



COUNCIL MEETING AGENDA 2020/OM8

Monday 15 June 2020

Being held at Frankston Arts Centre
cnr Young & Davey Streets, Frankston

In accordance with the Minister's Good Practice Guidelines, from 1 May 2020 until 1 November 2020, Councils can conduct virtual meetings which must be streamed live through its website. Frankston City will continue to stream its Ordinary and Special Meetings.

During 1 May 2020 to 1 November 2020, all meetings will be closed to the public. If circumstances change, updates will be provided.

Verbal Submissions

If you have registered or intend to register to speak to an item on the Council Meeting Agenda, speakers now only have the option of making a verbal submission via telephone. Officers will make contact and the speaker will be greeted by the Chair who will invite the speaker to make their verbal submission.

There are no changes to the limit on speakers i.e. the limit is still a maximum of 10 speakers and it will be at the discretion of the Chair, if further speakers are permitted. Speakers still have 3 minutes to address Council, with the exception of S223 submitters who will receive 5 minutes.

Questions with/without notice

If you wish to submit questions with or without notice, the same timeframes apply. It is strongly encouraged to submit questions via email or on-line by the specified timeframes. If you still prefer to submit these in person, a box will be placed at the front entrance in the Civic Centre only. It should be noted that the questions, including responses will not be read by the CEO at the Council Meeting. All questions will be taken on notice and a written response will be provided within 5-7 business days.

Live streaming is available from the below link:

<https://www.facebook.com/FrankstonCityCouncil>



THE COUNCIL MEETING

Welcome to this Meeting of the Frankston City Council

The Council appreciates residents, ratepayers and other visitors taking their places in the Public Gallery, as attendance demonstrates an interest in your Council and community affairs. Community spirit is encouraged.

This information sheet is designed to help you to understand the procedures of Council and help you to gain maximum value from your attendance.

The law regarding the conduct of Council meetings enables the public to observe the session. However, to ensure the manageability of Council meetings, opportunities for public participation are limited to Question Time and registered submissions in accordance with Council's guidelines, which are available from Council's Councillors Office (call 9768 1632) and on our website, www.frankston.vic.gov.au. It is not possible for any visitor to participate in any Council debate unless specifically requested by the Chairperson to do so.

If you would like to have contact with Councillors or Officers, arrangements can be made for you to do so separately to the meeting. Call the Councillors Office on 9768 1632 and ask for the person you would like to meet with, to arrange a time of mutual convenience.

When are they held?

Generally speaking, the Council meets formally every three (3) weeks on a Monday and meetings start at 7.00 pm, unless advertised otherwise. **The Ordinary Meeting 2020/OM8 has been moved to the Frankston Arts Centre, Cnr Young & Davy Streets, Frankston due to the COVID-19 crisis and to support the State/Federal Government directive to adhere to social distancing.**

Council meeting dates are posted in the Davey Street and Young Street entrances to the Civic Centre (upper level) and also on our website, www.frankston.vic.gov.au.

Governance Local Law No. 1 – Meeting Procedure

34. Chair's Duty

Any motion which is determined by the Chair to be:

- (1) *defamatory of or embarrassing to any Councillor, member of Council staff or other person;*
- (2) *abusive or objectionable in language or nature;*
- (3) *a direct negative of the question before the Chair;*
- (4) *vague or unclear in intention;*
- (5) *outside the powers of Council; or*
- (6) *irrelevant to the item of business on the agenda and has not been admitted as Urgent Business, or purports to be an amendment but is not, must not be accepted by the Chair.*

88. Chair May Remove

- (1) *The Chair may order and cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction, or cause the removal of any object or material that is deemed by the Chair as being objectionable or disrespectful.*
- (2) *Any person removed from the meeting under sub-clause 0 must not return to the meeting without the approval of the Chair or Council.*

It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens his or her authority in chairing the meeting.

The Penalty for an offence under this clause is 2 penalty units which is \$200

Live Streaming of Council Meetings

Frankston City Council is now Live Streaming its Council Meetings.

During the COVID-19 crisis, all meetings are closed to the public. Residents can watch Council Meetings via online live streaming until further notice. Thank you for understanding and support.

Live Streaming allows you to watch and listen to the meeting in real time, giving you greater access to Council decision making and debate and improving openness and transparency.

Every care will be taken to maintain privacy. Council officers or members of the public who address Council, will be heard on the live audio stream, and audio of them speaking will be recorded.

Archives of meetings will be published on Council's website generally within three (3) business days after the meeting date for the public's future reference. Council will make every reasonable effort to ensure that a live stream and recording is available. However technical difficulties may arise in relation to live streaming or access to Council's website.

In the event Council encounters technical issues with the streaming, the meeting will be adjourned for up to 30 minutes until the matter is resolved. If the matter cannot be resolved, the meeting will be postponed to another evening.

The Formal (Ordinary) Meeting Agenda

The Council meeting agenda is available for public inspection immediately after it is prepared, which is normally on the Thursday afternoon four (4) clear days before the meeting. It is available from the Reception desk at the Civic Centre (upper level), or on our website www.frankston.vic.gov.au

The following information is a summary of the agenda and what each section means:-

- **Items Brought Forward**

These are items for discussion that have been requested to be brought forward by a person, or a group of people, who have a particular item on the Agenda and who are present in the Public Gallery.

- **Presentation of Written Questions from the Gallery**

Question Time forms are available from the Civic Centre and our website, www.frankston.vic.gov.au.

“Questions with Notice” are to be submitted before 12 noon on the Friday before the relevant Ordinary Meeting either in person at the Frankston Civic Centre, online using the Question Time web form or via email to questions@frankston.vic.gov.au.

“Questions without Notice” are to be submitted between 12 noon on the Friday before the relevant Ordinary Meeting up until 4pm on the day of the relevant Ordinary Meeting either in person via the designated Question Time box located at the Frankston Civic Centre front reception or the after-hours mail box or via email to questions@frankston.vic.gov.au.

A maximum of 3 questions may be submitted by any one person at one meeting. There is no opportunity to enter into debate from the Gallery.

More detailed information about the procedures for Question Time is available from Council’s Councillors Office (call 9768 1632) and on our website, www.frankston.vic.gov.au.

- **Presentation of Petitions and Joint Letters**

These are formal requests to the Council, signed by a number of people and drawing attention to matters of concern to the petitioners and seeking remedial action from the Council. Petitions received by Councillors and presented to a Council meeting are usually noted at the meeting, then a report is prepared for consideration at the next available meeting.

- **Presentation of Reports**

Matters requiring a Council decision are dealt with through officer reports brought before the Council for consideration. When dealing with each item, as with all formal meeting procedures, one Councillor will propose a motion and another Councillor will second the motion before a vote is taken. If the members of the public wish to clarify any of the items on the Agenda, please contact the relevant manager by phoning 1300 322 322.

