



CORANGAMITE
SHIRE

agenda

CORANGAMITE SHIRE

MEETING OF COUNCIL **TUESDAY 24 NOVEMBER 2020**

To be held at the Theatre Royal
Manifold Street, Camperdown commencing 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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Order of Business

1. PRAYER

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

We acknowledge the Traditional Custodians of the land around Corangamite Shire, The Eastern Maar and Wadawurrung people. We pay our respects to their Elders and peoples past and present.

3. APOLOGIES

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Council meeting held on Tuesday 20 October 2020 and Council meeting held on Tuesday 10 November 2020 be confirmed.

6. DEPUTATIONS & PRESENTATIONS

7. COMMITTEE REPORTS

8. PLANNING REPORTS

9. OFFICERS' REPORTS

10. OTHER BUSINESS

11. OPEN FORUM

12. CONFIDENTIAL ITEMS

ANDREW MASON
CHIEF EXECUTIVE OFFICER

Table of Contents

Item No.		Page No.
1.	PRAYER	1
2.	ACKNOWLEDGEMENT OF COUNTRY	1
3.	APOLOGIES	1
4.	DECLARATIONS OF CONFLICT OF INTEREST	1
5.	CONFIRMATION OF MINUTES	1
6.	DEPUTATIONS & PRESENTATIONS	3
7.	COMMITTEE REPORTS	4
7.1	COUNCILLOR APPOINTMENT TO COMMITTEES 2021	4
7.2	COBDEN AERODROME COMMUNITY ASSET COMMITTEE 2020.....	10
8.	PLANNING REPORTS	13
9.	OFFICERS' REPORTS	14
9.1	COVID-19 FINANCIAL HARDSHIP POLICY REVIEW	14
9.2	2021015 ALTERATIONS AND ADDITIONS TO COBDEN PRE-SCHOOL	22
9.3	QUICK RESPONSE GRANTS ALLOCATION NOVEMBER 2020.....	26
9.4	DETERMINATION OF COUNCIL MEETING DAY, TIME AND VENUES...	29
10.	OTHER BUSINESS	33
11.	OPEN FORUM	34
12.	CONFIDENTIAL ITEMS	35

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.

6. DEPUTATIONS & PRESENTATIONS

1. Members of the public may address Council under this section of the agenda during a meeting of Council if:
 - a) The person is addressing the Council in respect to a submission on an issue under Section 223 of the *Local Government Act 1989*, or
 - b) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.
2. Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting of Council.
3. Presentations made to Council in this section of the agenda may not exceed five minutes in length, although Councillors may ask questions following each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.

7. COMMITTEE REPORTS

7.1 Councillor Appointment to Committees 2021

Author: Penny MacDonald, Executive Services and Governance Coordinator

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 - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

Summary

The purpose of this report is to determine the appointment of Councillors to various internal and external committees for 2021.

Introduction

Council is required to appoint Councillor representatives to a number of internal and external committees. Appointments are usually revised each year, providing Councillors with an opportunity to gain experience working with a diverse range of committees.

Issues

Councillors are appointed to a range of committees to represent the interests of Council when working with the committees.

Types of Committees

Community Asset Committees

Community Asset Committees are established by Council under Section 65 of the *Local Government Act 2020* to perform duties and make decisions on Council's behalf in relation to the management of a Council facility or asset. Community Asset Committees exercise powers, duties and functions in accordance with an Instrument of Delegation from the Chief Executive Officer, as well as any terms of reference, guidelines or policies which Council may adopt. Council may be represented on a Community Asset Committee by appointing a Councillor as its representative. Cobden Aerodrome Committee of Management is an example of a Community Asset Committee with one Councillor as representative.

Advisory Committees

Advisory committees are established by Council to provide advice on particular matters involving Council activities. Advisory committees have no delegated powers to make decisions on Council's behalf. An examples of an advisory committee is the Corangamite Youth Council.

Statutory Committee

A Statutory Committee is a committee that is required by legislation to be established with prescribed responsibilities. Council's Audit Committee was previously an Advisory Committee under the *Local Government Act 1989*, however with the commencement of the *Local Government Act 2020*, the new Audit and Risk Committee is considered to be a Statutory Committee.

External Committees

External committees have various roles and responsibilities depending upon their purpose. The Corangamite Regional Library Corporation Board is an example of an external committee which has been formed to manage a regional library under Section 196 of the *Local Government Act 1989* (due to be repealed in July 2021).

Committees Requiring Councillor Representatives

A summary of committees is provided below, with previous representatives noted where relevant.

Community Asset Committees

Cobden Aerodrome Committee of Management

Council membership: One Councillor and one substitute.
 Purpose of committee: To manage the Cobden Airstrip.
 Recommended membership: One Councillor and one substitute.

Advisory Committees

Central Pools Committee

Council membership: One Councillor.
 Purpose of committee: The development of policies and procedures for Corangamite's swimming pools.
 Recommended membership: One Councillor.

