

Council Meeting Agenda

Tuesday 24 February 2026
Commencing at 7.00 PM

Council Chamber, Hobsons Bay Civic Centre
115 Civic Parade, Altona



OUR MISSION

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

OUR VALUES

Respectful

Community driven and focused

Trusted and reliable

Efficient and responsible

Bold and innovative

Accountable and transparent

Recognised

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

CONDUCT OF COUNCIL MEETINGS

Meetings of Hobsons Bay City Council are to be conducted in accordance with Council's Governance Rules, which can be viewed at:

<https://www.hobsonsbay.vic.gov.au/Council/About-Council/Governance/Governance-Rules>

Members of the public attending Council meetings must abide by the standards of behaviour set out in section 15 of the Governance Rules. Any person engaging in disruptive or disorderly behaviour may be required by the Chairperson to leave the meeting in accordance with the Governance Rules.

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1 Welcome and Acknowledgement of Traditional Owners

The Chair will welcome members of the gallery and acknowledge that Council is gathered on the traditional land of the Bunurong People of the Kulin Nation and offers its respect to elders past and present.

2 Apologies

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

3 Disclosure of Conflicts of Interest

In accordance with sections 127 and 128 of the *Local Government Act 2020* Councillors and staff are required to disclose a general or material conflict of interest. A conflict of interest must be disclosed in accordance with rule 18.1 of the Hobsons Bay Governance Rules.

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

4 Confirmation of Minutes

Confirmation of the minutes of the Council Meeting of Hobsons Bay City Council held on 16 December 2025 and the confidential minutes for 29 July 2025.

Unconfirmed Minutes,
which are to be
confirmed at the
Council Meeting on
24 February 2026.

Council Meeting Minutes

16 December 2025

Council Chamber
Hobsons Bay Civic Centre
115 Civic Parade, Altona

**HOBSONS
BAY CITY
COUNCIL**



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Minutes of the Council Meeting held on 16 December 2025 at 7pm.

Present

Chairperson

Cr Diana Grima (Mayor)

Altona Meadows Ward

Councillors

Cr Daria Kellander

Altona Ward

Cr Rayane Hawli

Altona North Ward

Cr Paddy Keys-Macpherson

Laverton Ward

Cr Kristin Bishop

Spotswood Ward

Cr Lisa Bentley (Deputy Mayor)

Williamstown Ward

Cr Michael Disbury

Williamstown North Ward

Officers

Ms Kerry Thompson

Interim Chief Executive Officer

Ms Allison Kenwood

Interim Director Corporate Services

Ms Elyse Rider

Interim Director Sustainable Communities

Mr Matthew Irving

Director Infrastructure and City Services

Ms Marlo Emmitt

Acting Manager Corporate Integrity

Ms Michelle Cardamone

Acting Coordinator Governance

Ms Beti Flaherty

Governance Officer and Timekeeper

Miss Jessica Maunder

Proof Reading Officer and Minute Secretary

Other

Mr John Tanner AM

Municipal Monitor

1 Council Welcome and Acknowledgement of Traditional Owners

The Chair declared the meeting open at 7.05pm.

The Chair welcomed members of the public and acknowledged the Bunurong People of the Kulin Nation as the Traditional Owners of these municipal lands and waterways.

2 Apologies and Leaves of Absence

All Councillors were present.

Condolence Statement

The Chair made a special condolence statement regarding the Bondi terror attack and a minute's silence was held.

3 Disclosure of Conflicts of Interest

No conflicts of interest were disclosed.

4 Confirmation of Minutes

Motion

1. That Council confirms the minutes of the following Council Meetings of Hobsons Bay City Council:
 - 1.1 14 November 2025 public meeting (Election of the Mayor and Deputy Mayor)
 - 1.2 18 November 2025 public meeting
 - 1.3 29 July 2025 confidential meeting
 - 1.4 7 October 2025 confidential meeting

Moved: Cr Hawli

Seconded: Cr Bentley

Outcome: Carried unanimously

5 Public Question Time

During this item, Cr Kellander left the meeting at 7.21pm and returned 7.28pm.

Questions regarding the Williamstown Swimming and Life Saving Club redevelopment

Paul Austin

Q Council has repeatedly said it is giving the Williamstown lifesaving club \$5.5 million for the proposed redevelopment. But now Council says it is giving \$3 million to the club. So my question is, can anyone explain where the \$5.5 million figure came from – or it that as big a mystery to councillors as it is to ratepayers?

A In line with previous responses to similar questions on this item, Council's \$3 million contribution towards the project has been the consistent amount since the outset of the project. Council has never made an own-source funding commitment of \$5.5 million towards this project, and so I am unable to advise any more on this.

Q Given the excessive size and scope of the Williamstown lifesaving club redevelopment proposal, an appeal to VCAT against the proposal would seem inevitable. So my question is, how much is Council prepared to spend defending this proposal before VCAT, and will that be on top of the \$3 million Council has already given to the club?

A Council is still considering the application, and we do not know what the outcome will be. We will consider VCAT if necessary, at the appropriate time.

Josephine Cafagna

Q I congratulate council for changing its governance rules so that objectors to the proposed overdevelopment of the Williamstown lifesaving club can at last make their views clear to councillors. My question is, can Council give any details yet about when that hearing meeting might be, and what the arrangements will be?

A The processing of the planning application for the Williamstown Swimming and Life Saving Club will continue in the new year. In the event that a Hearing of Submissions Committee is held, all objectors, submitters and the applicant will be advised in writing of the date, time and arrangements.

Q In keeping with Council's stated commitment to enhanced community consultation, will Council reconsider its decision to keep secret its heritage advice on the proposed overdevelopment of the Williamstown lifesaving club – and will council release that advice before the proposed online public consultation meeting?

A The Statutory Planning team seeks advice from internal and external experts when assessing the application. The relevant advice is included in the officer's assessment report when the application is ready for decision. This application will likely go to the council meeting for a decision. The assessment report will be made available then.

Robert Ferris

- Q As an illustration of the overdevelopment of the WSLC, the existing McColl building will become a 6.6m-high building to house surf boats. As the applicant to PA250139 can Council advise ratepayers of the need for surf boats as part of life saving at Williamstown's small suburban beach.**
- A Officers have completed engagement with the Williamstown Life Saving Club to understand lifesaving activity requirements, which has informed the design development including storage provision. The storage provision in the design caters for the safe operational requirements of the club and does include the provision for surf boats which the club has within its current fleet.
- Q Has Council's Statutory Planning Team completed their assessment of PA250139?**
- A The Statutory Planning team is currently assessing the application against the provisions of the Hobsons Bay Planning Scheme. That assessment will be completed in the new year and the application is likely to go to a council meeting in early 2026.

Kim Sawyer

Questions are extracts from a letter that Kim wrote to the Councillors in November.

- Q Heritage is difficult to define but is best defined by its uniqueness, and that is best protected by not crowding that uniqueness out; not crowding out the uniqueness we have in Williamstown. Why is such an excessive development necessary?**
- Q When we did an extension to our house in 2009 in Cole Street, we abided by the heritage overlay. Why is it not possible with all the expertise available to have a design that preserves the heritage of the surf club; just as we were able to preserve the heritage attached to our 150-year-old property, and just as we were required to preserve that heritage?**
- A The Statutory Planning team is assessing the application against the provisions of the Hobsons Bay Planning Scheme, including the Heritage Overlay and the heritage guidelines.

Questions regarding the Hobsons Bay Wetlands Centre

Pamela Sutton-Legaud

- Q In the 2023-24 and 2024-25 budgets, Council committed to building the first stage of the Wetlands Centre Building on HD Graham Reserve, Altona Meadows. Since then, \$500,000 was spent by council on landscaping and a further \$900,000 of council funding is committed to be spent on further landscaping with no plans for any element of the Wetlands Centre actual building. While the site will benefit from this landscaping, when will council commit to building the first phase of the structure as originally agreed and approved? And if these landscaping plans are to proceed, can council work with the HBWC committee to alter the plans to provide adequate facilities including power to enable effective community use of the site?**

- A The proposed scope for the first stage of works is aligned with the current budget allocation available for this project. Delivery of major building works or upgrade to services would require significant amounts of additional funding, which at this stage is not in place.

It is recommended that the current scope of work is progressed without further delay to ensure presentation of the site can be used in future advocacy efforts towards obtaining external funding for the additional works. Significant engagement has been carried with the HBWC to date, and we will continue to facilitate additional external funding towards additional stages of the project.

- Q Will the council reconfirm that they have committed \$3 million which will be provided as matched funds by council in the event of additional funding by state or federal government or philanthropic funding for the development of the Wetlands Centre building?**

- A Council has a commitment within its Council Plan to advocate for external funding from other levels of government towards the delivery of additional stages of this project. Officers will put forward for consideration of Council a report in February 2026 to outline a feasible funding approach that will be used in advocacy efforts over the coming 12 months.

Questions regarding Item 7.2.9 (WGTP powerlines)

Rowena Joske

- Q Over the past five years residents groups have asked council to incorporate the Watson St road reserve into the planned Watson St park space. Is Council including this potential conversion of the road reserve into green space within the framing of what can be considered in the Joint Venture's community consultation?**

- A While Council officers did put forward the potential for improvement works along the Watson Street road reserve as an opportunity to resolve the powerline issues with the Joint Venture, this does not form part of the proposed works the Joint Venture is intending to carry out. Officers will continue to seek for the proposed works to support and not inhibit any future works that could be carried out in this precinct in the future.

- Q The off-road shared path connection from Precinct 15 down Watson Street that is included in the Precinct 15 Comprehensive Development Plan is intended to continue down the back of Edwards Reserve to connect to the Hick Street crossing. Why isn't council advocating to the Joint Venture to construct this bike path to the Hick Street Crossing as part of their compensation to the residents in this neighbourhood?**

- A Council officers over the previous months have put forward a number of opportunities for the Joint Venture to consider when working through this item, and this did include the shared path connection. At this point though, the Joint Venture is proposing to construct part of a new shared pathway connection along Edwards Reserve which aligns with the referenced strategy in your question.

Question regarding readability of signage

Louise Karch

Q To improve safety and amenity for people who live in or visit Hobsons Bay:

Unclear signage at the Seniors Exercise Park led to confusion and conflict. Through advocacy for seniors and families, we discovered readability assessment tools that could help Council create clearer signage going forward.

The Flesch-Kincaid readability scale and SMOG Index are free tools that measure how easy text is to understand. Simpler language on safety signs increases compliance. Clear signage benefits people with low literacy (44% of Australian adults), people from non-English speaking backgrounds (34% of Hobsons Bay residents), seniors, parents and neurodiverse people. Learning from this experience helps Council create signage that works for everyone in our community.

Will Council adopt a policy, or modify an existing policy (such as the Directional Signage Policy 2009 or Universal Design Policy Statement 2017), requiring all new public safety and instructional signage in Council-owned or managed public places and spaces to be tested using readability assessment tools such as Flesch-Kincaid or SMOG Index before installation, provide training to relevant staff, and provide a timeline for implementation and ongoing evaluation?

A Thank you for this suggestion. Council has many policy development review priorities it needs to work through over the coming months. This area is not subject to any pending review, however when these type of policy areas are scheduled for review, these considerations will be taken on board. Officers have met with Louise and others who represent the Seniors Exercise Park, with works in progress to mitigate the concerns that have been raised.

6 Petitions and Joint Letters

6.1 Petitions and Joint Letters Received

6.1.1 Joint Letter: Concern regarding Metro Trains' proposed fence along Railway Place, Williamstown between Cole Street and Thompson Street

Directorate: Infrastructure and City Services
Responsible Officer: Director Infrastructure and City Services
Attachments: Nil

Purpose

To receive an electronic joint letter containing twenty signatories expressing concern over Metro Trains' proposed fence along Railway Place, Williamstown between Cole Street and Thompson Street.

Motion

That Council:

- 1. Receives and notes the joint letter in relation to concern regarding Metro Trains' proposed fence along Railway Place, Williamstown between Cole Street and Thompson Street.**
- 2. Receives a further report on this matter at a future Council meeting.**

Moved: Cr Bentley

Seconded: Cr Disbury

Outcome: Carried unanimously

6.2 Responses to Petitions and Joint Letters

There were no responses to petitions or joint letters at this meeting.

7 Officer Reports

7.1 Statutory Planning

There were no statutory planning items.

MINUTES FOR CONFIRMATION

7.2 Matters for Decision

7.2.1 Council Plan 2025-29 and strategic documents – for adoption

Directorate: Sustainable Communities

Responsible Officer: Manager Community and Council Plan Development

Attachments:

1. Council Plan 2025-29 including Community Vision 2040 - for adoption [7.2.1.1 - 76 pages]
2. Health, Wellbeing and Safety Plan 2025-29 - for adoption [7.2.1.2 - 92 pages]
3. Asset Plan 2025-35 - for adoption [7.2.1.3 - 74 pages]
4. Financial Plan 2025-35 - for adoption [7.2.1.4 - 112 pages]
5. HBCC Annual Action Plan Year 1 2025-26 - for adoption [7.2.1.5 - 4 pages]

Purpose

To update Council on the final round of community engagement and to seek adoption of the Council Plan 2025-29 including Community Vision 2040, Health Wellbeing and Safety Plan 2025-29, Asset Plan 2025-35, Financial Plan 2025-35 and Annual Action Plan Year 1.

Motion

That Council:

1. **Adopts the Hobsons Bay Council Plan 2025-29, including the Community Vision 2040, and Annual Action Plan Year 1 (2025-26).**
2. **Adopts the Hobsons Bay Health, Wellbeing and Safety Plan 2025-29 as Council's municipal public health and wellbeing plan, including the items outlined in the Annual Action Plan Year 1.**
3. **Adopts the Hobsons Bay Asset Plan 2025-35.**
4. **Adopts the Hobsons Bay Financial Plan 2025-35.**
5. **Notes that officers will write to and provide copies of the above adopted plans to the relevant statutory bodies.**

Moved: Cr Bishop

Seconded: Cr Bentley

Outcome: Carried unanimously

7.2.2 Annual Budget Consultation Process

Directorate: Corporate Services
Responsible Officer: Chief Financial Officer
Attachments: Nil

Purpose

To advise Council on the feedback received during the Annual Budget Community Engagement review and endorse the enhanced two-stage approach for Annual Budget Community Engagement.

Motion

That Council:

1. **Notes that no submissions were received specifically in relation to the proposed Annual Budget Community Engagement review.**
2. **Endorses the enhanced two-stage Annual Budget Community Engagement model.**

Moved: Cr Hawli

Seconded: Cr Bentley

Outcome: Carried unanimously

7.2.3 Adoption of the Road Management Plan (RMP)

Directorate: Infrastructure and City Services

Responsible Officer: Manager City Operations

Attachments:

1. Road Management Plan 2025 - for adoption
[7.2.3.1 - 25 pages]
2. Draft Road Management Plan 2025 public submissions
[7.2.3.2 - 4 pages]

Purpose

To seek Council's endorsement of the Road Management Plan 2025 (RMP).

Motion

That Council adopts the Road Management Plan 2025.

Moved: Cr Bishop

Seconded: Cr Keys-Macpherson

Outcome: Carried unanimously

MINUTES FOR CONFIRMATION

7.2.4 Revised Governance Rules and Community Feedback

Directorate: Corporate Services
Responsible Officer: Acting Manager Corporate Integrity
Attachments: Community consultation feedback on proposed change to Council's Governance Rules [7.2.4.1 - 2 pages]

Purpose

To seek Council's endorsement of the revised Governance Rules 2025 following public consultation and recommend changes to the Hearing of Committee Terms of Reference.

Motion

That Council:

1. Thank submitters for their feedback on the proposed change to Clause 11.2 of Council's Governance Rules.
2. Having considered the written submissions:
 - 2.1. Endorses the revised Clause 11.2 of Council's Governance Rules, which reads:

"Members of the public can make submissions to Council on any Statutory and/or Strategic Planning items on the meeting agenda, where an opportunity to be heard at a Hearing of Submissions Committee meeting has not been provided.

The process for lodging submissions is the same as for public questions and community statements above. The time permitted for each verbal submission is up to three (3) minutes. Councillors will have the right to ask questions of submitters."
 - 2.2. Amends the Hearing of Submissions Committee Terms of Reference to provide any submitter making a verbal submission up to three (3) minutes to address the Committee.
3. Notes that the changes will come into effect on the day following the passing of this resolution.

Moved: Cr Bishop

Seconded: Cr Keys-Macpherson

Outcome: Carried unanimously

7.2.5 The Planning Amendment (Better Decisions Made Faster) Bill 2025

- Directorate:** Sustainable Communities
- Responsible Officer:** Manager Strategy Economy and Sustainability
- Attachments:**
1. Local Government Position, Planning Amendment Bill 2025 [7.2.5.1 - 46 pages]
 2. Sample letter sent to The Hon Melissa Horne - Planning Amendment Bill 2025 [7.2.5.2 - 3 pages]

Purpose

To seek endorsement of Council's position on the Planning Amendment (Better Decisions Made Faster) Bill 2025 and recommend support for the Municipal Association of Victoria (MAV) and the Council Alliance for Sustainable Built Environment (CASBE) advocacy campaigns and Local Government position.

Motion

That Council:

1. **Supports the Municipal Association of Victoria (MAV) Planning Reform Advocacy Campaign and the Council Alliance for Sustainable Built Environment (CASBE) advocacy efforts in response to the Planning Amendment (Better Decisions Made Faster) Bill 2025.**
2. **Notes that advocacy correspondence from the Mayor was sent on 25 November 2025 to eight State Members of Parliament with jurisdiction within the Hobsons Bay City Council area, advocating for Hobsons Bay City Council's position and supporting MAV's campaign (Attachment 2).**

Moved: Cr Kellander

Seconded: Cr Bishop

Outcome: Carried unanimously

7.2.6 Balance of Councillor Appointments to Committees 2026

Directorate: Corporate Services
Responsible Officer: Acting Coordinator Governance
Attachments: Nil

Purpose

To appoint Councillor representatives to remaining internal and external committees for 2026.

Motion

That Council:

1. Appoints Cr Bentley to the Hobsons Bay Local Safety Committee.
2. Appoints Cr Bishop to the Association of Bayside Municipalities.
3. Appoints Cr Keys-Macpherson as the proxy for the Association of Bayside Municipalities.
4. Appoints Cr Hawli to the Brooklyn Community Representative Group.
5. Appoints Cr Keys-Macpherson to the Hobsons Bay Community Fund.
6. Appoints Cr Disbury as proxy for Hobsons Bay Community Fund.
7. Appoints Cr Bentley to the Local Government Working Group on Gambling.
8. Appoints Cr Bishop as proxy for the Local Government Working Group on Gambling.
9. Appoints Cr Hawli to the Mayoral and Councillor Taskforce Supporting People Seeking Asylum.
10. Appoints Cr Bishop as the proxy for the Mayoral and Councillor Taskforce Supporting People Seeking Asylum.
11. Appoints Cr Hawli to the Municipal Association of Victoria (MAV).
12. Appoints Cr Bentley as the proxy for the Municipal Association of Victoria (MAV).
13. Appoints Cr Bishop to The Substation Board.
14. Appoints Cr Bentley to the Western Melbourne Tourism Board.
15. Appoints Cr Disbury as the proxy for the Western Melbourne Tourism Board.
16. Appoints Cr Grima as the VLGA Women's Charter Champion.

Moved: Cr Disbury

Seconded: Cr Bentley

Outcome: Carried unanimously

7.2.7 Library Collections and Equipment Procurement Australia Agreement

Directorate: Corporate Services
Responsible Officer: Acting Manager Community Learning and Service Centres
Attachments: Nil

Purpose

To confirm the outcome of the Procurement Australia tender process relating to library collections and associated requirements, and to seek Council endorsement to participate in the Procurement Australia Library Collections, Furniture, Equipment & Associated Requirements collaborative panel agreement.

Motion

That Council:

- 1. Approves participation in the Procurement Australia Library Collections, Furniture, Equipment & Associated Requirements Panel collaborative agreement under its schedule of rates, up to a maximum cumulative value of \$4,620,000 (four million, six hundred and twenty thousand dollars) including GST, for the initial contract period of two years, with two one-year options to extend.**
- 2. Delegates authority to the Chief Executive Officer to approve any purchase order up to the maximum value of \$500,000 (five hundred thousand dollars) including GST, per financial year for each individual supplier on the panel.**
- 3. Delegates authority to the Chief Executive Officer to approve variations and contingencies to individual (discrete) purchase orders raised for panel members under the PA Library Collections, Furniture, Equipment & Associated Requirements Panel, within the maximum cumulative value.**
- 4. Receives a further report should a contract extension be sought.**

Moved: Cr Bishop

Seconded: Cr Hawli

Outcome: Carried unanimously

7.2.8 Contract 2025.05 Drainage Cleaning and Investigation

Directorate: Infrastructure and City Services
Responsible Officer: Manager Engineering Services
Attachments: Nil

Purpose

This report summarises the process undertaken to source a supplier for the completion of drainage investigation, cleaning and repair work in accordance with Council's planned renewal and maintenance programs. It details the stages of Procurement from Planning, through Market Engagement, Evaluation of Tender Submissions and the Evaluation Panel recommendation based on their findings.

Motion

That Council:

1. **Awards Contract 2025.05 for Drainage CCTV Investigation, Cleaning and Repair to a panel of four suppliers, under their schedule of rates, with a maximum cumulative spend of \$2,750,000 inclusive GST (\$550,000 including GST per year) for a contract period of three years, with two one-year options to extend to:**
 - 1.1 **Total Drain Cleaning Services**
 - 1.2 **Rangedale VIC**
 - 1.3 **AME Group**
 - 1.4 **Plumbtrax**
2. **Delegates authority to the Interim Chief Executive Officer to execute the formal agreement for Contract 2025.05 for each panel member.**
3. **Receives a further report should a contract extension be sought.**

Moved: Cr Hawli

Seconded: Cr Keys-Macpherson

Outcome: Carried unanimously

7.2.9 WGTP – The Avenue Powerline Commitment Update

Directorate: Infrastructure and City Services
Responsible Officer: Strategic Projects Specialist
Attachments: Nil

Purpose

To consider advice and a proposal put forward by the CPB Contractors and John Holland Joint Venture (JV) in lieu of meeting its 2018 commitment to underground powerlines along the AusNet easement on the northern boundary of Precinct 15, Altona North and relocate temporary poles within The Avenue Reserve, Spotswood.

Motion

That Council:

1. **Notes the CPB John Holland Joint Venture (JV) advice that they cannot feasibly deliver on their commitment to underground powerlines along the AusNet easement on the northern boundary of Precinct 15, Altona North and to relocate temporary poles within The Avenue Reserve, Spotswood.**
2. **Notes the open space enhancement works that the JV are proposing to deliver in the area in response to non-delivery of the earlier commitment.**
3. **Responds to the JV to provide support for the proposed works that generally aligns with its current open space strategy and seek for engagement to be held with the community as this work is delivered upon.**
4. **Notes that negotiations are ongoing to secure an appropriate figure as compensation or the occupation and creation of an easement over the power poles and lines within The Avenue Reserve.**
5. **Writes to the West Gate Tunnel Project (WGTP) advising of Council's response to the matter.**
6. **Receives a future report once this work is delivered to close out the matter.**

Moved: Cr Bishop

Seconded: Cr Hawli

Outcome: Carried

For: Cr Hawli, Cr Keys-Macpherson, Cr Disbury, Cr Bentley, Cr Bishop, Cr Grima

Against: Cr Kellander (abstained)

7.3 Matters for Noting

7.3.1 Response to Notice of Motion 1278 and 1249 (Part 7)

Directorate: Corporate Services
Responsible Officer: Chief Financial Officer
Attachments: Nil

Purpose

To respond to Notice of Motion 1278 passed at the Council meeting held on 26 August 2025 regarding Council's Human Right Obligations and (part 7 of) Notice of Motion 1249 passed at the Council meeting held on 13 February 2024 regarding Support for Hobsons Bay residents Impacted by Overseas Conflict.

Motion

That Council defers consideration of agenda item 7.3.1 to the 24 February 2026 Council meeting.

Moved: Cr Bishop

Seconded: Cr Keys-Macpherson

Point of Order 1

Cr Keys-Macpherson called a point of order, seeking clarification that Cr Kellander could debate the motion to defer.

The Chair ruled that debate was permitted on the deferral motion.

Point of Order 2

Cr Bishop called a point of order, explaining that Cr Bentley's debate was on the original motion and not the motion to defer.

The Chair ruled that Cr Bentley limit debate to the deferral motion.

Vote

Outcome: Carried

For: Cr Bishop, Cr Disbury, Cr Keys-Macpherson, Cr Hawli, Cr Grima

Against: Cr Kellander (abstained), Cr Bentley (abstained)

7.3.2 West Gate Tunnel Project Update (WGTP) - December 2025

Directorate: Infrastructure and City Services
Responsible Officer: Strategic Projects Specialist
Attachments: Nil

Purpose

To provide a quarterly update report on the West Gate Tunnel Project and associated initiatives, projects and advocacy activities.

Questions taken on notice

Cr Kellander asked two questions – one regarding the project cost and one regarding the claimed time saving that the tunnel would provide – which were taken on notice, noting that the WGTP is not a Council-managed project.

Motion

That Council notes this update on the status of the West Gate Tunnel Project and Council's advocacy on aspects of the Project.

Moved: Cr Bishop
Seconded: Cr Keys-Macpherson
Outcome: Carried unanimously

7.3.3 Level Crossing Removal Project Update (LXRP) - December 2025

Directorate: Infrastructure and City Services
Responsible Officer: Strategic Projects Specialist
Attachments: Oct 2025 LXRP HBCC Communications Register Working [7.3.3.1 - 3 pages]

Purpose

To provide an update on the state government level crossing removal projects at Champion Road and Maddox Road, Newport; Maidstone Street, Altona; Hudsons Road, Spotswood; and the Sunshine Superhub project.

Motion

That Council notes this update report on the proposed level crossing removals at Champion Road and Maddox Road, Newport; Maidstone Street, Altona; Hudsons Road, Spotswood and the Sunshine Superhub Project, and Council's advocacy on aspects of the projects.

Moved: Cr Disbury

Seconded: Cr Bishop

Outcome: Carried unanimously

7.3.4 Point Cook Road Intersection Update (PCIU) - December 2025

Directorate: Infrastructure and City Services
Responsible Officer: Strategic Projects Specialist
Attachments: Nil

Purpose

To provide an update on the \$79 million Point Cook Road Central Avenue Intersection Upgrade Project (the Project) in Altona Meadows, facilitated by the Victorian Infrastructure Delivery Authority (VIDA).

Motion

That Council notes the update report on the status of the Point Cook Road Central Avenue Upgrade Project and Council's advocacy on aspects of the Project.

Moved: Cr Keys-Macpherson

Seconded: Cr Kellander

Outcome: Carried unanimously

MINUTES FOR CONFIRMATION

7.3.5 Proposal of Hobsons Bay Community Recognition Awards

Directorate: Sustainable Communities
Responsible Officer: Manager Arts Culture Community
Attachments: Nil

Purpose

To present plans for the 2026 Hobsons Bay Community Recognition Awards, a refreshing of the former Hobsons Bay Citizen Awards, and creating a stronger alignment with Council's volunteer recognition and celebration program.

Question taken on notice

Cr Kellander asked whether there was an incremental cost involved with moving to this system instead of the old system. The Interim CEO took the question on notice.

Motion

That Council:

1. **Notes the proposed Hobsons Bay Community Recognition Awards to be held in May 2026, aligning with Council's volunteer recognition and celebration program.**
2. **Notes the transition of the Hobsons Bay Citizen Awards into the Hobsons Bay Community Recognition Awards.**
3. **Receives an evaluation report no later than three months following the Awards, to help inform future programs.**

Moved: Cr Bishop

Seconded: Cr Keys-Macpherson

Outcome: Carried

For: Cr Bishop, Cr Keys-Macpherson, Cr Hawli, Cr Grima

Against: Cr Bentley, Cr Disbury, Cr Kellander (abstained)

Matthew Irving, Director Infrastructure and City Services, left the meeting at 8.32pm and returned at 8.34pm.

7.3.6 Draft Ministerial Guidelines for Rates and Hardship

Directorate: Corporate Services

Responsible Officer: Coordinator Rates

Attachments:

1. 20251128 - Feedback Draft Ministerial Guidelines Hardship [7.3.6.1 - 1 page]
2. Draft Ministerial Guidelines for Councils relating to payment of Rates and Charges [7.3.6.2 - 24 pages]

Purpose

To advise Council of the response provided by the Interim Chief Executive Officer to Engage Victoria in relation to the draft Ministerial Guidelines for Councils relating to payment of Rates and Charges (Ministerial Guidelines).

Motion

That Council notes the response provided by the Interim Chief Executive Officer to Engage Victoria in relation to the draft Ministerial Guidelines for councils relating to payment of rates and charges.

Moved: Cr Keys-Macpherson

Seconded: Cr Disbury

Outcome: Carried unanimously

8 Other Reports

8.1 Committee Reports

There were no committee reports.

8.2 Delegate Reports

Purpose

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

Motion

1. That Council receives and notes the recent delegate reports:
 - 1.1 The Substation Board – 30 September 2025
 - 1.2 Association of Bayside Municipalities – 29 October 2025.

Moved: Cr Bishop

Seconded: Cr Keys-Macpherson

Outcome: Carried unanimously

9 Reports of Informal Meetings of Council

An internal process has been carried out and Council is required to table the record of assembly of councillors.

The record of assembly of councillors is provided as a final attachment in any agenda.

Council officers recommend that Council formally receive the relevant assembly records, as this is regarded as good governance practice.

Motion

1. That Council receives the following reports of informal meetings of Councillors:
 - 1.1 Councillor Pre Council Meeting Briefing – 14 November 2025
 - 1.2 Councillor Pre Council Meeting Briefing – 18 November 2025
 - 1.3 16 Days of Activism Roundtable – 25 November 2025
 - 1.4 Councillor Briefing – 25 November 2025
 - 1.5 Councillor Briefing – 2 December 2025
 - 1.6 Councillor Briefing – 9 December 2025.

Moved: Cr Kellander

Seconded: Cr Bishop

Outcome: Carried unanimously

10 Notices of Motion

No notices of motion were received.

11 Councillor Questions

Cr Disbury asked whether, as most units at Techno Park had now been issued certificates of occupancy, their rates notices would be converted from commercial to residential, and if so, when they can expect a normal rubbish collection to resume.

David Power, Acting Director Sustainable Communities, said that properties at Techno Park are currently classified as commercial in accordance with Council's Revenue and Rating Plan, and a certificate of occupancy does not automatically trigger a change of rating classification. From a rating perspective, properties may be reclassified upon application where there is evidence of primary use being residential.

Council does not currently hold property-specific information confirming which units are being used for residential purposes. Until such information is available, reclassification must occur on an individual application basis, noting that some properties continue to be used for commercial purposes and should be rated as such.

As part of this process, a supplementary evaluation is undertaken to update the Council evaluation property classification code to a residential classification where applicable.

Regarding the second question, Mr Power said that Council has no record of waste or recycling services being cancelled or paused at Techno Park properties. Kerbside waste and recycling services are available to Techno Park residents who opt into the service, subject to a site visitation to confirm suitability. If deemed suitable and they choose to opt in, the annual waste service charge of \$348.95 will appear on their rates notice.

Council's waste and recycling team can provide advice and arrange site visits to determine the most appropriate bin options and whether this service can be best delivered by Council or a private contractor. This can be organised by phone, email or Council's website.

12 Urgent Business

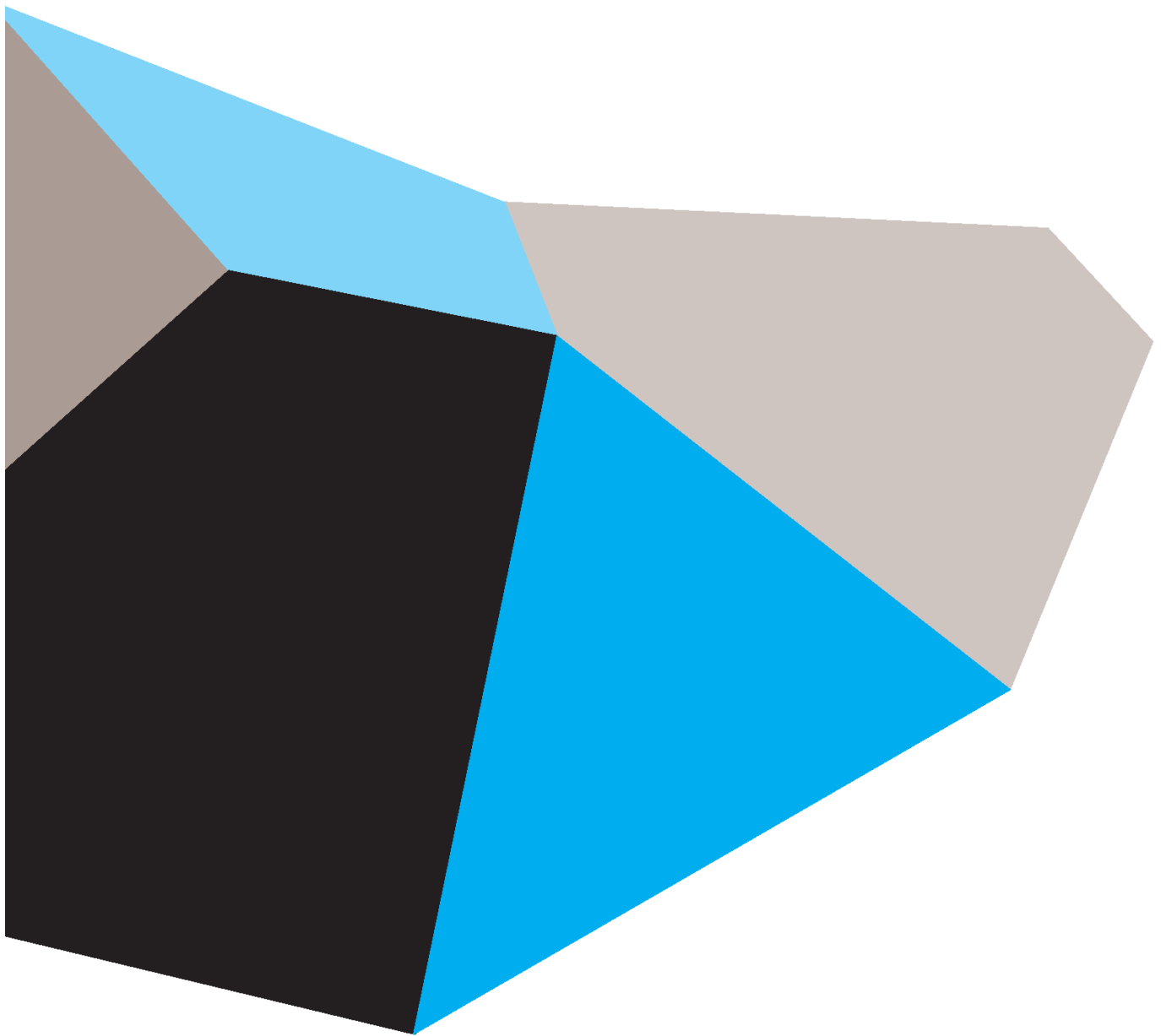
There was no urgent business.

13 Close of Meeting

There being no further business, the Chair declared the meeting closed at 8.44pm.

Chair: _____
Signed and certified as having been confirmed
Date: _____

MINUTES FOR CONFIRMATION



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5 Public Question Time

Public Question Time provides an opportunity for the public to ask questions related to items on the agenda of the Council Meeting or any other matter within Council's responsibility.

Questions must be put in writing and received by 12pm on the day before the Council Meeting. Submitters may read out their own questions at the meeting or may request the Chair to read the question out on their behalf.

6 Petitions and Joint Letters

6.1 Petitions and Joint Letters Received

No petitions or joint letters had been received at the time of printing the agenda.

6.2 Responses to Petitions and Joint Letters

There are no responses to petitions or joint letters in this agenda.

7 Officer Reports

7.1 Statutory Planning

There are no statutory planning reports to be addressed in this agenda.

7.2 Matters for Decision

7.2.1 Financial Report for the period ended 31 December 2025

Directorate: Corporate Services

Responsible Officer: Chief Financial Officer

Attachments: 1. Financial Report December 2025 [7.2.1.1 - 21 pages]

Purpose

To present Council with the financial results for the period ended 31 December 2025 and the revised 2025-26 annual forecast projections following completion of the December (mid-year) forecast review.

Recommendation

1. That Council:

1.1. Notes the financial report for the period ended 31 December 2025.

1.2. Endorses the revised 2025-26 annual forecasts.

Executive Summary

2. The quarterly financial report for the period ended 31 December 2025, including a detailed report on the Capital Works Program, is provided as an attachment to this report.
3. An extensive financial mid-year forecast review has been conducted resulting in the operational budget surplus for 2025-26 of \$14.211 million increasing to a forecast of \$14.306 million. The operational surplus does not include Council's significant investment in capital expenditure, forecast to be \$60.149 million in 2025-26.
4. When compared to budget, income is expected to increase by \$6.786 million and operational expenditure is expected to increase by \$6.691 million. The increased expenditure includes an increase to depreciation of \$2.912 million, which is non-cash and has minimal impact on funding Council's budget in 2025-26.
5. The forecast result of the Capital Works Program compared to budget is a net surplus of \$470,000 after forecast adjustments and carryovers are considered.

Background

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

Discussion

7. While a strong operational surplus is forecast, it should be noted that surpluses are required to fund Council's significant investment in capital expenditure. The Financial Plan has been updated and indicates that Council can remain in a reasonable financial position and generally continue to be financially sustainable. The Financial Plan projections indicate that operational surpluses are declining. This trend increases the risk of ensuring that there is adequate funding available for ongoing and future commitments, particularly in relation to its Capital Works Program.
8. When compared to previous financial plans, current and projected income funding streams such as user charges and statutory fees have been and continue to be impacted by the ongoing effects of the COVID-19 pandemic and the current economic climate. It is difficult to assess how long it will take for these income streams to recover. These assumptions affect the amount of funding expected to be available in future years of the Financial Plan to be used by Council to maintain critical community assets.
9. Council will continue to monitor the impact of the financial results in relation to Council's overall financial viability. The Financial Plan has been updated to reflect the 2.75 per cent rate cap for 2026-27 announced by the Victorian Government.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

10. **Hobsons Bay 2040 Community Vision**

This report relates to all priorities within the Hobsons Bay 2040 Community Vision.

11. **Council Plan 2025-29**

Theme 4: Accountable Council

Goal 4.3: Improve financial performance of Council

Policies and Related Council Documents

12. The financial report for the period ended 31 December 2025 (mid-year forecast review) is also directly aligned to Council's Annual Budget, Financial Plan and Capital Works Program.
13. Council considers financial reports at the end of the September, December (mid-year forecast review), March and June (year-end) financial periods. The financial report for the period ended 31 December 2025 (mid-year forecast review) is the second report considered as part of the 2025-26 financial year.

Legal/Statutory Obligations and Risk

14. It is a requirement of section 97 of the *Local Government Act 2020* for the Chief Executive Officer to ensure that a quarterly budget report is presented to Council at a Council meeting which is open to the public as soon as practicable after the end of each quarter of the financial year.
15. The Chief Executive Officer, as required under section 97(3) of the *Local Government Act 2020*, is of the opinion a revised budget is not required.

Financial and Resource Implications

16. The operational budget surplus for 2025-26 of \$14.211 million has increased to a forecast of \$14.306 million. The operational surplus does not include Council's significant investment in capital expenditure, forecast to be \$60.149 million in 2025-26.
17. **Income** is forecast to increase by \$6.786 million compared to budget.
18. Capital grants are expected to be over budget by \$3.117 million. The increase is due to timing differences in relation to grants budgeted to be received in 2024-25 that are now expected to be received in 2025-26 (\$1.699 million), and an increase in grants expected to be received to fund the program (\$1.418 million).
19. Operating grants are expected to be over budget by \$1.443 million. This includes Commonwealth Home Support funding, which has been retained from previous financial years (\$877,000).
20. Rates and charges are expected to be \$974,000 over budget. Property development has had a positive impact on the amount originally raised as rates.
21. User fees are expected to be \$483,000 over budget, with the most significant increase relating to rates debt recovery income – which is offset by an increase in expenditure.
22. **Operational expenditure** is forecast to increase by \$6.691 million compared to budget.
23. Depreciation is forecast to be over budget by \$2.911 million, mainly because of revaluations that occurred late in the last financial year. Depreciation is a non-cash item and has minimal impact on funding Council's budget in 2025-26, although increasing valuations does impact Council's ability to renew and upgrade its assets.
24. Employee costs are forecast to be over budget by \$2.694 million. Increased forecasts have been included for temporary staff to deal with governance issues resulting from various investigations and the "what we heard" listening and support process. Other significant forecast increases relate to the property services backlog, and the restructuring of the People and Culture, and Infrastructure and City Services directorates.

25. Materials and services are forecast to be over budget by \$1.118 million. This includes increases for operational projects included in the Capital Works Program, which is a transfer of costs, rather than an additional cost.
26. Consistent with the budget, a balanced **Available Funding Result** has been calculated by adding non-operational items such as capital expenditure, loan principal repayments and reserve transfers to the operational result and removing non-cash items such as depreciation and amortisation.
27. The **Summary Cash Flow Statement** indicates that Council's cash and investment balance was \$53.517 million on 31 December 2025. The original budget of \$26.215 million for 30 June 2026 has been increased to a year-end forecast of \$41.698 million. The increase in year-end cash of \$15.483 million when compared to the original budget is mainly a result of Capital works expenditure that is now expected to be completed next financial year, a better than anticipated opening cash balance, and a change in balance sheet assumptions after a review of the outcomes of the prior year actual results.
28. The **Liquidity Ratio** (current assets divided by current liabilities) indicates the amount that Council's short-term assets exceed its short-term obligations and thus Council's ability to fund its short-term operations. This ratio was 162 per cent on 31 December 2025 and is expected to be 148 per cent by the end of 2025-26, an increase when compared to the original budget of 105 per cent. A current ratio over 100 per cent generally indicates a manageable short term financial position.
29. Capital Works Expenditure for the period ended 31 December 2025 was \$15.640 million compared to the year-to-date budget of \$26.432 million. The initial budgeted capital expenditure for the 2025-26 financial year of \$66.080 million has decreased to a forecast of \$60.149 million. The decreased forecast expenditure of \$5.931 million compared to the budget is attributable to:
 - 29.1. expenditure expected to be carried over to next year's program (\$9.942 million)
 - 29.2. the expenditure savings of the capital program (\$470,000)
 - 29.3. expenditure carryover adjustments from the prior year's program (\$2.768 million)
 - 29.4. the increase in funded capital expenditure (\$1.713 million)
30. Capital Income for the period ended 31 December 2025 was \$1.303 million compared to the year-to-date budget of \$3.335 million. The initial budgeted capital income for the 2025-26 financial year of \$8.337 million has increased to a year-end forecast of \$11.749 million. The increased forecast income of \$3.412 million compared to budget is attributable to:
 - 30.1. income that was budgeted to be received in 2024-25 that is now expected to be received in 2025-26 (\$1.699 million)
 - 30.2. an increase in income received to fund the program (\$1.713 million)

Environmental, Social and Economic Impacts

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

Consultation and Communication

32. Council's Audit and Risk Committee will receive and note the quarterly financial report for the period ended 31 December 2025 at its meeting to be held on 12 March 2026. The Committee provides financial guidance to Council and input into continually improving the content of the financial report.

Declaration of Conflict of Interest

33. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
34. Council staff involved in the preparation of this report have no conflict of interest in this matter.



Financial Report for the period ended 31 December 2025

Contents

Financial Statements

1. Income Statement
2. Summary Capital Works Program
3. Available Funding Result
4. Summary Cash Flow Statement
5. Reconciliation of Operating Result and Net Cash flows from operating Activities
6. Summary Balance Sheet
7. Financial Plan Projections

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

1. Income Statement

	Actual @ 31/12/25 \$'000	YTD Budget @ 31/12/25 \$'000	YTD Budget Variance \$,000	Budget 2025-26 \$'000	Forecast 2025-26 \$'000	Ref	Forecast Variance \$'000
Income							
Rates and charges	73,104	72,708	396	146,025	146,999	1.1	974
Statutory fees and fines	2,121	1,864	257	5,185	5,359	1.2	174
User fees	3,434	2,857	577	5,554	6,037	1.3	483
Grants - operating	5,588	4,121	1,467	9,408	10,851	1.4	1,443
Grants - capital	830	3,264	(2,434)	8,159	11,276	1.5	3,117
Contributions - monetary	1,945	1,520	425	3,076	3,398	1.6	322
Net gain on disposal of property, infrastructure, plant and equipment	183	97	86	194	194		-
Other income	2,855	2,337	518	4,675	4,948	1.7	273
Total Income	90,060	88,768	1,292	182,276	189,062		6,786
Expenses							
Employee costs	34,327	33,129	(1,198)	66,590	69,284	1.8	(2,694)
Materials and services	28,327	32,101	3,774	60,824	61,942	1.9	(1,118)
Bad and doubtful debts	203	274	71	549	593		(44)
Depreciation	20,420	18,957	(1,463)	37,928	40,840	1.10	(2,912)
Amortisation	110	164	54	329	207		122
Borrowing costs	465	465	-	894	894		-
Finance cost - leases	2	13	11	27	17		10
Other expenses	391	533	142	924	979	1.11	(55)
Total Expenses	84,245	85,636	1,391	168,065	174,756		(6,691)
Surplus / (deficit)	5,815	3,132	2,683	14,211	14,306		95

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

1. Income Statement (cont.)

Explanation of Variances

The operational surplus for the period ended 31 December 2025 was \$5.815 million, compared to the year to date (YTD) budget surplus of \$3.132 million. The year-end budget surplus of \$14.211 million has increased to a forecast year-end surplus of \$14.306 million.

The increased forecast surplus of \$95,000 compared to budget is explained as:

1.1 Rates and charges are expected to be \$974,000 over budget.

The most significant forecast increases relate to an increase in the amount originally raised as rates - due to property development (\$746,000), waste charges (\$132,000), and interest on rates (\$100,000).

Actual income is \$396,000 over the YTD budget mainly due to the amount originally raised for rates (\$394,000), interest on rates (\$90,000), waste charges (\$71,000), and a reduction in waivers (\$43,000).

The most significant income under the YTD budget relates to supplementary rates (\$210,000), although this is considered a timing issue.

1.2 Statutory fees and fines are expected to be \$174,000 over budget.

The most significant forecast increases relate to parking infringements (\$117,000) and election fines (\$62,000).

Actual income is currently \$257,000 over the YTD budget mainly due to parking infringements (\$117,000), election fines (\$62,000), town planning applications (\$52,000) and land information certificates (\$19,000).

1.3 User fees are expected to be \$483,000 over budget.

The most significant forecast increases relate to rates debt recovery – which is offset by an increase in expenditure (\$352,000), footpath furniture trading permits (\$73,000), one-off increase to administer changes to the Emergency Services levy (\$50,000), town planning general fees (\$41,000), sale of derelict vehicles (\$40,000), community centre fees (\$38,000) and venues administration (\$20,000).

The most significant decreases relate to parking meter income (\$117,000) and the removal of income from commercial operation of e-scooters (\$40,000).

Actual income is \$577,000 over the YTD budget mainly due to rates debt recovery income (\$344,000), footpath furniture trading permits (\$101,000), Emergency Services administration fee (\$88,000), venues administration (\$64,000), sale of derelict vehicles (\$39,000), community centre fees (\$38,000), and town planning (\$32,000).

The most significant income under YTD Budget which is considered a timing differences for building insurance premiums on-charged to tenants (\$117,000).

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

1.4 Operating grants are expected to be \$1.443 million over budget.

The most significant forecast increase relates to Commonwealth Home Support funding, which has been retained from previous financial years (\$877,000).

Other forecast increases relate to community transport (\$299,000), Westgate Tunnel (\$100,000), Peri-urban weed management (\$97,000), universal and enhanced maternal and child health (\$95,000), school crossing subsidy (\$95,000), preschool field officer (\$52,000), meals supply over 65 (\$22,000), and the youth services Freeza program (\$19,000).

The most significant forecast decreases relate to the conclusion of the school focus youth services program (\$127,000), maternal and child health sleep support and education program (\$62,000), tree establishment funding (\$51,000) and Highball feasibility study funding which was received last financial year (\$23,000).