- **Presentation of Delegate Reports**

A Councillor or member of Council staff who is a delegate may present to Council on the deliberations of the external body, association, group or working party in respect of which he or she is a delegate or an attendee at a Council approved conference / seminar.

- **Urgent Business**

These are matters that Councillors believe require attention and action by Council. Before an item can be discussed, there must be a decision, supported by the majority of Councillors present, for the matter to be admitted as “Urgent Business”.

- **Closed Meetings**

Because of the sensitive nature of some matters, such as personnel issues, contractual matters or possible legal action, these matters are dealt with confidentially at the end of the meeting.

Opportunity to address Council

Any person who wishes to address Council must pre-register their intention to speak before 4.00pm on the day of the meeting, by telephoning Council’s Councillors Office (call 9768 1632) or by submitting the online web form or by using the application form both available on the website, www.frankston.vic.gov.au.

The Council Meeting cont.....

The submissions process is conducted in accordance with guidelines which are available from Council's Councillors Office and on our website. All submissions will be limited to 3 minutes in duration, except for Section 223 submitters, who have a maximum of 5 minutes. No more than ten (10) members of the public are to be permitted to address the Council. Further speakers will be permitted to address the meeting at the discretion of the Chair. All speakers need to advise if they are speaking on behalf of an organisation and it is deemed that they have been appropriately authorised by that said organisation.

Public submissions and any subsequent discussion will be recorded as part of the meeting, and audio recordings of Council meetings will be made available to members of the public. If a submitter does not wish to be recorded, they must advise the Chair at the commencement of their public submission.

Disclosure of Conflict of Interest

If a Councillor considers that they have, or might reasonably be perceived to have, a direct or indirect interest in a matter before the Council or a special committee of Council, they will declare their interest and clearly state its nature before the matter is considered. This will be done on every occasion that the matter is considered by the Council or special committee.

If a Councillor has an interest in a matter they will comply with the requirements of the Local Government Act, which may require that they do not move or second the motion and that they leave the room in which the meeting is being held during any vote on the matter and not vote on the matter.

If a Councillor does not intend to be at the meeting, he or she will disclose the nature of the interest to the Chief Executive Officer, Mayor or Chairperson prior to the meeting commencing.

MAYOR



NOTICE PAPER

ALL COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held at the Frankston Arts Centre, Cnr Young & Davey Street, Frankston, on 15 June 2020 at 7.00pm.

COUNCILLOR STATEMENT

All members of this Council pledge to the City of Frankston community to consider every item listed on this evening's agenda:

- *Based on the individual merits of each item;*
- *Without bias or prejudice by maintaining an open mind; and*
- *Disregarding Councillors' personal interests so as to avoid any conflict with our public duty.*

Any Councillor having a conflict of interest in an item will make proper, prior disclosure to the meeting and will not participate in the debate or vote on the issue.

OPENING WITH PRAYER

Almighty God, we ask for your blessing upon this Council. Direct and prosper its deliberations to the advancement of your glory and the true welfare of the people of Frankston City. Amen.

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We respectfully acknowledge that we are situated on the traditional land of the Boon Wurrung and Bunurong in this special place now known by its European name, Frankston. We recognise the contribution of all Aboriginal and Torres Strait Islander people to our community in the past, present and into the future.

BUSINESS

1. **PRESENTATION TO COMMUNITY GROUPS**
Nil
2. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
Ordinary Meeting No. OM7 held on 1 June 2020.
3. **APOLOGIES**
Nil
4. **DISCLOSURES OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST**
5. **PUBLIC QUESTIONS**
Nil
6. **HEARING OF SUBMISSIONS**
7. **ITEMS BROUGHT FORWARD**
8. **PRESENTATIONS / AWARDS**
9. **PRESENTATION OF PETITIONS AND JOINT LETTERS**
Nil
10. **DELEGATES' REPORTS**
Nil
11. **CONSIDERATION OF TOWN PLANNING REPORTS**
Nil
12. **CONSIDERATION OF REPORTS OF OFFICERS**
 - 12.1 Approval process for repurposed grants arising from Frankston City Council's COVID-19 Relief and Recovery Package3
13. **RESPONSE TO NOTICES OF MOTION**
Nil
14. **NOTICES OF MOTION**
Nil
15. **REPORTS NOT YET SUBMITTED**
Nil
16. **URGENT BUSINESS**
17. **CONFIDENTIAL ITEMS**
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Phil Cantillon
CHIEF EXECUTIVE OFFICER

11/06/2020



Executive Summary**12.1 Approval process for repurposed grants arising from Frankston City Council's COVID-19 Relief and Recovery Package**

Enquiries: (Gillian Kay: Communities)

Council Plan

Community Outcome:	4. A Well Managed City
Strategy:	4.3 Resources
Priority Action	4.3.2 Undertake an ongoing review of Council's assets to ensure they meet community needs

Purpose

To seek Council approval for the 2020/21 COVID19 Relief and Recovery Grants Program, comprising two groups of grants: COVID19 Community Support Grants and COVID19 Rapid Response Grants, which are part of the Community Care Package.

Recommendation (Director Communities)

That Council:

1. Notes the COVID-19 Relief and Recovery related grant funds available for eligible applicant individuals, community groups, small businesses and NFP organisations in the 2020/21 financial year is valued at \$966,665 (or \$976,665 if including reference to the \$10K for Youth Grants funded through the State Government Engage Program);
2. Notes the existing Miscellaneous and Community Grants Program Guidelines will be suspended and the funds repurposed towards the COVID-19 Relief and Recovery grants for the 2020-2021 financial year;
3. Adopts the COVID-19 Relief and Recovery Grants Criteria and Eligibility for the 2020-2021 financial year relating to the following grants:

COVID19 Community Support Grants (application assessment frequency as per the Summary List)
 - a) COVID19 Recovery Grants;
 - b) Artist Project Grant;
 - c) Creative Industries Grants;
 - d) Environmental Sustainability Grants; and
 - e) Youth Grants.
COVID19 Rapid Response Grants (application assessment frequency as per the Summary List)
 - a) Quick Response Grants for Artists and Creative Industries;
 - b) Student Scholarship Grants;
 - c) Inclusion Support Grants; and
 - d) Fast Business Grants.
4. Authorises the exercising of delegations for the COVID-19 Relief and Recovery Grants:
 - a) Up to \$2K to the CEO, under arrangements supported by Senior Officers and nominated Council Officers;
 - b) Between 2K and up to \$4K to the CEO, under arrangements supported by Senior Officers and nominated Council Officers, which will subject to a briefing of Councillors and noted at the next practicable Council Meeting; and

12.1 Approval process for repurposed grants arising from Frankston City Council's COVID-19 Relief and Recovery Package

Executive Summary

- c) Over \$4K and up to \$10K to Council, under arrangements supported by Senior Officers and nominated Council Officers, which will be considered at an Ordinary Meeting of Council;
5. Authorises the exercising of delegations for all grants to the CEO under arrangements supported by the Senior Officers and nominated Council Officers for the period 2 September 2020 to 18 January 2021, at which time the new Council will resume ordinary business; and
6. Notes that the approved delegations for the COVID-19 Relief and Recovery Grants shall remain in place for the 2020-2021 financial year, unless amended by the new Council upon their commencement.

