

# minutes



CORANGAMITE  
SHIRE

## CORANGAMITE SHIRE

### MEETING OF COUNCIL TUESDAY 25 MAY 2021

Held at the Theatre Royal  
Manifold Street, Camperdown  
at 7.00 pm  
and livestreamed on the internet

#### **COUNCIL:**

Cr Ruth Gstrein (Central Ward)  
MAYOR

Cr Jo Beard (South Central Ward)  
DEPUTY MAYOR

Cr Geraldine Conheady (Central Ward)

Cr Laurie Hickey (Central Ward)

Cr Kate Makin (South West Ward)

Cr Jamie Vogels (Coastal Ward)

Cr Nick Cole (North Ward)

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**MEETING OF THE CORANGAMITE SHIRE COUNCIL HELD AT  
THEATRE ROYAL, MANIFOLD STREET, CAMPERDOWN AT 7.00 PM  
ON 25 MAY 2021**

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**PRESENT**

Councillors	R. Gstrein (Chairperson), J. Beard, N. Cole, G. Conheady, L. Hickey, K Makin, J Vogels
Officers	Andrew Mason, Chief Executive Officer Justine Linley, Director Sustainable Development Brooke Love, Director Works and Services David Rae, Director Corporate and Community Services Adam Taylor, Manager Finance

**1. PRAYER**

The prayer was read by Mayor, Cr R. Gstrein.

“We ask for guidance and blessing on this Council. May the true needs and wellbeing of our communities be our concern. Help us, who serve as leaders, to remember that all our decisions are made in the best interests of the people, culture and the environment of the Corangamite Shire.

Amen.”

**2. ACKNOWLEDGEMENT OF COUNTRY**

An Acknowledgement of Country was made by Mayor, Cr R. Gstrein.

“We acknowledge the Traditional Owners of the land around Corangamite Shire, the Eastern Maar and Wadawurrung people.

We pay our respects to all Aboriginal Elders and peoples past and present.”

**3. APOLOGIES**

Nil.

**4. DECLARATIONS OF CONFLICT OF INTEREST**

Nil.

**DISCLAIMER**

The advice and information contained herein is given by the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written enquiry should be made to the Council giving the entire reason or reasons for seeking the advice or information and how it is proposed to be used.

Council meetings are livestreamed on the Internet to provide members of the community greater access to Council decisions and debate. A recording of the meeting will be available on Council’s website after the meeting (usually within 48 hours). Visitors in the public gallery may be filmed and/or recorded during the meeting. By attending the meeting, it is assumed consent is given in the event that this occurs.

## 5. CONFIRMATION OF MINUTES

### RECOMMENDATION

That the Minutes of the Corangamite Shire Council meeting held on Tuesday 27 April 2021 be confirmed.

### COUNCIL RESOLUTION

*MOVED:*            *Cr Conheady*

*SECONDED:*      *Cr Makin*

That the recommendation be adopted.

**CARRIED**

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## 6. DEPUTATIONS & PRESENTATIONS

The Mayor, Cr R. Gstrein, invited members of the public who had requested to address Council to make their presentations.

The following items were submitted:

- Agenda Item 9.1 Timboon Land Gifted to Council:
  - Mr Eric Ward
  - Ms Maryanne Vogels.

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## 7. COMMITTEE REPORTS

### 7.1 Mt Noorat Management Committee Annual Report and Committee Appointment

**Author:** Roland Herbert, Environment Project Officer

**File No:**

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Roland Herbert

In providing this advice to Council as the Environment Project Officer, I have no interests to disclose in this report.

#### **Summary**

The purpose of this report is to present the Mt Noorat Management Committee's annual report and to provide advice to Council on the appointment of one community representative to the Committee.

#### **Introduction**

The Mt Noorat Management Committee (Committee) is a Community Asset Committee of Council, first established in 2018. The Committee was formerly known as a Special Committee of Council, established under the *Local Government Act 1989*. In August 2020, Council resolved to establish the Committee as a Community Asset Committee, in accordance with the provisions of the new *Local Government Act 2020*.

Since 2018, the Committee has been delegated to implement the Mt Noorat Management Plan, which provides the responsibility to manage and develop Mt Noorat. The Committee comprises 10 elected community members, one Council representative and two standing members Eve Black and Gina Black. Community representatives on the Committee are appointed for a four-year term, with nominations for five positions advertised biennially in June.

The Committee's responsibilities are mainly focused on implementing the Mt Noorat Management Plan and Risk Management Plan, which includes a 30-year vision for Mt Noorat that states 'Mt Noorat is a destination known for its geological and natural values and experiences; a place where culture past and present is understood and respected and where access is provided for all to enjoy'. Under this vision, objectives and actions are set out for implementation by the Committee over the life of the plan.

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## Issues

Over the past year and despite challenges faced by COVID-19, the Mt Noorat Management Committee has worked to achieve the Management Plan vision.

Committee achievements over the past year include:

- Entering into an agreement with Acciona Energy Australia Global (Acciona) for the Committee to receive a \$50,000 contribution to construct a new viewing area, walking tracks and associated infrastructure.
- Completion of a Vegetation Management Plan to assist with strategic revegetation across key locations of the site, with the site of priority identified as the Mt Noorat crater.
- Control of broadleaf weeds including thistles and hemlock, and elimination of woody weeds such as boxthorn.
- Fencing the Mt Noorat crater from grazing stock to assist in native revegetation of this area. Funds for this project were sourced from a local Noorat resident who contributed \$30,000 in 2020 to assist with native vegetation projects at Mt Noorat.
- Completion of a preliminary geological assessment to identify key geological features at Mt Noorat.

Projects and activities to be completed by the end of 2021-2022 include:

- Undertake projects related to the agreement with and contribution from Acciona to install a new viewing area, walking tracks and associated infrastructure.
- Commence the first plantings of native species into the Mt Noorat Crater with assistance from community partners and begin removing non-native vegetation from the crater.
- Developing an infrastructure style guide to inform future development.
- Commence the development of geological interpretive information at identified key points.
- Establish local partnerships to enable native species propagation at a local facility.
- Develop a 'Friends of' group to assist the Committee to implement projects and activities and to maintain community interest and involvement at Mt Noorat.

Even in the face of restrictions presented by COVID-19, Mt Noorat has remained a popular destination for visitors. The Committee installed a people-counter during 2019 to track visitor numbers, and data collected shows a significant increase in daily visitors during 2020 from an average of 20 visitors a day to up to 45 visitors per day. Data collected in early 2021 indicates Mt Noorat is receiving an average of 40 visitors per day, or 1200 per month.

### ***Committee Appointments***

A member of the Committee has recently resigned, resulting in a casual vacancy with a remaining term until June 2022. In accordance with the Committee's Instrument of Delegation, Council is required to advertise casual vacancies for the Committee for a period of four weeks. The position was advertised for a period of four weeks during April 2021 and from this Council received three nominations for the available position.

The Council delegation to the Committee is attached to this paper under Attachment 1.

The selection criteria and weighting for the Committee positions is as follows:

- Why are you interested in being a member of the Mt Noorat Management Committee?  
*(scored out of 10)*
- As a member, how would you contribute to the Committee?  
*(scored out of 10)*
- What skills and experience do you have to offer the Committee?  
*(scored out of 20)*

Nine Committee members considered the three eligible nominations according to the selection criteria, to subsequently provide advice to Council. The recommendation of the Committee is that the following nominee be appointed to the Committee until June 2022:

- Leslie Munroe Cameron.

The three nominations received by the Committee are attached to this paper under Attachment 2 and the Assessment Panel Report for the casual vacancy is attached to this paper under Attachment 3.

### **Policy and Legislative Context**

Council's involvement with the ownership of Mt Noorat and development of the Mt Noorat Management Plan is consistent with the following strategies from the Council Plan 2017-2021:

Improve the appearance of our towns and public spaces.

Preserve the natural environment of Corangamite Shire.

Engage with and listen to our communities.

Support our small towns and dispersed population.

### **Internal / External Consultation**

The Mt Noorat site is managed in accordance with the Mt Noorat Management Plan and Risk Management Plan, which were developed through extensive consultation with the community and stakeholders. Nominations for one Committee vacancy were advertised through local newspapers and on Council's website and Facebook page for a period of four weeks during April 2021.

### **Financial and Resource Implications**

The Mt Noorat land parcel is attracting income in a range of ways including grazing leases, communications tower leases, quarry leases and grant funding. Existing leases provided an income of \$53,361 for the 2020-2021 financial year. The forecast income from leasing arrangements for the 2021-2022 year are estimated to total \$53,711. The existing leases provide annual income for the site and should ensure the site is able to be managed without long term financial support from Council.

Council has recently entered into an agreement with Acciona Energy Australia Global Pty Ltd to receive a \$50,000 contribution for the Committee and Mt Noorat land parcel. Funds are allocated via this contribution for a new viewing area, walking tracks and associated infrastructure.

Council and the Committee have allocated funding from existing leasing arrangements and other funding sources to implement the Mt Noorat Management Plan and guide future management of the site.



**Options**

Council has the option to receive the 2020-2021 Mt Noorat Management Committee Annual Report or alternatively, Council may choose not to receive the 2020-2021 Mt Noorat Management Committee Annual Report and request further information.

Council also has the option to appoint Leslie Munroe Cameron to fill the casual vacancy until June 2022. Alternatively, Council may choose not to appoint the nominated member and offer the vacancy to another nominee or re-advertise the vacancy.

**Conclusion**

Over the past year and despite challenges faced by COVID-19, the Mt Noorat Management Committee has continued to work towards the Management Plan vision in which Mt Noorat is a destination known for its geological and natural values and experiences; a place where culture past and present is understood and respected and where access is provided for all to enjoy.

**RECOMMENDATION****That Council:**

1. **Receives the 2020-2021 Mt Noorat Management Committee Annual Report.**
2. **Appoints Mr Leslie Munroe Cameron as a community representative on the Mt Noorat Management Committee for a term until June 2022.**
3. **Writes to outgoing Committee member Rob Durant to thank him for his time and contribution to the Mt Noorat Management Committee.**

**COUNCIL RESOLUTION**

**MOVED:** *Cr Conheady*

**SECONDED:** *Cr Makin*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Instrument of Delegation Mt Noorat Committee of Management 2020 - Under Separate Cover
2. Mt Noorat Management Committee Nominations 2021 - Under Separate Cover
3. Mt Noorat Management Committee Casual Vacancy Assessment Panel Report - Under Separate Cover

## **8. PLANNING REPORTS**

Nil.

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## 9. OFFICERS' REPORTS

### 9.1 Timboon Land Gifted to Council

**Author:** Andrew Mason, Chief Executive Officer

**File No:**

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

#### **Summary**

This report recommends that Council accepts, on behalf of the Timboon community, the gift of a parcel of land (the Property) in Timboon from E.W. Pastoralists Pty Ltd for a nursing home.

