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AGENDA

ORDINARY MEETING OF COUNCIL **FOR** **WEDNESDAY 16 SEPTEMBER 2020** **TO BE HELD AT COBRAM CIVIC CENTRE, PUNT ROAD, COBRAM** **COMMENCING AT 5:00 PM**

RECORDING

Consistent with section 12.3 of our Governance Rules, Council officers have been authorised to record the public session of this meeting using an audio recording device.

LIVE STREAMING

Council meetings will now be lived streamed, allowing those interested to view proceedings without attending the meeting. This gives access to Council decisions and debate and enables residents to comply with COVID19 stay at home directions.

- 1. CALLING TO ORDER – CEO**
- 2. PRAYER**

Almighty God we humbly ask you to guide our deliberations for the welfare and benefit of the Moira Shire and its people whom we serve.

Amen

- 3. ACKNOWLEDGEMENT OF COUNTRY**

We, the Moira Shire Council, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

- 4. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE**
- 5. DECLARATION UNDER ACTS, REGULATIONS, CODES OR LOCAL LAWS**
- 6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST**
- 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Recommendation: “That the minutes of the Ordinary Council Meeting held on Wednesday, 26 August 2020, as prepared, be confirmed.”

8. COUNCILLOR REPORTS

COUNCILLORS TO PROVIDE VERBAL REPORTS

9. OFFICER REPORTS FOR DETERMINATION

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10. ACTION OFFICERS LIST

NIL

11. NOTICES OF MOTION

NIL

12. PETITIONS AND JOINT LETTERS

NIL

13. COUNCIL SEAL

NIL

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16. CLOSE OF MEETING

FILE NO: C012/20
4. A WELL RUN COUNCIL

ITEM NO: 9.1.1

C012/20 - PROVISION OF A RECRUITMENT AND ON-BOARDING SYSTEM

RECOMMENDATION

That Council:

1. Select Pageup People Limited as the preferred tenderer for contract C012/20 – Provision of a Recruitment and On-Boarding System and authorise the Chief Executive Officer to undertake negotiations to achieve a best value outcome.
2. Authorise the Chief Executive Officer to sign and seal the contract documents.

1. Executive Summary

Moira Shire Council sought submissions from providers for a recruitment and on-boarding system to assist in streamlining the end-to-end employee management processes.

Following the initial evaluation, the three highest scoring tenderers were invited to make a presentation of their proposal to the Evaluation Panel.

After consideration of the submissions, including price, specification requirements and the subsequent presentations, the evaluation panel recommends that Pageup People Limited be appointed as the preferred tenderer for contract C012/20.

2. Background and Options

The project requires the supported implementation of a web-based software system, training of key staff, the supply of user guides and on-going support.

A summary of the systems required functionality includes:

- The ability to send and receive notifications, internally and externally including SMS
- Company branding and the ability to customise and make changes
- Ability to create templates in areas such as advertising, emails, contracts
- Ability to interface with job boards, like Seek, LinkedIn, Indeed
- Ability for selection panel to review candidates
- Ability to assign different levels of access to candidate information
- Seamless online interview booking capability with ability for candidates to select appointment times
- Capability of integration with other systems
- Comprehensive workflows

The contract has an initial term of 3 years commencing on a date agreed between Council and the contractor. Upon mutual agreement the contract may be extended by 2 years to a maximum contract period of five years (3+2).

Date of Public Notice

Paper	Date
Shepparton News	14 July 2020
Cobram Courier	15 July 2020
Numurkah Leader	15 July 2020
Yarrawonga Chronicle	15 July 2020

FILE NO: C012/20
4. A WELL RUN COUNCIL

ITEM NO: 9.1.1

C012/20 - PROVISION OF A RECRUITMENT AND ON-BOARDING SYSTEM (cont'd)

Submissions closed 5 August 2020.

Receipt of Tenders

Eleven submissions were received.

Supervision

Superintendent – Manager Organisational Development
Superintendent Representative – Team Leader Human Resources

Panel Membership

Staff in the following positions independently evaluated the submissions:

- Manager Organisational Development
- Team Leader Human Resources
- Organisational Development Advisor
- Human Resources Officer

The Procurement Coordinator moderated the tender evaluation.

Non-conforming tenders

The submissions received from two tenderers stated they would not consider entering into Council's general terms of contract and would only proceed under their own Service Level Agreements.

In accordance with Clause 2.1.2 of the Invitation to Tender, a non-conforming tender means a tender which contains any qualification, condition or other indication that the tenderer is not willing to perform the Contract in strict accordance with the terms of the Contract.

Tender Evaluation

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	30%
Track Record	15%
Management of Schedules	15%
Skills and Resources	15%
Compliance with Specification	15%
Contribution to Local Economy	10%

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4. A WELL RUN COUNCIL

ITEM NO: 9.1.1

C012/20 - PROVISION OF A RECRUITMENT AND ON-BOARDING SYSTEM (cont'd)

The following presentation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Demonstration from Administrator view	10%
Demonstration from Candidate view	10%
Implementation Strategy	10%
Proposed Support – Implementation and post	10%
Enhancements over next 2 years	10%
Seeking feedback	10%
General Compliance to Specification	40%

3. Financial Implications

The price evaluation was based on the 5 year, whole-of-life cost of the software system which included the set up and implementation costs in the first year, plus the total cost of the license fees for 5 years.

Appendix A contains further financial information.

4. Risk Management

To minimise the risks associated with the works under the contract, the following conditions are to be delivered by the successful contractor and/or Council:

- The tendered price was to include all relevant costs, including upfront set up, on site staff training, licence costs, maintenance and support both immediate and ongoing.
- Onsite training will be provided.
- The vendor was to specify the hardware and software requirements of their solution.

