

Ordinary Council Meeting

Minutes

Monday 15 March 2021

Commenced at 7:00 PM

**Council Chambers
20 Siding Avenue, Officer
Victoria**

Members: Cr Brett Owen Mayor
Cr Jeff Springfield Deputy Mayor
Cr Stephanie Davies
Cr Jack Kowarzik
Cr Graeme Moore
Cr Collin Ross
Cr Tammy Radford
Cr Carol Ryan

Officers: Carol Jeffs Chief Executive Officer
Doug Evans Manager Governance

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1 Opening And Prayer

Almighty God we humbly request that you bestow your blessings upon this Council, direct and prosper our deliberations to the advancement of your glory and to the betterment of the peoples of Cardinia Shire. Amen.

2 Acknowledgements

Cardinia Shire Council acknowledges that we are on the traditional land of the Bunurong and Wurundjeri people and pay our respects to their elders past, present and emerging.

3 Apologies

Cr Brown was an apology for this meeting.

4 Adoption And Confirmation Of Minutes

Moved Cr Carol Ryan, seconded Cr Graeme Moore

That minutes of the following meetings be confirmed:

- General Council meeting 15 February 2021

Carried

5 Declaration Of Interests

Nil.

6 Ordinary Business

6.1 Town Planning Reports

6.1.1 Amendment C240 Koo Wee Rup Township Strategy Implementation - consider Panel Report and Adoption

Responsible GM: Nigel Higgins
Author: Teresa Hazendonk

Recommendation(s)

That Council;

1. Adopts Amendment C240 to the Cardinia Planning Scheme with changes, under Section 29(1) of the *Planning and Environment Act 1987* in accordance with Attachment 2.
2. Submits adopted Amendment C240 to the Minister for Planning for approval under Section 31(1) of the *Planning and Environment Act 1987*.

Attachments

1. Cardinia Planning Scheme Amendment C 240 card Panel Report 10 December 2020 [6.1.1.1 - 38 pages]
2. Cardinia Planning Scheme Amendment C 240 card Documentation- Adoption [6.1.1.2 - 69 pages]

Executive Summary

Council resolved 18 May 2020 to refer all C240 submissions to a Ministerial Planning Panel held on 2 November 2020. The Panel Report was received 10 December 2020 supports Amendment C240 subject to several changes.

It is recommended the revised Amendment C240 documentation be adopted by Council and the Amendment be submitted to the Minister for Planning for approval.

Background

The *Koo Wee Rup Township Strategy October 2015* was incorporated into the Cardinia Planning Scheme via Amendment C189 February 2016. DELWP raised concerns with documents being incorporated in their entirety in the Planning Scheme and sought more targeted controls seeks to deliver improved design and development controls to better defend decisions at the Victorian Civil and Administrative Tribunal.

Amendment C240 was exhibited early 2020 and 18 May 2020 Council resolved to refer submissions to a Planning Panel appointed by the Minister of Planning. The hearing was held on 2 November 2020 and The Panel Report was received on 10 December 2020.

The Ministerial Planning Panel and Report

The Panel Hearing was held via video conference on 2 November 2020 attended by Council Officers and two submitters. After considering all submissions, the Panel provided its report to Council on 10 December 2020 (Attachment 1). The Panel recommended Amendment C240 be adopted subject to the following recommended changes:

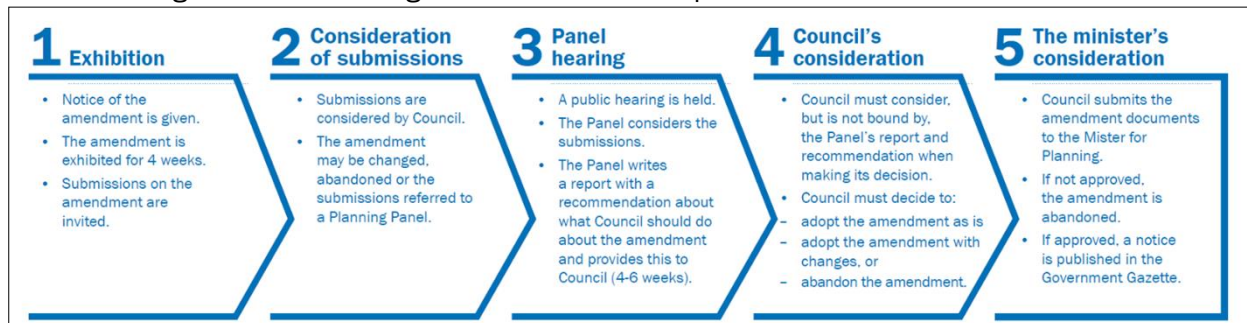
1. Amend the decision guidelines at Clause 6.0 of Schedule 8 to the Design and Development Overlay relating to applications proposing departures from the requirements of the schedule, by wording them more consistently with the same guidelines in Clause 6.0 of Schedule 9 to the Design and Development Overlay.
2. Clarify whether the subdivision requirements of Schedule 8 to the Design and Development Overlay are intended to be mandatory or able to be varied with a permit and amend wording to clarify.
3. Correct spelling and other typographic errors in Schedule 8 to the Design and Development Overlay.
4. Adopt the revised version of Schedule 23 to the Development Plan Overlay included in Appendix C to this Report subject to further amending the Concept Plan at Figure 1 of the schedule to remove reference to a 19 metre width for the bushfire defendable space, inserting a note that the space is not to scale and its width will be determined by the Bushfire Hazard Assessment required by the schedule, and retitling the diagram as 'Concept Plan'.
5. Adopt the revised version of Schedule 24 to the Development Plan Overlay included in Appendix C to this Report subject to further amending the Concept Plan at Figure 1 of the schedule to refer to the reduced size of the open space area, and show the changed roading arrangements as agreed with the principal landowner (Mr Dwyer).
6. Remove the two 'Further strategic work' projects relating to Schedules 23 and 24 to the Development Plan Overlay areas from Clause 21.08-3.

Changes in response to the Panel Report

The Panel Report supports Amendment C240 subject to several changes. It is recommended all Panel recommendations listed above be accepted. The changes are shown in 'track changes' in the 'Planning Scheme Amendment C240 Documentation for Adoption' contained in Attachment 2.

Next Steps

We are at Stage 4 of the Planning Scheme Amendment process.



Policy Implications

Nil.

Strategic Assessment

Full strategic assessment is provided in the Explanatory Report contained in Attachment 2.

Relevance to Council Plan

2.1 Our Community - Our diverse community requirements met

- 2.1.2 Promote access to and encourage, a mix of housing types to cater for the varying needs of people in the Cardinia community.
- 2.1.5 Work with local communities to review and implement township strategies that contribute to meeting the needs of those communities.

3.1 Our Environment - Provision and maintenance of assets on a life-cycle basis

3.1.2 Develop new and maintain existing parks, gardens and reserves in a sustainable way.

3.5 Our Environment - Balanced needs of development, the community and the environment

3.5.3 Provide for the sustainable development of rural townships while taking into account their existing character and community needs.

Climate Emergency Consideration

Achieving high quality urban development within the Koo Wee Rup township will contribute positively to mitigating the climate emergency.

Consultation/Communication

Amendment C240 was formally exhibited in accordance with requirements in the *Planning and Environment Act 1987*.

Financial and Resource Implications

Costs associated with this Amendment are within the current and proposed operating budgets.

Conclusion

Amendment C240 has been considered by an independent planning panel, appointed by the Minister for Planning. The Panel is supportive of the amendment subject to several recommended changes. It is recommended all Panel changes be made and Amendment be adopted by Council and submitted to the Minister for Planning for approval.

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

That Council;

1. Adopts Amendment C240 to the Cardinia Planning Scheme with changes, under Section 29(1) of the *Planning and Environment Act 1987* in accordance with Attachment 2.
2. Submits adopted Amendment C240 to the Minister for Planning for approval under Section 31(1) of the *Planning and Environment Act 1987*.

Carried

6.2 General Reports

6.2.1 Appointment of committee members to Lilypond House Community Centre and Koo Wee Rup Community Centre Community Asset Committees

Responsible GM: Nigel Higgins
Author: Kym Ockerby and Helena Moloney

Recommendation(s)

That Council:

1. Make the following appointments to Lilypond House Community Centre Community Asset Committee under Section 65 of the Local Government Act (2020):
 - Peter Frenken President
 - Jayde Frenken Secretary
 - Jim Stone Treasurer
 - Kelly Parry Bookings Officer
 - Keryn Frenken Committee member
 - Alexandra Zirkel Committee member
 - Leoni L'Estrang Committee member
2. Make the following appointments to Koo Wee Rup Community Centre Community Asset Committee under Section 65 of the Local Government Act (2020):
 - Gus Moore President
 - Jan Fox Vice President/Booking Officer
 - Lisa van Dord Secretary
 - Frank Crameri Treasurer
 - Gwenda Woff Committee member
 - Andrew Baxter Committee member
3. Note that all previous members are removed from these committees and are acknowledged and thanked for their past contribution and dedication to their local community.