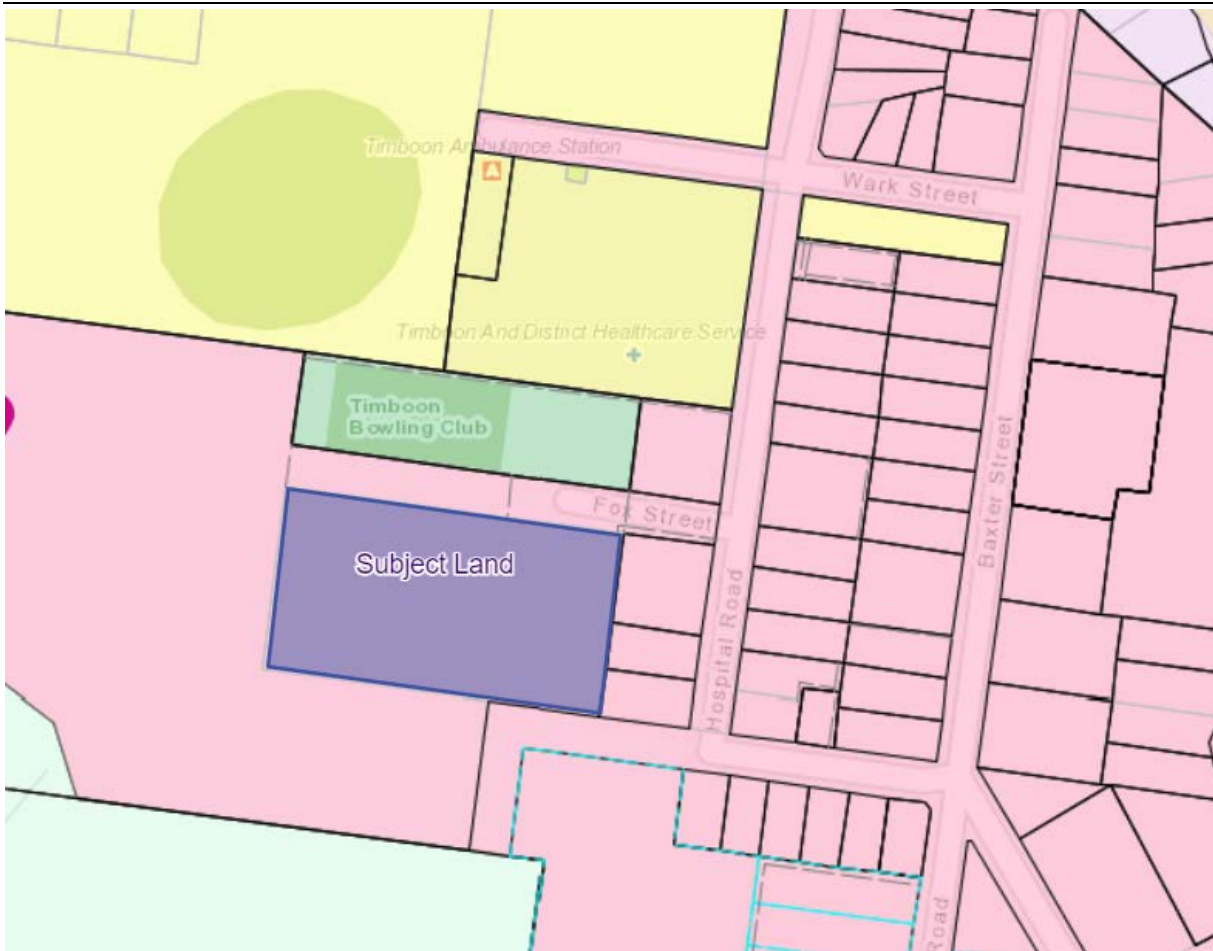
#### **Introduction**

Approximately one year ago, former Mayor Neil Trotter and the Council's CEO met in Timboon with Mr Eric Ward, members of the Timboon Health Service, Aberlea and the Timboon community. At this meeting Mr Ward, on behalf of E.W. Pastoralists Pty Ltd, indicated that he wished to donate approximately 3.6 acres or 1.46 ha of land behind the Timboon Bowling Club to be used for a nursing home to be known as Mary Lands Nursing Home.

#### **Issues**

Council has been requested to receive the parcel of land from E.W. Pastoralists Pty Ltd and hold it on behalf of the Timboon community until the Property can be developed for its intended purpose.

The Property is lot 1 on PS 831347A (a copy of the Plan of Subdivision is attached under separate cover) and is shown on the following map.



The offer from Mr Ward is very generous and demonstrates his strong commitment to Timboon. The Property to be gifted is a cleared former grazing property that has been recently subdivided and fenced. The Property has a pleasant outlook and is located close to the Bowling Club and Timboon Health Services. The Property is zoned General Residential and as such could be used for residential purposes including a Nursing Home or Residential Aged Care facility.

At the meeting it was agreed that it would be necessary for an organisation to receive and hold the parcel of land on behalf of the Timboon community until the Property could be developed in accordance with Mr Ward's wishes. It was agreed at the meeting that Council was best placed to undertake this role.

Since the onsite meeting, legal advice has been obtained resulting in a Deed of Intention being submitted by E.W. Pastoralists Pty Ltd. The Deed of Intention sets out the following:

- It is E.W.'s desire for the Property to be used or developed for the purpose of providing or assisting with aged care services to Timboon and the surrounding districts and that the Property will be known as Mary Lands Nursing Home.
- In order to facilitate same, E.W. wishes to transfer the Property to the Council, who has agreed to hold onto the Property until such time as a use or development has been agreed by the aged care service providers in Timboon.

It is important to note that there is no expectation or intention for Council to develop or contribute to the development of a Nursing Home on the Property. Council's role is to hold the Property on behalf of the community.

The Deed also contains a provision allowing the Property to be sold by Council if it is not developed within 10 years from the date of the Deed. If this occurs the net sale proceeds must be used for the purpose of providing or assisting with aged care services to Timboon and the surrounding districts.

Finally, the Deed of Intention requires at the time of the transfer of the Property to Council, a restrictive covenant to be registered on the title giving effect to the wishes of the Mr Ward as previously outlined.

**Internal / External Consultation**

Consultation has occurred with the Timboon Health Services CEO and Chair, and Mr Peter Pope on behalf of Timboon Action.

**Financial and Resource Implications**

While there have been some legal costs associated with this matter, there are no significant financial costs associated with Council accepting the Property.

Timboon Action has confirmed that they would be willing to pay the Fire Service Levy and manage or maintain the Property by having it grazed. This will require Council to enter into a lease with Timboon Action once the Property has been transferred.

**Options**

Council has the option to either accept the Property as outlined or refuse to accept the Property. If the Property is not transferred to Council, the opportunity to secure a valuable parcel of land on behalf of the community could be lost.

**Conclusion**

Mr Eric Ward of E.W. Pastoralists Pty Ltd has very generously offered to gift a parcel of land for the purpose of developing a nursing home in Timboon. Council has been requested to hold the Property on behalf of the community until the Property can be developed. It is recommended that Council agreed to accept the Property.

## RECOMMENDATION

That Council:

1. Accepts the gift of a parcel of land located on Leahy's Lane, Timboon, (Certificate of Title Volume 12208 Folio 507) from E.W. Pastoralists Pty Ltd.
2. Affixes the Common Seal of Council on the Deed of Intention submitted by E.W. Pastoralists Pty Ltd, and documents related to the transfer of land.
3. Authorises the CEO to enter into a lease agreement with Timboon Action for the purposes of maintaining the land on behalf of the Timboon community.

### COUNCIL RESOLUTION

*MOVED:* Cr Makin

*SECONDED:* Cr Cole

That the recommendation be adopted.

**CARRIED**

### Attachments

1. Title Allocation Notification PP201 - Under Separate Cover
2. Deed Transfer of Land Leahys Lane Timboon - Under Separate Cover
3. Plan of Subdivision PS831347A E Ward Land Fox Street Timboon - Under Separate Cover
4. Timboon Action Caretaker and Fire Service Levy Leahys Lane Timboon - Under Separate Cover

## 9.2 Draft Budget 2021-2022

**Author:** Adam Taylor, Manager Finance

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

### Summary

This report is to consider the draft 2021-2022 Budget, incorporating the 2021-2022 Fees and Charges Schedule in accordance with the *Local Government Act 2020* (the Act). The draft 2021-2022 Budget is attached to this report under separate cover. The draft budget maintains Council's strong financial position and includes significant capital works improvements.

### Introduction

The draft 2021-2022 Budget for the financial year commencing 1 July 2021, has been developed in consultation with the community, Councillors and officers and with reference to the long term financial plan, asset management plans and community plans. The budget is a short term plan which specifies the resources required to fund the Council's services and initiatives over the next 12 months and subsequent three financial years.

The budget document has been prepared on the basis of the legislative requirements contained in the 'model budget' as developed by the Local Government industry taskforce and issued to all municipalities across Victoria. The draft budget document has been developed under the following sections:

- Introduction
- Link to the Council Plan
- Breakdown of services and performance indicators
- Financial statements
- Notes to the financial statements
- Financial performance indicators
- Appendices, including fees and charges.

In accordance with the *Local Government Act 2020*, the draft budget includes linkages to the Council Plan 2021-2025 and details:

- Activities and initiatives to be funded.
- How the activities and initiatives will contribute to achieving the strategic objectives.
- The service performance indicators.

## Issues

An operating profit of \$6.88 million has been budgeted with a capital works program of \$21.25 million. Key performance indicators include delivery of a year-end unrestricted working capital ratio of 177%. Council has met the requirement of the rate cap and increased Rates and Charges by 1.50%.

The Budget is an essential planning and resource tool produced annually and is vital to the ongoing operational and financial viability of Council. It sets out the expected income and expenditure of both operational and capital activities for the coming year and incorporates Council's rating and borrowing strategies. The Budget also ensures the accountability of Council's operations and forms part of the public accountability process.

The Budget has been prepared to ensure that Council continues to maintain its services and meet the objectives of Council's asset management framework and long term financial plan. The principles of sound financial management require Council to deliver recurrent operating surpluses, continue to invest in asset renewal and maintain adequate liquidity; the Budget presented delivers these outcomes.

The Budget document details the processes to be undertaken in order to adopt the Budget in accordance with the Act and the *Local Government (Planning and Reporting) Regulations 2020* (the Regulations). As required by the Regulations, the Budget also includes the prescribed performance indicators.

## 2021-2022 Budget Outcomes

Key financial outcomes for the 2021-2022 Budget are as follows:

	<b>2021-2022 Budget</b>
<b>Operating result</b>	<b>\$6,882,616</b>
<b>Rate income</b>	<b>\$23,046,507</b>
<b>Underlying rate increase</b>	<b>1.50%</b>
Total increase in rates & charges on 2020-2021 forecast	1.89%
Operating expenditure	\$32,938,987
Capital expenditure	\$21,247,979
Loan redemption including interest	Nil
Transfer to reserves	\$122,150
<b>Total budget commitments</b>	<b>\$54,309,466</b>
Projected cash balance at year end	\$21,857,336
New loans	nil
Working Capital Ratio (Unrestricted)	177%

## Rate Income

Rates and Charges will account for 42% of total Council revenue in 2021-2022. An increase in rate income is required to meet Council's aspirations and community expectations for new and existing infrastructure. The budget includes rate increases equal to an estimate of CPI over the next four years.



The proposed underlying increase in rates and charges subject to the rate cap for 2020-2021 is 1.57% year-on-year. The waste management charge will decrease by 0.78% which reflects savings made in comparison to budget in the prior period.

The overall increase in rates and charges including the waste management charge will be 1.89% on the 2020-2021 forecast. This is detailed below:

Type of Charge	2020-2021 Forecast	2021-2022 Budget	Increase	Comments
General Rates	18,878,529	19,176,807	1.58%	Includes supplementary rates
Municipal Charge	1,731,583	1,756,614	1.45%	
	<b>20,610,112</b>	<b>20,933,421</b>	<b>1.57%</b>	Increase in rates and charges including supplementary rates
Waste Management Charge	1,974,277	1,963,086	-0.57%	Decreased cost of service
Rating Agreements	34,092	150,000	339.98%	Additional income from new windfarms
<b>TOTAL</b>	<b>22,618,481</b>	<b>23,046,507</b>	<b>1.89%</b>	Total increase in rates and charges

Council is responsible for collecting the Victorian State Government Fire Services Property Levy. The levy appears on rate notices as a separate charge. Council does not derive any benefit and is required to remit amounts collected to the State Revenue Office quarterly. Council is also responsible for the collection of the Landfill Levy on behalf of the State Government.

### *Differential Rates*

Section 4.1 of the Budget includes details on the differential rates contained within the draft Revenue and Rating Plan. The differential rates include a reduction in the Farm Rate from 89% to 88.5% in accordance with the draft Revenue and Rating Plan.

### *User Fees and Charges*

User fees and charges are projected to increase by 8.26% or \$0.50 million to \$6.60 million. All user fees have been increased by an average of 2.50% to maintain parity between user charges and the costs of service delivery.