5. Internal and External Consultation

The tender was advertised on Council's TenderSearch website, Shepparton News and the local papers.

The specification was approved by the Team Leader Human Resources and the Manager Organisational Development.

6. Regional Context

The provision of a recruitment and onboarding system does not have any significant strategic regional impact.

7. Council Plan Strategy

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

FILE NO: C012/20
4. A WELL RUN COUNCIL

ITEM NO: 9.1.1

C012/20 - PROVISION OF A RECRUITMENT AND ON-BOARDING SYSTEM (cont'd)

8. Legislative / Policy Implications

The tender process was undertaken in accordance with the requirements of the section 186 of the Local Government Act and Council's adopted Procurement Policy.

9. Environmental Impact

There are no environmental issues relating to this tender.

10. Conflict of Interest Considerations

There were no conflicts of interests declared during the tender evaluation.

11. Conclusion

The recommendation is to appoint Pageup People Limited as the preferred tenderer for contract C012/20 - Provision of a Recruitment and On-Boarding System.

Attachments

- 1 Appendix A - C012/20 Recruitment & On-boarding system (CONFIDENTIAL) - *printed in separate document*

FILE NO: F13/503
4. A WELL RUN COUNCIL

ITEM NO: 9.2.1

ASSEMBLIES OF COUNCIL

RECOMMENDATION

That Council receive and note the Record of Assemblies of Councillors.

1. Executive Summary

This report details the Assembly of Councillors for August 2020. This report is prepared in accordance with the requirements of the section 80A of the *Local Government Act 1989*.

2. Background and Options

This report fulfills Council's legislative obligation to report the matters considered and whether a conflict of interest disclosure was made by a Councillor at:

- A meeting of an advisory committee where at least one Councillor is present; or
- A meeting, briefing or other activity where at least half of the Council and a member of Council staff is present; and
- Where the matters considered may be subject to a decision of Council or exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
Council Briefing 12 August 2020	<p>Councillors: Libro Mustica Peter Lawless John Beitzel Kevin Bourke Wendy Buck Gary Cleveland Ed Cox Peter Mansfield Marie Martin</p> <p>Staff: Chief Executive Officer, Mark Henderson General Manager Infrastructure, Andrew Close General Manager Community, Sally Rice General Manager Corporate, Simon Rennie Manager Governance and Risk, Bruce Berg von Lindhe</p>	<ul style="list-style-type: none"> • Annual report of Audit Committee • Governance Rules • Public Transparency Policy • Council Expense Policy • Councillor and Staff Interaction Policy • Community Asset Committee transition • Yarrowonga Framework Plan & Rezoning • Removal of s173 agreement – 8380 Murray Valley Highway Yarrowonga • Rowe Street Basin • Draft agenda review 	Nil

FILE NO: F13/503
4. A WELL RUN COUNCIL

ITEM NO: 9.2.1

ASSEMBLIES OF COUNCIL (cont'd)

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
Council Briefing 26 August 2020	<p>Councillors: Libro Mustica Peter Lawless Kevin Bourke Wendy Buck Gary Cleveland Ed Cox Peter Mansfield Marie Martin</p> <p>Staff: Chief Executive Officer, Mark Henderson General Manager Community, Sally Rice General Manager Corporate, Simon Rennie General Manager Infrastructure, Andrew Close</p>	<ul style="list-style-type: none"> Agenda Review 	Nil

3. Conflict of Interest Considerations

There are no known officer conflict of interest issues to consider within this report.

4. Conclusion

The Assembly of Councillors records incorporated into this report are a true and accurate record of all assemblies of Councillors reported during August 2020.

Attachments

Nil

FILE NO: F19/319
4. A WELL RUN COUNCIL

ITEM NO: 9.3.1

CREATIVE HUBS

RECOMMENDATION

That Council adopt the following recommendations:

1. the establishment of the three Creative Hubs in Numurkah, Nathalia and Yarrawonga with each receiving \$30,000 triennial funding 2020 – 2023, subject to satisfactory performance and \$5000 establishment funds in 2020.
2. Council Officers identify possible opportunities for the establishment of a Cobram Creative Hub.
3. that delegation to create a forth Creative Hub, in Cobram and District, under the same conditions as those appointed in other areas, be given to the CEO.

1. Executive Summary

The inaugural Moira Shire Arts and Culture Strategy 2020 – 26 was adopted by Council in December 2019. An integral part of the strategy was the establishment of up to four Creative Hubs (Hubs) across the Shire, to deliver the Arts and Culture Strategy, Action Plan.

An EOI process to form a Creative Hub was opened for community consideration and application in June /July 2020, for six weeks. Council received three applications to establish a Creative Hub. These have been assessed in accordance with the Guidelines and are recommended for establishment at a total cost of \$105,000. This equates to \$35,000 each, which includes a \$5,000 grant to support the Hubs establishment and the first of three annual payments of \$30,000 for activities and programs.

Applications recommended for approval to establish a Creative Hub been considered with the additional lens necessitated by the implications of the COVID19 pandemic in shaping their proposed activities, particularly those involving community contact.

Whilst there was no application received from the Cobram and district area, Council Officers have identified a number of possible sections of the Cobram community who may be interested in exploring the development of a Creative Hub. It is proposed that these opportunities be investigated and any application arising tabled for the consideration of, and approval by, the CEO, under the same terms and conditions applicable to the creation of Creative Hubs in this report.

2. Background and Options

Creative Hubs, through delivery of their local Action Plan, will work to achieve a number of objectives as articulated in the Moira Shire Arts and Culture Strategy. In addition, the Creative Hubs will contribute to the Shire wide focus on artistic and cultural development through participation in the Moira Shire Council Arts and Culture Network on its establishment.

