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**Glenelg Shire Council**

**Minutes of the Ordinary Council Meeting held on**

**Tuesday 25 February 2020 at 7.00pm at**

**Portland Customer Service Centre, Cliff Street Portland**

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TIME:

7.00pm

PRESENT:

Cr Anita Rank (Mayor), Cr Robert Halliday, Cr Chrissy Hawker (Deputy Mayor), Cr Alistair McDonald, Cr Karen Stephens, Cr Geoff White and Cr Gilbert Wilson.

Also, in attendance were the Chief Executive Officer (Mr Greg Burgoyne), Acting Director Community Services (Ms Ann Kirkham), Director Assets (Ms Edith Farrell), Acting Director Corporate Services (Ms Joan Lewis), Council Support Coordinator (Ms Kylie Walford) and Media and Communications Officer (Ms Courtney Hoggan).

OPENING PRAYER:

The Mayor opened the meeting with the Council Prayer.

ABORIGINAL ACKNOWLEDGEMENT:

The Mayor read the Aboriginal Acknowledgement.

RECEIPT OF APOLOGIES:

Nil.

CONFIRMATION OF MINUTES:Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 28 January 2020, as circulated, be confirmed.

**MOTION****MOVED Cr Wilson**

**That the minutes of the Ordinary Council Meeting held on Tuesday 28 January 2020, as circulated, be confirmed.**

**SECONDED Cr Halliday****CARRIED**DECLARATIONS OF CONFLICT OF INTEREST:

Nil.

QUESTION TIME:

Nil.

QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN IN WRITING OR PREVIOUSLY TAKEN ON NOTICE:

Nil.

QUESTIONS FROM THE GALLERY:

Nil.

PRESENTATIONS:

Nil.

A. NOTICES OF MOTION:**A1. NOTICE OF MOTION 2-2019-2020 – AMENDMENT TO THE SCHEDULED 2020 STATUTORY COUNCIL MEETING**

CEO: Greg Burgoyne, Chief Executive Officer

In accordance with the Council's Governance Local Law and associated Meeting Procedure, I give notice of my intention to move the following Motion at the Council meeting to be held on Tuesday, 23 October 2018:

1. That the minutes of the Statutory Council Meeting held on Wednesday 6 November 2019 be amended by:

Deleting from Item A5. Arrangement for Ordinary Council Meetings 2019/2020 Mayoral Year, Part 2 of the resolution,

*"That a Statutory Council Meeting be held on Wednesday 4 November 2020 commencing at 6.00pm in accordance with Section 71(3) of the Local Government Act 1989 for the purpose of electing a new Mayor."*

and inserting in lieu thereof the following:

*"That a Statutory Council Meeting be held on Wednesday, 11 November 2020 commencing at 6.00pm in accordance with Section 71(3) of the Local Government Act 1989 for the purpose of electing a new Mayor."*

2. That Public Notice be given of the change of the date for the Statutory Council Meeting, for the purposes of holding the first meeting of the Council after a general election and electing a Mayor for the 2020/2021 year, now to be held on Wednesday, 11 November 2020, advertisement at least 7 days prior to the meeting date, as required by Section 89 of the *Local Government Act 1989*.

Comments

The *Local Government (Electoral) Regulations 2016* were fixed by the Governor in Council on Tuesday 26 July 2016. One of the variations made by the Regulations was that the Victorian Electoral Commission (VEC) will accept postal votes received within the five working days following the close of voting if the vote was completed prior to the close of voting.

In light of the above the VEC has recommended that Council does not hold its first meeting after the general election before Monday, 9 November 2020.

**A1. NOTICE OF MOTION 2-2019-2020 – AMENDMENT TO THE SCHEDULED 2020 STATUTORY COUNCIL MEETING**

**MOTION**

**MOVED Cr Stephens**

1. That the minutes of the Statutory Council Meeting held on Wednesday 6 November 2019 be amended by:

Deleting from Item A5. Arrangement for Ordinary Council Meetings 2019/2020 Mayoral Year, Part 2 of the resolution,

*“That a Statutory Council Meeting be held on Wednesday 4 November 2020 commencing at 6.00pm in accordance with Section 71(3) of the Local Government Act 1989 for the purpose of electing a new Mayor.”*

and inserting in lieu thereof the following:

*“That a Statutory Council Meeting be held on Wednesday, 11 November 2020 commencing at 6.00pm in accordance with Section 71(3) of the Local Government Act 1989 for the purpose of electing a new Mayor.”*

2. That Public Notice be given of the change of the date for the Statutory Council Meeting, for the purposes of holding the first meeting of the Council after a general election and electing a Mayor for the 2020/2021 year, now to be held on Wednesday, 11 November 2020, advertisement at least 7 days prior to the meeting date, as required by Section 89 of the *Local Government Act 1989*.

**SECONDED Cr McDonald**

**CARRIED**

It is therefore believed that it would be more appropriate to hold the Statutory Council Meeting, for the purpose of electing a Mayor 2020/2020 year on Wednesday, 11 November 2020.

Signed: Cr Anita Rank  
Date: 11 February 2020

**Separate Circulations – Non-Confidential**

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Notice of Motion – Amendment to scheduled Statutory Council Meeting 2020	2648354

B. DEPUTATIONS:

Nil.

C. PETITIONS:

Nil.

D. COMMITTEE REPORTS:

Nil.



E. ASSEMBLY OF COUNCILLOR RECORDS:**E1. ASSEMBLY OF COUNCILLORS RECORDS 16 JANUARY 2020 – 15 FEBRUARY 2020 (INCLUSIVE)**

Director: Joan Lewis, Acting Director Corporate Services

*Executive Summary*

In accordance with the *Local Government Act 1989* Section 80A, Assembly of Councillors records (including records of those titled as committees) must be reported to the next 'practical' Ordinary Council meeting and incorporated in the minutes of that meeting. The objective of submitting the Assembly of Councillors (including records of those titled as committees) records to Council meetings is to ensure public transparency in Council decision making processes.

Recommendation

That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 16 January 2020 – Thursday 15 February 2020 (inclusive).

