



CORANGAMITE
SHIRE

agenda

CORANGAMITE SHIRE

MEETING OF COUNCIL TUESDAY 23 FEBRUARY 2021

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 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

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Council meeting held on Wednesday 27 January 2021 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	4
7.	COMMITTEE REPORTS	5
7.1	AUDIT AND RISK COMMITTEE INDEPENDENT MEMBER APPOINTMENT	5
7.2	ECKLIN AND BERRYBANK HALL COMMITTEE MEMBERSHIP.....	7
8.	PLANNING REPORTS	10
9.	OFFICERS' REPORTS	11
9.1	COUNCIL PLAN PERFORMANCE, JULY - DECEMBER 2020.....	11
9.2	LOCAL GOVERNMENT PERFORMANCE INDICATORS REPORT FOR SIX MONTH PERIOD ENDING 31 DECEMBER 2020	14
9.3	CORPORATE RISK REGISTER - STRATEGIC RISK REPORT	16
9.4	COMMUNITY ENGAGEMENT POLICY.....	20
9.5	CONTRACT 2021021 CONSTRUCTION OF 12 APOSTLES TRAIL PACKAGE C ALONG CURDIEVALE-PORT CAMPBELL RD FROM THE WANNON WATER TREATMENT PLANT TO NORTH SOUTH ROAD, PORT CAMPBELL	36
9.6	MOCKRIDGE PARK REDEVELOPMENT PROPOSAL	40
9.7	RENEWAL OF LEASE AGREEMENT - COBDEN AIRSTRIP AERO CLUB ROOMS	46
9.8	REQUEST FOR SUPPORT FOR COUNCILLOR PROFESSIONAL DEVELOPMENT.....	49
9.9	QUICK RESPONSE GRANTS ALLOCATION FEBRUARY 2021	51
10.	OTHER BUSINESS	54
11.	OPEN FORUM	55
12.	CONFIDENTIAL ITEMS	56

Table of Contents

DISCLAIMER

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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.

During the COVID-19 pandemic deputations may be made in writing and submitted by 4 pm on Tuesday 23 February 2021.

7. COMMITTEE REPORTS

7.1 Audit and Risk Committee Independent Member Appointment

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

The purpose of this report is to recommend the appointment of an independent member to Council's Audit and Risk Committee.

Introduction

Council's Audit and Risk Committee (the Committee) was established under Division 8 of the *Local Government Act 2020* (the Act) in August 2020. Committee appointments can only be made by Council.

In accordance with the Act and Committee's Charter, the Committee is comprised of five members consisting of two Councillors and three external or independent members. The three independent members are appointed with varying term expiration dates to ensure continuity and knowledge retention.

Council advertised for Expressions of Interest to fill a vacancy in January 2021. The vacancy follows the resignation of Mr Matt Makin from the Committee in December 2020. Six applications were received and four shortlisted for panel interview

Issues

A panel consisting of Council appointed members, Councillors Conheady and Hickey, Committee Chair Mr Colin Hayman and Director Corporate and Community Services Mr David Rae interviewed shortlisted applications in early February 2021. Each applicant was assessed against a pre-determined evaluation criterion. The panel's evaluation has been summarised and attached under separate cover.

The panel recommends the appointment of Ms Lisa Young to Council's Audit and Risk Committee. Ms Young is considered to have the necessary skills and experience to serve as an independent member, and possesses appropriate qualifications and competencies, particularly in risk management which the Committee determined was a skillset under represented. Ms Young is a resident of Corangamite Shire and currently working as a consultant in risk, fraud and security/intelligence management.

A copy of the expression of interests received from each shortlisted applicant is also attached under separate cover. One of the shortlisted applicants withdrew their application following panel interview.

Policy and Legislative Context

The appointment of an independent member to Council's Audit and Risk Committee is consistent with the Committee's Charter and in accordance with the following commitments in the Council Plan 2017-2021 that:

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

The *Local Government Act 2020* requires Council's Audit and Risk Committee to consist of a majority of independent members. Ms Young's appointment ensure Council complies with this requirement.

Internal / External Consultation

Expressions of interest were advertised in local newspapers in January 2021. Shortlisted applicants were interviewed by Council members of the Audit and Risk Committee, Committee Chair and Director Corporate and Community Services during February 2021.

Financial and Resource Implications

There are no financial or resource implications as a result of this report. Independent members are entitled to receive a fee for each meeting attended.

Options

Council must appoint an independent member to the Audit and Risk Committee. Council may choose to appoint Ms Young or, having received multiple applications, appoint an alternate independent member.

Conclusion

The appointment of independent, external members to the Audit and Risk Committee is consistent with the *Local Government Act 2020*, Council's Audit and Risk Committee Charter and 'Audit and Risk Committees - A Good Practice Guide for Local Government'. It is recommended Council appoint Ms Lisa Young for a three-year period expiring 31 January 2024.

RECOMMENDATION

That Council appoint Ms Lisa Young as an independent (external) member of the Corangamite Shire Council Audit and Risk Committee for a three-year period expiring 31 January 2024.

Attachments

1. Audit and Risk Committee Independent Member Vacancy - Panel Evaluation - Under Separate Cover - Confidential
2. Audit and Risk Committee Independent Member Vacancy - Expressions of Interest - Under Separate Cover - Confidential

7.2 Ecklin and Berrybank Hall Committee Membership

Author: Jarrod Woff, Manager Facilities and Recreation

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

This report recommends Council endorse the nominated members to the Community Asset Committees for the Berrybank and Ecklin halls for a two year term 2021-2023.

Introduction

Both of these halls have a Community Asset Committee established and appointed to manage the facility.

The Community Asset Committees have recently transitioned from Special Committees of Council, in accordance with the *Local Government Act 2020*.

The Community Asset Committees are responsible for:

- acting as a local contact for feedback about hall operations
- providing local input into programming
- planning minor capital improvements approved by Council.

The committees comprise representation from various areas of the community.

The Instrument of Delegation specifies that the committees shall hold a General Meeting to elect from amongst their members, persons to act as Chairperson, Secretary and Treasurer to the Committee. Membership of the committees, including any additions, removals or replacements shall be subject to approval by Council.

Issues

Each committee has recently conducted its General Meeting. The role of the committee member is completely voluntary. With many committee members remaining relatively unchanged, each should be acknowledged for their continued effort and commitment to managing and operating the facilities.

The following members have been nominated to their respective committees for Council endorsement.

Facility	Berrybank Hall
Term	2021-2023
Meeting Date	3 February 2021
Committee	
Philip Hocking	Bruce Hocking
Margaret Hocking	Ailsa Maguire
Paul Maguire	Rohan Turner
Mira Turner	Kerryn Hocking
Office Bearers	
President	Rohan Turner
Secretary / Treasurer	Mira Turner

Table 1: Berrybank Hall Committee

The Berrybank Hall Committee thanked Kevin and Maree Matthews for their contribution to the Committee over the past three years and welcomed Kerryn Hocking to the Committee. Special thanks was given to Margaret and Bruce Hocking for their continued commitment to the hall in maintaining the grounds.

Facility	Ecklin Hall
Term	2021-2023
Meeting Date	28 January 2021
Committee	
Josie Logan	Renee Logan
Anne Rosolin	Tammi Logan
Kevin Wines	Claire Wines
Damian McKenzie	Melissa Benson
Stuart Timms	Karl Layley
Marg Wines	
Office Bearers	
President	Anne Rosolin
Vice President	Kevin Wines
Secretary	Renee Logan
Treasurer	Claire Wines

Table 2: Ecklin Hall Committee

The Ecklin Hall Committee thanked Tammy Young, Brad Collins and Tim Healey for their contribution to the Committee and welcomed Stuart Timms, Karl Layley and Marg Wines to the Committee.

Policy and Legislative Context

Each of these facilities have a Community Asset Committee appointed in accordance with section 65 of the *Local Government Act 2020*.

The establishment of the committees aligns with the following Council Plan 2017-2021 commitments:

Deliver high quality, optimally used, sustainable community facilities.

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

Each Annual General Meeting was advertised two weeks prior to the meetings in the local newspaper. Committees were encouraged to actively seek members from the local community.

Financial and Resource Implications

The two hall committees do not impact on Council's financial position. Council staff provide assistance with facilitation of meetings.

Options

Council can accept the recommendation to endorse the nominated members or reject the recommendation and request an alternate committee membership.

Conclusion

The proposed membership of the committees reflects a cross section of enthusiastic and committed local community members and users of Council facilities.

RECOMMENDATION

That Council appoints the following members to the Berrybank and Ecklin Hall Community Asset Committees:

Facility	Berrybank Hall
Committee	
Philip Hocking	Bruce Hocking
Margaret Hocking	Ailsa Maguire
Paul Maguire	Rohan Turner
Mira Turner	Kerryn Hocking
Office Bearers	
President	Rohan Turner
Secretary / Treasurer	Mira Turner

Facility	Ecklin Hall
Committee	
Josie Logan	Renee Logan
Anne Rosolin	Tammi Logan
Kevin Wines	Claire Wines
Damian McKenzie	Melissa Benson
Stuart Timms	Karl Layley
Marg Wines	
Office Bearers	
President	Anne Rosolin
Vice President	Kevin Wines
Secretary	Renee Logan
Treasurer	Claire Wines

8. PLANNING REPORTS

Nil.