Actual income is \$1.466 million over the YTD budget, mostly due to the Commonwealth Home Support funding retained from previous years (\$877,000), Level Crossing Removal Project (\$280,000), beach cleaning subsidy (\$157,000), community transport (\$150,000), school crossing subsidy (\$95,000), preschool field officer (\$53,000), Westgate Tunnel Project (\$50,000), Peri-urban weed management program (\$49,000), school focus youth services (\$32,000), youth services Freeza program (\$27,000) and Engage program (\$25,000).

The most significant income under the YTD budget mainly relates to timing differences for boat ramps (\$256,000), kindergarten registrations (\$52,000) and Point Cook Road – Central Avenue funding (\$40,000).

1.5 Capital grants are expected to be over budget by \$3.117 million, due to grants budgeted to be received in 2024-25 that are now expected to be received in 2025-26 (\$1.699 million), and an increase in grants received to fund the program (\$1.418 million).

For a more detailed explanation, please refer to the summary capital works program section of this report and the detailed capital works attachment.

1.6 Monetary contributions are expected to be over budget by \$322,000.

The most significant forecast increases relate to capital (\$295,000), and open space (\$83,000) contributions. The most significant forecast decrease relates to street tree contributions (\$40,000).

Income will generally be transferred to reserves to ensure that it is spent in future years on its intended use.

1.7 Other income is expected to be over budget by \$273,000, mainly because of an increase in interest on investments - resulting from higher cash levels and interest rates (\$150,000) and property services rental income (\$114,000).

Actual income is \$518,000 over the YTD budget, mainly due to timing differences for Council facilities and property rental income (\$416,000) and an increase in interest on investments (\$101,000).

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

1.8 Employee costs are expected to be over budget by \$2.694 million.

The most significant forecast increases have generally been related to the recruitment of temporary staff to deal with governance issues resulting from various investigations, and the 'what we heard' listening and support process (\$1.283 million), and first Municipal Monitor (\$354,000). These costs are expected to be limited to the current financial year.

In response to the 'what we heard' listening and support process, additional forecasts have also been included for the restructuring and realignment of the People and Culture department - positions are being recruited, generally in the second half of the financial year (\$328,000) and the Infrastructure and City Services directorate (\$322,000).

Other significant forecast increases relate to the property services backlog (\$497,000), unbudgeted overtime – funded in the past two years through vacancies (\$340,000), and the development of the Council Plan (\$152,000).

Forecasts have been reduced across the organisation to account for vacancies during the first half of the financial year.

Actual expenditure is \$1.198 million over the YTD budget.

This relates to the additional positions mentioned above, offset by budgeted short-term vacancies.

1.9 Materials and services are expected to be over budget by \$1.118 million.

The most significant forecast increase relates to operational projects included in the Capital Works Program, which is a transfer of costs rather than an additional cost (\$1.263 million).

Other significant forecast increases relate to professional services and legal costs associated with governance and the investigation (\$533,000), maintenance for roads, drains, footpaths, and kerb and channel - to ensure compliance with the Road Management Plan (\$500,000), rates debt collection - offset against increased income (\$304,000), contribution towards the Epsom Street affordable housing project (\$300,000), the second Municipal Monitor (\$165,000), Council Plan development (\$92,000), and the extension of the Tastes of Hobsons Bay winter dining rebates (\$71,000).

Significant forecast increases resulting from carryovers from the previous financial year relate to building compliance and enforcement audit (\$138,000), heritage and housing strategy (\$100,000), and landscaping works funded in a prior year by a developer (\$93,000).

The most significant forecast reductions relate to new recycling and glass processing contracts, reduced glass and greenwaste tonnage and revised CPI adjustments (\$1.026 million), and the new Finance system - carried over to 2026-27 (\$900,000).

Other significant forecast reductions relate to planning scheme amendments (\$200,000), tree establishment and watering (\$200,000), strategic planning projects (\$100,000), reduction in scope of the Drainage Strategy (\$100,000), and the Westgate Tunnel Project - transferred to employee costs (\$75,000).

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

Actual expenditure is \$3.774 million under the YTD budget.

Operational projects included in the Capital Works Program are under YTD budget (\$548,000). As mentioned above, this is a transfer of costs rather than an additional cost.

The most significant expenditures under YTD budget, generally considered to be timing differences relate to corporate training (\$234,000), Drainage Strategy (\$225,000), boat ramp dredging (\$181,000), public lighting (\$130,000), facilities maintenance (\$115,000), facilities cleaning (\$108,000), town planning professional services (\$108,000), parks repairs and maintenance (\$106,000), traffic light maintenance (\$105,000), community grants and subsidies (\$89,000), planning decision making policy (\$78,000), Water Sensitive Urban Design - to meet regulatory compliance (\$75,000), asset external audit (\$63,000) and yard operations (\$62,000).

The most significant expenditures under YTD budget that have led to forecast reductions relate to information services - including the new Finance system (\$1.051 million), waste contracts (\$679,000), tree establishment and watering (\$256,000), planning scheme amendments (\$138,000), strategic planning projects (\$103,000), and property services (\$66,000).

The most significant expenditures over YTD budget, which have led to forecast increases relate to maintenance for roads, drains, footpaths, and kerb and channel (\$447,000), rates debt collection (\$304,000), Council Plan development (\$107,000), landscaping works (\$95,000) and Tastes of Hobsons Bay winter dining rebates (\$71,000).

- 1.10 Depreciation is expected to be over budget by \$2.912 million. The forecast has increased due to purchases and revaluations that occurred late in the last financial year. This mainly relates to Roads (\$2.174 million); Buildings (\$416,000); and Drainage (\$367,000). All were significantly impacted by amendments to the AASB 13 Fair Value Measurement accounting standard.

Actual expenditure is \$1.463 million over the YTD budget because of the purchases and revaluations mentioned above.

Depreciation is a non-cash item and has minimal impact on funding Council's budget in 2025-26. Increasing valuations does impact Council's ability to renew and upgrade its assets. This is reflected in the Financial Plan Capital Works indicators outlined in section 7.2.

- 1.11 Other expenses are expected to be over budget by \$55,000 due to arts and culture leases (\$35,000), and Councillor allowances – reflecting advice provided by the Victorian Independent Remuneration Tribunal (\$19,000).

Actual expenditure is \$142,000 under the YTD Budget, which mainly relates to the internal audit (\$88,000) and carbon offsets (\$90,000), which are both generally considered to be timing differences.

The most significant expenditure over the YTD Budget relates to arts and culture leases (\$30,000).

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

2. Summary Capital Works Program

	Actual @ 31/12/25 \$'000	YTD Budget @ 31/12/25 \$'000	Budget 2025-26 \$'000	Forecast 2025-26 \$'000	Forecast Variance \$'000
Items to be Capitalised	15,082	25,326	63,314	56,120	7,194
less items capitalised from operational budget	-	-	-	-	-
Operational Projects	558	1,106	2,766	4,029	(1,263)
Total Capital Works Expenditure	15,640	26,432	66,080	60,149	5,931
Capital Works Income	1,303	3,335	8,337	11,749	(3,412)
Transfers from Capital Carryover Reserve	14,036	12,967	12,967	14,036	(1,069)
Transfers to Capital Carryover Reserve – Expenditure	-	-	-	9,942	(9,942)
Transfers to Capital Carryover Reserve – Income	-	-	-	-	-
Net Capital Works Program	301	10,130	44,776	44,306	470

Council's 2025-26 Capital Works Program, including variations to individual capital projects are highlighted in the capital works attachment. The forecast result of the Capital Works Program shows a net surplus of \$470,000 when compared to the original budget after forecast adjustments and carryovers are considered.

Capital Works Expenditure for the period ended 31 December 2025 was \$15.640 million compared to the year-to-date budget of \$26.432 million. The initial budgeted capital expenditure for the 2025-26 financial year of \$66.080 million has decreased to a forecast of \$60.149 million. The decreased forecast expenditure of \$5.931 million compared to the budget is attributable to:

- expenditure expected to be carried over to next year's program (\$9.942 million)
- the expenditure savings of the capital program (\$470,000)
- expenditure carryover adjustments from the prior year's program (\$2.768 million)
- the increase in funded capital expenditure (\$1.713 million)

Capital Income for the period ended 31 December 2025 was \$1.303 million compared to the year-to-date budget of \$3.335 million. The initial budgeted capital income for the 2025-26 financial year of \$8.337 million has increased to a year-end forecast of \$11.749 million. The increased forecast income of \$3.412 million compared to budget is attributable to:

- income that was budgeted to be received in 2024-25 that is now expected to be received in 2025-26 (\$1.699 million)
- an increase in income received to fund the program (\$1.713 million)

Transfers from the capital carryover over reserve fund additional capital works required in 2025-26 to complete the 2024-25 program and income budgeted to be received in 2024-25 now expected to be received 2025-26. The initial budgeted transfer from the reserve of \$12.967 million was adjusted to \$14.036 million after post budget adjustments.

Transfers to the capital carryover over reserve fund the capital works budgeted in 2025-26, now expected to be completed in 2026-27. It is forecast that \$9.942 million capital expenditure will be delayed and carried over into the next financial year.

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

3. Available Funding Result

	Actual @ 31/12/25 \$'000	YTD Budget @ 31/12/25 \$'000	Budget 2025-26 \$'000	Forecast 2025-26 \$'000	Forecast Variance \$'000
Operating Surplus	5,815	3,335	14,211	14,306	95
Less Items to be Capitalised	(15,082)	(25,326)	(63,314)	(56,120)	7,194
Less Principal repayments	(1,224)	(1,224)	(7,475)	(7,475)	-
Plus Proceeds from borrowings	-	-	-	-	-
Plus Transfers to/from Reserves	8,804	12,967	18,172	8,093	(10,079)
Plus Depreciation and Amortisation	20,530	19,121	38,257	41,047	2,790
Plus Book Value Assets Sold	-	100	200	200	-
Available Funding Result	18,843	8,973	51	51	-

4. Summary Cash Flow Statement

	Actual @ 31/12/25 \$'000	Budget 2025-26 \$'000	Forecast 2025-26 \$'000	Forecast Variance \$'000
Cash flows from Operating Activities	21,917	58,804	57,606	(1,198)
Cash Flows from Investing Activities	(14,899)	(62,921)	(55,727)	7,194
Cash Flows from Financing Activities	(1,689)	(8,369)	(8,369)	-
Net Increase/(Decrease) in cash held	5,329	(12,486)	(6,490)	5,996
Add Cash at beginning of the year	48,188	38,701	48,188	9,487
Cash at end of Financial Period	53,517	26,215	41,698	15,483

The Summary Cash Flow Statement indicates that Council's cash and investment balance was \$53.517 million on 31 December 2025. The original budget of \$26.215 million for 30 June 2026 has been increased to a year-end forecast of \$41.698 million. The increase in year-end cash of \$15.483 million when compared to the original budget is mainly a result of:

- Capital works expenditure that is now expected to be completed next financial year (\$9.942 million).
- A better than anticipated opening cash balance.
- A change in balance sheet assumptions after a review of the outcomes of the prior year actual results.

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

5. Reconciliation of Operating Result and Net Cash flows from operating Activities

	Actual @ 31/12/25 \$'000	Budget 2025-26 \$'000	Forecast 2025-26 \$'000	Forecast Variance \$'000
Result from Ordinary Activities	5,815	14,211	14,306	95
Depreciation & Amortisation	20,530	38,257	41,047	2,790
(Gain) / Loss on Disposal of Property, Infrastructure, Plant & Equipment	(183)	(194)	(194)	-
Initial Asset recognition	-	-	-	-
Net asset revaluation increment / (decrement)	-	-	-	-
Net movement in Operating Assets & Liabilities	(4,245)	6,530	2,447	(4,083)
Net Cash Inflow/(Outflow) fom operating activities	21,917	58,804	57,606	(1,198)

6. Summary Balance Sheet

	Actual @ 31/12/25 \$'000	Budget 2025-26 \$'000	Forecast 2025-26 \$'000	Forecast Variance \$'000
Total Current Assets	83,919	49,313	64,540	15,227
Total Non-Current Assets	1,761,008	1,702,877	1,795,014	92,138
Total Assets	1,844,927	1,752,190	1,859,554	107,364
Total Current Liabilities	51,660	47,105	43,580	(3,525)
Total Non-Current Liabilities	15,024	14,132	14,154	22
Total Liabilities	66,684	61,237	57,734	(3,503)
Net Assets	1,778,243	1,690,953	1,801,820	110,867
Represented By				
Accumulated Surplus	665,309	703,061	688,172	(14,889)
Reserves	1,112,934	987,892	1,113,648	125,756
Total Equity	1,778,243	1,690,953	1,801,820	110,867

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

7. Financial Plan Projections

Council adopted its Financial Plan 2025-35 on 16 December 2025.

The Financial Plan includes Financial Policy Statements and associated measures that demonstrate Council's financial sustainability to fund the aspirations of the Community Vision and the Council Plan.

The seven financial indicators used by the Victorian Auditor-General's Office (VAGO) to assess councils' financial sustainability risks are all included. Other measures determined by Council have also been included and all are linked to the various policy statements. The measures can be used to assess Council's financial performance, capital works, or financial position. The indicators should be considered collectively and are more useful when assessed over time as part of a trend analysis.

The Financial Plan provides guidance, rather than commits Council to a future financial direction. Council will continue to review the way it operates and re-evaluate its financial performance, position, and direction on an ongoing basis.

This section provides an update on the financial projections contained in the Financial Policy Statements after completion of the December 2025 forecast review.

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

7.1 Financial Plan Projections - Financial Performance

Council's policy statements (and strategic actions) in relation to financial performance are that Council will:

- achieve strong operational surpluses to ensure that there is adequate funding available for current and future capital works as well as other ongoing and future commitments
- consider all funding sources to reduce the high dependence on rates and become more financially self-reliant by prioritised pursuit of own source revenue opportunities
- manage employee labor costs at an appropriate percentage of operating revenue

The financial performance policy statements are measured by four indicators.

The **Net Result Margin (VAGO)** measures the net result of Council as a percent of revenue.

It is calculated by: Net result divided by Total income.

Target: > 0 per cent

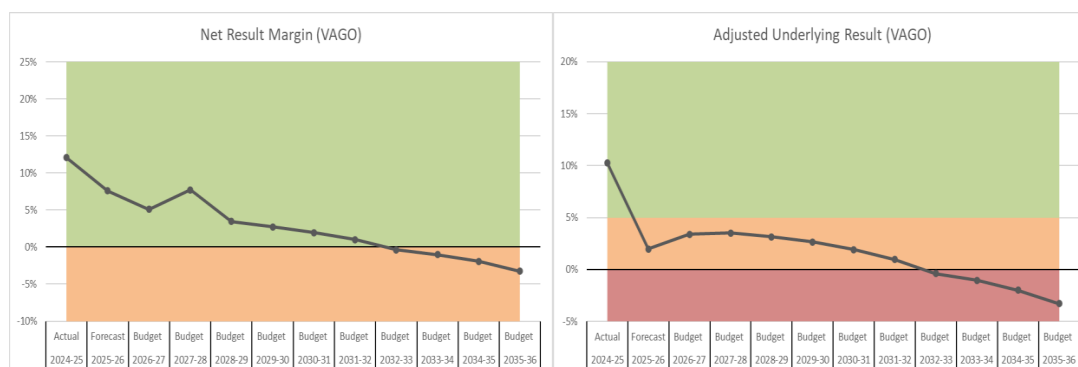
The **Adjusted Underlying Result (VAGO)** measures an entity's ability to generate surpluses in the ordinary course of business - excluding non-recurrent capital grants, non-monetary asset contributions, and other contributions to fund capital expenditure from net result. A surplus or increasing surplus suggests an improvement in the operating position.

It is calculated by: Adjusted underlying surplus (or deficit) divided by Adjusted underlying revenue.

Target: > 5 per cent

The graphs below indicated that Council will **not** achieve its targets in relation to its Net Result Margin or Adjusted Underlying Result. Current projections indicate that Council will **not** achieve strong operational surpluses to ensure that there is adequate funding available for current and future capital works as well as other ongoing and future commitments.

Council will need to closely monitor the trends of these indicators, as the results start to decline, moving into the medium and high-risk categories.



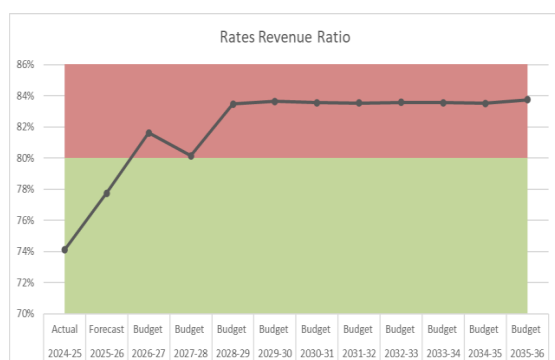
Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

The **Rates Revenue Ratio** indicates the ability of Council to generate rates and its dependence on rates, when compared to total revenue.

It is calculated by: Rates and charges divided by Total operating income.

Target: < 80 per cent

The graph below indicated that Council will **not** achieve its targets in relation to its Rates Revenue Ratio. Current projections indicate that Council will **not** reduce its current high dependence on rates and will **not** become more financially self-reliant by prioritised pursuit of own source revenue opportunities outside of rates.



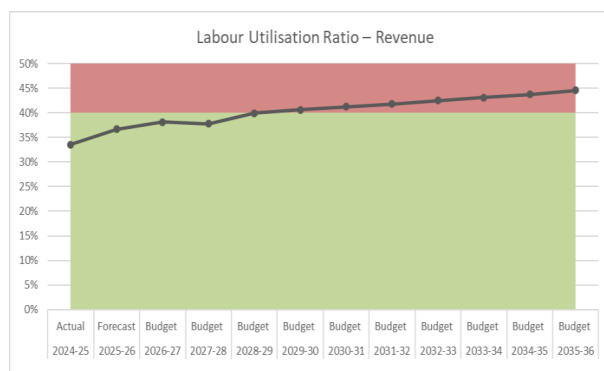
The **Labour Utilisation Ratio – Revenue** provides an overview of the organisation's expenditure on internal labour as a proportion of total revenue. It is used to monitor and manage affordable internal employee costs and indicates the Council's sensitivity to changes in income.

It is calculated by: Employee costs divided by Total income.

Target: < 40 per cent

The graph below indicates that by 2029-30 Council will **not** achieve its targets in relation to its Labour Utilisation Ratio - Revenue. Current projections indicate that Council will **not** continue to achieve its aim of managing employee labour costs at an 'appropriate' percentage of operating revenue.

The Labour Utilisation Ratio (Revenue) will need to be closely monitored as the trend indicates that the results will start to decline. The projected decline is a result of the assumed (yet to be determined) future enterprise agreement increases. Increases in Workcover premiums and the superannuation guarantee have also impacted this ratio.



Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

7.2 Financial Plan Projections - Capital Works

Council's policy statements (and strategic actions) in relation to capital works are that Council will:

- ensure enough cash is being generated from operations to fund new assets
- ensure sufficient spending on asset renewal and Council's asset base

The capital works policy statements are measured by three indicators.

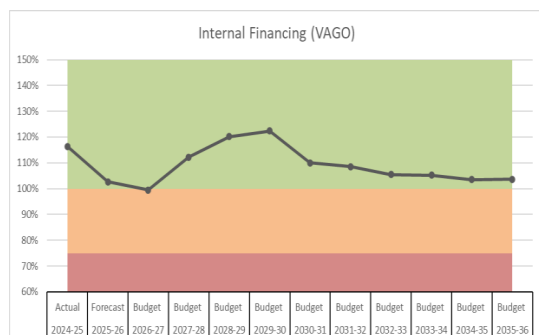
Internal Financing (VAGO) measures the ability of an entity to finance capital works from generated cashflow. The higher the percentage, the greater the ability for the entity to finance capital works from their own funds.

This ratio is about affordability. Can Council afford its capital works program, based on its ability to generate cashflow?

It is calculated by: Net operating cashflow divided by Net capital expenditure.

Target: > 100 per cent

The graph below indicates that Council will achieve its targets to have low VAGO financial sustainability risk ratings in relation to Internal Financing. The current projections indicate that Council will achieve its aim of ensuring enough cash is being generated from operations to fund new assets. This is achieved by basing Council's Capital Works Program on and restricting it to affordability levels.



Capital Replacement (VAGO) compares the rate of spending on new infrastructure, property, plant and equipment with its depreciation. Ratios higher than 100 per cent indicate that spending is faster than the depreciating rate. This is a long-term indicator, as capital expenditure can be deferred in the short term if there are insufficient funds available from operations and borrowing is not an option.

It is calculated by: Cash outflows for the addition of new infrastructure, property, plant and equipment divided by Depreciation.

Target: > 150 per cent

The **Renewal Gap (VAGO)** compares the rate of spending on existing assets through renewing, restoring, and replacing existing assets with depreciation. Ratios higher than 100 per cent indicate that spending on existing assets is faster than the depreciation rate.

It is calculated by: Renewal and upgrade expenditure divided by Depreciation.

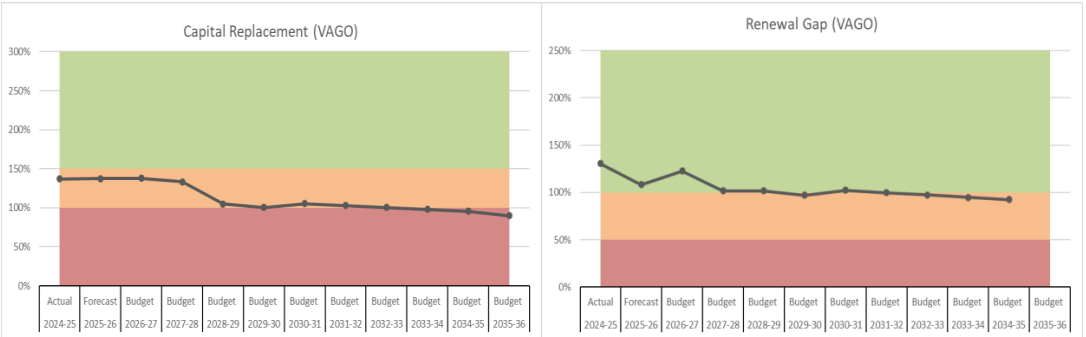
Target: > 100 per cent

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

These ratios indicate whether Council is spending enough on its capital works program, particularly to maintain its existing assets.

The Capital Replacement and Renewal Gap graphs below indicates that Council will not achieve its targets and have low VAGO financial sustainability risk ratings in relation to Capital Replacement and the Renewal Gap. Council will need to increase its capital spend to achieve its Capital Replacement and Renewal Gap targets to ensure sufficient spending on Council's asset base.

Both graphs have been negatively impacted by increased asset valuations and depreciation over the past few years. Projections have been particularly impacted by the accounting standards amendments to AASB 13 Fair Value, which increased asset values and depreciation significantly in 2024-25.



The three capital works measures highlight the difficult situation faced by Council in relation to balancing what it can afford to spend on its assets while spending enough to maintain and upgrade its existing assets.

Council will need to closely monitor the trends of these Capital Works indicators as the results start to decline.

Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

7.3 Financial Plan Projections - Financial Position

Council's policy statements (and strategic actions) in relation to financial position are that Council will:

- ensure there are no immediate issues with repaying short-term liabilities as they fall due. This will be achieved by maintaining Council's liquidity ratio at levels exceeding 100 per cent
- ensure that rate income is being collected and that rates debt is reduced to acceptable levels.
- ensure loan commitments can be repaid from own source revenue, including interest and principle, as they fall due

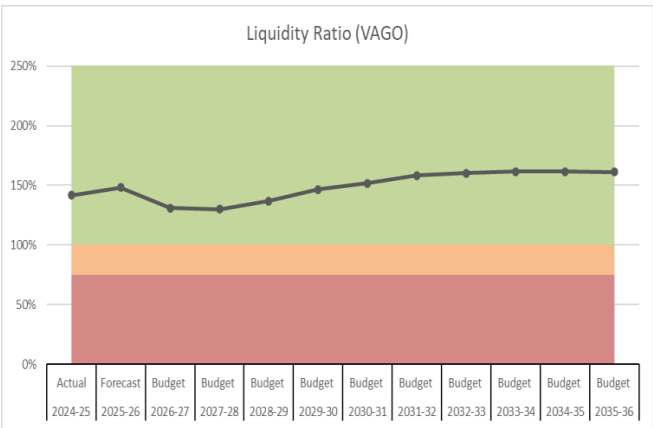
The financial position policy statements are measured by four indicators.

The **Liquidity Ratio (VAGO)** measures the ability to pay existing liabilities in the next 12 months and is a key indicator of financial position. A ratio of 100 per cent or more means that there are more cash and liquid assets than short-term liabilities.

It is calculated by: Current assets divided by Current liabilities.

Target: > 100 per cent

The graph below indicates that Council will achieve its targets and have low VAGO financial sustainability risk ratings in relation to the Liquidity Ratio. Current projections indicate that Council will achieve its aim to ensure that there are no immediate issues with repaying short-term liabilities as they fall due.



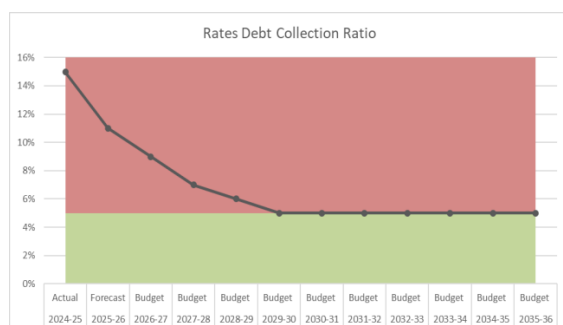
Hobsons Bay City Council – Financial Report for the period ended 31 December 2025

The **Rates Debt Collection Ratio** measures the ability to collect rate payments and recover overdue payments. The lower the ratio, the more rates revenue is being collected.

It is calculated by: Rates debtors divided by Rates and charges revenue.

Target: < 5 per cent

The graph below indicates that Council will **not** achieve its target in relation to rates debt collection until 2029–30. The trend indicates that rates collections will increase, which will result in a decrease to rates debt. While the predicted results indicate that rate income is being collected and that rates debt is reduced to acceptable levels by 2029-30, this is heavily based on assumptions.



Indebtedness (VAGO) assesses an entity's ability to pay the principal and interest on outstanding loans, as and when they fall due, from the funds it generates. The lower the ratio, the less revenue the entity is required to use to repay its loans. Own-sourced revenue is used, rather than total revenue, because it does not include grants or contributions.

It is calculated by: Non-current liabilities divided by Own-sourced revenue.

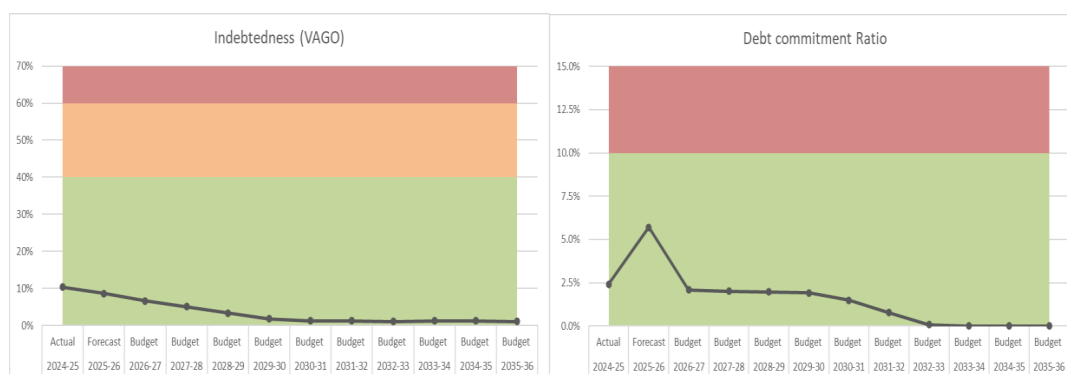
Target: < 40 per cent

The **Debt Commitment Ratio** assesses an entity's ability to pay the principal and interest on outstanding loans, as and when they fall due, from rate revenue.

It is calculated by: Borrowing costs plus loan repayments divided by Rate revenue.

Target: < 10 per cent

The graphs below indicate that Council will achieve its targets in relation to Indebtedness, the Debt Servicing Ratio and the Debt Commitment Ratio. Current projections indicate that Council will achieve its aim to ensure loan commitments can be repaid from own source revenue, including interest and principle, as they fall due.



Capital Works Program 2025-26	EXPENDITURE								INCOME							
	New Works	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed Carryover / (Brought Forward)	New Income	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed (Carryover) / Brought Forward
Bridges																
Altona Ford Bridge Upgrade	0	0	0	0	0	51,805	41,642	0	0	0	0	0	0	0	0	0
Bridge Renewal Program - 25/26	20,000	0	20,000	479,000	499,000	530,986	35,395	0	0	0	0	0	0	0	0	0
Buildings																
Bayfit Swim Centre - rectification works	500,000	0	500,000	0	500,000	48,612	6,612	0	0	0	0	0	0	0	0	0
Operations Centre, Minor Improvements, Altona	2,400,000	(256,300)	2,143,700	(318,700)	1,825,000	1,550,754	215,755	360,000	0	0	0	0	0	0	0	0
Altona Swim & Fitness Centre (Bayfit), Asset Renewal & Building Services	1,500,000	(244,500)	1,255,500	(180,500)	1,075,000	1,079,451	276,669	0	0	0	0	0	0	0	0	0
Newport Community Hub, Child Safety Upgrades, Level 1	160,000	0	160,000	0	160,000	160,000	31,382	0	0	0	0	0	0	0	0	0
Williamstown Swimming & Life Saving Club, New Public Toilet, Design	50,000	0	50,000	0	50,000	49,586	4,586	0	0	0	0	0	0	0	0	0
Laverton Football Club Pavilion and Scoreboard upgrade	0	100,000	100,000	(88,000)	12,000	10,424	10,424	0	0	0	0	0	0	(123,752)	(123,752)	0
Laverton Swim Centre, Construction, Renewal & Upgrade	0	0	0	198,000	198,000	199,749	1,749	0	(178,022)	(89,011)	(267,033)	89,011	(178,022)	(178,022)	0	0
Wetlands Centre, HD Graham Reserve, Altona Meadows - Stage 1	0	1,035,000	1,035,000	27,000	1,062,000	1,023,057	66,582	100,000	0	0	0	0	0	0	0	0
Altona North Library - Excellence Hubs	0	115,000	115,000	(5,000)	110,000	11,749	1,749	0	0	0	0	0	0	0	0	0
Large Scale Solar Rollout Stage 2	0	0	0	0	0	275,595	171,102	0	0	0	0	0	0	0	0	0
Newport Gardens Early Years Centre Expansion	0	0	0	0	0	520	520	0	0	0	0	0	0	0	0	0
Seabrook Community Centre & Kinder Building Renewal	0	0	0	165,000	165,000	165,000	0	0	0	0	0	0	0	0	0	0
Seaholme Kindergarten	0	0	0	0	0	3,652	3,652	0	0	0	0	0	0	0	0	0
Sutton Ave (DET Site) Kindergarten Furniture and Fitout	0	0	0	0	0	5,478	5,478	0	0	0	0	0	0	0	0	0
Kindergarten Toilets Privacy Audit	0	15,000	15,000	5,000	20,000	27,113	7,113	0	0	0	0	0	0	0	0	0
Williamstown Swimming & Life Saving Club Redevelopment	255,000	5,467,000	5,722,000	(142,000)	5,580,000	197,863	172,117	5,382,000	0	(5,500,000)	(5,500,000)	752,000	(4,748,000)	(4,748,000)	0	0
Emma McLean Kindergarten New Facility	0	0	0	0	0	3,652	3,652	0	0	0	0	0	0	0	0	0
Public Toilet Program	0	0	0	6,000	6,000	6,000	4,038	0	0	0	0	0	0	0	0	0
Altona Hockey Club, New Sports Pavilion	3,000,000	(2,239,000)	761,000	371,000	1,132,000	222,391	167,391	0	0	0	0	(22,000)	(22,000)	(22,000)	(22,000)	0
South Kingsville Community Centre Roof Renewal and Visual Screening	0	575,000	575,000	2,000	577,000	762,672	36,672	0	0	0	0	0	0	0	0	0
Operation Centre, Altona, Offices & Amenities Renewal & Upgrade	50,000	730,000	780,000	35,000	815,000	94,094	34,593	735,000	0	0	0	0	0	0	0	0
Hobson Bay Community Workshops Masterplan	0	0	0	0	0	1,311	1,311	0	0	0	0	0	0	0	0	0
Kindergarten Play Space Renewal Program	80,000	0	80,000	26,000	106,000	107,838	19,406	0	0	0	0	0	0	0	0	0
Altona Theatre, Building Fabric Renewal (HVAC Upgrade)	0	510,000	510,000	(150,000)	360,000	370,240	339,843	0	0	0	0	0	0	0	0	0
Visitor Information Centre - shade sail roof	0	0	0	0	0	1,311	1,311	0	0	0	0	0	0	0	0	0
Williamstown Town Hall - balcony seating upgrade & floor tiles repair	0	0	0	180,000	180,000	193,886	19,159	0	0	0	0	0	0	0	0	0
Burgoyne Reserve - Damaged Public Toilet	0	0	0	0	0	12,782	12,782	0	0	0	0	0	0	(122,894)	(122,894)	0
Greenwich Reserve Pavilion Concept Design	0	0	0	0	0	1,395	1,395	0	0	0	0	0	0	0	0	0
The Range Children's Centre, Kororoit Creek – Subsidence and broken sewer pipes	0	73,000	73,000	2,000	75,000	78,674	7,310	0	0	0	0	0	0	0	0	0
Bayfit Lockers - Upgrade	0	0	0	130,000	130,000	132,920	24,032	0	0	0	0	0	0	0	0	0
Relocation of Recreation portable buildings	0	0	0	26,000	26,000	264,587	47,002	0	0	0	0	0	0	0	0	0
Western Aquatic, Early Years Centre and Bruce Comben Reserve - Design	0	0	0	0	0	1,123	1,123	0	0	0	0	0	0	0	0	0
Unplanned Building Services Renewals	0	0	0	0	0	0	0	0	0	0	0	0	0	(43,974)	(43,974)	0
Computers & Telecommunications																
ICT Capital Works Program	1,170,000	0	1,170,000	0	1,170,000	1,170,000	258,036	0	0	0	0	0	0	0	0	0
Drainage																
Water Sensitive Urban Design - Renewals	400,000	0	400,000	0	400,000	0	0	0	(185,000)	0	(185,000)	0	(185,000)	(185,000)	0	0
Cherry Creek, Altona - Stormwater Harvesting	0	0	0	0	0	55,124	55,124	0	0	0	0	0	0	(143,023)	(143,023)	0
Minor Drainage upgrade works along Bruce Street South	0	0	0	184,500	184,500	201,816	23,198	0	0	0	0	0	0	0	0	0
Aitken St, (Parker St to Ann St), Williamstown, Drainage Upgrade	100,000	0	100,000	76,000	176,000	176,000	19,714	0	0	0	0	0	0	0	0	0
Hobsons St, Newport - (Home Rd to Douglas Pde), Drainage Upgrade	100,000	0	100,000	0	100,000	100,000	6,606	0	0	0	0	0	0	0	0	0
Finch, Cobham and Kookaburra St, Altona - Drainage Upgrade - Design Only	0	0	0	185,000	185,000	185,000	0	0	0	0	0	0	0	0	0	0
Emu Avenue, Linnet Street and Robin Avenue, Altona - Drainage Upgrade	0	0	0	110,000	110,000	110,000	0	0	0	0	0	0	0	0	0	0
Drainage works at Davies Street, Newport	280,000	0	280,000	22,000	302,000	325,820	24,120	0	0	0	0	0	0	0	0	0

Capital Works Program 2025-26	EXPENDITURE								INCOME							
	New Works	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed Carryover / (Brought Forward)	New Income	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed (Carryover) / Brought Forward
Abbeygate Street Drainage Upgrade, Altona North	0	0	0	0	0	30,000	0	0	0	0	0	0	0	0	0	0
Robb St, (Hudsons Rd to Craig St), Spotswood, Drainage Upgrade	50,000	0	50,000	0	50,000	47,469	12,586	0	0	0	0	0	0	0	0	0
Weeroona Terrace, Altona Meadows, Drainage Upgrade	50,000	0	50,000	0	50,000	37,500	0	0	0	0	0	0	0	0	0	0
Drainage Renewal Program, incl. investigation, preparation, cleaning & minor renewal works - 25/26	950,000	800,000	1,750,000	0	1,750,000	1,228,550	62,348	0	0	0	0	0	0	0	0	0
CCTV investigation and Drainage repair work	0	0	0	0	0	500,000	0	0	0	0	0	0	0	0	0	0
Bernard St, (Hudsons Rd to Craig St), Spotswood, Drainage Upgrade	50,000	0	50,000	0	50,000	12,586	12,586	0	0	0	0	0	0	0	0	0
Challis St, (Severn St to Speight St), Newport, Drainage Upgrade	200,000	0	200,000	0	200,000	200,000	18,610	0	0	0	0	0	0	0	0	0
Nelson Avenue, Altona Meadows, Drainage Upgrade	50,000	0	50,000	0	50,000	0	0	0	0	0	0	0	0	0	0	0
Raleigh St, (Hudsons Rd to Craig St), Spotswood, Drainage Upgrade	50,000	0	50,000	0	50,000	47,771	12,888	0	0	0	0	0	0	0	0	0
Heavy Duty Pit Lid Upgrades - Industrial & Main Roads	100,000	0	100,000	0	100,000	117,240	20,818	0	0	0	0	0	0	0	0	0
Stephenson St, (Moresby St to Aloha St), South Kingsville, Road Rehab	30,000	190,000	220,000	0	220,000	11,244	7,127	200,000	0	0	0	0	0	0	0	0
Railway Avenue, Laverton Blackspot Funding - Traffic Treatment Works from High Street to Aviation Road	0	0	0	180,000	180,000	880,107	20,221	0	0	0	0	(197,699)	(197,699)	(887,408)	0	0
Fixtures, Fittings & Furniture																
Libraries Furniture and Fit out Renewal Program	20,000	0	20,000	0	20,000	20,000	0	0	0	0	0	0	0	0	0	0
Footpaths and Cycleways																
Footpath Renewal Program - 25/26	1,000,000	0	1,000,000	495,500	1,495,500	1,495,500	242,106	0	0	0	0	0	0	0	0	0
Kororoit Creek Shared Trail Stages 4 & 5 Enabling Activity - Land Acquisition	0	486,000	486,000	(10,000)	476,000	494,721	20,333	0	0	0	0	0	0	0	0	0
Kororoit Creek Shared Trail stages 4 and 5, Altona North, Construction	250,000	0	250,000	0	250,000	250,000	33,625	0	0	0	0	0	0	0	0	0
Bayview Street, Footpath, Williamstown	85,000	0	85,000	0	85,000	98,683	13,683	0	0	0	0	0	0	0	0	0
Shared Trails Renewal Program - 25/26 (Grant Res)	150,000	0	150,000	0	150,000	130,420	130,420	0	0	0	0	0	0	0	0	0
Project 5.2 - The MainLines	0	60,000	60,000	15,000	75,000	75,000	620	0	0	0	0	0	0	0	0	0
Footpath New Program - Missing Links, Seabrook South	30,000	0	30,000	0	30,000	30,000	0	0	0	0	0	0	0	0	0	0
Historical Bridge Reserve (Brooklyn), Footpath Renewal	0	0	0	186,000	186,000	208,626	106,653	0	0	0	0	(48,000)	(48,000)	(48,000)	0	0
Footpath New Program - Missing Links, Laverton & Altona Meadows North	200,000	0	200,000	0	200,000	204,433	4,433	0	0	0	0	0	0	0	0	0
Heritage Buildings																
Mechanics Institute Building & Cottage	0	725,000	725,000	28,000	753,000	177,191	54,385	603,000	0	0	0	0	0	0	0	0
Library Books																
Library Collections	1,000,000	0	1,000,000	0	1,000,000	1,667,531	335,165	0	(15,000)	0	(15,000)	0	(15,000)	(15,000)	(14,058)	0
Off Street Car parks																
Fearon Reserve Car Park - Resurfacing	0	20,000	20,000	(20,000)	0	1,475	1,475	0	0	0	0	0	0	0	0	0
Car Parks Renewal Program - 25/26	200,000	0	200,000	132,000	332,000	342,320	30,320	0	0	0	0	0	0	0	0	0
HC Kim Reserve, Millers Rd, Altona, Unsealed Car Park	0	0	0	0	0	10,954	10,954	0	0	0	0	0	0	0	0	0
Car Park upgrade - dust suppression works at High Patronage Recreation Reserves	300,000	0	300,000	0	300,000	10,000	0	300,000	0	0	0	0	0	0	0	0
Alma Avenue Shopping Precinct Masterplan Implementation and Carpark	0	0	0	425,000	425,000	451,322	264,880	0	0	0	0	0	0	0	0	0
Other Income																
Altona Sports Centre Extension	0	0	0	0	0	0	0	0	0	0	0	0	0	(258,750)	(258,750)	0
Altona Meadows Library Building Renewal & Energy Efficiency Upgrades (Altona Meadows Excellence Hub)	0	0	0	0	0	0	0	0	0	0	0	(16,977)	(16,977)	(28,930)	(28,930)	0
Blenheim Road, Altona North, between Wood Street & Mason Street (Stage 2) [3]	0	0	0	0	0	0	0	0	0	(90,000)	(90,000)	0	(90,000)	(90,000)	0	0
Truman Street, South Kingsville, between Aloha Street & Brunel Street [5]	0	0	0	0	0	0	0	0	0	(88,758)	(88,758)	0	(88,758)	(88,758)	0	0
Aloha Street, South Kingsville, between New St & Stephenson St [5]	0	0	0	0	0	0	0	0	0	(80,000)	(80,000)	0	(80,000)	(80,000)	0	0
Robina Scott 3 Yr. Kindergarten - Building Blocks Inclusion Grant	0	0	0	0	0	0	0	0	0	0	0	(60,631)	(60,631)	(60,631)	0	0
Paisley Park Pedestrian Safety Lighting and Car Park Improvements - Hobsons Bay Council - Grant Agreement	0	0	0	0	0	0	0	0	0	0	0	(50,000)	(50,000)	(50,000)	0	0
AW Langshaws Reserve, Altona North - Sports Ground Floodlighting	0	0	0	0	0	0	0	0	0	0	0	(45,000)	(45,000)	(45,000)	0	0
Keen Street, Newport [3]	0	0	0	0	0	0	0	0	0	0	0	(30,000)	(30,000)	(30,000)	0	0

Capital Works Program 2025-26	EXPENDITURE								INCOME							
	New Works	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed Carryover / (Brought Forward)	New Income	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed (Carryover) / Brought Forward
HC Kim Reserve, Female Friendly New Pavilion (Incl immediate carpark & footpath works only) - Package 1	0	0	0	0	0	0	0	0	0	0	0	(24,991)	(24,991)	(24,991)	0	0
Other Infrastructure																
Heritage & Cultural Interpretation Signage - New	40,000	0	40,000	20,000	60,000	60,000	1,764	0	0	0	0	0	0	0	0	0
Botanic Gardens Gates and Dean Bowen Lights (3 x art works)	0	0	0	20,000	20,000	33,337	33,337	0	0	0	0	0	0	0	0	0
Parks and Open Space																
Fencing Renewal Program - 25/26	150,000	0	150,000	15,000	165,000	165,000	43,185	0	0	0	0	0	0	0	0	0
Irrigation System Renewal	25,000	0	25,000	0	25,000	25,000	22,271	0	0	0	0	0	0	0	0	0
John Listen Fence Renewal	280,000	120,000	400,000	14,000	414,000	436,884	22,884	0	0	0	0	0	0	0	0	0
Leo Hoffman Reserve, Newport - Neighbourhood park Upgrade - play space + open space + Irrigation	0	0	0	66,000	66,000	40,143	6,769	0	0	0	0	0	0	(10,958)	(10,958)	0
Alma Avenue Reserve, Altona Meadows - Local Park Upgrade - play space	0	0	0	0	0	12,401	12,401	0	0	0	0	0	0	0	0	0
Community Gardens Development (Brooklyn Reserve, Market Street and Altona Community Gardens)	0	0	0	0	0	9,758	9,758	0	0	0	0	0	0	0	0	0
Open Space Forward Design	150,000	0	150,000	136,500	286,500	195,259	57,741	160,000	0	0	0	0	0	0	0	0
Open Space Asset Renewal Program - 25/26	210,000	0	210,000	0	210,000	302,113	117,887	0	0	0	0	0	0	0	0	0
AW Bond Reserve - New Sportsfield Fence	50,000	0	50,000	0	50,000	36,140	36,140	0	0	0	0	0	0	0	0	0
Project 2 - Greening Your Neighbourhood Project																
2.2 Green Avenues (Eames Av Footpath)	0	0	0	285,000	285,000	304,673	19,673	0	0	0	0	0	0	0	0	0
Multi-Modal Network - Better Connected Plan	0	180,000	180,000	0	180,000	110,000	0	70,000	0	0	0	0	0	0	0	0
Better Places - The Zone, Paisley Local Park, Altona North, New Open Space	350,000	230,000	580,000	4,000	584,000	584,000	127,658	0	(250,000)	0	(250,000)	225,000	(25,000)	(25,000)	0	0
New Community Garden, Leo Hoffman, Newport	75,000	0	75,000	0	75,000	178,427	28,255	(100,000)	0	0	0	0	0	0	0	0
Cameron Avenue Reserve, Altona Meadows - Local Park Upgrade	75,000	0	75,000	0	75,000	83,042	34,292	0	0	0	0	0	0	0	0	0
New Community Garden, Williamstown	150,000	0	150,000	0	150,000	157,777	29,777	0	0	0	0	0	0	0	0	0
Carinza Reserve, Seabrook - Neighbourhood Park Upgrade	75,000	0	75,000	0	75,000	86,890	38,740	0	0	0	0	0	0	0	0	0
Duke St Reserve, Altona North - Local Park Upgrade	75,000	0	75,000	0	75,000	75,447	34,752	0	0	0	0	0	0	0	0	0
Edina St Reserve, Williamstown - Local Park Upgrade	525,000	0	525,000	0	525,000	380,000	30,905	145,000	0	0	0	0	0	0	0	0
Long, R.V. Reserve, Williamstown North, Neighbourhood Park Upgrade	75,000	0	75,000	0	75,000	52,000	26,187	23,000	0	0	0	0	0	0	0	0
Williamstown Beach Coastal Protection & Access Assessment (Foreshore Future Design)	0	0	0	13,000	13,000	23,964	23,964	0	0	0	0	0	0	0	0	0
Altona Beach Entry and Esplanade, Redevelopment	2,100,000	615,000	2,715,000	(1,015,000)	1,700,000	988,903	890,538	0	0	0	0	(25,000)	(25,000)	(25,000)	0	0
Burgoyne Reserve, from Stevedore St to Mariner St - Seawall repair works	0	720,000	720,000	240,000	960,000	985,110	717,252	0	0	0	0	(500,000)	(500,000)	(500,000)	0	0
Project 4 - Better Villages - Woods / Lohse Street Village Master Plan (Incl. Central Park Upgrade)	0	0	0	0	0	2,098	2,098	0	0	0	0	0	0	0	0	0
Better Places - McCormack District Park, Laverton, Upgrade, Stage 2	2,800,000	300,000	3,100,000	20,000	3,120,000	3,127,500	790,924	27,500	0	0	0	0	0	(7,558)	(7,558)	0
Project 10 - Love Our Parks - Mary Street Reserve Upgrade & Irrigation	0	1,410,000	1,410,000	38,000	1,448,000	221,549	44,461	1,250,000	0	0	0	0	0	0	0	0
Pipeline Reserve, Seabrook Inclusive Playspace Upgrade	0	8,500	8,500	0	8,500	10,120	10,120	0	0	0	0	0	0	0	0	0
Cherry Lake All Abilities Playground - Design	0	105,000	105,000	(35,000)	70,000	75,229	5,229	0	0	0	0	0	0	0	0	0
Stirling, G.F. Reserve, Altona Meadows - Local Park Upgrade	75,000	0	75,000	0	75,000	77,851	39,481	0	0	0	0	0	0	0	0	0
The Strand Irrigation renewal- Construction stage 1	190,000	0	190,000	0	190,000	5,000	2,650	265,000	0	0	0	0	0	0	0	0
The Strand and Cenotaph Williamstown - Irrigation Renewal and Newport Park Athletics irrigation design & construction	0	80,000	80,000	0	80,000	27,280	27,280	0	0	0	0	0	0	0	0	0
McCormack Park, Laverton - Irrigation Renewal	0	0	0	35,000	35,000	4,385	4,385	0	0	0	0	0	0	0	0	0
Truganina Explosives Reserve Masterplan Implementation	0	0	0	0	0	3,135	3,135	0	0	0	0	0	0	0	0	0
Williamstown Botanic Gardens Master Plan Implementation	60,000	0	60,000	0	60,000	60,000	12,060	0	0	0	0	0	0	0	0	0
AW Bond Reserve Fencing and Lighting Upgrades	0	170,000	170,000	(170,000)	0	212,172	203,056	0	0	0	0	0	0	(200,000)	(20,000)	0
Plant, Machinery and Equipment																
Fleet - Major Plant Replacement	2,300,000	0	2,300,000	(83,000)	2,217,000	3,628,000	1,234,433	0	0	0	0	0	0	0	0	0
Passenger vehicle replacement program	1,800,000	1,210,000	3,010,000	0	3,010,000	1,800,000	0	0	0	0	0	0	0	0	0	0
Fleet - Minor Plant Replacement	250,000	0	250,000	201,000	451,000	251,650	1,650	0	0	0	0	0	0	0	0	0
Recreations, Leisure and Comm																
Fearon Reserve Box Lacrosse renewal	0	0	0	26,500	26,500	36,828	6,285	8,500	0	0	0	0	0	0	0	0