Funding for the establishment, development and delivery of the Creative Hubs and their Action Plans has been made available through Council's budget process. Funding will be provided to the successful applicants in accordance with the funding details provided in the EOI.

FILE NO: F19/319
4. A WELL RUN COUNCIL

ITEM NO: 9.3.1

CREATIVE HUBS (cont'd)

The panel recommends that the below applicants are approved to form a Creative Hub in their respective locations, and are provided with approved funding for this purpose, totalling \$105,000 in the 2020/21 financial year.

Applicant	Location	Funding (2020/21)
ATA Creative Hub	Yarrawonga and District	\$35,000
CAN Hub (Creative Arts Numurkah & District	Numurkah and District	\$35,000
G.R.A.I.N Growing Rural Art in Nathalia Inc.	Nathalia and District	\$35,000

3. Financial Implications

Three projects totalling \$105,000 (\$35,000 each in the first year at \$30,000 thereafter) are recommended by the assessment panel. Designated funding for the fourth Creative Hub will be held over and allocated on approval for its establishment.

4. Risk Management

The Creative Hub Guidelines address risk by:

- ensuring a financial agreement and evaluation processes are in place before funding is provided;
- ensuring roles and responsibilities are clearly identified in the signed funding agreement between Council and the funding recipient;
- ensuring relevant documents (e.g. funding applications and funding agreements) outline the responsibilities of applicants in terms of occupational health and safety and risk management; and
- establishing both the orientation and support program and the Creative Network.

5. Internal and External Consultation

Council Officers provided information and one on one support to applicants (actual and potential) as required and requested.

Internal consultation has taken place with the assessment panel evaluations. The Assessment Panel members included Manager Community Development, Arts and Culture Officer and Director of Partnerships – Regional Arts Victoria.

6. Regional Context

Through delivery of this funding, council will continue to support growth of a thriving, cultural environment that respects the arts and our unique cultural values and the identity of Moira Shire.

7. Council Plan Strategy

The Creative Hub funding will assist in achieving aims as outlined in Council's Arts and Culture Strategy 2020 – 2026.

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4. A WELL RUN COUNCIL

ITEM NO: 9.3.1

CREATIVE HUBS (cont'd)

8. Legislative / Policy Implications

The applications were assessed in accordance with the Creative Hub Guidelines.

9. Environmental Impact

If required, Council Officers will work with the applicant to ensure that environmentally sustainable options are considered in the development and delivery of the Action Plan.

10. Conflict of Interest Considerations

No conflict of interest was declared by assessment panel members or the authors of this report.

11. Conclusion

In accordance with the strategic intent of Moira Shire's Arts and Culture Strategy, an EOI process to form a Creative Hub was opened for community consideration and application in June /July 2020, for six weeks.

Council received three applications to establish a Creative Hub. These have been assessed in accordance with the Guidelines and the following recommendations are made to Council for adoption.

That Council:

1. The establishment of the three Creative Hubs in Numurkah, Nathalia and Yarrawonga with each receiving \$30,000 triennial funding 2020 – 2023, subject to satisfactory performance, and a one off payment of \$5000 in establishment funds in 2020.
2. Council Officers to identify possible opportunities for the establishment of a Cobram Creative Hub.
3. That delegation to create a forth Creative Hub in Cobram and District, under the same conditions as those appointed in other areas, be given to the CEO.

Attachments

Nil

FILE NO: F20/351
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

COMMUNITY STRENGTHENING GRANTS POLICY

RECOMMENDATION

That Council adopt the Community Strengthening Grants policy (The Policy).

1. Executive Summary

The Community Strengthening Grants policy provides the framework upon which Council's Community Strengthening Grants Program is offered. The policy ensures a consistent, transparent approach to the administration of grants is provided to eligible community groups, in accordance with community expectation.

Over the current policy period the Community Strengthening Grants program has provided 135 community groups with over \$603,000 for projects and events in our local communities. Over this time Council has also successfully implemented and refined Council's grants management system, SmartyGrants and made operational changes to improve application, assessment and acquittal processes including:

- implementation of 'open' community sessions for potential applicants in the major towns;
- the development of an internal Process and Procedure Manual for the administration of the grants program; and
- amendments to the application, assessment and acquittal forms to ensure they remain correct and relevant.

In accordance with Council's Policy Review Framework the Community Strengthening Grants Policy is due for review. Following consultation with key stakeholders and consideration of the issues arising over the policy period, amendments are proposed relating to the structure of grant categories and clarification of eligibility criterion.

The aims of the proposed amendments (attached) are to provide clearer guidelines to community and expand opportunities regarding access to, and uses for, Moira Shire's Community Strengthening Grants Program.

2. Background and Options

Consultation with key stakeholders and review of issues arising from Community Strengthening Grants rounds has highlighted opportunities for improvement and therefore it is proposed that the Policy is amended as detailed below.

Proposed Amendment	Rationale
Refine the categories to combine minor and major.	To give community groups an increased opportunity to apply for a larger amount of money twice per annum (2 rounds of funding available up to \$10,000).
Clarify ineligibility of committees of Council to apply for Community Strengthening Grants.	In funding Council committees, Council effectively is funding itself to deliver projects on facilities or initiatives within its existing remit of responsibility. Accordingly, where necessary this should occur through the budget process. User groups at facilities can apply for funding based on prioritised projects / events for their facility and activity.
Clarify eligibility for applicants who are already funded by Council.	This will ensure applicants such as Creative Hubs, Senior Citizens and Preschools can apply for funding for projects and events that are not already being funded by Council but cannot double dip.