Attachments

Nil

Executive Summary

This report seeks Council resolution to appoint membership to the Lilypond House Community Centre Community Asset Committee and Koo Wee Rup Community Centre Community Asset Committee following a public meeting conducted by Councillors.

Background

Members of Community Asset Committees require appointment by Council resolution in accordance with Section 65 of the Local Government Act annually or at other specified times.

At a public meeting held Tuesday 19 January 2021, the members detailed above were elected to be appointed by Council to the Lilypond House Community Centre Community Asset Committee for the current term as specified in the Instrument of Delegation (2 years).

At a public meeting held Wednesday 10 February 2021 members detailed above were elected to be appointed by Council to the Koo Wee Rup Community Centre Community Asset Committee for the current term as specified in the Instrument of Delegation (2 years).

Policy Implications

Nil

Relevance to Council Plan

2.3 Our Community - Increased levels of community participation

2.3.2 Recognise, support and promote the value of volunteerism in our communities.

3.1 Our Environment - Provision and maintenance of assets on a life-cycle basis

3.1.4 Manage Council's assets like roads, drainage, footpaths and buildings, etc. in a way that ensures they are adequately maintained over their life.

Climate Emergency Consideration

Nil

Consultation/Communication

Nil

Financial and Resource Implications

Nil

Conclusion

Following public meeting election processes and in accordance with the Local Government Act it is recommended Council resolve to appoint a list of new members to the Lilypond House Community Centre Community Asset Committee and Koo Wee Rup Community Centre Community Asset Committee.

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

That Council:

1. Make the following appointments to Lilypond House Community Centre Community Asset Committee under Section 65 of the Local Government Act (2020):

- Peter Frenken President
- Jayde Frenken Secretary
- Jim Stone Treasurer
- Kelly Parry Bookings Officer
- Keryn Frenken Committee member
- Alexandra Zirkel Committee member
- Leoni L'Estrang Committee member

2. Make the following appointments to Koo Wee Rup Community Centre Community Asset Committee under Section 65 of the Local Government Act (2020):

- Gus Moore President
- Jan Fox Vice President/Booking Officer
- Lisa van Dord Secretary
- Frank Crameri Treasurer
- Gwenda Woff Committee member
- Andrew Baxter Committee member

3. Note that all previous members are removed from these committees and are acknowledged and thanked for their past contribution and dedication to their local community.

Carried

6.2.2 Growing Suburbs Fund 20/21 Rounds 2 Grant Applications

Responsible GM: Nigel Higgins
Author: Kristen Jackson

Recommendation(s)

That Council endorse the following list of Growing Suburbs Fund 20/21 Round 2 applications in priority order:

1. Brunt Road Integrated Child and Family Centre
2. Pakenham Main Street improvements
3. Garfield North Community Centre
4. Alma Treloar Masterplan Implementation -Stage 2
5. KWR Bowls and community facility
6. Linking Cardinia (shared path links)
7. Beaconsfield War memorial and streetscape project

Attachments

Nil

Executive Summary

The Victorian Government Growing Suburbs Fund (GSF) 2020/21 Round 2 is current open for grant applications. This report presents the seven proposed grant applications under this grant program.

Councillors are is requested to review the proposed GSF and BBRF grant applications, make any changes, and support the proposed applications.

Background

Round 2 of the Victorian Government Growing Suburbs Fund (GSF) 2020/21 program opened on 27 January 2021 and closes 10 March 2021. There is \$50M available in this round of funding to be spread across the 10 interface and 6 peri-urban councils. The fund will prioritise “shovel-ready” projects that will have immediate economic and social impact.

The program will support projects which direct benefit to communities and surrounding catchment areas across the following broad infrastructure categories:

- community health and well-being
- early education, libraries, learning and training
- sport, recreation, and leisure facilities that have dedicated community space and support multiuse purposes
- environmental and climate change resilience
- placemaking, civic amenity, and community connecting

Councils must submit a Project Plan that outlines the timelines for the project(s) which demonstrates projects will start construction within 18 months of the grant being announced. Funded projects must be completed with 24 months of the commencement of construction.

