the Minister of Planning, will Council seek the intervention of the Planning Minister to widen that scope and provide Council and residents with appropriate protections?

- A. Works undertaken outside the designated Project area are subject to the same Council and State Government requirements and legislation as other construction works that occur within the municipality. It is possible that the project area may need to be extended by the Minister if the detailed design results in additional impact on adjacent land.

Jessica Marnich

Q1. Who is the legal entity HBCC gives approval to do works within HBCC and to come and go outside of the approved WGT Project zone?

A. The operational approvals are provided to the Joint Venture partners, CPB John Holland engaged by the Project Co – Transurban WGT Co Pty Ltd consistent with the Decision Making Model.

Q2. I am greatly concerned re lack of detail being communicated to residents on works to be done by WDA. Beyond just giving approval to above entity to undertake works within HBCC what additional mandatory conditions are requested this entity meets prior to approval? For example, minimum/maximum prior notice period for residents, level of detail on impacts for residents, own proactive communication (not just third party), type of communication with residents (sms, face to face).

A. Extensive information on project activities is available on the project website. Additional information is disseminated via social media, newsletters and email.

Letter drops and/or doorknock meetings are undertaken at local worksites.

Residents are encouraged to source project up to date information from the project website and direct any enquiries through the project 1800 105 105.

A working group has also been established by the Authority and an invitation has been extended to local residents.

Q3. Local Area Traffic Management Studies were agreed to be undertaken by HBCC as part of its preparatory work for Precinct 15. Other Local Area Traffic Management Studies have been discussed by WDA as part of its work. In a recent response to my supplementary question, the Mayor provided me assurance we as community would have an input to these studies. Can Council provide an update on both these?

A. Transport for Victoria has received from Council a draft project brief for the Local Area Movement and Transport plans for Brooklyn, Spotswood, South Kingsville, Altona North and Williamstown North for their consideration. The scope of the project is between 6 and 9 months.

The Brief requires extensive engagement and consultation with local communities. Council does not have a timeline for the consultation at this stage which will be undertaken by Transport Victoria.

Issues as a result of the temporary traffic management arrangements during the project construction are being reported to the project.

The Project is monitoring the temporary impacts and has responded as required. Regular updates on the project activities and alternative traffic arrangements are posted on the project webpage.

7 Petitions/Joint Letters

Nil.

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.

Motion

Moved Cr Michael Grech, seconded Cr Jonathon Marsden:

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.**

Carried

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.

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.

Motion

Moved Cr Colleen Gates, seconded Cr Jonathon Marsden:

That Council:

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

Carried

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.'

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).

Motion

Moved Cr Jonathon Marsden, seconded Cr Sandra Wilson:

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.

Carried

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.

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').

Motion

Moved Cr Sandra Wilson, seconded Cr Michael Grech:

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.

Carried

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.

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.

Motion

Moved Cr Colleen Gates, seconded Cr Sandra Wilson:

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.**

Carried

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.

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.

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.

Motion

Moved Cr Sandra Wilson, seconded Cr Jonathon Marsden:

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

Carried

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.

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).

Motion

Moved Cr Sandra Wilson, seconded Cr Colleen Gates:

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.**

Carried

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.

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.

Motion

Moved Cr Jonathon Marsden, seconded Cr Sandra Wilson:

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.**

Carried

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.

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.

Motion

Moved Cr Sandra Wilson, seconded Cr Jonathon Marsden:

That Council support the implementation of the State Election Advocacy Campaign and make specific reference to outcomes sought through the Council's previous resolutions on the West Gate Tunnel Project relating to on and off ramps at Grieve Parade and Dohertys Road to mitigate truck traffic impacts on Millers Road.

Carried

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.

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

Motion

Moved Cr Colleen Gates, seconded Cr Sandra Wilson:

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

Carried

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.

Cr Michael Grech left the Council Chamber at 8:07 pm.

Cr Michael Grech returned to the Council Chamber at 8:09 pm, and was present for the vote on item 8.3.3.

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.

Motion

Moved Cr Colleen Gates, seconded Cr Sandra Wilson:

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

Carried

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

- 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.

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.

Motion

Moved Cr Sandra Wilson, seconded Cr Jonathon Marsden:

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

Carried

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.

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.

Cr Colleen Gates left the Council Chamber at 8:21 pm.

Cr Colleen Gates returned to the Council Chamber at 8:22 pm, and was present for the vote on item 8.4.1.

Motion

Moved Cr Jonathon Marsden, seconded Cr Michael Grech:

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.**

Carried

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).

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.