Key Points / Issues

- The impact on the community of COVID19 has been wide-ranging. To assist the community's recovery Council endorsed the Frankston City COVID-19 Relief and Recovery Package (Package) on 11 May 2020. The Package includes grants, some of which are new and others repurposed to better enable the community to respond to our changing environment. The total pool of Council funded COVID-19 Response and Recovery Grants for 2020/21 is \$966,665K (or \$976,665 if including reference to the \$10K for Youth Grants funded through the State Government Engage Program).
- While the significant financial impact on jobs, incomes, individuals and community organisation in the COVID19 environment requires us to be more responsive, Council also has a significant responsibility to transparently govern, administer and report on the use of rate payer funds.
- The General Council Elections in October 2020 will be preceded by the Caretaker Period commencing 22 September 2020, impacting Councillors' ability to review and approve grants.

Following the election further potential delays may occur while the successful candidates are inducted to their responsibilities under to the new Local Government Act, which is then followed by the traditional Christmas recess. Typically, the business agenda would resume in mid-January 2021.

- The 2020/21 financial year repurposed grants are proposed to be structured as per the below list:
 - Grants Summary List – Describing all grants and assessment frequencies
– **Attachment A**
 - COVID-19 Community Support Grants**
 - COVID19 Recovery grants – **Attachment B**
 - Artist project grant – **Attachment C**
 - Creative Industries grants – **Attachment D**
 - Environmental Sustainability grants – **Attachment E**
 - Youth Grants – **Attachment F**
 - COVID-19 Rapid Response Grant Categories**
 - COVID-19 Urgent Relief grants – **Attachment G**
 - Student Scholarship grants – **Attachment H**

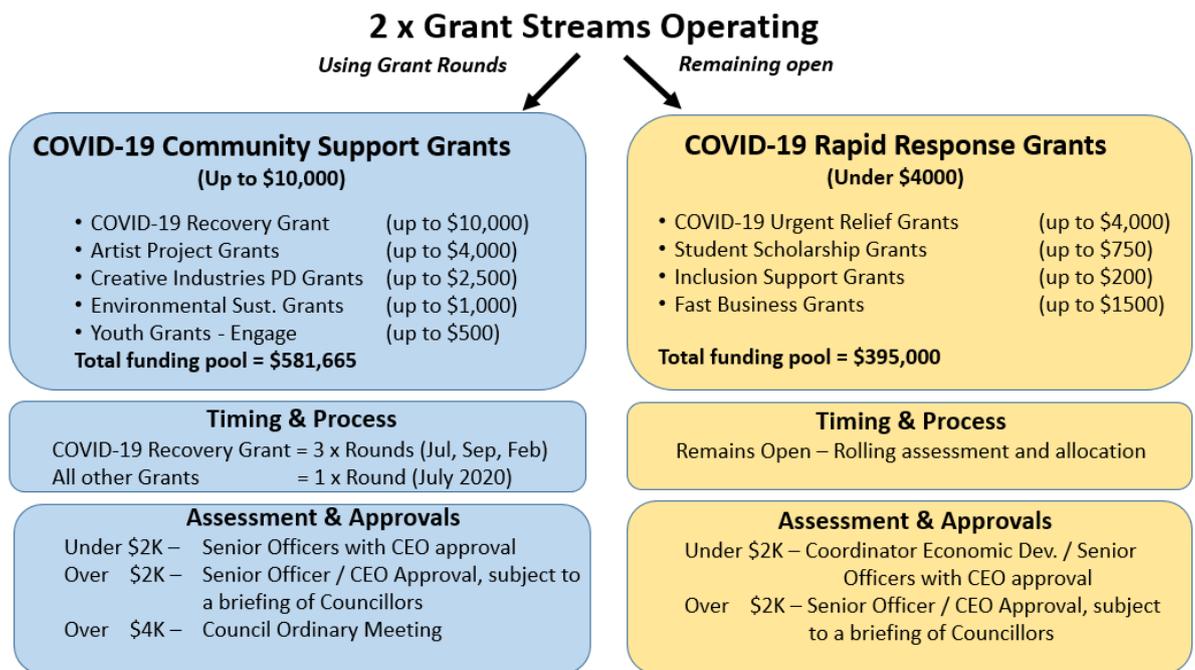
12.1 Approval process for repurposed grants arising from Frankston City Council's COVID-19 Relief and Recovery Package

Executive Summary

- Inclusion Support grants – **Attachment I**
- Fast Business Grants – **Attachment J**

- The diagram below of this report demonstrates the recommended categories and delegated decision making arrangements. Of note are the changes to the program. There are 3 rounds of the COVID19 Community Recovery Grants to better respond to community needs. This enables those not currently impacted to have the option to apply later in the year should conditions worsen. The second round in particular, will help an anticipated increase in need immediately preceding and during the post-Christmas period. The COVID19 Rapid Response Grants will remain open and be assessed fortnightly (or weekly as in the case of the fast business grants) in order to ensure a rapid turnaround.

COVID-19 Relief and Recovery Grants Program



Monthly COVID-19 Grant reports to be provided to Council OM – advising of grant allocations made

- *Note: It is proposed that all grant applications for Community Support Grants and Rapid Response Grants received during the period leading into Care-Taker and the subsequent transition period for the new Council (ie. between 2 Sep 2020 – 18 Jan 2021) be delegated to the CEO to approve.*

12.1 Approval process for repurposed grants arising from Frankston City Council's COVID-19 Relief and Recovery Package**Executive Summary**

A number of options for the approval of grant applications have been considered including:

Option 1

- Officers assessing applications and submitting a report and recommendations to Council for decisions to award the grants. This is not recommended due to the Caretaker Period, the Christmas recess and the high volume of low value applications that would need to be considered.

Option 2

- Delegating all decision making for all grants to CEO and Senior Officers. This also is not recommended as community grants have significantly increased and it is a departure from current practice.

Option 3

- Split the grants into 2 streams: Community Grants (up to \$10K) and Rapid Response Grants (up to \$4K) and delegate authority to approve:
 - Up to \$2K to the CEO under arrangements supported by Director Communities and Chief Financial Officer and Co-ordinator Economic Development;
 - Between 2K and up to \$4K to the CEO, which is subject to a briefing of Councillors, under arrangements supported by Director Communities and Chief Financial Officer. These grants will be noted at the next available Council Meeting; and
 - Over \$4K and up to \$10K to Council, which will be reported via the Ordinary Council Meetings, under arrangements supported by Director Communities and Chief Financial Officer.

N.B. It is recommended that decision-making is delegated to the CEO 2 September until 18 January 2021 to meet the requirements of the Caretaker period and Christmas recess. The delegations would revert back to the approved process/delegations identified above as of the 18th January and remain in place until the end of the 2020-2021 financial year unless amended by the newly appointed Council.