FILE NO: F20/351
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

COMMUNITY STRENGTHENING GRANTS POLICY (cont'd)

The amendment combining the grant categories responds to community feedback, supported by officer observation of applications over time, that a single round for major grants reduces opportunities for applications for larger projects.

Ongoing confusion within the community regarding eligibility prompted work to clarify criterion and the conditions upon which funded groups can make further funding applications.

Overall, the proposed amendments enhance capacity for community groups to apply for funding to develop services, manage facilities, coordinate events and promote tourism, with the objective to improve the health and wellbeing of our communities in all respects.

3. Financial Implications

The allocation of funding and the amount allocated to each category varies from year to year and is based on the adoption of the Annual Council Budget.

4. Risk Management

The Community Strengthening Grants Policy will continue to address identified risks through provision of a comprehensive framework through which all aspects of the Program are administered. These include:

- application, assessment and acquittal processes;
- funding eligibility and exclusions;
- operation of assessment panels; and
- funding agreements and financial management process.

5. Internal and External Consultation

Council liaises with the community members on an individual basis at touch points throughout the Community Strengthening Grant process and on a group basis through community information sessions. Council officers gather feedback from the community on a regular basis and use the feedback to continuously improve the program. Council's Manager Community Development and officers from Community Development, Environment and Economic Development departments have informed this review.

6. Regional Context

Whilst the majority of projects funded through the program have a local focus, some of the projects funded including tourism events have a more regional impact as they aim to attract visitation from a wider catchment and as a result have a broader economic impact.

7. Council Plan Strategy

Council Plan strategic objective - *a connected and welcoming Shire for all by providing well planned places and quality services.*

8. Legislative / Policy Implications

There are no specific legislative obligations that need to be considered.

9. Environmental Impact

Funding applications will continue to be looked at favorably if the project demonstrates that it is sustainable, including environmentally.

10. Conflict of Interest Considerations

There are no Council Officer conflict of issues to consider within this report.

FILE NO: F20/351
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

COMMUNITY STRENGTHENING GRANTS POLICY (cont'd)

11. Conclusion

The Community Strengthening Grants Policy has been reviewed and amendments proposed in respect of grant categories and eligibility, to ensure that delivery of the Program continues to align with Council and community expectation.

Attachments

- 1 Community Strengthening Grants Policy - Reviewed - Draft

FILE NO: F20/351
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

COMMUNITY STRENGTHENING GRANTS POLICY (cont'd)

ATTACHMENT No [1] - Community Strengthening Grants Policy - Reviewed - Draft

Community Strengthening Grants Policy



Policy type	Council
Adopted by	Council
Responsible General Manager	Community
Responsible officer	Manager Community Development
Date adopted	
Scheduled for review	

PURPOSE

To provide a Community Strengthening Grants program that enhances the involvement of community organisations in the development of services, management of facilities, coordination of events and promotion of tourism, environmental sustainability and health in the community.

This policy guides the administration of Council's Community Strengthening Grants so that grants:

- Assist Council to achieve strategic goals and identified key initiatives; and
- Align with the intent of the Local Government Act 2009 and relevant guidelines
- Will be used for a purpose that is in the public interest.

This Policy is to be read in conjunction with the Grant Manual which provides specific details on the funding program. This Policy does not apply to sponsorship, donations, advertising, naming rights and service level agreements.

SCOPE

This Policy applies to the allocations of Council resources under the Community Strengthening Program.

DEFINITIONS

Community Organisation:

An incorporated "not for profit" group or organisation with an open membership to residents of Moira Shire.

POLICY

AIM

Through the different grant categories the program seeks to:

- Support strategic goals identified in the Council Plan.
- Support community organisations that provide diverse and effective local services, facilities and activities.
- Support community action plans resulting from the community planning process.
- Support the goals and directions outlined in Council's strategic plans and strategies including but not limited to the Municipal Public Health and Wellbeing Plan Environmental Sustainability Strategy and Council's Business and Innovation Strategy.
- Maximise the benefit of Council's investment by encouraging matching contributions and seeking of other external funding to support major projects and events.

FILE NO: F20/351
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

COMMUNITY STRENGTHENING GRANTS POLICY (cont'd)

ATTACHMENT No [1] - Community Strengthening Grants Policy - Reviewed - Draft

Community Strengthening Grants Policy



GRANT CATEGORIES

Quick Response Grants – Up to \$1,000 – Open round

These grants aim to provide community organisations a responsive opportunity to apply for funding for small project or event that will occur within 3 months of the application.

Major Grants – Up to \$10,000 – Two rounds per annum

These grants aim to provide community organisations an opportunity to apply for funding through the following streams:

- Arts and Culture
- Community Events
- Equipment
- Health Promotion
- Environmental Sustainability
- Infrastructure
- Tourism
- Environmental Sustainability

Triennial Grants – One round every three years

This grant category provides a mechanism for Council to offer a community organisation grant support to further Council business in circumstances where Council deems funding stability over a number of years necessary to appropriately achieve the business outcome.

This is not subject to the Community Strengthening Grants rounds and is offered at the discretion of Council.