Chief Executive Officer Performance Review Committee

Councillor membership: Two Councillors and the Mayor.
 Purpose of committee: To conduct regular performance reviews of the Chief Executive Officer.
 Recommended membership: Two Councillors and the Mayor.

Cobden Racecourse Reserve Reference Group

Council membership: One Councillor.
 Purpose of committee: To provide advice on the management of Cobden Racecourse Reserve.
 Recommended membership: One Councillor.

Corangamite Youth Council

Councillor membership: Two Councillors
 Purpose of committee: To provide advice and recommendations to Council on issues pertaining to youth in Corangamite, educate young people about local government and initiate programs in support of young people in the Shire.
 Recommended membership: Two Councillors.

Elm Tree Reference Group

Council membership: One Councillor.
 Purpose of committee: To provide advice on the management of Camperdown's Finlay Avenue Elm trees.
 Recommended membership: One Councillor.

Environmental Monitoring Committee (Corangamite Regional Landfill)

Council membership: One Councillor.
 Purpose of committee: To monitor the environmental implications of the Corangamite Landfill.
 Recommended membership: One Councillor.

Statutory Committee

Audit and Risk Committee

Council membership: Two Councillors.
 Purpose of committee: Oversight and review of Council's financial operations and internal systems.
 Recommended membership: Two Councillors.

External Committees

Barwon South West Waste and Resource Recovery Group

Council membership: One Councillor and one substitute.
 Purpose of committee: For the development of a Regional Waste Management Plan and other Regional Waste Management responsibilities.
 Recommended membership: One Councillor and one substitute.

Beach Energy Otway Gas Plant Community Reference Group

Council membership: One Councillor.
 Purpose of committee: Review of the environmental impacts of the development.
 Recommended membership: One Councillor.

Cooper Energy Athena Gas Plant Community Reference Group

Council membership: One Councillor.
 Purpose of committee: Review of the environmental impacts of the development.
 Recommended membership: One Councillor.

Corangamite Regional Library Corporation Board

Council membership: One Councillor.
 Purpose of committee: For the management of the Corangamite Regional Library Service.
 Recommended membership: One Councillor and one substitute.

Great Ocean Road Regional Tourism Board

Council membership: One Councillor or Council officer.
 Purpose of committee: To lead the development, marketing, advocacy and management of tourism for the Great Ocean Road region.
 Recommended membership: One Councillor or Council officer.

Great South Coast Group Board

Council membership: The Mayor and Chief Executive Officer.
Purpose of committee: To provide input into Great South Coast Regional initiatives and advocacy.
Recommended membership: The Mayor and Chief Executive Officer.

Lochard Energy Iona Gas Plant Community Liaison Group

Council membership: One Councillor.
Purpose of committee: Review of the environmental impacts of the development.
Recommended membership: One Councillor.

Municipal Association of Victoria

Council membership: One Councillor and two substitutes.
Purpose of committee: For representation to the Municipal Association of Victoria.
Recommended membership: One Councillor and one substitute.

Changes to Emergency Management legislation means that the Municipal Emergency Management Planning Committee no longer requires a Councillor representative. Should circumstances change, a separate report to appoint a Councillor representative will be presented to Council in the future.

Policy and Legislative Context

Councillor appointment to committees is consistent with the following objectives in the 2017-2021 Council Plan:

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

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

Council will build strong and effective partnerships with key stakeholders including peak organisations and the State and Federal Governments.

Potential conflicts of interests should be considered when appointing Councillors to committees, as all committee members are subject to conflict of interest provisions in the *Local Government Act 2020*.

Internal / External Consultation

Councillors discussed the committees during the Councillor Workshop on 20 November 2020. During the workshop, expressions of interest for committee appointments was sought from all Councillors. As the preferences received from Councillors did not exceed the number of vacancies, a detailed recommendation has been prepared for Council adoption.

Financial and Resource Implications

Councillors may claim travel expenses in accordance with the Council Expenses Policy for travel undertaken to attend committee meetings.

Options

Council may appoint representatives to the committees as designated, or seek alternative Councillor nominations for election to the committees by way of voting.

Conclusion

Council is required to appoint representatives to a number of internal and external committees, with the positions reviewed annually. Councillors have been consulted regarding their preferences for appointment to the committees, which is reflected in the recommendation.

RECOMMENDATION

That Council appoints the designated Councillors to the following committees:

Committee	Committee Type	Councillor Representative Nominations
Cobden Aerodrome Committee of Management	Community Asset	1. Cr Beard Substitute: Cr Makin
Central Pools Committee	Advisory	1. Cr Makin
Chief Executive Officer Performance Review Committee	Advisory	1. Mayor: Cr Gstrein 2. Cr Conheady 3. Cr Beard
Cobden Racecourse Reserve Reference Group	Advisory	1. Cr Beard
Corangamite Youth Council	Advisory	1. Cr Makin 2. Cr Cole
Elm Tree Reference Group	Advisory	1. Cr Cole
Environmental Monitoring Committee	Advisory	1. Cr Hickey
Audit and Risk Committee	Statutory	1. Cr Hickey 2. Cr Conheady
Barwon South West Local Government Waste Forum	External	1. Cr Vogels
Beach Energy Otway Gas Plant Community Reference Group	External	1. Cr Vogels
Cooper Energy Athena Gas Plant Community Reference Group	External	1. Cr Vogels
Corangamite Regional Library Corporation Board	External	1. Cr Gstrein Substitute: Cr Conheady
Great Ocean Road Regional Tourism Board	External	1. Cr Makin
Great South Coast Group Board	External	1. Mayor: Cr Gstrein 2. CEO: Andrew Mason
Lochard Energy Iona Gas Plant Community Liaison Group	External	1. Cr Vogels