Capital Works Program 2025-26	EXPENDITURE								INCOME							
	New Works	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed Carryover / (Brought Forward)	New Income	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed (Carryover) / Brought Forward
Altona Green court renewal	0	0	0	0	0	2,622	2,622	0	0	0	0	0	0	0	0	0
JK Grant Oval 2, Altona, Sportsground Redevelopment	100,000	0	100,000	0	100,000	103,651	42,316	0	0	0	0	0	0	0	0	0
Recreation Infrastructure, Renewal & Design	140,000	0	140,000	0	140,000	243,988	36,012	0	0	0	0	0	0	0	0	0
Williamstown Beach Tennis Pavilion, structural assessment	0	0	0	30,000	30,000	33,655	9,655	0	0	0	0	0	0	0	0	0
Duane Reserve Future Direction Action Plan	0	0	0	0	0	100,906	906	0	0	0	0	0	0	(100,000)	(90,000)	0
Roads																
Douglas Pde Road and Drainage works from North Rd to Bunbury Street	0	1,400,000	1,400,000	186,000	1,586,000	1,695,488	1,656,529	0	0	0	0	0	0	0	0	0
Road Resurfacing Renewal Program - 25/26	3,350,000	(1,100,000)	2,250,000	(769,607)	1,480,393	1,509,863	431,066	0	0	0	0	(477,000)	(477,000)	(477,000)	0	0
Sutton Street, South Kingsville - Essential Renewals: Road Resurfacing, Kerb & Channel, and Drainage Works	0	0	0	0	0	323,495	163,676	0	0	0	0	0	0	0	0	0
Community Responsive Works - 24/25 - Raised Pedestrian Crossing	0	313,000	313,000	(3,000)	310,000	335,477	131,573	0	0	0	0	0	0	0	0	0
Mintaro Way	150,000	79,000	229,000	40,000	269,000	229,000	0	0	0	0	0	0	0	0	0	0
Traffic Management Devices Renewal Program	0	112,000	112,000	35,000	147,000	153,191	6,191	0	0	0	0	0	0	0	0	0
Transport Safety Improvement Program - Grieve Parade and Charles Road - Traffic Works	0	112,000	112,000	35,000	147,000	153,191	6,191	0	0	0	0	0	0	0	0	0
Streets For People - 40km/h zones and local calming Site 1 - Delivery - Reed Street	0	134,000	134,000	14,000	148,000	44,784	14,784	110,000	0	0	0	(30,000)	(30,000)	(30,000)	0	0
Nelson Place Pedestrian Safety Improvements	0	0	0	20,000	20,000	20,000	805	0	0	0	0	(11,200)	(11,200)	(11,200)	0	0
Transport Safety Improvement Program - McIntosh Rd at Mills St - Pedestrian Access Improvements & Drainage - Hall St, Spotswood, Hudsons Rd to End	0	300,000	300,000	0	300,000	798,024	165,515	0	0	0	0	0	0	0	0	0
Transport Safety Improvement Program - Annunciation Primary School - Safe Travel Around Schools Year 2	0	0	0	0	0	19,038	19,038	0	0	0	0	0	0	0	0	0
Bayview street Williamstown High School Crossing Upgrades - TAC Infrastructure	0	183,000	183,000	(5,000)	178,000	179,667	15,718	0	0	0	0	(5,300)	(5,300)	(5,300)	0	0
Maddox Road, Newport, Traffic & Community Safety Enhancement	1,670,000	135,000	1,805,000	(28,000)	1,777,000	1,777,000	5,221	0	(300,000)	0	(300,000)	0	(300,000)	(300,000)	0	0
Transport Safety Improvement Program - Pier Street/Blyth Street wombat Crossing	0	355,000	355,000	0	355,000	380,666	29,066	0	0	0	0	0	0	0	0	0
Street Lighting LED Upgrade Program	0	0	0	15,000	15,000	16,759	1,759	0	0	0	0	0	0	0	0	0
Project 5 - Streets For People (5.1 The Link)	0	0	0	63,000	63,000	71,816	18,646	0	0	0	0	0	0	0	0	0
The Green Line program - Design	0	25,000	25,000	25,000	50,000	54,408	6,208	0	0	0	0	45,000	45,000	45,000	0	0
Ross Road Altona North Construction - Mills Street to Blenheim Rd, including carpark and shared trail	0	0	0	0	0	91,452	14,900	0	0	0	0	(1,252,500)	(1,252,500)	(1,252,500)	(417,500)	0
Better Places - Hudsons Rd, (Melbourne Rd to Forrest St), Spotswood, Drainage, Rehab & Streetscape Design	100,000	0	100,000	0	100,000	100,000	0	0	0	0	0	0	0	0	0	0
Railway Pl, Williamstown, Traffic & Community Safety Upgrades	530,000	0	530,000	0	530,000	531,527	95,606	0	0	0	0	0	0	0	0	0
Kerb & Channel Renewals - 25/26	800,000	0	800,000	(100,000)	700,000	490,531	140,520	0	0	0	0	0	0	0	0	0
Ann St, (Aitken St to Cecil St), Williamstown, Road Rehab	50,000	0	50,000	0	50,000	54,302	22,502	0	0	0	0	0	0	0	0	0
High St, Laverton, Road Resurfacing & Traffic Improvement	750,000	0	750,000	0	750,000	743,825	19,325	0	0	0	0	0	0	0	0	0
Douglas Parade Safety Improvements - between North Road and Ferguson Street, Williamstown	400,000	0	400,000	0	400,000	57,364	7,364	340,000	(368,000)	0	(368,000)	0	(368,000)	(368,000)	0	0
Knight Bridge Avenue, Traffic Improvement, Altona Meadows	950,000	0	950,000	0	950,000	18,949	18,949	0	0	0	0	0	0	0	0	0
Project 6.3 - The Green Line (South) - Hall Street between High Street and Burleigh	0	980,000	980,000	0	980,000	986,999	585,203	0	0	0	0	0	0	0	0	0
Hannan Street, Williamstown, from Esplanade to Collins Street	0	1,400,000	1,400,000	415,000	1,815,000	1,998,608	1,522,985	0	0	0	0	0	0	0	0	0
Minor Rehab - Mills Street, Altona North - from Ross Rd to McIntosh Rd + drainage Ross Rd to Hendren	0	25,000	25,000	0	25,000	25,000	0	0	0	0	0	0	0	0	0	0
Woods Street, (Maddox Rd to Clyde St), Newport, Road Rehab	1,050,000	0	1,050,000	47,000	1,097,000	1,098,980	14,837	0	0	0	0	0	0	0	0	0
Deborah Lane, (Western Side of 32 Mason to Rear of 7 Schutt St), Newport, Road Rehab	300,000	30,000	330,000	0	330,000	423,478	16,016	0	0	0	0	0	0	0	0	0
Better Places - Maher Rd, (Thomas St to Bladin St), Laverton, Road Rehab	1,170,000	0	1,170,000	45,000	1,215,000	1,181,659	15,639	0	0	0	0	(13,803)	(13,803)	(13,803)	0	0
Paxton St, (Brunel St to Aloha St), South Kingsville, Road Rehab	600,000	0	600,000	30,000	630,000	986,288	372,303	0	0	0	0	0	0	0	0	0
Marigold Ave, Altona North - Kyle Rd to Millers Rd	0	0	0	35,000	35,000	35,000	0	0	0	0	0	0	0	0	0	0
Export Drive, (Francis St to End), Brooklyn, Road Rehab	150,000	0	150,000	30,000	180,000	180,000	1,725	0	0	0	0	0	0	0	0	0

Capital Works Program 2025-26	EXPENDITURE								INCOME							
	New Works	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed Carryover / (Brought Forward)	New Income	Budget Carried Over	Adopted Budget	Post Budget adjustments	Revised Budget	New Forecast	YTD Actuals	Proposed (Carryover) / Brought Forward
Barnes Rd, (Chambers Rd to Blomberg Rd), Altona North, Road Rehab	500,000	0	500,000	16,000	516,000	516,000	6,221	0	0	0	0	0	0	0	0	0
Galatea Court (Bend To End), Williamstown , Road Rehab	630,000	(600,000)	30,000	404,000	434,000	0	0	0	0	0	0	0	0	0	0	0
Basil St, (Rosshire Rd to Woods St), Newport, Road Rehab	40,000	0	40,000	0	40,000	1,099,863	34,545	(1,050,000)	0	0	0	0	0	0	0	0
Better Places - The Green Line (East-West) - Birmingham St (Hick St to Melbourne Rd), Road Rehab	460,000	0	460,000	0	460,000	580,903	429,577	0	(168,711)	0	(168,711)	0	(168,711)	(168,711)	0	0
Wren St, Altona, Traffic & Community Safety Upgrades	255,000	0	255,000	0	255,000	255,000	25,566	0	0	0	0	0	0	0	0	0
Melbourne Rd & Perry St, Williamstown, Pedestrian Crossing Upgrade	190,000	0	190,000	0	190,000	190,000	10,675	0	(100,000)	0	(100,000)	0	(100,000)	(100,000)	0	0
Stevedore Street Safety Improvements - between Melbourne Road and The Strand, Williamstown	200,000	0	200,000	0	200,000	130,000	0	70,000	(161,000)	0	(161,000)	0	(161,000)	(161,000)	0	0
Linden St, Altona Meadows, Road Safety Enhancement	450,000	0	450,000	0	450,000	138,000	8,314	312,000	0	0	0	0	0	0	0	0
Ararat Street - Mason Street to Hansen Street- full Road Rehab.	780,000	0	780,000	0	780,000	780,000	481,282	0	0	0	0	0	0	0	0	0
Cemetery Rd, (Francis St To Geelong Rd), Brooklyn, Road Rehab	50,000	0	50,000	0	50,000	37,500	0	0	0	0	0	0	0	0	0	0
Fifth Avenue, (Hendren St to Mason St), Altona North, Road Rehab	50,000	0	50,000	0	50,000	66,189	34,978	0	0	0	0	0	0	0	0	0
Geelong Rd (Service Rd) Cemetery Rd to Railway Tracks, Brooklyn, Road Rehab	50,000	0	50,000	0	50,000	48,519	16,019	0	0	0	0	0	0	0	0	0
Horsburgh Drive, (1st Median Break to 3rd Median Break), Altona North, Road Rehab	1,150,000	0	1,150,000	0	1,150,000	1,150,000	0	0	(763,470)	0	(763,470)	0	(763,470)	(763,470)	0	0
New Street, (Aloha St to Blackshaw Rd), South Kingsville, Road Rehab	50,000	0	50,000	0	50,000	57,789	25,039	0	0	0	0	0	0	0	0	0
Ramsay St, (Burleigh St to Craig St), Spotswood, Road Rehab	450,000	0	450,000	0	450,000	450,000	14,252	0	0	0	0	0	0	0	0	0
Right of Ways, (Northern side of 4 Aviation Rd to rear of 6 Aviation), Laverton, Road Rehab	50,000	0	50,000	0	50,000	0	0	0	0	0	0	0	0	0	0	0
Right of Ways, (Rear of 5 Triholm Av to 9 Triholm Av), Laverton, Road Rehab	50,000	0	50,000	0	50,000	0	0	0	0	0	0	0	0	0	0	0
Saltley St., (Brunel St to Aloha St), South Kingsville, Road Rehab & Drainage Upgrade	90,000	0	90,000	0	90,000	104,554	28,054	0	0	0	0	0	0	0	0	0
Stephenson St, (Aloha St to Blackshaw Rd) South Kingsville, Road Rehab	600,000	0	600,000	40,000	640,000	53,570	23,195	548,000	0	0	0	0	0	0	0	0
Wright St, (Thomas St to Bladin St), Laverton, Road Rehab	30,000	0	30,000	0	30,000	29,897	29,897	0	0	0	0	0	0	0	0	0
Significant Operational Projects																
Actuals Clearing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tree Planting - Urban Forest Program	695,000	380,000	1,075,000	(10,000)	1,065,000	1,065,000	88,503	0	0	0	0	0	0	0	0	0
Better Places - City Image and place making Program - Greening Brooklyn	0	0	0	272,000	272,000	460,858	142,601	0	0	0	0	0	0	0	0	0
Biodiversity Strategy Implementation Works	270,000	70,000	340,000	(8,000)	332,000	272,000	52,658	60,000	0	0	0	0	0	0	0	0
Street Lighting - Minor Works	100,000	0	100,000	109,000	209,000	209,000	3,723	0	0	0	0	0	0	0	0	0
Cultural Heritage Future Conservation Works - Renewal	10,000	48,500	58,500	(48,500)	10,000	10,000	0	0	0	0	0	0	0	0	0	0
Public Art New	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Love Our Parks - Riverside Master Plan	0	0	0	22,500	22,500	22,500	0	0	0	0	0	0	0	0	0	0
Project 2.1 - Cooler Streets	0	0	0	40,000	40,000	0	0	0	0	0	0	0	0	0	0	0
Burns Road Dumping Issues and clean-up of dumped waste	650,000	0	650,000	0	650,000	650,000	1,953	0	0	0	0	0	0	0	0	0
Paisley Park Soccer Pavilion, Newport, Concept Design	100,000	0	100,000	0	100,000	137,364	2,364	22,500	0	0	0	0	0	0	0	0
Former Landfill Sites, Gas Risk Testing	145,000	200,000	345,000	(30,000)	315,000	453,295	177,571	0	0	0	0	0	0	0	0	0
Coastal Planning Forward Design	100,000	0	100,000	36,500	136,500	136,500	57,950	0	0	0	0	0	0	0	0	0
Waste management																
Waste & Recycling Management - New Assets	0	805,000	805,000	(805,000)	0	0	0	0	0	0	0	0	0	0	0	0
Public Bin Standardisation Project - Stage 2	100,000	231,000	331,000	(3,000)	328,000	328,000	10,504	0	0	0	0	0	0	0	0	0
	47,265,000	18,815,200	66,080,200	2,767,693	68,847,893	60,149,501	15,640,576	9,941,500	(2,489,203)	(5,847,769)	(8,336,972)	(1,699,090)	(10,036,061)	(11,748,631)	(1,303,396)	0

7.2.2 Capital Works Progress Report FY2025-26 Q2

Directorate: Infrastructure and City Services

Responsible Officer: Manager Projects and Infrastructure

Attachments: 1. Capital Works Q2 FY 25-26 - Report v8 [7.2.2.1 - 24 pages]

Purpose

To provide Council with the second quarter status update on the delivery of the 2025-26 Capital Works Program (CWP).

Recommendation

1. That Council:

- 1.1. Receives the Quarterly Capital Work Program Status Report as at 31 December 2025 (Attachment 1).**
- 1.2. Approves and notes the identified forecast budget adjustments to projects within the 2025-26 Capital Works Program in accordance with the Capital Works Framework.**

Executive Summary

- 2. The 2025–26 Capital Works Program, as at 31 December 2025:**
 - 2.1. \$15.641 million of the \$68.848 million Revised Budget has been expended (23%).**
 - 2.2. \$9.942 million (14% of budget) is expected to be carried forward into 2026–27 due to delays in several key projects.**

Background

- 3. The 2025-26 Capital Works Program Revised budget is \$68.848 million, including \$47.265 million of new works and \$21.583 million of carryover works, as pictured in Figure 1.**

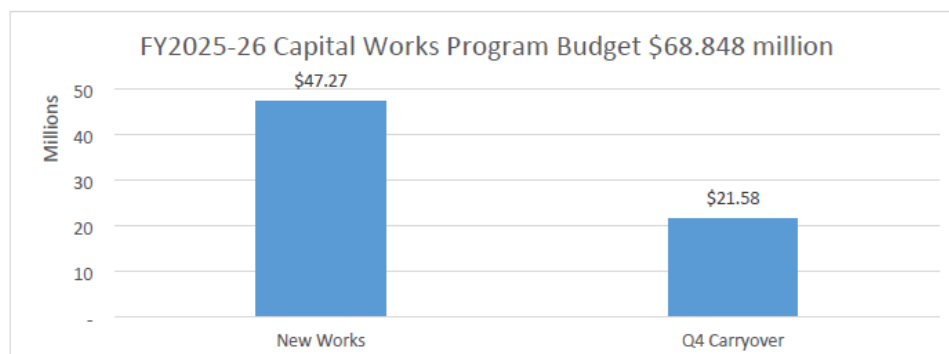


Figure 1: 2025-26 Capital Works Program Revised Budget

4. As illustrated in Figure 2, project status is tracked via milestones (Plan, Design, Procure, Execute, Handover, Completed, Deferred), which ensure structured delivery aligned with Council priorities.

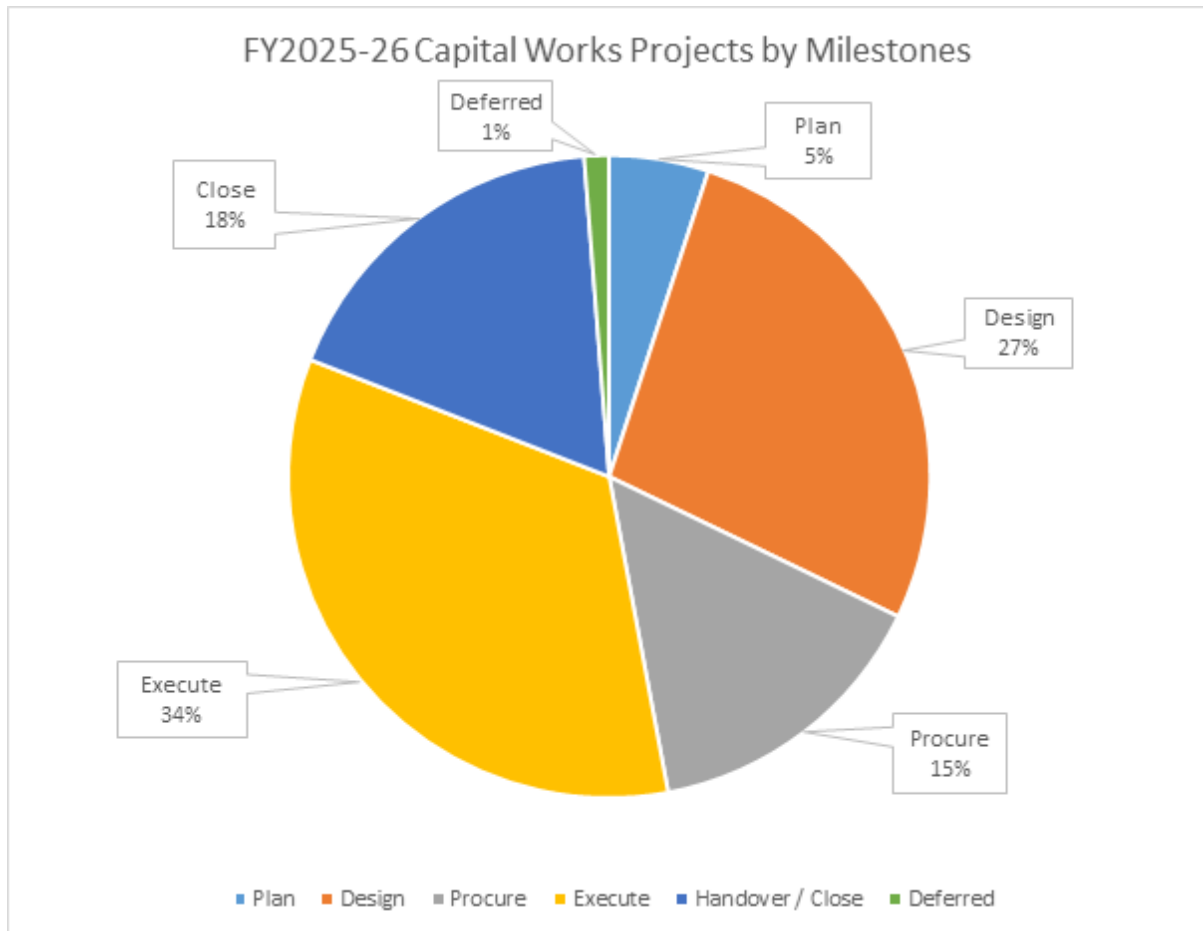


Figure 2: Current status of capital works projects for by milestones.

5. In Council projects, milestones – Plan, Design, Procure, Execute, Handover and Complete – define the project's status, ensuring structured and transparent delivery. Plan sets objectives, scope, budget and timelines aligned with Council priorities. Design develops detailed plans and ensures compliance with standards. Procure secures contractors and resources through transparent processes. Execute delivers the project, managing activities, progress and issues. Handover and Complete ensure quality outcomes, finalises deliverables and reports back to Council and the community.

Discussion

2025-26 Capital Works Program Expenditure and Carryovers

6. Capital expenditure over the last six financial years, as shown in Figure 3.

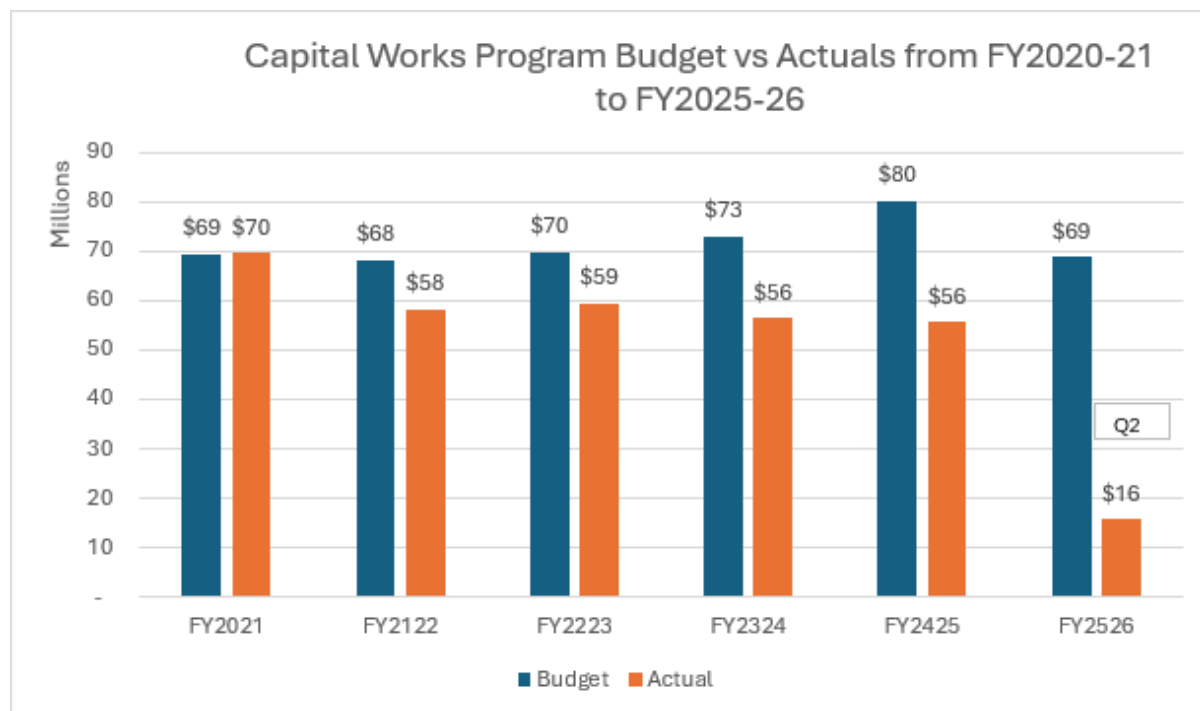


Figure 3: Capital Works Program budget vs actuals from 2020-21 to 2025-26 as at end of Q2.

2025-26 Capital Works Program – Q2 Update

7. At the end of Quarter 2 (Q2), it has been identified that approximately \$9.942 million will be carried over to the 2026-27 Capital Works Program.
8. Projects with a carryover greater than \$1 million include the Williamstown Swimming and Life Saving Club redevelopment, with \$5.382 million to be carried over as project approvals remain ongoing. The Mary Street Reserve and Irrigation Upgrade project is currently pending a decision by VCAT and is projected to carry \$1.25 million over into the following financial year.
9. Comprehensive coverage of all active projects, associated carryovers and the rationale is provided in Attachment 1.

2025–26 Forecast Adjustments

10. In line with the Capital Works Framework Principle 5 – Performance Reporting, budget adjustments must be reported, and certain changes require Council approval. Before recommendation, the Project Manager submits a Change Request form detailing rationale, costs, justification and timing. This is reviewed by the supervisor, Project Sponsor, Project Management Office Coordinator and considered at the Managers' Meeting. Where needed, it is escalated to Council.

11. The following change request has been reviewed and are recommended for Council approval in accordance with the Capital Works Framework.

CR#1285 – Melbourne Road & Perry Street, Williamstown, Pedestrian Crossing Upgrade

12. This project has a funding allocation of \$148,000 to deliver pedestrian safety upgrades at the intersection of Melbourne Road and Perry Street, Williamstown, including a raised pedestrian crossing, stormwater drainage replacement, line marking and associated kerb and pathway works.
13. This project responds to community enquiries received by Council regarding pedestrian safety at this location. The original scope focused on a raised pedestrian crossing; however, the design has since been expanded to incorporate broader intersection upgrades to improve safety, reduce traffic speeds through narrowed road widths and enhance accessibility to nearby community facilities.
14. The updated design and investigations have identified additional requirements not included in the original allocation. This includes disposal of contaminated Category C soil, provisional sums, price variations and contingency allowances. Due to these factors, the construction estimate is \$400,000, resulting in a funding shortfall of \$252,000.
15. **Net Cost Impact:** \$252,000 shortfall.
16. **Recommendation:** That Council approve the additional allocation of \$252,000.
17. The following change requests have been approved and actioned by officers under delegation, in line with the Framework.

CR#1259 – Waste & Recycling Management – New Assets

18. The revised project scope has been confirmed, removing the RFID component and closing the project. The original 2021 scope included standardising bin lid colours and retrofitting older bins with electronic serial numbers (RFIDs). A review of the RFID component found that the cost and level of community disruption outweighed the expected benefits. In May 2025, ELT endorsed removing RFIDs from the scope. This change has resulted in confirmed savings of \$825,280, which will be returned to the Waste Reserve.
19. **Net Cost Impact:** \$825,280 saving returned to the Waste Reserve.
20. **Recommendation:** That Council note the reduction in project scope and the resulting savings of \$825,280, which have been returned to the Waste Reserve Fund.

CR#1313 – Altona Beach Entry and Esplanade Redevelopment

21. Construction of the beach entry extension, the permanent closure of the road between Pier Street and Bent Street, and integration works with the Weaver Reserve project have been completed. At project close, a surplus of \$260,000 was identified.

22. **Net Cost Impact:** \$260,000 surplus.

23. **Recommendation:** That Council note the project surplus of \$260,000 and that the expenditure forecast has been updated and reported to Finance accordingly.

CR#1318 – Leo Hoffmann Reserve, Newport – Neighbourhood Park Upgrade – play space + open space + Irrigation

24. The project has been completed. A surplus of \$32,000 has been identified.

25. **Net Cost Impact:** \$32,000 surplus returned.

26. **Recommendation:** That Council note the project surplus of \$32,000 and that the expenditure forecast has been updated and reported to Finance accordingly.

CR#1319 – Pipeline Reserve, Seabrook Inclusive Playspace Upgrade

27. The project has been completed. A surplus of \$2,540 has been identified.

28. **Net Cost Impact:** \$2,540 surplus returned.

29. **Recommendation:** That Council note the project surplus of \$2,540 and that the expenditure forecast has been updated and reported to Finance accordingly.

CR#1287 – Better Places: The GreenLine (East-West) - Birmingham Street (Hick Street to Melbourne Rd) – Shared Path Construction

30. This project delivers a shared path along Birmingham Street between Hick Street and Melbourne Road, forming part of the Greenline initiative. The updated construction estimate is \$463,469 compared with the original \$422,000 allocation, creating a shortfall of \$41,469.

31. **Net Cost Impact:** \$41,470 additional allocation.

32. **Recommendation:** That Council note the additional \$41,470 required to complete the project was approved.

CR#1339 – Better Places: The GreenLine (East-West) - Birmingham Street (Hick Street to Melbourne Road) – Shared Path Construction

33. Additional funding of \$75,000 is required to complete the shared path works along Birmingham Street as part of the Greenline project. The shortfall is due to higher than estimated quantities of contaminated Cat D soil. Disposal was originally estimated at 629 tonnes; however, based on disposal dockets and pending works, the total is expected to reach approximately 977 tonnes.

34. **Net Cost Impact:** \$75,000 additional allocation.

35. **Recommendation:** That Council note the additional \$75,000 to complete the project was approved.

CR#1295 – Ross Road Altona North Construction – Mills Street to Blenheim Road, including carpark and shared trail

- 36. Additional works are required to complete the Ross Road construction project, including the carpark and shared trail. These works relate to essential safety measures not included in the original scope but necessary to meet regulatory requirements and ensure user safety. The additional funding required is \$78,592.
- 37. **Net Cost Impact:** \$78,592 additional allocation.
- 38. **Recommendation:** That Council note the additional \$78,592 required to complete the project was approved.

CR#1341 – Civic Centre, Replacement EV charger, Building Services, Altona

- 39. The EV charger project has been completed and a surplus of \$10,097 has been identified.
- 40. **Net Cost Impact:** \$10,097 surplus returned.
- 41. **Recommendation:** That Council note the project surplus of \$10,097 and that the expenditure forecast has been updated and reported to Finance accordingly.

CR#1327 – Hannan Street, Williamstown, from Esplanade to Collins Street

- 42. Additional funding of \$150,000 is required to complete the road resurfacing works in Hannan Street between Gellibrand Street and Osborne Street, and Osborne Street to Knight Street. These works exceed the original allocation and are necessary to finalise the resurfacing program.
- 43. **Net Cost Impact:** \$150,000 additional allocation.
- 44. **Recommendation:** That Council note the additional funding of \$150,000 to complete the project was approved.

CR#1330 – Douglas Parade road and drainage works from North Road to Bunbury Street

- 45. Additional funding of \$69,000 is required to complete the project. The increase is due to asphalt works exceeding the initial estimate, driven by an expanded pavement area required at the Wilkins Street extension. A regulation course was applied to achieve the correct design profile, and 359 metres of Bitac tape were used to seal concrete-asphalt interface cracks – scope items not included in the original estimate.
- 46. **Net Cost Impact:** \$69,000 additional allocation.
- 47. **Recommendation:** That Council note the additional \$69,000 to complete the project was approved.

CR#1340 – Baywest Latitude Facility Refurbishment, Altona

48. The \$50,000 allocated for interior renewal works in 2026-27 is being brought forward to 2025-26. These works, including kitchen sink and cabinetry replacement and renewal of kitchen and bathroom fixtures, were previously identified and validated through minor renewal planning.
49. **Net Cost Impact:** \$50,000 brought forward from FY2026-27.
50. **Recommendation:** That Council note the bringing forward of \$50,000 has been approved and that the updated expenditure forecast has been reported to Finance accordingly

CR#1345 – Williamstown Town Hall – balcony seating upgrade and floor tiles repair

51. The project involves upgrading the balcony seating at Williamstown Town Hall. A prototype restoration of an original seat, completed following advice from Planning and the Heritage consultant, was assessed as unsuitable due to structural weakness, finger entrapment risks and limited comfort. To retain heritage features, quotes were obtained for new seating incorporating elements of the original design, including reuse of the existing uprights and wooden armrests.
52. A total increase of \$118,000 is required to complete the revised scope.
53. **Net Cost Impact:** \$118,000 additional allocation.
54. **Recommendation:** That Council note the additional \$118,000 to complete the project was approved.

Financial Summary – End of Quarter 2

55. At the end of Q2, the forecast indicates a net surplus of \$469,462. This positive result is attributed to the completion of projects with actual realised savings against the allocated budget. The net surplus reflects the overall position of the capital works program budget as at the end of the second quarter. The net surplus at end of Q1 was \$719,543. The reduction is due to approved change requests under delegation in accordance with Capital Works Framework.

Quarterly Reporting Improvements

56. Following the endorsement of the Capital Works Framework, enhancements are being progressively implemented in Council's quarterly Capital Works reporting.
57. Full integration with the Framework commenced in Quarter 2, 2025–26, with all forecast adjustments and project changes now reported to Council, and approvals sought in accordance with the Framework's governance requirements.
58. Further improvements planned from Quarter 3, 2025–26, will continue to strengthen transparency, governance and consistency across the program. These enhancements

align with Principle 5 – Performance Reporting, reinforcing accountability to Council and the community.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

59. Hobsons Bay 2040 Community Vision

This report relates to all priorities within the Hobsons Bay 2040 Community Vision.

60. Council Plan 2025-29

Theme 1: Healthy Community

Goal 1.1: Strengthen community connection

Goal 1.3: Promote physical and mental wellbeing

Theme 2: Sustainable Environment

Goal 2.1: Respond effectively to climate change by reducing emissions and managing risk

Goal 2.4: Promote the conservation and enhancement of our unique natural environments

Theme 3: Liveable City

Goal 3.1: Provide equitable and inclusive community infrastructure

Goal 3.3: Deliver and advocate for a safe and accessible transport network

Goal 3.5: Address drainage, flooding and stormwater concerns

Theme 4: Accountable Council

Goal 4.3: Improve financial performance of Council

Policies and Related Council Documents

61. Several Council policies and strategic plans guide the development and delivery of the Capital Works Program, including but not limited to Capital Works Framework, Council's Procurement Policy.

Legal/Statutory Obligations and Risk

62. Various project-specific and Capital Works Program-specific statutory requirements and risks are considered and addressed during the project planning and delivery phases. Council also has obligations to report on the status of the Capital Works Program as a part of its regular financial and regulatory reporting requirements.

Financial and Resource Implications

63. In June 2025 Council adopted the 2025-26 Capital Works Program budget, as shown in Figure 1. The report provides information on how Council is tracking in delivery of the program against budget, with any financial implications provided within the quarterly report.

Environmental, Social and Economic Impacts

64. Council's Capital Works Program addresses a number of environmental, social and economic issues and opportunities as identified through a range of strategies and plans endorsed by Council. Specific capital works projects further consider environmental, social and economic aspects at the planning stage, such as the capacity to source local materials and contractors, and seasonal or social implications to ensure project delivery has minimal interruption while enhancing community values and liveability.

Consultation and Communication

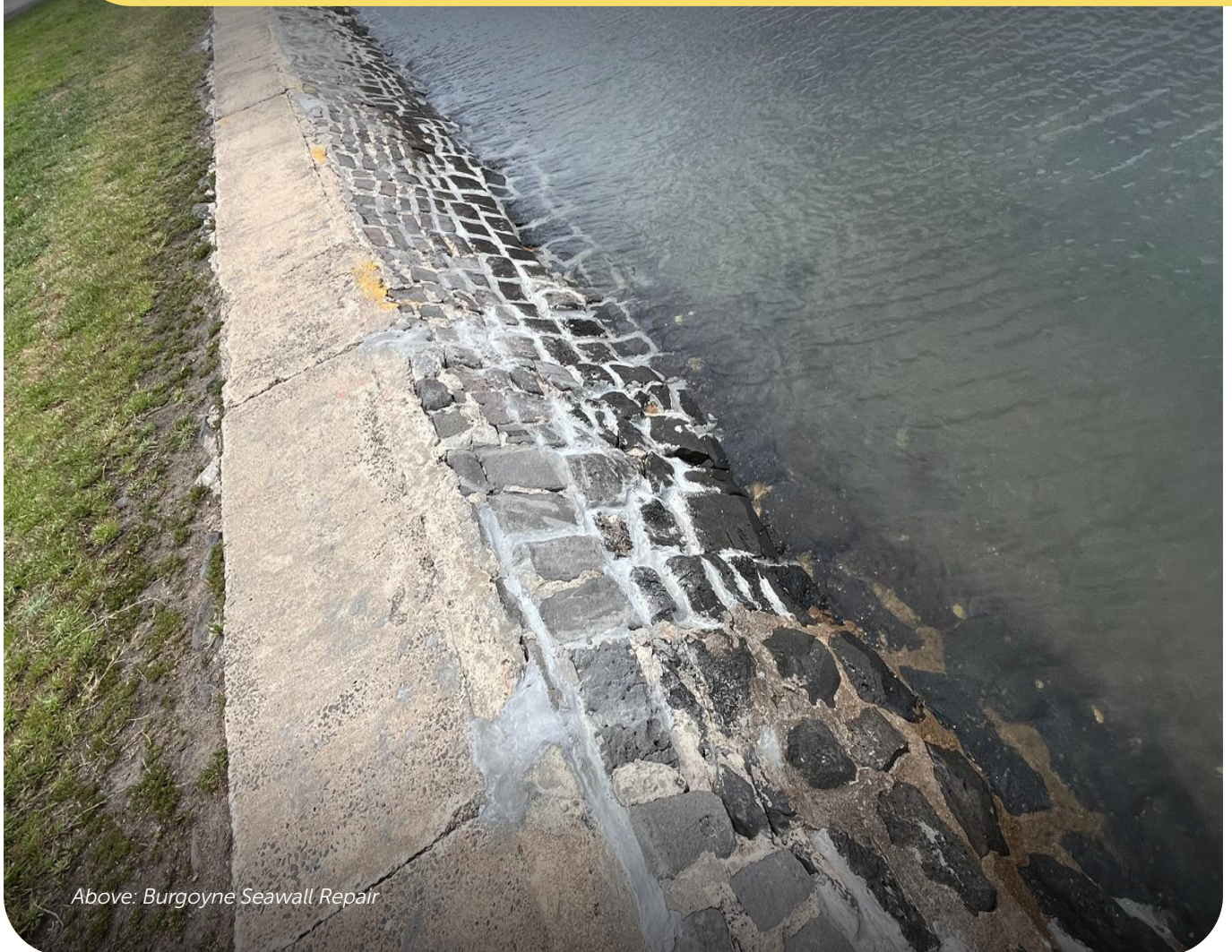
65. Since April 2018, Council has received a quarterly Capital Works Program report which provides an update on each of the projects, their financial status, and challenges and achievements. The development of the annual Capital Works Program and final endorsement forms part of Council's annual budget process.
66. The community has various opportunities to provide input to the development of the Capital Works Program, both at the project and program level. Community engagement and consultation is a key component in project planning, and this is ensured through stakeholder engagement, forums, Council's Participate Hobsons Bay website and other engagement tools.

Declaration of Conflict of Interest

67. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
68. Council staff involved in the preparation of this report have no conflict of interest in this matter.

Secoud Quarter Report

Capital Works Program 2025–26



Above: Burgoyne Seawall Repair



1. INTRODUCTION

This quarterly report is for the period of 1 October to 31 December 2025 and provides an update on the delivery of the Hobsons Bay City Council 2025-26 capital works program.

The purpose of the report is to provide Council with a progress update for the second quarter 2025–26 capital works program. The information contained within this report is made available for the community on Council’s website.

The previous quarterly reports can be accessed via Council’s website **www.hobsonsbay.vic.gov.au/currentprojects**

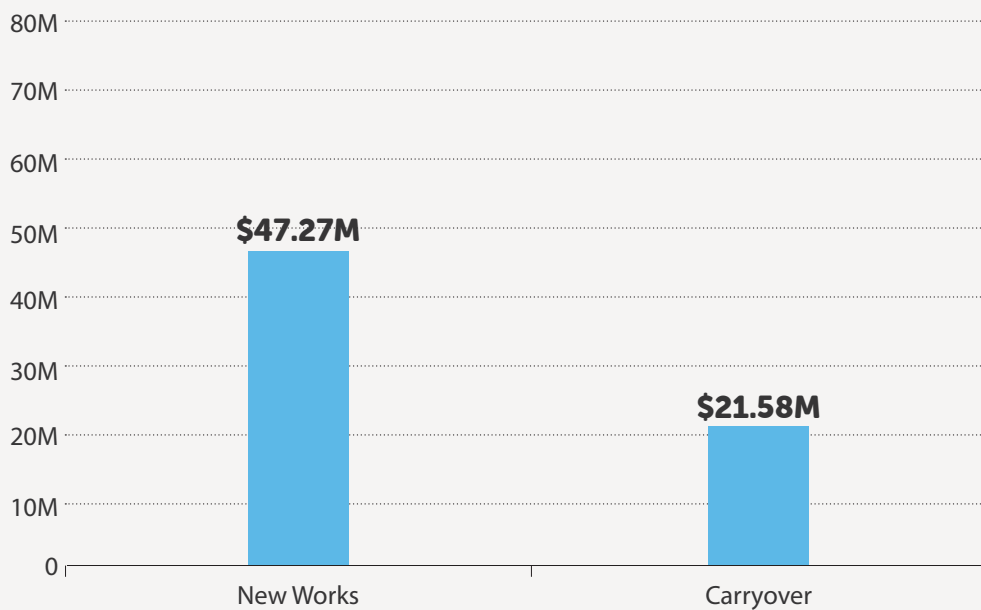
2. 2025-26 CAPITAL WORKS

Program overview

The 2025-26 Capital Works Program Revised Budget is \$68.848 million, which include \$47.27 million of New Works and \$21.58 millions of 2024-25 Carryover works.

As at the end of December 2025, \$15,641 million has been expended. This represents 23 per cent expenditure against the \$68.848 million.