ELIGIBILITY CRITERIA

For Community Organisations to be eligible for a Community Strengthening Grant they must:

- Be committed to providing direct benefits to residents in Moira Shire. Please note, Council may consider funding events held outside of Moira Shire, particularly in the two cross-border communities of Cobram-Barooga and Yarrawonga-Mulwala, where economic benefit to Moira Shire can be demonstrated.
- Be an incorporated 'not for profit' community organisation with open membership to residents in Moira Shire.
- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the grant.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Not have their own grant giving program or fundraising program that provides money to finance other organisation's community initiatives.
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants.
- Comply with all relevant Local Laws, Australian and Victorian legislation, including but not limited to:

FILE NO: F20/351
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

COMMUNITY STRENGTHENING GRANTS POLICY (cont'd)

ATTACHMENT No [1] - Community Strengthening Grants Policy - Reviewed - Draft

Community Strengthening Grants Policy



- Accounting and auditing requirements;
- Equal opportunity and anti-discrimination laws;
- Human rights laws;
- Disability
- Occupational Health and Safety
- Privacy, confidentiality and freedom of information laws
- Registration or accreditation of professional employees;
- Preparation and dissemination of annual reports.
- Have management plans in place, including:
 - Risk
 - Project
 - Event
 - Financial

FUNDING EXCLUSIONS

The following will not be funded:

- Individuals and private profit-making organisations
- Requests that are considered by Council to be the funding responsibility of other levels of Government (state government agencies)
- Committees of Council
- Applications from Primary or Secondary Schools (Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant)
- Community organisations that:
 - Are in debt to Council and are not meeting the agreed repayment arrangements
 - Receive funding from other areas of Council except where the funding is proposed for a different purpose
 - Receive direct income from electronic gaming machines
- Have been non-compliant with Local Laws and or state or federal legislation over the preceding year
- Projects or events that:
 - Have demonstrated self-sufficiency by running at a profit that is not reinvested back into the community organisation or their next event
 - Have been, or are being, funded by other parts of Council
 - Have already started or have been completed (no retrospective funding)
 - Are run by (or involved with) political or religious groups seeking to promote core beliefs
 - Are a clear duplication of existing services
 - Are not open to the general public
 - Are for interstate or overseas travel
 - Are for operational expenses
 - Are for funding of prizes, sponsorships, donations or gifts
 - Will have a negative impact on the environment

FILE NO: F20/351
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

COMMUNITY STRENGTHENING GRANTS POLICY (cont'd)

ATTACHMENT No [1] - Community Strengthening Grants Policy - Reviewed - Draft

Community Strengthening Grants Policy



APPLICATION

Grant rounds will be conducted using Council's online grant management system – Smarty Grants.

Council will take an active role in supporting, facilitating and guiding community organisations through all the relevant application processes to promote quality applications.

Funding rounds will be advertised in local newspapers and on Council's website for a minimum of four weeks.

Applications received after the due date will not be considered under any circumstances.

ASSESSMENT

The Assessment Panel is made up of relevant Officers and independent Council Officers.

The Assessment Panel will conduct the initial assessment of the grant applications, with endorsement from Council. Allocation of grant funding is not guaranteed and will depend upon how well applications meet the assessment criteria, the number and quality of applications received, funds held by the community organisations, and the amount available in Council's budget.

Applications will be assessed and scored against the criteria as per the Assessment Matrix, the additional points are provided to guide responses. The assessment scores will be a maximum total of 20 points. The minimum score of 3 must be obtained to ensure funding. The highest scoring applications will be funded until the grant allocation is expended. Council retain the right to vary the amount granted.

ACQUITTAL

Council will require a completion report and financial acquittal of all payments to ensure grant recipients have complied with the requirements.

Specific evaluation requirements will be outlined in individual funding agreements and will depend on the nature and size of the grant.

RELATED LEGISLATION

Local Government Act 1989

REFERENCES

Moirá Shire Council:

- Community Strengthening Grants Guidelines
- Scoring matrix
- Relevant documentation for each category

REVIEW

This policy will be reviewed three years from the date of adoption, with operational amendments as required, in accordance with Council's approval.

FILE NO: C015/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

C015/20 - SUPPLY AND DELIVERY OF ONE MOTOR GRADER

RECOMMENDATION

That Council:

1. Award contract C015/20 – Supply and Delivery of One Motor Grader to William Adams Pty Ltd.
2. Authorise the Chief Executive Officer to sign and seal the contract documents.

1. Executive Summary

Moira Shire Council invited submissions for the supply and delivery of one Motor Grader with the option to:

- Purchase the vehicle outright
- Lease the vehicle over a 7-year lease term.

The submission and subsequent Conditions of Contract were to be in accordance with the Municipal Association of Victoria (MAV) contract NPN02.15 – Plant, Machinery & Equipment.

After consideration of the submissions, the tender evaluation panel recommends that Council purchase the grader under contract C015/20 from William Adams Pty Ltd.

2. Background and Options

The primary use of the grader is to construct and maintain Council's road network and is expected to operate for approximately 1600 engine hours per annum.

Contract Details

The contract proposal is for the lump sum purchase of the grader inclusive of on-road costs.

Date of Public Notice

Submissions were sought through the MAV contract NPN02.15 – Plant, Machinery & Equipment. Submissions were by invitation only and closed Friday 31 July 2020.

Receipt of Tenders

3 tender submissions were received.

Supervision

Superintendent – Manager Operations
Superintendent Representative – Fleet and Store Administrator

Panel Membership

Staff in the following positions independently evaluated the submissions:

- Superintendent Works and Services
- Fleet and Store Administrator
- Leading Hand Roads

The Procurement Coordinator moderated the tender evaluation.

FILE NO: C015/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

C015/20 - SUPPLY AND DELIVERY OF ONE MOTOR GRADER (cont'd)

Non-conforming tenders

No submission was considered to be non-conforming.

Tender Evaluation

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	40%
Compliance with Specification	30%
Track Record	10%
Management of Schedules	10%
Contribution to Local Economy	10%

3. Financial Implications

The 2020/21 budget contains sufficient funds for the lump sum purchase of the grader.