Municipal Association of Victoria	External	1. Cr Gstrein Substitute: Cr Beard
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7.2 Cobden Aerodrome Community Asset Committee 2020

Author: Mikayla Hein, Manager Works

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 - Mikayla Hein

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

Summary

This report seeks Council endorsement of nominated members to the Community Asset Committee for the Cobden Aerodrome for 2020-2023.

Introduction

The Cobden Aerodrome Committee of Management manages the Cobden Aerodrome on behalf of Council with delegated responsibilities under Section 47 of the *Local Government Act 2020*.

The Committee consists of a broad representation of community members to ensure that the Aerodrome is managed in a manner that will provide most benefit to the community.

Council also appoints a Councillor Representative to the Committee with voting rights and a Council officer to act as Executive Officer to the Committee without voting rights.

Issues

The Annual General Meeting of the Cobden Aerodrome Committee of Management was held on 7 October 2020 online via Microsoft Teams at 6.30 pm.

Representation on the Committee is as follows:

- Council Representative – one position (as appointed by Council at the November Council meeting)
- Community Representatives – six positions
- Cobden Health Representative – one position
- Cobden Aero Club Representative – one position
- Progressing Cobden Representative – one position
- Industry Representative – one position.

Committee members have a three-year term. Retiring committee members may renominate. This year there were three positions vacated and advertised prior to the Annual General Meeting.

In 2020, the positions declared vacant and open for nomination are as follows:

- Community Representative – Des Pekin
- Community Representative – Les Mulholland
- Cobden Health Representative – Duncan Morris

Mr Morris was renominated in writing by CobdenHealth.

A written nomination was received for the position of Community Representative from Mr Mulholland.

No further nominations or renominations were received for the vacant Community Representative position. The Committee discussed seeking nominations for this vacancy through the course of the year.

The structure of the Committee will be as follows, if the nominated members are appointed by Council.

Organisation	Representative	Elected
• Community	• Les Mulholland	• 2020-2023
• Community	• Vacant	• 2020-2023
• CobdenHealth	• Duncan Morris	• 2020-2023
• Community	• Philip Robertson	• 2018-2021
• Community	• Peter Rohan	• 2018-2021
• Community	• Anthony Bodey	• 2019-2022
• Community	• Don Mackinnon	• 2019-2022
• Aero Club representative	• Bill Woodmason	• 2019-2022
• Progressing Cobden	• Eunice Dawe	• 2019-2022
• Industry	• Warren Ponting	• 2019-2022
• Councillor	• Council appointment	• Annual
• Council (Non-voting Executive Officer)	• Manager Works – Mikayla Hein	• Council Appointed

Duncan Morris and Warren Ponting were duly elected unopposed to the Committee as Chairperson and Vice Chairperson, respectively.

Policy and Legislative Context

The Cobden Aerodrome Committee of Management is a Community Asset Committee of Council and has delegated decision making responsibilities under Section 47(1)(b) of the *Local Government Act 2020*.

The Cobden Aerodrome Committee of Management is considered an extension of Council and can exercise powers only in accordance with its Instrument of Delegation and guidelines or policies which Council from time to time adopts.

The Terms of Reference have been developed to include reference to the *Instrument of Delegation* and to Corangamite Shire Council's *Councillor Code of Conduct, Governance Rules and Meeting Procedures Local Law No.3 2016*.

Election of committee members is conducted in accordance with the Instrument of Delegation. Committees of management are supported by the Council Plan 2017-2021 commitments to “deliver high quality, optimally used, sustainable community facilities”.

Internal / External Consultation

The AGM and committee vacancies were advertised in the Cobden Timboon Coastal Times on Wednesday 16 September 2020, in the Standard on 12 September 2020 and on the Council’s Social Media on the 22 September 2020. Expressions of interest were invited from interested community members.

Financial and Resource Implications

The Committee operates within an annual recurrent budget allocation from Council which is overseen by Council’s Manager Works. The 2020-2021 Budget allocation is \$9,047.

The 2020-2021 Budget has an additional allocation of \$80,000 to develop a Master Plan and updated Obstacle Limitation Survey for the Cobden Aerodrome in preparation to seek Certification status.

Options

Council may appoint the nominated members for the forthcoming year or reject the recommendation and request an alternate Committee membership.

Conclusion

The Cobden Aerodrome Committee of Management held its AGM on 7 October 2020. At the meeting the Committee accepted the nominations of Les Mulholland and Duncan Morris to fill two of the three vacant Committee positions, as well as elected unopposed Duncan Morris as Chairperson and Warren Ponting as Vice-Chairperson.