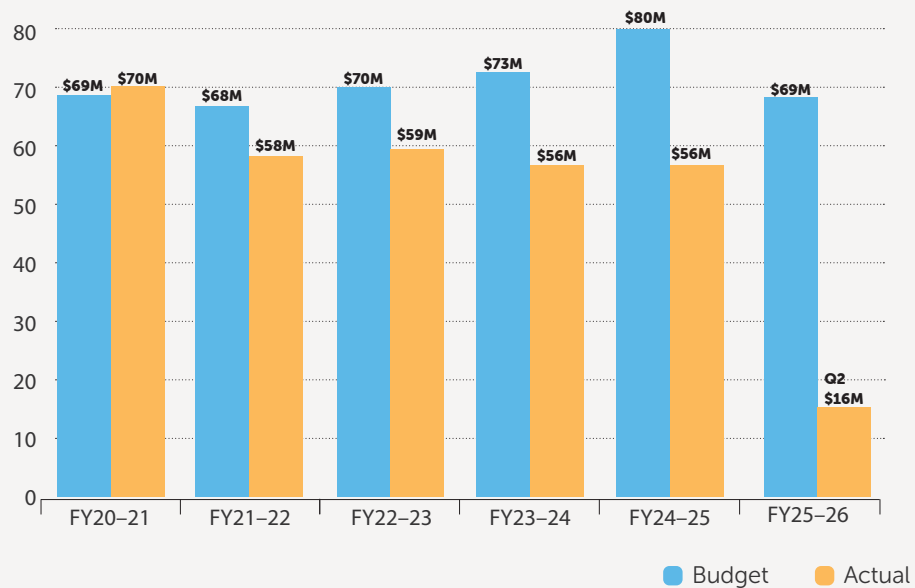
FY2025–26 Capital Works Programs Revised Budget \$68.848



Appendix A

The following graph shows the budget versus the amount that was spent for the six financial years from 2020-21 to 2025-26

Capital Works Program Budget vs Actuals FY2020-21 to FY2025-26



2025-26 Capital Works Program – Status summary report as at 31 December 2025

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Williamstown Swimming & Life Saving Club Redevelopment	5,580,000	172,117	5,382,000	Design	Currently moving through the planning permit process. \$5.382 million will likely be carried over.
Better Places - McCormack District Park, Laverton, Upgrade, Stage 2	3,155,000	795,309	27,500	Execute	Construction experienced delays due to the discovery of a latent condition involving extensive asbestos-contaminated soil. The contaminated material has since been fully remediated in accordance with Council's contamination management protocols. Overall construction progress has reached approximately 25%, with completion now forecast for June 2026.
Passenger vehicle replacement program	3,010,000	-	-	Procure	A tender is being prepared for the purchase of passenger vehicles, including vans, cars, and utes. One van has been ordered to replace a ute, a new car has been ordered for Youth Services, and one ute for the Botanic Gardens has already been received.
Fleet - Major Plant Replacement	2,217,000	1,234,433	-	Procure	A tender is currently being prepared for the purchase of five trucks scheduled for replacement in 2025–26. A tender for a new street sweeper is also being developed. RFQs have been issued for an excavator, a loader, and a backhoe loader. In addition, an eductor truck for the drainage crew has been received.
Building Renewal - Building Fabric Program	1,825,000	215,755	360,000	Execute	This program includes a range of building renewal projects addressing building fabric works such as painting, flooring, roofing, and structural rectification, in line with Council's Asset Management Plan requirements. Projects are progressing well and remain on track for completion within the 2025–26 financial year.
Hannan Street, Williamstown, from Esplanade to Collins Street	1,815,000	1,522,985	-	Execute	Works are mainly completed, with only minor items currently being finalised.
Maddox Road, Newport, Traffic & Community Safety Enhancement	1,777,000	5,221	-	Design	Finalising the design with LXP (Level Crossing Removal Project). Construction is planned to begin in September 2026, subject to LXP approval and contractor availability.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Drainage Renewal Program, incl. investigation, preparation, cleaning & minor renewal works - 25/26	1,750,000	62,348	-	Procure	The contract has been awarded to undertake investigation, cleaning, and minor repairs at drainage hot-spot locations across the municipality. Works are expected to commence in February and continue through to June
Altona Beach Entry and Esplanade, Redevelopment	1,700,000	890,538	-	Close	Project complete
Douglas Pde Road and Drainage works from North Rd to Bunbury Street	1,586,000	1,656,529	-	Close	Project complete.
Footpath Renewal Program - 25/26	1,495,500	242,106	-	Execute	Works have been awarded, with the contract scheduled to commence in February and aiming for completion by June 2026.
Road Resurfacing Renewal Program - 25/26	1,480,393	431,066	-	Execute	Under procurement, utilising the MAV Multi-Council Contract, the first phase was awarded in November, and the second phase to be awarded in February. This will conclude the program this year, containing 15 sites, with all works to be completed by June 2026.
SSK - Project 10 - Love Our Parks - Mary Street Reserve & Irrigation Upgrade	1,448,000	44,461	1,250,000	Design	Design is progressing and is nearing completion. A VCAT hearing is scheduled for early February, with an anticipated four-week lead time for a decision. Subject to the outcome, the project is aiming to go to market and commence procurement in March–April 2026.
Better Places - Maher Rd, (Thomas St to Bladin St), Laverton, Road Rehab	1,215,000	15,639	-	Execute	Design complete and construction to commence in March 2026.
ICT Capital Works Program	1,170,000	258,036	-	Execute	This program involves the renewal and upgrade of IT equipment across all library sites to support improved digital services. Works are ongoing and will be completed within the current financial year.
Horsburgh Drive, (1st Median Break to 3rd Median Break), Altona North, Road Rehab	1,150,000	-	-	Close	Project complete
Altona Hockey Club, New Sports Pavilion	1,132,000	167,391	-	Close	Project complete
Woods Street, (Maddox Rd to Clyde St), Newport, Road Rehab	1,097,000	14,837	-	Design	Finalising the design with LXR (Level Crossing Removal Project). Construction is planned to begin in September 2026, subject to LXR approval and contractor availability.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Building Renewal - Building Services Program	1,075,000	276,669	-	Execute	This program includes a range of building renewal projects addressing essential services such as HVAC, sewer, electrical, and plumbing works, in line with Council's Asset Management Plan requirements. Projects are progressing well and remain on track for completion within the 2025–26 financial year.
Tree Planting - Urban Forest Program	1,065,000	88,503	-	Execute	Tree establishment maintenance is ongoing for trees planted in 2024 and 2025. Planning is currently underway for the planting of 3,000 trees during the 2026 planting season, with planting focused in the cooler Autumn/Winter months of March to May 2026.
Wetlands Centre, HD Graham Reserve, Altona Meadows - Stage 1	1,062,000	66,582	100,000	Procure	The tender process has reached its final stage, with the draft evaluation report now completed. Contract award is anticipated in January 2026. Construction works are scheduled to commence in early 2026, with completion expected by July–August 2026, delivering upgraded landscaping works.
Library Collections	1,000,000	335,165	-	Execute	This is an ongoing program with new materials continually procured to maintain and expand the library's collection. The program ensures resources remain current and responsive to community needs.
SSK - Project 6.3 - The Green Line (South) - Hall Street between High Street and Burleigh	980,000	585,203	-	Close	Project complete.
Burgoyne Reserve, from Stevedore St to Mariner St - Seawall repair works	960,000	717,252	-	Handover	Construction complete.
Knight Bridge Avenue - Traffic Improvement, Altona Meadows	950,000	18,949	-	Close	Project closed.
Operation Centre, Altona, Offices & Amenities Renewal & Upgrade	815,000	34,593	735,000	Design	Design works are currently underway for the renewal and upgrade of office and staff amenity facilities at the Altona Operations Centre. The project will modernise workspaces, improve functionality, and address safety and compliance requirements, with construction scheduled for the next financial year. The amenities component has now progressed into the detailed design phase.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Ararat Street - Mason Street to Hansen Street- full Road Rehab.	780,000	481,282	-	Execute	We are currently waiting for Greater Western Water to complete the water main renewals. Once these works are finished, our contractor will return to Ararat St in February to complete the remaining works.
Mechanics Institute Building & Cottage	753,000	54,385	603,000	Plan	Work on the business case is progressing with the appointed consultant. The project will inform future renewal and restoration works for this significant heritage asset.
High St, Laverton, Road Resurfacing & Traffic Improvement	750,000	19,325	-	Design	We are awaiting receipt of the MOA from VicRoads. The contractor is ready to commence works as soon as it is received.
Kerb & Channel Renewals - 25/26	700,000	140,520	-	Execute	Approximately 50% of the program has been completed, with the remaining works scheduled for delivery over the coming few months, aiming for full completion by June.
Burns Road Dumping Issues and clean-up of dumped waste	650,000	1,953	-	Plan	After seeking legal advice in July 2025 regarding Council and private property obligations, further planning toward an integrated approach to addressing dumping issues at Burns Road is required due to the complexity of the site. A site meeting has been scheduled for January 2026 involving EPA, Conservation, Planning and Local Laws. The next steps include developing an action plan and strategy outlining the clean-up approach, along with measures to prevent future dumping, as the long-term conservation and future land use of the site are being determined by the Department of Transport and Planning.
Stephenson St, (Aloha St to Blackshaw Rd) South Kingsville, Road Rehab	640,000	23,195	548,000	Deferred	Works have been deferred to the next financial year due to stormwater connection works required by a developer for Precinct 15.
Paxton St, (Brunel St to Aloha St), South Kingsville, Road Rehab	630,000	372,303	-	Handover	Project complete
Better Places - The Zone, Paisley Local Park, Altona North, New Open Space	584,000	127,658	-	Execute	Construction has commenced. Melbourne Water assets run underground, and the build-over-asset approval is currently in progress, with approval anticipated in early January. Construction is targeted for completion by the end of March 2026.
South Kingsville Community Centre Roof Renewal and Visual Screening	577,000	36,672	-	Execute	Contract awarded, with construction now underway on site and completion targeted for May 2026.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Railway Pl, Williamstown, Traffic & Community Safety Upgrades	530,000	95,606	-	Design	Detailed design has commenced, and work is underway with stakeholders (Metro Trains Melbourne – MTM) to finalise the design.
Edina St Reserve, Williamstown - Local Park Upgrade	525,000	30,905	145,000	Design	Design is in progress and is expected to be finalised by mid-March, with project procurement to follow in April.
Barnes Rd, (Chambers Rd to Blomberg Rd), Altona North, Road Rehab	516,000	6,221	-	Execute	Construction has commenced on site, with completion planned for February 2026.
Bayfit Swim Centre - rectification works	500,000	6,612	-	Design	Investigation works are currently underway to address the stagnant water issue. Progress with the design phase is pending the outcomes of the new Aquatic Strategy, which will guide the next steps for project delivery.
Bridge Renewal Program - 25/26	499,000	35,395	-	Execute	Two pedestrian bridge renewal sites are planned this year at McCormack Park which is awaiting Melbourne Water approval, and Truganina Park to be awarded in February. All works are planned to be complete by June.
Kororoit Creek Shared Trail Stages 4 & 5 Enabling Activity - Land Acquisition	476,000	20,333	-	Plan	Design is complete and ongoing discussions with property owners are in progress for land adjacent to the proposed trail alignment to facilitate future construction stages.
Better Places - The Green Line (East-West) - Birmingham St (Hick St to Melbourne Rd) - Shared Path Construction	460,000	429,577	-	Execute	The majority of works have been completed. Line-marking and signage installation will follow, with full completion expected by mid-February 2026.
Fleet - Minor Plant Replacement	451,000	1,650	-	Procure	This is an ongoing program to replace small plant and equipment as required, ensuring operational efficiency and safety across Council services. The project is currently in the procurement phase.
Linden St, Altona Meadows, Road Safety Enhancement	450,000	8,314	312,000	Plan	This project forms part of the Local Area Traffic Management (LATM) Study. Planning is underway to identify suitable safety and traffic improvement measures. At this stage, it is forecast that delivery of the project will carry over into the next financial year until the LATM study is completed.
Ramsay St, (Burleigh St to Craig St), Spotswood, Road Rehab	450,000	14,252	-	Design	Design is currently in progress and will be followed by the procurement phase.
Galatea Court (Bend To End), Williamstown, Road Rehab	434,000	-	-	Close	Project complete

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Alma Avenue Shopping Precinct Masterplan Implementation and Carpark	425,000	264,880	-	Execute	Civil works have been completed, with lighting installation currently being arranged through Powercor, to be finalised before June 2026.
John Liston Fence Renewal	414,000	22,884	-	Close	Project complete
Douglas Parade Safety Improvements - between North Road and Ferguson Street, Williamstown	400,000	7,364	340,000	Design	Following the conclusion of community consultation, detailed design is in progress and is expected to be completed by April 2026.
Water Sensitive Urban Design - Renewals & Upgrade	400,000	-	-	Close	This project was initially proposed pending external funding from Melbourne Water. As no funding round will occur this year, the project has been removed from the 2025–26 Capital Works Portfolio.
Altona Theatre HVAC Upgrade	360,000	339,843	-	Handover	Works have been completed, and the project is now in the defects liability period.
Transport Safety Improvement Program - Pier Street/Blyth Street wombat Crossing - 24/25	355,000	29,066	-	Design	Construction is scheduled to commence in May/June 2026, subject to PTV (Public Transport Victoria) approval, and contractor availability.
Biodiversity Strategy Implementation Works	332,000	52,658	60,000	Execute	Planning and scheduling are underway for upcoming pest animal control activities, First Nations engagement, and citizen science programs. Spring flora and fauna surveys have also been completed in accordance with Trust for Nature guidelines.
Car Parks Renewal Program - 25/26	332,000	30,320	-	Execute	Design in progress. Works are scheduled to commence in April 2026, focusing on renewing and improving car park surfaces and accessibility across key sites, in line with Council's Asset Management Plan.
Deborah Lane, (Western Side of 32 Mason to Rear of 7 Schutt St), Newport, Road Rehab	330,000	16,016	-	Execute	Construction works have commenced and are planned for completion by April, weather-dependent.
Public Bins Upgrade Program	328,000	10,504	-	Execute	The first phase of the new litter bin surrounds has been received and will be installed by the end of February 2026, with the remaining phases scheduled for completion by June 2026.
Former Landfill Sites, Gas Risk Testing	315,000	177,571	-	Execute	Testing and reporting works are ongoing, with remaining works to be completed within the current financial year.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Community Responsive Works - 24/25 Raised pedestrian crossings on Mintaro Way	310,000	131,573	-	Execute	Civil works have been completed, and lighting installation is being arranged through Powercor, to be completed before June 2026.
Drainage works at Davies Street, Newport	302,000	24,120	-	Procure	Design has been completed, and legal matters relating to the easement are currently being clarified.
Car Park upgrade - dust suppression works at High Patronage Recreation Reserves	300,000	-	300,000	Plan	Investigation works are currently underway to inform the design.
Transport Safety Improvement Program - McIntosh Rd at Mills St	300,000	165,515	-	Execute	Works are largely completed; with the lighting upgrade, line marking, and installation of a speed cushion still outstanding.
Open Space Forward Design	286,500	57,741	160,000	Plan	Works are ongoing to develop forward designs for upcoming open space projects, supporting timely delivery in future years.
BAN - Project 2 - Greening Your Neighbourhood Project - Eames Av	285,000	19,673	-	Design	Project is currently on hold following vandalism at nearby shops. Works have been paused pending further assessment. Completion of the shop construction remains uncertain due to ongoing legal and insurance matters.
Better Places - City Image and place making Program - Greening Brooklyn	272,000	142,601	-	Handover	Construction activities are complete, and the financial close-out report has been submitted to WGTP. Community concerns relating to the project are being addressed in consultation with WGTP and the City Design team.
Traffic Management Devices Renewal Program	269,000	-	-	Procure	Site selection is being finalised, and the contract will be awarded shortly to progress the renewal of priority traffic management devices across the municipality.
Wren St, Altona, Traffic & Community Safety Upgrades	255,000	25,566	-	Design	Detailed design is underway and scheduled for completion by December 2025.
Kororoit Creek Shared Trail stages 4 and 5, Altona North, Construction	250,000	33,625	-	Procure	The Expression of Interest (EOI) is currently in the market and is scheduled to close at the end of January 2026. Evaluation and shortlisting of contractors will be completed by February 2026, with the Request for Tender (RFT) planned to commence in early March 2026.
Stephenson St, (Moresby St to Aloha St), South Kingsville, Road Rehab	220,000	7,127	200,000	Deferred	Works have been deferred to the next financial year due to stormwater connection works required by a developer for Precinct 16 West.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Open Space Asset Renewal Program - 25/26	210,000	117,887	-	Execute	Works are underway across multiple parks and reserves to renew aging open space assets such as play equipment and park furniture. The program is progressing well and remains on track for delivery within the current financial year.
Street Lighting - Minor Works	209,000	3,723	-	Execute	Solar lighting installations at various sites have been completed, and preparations are underway to progress further works. This is an ongoing program delivering lighting upgrades across multiple streets.
Stevedore Street Safety Improvements - between Melbourne Road and The Strand, Williamstown	200,000	-	70,000	Design	Following the conclusion of community consultation, detailed design is in progress and is expected to be completed by April 2026.
Footpath New Program - Missing Links, Laverton & Altona Meadows North	200,000	4,433	-	Procure	Design is complete. Pricing is currently in progress, with planning scheduled to be completed by April 2026.
Challis St, (Severn St to Speight St), Newport, Drainage Upgrade	200,000	18,610	-	Plan	Design works are underway.
Laverton Swim Centre, Construction, Renewal & Upgrade	198,000	1,749	-	Close	Project complete
The Strand Irrigation renewal- Construction stage 1	190,000	2,650	265,000	Procure	Design is complete, applications for power and water upgrades have been submitted, and the project has now been released for tender. Tender submissions will be reviewed to identify a contractor that delivers the best value-for-money outcome, with procurement currently in progress.
Melbourne Rd & Perry St, Williamstown, Pedestrian Crossing Upgrade	190,000	10,675	-	Design	Lighting assessment is underway. Construction is planned by June 2026.
Historical Bridge Reserve (Brooklyn), Footpath Renewal	186,000	106,653	-	Handover	Construction is complete, and the financial close-out report has been submitted to WGTP
Finch, Cobham & Kookaburra St, Altona, Drainage Upgrade	185,000	-	-	Plan	The CCTV investigation and stormwater pipe cleaning have been completed. The design for the drainage upgrade works is currently on hold pending further investigation.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Minor Drainage upgrade works along Bruce Street South	184,500	23,198	-	Procure	Detailed design has been completed. The cost estimate is finalised, and procurement is now underway.
Multi-Modal Network - Better Connected Plan	180,000	-	70,000	Procure	The Integrated Transport Strategy project has commenced and is expected to be completed by September 2026. The first stage of community engagement will commence in February 2026. A draft report will then be prepared and presented to Council for endorsement ahead of the second round of community consultation, anticipated to commence in July 2026.
Export Drive, (Francis St to End), Brooklyn, Road Rehab	180,000	1,725	-	Design	Design is currently in progress and will be followed by the procurement phase.
Williamstown Town Hall - balcony seating upgrade & floor tiles repair	180,000	19,159	-	Plan	The quotation process is underway, with quote responses currently being evaluated. Works are expected to be completed by April 2026.
Railway Avenue, Laverton - Road Rehabilitation works incl soil testing; Blackspot Funding - Traffic Treatment Works; Pedestrian Crossings; Footpath & Cycling Improvement Work (LAMP)	180,000	20,221	-	Execute	Works on Railway Avenue are underway. Awaiting permission from Metro Trains to begin roundabout works at Railway/High Street. Once approved, construction is expected to take approximately two months to complete, weather-dependent.
Bayview street Williamstown High School Crossing Upgrades - TAC Infrastructure	178,000	15,718	-	Design	Lighting assessment is underway. Construction is planned by June 2026.
Aitken St, (Parker St to Ann St), Williamstown, Drainage Upgrade	176,000	19,714	-	Design	Design works are underway.
Fencing Renewal Program - 25/26	165,000	43,185	-	Execute	Delivery of the fencing renewal program is ongoing. Significant projects include new fencing at The Pines, the Altona Miniature Railway, and the Altona Lakes Golf Club
Seabrook Community Centre & Kinder Building Renewal	165,000	-	-	Close	Project complete
Newport Community Hub, Child Safety Upgrades, Level 1	160,000	31,382	-	Design	Design has been completed, and documentation is currently being finalised for tender release.
Shared Trails Renewal Program - 25/26	150,000	130,420	-	Close	Project complete.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
New Community Garden, Williamstown	150,000	29,777	-	Design	Completed the transfer of the Committee of Management from Parks Victoria to Council. The project has now progressed to the design stage, with construction expected to commence by June 2026.
SSK - Streets For People - 40km/h zones and local calming Site 1 – Reed Street Traffic upgrade	148,000	14,784	110,000	Procure	Awaiting a lighting offer from Jemena before civil works can commence. Works are anticipated to be completed by August 2026.
Transport Safety Improvement Program - Grieve Parade and Charles Road - Traffic Works	147,000	6,191	-	Design	Detailed design has been completed, and community consultation will follow shortly. Construction is scheduled for the next financial year.
New Community Garden, Leo Hoffman, Newport	141,000	35,024	-100,000	Design	Design is complete, and the project is now progressing into the procurement phase, with contract award and project completion expected by June 2026.
Recreation Infrastructure Renewal & Design	140,000	36,012	-	Execute	Works are underway to renew and improve recreation infrastructure across multiple sites. The program is progressing well and remains on track for delivery within the current financial year.
Coastal Planning Forward Design	136,500	57,950	-	Design	Planning and design activities are currently underway
Bayfit Building Renewal – lockers upgrade	130,000	24,032	-	Close	Project complete
Altona North Library - Excellence Hubs	110,000	1,749	-	Close	Project complete
Emu Avenue, (Linnet St and Robin Ave), Altona, Drainage Upgrade	110,000	-	-	Plan	The CCTV investigation and stormwater pipe cleaning have been completed. The design for the drainage upgrade works is currently on hold pending further investigation.
Kindergarten Playspace Renewal Program	106,000	19,406	-	Execute	The program renews playground assets across several kindergarten sites, including the Altona Hub Playspace. Works are progressing well and remain on track for delivery within the current financial year.
Paisley Park Soccer Pavilion, Newport, Concept Design	100,000	2,364	22,500	Plan	Consultation with local soccer clubs is underway to inform the detailed project brief. A kickoff meeting is scheduled for early February to finalise the scope, and a designer/architect is expected to be appointed in late March.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Hobsons St, Newport - (Home Rd to Douglas Pde), Drainage Upgrade	100,000	6,606	-	Close	The CCTV investigation and stormwater pipe cleaning have been completed. No further drainage upgrade is required.
JK Grant Oval 2, Altona, Sportsground Redevelopment	100,000	42,316	-	Design	Design works are underway for the redevelopment of the oval to improve playing surface quality, drainage, and usability for community sport.
Better Places - Hudsons Rd, (Melbourne Rd to Forrest St), Spotswood, Drainage, Rehab & Streetscape Design	100,000	-	-	Design	Design works are underway.
Heavy Duty Pit Lid Upgrades - Industrial & Main Roads	100,000	20,818	-	Plan	The program is scheduled for delivery by June 2026, improving safety and durability across key industrial and main road locations.
Saltley St, (Brunel St to Aloha St), South Kingsville, Road Rehab & Drainage Upgrade	90,000	28,054	-	Design	Design is currently in progress and will be followed by the procurement phase.
Bayview Street, Footpath, Williamstown	85,000	13,683	-	Design	Design is underway. Construction is planned by June 2026.
The Strand and Cenotaph Williamstown - Irrigation Renewal and Newport Park Athletics irrigation design & construction	80,000	27,280	-	Close	Project complete
Long, R.V. Reserve, Williamstown North, Neighbourhood Park Upgrade	75,000	26,187	23,000	Plan	Investigations underway to inform future design.
Cameron Avenue Reserve, Altona Meadows - Local Park Upgrade	75,000	34,292	-	Design	The concept design is finalised. Geotechnical and contamination investigations are planned, followed by the commencement of detailed design development. Construction is planned to commence in July 2026, with completion expected in December 2026
Carinza Reserve, Seabrook - Neighbourhood Park Upgrade	75,000	38,740	-	Design	First stage community consultation and preliminary design have been completed, with final design planned for completion by April 2026.
The Range Children's Centre, Kororoit Creek – Subsidence and broken sewer pipes	75,000	7,310	-	Design	Investigation works are nearing completion to determine the full scope of repairs required to address sewer damage and subsidence issues. The findings will inform the next stage of rectification works.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Duke St Reserve, Altona North - Local Park Upgrade	75,000	34,752	-	Design	Design in progress
Stirling, G.F. Reserve, Altona Meadows - Local Park Upgrade	75,000	39,481	-	Design	Design in progress
SAM - Project 5.2 - The MainLines	75,000	620	-	Plan	The project has been referred to Major Road Projects Victoria (MRPV) for possible inclusion in State-led works. Council's transport team is coordinating this process. Updates will be provided in future reports once an outcome is determined.
Cherry Lake All Abilities Playground, Altona	70,000	5,229	-	Plan	Preliminary Aboriginal Cultural Heritage testing has been completed, and the planning phase is now in progress.
BAN - Project 5 - Streets For People (5.1 The Link)	63,000	18,646	-	Design	Detailed design has been finalised, and cost estimates are being prepared for each project component to support delivery planning.
Heritage & Cultural Interpretation Signage - New	60,000	1,764	-	Plan	The design suite for the new interpretation signage has been completed. Construction and detailed design for the installation of two signs by June are scheduled to commence in the first quarter of 2026.
Williamstown Botanic Gardens Master Plan Implementation	60,000	12,060	-	Execute	Works have commenced on the staged installation of steel hoops, in line with the master plan, with the project progressing well. These works aim to enhance the visitor experience and support ongoing garden curation.
Williamstown Swimming & Life Saving Club, New Public Toilet, Design	50,000	4,586	-	Design	A town planning application has been submitted and is currently under review.
Geelong Rd (Service Rd) Cemetery Rd to Railway Tracks, Brooklyn, Road Rehab	50,000	16,019	-	Design	Design works are being completed this financial year to support future road rehabilitation improvements.
New Street, (Aloha St to Blackshaw Rd), South Kingsville, Road Rehab	50,000	25,039	-	Design	Design is in progress and scheduled for completion by June.
Bernard St, (Hudsons Rd to Craig St), Spotswood, Drainage Upgrade	50,000	12,586	-	Design	Design is in progress and scheduled for completion by June.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Raleigh St, (Hudsons Rd to Craig St), Spotswood, Drainage Upgrade	50,000	12,888	-	Design	Design is in progress and scheduled for completion by June.
Robb St, (Hudsons Rd to Craig St), Spotswood, Drainage Upgrade	50,000	12,586	-	Design	Design is in progress and scheduled for completion by June.
Fifth Avenue, (Hendren St to Mason St), Altona North, Road Rehab	50,000	34,978	-	Design	Design complete and procurement is underway
Ann St, (Aitken St to Cecil St), Williamstown, Road Rehab	50,000	22,502	-	Design	Design complete and procurement is underway
Weeroona Terrace, Altona Meadows, Drainage Upgrade	50,000	-	-	Design	Design is in progress and scheduled for completion by June.
Nelson Avenue, Altona Meadows, Drainage Upgrade	50,000	-	-	Design	Design works are underway.
Cemetery Rd, (Francis St To Geelong Rd), Brooklyn, Road Rehab	50,000	-	-	Plan	Planning and investigation works are underway to inform the design.
AW Bond Reserve - New Sportsfield Fence	50,000	36,140	-	Close	Project complete
Right of Ways, (Northern side of 4 Aviation Rd to rear of 6 Aviation), Laverton, Road Rehab	50,000	-	-	Design	Design is in progress and scheduled for completion by June.
Right of Ways, (Rear of 5 Triholm Av to 9 Triholm Av), Laverton, Road Rehab	50,000	-	-	Design	Design is in progress and scheduled for completion by June.
The Green Line program - Design	50,000	6,208	-	Execute	Construction works for Stage 1, covering Birmingham Street from Hick Street to Melbourne Road, have been completed. Stage 2 design is anticipation to be completed by June 2026.
SAM- Project 2.1 - Cooler Streets	40,000	-	-	Close	This project has been closed, with activities now being delivered through business-as-usual operations.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Basil St, (Rosshire Rd to Woods St), Newport, Road Rehab	40,000	34,545	-1,050,000	Procure	The quotation process is currently in progress. Works are expected to commence in early March and be finalised by June 2026.
Marigold Ave, (Kyle Rd & Millers Rd), Altona North, Road Rehab & Drainage Upgrade	35,000	-	-	Plan	Planning and investigation works are underway to inform the design.
Footpath New Program - Missing Links, Seabrook South	30,000	-	-	Design	Community consultation has been completed and detailed design is currently in progress, with completion targeted before June. Construction is planned for the next financial year
Wright St, (Thomas St to Bladin St), Laverton, Road Rehab	30,000	29,897	-	Design	Design is currently in progress and will be followed by the procurement phase.
Williamstown Beach Tennis Pavilion, structural assessment	30,000	9,655	-	Design	Site investigations are ongoing to assess the structural integrity of the pavilion and to inform future renewal or upgrade works. The investigations are expected to be completed by March 2026.
Fearon Reserve Box Lacrosse renewal	26,500	6,285	8,500	Handover	Renewal works have been completed, and the project is now within the defects liability period.
Recreation Portable Relocations	26,000	47,002	-	Execute	Council-owned portables previously located at Laverton Park have been removed and transported to the contractor's workshop for refurbishment. Once refurbished, these units will be delivered and installed at designated new locations April 2026 to support ongoing recreation needs.
Irrigation System Renewal	25,000	22,271	-	Execute	Installation works at JT Gray Reserve to improve irrigation efficiency and turf health are underway.
Mills St, Altona North, (Ross Rd to McIntosh Rd to Hendren), Road Rehab & Drainage Upgrade	25,000	-	-	Plan	Project is on hold pending outcomes of the Level Crossing Removal Program (LXRP).
SSK - Love Our Parks - Riverside Master Plan	22,500	-	-	Design	This ongoing project is progressing through the design phase and is scheduled for completion by June 2026.
Kindergarten Toilets Privacy Audit	20,000	7,113	-	Execute	The audit report has been completed, and the findings will guide future improvement works to ensure safety standards are met.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Botanic Gardens Gates and Dean Bowen Lights (3 x art works)	20,000	33,337	-	Close	Project complete
Libraries Furniture and Fit out Renewal Program	20,000	-	-	Execute	This ongoing program includes the renewal and replacement of furniture and equipment across the five library sites. Works are scheduled for completion within the current financial year.
Nelson Place Pedestrian Safety Improvements	20,000	805	-	Execute	Construction works have now been completed. A lighting assessment has also been finalised, with the lighting upgrade works scheduled for completion by March 2026.
Street Lighting LED Upgrade Program	15,000	1,759	-	Close	Project closed.
Foreshore Future Design	13,000	23,964	-	Close	Project complete
Laverton Football Club Pavilion and Scoreboard upgrade	12,000	10,424	-	Handover	Works have been completed, and the project is now within the defects liability period.
Cultural Heritage Future Conservation Works - Renewal	10,000	-	-	Plan	Conservation renewal works supporting the ongoing preservation of Council's heritage assets.
SAM - Pipeline Reserve, Seabrook Inclusive Playspace Upgrade	8,500	10,120	-	Close	Project complete
Public Toilet Program	6,000	4,038	-	Plan	Minor works are planned to improve public toilet facilities and ensure they remain safe, clean, and accessible.
HC Kim Reserve, Millers Rd, Altona, Unsealed Car Park	-	10,954	0	Design	The project has received grant funding to surface the unsealed car park. Final design changes are underway, and consultation with the soccer club will commence shortly. Construction is planned to begin after the 26/27 soccer season (late October to early November).
Cherry Creek Storm water harvesting	-	55,124	-	Design	Councillors were briefed on the outcomes of the busienss case report, which indciate that the project is viable should partnership funding be secured. This 'design-only' project will be closed in the next quarter. If external funding is obtained, a new construction project will be proposed for consideration as part of the future Capital Works budget preparation process.

Project	Revised Budget* \$	Actuals \$	Carryover** \$	Milestone	Status as at end of Second Quarter (31 December 2025)
Large Scale Solar Rollout Stage 2	-	171,102	-	Handover	Installation works have been completed, and inspections to assess remaining defects have been carried out. The project supports Council's goal of reducing emissions through renewable energy initiatives. Final payments have been processed, with the exception of some minor additional and rectification works still to be completed.
Western Aquatic, Early Years Centre and Bruce Comben Reserve - Design	-	1,123	-	Close	Design is complete.
Fearon Reserve Car Park	-	1,475	-	Close	Project complete
Altona Green court renewal	-	2,622	-	Close	Project complete; cost from late invoice
Transport Safety Improvement Program - Annunciation Primary School - Safe Travel Around Schools Year 2	-	19,038	-	Close	Project complete
Alma Avenue Reserve, Altona Meadows - Local Park Upgrade - play space	-	12,401	-	Close	Project complete; cost from late invoice
Community Gardens Development (Brooklyn Reserve, Market Street and Altona Community Gardens)	-	9,758	-	Close	Project complete
Altona Ford Bridge Upgrade	-	41,642	-	Close	Project complete
Newport Gardens Early Years Centre Expansion	-	520	-	Close	Project complete; cost from late invoice
Seaholme Kindergarten	-	3,652	-	Close	Project complete; cost from late invoice
Sutton Ave (DET Site) Kindergarten Furniture and Fitout	-	5,478	-	Close	Project complete; cost from late invoice

Project	Revised Budget* \$	Actuals \$	Carryover** \$		Status as at end of Second Quarter (31 December 2025)
Emma McLean Kindergarten New Facility	-	3,652	-	Close	Project complete; cost from late invoice
Hobson Bay Community Workshops Masterplan	-	1,311	-	Close	Project complete; cost from late invoice
Visitor Information Centre - shade sail roof	-	1,311	-	Close	Project complete; cost from late invoice
Burgoyne Reserve - Damaged Public Toilet	-	12,782	-	Close	Project complete
Greenwich Reserve Pavilion Concept Design	-	1,395	-	Close	Project complete; cost from late invoice
Truganina Explosives Reserve Masterplan Implementation	-	3,135	-	Close	Project complete
AW Bond Reserve Fencing and Lighting Upgrades	-	203,056	-	Close	Project complete
Sutton Street, South Kingsville – Essential Renewals: Road Resurfacing, Kerb & Channel, and Drainage Works	-	163,676	-	Close	New kerb and channel, road resurfacing, new vehicle crossovers, and car parking have been completed.
Ross Road Altona North Construction - Mills Street to Blenheim Rd, including carpark and shared trail	-	14,900	-	Close	Project complete.
Project 4 - Better Villages - Woods / Lohse Street Village Master Plan (Incl. Central Park Upgrade)	-	2,098	-	Close	Project complete.

Project	Revised Budget* \$	Actuals \$	Carryover** \$		Status as at end of Second Quarter (31 December 2025)
Duane Reserve Future Direction Action Plan	-	906	-	Plan	Investigation and design works are currently underway to develop a concept plan that will inform future improvements to the pavilion and sports grounds.
Total	68,847,893	15,640,576	9,941,500		

* Revised Budget - The revised budget equals the adopted 2025–26 Capital Works budget, plus adjustments, incorporating 2024–25 Q4 carryover changes.

** Carryover - Carryover refers to the 2025–26 budget carryover, or brought-forward budget, reported at the second quarter.

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7.2.3 Councillor Remote Access to Meetings Policy

Directorate: Corporate Services

Responsible Officer: Acting Manager Corporate Integrity

Attachments:

1. Councillor Remote Attendance Request and Assessment Form PDF [7.2.3.1 - 2 pages]
2. Councillor Remote Access to Meetings Policy 2026 [7.2.3.2 - 11 pages]

Purpose

To present the Councillor Remote Access to Meetings Policy, which establishes the framework for assessing and approving Councillor requests to attend Council meetings (including operational meetings, briefings and other meetings) remotely, including from overseas.

Recommendation

1. That Council adopts the Councillor Remote Access to Meetings Policy.

Executive Summary

2. This report presents the Councillor Remote Access to Meetings Policy for Council approval.
3. The Policy outlines the requirements and processes that govern remote attendance at Council and Committee meetings, operating consistently with the *Local Government Act 2020* and the Hobsons Bay City Council's Governance Rules 2025.
4. The Policy establishes clear criteria for remote participation, including notice requirements, meeting suitability, privacy obligations and IT and cybersecurity controls and considerations. The Policy also establishes a documented assessment process, with recorded recommendations and reasons, to support consistent, transparent and accountable decision-making. Additionally, it sets out a structured process for Councillors seeking to attend meetings while travelling, including overseas, ensuring that participation remains secure, confidential and reliable.
5. The Chief Executive Officer is responsible for determining remote attendance requests. While the Hobsons Bay Governance Rules 2025 require that such requests not be unreasonably refused, the CEO may decline a request where secure and effective participation cannot be assured. The Policy ensures consistency, transparency and meeting integrity while supporting flexibility for Councillors.

Background

6. The *Local Government Act 2020* requires councils to develop and maintain Governance Rules governing the conduct of Council and delegated committee meetings. Hobsons Bay City Council's Governance Rules 2025 give effect to this requirement through section 17 (Physical and Remote Attendance), which outlines the notice requirements, required reasons for not attending in person, the need to announce approved requests at the start of a meeting, and the requirement that Councillors must be able to see, be seen, hear and be heard during remote attendance.
7. Remote attendance, especially from overseas, can present challenges due to cybersecurity risks, surveillance, unreliable connectivity and local restrictions on communication platforms. Public Wi-Fi, foreign networks and certain high-risk jurisdictions may expose Council devices and information to interception or monitoring. Councillors must therefore take additional precautions when using Council devices abroad, including providing advance notice of international travel, preparing devices for overseas use, and completing pre-travel IT testing.
8. Given these considerations, a consistent framework is required to support safe and compliant remote attendance from both domestic and international locations.

Discussion

9. The Policy establishes a structured approach for assessing requests for remote attendance, with additional requirements where a Councillor seeks to attend from overseas.

Destination-related risks

10. Remote attendance requests from overseas will be assessed with regard to the cybersecurity, privacy and connectivity risks associated with the location. The use of Council-issued devices with VPN protection significantly mitigates many technical risks but the assessment also considers the broader operating environment, reliability of the connection and practical security considerations. Some countries restrict the use of virtual private networks (VPNs) or encrypted communications. Others may experience unstable power or internet services. These factors influence whether secure and uninterrupted participation is expected or possible.

Meeting type and sensitivity

11. Not all meetings are suitable for remote attendance. Confidential items require a high degree of privacy. Meetings requiring constant video and audio engagement, such as interviews, may not be appropriate where connectivity is uncertain. The Policy recognises that meeting suitability is a key consideration in determining whether remote participation can proceed.

Environment and practicality

12. Councillors must participate from a private, quiet and secure location where confidential information cannot be seen or overheard. They must also have access to stable internet and appropriate equipment. This is consistent with Council's Governance Rules which states that remote participants must be able to see, be seen, hear and be heard at all times.

Notice and IT requirements

13. The Policy requires that Councillors provide written notice of their intention to attend remotely. For Council meetings held in person, notice must be provided at least 24 hours before the meeting, unless this is not possible.
14. For overseas attendance, Councillors must provide at least two weeks' notice to ensure Hobsons Bay Digital Services team can configure devices for secure international use, test VPN connectivity, and undertake a pre-travel technical check. This ensures security risks are identified and mitigated before travel. Where risks or deficiencies are identified through this process, the applicant may be given an opportunity, where practicable, to address these prior to a final decision.

CEO decision-making

15. While the Hobsons Bay Governance Rules 2025 require that Council must not unreasonably refuse an electronic attendance request, the CEO is responsible for determining requests. In making this determination, the CEO relies on documented advice from Governance and Digital Services, based on information provided by the applicant and any technical or security assessment undertaken. The CEO may decline a request if:
 - 15.1. cybersecurity or privacy risks cannot be managed
 - 15.2. the local environment cannot support secure communication
 - 15.3. reliable audio-visual connection cannot be reasonably guaranteed
 - 15.4. the meeting is unsuitable for remote participation
 - 15.5. the required notice has not been met.
16. Technical, cybersecurity and connectivity considerations are assessed by Digital Services, while Governance assesses procedural and legislative compliance, with their advice jointly informing the CEO's determination.
17. This approach reflects sector good practice, balancing governance integrity with flexible remote participation.
18. Where a request is refused, the reasons for refusal will be documented to support transparency, consistency and accountability in decision-making.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

19. Hobsons Bay 2040 Community Vision

This report does not relate to a specific priority of the Hobsons Bay 2040 Community Vision.

20. Council Plan 2025-29

Theme 4: Accountable Council

Goal 4.1: Strengthen governance practices and systems

Policies and Related Council Documents

21. Policies and documents relevant to this report:

- 21.1. Councillor Remote Access to Meetings Policy (this report recommends adoption)
- 21.2. Hobsons Bay Governance Rules 2025
- 21.3. Hobsons Bay Information Security Agreement

Legal/Statutory Obligations and Risk

- 22. The *Local Government Act 2020* requires councils to establish Governance Rules for the conduct of meetings. The Hobsons Bay Governance Rules 2025 provide for electronic attendance and require that requests to attend remotely should not be unreasonably refused. The Policy operates consistently with the Act, the Hobsons Bay Governance Rules 2025 and relevant Ministerial Good Practice Guidelines.
- 23. Section 17 of the Hobsons Bay Governance Rules 2025 establishes local procedures for remote attendance, including notice, reasons for non-attendance in person, and conditions for participation.
- 24. Cybersecurity and privacy risks associated with overseas environments require careful management to protect Council information. Risk mitigation measures include secure device configuration, VPN use, location suitability requirements, and ensuring stable audiovisual connection.

Financial and Resource Implications

- 25. No financial impact is anticipated.

Environmental, Social and Economic Impacts

- 26. Remote attendance supports flexible participation and ensures continuity of representation while maintaining secure and effective governance.

Consultation and Communication

27. Consultation has occurred with the Governance team and Digital Services department. The policy will be communicated to all Councillors and staff following adoption.

Declaration of Conflict of Interest

28. Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
29. Council officers involved in the preparation of this report have no conflict of interest in this matter.

Councillor Remote Attendance Request and Assessment Form

Councillor Request (to be completed by Councillor)

Councillor Name:

Meeting(s) to be attended remotely:

Meeting type (e.g. Council, Committee, Briefing):	Meeting date(s):

Reason for remote attendance:

(Brief explanation – e.g. travel, illness, professional commitment)

Will you be attending from overseas? ☐ Yes ☐ No

If yes, please complete the following:

Country / City:

Dates of travel:

What wi-fi connection do you plan to use?

Please confirm the following (tick all that apply):

- ☐ I will participate from a private, quiet and secure location
- ☐ Confidential information will not be able to be seen or overheard
- ☐ I will have access to stable internet connectivity
- ☐ I will use a Council-issued device only
- ☐ I can see, be seen, hear and be heard for the duration of the meeting(s)
- ☐ I confirm this request meets the required notice period under the Remote Access Policy
- ☐ I understand approval is subject to assessment

Councillor signature:

Date:

Council Assessment

Governance Assessment

- ☐ Meeting type is suitable for remote attendance
- ☐ Required notice met

Governance recommendation and comments:

Digital Services assessment

- ☐ Location assessed as low / manageable risk
- ☐ VPN and security controls can be supported
- ☐ Pre-travel IT checks completed (if overseas)

Digital Services recommendation and comments:

[Click or tap here to enter text.](#)

CEO Assessment

CEO decision:

- ☐ Approved
- ☐ Not approved

Reason for decision if not approved:

- ☐ Cybersecurity or privacy risks cannot be adequately managed
- ☐ Location or environment unsuitable
- ☐ Reliable audiovisual connection cannot be assured
- ☐ Meeting not suitable for remote participation
- ☐ Notice requirements not met

CEO Comments:

Chief Executive Officer:

Date:

Additional Information



Councillor Remote Access to Meetings Policy

2026 v0.9 – to be adopted

Acknowledgment of Country

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

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Document Name: Hobsons Bay City Council Councillor Remote Access to Meetings Policy 2026 v0.9

Document Type: Council-endorsed policy

Document Owner: Manager Corporate Integrity

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1. Purpose

The purpose of this policy is to establish a consistent, safe and lawful framework for Councillors attending Council meetings, committee meetings, briefings or operational meetings remotely, including from overseas.

2. Background

The *Local Government Act 2020* requires councils to develop, adopt and keep in force Governance Rules governing the conduct of Council and delegated committee meetings. While the Act does not prescribe how meetings must be attended, the Hobsons Bay Governance Rules 2025 provide for Councillors to request attendance by electronic means and set out the conditions under which remote attendance may occur. Hobsons Bay City Council's Governance Rules 2025 meet this requirement through Section 17, Physical and Remote Attendance, which sets out the process for Councillors to request attendance by electronic means, the notice requirements, the obligation to specify reasons, and the conditions under which a Councillor must be able to see, be seen, hear and be heard.

Remote participation, especially from overseas, can be challenging due to cybersecurity risks, censorship, surveillance and unreliable internet. The Department of Foreign Affairs and Trade (DFAT), the Australian Signals Directorate (ASD) and Council's Digital Services team note that public Wi-Fi, foreign networks and some high-risk countries can expose users to monitoring or data interception. They recommend avoiding public networks, using Council-issued devices with VPN protection, and taking extra care in high-risk locations. In some countries, these risks cannot be fully avoided even with precautions.

This policy ensures that Councillors can participate remotely while protecting Council information, maintaining meeting integrity, and ensuring compliance with statutory requirements.

3. Scope

This policy applies to:

1. All Councillors attending Council or committee meetings, briefings, operational meetings or workshops remotely.
2. Use of Council devices (laptops, tablets, mobile phones) for remote attendance, including from overseas.
3. All forms of remote access (video conference, teleconference, hybrid meetings).

4. Definitions

Remote access	Attendance via electronic means where the participant is not physically present.
Confidential meeting / item	A meeting or part of a meeting closed to members of the public under the Act or involving information deemed confidential or unsuitable for public distribution.
Secure environment	A private, quiet area where conversations cannot be overheard and screens cannot be viewed by unauthorised persons.
High-risk jurisdiction	Countries identified by DFAT/ACSC or Council's Digital Services as presenting elevated cybersecurity, surveillance or connectivity risks

5. Policy and principles

5.1. Legislative Requirements

Remote attendance is only valid when the participant:

1. Can hear the proceedings
2. Can be heard when speaking
3. Can see and be seen by others.

If these conditions are not continuously met, the participant cannot be recorded as "present".

This policy operates consistently with the *Local Government Act 2020*, relevant Ministerial Good Practice Guidelines, and the Hobsons Bay Governance Rules 2025, and supports their practical application.

5.2. Integrity and Security

Hobsons Bay City Council prioritises:

1. Integrity of decision-making
2. Confidentiality
3. Cybersecurity and data protection
4. Minimising disruptions caused by remote access.

5.3. Approval Considerations for Remote Attendance

Under the Hobsons Bay Governance Rules 2025, Council must not unreasonably refuse a request to attend by electronic means.

In forming a decision on remote attendance, the Chief Executive Officer will rely on documented advice from Governance and Digital Services, based on information provided by the applicant and any technical or security assessment undertaken.

For overseas attendance requests technical, cybersecurity and location-based risks will be assessed by Digital Services, including consideration of DFAT and ASD advisories where relevant, with advice provided to the CEO.

However, the CEO may refuse overseas attendance where one or a number of the following apply:

1. Cybersecurity risks are unacceptable
2. Local laws restrict VPNs or encrypted platforms
3. The location cannot guarantee privacy
4. Connectivity is unreliable
5. The meeting type requires stable audiovisual presence.

This reflects sector good practice and supports consistent, secure meeting participation.

6. Remote Access Requirements

6.1. Location Requirements

Participants must join from a quiet private room, free from background noise and secure from observation or eavesdropping.

Meetings should not be joined from public spaces such as cafés, lobbies, airports, shared accommodation or transit spaces.

Confidential items require strict physical privacy.

6.2. Cybersecurity Requirements

While Council-issued devices with VPN protection significantly mitigate risk, assessment also considers the operating environment, connectivity reliability and user practices.

Participants must:

1. Use Council-issued devices configured for remote/overseas access
2. Have VPN enabled and tested before travel
3. Avoid all public Wi-Fi
4. Prefer mobile data over shared networks.

6.3. Connectivity Requirement

Remote attendance requires:

1. Stable audio and video
2. Adequate bandwidth to prevent freezing or dropouts
3. Ability to remain connected for the duration of the meeting

If stability cannot be maintained, the connection will be considered non-compliant.

6.4. Meeting Type Suitability

While public Council meetings are livestreamed, non-public briefings and meetings may include confidential or sensitive matters. Meeting type and sensitivity will therefore be assessed on a case-by-case basis.

Remote access may be suitable for:

1. Briefings
2. One-on-one meetings
3. Non-confidential workshops.

Remote access may be refused for:

1. Statutory Council or Committee meetings where connection risk is high
2. Confidential items
3. Meetings requiring continuous visual engagement
4. Interviews or panel assessments where reliability is critical.

6.5. Overseas Attendance Assessment

The CEO will consider:

1. Destination risk (DFAT advisories)
2. Meeting sensitivity
3. Time zone considerations
4. IT readiness and pre-travel compliance
5. Whether secure, uninterrupted participation is feasible.

Where risks cannot be mitigated, the request will be refused.

7. Procedural guidelines

7.1. Request and approval Process (councillors)

In line with section 17 of the Hobsons Bay Governance Rules 2025, Councillors seeking to attend any Council meeting, committee meeting, briefing, operational meeting or workshop remotely must:

1. Complete the Councillor Remote Attendance Request and Assessment Form and submit to the Governance Team.
 - 1.1. For Council meetings held in person, requests must be made no later than 24 hours before the meeting, unless this is not possible, in which case the CEO may accept a late request at their discretion.
 - 1.2. For overseas remote attendance, requests must be submitted at least two weeks prior to travel to allow sufficient time for Digital Services to prepare, configure and test Council devices.
2. Specify the reasons they are unable to or do not wish to attend in person.
3. Provide the location they will be joining from and describe the environment, including how they will maintain privacy.
4. Meet all technology and security requirements, including pre-travel IT preparation where relevant.

Requests will be assessed against documented criteria, with recommendations recorded by Governance and Digital Services to support transparent and accountable decision-making.

Where risks or deficiencies are identified, the applicant may be given an opportunity, where practicable, to address these prior to a final decision.

The CEO is responsible for determining requests for overseas remote attendance.

1. Council must not unreasonably refuse a request to attend remotely.
2. The CEO may refuse a request where the Councillor cannot meet the conditions required for secure, confidential or reliable participation.
3. Where a request is refused, the reason for refusal will be documented.
4. The CEO must ensure that any approved request is announced at the commencement of the meeting.
5. A Councillor attending remotely must be able to see and hear all Councillors, and be seen and heard by them. If not, the Councillor will be treated as absent for that part of the meeting.

7.2. Pre-Travel IT Requirements

Pre-travel testing will be undertaken where overseas attendance is proposed.

Councillors travelling internationally must:

1. Provide their destination details to Council's Digital Services at least two weeks before travel
2. Have Council devices prepared for international use, including VPN installation and testing
3. Attend an IT briefing on secure international access
4. Complete a test call to confirm audiovisual quality, VPN connectivity and overall security
5. Ensure all Council devices are fully updated and meet Council's required security standards (including Essential Eight-aligned protections).

7.3. Technical Failure Procedures

1. If a remote participant becomes unable to see/be seen or hear/be heard, they will be considered absent until the connection is restored.
2. If a meeting that is required to be livestreamed becomes unable to be broadcast, the meeting must be adjourned in accordance with the Hobsons Bay Governance Rules 2025.

7.4. Confidential Items

Remote attendance at confidential meetings or for discussion on in-camera or sensitive matters is only permitted where the participant can demonstrate that:

1. The environment is entirely private.
2. No unauthorised individuals can overhear or observe the meeting.

If these conditions cannot be met, the participant must either withdraw from the confidential component or the request for remote attendance will be refused.

7.5. Location Suitability

Remote participation, particularly from overseas, requires assurance that the location is:

1. Secure and private, not a café, airport, hotel lobby or shared accommodation workspace
2. Free from background noise, interruptions, and public access
3. Able to meet confidentiality obligations.

If the location cannot ensure confidentiality, attendance is not permitted.

8. Roles and Responsibilities

1. Councillors must:

- a. Ensure compliance with this policy and Council's Digital Services requirements
- b. Maintain confidentiality and a secure environment
- c. Ensure their devices and connectivity meet all required standards.

2. Chief Executive Officer will:

- a. Assess and determine overseas remote attendance requests from Councillors
- b. Refuse requests where secure, reliable and confidential participation cannot be ensured.

3. Governance will:

- a. Assess remote attendance requests for compliance with legislative requirements, Governance Rules and this policy.
- b. Provide procedural advice and documented recommendations to inform the Chief Executive Officer's decision-making.

4. Digital Services Team will:

- a. Assess cybersecurity, connectivity and technical risks associated with remote attendance, including overseas access.

Provide advice on device configuration, VPN use, connectivity reliability and pre-travel testing requirements, and document recommendations to inform decision-making.

9. Related documents

Hobsons Bay Governance Rules 2025

Hobsons Bay Information Security Agreement

10. Related legislation

Local Government Act 2020

Privacy and Data Protection Act 2014

11. Review date

This policy will be reviewed three years from the date of endorsement by Council, unless it is required to be updated sooner.

12. Further information

For further information concerning this policy please contact Coordinator Governance.

13. Document control

Policy Name	
Object ID	A
Agility Document Number	
Responsible Directorate	Corporate Services
Policy Owner	Coordinator Governance
Policy Type	
Date Adopted by Council	
Review Date	

14. Version history

Version Number	Date	Authorised by
0.9	20 January 2026	

7.2.4 Corporate Images and Logos Policy

Directorate:	Office of the Chief Executive
Responsible Officer:	Manager Communications, Engagement and Advocacy
Reviewer:	Chief Executive Officer
Attachments:	1. Draft Corporate Images and Logos Policy 2025 [7.2.4.1 - 12 pages]

Purpose

To present the updated Corporate Images and Logos Policy.

Recommendation

1. That Council:

- 1.1. Adopts the updated Corporate Images and Logos Policy.**
- 1.2. Revokes the former Corporate Images (including Council logo) policy dated November 2011.**

Summary

- 2. This policy provides clear guidance for the community, Councillors and the organisation on the consistent and respectful use of photos and videos for Council promotional material. It also sets clear guidelines and processes for the consistent and professional use of Council's logo to protect and enhance Council's reputation. It replaces the Corporate Images (including Council logo) Policy, which was adopted by Council in 2011.