Risk Management

In order to minimise the risks associated with the purchase of plant, the specification contained the following conditions:

- The vehicle shall comply with all Federal and State Government Legislative requirements as well as all relevant Australian Standards and Australian Design Rules.
- Two (2) copies each of the operator, parts and workshop manuals shall be supplied (one hard copy and one disk) for the vehicle.
- On delivery, an induction of the capabilities of the vehicle is to be done for nominated Council staff.

4. Internal and External Consultation

The Fleet and Store Administrator, Manager Operations and General Manager Infrastructure approved the specification.

5. Regional Context

Businesses located within the Moira Shire have a 10% weighting applied to their tenders.

6. Council Plan Strategy

The Council Plan objective for a well-run Council is supported by the procurement processes undertaken to award the contract.

7. Legislative / Policy Implications

The tender process was undertaken in accordance with the requirements of the section 186 of the Local Government Act and Council's adopted Procurement Policy.

8. Environmental Impact

The proposed vehicle meets all the latest pollution and environmental requirements for vehicles of this type.

9. Conflict of Interest Considerations

There were no conflicts of interest declared during the tender process.

FILE NO: C015/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

C015/20 - SUPPLY AND DELIVERY OF ONE MOTOR GRADER (cont'd)

10. Conclusion

The recommendation is to purchase the grader and award contract C015/20 - Supply and Delivery of One Motor Grader to William Adams Pty Ltd.

Attachments

- 1 C015 20 - Supply and Delivery of One Motor Grader - APPENDIX A
(CONFIDENTIAL) - *printed in separate document*

FILE NO: C009/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.2

C009/20 - WUNGHNU RECREATION RESERVE COMMUNITY BUILDING

RECOMMENDATION

That Council:

1. Award contract C009/20 – Renovation of Wunghnu Recreation Reserve Community Building to Moretto Building Pty Ltd.
2. Authorise the Chief Executive Officer to sign and seal the contract documents.

1. Executive Summary

The Moira Shire Council invited submissions for renovation works at the Wunghnu Recreation Reserve Community Building.

After consideration of the submissions, the evaluation panel recommends that contract C009/20 be awarded to Moretto Building Pty Ltd.

2. Background and Options

The works under contract include:

- Demolition of part of the existing structure including removal of asbestos
- Concrete slab and paving
- Construction of new works including walls, roof trusses and steel deck roof
- Associated trades including plumbing and wiring
- Wall and floor finishes.

Contract C009/20 is a lump sum contract.

Date of Public Notice

Paper	Date
TenderSearch	18 July 2020
Shepparton News	21 July 2020
Cobram Courier	22 July 2020
Numurkah Leader	22 July 2020
Yarrawonga Chronicle	22 July 2020

Submissions closed 12 August 2020.

Receipt of Tenders

3 submissions were received.

Supervision

Superintendent – Manager Construction and Assets

Superintendent Representative – Coordinator Design and Construction

FILE NO: C009/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.2

**C009/20 - WUNGHNU RECREATION RESERVE COMMUNITY BUILDING
(cont'd)**

Panel Membership

Staff in the following positions independently evaluated the submissions:

- Coordinator Design and Construction
- Project Manager
- Infrastructure Liaison Officer

The Procurement Coordinator moderated the tender evaluation.

Non-conforming tenders

No submissions were considered to be non-conforming.

Tender Evaluation

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	40%
Track Record	20%
Skills and Resources	10%
Management of Schedules	10%
Compliance with Specification	10%
Contribution to Local Economy	10%

A summary of the evaluation is provided in the confidential attachment.

3. Financial Implications

The recommendation is within budget.

4. Risk Management

To minimise the risks associated with the works under contract, the following conditions must be met:

- The successful contractor is to be the holder of public liability insurance with a minimum coverage of \$20 million.
- The successful contractor is to be the holder of a current building licence.
- The successful contractor will be appointed as the Principal Contractor and is authorised to have management or control of the workplace and discharge of duties in relation to the Occupational Health and Safety Act and Regulations.
- Prior to the commencement of works, the successful contractor must supply the Superintendent with site specific Project Management Plan inclusive of a Site Management Plan.
- All on-site personnel are required to undertake a Moira Shire Council site induction.
- A plant risk assessment is required for each item of heavy plant to be supplied, hired or expected to enter the work site.

FILE NO: C009/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.2

**C009/20 - WUNGHNU RECREATION RESERVE COMMUNITY BUILDING
(cont'd)**

5. Internal and External Consultation

The tender was advertised on Council's TenderSearch website, Shepparton News and the local newspapers.

The Coordinator Design and Construction, Manager Construction and Assets and General Manager Infrastructure approved the tender documentation.

6. Regional Context

This project contributes to the strategic objective of continuing to maintain and provide facilities and services that our community value and need.

7. Council Plan Strategy

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

8. Legislative / Policy Implications

The tender process was undertaken in accordance with the requirements of the section 186 of the Local Government Act and Council's adopted Procurement Policy.

9. Environmental Impact

Section 2.10 of the specification stipulates the contractor's environmental responsibilities and will form part of the contract.

In addition, where works may impact roadside conservation values or other environmental values, approval must be obtained by Council.

10. Conflict of Interest Considerations

There was no conflict of interest declared for this tender evaluation process.

11. Conclusion

The recommendation is to award contract C009/20 – Renovation of Wunghnu Recreation Reserve Community Building to Moretto Building Pty Ltd.

Attachments

- 1 C009/20 - Wunghnu Recreation Reserve Community Building - APPENDIX A (CONFIDENTIAL) - *printed in separate document*

FILE NO: C018/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.3

C018/20 - SUPPLY AND DELIVERY OR FINANCE OF ONE WASTE COMPACTOR

RECOMMENDATION

That Council:

1. Award contract C018/20 – Finance of One Waste Compactor to SG Fleet Australia Pty Ltd.
2. Authorise the Chief Executive Officer to sign and seal the contract and lease documents.