### *Operating Expenditure*

Council's budgeted operating expenditure for 2021-2022 will be \$32.94 million (on a "cash" basis). This represents a decrease of \$340,782, or 1.02% over the 2020-2021 Adopted Budget as per the following table:

	2019-2020 Adopted Budget	2020-2021 Draft Budget	2019-2020 v 2020-2021 Favourable / (Unfavourable)	
Operating Expenditure (Cash)	\$33,279,769	\$32,938,987	\$340,782	1.02%

A number of operating initiatives are contained within the budget (refer to Section 2) and total \$3.70 million, of which \$3.17 million will come from Council operations, \$430,000 from external grants and \$95,000 from community contributions.

### ***Capital Expenditure***

The total capital works program will be \$21.25 million, of which \$8.04 million will come from Council operations, \$10.37 million from external grants. Details are provided in Section 4.2.2 of the attached Budget document. Council will continue to heavily invest in its road network through capital renewal, which is also supplemented by programmed maintenance.

The 2021-2022 Capital works program includes:

- Roads (\$6.92 million) – including rehabilitation, roads to recovery projects, resheeting and resealing.
- Buildings (\$4.35 million) including \$3.89 million for Mockridge Park upgrades and ongoing cyclical upgrades to Council buildings in line with asset management plans.
- Plant and Equipment (\$1.90 million) including ongoing cyclical replacement of the plant vehicle fleet and upgrade and replacement of information technology.
- Parks, open space and streetscapes (\$5.30 million) which has been allocated for Stage 1 of the Port Campbell town centre upgrade.

The completion of the Mockridge Park and Port Campbell town centre upgrades are subject to successful funding allocations from the State and Federal governments.

A substantial part of the capital works program is based on existing asset management plans. Other projects have been included to take advantage of external funding opportunities and to deliver community planning outcomes. Council's asset renewal gap for 2021-2022 is projected to be 117% against a long-term target of 100%. Council's four-year budget forecasts an average annual renewal ratio of 97%.

### ***Major Budget Initiatives***

Some major budget initiatives included in the 2021-2022 budget include:

<b>Project</b>	<b>Amount</b>
Port Campbell town centre upgrade	\$5,300,000
Mockridge Park upgrade	\$3,890,000
Council grants programs	\$417,500
Cobden structure plan – preparation and implementation	\$120,000
Traineeship and apprenticeship program	\$105,000
New/emerging industry hub study	\$100,000
Population and migrant attraction	\$100,000
Pilot – blue green algae prevention Lake Bullen Merri	\$80,000

### ***Borrowings***

The Budget provides for no new borrowings in 2021-2022.

### ***Reserve Transfers***

#### **Defined Benefit Fund**

It is anticipated there will be future calls on Council for the Defined Benefit Fund. Council made a decision in the 2014-2015 Budget to allocate \$400,000 to a “cash backed” reserve each year until sufficient provision has been made for a future call. The projected reserve balance as at 30 June 2022 will be \$1.32 million. No additional reserve transfers are proposed in the budget, the reserve will be increased by a nominal interest amount to preserve the balance.

### Landfill Restoration

The Naroghid landfill has an estimated remaining life of 53 years. The current net present value estimate for restoration and monitoring is \$3.583 million and was recently reviewed in June 2020. The draft budget includes a \$120,000 transfer to the landfill restoration reserve. This additional allocation will create a reserve of \$792,416 as at 30 June 2022.

### Future Large-Scale Projects

A new reserve was created in 2018-2019 to hold funds required for future large-scale projects which have been identified by Council. For 2021-2022 an allocation of \$1.76 million is recommended to be allocated to the Port Campbell town centre and \$390,000 to the Mockridge Park redevelopment. The project reserve balance will be \$4.31 million at 30 June 2022.

### ***Risks***

The continued dynamic environment is likely to increase the risk around the budget's financial outcomes. The major risks identified include:

- Vision Superannuation Defined Benefit Fund – Ongoing share market volatility is likely to impact the defined benefit fund. Council may receive a call to ensure the plan is fully funded. The reserve for this purpose currently sits at \$1.330 million.
- Federal and State Government budgets – Given the high level of stimulus packages provided by both Federal and State Governments, the availability of future grants and funding opportunities is likely to be severely limited. There is also a risk future financial assistance grants may be adversely affected.
- Economic uncertainty – It is still unknown what the medium to long term economic impacts will be particularly in regard to tourism. Whilst some sectors of the economy have recovered strongly, particularly agriculture and construction, a protracted economic recovery in tourism, retail and hospitality may be to the detriment of some in our community.
- Business as usual approach – The 2021-2022 Budget has been built using a business as usual approach. This is unlikely to be the case in the short-term and the scenarios which have been forecast for the current year are also likely to impact this budget. Any changes to the budget after adoption will be forecast and reported to Council during the quarterly finance reports.

### ***Statutory Disclosures***

The 2021-2022 Budget includes the disclosure requirements of the *Local Government Act 2020* and the *Local Government (Finance and Reporting) Regulations 2020*. The required statutory information pertaining to Rates and Charges is detailed within Section 4.1.1.

### ***Other***

The budget has been prepared in accordance with the draft Council Plan and Revenue and Rating Plan. Changes to either of those documents following consultation may require amendments to the draft budget.

### **Policy and Legislative Context**

Council is required under the Act to adopt the Budget by 30 June 2021. Council is required to undertake community engagement as part of the process. The Budget is Council's annual financial strategic document and has been prepared in accordance with its commitment in the Council Plan 2018-2021 that:

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

Council will advocate strongly in relation to roads, cost shifting, and other Council and community priorities.

### **Internal / External Consultation**

The following public consultation process will be/was followed to ensure due consideration and feedback is received from relevant stakeholders.

The 2021-2022 Budget has sought and proposes additional community input as follows:

- Pre budget submission were requested via the website in December 2020.
- Councillors participated in budget workshops with officers to review budget documentation including submission and provide direction.
- Draft Budget was prepared by officers.
- Draft Budget will be made available on Council's website following the May Council meeting for a period of 14 days and calling for public feedback.
- Community engagement through local news outlets and social media.
- Following community engagement, Council's Budget will be updated with any changes in consultation with Council.
- Draft Budget (with any revisions) presented to June Council meeting for adoption.

### **Financial and Resource Implications**

The Budget has been prepared in accordance with the direction provided by Council and in accordance with Council's Long-Term Financial Plan. The Budget has been prepared within the following parameters:

- A 1.89% increase in rates and charges which results from a 1.50% increase to capped rates (including municipal charge) and 0.78% reduction in the waste management charge.
- An operating surplus of \$6.88 million.
- A capital works program of \$21.25 million.
- An unrestricted working capital ratio of 177% to maintain a solid liquidity buffer for Council to meet its short-term obligations.
- Capital budgets have been prepared in accordance with good asset management principles.

Contained within the 2021-2022 Budget document is:

- Detailed information on project initiatives, staffing and resources.
- Detailed capital works program included proposed future capital expenditure (Section 4.2.1 and 4.2.2).
- 2021-2022 Fees and Charge Schedule (Appendix A).

### **Options**

Council may release the 2021-2022 draft Budget for public feedback.

**Conclusion**

The 2021-2022 Budget maintains Council's sound financial position with a strong commitment to a high standard of services, complemented by a significant capital works program and a fund to support community and economic recovery in response to the coronavirus pandemic.

The 2020-2021 Budget presented to Council is balanced and has regard to the key indicators that reflect Council's financial sustainability. The attached Budget has been prepared in accordance with the best practice "model budget" and constitutes the public document that will be subject to public review.

**RECOMMENDATION****That:**

1. The draft 2021-2022 Budget, incorporating the 2021-2022 Fees and Charges Schedule (Appendix A), annexed to this report, be the Budget prepared by Council in accordance with Section 94 of the *Local Government Act 2020*.
2. The draft 2021-2022 Budget, incorporating the 2021-2022 Fees and Charges Schedule (Appendix A), be made available for public feedback on Council's website, with printed copies available upon request.

**COUNCIL RESOLUTION**

*MOVED: Cr Beard*  
*SECONDED: Cr Conheady*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Draft Budget 2021-2022 - Under Separate Cover

## 9.3 Draft Revenue and Rating Plan

**Author:** Adam Taylor, Manager Finance

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

### Summary

The purpose of this report is for Council to release the draft Revenue and Rating Plan for public feedback prior to adoption at the June 2021 Council meeting.

### Introduction

Under section 93 of the *Local Government Act 2020* Council must prepare and adopt a Revenue and Rating Plan for a period of at least 4 financial years. The draft Revenue and Rating Plan (attached) was completed following guidance provided by Councillors at a briefing in April 2021.

### Issues

Corangamite Shire is projected to generate 42% of its total revenue by way of property-based rates and charges in 2021-2022. The development of strategies in respect of the rating base is therefore of critical importance to both Council and its community.

The principles of good governance further require Council to provide ongoing or periodic monitoring and review of the impact of major decisions. Over time, knowledge, issues and the elected representatives of Council may alter. Council policies are also subject to refinement and change. It is therefore incumbent upon Council to evaluate whether the current plan best satisfies the legislative objectives to which it must have regard and those other objectives which Council believes are relevant.

The Revenue and Rating Plan provides recommendations on the following:

1. That Council applies the Capital Improved Value (CIV) to all properties within the municipality to take into account the fully developed value of the property.
2. That Council applies the following differential percentages to ensure the equitable imposition of rates and charges:
  - Residential Land - 100% of general rate.
  - Farming Land - 88.5% of general rate for 2021-2022 reducing to 87% over the life of the plan.

- Commercial Land - 100% of general rate.
  - Industrial Land - 100% of general rate.
  - Vacant Industrial Land - 127.5% increasing to 150% over the life of the plan.
  - Cultural and Recreational Land - 50% of general rate.
3. That Council continues to levy a municipal charge which will increase in line with the rate cap.
  4. That Council continues to levy a Waste Management Charge which will be set to recover the cost of the service.
  5. Council will continue to provide a number of payment options and provide assistance in instances of financial hardship.

### ***Other Revenue Items***

The Revenue and Rating Plan also addresses non-rate revenue received by Council. This can include:

- Statutory Fees and Fines
- User Fees and Charges
- Grants
- Contributions (both cash and non-cash)
- Asset sales.

Notably, where Council sets the price of its non-rate revenue, the Revenue and Rating Plan outlines in detail the pricing policy used to set those fees and charges, including clear rationale in cases where councils may be seen as subsidising particular groups at the expense of others.

### **Policy and Legislative Context**

Consideration of this report is in accordance with the commitment in the Council Plan 2017-2021 that:

Council will demonstrate high levels of ethical behaviour and governance standards.

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

The *Local Government Act 2020* contains the provisions for how Council can raise income from ratepayers. Council must ensure its rating system, including the application of differential rates or otherwise, is in accordance with the Act.

The *Gender Equality Act 2020* requires councils and other organisations to consider and promote gender equality in their policies, programs and services. Council will consider gender equity when setting rates, fees and charges.

### **Internal / External Consultation**

Limited consultation has occurred at this point with respect to developing the draft Revenue and Rating Plan.

The Mayor, a number of Councillors, CEO and Senior Officers met with the Victorian Farmers Federation (VFF) following the government rating review in January 2021.

The VFF are highlighting the challenges of agriculture and advocating for better support through changes in the differential rate.

The proposed community engagement process for this plan includes:

- Draft Revenue and Rating Plan placed on Council’s website following the May 2021 Council meeting for a period of 14 days and calling for public feedback.
- Community engagement through local news outlets and social media.
- Following community engagement, Council’s Revenue and Rating Plan will be updated with any changes in consultation with Council.
- Draft Revenue and Rating Plan (with any revisions) presented to the June 2021 Council meeting for adoption.

**Financial and Resource Implications**

It is important to note that the Revenue and Rating Plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue. Amendments to, or introductions of, new differential rates will not impact on Council’s overall financial position.

**Options**

Council may release the draft Revenue and Rating Plan for public feedback.

**Conclusion**

A Revenue and Rating Plan is the method by which a council systematically considers factors of importance that informs its decisions about the revenue and rating system. The rating system determines how Council will raise money from properties within the Municipality. The draft Revenue and Rating plan has been prepared and public feedback is being requested prior to adoption at the June Council meeting.