Council is required to formally appoint the members to the Committee. Committee membership will enable the continued active management and operation of the Cobden Aerodrome.

RECOMMENDATION

That Council:

- 1. Appoints Les Mulholland, as a Community representative, and Duncan Morris, as the CobdenHealth representative, to the Cobden Aerodrome Committee of Management.**
- 2. Endorses Duncan Morris as Chairperson and Warren Ponting as Vice-Chairperson.**

8. PLANNING REPORTS

Nil.

9. OFFICERS' REPORTS

9.1 COVID-19 Financial Hardship Policy Review

Author: David Rae, Director Corporate and Community Services

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 - David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

Summary

This report recommends the adoption of a revised COVID-19 Financial Hardship Policy dated November 2020 (attached).

The purpose of the COVID-19 Financial Hardship Policy is to provide a framework for financial relief to individuals, business and organisations who need assistance from the impacts of the Coronavirus (COVID-19) Pandemic.

Introduction

The Policy provides individuals, businesses and organisations with a clear and transparent understanding of options and assistance available if they are experiencing financial hardship due to the pandemic. This Policy provides direction to Council officers when collecting and providing for debts owed to Council and to ensure consideration is given to the financial hardship caused by COVID-19.

The COVID-19 Financial Hardship Policy was first adopted by Council in May 2020 with a sunset date of 30 November to coincide with the cessation of the Federal Government's JobKeeper and JobSeeker initiatives. Given the extension of JobKeeper until 28 March 2021 it is appropriate for Council to extend the current COVID-19 financial hardship arrangements. The Council resolution of May 2021 provides the opportunity for Council to consider extending the Policy if reviewed prior to 30 November.

Issues

COVID-19 was declared a global pandemic on the 30 January 2020 and a State of Emergency was declared in Victoria on the 16 March 2020.

As a consequence of Federal and State Government restrictions to contain the spread of COVID-19 the economy has been impacted to varying degrees. Many businesses, organisations and their employees, including those within Corangamite Shire, have experienced financial hardship.

The COVID-19 Financial Hardship Policy seeks to assist eligible business, organisations and individuals within Corangamite Shire that are experiencing financial hardship. The Policy applies to all monies owed to Corangamite Shire Council for rate debts (including rates, service charges, municipal charge and fire services levy), non-rate debts (including animal registrations, permits, fees and user charges) and commercial leases.

The Policy establishes the guidelines for assessing eligibility for hardship based on the principles employed by the Federal Government. The Policy stipulates eligible applicants will be able to access deferred payment options and interest waivers on debts due. The Policy also makes provision for non-rate debts to be waived, subject to assessment.

It is proposed the COVID-19 Financial Hardship Policy continue to operate on a temporary basis and sunset 31 May 2021 unless reviewed by Council prior.

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 corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

Internal / External Consultation

The COVID-19 Financial Hardship Policy was developed by officers in response to the COVID-19 pandemic. The revised Policy has been reviewed by Council's Senior Officer Group. Council adopted the initial Policy in May 2020.

Financial and Resource Implications

Rates and Charges, user fees and statutory fees represent the majority of revenue for Corangamite Shire and as such the timing of payments and granting of deferred payment or waivers has the ability to have large financial implications for Council. The COVID-19 Financial Hardship Policy will ensure Council's financial position and cashflow is not adversely effected by entering into arrangements with debtors who are experiencing financial hardship as a consequence of COVID-19.

Since the initial adoption of the Policy one application for a non-rate debt waiver was received and granted. Relative to the previous year, there has not been a significant increase in ratepayers experiencing financial hardship or seeking payment arrangements. In accordance with the COVID-19 Economic Stimulus and Support Package Policy no interest has been charged on overdue rates and charges. Council also continues to offer financial support to commercial tenants that are in receipt of JobKeeper with a 100% reduction on lease obligations.

Options

Councillors may choose to adopt the revised COVID-19 Financial Hardship Policy as presented with or without amendment. Alternately, Council may choose to not adopt the Policy, in which case the COVID-19 Financial Hardship Policy dated May 2020 will sunset 30 November 2020.

Conclusion

Council encourages all ratepayers and customers to make alternate payment arrangements where they are experiencing financial hardship as a consequence of COVID-19. The revised COVID-19 Financial Hardship recognises cases of financial hardship continues to be experienced by members of the community as consequence of COVID-19 requires temporary support.

RECOMMENDATION

That Council adopts the COVID-19 Financial Hardship Policy dated November 2020, with a sunset provision to revoke the Policy on 31 May 2021 unless resolved prior by Council.

Attachments

1. COVID-19 Financial Hardship Policy November 2020 (Tracked Changes) - Under Separate Cover
2. COVID-19 Financial Hardship Policy November 2020



**CORANGAMITE
SHIRE**

COVID-19 Financial Hardship Policy

Corangamite Shire
November 2020

Corangamite Shire Council – COVID-19 Financial Hardship Policy

Council Policy



CORANGAMITE
SHIRE

COVID-19 Financial Hardship Policy

Introduction

The purpose of this COVID-19 Financial Hardship Policy is to provide a framework for financial relief to individuals, business and organisations who need assistance from the impacts of the Coronavirus (COVID-19) Pandemic.