**MOTION****MOVED Cr Hawker**

**That Council receives the report on Assembly of Councillors Records (including records of those titled as committees) for the period Thursday 16 January 2020 – Thursday 15 February 2020 (inclusive).**

**SECONDED Cr Halliday****CARRIED***Background/Key Information:*

The Chief Executive Officer must ensure that a written record is kept of every Assembly of Councillors record (including records of those titled as committees).

Circular L97 advises that Assembly of Councillors records "*only needs to be a simple document that records:*

- *the names of all Councillors and staff at the meeting;*
- *a list of the matters considered;*
- *any conflict of interest disclosed by a Councillor; and*
- *whether a Councillor who disclosed a conflict left the room.*

**E1. ASSEMBLY OF COUNCILLORS RECORDS 16 JANUARY 2020 – 15 FEBRUARY 2020 (INCLUSIVE)**

(continued)

The circular also advises that: *“The record is not required to be in the form of minutes. The recommended approach is to record the “matters” discussed, by listing the headings of the matters. In some cases, meetings may be considering a single matter...”*

The circular further advises that: *“This does not mean that the record cannot be reported to the Council in the form of minutes. In Councils where it is established practice for minutes of advisory committees to be tabled at Council meetings, the minutes will be sufficient for the purpose if they include the required information, including disclosures.*

The legislative requirement became effective from the 24 September 2010.

This report covers the period from Thursday 16 January 2020 – Thursday 15 February 2020 (inclusive). All Assembly of Councillors records (including records of those titled as committees) held during this period must be included.

The following assembly of Councillors records (including records of those titled as committees) held during the period specified above have been received from the relevant Departments/Units:

- Assembly of Councillors – CEO and Councillors Briefing session meeting held on Tuesday 28 January 2020 (DocSetID:2646122);
- Assembly of Councillors – Councillors Briefing session meeting held on Tuesday 28 January 2020 (DocSetID: 2645738);
- Casterton Railway Precinct Advisory Committee meeting record held on Monday 10 February 2020 (DocSetID: 2648996);
- Assembly of Councillors – Councillors Workshop meeting held on Tuesday 11 February 2020 (DocSetID: 2529441): and
- Assembly of Councillors – Councillors and CEO Briefing meeting held on Tuesday 11 February 2020 (DocSetID: 2648996).

a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. Legislative, Legal and Risk Management Considerations

The purpose of this report is to ensure compliance with the *Local Government Act 1989*. References include:

- Section 3(1) – Definition of “Assembly of Councillors”;

**E1. ASSEMBLY OF COUNCILLORS RECORDS 16 JANUARY 2020 – 15 FEBRUARY 2020 (INCLUSIVE)**

(continued)

- Section 80A – Requirements for an assembly of Councillors; and
- Section 3(1) – Definition of “advisory committee”.

c. Consultation and/or communication processes implemented or proposed

This report has considered the requirements of the Victorian Charter of Human Rights and Responsibilities.

d. Financial and Resource Implications and Opportunities

The cost of preparing the monthly reports on Assembly of Councillors records (including records of those titled as committees) is another compliance cost imposed by the state government and is an indirect cost within the corporate governance unit salaries and on cost budget.

Separate Circulations – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Assembly of Councillors – CEO and Councillors Briefing session meeting held on Tuesday 28 January 2020	2645738
2.	Assembly of Councillors – Councillors Briefing session meeting held on Tuesday 28 January 2020	2646122
3.	Casterton Railway Precinct Advisory Committee meeting record held on Monday 10 February 2020	2648562
4.	Assembly of Councillors – Councillors Workshop meeting held on Tuesday 11 February 2020	2529441
5.	Assembly of Councillors – CEO and Councillors Briefing meeting held on Tuesday 11 February 2020	2648996

F. MANAGEMENT REPORTS:**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

CEO: Greg Burgoyne, Chief Executive Officer

Executive Summary

The purpose of this report is to enable Council to consider the Councillor and Chief Executive Officer Leave of Absence Register.

Recommendation

That Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented as a confidential circulation under Section 89(2) of the *Local Government Act 1989*.

**MOTION****MOVED Cr McDonald**

**That Council approve the Councillor and Chief Executive Officer Leave of Absence Register presented as a confidential circulation under Section 89(2) of the *Local Government Act 1989*.**

**SECONDED Cr Stephens****CARRIED**Background/Key Information:

In accordance with Section 66B of the *Local Government Act 1989* Councillors are entitled to take Leave of Absence.

Section 66B of the *Local Government Act 1989* states:

**66B Leave of Absence of a Councillor**

- (1) If a Councillor is required to take leave of absence under this Act, the Councillor:
  - (a) may continue to be a Councillor but must not perform the duties of functions of a Councillor during the period of leave;
  - (b) remains entitled to receive a Councillor allowance unless this Act otherwise provides;
  - (c) is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;

**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

- (d) must return all Council equipment and materials to the Council for the period of leave if the Council requires.
- (2) If a Mayor is required to take a leave of absence under this Act, the Mayor is, for the duration of the leave, to be considered as incapable of acting under section 73(3) and subsection (1) applies to the Mayor as if the Mayor were a Councillor only.

Section 69(1)(g) of the *Local Government Act 1989* states:

**S69 Extraordinary vacancies**

- (1) An extraordinary vacancy is created if the office of a Councillor becomes vacant because the Councillor:
- (g) is absent from 4 consecutive ordinary meetings of the Council without leave obtained from the Council.
- (2) The Council must not unreasonably refuse to grant leave.
- (3) A Councillor is not to be taken to be absent from an ordinary meeting of the Council –
- (a) unless a meeting of the Council at which a quorum is present is actually held; or
- (b) while any proceeding for ouster from office of the Councillor is pending.

a. **Council Plan Linkage and Policy Context**

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. **Legislative, Legal and Risk Management Considerations**

Section 66 of the *Local Government Act 1989*  
Section 69 *Local Government Act 1989*

c. **Consultation and/or communication processes implemented or proposed**

Councillors are required to submit Leave of Absence requests in writing to the Chief Executive Officer.