Background

- 3. Council's corporate images, including the Council logo, are the property of Hobsons Bay City Council. Council uses photos, videos and its logo across a range of print and digital publications and collateral, including corporate documents, marketing materials, websites and social media channels.
- 4. External organisations are required to seek Council approval to use Council's corporate images. Use and approval of the logo must be in accordance with Council's Identity Standards and Guidelines.

Discussion

5. This policy applies to anyone recording photographs or videos on behalf of Council, including staff, councillors and external contracted photographers. This policy and its procedures should be followed anytime an image is recorded for Council purposes.
6. This policy also applies to any external organisation seeking to use any of Council's corporate images, logo or sub-branded logos, such as community organisations, sporting clubs, other government bodies, and external contracted graphic designer.
7. The policy also covers privacy, consent and record-keeping relating to the creation and storage of corporate images.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

8. **Hobsons Bay 2040 Community Vision**

This report relates to all priorities within the Hobsons Bay 2040 Community Vision.

9. **Council Plan 2025-29**

Theme 4: Accountable Council

Goal 4.4: Increase effective communications and community engagement

Policies and Related Council Documents

10. Policies and documents relevant to this report:
 - 10.1. Privacy Policy
 - 10.2. Use of Electronic Devices and Images Policy

Legal/Statutory Obligations and Risk

11. As stated in Council's Privacy Policy, Council is strongly committed to protecting and preserving an individual's right to privacy and to the responsible and fair handling of their personal information, including a person's likeness.
12. While recording images of people in public spaces is legal if those images are not used for a commercial purpose, Council's responsibility is to treat its community's privacy with respect. As a government organisation, not a commercial entity, Council can legally use images it takes in a public space. However, as most of these images are being used for promotional purposes, permission must be sought in line with the consent requirements detailed in the policy.

Financial and Resource Implications

13. None.

Environmental, Social and Economic Impacts

14. None.

Consultation and Communication

15. This policy reflects feedback received from councillors at the Council briefing of 11 March 2025, as well as feedback from the executive leadership team.

Declaration of Conflict of Interest

16. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
17. Council staff involved in the preparation of this report have no conflict of interest in this matter.



Corporate Images and Logos Policy

2025

Acknowledgment of Country

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

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Document Name: Corporate images and logos 2025

Document Type: Council-endorsed policy

Document Owner: Manager Communications, Engagement and Advocacy

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1. Purpose

This policy provides clear guidance for the community, Councillors and the organisation on the consistent and respectful use of photos and videos for Council promotional material. It also sets clear guidelines and processes for the consistent and professional use of Council's logo to protect and enhance Council's reputation. It replaces the Corporate Images (including Council logo) policy, which was adopted by Council in 2011.

2. Background

Council's corporate images, including the Council logo, are the property of Hobsons Bay City Council. Council uses photos, videos and its logo across a range of print and digital publications and collateral, including corporate documents, marketing materials, websites and social media channels.

External organisations are required to seek Council approval to use Council's corporate images. Use and approval of the logo must be in accordance with Council's Identity Standards and Guidelines.

2.1. About the Council logo

Hobsons Bay City Council's logo is a graphical representation of the Council, reflecting various characteristics of the local area. The pelican is synonymous with the wildlife of the area, the reeds represent the rich natural environment, and the chimneys represent the industrial history within the municipality.

3. Scope

This policy applies to anyone recording photographs or videos on behalf of Council, including staff, Councillors and external contracted photographers. This policy and its procedures should be followed anytime an image is recorded for Council purposes including:

- use in promotional materials
- use in corporate documents
- use on any website or social media channel maintained by Council or Councillors
- adding to an image library for future use
- keeping records of an event or activity
- any other Council use.

This policy also applies to any external organisation seeking to use any of Council's corporate images, logo or sub-branded logos, such as community organisations, sporting clubs, other government bodies, and external contracted graphic designers.

4. Definitions

Corporate image/s	Any recorded image, including digital or film still photographs, or moving images in any format, including animation. Also includes Council's logo.
Logos	Hobsons Bay City Council's corporate logo and sub-branded logos.
Adult	Anyone over the age of 18, except those being cared for by another adult.
Adults under a guardian's care	Anyone over the age of 18 who is in the care of another adult and who cannot, due to physical or cognitive impairments, give their own consent.
Minor	Anyone under the age of 18.
Guardian	Anyone over the age of 18 who has responsibility for a minor or other adult either indefinitely (e.g. a parent or legal guardian) or temporarily (e.g. a grandparent, carer, relative, teacher, parent of a minor's friend, etc.)
Older people	Anyone aged 65 and older.

5. Policy and principles

5.1. Respecting our residents' privacy

As stated in Council's Privacy Policy, Council is strongly committed to protecting and preserving an individual's right to privacy and to the responsible and fair handling of their personal information, including a person's likeness.

5.2. Consent

While recording images of people in public spaces is legal – if those images are not used for a commercial purpose – Council's responsibility is to treat its community's privacy with respect. As a government organisation and not a commercial entity, Council can legally use images it takes in a public space. But as most of these images are being used for promotional purposes, permission should be sought to use them.

Sometimes it is enough to make sure the people in the image are aware they are being photographed for Council promotional purposes, while sometimes written consent is required. Below is a breakdown of the consent required.

In any situation, when in doubt, obtain a signed consent form.

Photo consent forms are available from the communications team's Staff Hub page.

Situation	Consent
Minors or adults under a guardian's care are the subject of the image and easily identifiable	Written consent required
An adult or small group (four people or less) is the subject of an image, and they are not part of an official Council photo shoot	Written consent required
An adult is aware they are being photographed as part of an official Council photo shoot	Verbal consent is sufficient
An adult is posing with the mayor or other public figures	Verbal consent is sufficient
Councillors, Members of Parliament and other public figures	Verbal consent is sufficient
Council staff being photographed at internal events	<p>Photos from internal events can be used for internal purposes, and on LinkedIn and recruitment promotions. Staff can opt-out by advising the photographer/event organiser. The following is required:</p> <ul style="list-style-type: none"> • Add information about intended photography or filming to event invitations and communications, and • Have posters up at entrances that advise that a photographer is present and that ask anyone who does not wish to be photographed to make themselves known. A template is available on Staff Hub.
Council staff involved in photo shoots or operational photos (e.g. Council magazine, strategic documents, recruiting promotions)	Verbal consent is sufficient
Crowd and event shots	<p>Crowd shots that do not feature any particular individual do not need a signed consent form from each person. People can opt-out by advising the photographer/event organiser. The following is required:</p> <ul style="list-style-type: none"> • Add the statement below about intended photography or filming to emailed event invitations or website event listings: • Have posters up at entrances that advise that a photographer is present

Document Name: Corporate images and logos 2025

Document Type: Council-endorsed policy

Document Owner: Manager Communications, Engagement and Advocacy

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	<p>and that ask anyone who does not wish to be photographed to make themselves known. A template is available on Staff Hub.</p> <p><i>Please note: There will be photography at this event that may be used in Council publications and promotions. If you do not wish to be photographed, please advise the photographer or event staff.</i></p>
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5.3. Use of images

Obtaining consent gives Council the right to use images for the purpose of producing promotional material, including in newsletters (both digital and printed), websites, social media and advertisements.

Council has the right to use commissioned photos for the purpose for which they were commissioned in perpetuity.

It is recommended that images of minors and older people are archived after two years.

5.4. Record keeping

The communications team will keep copies of images and consent forms. Images should not be kept only with individual teams. Appropriate images will be added to Council's photo library.

In accordance with the *Use of electronic devices and images* policy, Council staff are not permitted to take any photos of minors using a personal device. Consult with the graphic design team on borrowing a Council-owned device.

5.5. External organisations

The use of Council's corporate images, logo or sub-branded logos by outside organisations is permitted only in cases where the user has sought and obtained express permission.

This includes, but is not limited to, printed form (e.g. letters, advertisements, flyers, pamphlets) or digital form (e.g. emails, websites, social media).

5.6. Councillors

This policy seeks to avoid communications that may create the misleading impression that a Councillor is representing the council organisation, contrary to the requirements of the conduct principles of the *Local Government Act 2020*. The policy notes that individual Councillors do not have the authority to officially communicate on behalf of Council in their own capacity, except where expressly authorised by resolution of the Council.

Councillors may therefore only use the logo and corporate images in printed form (e.g. letters, media releases, media alerts) or electronically (e.g. emails, websites, social media, etc.) in accordance with this policy, as detailed in Section 6.2.

Document Name: Corporate images and logos 2025

Document Type: Council-endorsed policy

Document Owner: Manager Communications, Engagement and Advocacy

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5.6.1. Council elections

As stated in Council's Election Period Policy, the following applies to all election candidates, including incumbent Councillors:

- Council logos, letterheads or other Hobsons Bay City Council branding must not be used for, or linked in any way to, a candidate's election campaign.
- Photographs and images taken by or provided by Council are not to be used by Councillors for the purpose of electioneering or in support of their election campaign. This applies equally to images on the Council website, which are subject to copyright and must not be reproduced.

6. Procedural guidelines

In all situations:

- The use of Council's corporate images, logo or sub-branded logos is to be authorised by the communications team and not in a manner that may imply endorsement of commercial products or services, unless agreed.
- Council's corporate logo and sub-branded logos must be reproduced without alteration or modification. There is to be no manipulation of individual elements, including colour, in any way. Tilting, compressing or expanding the logo components is not acceptable. The elements of design and text are integral components of the design and must not be deleted or modified.
- Images cannot be altered via artificial intelligence by Councillors or external organisations unless receiving permission from the communications team and approval of the final image.

6.1. External organisations

Council's corporate images, logo and sub-branded logos can be used by external organisations only with express approval being granted as follows:

- All requests for permission should be made in writing and include details about where and how the logo will appear. A copy of final artwork must be submitted with any request.
- Approval for use of the Council logo and sub-branded logos may be granted by the communications or graphic design teams.
- Authorisation for logo use may be granted in respect of agreements such as sponsorship or use of community facilities, or in advertising material in accordance with these guidelines.
- Use of corporate images by external organisations will not be approved if that use could or would reflect negatively on the Council or bring it into disrepute.
- The Council's logo and sub-branded logos may only be used by external organisations if the Council has approved its use, either as a direct sponsor or material supporter of an organisation or event. In this context, the involvement of

the Council must be significant and material to the success of the event or organisation.

- The logos must not be used to indicate endorsement of an organisation or event where the Council has no other material or significant involvement.
- Permission may be withdrawn for non-compliance with the above conditions. The Council may seek a legal remedy for any unauthorised use of its corporate images; and
- The Council reserves the right to approve or decline requests for use of the corporate logo, Council sub-branded logos and other corporate images that are the property of the Council.

6.2. Councillors

The Council corporate logo may be used by Councillors without further express approval being granted as follows:

- Use of a 'Councillor letterhead' is approved to enable some distinction between Councillor and 'corporate' communications. Councillor letterheads will follow the prevailing corporate style and:
 - refer to "The Office of the Mayor" or to "The Office of Councillor X"
 - include a councillor photo where requested by the relevant councillor; and
 - include a disclaimer that "This letter reflects the position of the writer and should not be regarded as communicating any formal position of (or as binding in any way) Hobsons Bay City Council".
- Councillors will be provided with business cards, including the logo, in accordance with the prevailing Hobsons Bay City Council Style Guide.
- No obligation will be created or imposed on the Council because of correspondence by Councillors.
- Due diligence must be observed by Councillors regarding the Model Councillor Code of Conduct.
- Operational correspondence addressed to Councillors and received by the administration should be copied to the Councillor. Council staff will respond, including appropriate references to the Councillor, and providing a copy of the correspondence to the Councillor concerned.

7. Roles and responsibilities

7.1. External organisations

- Understand and comply with this policy.
- Seek approval from Council's communications or graphic design teams before using Council's corporate images, including its corporate logo and sub-branded logos.

7.2. Councillors

- Understand and comply with this policy.
- Seek advice from the communications team on using Council's corporate images.
- Seek advice from the governance or communications teams if unsure about applying the provisions of this policy.

7.3. Council staff and contractors

- Understand and comply with this policy.
- Seek approval from their manager for the need for event photography.
- Seek training and advice from the graphic design team for using Council cameras to record an event.
- If necessary, seek recommendations from the communications or graphic design teams for professional photographers to record the event.
- When appropriate, provide staff to assist a photographer with obtaining signed consent forms during a photo shoot or event.
- Ensure everyone having their photo taken is aware of the purpose of the photo shoot or seeks permission for use of third-party photos.
- Obtain signed consent forms when needed, ensure they are properly completed, and:
 - keep a copy for your records
 - provide a copy to the communications team
- Provide copies of images to the communications team
- Seek advice from the governance or communications teams if unsure about applying the provisions of this policy
- Ensure contractors are provided a copy of this policy.

7.4. Communications team

- Provide advice for appropriate methods of recording events
- Educate Councillors, staff and contractors about this policy and their responsibilities when taking photographs or video
- Maintain a copy of images and image consent forms
- Maintain a photo library with approved images that can be used in publications and other formats.

8. Related documents

Council's Identity Standards and Guidelines

Model Councillor Code of Conduct

Council's Election Period Policy

Use of electronic devices and images policy

9. Related legislation

Local Government Act 2020

Privacy and Data Protection Act 2014

10. Review date

This policy will be reviewed three years from the date of endorsement by Council, unless it is required to be updated sooner.

11. Further information

For further information concerning this policy please contact the communications coordinator.

12. Document control

Policy name	Corporate images and logos 2025
Responsible directorate	Communications, Engagement and Advocacy
Policy owner	Manager Communications, Engagement & Advocacy
Policy type	
Date adopted by Council	
Review date	

13. Version history

Version number	Date	Authorised by
V1	XX Month 2025	Council

7.2.5 Cherry Lake Stormwater Harvesting Funding Application

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

Purpose

To confirm Council's approach to seeking funding from Melbourne Water, Greater Western Water and the Department of Energy, Environment and Climate Action (DEECA) for contributions to a stormwater harvesting project at Cherry Lake, Altona.

Recommendation

1. **That Council:**
 - 1.1. **Notes that a funding application was submitted to Melbourne Water to support the construction of a stormwater harvesting facility at Cherry Lake on 17 December 2025.**
 - 1.2. **Notes that a partnership proposal was submitted to Greater Western Water to support the construction of a stormwater harvesting facility at Cherry Lake on 13 February 2026.**
 - 1.3. **Notes that a a funding application to the Department of Energy, Environment and Climate Action to support the construction of a stormwater harvesting facility at Cherry Lake on 16 February 2026.**

Executive Summary

2. Council has prepared a business case which demonstrates that a stormwater harvesting facility at Cherry Lake has the potential to provide both environmental and financial benefits.
3. The financial viability of the project will be best realised if external funding can be obtained to cover part or all of the estimated construction costs.
4. Council's Capital Works Framework requires that all competitive grant applications over \$500,000 be endorsed by Council. If there are timing constraints, the Framework allows for the CEO to approve these grant applications in advance of Council meeting.
5. This report confirms that three partnership and grant applications have been submitted:
 - 5.1. Melbourne Water
 - 5.2. Greater Western Water
 - 5.3. Department of Energy Environment and Climate Action (DEECA)

6. This report only relates to the funding applications. The project itself will be considered by Council during the annual budget endorsement process for 2026-27 and 2027-28.

Background

7. Councillors were briefed on the Cherry Lake Stormwater Harvesting project on 25 November 2025 and 10 February 2026.
8. The project was originally proposed by Melbourne Water in 2021 as a collaboration with Council to achieve effective Integrated Water Management (IWM) outcomes:
 - 8.1. reduction of potable (tap) water use by Council
 - 8.2. reduction of flooding risk during storm events
 - 8.3. removal of pollutants from stormwater before it flows into Port Phillip Bay.
9. Currently, water originating from Cherry Creek and rainfall events flows into Cherry Lake and is then released via the drainage system into Port Phillip Bay. The intent of this project is to remove stormwater from Cherry Lake, treat it in an adjoining new facility and then utilise it for irrigation in the adjacent sporting fields at JK Grant Reserve.
10. The very preliminary budget for constructing the facility indicates that if funding can be received for part or all of the upfront costs, Council will either break even or receive a net financial benefit from the ongoing water cost savings within ten years.
11. There are three opportunities for funding from external bodies.
 - 11.1. Melbourne Water
 - 11.2. Greater Western Water
 - 11.3. Department of Energy, Environment and Climate Action (DEECA)
12. Council adopted the Capital Works Framework on 29 July 2025. The Framework requires all competitive grant applications over \$500,000 to be approved by Council. However, if there is a risk that a funding opportunity is missed due to a tight timeline, the Framework allows for the CEO to approve a funding application outside of Council's usual meeting cycle. In these instances, Council must be kept informed and a report brought to the Chamber as soon as feasible.
13. Councillors were informed at the briefings of 25 November 2025 and 10 February 2026 that the tight timelines for grant applications required using this CEO delegation.

Discussion

14. Over the last four years, Council has reviewed a range of proposals to capture stormwater from Cherry Creek and Cherry Lake to use for the irrigation of nearby sports fields.

15. Council has prioritised project designs that will provide both environmental and financial benefits. This involves comparing the upfront costs of building the infrastructure and the ongoing maintenance costs with the value of future savings on water use bills.
16. To maximise funding opportunities, Council has submitted funding applications to three potential external partners. The deadlines for the funding applications are prior to Council's usual budget cycle.
17. Council submitted the first application to Melbourne Water in December 2025, the second to Greater Western Water on 13 February 2026 and the third to DEECA on 16 February 2026.
18. Council will review the project during the development of the Capital Works Project Portfolio for 2026-27 and 2027-28. At this time the success or otherwise of the grant applications will be known and will inform any decision to proceed with the project.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

19. **Hobsons Bay 2040 Community Vision**

Priority 4: Continuous improvement and conservation of the natural environment

Priority 5: Maintain and expand sustainable practices

20. **Council Plan 2025-29**

Theme 2: Sustainable Environment

Goal 2.1: Respond effectively to climate change by reducing emissions and managing risk

Goal 2.4: Promote the conservation and enhancement of our unique natural environments

Theme 3: Liveable City

Goal 3.5: Address drainage, flooding and stormwater concerns

Policies and Related Council Documents

21. The funding applications are aligned with Hobsons Bay Response to Climate Change Action Plan (2022), specifically the action "Capitalise on existing projects and seek partnership opportunities to progress stormwater harvesting initiatives that provide alternatives to potable water use for Council open spaces".
22. The proposed stormwater harvesting project will collect 30 to 50 megalitres of rainwater each year which will also contribute to the goal in the Action Plan to increase water use sourced from alternative sources by 20 per cent.

Legal/Statutory Obligations and Risk

23. Applying for funding comes with very little risk. Receiving funding does not commit Council to delivering the project.
24. The final decision to actually deliver the project will be made by Council during the 2026-27 and 2027-28 Capital Works Plan development process.
25. If the project proceeds, the delivery plan will include a full project risk assessment.

Financial and Resource Implications

26. The preliminary project budget is \$2-3 million. This includes a conservative contingency amount. It is possible that full funding will be received from a combination of external funders which will enable the project to be delivered at no upfront cost to Council. As the project proceeds to detailed design, a more detailed budget will be confirmed.
27. If only partial funding is granted, Council will consider whether to fund the difference during the development of the 2026-27 and 2027-28 budgets. Any recommendation will take into account the estimated extent of the future water cost savings.

Environmental, Social and Economic Impacts

28. Stormwater harvesting projects provide three key environmental benefits:
 - 28.1. Reduction of potable (tap) water use by Council
 - 28.2. Reduction in flooding risk during storm events
 - 28.3. Removal of pollutants from stormwater before it flows into Port Phillip Bay.
29. Council has also followed recommendations from a Flora and Fauna report (funded by DEECA) to ensure that the proposed project does not adversely impact the local environment including Altona skipper butterfly habitat.

Consultation and Communication

30. If funding is received and Council endorses project delivery, the usual capital works project community consultation will be undertaken. This typically includes letterbox drops, signage and online communications.

Declaration of Conflict of Interest

31. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
32. Council staff involved in the preparation of this report have no conflict of interest in this matter.

7.2.6 Australian Local Government Association National General Assembly Motion 2026

Directorate: Office of the Chief Executive
Responsible Officer: Manager Communications, Engagement and Advocacy
Attachments: Nil

Purpose

To consider the motion to be put to the Australian Local Government Association's (ALGA) National General Assembly (NGA) in June 2026.

Recommendation

- 1. That Council resolves to put the motion listed in this report to the Australian Local Government Association's National General Assembly to be held on 23 to 25 June 2026.**

Executive Summary

2. The Australian Local Government Association (ALGA) will hold its National General Assembly (NGA) in June 2026. The NGA provides councils with an opportunity to raise nationally significant issues requiring advocacy and action by the Australian Government.
3. Motions for the 2026 NGA must be submitted to ALGA by 27 February 2026. As per the ALGA guidelines, any motions Council would like to submit to the NGA must first be the subject of a council resolution and there is an expectation that any council submitting a motion also has a council representative at the 2026 NGA.
4. The proposed motion in this report relates to Commonwealth aged care reforms and their impact on local government delivering community-based aged care services.

Background

5. ALGA is a national peak body representing local government in Australia and plays a key role in advocating to the Australian Government on policy, funding and legislative matters affecting councils.
6. The NGA is ALGA's principal policy-setting forum. Motions endorsed at the NGA form part of ALGA's national advocacy platform and guide its engagement with the Australian Government.
7. Aged care funding and regulation are the responsibility of the Commonwealth Government. Local governments continue to play a significant role in delivering aged care services, particularly through the Commonwealth Home Support Programme (CHSP), and are directly impacted by recent and proposed reforms to the aged care system.

Discussion

8. The following motion has been developed for Council to consider for submission to the ALGA National General Assembly 2026.

Motion: Commonwealth aged care reform and local government service sustainability

The following motion has been developed for submission to the ALGA National General Assembly to address the impacts of Commonwealth aged care reforms on the ability of local governments to sustainably deliver community-based aged care services:

The National General Assembly calls on the Australian Government to:

- 1. Ensure adequate funding certainty, transition support and sector readiness for councils delivering Commonwealth Home Support Program (CHSP) services ahead of the transition to the Support at Home program, to prevent service disruption, workforce loss and reduced access for older Australians.*
- 2. Provide clear guidance, reasonable compliance requirements and appropriate resourcing on how the Aged Care Act interacts with the Local Government Act, recognising councils' public sector governance obligations and role as community-based service providers.*

Overview

Local governments are key providers of aged care, especially through the Commonwealth Home Support Program. Recent reforms, including new Responsible Persons obligations and the upcoming transition to the Support at Home program, are creating compliance, funding and operational pressures. Without clearer guidance, support and funding certainty, councils risk being unable to maintain services for older Australians in their communities

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

9. **Hobsons Bay 2040 Community Vision**

Priority 2: Building community wellbeing by engaging with all residents of Hobsons Bay

10. **Council Plan 2025-29**

Theme 1: Healthy Community

Goal 1.1: Strengthen community connection

Policies and Related Council Documents

11. All relevant Council policies have been considered in preparing the proposed motions outlined within this report.

Legal/Statutory Obligations and Risk

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

Financial and Resource Implications

13. The initiatives can be supported through the existing budget.

Environmental, Social and Economic Impacts

14. The initiatives have a strong community focus on health and wellbeing.

Consultation and Communication

15. Relevant Council departments have been consulted about potential projects. If community consultation is required for any part of the program, it will be carried out appropriately.

Declaration of Conflict of Interest

16. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
17. Council staff involved in the preparation of this report have no conflict of interest in this matter.

7.2.7 Revised Audit and Risk Committee Charter

Directorate: Corporate Services

Responsible Officer: Acting Manager Corporate Integrity

Attachments: 1. Draft ARC Charter 12.02.2026 [7.2.7.1 - 18 pages]

Purpose

To present a revised Audit and Risk Committee Charter (Attachment 1) to Council.

Recommendation

1. That Council:

- 1.1. Adopts the Audit and Risk Committee Charter (Attachment 1).**
- 1.2. Revokes the Audit and Risk Committee Charter adopted by Council on 29 July 2025.**

Summary

2. The Audit and Risk Committee Charter was updated in August 2022, with minor amendments made in July 2025.
3. Following a benchmarking exercise with five other councils, a revised Charter was presented to the Audit and Risk Committee in December 2025. The Committee endorsed the Charter proceeding to Council for decision, with minor amendments.

Background

4. At its meeting on 15 December 2025, the Audit and Risk Committee considered the revised Audit and Risk Committee Charter. The revised Charter was approved by the Committee with the following recommended amendments:
 - 4.1. Number all paragraphs and dot points in the Charter.
 - 4.2. Amend paragraph 39 to make the process clear around notifying and inviting the appointed proxy to attend a meeting where an appointed Councillor cannot.
 - 4.3. Include detail around how additional meetings can be called.
 - 4.4. Recommend adding behavioural expectations for Independent Members under section 24 (to align with organisational values).
 - 4.5. Recommend the Charter includes the types of actions the Committee can make, for example: note, endorse or recommend.
 - 4.6. Charter should explicitly state it is an 'advisory committee'.

Discussion

5. As part of the review process, officers benchmarked against Colac Otway Shire Council, Melbourne City Council, Port Phillip City Council, Whitehorse City Council and Wyndham City Council.
6. Key changes to the Charter include:
 - 6.1. Structure includes more sub-headings.
 - 6.2. Condensed Background and set out of Committee Functions and Responsibilities in alignment with the *Local Government Act 2020*.
 - 6.3. Monitoring receipt of gifts and reimbursement of expenses to Councillors and the Chief Executive Officer.
 - 6.4. More detail in relation to the Responsibilities of the Chair.
 - 6.5. Inclusion of oversight of the Rebuilding Culture and Governance Integrated Action Plan (for at least the next three years).
 - 6.6. Changed membership to maximum of five (5) years (as it is good practice to rotate membership more frequently).
 - 6.7. Chair's direct appointment by Council.
 - 6.8. Members fees to be increased by CPI (not rate cap) annually.
 - 6.9. No payment for Independent Members who do not attend meetings.
 - 6.10. Clarity around meeting attendance and requirement for remote attendance pre-approval from Chair.
 - 6.11. Clarity around staff having standing invitation to Audit and Risk Committee meetings.
 - 6.12. More clarity around distribution of unconfirmed minutes and approval by Council.
 - 6.13. Requirement for Independent Members to complete Biannual Interest Returns.
 - 6.14. Expectations of all Committee Members.
 - 6.15. Annual review of Charter.
 - 6.16. Inclusion of Appendix A – Committee Member Regulatory Obligations.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

7. **Hobsons Bay 2040 Community Vision**

This report does not relate to a specific priority of the Hobsons Bay 2040 Community Vision.

8. **Council Plan 2025-29**

Theme 4: Accountable Council

Goal 4.1: Strengthen governance practices and systems

Goal 4.3: Improve financial performance of Council

Policies and Related Council Documents

9. As provided for in the Charter it is proposed it be reviewed annually, or earlier if decided by the Committee and that the review should be aligned with the Committee's annual performance assessment process.

Legal/Statutory Obligations and Risk

10. It is a statutory requirement under section 54 of the *Local Government Act 2020* that Council prepare and approve an Audit and Risk Committee Charter.

Financial and Resource Implications

11. Section 53(6) of the *Local Government Act 2020* states that Council may pay a fee to a member of an Audit and Risk Committee who is not a Councillor of the Council. The Charter and Council's annual budget makes provision for payment of independent members of the Audit and Risk Committee.

Environmental, Social and Economic Impacts

12. There are no environmental, social or economic impacts or considerations relevant to this report.

Consultation and Communication

13. There is no requirement for community consultation.

Declaration of Conflict of Interest

14. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
15. Council staff involved in the preparation of this report have no conflict of interest in this matter.

Hobsons Bay City Council

DRAFT

Audit and Risk Committee Charter

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Purpose of the Audit and Risk Committee

1. Hobsons Bay City Council (Council) has established an Audit and Risk Committee (the Committee) pursuant to Section 53 of the Local Government Act 2020 (the Act).
2. The purpose of this advisory Committee is to provide a structured, systematic oversight of Council's governance, assurance, risk management and internal control practices to assist Council to discharge its obligations in relation to these matters. This oversight mechanism also serves to provide confidence in the integrity of these practices and the Council.
3. This Charter is prepared and approved by Council pursuant to section 54(1) of the Act.

Authority

4. The Committee is directly responsible to Council for its performance in discharging its responsibilities as set out in this Charter.
5. The Committee has the authority to make appropriate enquiries of Councillors, Council Officers and external parties and to seek relevant information in carrying out its role.
6. The Committee has no delegated authority from Council and no executive powers or authority to implement actions in areas over which management has responsibility.
7. The Committee is independent of management.

Committee Functions and Responsibilities

8. The Committee's responsibilities as per section 54(2) of the Act are outlined as follows:
 - 8.1. monitor the compliance of Council policies and procedures with—
 - 8.1.1. the overarching governance principles; and
 - 8.1.2. this Act and the regulations and any Ministerial directions;
 - 8.2. monitor Council financial and performance reporting;
 - 8.3. monitor and provide advice on risk management and fraud prevention systems and controls;
 - 8.4. oversee internal and external audit functions.

9. This section of the Charter outlines the scope of the Committee's work for each of its areas of responsibility.

Compliance of Council Policies and Procedures

10. The Committee will:
 - 10.1. Monitor the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment and achieving compliance with the overarching governance principles.
 - 10.2. Monitor significant changes to compliance obligations, systems and controls to assess those changes and the impacts on Council's risk profile.
 - 10.3. Obtain updates on any significant compliance issue.
 - 10.4. Ensure that a program is in place to test compliance with systems and controls.
 - 10.5. Consider the findings and recommendations of relevant audits undertaken by the Victorian Auditor General's Office or other integrity agencies and ensure that Council considers and applies any relevant recommendations.
 - 10.6. Monitor gifts received and reimbursement of expenses to Councillors, members of a delegated Committee and the Chief Executive Officer.

Financial and Performance Reporting

11. The Committee will:
 - 11.1. Monitor Council's financial and performance reporting for compliance with external obligations and to assist the Committee keep up to date with Council's financial and operational performance.
 - 11.2. Review significant accounting and reporting issues, including complex or unusual transactions and areas requiring significant judgement. Additionally, examine recent accounting, professional, and regulatory pronouncements, as well as legislative changes, to understand their impact on the annual financial report. This is to include a review of accounting papers on asset valuations and changes to methods/assumptions.
 - 11.3. Review with management and the external auditors the results of the audit, including any difficulties encountered.

- 11.4. Review the annual financial report and performance statement of the Council and consider whether it is complete, consistent with information known to Committee members, and reflects appropriate accounting principles.
- 11.5. Recommend 'approval in principle' of the annual financial report and annual performance statement to Council.

Risk Management and Fraud Prevention Systems and Controls

12. The Committee will:

- 12.1. Review the effectiveness, annually of Council's risk management framework to ensure Council's risk exposure is managed appropriately.
- 12.2. Monitor Council's risk appetite and the changes occurring in the risk profiles.
- 12.3. Monitor Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans.
- 12.4. Monitor the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.
- 12.5. Note the placement of the annual insurance renewal program and monitor claims management performance.
- 12.6. Monitor Council's Fraud and Corruption Control Framework including policy, plan, fraud and corruption risk assessments and mitigation actions, including fraud awareness training.
- 12.7. Receive updates from management of any suspected cases of fraud, corruption, legislative breach or serious misconduct impacting Council. Matters of potential fraud or corruption may be verbally reported to the Committee Chair depending on their materiality and potential consequence.
- 12.8. Monitor and provide advice on fraud prevention systems and controls.
- 12.9. Review whether Council and senior management have taken steps to embed a culture which is committed to ethical and lawful behaviour, adding to the credibility of Council through adherence with ethical standards.

Internal Audit

13. The Committee will:

- 13.1. Act as a forum for communication, and resolution of any issues, between the Chief Executive Officer, senior management and internal audit.
- 13.2. Review the internal audit coverage and annual work plan, ensure the plan achieves appropriate coverage of Council's risks, compliance obligations, and any other matters brought to the Committee's attention by Council or the Chief Executive Officer, and recommend approval of the plan by the Chief Executive Officer for adoption by Council.
- 13.3. Advise the Council and Chief Executive Officer on the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit plan.
- 13.4. Review and approve all scopes for internal audit reviews.
- 13.5. Receive and review all internal audit reports and provide advice to the Council and Chief Executive Officer on significant issues identified and action taken on issues raised, including identification and dissemination of good practice.
- 13.6. Monitor management's implementation of internal audit recommendations.
- 13.7. Monitor the internal auditor's progress made in achieving the annual audit plan.
- 13.8. Monitor any non-audit services provided by the internal auditors to Council to ensure the services are appropriate and do not jeopardise the independence of the internal auditors.
- 13.9. Review the performance of the internal auditor annually, including the level of satisfaction with the service.
- 13.10. Meet with the internal auditors 'in camera', at least once a year.

External Audit

14. The Committee will:
 - 14.1. Act as a forum for communication, and resolution of any issues, between the Council, Chief Executive Officer, senior management and external audit.
 - 14.2. Review the external auditor's proposed audit scope and approach and gain an understanding of the 'materiality' yardstick to be applied and coordination of external audit with internal audit activity.
 - 14.3. Review with the external auditor Council's draft annual financial statements focusing on:

- 14.3.1. accounting policies and Approved Accounting Standards
- 14.3.2. changes to accounting policies and Approved Accounting Standards
- 14.3.3. significant adjustments to the financial statements (if any) arising from the audit process
- 14.3.4. compliance with accounting standards and other reporting requirements of financial and non-financial information.
- 14.3.5. significant variances with explanations from prior years. Review reports from the external auditor and discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- 14.4. Review reports on outcomes of relevant performance audits noting any opportunities identified by management to improve Council performance
- 14.5. Monitor management's implementation of external audit recommendations.
- 14.6. Meet with the external auditors 'in camera', at least once a year.

Organisation and Culture Update

- 15. Receive updates from the Chief Executive Officer on significant organisational changes and culture (including progress made against the Internal Action Plan). Consider the impacts of these on the risk, governance and control framework.

Other matters referred by Council

- 16. The Committee will consider any other matters referred to it by Council and respond as appropriate.

Annual Work Plan

- 17. The Committee will develop an Annual Work Plan, detailing activities to be undertaken to address the functions outlined in this Charter and ensure the Committee effectively discharges its responsibilities in a planned and targeted manner. The Annual Work Plan will be used as the basis to drive and shape the agenda for upcoming meetings.
- 18. Additional or emerging items will be added to the Annual Work Plan with approval by the Chair. Similarly, removal of any items required authorisation of the Chair.

Annual Assessment of Performance against the Charter

19. In accordance with section 54(4) (a) and (b) of the Act, the Committee must undertake an assessment of its performance against the Audit and Risk Committee Charter annually prior to the appointment of Councillors in November each year and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement.

Biannual Audit and Risk Committee Reporting

20. In accordance with Section 54(5)(a) and (b) of the Act, the Committee will prepare a biannual audit and risk report that describes the activities of the Committee and includes its findings and recommendations; and provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.
21. The Chair of the Committee will brief Councillors on the Biannual report at a Councillor Briefing session, prior to presentation in the Chamber.

Committee Governance

Committee Appointments

Committee Composition

22. The Committee comprises five members, two (2) Councillors and three (3) Independent Members, appointed by Council.

Skills, Experiences and Knowledge

23. Committee Members should collectively possess sufficient knowledge of audit, risk, IT, governance, finance and performance reporting, control environments and assurance processes as well as specific industry knowledge.
24. Independent Members must collectively have expertise in financial management, risk management and experience in public sector management. The Independent Members will uphold standards of conduct and ethics that maintain public confidence and trust and align with Council's organisational values.

Recruitment and Tenure of Independent Members

25. Recruitment of Independent Members shall be made by way of public advertisement and will leverage a skills and experience matrix assessment that identifies the particular blend of skills and experience required for the role.

26. The applications for membership will be assessed against appropriate criteria. The criteria will fall within the areas of:
 - 26.1. level and breadth of senior business, management, finance and accounting, legal and/or audit experience
 - 26.2. level of familiarity in relation to local government operations, financial reporting and auditing requirements, risk management and corporate governance
 - 26.3. previous Audit and Risk Committee experience
 - 26.4. appropriate qualifications
 - 26.5. the existing mix of skills and experience of the remaining Independent Audit and Risk Committee members.
27. The selection panel for appointment to the Audit and Risk Committee will consist of the Mayor, the Chief Executive Officer (or their delegate) and the nominated Councillor members of the Audit and Risk Committee. A recommendation for appointment of an Independent Member will be made to Council for decision.
28. Independent Members will be appointed for an initial period not exceeding three (3) years after which they will be eligible for re-appointment, for a further term of up to three (3) years following a formal review of their performance. Such review is to be undertaken by the Chief Executive Officer with the two (2) Councillor Members and two (2) Independent Members, with final approval by Council.
29. Independent Members' terms of appointment will be set so that as far as possible only one Independent Member retires at a time, to minimise the loss of knowledge of Council's business that may occur on change of membership.
30. Should the resignation/retirement of more than one Independent Member coincide, the Council may resolve to extend the term of the remaining Independent Members by not more than one year to ensure continuity.
31. At the conclusion of an Independent Member's authorised term, the member may reapply for Committee membership.
32. A maximum of five (5) years may be served by an Independent Member.

Independent Chairperson

33. In accordance with section 53 of the Act, the Chair of the Committee:
 - 33.1. must not be a Councillor (section 53(4)); and
 - 33.2. must not be a member of Council staff (section 53(c)); and

- 33.3. must be one of the Independent Members; and
- 33.4. must be suitably qualified.
- 34. The Independent Chair is appointed to the Committee directly by Council, for a term of not more than three (3) years.
- 35. The role of the Chairperson includes:
 - 35.1. Assisting in determining the Agenda for Committee meetings.
 - 35.2. Chairing meetings of the Committee in accordance with the meeting Agenda.
 - 35.3. Preparation of a Biannual Audit and Risk report that is to be provided to the Chief Executive Officer for tabling at the next practicable Council meeting. The report must describe the activities of the Audit and Risk Committee, its findings and recommendations.
- 36. Where the Chair is absent from a meeting, the meeting will appoint an Acting Chair from the Independent Members present.

Councillors

- 37. Councillor members of the Committee will be appointed by the full Council on an annual basis.
- 38. Other Councillors may attend the meetings as observers, without comment or voting rights. The Committee Chair has discretion to invite comments. Other Councillors should inform the Committee Chair of their intention to attend through management.
- 39. If an appointed Councillor member is not be able to attend a committee meeting, the appointed proxy Councillor will attend in their place. As soon as possible upon becoming aware they are unable to attend a committee meeting, the appointed Councillor will advise the Chair and Manager Corporate Integrity. The Manager Corporate Integrity will then invite the proxy Councillor to attend and arrange for the meeting papers to be provided to the proxy. The Chair of the Committee will defer the meeting where there are insufficient members present/no quorum can be attained.
- 40. Where a Councillor member is unable to attend Committee meetings for the remainder of their term of appointment, the member must resign from the Committee and Council will elect a replacement.

Fees

- 41. Pursuant to section 53(6) of the Act, the Council will pay a fee to Independent Members, which will be determined by Council resolution. The remuneration shall be based on a set fee per meeting with an additional amount paid to the Chair.

42. The sitting fee covers meeting preparation, attendance at meetings and confirmation of meeting minutes.
43. Increases in the remuneration of Independent Members will be limited to increases in the Consumer Price Index (CPI All Groups Melbourne) as confirmed by the Chief Financial Officer and adjusted annually on 1 July.
44. No less than once every Council term (4 years), the fee paid to Independent Members will be benchmarked against no less than five other like councils to provide the Council with the information required to fully review fees.
45. Time spent on performing any special task deemed necessary by the Committee will be paid for at an agreed rate to be negotiated, depending upon the requirements of the task and professional expertise of the Independent Members and approved by the Manager Corporate Integrity.
46. The fee payment will be made after each meeting following receipt of a Tax Invoice from the Independent Member (including the purchase order number provided by Council) after each scheduled meeting.
47. In the event an Independent Member is unable to attend a meeting, the sitting fee will not be paid for the meeting missed.

Termination of Membership

48. In the event the Council proposes to remove an Independent Member of the Committee, it must give written notice to the Member of its intention to do so and provide that Member with the opportunity to be heard if that member so requests.

Induction

49. All new Committee members will receive material and information to ensure they are acquainted with the administrative environment, operational profile and risk management processes of Council.

Meetings

Meeting frequency

50. The Committee will meet at least four (4) times per year, with authority to convene additional meetings, as circumstances require, after discussion between the Committee Chair and the Chief Executive Officer. Committee members and the internal and external auditors may request the Chair to convene additional meetings to address unexpected matters that may have arisen.

Meeting Schedule

51. A schedule of meetings will be developed and agreed by the Committee at the last meeting of the calendar year. As an indicative guide, meetings will be scheduled to coincide with relevant Council reporting deadlines.

Quorum

52. The quorum for a meeting is no less than three (3) members, comprising two Independent Members (which may include the Chair) and at least one (1) Councillor Member.

Meeting Attendance

53. All Committee Members are expected to attend each meeting in-person. In special circumstances, electronic attendance may be permitted with prior permission of the Chair.
54. An independent member that is absent for two consecutive meetings, without submitting an apology or being granted a leave of absence, will create a casual vacancy.
55. In addition to the Committee Members, the following staff members have a standing invitation to attend Committee meetings:
 - 55.1. Chief Executive Officer
 - 55.2. Directors
 - 55.3. Chief Financial Officer
 - 55.4. Manager Corporate Integrity
 - 55.5. Coordinator Governance
 - 55.6. Risk and Emergency Management Advisory.
56. The internal and external auditors will attend the relevant sections of Committee meetings at the invitation of the Chair.

Distribution of Meeting Papers

57. The agenda and supporting documentation will be circulated to Committee Members, Internal and External Auditors, Councillors and staff members listed in paragraph 55, at least one (1) week in advance of meetings.
58. All Committee meetings, agenda papers, and discussions are to be treated as confidential.

Decisions

59. The typical decisions made by the Committee are:
- 59.1. Endorse – when the Committee supports a draft policy, internal audit scope, plan.(to replace Accept)
 - 59.2. Note – when the Committee acknowledges reports, updates, or monitoring information that require no decision (e.g., internal audit progress reports, risk updates, Internal Audit Report)
 - 59.3. Recommend – when the Committee formally advises Council to adopt, or approve (e.g., Annual financial Statements, Risk Management Policy, Internal Audit Plan).
60. All decisions require the motion to be *moved and seconded*.

Minutes and reporting

61. Draft minutes of each meeting will be provided to the Committee members within seven (7) days of each meeting for feedback.
- 61.1. Draft minutes approved in principle, will be presented as “Unconfirmed Committee Minutes” to the next practicable Council meeting, for noting.
 - 61.2. The Committee will then confirm the minutes at the next Committee meeting and these will become the Final Minutes.
 - 61.3. The Final Minutes will only be re-presented to a Council Meeting if there are further changes made by the Committee, other than minor administrative changes.

Administrative Support

62. The Manager Corporate Integrity shall ensure secretarial and administrative support is provided to the Committee.

Committee Members Obligations

63. Committee members are expected to be aware of their obligations under Section 53(5) of the Act. These obligations relate to:
- 63.1. misuse of position as a member of the Committee (Section 123); and
 - 63.2. confidential information (Section 125); and
 - 63.3. conflict of interest (Sections 126 to 131).

64. More detailed information is provided at Appendix 1.

Misuse of Position (section 123 of the Act)

65. A Committee Member must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or to cause, or attempt to cause, detriment to the Council or another person.

Confidentiality (section 125 of the Act)

66. A Committee Member must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.

Conflict of Interest (Division 2 of Part 6)

67. A Committee Member must declare any conflicts of interest at the start of each meeting or before discussion on the relevant agenda item or topic and will need to leave the meeting prior to, and for the duration of discussion on the matter.

68. Details of any conflicts of interest will be appropriately included in the minutes of the meeting.

Biannual Personal Interest Returns (Division 3 of Part 6)

69. Council requires Independent Members to complete a Personal Interest Return within 30 days of appointment to the Committee, and then biannually (every March and September).

70. For transparency, a summary of each Independent Member's Return will be published online, to align with the publication of Councillors' and relevant officers' Returns.

Expectations of all Committee Members

71. All Committee Members are expected to:

71.1. Contribute the time needed to study and understand the papers provided and apply good analytical skills, objectivity and good judgement.

71.2. Express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.

71.3. Be cognisant of a number of actions and regulatory requirements that may impact the Committee over the life of a Council including 'Governance, Internal Control and Compliance'. These may include –

71.3.1. Part 4 Division 1 (S91 Financial Plan, S92 Asset Plan)

71.3.2. Part 4 Division 4, Financial Management, Investments, Borrowings etc.

71.3.3. Part 5 S108 and 109 Procurement policies etc.

71.3.4. Part 6 Division 2 COI, Division 4 Gifts, Division 5 Code of Conduct

71.3.5. Governance Rules developed by Council.

72. The responsibilities of the Committee may be revised or expanded at the time of the Charter's review.

Review Frequency

73. The Charter will be reviewed annually, or earlier if decided by the Committee.

74. The review process should be aligned with the Committee's annual performance assessment process so that any opportunities for improvements related to the Charter arising from that process can be captured.

75. All Committee Members, the Executive Leadership Team and Chief Financial Officer will be consulted as part of any review of the Charter.

Document History

Responsible Manager:	
Date endorsed by the Audit and Risk Committee:	
Date Adopted by Council:	

APPENDIX 1

Committee Member Regulatory Obligations

Guidance to Members

Local Government Act 2020 Reference	Requirement under the Local Government Act 2020
Misuse of Position	
123(1)	<p>A Committee member must not intentionally misuse their position to:</p> <ul style="list-style-type: none"> a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b) Cause, or attempt to cause, detriment to the Council or another person
123(3)	<p>Circumstances involving misuse of a position by a member of the Committee include:</p> <ul style="list-style-type: none"> a) Making improper use of information acquired as a result of being a member of the Committee; or Disclosing information that is confidential information; or b) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or c) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or d) Using public funds or resources in a manner that is improper or unauthorised; or e) Participating in a decision on a matter in which the member has a conflict of interest.
Confidential Information	
125	<p>A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.</p>
Conflicts of Interest	
126	<p>A member of the Committee has a conflict of interest if the member has:</p> <ul style="list-style-type: none"> a) A general conflict of interest as described in Section 127; or b) A material conflict of interest as described in Section 128.
127	<p>A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.</p>

128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p>NOTE: The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</p>	

7.2.8 S6A Instrument of Delegation

Directorate: Corporate Services

Responsible Officer: Acting Manager Corporate Integrity

Attachments: 1. S 6 A Instrument of Delegation under the PE Act 1987 26 11 25 [7.2.8.1 - 8 pages]

Purpose

To present a new S6A Instrument of Delegation from Council to Members of Council staff regarding recent changes to the *Planning and Environment Act 1987* (introduced through the *Consumer and Planning Legislation Amendment (Housing Statement Reform) Act 2025*) which is proposed to be in place until the next version of the S6 Instrument from Council to Members of Council staff is presented for adoption.

Recommendation

1. **That Council in the exercise of powers conferred by the legislation referred to in the attached Instrument of Delegation, Hobsons Bay City Council (Council) resolves that:**
 - 1.1. **There be delegated to members of Council staff holding, acting or in performing the duties of the offices or positions referred to in the attached Instrument of Delegation to Members of Council staff, the powers, duties and functions set out in the Instrument, subject to the conditions and limitation specified in that Instrument.**
 - 1.2. **The Instrument comes into force immediately upon this resolution being made and are to be signed by the Council's Chief Executive Officer.**
 - 1.3. **The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

Summary

2. Instruments of delegation are used to formally delegate functions and powers assigned by legislation where the legislation permits this to be done.
3. In September 2025 Council endorsed Instruments of Delegation including the S6 Instrument of Delegation from Council to Members of Council Staff.
4. This report presents a new Instrument of Delegation to Members of Council staff in response to recent changes to the *Planning and Environment Act 1987* (the Act) introduced through the *Consumer and Planning Legislation Amendment (Housing Statement Reform) Act 2025*.