9. OFFICERS' REPORTS

9.1 Council Plan Performance, July - December 2020

Author: Andrew Mason, Chief Executive 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.

Summary

This report provides information on Council's progress towards the 2017-2021 Council Plan, including the 2020-2021 Annual Action Plan.

Introduction

Council is required to report on its performance against the Council Plan, including results in relation to the strategic indicators for the first six months of each financial year. This requirement is included in the Governance and Management Checklist, which forms part of Council's Annual Report of Operations.

Issues

The Council Plan is a strategic document which sets out the priorities and direction of the elected Council via strategic objectives, strategies to achieve the objectives, and indicators to measure Council's progress in achieving the overarching objectives and strategies. In addition to the indicators, there are specific actions and initiatives identified each year in an Annual Action Plan.

Council Plan Indicators

In the final year of the 2017-2021 Council Plan, at 31 December 2020, the indicators showed Council is well positioned to complete the majority of the objectives and strategies despite the impact of the COVID-19 pandemic.

At 31 December 2020, 28 indicators were completed and 29 indicators remained in progress. Although it appears there has been little progress in the number of completed indicators since December 2019, it should be noted that 56 indicators are measured annually, with 24 indicators measured over four years (the life of the Plan) and one indicator is measured over a two year period.

No indicators were identified as yet to commence, although five indicators have been deferred. Three of the indicators were deferred due to the impact of COVID-19, whilst one indicator (relating to collaborative training) is no longer proceeding, and one indicator (relating to Year 12 or equivalent attainment) was deferred as the Department of Education and Training is unable to release the required data to measure success.

Nineteen indicators were pending at the end of 2020, as they relate to the Community Satisfaction Survey which had yet to be undertaken. The data is expected to be available from May 2021 on completion of the survey.

The attached progress report identifies the status of all 81 Council Plan indicators. A comparison on the status of the indicators between 31 December 2019 and 31 December 2020 is provided in the table below.

Status of Indicator	2019-2020 result at 6 months	2020-2021 result at 6 months
Completed	27	28
In Progress	31	29
Pending	19	19
Not Started	4	0
Deferred	0	5

Annual Action Plan Progress

At 31 December 2020, Council had made good progress towards achieving the initiatives identified in the 2020-2021 Annual Action Plan, with the majority of actions in progress and 12 actions complete.

The action not yet started (the Port Campbell Town Centre project) relies on external funding in order to be progressed and the action deferred (the staff induction process review) was unfunded.

The attached report outlines the status of the 50 key actions from the 2020-2021 Annual Action Plan as at 31 December 2020, of which:

- 14 completed (28%)
- 34 in progress (68%)
- 1 not yet started (2%)
- 1 deferred/unfunded (2%).

Policy and Legislative Context

The *Local Government (Planning and Reporting) Regulations 2020* supports the planning and reporting framework for councils in accordance with the *Local Government Act 2020*. The regulations include the Governance and Management Checklist which requires Council to report on its performance against the Council Plan, including results in relation to the strategic indicators for the first six months of each financial year.

A six-month report of Council's performance against the Council Plan is consistent with the following 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.

Internal / External Consultation

Corangamite Shire's Leadership Group has contributed to the preparation of the Council Plan and Annual Action Plan Progress Report for the period July–December 2020.

Financial and Resource Implications

Preparation of a six-month performance report is part of Council's annual reporting cycle and was completed within existing resources.

Options

Council is required to receive a report on progress towards the Council Plan, including the Annual Action Plan.

Conclusion

Council is required to report on its performance against the Council Plan for the first six months of each financial year.

The organisation is progressing steadily towards achieving the Council Plan indicators for the final year of the Plan, as well as the initiatives in the 2020-2021 Annual Action Plan. At 31 December 2020, the majority of the work required was completed or well underway.

RECOMMENDATION

That Council receives the Council Plan and Annual Action Plan Progress Report for July–December 2020.

Attachments

1. Six Month Progress Report for Council Plan and Annual Action Plan 2020-2021 - Under Separate Cover

9.2 Local Government Performance Indicators Report for six month period ending 31 December 2020

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

The purpose of this report is to provide Council with results on the Local Government Performance Reporting Framework (LGPRF) Indicators for the six-month period ending 31 December 2020, as required under the *Local Government (Planning and Reporting) Regulations 2020*.

Introduction

The LGPRF is a mandatory system of reporting to ensure all councils are measuring and reporting their performance through a consistent set of indicators.

The aim of the LGPRF is to strengthen accountability and transparency across local government.

Councils are also required to report performance indicator information in their annual reports which is also published on the 'Know Your Council' website.

Issues

The *Local Government (Planning and Reporting) Regulations 2020* sets out the financial planning and reporting framework for local government, including the legislated performance indicators.

The half yearly results and, where applicable, comparative results for the same period last year are reported in the attachment (under separate cover). Council's performance for the six-month period ending 31 December 2020 is not dissimilar to the same period last year. Some indicators have performed strongly, whereas some require monitoring over the remainder of the financial year. The impact of COVID-19 pandemic and associated restrictions have adversely impact results in some services. These have been noted in the attachment.

Care should also be taken when interpreting the data provided in the attached report, as it only pertains to half the financial year. Non-financial elements reported are not always uniform throughout the year and the timing of revenue or expenditure recognition often varies from year to year.

There are currently 82 mandatory indicators in the framework. The indicators need to be reported in the 2020-2021 Annual Report and will assist Council monitor its performance over time and benchmark performance on an annual basis with other councils. Some of the indicators will be audited by the Victorian Auditor General's Office.

The mandated indicators and measures are grouped into three areas:

- Service performance
- Financial performance
- Sustainability - sustainable capacity, governance and management.

Several indicators are new or have been amended due to changes introduced in the prior financial year. Some of these are not comparable to previous periods.

Policy and Legislative Context

Consideration of this report is in accordance with the *Local Government Act 2020*, *Local Government (Planning and Reporting) Regulations 2020* and the following 2013-2017 Council Plan commitments:

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.

Model contemporary standards of corporate governance and professional standards.

Council will recognise and make decisions that reflect our financial circumstances.

Internal / External Consultation

The reporting of results of the half yearly performance for 2020-2021 has been coordinated by Council's Executive Services and Governance Coordinator, with data collation completed by nominated department managers. The Senior Officer Group has reviewed the results.

Financial and Resource Implications

It is estimated the recurrent, indirect cost associated with the LGPRF is \$10,000 per annum.

Conclusion

Effective performance reporting by councils is essential for ensuring accountability to residents and ratepayers. The primary objective of the LGPRF is to provide comprehensive performance information for this purpose. The data generated by the LGPRF can also provide an incentive to improve the performance once trend data becomes available. Council's performance for the six-month period ending 31 December 2020 is generally comparable to the same period last year and despite the impacts of COVID-19 reflects strong performance with most indicators when compared to trend data.

RECOMMENDATION

That Council notes the half yearly results for the period ending 31 December 2020 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2020*.

Attachments

1. LGPRF Council Report for 6 month period ending 30 December 2020 - Under Separate Cover

9.3 Corporate Risk Register - Strategic Risk Report

Author: Michele Stephenson, Manager Human Resources/Risk

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 - Michele Stephenson

In providing this advice to Council as the Manager Human Resources/Risk, I have no interests to disclose in this report.

Summary

This report presents the six-monthly report on Council's strategic risk profile. The Corporate Risk Register (CRR) Strategic Risk Report Executive Summary, which includes the strategic risk profile, is attached under separate cover. The report is provided in accordance with the Local Government Performance Reporting Framework requirement for '*six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies*'.

Introduction

It is essential that all risks are managed, communicated and considered consistently at all levels within Council.

The Corangamite Shire Risk Management Framework, incorporating the Risk Register, has been developed to provide an integrated approach to managing risk across Council. Part 2 of the Framework (Risk Strategy) deals with risk appetite and strategic risk profile, and it describes how the risk profile is managed through the CRR. The CRR documents the strategic and operating risks to Council's operations, including their likelihood and consequence of occurring and the associated risk mitigation strategies.

Issues

Council's risk management process conforms to the international standard for risk management - AS/NZ ISO 31000:2009. Through the CRR, all risks and the implementation of the associated controls and treatments can be monitored and reported. The CRR is regularly reviewed, with operational risks adapted due to changing and emerging circumstances.

The Risk Assessment Process

The CRR is not static, and the identification of new operational risks, controls and treatments is ongoing by 'risk owners'.

For each risk the CRR contains:

- A description of the risk
- The likelihood that the risk may occur
- The impact or consequence if the risk occurs
- Existing controls in place to mitigate the risk
- The Risk Rating (likelihood x consequence)
- Treatment plans to mitigate the risk.

From this analysis the Current Risk Level is determined.

The following Risk Matrix is used to determine the **Risk Rating** for a risk.

	Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Is almost certain to occur in most circumstances (80% plus)	Almost Certain	Medium	High	Extreme	Extreme	Extreme
Will probably occur (50-80%)	Likely	Medium	High	High	Extreme	Extreme
Might occur at some time in future (20-50%)	Possible	Low	Medium	Medium	Extreme	Extreme
Could occur but doubtful (5-20%)	Unlikely	Low	Low	Medium	High	Extreme
May occur but only in exceptional circumstances (<5%)	Rare	Low	Low	Low	Medium	High

Level	Description
Low	Manage by routine procedures
Medium	Specific Management responsibility
High	Needs senior management attention
Extreme	Detailed action plan required

Council's Strategic Risk Profile (January 2021)

Current Strategic Risk Profile – All Strategic Risks

Likelihood (Probability)	Consequence (Impact)				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain Is almost certain to occur in most circumstances (80% plus)					
Likely Will probably occur (50-80%)		<i>(Numerals indicate no. of risks)</i>			
Possible Might occur at some time in future (20-50%)		1	12		
Unlikely Could occur but doubtful (5-20%)					
Rare May occur but only in exceptional circumstances (<5%)					
	Low	Medium	High	Extreme	

The Strategic Risk profile is contained in the Strategic Risk Report, detailing the top ten current strategic risks (before treatment plans). The risk assessment of each risk shows current controls, and additional identified treatments to further reduce the risk. There were no outstanding treatments at the time of this report.

Policy and Legislative Context

Consideration of this report is in accordance 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.

We value our employees, their contribution and are committed to providing a safe workplace. We will ensure our organisation delivers a high level of customer service and our employees act with integrity at all times.

The report is also provided in accordance with the requirements of the Local Government Performance Reporting Framework and in accordance with the Council's Risk Management Framework.

Internal / External Consultation

The Leadership Group and other risk owners continue to manage and monitor risks in consultation with the Senior Officer Group. After the development of each four-year Council Plan, councillors and senior officers identify the strategic risks to its objectives.

Financial and Resource Implications

There are no financial or resource implications as a consequence of this report.

Conclusion

Corangamite Shire Council objectives are set out in the Council Plan, and the management of risks to the achievement of these objectives is the primary aim of the Risk Management Framework.

In order to manage these risks, it is essential that consistent processes are adopted within the framework. The Corporate Risk Register is a critical element of the Risk Management Framework, and regular reporting to Council assists in the management and oversight of risk effectively and efficiently across the organisation. This report and the accompanying Corporate Risk Register Strategic Risk Report inform Council about the organisation's strategic risk profile on 20 January 2021.

RECOMMENDATION

That Council receives the Corporate Risk Register Strategic Risk Report.

Attachments

1. Strategic Risk Report - Executive Summary - Under Separate Cover

9.4 Community Engagement Policy

Author: Rory Neeson, Manager Growth and Engagement

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 - Rory Neeson

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

Summary

This report recommends that Council adopts a revised Community Engagement Policy as required by the new *Local Government Act 2020*.

Introduction

Corangamite Shire Council recognises that the involvement of the community in making plans and decisions is fundamental to good governance. The Corangamite community is rich with lived experience, knowledge and expertise, and public participation is valued by Council.

This policy establishes a clear standard of engagement, having regard to the significance, complexity and anticipated level of impact associated with decisions made regarding major plans, policies, strategies, projects and service planning.

Council is committed to:

- offering opportunities for the community to contribute to the decisions made by Council
- effective communication of information between Council and the community
- ensuring effective community representation
- decision making that is transparent and works in the interest of the community, and
- ensuring effective community engagement planning.

Issues

This policy applies to the planning, design, implementation and evaluation of community engagement activities as directed by Council, recommended by staff, or legislated by the Victorian *Local Government Act 2020*. Community engagement is the responsibility of all Council service areas, teams and employees. It also applies to contractors and consultants undertaking work on behalf of Council.

The policy does not apply to community engagement processes that are subject to prescribed processes imposed by other Victorian legislation such as land-use planning applications or other Council processes such as service requests or complaints.

Following an impact assessment, it is considered that the Policy aligns with Victoria's Gender Equality principles as defined in the *Gender Equality Act 2020* namely that all Victorians

should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness.

Council will use the principles and commitments to inform all community engagement processes. These principles are set out in Section 56 of the *Local Government Act 2020*.

Council makes the following commitments to the community under each of these five principles:

1. The community engagement process has a clearly defined objective and scope.
 - All community engagement is planned by clearly identifying the purpose, scope and objectives of the community's participation, in the community engagement plan.
 - We will communicate the reasons for engagement with participants.
2. Participants in community engagement will have access to objective, relevant and timely information to inform their participation.
 - We will ensure the community has the information necessary to participate meaningfully in the engagement activities.
 - We will endeavour to provide information that is objective, relevant, timely and easy to understand.
3. Participants in community engagement will be representative of the persons and groups affected by the matter.
 - We will identify the people, communities and stakeholders who are affected by and interested in the topic of engagement.
 - We will reach out to our community to involve and hear from participants that represent the affected and interested groups.
4. Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.
 - We will seek to reduce physical, social, gender and cultural barriers to participation.
 - We will consider the needs and perspectives of all groups and individuals that may want to be involved in the process.
 - We will seek to obtain the views of a broad cross section of the community.
 - We will allow sufficient time for review of information and participation in varied engagement activities.
5. Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.
 - We recognise the International Association for Public Participation (IAP2) as the international standard for effective community engagement. We will be guided by IAP2 recommendations.
 - We will inform participants of the level of influence they will have, as described in the IAP2 spectrum's promise to the public, and we will ensure they know the outcomes of any decisions made.

Level of community engagement

This policy uses the IAP2 Public Participation Spectrum to guide the range and extent of participation at each of the five levels of engagement.

These levels will be selected to meet our commitment to the community:

- Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
- Consult: To obtain public feedback on analysis, alternatives and/or decisions.
- Involve: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
- Collaborate: To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.
- Empower: To place final decision-making in the hands of the public.

Council will select the appropriate level of engagement, having regard to the significance, complexity and anticipated level of impact of the decision matter, and the stakeholders who may wish to be involved. Community engagement may include multiple levels of public participation at different stages of the engagement process, and different stakeholders may choose to engage at different levels.

The level of community engagement will be identified on the IAP2 spectrum at the project planning stage following an analysis of the outcome goal. The community engagement plan will also identify the most appropriate communication tools and timeframes to ensure that both the community in general and particular interest group(s) are aware of the engagement opportunities and informed about the issue(s) under consideration.

Type of community engagement

The type or form of engagement practice undertaken can be broadly described as either deliberative or participatory. Some of Council's community engagement projects may include both types of practice.

Deliberative engagement

Deliberative practices take place at the highest three levels of influence on the IAP2 spectrum, 'Involve', 'Collaborate' or 'Empower'. Deliberative engagement allows for discussion and the possibility of consensus if needed.

The key features of a deliberative process are to come to a decision after considering information from a variety of perspectives and prioritising and weighing solutions. By its very name, it requires a level of engagement that is measured, considered and has the involvement of others.

Deliberation can be scaled to fit the size and impact of the project. Some projects may require skilled facilitators to ensure a fair and equitable process.

Examples of deliberative practices include:

- A representative group participates in a series of sessions of information exchange in order to reach consensus
- Online proposals and ideas are discussed by a panel of community members
- Participants are asked to consider, assess and prioritise a range of ideas
- Working with advisory groups
- Deliberative polling.

Projects most suited to a deliberative approach include those where the outcome will have a far reaching or long-term effect, and issues where there is considerable community concern or division about the alternatives.

Participatory engagement

Participatory practices take place at the first two levels of influence on the spectrum, 'Inform' and 'Consult' and involve one-way information exchange either from Council to community or community to Council.

Participatory engagement typically occurs when feedback is invited on ideas, alternatives or draft documents.

Examples of participatory practices are:

- Surveys
- Polls
- Ideas gathering
- Submissions.

Participation at this level can be very broad, including by stakeholders who may choose to track the project but offer no direct input.

Statutory requirements

Some elements of community engagement are directed by statutory requirements. Under the *Local Government Act 2020*, Council has a statutory obligation to develop a long-term Community Vision, Financial Plan and Asset Plan, as well as a four-year Council Plan.

Under the *Public Health and Wellbeing Act 2008*, Council has a statutory requirement to develop a four-year Municipal Public Health and Wellbeing Plan. Council will meet its statutory obligations by ensuring the community will have an opportunity to participate in the development of these plans.

The *Local Government Act 2020* requires Council to develop a Community Engagement Policy and mandates the specification within it of the type of engagement to be employed regarding a number of decision matters.

As a guide, the type of community engagement to be implemented is set out below:

Decision matter	Community engagement approach
Community Vision	Deliberative engagement (in accordance with Section 88)
Council Plan	Deliberative engagement (in accordance with Section 90)
Financial Plan	Deliberative engagement (in accordance with Section 91)
Asset Plan	Deliberative engagement (in accordance with Section 92)
Budget	Participatory engagement (in accordance with Section 96)
Making or altering a Local Law	Participatory engagement (in accordance with Section 73)
Acquiring, selling or leasing land	Participatory engagement (in accordance with Sections 112, 114, 115)
Other statutory and non-statutory plans, strategies or policies, service planning and capital works projects	Level to be selected by Council depending on the complexity, interest in and impact of the matter.