The Chief Executive Officer is required to submit his Leave of Absence requests in writing to Council through the Councillor and Chief Executive Officer Leave of Absence Register.

**F1. COUNCILLOR AND CHIEF EXECUTIVE OFFICER LEAVE OF ABSENCE REGISTER**

(continued)

A register will be held by the Chief Executive Officer and reported monthly to Council.

d. Financial and Resource Implications and Opportunities

Nil.

Separate Circulation – Confidential

*The separate circulation listed in the table below have been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):*

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>Relevant Grounds Under Section 89(2) of the Act</i>	<i>ECM DocSetID</i>
1.	Councillor and Chief Executive Officer Leave of Absence Register	(Security of Councillor's Property) Any other matter which the council or special committee considers would prejudice the council or any person - section 89 (2) (h)	2647903

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

CEO: Greg Burgoyne, Chief Executive Officer

**Executive Summary**

A review of the Council Policy Mayor and Councillor Entitlements has been undertaken following the release of the Victorian Auditor-General's report *Fraud and Corruption Control – Local Government* (VAGO Report) in June 2019.

Council officers have considered the findings and performed a self-assessment of controls to determine if the recommendations are applicable to Council's operations.

The purpose of this report is to enable Council to consider the revised Council Policy Mayor and Councillor Entitlements.

**Recommendation**

That Council adopt the revised Council Policy 'Mayor and Councillor Entitlements'.

**MOTION**

**MOVED Cr Hawker**

**That Council adopt the revised Council Policy 'Mayor and Councillor Entitlements'.**

**SECONDED Cr Wilson**

**CARRIED**

**Background/Key Information:**

Following the release of the VAGO Report in June 2019, a self-assessment of the VAGO Report findings was carried out on the Council Policy Mayor and Councillor Entitlements (the Policy).

It was determined that a number of changes could be made to strengthen the controls relating to Councillor expenditure. As a result, the Policy has been reviewed.

The proposed main amendments are outlined in the table below. The separate circulation provides Council with a clean/untracked version of the Policy for ease of reading.

Whilst some amendments have been made to the Policy that are not directly linked to a VAGO finding or recommendation, they are recommended with a view to strengthening controls and reducing the risk of fraud and corruption.

The VAGO report highlights the importance for Council to review and consider their standing entitlements to ensure that they are not excessive and meeting community expectations and perceptions.

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

Policy Clause	Title	Proposed Changes/Amendments/Inclusions	VAGO Report Reference	VAGO Comment
4.2 Page 4	Reimbursement of Expenses	<p>Claims should be submitted within 30 days of expenditure being incurred.</p> <p>Where a claim is not submitted within 60 days of the expense being incurred, the claim will not be reimbursed.</p>	<p>Page 29, 2.2 Fraud &amp; Corruption controls</p> <p>Page 30, Figure 2D– Delayed claims reimbursement</p> <p>Page 42/43, Credit Card Testing - Control 3: appropriate scrutiny and approval</p>	<p>This is to enable appropriate scrutiny so that the business purpose for travel can be easily confirmed.</p> <p>Approvals must be timely, as lengthy delays may increase the risk of fraudulent card use going undetected. We identified a transaction at Wyndham of \$140.40 for alcohol in September 2016, described as a 'Mayoral Event'. The card approver did not approve this transaction until July 2017.</p>
4.2 Page 4	Reimbursement of Expenses	EFTPOS slips are not acceptable evidence of business expense and claim will not be paid.	<p>Page 37, 3.3 Credit Cards – Policy Weakness</p> <p>Page 40, Figure 3D, Examples of inadequate supporting documentation</p>	We identified a policy weakness and associated control risk for Strathbogie, as its policy does not clearly define what is considered sufficient supporting documentation for a transaction. The other councils' policies clearly state that an electronic funds transfer at point of sale (EFTPOS) receipt is not adequate, as it does not itemise what a cardholder purchased. We identified multiple transactions at Strathbogie where there was insufficient documentation to support the spend (see the testing results in Figure 3D).
4.2 Page 4	Reimbursement of Expenses	If a tax invoice or receipt cannot be provided, then a Statutory Declaration will be required.	Page 37, 3.3 Credit Cards – Policy strengths	Cardholders must provide adequate documentation or a signed statutory declaration for each credit card purchase



**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

Policy Clause	Title	Proposed Changes/Amendments/Inclusions	VAGO Report Reference	VAGO Comment
4.2 Page 4	Reimbursement of Expenses	<p>The business purpose for each expense is required to be identified. A claim without the required business purpose will not be approved.</p> <p>Other beneficiaries of each expense are required to be identified.</p>	<p>Page 9, Findings Extra Entitlements</p> <p>Page 14, Recommendations</p> <p>Page 24, 2.2 Fraud and corruption controls</p>	<p>When councillor entitlements are outside policy boundaries and have unclear business purposes, it creates a risk that they do not meet community expectations.</p> <p>We recommend that councils:</p> <ol style="list-style-type: none"> <li>1. require councillors to certify that their expense claims are incurred in the context of relevant legislative provisions. Councils must require councillors to provide stronger evidence to support their claims, in particular for mileage reimbursements, including records pertaining to the claim and details of the business reason and who benefited from the expense (see Section 2.2)</li> </ol> <p>Councillors must also consider how their community may perceive entitlements that appear excessive or where there is no clear business purpose, such as:</p> <ul style="list-style-type: none"> <li>· expensive meals;</li> <li>· additional financial allowances; and</li> <li>· alcohol at council meetings.</li> </ul> <p>To control for these risks, we assessed whether:</p> <ul style="list-style-type: none"> <li>· councils had clear policies outlining the level of support to which councillors are entitled, and the process for how councillors can claim these entitlements and reimbursements</li> </ul>