Purpose

COVID-19 was declared a global pandemic on the 30 January 2020 and a State of Emergency was declared in Victoria on the 16 March 2020.

The Policy provides individuals, businesses and organisations with a clear and transparent understanding of options and assistance available if they are experiencing financial hardship due to the pandemic. This Policy provides direction to Council officers when collecting and providing for debts owed to Council and to ensure consideration is given to the financial hardship caused by COVID-19.

Scope

This Policy applies to all monies owed to Corangamite Shire Council for rate debts (including rates, service charges, municipal charge and fire services levy) and non-rate debts (including animal registrations, permits, fees and user charges).

Council will provide assistance to those in financial hardship in accordance with the *Local Government Act*, while ensuring it does not jeopardise its financial sustainability.

Rates and charges are a secure and reliable source of revenue that Council uses to deliver services to the community. In times of crisis it is important to remember that Council still requires cash flow to deliver critical services to the community, however, it is also recognised that the COVID-19 Pandemic may cause significant financial hardship for members of the community and businesses and Council has a responsibility to provide assistance.

This Policy will be guided by the principles of transparency, efficiency, capacity to pay and equity by treating all debtors consistently and in a fair manner.

Definitions

Council means Corangamite Shire Council, being a body corporate constituted as a municipal Council under the Local Government Act.

COVID-19 means the novel coronavirus disease.

Debt means the amount (of money) owed by a debtor as a result of a transaction with Council.

Debtor means the individual, business or organisation (including a not-for profit) or other party that owes a debt to Council as a result of a transaction with Council.

Ratepayer means the occupier of any rateable property who is liable to pay rates. This may be the property owner or a tenant who under the lease agreement is liable to pay rates.

Adopted at Council on: 23 November 2020
Agenda Item: 7.X
Responsibility: Finance Manager
Document Number: XXXXX

Department: Finance
To be reviewed by: n/a

Page Number: 2

Corangamite Shire Council Policy – COVID-19 Financial Hardship Policy

References

Local Government Act
Rates and Charges Collection and Hardship Policy

Policy Detail

Financial Hardship

Financial hardship is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary. This Policy is to address temporary financial hardship due to impacts of COVID-19.

Identification of Financial Hardship caused by the impacts of COVID-19

ABN registered businesses and organisations assessed by the Australian Taxation Office (ATO) as being eligible for the Commonwealth JobKeeper Payment, at the time of applying to Council for financial hardship relief, are automatically deemed to be in Financial Hardship for the purposes of this Policy.

Individuals as a direct result of the COVID-19 in receipt of JobSeeker or JobKeeper, at the time of applying to Council for financial hardship relief, are automatically deemed to be in Financial Hardship for the purposes of this Policy.

For businesses, organisations or individuals that are not automatically deemed to be in Financial Hardship for the purposes of this Policy (as per the tests above), Financial Hardship will be determined by assessment by a panel consisting of Director Corporate and Community Services, Manager Finance and Accountant. External assessment by an independent accredited financial counsellor may be required at the panel's discretion.

The Financial & Consumer Rights Council of Victoria (FCRC) is the peak body for Financial Counsellors in Victoria. The FCRC can help affected persons find a financial counsellor – please visit www.fcrc.org.au or call 1800 007 007 for more information.

Application for Financial Hardship caused by the impacts of COVID-19

Access to the Financial Hardship provisions of this Policy is via the Application for COVID-19 Financial Hardship Assistance form which is available on Council's website.

Assessment of applications for Financial Hardship caused by the impacts of COVID-19

Assessment of applications for Financial Hardship caused by the impacts of COVID-19 will be an objective assessment based on the information provided by the debtor in the application. Guidelines will be available to officers to support the assessment for Financial Hardship under this Policy.

Debtor to enter into a payment plan

The total deferral of all financial responsibilities due to an event can cause a secondary bout of financial stress when the event has concluded, and debts remain owing. Council's aim is to provide assistance through the COVID-19 event without creating additional financial stress after the pandemic is over.

Council encourages all debtors impacted by COVID-19 to enter into a payment plan tailored specifically to their needs to reduce the amount of debt owing after the pandemic.

Adopted at Council on: 23 November 2020
Agenda Item: 7.X
Responsibility: Finance Manager
Document Number: XXXXX

Department: Finance
To be reviewed by: n/a

Page Number: 3

Corangamite Shire Council Policy – COVID-19 Financial Hardship Policy

Council will hold interest on debt accumulated by debtors deemed to be experiencing Financial Hardship under this Policy who have entered into a payment plan. The interest hold will begin from 24 March 2020 and continues whilst this Policy remains in force to allow ample time for debts to be paid without interest accruing on overdue amounts. If a debt remains outstanding following the revocation or sunset of this Policy the debt will be recovered in accordance with previously existing arrangements and practices.