Background

5. Amendments to the Act introduced new and amended planning powers, some of which councils are now required to administer. These reforms altered the way certain planning functions must be exercised, and importantly, created powers that cannot lawfully be delegated under Council's current S6 Delegation from Council to Members of Council Staff.
6. The *Consumer and Planning Legislation Amendment (Housing Statement Reform) Act 2025* made several changes to the Act, including to Council's powers and functions which may be delegated under section 188.
7. Specifically, the reforms include (among others) the following amendments to the Act:
 - 7.1. a process for proponent led planning scheme amendments (sections 16A to 16E)
 - 7.2. a formal process for seeking authorisation to prepare planning scheme amendments (sections 16F to 16L)
 - 7.3. a pathway for low-impact amendments (section 23A)
 - 7.4. new sections 28A to 28D will enable the Minister to continue an amendment that has been abandoned by a planning authority
 - 7.5. giving notice of incomplete permit applications (sections 48A to 48D)
8. These amendments are reflected in the new S6A Instrument of Delegation provided at Attachment 1.
9. Council subscribes to the Maddocks Delegations and Authorisations Service which has provided a "mini" update in response to the recent changes to the Act which commenced on 25 November 2025.
10. Maddocks have prepared the S6A Instrument of Delegation to Members of Council staff under section 188 of the Act. The S6A Instrument has been drafted to include the appropriate officer positions within the instrument.
11. Adopting the S6A Instrument of Delegation will ensure:
 - 11.1. Compliance with the amended legislative framework
 - 11.2. Officers will have lawful authority to exercise new and amended functions
 - 11.3. Governance and legal risks are minimised.

Discussion

12. The following comments were provided by Maddocks about the Instrument:

New Council powers

13. The amendments to the Act include a revised mechanism in relation to preparing amendments to the planning scheme, which will generally require authorisation from the Minister as set out in the new Division 1AA of Part 3 (ss 16A–16N).

14. Other changes relevant to councils relate to the abandoning of amendments, and the ability of the Minister to continue with the amendment despite the abandonment.

Repealed Council powers

15. Some provisions of the Act have been repealed which previously set out delegable powers and functions of Council, namely in sections 8A and 8B. Those powers have largely been replaced by the new powers in Division 1AA of Part 3.

Next steps

16. In response to the legislative changes, Council's systems and procedures have been adjusted, circulated to staff and incorporated into business-as-usual practices. The changes will be seamless for the community as they are incorporated into templated documents.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

17. Hobsons Bay 2040 Community Vision

This report does not relate to a specific priority of the Hobsons Bay 2040 Community Vision.

18. Council Plan 2025-29

Theme 4: Accountable Council

Goal 4.1: Strengthen governance practices and systems

Policies and Related Council Documents

19. The current versions of the Instruments of Delegation to the CEO and Members of Council staff were endorsed on 23 September 2025. The S6A Instrument of Delegation will be subsumed into the S6 Instrument as part of the next review of the instruments.

Legal/Statutory Obligations and Risk

20. The Instrument has been prepared based on advice from Maddocks Authorisations and Delegations Service to ensure that delegations to meet operational requirements are in place as a result of recent legislative amendments.
21. This Instrument is required to be authorised by a resolution of Council.

Financial and Resource Implications

22. There are no financial implications because of this report.

Environmental, Social and Economic Impacts

23. Delegation of powers is essential to enable the day-to-day decisions of Council to be made.

Consultation and Communication

24. Public consultation is not required prior to Council delegating its powers, duties and functions.

Declaration of Conflict of Interest

25. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
26. Council staff involved in the preparation of this report have no conflict of interest in this matter.

***S6A Instrument of Delegation
under the Planning and Environment Act 1987***

Hobsons Bay City Council

Instrument of Delegation

to

Members of Council staff

Instrument of Delegation

In exercise of the powers conferred by the *Planning and Environment Act 1987 (Act)*, the legislation referred to in the attached Schedule, and in accordance with section 188 of the Act, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that references in the Schedule are as follows:

Title	Position
CMP	Coordinator Major Projects
CPO	Coordinator Planning Operations
CSP	Coordinator Statutory Planning
CSSP	Coordinator Strategic Planning Coordinator City Planning and Development
DSC	Director Sustainable Communities
GLA	Greenlight Administrator
MPBHS	Manager Planning, Building and Health Services
MSES	Manager Strategy, Economy and Sustainability
PAO	Planning Administration Officer Administration Officer
PSP	Principal Strategic Planner
PUP	Principal Urban Planner Manager Projects and Policy Planner Urban Planner – Major Projects and Policy
SP	Strategic Planner
SSP	Senior Strategic Planner
SUP	Senior Urban Planner Senior Urban Planner – Major Projects Senior Urban Planner Customer Liaison Senior Planner – Subdivisions Senior Planner – Major Projects
TLSP	Team Leader Strategic Planning
TLTP	Team Leader Town Planning Team Leader Urban Planning
UP	Urban Planner Urban Planner Customer Liaison

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by **##insert "a resolution" or "resolutions" of Council passed on ##date ##add "and ##date", if appropriate;** and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation or, where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts;
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council;
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee; and
- 3.4 acknowledges that this delegation only affects the current S6 Instrument of Delegation to members of Council staff to the extent that the provisions in the Schedule are marked as 'amended' or 'repealed' as appropriate.

Signed by the Chief Executive Officer of Council)
in the presence of:)

.....
Witness

Date:

SCHEDULE

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8A(2) (<i>repealed</i>)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	-	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.
s 8A(3) (<i>repealed</i>)	Power to apply to Minister to prepare an amendment to the planning scheme	-	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.
s 8A(5) (<i>repealed</i>)	Function of receiving notice of the Minister's decision	-	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.
s 8A(7) (<i>repealed</i>)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	-	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.
s 8B(2) (<i>repealed</i>)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	-	This provision has been repealed, as of 25 November 2025, and should not be exercised.

			Refer to section 231 for treatment of amendments on foot before the repeal of this section.
16B	<p>Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide:</p> <ul style="list-style-type: none"> - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. <p>Note: see also sections 16A, 16D, 16E and 16K.</p>	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	
16C(1)	<p>Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision.</p> <p>Note: The notice must contain prescribed information, and reasons if it is a refusal.</p>	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	
16C(4)	<p>Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.</p>	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	
16F	<p>Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district.</p> <p>Note: see also sections 16G and 16K.</p>	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	
16F	<p>Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F</p>	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	

16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	
16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	
23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
28(1) (<i>amended</i>)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision.	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	Note: the power to make a decision to abandon an amendment cannot be delegated
28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	

48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	GLA, CMP, CPO, CSP, CSSP, DSC, MPBHS, MSES, PAO, PSP, PUP, SSP, SP, SUP, TLSP, TLTP, UP	Where Council is the responsible authority
48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	CMP, CPO, CSSP, CSP, DSC, MPBHS, MSES, TLTP	Where Council is the responsible authority
96A(2) (<i>amended</i>)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
96Z (<i>amended</i>)	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	CMP, CPO, CSSP, CSP, DSC, MPBHS, MSES	
158F	Power to make submissions in response to a directions panel	CSSP, DSC, MPBHS, MSES, PSP, SP, SSP, TLSP	

7.2.9 Response to Notice of Motion 1278 and 1249 (Part 7) (updated)

Directorate: Corporate Services
Responsible Officer: Chief Financial Officer
Attachments: Nil

Purpose

To respond to Notice of Motion 1278 passed at the Council meeting held on 26 August 2025 regarding Council's Human Rights Obligations and provide an update on (part 7 of) Notice of Motion 1249 passed at the Council meeting held on 13 February 2024 regarding Support for Hobsons Bay residents Impacted by Overseas Conflict.

Recommendation

1. **That Council:**
 - 1.1. **Notes that its vendor (procurement) and financial investment records have been compared to the list of business enterprises on the Human Rights Council database and that there are no businesses on the database that are used by Council in its procurement or financial investment activities.**
 - 1.2. **Reaffirms its commitment to considering human rights implications in relation to choosing suppliers and service providers.**
 - 1.3. **Notes that best-practice human rights protections and risk mitigation are being incorporated into the draft Hobsons Bay Procurement Policy to be presented to Council for adoption in February 2026.**

Summary

2. Notice of Motion 1278 calls for a report to Council on any contracts or investments between Council and any entities listed on a Human Rights Council (HRC) report raising particular human rights violation concerns, and a report on incorporating best-practice human rights protections and risk mitigation into Council policies.
3. Council has reviewed its vendor (procurement) and financial investment records, comparing them to the list of business enterprises on the HRC database. There are no business enterprises on the HRC database that are used by Council in its procurement or financial investment activities.
4. Best-practice human rights protections and risk mitigation have been incorporated into the draft Hobsons Bay Procurement Policy 2026. The new policy will also be considered by Council for adoption at the 24 February 2026 meeting.

Background

Resolutions to be addressed

5. Notice of Motion 1278 was passed at the Council meeting held on 26 August 2025 regarding Council's Human Rights Obligations. The motion included:
 - 5.1. Requests (for) a report to Council by December 2025, detailing all existing contracts and investments through financial institutions between Council and any entity identified in a specified database produced by the United Nations High Commissioner for Human Rights, and having regard to any other such reputable sources or databases as relevant
 - 5.2. As part of its ongoing review into Council's procurement practices, requests a report to Council by December 2025 on the incorporation of best-practice human rights protections and risk mitigation into procurement, investment and related policies, so as to reduce the use of Council resources to aid, abet, or materially contribute to human rights violations, including but not limited to discrimination, modern slavery, and international crimes including crimes against humanity, war crimes, and genocide.
6. Notice of Motion 1249 was passed at the Council meeting held on 13 February 2024 regarding Support for Hobsons Bay residents Impacted by Overseas Conflict. Part 7 of the motion resolved that Council reaffirms its commitment to considering human rights implications in relation to choosing suppliers and service providers. It was determined that the most appropriate way of reaffirming this commitment would be to include appropriate references in the next Hobsons Bay Procurement Policy. It is also appropriate to take the opportunity to reaffirm Council's commitment in line with the recent Notice of Motion 1278.
7. The response to the Notice of Motions was originally included in the Council meeting agenda for 16 December 2026. It was resolved at the meeting that Council defers consideration of the agenda item (7.3.1) to the 24 February 2026 Council meeting.

United Nations Human Rights Council

8. The Human Rights Council (HRC) is an intergovernmental body within the United Nations system responsible for strengthening the promotion and protection of human rights around the globe and for addressing situations of human rights violations and making recommendations on them.
9. On 24 March 2016, the HRC adopted resolution 31/36, entitled "Israeli settlements in the Occupied Palestinian Territory, including East Jerusalem, and in the occupied Syrian Golan". Paragraph 17 requests the United Nations High Commissioner for Human Rights to produce a database of all business enterprises involved in certain specified activities (summarised as "raising particular human rights concerns") related to the Israeli settlements in the Occupied Palestinian Territory, including East Jerusalem. A further resolution 53/25 in 2023 requests that the database be updated yearly.

10. The database is available online at: <https://www.ohchr.org/en/business/bhr-database> (OHCHR being the Office of the High Commissioner of Human Rights).
11. The database implies that listed business enterprises have directly or indirectly enabled, facilitated, and profited from the construction and growth of the settlements. A number of business activities and related issues have been identified that raise particular human rights violations concerns. Specifically, “activities detailed in paragraph 96” referred to in the title are:
 - 11.1. The supply of equipment and materials facilitating the construction and the expansion of settlements and the wall, and associated infrastructures
 - 11.2. The supply of surveillance and identification equipment for settlements, the wall and checkpoints directly linked with settlements
 - 11.3. The supply of equipment for the demolition of housing and property, the destruction of agricultural farms, greenhouses, olives groves and crops
 - 11.4. The supply of security services, equipment and materials to enterprises operating in settlements
 - 11.5. The provision of services and utilities supporting the maintenance and existence of settlements, including transport
 - 11.6. Banking and financial operations helping to develop, expand or maintain settlements and their activities, including loans for housing and the development of businesses
 - 11.7. The use of natural resources, in particular water and land, for business purposes
 - 11.8. Pollution, and the dumping of waste in or its transfer to Palestinian villages
 - 11.9. Captivity of the Palestinian financial and economic markets, as well as practices that disadvantage Palestinian enterprises, including through restrictions on movement, administrative and legal constraints
 - 11.10. Use of benefits and reinvestments of enterprises owned totally or partially by settlers for developing, expanding, and maintaining the settlements.
12. As of the September 2025 update, there are 158 enterprises listed on the database.

Discussion

13. Council’s Procurement team has reviewed Council’s vendor records, comparing them to the list of business enterprises on the HRC database. There are no business enterprises on the HRC database that are used by Council in its procurement activities.
14. Council’s Financial Accounting team has reviewed Council’s financial investment records, comparing them to the list of business enterprises on the HRC database. There are no business enterprises on the HRC database that Council holds any financial investments with.

15. While the HRC database identifies specific business enterprises, most other internationally recognised human rights and responsible business conduct sources do not publish consolidated lists of companies of concern. Instead, these sources generally provide framework-level guidance, sectoral or country-based risk indicators, or records of allegations and complaints processes rather than findings.
16. As a result, databases such as those produced by the International Labour Organization, the United States Department of Labor, the OECD Guidelines for Multinational Enterprises and associated OECD Watch complaints mechanism are not designed to enable direct comparison against Council's vendor or investment records. Therefore, the review of Council's records against the HRC database is comprehensive and appropriate to respond to the notices of motion.
17. The incorporation of best-practice human rights protections and risk mitigation into procurement and investment has been included in section 5.3 (Value for Money and Quadruple Bottom Line) of the draft Hobsons Bay Procurement Policy 2026. The new policy is scheduled to be presented to Council for adoption in February 2026. Further details will also be included in the Procurement Guidelines to provide further direction to Council staff in relation to compliance with this part of the policy.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

18. Hobsons Bay 2040 Community Vision

This report relates to all priorities within the Hobsons Bay 2030 Community Vision.

19. Council Plan 2021-25

Objective 5: A High Performing Organisation

Strategy 5.3: Deliver value for money – continuous improvement while safeguarding the long-term financial sustainability of Council

Strategy 5.4: Enhance transparency, accountability and good governance practice

Policies and Related Council Documents

20. Council's contracts are procured in line with the Hobsons Bay Procurement Policy 2021, adopted by Council at the meeting held on 14 December 2021. The draft Hobsons Bay Procurement Policy 2026 is also being considered by Council for adoption at the 24 February 2026 meeting.

Legal/Statutory Obligations and Risk

21. Section 8(1) of the *Local Government Act 2020* states that the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.
22. Contracts are procured in line with section 108 and 109 of the *Local Government Act 2020*. Section 108 outlines the requirement for Council to adopt a Procurement Policy and what is required to be included within the policy. Section 109 outlines that Council must comply with its Procurement Policy before entering into a contract.
23. Investments with financial institutions are invested in line with section 103 of the *Local Government Act 2020*. It provides a broad outline of where Council may invest money. This is consistent with Council's Investment Policy.

Financial and Resource Implications

24. There are no financial or resources implications.

Environmental, Social and Economic Impacts

25. The incorporation of human rights considerations into Council's procurement and investment practices supports broader environmental, social and economic outcomes for the Hobsons Bay community.

Social impacts

26. By ensuring procurement and investment decisions align with human rights principles, Council demonstrates its commitment to ethical governance and social responsibility. This approach reinforces community trust and reflects the diverse values of Hobsons Bay residents. The consideration of human rights in supplier selection helps prevent Council resources from contributing to discrimination, modern slavery or human rights violations, thereby upholding the dignity and wellbeing of affected communities globally.

Economic impacts

27. The integration of best-practice human rights protections into procurement policies supports sustainable and ethical business practices. This approach encourages suppliers to maintain high standards of human rights compliance, which can contribute to more stable and responsible supply chains. By adopting comprehensive due diligence processes, Council mitigates reputational and operational risks associated with unethical business practices.

Environmental impacts

28. Human rights considerations in procurement complement Council's existing environmental sustainability objectives. Many businesses that demonstrate strong human rights commitments also tend to exhibit responsible environmental practices. The quadruple bottom line approach outlined in the draft Procurement Policy ensures that environmental, social, governance and economic factors are considered holistically in procurement decisions.

Consultation and Communication

29. Internal consultation was undertaken with Council's Procurement team and Financial Accounting team to review vendor and financial investment records against the Human Rights Council database.
30. The Procurement team was engaged in the development of best-practice human rights protections and risk mitigation measures to be incorporated into the draft Hobsons Bay Procurement Policy 2026.
31. Cross-departmental collaboration ensured alignment between procurement practices, financial management, and Council's broader human rights obligations as outlined in the notices of motion.

Declaration of Conflict of Interest

32. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
33. Council staff involved in the preparation of this report have no conflict of interest in this matter.

7.2.10 Adoption of Hobsons Bay Procurement Policy 2026

Directorate: Corporate Services

Responsible Officer: Coordinator Procurement and Contracts

Attachments: 1. Hobsons Bay Procurement Policy V 2.0 - 2026
[7.2.9.1 - 24 pages]

Purpose

To adopt the Hobsons Bay Procurement Policy 2026.

Recommendation

1. That Council:

1.1. Revokes the former Procurement Policy dated December 2021.

1.2. Adopts the Hobsons Bay Procurement Policy 2026 in accordance with section 108 of the Local Government Act 2020.

Summary

2. Under section 108 of the *Local Government Act 2020*, Council is required to formally adopt a Procurement Policy at least once during each four-year term. In addition to adopting the policy, Council must also review the content to ensure it meets legislative requirements and reflects best practice within the sector.
3. Upon reviewing the current Procurement Policy, it was determined that updates were necessary to bring the policy into alignment with current sector standards. This review presented an opportunity to further strengthen Council's procurement framework by increasing accountability and transparency while maintaining sufficient flexibility for Council staff in the procurement process. The key policy updates are as follows:
 - 3.1. **Policy structure and scope:** The policy's structure and scope have been refined to clearly define the principles and processes governing procurement activities.
 - 3.2. **Sustainability principles for procurements:** The updated policy incorporates sustainability principles, ensuring that procurement decisions consider environmental, social and economic impacts.
 - 3.3. **Procurement thresholds:** The thresholds for various procurement activities have been reviewed and updated to reflect current sector standards and Council requirements.
 - 3.4. **Financial delegation limits:** The updated policy includes financial delegation details for all levels rather than just the Chief Executive Officer (CEO), providing clarity on authority levels for procurement decisions.
 - 3.5. **Procurement exemptions:** The policy now includes clearer guidance on procurement exemptions, outlining circumstances where standard procurement processes may not be applicable.

4. The policy reaffirms Council's commitment to considering human rights implications in relation to choosing suppliers and service providers by incorporating best practice human rights protection and risk mitigation.

Background

5. Section 108 of the *Local Government Act 2020* outlines the requirement for Council to adopt a Procurement Policy at least once during each four-year term of the Council and review what is required to be included within the Procurement Policy.
6. The previous Procurement Policy, adopted on 14 December 2021, was the first procurement policy adopted by Council under the new *Local Government Act 2020*. The policy requirements significantly differed from the previous *Local Government Act 1989* in terms of powers given to the Council, and on internal regulatory measures for procurement processes. The previous Procurement Policy adopted \$300,000 (including GST) as the threshold for conducting a public tender process.
7. While the previous Procurement Policy fulfils the requirements of the *Local Government Act 2020*, it does not deliver clarity in certain areas. Some of the identified areas are:
 - 7.1. Lack of clarity in procurement thresholds other than the public tender threshold and actions to be taken in each scenario. This can lead to inconsistent procurement practices.
 - 7.2. Procurement exemption justifications and their applicability.
 - 7.3. Sustainability related procurement practices, the policy did not stress when to use these criteria and to what extent.
8. The updated draft Procurement Policy remedies these gaps and represents an uplift in procurement governance, transparency, compliance, financial accountability and strategic sourcing capability. It introduces clearer operational expectations for all procurements, stronger risk and probity controls, enhanced alignment with Council's sustainability and social objectives, and more robust legislative compliance.
9. If adopted, the policy will significantly enhance organisational accountability, reduce procurement related risk exposure and position Council to deliver greater value to the community through improved procurement practices.

Discussion

10. 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. The following key changes have been made to the Procurement Policy to achieve this:

Policy structure and scope expanded

11. The new Procurement Policy is based on the Municipal Association of Victoria's (MAV) Best Practice Procurement Policy template. Developed in response to sector demand, the template provides greater clarity, consistency and flexibility, ensuring compliance with the *Local Government Act 2020* for all Victorian councils. This structure introduces several improvements:
 - 11.1. Sections are clearly defined, dividing the policy into an easily readable format that is straightforward to navigate for staff at all levels.
 - 11.2. A specific caretaker clause has been included, in alignment with section 69 of the *Local Government Act 2020*. This clause outlines the requirements for risk assessment, documentation and probity obligations during the caretaker period.
 - 11.3. Comprehensive appendices have been incorporated, detailing procurement thresholds, financial delegations and justifications for exemptions.
 - 11.4. The policy will be integrated into a broader Procurement and Contracts Management Framework which will serve as the foundation for procurement and contract management activities.
12. Operational instructions on "how" to conduct procurement, previously included in the policy, have been removed. These operational aspects will now be covered in the forthcoming Procurement Guidelines and templates, currently being developed. As a result, the policy has become a more strategic document, focusing on "why" procurement must be conducted in a certain manner by Council. Some of the key areas that were further reviewed to incorporate the new requirements are as follows:

Sustainability framework for Procurement

13. **Section 5.3** of the updated policy formalises a sustainability framework for all procurement activities, defined as the Quadruple Bottom Line (QBL). This framework assesses procurement against four key criteria: Economic, Environmental, Social and Ethical Governance. The aim is to determine whether procurement activities deliver value for money. The QBL framework sets out actionable considerations and links to sustainable and ethical procurement attributes, including but not limited to local supplier engagement, circular economy initiatives, modern slavery and climate action.

Procurement processes clarified

14. **Sections 6.2 and 6.3** of the updated policy details requirements which are to be followed for each procurement threshold. In addition, it also clarifies tender evaluation governance by detailing requirements such as pre-approved evaluation criteria and weightings, the formation of constituted evaluation panels, conflict of interest declarations, procedures for late tender submissions, Best and Final Offer (BAFO) process and guidance by a probity advisor for procurements exceeding \$10 million or those classified as high-risk.

Collaborative procurement and panels codified with “Select Sourcing” rules

15. **Sections 6.2.4 and 6.4** of the updated policy formalises the use of Approved Purchasing Schemes and Panel Contracts, along with Select Sourcing rules. It specifies how panel-specific thresholds may override standard thresholds when this is documented at the time of panel formation and clarifies when an exemption is required if usage exceeds the defined panel scope. While the previous policy acknowledged collaborative procurement, the new policy provides more explicit operational details, including rules for use, panel scope limits, documentation requirements and justification processes.

Monitoring, reporting and non-compliance strengthened

16. **Section 8** of the updated policy introduces enhanced oversight through the requirement for quarterly monitoring by the Procurement and Contracts unit on cumulative spend per supplier. This will ensure regular review and tracking of procurement activities throughout the financial year.
17. A key addition is the differentiation between competitive and non-competitive procurements. The updated policy defines that a procurement will be categorised as non-competitive when a supplier is engaged by Council under either of the below scenarios.
 - 17.1. If the value of the procurement is below \$15,000 (including GST) and Council has only reached out to one supplier for a quote before engaging them.
 - 17.2. If the supplier was engaged by Council via a procurement exemption process.
18. The policy stipulates that when non-competitive cumulative spend with a supplier exceeds \$300,000 within a single financial year, all subsequent procurement with that supplier must be conducted via public tender or through an eligible contract. This measure is designed to promote transparency and competitive practices once significant expenditure is reached.
19. The policy differentiates between minor and serious breaches of procurement procedures. Serious breaches are subject to escalation to the Executive Leadership Team (ELT), ensuring that higher-risk or repeated non-compliance is appropriately addressed at the senior management level.
20. Reporting is mandated for all contracts greater than \$300,000 that have been awarded under delegated authority, reported to Council in the Quarterly Performance Report. This reporting requirement strengthens transparency and oversight of significant procurement decisions.

Procurement thresholds and controls

21. **Section 11.1** of the updated policy outlines the specific threshold details that govern all procurement activities undertaken by Council. The previous policy only outlined the public tender threshold of \$300,000 (including GST). All of the thresholds were guided by a detailed benchmarking exercise involving six other councils, ensuring alignment

with sector standards. Additionally, the thresholds reflect an analysis of Council's own procurement trends to ensure they meet operational needs and best practice requirements.

22. The thresholds set out the minimum standards and procedures that Council staff must adhere to for every level of procurement activity. Compliance with these requirements is mandatory and they are designed to ensure consistency, probity and value for money across all Council procurement processes.
23. The updated policy emphasises the importance of upholding the thresholds by explicitly prohibiting order splitting, which could otherwise circumvent established controls. Furthermore, the introduction of the "No purchase order, no payment" rule reinforces the necessity for proper purchase order processes before any payment is made, thereby strengthening financial management and accountability within Council procurement operations.

Updated Financial Delegations

24. **Section 11.2** of the updated policy retains the financial delegation for the Chief Executive Officer (CEO) at \$1,000,000 (including GST).
25. In addition to standard delegation limits, the policy authorises the CEO to approve emergency expenditure up to \$5 million. It also provides unlimited delegation for mandated expenditures, such as insurance and utilities, subject to specific caveats. These provisions are generally consistent with the previous policy and will continue to ensure Council can respond swiftly to urgent needs while maintaining appropriate controls.
26. The updated policy stipulates that all contracts awarded under delegated authority with a value greater than \$300,000 will be reported to Council in the Quarterly Performance Report.
27. The updated policy also includes delegation limits for Directors, Managers, Coordinators and Team Leaders. These delegations were not included in the previous policy, rather they were determined by internal procedures. The delegations have been designed to streamline and standardise financial approval processes across Council, ensuring efficient management of procurement activities.
28. The delegation limits have been set based on a benchmarking exercise with six other councils, ensuring that the proposed delegations are consistent with sector standards. Standardising these limits for all levels of Council staff supports efficient decision-making and enhances the overall management of financial approvals.

Procurement Exemptions

29. Procurement exemptions, when properly justified and governed, are an important tool that supports Council's ability to operate efficiently while maintaining strong probity and accountability. The updated policy ensures that exemptions are applied transparently

and consistently, supported by clear criteria, documentation requirements and delegated approvals.

30. Exemptions provide alternative approaches in circumstances where a full competitive process is not possible, or would not deliver additional value, such as emergencies, mandated suppliers, limited-market categories or specialist professional services. Importantly, exemptions do not remove the obligation to demonstrate value for money or uphold procurement principles, they allow Council to tailor procurement approaches to the specific needs and risks of each situation while maintaining robust oversight.
31. **Section 11.3** of the updated policy establishes a comprehensive framework for procurement exemptions, presenting a clear list of valid justifications. These justifications include emergency and extraordinary circumstances, contract extensions required while going to market, professional services that are not suitable for tender, mandated payments, novation's, operating leases, sole supplier situations in IT, broader sole sourcing cases and other specific Council exemptions.
32. In addition to listing the valid justifications, Section 11.3 defines the roles responsible for approving exemptions and specifies the process for conducting cumulative value checks. These provisions enable Council to maintain control over exemption approvals, ensuring that all requests are appropriately scrutinised and authorised before proceeding.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

33. **Hobsons Bay 2040 Community Vision**

This report relates to all priorities within the Hobsons Bay 2040 Community Vision.

34. **Council Plan 2025-29**

Theme 4: Accountable Council

Goal 4.1: Strengthen governance practices and systems

Goal 4.3: Improve financial performance of Council

Policies and Related Council Documents

35. Council last reviewed and adopted the Procurement Policy on 14 December 2021.
36. The updated Procurement Policy will form part of a larger Procurement and Contracts Management Framework. The policy will be complimented by the Procurement Guidelines and templates which are currently being developed.

Legal/Statutory Obligations and Risk

37. Section 108 of the *Local Government Act 2020* outlines the requirement for Council to adopt a Procurement Policy at least once during each four-year term of the Council and what is required to be included within the policy.
38. Section 109 of the *Local Government Act 2020* outlines that Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works and that procurement reports to Council must include information in relation to collaboration opportunities.

Financial and Resource Implications

39. The Annual Budget 2025-26 estimates that Council will spend nearly \$126 million procuring goods, services and capital items during the financial year. As such, high importance is placed on ensuring best practice and value for money is achieved on behalf of the community.

Environmental, Social and Economic Impacts

40. The impact of Quadruple Bottom Line (QBL) in the updated policy is significant, as it transforms procurement from a transactional process into a strategic tool for delivering broader community benefits. By embedding the QBL framework into purchasing decisions, Council ensures that every procurement activity is evaluated not only for cost-effectiveness but also for its contribution to environmental sustainability, social responsibility, economic development and ethical conduct.
 - 40.1. **Economic Impact:** The framework requires Council to consider the local economic benefits of procurement, such as supporting local businesses and fostering job creation. This helps stimulate the local economy and builds stronger supplier relationships within the community.
 - 40.2. **Environmental Impact:** Section 5.3 mandates that procurement decisions consider environmental factors, including reducing emissions, minimising waste, promoting the circular economy and supporting climate action. This aligns Council's operations with its long-term sustainability goals and reduces its environmental footprint.
 - 40.3. **Social Impact:** The policy prioritises social procurement by encouraging engagement with suppliers who demonstrate positive social outcomes such as those providing employment opportunities to disadvantaged groups or addressing issues like modern slavery. This strengthens Council's commitment to social equity and inclusion.
 - 40.4. **Ethical Governance:** By reaffirming a commitment to human rights and ethical standards, Section 5.3 ensures Council's procurement practices uphold integrity, transparency and compliance with relevant legislation. This includes careful selection of suppliers and banking institutions in line with recent Council resolutions.

41. Council's procurement activities will be aligned with broader strategic objectives, driving positive change across environmental, social, economic and ethical domains. This not only delivers value for money but also enhances Council's reputation as a responsible and forward-thinking organisation.

Consultation and Communication

42. A high priority was placed on ensuring that the development of the new policy was collaborative, involving sector leaders and relevant Council departments who would be engaged in daily procurement activities. A structured approach was adopted, progressing through a series of consultation and communication stages aimed at maximising input and feedback.
43. Initial consultation was undertaken with MAV, which highlighted the release of a new Best Practice Procurement Policy Template. This template, developed in consultation with the Northern and Southern Regions groups of councils, provided a robust foundation for Council to tailor its own policy according to specific requirements, while maintaining consistency with the procurement policies of other councils. In addition, a benchmarking exercise involving six other councils was conducted to assess current sector standards and to review procurement processes currently in use by Council.
44. Following completion of the first draft of the policy, ELT was briefed on the proposed changes. Feedback and approvals were sought from ELT to progress further. During these discussions, it was emphasised that additional consultation would be undertaken to involve major stakeholders within Council. The ELT provided positive feedback, offering comments and queries related to specific aspects of the policy, and requested that these be addressed in subsequent discussions with the key stakeholders prior to finalisation.
45. Eleven stakeholder forums, which included senior leaders were held across the organisation to communicate the proposed policy changes and to gather feedback. These forums facilitated positive and constructive discussions with stakeholders, focusing on both the overall changes to the policy and specific amendments that would impact departmental procurement activities.
46. The policy was presented to the Audit and Risk Committee (ARC), providing an opportunity for further discussion and feedback. Input from ARC was carefully considered and incorporated into the policy prior to its finalisation.

Declaration of Conflict of Interest

47. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
48. Council staff involved in the preparation of this report have no conflict of interest in this matter.



Hobsons Bay Procurement Policy

2026 Version 2.0

Acknowledgment of Country

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

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1. Purpose

Council is required under sections 108 and 109 of the *Local Government Act 2020* (The Act) to prepare, adopt and comply with its procurement policy. In accordance with The Act, this policy and associated guidelines set out the key principles, processes and procedures applied to all purchases of services and works by Council.

The purpose of this Policy is to:

- guide Council's procurement activities in a manner that promotes open and fair competition, ensures Value for Money, and upholds the principles of transparency, probity, and accountability.
- supports ethical, efficient, and effective procurement practices that deliver value to the community and align with Council's strategic objectives.
- prioritise the procurement of environmentally responsible, locally sourced and socially responsible goods and services
- minimise and manage fraud and governance risks in procurement
- work collaboratively with other councils to achieve efficiencies and outcomes which are in line with the Service Performance Principles outlined within the LG Act 2020

2. Background

This Policy has been built on the base best practice procurement policy developed collaboratively by the Municipal Association of Victoria (MAV) in partnership with a working group of procurement professionals across the Victorian Local Government Procurement Sector. It builds upon previous policies developed by both the Northern and Southern Regions group of Councils with the aim of supporting effective and consistent collaborative procurement practices aligned with legislative requirements.

While based on a shared template, this policy has been tailored to reflect the specific needs and context of Hobsons Bay City Council and may differ slightly from policies adopted by other Council's. It applies solely to procurement activities undertaken by Hobsons Bay City Council.

3. Scope

This policy applies to all procurement activities undertaken by Council and is binding upon all Council Officers, Councillors, Contractors, Consultants and or third parties acting on behalf of Council to comply with the principles and framework set out in this policy.

In accordance with *The Act*, this Policy seeks to ensure open and fair competition and Value for Money whilst upholding the principles of transparency, probity and accountability.

Key terms used throughout this policy are defined in the Definitions section within this policy.

3.1. Treatment of GST

All monetary values stated in this policy include GST unless specifically stated otherwise.

3.2. Procurement during the Caretaker Period

In accordance with section 69 of *The Act*, Council must not make major procurement decisions during the caretaker period that could influence the outcome of an election or bind an incoming Council.

All procurement activities during the caretaker period must:

- Be assessed for political or commercial risk;
- Be clearly and appropriately documented; and
- Comply with all relevant probity principles and legislative requirements.

Further guidance will be provided by Council through caretaker period protocols and/or be referenced within Council's procurement manual or guidelines

4. Definitions and Abbreviations

Aggregate Purchasing	Is the strategic consolidation of procurement activities for identical or similar goods, services, or works across multiple departments, projects, or entities. This approach is intended to optimise Value for Money by leveraging combined purchasing power, improving contract outcomes, and reducing duplication of effort.
Authorised Agent	A person or organisation formally empowered to act on behalf of the Council in relation to procurement activities
Best Practice	As defined in the Local Government Best Practice Procurement Guidelines or any other document specified by Council.
Collaborative Procurement – also known as Approved Purchasing Scheme	<p>Refers to a pre-established arrangement with a panel of suppliers or contractors, formed through a public tender process in accordance with the <i>Local Government Act 2020 (Vic)</i>, associated regulations and relevant procurement thresholds.</p> <p>These arrangements may be established by:</p> <ul style="list-style-type: none">• Individual Councils.• A group of Councils or public bodies working collaboratively; or• Recognised external agents such as Procurement Australia, Municipal Association of Victoria or State Government Agencies. <p>Collaborative procurement allows Councils to procure goods, services, or works without undertaking a full tender process, provided the engagement complies with the scheme's terms and conditions.</p>
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of the Council or another party (e.g. prices, discounts, rebates, profits, methodologies, and process information etc.)

Conflict of Interest	Any general or material conflict as defined in sections 127–128 of the Act, where personal, professional or financial interests may, or may appear to, influence impartial decision-making.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, to deliver the contract objectives and provide Value for Money.
Contract Variation	A Contract Variation refers to any modification made to the original terms and conditions of an executed contract. Variations may be financial or non-financial in nature and must be managed transparently, appropriately documented and assessed to ensure they do not undermine the principles of value for money, probity, equity, or open and fair competition.
Contract Variation - Financial	A variation that alters the contract's monetary value. This includes: <ul style="list-style-type: none"> • Increases or decreases in contract costs, • Whether within or exceeding approved contingencies, • Subject to approval in line with Council's financial delegation limits and governance requirements
Contract Variation - Non-Financial	A variation that does not result in a financial adjustment but alters other contractual parameters, such as: <ul style="list-style-type: none"> • Project timelines or milestones, • Scope, specifications or design details, • Working hours or access arrangements, • Location or quantity changes or • Any other aspect of the contract provided it doesn't impact cost
Council	Means Hobsons Bay City Council
Council Officer	Any Council employee, contractor or consultant authorised to act on behalf of the Council, including Councillors in their official capacity.
Emergency	A sudden or unexpected event requiring immediate action including the occurrence of a natural disaster, flooding or fire event at a Council property; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute a risk to life or property.
Local Supplier	is defined as a commercial business that meets at least one of the following criteria: <ul style="list-style-type: none"> • Maintains an operational premises that is physically located within the municipal boundaries of Council; or • Delivers, sources or undertakes the majority of their goods, services or works within the Council area; or • is located within Hobsons Bay City Council's Local Government Area where geographic

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	proximity clearly contributes to local, economic, social or community outcomes
Material breach	Any breach of this policy that may also represent a breach of legislation such as procurement thresholds, fraud or corruption, and occupational health and safety.
Panel Contract	<p>A panel contract (or standing offer arrangement) is a procurement method where a council selects multiple suppliers through a tender process for works, goods and services on a regular basis over a specified time. They allow Council staff to purchase from these panel suppliers without a public procurement process for each individual purchase.</p> <p>Refer to the Rules of Use/ Buyers Guide for each panel contract or Council's Procurement Manual, whichever is relevant.</p> <p>Panel contracts cannot be used to purchase works, goods or services that fall outside the scope of the original arrangement. Any other service outside of the original scope would need to be procured via a different procurement process.</p>
Probity	<p>Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness, and honesty in a particular process.</p> <p>Probity is a defensible process which can withstand internal and external scrutiny, which achieves both accountability and transparency, providing respondents with fair and equitable treatment.</p>
Procurement	Refers to the end-to-end process of acquiring external goods, services, and works. It encompasses the entire lifecycle, from initial planning and concept development through to contract completion, asset disposal, or the conclusion of a service. Procurement also includes the organisational structures, governance, and compliance frameworks that support and guide procurement activities within the council operations.
Procurement Guideline	Are the supporting documents to the Procurement Policy. These might include detailed procedures, guidance, tools, and templates to assist staff in implementing the Policy. It outlines the "how to" for undertaking procurement activities in a compliant, efficient, and consistent manner across the organisation.
Purchase Order	An official document used to authorise and record the purchase of goods or services or works by a buyer. The Purchase Order acts as the prime reference confirming the contractual situation between the buyer and supplier in the absence of a Contract. A purchase order may be used in conjunction with an agreement for the supply of goods, services or works, or to instigate supply against an agreement.

Select Sourcing	Engagement of a limited number of suppliers to receive quotes without conducting a full public tendering process via previously established internal panels, collaborative panel contracts or approved purchasing schemes.
Sole Sourcing	The engagement of a single supplier without seeking competitive offers in defined and limited circumstances by following all requirements stated under this policy.
Total Contract Sum	The potential total value of the contract including: <ul style="list-style-type: none"> • costs for the full term of the contract, including any options for either party to extend the contract • applicable goods and services tax (GST) • anticipated contingency allowances or variations • all other known, anticipated and reasonably foreseeable costs.

5. Guiding Principles

Council's procurement processes shall be based on the following principles, irrespective of the value and complexity of that procurement.

5.1. Probity, Accountability and Transparency

Council is committed to upholding the highest standards of probity, accountability and transparency in all procurement activities, in line with The Act, and the Victorian Best Practice Procurement Guidelines (2024).

All Councillors, Council officers and authorised agents involved in procurement activities must act ethically, impartially and in public interest. They are individually accountable for their decisions and the outcomes of procurement processes undertaken on behalf of Council.

All procurement activities must be conducted in a manner that:

- Complies with The Act, this Procurement Policy, associated procurement guideline, other relevant Council Policies, relevant legislation and applicable standards.
- Demonstrates integrity, fairness, and transparency.
- Is defensible under internal and external scrutiny.
- Manages conflicts of interest and maintains public trust.
- Prevents and mitigates risks such as fraud, corruption or collusion.

Where procurement activities are carried out by authorised agents on Council's behalf (e.g. external parties, consultants, contractors), they must comply with the same legal, ethical and procedural obligations as Council officers.

To support probity and accountability, Council will:

- Apply consistent and transparent processes that ensure fair and equitable treatment of all suppliers.
- Ensure procurement criteria and conditions are not changed after public release unless formally approved in line with policy or procedure.
- Require all participants involved in procurement activities to act in good faith, declare and

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manage conflicts of interest, and adhere to relevant codes of conduct and ethical standards.

- Prohibit the acceptance of any gifts, benefits or hospitality from current or prospective suppliers in accordance with Council's Gifts, Benefits and Hospitality policy

5.1.1. Disclosure of Information

Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location. Councillors and Council Staff must take all reasonable measures to maintain confidentiality of:

- Information submitted by suppliers in tenders, quotations or during tender negotiations; and
- Information that is marked confidential, or reasonably understood to be confidential due to its nature; and
- Any details related to current or proposed contracts, particularly where disclosure could compromise Council's position or breach probity.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubts on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre- contract negotiations

5.2. Strategic Procurement

Council adopts a strategic approach to procurement to maximise value and efficiency.

Each procurement activity will be planned with consideration of:

- opportunities for aggregated purchasing across Council or with other entities through approved purchasing schemes.
- collaborative or joint procurement arrangements.
- utilisation of existing internal and external supplier panels or contracts; and
- alternative contracting models that best support the delivery of outcomes.

Guidance materials and procurement planning templates are available to support council officers in applying these principles effectively throughout the procurement process.

5.3. Value for Money and Quadruple Bottom Line

Council is committed to achieving Value for Money in all procurement decisions. This means selecting the option that offers the best overall outcome - not just the lowest price, but based on a balanced assessment of cost, quality, risk, sustainability and social impact over the entire lifecycle of the goods, services or works

Council's approach to Value for Money includes integration of Quadruple Bottom Line (QBL) principles which means ensuring that economic, environmental, social, and ethical considerations are embedded into procurement planning and decisions wherever practical and proportionate.

In applying the Value for Money principle, Council will:

- **Consider Whole-of-Life Costs**, including planning, acquisition, operation, maintenance, and disposal.
- **Optimise Quality and Performance**, ensuring goods, services, and works are fit for purpose, durable, and supported by service warranties where appropriate.
- **Deliver Broader Community Benefits**, encouraging procurement outcomes that generate

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positive social, economic, and environmental impacts, including through support of local, social, Indigenous, and inclusive suppliers.

- **Champion Sustainable and Ethical Procurement**, engaging suppliers who demonstrate compliance with fair, ethical, and socially responsible labour practices, and who meet legislative and regulatory obligations, including workplace safety and modern slavery to employees.
- **Minimise Environmental Impact**, selecting products and services that reduce resource consumption, emissions, waste, and environmental degradation.
- **Support Innovation**, encouraging new solutions, technologies, or delivery models that improve outcomes or efficiencies.
- **Promote Fair Competition and Efficiency**, ensuring open, transparent procurement processes that support innovation and reduce duplication.
- **Enable Collaboration and Aggregation**: leveraging shared services, panel arrangements, and approved purchasing schemes where appropriate.

5.3.1. Quadruple Bottom Line (QBL) Principles

Council will, wherever appropriate, incorporate the following Quadruple Bottom Line considerations into its procurement planning and decision making:

1. Economic

- Support local suppliers (as defined in this policy's definition), small to medium enterprises (SMEs), and regional businesses
- Create local jobs and stimulate economic development within the Council area and nominated surrounding regions
- Consider long-term value and cost-effectiveness, not just upfront price

2. Environmental

- Reduce waste, greenhouse gas emissions, and resource use
- Prioritise recycled, energy-efficient, or sustainably made goods and services
- Support the circular economy and climate resilience through environmentally responsible purchasing

3. Social

- Promote diversity, equity, and inclusion across supply chains
- Support Indigenous-owned businesses, disability enterprises, and certified social benefit suppliers
- Provide employment and training opportunities for disadvantaged or marginalised groups

4. Ethical Governance

- Work with suppliers who follow ethical practices including fair labour, safe workplaces and compliance with modern slavery laws
- Consider human rights implications in relation to choosing suppliers and providers.
- Maintain transparency, integrity, and compliance in all procurement activities

Council will apply Quadruple Bottom Line (QBL) principles in a manner that is practical, proportionate, and aligned to the size, risk and complexity of each procurement activity. These considerations may be factored into planning, specification, evaluation, and contract management stages. For operational guidance on how to apply Value for Money and Quadruple Bottom Line principles, including evaluation weightings and engagement strategies, refer to Council's Procurement Guideline.

5.4. Risk Management

Procurement activities must be properly planned and executed to protect Council from risks including but not limited to;

- personal injury, property damage, financial loss, reputational harm, legal exposure,
- breach of
 - governance, code of conduct and legislation
- disruption to the delivery of goods, services, or works.

To minimise procurement-related risks and uphold best practice, Council implements the following risk mitigation strategies:

- **Procurement Planning:** allowing sufficient time for procurement preparation, market engagement, and internal approvals to reduce the risk of rushed or non-compliant processes.
- **Financial Accountability:** ensuring more than one person is involved and responsible for any financial transaction to be approved and processed.
- **Standardised Contract Documentation:** using Council approved templates that include legally reviewed terms and conditions to ensure consistency and reduce contractual ambiguity.
- **Securities:** requiring appropriate security deposits such as bank guarantees to protect against supplier non-performance or contract default
- **Due diligence Checks:** undertaking financial and reference checks on new and existing suppliers, with periodic reviews as needed to ensure ongoing capability and compliance.
- **Subject Matter Expert input:** referring complex or technical specifications to qualified internal or external subject matter experts to ensure clarity, feasibility, and risk mitigation.
- **Contract Execution before Commencement:** ensuring that all contracts are fully executed and documented before any goods are delivered, services commenced, or payments issued.
- **Standards and Compliance:** incorporating relevant Australian Standards, legislative requirements, and industry best practices into specifications and contract terms.
- **Ongoing Contract Management:** requiring contract managers to actively monitor contractor performance, deliverables, and compliance throughout the contract term, with issues documented and addressed promptly.

These practices are consistent with the Local Government Best Practice Procurement Guidelines 2024, which emphasises proactive risk planning, transparency, and strong governance as essential to achieving Value for Money and ensuring public confidence in procurement outcomes.

6. Council Policy

6.1. Procurement Structure, Processes, Procedures and Systems

Council maintains a procurement management responsibility, delegations and thresholds detailing the approach to be taken to ensure accountability, traceability and auditability of all procurement decisions and activity. All of Council's procurement activity will support the aims and objectives established within the Council Plan and other applicable policies and procedures.

Council will ensure that Council's procurement approach:

- is flexible enough to enable the diverse range of material, goods, works and services required by Council to be efficiently purchased

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- supports that prospective contractors and suppliers are afforded an equal opportunity to tender or quote
- encourages competition and value-for-money outcomes for Council

Council's centre-led procurement function is the primary custodian of all procurement structures, processes, procedures and systems. Council's procurement function is responsible for:

- Maintaining the Procurement Policy and associated guidelines, processes and procedures.
- Maintaining appropriate purchasing, procurement, and contract management systems and tools.
- Providing procurement-related advice and support to the organisation as required.
- Building organisational procurement and contract management capability (including delivery of training and provision of guidance materials).
- Promoting awareness and monitoring of compliance with this Policy.
- Ensuring Legislation is followed, reporting breaches and corrective actions in a timely manner.
- Collaborating with other councils and organisations to identify best practice in and achieving better value from procurement.

Council will maintain internal procurement control documents detailing the processes, procedures and systems related to procurement including maintaining details of tendered contracts.

6.2. Procurement Methods

Council utilises a variety of procurement methods and engagement mechanisms for procuring goods, services or works.

The standard methods of procurement are:

- Verbal or written quotes
- Request For Quotation (RFQ) process
- Request For Tender (RFT) process
- EOI
- Approved Purchasing Schemes or Panel Contracts

The standard engagement mechanisms are:

- Credit Card
- Purchase Order
- Work or Service Order
- Contract

All procurement activities must:

- Be supported by identified and available funding
- Be initiated in accordance with the Procurement Thresholds
- Be authorised in accordance with Council's approved financial delegations and thresholds
- Involve more than one person with appropriate documentation and approvals to ensure transparency and accountability

6.2.1. Request For Quote (RFQ)

Procurements with an estimated combined/whole life expenditure of less than \$300,000.00 (inc. GST) must be done in accordance with details provided in section 11.1 “Appendix 1 – Procurement Thresholds” of the policy.

6.2.2. Request For Tender (RFT)

Procurements with an estimated combined/whole life expenditure of \$300,000.00 (inc. GST) or more over the full term of a Contract, must be undertaken by a public tender.