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

Policy Clause	Title	Proposed Changes/Amendments/Inclusions	VAGO Report Reference	VAGO Comment
			Page 25/26, 2.2 Fraud and corruption controls; Documentation to support reimbursement claims and approvals	<ul style="list-style-type: none"> <li>councillor reimbursements and entitlements are supported by documentation that confirms they are for genuine council business and details the beneficiaries of the expense</li> <li>standing entitlements and support that councillors receive are not excessive and meet community expectations.</li> </ul> <p>However, incomplete or missing documentation means full public scrutiny cannot be applied to the transactions as the business reason and who benefited is not evident.</p> <p>There is no evidence that the above case study indicates fraudulent expenditure. However, the supporting documentation should have detailed the business reason for the expense and the beneficiaries.</p>
4.2 Page 4	Reimbursement of Expenses	The CEO is now responsible for approving Councillor Expense Claims.	Page 24, 2.1 Conclusion	Audited councils are not consistently applying important fraud and corruption controls over councillor reimbursements and entitlements. Audited councils do not consistently require and adequately scrutinise supporting documentation to confirm that councillor expenditure is valid.
4.2 Page 4	Reimbursement of Expenses	Councillor expenditure will now be reported on a quarterly basis to the Ordinary Council Meeting	Page 15, Recommendations	We recommend that Greater Shepparton City Council, Strathbogie Shire Council, and Wyndham City Council: 11. publish councillor expenses for the 2017–18

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

Policy Clause	Title	Proposed Changes/Amendments/Inclusions	VAGO Report Reference	VAGO Comment
		<p>(not Councillor Workshop) with the year to date expenditure published on Council's Website, in line with Regulation 14 (db) of the <i>Local Government (Planning and Reporting) Regulations 2014</i>.</p> <ul style="list-style-type: none"> <li>• Travel expenses;</li> <li>• Car mileage expenses;</li> <li>• Childcare expenses;</li> <li>• Information and communication technology expenses; and</li> <li>• Conference and training expenses.</li> </ul>	<p>Page 17, Audit Context</p> <p>Page 33, 2.3 Reporting councillor expenses in annual reports</p>	<p>year on their websites immediately and ensure their 2018–19 annual reports comply with <i>Local Government (Planning and Reporting) Regulations 2014</i> (see Section 2.3).</p> <p>Transparency is crucial to maintaining public trust. In particular, discretionary spending presents perception risks to the sector, and should be able to withstand public scrutiny. Councils can jeopardise community confidence if they fail to adequately record and justify their spending decisions.</p> <p>Reporting of councillor expenses in annual reports provides transparency and enables external scrutiny of councillor expenses.</p>
Appendix 1 Page 15	Glenelg Shire Mayor and Councillor Expense Claim Form	Revised Glenelg Shire Mayor and Councillor Expense Claim Form (now separate to motor vehicle claim Appendix 2)		
4.2.1 Page 5	Travel	If travelling Councillors are required to attend early morning or late night meetings, then accommodation can be arranged on request, to be approved by the CEO.	Page 8/9, Findings, Extra entitlements	Councils outline the level of benefits and support they provide to councillors in entitlement policies. These policies permit councils to provide, for example, meals for councillors when council meetings extend through normal meal times or accommodation when councillors travel for council business.

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

Policy Clause	Title	Proposed Changes/Amendments/Inclusions	VAGO Report Reference	VAGO Comment
				Councils need to consider how residents and ratepayers may perceive their actions in both providing equipment and reimbursing councillors for similar items or resources. Councils need to ensure that there is not a perception of 'double-dipping' or excessive entitlements.
4.2.1 Page 6	Travel	Motor vehicle travel expenses will be paid in accordance with the Australian Taxation Office travel rate – currently \$0.68c.	Page 27, 2.2 Fraud & Corruption controls – Mileage - Figure 2C Mileage reimbursement rates for councillors according to council policies	Figure 2C shows the mileage reimbursement rates for councillors according to council policies. The audited councils use three different sources for the rates, meaning councillors are provided with varying levels of support. This decision is at the audited councils' discretion, but they should consider public perception in determining these rates.
4.2.1 Page 6	Travel	Councillors will be required to maintain a separate vehicle log book (provided by Council) for each vehicle where travel is claimed. The log book forms the Glenelg Shire Councillor Motor Vehicle Log Book & Claim Form (Appendix 2): <ul style="list-style-type: none"> <li>The log book should be completed fully with a clear description of the business purpose.</li> <li>Travel claims will not be</li> </ul>	Page 14, Recommendations  2.2 Page 26 Fraud & Corruption controls – Mileage reimbursement	We recommend that councils: <ol style="list-style-type: none"> <li>require councillors to certify that their expense claims are incurred in the context of relevant legislative provisions. Councils must require councillors to provide stronger evidence to support their claims, in particular for mileage reimbursements, including records pertaining to the claim and details of the business reason and who benefited from the expense (see Section 2.2)</li> </ol> <p>Given the significant distances travelled by councillors, particularly in regional Victoria, mileage reimbursement amounts can be significant. The Act requires councillors to prove that their reimbursement claims are bona fide. Therefore, the council should require some</p>

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

Policy Clause	Title	Proposed Changes/Amendments/Inclusions	VAGO Report Reference	VAGO Comment
		<p>paid without completion of the Glenelg Shire Councillor Motor Vehicle Logbook &amp; Claim Form.</p> <ul style="list-style-type: none"> <li>• Claims should be submitted within 30 days of travel being incurred.</li> <li>• Where a claim is not submitted within 60 days of the travel being incurred, the claim will not be paid.</li> </ul>		level of supporting documentation for mileage reimbursement claims, such as a logbook with odometer readings, and a description of the council meeting or function attended.
4.2.3 Page 6/7	Taxi Costs	<p>Councillors will be required to complete and return a Cabcharge Request Form. The form must be fully completed which must clearly identify each expense and business purpose.</p> <p>Where a Councillor has not provided the required documentation and claim form the Councillor will be responsible for any costs incurred by Council.</p>	Page 14, Recommendations	<p>We recommend that councils:</p> <ol style="list-style-type: none"> <li>1. require councillors to certify that their expense claims are incurred in the context of relevant legislative provisions. Councils must require councillors to provide stronger evidence to support their claims, in particular for mileage reimbursements, including records pertaining to the claim and details of the business reason and who benefited from the expense (see Section 2.2)</li> </ol>
4.3 Page 7	Meals and Refreshments	No alcohol will be provided at Council's expense for Council or Committee Meetings.	Page 12, Findings, Maintaining public trust; Effective Use of funds; Meals and alcohol	While councils may consider that spending council funds on meals and alcohol is appropriate in some circumstances, they need to consider community expectations and perceptions that are associated with this type of