The Frankston Arts Board will review the Creative Industries and Artists Projects Grants as appropriate and make recommendations.

This option is recommended.

Financial Impact

There are no additional financial implications associated with this report.

The full budget implications of the Package were considered by Council on 11 May 2020. This report provides options and recommendations for the governance of the grants expenditure available as part of the Package funds.

**12.1 Approval process for repurposed grants arising from Frankston City Council's
COVID-19 Relief and Recovery Package****Executive Summary****Consultation****1. External Stakeholders**

No specific external consultation has occurred on this matter – other than anecdotal information via Council's contact points with the community who are already seeking to access the funds.

Councillors have been consulted on the grants program and delegation options.

2. Other Stakeholders

Officers responsible for implementing the grants program have been consulted including:

- Arts & Culture – Libraries & Learning and Arts Development & Programming
- Community Relations – Economic Development
- Community Strengthening – Communities
- Chief Financial Officer
- Manager Governance and Administration

Analysis (Environmental / Economic / Social Implications)

The past 3 months have been a stressful period for our community with many individuals affected by business closures, uncertain income, the impact of working from home and home schooling. Grants will contribute to alleviating some of the impacts and support the reopening of services and activities.

Legal / Policy / Council Plan ImpactCharter of Human Rights and Responsibilities

All matters relevant to the Charter of Human Rights and Responsibilities have been considered in the preparation of this report and are consistent with the standards set by the Charter.

Legal

There are no statutory obligations or legal implications that required consideration in this report.

Policy Impacts

The Community Grants Policy applies.

Officer's Declaration of Interests

Council officers involved in the preparation of this report have no Conflict of Interest in this matter.

Risk Mitigation

The various Grant Guidelines have been amended or developed to increase transparency, avoid the risk of inappropriate funding allocations and enable easy monitoring and reporting on the disbursement of public funds.

**12.1 Approval process for repurposed grants arising from Frankston City Council's
COVID-19 Relief and Recovery Package****Executive Summary****Conclusion**

COVID19 has had a significant impact requiring Council to consider the best way in which to support the community. A Community Care Package was approved 11 May 2020 including increased funding for grant.

A Council election is scheduled to occur in 2020 with an obligatory Caretaker Period commencing 22 September 2020, during which Councillors are unable to participate in determining or awarding grants. As such, 3 Options are included within the report to consider the best way in which to deliver rapid responses to applications, meet good governance and comply with the Local Government Act.

Option 3 is recommended to split the grants into 2 streams: COVID-19 Community Support Grants (up to \$10K) and COVID-19 Rapid Response Grants (up to \$4K).

ATTACHMENTS

Attachment A:	COVID-19 Relief and Recovery Grants Summary List
Attachment B:	COVID-19 Recovery Grant Criteria and Eligibility
Attachment C:	Artist Project Grants Criteria and Eligibility
Attachment D:	Creative Industries Grant Criteria and Eligibility
Attachment E:	Environmental Sustainability Grants Criteria and Eligibility
Attachment F:	Youth Grants Criteria and Eligibility
Attachment G:	COVID-19 Urgent Relief Grant Criteria and Eligibility
Attachment H:	Student Scholarships Grant Criteria and Eligibility
Attachment I:	Inclusion Support Grants Criteria and Eligibility
Attachment J:	Fast Business Grants Criteria and Eligibility

COVID-19 Relief and Recovery Grants Summary

Grants	Amount per application (Up to)	Grant Pool	Timing	Assessment Body	Approval
COVID-19 Community Support Grants					
COVID-19 Recovery Grants	\$10,000	\$ 514,665	3 x Rounds (Jul, Sep, Feb)	Council Officers and supported by the Chief Financial Officer and the Director Communities	Ordinary Council Meeting
Artist Project Grants	\$4,000	\$ 32,000	1 x Round July	Council Officers and supported by the Chief Financial Officer and the Director Communities	CEO, subject to a briefing of Councillors
Creative Industries PD Grants	\$2,500	\$ 20,000	1 x Round July	Council Officers and supported by the Chief Financial Officer and the Director Communities	Council via Councillor Briefings
Environmental Sustainability Grants	\$1,000	\$ 5,000	1 x Round July	Senior Officer(s)	CEO
Youth Grants (State Govt. Engage Program)	\$500	\$ 10,000	1 x Round July	Senior Officer(s)	CEO
Sub-Total		\$ 581,665			
COVID-19 Rapid Response Grants					
COVID-19 Urgent Relief Grants*	\$4,000	\$ 50,000	Open, Processed fortnightly	Council Officers and supported by the Chief Financial Officer and the Director Communities	Council via Councillor Briefings
Student Scholarship Grants	\$750	\$ 30,000	Open, Processed fortnightly	Senior Officer(s)	CEO
Inclusion Support Grants*	\$200	\$ 45,000	Open, Processed fortnightly	Senior Officer(s)	CEO
Fast Business Grants	\$1,500	\$ 270,000	Open, Processed weekly	Senior Officer(s)	CEO
Sub-Total		\$ 395,000			
Total		\$ 976,665			

* COVID-19 Urgent Relief Grants and Inclusion Support Grants share the pool of \$95K



COVID-19 Recovery Grant (Up to \$10K)

Description

One-off funding to provide assistance to community groups for support or relief in response to a community need related to the impact of COVID-19.

This funding is for a broad range of items to meet the needs of the organization (eg. equipment, rent, bills, training, materials etc) and/or to enable the organization to respond quickly to the immediate needs of the community arising from the impact of COVID-19 (i.e. supply of food, mental health support, health and well-being initiatives, equipment and community connectedness).

Applicants will need to demonstrate why the funds are needed and how they will address a community need impacted by COVID-19. It may include recovery and resilience programs that encourage community cohesion after the pandemic.

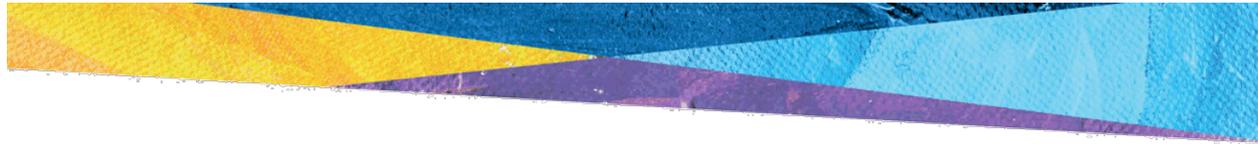
Assessment Criteria

The following criteria and weighting will be applied:

	Criteria	Weighting
Criterion 1	Demonstrate why the funds are needed in response to the impacts of COVID-19 on the organization and/or the community.	30%
Criterion 2	Expected contribution of the project/activity/support to the economic, social and/or environmental outcomes in Frankston City.	30%
	Demonstrated longevity and capacity development beyond the funded period.	10%
Criterion 3	Number of Frankston residents who will benefit: a) Directly; and b) Indirectly.	20%
Criterion 4	Activity addresses an area of need that would otherwise go unfunded.	10%

Important but not essential criterion is as follows:

Criterion 5	Direct benefit for vulnerable and/or disadvantaged residents.	Value add.
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Applicants may be eligible if:

- Not-for-profit
- A community group or organisation.
- Incorporated under the *Associations Incorporation Reform Act 2012* or commenced the process of incorporation (evidence will be required)
- Auspiced (sponsored or supported) by a group that is incorporated. If they are not incorporated, the organisation applying must meet eligibility requirements and take responsibility for the funds and acquittal
- Located within the geographical boundaries of Frankston City and/or servicing a significant number of Frankston City residents
- Offering activities, programs and projects to the general community without discrimination or restriction
- Offering activities, programs and projects that would be socially, economically, environmentally and physically accessible to all the community.
- Priority will be given to applicants who have not already received a COVID-19 Urgent Relief Grant.