All RFT must be published on Council’s online tendering portal. RFT’s may also be advertised through additional channels such as state or local newspapers, industry publications, and web-based forums depending on the scale and audience of the procurement.

In accordance with the Local Government Act 2020, Council must publish details of awarded tenders that meet or exceed prescribed thresholds on its public website to ensure legislative compliance, transparency, and community awareness.

6.2.3. Expressions of Interest (EOI)

Council may, at its discretion and based on the complexity and cost of the given project, conduct one stage or multi-stage tenders. Typically, a multi-stage tender process will commence with an EOI stage, followed by a tender process involving the organizations’ selected/shortlisted during the EOI stage.

Expressions of Interest may be used where:

- Multiple suppliers are likely.
- Full tendering is burdensome, or procurement is complex.
- Vendor interest or capability is uncertain.
- Council seeks preliminary advice from the market.

6.2.4. Approved Purchasing Scheme or Panel Contracts (Select Sourcing)

Council may, in specific circumstances, engage a limited number of suppliers without conducting a full public tendering process. This select sourcing approach is permitted under this Policy where it is appropriate to the procurement’s value, risk and complexity, and where one or more of the following conditions apply:

- Suppliers are pre-qualified under
 - A Panel Contract established via a public tender process conducted by Council, or.
 - An Approved Purchasing Scheme or Collaborative Contract (e.g. MAV, Procurement Australia, State Purchase Contracts) which the Council has chosen to enter/opt into.
- The procurement risk, value, and complexity are proportionate to a streamlined sourcing approach, supported by a documented rationale.
- A previous public tender process was unsuccessful, and Council proceeds to a limited sourcing approach in accordance with Section 6.2.5

Where Council has established an internal panel or is accessing a collaborative panel contract or approved purchasing scheme, the following provisions apply:

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- Council may approve alternate procurement thresholds and sourcing methodologies specific to the panel.
- These must be documented at the time of panel formation (e.g. Panel Award Report or relevant process per Procurement Guideline), approval is sought by the appropriate Financial Delegate, and sourcing methodologies for the panel are documented.
- Once endorsed, these thresholds override the standard thresholds set out in Section 11.1 for all procurement conducted under the panel.
- All procurement activities must align with the panel's scope, terms of use, use approved templates and processes in accordance with Council's Procurement Guidelines

A procurement exemption may be required only where the procurement exceeds the panel's approved scope or deviates from usage rules.

6.2.5. Alternative Approaches Following an Unsuccessful Tender

If a public tender process concludes with no submissions received, Council may consider alternative procurement approaches, including:

- Reissuing the tender in its original form.
- Revising the scope or requirements and reissuing the tender.
- Inviting a limited number of suitable suppliers to submit proposals (Select Sourcing).
- Entering direct negotiations with a supplier (Sole Sourcing).

Any alternative procurement approach must be:

- Supported by documented market analysis and a clear rationale for the selected approach
- Demonstrated to achieve Value for Money, fairness, and probity, in line with The Act, this Policy, and best practice procurement principles
- Approved by the CEO

6.3. Tender Evaluation

Council is committed to ensuring a fair, consistent, and transparent approach to the evaluation of tenders. To uphold these principles:

- Tender evaluation criteria and weightings will be documented and approved prior to issuing any tender to ensure transparency and consistency in assessment.
- An Evaluation Panel comprising appropriately qualified and briefed members will be established for each tender process. The panel will assess submissions objectively against the pre-determined criteria.
- Where beneficial, external representatives with relevant expertise may be included on the Evaluation Panel or engaged as advisors to enhance capability and ensure appropriate oversight.
- Late tenders will only be accepted in accordance with the conditions of tendering. Reasons for acceptance must be fully documented and approved.
- All panel members must complete a Conflict-of-Interest declaration before commencing any evaluation activities. Identified conflicts must be managed in accordance with Council's policies and procedures.
- The evaluation process will be conducted in a manner that is robust, unbiased, and able to withstand internal and external scrutiny.
- A Probity Advisor should be engaged, and a Probity Plan developed for high-value (exceeding \$10 million) or high-risk (technically complex, politically sensitive) procurements.

6.3.1. Contract Negotiations and Best and Final Offer (BAFO) Process

To ensure the best value outcome for Council, contract negotiations may be conducted with one or more shortlisted tenderers, provided such negotiations remain consistent with the original scope, intent and probity principles of the tender process.

Council may also implement a shortlisting process as part of the evaluation. Where appropriate, shortlisted tenderers may be invited to submit a Best and Final Offer (BAFO) to allow Council to clarify, refine, or enhance proposals prior to final contract award.

Any negotiation or BAFO process will be conducted in a fair, transparent, and equitable manner, in line with The Act, relevant procurement best practice guidelines and Council's procurement manual.

6.4. Collaborative Procurement

In accordance with Section 108 (c) of *the Act*, Council will actively seek opportunities to collaborate with other councils and public bodies in the procurement of goods, services or works, where such collaboration can deliver economies of scale, improved value for money, or other strategic benefits.

Council officers must give due consideration to collaborative procurement opportunities as part of the planning phase for all procurement activities.

Where a procurement recommendation is brought before the Council, the accompanying report must include:

- An outline of any potential collaborative procurement opportunities identified, including the public bodies or councils involved; and
- A statement explaining why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

6.5. Procurement Exemptions

Council recognises that in defined and limited circumstances, procurement activities may be exempt from the standard requirements to seek tenders, quotations or expressions of interest. A number of defined procurement exemption justifications have been identified and are detailed in Section 11.3 of this policy. All exemptions must be:

- Approved/Endorsed by the relevant Executive Leadership Team (ELT) member (CEO or Directors) in accordance with the Financial Delegations in Section 11.2.
- Justified and documented using the approved exemption process for monitoring, reporting and auditing purposes.

7. Relevant Legislation Policy and Other Documents

Council's procurement activities shall be undertaken to a high professional standard and in full compliance with the Local Government Act 2020 (Vic), associated regulations, and all applicable internal and external policies, procedures, and codes of conduct.

All Council procurement must also be consistent with Council's broader policy framework and strategic plans. This policy has clear linkages to a range of legislation, standards, and strategic documents including:

Legislation and Guidelines

- [Local Government Act 2020 | legislation.vic.gov.au](https://www.legislation.vic.gov.au)
- [Local Government Best Practice Procurement Guidelines 2024](#)

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- Relevant provisions of the [Competition and Consumer Act 2010 \(Cth\)](#)
- [Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)
- [Gender Equality Act 2020](#);
- [Modern Slavery Act 2018 \(Cth\)](#);
- [Climate Action Act \(2017\)](#)
- [Occupational Health and Safety Act 2004](#);
- [Working with Children Act 2005](#) and [Working with Children Regulation 2016](#)
- [Freedom of Information Act 1982](#);
- [Privacy and Data Protection Act 2014](#);
- [Public Records Act 1973](#);
- [Building & Construction Industry Security of Payment Act 2002](#);
- [Local Government \(Governance and Integrity\) Regulations 2020](#);
- [Local Government \(Planning and Reporting\) Regulations 2020](#); and
- Other relevant Australian Standards or legislation.

Internal Policies and Frameworks

- Council Plan, Annual Budget and Long-Term Financial Plan
- Fraud and Corruption Policy
- Conflict of Interest Policy
- Hobsons Bay Response to Climate Change Action Plan (2022)
- Environmentally Sustainable Design Toolkit (ESD)

8. Procurement Monitoring, Reporting and Non-Compliance

Council is committed to transparency, accountability, and continuous improvement in all procurement activities.

The Procurement Team is responsible for monitoring procurement performance and compliance with this policy. This includes oversight of

- Procurement activities and trends
- Use of Procurement exemptions
- Alignment with procurement thresholds and financial delegations
- Documentation and record keeping practices

Cumulative spend with a supplier will be monitored by the Procurement and Contracts unit every quarter of the financial year. Where the cumulative spend with a supplier which has not been part of a competitive procurement process exceeds \$300,000 in a financial year, all successive procurements will need to be undertaken by a public tender process or Eligible Contract. Council Officers should consider cumulative spend limits in the planning phase of their procurement.

Non-compliance Management:

- Minor or administrative non-compliance will be addressed by relevant Council staff in leadership positions, with a focus on education and corrective action.
- Serious or repeated breaches, or matters involving probity, integrity, or public interest concerns, will be escalated to the Executive Leadership Team and reported to Council where required.

Any breach of this Policy may be considered a breach of organisational policy and could result in disciplinary action. Breaches will be assessed in accordance with relevant internal policies and frameworks, including those governing:

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- Staff and Councillor conduct
- Fraud and corruption prevention
- Ethical and accountable behaviour

Ongoing Review and Reporting

Contracts awarded over \$300,000 and under delegated authority will be reported in the Quarterly Performance Report to Council.

Detailed reporting and monitoring provisions, including documentation standards and escalation protocols, are provided in the Procurement Guideline.

These processes will be reviewed periodically to ensure they remain aligned with legislative obligations and sector best practice.

9. Review date

This policy will be reviewed at least once every four (4) years from the date of endorsement by Council in accordance with the Local Government Act 2020 (VIC), or earlier if required.

10. Further information

For further information concerning this policy please contact the Coordinator Procurement and Contracts on 1300 179 944 or contracts@hobsonsabay.vic.gov.au.

11. Appendices

All policy requirements contained within these Appendices are only applicable to Hobsons Bay City Council and are to be reviewed and updated in line with internal governance and legislative obligations.

11.1. Appendix 1 - Procurement Thresholds

Except for the dollar threshold to do a public tender, all other thresholds may be amended from time to time by the CEO. All values include GST.

Estimated Value	Procurement Action/Method	Engagement Mechanism, Minimum Required Documentation & Record Keeping Requirements
\$0 - \$1,000	Obtain one (1) verbal quote or one (1) written quote.	Engagement Mechanisms (a) Credit Card (whose limit permits), or (b) Purchase Order Record Keeping Requirements Quote received to be recorded (a) in accordance with Credit Card requirements or (b) in accordance with Purchase Order requirements
\$1,001 - \$15,000	Obtain one (1) written quote via email.	Engagement Mechanisms (a) Purchase Order Minimum Required Documentation (a) written specification, brief or scope of works / services (b) Quotation Evaluation Summary Record Keeping Requirements (a) Quotes received (b) Evidence of quotes sought (c) Completed Quotation Evaluation Summary All the above documents are to be submitted as evidence when raising a Purchase Order.
\$15,001 - \$50,000	Seek a minimum of two (2) written quotes.	Engagement Mechanisms (a) Contract, and (b) Purchase Order Minimum Required Documentation (a) Procurement Plan (b) Formal RFQ (c) written specification, brief or scope of works / services (d) Contract (e) Quotation Evaluation Summary Record Keeping Requirements (a) Quotes received (b) Evidence of quotes sought (c) Completed Quotation Evaluation Summary (d) Executed Contract All the above documents are to be submitted as evidence when raising a Purchase Order.
\$50,001 - \$150,000	Seek a minimum of three (3) written quotes	Engagement Mechanisms (a) Contract, and (b) Purchase Order Minimum Required Documentation (a) Procurement Plan (b) Formal RFQ (c) written specification, brief or scope of works / services (d) Contract (e) Quotation Evaluation Summary Record Keeping Requirements (a) Quotes received (b) Evidence of quotes sought (c) Completed Quotation Evaluation Summary (d) Executed Contract All the above documents are to be submitted as evidence when raising a Purchase Order.
\$150,001 - \$300,000	A Formal Request for Quote via Council's Tender Portal with assistance from the Procurement and Contracts Unit.	Engagement Mechanisms (a) Contract, and (b) Purchase Order Minimum Required Documentation (a) Procurement Plan (b) Formal RFQ (c) written specification, brief or scope of works / services (d) Contract (e) Quotation Evaluation Summary Record Keeping Requirements (a) Quotes received (b) Evidence of quotes sought (c) Completed Quotation Evaluation Summary (d) Executed Contract All the above documents are to be submitted as evidence when raising a Purchase Order.
Over \$300,000	Public Tender managed by the Procurement and Contracts Unit unless procurement is conducted through an existing panel, collaborative arrangement.	In accordance with the requirements outlined in sections 6.2.2 and 6.3 of this Policy and in the relevant sections of the Procurement Guidelines.

General principles

- Thresholds refer to the total contract sum, including extension options and recurrent spend with the same supplier.
- Thresholds represent the minimum standards – Council officers may choose a more rigorous

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approach if it is in the best interests of Council. For example, Council Officers can opt to have a Contract as an engagement mechanism for engagements valued between \$15,000 and \$50,000 if they deem the engagement as complex or has a high risk.

- Follow Credit Card and Purchase Order requirements as explained in the Procurement Guideline.
- Procurement transactions must not be split to circumvent the above thresholds.
- Where Council has established panels, alternate thresholds, engagement mechanisms and methodologies may apply as approved at the time of panel formation.
- A reasonable effort should be made by Council Officers to seek at least one quote from a local supplier for all procurements.

11.1.1. Purchase Order Requirement “No PO, No Payment” Policy

Council operates under a strict "No PO, No Payment" policy. A Council Purchase Order must be created and provided to a supplier **before commencement** of any engagement for the supply of goods, services or works. Council will not be able to pay suppliers if they do not have a Purchase Order. This policy ensures financial control, transparency, and compliance with procurement and budgetary requirements.

11.2. Appendix 2 – Financial Delegations

Council approves delegations to the CEO. Delegations to Council Officers are authorised by the CEO. The delegations below are as of 24 February 2026. Except for the CEO's delegation, these position titles and dollar thresholds may be amended from time to time by the CEO. All values include GST

Delegation Limit	Position Title
Up to \$1,000,000	Chief Executive Officer
Up to \$500,000	Directors (or equivalent*)
Up to \$150,000	Chief Financial Officer and Managers (or equivalent*)
Up to \$50,000	Coordinators (or equivalent*)
Up to \$20,000	Team Leaders (or equivalent*)

* Equivalent is determined based on the same or similar level of responsibility as confirmed by the CPO after having regard to the applicable Position Description and approved by the CEO.

11.2.1. Additional delegation to the Chief Executive Officer

Delegation Limit	Procurement Activities / Additional Guidance & Conditions
Up to \$5,000,000	Power to declare a contract is required to be entered into due to an emergency and to award, enter into and sign such contracts up to a value of \$5,000,000.
Unlimited	<ul style="list-style-type: none"> Power to make expenditure under a contract already entered into or is an expenditure which Council is, by or under legislation, required to make, such as Superannuation and Emergency Services Volunteer Fund levy. Power to make expenditure for the purchase of and to make expenditure under compulsory insurance such as WorkCover, public liability, professional indemnity and asset insurance. Procuring loan borrowings within the approved budget Procuring Utilities (e.g.: Electricity, Gas, Water & Telecommunication)

Note: All additional delegations provided to the CEO will not exempt the CEO from following all procurement requirements as detailed in this policy.

11.3. Appendix 3 – Procurement Exemption Justifications

Sl. No.	Exemption Justification	Explanation
1	Genuine Emergency or Hardship	Allows a contract to be entered into where the CEO considers it necessary because of an emergency (e.g., to provide immediate response to a natural disaster, declared emergency, etc.)
2	A situation of extraordinary circumstance	The CEO has declared a situation of extraordinary circumstance. In this event, a report will be provided to Council at the next available opportunity detailing the Contracts and grounds for providing the exemption.
3	Extension of contracts while Council is at market to ensure continuation of supply of goods, services and works	Allows the extension of an existing contract where the procurement activity to replace the contract has commenced (or is imminent) and where the establishment of an interim short-term arrangement with an alternative supplier would lead to Council achieving lesser value for money or an adverse effect on public interest
4	Professional Services unsuitable for tendering	Allows the procuring of the following engagements: a) Legal services. b) Utilities (Electricity, Gas, Water & Telecommunication). c) Insurance. d) Superannuation. e) Purchase of Land. f) Rent, lease and loan payments
5	Government mandated payments	a) State or Federal mandated government organisations or authorities b) Australia Post Services. c) Financial auditors appointed by the Auditor General d) Valuers appointed by the Valuer General e) The Victorian Electoral Commission and suppliers appointed by them. f) Taxes and levies. g) Vehicle registrations h) Professional membership payments
6	Novated Contract	Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party
7	Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.
8	Information technology resellers and software developers	The expenditure related to purchases from information technology resellers and software developers (e.g. for renewal of software licences/upgrades, etc.) where there is a sole supplier who holds the intellectual property rights to the software
9	Sole Sourcing	The engagement of a single supplier without seeking competitive offers, permitted only in defined and exceptional circumstances such as where: (a) The market is restricted (e.g. licensing software, intellectual property rights, regulatory exclusivity)

Document Name: Hobsons Bay City Council Procurement Policy v2.0

Document Type: Council-endorsed policy

Document Owner: Coordinator Procurement and Contracts

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		<p>(b) Council has jointly developed or co-owns the relevant intellectual property</p> <p>(c) There is an urgent public interest or emergency requiring immediate procurement</p> <p>(d) The market is limited in capacity, expertise or geographical reach (e.g. niche categories or regional delivery constraints);</p> <p>(e) An existing agreement provides clear rationale for continued engagement within defined parameters.</p> <p>(f) A thorough market analysis has demonstrated no viable alternatives exist or that a prior public tender process was unsuccessful and Council proceeds to an alternative sourcing approach in accordance with Section 6.2.4</p> <p>Sole sourcing must be fully documented, and demonstrate alignment with value for money, probity, and public interest.</p>
10	Other specific Council exemptions	<p>a) Procuring loan borrowings (which are included in the approved budget) while maintaining a requirement to obtain a competitive interest rate and the best financial outcome for Council.</p> <p>b) Engagement of Traditional Owners where the primary purpose is to gather information relating to Aboriginal culturally sensitive issues, including land management considerations pursuant to the Aboriginal Heritage Act 2006</p> <p>c) Regional Waste and Recovery Group</p> <p>d) Additional delivery of goods, services and works that are intended either as replacement parts, extensions or continuing services for existing equipment</p> <p>e) Allowances, reimbursements, refunds and other employee payroll-related expenses & deductions.</p>

Notes:

- Exemptions can only be approved by ELT members if it follows all the below conditions:
 - The CEO can approve all exemptions provided it has been endorsed by the relevant Director.
 - Directors can only approve exemptions numbered 3 – 10 in the above table.
 - Any exemption valued above the Directors delegation limit should be endorsed by the relevant Director and approved by the CEO
 - Cumulative value of the engagement should be taken into consideration while approving an exemption. If the cumulative value of the engagement surpasses the Directors delegation limit, it should be referred to the CEO for approval.
- Emergency events & post-emergency procurement activities should meet all requirements of the Disaster Recovery Funding Arrangements. In addition, the Value for Money principals will still be applicable.
- Where Council expenditure is funded from State or Federal Government grant monies the requirement to comply with Division 2 Section 108 of the Act remains unless there are grant conditions which provide alternative arrangements.
- Should the nature of the requirement and the characteristics of the market be such that it is considered a public tender process is not possible, an exemption as outlined in Section 108 3 (d) of the Act may be sought from Council.
- If a state of emergency/disaster/pandemic Event is in place within Victoria, this exemption can be approved by the Chief Executive Officer.

12. Document control

Policy Name	Hobsons Bay Procurement Policy
Object ID	A
Agility Document Number	
Responsible Directorate	Corporate Services
Policy Owner	C
Policy Type	Council Endorsed Policy
Date Adopted by Council	24 February 2026
Review Date	10 December 2029

13. Version history

Version Number	Date	Authorised by
1.0	14 December 2021	Council
2.0	24 February 2026	Council

7.3 Matters for Noting

7.3.1 Organisational Performance Report - Second Quarter 2025-26

Directorate: Sustainable Communities

Responsible Officer: Manager Community and Council Plan Development

Attachments: 1. FINAL Quarter 2 Performance Report 2025 26 Hobsons Bay City Council V3 20260213 [7.3.1.1 - 22 pages]

Purpose

To provide Council with the second quarter update (1 October to 31 December 2025) on the progress of initiatives included in the 2025-26 annual budget to support the achievement of the Council Plan 2025-29. The attached quarterly report also provides mid-year progress results of the Local Government Performance Reporting Framework (LGPRF) indicators.

Recommendation

1. That Council:

- 1.1. Notes the progress made on the initiatives listed in the annual budget during the second quarter of 2025-26.**
- 1.2. Notes the mid-year results of the LGPRF indicators for the 2025-26 financial year.**

Summary

2. Each financial year, Council's performance is measured against several indicators, including the progress of projects that have been listed as Council's initiatives in the annual budget and the indicators prescribed in the Local Government Performance Reporting Framework (LGPRF). This progress report provides an update on how Council is progressing on the committed projects for the period 1 October to 31 December 2025, the second quarter of the 2025-26 financial year.
3. This report also provides the mid-year results tracking Council's progress on the LGPRF indicators for the period 1 July to 31 December 2025, the first half of the 2025-26 financial year.

Background

Council Plan 2025-29 and annual budget 2025-26

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

5. The Council Plan 2025-29 was adopted by Council on 16 December 2025. It consists of four strategic themes supported by 17 goals and 63 actions. Initiatives which support the delivery of the Council Plan themes are identified each year through the annual budget process. The reporting of the initiatives is a requirement under the Act. Council reports quarterly on the progress of initiatives to ensure they are on track throughout the financial year.

Local Government Performance Reporting Framework (LGPRF)

6. The LGPRF is a mandatory system of reporting requiring all councils to report annually on their service performance in a consistent format as part of their Annual Report and via Local Government Victoria's Know Your Council website (<https://knowyourcouncil.vic.gov.au>).
7. The framework consists of several performance indicators that are comparable between councils across three sets of indicators: service measures, financial performance measures and sustainable capacity indicators.
8. While it is not legislated to provide a mid-year LGPRF report, the mid-year reporting of these indicators is an internal reporting tool for Council to monitor and manage progress.
9. It is important to note that the performance against the same time last year does not always show a true reflection of the service tracking to the end of financial year result. Victorian Council comparison data is available annually when these results are published on the Know Your Council website.

Discussion

10. Council nominated 17 initiatives to support the delivery of Council Plan in the 2025-26 annual budget, with one* discontinued as reported in quarter 1, 2025-29.
11. Of the 16 remaining initiatives:
 - 11.1. Six initiatives are multi-year projects that have been carried over from the 2024-25 budget; ten are new in the 2025-26 budget.
 - 11.2. Two are complete, three are delayed and eleven are on track and progressing to plan.
12. With the adoption of the Council Plan 2025-29, the initiatives have been mapped against the four new themes and a status is provided below.

New initiatives in the 2025-26 annual budget

Theme	Initiative	Status
1 – Healthy Community	Williamstown Swimming and Life Saving Club Redevelopment, Williamstown	On Track
2 – Sustainable Environment	McCormack Park Upgrade, Laverton	Progress Delayed
2 – Sustainable Environment	The Zone Community Park Development, Altona North	On Track
3 – Liveable City	Hudsons Road Rehabilitation and Streetscape, Spotswood	On Track
3 – Liveable City	Kororoit Creek Trail, Altona – Altona North	On Track
3 – Liveable City	Maddox Road Traffic Improvements, Newport	Progress Delayed
3 – Liveable City	Plan for Hobsons Bay	On Track
4 – Accountable Council	2025-29 Council Plan	Completed
4 – Accountable Council	Workplace Health and Safety Program	On Track
4 – Accountable Council	Integrated Strategic Planning Framework – Workforce Planning	Completed

* Bulk Street Lighting Changeover to LED Luminaires is no longer an initiative, as reported in Quarter 1 2025-26

Multi-year initiatives in the 2025-26 annual budget

Theme	Initiative	Status
2 – Sustainable Environment	Tree Planting – Urban Forest Strategy	On Track
2 – Sustainable Environment	Wetlands Centre Early Work, Altona Meadows	On Track
3 – Liveable City	Hobsons Bay Affordable Housing Trust	On Track
4 – Accountable Council	Customer Experience Development	On Track
4 – Accountable Council	Property Services Strategy	Progress Delayed
4 – Accountable Council	Project Unify	On Track

13. The LGPRF mid-year report consists of a total of 53 performance indicators, including a set of service measures, financial performance measures and sustainable capacity indicators.
14. Of the 53 indicators:
 - 14.1. 35 of these are service performance indicators and are tracked against performance compared to the same period last year.
 - 14.2. There are 11 financial performance indicators.
 - 14.3. There are 7 sustainable capacity indicators.
15. Note: As the timing of revenue or expenditure recognition may not be uniform throughout the year, data interpretation and comparison of financial and sustainability results as a tracking indicator may not be reflective of the forecast outcome.

Strategic Alignment

16. This report specifically addresses priorities from the following strategic documents:
17. **Hobsons Bay 2040 Community Vision**

This report relates to all priorities within the Hobsons Bay Community Vision 2040.

18. **Council Plan 2025-29**

Theme 4: Accountable Council

Goal 4.1: Strengthen governance practices and systems

Initiatives outlined in the Quarter 2, 2025-26 report are aligned to the four themes within the Council Plan 2025-29.

Policies and Related Council Documents

19. The attached quarterly report aligns to the following related documents:
 - 19.1. **Integrated Planning and Reporting Framework (IPRF) 2025-29** – the approach to ensuring alignment and cohesion for Council's resources and obligations.
 - 19.2. **Financial Plan 2025-35, Assets Plan 2025-35 and Annual Budget 2025-26** – resource plans to enable the investment in the determined initiatives.

Legal/Statutory Obligations and Risk

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

Financial and Resource Implications

21. The 2025-26 initiatives are funded through Council's annual budget 2025-26.

Environmental, Social and Economic Impacts

22. The Council Plan 2025-29 was developed with consideration to the environmental, social and economic outcomes for the community, and relevant goals and actions for the successful delivery of the plans. Initiatives and services are reflective of this.

Consultation and Communication

23. Council undertook extensive community engagement between May and August 2025 to inform the Council Plan 2025-29, with public exhibition in October-November 2025. The Council Plan was adopted on 16 December 2025.

Declaration of Conflict of Interest

24. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
25. Council staff involved in the preparation of this report have no conflict of interest in this matter.

Hobsons Bay City Council



Quarter 2 Performance Report 2025-26

October, November, December 2025



We acknowledge the Bunurong People of the Kulin Nation as the Traditional Owners of the lands, rivers and coastal areas in Hobsons Bay. We recognise the First Nations peoples' relationship to this land and offer our respect to their Elders past and present.

About Hobsons Bay City Council

The unique municipality

The Yalukit Willam clan of the Bunurong People were the first people who lived in the area now known as Hobsons Bay and had strong connections to land and sea. A number of sites of significance to the Aboriginal community are located throughout the municipality, particularly along the coastal trail.

Hobsons Bay is situated at the northern end of Port Phillip Bay, about 10 km west of central Melbourne, and includes the suburbs of Altona, Altona Meadows, Altona North, Brooklyn, Laverton, Newport, Seabrook, Seaholme, South Kingsville, Spotswood, Williamstown and Williamstown North. Each suburb has its own unique character, from the historic seaport of Williamstown with its range of heritage buildings, to the more recently developed residential areas of Altona Meadows and Seabrook.

In 2024, Hobsons Bay had an estimated resident population of 95,633 which is forecast to increase to 113,134 by 2046. Hobsons Bay covers an area of about 64 km² and has more than 20 km of coastline.

It is also home to significant coastal wetlands, five creek systems, remnant native grasslands, and important flora and fauna habitats, which make up 24 per cent of the city's total area.

Hobsons Bay has a range of major industrial complexes which contribute significantly to the economy of Victoria. It has good access to regional transport facilities such as the West Gate Freeway, the Western Ring Road, CityLink, the National Rail Line, and the ports and airports of Melbourne and Avalon.

These features contribute to the city's culture, which is strongly linked to its maritime heritage, rich natural environment, industry and lifestyle.

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Summary

Under the Local Government Act 2020 (the Act), Council is required to include its initiatives and services in the Annual Budget document as committed projects for the financial year that support the implementation of the Council Plan. The annual reporting of the progress of these initiatives is a requirement in the Act. Council reports on a quarterly basis to ensure that progress is on track throughout the financial year.

The Act also requires Council to report the results from the prescribed Local Government Performance Reporting Framework (LGPRF) indicators. The LGPRF is a mandatory system of reporting requiring all councils to report on their service performance in a consistent format as a part of its Annual Report and via the [Know Your Council](#) website. Council undertakes half year reporting on LGPRF indicators to ensure that progress is on track throughout the financial year.

In 2025-26 Council nominated 17 initiatives* in the annual budget to support the delivery of the Council Plan.

This second quarter report picks up the initiatives that are progressing and have been aligned to the new Council Plan 2025-29, which was adopted in December 2025.

Overview

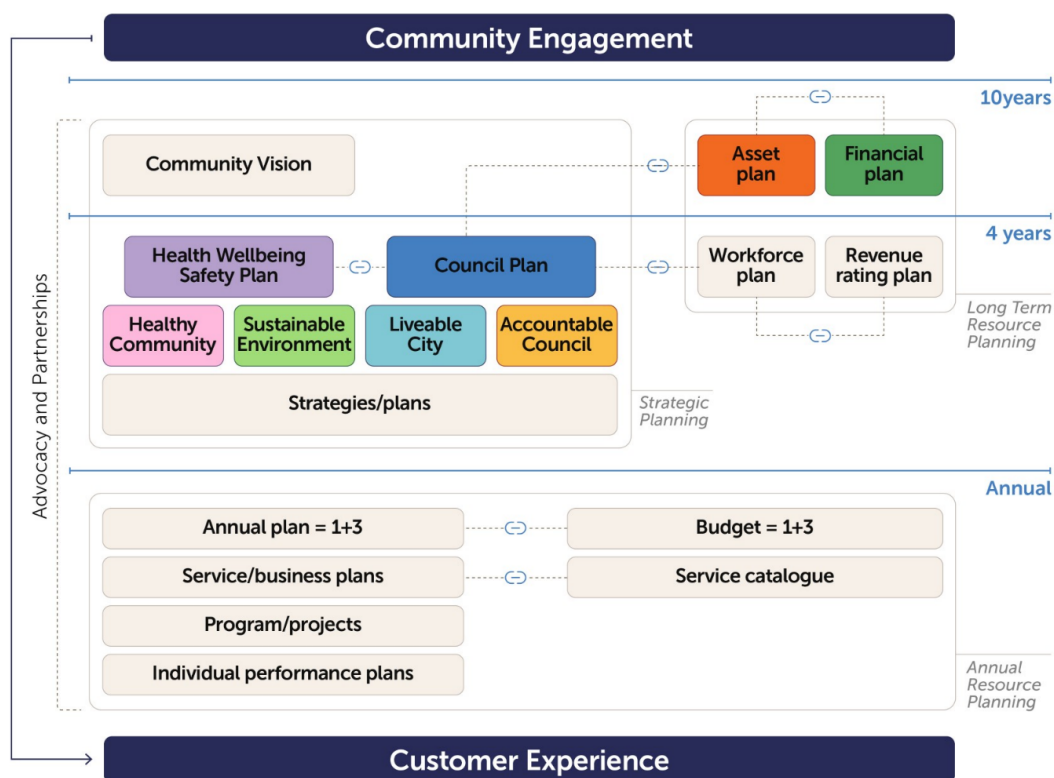
Total number initiatives – Q2	16
On track	11
Progress delayed	3
Completed	2

Future quarterly reporting (from Quarter 3, 2025-26) will also provide progress on the actions within the Annual Action Plan 2025-26 that was endorsed in December 2025 linking these directly to the themes and goals outlined in the Council Plan.

** Bulk Street Lighting Changeover to LED Luminaires is no longer an initiative (as reported in Quarter 1 2025-26). This has been removed from the report.*

Integrated Planning and Reporting Framework

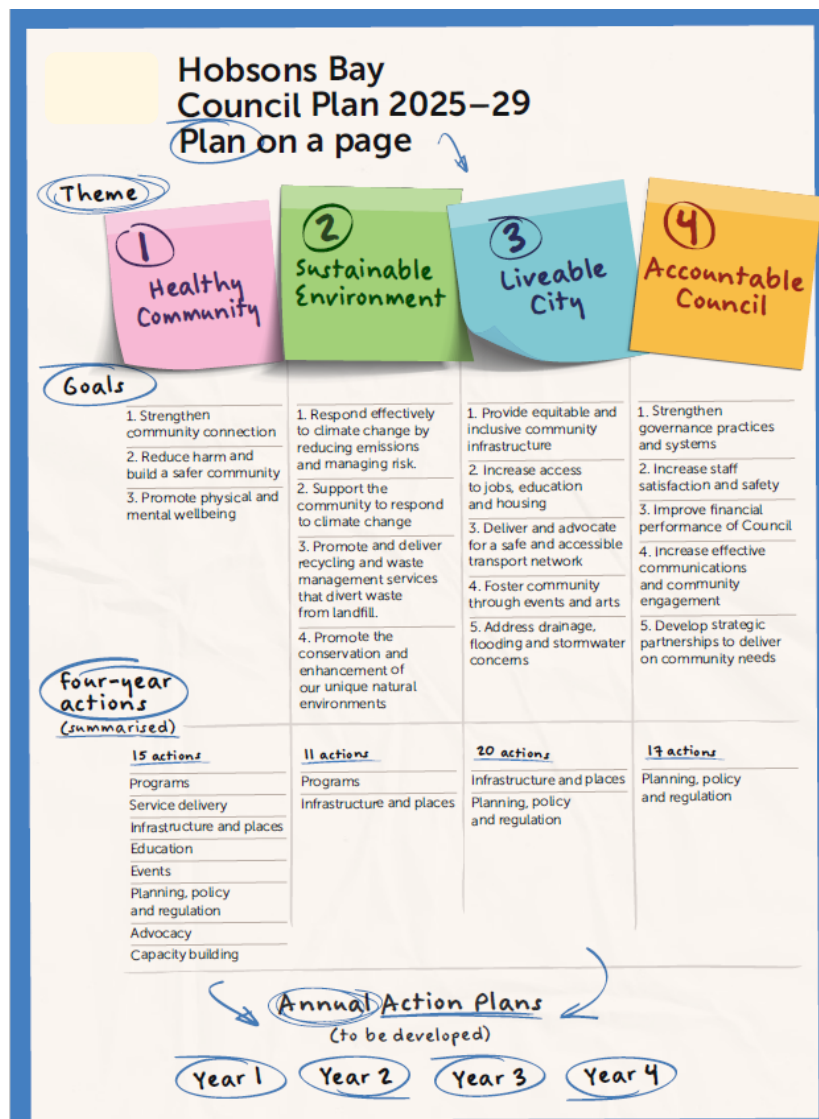
The Integrated Planning and Reporting Framework provides the strategic direction and activities required to ensure Council's work is informed, well considered and aligned across the diversity of responsibilities and services that we offer the community. In line with our commitment to strong governance, the framework sets the systems and processes to ensure decision making – both day-to-day and in the Council chamber – deliver the best outcomes for the community.



Council Plan 2025-29

The Council Plan is developed every four years in accordance with the requirements of the Local Government Act 2020 (the Act). The Council Plan and other strategic documents were developed through community consultation and a deliberative community engagement process in 2025. The Council Plan 2025-29 was adopted on 16 December 2025.

The Council Plan guides the work of Council over a four-year period, setting strategic themes, goals, and actions for creating an even better Hobsons Bay through the delivery of Council's services and initiatives.



Hobsons Bay Community Vision 2040

It is through the four strategic themes, 17 goals and 63 actions in the Council Plan that contribute towards achieving the Community Vision 2040.

Hobsons Bay Community Vision 2040

As part of the development of the Council Plan 2025-29, the deliberative engagement process revisited the Community Vision 2030 to ensure the direction and aspirations of the community in the current and future context were being met.

“By 2040 we are a safe, sustainable and healthy community supported by an accountable, efficient and transparent Council.”

Priorities to achieve Vision

1. Sustainable, safe and accessible urban planning
2. Building community wellbeing by engaging with all residents of Hobsons Bay
3. Increased access to local jobs and education
4. Continuous improvement and conservation of the natural environment
5. Maintain and expand sustainable practices
6. Better and more accessible transport options



Theme 1 – Healthy Community

Initiatives (1)

● On Track
 ● Progress Delayed
 ● Completed
 ● Not Started
 ● Cancelled

Description	Progress Update at 31 December 2025	Status
Williamstown Swim and Lifesaving Club Redevelopment, Williamstown		
Finalisation of the detailed design for the Williamstown Swimming and Life Saving Club redevelopment and obtain both Marine and Coastal Authority approval and town planning approval. The project is also scheduled to go through a procurement process and be awarded in the back end of the financial year.	Williamstown Swimming & Lifesaving Club Redevelopment Project is progressing with the Town Planning Permit application publicly exhibited and currently under assessment.	●

Local Government Performance Reporting Framework – LGPRF (10)



Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26	Performance against the same time last year
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT	
Libraries					
LB2 - Recently purchased library collection <i>(The percentage of the library collection that has been purchased in the last 5 years) - (More is better)</i>	69.06%	73.57%	82.97%	67.57%	↓
LB5 - Cost of library service per population <i>(The direct cost of the library service per municipal population) - (Less is better)</i>	\$65.47	\$31.86	\$63.49	\$36.33	↓
LB6 - Library loans per population <i>(The number of collection item loans per municipal population) - (More is better)</i>	4.19	2.52	4.76	2.14	↓
LB7 - Library membership <i>(The percentage of resident municipal population who are registered library members) - (More is better)</i>	31.97%	34.06%	34.61%	35.75%	↑
LB8 - Library visits per population <i>(The number of library visits per head of municipal population) - (More is better)</i>	9.34	4.98	6.31%	3.35	↓

Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26	Performance against the same time last year
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT	
Maternal and Child Health (MCH)					
MC2 - Infant enrolments in the MCH service <i>(The percentage of infants enrolled in the MCH service) - (More is better)</i>	100.56%	101.03%	101.24%	100.52%	↓
MC3 - Cost of the MCH service <i>(The cost of the MCH service per hour of service delivered) - (Less is better)</i>	\$92.26	\$85.74	\$87.96	\$87.81	↓
MC4 - Participation in the MCH service <i>(The percentage of children enrolled who participate in the MCH service) - (More is better)</i>	71.09%	63.81%	73.30%	62.93%	↓
MC5 - Participation in the MCH service by Aboriginal children <i>(The percentage of Aboriginal children enrolled who participate in the MCH service) - (More is better)</i>	80.53%	75.00%	82.26%	71.79%	↓
MC6 - Participation in 4-week Key Age and Stage visit <i>(The percentage of infants enrolled in the MCH service who participated in 4-week Key Age and Stage visit) - (More is better)</i>	97.10%	90.21%	93.27%	97.21%	↑

Theme 2 – Sustainable Environment

Initiatives (4)

 On Track
  Progress Delayed
  Completed
  Not Started
  Cancelled






Description	Progress Update at 31 December 2025	Status
Tree Planting – Urban Forest Strategy		
Planting of additional 5,000 trees over the coming financial year in line with the current Urban Forest Strategy for Council.	<p>Planning is underway for the 2026 Tree Planting Season with over 3,500 trees anticipated for planting throughout streets and parks between May and October in 2026. An additional 5,000 native tubestock trees and shrubs are planned for planting in partnership with DEECA within the Cooler Greener West initiative.</p> <p>Programs such as the cyclic inspection program, maintenance programs and low value tree replacement program are being utilised to monitor tree health and identify locations where tree inventory can be renewed.</p>	
Wetlands Centre Early Work, Altona Meadows		
Completion of early works component within the current budget including landscaping and gathering spaces in accordance with current budget parameters.	The tender process was conducted during Q2, with evaluation completed and the tender evaluation report prepared for award in early 2026.	
The Zone Community Park Development, Altona North		
Completion of works on The Zone community park within Paisley Park, Altona North and open for use by the public.	By December 2025, construction had reached approximately 30% completion. Approval for the build-over Melbourne Water (MW) permit is in progress and is anticipated by early January 2026. Upon receipt of this approval, both the landscape contractor and the pump track contractor are expected to accelerate on-site activities, with project completion projected for the end of March 2026.	
McCormack Park Upgrade, Laverton		
Implementation of Stage 2 McCormack Park upgrade work and open to the public for use.	Construction works reached approximately 25% completion during Q2. The removal of contaminated soil encountered on site has been successfully completed. This latent condition impacted the project schedule, and the revised target completion date is now 30 June 2026.	






Local Government Performance Reporting Framework – LGPRF (4)

Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26	Performance against the same time last year
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT	
Waste Management					
WC2 - Kerbside collection bins missed <i>(The number of kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts) - (Less is better)</i>	11.76	11.27	11.03	11.22	↑
WC3 - Cost of kerbside garbage bin collection service <i>(The direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin) - (Less is better)</i>	\$134.61	\$69.82	\$138.16	\$78.47	↓
WC4 - Cost of kerbside recyclables collection service <i>(The direct cost of the kerbside recyclables collection service (including the contract cost of collection) per kerbside recyclables collection bin) - (Less is better)</i>	\$33.69	\$18.26	\$33.71	\$14.92	↑
WC5 - Kerbside collection waste diverted from landfill <i>(The percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill) - (More is better)</i>	51.92%	49.80%	48.56%	48.32%	↓

Theme 3 – Liveable City

Initiatives (5)

 On Track
  Progress Delayed
  Completed
  Not Started
  Cancelled

Description	Progress Update at 31 December 2025	Status
Kororoit Creek Trail, Altona – Altona North		
Finalisation of design elements, securing of any private land requirements and commencing tender process to allow for construction to commence in following financial year.	Land purchase discussions continue, with progress being made with some landowners. Procurement process for construction works is underway.	
Maddox Rd Traffic Improvements, Newport		
Undertake construction for road safety improvements along Maddox Road, including new roundabout, traffic calming and enhanced facilities for pedestrians and cyclists.	Level Crossing Removal Program (LXRP), as the responsible authority, as given direction that works cannot commence until September 2026. Works will be programmed for completion at this time.	
Hudsons Road Rehabilitation and Streetscape, Spotswood		
Completion of detailed design work for the Hudsons Road Rehabilitation and Streetscape Upgrade project between Melbourne Road and Forest Street.	Streetscape design progressing, with the intention for construction to begin in Financial Year 2026/27. There is a Risk that this may not be feasible due to Level Crossing Removal Program (LXRP) approvals. Once design finalised, we will submit to LXRP for approval.	
Plan for Hobsons Bay		
Development of Plan for Hobsons Bay in response to Plan for Victoria, including housing, heritage, economy, industry and environment.	The overarching Plan for Hobsons Bay has been commenced. A review of specific strategic planning objectives to form part of the Plan for Hobsons Bay have also been commenced, including the Heritage Strategy (preliminary consultation completed in December 2025), the Housing Strategy (consultants appointed and Strategy currently under review) and the Industrial Land Management Strategy (draft almost completed).	
Hobsons Bay Affordable Housing Trust		
The trust will provide housing to low income households with a connection to Hobsons Bay.	Council began discussions to review the Affordable Housing Trust (the Trust) with the aim of improving governance and increasing contributions to the Trust. This is on track with the review being on January 27.	





Local Government Performance Reporting Framework – LGPRF (4)



Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26	Performance against the same time last year
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT	
Roads					
R1 - Sealed local road requests <i>(The number of sealed local road requests per 100 kilometres of sealed local road) - (Less is better)</i>	194.72	103.43	190.18	102.51	↑
R2 - Sealed local roads maintained to condition standards <i>(The percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal) - (More is better)</i>	92.89%	93.36%	95.89%	94.06%	↑
R3 - Cost of sealed local road reconstruction <i>(The direct reconstruction cost per square metre of sealed local roads reconstructed) - (Less is better)</i>	\$147.19	\$192.94	\$106.23	\$296.32	↓
R4 - Cost of sealed local road resealing <i>(The direct resealing cost per square metre of sealed local roads resealed) - (Less is better)</i>	\$54.71	\$60.26	\$45.72	\$53.41	↑

Theme 4 – Accountable Council

Initiatives (6)

 On Track
  Progress Delayed
  Completed
  Not Started
  Cancelled

Description	Progress Update at 31 December 2025	Status
2025-2029 Council Plan		
Council is required to develop a new four year Council Plan reflecting the community's vision and priorities over the coming years. This is a regulatory requirement and is developed through a deliberative community engagement process.	The Council Plan 2025-29, Health Wellbeing and Safety Plan 2025-29, Asset Plan 2025-35 and Financial Plan 2025-35 were adopted on 16 December 2025.	
Property Services Strategy		
Council will develop and deliver a property management policy and strategy that will guide the overall development and management of all community and commercial property matters, strategic land management and outlines the obligations of lessees, tenants and users of Council's facilities, assets and buildings.	Council has commenced the development of a Property Service Strategy, this has been delayed due to the need to establish new systems to capture lease and licence information.	
Project Unify		
Phase two of Project Unify will deliver significant outcomes for the design and development of Councils technological infrastructure including solutions for financial, rating, asset and property related functions.	<p>The Property and Rates upgrade has required a decision to be made on the AR solution proposed (outside of the tendered response which Ready Tech no longer support).</p> <p>Tender evaluation of the Finance and Operations system replacement is nearing completion.</p> <p>External review of our cyber security posture and information management security has commenced to ensure compliance and assurance of our systems.</p>	
Workplace Health and Safety Program		
Council continues its commitment to a safe, cohesive and productive workplace environment through its 2025-2026 WHS Program which brings together workplace audits, and enhanced psychosocial support programs and safety programs for employees.	<p>Psychological Survey results have been received. Results have been presented to executive and rollout to Directorates has commenced. A communications plan has been developed with Fact Sheets for Directorates to support the communications roll out.</p> <p>In addition, a procurement process was completed to select the appropriate partner to lead in the review</p>	

	and rebuild of our OHS Framework and Safety Systems. Compliance Lab were selected from a group of 3 suppliers. They commenced their review program and is expected to complete in June 2026.	
Customer Experience Development		
Council is focused on delivering a seamless, timely and quality customer experience across all contact points and communications channels. This project focuses on defining the customer experience, service levels and improving Council's monitoring and reporting, continuous improvement and complaint handling process.	Council is continuing to make progress during Q2 in strengthening Council's customer experience by improving systems through a council-wide Roadshow, a council-wide feedback and listening initiative to uncover process improvements between teams. These process enhancements were put into CRM sprint updates and recommendations for future updates to help both internal and external customers. Council worked with Snap Send Solve to improve relationships and work towards improvement with communications with community. Council has also become a pickup location of Escabags and has provided support for the awareness of the rough sleeping tool to ensure community are connected to the correct local services, also ensuring customer service teams have the right tools to direct people to the right place, improving community wellbeing. Council has drafted a new Complaint Handling Policy to strengthen complaint handling practices and support consistent application of guidelines for both staff and the community. Council has also improved data collection to highlight qualitative storytelling, analysis and insights to support evidence informed decision making.	
Integrated Strategic Planning Framework - Workforce Planning		
To ensure an integrated, systemic and compliant planning and reporting framework is in place, Council will develop and deliver the Workforce Plan which outlines the required capacity and capability of the workforce to effectively deliver its functions, services, programs and projects.	Workforce Plan completed to be adopted by CEO in January 2026.	