1. Executive Summary

Moira Shire Council invited tenders for the supply of one waste compactor with the option to either purchase the vehicle outright or to lease the vehicle over a 7-year term.

After consideration of the submissions, the tender evaluation panel recommends that Council lease the waste compactor under contract C018/20 from SG Fleet Australia Pty Ltd.

2. Background and Options

The primary use of the waste compactor will be for the collection of waste from mobile waste bins in streets and parks throughout the Shire. The compactor is expected to travel approximately 55,000 kilometers per annum.

Contract Details

The recommendation is to lease the compactor for a 7 year lease term inclusive of maintenance.

Date of Public Notice

Paper	Date
TenderSearch	1 August 2020
The Age	1 August 2020
Shepparton News	4 August 2020
Cobram Courier	5 August 2020
Numurkah Leader	5 August 2020
Yarrawonga Chronicle	5 August 2020

Submissions closed 26 August 2020.

Receipt of Tenders

10 submissions were received from 5 suppliers.

Supervision

Superintendent – Manager Operations

Superintendent Representative – Fleet and Store Administrator

FILE NO: C018/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.3

**C018/20 - SUPPLY AND DELIVERY OR FINANCE OF ONE WASTE
COMPACTOR (cont'd)**

Panel Membership

Staff in the following positions independently evaluated the submissions:

- Fleet and Store Administrator
- Garbage Compactor Operator
- Team Leader Parks and Town Maintenance

The Procurement Coordinator moderated the tender evaluation.

Non-conforming tenders

One tender was non-conforming due to not providing lease terms.

Tender Evaluation

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	40%
Compliance with Specification	30%
Track Record	10%
Management of Schedules	10%
Contribution to Local Economy	10%

3. Financial Implications

The 2020/21 budget contains sufficient funds to lease the compactor, future budgets will be set in accordance with the agreed lease costs.

Risk Management

In order to minimise the risks associated with the purchase of plant, the specification contained the following conditions:

- The vehicle shall comply with all Federal and State Government Legislative requirements as well as all relevant Australian Standards and Australian Design Rules.
- Two (2) copies each of the operator, parts and workshop manuals shall be supplied (one hard copy and one disk) for the vehicle.
- On delivery, nominated staff are to be inducted in the capabilities of the vehicle.

4. Internal and External Consultation

The Fleet and Store Administrator, Manager Operations and General Manager Infrastructure approved the tender documentation.

5. Regional Context

Businesses located within the Moira Shire have a 10% weighting applied to their tenders.

FILE NO: C018/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.3

**C018/20 - SUPPLY AND DELIVERY OR FINANCE OF ONE WASTE
COMPACTOR (cont'd)**

6. Council Plan Strategy

The Council Plan objective for a well-run Council is supported by the procurement processes undertaken to award the contract.

7. Legislative / Policy Implications

The tender process was undertaken in accordance with the requirements of the section 186 of the Local Government Act and Council's adopted Procurement Policy.

8. Environmental Impact

The proposed waste compactor meets all the latest pollution and environmental requirements for vehicles of this type.

9. Conflict of Interest Considerations

There were no conflicts of interest declared during the tender lease process.

10. Conclusion

The recommendation is to lease the waste compactor and award contract C018/20 - Finance of One Waste Compactor to SG Fleet Australia Pty Ltd.

Attachments

- 1 C018/20 - Finance of One Waste Compactor - APPENDIX A - *printed in separate document*

FILE NO: C002/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.4

C002/20 - CONSTRUCTION OF CHANGE ROOMS, TUNGAMAH RECREATION RESERVE

RECOMMENDATION

That Council:

1. Select Crow Contructions Pty Ltd as the preferred tenderer for contract C002/20 – Construction of Change Rooms, Tungamah Recreation Reserve and authorise the Chief Executive Officer to undertake negotiations to achieve a best value outcome.
2. Authorise the Chief Executive Officer to sign and seal the contract documents.

1. Executive Summary

The Moira Shire Council invited submissions to construct new change rooms at the Tungamah Recreation Reserve.

After consideration of the submissions, the tender evaluation panel recommends that Crow Constructions Pty Ltd be appointed as the preferred tenderer for contract C002/20.

2. Background and Options

The works under contract include:

- Demolition of part of an existing structure including removal of asbestos
- Suspended concrete slab
- Structural steel framework
- Construction of new works including change rooms, toilets, showers, gymnasium and umpire's rooms
- All associated trade work.

Contract C002/20 is a lump sum contract.

Date of Public Notice

Paper	Date
TenderSearch	4 August 2020
Cobram Courier	4 August 2020
Numurkah Leader	4 August 2020
Yarrawonga Chronicle	4 August 2020
The Border Mail	8 August 2020

Submissions closed 26 August 2020.

Receipt of Tenders

7 Submissions were received.

FILE NO: C002/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.4

C002/20 - CONSTRUCTION OF CHANGE ROOMS, TUNGAMAH RECREATION RESERVE (cont'd)

Supervision

Superintendent – Manager Construction and Assets

Superintendent Representative – Coordinator Design and Construction

Panel Membership

Staff in the following positions independently evaluated the submissions:

- Coordinator Design and Construction
- Project Manager
- Infrastructure Liaison Officer
- Team Leader Workplace Health & Safety

The Procurement Coordinator moderated the tender evaluation.

Non-conforming tenders

No submission was considered to be non-conforming.

Tender Evaluation

The following evaluation criteria and weightings were used:

Evaluation Criteria	Evaluation Weighting
Price	40%
Track Record	15%
Skills and Resources	15%
Management of Schedules	15%
Contribution to Local Economy	10%
Compliance with Specification	5%

A summary of the evaluation is provided in the confidential attachment.