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

Policy Clause	Title	Proposed Changes/Amendments/Inclusions	VAGO Report Reference	VAGO Comment
		Exceptions will be considered for specific events in consultation with the CEO and the Mayor. The approval process will include documented justification for the event and community benefit.	Page 14, Recommendations	expenditure.  7. review and, as necessary, revise council policies on the purchase and reimbursement of meals and alcohol considering community perceptions, and require, for transaction approval, clear evidence of the community benefit from this expenditure and appropriate supporting documentation (see Sections 2.2, 3.3, 3.4 and 4.3)
4.3 Page 7	Meals and Refreshments	Where a Councillor is required to travel for Council business purposes and the travel extends through normal mealtimes, Councillors will be entitled to be reimbursed for reasonable meal expenses, excluding alcohol, where a meal is not provided.	Page 30, 2.2 Fraud & Corruption controls – Meals and Alcohol	Councils may provide meals for councillors when council meetings extend through normal mealtimes or when they require councillors to travel for councillor business. In rural councils, councillors may travel significant distances to attend council meetings.
4.8 Page 10/11	Provision of Information Technology, Equipment and Office Supplies	Mayor and Councillors will be provided with set configured information technology and office supplies during their term of Council.  Council will 'not' support any non-Council devices or own internet. The option of not accepting Glenelg Shire equipment and	Page 8 'Perception of Double Dipping'	Councils need to carefully consider how residents and ratepayers may perceive their actions in providing equipment, as well as reimbursing councillors for similar items or resources. Councils need to ensure that there is not a perception of 'double-dipping' or excessive entitlements.

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

Policy Clause	Title	Proposed Changes/Amendments/Inclusions	VAGO Report Reference	VAGO Comment
		<p>using their own equipment is now obsolete.</p> <p>Provision of home office equipment ie desk, office chair and filing cabinet has been removed from the Policy.</p> <p>Revision of this section sees a more succinct section.</p>		
Appendix 2 Page 17	Glenelg Shire Councillor Motor Vehicle Logbook and Claim Form	Newly created form – Motor Vehicle Logbook and Claim Form.		

**F2. REVIEW COUNCIL POLICY MAYOR AND COUNCILLOR ENTITLEMENTS**

(continued)

a. Council Plan Linkage and Policy Context

Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

b. Legislative, Legal and Risk Management Considerations

In accordance with Section 75B(1) of the *Local Government Act 1989*:

“A Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees”.

The amendments to the Policy strengthen controls for Councillor Expenditure and reduce the risk of fraud and corruption.

c. Consultation and/or communication processes implemented or proposed

Revised Council Policy Mayor and Councillor Entitlements and supporting documents to be provided to all Councillors.

Displayed on Glenelg Shire Council’s website.

d. Financial and Resource Implications and Opportunities

The direct costs incurred in accordance with this Policy are included in the 2019/2020 Council Budget. The indirect costs of staff time to administer the Policy are included in the salary budgets for the Chief Executive Officer’s Department – Council Support.

Separate Circulations – Non-Confidential

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	ECM
1.	Council Policy Mayor and Councillor Entitlements – Clean/Untracked version	815362
2.	VAGO Fraud and Corruption Control – Local Government Report June 2019	2584448



**F3. WOOD ENCOURAGEMENT POLICY**

CEO: Greg Burgoyne, Chief Executive Officer

**Executive Summary**

This paper seeks Council endorsement of a Wood Encouragement Policy to encourage the use of responsibly sourced timber, where feasible, as the primary construction material in all council building and fit out projects.

**Recommendation**

That Council endorse and implement CPO-CEO-CED-001 Wood Encouragement Policy as separately circulated.

**MOTION****MOVED Cr Stephens**

**That Council endorse and implement CPO-CEO-CED-001 Wood Encouragement Policy as separately circulated.**

**SECONDED Cr Halliday****CARRIED****Background/Key Information:**

The Green Triangle region is home of the southern hemisphere's largest plantation area, covering 355,000 hectares of soft and hardwood plantations equating to 18 per cent of the nation's plantation stock. The industry supports six globally significant plantation companies with more than 3400 direct forest industry jobs making it one of the region's major economic drivers.

Gippsland based council La Trobe City became the first municipality in Australia to adopt a Wood Encouragement Policy in 2014. There are now 17 councils, in addition to the West Australian and Tasmanian State Governments' and two local government authorities, the Australian Local Government Association and Municipal Association of Victoria, with corresponding policies. Practicing councils include the neighbouring South Australian municipalities of Wattle Range Council and District Council of Grant.

Globally the adoption of similar policies is growing steadily, including New Zealand, Canada, Japan, France, Finland, the Netherlands and United Kingdom who are encouraging the use of natural, timber-based products in all construction projects, where feasible.

Given the role of timber in the local economy and broader Green Triangle economy, supporting 18,000 jobs and 150 businesses, it is more important than ever that Council make a public commitment to support and advocate for sustainable growth in the forestry and timber sectors. This has become paramount given a recent State Government announcement that all native forest logging will be banned by 2030 with the industry transitioning to plantation-based supply.

**F3. WOOD ENCOURAGEMENT POLICY**

(continued)

This ban will result in the importation of foreign timber for use in housing construction and furniture where native timber is in greatest demand.

A Council Wood Encouragement Policy aims to maximise the use of forest and wood products (wood) within council procurement activities, particularly in construction and fit-out of all building and infrastructure projects.

Wood is sustainable with low-carbon and low-energy use, making it a highly economical product that is also aesthetically pleasing. In addition to its environmental benefits, the increased use of wood contributes to supporting manufacturing jobs, further recognising the historical importance of the industry to the region.