**RECOMMENDATION**

**That:**

1. **The draft Revenue and Rating Plan, annexed to this report, be the Plan prepared by Council in accordance with Section 93 of the *Local Government Act 2020*.**
2. **The draft Revenue and Rating Plan be made available for public feedback on Council’s website, with printed copies available upon request.**

**COUNCIL RESOLUTION**

**MOVED:**            *Cr Conheady*  
**SECONDED:**      *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Draft Revenue and Rating Plan - Under Separate Cover



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## 9.4 Road Management Plan Review

**Author:** John Kelly, Manager Assets Planning

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - John Kelly

In providing this advice to Council as the Manager Assets Planning, I have no interests to disclose in this report.

### Summary

Corangamite Shire has conducted a review of its Road Management Plan in accordance with section 8 of the *Road Management (General) Regulations 2016*. This report recommends adoption of the attached Road Management Plan May 2021.

### Introduction

The Road Management Plan (the Plan) complements Corangamite Shire's Council Plan by addressing specific elements of maintenance and management of the Council network of roads and pathways, as well as legislative responsibilities under the *Road Management Act 2004*. The Plan specifically identifies the roads and pathways which Council is responsible for, the standards to be applied to them, the regime for the monitoring for hazards and the required response times for treating identified hazards.

In accordance with the *Local Government Act 1989*, an incoming Council must review its road management plan within six months after each general election or by the next 30 June, whichever is later.

Council's Road Management Plan has been reviewed with no changes proposed.

### Issues

The Road Management Plan applies to all roads and pathways for which Council is the coordinating road authority in accordance with Sections 36 and 37 of the *Road Management Act*. The roads are listed in Council's Register of Public Roads. Council has determined that those roads and footpaths are considered to be reasonably required for public use.

Council's standards in the Plan have been developed taking into account community expectations, industry standards, relevant risk factors and available resources.

Maintenance standards and asset performance targets will vary across the road network in line with relevant risk factors such as the nature and volume of traffic using the road, operating speed, the susceptibility of assets to deterioration, the cost effectiveness of repairs and the competing priorities for funding.

Classification systems referred to in the Plan have been developed for both roadways and footpaths, to ensure that appropriate management, resources, engineering standards and planning practices are applied to a road or path based on its function.

Council inspects all roads and footpaths for which it is responsible on a cyclical basis to identify potential safety hazards and defects. The inspection program detailed in the Plan is based on the road priorities identified in Council's road classification system and the appropriate use of resources.

Typical cross sections and standards for construction of new rural local roads and for the expansion, upgrading and renewal of existing rural local roads for the various road classifications are provided in the Plan. The cross sections and standards take into account road user requirements relating to operational comfort, convenience, safety and the funding resources available to Council.

In addition to being identified through the routine monitoring system, defects are logged into Council's Customer Service Request System from other sources, including identification by a customer or road user.

The Plan documents details of hazard descriptions, intervention levels at which defects are considered to be safety hazards and the response times in which Council is required to repair the hazards once they are identified. These intervention levels and response times have been developed in line with industry standards developed by Austroads and VicRoads.

The Plan does not cover the desirable road maintenance standards to be implemented to maximise the life of the road. These performance standards, level of service provided by Council, and renewal requirements form part of Council's Road Asset Management Plan.

Council's intervention level in the current Plan for treatment of steps in footpaths is greater than 25mm. Council officers investigated the possibility of reducing the intervention step level for those primary classed paths with higher volumes of pedestrian traffic. Advice from Council's insurer JLT Risk Solutions was that differing intervention levels would only be appropriate for very high traffic locations (e.g. the CBD in Melbourne) and that one common intervention level should remain for Council's footpaths. The insurer also considered that the current intervention level of greater than 25mm is appropriate.

### **Policy and Legislative Context**

Council's Road Management Plan was originally prepared in accordance with Division 5 of the *Road Management Act 2004*. The Road Management Plan for the Corangamite Shire was last adopted by Council on 23 May 2017.

The review of the Road Management Plan has been done in accordance with *Road Management (General) Regulations 2016*.

Section 8 of the *Road Management (General) Regulations 2016* states that each incoming council must review its road management plan during the same period as it is preparing its Council Plan.

Section 9 of the *Road Management (General) Regulations 2016* states how the review of road management plans is to be conducted.

Our Council Plan 2017-2021 emphasises the importance of reviewing the RMP. Relevant objectives in our Council Plan are:

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

Maintain our local road network at current or improved standards.

Township infrastructure will contribute to safe and accessible public areas.

### **Internal / External Consultation**

A copy of Council's current Road Management Plan has been made available for public comment. A notice has been published in the Victorian Government Gazette and in local newspapers advising that any person may make a submission to Council on the proposed review of the Plan. The Plan has been made available for inspection on the Council's website and at the Council's office.

Two submissions were received during the prescribed 28 day period following the publication of the notices. These submissions were related to the general maintenance practices of Council.

The review of the plan was discussed internally with relevant members of Council's Assets and Works Departments and Council's Risk Management Coordinator as well as with Council's insurer, JLT Risk Solutions.

### **Financial and Resource Implications**

The current version of the Road Management Plan, if adopted, will not alter Council's current financial and resource commitments for road maintenance. Additional financial and resource commitments would be required if the level of service in relation to the Plan were to be raised.

### **Options**

Council has the option to adopt either the current version of the Road Management Plan or a version of the plan with alterations.

### **Conclusion**

The findings of the review are that the standards and priorities given in the Plan to the inspection, maintenance and repair of the various classes of local roads and pathways within the Corangamite Shire are considered appropriate. As a result, it is proposed that no amendments be made to Council's current Road Management Plan.

## **RECOMMENDATION**

**That Council:**

- 1. Revokes the Corangamite Shire Road Management Plan dated May 2017.**
- 2. Adopts the Corangamite Shire Road Management Plan May 2021.**

### **COUNCIL RESOLUTION**

**MOVED:** *Cr Conheady*

**SECONDED:** *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

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**Attachments**

1. Road Management Plan Submission - Under Separate Cover
2. Road Management Plan May 2021 - Under Separate Cover

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## 9.5 Open Data Access Policy

**Author:** Steven Welsh, Manager Information Services

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Steven Welsh

In providing this advice to Council as the Manager Information Services, I have no interests to disclose in this report.

### Summary

This report recommends Council revokes the Open Data Access Policy dated December 2018 and adopts the Open Data Access Policy dated May 2021 and changes the review period to every 4 years.

### Introduction

Open access to government data is an established international trend and a growing local trend. It enables public sector information to be treated as a valuable resource and promotes the adoption of data openness and government transparency. The principle of data openness rests on the democratic premise that public sector information is a resource that should be available for community access and use.

Corangamite Shire Council recognises the benefits from and encourages the availability of government data for the public good. The Open Data Access Policy promotes a position of data openness, unless there is a clear need to restrict or preclude access for reasons of privacy, security, confidentiality, or other relevant considerations.

The intent of this policy is to enable public access to Council data to support research and education, promote innovation, support improvements in productivity, stimulate growth in the local and Victorian economy, and enhance access to information-rich resources to support evidence-based decision making in the public sector.

An approval procedure and checklist have been developed to assist with the efficient and safe release of Council data, protecting the Council from legal and financial risks, and ensuring that the privacy and rights of individuals continues to be protected. This can be found in Appendix A of the policy.

There have been no significant changes made to the Open Data Access Policy.

### Issues

This policy, together with the collective release of government data, is expected to achieve the following benefits:

- Stimulate economic activity and drive innovation and new services to the community and business by providing information that can identify new opportunities.
- Increase productivity and improve personal and business decision making based on improved access to data.
- Improve research outcomes by enabling access to primary data to researchers in a range of disciplines.
- Reduce the effort required to share data with other parties.
- Improve the efficiency and effectiveness of government by encouraging better management practices and use of the data.

The local government sector is the custodian of many high value datasets such as trees, accessible buildings, roads, drains, properties, planning permits, footpaths, bike lanes, waste collection zones, parks, events, signs, and amenities. When this data is released in machine-readable formats, it can be easily manipulated and consumed by a range of computer systems and web services (e.g. mobile apps and web portals). This type of data is highly sought after by researchers, developers, other government agencies, and the public.

The more government data that is available in machine-readable formats, the more it can be used, reused, repurposed and built on in combination with other data, for everyone's benefit. Some examples of open government data use cases include:

- Open Bin Map (uses Corangamite data): <http://www.openbinmap.org/>
- Open Trees (uses Corangamite data): <http://www.opentrees.org/>

Corangamite Shire currently has 11 open datasets available on the data.gov.au portal <https://data.gov.au/search?organisation=Corangamite%20Shire%20Council%20>

It is proposed to change the review period from two years to four years so that it is approved once during a Council term.

### **Policy and Legislative Context**

Adoption of this policy is consistent with the following commitments in the Council Plan 2017-2021:

Improved customer service through improved accessibility of services through online delivery.

Achieve improved efficiencies through shared services, innovative practices and joint procurement.

Improved educational outcomes in Corangamite Shire.

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Council will demonstrate high levels of ethical behaviour and governance standards.

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

### **Internal / External Consultation**

The Senior Officer Group have reviewed and discussed the policy.

An Open Data toolkit (<https://opencouncildata.org>) has been prepared by MAV Technology (MAVT), a subgroup of Municipal Association of Victoria (MAV) to assist with developing Open Data policies and best practises for making data available.

### **Financial and Resource Implications**

There will continue to be minor resource implication should Council adopt the Open Data Access Policy, however, these can be absorbed. The implications will be offset by the anticipated benefits the policy will deliver through the provision of open data.

### **Options**

Councillors may adopt the revised Open Data Access Policy with a review period of four years or adopt the policy with the existing review period of two years. Alternatively, Council may resolve to not adopt the revised Policy and revoke the Open Data Access Policy dated December 2018.

### **Conclusion**

Open data is a growing trend that offers many benefits for Corangamite Shire and the community. Benefits include:

- Stimulating economic activity and drive innovation and new services to the community and business.
- Increasing productivity and improve personal and business decision-making based on improved access to data.
- Improving research outcomes by enabling access to primary data to researchers in a range of disciplines.
- Reducing the effort required to share data with other parties.
- Improving the efficiency and effectiveness of government by encouraging better management practices and use of the data.

There is a considerable drive to make local government data openly available, to share knowledge between councils, and develop standards and expertise. Approving this policy ensures we can be at the forefront of the innovation that open data can create.

## **RECOMMENDATION**

### **That Council:**

1. **Revokes the Open Data Access Policy dated December 2018.**
2. **Adopts the Open Data Access Policy dated May 2021.**

### **COUNCIL RESOLUTION**

**MOVED:** *Cr Vogels*  
**SECONDED:** *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

### **Attachments**

1. Policy Council Open Data Access May 2021

# Open Data Access Policy

Corangamite Shire

May 2021



# Council Policy



## Open Data Access Policy

### Introduction

Corangamite Shire Council recognises the benefits from and encourages the availability of government data for the public good.

### Purpose

This Data Access Policy provides direction on the release, licensing and management of Council data so that it can be used and reused by the community and businesses.

### Scope

Corangamite Shire Council data refers to datasets and databases owned and held by the Council and stored in formats including hardcopy, electronic (digital), audio, video, image, graphical, cartographic, physical sample, textual, geospatial or numerical form. Data does not include software.

### Definitions

Data & Datasets	Any information held in digital or hardcopy format
Flexible licence	When datasets are made available, they need to be done so under licence, to the extent they are protected by copyright Public sector datasets should be released under terms allowing flexible public re-use without further permission. Applying Creative Commons (CC) licensing is the recommended way to achieve this. The default licence is CC-BY 4.0 as it is the least restrictive licence for datasets released under the Policy. See section 6 of the DataVic access Policy Guidelines for more info. Link above.