There is no limit to the number of projects a council can submit. A Council resolution supporting each application and a priority order of projects is mandatory. LGV (Local Government Victoria) advise

Council can give evidence of the resolution after 15 March Council meeting. For further information about the GSF 2020/21 Round 2 grant program visit:

<https://www.localgovernment.vic.gov.au/grants/growing-suburbs-fund>

A draft list of suitable projects is provided after reviewing the GSF 2020/21 Round 2 grant program criteria and Council's draft Capital Works Program. This draft list was then discussed at length with a GSF program officer. The GSF Program Officer emphasised that projects which are likely to be considered for funding and be higher priority will:

- Create jobs,
- Be proven multi use,
- Increase community use,
- Be places of connection
- and access for all abilities etc.

The following table shows the projects proposed to apply for funding prioritised from highest to lowest priority after extensive discussion amongst Council officers and consultation with the GSF Program Officer. This priority order is also based on the criteria outlined above.

PROJECT	PROJECT DESCRIPTION	TOTAL PROJECT COST	Draft COUNCIL BUDGET ALLOCATION *	GSF GRANT REQUEST
Brunt Road Integrated Child and Family Centre	Kindergarten, MCH and allied health consulting suites and a community space for parenting support and other community activities. (project may also be eligible for a further \$2M of funding through the DET (Department of Education and Training) (Department of Education and Training) Children's Capital grant program).	\$6.4M	\$4.6M DCP	\$1.5M
Pakenham Main Street improvements	Streetscape upgrade for Main Street between John Street and Station Street	\$2M	\$1M	\$1M
Garfield North Community Centre	New community centre in Cannibal Creek Reserve as part of the Bushfire Recovery	\$1.7M	\$1,250,000	\$850K
Alma Treloar Masterplan Implementation - Stage 2	New amphitheatre and stage (with shade sail), new picnic BBQ area, seats, tables, and landscaping	\$360k	\$180k	\$180k
KWR Bowls and community facility	New bowls clubhouse and community room	\$3.3M*	\$1.65M	\$1.65M
Linking Cardinia (shared path links)	350 m long shared path between Station St and Beaconsfield Railway station and Aqueduct Trail -from existing path to Dickie Road.	\$1.4M	No sufficient matching funding available	\$700k

Beaconsfield War memorial and streetscape project	Design and deliver a solution that improves the public area next to Princes Highway, north of Woods Street.	\$850k	\$425k	\$425k
TOTAL:				\$6.305M

Please note a revised cost estimate for the KWR Bowls and community facility has been obtained based on the revised concept plan. The GSF grant request amount has therefore been increased accordingly to 50% of the total project cost.

Policy Implications

This proposal is consistent with Council existing policy and the draft Capital Works Program

Relevance to Council Plan

1.4 Our People - Improved health and wellbeing for all

1.4.4 Support children, young people, families, older adults and people of all abilities by providing a range of accessible services and facilities.

1.5 Our People - Variety of recreation and leisure opportunities

1.5.1 Provide active and passive recreation facilities to meet the needs of residents.

1.5.2 Increase opportunities for residents to participate in a range of sport, recreation and leisure activities.

2.4 Our Community - Improved health and wellbeing of our residents

2.4.4 Support the provision of services by Council or others for people of all abilities.

3.1 Our Environment - Provision and maintenance of assets on a life-cycle basis

3.1.2 Develop new and maintain existing parks, gardens and reserves in a sustainable way.

3.1.3 Provide accessible facilities to meet identified community needs.

3.2 Our Environment - Transport linkages connecting towns

3.2.4 Prioritise multi-use pathways, where practicable, to create networks that connect destinations.

Climate Emergency Consideration

The projects will all be developed to contribute to Council Climate Emergency and sustainability targets.

Consultation/Communication

Council's normal consultation and communication process for capital works projects will be followed for the implementation of these projects.

Any approved grant applications will be promoted, and the respective funding body recognised accordingly.

Financial and Resource Implications

Council's draft Capital Works Program is the basis for the list of projects selected.

Conclusion

Victorian Government Growing Suburbs Fund (GSF) 2020/21 Round 2 are open for applications. This report presents the proposed seven grant applications from Cardinia Shire Council for this round of grant applications in priority order from highest to lowest. Councillors are requested to review the proposed GSF grant applications, make any required changes, and then endorse the applications list in order from highest to lowest.

Resolution

Moved Cr Jack Kowarzik, seconded Cr Collin Ross.