By implementing such a policy, council will demonstrate leadership in the encouragement of the adoption of similar policies by local business and other organisations stimulating broader community adoption.

The policy proposes that council ensure that the planning process, specification and assessment for procurement, particularly in the area of building and construction, provides the greatest possible use of wood, so long as it:

- represents value for money;
- provides appropriate quality and functionality; and
- there are no technical reasons for not doing so.

Although the policy does not mandate the use of local wood, local supply should be first considered wherever possible. In addition, it is important to consider where practicable, other sustainable benefits such as carbon sequestration and low embodied energy and maintenance energy.

a. Council Plan Linkage and Policy Context

Growing Glenelg – Sustaining and growing a diverse economy and social prosperity.

b. Legislative, Legal and Risk Management Considerations

Not applicable.

c. Consultation and/or communication processes implemented or proposed

Council's media unit will undertake extensive promotion of the policy, including print and social media.

**F3. WOOD ENCOURAGEMENT POLICY**

(continued)

d. Financial and Resource Implications and Opportunities

Not applicable.

Separate Circulation– Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	<i>ECM</i>
1.	Draft CPO-CEO-CED-001 Wood Encouragement Policy	2634235

## **F4. FOOD AND GARDEN ORGANICS KERBSIDE COLLECTION SERVICE PROPOSAL**

Director: Edith Farrell, Director Assets

### **Executive Summary**

This report is to brief Council on the current community demand for the introduction of a food organics and garden organics kerbside collection service. This report outlines the impact on current operational collection costs, benefits of waste diversion and the required increase to waste charges associated with the proposal to introduce this additional waste collection service.

### **Recommendation**

1. That Council endorse the proposal to introduce a compulsory food organics and garden organics kerbside collection service within the Glenelg Shire.
2. That the additional fees of \$64.04 associated with the introduction of the service be incorporated into the Glenelg Shire Council's Fees and Charges schedule for the 2020-2021 financial year.

### **MOTION**

#### **MOVED Cr Halliday**

1. **That Council endorse the proposal to introduce a compulsory food organics and garden organics kerbside collection service within the Glenelg Shire.**
2. **That the additional fees of \$64.04 associated with the introduction of the service be incorporated into the Glenelg Shire Council's Fees and Charges schedule for the 2020-2021 financial year.**

#### **SECONDED Cr Stephens**

#### **CARRIED**

### **Background/Key Information:**

The Victorian State Government's 'Know Your Council' website states that Glenelg Shire Council's waste diversion rate is at 33.63% which is well below the average of similar Victorian councils at 44.69%. This data is supported by Sustainability Victoria reporting that 53 of the 79 Victorian councils have introduced an organics collection service.

Staff have undertaken benchmarking of neighbouring LGA's FOGO operating service. Southern Grampians Shire Council currently operates under an opt-in arrangement however has the intention of eventually moving to a compulsory service, while Moyne Shire Council introduced its service as compulsory for all tenements.

#### **F4. FOOD AND GARDEN ORGANICS KERBSIDE COLLECTION SERVICE PROPOSAL**

(continued)

Kerbside bin audits were undertaken across Glenelg Shire during the 2014-2015 and 2018-2019 financial years to determine the type of waste collected through Council's kerbside collection service. The results from these audits indicated that 50% of waste sent to landfill is food or garden organics material. This material could be diverted from landfill, at a reduced cost to Council, through transport and processing fees following an introduction of a food organics and garden organics (FOGO) kerbside collection service.

In December 2018 Council staff undertook a survey to measure public support for the introduction of a FOGO kerbside collection service. Of the 912 votes received, over 90% were in favour of this service being introduced. The service remains the most suggested waste service from community members and has been noted as a community priority within other community consultation forums including Listening Posts and the extensive consultation undertaken in the development of the current Council Plan.

Portland Landfill ceased operation in 2016. Shire waste collected from the kerbside service is currently transported to the Stawell Landfill at a cost of \$149 per tonne. Garden organics are transported by Camperdown Compost Company at a cost of \$61 per tonne. Diverting organics from landfill to compost could see a reduction in transport and processing costs of \$88 per tonne, resulting in a saving of \$159,000 per annum for Council.

The one-off cost to supply and deliver organics bins for the current 8,021 tenements within Glenelg is \$533,396 which will be amortised over a five (5) year period. Based on current tenements, the fortnightly collection costs, including transport and processing, would be \$407,006 per annum. This results in a current cost per tenement of \$64.04 per annum.

Council has an opt-in kerbside collection service for households that are outside the urban boundaries. These households must take their bins to the nearest collection point between urban centres. Currently there are around 315 households or businesses that are on the opt-in collection service. Whilst the FOGO service will also be optional for these tenements, they have been included in the current cost estimates in relation to the implementation of this service.

The introduction of a FOGO kerbside collection service forms the first stage of a two-stage plan to further reduce waste collection costs and environmental impacts. A future plan to introduce composting infrastructure for in-house management of organics waste will provide a further cost saving to Council in relation to waste transport and disposal costs.

The location for this future in-house composting infrastructure would be reliant on and determined upon consideration of the technological requirements. In-house composting infrastructure would derive numerous benefits for Shire residents including:

#### **F4. FOOD AND GARDEN ORGANICS KERBSIDE COLLECTION SERVICE PROPOSAL**

(continued)

- Reduce waste to landfill;
- Use of compost by Council's Parks and Gardens team to improve soil condition to public gardens, reserves and sports fields; and
- Potentially allow residents access to cheaper and local compost.

a. Council Plan Linkage and Policy Context

The introduction of a FOGO kerbside collection has the following links to the Council Plan:

- Growing Glenelg – Sustaining and growing a diverse economy and social prosperity.
- Creative Glenelg – Creative, inspired, forward thinking and action orientated.
- Leading Glenelg – Create shared visions within the community ensuring agreed outcomes.