### References

DataVic Access Policy Guidelines  
<https://www.data.vic.gov.au/policy-and-standards-0>  
 CC-BY 4.0 licence - <http://creativecommons.org/licenses/by/4.0/>  
 Information Privacy Policy – [Doc Set ID 2736794](#)  
 Approval Process – Appendix A  
 Open Data Checklist – Appendix A  
 Open Data Register – [Doc Set ID 2176580](#)

### Policy Detail

The policy of the Corangamite Shire Council is to, consistent with the requirements of this policy, make available its data in an open exchange format:

- To enable public access to government data to support research and education, promote innovation, support improvements in productivity and stimulate growth in the Victorian economy.
- To enhance sharing of, and access to, information-rich resources to support evidence-based decision making in the public sector.

Adopted at Council on:  
 Agenda Item:  
 Responsibility: Manager Information Services  
 Document Number: 2382321

Department: Information Services  
 To be reviewed by: May 2025  
 Policy Number: CORCOM 16-03  
 Page Number:2

**Principles**

These principles are based on a position of data openness, with the prerogative in favour of data release, unless there is a clear need to restrict or preclude access for reasons of privacy, security or other relevant considerations:

- Council data will be made available unless access is restricted for reasons of privacy, public safety, security and law enforcement, public health, and compliance with the law.
- Council data will be made available under flexible licences.
- With limited exceptions, Council data will be made available at no or minimal cost.
- Council data will be easy to find (discoverable) and accessible in formats that promote its reuse.
- Council will follow standards and guidelines relating to release of data and accountability for that release.

**Benefits**

The policy is expected to achieve the following benefits:

- Stimulate economic activity and drive innovation and new services to the community and business
- Increase productivity and improve personal and business decision-making based on improved access to data
- Improve research outcomes by enabling access to primary data to researchers in a range of disciplines
- Reduce the effort required to share data with other parties
- Improve the efficiency and effectiveness of government by encouraging better management practices and use of the data.

**Exceptions**

Not all data is suitable for release under the policy.

Access to some data will need to be restricted for reasons of privacy, public health and compliance with the law. Only data owned by the Corangamite Shire Council or sufficiently licensed to the Corangamite Shire Council will be released under this policy.

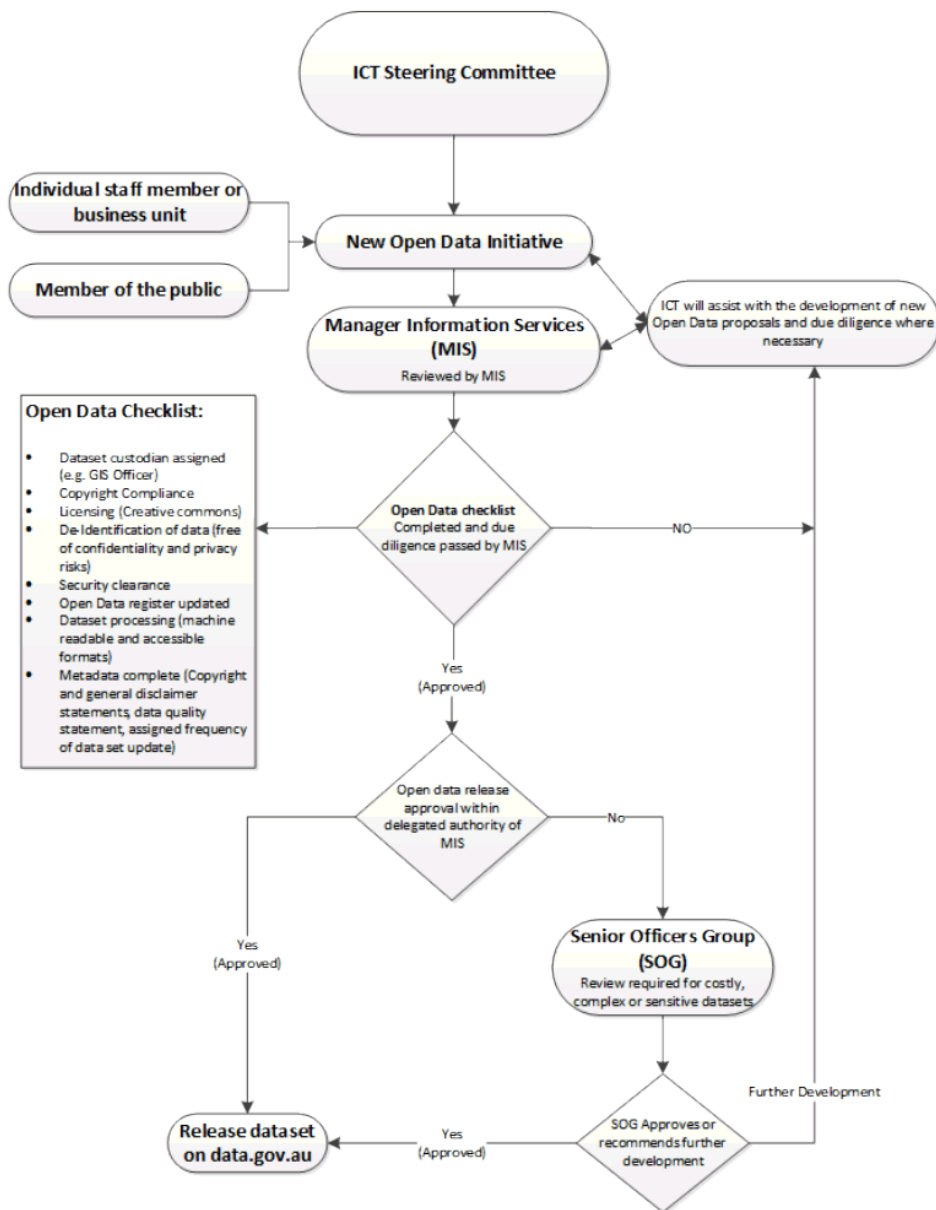
**Review Date**

May 2025

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

It is considered that this Policy does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

**New Open Data Approval Process**



Adopted at Council on:  
 Agenda Item:  
 Responsibility: Manager Information Services  
 Document Number: 2382321

Department: Information Services  
 To be reviewed by: May 2025  
 Policy Number: CORCOM 16-03  
 Page Number:4

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## 9.6 Quick Response Grants Allocation May 2021

**Author:** Garry Moorfield, Community Development Officer

**File No:** D19/130

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author – Garry Moorfield

In providing this advice to Council as the Community Development Officer, I have no interests to disclose in this report.

### Summary

The purpose of this report is to approve the May 2021 allocation of funds under the Quick Response Grants Program.

### Introduction

The Quick Response Grants Program is beneficial in supporting instances of community need that are not readily able to be considered under the Community, Events and Festivals, Facilities or Environmental Grants Programs. Applications for Quick Response Grants are considered by Council as they are received.

### Issues

The Quick Response Grants Program has a fixed budget that Council provides annually for the distribution of funds to Shire community groups. The Quick Response Grants Program has a rolling intake and this flexible approach allows Council to allocate small amounts to various community groups which results in positive outcomes.

Applications received for this allocation are attached under separate cover. Each application has been assessed against the following criteria, as detailed in the Quick Response Grants Policy:

- a. Eligible recipient
- b. Council Plan alignment
- c. Community benefit
- d. Eligible expenditure.

The assessment has also been provided as a separate attachment to this report. Applications have been received from:

- Timboon Recreation Reserve Committee of Management for the purchase of Soft Fall for the children's playground for \$465.
- Camperdown SES for repair and restoration of the town's Christmas decorations for \$395.
- Camperdown Toy Library for the purchase of storage containers for \$499.
- Simpson Bowls Club for a 'Buy a Brick' fund-raising billboard for \$500.
- Port Campbell Surf Lifesaving Club for purchase of printer and scanner for \$480.

### Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy and the following 2017-2021 Council Plan commitments and objectives:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will continue to provide and support a range of community and social support services.

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

Improved educational outcomes in Corangamite Shire.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

### Internal / External Consultation

Applications for the Quick Response Grants Program are available from Council's website or by contacting Council's Community Relations team. Applicants are encouraged to discuss their application with the respective Ward Councillor prior to submission. Applicants can also contact Council's Community Development Officer for further information. Applicants will be advised of the outcome of their application following the Council meeting. Successful applicants will also be requested to provide a grant acquittal following completion of the event or project, including the return of any unexpended amounts.

### Financial and Resource Implications

The 2020-2021 Quick Response Grants Program budget allocation is \$17,500. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is outlined in the table below.

Ward	Annual Allocation \$	Previous Allocations \$	This Allocation \$	Remaining Allocation \$
Coastal	2,500.00	0.00	980.00	1,520.00
North	2,500.00	2,208.00	0.00	292.00
South Central	2,500.00	1,308.00	0.00	1,192.00
South West	2,500.00	468.00	465.00	1,567.00
Central	7,500.00	3,821.00	894.00	2,785.00
	<b>17,500.00</b>	<b>7,805.00</b>	<b>2,339.00</b>	<b>7,356.00</b>

### Options

Council can consider:

1. Allocating the funds as requested by the applicants.
2. Allocating the funds for a reduced amount.
3. Not allocating funds.

## Conclusion

The Quick Response Grants Program provides financial assistance to community groups to undertake beneficial projects and activities. The applications recommended for funding in this allocation are in accordance with Quick Response Grants Policy and will result in positive outcomes for the community.

## RECOMMENDATION

### That Council:

1. Funds the Quick Response Grant application from the Timboon Recreation Reserve Committee of Management for the purchase of Soft Fall for the children's playground for \$465.
2. Funds the Quick Response Grant application from Camperdown SES for the restoration of town Christmas decorations for \$395.
3. Funds the Quick Response Grant application from Camperdown Toy Library for the purchase of storage containers for \$499.
4. Funds the Quick Response Grant application from Simpson Bowls Club for a 'Buy a Brick' fund-raising billboard for \$500.
5. Funds the Quick Response Grant application from Port Campbell Surf Lifesaving Club for purchase of printer and scanner for \$480.

## COUNCIL RESOLUTION

*MOVED: Cr Hickey*

*SECONDED: Cr Cole*

**That the recommendation be adopted.**

**CARRIED**

## Attachments

1. Quick Response Grants\_May 2021\_Applications and Assessment - Under Separate Cover
2. Application\_Quick Response Grant\_Timboon Recreation Reserve Committee of Management - Under Separate Cover
3. Application\_Quick Response Grant\_Camperdown Toy Library - Under Separate Cover
4. Application\_Quick Response Grant\_Camperdown SES - Under Separate Cover
5. Application\_Quick Response Grant\_Simpson Bowls Club - Under Separate Cover
6. Application\_Quick Response Grant\_Port Campbell Surf Lifesaving Club - Under Separate Cover

## 9.7 Swimming Pool Season Review 2020-2021

**Author:** Jane Hinds, Sport and Recreation Coordinator

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jane Hinds

In providing this advice to Council as the Sport and Recreation Coordinator, I have no interests to disclose in this report.

### Summary

This report provides Council with an overview of the operations of Council's swimming pools for the 2020-2021 season, including attendances, programs, facility improvements and general operations.

### Introduction

The 2020-2021 swimming pool season was unlike any other, as the global COVID pandemic continued to provide a level of uncertainty throughout the community. A number of restrictions were implemented and constantly evolving in the lead up to the season, proving a challenge in planning a swimming pool season for 2020-2021.

The constantly changing environment meant that Council, the YMCA and pool committees needed to prepare for different circumstances that may or may not present throughout the season.

All pools opened 19 December 2020 with the exception of the Lismore Swimming Pool which opened 4 January 2021, which was delayed due to works being undertaken to convert the pool into a wet deck design. The 2020-2021 concluded for all pools on 8 March 2021.

The importance and value of the swimming pool service, providing safe and accessible aquatic recreation facilities and a social space for people to come together and connect was amplified throughout season 2020-2021. Importantly, Council were able to deliver on this by providing a swimming pool season, albeit modified, for its communities.

### Issues

#### *COVID-19*

Victorian aquatic facilities closed in late March 2020 as part of restrictions to help prevent the spread of coronavirus (COVID-19). This worked to the advantage of Council given that season 2019-2020 had been completed.

On 1 June 2020, indoor and outdoor swimming pools across Victoria started to reopen in line with the Directions of the Chief Health Officer under Stage 2 restrictions.