Applicants will be ineligible if:

- Commercial and/or profit making organisation, political party or hosting a political event
- Activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works)
- Receiving other Council funding for the activity
- Hosting activities, programs and projects outside of Frankston City
- Seeking retrospective funding for activities, programs and projects that have already started or have been completed
- Requesting funding that would otherwise be covered by insurance
- Requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery
- In financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years community grants)
- Unable to provide an annual report and/or annual general meeting minutes; financial statement and public liability insurance statement
- Staff, Councillor or contractor to Frankston City Council.

Cancellation of the Grant

Funds must be acquitted on the activity for which they were allocated (unless otherwise authorised in writing by Council).

Grants will be cancelled and requested to be returned if Council has made an allocation with:

- False or misleading information, as provided by the applicant;
- The applicant withdraws from the activity;
- Is not undertaking the activity as applied; and, or
- The activity has been cancelled. Unspent monies must be returned to Council.



Artist Project Grants (Up to \$4,000)

Description

Assistance to individual artists, creatives or artists practicing within a small arts organisation, includes emerging, mid-career or established creatives. This funding will be distributed to eight successful recipients to develop new work that can be presented online, in a site specific location or at Cube 37 when FAC reopens.

Please note funding will be paid in two stages;

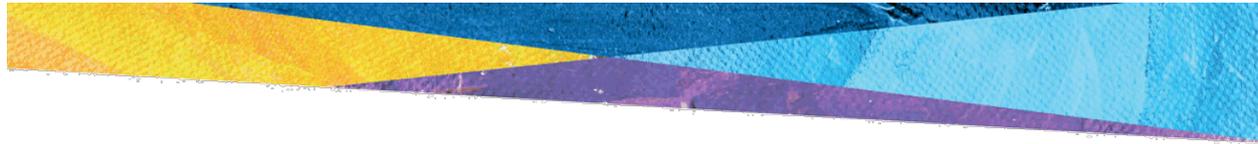
1. 50% on signed agreement; and
2. 50% upon completion of the event and reporting requirements

Successful applicants must invoice Council for payment in the stages as outlined.

Assessment Criteria

The following criteria and weighting will be applied:

	Criteria	Weighting
Criterion 1	Objectives: To develop new creative work that can be presented online, in a site specific location or at FAC at a time after re-opening.	30%
Criterion 2	Capacity and capability of artistic merit - Provide a description of the proposed work to be undertaken and the aspiration for how the work might be presented; - Artistic merit and rationale of proposed project; and - Effective use of resources, with realistic and achievable planning including a clear and concise budget; - Quality of work previously produced; - Demonstrated ability, skills and clear articulation of creative process; - Contribution to diverse cultural expression; and - Timeliness of proposed activity.	35%



Criterion 3	<p>Impact on the individual’s career and contribution to the local community</p> <ul style="list-style-type: none"> - Articulate how the work contributes to the arts and culture landscape of Frankston City; - Strong understanding and articulation of audience engagement; - The future potential of the work beyond its first presentation; and - Provide details how the project will be accessible. 	35%
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Applicants may be eligible if:

- Have an Australian Business Number (ABN)
- Be an individual artist, creative or artists practicing (which could be a small arts organisation), this includes emerging, mid-career or established creatives
- The proposed outcome must be located within the geographical boundaries of the Frankston City municipality.
- Applicants must live, work, study in the Frankston municipality or a demonstrated strong affiliation with the Frankston City municipality
- Outcomes are for the general community without discrimination or restriction and are socially, economically and physically accessible to the community.

Applicants will be ineligible if:

- The outcome is being presented outside of the Frankston municipality
- The applicants are seeking retrospective funding for activities, programs, projects and events that have already been completed
- The application is for capital works and capital expenses
- The applicant is a staff member, immediate family member, Councillor or contractor to Frankston City Council
- Artists or arts organisations that are party-political or that whose purpose is primarily political, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising
- Artists or arts organisations or applications that seek to exclude or offend parts of the community.
- Applicant is in financial debt with Council or has not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous year’s grants)
- Unable to meet the compliance and safety requirements of Council
- Applicants who are currently supported by Frankston City Council through a funding program for the same concept and/or activity
- The outcome is for a private event or function, or the proposed activity will be held for members of a community or business organisation exclusively
- Applicants do not have an adequate public liability insurance statement for proposed activities.



Creative Industries PD Grant (Up to \$2,500)

Description

This funding is offered as ‘once only’ assistance support eight successful local artists and creatives to build the capacity of their practice via participation in further training, career development activities, mentorships, workshops and other projects directly related to career development. Please note funding will be paid in two stages;

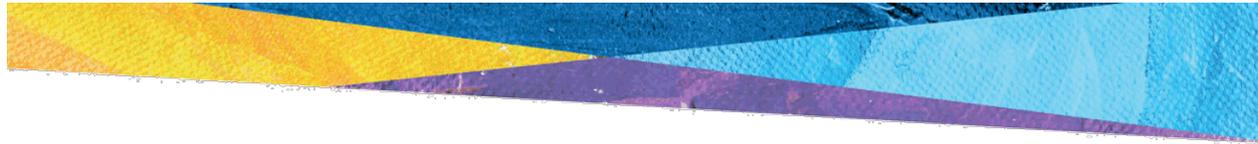
1. 50% on signed agreement; and
2. 50% upon completion of the event and reporting requirements

Successful applicants must invoice Council for payment in the stages as outlined.