FOGO is one of the key priorities within the Glenelg Shire Resource Recovery, Waste Minimisation and Management (GSRRWMM) Strategy 2019-2024. The linkages within this strategy for a FOGO kerbside collection are:

- Increase opportunities for best practice resource recovery;
- Improve resource recovery and reduce contamination;
- Investigate opportunities for cost saving and resource recovery uses; and
- Reduce illegal dumping.

With food and garden organics making up around 50% of the kerbside waste bin, seeking opportunities to introduce a FOGO kerbside service is a vital action within the GSRRWMM Strategy.

b. Legislative, Legal and Risk Management Considerations

All legislative, legal and risk management requirements have been considered during the planning and investigative stages of the introduction of the service.

**F4. FOOD AND GARDEN ORGANICS KERBSIDE COLLECTION SERVICE PROPOSAL**

(continued)

c. Consultation and/or communication processes implemented or proposed

Initial consultation was undertaken through social media and the 'Your Say Glenelg' consultation website. Should Council endorse this proposal for a FOGO kerbside collection service further communication and education campaigns will be undertaken in line with the recent Council endorsed GSRRWMM Strategy.

If Council endorses a FOGO kerbside collection service, Council officers will develop a communications strategy to outline and explain the service to residents, including costs as well as the environmental and social benefits of the service. Various platforms will be utilised as part of the communications strategy including social media, Council's website, radio and printed media.

d. Financial and Resource Implications and Opportunities

The initial cost to supply and deliver FOGO bins based on the current 8,021 tenements is \$533,396. In addition to this the ongoing fortnightly collection cost is \$407,006 per annum.

An increase to the waste services fee for tenements of an additional \$64.04 per annum will allow for the capital costs associated with the introduction of this service to be paid back over a five (5) year period. Educational campaigns and ongoing communication and promotion for the service would be undertaken within existing operational budgets.

Introduction of the FOGO service will be implemented under Council's current Waste Services contract on a fortnightly collection basis, in order to coincide with Glenelg Shire's current kerbside collection service with minimal disruption to residents.

**F5. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK**

Director: Edith Farrell, Director Assets

**Executive Summary**

This report provides the outcome of the Local Port of Portland Bay Trawler Wharf amenities block business case that was submitted to the Department of Transport for consideration and approval, and recommends that Council provides 'in-principle' support to the project proposal, subject to investigation for the inclusion of public access amenities as part of the infrastructure development.

**Recommendation**

1. That Council provides 'in-principle' support to the proposal for the installation of a restricted use amenities block on the Trawler Wharf within the Local Port of Portland Bay, in addition to the final design also considering the inclusion of public access amenities.
2. That Local Port Management proceed with developing a further concept design and amendment to the business case to incorporate public access amenities as part of the infrastructure development.
3. That a further business case and concept design are presented to a future Council meeting for consideration and endorsement.
4. That Local Port Management provide a letter to the Department of Transport acknowledging their support for the amenities block on the Trawler Wharf and seeking their approval to incorporate public access amenities as part of the development.



**F5. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK**

(continued)

**MOTION**

**MOVED Cr White**

1. That Council provides 'in-principle' support to the proposal for the installation of a restricted use amenities block on the Trawler Wharf within the Local Port of Portland Bay, in addition to the final design also considering the inclusion of public access amenities.
2. That Local Port Management proceed with developing a further concept design and amendment to the business case to incorporate public access amenities as part of the infrastructure development.
3. That a further business case and concept design are presented to a future Council meeting for consideration and endorsement.
4. That Local Port Management provide a letter to the Department of Transport acknowledging their support for the amenities block on the Trawler Wharf and seeking their approval to incorporate public access amenities as part of the development.

**SECONDED Cr Halliday**

**CARRIED**

**MOTION**

**MOVED Cr Hawker**

In accordance with the Glenelg Shire Council Meeting Procedure Section 4.8.1 that Cr White's speaking time be extended.

**SECONDED Cr McDonald**

**CARRIED**

**Background/Key Information:**

The Glenelg Shire Council is manager of the Local Port of Portland Bay and operates the Local Port under a Management Agreement with the Victorian Governments Department of Transport (DoT). The management agreement was entered from 1 July 2017 and extends until the 30 June 2022.

At the Ordinary Council Meeting held on 26 March 2019, Council made the following resolution:

*That Council notes the recommendation made by the Local Port of Portland Bay Advisory Committee and advises that Local Port Management is to prepare a business case for a proposed amenity block on the Trawler Wharf for consideration by the Department of Transport.*

**F5. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK**

(continued)

Council made this resolution following receipt of a recommendation from the Local Port of Portland Bay Advisory Committee meeting held on 13 February 2019, recommending that Council consider the implementation of an amenities block sited on the Trawler Wharf with provision of public use.

Consultation with local port users outlined infrastructure deficiencies for the growing demand of commercial fishing vessels operators. Vessels are operating with several crews to ensure greater economic viability of their businesses. The Vessels crews have limited facilities available prior to travelling back to their residences.

As vessels do not have holding tanks for their on-board ablutions, there are concerns of potential sewage discharge from vessels directly into the ocean. Although this activity is banned within the local port boundary, it is difficult to enforce and poses both human and environmental health risks within the local port boundary.

This issue has been identified as a significant risk in the Local Ports Safety and Environmental Management Plan (SEMP) Risk Assessment with the proposed amenities block being a key mitigation measure to ensure ongoing environmental protection.

The business case for the Trawler Wharf amenities block sought permission from the DoT to utilise previous financial years' unspent operational budget on the proposed Trawler Wharf amenities block. Approval has now been granted by the DoT to proceed with the project. Subject to Council's decision, further approval will be sought from the DoT for an amended business case inclusive of public access amenities.

Further approvals required for the proposed project to proceed are Coastal Management Act Consent, Native Title Notification and Public Land Manager Consent. Waste ablutions will be directly fed into Wannan Water's sewer system with no Environmental Protection Agency (EPA) approvals required.

a. Council Plan Linkage and Policy Context

Growing Glenelg – Sustaining and growing a diverse economy and social prosperity.

b. Legislative, Legal and Risk Management Considerations

This proposed project will have no impact on existing infrastructure i.e. Fuel pipeline, normal operations or utilities/ services within the Trawler Wharf.