That Council endorse the following list of Growing Suburbs Fund 20/21 Round 2 applications in priority order:

1. Brunt Road Integrated Child and Family Centre
2. Pakenham Main Street improvements
3. Garfield North Community Centre
4. Alma Treloar Masterplan Implementation -Stage 2
5. KWR Bowls and community facility
6. Linking Cardinia (shared path links)
7. Beaconsfield War memorial and streetscape project

Carried

6.3 Policy Reports

6.3.1 Procurement Policy - Amendment

Responsible GM: Debbie Tyson
Author: Bruce Walker

Recommendation(s)

That Council adopt the revised Procurement Policy as attached.

Attachments

1. Procurement Policy [6.3.1.1 - 7 pages]

Executive Summary

To undertake an annual review of the Procurement Policy.

Background

Section 186A of the Local Government Act required that the Council prepare and adopt a Procurement Policy, with reviews to be conducted annually. This Briefing paper provides for this annual review. The new Local Government Act 2020 will require a number of changes to the Policy and practices; therefore, this document only contains minor administration updates.

It is recommended that Council adopt these minor amendments to the Policy as detailed below.

Policy Implications

Council last reviewed and adopted the Procurement Policy on 23 October 2019 and is now required to review the Policy. A review has been undertaken with the following changes recommended:

- Section 5.3. Probity Auditor renamed Probity Advisor as it is a proactively appointed role.
- Section 5.5. Reference to Contract procedures, rather than Management Manual and Sustainable practices, rather than Sustainable Policy.
- Section 5.7. Simplified description of procurement through aggregated contract and supply panels that comply with the Local Government Act.
- Section 5.8. Same description applied (as per 5.7) Removal of reference to a Project Manager being required to prepare a specification for the Business Unit Manager, as all higher valued contract require detailed requirement specifications.
- Section 5.9. Removal of Membership to tender evaluation panels requiring approval by CEO under delegation, as this would be an unnecessary step in the process that is already independently managed by the Procurement Advisor.
- Section 5.10. Internal Controls now also refers to guidelines, processes and procedures, rather than a Framework.
- Section 6. Quarterly reporting of exemptions to Procurement Policy are reported to Senior Leadership Team. This alignment with business process, removes the requirement to report to the Audit Committee.
- Section 8. Definition of Probity has been added to the Glossary.

Relevance to Council Plan

5.2 Our Governance - Open governance

5.2.1 Embrace and demonstrate effective governance and transparency, notwithstanding that on occasions, matters under consideration will be confidential.

5.2.2 Govern and make decisions in the best interests of the Cardinia Shire community.

5.3 Our Governance - Long-term financial sustainability

5.3.1 Make financial decisions that achieve the objectives of Council and long-term financial sustainability.

5.3.2 Make financial decisions that are fair and ethical and balance costs and benefits between present and future generations.

5.3.3 Manage the municipality's finances and assets in a responsible way.

5.3.5 Identify ways to contain Council's cost base by a focus on innovation and efficiency.

Climate Emergency Consideration

Refer to the attached Procurement Policy - Section 5.13.

Consultation/Communication

The Policy has been discussed with relevant staff.

Financial and Resource Implications

Having a robust Procurement Policy ensures that wherever possible Council will receive value for money in its purchasing processes and procedures.

Conclusion

To comply with the provisions of Section 186A (7) of the Local Government Act, Council must review the Procurement policy each financial year. A review has been undertaken with only minor changes to the Policy proposed. It is recommended that these minor administrative updates to Policy be approved, as attached to this report.

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

That Council adopt the revised Procurement Policy as attached.

Carried

6.3.2 Councillor Expenses Policy

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That Council adopt the amended Councillor Expenses Policy

Attachments

1. Councillor Expenses Policy for adoption [6.3.2.1 - 9 pages]

Executive Summary

To consider a review of the Councillor Expenses Policy and to adopt the amended Policy

Background

The Councillor Expenses Policy was last reviewed by the Council in July 2020 and a new Policy was adopted at the August 2020 Council Meeting. This was one of the requirements of the 2020 Local Government Act.

The Policy in place prior to August 2020 was the 'Councillor Expenses and Entitlements Policy' and it was this policy that was in place when the travel expenses subject to the audit undertaken by Justicia Lawyers were lodged and it was that Policy that was referred to in the Justicia Lawyers report.

The Council resolution in December last year in relation to the audit amongst other matters resolved to:

'Review the Councillor Expenses Policy and Councillor claim forms, taking into consideration the information and findings provided in the Justitia Report.'