Assessment Criteria

The following criteria and weighting will be applied:

	Criteria	Weighting
Criterion 1	<p>Objectives: Proposed activity clearly achieves the objective to:</p> <p>Support local artists and creatives to build the capacity of their practice via participation in further training, career development activities, mentorships, workshops and other projects directly related to career development.</p>	25%
Criterion 2	<p>Capacity and capability</p> <ul style="list-style-type: none"> - Develops or extends the applicant’s creative practice; - Skills and artistic ability of the people involved e.g. mentors, and their relevance to the advancement of the applicant’s career progression; and - Effective use of resources, with realistic and achievable planning including a clear and concise budget. 	25%



Criterion 3	<p>Impact on the individual's career and contribution to the local community</p> <ul style="list-style-type: none"> - Capacity to strengthen skills and abilities of artist/s to forge career advancement pathways; - Potential to discover and develop new partnerships and networks or collaborations amongst a number of creatives; and - Benefit to Frankston community that will emerge from the career development opportunity. 	50%
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Applicants may be eligible if:

- Have an Australian Business Number (ABN)
- Be an individual artist, creative or artists practicing (which could be a small arts organisation), this includes emerging, mid-career or established creatives
- The proposed outcome must be located within the geographical boundaries of the Frankston City municipality.
- Applicants must live, work, study in the Frankston municipality or a demonstrated strong affiliation with the Frankston City municipality
- Outcomes are for the general community without discrimination or restriction and are socially, economically and physically accessible to the community.

Applicants will be ineligible if:

- The outcome is being presented outside of the Frankston municipality
- The applicants are seeking retrospective funding for activities, programs, projects and events that have already been completed
- The application is for capital works and capital expenses
- The applicant is a staff member, immediate family member, Councillor or contractor to Frankston City Council
- Artists or arts organisations that are party-political or that whose purpose is primarily political, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising
- Artists or arts organisations or applications that seek to exclude or offend parts of the community.
- Applicant is in financial debt with Council or has not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous year's grants)
- Unable to meet the compliance and safety requirements of Council
- Applicants who are currently supported by Frankston City Council through a funding program for the same concept and/or activity
- The outcome is for a private event or function, or the proposed activity will be held for members of a community or business organisation exclusively
- Applicants do not have an adequate public liability insurance statement for proposed activities.



Environmental Sustainability Grants (Up to \$1,000)

Description

Council has adopted Greening our Future Environment Strategy (2014-2024) and funding is available to support community organisations with environmental and sustainability projects that support the strategic vision for Frankston's future. The four key themes are:

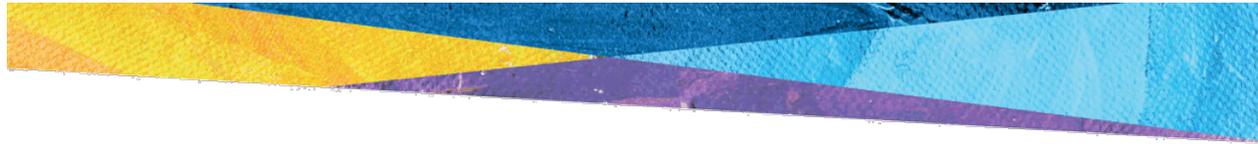
1. Protecting and enhancing natural assets
2. Wise use of natural resources
3. Minimising environmental impacts
4. Educating and engaging the community.

Applications must contribute to a positive environmental outcome in line with the key themes and may also respond to the immediate need to provide support or relief in relation to the impact of COVID-19 (e.g. energy saving initiative to reduce the impact of energy usage and costs).

Eligibility

Applicants must be:

- Not-for-profit
- A community group or organisation
- Incorporated under the *Associations Incorporation Reform Act 2012* or commenced the process of incorporation (evidence will be required)
- Auspiced (sponsored or supported) by a group that is incorporated. If they are not incorporated, the organisation applying must meet eligibility requirements and take responsibility for the funds and acquittal
- Located within the geographical boundaries of Frankston City and/or servicing a significant number of Frankston City residents
- Offering activities, programs and projects to the general community without discrimination or restriction
- Offering activities, programs and projects that would be socially, economically, environmentally and physically accessible to all the community.



Applicants will be ineligible if:

- Commercial and/or profit making organisation, political party or hosting a political event.
- Activities or programs that are the responsibility of another level of government (such as education, health); or are the responsibility of a group under their incorporation or lease/license agreement (including recurrent expenses and capital works)
- Receiving other Council funding for the activity
- Hosting activities, programs and projects outside of Frankston City
- Seeking retrospective funding for activities, programs and projects that have already started or have been completed
- Requesting funding that would otherwise be covered by insurance
- Requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery
- Have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous year's community grants)
- Unable to provide an annual report and/or annual general meeting minutes; financial statement and public liability insurance statement
- Staff, Councillor or contractor to Frankston City Council.

Assessment Criteria

The following criteria and weighting are considered essential and are listed in order of importance:

	Criteria	Weighting
Criterion 1	Expected contribution of project to positive environmental and social outcomes in Frankston City	40%
Criterion 2	Opportunity for educating and engaging the community in the project	30%
Criterion 3	Project addresses a need that would otherwise go unfunded	20%
Criterion 4	Demonstrated longevity of the project benefits beyond the funded period	10%

Important but not essential criterion is as follows:

Criterion 5	Direct benefit for vulnerable and/or disadvantage residents.	Value Add.
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Youth Grant (up to \$2,500)

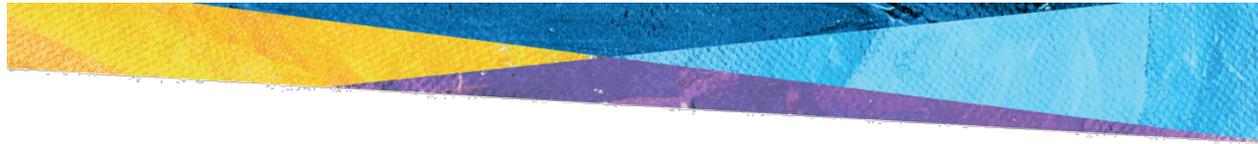
The Victorian Government, through the ‘Engage!’ Program gives funding to Frankston City Council to offer a Youth Grants program.

The Youth Grants Program aims to support young people experiencing disadvantages that limit their ability to gain financial support for materials, equipment and courses for their education, training and/or career aspirations. Applicants must outline the benefits of the grant to their future.

Assessment Criteria

The following criteria and weighting are considered essential and are listed in order of importance:

	Criteria	Weighting
Criterion 1	The applicant’s reference has advocated that the requested item/service reflects the need of the applicant.	20%
Criterion 2	The application aligns closely with the priority areas of the Engage funding <ul style="list-style-type: none"> • have a greater connection to and active participation in their local community; • build their skills and knowledge, and pathways to employment, training and education; and • improve their health and wellbeing and social connections to friends, family and the community. 	20%
Criterion 3	Funds will be used for materials, equipment, fees or other services/items which will support the applicant’s education and employment opportunities.	20%
Criterion 4	The benefits of the item/service requested to the applicant’s future are clear.	20%
Criterion 5	Non provision of the requested item/service will contribute to barriers to the applicant’s education and employment opportunities.	20%



Applicants may be eligible if:

- Aged between 12 and 24 who live, work and/or study in the Frankston municipality (Frankston, Frankston South, Frankston North, Langwarrin, Karingal, Carrum Downs, Seaford, Langwarrin, Sandhurst, Skye The proposed outcome must be located within the geographical boundaries of the Frankston City municipality
- Agree that Council will pay item/service providers directly and not the applicant (on receipt of invoice)
- Agree youth grants can only fund the item or service requested in the application
- One or two referees are provided i.e. school teacher

Applicants will be ineligible if:

- Seeking retrospective funding for purchases/activities that have already been completed
- The applicant is a staff member, immediate family member, Councillor or contractor to Frankston City Council.
- The applicant has been the recipient of Council's Student Scholarship Grant in 2020/21.