Community engagement planning, implementation and evaluation

To ensure effective community engagement, the following eight steps (including a combination) can be used to design, deliver and complete community engagement.

1. Clearly define the purpose and scope of the community engagement:
 - Document the project purpose, scope, engagement objectives, timelines, budget and the decision to be made. Identify any risks.
 - Take into account relevant legislation in framing the community engagement.
 - Determine initial expectation of the level of participation on the IAP2 spectrum.
2. Understand stakeholder and community interests:
 - Identify the stakeholders who are affected by, interested in, or who can influence or inform the decision.
 - Understand how stakeholders are affected, the nature and intensity of their interest, and capacity and willingness to participate.
 - Consider if there are barriers to participation that need to be removed to ensure an appropriate balance of views.
 - Identify the preferred methods for engagement.
 - Ensure that participants understand their role and level of influence on the decision-making process.
3. Design an appropriate community engagement process:
 - Identify the stages of the engagement process and any negotiable or non-negotiable aspects.
 - Plan inclusive and accessible communications and methods to support the engagement.
 - Identify data requirements that are relevant and measurable, and how it will be analysed.
 - Plan how the data collected will be managed and ensure compliance with Council's privacy policy.
 - Identify the skills and resources needed to ensure an effective community engagement.
 - Document the approach and obtain authorisation.
4. Deliver genuine and respectful engagement:
 - Ensure all activities are inclusive and accessible.
 - Be clear about the purpose and level of engagement.
5. Review and interpret the engagement data:
 - Collate and review the data from each engagement activity.
 - Identify any limitations to the appropriate balance of information.
 - Analyse the data to identify themes, priorities and preferences.
6. Apply the outcomes of the engagement to inform the decision-making process:
 - Prepare a report for Council applying the outcomes of the community engagement to inform the decision.
 - Where appropriate, provide further opportunity for community input, for example to comment on a draft document.
7. Evaluate the community engagement process for improvement:
 - Assess whether community engagement objectives were achieved.
 - Document and apply the lessons.

8. Close the loop on the community engagement:
- Where possible, report feedback back to participants to ensure correct understanding.
 - Acknowledge participants' contributions to the engagement process.
 - Share the outcomes of the engagement with the community including how it contributed to the decision.
 - Communicate the next steps of the project.
 - Publish updates on the project on Council's website and other channels.

Informing the community of outcomes

Reporting of outcomes and updates can be made available online through Council's website, as well as provided directly to those who asked to be kept informed and have provided contact details.

Council may also choose to use communication channels such as Corangamite News, E News, public notices, press releases, community newsletters and social media.

Communication channels for reporting outcomes will be described in the relevant community engagement toolkit.

Responsibilities

Responsibilities for implementing this policy are shared as follows:

Party/ parties	Roles and Responsibilities
Councillors	Ensure that matters under consideration are informed by the planned level of community engagement. Balance the range of stakeholder views and concerns on an issue when making a decision.
Senior Officer Group	Consult with councillors to establish the engagement process to be used. Champion better practice community engagement through policy, process and leadership. Monitor implementation and compliance with this policy.
Managers	Manage areas of responsibility to ensure community engagement is consistent with this policy.
Staff	Undertake to make community engagement activities consistent with this policy.

Next Steps

Following the adoption of this policy, internal training will be provided to staff to explain the policy and what it means for them and an internal toolkit will be prepared to ensure staff are aware of their role and responsibilities when completing projects that require community engagement at Council.

Policy and Legislative Context

- Public Transparency Policy – Corangamite Shire Council
- Information Privacy Policy - Corangamite Shire Council
- Charter of Human Rights and Responsibilities Act 2006
- Local Government Act 2020
- Privacy and Data Protection Act 2014
- Equal Opportunity Act 2010
- Gender Equality Act 2020.

Internal / External Consultation

Internal consultation has been completed with Council's Senior Officer Group and Councillors. External consultation was sought with the community via an online form on Council's website that was promoted through social media, radio interviews, public notices and community newsletters as well as directly via email to Council's Community Planning Reference Group. No responses were received through this engagement period.

Financial and Resource Implications

While there are no direct costs associated with the implementation of this policy there are a variety of internal resourcing costs associated with increasing levels of engagement with the community.

Options

Councillors may choose to adopt the updated Community Engagement Policy, make further changes to the policy, or not adopt the policy.

Conclusion

Corangamite Shire places a large amount of importance in ensuring it listens and is responsive to its community. Through the adoption of this new policy, Council can ensure that it is both meeting the requirements of the new *Local Government Act 2020*, while ensuring residents are heard and can be involved in the decision-making processes at Council.

RECOMMENDATION

That Council:

1. **Revokes the existing Community Engagement Policy dated June 2015.**
2. **Adopts the updated Community Engagement Policy dated February 2021.**

Attachments

1. Community Engagement Policy - February 2021

Community Engagement Policy

Corangamite Shire

February 2021

Council Policy



Community Engagement Policy

Introduction

Corangamite Shire Council recognises that the involvement of the community in making plans and decisions is fundamental to good governance. The Corangamite community is rich with lived experience, knowledge and expertise, and public participation is valued by Council.

This policy establishes a clear standard of engagement, having regard to the significance, complexity and anticipated level of impact associated with decisions made regarding major plans, policies, strategies, projects and service planning.

Council is committed to:

- offering opportunities for the community to contribute to the decisions made by Council,
- effective communication of information between Council and the community,
- ensuring effective community representation,
- decision making that is transparent and works in the interest of the community, and
- ensuring effective community engagement planning.

Purpose

The purpose of this policy is to:

- articulate Council's commitment to engage with the community on decisions and development of plans and policies and decisions that interest or affect communities;
- improve understanding of community and stakeholder engagement;
- outline how community engagement is integrated into Council activities in order to support decision making and strengthen relationships and partnerships; and
- build an organisational culture which values public participation and its contribution to fostering learning, innovation and collaboration.

Scope

This policy applies to the planning, design, implementation and evaluation of community engagement activities as directed by Council, recommended by staff, or legislated by the Victorian *Local Government Act 2020*. Community engagement is the responsibility of all Council service areas, teams and employees. It also applies to contractors and consultants undertaking work on behalf of Council.

The policy does not apply to community engagement processes that are subject to prescribed processes imposed by other Victorian legislation such as land-use planning applications or other Council processes such as service requests or complaints.

Following an impact assessment, it is considered that the Policy aligns with Victoria's Gender Equality principles as defined in the *Gender Equality Act 2020* namely that all Victorians should live a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness.

Adopted at Council on: [Insert date]
Agenda Item: [insert number]
Responsibility: Manager Growth and Engagement
Document Number: 1226931

Department: Growth and Engagement
To be reviewed by: February 2025
Policy Number: SDEV 21-01
Page Number: 2

Corangamite Shire Council – Community Engagement Policy

Definitions

Community Refers to the people who have a stake and interest in the Corangamite Shire and includes people who live, work, study or conduct business or are involved in local community groups or organisations in the municipality.

Community engagement

Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in decisions that affect them or are of interest to them.

Public participation

A term used by the International Association for Public Participation's (IAP2) meaning the involvement of those affected (interested in or impacted by) by a decision in the decision-making process. We use the term interchangeably with Community Engagement, Stakeholder Engagement or Consultation.

Deliberative engagement

Deliberation is an approach to decision-making in which citizens consider relevant facts from multiple points of view, converse with one another to think critically about options before them and enlarge their perspectives, opinions, and understandings

Stakeholder

An individual or group with a strong interest in the decisions of Council and are directly impacted by their outcomes.

Consultation

The activity of seeking input on a matter.

References

- Public Transparency Policy – Corangamite Shire Council
- Information Privacy Policy - Corangamite Shire Council
- *Charter of Human Rights and Responsibilities Act 2006*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Equal Opportunity Act 2010*
- *Gender Equality Act 2020.*

Policy Detail

Principles and commitments to the community

Council will use the principles and commitments to inform all community engagement processes. These principles are set out in Section 56 of the *Local Government Act 2020*.

Council makes the following commitments to the community under each of these five principles.

1. The community engagement process has a clearly defined objective and scope.
 - *All community engagement is planned by clearly identifying the purpose, scope and objectives of the community's participation, in the community engagement plan.*
 - *We will communicate the reasons for engagement with participants.*

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To be reviewed by: February 2025
Policy Number: SDEV 21-01
Page Number: 3

Corangamite Shire Council – Community Engagement Policy

2. Participants in community engagement will have access to objective, relevant and timely information to inform their participation.
 - *We will ensure the community has the information necessary to participate meaningfully in the engagement activities.*
 - *We will endeavour to provide information that is objective, relevant, timely and easy to understand.*
3. Participants in community engagement will be representative of the persons and groups affected by the matter.
 - We will identify the people, communities and stakeholders who are affected by and interested in the topic of engagement.
 - We will reach out to our community to involve and hear from participants that represent the affected and interested groups.
4. Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.
 - We will seek to reduce physical, social, gender and cultural barriers to participation.
 - We will consider the needs and perspectives of all groups and individuals that may want to be involved in the process.
 - We will seek to obtain the views of a broad cross section of the community.
 - We will allow sufficient time for review of information and participation in varied engagement activities.
5. Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.
 - We recognise the International Association for Public Participation (IAP2) as the international standard for effective community engagement. We will be guided by IAP2 recommendations.
 - We will inform participants of the level of influence they will have, as described in the IAP2 spectrum's promise to the public, and we will ensure they know the outcomes of any decisions made.