It was hoped that a careful and staged approach would help ensure the safety of staff and patrons, and operations were in line with the directions of the Victorian Chief Health Officer, regulatory obligations, industry best practice guidelines and community expectations.

Consequently, Council made plans with the YMCA to open the swimming pools as per normal season dates but with additional protocols in place to ensure the safety of patrons.

However, following increasing coronavirus cases in Victoria in August 2020, restrictions were once again imposed which saw the closure of swimming pool facilities across the State. As a result, Council Officers worked with the YMCA and Life Saving Victoria (LSV) to start to plan how season 2020-2021 for Corangamite pools could be delivered. A number of options were considered throughout this period including:

- No season being held
- A limited and restricted season to be held for lap swimming only
- A modified season based on the ongoing restrictions.

Council opted for a modified season, with the following plan implemented to ensure safe delivery:

- Reduction in pool hours – 16 weeks to 11 weeks.
- Extension of opening hours during school holidays and weekends by 30 minutes each day.
- COVID safe plans at each facility.
- Additional staff members (if required due to Government restrictions).
- Consideration of a caretaker phase if complete lockdown occurred during the season or a positive COVID case was reported.
- Minimisation of non-pool-based events.
- Compliance with current State Government restrictions.

Contingency planning was also occurring should further restrictions or changes from State Government be imposed.

### ***Attendances***

As restrictions eased, the 2020-2021 season commenced on Saturday 19 December to coincide with the school holidays. There was a total of 25,444 attendances across all pools in 2020-2021, compared to the 2019-2020 season where attendances were 34,249. This is a 19% decrease on the previous year's patronage. The drop in attendance was expected due to the ongoing COVID environment with patrons and community members showing caution in returning to activities, and the decrease in allocated pool hours for the season. Further, a snap five day lockdown during February and one of the coldest summers experienced in the past 20 years also contributed to low numbers.

It was somewhat surprising that the Skipton swimming pool experienced an increase in patronage in the 2020-2021 season, which was an outstanding effort given the environment and can be contributed to the new dual pool managers and an increase in school users at the facility.



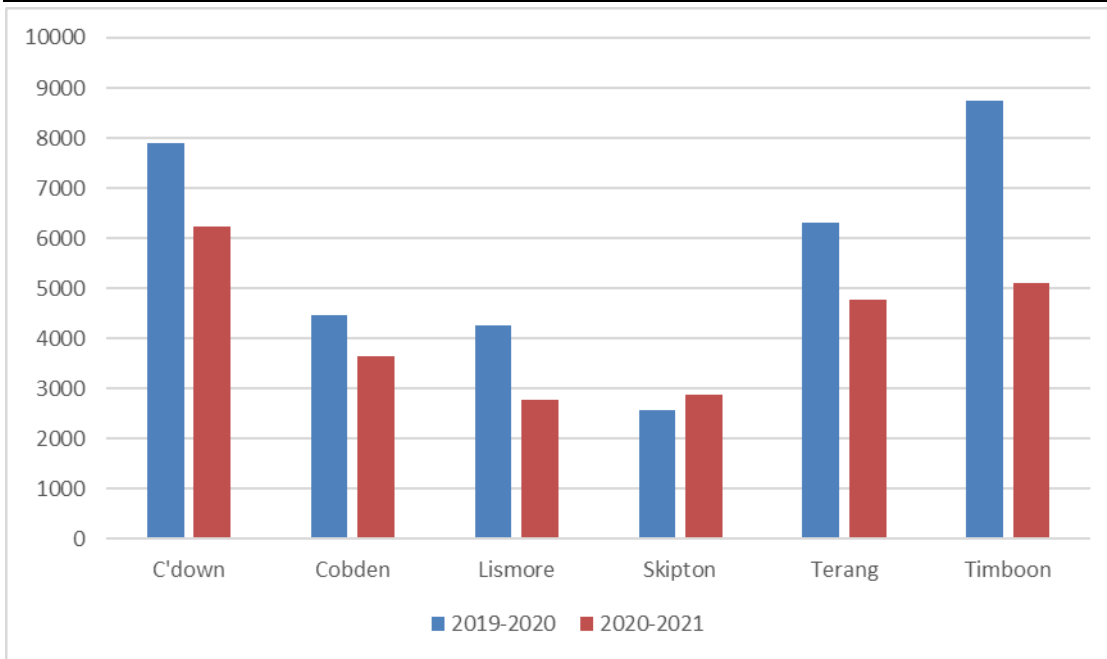


Figure 1: Attendances at Corangamite Shire swimming pools for the 2019-2020 and 2020-2021 seasons

A monthly attendance graph with accumulated attendance is highlighted below, providing insight into the attendance rates in seasons 2019-2020 and 2020-2021.

Attendance trends by month remained similar during 2020-2021 compared to the 2019-2020 season.

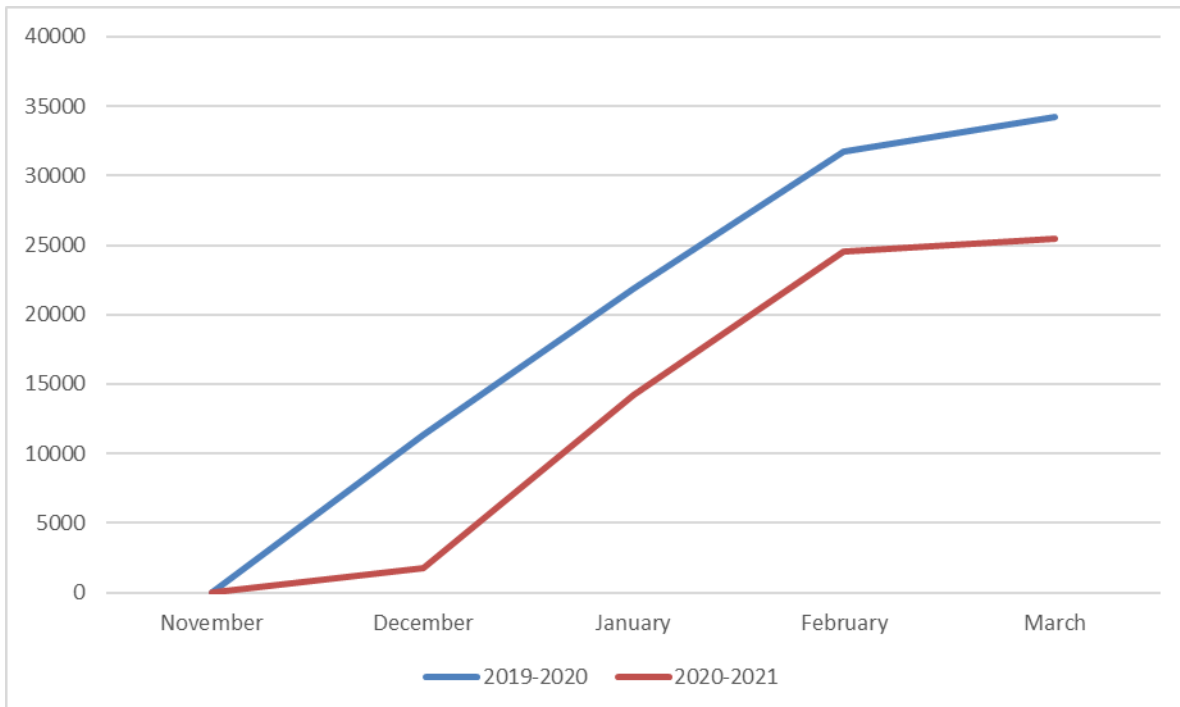


Figure 2: Accumulative monthly attendance rates

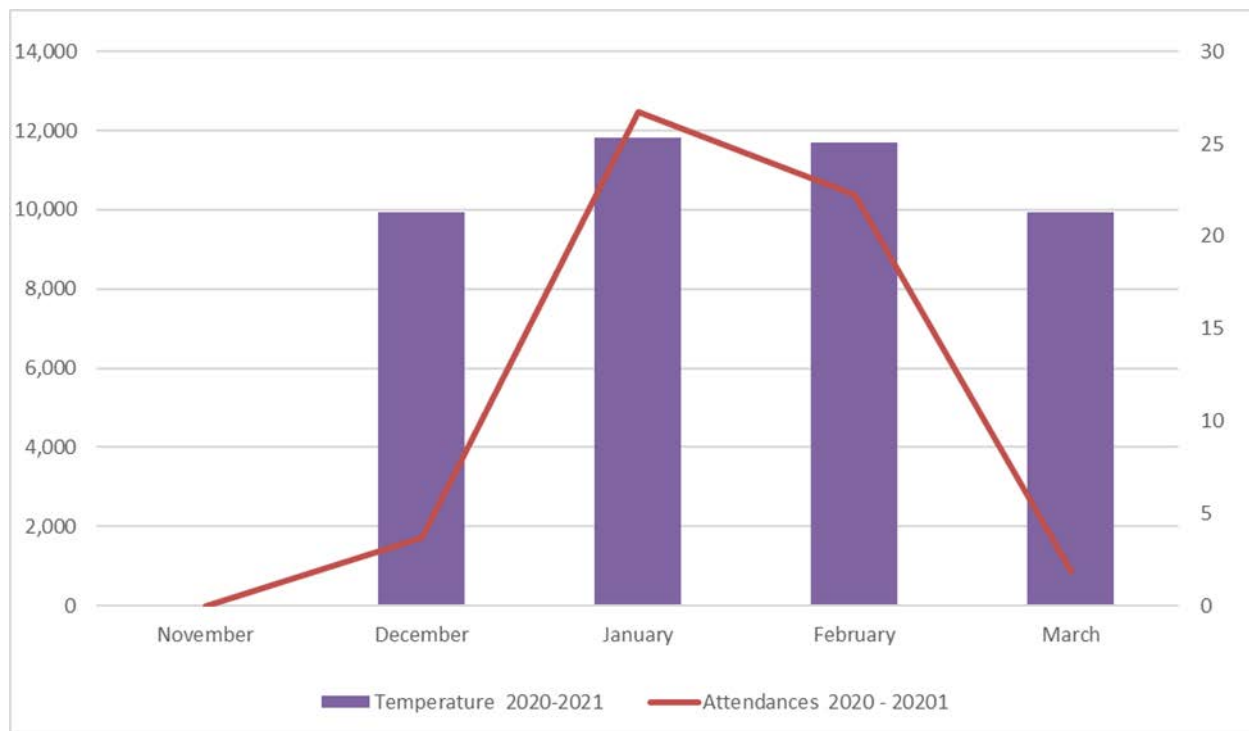
A review of the weather patterns across the pool season is highlighted in Table 1 below and further explains the relationship between the temperature and the pool attendance figures.

The average mean temperature throughout the 2020-2021 season, was well below that of the 2019-2020 season, with the exception of February. February saw an increase in attendances from 9,861 in 2019-2020 to 10,386 patrons in 2020-2021. It was noted that the average mean temperature for March decreased by 11 degrees, although the pools were only open for the beginning of this month.

Month	Attendance		Average Mean Temperature		Days under 19.5		Days rained	
	2019-2020	2020-2021	2019- 2020	2020-2021	2019- 2020	2020-2021	2019-2020	2020-2021
November	0	N/A	19.7	N/A	20	N/A	15	N/A
December	11,393	1,716	25.3	21.3	10	13	12	13
January	10,471	12,478	27.6	25.3	1	6	5	15
February	9,861	10,386	24.3	25.1	5	1	14	7
March	2,524	864	34.1	22.8	8	6	11	14
<b>TOTALS</b>	<b>34,249</b>	<b>25,444</b>	<b>26.2</b>	<b>18.9</b>	<b>44</b>	<b>26</b>	<b>57</b>	<b>49</b>

**Table 1: Analysis of weather activity; statistics sourced from the Bureau of Meteorology**

Figure 3 demonstrates the direct relationship between cold weather and lower attendance rates. This is consistent with previous years, where warmer temperatures see a high level of attendance and cold weather sees a low level of attendance. Unfortunately, there was a decrease in mean temperature throughout the months of December and January, which could have contributed to the decline in attendance.