Rate debtors

Amounts due by all rate debtors for amounts owing in respect of the 2019-2020 financial year or earlier are wholly deferred until at least 31 July 2020. Interest will also not be charged. For amounts remaining unpaid as at 31 July 2020 rate debtors who are deemed to be experiencing Financial Hardship under this Policy must enter into a payment plan in accordance with the provisions above.

Refusal to enter into a payment plan

If a debtor is unable or refuses to enter in to a payment plan for amounts due, Council will defer debt recovery action to allow ample time for the debt to be paid without interest charged. If the debt remains outstanding for 90 days, the debt will be recovered in accordance with previously existing arrangements and practices.

Non-rate debt waivers

Individuals who are deemed to be in Financial Hardship for the purposes of this Policy (see above) and are unable to repay their non-rate debt may make application to Council for the non-rate debt to be waived. The application will be in a form to be determined by Council Officers. Applications for non-rate debt waivers will only be considered whilst this Policy remains in force. Council will make the determination on requests for the waiver of non-rate debts after assessment by a panel of Council officers as described above.

Commercial leases of Council owned facilities

Council will have regard to the National Cabinet's mandatory Code of Conduct for commercial tenancies in determining eligibility to waive rents due under a commercial lease. An eligible lessee will receive a 100% waiver on rents due whilst this Policy remains in force and they remain eligible for JobKeeper. Lessee's remain liable for all outgoings and must prove eligibility on a monthly basis to receive an ongoing waiver.

Debt recovery

Council will make a reasonable attempt to contact a customer about their overdue account. This may include a reminder letter, account statement, email or phone call.

Whilst this Policy remains in force and debtors have entered into and continue to honour a payment arrangement, Council will hold off on all legal action for the collection of rate and non-rate debtors. Rate debtors remain liable for legal costs incurred by Council.

Monitoring

This Policy will be reviewed regularly by officers to ensure Council's cash flow position is not compromised. Officers will seek a review by Council if necessary.

Reference to linked Procedure or Guidelines, if applicable

Application for COVID-19 Financial Hardship Assistance form.

Review Date

This Policy will sunset 31 May 2021 unless reviewed by Council prior.

Adopted at Council on: 23 November 2020
Agenda Item: 7.X
Responsibility: Finance Manager
Document Number: XXXXX

Department: Finance
To be reviewed by: n/a

Page Number: 4

Corangamite Shire Council Policy – COVID-19 Financial Hardship Policy

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

Adopted at Council on: 23 November 2020
Agenda Item: 7.X
Responsibility: Finance Manager
Document Number: XXXXX

Department: Finance
To be reviewed by: n/a

Page Number: 5

9.2 2021015 Alterations and Additions to Cobden Pre-School

Author: Steven Fisher, Infrastructure Projects Coordinator

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 Fisher

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

Summary

This report seeks Council approval to award Contract 2021015 Alterations and Additions to Cobden Pre-School to the preferred tenderer BDH for the lump sum amount of \$810,000 (exc. GST).

Introduction

Council has undertaken a competitive tender process to secure the services of a registered Commercial Builder to complete alterations and additions to the Cobden Pre-School.

Cobden Pre-School currently has a licensed capacity of twenty-four children. Since the Government's introduction of the new educator to child ratios, session modelling has been limited to twenty-two children per group. With a potential increase of 80-95% of three-year-old children attending in 2021, there will be significant unmet demand.

Population forecasts indicate that Cobden Kindergarten will not have sufficient capacity to cater for anticipated three-year-old kinder and additional space at the facility will be required to meet demand.

Council has secured funding through the Victorian Governments Building Blocks Funding Program to undertake alterations and additions to the Cobden Kindergarten to ensure that three-year old kindergarten can be offered to the community.

Tenders were sought from registered Commercial Builders for a lump sum contract for the alterations and additions to Cobden Pre-School. An hourly rate for trades was requested in order to account for any variations that may arise.

One tender was received from an experienced contractor in the construction industry, with the company based in Warrnambool and a second office in Colac. A second tender was submitted late and was returned to the tenderer unopened, in line with Council Policy.

Council Officers have undertaken a review and evaluation in accordance with the evaluation criteria to ensure compliance with the tender process and to seek points of clarity on the submission as required.

Issues

A panel of suitably qualified and experienced Council staff undertook an independent evaluation of the submission in accordance with the specified criteria. A panel meeting was held to discuss the evaluation, aggregate the scores and provide a recommendation of award for Council’s resolution.

The tender was deemed compliant and was evaluated in accordance with the evaluation criteria.

An aggregate of the scores for the tender submission, against the criteria and with the applied weighting, is provided in Table 1 below.

Tenderer		1. BDH Constructions P/L
Criteria	Weighting	
Financial Benefit to Council	25%	17.5
Conformance to Specification	25%	20
Previous Experience	10%	7
Ability to meet Timelines	20%	13
Local Content	20%	14
Total with applied weighting	100%	71.5

Table 1: Aggregate Submission Assessment

A 20% weighting is given to contractors who demonstrate in the tender process how they intend to support local suppliers, contractors and services. This has recently been implemented to support local business through the COVID Pandemic. Local is defined as within the Corangamite municipality.