Level of community engagement

This policy uses the IAP2 Public Participation Spectrum to guide the range and extent of participation at each of the five levels of engagement.

These levels will be selected in every instance to meet our commitment to the community:

- **Inform:** To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
- **Consult:** To obtain public feedback on analysis, alternatives and/or decisions.
- **Involve:** To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
- **Collaborate:** To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.
- **Empower:** To place final decision-making in the hands of the public.

Council will select the appropriate level of engagement, having regard to the significance, complexity and anticipated level of impact of the decision matter, and the stakeholders who may wish to be involved. Community engagement may include multiple levels of public participation at different stages of the engagement process, and different stakeholders may choose to engage at different levels.

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To be reviewed by: February 2025
Policy Number: SDEV 21-01
Page Number: 4

Corangamite Shire Council – Community Engagement Policy

The level of community engagement will be identified on the IAP2 spectrum at the project planning stage following an analysis of the outcome goal (see Appendix A). The community engagement plan will also identify the most appropriate communication tools and timeframes to ensure that both the community in general and particular interest group(s) are aware of the engagement opportunities and informed about the issue(s) under consideration.

Type of community engagement

The type or form of engagement practice undertaken can be broadly described as either deliberative or participatory. Some of Council's community engagement projects may include both types of practice.

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Deliberative practices take place at the highest three levels of influence on the IAP2 spectrum, 'Involve', 'Collaborate' or 'Empower'. Deliberative engagement allows for discussion and the possibility of consensus if needed.

The key features of a deliberative process are to come to a decision after considering information from a variety of perspectives and prioritising and weighing solutions. By its very name, it requires a level of engagement that is measured, considered and has the involvement of others.

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Examples of deliberative practices include:

- A representative group participates in a series of sessions of information exchange in order to reach consensus.
- Online proposals and ideas are discussed by a panel of community members
- Participants are asked to consider, assess and prioritise a range of ideas
- Working with advisory groups
- Deliberative polling

Projects most suited to a deliberative approach include those where the outcome will have a far reaching or long-term effect, and issues where there is considerable community concern or division about the alternatives.

Participatory engagement

Participatory practices take place at the first two levels of influence on the spectrum, 'Inform' and 'Consult' and involve one-way information exchange either from Council to community or community to Council.

Participatory engagement typically occurs when feedback is invited on ideas, alternatives or draft documents.

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Department: Growth and Engagement
To be reviewed by: February 2025
Policy Number: SDEV 21-01
Page Number: 5

Corangamite Shire Council – Community Engagement Policy

Statutory requirements

Some elements of community engagement are directed by statutory requirements. Under the *Local Government Act 2020*, Council has a statutory obligation to develop a long-term Community Vision, Financial Plan and Asset Plan, as well as a four-year Council Plan.

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Acquiring, selling or leasing land	Participatory engagement (in accordance with Sections 112, 114, 115)
Other statutory and non-statutory plans, strategies or policies, service planning and capital works projects	Level to be selected by Council depending on the complexity, interest in and impact of the matter.

Community engagement planning, implementation and evaluation

To ensure effective community engagement, the following eight steps (or a combination) could be used to design, deliver and complete community engagement.

1. Clearly define the purpose and scope of the community engagement:
 - Document the project purpose, scope, engagement objectives, timelines, budget and the decision to be made. Identify any risks.
 - Take into account relevant legislation in framing the community engagement.
 - Determine initial expectation of the level of participation on the IAP2 spectrum.
2. Understand stakeholder and community interests:
 - Identify the stakeholders who are affected by, interested in, or who can influence or inform the decision.
 - Understand how stakeholders are affected, the nature and intensity of their interest, and capacity and willingness to participate.

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 To be reviewed by: February 2025
 Policy Number: SDEV 21-01
 Page Number: 6

Corangamite Shire Council – Community Engagement Policy

- Consider if there are barriers to participation that need to be removed to ensure an appropriate balance of views.
 - Identify the preferred methods for engagement.
 - Ensure that participants understand their role and level of influence on the decision-making process.
3. Design an appropriate community engagement process:
 - Identify the stages of the engagement process and any negotiable or non-negotiable aspects.
 - Plan inclusive and accessible communications and methods to support the engagement.
 - Identify data requirements that are relevant and measurable, and how it will be analysed.
 - Plan how the data collected will be managed and ensure compliance with Council's privacy policy.
 - Identify the skills and resources needed to ensure an effective community engagement.
 - Document the approach and obtain authorisation.
 4. Deliver genuine and respectful engagement:
 - Ensure all activities are inclusive and accessible.
 - Be clear about the purpose and level of engagement.
 5. Review and interpret the engagement data:
 - Collate and review the data from each engagement activity.
 - Identify any limitations to the appropriate balance of information.
 - Analyse the data to identify themes, priorities and preferences.
 6. Apply the outcomes of the engagement to inform the decision-making process:
 - Prepare a report for Council applying the outcomes of the community engagement to inform the decision.
 - Where appropriate, provide further opportunity for community input, for example to comment on a draft document.
 7. Evaluate the community engagement process for improvement:
 - Assess whether community engagement objectives were achieved.
 - Document and apply the lessons.
 8. Close the loop on the community engagement:
 - Where possible, report feedback back to participants to ensure correct understanding.
 - Acknowledge participants' contributions to the engagement process.
 - Share the outcomes of the engagement with the community including how it contributed to the decision.
 - Communicate the next steps of the project.
 - Publish updates on the project on Council's website and other channels.

Informing the community of outcomes

Reporting of outcomes and updates can be made available online through Council's website, as well as provided directly to those who asked to be kept informed and have provided contact details.

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To be reviewed by: February 2025
Policy Number: SDEV 21-01
Page Number: 7

Corangamite Shire Council – Community Engagement Policy

Council may also choose to use communication channels such as Corangamite News, E News, Public notices, press releases, community newsletters and social media.

Communication channels for reporting outcomes will be described in the relevant community engagement toolkit.

Responsibilities

Responsibilities for implementing this policy are shared as follows:

Party/ parties	Roles and Responsibilities
Councillors	Ensure that matters under consideration are informed by the planned level of community engagement. Balance the range of stakeholder views and concerns on an issue when making a decision.
Senior Officer Group	Consult with councillors to establish the engagement process to be used. Champion better practice community engagement through policy, process and leadership. Monitor implementation and compliance with this policy.
Managers	Manage areas of responsibility to ensure community engagement is consistent with this policy.
Staff	Undertake to make community engagement activities consistent with this policy.

Review Date

February 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*.

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Department: Growth and Engagement
To be reviewed by: February 2025
Policy Number: SDEV 21-01
Page Number: 8

Appendix A

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation is designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	Participation goal To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure concerns and aspirations are understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of a preferred solution.	To place the final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will implement what you decide.

9.5 Contract 2021021 Construction of 12 Apostles Trail Package C along Curdievale-Port Campbell Rd from the Wannon Water Treatment Plant to North South Road, Port Campbell

Author: Brooke Love, Director Works and 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 - Brooke Love

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

Summary

This report is to award the contract for the Construction of 12 Apostles Trail Package C along Curdievale-Port Campbell Rd from the Wannon Water Treatment Plant to North South Road, Port Campbell.

Introduction

Council has undertaken a competitive tender process to recruit a suitably qualified and experienced contractor to construct a 2.5m wide unsealed path and associated works as a part of the Twelve Apostles Trail Stage 1 Timboon to Port Campbell. The trail construction will extend along Curdievale-Port Campbell Rd from the Wannon Water Treatment Plant to North South Road, Port Campbell.

The works include:

- Supply and installation of drainage culverts and end-walls
- Filling of low-lying areas
- Preparation of path subgrade
- Construction of a 2.5m wide gravel path
- Supply and installation of signage
- Supply and installation of fencing, chicanes and bollards, and
- Associated works.

Five submissions were received from five tenderers. An evaluation of the tenders was undertaken in accordance with Council's Procurement Policy and the *Twelve Apostles Stage 1 Strategic Procurement Plan*. A strategic procurement plan was developed due to the high value of procurement activity (i.e. equal to or greater than \$500,000), risk and complexity of the project to define the specific evaluation process. A summary of issues is provided in the section below with further details provided in the technical evaluation report attached under separate cover.

Issues

A panel of suitably qualified and experienced Council staff and an independent consultant undertook an evaluation of the submissions in accordance with the strategic procurement plan and the specified criteria. A panel meeting was held to validate the evaluations, aggregate the scores and provide a recommendation of award for Council’s resolution.