Motion

Moved Cr Jonathon Marsden, seconded Cr Colleen Gates:

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. Continue to 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. Work with the Williamstown Cricket Club and Williamstown Football Club to identify opportunities for additional player amenities at the Williamstown Cricket Ground.**
- 5. Continue to support the ongoing shared use of the Williamstown Cricket Ground for both cricket and football.**

Carried

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.

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.

Motion

Moved Cr Sandra Wilson, seconded Cr Jonathon Marsden:

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 and review other compliance requirements that can be rectified in the short term.**

Carried

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.

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.

Motion

Moved Cr Jonathon Marsden, seconded Cr Michael Grech:

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).

Carried

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.

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.

Motion

Moved Cr Jonathon Marsden, seconded Cr Colleen Gates:

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.

Carried

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.

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.

Motion

Moved Cr Colleen Gates, seconded Cr Jonathon Marsden:

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).

Carried

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.

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.

Motion

Moved Cr Jonathon Marsden, seconded Cr Sandra Wilson:

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).

Carried

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.

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 an efficient decision making framework to manage all future requests received from the West Gate Tunnel Project.

Motion

Moved Cr Colleen Gates, seconded Cr Jonathon Marsden:

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

Carried

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

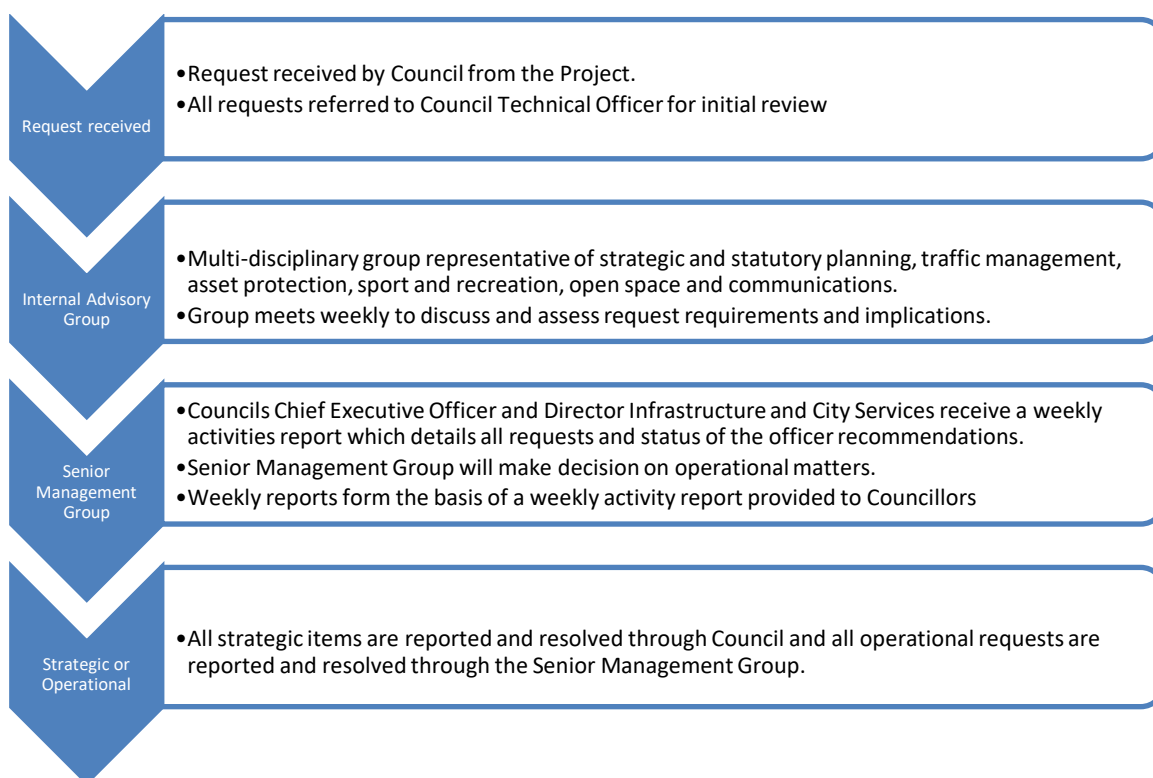
Strategic	Operational
Requests that relate to aspects which are outside of the Environmental Effects Statement	Requests consistent with the EES and EPR's.
Project scope changes	Standard traffic management arrangements or works on Council assets.
Permanent road closures	Temporary Road Closures

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.

9 Delegates Report

Directorate: Corporate Services

Purpose

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

Motion

Moved Cr Sandra Wilson, seconded Cr Jonathon Marsden:

That Council receive and note the recent Delegates Report.