The tenderer demonstrated capacity and capability to deliver the project and a reference check has been undertaken to further mitigate any risks associated with the awarding of this project to this tenderer.

The confidential Technical Evaluation Report featuring an assessment of the tenderer's response by the Evaluation Panel is attached under separate cover.

Policy and Legislative Context

The Contract for the Alterations and Additions to Cobden Pre-School was advertised and assessed in accordance with Council's Procurement Policy and the tender evaluation criteria.

The awarding of this contract is in keeping with Council's Plan 2017-2021 under the following themes:

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 and indicated they had no conflict of interest to declare.

In accordance with the Local Government Act, the tender was publicly advertised in the Warrnambool Standard, Ballarat Courier, Western District Newspapers and Geelong Advertiser. The contract was also advertised on Council's e-procure tender portal.

Financial and Resource Implications

Council has secured \$689,000 through the State Governments *Building Blocks Infrastructure Grant Funding* program.

An additional contribution through the Federal Governments *Local Roads and Community Infrastructure* program has been sought and if successful will see an additional \$259,818 allocated to this project. This is subject to approval by the Federal Government. This will see the recommended tenderers cost of \$810,000 (exc. GST) be within the budget for these works and allow the works to be completed in the 2020-2021 financial year.

If funding is unsuccessful through the LRCI program the balance will need to be funded by Council, which will be considered at mid-year budget review.

Options

Council may choose to award the contract or may choose not to award the contract.

Conclusion

Council has invited tenders from registered Commercial Builders for a lump sum contract for the Alterations and Additions to Cobden Pre-School, Cobden. One submission was considered eligible for evaluation. Following an evaluation of the tenderer, it is considered that the most satisfactory outcome for Council will be achieved by awarding the contract to BDH Constructions.

RECOMMENDATION

That Council:

1. **Awards Contract 2021015 Alterations and Additions to Cobden Pre-School to BDH Constructions for the amount of \$810,000 (exc. GST).**
2. **Delegates to the Chief Executive Officer authority to approve any variations to the contract sum within the existing budget.**
3. **Affixes the Common Seal of Council to the contract.**

Attachments

1. Declarations of No Conflict of Interest Evaluation Panel Cobden Pre-School - Under Separate Cover
2. Technical Evaluation Report Alterations and Additions to Cobden Pre-School - Under Separate Cover - Confidential
3. Plans Alterations and Additions to Cobden Pre-School - Under Separate Cover

9.3 Quick Response Grants Allocation November 2020

Author: Garry Moorfield, Community Development Officer

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 November 2020 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. (Note: This round includes two October applications held over due to the Council caretaker period.)

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 is 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.

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:

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 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	0.00	2,500.00
North*	2,500.00	305.00	500.00	2,195.00
South Central	2,500.00	0.00	0.00	2,500.00
South West	2,500.00	0.00	0.00	2,500.00
Central	7,500.00	1,000.00	1,468.00	4,532.00
	17,500.00	1,305.00	1,968.00	14,227.00

Options

Council can consider:

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

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 approves the following applications for funding from the Quick Response Grants Program for November 2020:

Applicant	Purpose	Ward	Amount
Camperdown Clocktower Quilters	Quilting and finishing of quilts	Central	\$500.00
Lismore Memorial Bowls Club	Bowling green and ground maintenance	North	\$500.00
Boorcan Cricket Club Incorporated	Purchase of mobile EFTPOS machine	Central	\$468.00
Camperdown Theatre Company Incorporated	Carols by Candlelight video streaming	Central	\$500.00

Attachments

1. Quick Response Grants November 2020 - Applications and assessments - Under Separate Cover
2. Application Camperdown Clocktower Quilters - Quilting and finishing of quilts - Under Separate Cover
3. Application Lismore Memorial Bowls Club - Bowling green and ground maintenance - Under Separate Cover
4. Application Boorcan Cricket Club - Purchase of mobile EFTPOS machine - Under Separate Cover
5. Application Camperdown Theatre Company - Carols by Candlelight video streaming - Under Separate Cover

9.4 Determination of Council Meeting Day, Time and Venues

Author: Penny MacDonald, Executive Services and Governance Coordinator

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 - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

Summary

This report provides advice and recommendations for the scheduling of Council meetings during the 2020-2024 Council term.

Introduction

Council is able to schedule its Council meetings at a date, time and frequency that it determines in accordance with the *Local Government Act 2020* and Council's Governance Rules.

Issues

Council meetings are currently held on the fourth Tuesday of each month at 7.00 pm, with the exception of the December meeting which is held one week earlier.

Meetings are usually held at the Killara Centre in Camperdown, except for the March and September meetings, and the July meeting in the first year of the Council term; these meetings are held in other townships in the Shire.

During the COVID-19 pandemic, Council meetings have been held at either the Theatre Royal in Camperdown, or virtually using Zoom and livestreamed on the Internet.