An assessment of Conformance and mandatory requirements deemed all tenderers as conforming.

Tendered price (30%) and Local Content (20%) make up 50% of the evaluation weighting for the procurement of works. An assessment on Tendered Price and Local Content was conducted in order to shortlist tenderers to proceed to the Technical Evaluation.

Tenderer	Tendered Amount (exc. GST)		Price	Local Content	TOTAL SCORE
	Weighting		30%	20%	
1	\$370,651.50	Score out of 5	4.5	5	47.0
2	\$466,859.75		3	2	26.0
3	\$333,365.25		5	3	42.0
4	\$432,701.25		3.5	3	33.0
5	\$971,137.50		0	1	4.0

Table 1: Aggregate Tendered Price and Local Content Assessment

Two tenderers were considered for further technical evaluation.

The evaluation was undertaken in two stages including primary evaluation of submissions and an evaluation following request for additional information as identified by the evaluation panel.

Each of the shortlisted tenderers demonstrated capacity and capability to deliver on the project and are experienced and familiar with the local area. Both indicated an ability to meet the specified timelines although there was a difference in the nominated length of time for the works to be completed. The evaluation panel discussed the benefits / risks associated with delivery timeframes, in particular with the potential of incurring inclement weather during construction. This will be discussed with any contractor following award.

Both contractors specified use of material consistent with the specification and from quarries identified by Council. Both tenderers provided evidence of a comprehensive management system.

Lump sum tendered prices were competitive with the tendered price differing by 11%. Local content was a key point of difference between the submissions and a significant influence on the overall results.

An aggregate of the scores for each of the conforming tender submissions, against the criteria and with the applied weighting, following the secondary evaluation is provided in Table 1 below.

Tenderer	Tendered Amount (exc. GST)	Score out of 5	Price	Local Content	Performance Capability	Time Management	Contractor Systems	TOTAL SCORE
	Weighting		30%	20%	15%	15%	20%	
1	\$370,651.50		4.1	5.0	4.3	4.3	4.7	89.5
3	\$333,365.25		5.0	3.7	4.3	4.3	4.7	89.3

Table 2: Aggregate Submission Assessment

Waldig Civil Construction Pty Ltd were considered to provide the best value to Council having regard to:

- The capacity and capability to deliver the project
- Previous experience with civil infrastructure projects
- Resourcing and experience of personnel responsible for delivery of key tasks
- Ability to meet the required timeframes although a longer timeframe has been allowed
- Comprehensive internal quality assurance systems and processes
- Low tendered lump sum (within 11% of lowest submitted tender)
- High local content being a local business and employer
- Alignment with Council’s COVID19 Economic Stimulus Package Policy.

Policy and Legislative Context

The contract for Construction of 12 Apostles Trail Stage 1 – Package C along Curdievale-Port Campbell Rd from the Wannon Water Treatment Plant to North South Road, Port Campbell, was advertised and assessed in accordance with Council’s Procurement Policy and the Strategic Procurement Plan for the project.

The awarding of this contract is in keeping with Council’s Plan 2017-2021 under several key 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.

Support and facilitate the development of the visitor economy.

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

In accordance with section 186 of the *Local Government Act 1989*, the tender was advertised in the Herald Sun and Warrnambool Standard. The contract was also advertised on Council’s website.

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.

Financial and Resource Implications

Council has \$6.2million in its 2020-2021 budget to deliver on the Twelve Apostles Trail Stage 1 Timboon to Port Campbell. Council has received \$4.5million towards the project from the State Government's Crisis Committee of Cabinet – Infrastructure Stimulus Fund. The lump sum rate of \$370,651.50 for this contract is within the current available budget.

Council's COVID19 Economic Stimulus and Support Package stipulates, whilst in force, a 20% weighting will be applied to all procurement undertaken by Council in support of suppliers, contractors and service providers located in Corangamite Shire.

Whilst Waldig Civil Construction Pty Ltd tendered a (11%) higher price for the work than the lowest tenderer, their proportion of local content by virtue of being a Corangamite based business, local employer and specification of a local quarry for material and other businesses for sundries meant they scored higher on local content. The higher weighting assigned to the local content criteria was a key influence on the overall results.

Any variations will be considered in accordance with Council officer delegations as per the Procurement Policy.

Options

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

Conclusion

The tender has sought suitably qualified and experienced contractors to construct a 2.5m wide unsealed path and associated works as a part of the Twelve Apostles Trail Stage 1 Timboon to Port Campbell. Five submissions were received, two of which were shortlisted for technical evaluation. Following an evaluation of the shortlisted submissions, it is considered that the best value and most satisfactory outcome for Council will be achieved by awarding the contract to Waldig Civil Construction Pty Ltd.

RECOMMENDATION

That Council

- 1. Awards Contract 2021021 12 Apostles Trail Stage 1 – Package C along Curdievale-Port Campbell Rd from the Wannon Water Treatment Plant to North South Road, Port Campbell to Waldig Civil Construction Pty Ltd for the amount of \$370,651.50 (exc. GST).**
- 2. Enters into a contract agreement with Waldig Civil Construction Pty Ltd and provide a Letter of Award (subject to satisfactory agreement between the parties).**
- 3. Delegates to the Chief Executive Officer authority to approve any variations to the contract sum.**
- 4. Affixes the common seal of Council to the contract.**

Attachments

1. 2021021 Evaluation Panel Conflict of Interest Declarations - Under Separate Cover
2. 2021021 Technical Evaluation Report - Under Separate Cover - Confidential

9.6 Mockridge Park Redevelopment Proposal

Author: Jarrod Woff, Manager Facilities and Recreation

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

As part of the State Governments *Community Sports Infrastructure Stimulus Program – Round 2*, Council has been invited to resubmit an application for the Redevelopment of Mockridge Park.

This paper provides background information, community consultation outcomes and seeks Council support of the project, prior to resubmission of the application.

Introduction

The land at Mockridge Park, Thornton Street, Camperdown is DELWP owned and vested in Council. There is currently an existing facility that is used for storage purposes and as a clubroom for Camperdown Cycling Club. The facilities have been gradually deteriorating over a number of years.

Council's long-term financial plan identified an upgrade to Mockridge Park to provide a recreation and sporting hub in Camperdown. The proposed project would include:

- Installation of a synthetic pitch for hockey and soccer
- Resealing of the existing velodrome
- New lighting
- Installation of new female friendly changerooms
- Installation of a new function centre.

It is anticipated that the redevelopment would accommodate the sports of hockey, soccer and cycling, whilst the proposed facility could attract interest from other community groups such as the senior citizens and provide a function space to cater for smaller functions up to 125 people.

This project is contingent upon State Government funding and will not proceed without it.

Council has been invited to submit an application to Round 2 of the *Community Sports Infrastructure Stimulus Program* following an unsuccessful application in Round 1.

Issues

The proposal for the redevelopment was tabled at a Councillor briefing and general support for the project was indicated. The resubmission process for the *Community Sports Infrastructure Stimulus Program – Round 2* outlines the need for a Council resolution to accompany the resubmission.

This project has been identified by users in the past including the Camperdown Cycling Club and more recently, the Camperdown Hockey Club Committee in 2018. The project has been discussed with potential users and has support.

Concept designs, cost estimates and project planning have been undertaken for this project, in consultation with the key users, whilst community engagement and discussion has also been held with the broader community.

This project, if supported and successful, will assist the Corangamite Shire in tackling some of the challenges outlined below that are currently being faced.

Corangamite Shire has a high incidence of cardiovascular disease with the main risk factors being poor nutrition and a lack of physical activity, with few achieving the recommended levels of physical activity.

Over one half of the population do not meet the necessary physical activity guidelines (Corangamite Shire Municipal Public Health & Wellbeing Plan 2017-2021). The Department of Health's LGA Community Profiles 2016 report also highlights for Corangamite residents:

- Nearly one third of the population are overweight or obese (32% males, 25% females) as per data from LGA Community Profiles, Dept of Health, 2013. This is 1.9% greater than the Great South Coast average and 3.6% greater than the Victoria state average.

Victoria's 30 Year Infrastructure Strategy December 2016, outlines the need to provide spaces where communities can come together. "Public spaces, and the community connections they enable, have been recognised as central to social cohesion. These spaces can include libraries, community centres, arts and culture venues, sport and recreation facilities...".

Meeting the infrastructure needs for a diverse range of sports will foster future participation, delivering a range of economic benefits, in particular via improved health, education and social outcomes.

The concept design and development of this facility would see female friendly facilities delivered. This supports female participation and removes participation barriers that restrict participants. It has been reported that at certain reserves females have changed in vehicles, prior to participating. This is a significant barrier to participation and if successful with the grant application, the delivery of this facility will remove this barrier.

This project increases opportunities for residents to participate in active sport and recreation, particularly those who do not play football or netball locally, without having to travel outside of the Corangamite Shire. This has the added benefit of reducing travel for local families and removes barriers to participation.

Finally, if this project was to come to fruition, there is the potential for economic benefit with the injection of funds for construction, coupled with a regional facility being able to attract regional level events to the Corangamite Shire.