Local Government Performance Reporting Framework – LGPRF (35)

Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26	Performance against the same time last year
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT	
Animal Management					
AM1 - Time taken to action animal management requests <i>(The average number of days it has taken for Council to action animal management related requests) - (Less is better)</i>	6.43	6.66	7.39	6.73	↓
AM2 - Animals reclaimed <i>(The percentage of collected registrable animals under the Domestic Animals Act 1994 reclaimed) - (More is better)</i>	48.90%	33.33%	26.51%	26.33%	↑
AM5 - Animals rehomed <i>(The percentage of unclaimed collected registrable animals under the Domestic Animals Act 1994 that are rehomed) - (More is better)</i>	24.40%	16.67%	8.75%	43.44%	↑
AM6 - Cost of animal management service per population <i>(The direct cost of the animal management service per municipal population) - (Less is better)</i>	\$6.18	\$2.86	\$7.20	\$3.95	↓
AM7 - Animal management prosecutions <i>(The percentage of successful animal management prosecutions) - (More is better)</i>	100.00%	100.00%	100%	100%	🎯

Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26	Performance against the same time last year
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT	
Food Safety					
FS1 - Time taken to action food complaints <i>(The average number of days it has taken for Council to action food complaints received from members of the public about the safety or handling of food for sale) - (Less is better)</i>	1.2	1.23	1.4	1.20	↓
FS2 - Food safety assessments <i>(The percentage of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment) - (More is better)</i>	93.98%	68.08%	94.43%	68.44%	↓
FS3 - Cost of food safety service <i>(The direct cost of the food safety service per food premises registered by Council, or for which Council has received notification, during the financial year) - (Less is better)</i>	\$393.95	\$171.82	\$373.38	\$231.62	↓
FS4 - Critical and major non-compliance outcome notifications <i>(The percentage of critical and major non-compliance outcome notifications that are followed up by Council) - (More is better)</i>	96.61%	89.13%	100%	100%	↑
FS5 - Food safety samples <i>(The percentage of food samples obtained per required number of food samples) - (More is better)</i>	100.73%	38.69%	100.73%	67.15%	↑



Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26	Performance against the same time last year
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT	
Governance					
G1 - Council decisions made at meetings closed to the public <i>(The percentage of Council resolutions made at a meeting of Council, or at a meeting of a delegated committee consisting only of Councillors, closed to the public under section 66(1) of the Act) - (Less is better)</i>	1.25%	1.18%	4.64%	6.38%	↓
G3 - Councillor attendance at council meetings <i>(The percentage of attendance at Council meetings by Councillors) - (More is better)</i>	94.51%	100.00%	96.70%	94.29%	↓
G4 - Cost of elected representation <i>(The direct cost of delivering council's governance service per councillor) - (Less is better)</i>	\$52,145.6	\$26,078.7	\$47,913.4	\$25,806.43	↑
Statutory Planning					
SP1 - Time taken to decide planning applications <i>(The median number of days taken between receipt of a planning application and a decision on the application) - (Less is better)</i>	78	54	57	56	↓
SP2 - Planning applications decided within required time frames <i>(The percentage of regular and VicSmart planning application decisions made within legislated time frames) - (More is better)</i>	71.56%	76.49%	72.70%	76.77%	↑
SP3 - Cost of statutory planning service <i>(The direct cost of the statutory planning service per planning application received) - (Less is better)</i>	\$435,496	\$3,676.35	\$4,177.80	\$4,216.37	↓
SP4 - Council planning decisions upheld at VCAT <i>(The percentage of planning application decisions subject to review by VCAT (Victorian Civil and Administrative Tribunal) that were not set aside) - (More is better)</i>	23.81%	37.50%	50%	80%	↑



Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT
Financial Performance Measures				
Efficiency				
E2 - Expenses per property assessment <i>(Total expenses per property assessment)</i>	\$3,514.92	\$1,757.19	\$3,585.65	\$1,820.63
E4 - Average rate per property assessment <i>(The average rate revenue per property assessment)</i>	\$2,613.90	\$1,373.07	\$2,676.97	\$1,390.61
Liquidity				
L1 - Current assets compared to current liabilities <i>(Current assets as a percentage of current liabilities)</i>	153.52%	179.08%	141.65%	162.32%
L2 - Unrestricted cash compared to current liabilities <i>(Unrestricted cash as a percentage of current liabilities)</i>	-36.56%	-39.36%	-12.91%	-47.03%
Obligations				
O2 - Loans and borrowings compared to rates <i>(Interest bearing loans and borrowings as a percentage of rate revenue)</i>	18.67%	34.25%	15.97%	28.98%
O3 - Loans and borrowings repayments compared to rates <i>(Interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue)</i>	1.66%	2.42%	2.40%	2.31%
O4 - Non-current liabilities compared to own source revenue <i>(Non-current liabilities as a percentage of own source revenue.)</i>	15.93%	28.66%	10.39%	18.39%



Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT
O5 - Asset renewal and upgrade compared to depreciation <i>(Asset renewal and upgrade expense compared to depreciation assesses whether council spending on assets is focused on purchasing new assets or renewing and upgrading existing ones)</i>	101.25%	94.89%	130.67%	58.69%
Operating position				
OP1 - Adjusted underlying surplus (or deficit) <i>(The underlying surplus (or deficit) as a percentage of adjusted underlying revenue)</i>	2.13%	11.02%	4.84%	5.07%
Stability				
S1 - Rates compared to adjusted underlying revenue <i>(Rate revenue as a percentage of adjusted underlying revenue)</i>	81.90%	78.49%	80.22%	82.36%
S2 - Rates compared to property values <i>(Rate revenue as a percentage of the capital improved value of rateable properties in the municipality)</i>	0.30%	0.16%	0.31%	0.16%


Indicator Description	Financial Year 2023-24	Financial Year 2024-25		Financial Year 2025-26
	Jun 2023 to Jul 2024 (full year)	Jul to Dec 2024 (mid-year)	Jun 2024 to Jul 2025 (full year)	Jul to Dec 2025 (mid-year) RESULT
Sustainable Capacity Indicators				
Population				
C1 - Expenses per head of municipal population <i>(Total expenses per head of population)</i>	\$1,687.49	\$843.61	\$1,735.14	\$881.03
C2 - Infrastructure per head of municipal population <i>(The value of infrastructure per head of population)</i>	\$10,683.36	\$10,492.87	\$11,737.20	\$11,523.66
C3 - Population density per length of road <i>(Population per kilometre of local road)</i>	215	215	218.34	218.34
C4 - Own-source revenue per head of municipal population <i>(Own source revenue per head of population)</i>	\$1,583.09	\$833.36	\$1,633.36	\$854.27
C5 - Recurrent grants per head of municipal population <i>(Recurrent grants per head of population)</i>	\$75.20	\$73.26	\$127.21	\$47.19
C6 - Relative Socio-Economic Disadvantage <i>(The relative Socio-Economic Disadvantage of the municipality)</i>	7	7	7	7
C7 - Percentage of staff turnover <i>(The number of permanent staff resignations and terminations as a percentage of the average number of permanent staff) - (Less is better)</i>	12.90%	8.30%	18.34%	5%





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**HOBSONS BAY
LANGUAGE LINE**

9932 1212

INTERPRETER SERVICE FOR ALL LANGUAGES

Your Council in your language

Telephone interpreting service

Arabic	خدمة الترجمة الهاتفية
Burmese	တယ်လီဖုန်းမှတ်တမ်း ဖတ်ရှုရန်
Cantonese	电话口译服务
Croatian	Telefonska služba tumača
Greek	Τηλεφωνική Υπηρεσία Διερμηνέων
Italian	Servizio telefonico interpreti
Karen	လီတမ် တယ်လီဖုန်းမှတ်တမ်း
Macedonian	Телефонска преведувачка служба
Maltese	Servizz ta' Interpretar bił-Telefon
Mandarin	电话口译服务
Vietnamese	Dịch vụ Thông dịch qua Điện thoại



8 Other Reports

8.1 Committee Reports

8.1.1 Audit and Risk Committee Meeting Minutes - 15 December 2025

Directorate:	Corporate Services
Responsible Officer:	Acting Manager Corporate Integrity
Attachments:	1. Audit and Risk Committee Minutes 15 December 2025 [8.1.1.1 - 9 pages]

Purpose

To inform Council of the matters considered at the Audit and Risk Committee meeting held on 15 December 2025.

Recommendation

1. That Council receives the minutes of the Audit and Risk Committee meeting held on 15 December 2025.

Summary

2. This report provides the minutes of the Audit and Risk Committee meeting held on 15 December 2025 to inform Council of the activities of the Audit and Risk Committee.

Background

3. The Audit and Risk Committee (ARC) plays an important role in providing oversight of Hobsons Bay City Council's governance, risk management, internal control practices, internal and external audit functions. This oversight mechanism also serves to provide confidence in the integrity of these practices.
4. Section 53(1) of the *Local Government Act 2020* provides that a Council must establish an ARC. The Hobsons Bay City Council ARC consists of two Councillors and three independent members. The ARC meets at least four times per year.
5. This was the first meeting of the newly constituted Audit and Risk Committee.
6. The draft minutes were circulated to all ARC members in January 2026 and approved "out of session".

Discussion

7. The 15 December 2025 meeting addressed the following items:
 - 7.1. Annual Work Plan 2025
 - 7.2. Draft Annual Work Plan 2026
 - 7.3. Review of Audit and Risk Committee Charter
 - 7.4. Performance of External Auditor
 - 7.5. VAGO Report – Financial Management of Local Councils
 - 7.6. Chief Executive Officer's Update
 - 7.7. Statutory Compliance Update
 - 7.8. Review of Outstanding Internal Audit Recommendations by Internal Auditors
 - 7.9. Draft Procurement Policy
 - 7.10. Local Government – Recent Reports and Publications – November 2025
 - 7.11. Draft Strategic Internal Audit Action Plan 2026-2028
 - 7.12. Occupational Health and Safety Update
 - 7.13. Insurance Update
 - 7.14. Risk Management Update
 - 7.15. Operation Centre Allowances Claim Improvement Work
 - 7.16. Quarterly Financial Report for the period ending 30 September 2025
 - 7.17. Cash and Investment Balances
 - 7.18. Capital Works Quarterly Report
 - 7.19. 2026 Audit and Risk Committee Meeting Dates.

Strategic Alignment

This report specifically addresses priorities from the following strategic documents:

8. **Hobsons Bay 2040 Community Vision**

This report does not relate to a specific priority of the Hobsons Bay 2040 Community Vision.

9. **Council Plan 2025-29**

Theme 4: Accountable Council

Goal 4.1: Strengthen governance practices and systems

Policies and Related Council Documents

10. The Audit and Risk Committee operates in accordance with the Hobsons Bay Audit and Risk Committee Charter.

Legal/Statutory Obligations and Risk

11. As an independent advisory committee of Council, appointed by Council pursuant to section 53 of the *Local Government Act 2020*, the Audit and Risk Committee is not a delegated committee as defined by the Act.

Financial and Resource Implications

12. Costs associated with the Audit and Risk Committee are accommodated through existing operational budgets. There are no specific financial implications arising from this report.

Environmental, Social and Economic Impacts

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

Consultation and Communication

14. Not applicable

Declaration of Conflict of Interest

15. Section 130 of the *Local Government Act 2020* requires members of Council staff to disclose any general or material conflict of interest in matters to be considered at a Council meeting.
16. Council staff involved in the preparation of this report have no conflict of interest in this matter.

Audit and Risk Committee Meeting

Minutes of the Audit and Risk Committee meeting of Hobsons Bay City Council
Hobsons Bay Civic Centre, Meeting Room 1
Monday 15 December 2025

Committee members:

Martin Cutter	Independent Member – Chair
Meriel O’Sullivan	Independent Member
Casey Nunn	Independent Member
Cr Kristin Bishop	Councillor Member
Cr Michael Disbury	Councillor Member (joined the meeting at 1:22 pm)

In attendance:

Kerry Thompson	Interim Chief Executive Officer
Allison Kenwood	Interim Director Corporate Services
Matthew Irving	Director Infrastructure and City Services
David Power	Acting Director Sustainable Communities (joined the meeting virtually at 1:29 pm)
Marlo Emmitt	Acting Manager Corporate Integrity
Hamish Munro	Chief Financial Officer
Logan Sinclair	Acting Risk and Emergency Management Advisor
Kendrea Pope	Consultant Governance Special Projects
David Bowering	Manager People and Experience (joined the meeting at 2:55 pm)
Mark Peters	Internal Auditor, HLB Mann Judd
Kundai Mtsambiwa	Internal Auditor, HLB Mann Judd
John Tanner	Municipal Monitor

Apologies:

Zaryab Hyder	External Auditor - Partner, Audit & Assurance – BDO
Tom Hare	External Auditor – Senior Manager, Audit & Assurance - BDO
Nick Howard	External Auditor – Director, Audit & Assurance - BDO

The Chair, Martin Cutter, declared the meeting open at 1:00 pm.

1. Welcome and Acknowledgement

The Chair welcomed all those present and acknowledged the Bunurong People of the Kulin Nation as the Traditional owners of our municipal lands and waterways and paid our respects to Elders past and present.

The Chair acknowledged this was the first meeting of the reconstituted Audit and Risk Committee, and welcomed the new Independent Members, Councillors and the internal auditors, HLB Mann Judd.

2. Apologies

The Chair acknowledged apologies had been received from the external auditors:

- Zaryab Hyder, External Auditor - Partner, Audit & Assurance – BDO
- Tom Hare, External Auditor – Senior Manager, Audit & Assurance - BDO
- Nick Howard, External Auditor – Director, Audit & Assurance – BDO.

4. Declarations

The Chair asked:

Does any committee member have any conflicts to declare in any matters in the meeting agenda?

Response: There were no conflicts to declare.

To the Interim Chief Executive Officer – Are there any impending legal actions, legislation breaches or any actual or suspected fraud occurrences within the organisation since the last meeting or which have been separately reported to the committee?

Response: No, however the Interim Chief Executive Officer noted that as part of the Chief Executive Officer's report later in agenda she would provide information regarding the letter from the Local Government Inspectorate in relation to the governance review at Hobsons Bay.

3. Directorate Overviews and Update on Rebuilding Culture and Governance Plan

The Interim Chief Executive Officer and each Director provided an overview of their directorate, including policy, strategy and legislative commitments, issues/risks and priorities for the next six months.

An overview of the Rebuilding Culture and Governance Integrated Action Plan (RCGIAP) was provided by the Consultant Governance Special Projects.

NOTE: The Committee noted that quarterly RCGIAP updates will be provided to the Committee, as proposed in the Draft 2026 Workplan.

Councillor Michael Disbury joined the meeting at 1:22 pm.

Acting Director Sustainable Communities, David Power, joined the meeting virtually at 1:29 pm.

The Consultant Governance - Special Projects, Kendrea Pope left the meeting at 1:54 pm and did not return.

5. Minutes

The Committee noted the minutes of the Audit and Risk Committee meeting held on 5 September 2025 were confirmed 'out of session' by the former Committee, prior to being presented to Council on 28 October 2025.

Resolved

That the Audit and Risk Committee note the minutes of the meeting held on 5 September 2025.

6. Audit and Risk Committee Action Items

The Committee reviewed the current Audit and Risk Committee action items including those completed during the period.

Resolved

The Audit and Risk Committee:

- *review the 28 action items in Attachment 1; and*
- *approve the removal of the eleven (11) action items listed as 'complete' from the Action Items list.*

7. Audit and Risk Committee Work Plan

7.1. Annual Work Plan 2025

The Audit and Risk Committee Work Plan is established and reviewed annually to ensure the Committee effectively discharges its responsibilities in a planned and targeted manner consistent with Council's identified risk appetite.

Resolved

The Audit and Risk Committee note the Annual Work Plan for the remainder of 2025.

7.2. Draft Annual Work Plan 2026

The draft Annual Workplan for 2026 report was presented to the Audit and Risk Committee, for agreement.

Resolved

The Audit and Risk Committee endorse the Annual Work Plan for 2026.

Action: Management to provide Committee members with further information regarding budget assumptions and an outline and timetable for the budget process.

7.3. Review of Audit and Risk Committee Charter

A revised Audit and Risk Committee Charter was presented to the Committee for feedback, prior to presenting to Council for adoption.

Resolved

That the Audit and Risk Committee:

- *Review the revised Audit and Risk Committee Charter; and*
- *Recommend the revised Audit and Risk Committee Charter to Council for adoption*

Action: Consider the following feedback from the ARC in relation to the Charter and make appropriate amendments:

- Number all paragraphs and dot points in the Charter.
- Amend paragraph 3 under section 4.1.5 to make the process clear around notifying and inviting the appointed proxy to attend a meeting where an appointed Councillor cannot.
- Include detail around how additional meetings can be called.
- Recommend adding behavioural expectations for Independent Members under section 4.3 (to align with organisational values).
- Recommend the Charter includes the types of actions the Committee can make, for example: note, endorse or recommend.
- Charter should explicitly state it is an 'advisory committee'.

8. External Audit

8.1. Performance of External Auditor

The report was provided to the Audit and Risk Committee with management's view of the performance of the external audit contractor in completing the audit on the Financial Report and Performance Statement for the year ended 30 June 2025.

Resolved

That the Audit and Risk Committee note the report on the performance of the External Auditors in completing the audit on the Financial Report and Performance Statement for the year ended 30 June 2025.

8.2. VAGO Report – Financial Management of Local Councils

The Audit and Risk Committee were presented a summary of the Victorian Audit- General's Office Independent assurance report to Parliament on Financial Management of Local Councils and provided an overview of Hobsons Bay City Council's position in relation to the recommendations and key issues outlined in the report.

Resolved

That the Audit and Risk Committee note the summary of the Victorian Audit-General's Office Independent assurance report to Parliament on Financial Management of Local Councils, including an overview of Hobsons Bay City Council's position in relation to the recommendations and key issues outlined in the report.

9. Control Framework

9.1. Chief Executive Officer's Update

Resolved

That the Audit and Risk Committee note the Chief Executive Officer's update.

Action: An Action Plan to be prepared in response to the letter from the Local Government Inspectorate on Hobsons Bay City Council. To be listed for discussion at the first Councillor Briefing in February 2026 and listed as an item on the March 2026 Audit and Risk Committee meeting agenda.

9.2. Statutory Compliance Update

A report was provided to the Audit and Risk Committee with updates on legislative and regulatory compliance activities at Hobsons Bay City Council during the past two months (1 October to 8 December 2025).

Resolved

That the Audit and Risk Committee note the Statutory Compliance update.

Actions:

- Review the gift register to ensure accuracy of information provided (pages 111 and 112) and circulate to Councillors for review prior to publication on external website.
- Animal pound services must go through tender process in 2026.

9.3. Review of Outstanding Internal Audit Recommendations by Internal Auditors

The Audit and Risk Committee was advised of the comprehensive review of outstanding internal audit actions to be undertaken by the newly appointed internal auditors, HLB Mann Judd, and the process for bringing these items up to date for consideration at the next Committee meeting on 12 March 2026.

Resolved

That the Audit and Risk Committee note the process to be undertaken to bring the outstanding internal audit actions up to date for consideration at the next Audit and Risk Committee meeting on 12 March 2026.

9.4. Draft Procurement Policy

The Audit and Risk Committee was updated on the work that has been done to the draft Procurement Policy to ensure it a supportive and proactive policy and to summarise the changes that will be incorporated in the new policy.

Resolved

That the Audit and Risk Committee note the changes to the Procurement Policy and provided feedback.

Action: Review and consider the feedback from the Audit and Risk Committee and make appropriate amendments:

- Under section 5.1 - recommend including information about storage of information, types of data held and destruction schedule/methodology.
- Under section 5.4 – suggest including some other risk mitigation strategies such as breach of good governance practice, legislative obligations or breach of Code of Conduct.
- More clarity needed around obtaining verbal quotations.
- Several typos/inconsistencies throughout the document.
- More clarity around the relationship between sections 6.2.2 (RFT) and 6.2.3 (EOI) and links with sections 6.5 and 6.6.
- Section 6.5 almost completely reproduced in the Exemptions Attachment. Slightly different wording of the same content used in different places. Recommend section 6.5 stands alone.
- Section 6.6, more clarity required regarding who authorises the Panel arrangements.
- Section 8, cumulative spend exceeding the \$300,000 threshold. The policy makes no mention of the IT system and what the escalation, alert process entails. Will the approver or next level up be alerted and authorise in this situation?

Action: Management to provide the Audit and Risk Committee with a table of all exemptions and justifications. Frequency (quarterly or annually) will depend on volume of exemptions.

John Tanner, Municipal Monitor left meeting at 2:51 pm and did not return.

Adjournment of Meeting

The Chair adjourned the meeting at 2:52 pm for a short break.

The meeting resumed at 2:58 pm.

10. Internal Audit

10.1. Local Government – Recent Reports and Publications – November 2025

HLB Mann Judd presented to the Audit and Risk Committee the November 2025 edition of the Local Government Recent Reports and Publications

Resolved

That the Audit and Risk Committee note the November 2025 edition of the Local Government Recent Reports and Publications provided.

10.2. Draft Strategic Internal Audit Action Plan 2026-28 (2025-26 Focus)

The Strategic Internal Audit Plan (“SIAP”) was developed following consultation with the Hobsons Bay City Council’s Executive Leadership Team, review of HBCC’s strategic risks and profile, and consideration of past internal audit coverage. This SIAP was presented to the Audit and Risk Committee members for review, discussion and approval.

Resolved

That the Audit and Risk Committee approve the draft Strategic Internal Audit Program for 2026-2028, noting the initial focus is on 2025-26.

David Bowering, Manager People and Experience joined the meeting at 2:55 pm.

11. Risk Management

11.1. Occupational Health and Safety Update

The Audit and Risk Committee was presented with the OHS Quarterly Report for the period 1 July to 30 September 2025.

Resolved

That the Audit and Risk Committee note the Occupational Health and Safety Quarterly Report for the period 1 July 2025 to 30 September 2025.

Action: Management to prepare KPIs (benchmarked against comparable councils) to measure how council is performing in the OHS area.

David Bowering, Manager People and Experience left the meeting at 3:12 pm.

11.2. Insurance Update

An insurance update was provided to the Audit and Risk Committee, in accordance with the Committee’s Annual Work Plan.

Resolved

That the Audit and Risk Committee note the insurance update.

11.3. Risk Management Update

A Draft Risk Management Framework was provided to the Audit and Risk Committee for feedback and update the Committee on Council's ten (10) strategic risks and Cyber Security Statistics for the period July to September 2025.

Resolved

That the Audit and Risk Committee:

- *Note Council's ten (10) strategic risks (Attachment 1).*
- *Review and provided feedback on the Draft Risk Management Framework (Attachment 2).*
- *Note the Cyber Security Statistics for the period July to September 2025 (Attachment 3).*

Action: Confirm the amount of coverage with insurer in relation to Cyber strategic risk.

Action: Management to come back to the Audit and Risk Committee with a roadmap detailing:

- how the organisation signs off on strategic risks (ELT or through the Council Chamber); and
- how the Committee tests the risk appetite established collectively by Councillors.

11.4. Operation Centre Allowances Claim Improvement Work (Director Infrastructure and City Services)

A recent review of allowance claims made by staff for syringe, dead animal and mattress collections under the Enterprise Agreement has identified gaps within the current processes and systems for managing these claims.

Resolved

That the Audit and Risk Committee note the Operation Centre Allowances Claim Improvement Work.

12. External Accountability

12.1. Quarterly Financial Report for the period ending 30 September 2025 (Chief Financial Officer)

The Audit and Risk Committee was presented with the financial results for the period ended 30 September 2025 and the revised 2025-26 forecast projections following completion of the September (first quarter) forecast review.

Resolved

That the Audit and Risk Committee receive and note the financial report for the period ended 30 September 2025 and the revised 2025-26 annual budget projections.

12.2. Cash and Investment Balances (Financial Accountant)

The Audit and Risk Committee was presented with a report detailing the cash and investments balances. This report summarises Council's monthly balance of bank accounts, at call deposits and term deposit investments on 31 October 2025.

Resolved

That the Audit and Risk Committee note the cash and investment balances on 31 October 2025.

12.3. Capital Works Quarterly Report (Director Infrastructure and City Services)

The Audit and Risk Committee was presented with the Capital Works Quarterly Report – First Quarter of Hobsons Bay City Council 2025-26 capital works program.

Resolved

That the Audit and Risk Committee note the Capital Works Quarterly Report.

Action: Management to provide an update on the Project Management Office and EPMO as part of the Chief Executive Officer report at the March 2026 Committee meeting

13. Other Business

13.1. 2026 Audit and Risk Committee Meeting Dates

The Audit and Risk Committee agreed and set the meeting dates for the 2026 calendar year.

Resolved

That the Audit and Risk Committee set the following meeting dates for 2026, with all meetings commencing at 1 pm:

- *Thursday 12 March 2026*
- *Thursday 11 June 2026*
- *Thursday 3 September 2026*
- *Thursday 3 December 2026.*

The Committee noted that Meriel O'Sullivan will be an apology for the meeting scheduled on Thursday 11 June 2026.

14. Next Meeting and Closure

The Chair declared the meeting closed at 3:52pm.

8.2 Delegate Reports

Purpose

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

Recommendation

1. **That Council receives and notes the recent delegate reports:**
 - 1.1. **Western Melbourne Tourism Board - 28 November 2025**
 - 1.2. **LeadWest Joint Delegated Committee - 3 December 2025**
 - 1.3. **Mayoral and Councillor Taskforce Supporting People Seeking Asylum - 3 December 2025**

Western Melbourne Tourism Board - 28 November 2025

Directorate: Sustainable Communities
Councillor Delegate: Deputy Mayor Cr Lisa Bentley
Date of Meeting: 28 November 2025

1. The Western Melbourne Tourism (WMT) Board joint Annual General Meeting and General Board meeting was held on Friday 28 November 2025.
2. **The Annual General Meeting key agenda items included:**
 - 2.1. Chair report
 - 2.2. Financial report for the 2024-25 financial year
 - 2.3. As part of the AGM, all board positions were declared vacant and re-nominations agreed upon.
 - 2.3.1. Naomi Dale to replace Colin Drake as the representative for Victoria University
 - 2.3.2. Cr Paula Theodorides (MVCC) to be replaced by Cr Samantha Byrne
 - 2.3.3. Parks Victoria seat pending a new nomination.
 - 2.4. Office bearers for the Deputy Chair and Treasurer were re-elected
 - 2.4.1. Cr Julie Shannon nominated as Deputy Chair
 - 2.4.2. Scott Thompson nominated as Treasurer.

3. The General Meeting key agenda items included:

- 3.1. The Western Melbourne Tourism three-year strategy was adopted subject to final adjustments
- 3.2. Extended discussion regarding board structure, representation and governance
- 3.3. Financial report and YTD Budget
- 3.4. Executive report from Richard Ponsford, Executive Officer WMT:
 - 3.4.1. Tactical Marketing Planning – update including proposed marketing expenditure
 - 3.4.2. Namaste Westside – update including revised timeline and budget
 - 3.4.3. Maitri Grant Application – A funding submission is being prepared in conjunction with Victoria University to align with the Namaste Westside project.
 - 3.4.4. SkyBus update – the SkyBus service is now operating from Sunshine seven days a week, strategically placing Sunshine as a new visitor hub.

LeadWest Joint Delegated Committee - 3 December 2025

Directorate: Office of the Chief Executive

Councillor Delegate: Cr Rayane Hawli

Date of Meeting: 3 December 2025

1. The December meeting of the LeadWest Joint Delegated Committee was hosted by Wyndham City Council.

Election of Chair and Deputy Chair

2. Cr Suan Yengi (Maribyrnong City Council) was elected as LeadWest Chair with Cr Rayane Hawli (Hobsons Bay City Council) as Deputy Chair.

LeadWest Advocacy with WoMEDA and meetings with MPs

WoMEDA

3. Stephen Wall, as MC, provided an overview of the inaugural WoMEDA Summit, noting strong attendance from senior politicians and a former Leader of the Opposition. The event highlighted the needs and issues of Melbourne's western suburbs in the context of the upcoming state election, featuring strong presentations, a comprehensive agenda, and engaging panel discussions.
4. Positive feedback was reported with *The Age's* involvement delivering good media coverage and favourable community response. It was also noted that the Western Region dialogue will continue next year, with a symposium planned for August 2026.
5. Hobsons Bay reaffirmed their strong support for WoMEDA and its active participation in the regional collaboration.

Meetings with MPs

6. The Chair outlined recent advocacy activity, including distribution of the State Election Advocacy brochure and MP meetings in November. LeadWest commenced discussions on 2026 state election priorities with key MPs, covering issues such as the Outer Metropolitan Ring and small business growth. Steve McGhie MP will sponsor the official launch of LeadWest's state election priorities at Parliament House in early 2026. LeadWest has also been offered a meeting with the State Treasurer's Chief of Staff, with dates to be confirmed.

State Election Advocacy Action Plan

7. The Executive Officer presented the updated State Election Advocacy Action Plan, noting further development by the Advocacy Officers Group and recommending it remain a standing agenda item until the election. The committee discussed the focus of priority projects in the state election brochure, including the balance between long-term and shorter-term priorities and the decision not to include project costs. While

priorities were confirmed as locked in from the September meeting, members agreed there is scope to develop clearer, more specific supplementary one-pager documents (e.g. roads, homelessness) to support the existing advocacy priorities. An action was agreed to develop these supporting documents.

State Election Campaign Proposal

8. The Executive Officer outlined a proposed State Election campaign, developed with the Advocacy Officers Group, aimed at amplifying LeadWest's 2026 election advocacy through a more public-facing approach. The proposal includes engaging a creative agency and developing campaign materials and a media and digital rollout plan, with the campaign seen as an opportunity to showcase the strengths and potential of the west. The campaign scope, including specific projects, will be further refined and presented to the committee at the March meeting.

Media update

9. The Executive Officer provided a media and communications update, including ABC radio coverage on the Melton line electrification, a media release on new and expanded bus routes and the Melton line upgrade, and strong coverage from the WoMEDA Summit, along with recent website updates.

Terms of Reference Review – Project Plan

10. The Executive Officer outlined the project plan and timeline for the Terms of Reference review, to be undertaken over 12 months. The review will be presented to the committee in mid-2026 for feedback and again in September 2026 for final endorsement. It was agreed to proceed as proposed.

Communications Strategy

11. The Executive Officer presented a draft communications strategy to refresh and strengthen LeadWest's approach, outlining its objectives, development process and opportunities for enhanced engagement within existing resources. The committee discussed social media use, with no recommendation to establish an Instagram presence, and supported greater use of member councils' channels and annual council briefings. The draft strategy will be recirculated to the committee for feedback and next steps.

Positioning Statement

12. LeadWest position statements are currently being reviewed and updated. They will be presented at the first meeting back in 2026.

Finance

13. A quarterly update on LeadWest's financial position was provided. LeadWest membership renewals were invoiced in November 2025 with the membership fees remaining unchanged.

Mayoral and Councillor Taskforce Supporting People Seeking Asylum - 3 December 2025

Directorate: Sustainable Communities

Councillor Delegate: Cr Diana Grima (proxy), Apology: Cr Rayane Hawli (delegate)

Date of Meeting: 3 December 2025

1. The Mayoral and Councillor Taskforce Supporting People Seeking Asylum (the Taskforce) met at the Melbourne Town Hall at 1pm on Wednesday 3 December 2025.
2. The Taskforce meetings are chaired by a delegate of the host council. This meeting was chaired by Taskforce Executive member, Lord Mayor Nicholas Reece (City of Melbourne).

Key agenda items

3. **Introductions** around room, membership updates and brief history of the Taskforce; there were more than twenty people in attendance.
4. **Back Your Neighbour (BYN) campaign update:** presentation of 2025 highlights and an outline of campaign advocacy. Discussion around Status Resolution Support Services (SRSS) federal program cuts noted as being by 93%. Update from the LGNSW annual conference where the Taskforce had a stall, receiving thirty new “friends of” memberships. The Chair noted a goal to support other capital city councils to sign onto the BYN campaign.
5. **Sector update:** Refugee Council of Australia: Outline of new refugee policy reforms. Presentation to be distributed to Taskforce. Recommendation for the Taskforce to be part of the SRSS review and consultation in January and February 2026. One millionth refugee has recently been welcomed to Australia since World War II.

Committee discussion

6. **BYN 2026:** The Australian Local Government Association (ALGA) National General Assembly is confirmed to take place 23-25 June 2026 in Canberra. Vote was carried for Taskforce representatives to attend.
7. **Group activity:** Calls to action, discussion and suggestions included promoting membership of the Taskforce, talking to local MPs about the Taskforce, coordination of a social media campaign for neighbouring councils and opportunities for collective response communications.

9 Reports of Informal Meetings of Councillors

An internal process has been carried out and Council is required to table reports of informal meetings of Councillors.

Reports of informal meetings are provided as a final attachment in any agenda.

Council officers recommend that Council formally receive the relevant reports, as this is regarded as good governance practice.

Recommendation

1. That Council receives the following reports of informal meetings of Councillors:

- 1.1. Pre Council Meeting Briefing 16 December 2025**
- 1.2. Professional Development Workshop 2 February 2026**
- 1.3. Councillor Briefing 3 February 2026**
- 1.4. Councillor Briefing 10 February 2026**

Record of Assembly of Councillors – Pre Council Meeting 16 December 2025



Start Time: 6:34PM

End 7:00PM

Attendance

Councillors	Present	Time	Left meeting
Cr Daria Kellander, Altona ward	Yes	6:38pm	7:00pm
Cr Diana Grima, Altona Meadows ward	Yes	6:38pm	7:00pm
Cr Kristin Bishop, Spotswood ward	Yes	6:38pm	7:00pm
Cr Lisa Bentley, Williamstown ward	Yes	6:38pm	7:00pm
Cr Michael Disbury, Williamstown North ward	Yes	6:38pm	7:00pm
Cr Paddy Keys-Macpherson, Laverton ward	Yes	6:38pm	7:00pm
Cr Rayane Hawli, Altona North ward	Yes	6:38pm	7:00pm

Council Officers	Present	Time	Left meeting
Kerry Thompson, Interim Chief Executive Officer	Yes	6:38pm	7:00pm
Matthew Irving, Director Corporate Services	Yes	6:38pm	7:00pm
Allison Kenwood, Interim Director Corporate Services	Yes	6:38pm	7:00pm
David Power Acting Director Sustainable Communities	Yes	6:38pm	7:00pm
Marlo Emmitt, Acting Manager Corporate Integrity	Yes	6:38pm	7:00pm
John Tanner, Municipal Monitor	Yes	6:38pm	7:00pm

Meeting Agenda Topics

Agenda

1 Welcome and Acknowledgement of Traditional Owners

2 Apologies

- Mayor Condolence message

3 Disclosure of Conflicts of Interest

4 Confirmation of Minutes

5 Public Question Time

6 Petitions and Joint Letters

6.1 Petitions and Joint Letters Received

6.1.1 Joint Letter: Concern regarding Metro Trains' proposed fence along Railway

6.2 Responses to Petitions and Joint Letters

7 Officer Reports

7.1 Statutory Planning

7.2 Matters for Decision

7.2.1 Council Plan 2025-29 and strategic documents – for adoption

7.2.2 Annual Budget Consultation Process

7.2.3 Adoption of the Road Management Plan (RMP)

7.2.4 Revised Governance Rules and Community Feedback

7.2.5 The Planning Amendment (Better Decisions Made Faster) Bill 2025

7.2.6 Balance of Councillor Appointments to Committees 2026

7.2.7 Library Collections and Equipment Procurement Australia Agreement

7.2.8 Contract 2025.05 Drainage Cleaning and Investigation

7.2.9 WGTP - The Avenue Powerline Commitment Update

7.3 Matters for Noting

7.3.1 Response to Notice of Motion 1278 and 1249 (Part 7)

7.3.2 West Gate Tunnel Project Update (WGTP) - December 2025

7.3.3 Level Crossing Removal Project Update (LXRP) - December 2025

7.3.4 Point Cook Road Intersection Update (PCIU) - December 2025

7.3.5 Proposal of Hobsons Bay Community Recognition Awards

7.3.6 Draft Ministerial Guidelines for Rates and Hardship

8 Other Reports

8.1 Committee Reports

8.2 Delegate Reports

9 Reports of Informal Meetings of Councillors

10 Notices of Motion

11 Councillor Questions

12 Urgent Business

13 Close of Meeting

Interest Disclosures - Nil

Meeting movements - Nil

Record of Assembly of Councillors – In-Person Training:

Working Together in a Council 2 February 2026



Start Time: 6PM **End** 8.34PM

Attendance

Councillors	Present	Time	Left meeting
Cr Daria Kellander, Altona ward	Yes	6PM	8.34PM
Cr Diana Grima, Altona Meadows ward	Yes	6PM	8.34PM
Cr Kristin Bishop, Spotswood ward	Yes	6PM	8.34PM
Cr Lisa Bentley, Williamstown ward	Yes	6PM	8.34PM
Cr Michael Disbury, Williamstown North ward	Yes	6PM	8.34PM
Cr Paddy Keys-Macpherson, Laverton ward	Yes	6PM	8.34PM
Cr Rayane Hawli, Altona North ward	Yes	6PM	8.34PM

Council Officers	Present	Time	Left meeting
Phu Nguyen, Chief Executive Officer	Yes	6PM	8.34PM
Celia Robinson Acting Manager Corporate Integrity	Yes	6PM	8.34PM
John Tanner, Municipal Monitor	Yes	6PM	8.34PM
Rebecca McKenzie, Municipal Monitor	Yes	6PM	8.34PM

External Presenters

Jenny Scicluna - facilitator	Yes	6PM	8.34PM
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Meeting Agenda Topics

Agenda

1. Professional Development Training – Working Together in a Council

Interest Disclosures - Nil

Meeting movements - Nil

Record of Assembly of Councillors – Councillor Briefing 03 February 2026



Start Time: 6:03 PM

End 7:03 PM

Attendance

Councillors	Present	Time	Left meeting
Cr Daria Kellander, Altona ward	Yes	5:58pm	7:02pm
Cr Diana Grima, Altona Meadows ward	Yes	6:00pm	7:02pm
Cr Kristin Bishop, Spotswood ward	Yes	6:11pm	7:02pm
Cr Lisa Bentley, Williamstown ward	Yes	5:59pm	7:02pm
Cr Michael Disbury, Williamstown North ward	Yes	5:58pm	7:02pm
Cr Paddy Keys-Macpherson, Laverton ward	Apology	-	-
Cr Rayane Hawli, Altona North ward	Yes	6:02pm	7:02pm

Council Officers	Present	Time	Left meeting
Phu Nguyen, Chief Executive Officer	Yes	5:58pm	7:03pm
Matthew Irving, Acting Director Corporate Services	Yes	5:59pm	7:03pm
Hamish Munro, Chief Financial Officer	Yes	5:59pm	6:09pm
Hector Gaston, Director Sustainable Communities	Yes	5:58pm	7:03pm
Celia Robinson, Acting Manager Corporate Integrity	Yes	5:58pm	7:03pm
Michelle Cardamone Acting Coordinator Governance	Yes	5:58pm	6:42pm
Kendrea Pope, Consultant Governance Special Projects	Yes	5:59pm	6:27pm
Clare Hogarth-Angus, Manager Communications, Engagement and Advocacy	Yes	5:59pm	7:03pm
John Tanner, Municipal Monitor	Yes	6:02pm	7:03pm
Rebecca McKenzie, Municipal Monitor	Apology	-	-

External Presenters - Nil

Meeting Agenda

Welcome and Introductions

1. Briefing Presentations (for discussion)

1.1. Budget Briefing 2: Annual Budget Framework

1.2. Compliance with Aged Care Obligations

1.3. Councillor Remote Access to Meetings Policy

2. Council Briefing Reports (for Councillor info and noting)

2.1. Corporate Images and Logos Policy

3. Committee and Delegate Reports

3.1. Committee Reports

3.2. Delegate Reports

3.2.1 LeadWest Joint Delegated Committee - 3 December 2025

3.2.2 Mayoral and Councillor Taskforce Supporting People Seeking Asylum - 3 December 2025

4. CEO Update and Councillor Updates

- 4.1. Councillor Update and Discussion
- 4.2. CEO Confidential Verbal Update (as necessary)

Interest Disclosures Nil

Meeting movements

Cr Rayane Hawli	6:10pm to 6:11pm
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Record of Assembly of Councillors – Councillor Briefing 10 February 2026



Start Time: 6:02 PM

End 8:42 PM

Attendance

Councillors	Present	Time	Left meeting
Cr Daria Kellander, Altona ward	Apology	-	-
Cr Diana Grima, Altona Meadows ward	Yes	6:02pm	8:42pm
Cr Kristin Bishop, Spotswood ward	Yes	6:02pm	8:42pm
Cr Lisa Bentley, Williamstown ward	Yes	6:09pm	8:42pm
Cr Michael Disbury, Williamstown North ward	Yes	6:02pm	8:42pm
Cr Paddy Keys-Macpherson, Laverton ward	Online	6:02pm	8:42pm
Cr Rayane Hawli, Altona North ward	Online	6:02pm	8:13pm

Council Officers	Present	Time	Left meeting
Phu Nguyen, Chief Executive Officer	Yes	6:02pm	8:42pm
Matthew Irving, Director Infrastructure and City Services	Yes	6:02pm	8:42pm
Hector Gaston, Director Sustainable Communities	Yes	6:02pm	8:42pm
Marlo Emmitt, Acting Manager Corporate Integrity	Yes	6:02pm	8:42pm
Hamish Munro, Chief Financial Officer	Yes	7:01pm	8:13pm
David Treppo, Manager Engineering Services	Yes	6:02pm	7:01pm
Bivish Ghimire, Coordinator Traffic and Transport	Yes	6:45pm	7:01pm
Ellis Hughes, Manager Projects and Infrastructure	Yes	7:01pm	7:24pm
Hany Hanna, Coordinator Enterprise Project Manager	Yes	7:01pm	7:24pm
Snehal Gandhi, Project Manager Projects and Infrastructure	Yes	7:01pm	7:24pm
Lisa Paton, Coordinator Environment and Sustainability	Yes	7:24pm	7:50pm
David Power, Manager Strategy Economy and Sustainability	Yes	7:24pm	7:50pm
Jovial Mathews, Coordinator Procurement and Contracts	Yes	7:50pm	8:09pm
Clare Hogarth-Angus, Manager Communications, Engagement and Advocacy	Yes	6:02pm	8:42pm
John Tanner, Municipal Monitor	Yes	6:02pm	8:42pm
Rebecca McKenzie, Municipal Monitor	Yes	6:02pm	8:42pm

External Presenters Melbourne Water

1.1 Melbourne Water Presentation: Greater Flood Information Program Update

Anna Lucas - Melbourne Water General Manager, Service Strategy,	Yes	6:02pm	6:41pm
Andrew Mellor - Melbourne Water Manager Flood Awareness Communications,	Yes	6:02pm	6:41pm
Chris Brace - Executive General Manager, Service Futures	Yes	6:02pm	6:41pm

Meeting Agenda

1. Briefing Presentations (for discussion)

- 1.1. Melbourne Water Presentation: Greater Flood Information Program Update
- 1.2. Integrated Transport Strategy (ITS)
- 1.3. Budget Briefing 3: Financial Plan Outlook
- 1.4. Budget Briefing 4: Capital Works Program 1

2. Council Briefing Reports (for discussion)

3. Council Briefing Reports (for Councillor info and noting)

- 3.0. Organisational Performance Report – Second Quarter 2025-26
- 3.1. Cherry Lake Stormwater Harvesting Funding Application
- 3.2. Financial Report for the period ended 31 December 2025
- 3.3. Capital Works Progress Report FY2025-26 Q2
- 3.4. Adoption of Hobsons Bay Procurement Policy 2026
- 3.5. Response to Notice of Motion 1278 and 1249 (Part 7) (updated)
- 3.6. S6A Instrument of Delegation
- 3.7. Revised Audit and Risk Committee Charter

4. Other Items

4.1 Committee Reports

- 4.1.1 Audit and Risk Committee Meeting Minutes -15 December 2025

4.2 Delegate Reports

- 4.2.1 Western Melbourne Tourism Board – 28 November 2025

Additional items

NOM Cr Keys-Macpherson

ALGA Motions

5. CEO Update and Councillor Updates

- 5.1. Councillor Update and Discussion
- 5.2. CEO Confidential Verbal Update (as necessary)

Interest Disclosures - Nil

Meeting movements – Break 6:41pm resumed 6:45pm

Cr Kristin Bishop	7:01pm – 7:03pm
Hamish Munro, Chief Financial Officer	7:24pm – 8:09pm
Clare Hogarth-Angus, Manager Communications, Engagement and Advocacy	7:55pm – 7:59pm
John Tanner, Municipal Monitor	8:21pm – 8:25pm
Matthew Irving, Director Infrastructure and City Services	8:33pm – 8:42pm

10 Notices of Motion

10.1 Notice of Motion 1282: Public Artwork in Laverton

Cr Paddy Keys-Macpherson has given notice of the following motion:

That Council:

1. Notes with sadness the theft of *The Walking Figure* and *The Car*, two of the three components of artist Dean Bowen's *Linking Laverton* public art sculptures in mid-2025.
2. Acknowledges the importance and value of public art.
3. Acknowledges the significance of these pieces to the community in Laverton, and the ongoing community angst since their theft.
4. Notes that when the iconic *Welcome to Spotswood* public art was vandalised in late 2025 it was restored just over a month later.
5. Shall receive a report at a future meeting outlining restoration or replacement options, including associated costs and impacts.
6. This report shall include but not necessarily be limited to the following:
 - 6.1. Full recasting and replacement of the statues.
 - 6.2. Full recasting and replacement of the statues, and the cost of additional CCTV or other security or anti-theft measures to ensure their safety.
 - 6.3. The recasting and replacement of the statues in a different material, less likely to be the target of theft.
 - 6.4. The recasting and replacement of the statues at different sites.
 - 6.5. The recasting and storage of the art works until they can be incorporated into a future project in the area.
 - 6.6. Replacement with new artwork that honours the sites and story of the lost artworks.

11 Councillor Questions

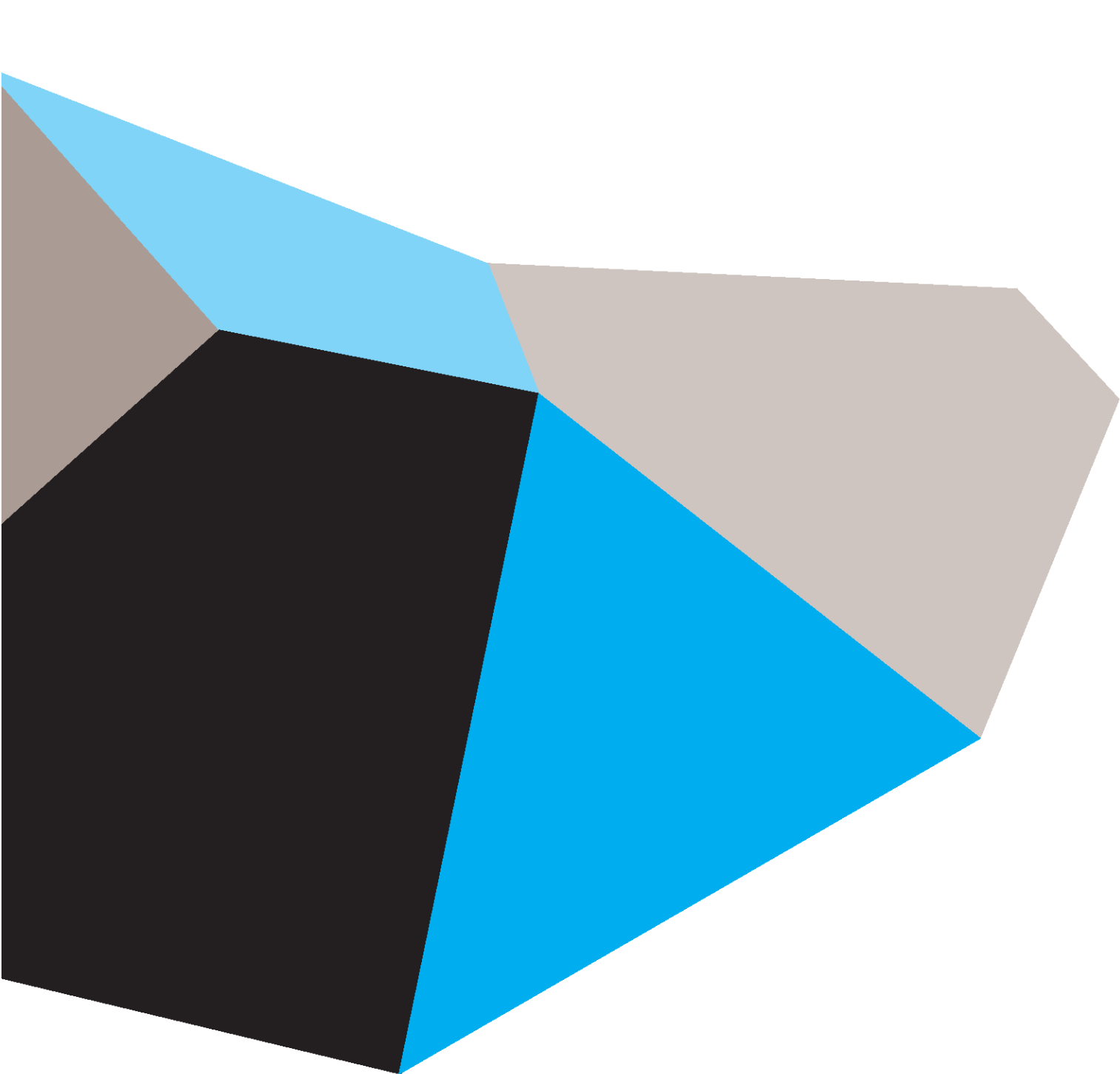
Councillors will have the opportunity to ask questions of Council officers.

12 Urgent Business

13 Close of Meeting

HOBSONS
BAY CITY
COUNCIL





HOBSONS BAY CITY COUNCIL

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