Meeting Day

For over 15 years Council meetings have been held on the fourth Tuesday of each month. Exceptions to this are the December meetings, which are scheduled one week earlier to allow for the completion of Council business prior to the closure of the Civic Centre over the Christmas period, or when specific circumstances prevent a meeting occurring on the scheduled date. For instance, when a public holiday falls on a Council meeting day, the meeting is held on the following day (a Wednesday).

The community is accustomed to Council meetings occurring on the fourth Tuesday of each month. The added advantage of holding Council meetings on a Tuesday is that it provides an opportunity for Council employees to commence implementing the decisions of Council in the days immediately following the meeting.

The exceptions to the proposed schedule of meetings for this Council term are:

- Wednesday 27 January 2021, due to Australia Day falling on the fourth Tuesday of the month.
- Wednesday 26 April 2023, due to ANZAC Day falling on the fourth Tuesday of the month.
- Tuesday 17 September 2024, due to the commencement of the Election Period for the 2024 General Council Elections falling on the fourth Tuesday of the month.

Meeting Time

Since 2009, Council meetings have been held at 7.00 pm, preceded by a briefing session. Prior to 2009, meetings were held at 1.30 pm following a morning briefing session.

Evening Council meetings provide an opportunity for more residents to attend should they wish to do so, although it is recognised that some people may find travelling to meetings at night a disincentive. During the COVID-19 pandemic, Council has been livestreaming its meetings on the internet, providing greater accessibility to meetings for residents.

Meeting Venue

Since 2005, Council has been holding two meetings each year in venues outside Camperdown, rotating between all wards. The intent of holding meetings outside Camperdown is to increase accessibility to Council meetings for people throughout the Shire.

In 2012, Council resolved to hold the July Council meeting in the first year of the Council term in Noorat, as meetings had previously alternated between Terang and Noorat, resulting in these townships scheduled to host a meeting once every eight years.

Council resolved at its meeting on 22 November 2016 that the following rotation would apply to Council meetings held in townships other than Camperdown during its term of office.

Year	Month	Town
2017	March	Simpson
	July	Noorat
	September	Derrinallum
2018	March	Cobden
	September	Skipton
2019	March	Port Campbell
	September	Terang
2020	March	Timboon
	September	Lismore

It is recommended that this pattern of rotation continue to allow greater participation in Council meetings by residents.

Policy and Legislative Context

Section 61 of the *Local Government Act 2020* governs Council meetings, in addition to Council's Governance Rules. Under the Governance Rules, Council is required to schedule the date, time and place of all Council meetings for the term of the Council in November following a general election. The Governance Rules also provide for changes to the date, time and place of any Council meeting, or the cancellation of a Council meeting. Such

changes require a resolution of Council, or may be made by the Chief Executive Officer in consultation with the Mayor. Public notice of changes must be provided at least seven (7) days before the meeting.

The setting of meeting dates for the term of Council is consistent with following 2017-2021 Council Plan commitment and objective:

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

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

Financial and Resource Implications

Additional resources are required if meetings are held away from Camperdown to meet expenses relating to travel, set up and venue hire. However, these are considered to be minor when compared to the advantages of facilitating greater transparency and accessibility to the decision making process of Council by holding meetings at various locations throughout the Shire.

Options

Council may choose to hold its meetings as recommended, or vary the day, time and venues.

Conclusion

It is necessary for Council to determine the day, time and venues for Council meetings in order to be compliant with the Governance Rules and ensure ongoing certainty for Councillors, staff and the community.

RECOMMENDATION

That Council:

4. **Holds its meetings during its term of office on the fourth Tuesday of every month at 7.00 pm, except for December which is to be held one week earlier, and the following exceptions:**
 - (a) **January 2021, to be held on Wednesday 27 January 2021.**
 - (b) **April 2023, to be held on Wednesday 26 April 2023.**
 - (c) **September 2024, to be held on Tuesday 17 September 2024.**
5. **Holds its meetings in the Killara Centre in Camperdown, except for the following meetings which are to be held in the towns designated in the table below:**

Year	Month	Town
2021	March	Simpson
	July	Noorat
	September	Derrinallum
2022	March	Cobden
	September	Skipton
2023	March	Port Campbell
	September	Terang
2024	March	Timboon
	September	Lismore

6. Publishes on its website the Council meeting dates for 2021, to be updated each year of the Council term.

10. OTHER BUSINESS

11. OPEN FORUM

Members of the public are very welcome to make statements or ask questions relevant to Corangamite Shire at the Open Forum section of scheduled Council meetings.

Due to COVID restrictions there will be no public gallery at this meeting. If you wish to make a statement or ask a question at the Open Forum, please submit them in writing to governance@corangamite.vic.gov.au by 12 pm on Tuesday 24 November 2020.

We will undertake to answer as many questions as possible at a meeting, and if we cannot answer a question at the meeting, we will provide a written response no later than five working days after the Council meeting.

12. CONFIDENTIAL ITEMS

Nil.