The concept designs for the redevelopment are provided as an appendix to this report.

Policy and Legislative Context

An application to the Community Sports Infrastructure Stimulus Program is consistent with the key themes of Council's Plan 2017-2021, as follows:

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

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

Internal / External Consultation

Council officers have met with the three clubs that could benefit from the proposed redevelopment and broader consultation has been undertaken with the community.

Council officers have spoken to the landowner (DELWP) who has provided in-principle landowner consent and support for the project.

There has been external consultation undertaken with the community in relation to this project, including facebook posts, online drop in sessions (due to COVID) and requests for feedback through Council's website.

Majority of feedback to the proposal has been positive, with over 20 submissions via the website, six attendees to the online drop in-sessions and numerous comments on facebook. In summary, the themes of the commentary have included:

- Additional shade and shelter to be considered
- Positioning of the new clubrooms
- Potential for school use during the day
- Naming of the facility to be considered.

A copy of all feedback received is provided under separate cover to this report.

Financial and Resource Implications

Quantity surveying of this project has been undertaken and a cost estimate of \$3.9M has been highlighted. The grant application to the *Community Sports Infrastructure Stimulus Program* asks for \$3.51M, with the guidelines outlining that a 10 percent minimum local financial contribution of the funding amount sought is required to be committed and confirmed by LGAs. As a result, a contribution of \$390,000 (exc. GST) would need to be provided by Council in the 2021-2022 financial year, should the grant application be successful.

If external funding is not successful, this funding will be returned to Council reserves as the project will not be able to proceed.

It is expected that there will be ongoing operational costs associated with the facility.

Options

Council can choose to support a submission for the redevelopment of Mockridge Park in Round 2 of the *Community Sports Infrastructure Stimulus Program*, or choose not to support a submission.

Conclusion

The project is supported by a range of stakeholders including the Camperdown Hockey Club, Camperdown Schools, Camperdown Cycling Club, Corangamite Lions FC, DELWP and Corangamite Shire.

In principle support for the development through the land-owner being the Department of Environment Land Water and Planning (DELWP) has been provided. The project has been scoped and is ready to proceed, should the submission proceed and be successful.

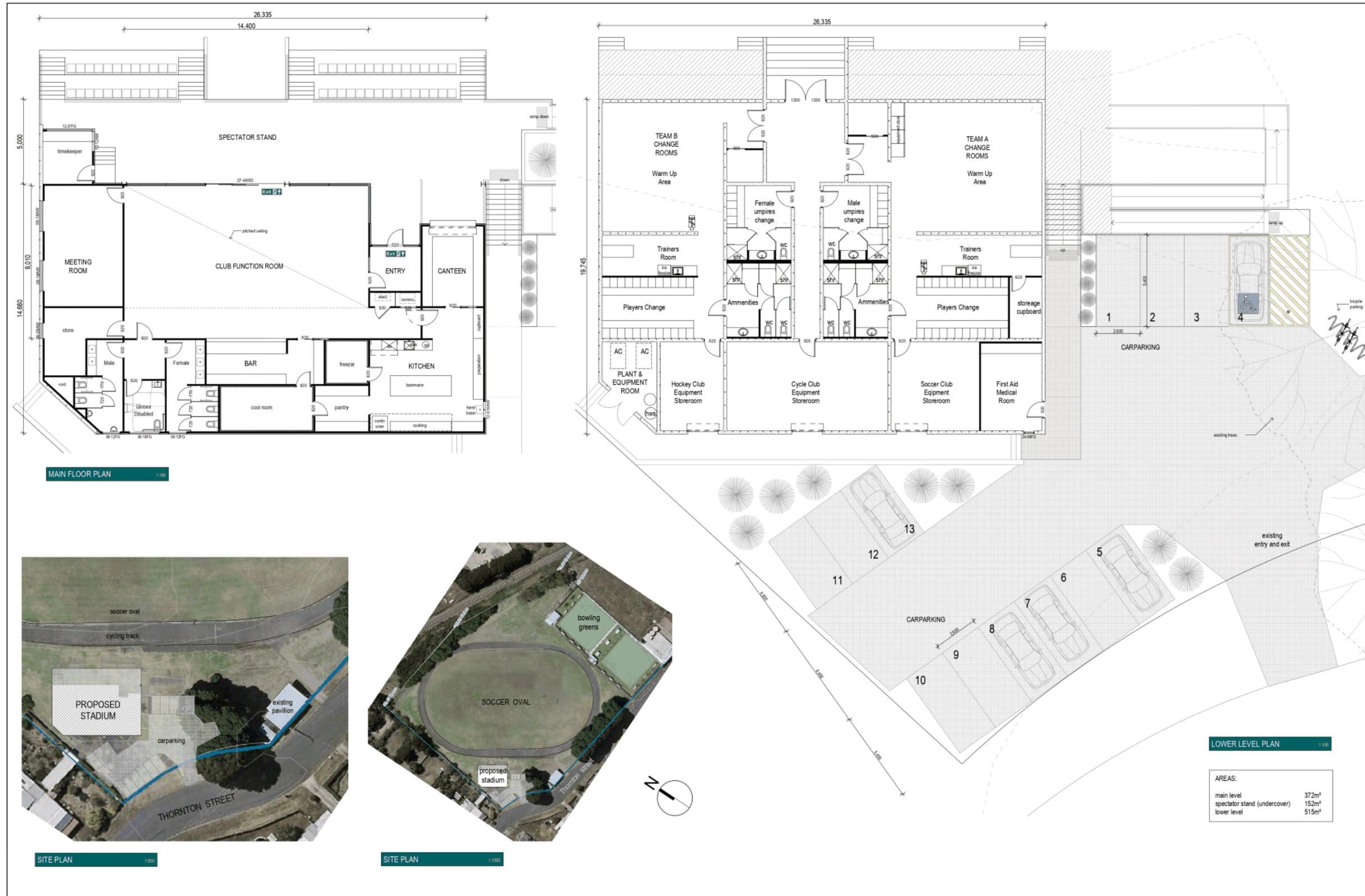
RECOMMENDATION

That Council

- 1. Supports the submission of Mockridge Park Redevelopment to Round 2 of the *Community Sports Infrastructure Stimulus Program*.**
- 2. Supports a budget commitment of \$390,000 (exc.GST) in 2021-2022 as a Council contribution to the application should it be successful.**

Attachments

1. Mockridge Park Concept Design
2. Mockridge Park Community Consultation Feedback 2021 - Under Separate Cover - Confidential



MAIN FLOOR PLAN 1:100

LOWER LEVEL PLAN 1:100

SITE PLAN 1:500

SITE PLAN 1:1500

AREAS:

main level	372m ²
spectator stand (undercover)	152m ²
lower level	515m ²

chris steel designs
 47 Dobson way, Warrambool Victoria 3280
 Mobile: 0417 347 159 Ph: 55613444
 ABN: 54 905 349 110 Reg. No: DP-AD1467
 email: chris@csdesigns.com.au

Rev Number	Drawing Title
A	SCHEMATIC DRAWINGS

PROPOSED STADIUM
 MOCKRIDGE PARK (10 THORNTON ST)
 CAMPERDOWN
 Client
 CORANGAMITE SHIRE

© COPYRIGHT A1
 Job No: 20-292 Date: 16-6-2020 Sheet No: 1 OF 2

SECTION 1 1:100

SECTION 2 1:100

SECTION 3 1:100

EAST elevation 1:100

WEST elevation 1:100

NORTH elevation 1:100

SOUTH elevation 1:100

Mockridge Stadium

Labels in sections: coal room, BAR, FUNCTION ROOM, SPECTATOR STAND, alphard ceiling, concrete sl panels, Cycle equipment, amenities, main urinals, spectator seating.

Labels in elevations: Mockridge Stadium, HOME AWAY, 42:12.

chris steel designs
 47 Dobson way, Warrambool Victoria 3280
 Mobile: 0417 347 159 Ph: 55613444
 ABN: 54 965 349 110 Reg. No: DP-AD1467
 email: chris@csdesigns.com.au

PROPOSED STADIUM
 MOCKRIDGE PARK (10 THORNTON ST)
 CAMPERDOWN
 Client: CORANGAMITE SHIRE

© COPYRIGHT A1 Job No: 20-292 Date: 16-6-2020 Sheet No: 2 OF 2

9.7 Renewal of Lease Agreement - Cobden Airstrip Aero Club Rooms

Author: Wendy Williamson, Property 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 - Wendy Williamson

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

Summary

This report is for Council to consider a new lease agreement with the Cobden Aero Club at the Cobden Aerodrome for the purpose of the Aero Club Rooms facility and a new sublease arrangement with Rohan Air Services for the operation of the AvGas facility.

Introduction

The Cobden Aerodrome is located at the Cobden Racecourse Reserve Precinct which is owned by the Corangamite Shire and located at the corner of Hallyburtons and Grayland Roads, Cobden.

The Cobden Aero Club is a not-for-profit, member run organisation created for pilots to foster aviation, assist in the provision of flight training, conduct fly-aways, involve community and partake in social get togethers.