The review of the Policy undertaken last year introduced some amendments and improvements to the previous Policy which were raised in the Justitia report and it is considered that the changes made address some of the deficiencies in the previous 'Councillor Expenses and Entitlements Policy'.

These improvements included:

- Where travel is undertaken using public transport, taxi or ride sharing company such as 'Uber' the cost of this travel can also be claimed.
- All travel claims will be taken to have commenced from the Councillor home. However if the travel commences from an alternate location (such as a councillor workplace) the distance that is entitled to be claimed shall be the lesser distance.
- Quarterly reporting of all councillor expenses being provided to council, and the council's Audit and Risk Committee.
- Improvements to the travel and Out of Pocket Expenses Claim forms to include:

Travel claim

- Reason for travel
- Other parties attending

Out or pocket claim

- Why expense incurred

- Expense type, eg city link fee, child care, carparking
- Include note – no receipt no payment
- Include note - If details are incomplete no payment will be made

Having considered the current Policy it is suggested that further improvements can be made to further enhance the Policy.

The suggested amendments are:

- In the clause relating to the Mayoral Vehicle include that the use of the Mayoral Vehicle will be in accordance with the provisions contained within the Motor Vehicle Policy as amended time to time, include the 'notional value of the Mayoral Vehicle will be \$15,000 per annum and recognise if the Mayor of the day decides not to use the Mayoral Vehicle, a motor vehicle allowance of \$15,000 will be paid.
- Include a provision stating that where a travel claim is made to attend meetings of a group, organisation or statutory authority to which the Councillor has been appointed Council delegate the reimbursement by Council is to be diminished by however much the body pays travelling or other expenses directly
- Include a requirement in the Travel Expenses claim for to specify an actual address for the destination or locality of the travel claim.

Additionally, it is considered that the section of the Policy concerning 'Professional Development; Clause 3.5 can be improved to provide some flexibility for Councillors to access the training budget funds provided annually in the budget.

These suggested amendments will allow a Councillor to 'roll over' unexpended funds in the Councillor training budget from one year to another and provides for a councillor to seek approval to spend in excess of a years training allocation (currently \$3000) on one personal development activity after receiving approval from the Mayor and provided sufficient funds are available within the budget. Additionally Councillors will be asked to prepare a professional development plan for their term of office.

Policy Implications

The purpose of the Councillor Expenses Policy is to support councillors to perform their role, as defined under the Local Government Act 2020, by ensuring that expenses reasonably incurred in the performance of their role are reimbursed.

The policy also provides guidance on:

- entitlements
- processes for reimbursement
- reporting requirements.

The policy is intended to ensure that councillors are supported to perform their duties without disadvantage.

Relevance to Council Plan

5.3 Our Governance - Long-term financial sustainability

5.3.3 Manage the municipality's finances and assets in a responsible way.

Climate Emergency Consideration

Nil.

Consultation/Communication

No external consultation has been undertaken on this matter

Financial and Resource Implications

There are no financial or resource implications associated with this review of the Councillor Expenses Policy

Conclusion

A regular review of all Council Policies is considered best practice and it is timely that a review of the Councillor Expenses Policy is undertaken particularly considering the recommendation contained with the recent Justicia Lawyers Audit Report.

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

That Council adopt the amended Councillor Expenses Policy

Carried

6.3.3 Councillor Gifts Policy

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That Council adopt the Councillor Gifts Policy.

Attachments

1. Councillor Gift Policy for adoption [6.3.3.1 - 5 pages]

Executive Summary

To adopt a Councillor Gifts Policy as required by Section 138 of the Local Government Act 2020.

Background

Council is required to adopt a Councillor Gifts Policy within 6 months of Section 138 of the Local Government Act 2020 coming into operation. This Section came into operation at the date of the Election in October last year.

Cardinia Shire Council is committed to ensuring that Councillors, Council staff and contractors act with integrity and honesty when performing their duties or while attending functions as Council representatives. The acceptance of gifts, benefits and hospitality can create perceptions that a Councillor, staff member or contractor's integrity has been compromised.

This policy states Council's position on responding to offers of gifts, benefits and hospitality and is intended to support Councillors to avoid conflicts of interest and maintain high levels of integrity and public trust.

The Act stipulates that the Policy must include procedures for the maintenance of a gift register and any other matters prescribed by the regulations. No matters have been prescribed in the regulations at this stage.