Cancellation of the Grant

Funds must be acquitted on the activity for which they were allocated (unless otherwise authorised in writing by Council).

Grants will be cancelled and requested to be returned if Council has made an allocation with:

- False or misleading information, as provided by the applicant;
- The applicant withdraws from the activity;
- Is not undertaking the activity as applied; and, or
- The activity has been cancelled. Unspent monies must be returned to Council.



COVID-19 Urgent Relief Grant (Up to \$4K)

Description

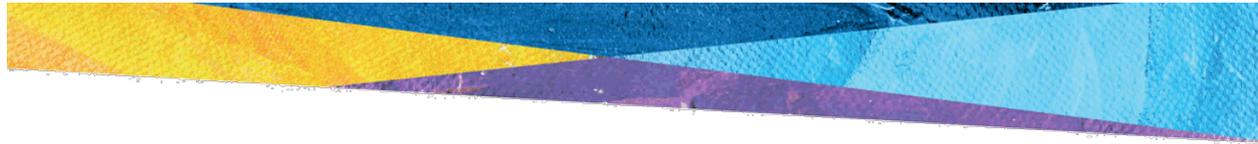
Funding for \$4,000 is available to assist grassroots community groups who have a pressing need for support that cannot wait for a submission to the COVID-19 Recovery Grant rounds. This funding is for a broad range of items to meet the urgent needs of the organization (eg. equipment, rent, bills, training, materials etc) and/or enable the organization to respond quickly to the immediate needs of the community arising from the impact of COVID-19 (i.e. supply of food, mental health support, health and well-being initiatives, equipment and community connectedness. Generally this grant would be applied for when specific needs emerge with such urgency that the applicant is not able to wait for a submission to the COVID-19 Recovery Grant application rounds (there are 3 rounds for the COVID-19 Recovery Grant in 2021/21 and which also allows for a higher value funding allocation per grant application).

Assessment Criteria

	Criteria	Weighting
Criterion 1	Demonstrate why the funds are urgently needed in response to the impacts of COVID-19 on the organization and/or the community.	30%
Criterion 2	Expected contribution of the project/activity/support to the economic, social and/or environmental outcomes in Frankston City.	30%
	Demonstrated longevity and capacity development beyond the funded period.	10%
Criterion 3	Number of Frankston residents who will benefit: a) Directly; and b) Indirectly.	20%
Criterion 4	Activity addresses an area of need that would otherwise go unfunded.	10%

Important but not essential criterion is as follows:

Criterion 5	Direct benefit for vulnerable and/or disadvantaged residents.	Value add.
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Applicants may be eligible if

- Not-for-profit
- A community group or organisation.
- Incorporated under the *Associations Incorporation Reform Act 2012* or commenced the process of incorporation (evidence will be required)
- Auspiced (sponsored or supported) by a group that is incorporated. If they are not incorporated, the organisation applying must meet eligibility requirements and take responsibility for the funds and acquittal
- Located within the geographical boundaries of Frankston City and/or servicing a significant number of Frankston City residents
- Offering activities, programs and projects to the general community without discrimination or restriction
- Offering activities, programs and projects that would be socially, economically, environmentally and physically accessible to all the community.
- Priority will be given to applicants who have not already received a COVID-19 Recovery Grant.

Applicants will be ineligible if:

- Commercial and/or profit making organisation, political party or hosting a political event
- Activities or programs that can reasonably considered the responsibility of another level of government;
- Receiving other Council funding for the activity
- Hosting activities, programs and projects outside of Frankston City
- Seeking retrospective funding for activities, programs and projects that have already started or have been completed
- Requesting funding that would otherwise be covered by insurance
- Requesting funding for capital works and capital expenses including vehicles, air conditioning units and machinery
- In financial debt with Council or have not previously complied with grant conditions (including unable to properly account for prior funds; have not spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years community grants)
- Unable to provide an annual report and/or annual general meeting minutes; financial statement and public liability insurance statement
- Staff, Councillor or contractor to Frankston City Council.

Cancellation of the Grant

Funds must be acquitted on the activity for which they were allocated (unless otherwise authorised in writing by Council).

Grants will be cancelled and requested to be returned if Council has made an allocation with:

- False or misleading information, as provided by the applicant;
- The applicant withdraws from the activity;
- Is not undertaking the activity as applied; and, or
- The activity has been cancelled. Unspent monies must be returned to Council.



Student Scholarship Grants (Up to \$750)

Description

Funding assists Frankston City students who have been impacted by COVID-19 with monetary support to purchase text books and/or assist with educational fees for students who are studying at higher education institutes (i.e. Chisholm Institute of TAFE) as part of Frankston City Council's Community Care Package. Applicants apply to Council and if successful, grants are paid directly to the item/service provider on receipt of invoice, not the applicant. Applicants must hold a Health Care Card or Pension Concession Card.

Eligibility

Applicants must:

- Be a Frankston municipality resident; and hold a Health Care or Pension Concession Card
- Be an enrolled tertiary education student in 2020/21 and provide evidence of this
- Agree that Council will pay item/service providers directly and not to the applicant (on receipt of invoice)
- Agree funding is for text books or other items required for higher learning.
- Not have been the recipient of a previous Student Scholarship Grant within the same financial year.
- Have previously complied with conditions of any previous grants received in prior years (including properly accounting for prior funds).

Cancellation of the Grant

Funds must be acquitted on the activity for which they were allocated (unless otherwise authorised in writing by Council).

Grants will be cancelled and requested to be returned if Council has made an allocation with:

- False or misleading information, as provided by the applicant;
- The applicant withdraws from the activity;
- Is not undertaking the activity as applied; and, or
- The activity has been cancelled. Unspent monies must be returned to Council.



Inclusion Support Grants (Up to \$200)

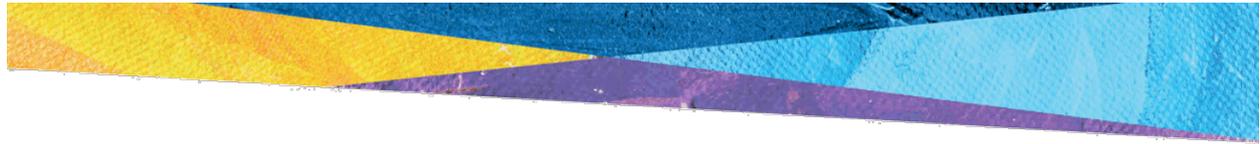
Description

Funding supports the inclusion of school aged Frankston residents up to the age of 18 years in disadvantaged circumstances to participate in a sport by paying their fees directly to the Frankston municipality sports club (e.g. cricket, football, netball, basketball, tennis, etc.). Applicants apply to Council and if successful, applicants must register with the sporting club within 8 weeks. Grants are paid directly to the club on receipt of invoice. Applicants must hold a Health Care Card or Pension Concession Card. Assistance can be provided for more than one family member per financial year. Council may consider applications for other recreational activities on a case by case basis.