In December 1995, Council entered into a lease agreement with the Cobden Aero Club Inc. for the purpose of operating the Aero Club rooms and associated facilities. The existing lease expired on 5 December 2020 and there were no further lease options available under the lease.

In 2003, the Cobden Aero Club began providing AvGas (Aviation Fuel) at the Cobden Aerodrome with the assistance of Air BP. However, due to the ongoing associated costs of providing this service, it was not economically viable for the Club to continue.

The Club, with Council's consent, secured a business arrangement in 2015 for Peter Rohan of Rohan Air Services to run the AvGas facility. This arrangement was formalised with Council and the Cobden Aero Club Inc. entering into a sublease agreement with Peter Rohan. The sublease was for the purpose of storage, equipment and supplying AvGas, and for one five-year term. Rohan Air Services also operates a commercial hanger at the Cobden Aerodrome.

It is considered that the fuel facility is an important part of representing the Cobden Aerodrome as a destination for professional tour services, agriculture operators and private pilots. It is also considered essential to maintain this service as an asset for the Cobden Aerodrome and surrounding communities, which attracts emergency services, business, and tourists to the area.

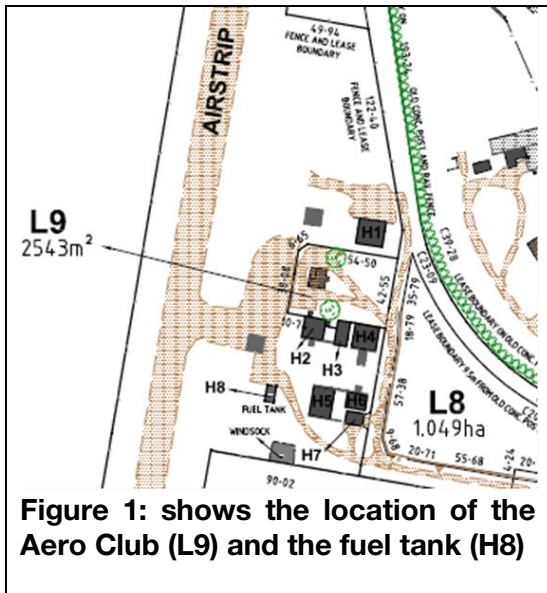


Figure 1: shows the location of the Aero Club (L9) and the fuel tank (H8)



Figure 2: shows the AvGas fuel tank

The land consists of two lots, Lot 8 and Lot 9, on crown allotments 5A and 5B section 10 parish of Elingamite.

Issues

Both the Aero Club lessee and the sublessee became tenants on a monthly holding-over basis upon the lease expiring on 5 December 2020, as per the hold over clause contained within both agreements. The proposed lease agreement and sublease are for the purpose of continuing to operate the Aero Club rooms and associated facilities and storage, equipment and supplying AvGas, respectively.

The agreements will be under the same terms and conditions as the existing tenure agreements. It is proposed that the new lease and sublease will each have a five year term with a five year option in keeping with the other hangar tenancies at the Cobden Aerodrome.

In accordance with Council’s Property Leasing Policy, the classification for the leasing category proposed would be Category A Community Groups. A community rental is applicable for the facility. The lessee is responsible for maintenance and capital upgrades to the existing building.

Policy and Legislative Context

Agreement to renew the lease agreement at the Cobden Aerodrome is in keeping with the following commitments in the 2017-2021 Council Plan:

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

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

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

Internal / External Consultation

The proposed lease and sublease have been advertised in accordance with Section 190 of the *Local Government Act 1989*. Submissions regarding the proposed lease were sought in accordance with Section 223 of the *Local Government Act 1989*, with the submission period closing 13 January 2020. No submissions were received.

The land is zoned a Public Use zone and all necessary permits and approvals for any works and improvements to the site will be applicable.

Financial and Resource Implications

Council's Property Leasing Policy provides categorisation of tenants for use of Council owned or controlled land. A community rental of \$114 (inc. GST) is applicable for the lease.

The Cobden Aero Club Inc. generate a small income in accordance with the sublease.. The legal costs associated with the sublease preparation are to be shared between both the lessee and the sublessee.

Options

Council may choose to grant the lease renewal or choose not to grant the lease renewal.

Conclusion

The Cobden Aero Club have requested that Council renew the lease agreement for the club and consent to the proposed sublease renewal. The lease and sublease purposes are to continue to operate the Aero Club rooms and associated facilities, storage, equipment and supplying AvGas respectively.

The proposed lease and sublease renewal are for a five year period with an option of a further five year term available for each agreement. The lease rental is \$104 plus GST per annum and the sublease rental will be negotiated between both parties. Both agreements will commence on 2 March 2021.

RECOMMENDATION

That:

- 1. Council enters into a new lease agreement for a five (5) year term with the Aero Club Inc. for the purposes of operating the clubrooms and associated facilities at the Cobden Aerodrome, which expires 1 March 2026.**
- 2. The lease has the option of one (1) further term of five (5) years.**
- 3. Council enters into a new sub lease agreement for a five (5) year term with the Aero Club Inc. and Peter Rohan for the purpose of storage, equipment and supplying AvGas, which expires 1 March 2026.**
- 4. The sublease has the option of one (1) further term of five (5) years.**
- 5. The Common Seal of Council be affixed to both the lease and sublease documents.**

9.8 Request for Support for Councillor Professional Development

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.

Summary

Councillor Conheady has expressed an interest in participating in the New Councillors Group Coaching program through Ruth McGowan Pty Ltd. The course is being offered in March and Council approval is required for this professional development activity in accordance with the *Support for Councillor Professional Development Policy*.

Introduction

Ruth McGowan is holding the New Councillors Group Coaching program which commences in March 2021 and Cr Conheady has indicated that she wishes to participate in the program a professional development activity. The activity is a group coaching program to assist new Councillors develop their leadership skills.

Under the *Support for Councillor Professional Development Policy*, Council approval is required for Councillor professional development activities that exceed \$2000 per Councillor.

Issues

Ruth McGowan OAM is an accredited trainer with the Academy of Political Intelligence, and works as a consultant to the local government sector as a Councillor coach. Sessions included in the New Councillors Group Coaching program cover political savvy, developing influence, effective communication, stronger relationships and industry insights, and peer support. The next session of this course commences in March 2021.

Policy and Legislative Context

Council's *Support for Councillor Professional Development Policy* requires Council approval for professional development activities that exceed \$2000 per Councillor, and approval is subject to the following assessment principles:

1. Does the event provide an opportunity to receive or upgrade relevant and necessary training, directly related to the Councillors role?
2. Does the event provide an opportunity to learn key information about an issue of public policy related to the Corangamite community?
3. Does the event have the potential to foster broad economic development opportunities within the Corangamite Shire?
4. Does the event provide an opportunity for councillor(s) to build their networks both within and across sectors, in a way which will be of benefit to the Corangamite community?

It is considered that the New Councillors Group Coaching Program meets the objectives of principles 1 and 4 in that it will provide training related to the role of a Councillor and an opportunity to build networks.

Internal / External Consultation

Cr Conheady indicated her interest in participating in New Councillors Group Coaching program to the Chief Executive Officer. A copy of the program brochure is attached under separate cover.

Financial and Resource Implications

The cost of the New Councillors Group Coaching Program course is \$3,900. If approved, the course costs can be covered by the existing budget for Councillor professional development.

Options

Council can choose to support the professional development request by Cr Conheady or not support it.

Conclusion

Cr Conheady has indicated her interest in participating in the New Councillors Group Coaching Program run by Ruth McGowan Pty Ltd. Under the *Support for Councillor Professional Development Policy*, Council approval for professional development activities that exceed \$2000 per Councillor is required. The cost of the program is \$3900. As the program is considered to be relevant to Cr Conheady's role as a Councillor, support for the request is recommended.

RECOMMENDATION

That Council approves the expenditure of \$3,900 for Councillor Conheady to participate in the New Councillors Group Coaching program offered by Ruth McGowan Pty Ltd.

Attachments

1. Brochure Ruth McGowan Councillor Group Coaching Support - Under Separate Cover

9.9 Quick Response Grants Allocation February 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 February 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.

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 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	805.00	204.00	1,491.00
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	2,968.00	1,000.00	3,532.00
	17,500.00	3,773.00	1,204.00	12,523.00

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 February 2021:

Applicant	Purpose	Ward	Amount
Terang Squash Club	Roof repairs to Terang Squash Courts	Central	\$500.00
Derrinallum Lismore History Group	Purchase of A-frame sign	North	\$204.00
Camperdown Bridge Club	Purchase of laptop computer	Central	\$500.00

Attachments

1. Quick Response Grant Application_Terang Squash Club - Under Separate Cover
2. Quick Response Grant Application_Derrinallum Lismore History Group - Under Separate Cover
3. Quick Response Grant Application Camperdown Bridge Club - Under Separate Cover
4. Quick Response Grants Assessment - February 2021 - Under Separate Cover

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 Council meetings.

Due to COVID restrictions members of the public are encouraged not to attend this meeting. The meeting will be livestreamed on the internet. 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 4 pm on Tuesday 23 February 2021.

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.