Council has not previously had a free-standing Policy regarding Councillor Gifts, this detail was included in the Code Of Conduct. Council has maintained a gifts register for many years even though there was no legislative requirement to do so but this was considered to be best practice.

The aim of the Policy is to provide clear guidelines to ensure Councillors are not compromised in the performance of their duties by accepting gifts or benefits which may result in a sense of obligation or could be interpreted as an attempt to influence. This helps to protect and promote public confidence in the integrity of the Council.

Councillors are asked to complete a 'Gift Declaration Form' whenever they receive or decline a gift and provide the form to the Manager Governance or delegate for inclusion in the gift register.

The Policy also includes a clause regarding attempts to bribe and if a councillor believes that the gift offered offer is an attempt to bribe they are required to:

- Immediately notify the CEO and lodge a gift declaration form, so their refusal can be properly recorded,
- Report the matter to the CEO or Public Interest Disclosure Co-ordinator, Manager Governance who will report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission, and
- A Councillor who believes another person within the Council may have solicited or been offered a bribe which they have not reported, must notify the CEO or report the matter as a public interest disclosure in accordance with Councils Public Interest Disclosure Procedures.

The Policy complements the provisions already included in the Councillor Code of Conduct

Policy Implications

This will be a new Council Policy.

Relevance to Council Plan

Adopting a transparent Gifts Policy is in keeping with the Our Governance goals of consulting with the community in an open and accountable way and to enhance the community's confidence in the Council

Climate Emergency Consideration

Nil.

Consultation/Communication

No community consultation or engagement has occurred in relation to the Policy

Financial and Resource Implications

There are no financial or resource implications associated with this Policy

Conclusion

To satisfy the requirement of the Local Government Act 2020 Council must adopt a Councillor Gifts Policy and it is recommended that the Policy is adopted with the aim to provide clear guidelines to ensure Councillors are not compromised in the performance of their duties by accepting gifts or benefits which may result in a sense of obligation or could be interpreted as an attempt to influence. This helps to protect and promote public confidence in the integrity of the Council.

Resolution

Moved Cr Stephanie Davies, seconded Cr Collin Ross.

That Council adopt the Councillor Gifts Policy.

Carried

6.4 Financial Reports

6.4.1 - Provision of Public Place Litter and Recycling Bin Collection Services CT 20-59

Responsible GM: Peter Benazic
Author: Jacqui Kelly

Recommendation(s)

That Council award Contract 20/59 Public Place Litter and Recycling Bin Collection Services to Selkrig Enterprises Pty Ltd T/S Total Waste Solutions for an initial term of 5 years with the option of 5 X 1-year extensions.

Attachments

1. CONFIDENTIAL - Confidential Memorandum - Circulated to Councillors only [6.4.1.1 - 5 pages]

Executive Summary

Contract documentation has been prepared to seek market rates for the provision of public place recycling and rubbish bin collection as well as provisions for dumped rubbish collection.

Tenders have been advertised and subsequently received from several service providers in this field.

A full tender assessment has been conducted.

Based on the tender evaluation, it is recommended that Selkrig Enterprises Pty Ltd T/S Total Waste Solutions is deemed to provide best value for money for services relating to this contract and as such, the tender be awarded accordingly.

Background

Currently there are approximately 602 Street Litterbins and 351 Public Place Recycling Bins located on streets and in shopping precincts spread across the municipality. The bins are housed in an array of different bin stations depending on streetscape and function required, this includes a mix full enclosure, on poles and on stands. The frequency with which each of these bins are scheduled for collection varies. An estimated 300 tonnes of material is collected each year from these bins, with seasonal fluctuations peaking in the summer months.

Cardinia Shire Council and community organisations host a range of events and festivals during the year which require temporary garbage and recycling Mobile Bins to be provided and serviced.

On average 1500-1600 dumped rubbish collections are completed per annum. In total 180 tonnes of dumped rubbish were collected across the Shire in the past year. Whilst most dumped rubbish collections are able to be managed during normal working hours, some require urgent attention and as such an 'at-call' and 'out of hours' response service was assessed as part of the tender process.

The scope of service associated with Contract 20/59 - Provision of Public Place Litter and Recycling Bin Collection Services - includes:

- Emptying and cleaning litterbins (Street Litterbins, Public Place Recycling Bins and Cigarette Butt Bins) their stands and enclosures throughout the municipality on a day-to-day basis,
- Monitoring and reporting on the condition of litterbin stands and enclosures throughout the municipality,
- Collection of dumped rubbish throughout the municipality when instructed to do so by Council's Representative,
- Disposal of all waste collected from litterbins and dumped rubbish pick up at an approved disposal facility and approved recycling facility,
- Ensuring customer service on a day-to-day basis,
- Procurement, installation, and maintenance of public place litter bins as required, and
- Supply and maintenance of mobile event bins as required.