**Figure 3: Total attendance at all pools by month vs Average mean temperature by month Programs**

A range of programs were offered at the pools in accordance with COVID guidelines which included early morning lap swimming, pool parties, family BBQ nights, triathlons, inflatable fun sessions, lap challenges and water aerobics.

These programs encouraged participation and assisted in the overall patron numbers attending the swimming pools.

This year, Aquatics and Recreation Victoria's renowned VicSwim program was again conducted across all six swimming pools. There was strong attendance, across all pools, to this program which was pleasing to see given children had not completed any swimming since last season due to COVID restrictions.

Council's committees were again active providing a number of facility enhancements and benefits to the community, with a few initiatives highlighted in the table below.

Facility	Committee Activities
Camperdown	<ul style="list-style-type: none"> <li>Installed new picnic tables for the grounds</li> <li>Pool obstacle course and inflatable party</li> </ul>
Cobden	<ul style="list-style-type: none"> <li>Successful in receiving a grant for shade over the seating area of the pool</li> </ul>
Lismore	<ul style="list-style-type: none"> <li>Ran Pilates by the pool</li> <li>Purchase a Replas recycled plastic lounge chair</li> </ul>
Skipton	<ul style="list-style-type: none"> <li>Conducted a successful triathlon to close the season</li> <li>Swimming Pool Party</li> </ul>
Terang	<ul style="list-style-type: none"> <li>Inflatable afternoon</li> <li>Terang Starlight lap challenge</li> </ul>
Timboon	<ul style="list-style-type: none"> <li>Conducted a lap swim challenge</li> <li>Conducted a triathlon</li> </ul>

**Table 2: Summary of Pool committee activities**

The support and flexibility of the committees in the changing COVID environment throughout such a challenging season should be acknowledged.

### ***Corangamite Shire Swimming Pools Facebook Page***

As a communication tool, social media has represented a significant opportunity for Corangamite Shire to provide a platform for community members to voice their opinion, connect with their local swimming pool in an informal way, and to stay up to date with activities happening at the pools.

The Corangamite Shire Swimming Pools Facebook page was utilised by most pools during the season with programs and activities promoted via this medium. The page drew 1,681 individual followers, which is an additional 191 followers on the 2019-2020 season. There is further opportunity to enhance the promotion of pool activities on Facebook, with more of a focus on a coherent social media presence throughout the 2021-2022 season including consistent presence from each pool facility. This will be explored further with the pool contractor.

### ***Fees***

Fees for season 2020-2021 were increased in line with CPI.

Fees were presented to pool committee members at the annual Central Pools Meeting held on 27 May 2020.

### ***Facility Improvements and Maintenance***

Prior to season 2020-2021, the Timboon, Terang, Lismore and Skipton Swimming Pools were repainted utilising a luxepoxy paint system which has anticipated cost benefits, a longer life expectancy and a higher quality finish.

Other major works included the installation of a wet deck and associated interconnecting plumbing and piping for the Lismore Swimming Pool. Conversion to a wet deck design was necessary to reduce water loss and modernise the existing facility to ensure it could be utilised by the community for many years to come.

A wet deck entrance and painting to the toddlers pool was also completed. There were some defects identified with the works and the contractor responsible will return to carry out repair works prior to season 2021-2022.

General maintenance items were completed prior to the season and as required throughout the season. Maintenance will be attended to over the off season/ winter period prior to the 2021-2022 pool season.

### ***Customer Satisfaction***

The YMCA continued this year with electronic surveys being completed by patrons using visual prompts on iPads. Surveys were conducted at all pools, where patrons were asked five short questions to gauge customer satisfaction through January and February, the busiest period of the season.

Feedback was sought on the pool experience and how it made patrons feel, cleanliness of the facility, YMCA staff, kiosk option and further feedback.

In total, 356 people were surveyed across the six pools, which represented 1.39% of the total attendances. This was a decrease from last year's total survey responses of 571, representing 1.67% of total attendances for the season. It was noted that there was some reluctance from patrons in using an iPad even though it was cleaned after every use. Another factor that limited the collection of surveys this season was the inexperience of pool managers in their first season which was evident at five of the six pools.

The survey outlined the following:

- 97% of patrons appreciated the friendly staff.
- 93% of patrons suggested that the cleanliness of facilities exceeded their expectations.
- Overall 98% of survey respondents were either satisfied or very satisfied with their experience at the swimming pool.

Verbal feedback from patrons throughout the season provided positive comments especially regarding the positive attitudes of staff, the quality and quantity of events, pool water quality and cleanliness of amenities and grounds.

There were some areas that could be improved upon, including:

- Activities/Programs
- Cleanliness.

An area identified for improvement was the number of activities offered at the swimming pools. The activities offered had positive feedback, including pilates, water aerobics and family events being mentioned specifically in the survey responses.

In a COVID impacted season, with a number of variables and concerns as to running events and activities, the number offered was limited and challenging. This is an area that Council will continue to focus on next season.

The cleanliness of facilities was positive, however there were a total of five respondents who outlined that the cleanliness didn't meet their standards. Council will continue to work with pool managers to ensure that the cleanliness of facilities is of a high standard.

The swimming pools have provided a range of health and wellbeing outcomes for residents of the Corangamite Shire in 2020-2021. Safe and accessible swimming pool facilities have provided the community with an opportunity to improve their health, mental and social wellbeing by providing family friendly and accessible facilities, activities, and programs.

### ***Swimming Pool Audits***

LSV completed swimming pool audits at two of Corangamite's outdoor swimming pools. LSV audit aquatic facilities every three years for compliance against Guidelines for Safe Pool Operations, the best practice standards for the operation of aquatic facilities. This detailed inspection process reviews key aspects of the operation of an aquatic facility including work health and safety, emergency planning, supervision, first aid and aquatic programs. Lismore and Skipton Swimming Pool audits were completed with the remaining pools Camperdown, Cobden Terang and Timboon to be completed during the 2021-2022 swimming pool season.

The results highlighted improvements since the last audit was completed in 2017 with an increase in both the compliance score and safety score at both facilities as follows:

- Skipton pool received a compliance score of 77.68% and a safety score of 78.91% in 2021, which was a large improvement on the scores received in 2017 being 36.78% and 46.91% respectively.
- Lismore pool received a compliance score of 78.14% and a safety score of 71.69% in 2021, which was also an increase in the scoring received in 2017 being 68.66% and 71.69% respectively.

### ***Swimming Pool Management***

The existing contract 2018002 Management of Corangamite Shires Recreation Facilities concludes in June 2021, with no further options available.

In preparation for a new contract to begin in July 2021, Council officers have reviewed the terms and conditions of the contract, engaged with each of the pool committees and are currently in the process of tendering for a new contract.

### **Policy and Legislative Context**

The swimming pool service is acknowledged through Council's commitment to the community's wellbeing, lifestyle and related infrastructure as stated in both the Health and Wellbeing Plan and the Council Plan 2017-2021:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

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

Improve the health and wellbeing of our community.

### **Internal / External Consultation**

Council's swimming pool service for 2020-2021 season has been evaluated by facility users across all pools. The survey results indicate that for all pools service areas met the expectations of patrons.

Council's swimming pool service is supported by local pool committees comprising membership from the community including swimming clubs, schools and general community. Annual General Meetings were held by each Swimming Pool Committee prior to the season to elect members of each committee. The Swimming Pool Committees have input into the delivery of the service in a manner which best suits its local community including:

- Length of season
- Operating hours
- Programs and activities
- Lap swimming sessions.

A Central Pools Meeting was held 11 May 2021 with representatives from each of the swimming pool committees, the YMCA and Council officers attending. The meeting provided a forum to share learnings and identify opportunities with others and to discuss the pool season. All feedback from the pool committees was positive about the season given the uncertainty and pool committees continued to deliver different projects, programming, and events throughout the season.

### **Financial and Resource Implications**

The total budget for pool operations in 2020-2021 was \$461,257 which includes contract, maintenance and utility costs. Based on total attendance of 25,444 this equates to a cost of \$18 per user to utilise the pools during the season. In comparison, the pool operations cost of 2019-2020 was \$543,124 (including contract, maintenance and utilities) and with an attendance of 34,249, this meant a cost of \$15.85 per person to utilise the pools during that season.

The budget for capital works for the 2020-2021 financial year was \$60,000. This included repainting of the toddler and main pools at Skipton and Lismore and replacing the terracotta gutters at Cobden.

In addition, a budget of \$375,000 was provided for the delivery of the Lismore Wet Deck project, which included an allocation of \$250,000 from the Berrybank Windfarm.

In accordance with the contract for management of the facilities, all income generated from the operation of the swimming pools is retained by the Contractor apart from a percentage of the entry income (user fees), which is given to each pool committee for reinvesting into minor equipment or programs at their respective facility.

### **Options**

Council may or may not receive the 2020-2021 report on the operations of Council's swimming pool season.

### **Conclusion**

The 2020-2021 swimming pool season saw a number of challenges and uncertainty faced with the ever changing COVID environment. The season can be credited to a unified approach with Council, YMCA and pool committees in being able to deliver a range of programs and events despite the uncertain environment.

There was a total of 25,444 attendances across all pools in 2020-2021, compared to 34,249 attendances in 2019-2020. This can be contributed to a modified season due to COVID restrictions, whilst also acknowledging there is a direct relationship between the cold weather and the lower attendance rates in 2020-2021.

Council's continued contribution and support of these assets ensures opportunities for participation in an active and healthy lifestyle, which serve the local needs of the Corangamite community. The swimming pools continue to provide a range of health and wellbeing outcomes for residents of the Corangamite Shire.

### **RECOMMENDATION**

**That Council receives the report on Council's swimming pool operations for the 2020-2021 season.**

#### **COUNCIL RESOLUTION**

*MOVED: Cr Cole*  
*SECONDED: Cr Makin*

**That the recommendation be adopted.**

**CARRIED**

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## 9.8 Contract 2022007 - Cleaning of Council Buildings

**Author:** Jarrod Woff, Manager Facilities and Recreation

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jarrod Woff

In providing this advice to Council as the Manager Facilities and Recreation, I have no interests to disclose in this report.

### Summary

The purpose of this report is to award the contract for the Cleaning of Council Buildings for a two-year period from 1 July 2021 to 30 June 2023 with a two-year option to 30 June 2025 subject to mutual agreement.

### Introduction

Council has undertaken a selective tender process to recruit a suitably qualified contractor to provide cleaning services at Council facilities. The cleaning is to include daily, weekly and annual duties to maintain the cleanliness of facilities including the libraries, senior citizens and civic centre offices. It should be noted that kindergartens have been excluded from this contract and alternate arrangements will be put in place for these facilities.

### Issues

In June 2019, the contract for the cleaning of Council's buildings was awarded for a two-year period, with a two-year option. A review of performance was undertaken by Council Officers and the two-year option has not been offered to the current contractor. It was decided that Council should go to market as such Council has tendered for a contractor to provide cleaning services at Council facilities.

Council Officers have reviewed all cleaning duties across each facility through the development of this tender. The cleaning contract requests tenderers to submit an hourly rate and designated hours to perform the required duties, which is inclusive of wages, travel costs, materials and equipment. All prospective tenderers were invited to attend an inspection of facilities on 22 April 2021.

The works are to be contracted over a two-year period with the option to extend by a further two-year period subject to mutual agreement.

The contract will be for all regular and general cleaning of Council's Civic Centre, libraries and senior citizens buildings.



Eight submissions were received from experienced contractors in the cleaning industry, with all companies being based in Melbourne.

An evaluation was undertaken by a panel comprising Jarrod Woff, Manager Facilities and Recreation, Kym Prattley, Works Administration Co-ordinator and Kim Mitchem, Early Years Coordinator Compliance and Operations, in accordance with the evaluation criteria. Linda Murfitt, Contracts Administration Co-ordinator has reviewed the tenders from a compliance aspect.

Each of the evaluation criteria were scored in accordance with the relevant weighting by each panel member. A panel meeting was held to validate the evaluations, aggregate the scores, and provide a recommendation of award for Council's resolution. An aggregate of the scores is provided below in Table 1.