3. Financial Implications

The recommendation to appoint a preferred tenderer will allow Council to negotiate savings on the project scope to ensure there is a contingency sum available in the event of latent contingencies.

For more information, please refer to Appendix A – Evaluation Summary.

4. Risk Management

To minimise the risks associated with the works under contract, the following conditions must be met:

- The successful contractor is to be the holder of public liability insurance with a minimum coverage of \$20 million.
- The successful contractor is to be the holder of a current building licence.
- The successful contractor is required to submit a Covid-19 Management Plan including how they intent to implement the Government guidelines.
- The successful contractor will be appointed as the Principal Contractor

FILE NO: C002/20
4. A WELL RUN COUNCIL

ITEM NO: 9.4.4

C002/20 - CONSTRUCTION OF CHANGE ROOMS, TUNGAMAH RECREATION RESERVE (cont'd)

and is authorised to have management or control of the workplace and discharge of duties in relation to the Occupational Health and Safety Act and Regulations.

- Prior to the commencement of works, the successful contractor must supply the Superintendent with site specific Project Management Plan inclusive of a Site Management Plan.
- All on-site personnel are required to undertake a Moira Shire Council site induction.
- A plant risk assessment is required for each item of heavy plant to be supplied, hired or expected to enter the work site.

5. Internal and External Consultation

The tender was advertised on Council's TenderSearch website, Border Mail and the local newspapers.

The Coordinator Design and Construction, Manager Construction and Assets and General Manager Infrastructure approved the tender documentation.

6. Regional Context

This project contributes to the strategic objective of continuing to maintain and provide facilities and services that our community value and need.

7. Council Plan Strategy

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

8. Legislative / Policy Implications

The tender process was undertaken in accordance with the requirements of the section 186 of the Local Government Act and Council's adopted Procurement Policy.

9. Environmental Impact

Section 1.13 of the specification stipulates the contractor's environmental responsibilities and will form part of the contract.

In addition, where works may impact roadside conservation values or other environmental values, approval must be obtained by Council.

10. Conflict of Interest Considerations

There was no conflict of interest declared for this tender evaluation process.

11. Conclusion

The recommendation is to appoint Crow Constructions Pty Ltd as the preferred tenderer for contract C002/20 – Construction of Change Rooms, Tungamah Recreation Reserve.

Attachments

- 1 C002/20 - Construction of Change Rooms, Tungamah Recreation Reserve - APPENDIX A (CONFIDENTIAL) - *printed in separate document*

FILE NO: VARIOUS

ITEM NO: 14

URGENT GENERAL BUSINESS**Section 6.4 of Council's Governance Rules states:****Urgent general business**

- (1) If the Agenda for a Meeting makes provision for urgent business, business cannot be admitted as Urgent Business other than by resolution of Council and only then if:
- (a) It relates to or arises out of a matter which has arisen since distribution of the Agenda; and
 - (b) deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
 - (c) the item involves a matter of urgency as determined by the Chief Executive Officer; and
 - (d) it cannot be addressed through an operational service request process.
 - (e) the matter does not:
 - substantially affect the levels of Council service;
 - commit Council to significant expenditure not included in the adopted budget;
 - establish or amend Council Policy; or
 - commit Council to any contractual arrangement.
- (2) A Councillor proposing a matter be admitted as urgent business must lodge it in writing to the Chief Executive Officer four (4) hours prior to the Meeting.
- (3) The Chief Executive Officer will advise the Mayor of any matter he or she determines appropriate for Council to consider admitting as urgent business.

FILE NO: VARIOUS

ITEM NO: 15

QUESTIONS FROM THE PUBLIC GALLERY

Questions of Council are an opportunity for the general public to submit a question prior to the Ordinary Meeting and receive a response from Council in the Questions of Council time.

- (1) The Council will hold Questions of Council Time for up to 30 minutes duration at the beginning of each Ordinary Meeting to allow questions of Council. Extension of time may be granted at the discretion of the Mayor.
- (2) Questions of Council are an opportunity for the general public to submit a question prior to the Ordinary Meeting and receive a response from Council in the Questions of Council time.
- (3) Council meetings are recorded and broadcasted to the public, this includes community questions and responses.
- (4) Questions of Council time will not apply during any period when the Council has resolved to close the meeting in respect of a matter under section 66 (1) of the Act.
- (5) Questions of Council may be on any matter relevant to the jurisdiction of the Council except if it:
 - (a) is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance;
 - (b) relates to confidential information as defined under the Act;
 - (c) relates to the personal hardship of any resident or ratepayer; or
 - (d) relates to any other matter which the Council considers would prejudice the Council or any person.
 - (e) Deals with a subject matter already answered
- (6) No more than two questions will be accepted from any person at any one meeting.
- (7) Where the Chief Executive Officer does not accept a question, the submitter is to be informed of the reason or reasons for which their question was not accepted.
- (8) A question submitted in writing by a member of the public, which has been disallowed by the Chief Executive Officer will be provided to any Councillor on request.
- (9) Questions may be read by the submitter where they are present at the meeting. Where the submitter is not present they shall be read by a delegate of the Chief Executive Officer and may be abridged to get to remove unnecessary commentary and only state the question.
- (10) Questions submitted to the Council must be:
 - (a) in written form;
 - (b) contain the name, address and email or contact telephone number of the person submitting the question;
 - (c) in a form approved or permitted by the Council (Template available on Council's website);
 - (d) addressed to the Chief Executive Officer; and
 - (e) submitted no later than the day prior to the meeting by email to info@moira.vic.gov.au clearly stating is a question for the meeting