Council has obligations as Manager of the Local Port and all facility use under the Guidelines for Port Safety and Environmental Management Plans (2009), *Port Management Act 1995* and the Local Port SEMP.

**F5. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK**

(continued)

c. Consultation and/or communication processes implemented or proposed

Following Council's endorsement of the final design the Local Port Management team will develop a communication strategy to inform the community of the project. The Local Port Management team also undertakes regular community and user consultation sessions, which are a requirement of the DoT and the Local Port's SEMP.

d. Financial and Resource Implications and Opportunities

DoT and Council have a funding agreement whereby Glenelg Shire Council operate and manage the Local Port, including the Trawler Wharf.

Based on this funding agreement DoT has allocated funding of over \$182,000 for the 2019-2020 financial year, in addition to this approximately \$125,000 is collected each financial year from berthing fees. Within the total Local Port operating budget of approximately \$307,000, an allocation is available within this budget for the ongoing maintenance, and any future emergency works associated with the proposed amenities. Surplus funds of over \$130,000, accumulated from unspent funds from previous year's operating budgets, have been approved by DoT for use to fund the initial capital cost associated with the construction and installation of the proposed Trawler Wharf amenities block.

Project estimates were gathered in July 2019, from which Local Port Management have estimated that a further 15% contingency on overall project costs may be required. This extra 15% has been incorporated within the business case. The additional 15% still leaves adequate funds within the existing budgets and are in accordance with the Local Port Management Agreement in place between DoT and Council.

Separate Circulation – Non-Confidential

No.	<i>Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)</i>	ECM
1.	Local Port of Portland Bay Advisory Committee Meeting Record of 13 February 2019	2535775

**F5. LOCAL PORT OF PORTLAND BAY TRAWLER WHARF AMENITIES BLOCK**

(continued)

Separate Circulations – Confidential

The separate circulations listed in the table below have been designated as confidential by the Chief Executive Officer under sections 77(2)(c) of the Local Government Act 1989 (the Act):

No.	Separate Circulation Title, Date and Author as detailed on the separate circulation (where applicable)	Relevant Grounds Under Section 89(2) of the Act	ECM
1.	Letter from Department of Transport - Local Port of Portland Bay 2019-2020 Funding	As requested by Department of Transport as contains contractual matter - <i>Local Government Act 1989</i> section 89 (2) (d)	2613897
2.	Business Case - Trawler Wharf amenities block 12 February 2020	Due to containing contractual matter – <i>Local Government Act 1989</i> section 89 (2) (d)	2612924

ANY OTHER PROCEDURAL MATTER:URGENT BUSINESS:RECEIPT OF ITEMS SUBMITTED FOR INFORMATION:INDEX – SEPARATE CIRCULATIONS TO REPORTS*Separate Circulation to Councillors, CEO, Director and available to the Public*

- E1 (1) Assembly of Councillors – CEO and Councillors Briefing session meeting held on Tuesday 28 January 2020
- E1. (2) Assembly of Councillors – Councillors Briefing session meeting held on Tuesday 28 January 2020
- E1. (3) Casterton Railway Precinct Advisory Committee meeting record held on Monday 10 February 2020
- E1. (4) Assembly of Councillors – Councillors workshop meeting held on Tuesday 11 February 2020
- F2. (1) Council Policy Mayor and Councillor Entitlements – Clean/Untracked version
- F2. (2) VAGO Fraud and Corruption Control – Local Government Report June 2019
- F3. (1) Draft CPO-CEO-CED-001 Wood Encouragement Policy
- F5. (1) Local Port of Portland Bay Advisory Committee Meeting Record of 13 February 2019

*Separate Circulation to Councillors, CEO and Directors*

- F1. (1) Councillor and Chief Executive Officer Leave of Absence Register
- F5. (1) Letter from Department of Transport - Local Port of Portland Bay 2019-2020 Funding
- F5. (2) Business Case - Trawler Wharf amenities block 12 February 2020

*'IN CAMERA' Separate Circulation to Councillors and Directors*

- G1. (1) Redhanded Brand Style Guide
- G1. (2) Rehanded Brand Cheat Sheet

Recommendation

The documents separately circulated to Councillors, CEO, Directors and to the Public, as listed above, be received.

**MOTION**

**MOVED Cr Wilson**

**The documents separately circulated to Councillors, CEO, Directors and to the Public, as listed above, be received.**

**SECONDED Cr Stephens**

**CARRIED**

CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC:Recommendation

That the Council Meeting be closed to members of the public pursuant to Section 89 (2)(h) of the *Local Government Act 1989*, excluding the Chief Executive Officer, Acting Director Corporate Services, Acting Director Community Services, Director Assets and Council Support Coordinator to consider the following reports:

G1. Redhanded Brand Strategy

**MOTION**

**MOVED Cr Wilson**

**That the Council Meeting be closed to members of the public pursuant to Section 89 (2)(h) of the *Local Government Act 1989*, excluding the Chief Executive Officer, Acting Director Corporate Services, Acting Director Community Services, Director Assets and Council Support Coordinator to consider the following reports:**

**G1. Redhanded Brand Strategy**

**SECONDED Cr Stephens**

**CARRIED**

**OPENING OF COUNCIL MEETING TO MEMBERS OF THE PUBLIC:**Recommendation

That the Council Meeting be opened to members of the public.

**MOTION**

**MOVED Cr Stephens**

**That the Council Meeting be opened to members of the public.**

**SECONDED Cr Halliday**

**CARRIED**

**CLOSURE OF COUNCIL MEETING**

THERE BEING NO FURTHER BUSINESS, THE MAYOR DECLARED THE MEETING CLOSED AT 7.51pm.

**I HEREBY CERTIFY THAT PAGES 1 PAGE TO PAGE 43 INCLUDING PAGES 39 TO PAGE 42 IN CAMERA ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.**

CR ANITA RANK  
MAYOR

**24 MARCH 2020**

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