	Price	Conformation to specification	Experience / Past Performance / Track Record	Local Content	WEIGHTED SCORE
Weighting:	30%	25%	25%	20%	
Contractor					
Tenderer 1	2.67	2.67	2.33	3.00	53.00
Tenderer 2	2.33	3.33	2.33	2.00	50.33
Bluegum Services	3.33	3.33	2.33	2.00	56.33
Tenderer 4	2.00	2.00	1.67	1.33	35.67
Tenderer 5	3.00	2.67	3.00	1.67	53.00
Tenderer 6	1.33	0.67	1.00	0.67	19.00
Tenderer 7	1.67	2.00	1.33	1.00	30.67
Tenderer 8	2.67	2.67	3.00	2.33	53.67

**Table 1: Aggregate Submission Assessment**

The financial benefit to Council was measured by the number of hours proposed by the contractor to clean the facility and the hourly rate charged. The hourly rate was inclusive of all travel, cleaning products, equipment and wages. The bi-annual and annual cleaning was also considered against the current actual costs and the amount tendered.

The weekly routine cleaning was assessed against the current allocated hours and the hours proposed by the tenderer and the hourly rate specified (Table 2). The number of hours allocated in previous contracts has been reviewed along with the feedback received concerning the standard of cleaning, currently, and the expectations of facility users.

An additional twelve hours per week across seven facilities (approximately 1.5 hours for each facility) has been proposed. This will increase the cost for the cleaning service. A review of the current budget coupled with the cost of delivery for the service in 2021-2022 is outlined further in this report.

The evaluation outlined that Bluegum Services were the preferred tenderer for the delivery of the cleaning services to Corangamite Shire Council. A referee check was undertaken following the primary evaluation which highlighted Bluegum Services currently provide an efficient and effective service with excellent communication and a positive safety record.

The attached technical evaluation report provides a detailed evaluation of tenders received.

### **Policy and Legislative Context**

The cleaning contract was advertised and assessed in accordance with Council's Procurement Policy and the tender evaluation criteria.

The awarding of this service is in keeping with Council's Plan 2017-2021:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. Council will make budgetary decisions that ensure Council remains in a strong financial position now and into the future.

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Maintain our buildings to ensure they meet current and future demand for service provision.

### **Internal / External Consultation**

An evaluation panel was established to assess the submissions against the evaluation criteria.

Each member of the panel who conducted the evaluation was considered to have appropriate experience to undertake the evaluation.

In accordance with the *Local Government Act 2020*, the tender was advertised in the Western District Newspapers, The Warrnambool Standard, and the Herald Sun. The contract was also advertised on Council's electronic tendering portal, eprocure and Council's website.

Ongoing consultation and feedback regarding the cleaning standards and performance of contractors at Council facilities occurs between Council officers, facility users and community members. The list of cleaning duties was reviewed by facility and where applicable service managers.

### **Financial and Resource Implications**

Works under this contract are incorporated in Council's recurrent budget allocations.

The financial benefit to Council was measured by the number of hours proposed by the contractor to clean the facility and the hourly rate charged. The hourly rate was inclusive of all travel, cleaning products, wages, and equipment. The weekly routine cleaning was considered against the current allocated hours and the hours proposed by the tenderer and the hourly rate specified (Table 2).

Tenderer	Hours proposed per week (Current Hours – 26 per week)	Hourly Rate
1	27.50	\$32.00
2	33.00	\$50.00
Bluegum Services	38.00	\$41.87
4	39.00	\$55.00
5	28.25	\$45.00
6	243.00	\$70.00
7	73.00	\$67.50
8	35.00	\$42.00

Table 2: Routine Cleaning (excluding half yearly and annual cleans)

As shown in Table 3, the current budgeted cleaning costs in 2020-2021 for Council buildings relating to this tender was \$39,745 annually, whilst a budget of \$51,778 has been considered for 2021-2022. If Council agree to award the cleaning contract to Bluegum Facilities Management, there will be an additional \$36,000 cost in the 2021-2022 budget and future recurrent budgets.

	Budget 2020/2021	Budget 2021/2022	Proposed Cost
<b>Civic Centre</b>	\$23,765	\$35,000	\$41,500
<b>Libraries</b>	\$7,272	\$7,635	\$21,412
<b>Senior Citizens</b>	\$8,708	\$9,143	\$24,835
<b>Total</b>	\$39,745	\$51,778	\$87,747

Table 3: Cost of Cleaning to Council

Any variation will be considered at Council's mid-year budget review.

### Options

Council can award the Contract to a single contractor or may choose to use multiple contractors across the Shire or can choose to not award the contract and go back to market for cleaning services.

### Conclusion

Council has invited tenders from suitably experienced and qualified contractors for the cleaning of Council buildings. Eight submissions were received through this process, all with varying degrees of experience, services offered and financial benefit to Council.

Following an evaluation of tenders received, it is proposed the best outcome and benefit for Council is achieved by awarding the contract in full to Bluegum Services.

## RECOMMENDATION

### That Council:

1. Awards contract 2022007 for the Cleaning of Council Buildings for the Corangamite Shire for the period 1 July 2021 to 30 June 2023 to Bluegum Services.
2. Delegates to the CEO to approve the option to extend the contract for a further two (2) year term.
3. Affixes the common seal of Council to the contract.

## COUNCIL RESOLUTION

*MOVED: Cr Hickey*  
*SECONDED: Cr Conheady*

**That the recommendation be adopted.**

**CARRIED**

### Attachments

1. Cleaning Contract - Declaration of No Conflict of Interest - Under Separate Cover - Confidential
2. Technical Evaluation Report - Cleaning of Council Buildings 2021 - Under Separate Cover - Confidential

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## 9.9 2022001 - External Plant Hire and Associated Services

**Author:** Pulkit Pahwa, Projects Engineer

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Pulkit Pahwa

In providing this advice to Council as the Projects Engineer, I have no interests to disclose in this report.

### Summary

This report seeks Council's approval to award Contract 2022001 External Plant Hire and Associated Services for the period of 1 July 2021 – 30 June 2023. It is recommended twenty-seven tenders be accepted under the Contract 2022001.

### Introduction

Council has a substantial program of works with a diversified range of projects to complete each year and additional plant and labour is required to supplement Council's own fleet and employees to ensure the successful delivery of road construction and maintenance programs.

### Issues

The contract for External Plant Hire and Associated Services enables Council to have additional plant readily available for use when required and ensures compliance with purchasing requirements. Best value can be achieved when selecting the most appropriate contractor for the work by considering price, condition of plant and equipment, capability, availability and proximity to jobs. This process also facilitates the updating of all relevant insurances, which protects Council from engaging contractors who are not appropriately insured.

Contractors that have been on Council's list of approved suppliers of plant and equipment previously and who have been provided with work, have each undertaken the work to Council's satisfaction.

Eleven new contractors have submitted a tender for Contract 2022001 and four of these new contractors were engaged to work for Council through a quotation process in the 2020-2021 capital delivery program and their work was to Council's satisfaction. These contractors offer specialised equipment that plays a vital role in delivery of road construction and shoulder improvement projects.

The Technical Evaluation Report and rate schedules outline the purpose of the contract and selection criteria to be applied when hiring plant and equipment, and the range and rates of available plant.

Summaries of the plant and rates offered have been set out in fourteen separate sheets by plant type with some sub-sections where there is a range of plant sizes. This will assist with the consideration of price and capability when plant for hire is being procured by Council.

There is a diverse range of plant from a large number of tenderers. After a detailed evaluation of all tenders, the assessment panel have assessed and recommended that twenty-seven tenders be accepted from the thirty-three tenders submitted under Contract 2022001.

Six tenders are not recommended due to numerous factors such as type of plant offered (fencing, site-huts etc), location of the tendering companies (located interstate), high prices of plant/equipment and excessive delivery costs.

Rates submitted by the recommended tenderers are within industry benchmarks and the pricing structures will be considered at the time of awarding works to ensure best value for Council.

### **Policy and Legislative Context**

The contract for the provision of plant hire and associated services is advertised for public tender, as required by Council's Procurement Policy and the *Local Government Act*, as it will involve cumulative purchases greater than \$150,000.

The procurement of services under this contract aligns with the following commitments in the 2017-2021 Council Plan:

Maintain the condition of our existing local road network.

Council will focus on the provision of high quality roads.

Upgrade strategic local roads based on opportunities to improve economic outcomes.

Township infrastructure will contribute to safe and accessible public areas.

### **Internal / External Consultation**

Tenders were invited for the supply of plant hire and associated services by way of advertising in the Warrnambool Standard and Western District Newspapers in March 2021. The documents were on Council's website (which is linked to Council's electronic tendering portal, eprocure) for approximately three weeks and were able to be downloaded by members of the public.

### **Financial and Resource Implications**

Hourly rates have been provided by Tenderers and will be considered when purchasing services in line with each individual project budget. When compared to preceding plant hire contract (2019003), the wet hire rates for plant and equipment have increased by five to ten percent whereas the dry hire rates have decreased by the same proportion.

Availability of contractors during project delivery timeframes is an ongoing issue for construction teams in the Corangamite Shire, so the more options available with regards to contractor selection, will enable timely delivery of projects.

By accepting a range of submitted tenders from contractors, a comprehensive list can be developed to facilitate best value for contractor availability.

### Options

Council may award this contract to any or all of the tenderers. Any services sourced from unsuccessful tenderers will be initiated based on quotations.

### Conclusion

The acceptance of a range of tenders will ensure that suitable plant will be available at all times to supplement Council's own fleet. At the time of work allocation, checks are undertaken to ensure that the Contractor's information, provided to Council during the evaluation process, is current. Best value will be sought when selecting the most appropriate contractor for the work by considering price, condition of plant and equipment, capability, availability, and proximity to jobs.

### RECOMMENDATION

That Council awards Contract 2022001 – External Plant Hire and Associated Services to the following list of Tenderers, by formal letter of award:

Bartlett's Environmental	Moyne Shire Council
Barwon Asset Solutions Pty Ltd	Porter Excavations Pty Ltd T/A Porter Plant
BILD Infrastructure Pty Ltd	R.L. Blake Pty Ltd
Blue Civil and Construction Pty Ltd	Road Maintenance Pty Ltd
Coates Hire Operations Pty Ltd	RSP - Gavlex Pty Ltd T/AS RSP Environmental Services
Conplant Pty Ltd	South West Traffic Control Pty Ltd
Danceport Pty Ltd	Stabilco P/L
Environmental Vegetation Management Aust Pty Ltd	Stabilised Pavements of Australia Pty Ltd
Gaut Contracting P/L	Tutt Bryant Hire Pty Ltd
Greencon Australia Pty Ltd	Titan Willows P/I T/as WA Molan & Sons
Ian White Excavations	Waldig Pty Ltd
M & D Justin Transport Pty Ltd	Whytcross Earthmoving
M & M Van Kempen P/L	
McKinnon Quarries & Civil Pty Ltd	
Molan Plumbing & Civil	

### COUNCIL RESOLUTION

*MOVED:* Cr Vogels

*SECONDED:* Cr Hickey

That the recommendation be adopted.

**CARRIED**

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**Attachments**

1. Evaluation Panel No Conflict Of Interest - Under Separate Cover - Confidential
2. 2022001 Technical Evaluation Report - Under Separate Cover - Confidential
3. Combined List of External Plant Hire and Associated Services - Under Separate Cover - Confidential



## 10. OTHER BUSINESS

The Mayor, Cr R. Gstrein, invited Councillors to raise items of other business.

The following items were raised:

- Cr Kate Makin reminded Councillors and the community to vote for Timboon for the 2021 Victorian Top Small Tourism Town Award. Cr Makin also thanked everyone involved in producing the Timboon promotional video, noting it was great way to showcase Timboon.

## 11. OPEN FORUM

Nil.

## 12. CONFIDENTIAL ITEMS

Nil.

**Meeting Closed: 8.05 pm**

**I hereby certify that these minutes have been confirmed and are a true and correct record.**

**CONFIRMED:**

\_\_\_\_\_  
**(Chairperson)**

**DATE:**

\_\_\_\_\_