Eligibility

Applicants must:

- Be a Frankston municipality resident; be school-aged up to 18 years; and hold a Health Care or Pension Concession card
- Be applying to a sporting club that is not-for-profit, and based in Frankston municipality; (Council has discretion to consider applications for other recreational activities)
- Agree that Council will pay fees directly to the sporting club (on receipt of invoice)
- Once approved, join their nominated club within 8 weeks from the date of approval
- Compulsory uniform and equipment *may* be considered as part of the application on a case by case basis and in discussion with the sporting club.
- Not have been the recipient of a previous Inclusion Support Grant within the same financial year (assistance can be provided for more than one family member per financial year).
- Have previously complied with conditions of any previous grants received in prior years (including properly accounting for prior funds).



Cancellation of the Grant

Funds must be acquitted on the activity for which they were allocated (unless otherwise authorised in writing by Council).

Grants will be cancelled and requested to be returned if Council has made an allocation with:

- False or misleading information, as provided by the applicant;
- The applicant withdraws from the activity;
- Is not undertaking the activity as applied; and, or
- The activity has been cancelled. Unspent monies must be returned to Council.



Fast Business Grants (Up to \$1,500)

Description

Funding supports the ongoing operations of small businesses highly impacted by COVID-19. Funding can be allocated for utilities, Council rates, telecommunication charges, insurance payments, professional advice, or other as applied.

Eligibility

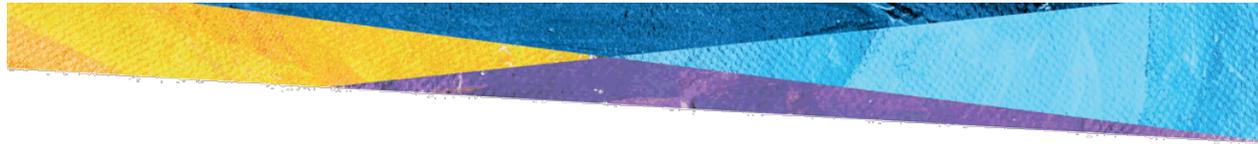
Applicants must:

- Be a small business legally trading within Frankston City
- Have an Australian Business Number (ABN) as at 1 March 2020
- Have an annual turnover of more than \$75,000 (a Business Activity Statement must be provided as evidence)
- Have employed 1-19 full time workers as at 1 March 2020
- Have had normal business operations highly impacted by COVID-19 restrictions (which may or may not have included a temporary closure)
- Have experienced at least 40 per cent decline in turnover compared to the same two-month period in 2019 (April and May 2019), as a result of COVID-19
- Have unavoidable business costs not otherwise the subject of other Victorian Government and Commonwealth government financial assistance measures.
- Not have not been a previous recipient of a Fast Business Grant in 2020/21.

Where a small business was not in operation a year earlier, Council will have discretion to consider additional information that the small business can provide to establish that they have been significantly affected by the impacts of the COVID-19.

This grant does not apply to the following businesses or organisations:

- If the business is not located or does not trade within Frankston City
- If the business is listed on the Australian Business Register as a sole trader and does not employ staff (please speak to Council's Business Concierge and seek advice as to what other forms of support you might be eligible for)



- If the business had an annual turnover of more than \$2 million in the previous financial year
- Subsidiaries of larger companies
- Trusts (except family and discretionary trusts)
- Charities and not-for-profit organisations are ineligible for this program, however may be eligible through one of Council’s alternative COVID-19 Relief and Recover Grants
- Incorporated organisations, government departments and agencies
- Foreign companies or branches that are not registered as an Australian Company
- The applicant has not previously complied with the conditions of any other grant received from Council
- The business, the business owner or director is currently under investigation by Frankston City Council

Assessment Criteria

Applicants must satisfy all three assessment criteria’s to be awarded grant funds

Eligibility	Criteria	YES/NO
Certification	<p>The Business is able to verify that they meet the following requirements:</p> <ul style="list-style-type: none"> • The business legally trades within Frankston City • The business has an Australian Business Number (ABN) as at 1 March 2020 	
Financial Assessment	<p>The Business is able to verify that they meet the following financial and employment requirements:</p> <ul style="list-style-type: none"> • The business has an annual turnover of more than \$75,000 and less than \$2 million • The business employed 1-19 full time workers as at 1 March 2020 • The business has experienced at least 40% decline in turnover compared to the same two-month period in 2019 (April and May 2019), as a result of COVID-19 	
Unavoidable costs and need	<p>The Business has been highly impacted by COVID-19 restrictions and is able to demonstrate the need for support to pay unavoidable costs and expenses.</p>	

Cancellation of the Grant

Funds must be acquitted on the activity for which they were allocated (unless otherwise authorised in writing by delegated authorized officers).

Grants will be cancelled and requested to be returned if the delegated officers have made an allocation with:

- False or misleading information, as provided by the applicant;
- Has not used funds as allocated within their application



17. CONFIDENTIAL ITEMS

Section 3(1) of the Local Government Act 2020 enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Council business information that would prejudice the Council's position in commercial negotiations if prematurely released;
- (b) Security information that is likely to endanger the security of Council property or the safety of any person;
- (c) Land use planning information;
- (d) Law enforcement information;
- (e) Legal privileged information;
- (f) Personal information;
- (g) Private commercial information;
- (h) Internal arbitration information;
- (i) Councillor conduct panel information
- (j) Information prescribed by the regulations to be confidential information for the purposes of this definition;
- (k) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989
- (l) A resolution to close the meeting to members of the public pursuant to section 66(2)(a).

Recommendation

That the Ordinary Council Meeting be closed to the public to discuss the following Agenda items and all documents associated with the consideration and discussion of it, that are designated confidential information by me, pursuant to Section 77(2)(c) of the Local Government Act 1989 (the Act), as confidential information pursuant to Section 3(1) of the Local Government Act 2020 (the Act) on the following grounds:

C.1 Debrief of Ordinary Council Meeting

Agenda Item C.1 Debrief of Ordinary Council Meeting is designated confidential:

- on the grounds that they contain information that was confidential information for the purpose of section 77 of the Local Government Act 1989; and
- these grounds apply because the information contains details of a Councillors personal view on the conduct of the Ordinary Meeting and would, if prematurely released, impact the reputation of Councillors and Council.

.....
Signed by the CEO