Carried

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

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

Theologia Karamaris

Q. Could Council please include setting a target against the Indigenous or Aboriginal and Torres Strait Islander businesses for the procurement of goods, services and works? Refer to other procurement policies that set targets – let's look at aspirational targets.

A. Thank you for your interest, a written response will be provided.

Three further questions were received from Ms Karamaris which do not relate specifically to items on the Council agenda, and therefore written responses will be provided.

11 Urgent and Other Business

Nil.

12 In Camera Business

Motion

Moved Cr Sandra Wilson, seconded Cr Jonathon Marsden:

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.

Carried

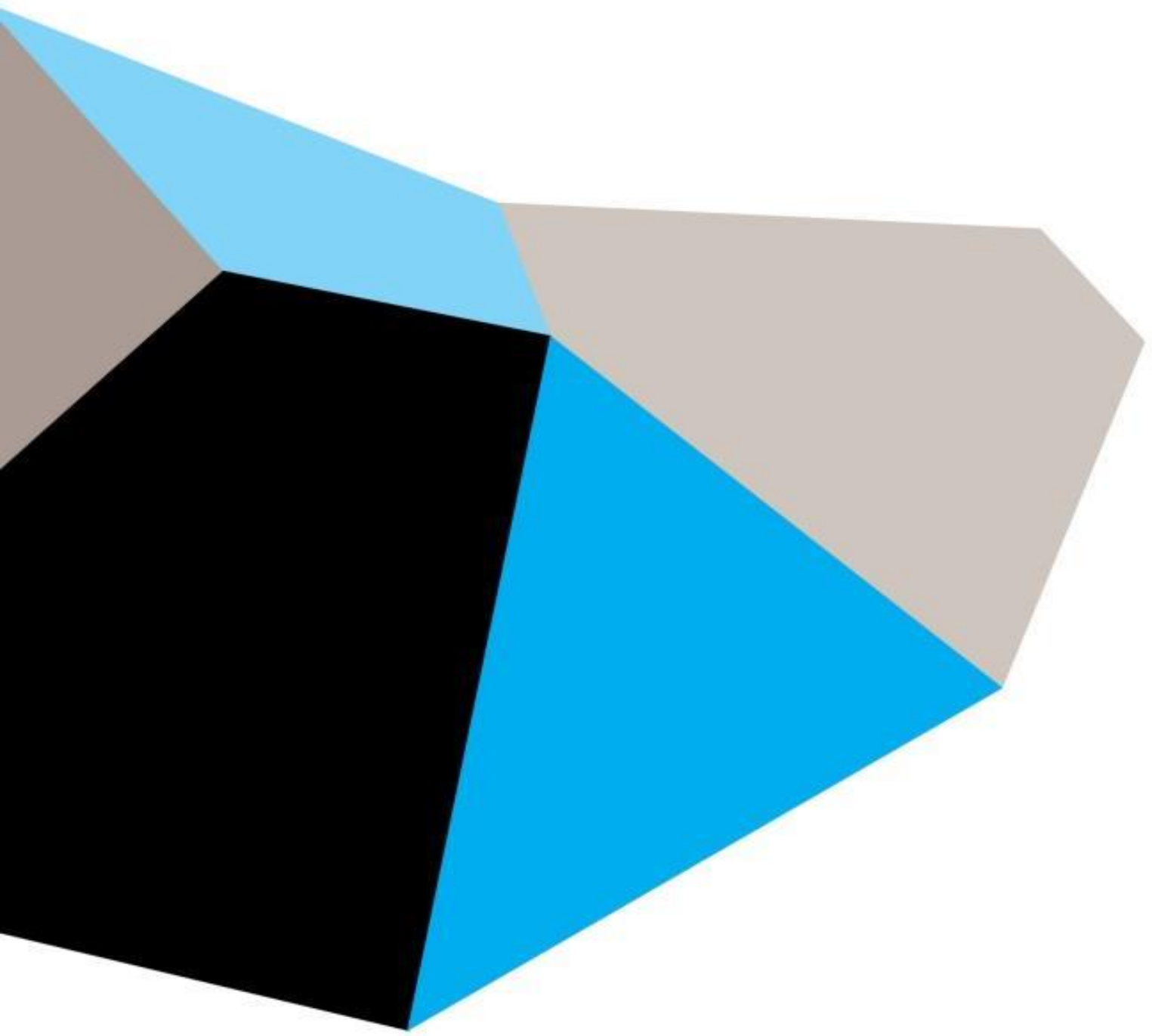
Council considered the report(s) and discussed the matter In-Camera.

The meeting was opened to members of the public.

There being no further business, the Chairperson declared the meeting closed at 9.38pm.



Chairperson – Cr Angela Altair
Signed and certified as having been confirmed.
11 September 2018



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