Combining the public place bin collection service and effective monitoring of dumped rubbish in the Shire brings additional benefits to Council, as well as financial. These include:

- GPS system which tracks which bins and rubbish piles have been emptied and when (will assist with Customer enquiries and service improvement).
- Data recording system which will assist with continuous improvement and efficiency identification.
- Annual review delivered by Contractor.
- Underutilised bins and damaged bins to be reported by Contractor (with photo provision capacity).
- Delivery of all materials to appropriate processing or disposal facilities (improving resource recovery).
- 360° Cameras which record any potential damage, service issues and contamination.
- Minor repairs undertaken by contractor (including graffiti, bolts, lids etc.)
- Ability to modify the schedule as required.
- Twice yearly scheduled bin cleaning.
- Risk mitigation - insurances, OHS etc.
- A rapid response and at-all type service available when required.

Contract 20/59 - Provision of Public Place Litter and Recycling Bin Collection Services was tendered on 21 November 2020 and closed on the 19 December 2020. It is expected that service through this contract will commence 1 July 2021.

Tender Submissions were received from 4 separate tenderers including:

- Selkrig Enterprises Pty Ltd trading as Total Waste Solutions
- Cleanaway Pty Ltd
- JJ's Waste and Recycling Pty Ltd
- Haulaway Pty Ltd

A Tender Evaluation Panel (TEP) undertook an evaluation process. The tenders were assessed against the weighted criterion; Quality System, Capability, Relevant Experience and Past Performance, Resources, Customer services and innovation, Occupational Health and Safety, an Compliance with Specification. Non weighted Criterion were also assessed on a pass/fail basis.

Based on the tender evaluation process, Selkrig Enterprises Pty Ltd T/S Total Waste Solutions is deemed to provide best value for money for services relating to this contract. As such, it is recommended that Council award Contract 20/59 Public Place Litter and Recycling Bin Collection for an initial term of 5 years with the option of 5 X 1-year extensions.

Policy Implications

By refining the collection schedule, combining the public place bin collection service and effective monitoring of dumped rubbish in the Shire and updating the rates of the service to better align with current prices, Council will be able to provide a better collection service and meet some of the outcomes from the Waste and Resource Recovery Strategy 2017-2026 which includes to reduce the impact of litter on the Shire and achieve continuous improvement. By having the upgraded services in place, and associated education around its use, Council will be able to manage our public place waste and recycling more effectively and provide a greater response to meet our community's expectations around dumped rubbish.

The procurement of effective public place waste and recycling management aligns with the objectives of the Waste and Resource Recovery Strategy and the Liveability Plan, which fall under the Council Plan.

Councils work and role in this area is also partly determined by relevant Victorian and Australian Government policies, many of which have also been updated in recent years. The Victorian Government policies - 'Getting Full Value' and 'Recycling Victoria' have turned the focus to thinking of waste as a resource to be extracted and reused or recycled where possible, bringing not just environmental benefits, but also financial and social.

Relevance to Council Plan

3.3 Our Environment - Enhanced natural environment

3.3.3 Promote practices that result in the reduction per household of the amount of waste going to landfill, particularly food waste.

3.4 Our Environment - Natural and built environments supporting the improved health and wellbeing of our communities

3.4.1 Plan and develop built environments that support improved health and wellbeing of our communities through implementation of the Healthy by Design guidelines.

Also meets several actions in the Waste and Resource Recovery Strategy (2017-26).

Climate Emergency Consideration

The appropriate management and diversion of waste from landfill can assist in reducing the human impact on climate change. This contract will assist in several ways:

- By continuing to divert waste away from landfill by offering and servicing recycling bins across the Shire
- Requiring new, more efficient vehicles in the contract to reduce impacts of the fleet on the environment through reduced emissions
- Supporting the continuing education of the community on the circular economy including purchasing of minimal waste products and disposing of waste appropriately, including food waste.
- Reducing the direct impact of waste on the environment through the removal of dumped rubbish. Dumped rubbish can cause hazards to local wildlife and waterways when left unattended for long periods of time.

Consultation/Communication

This contract is for a business-as-usual service that was established several years ago to meet community needs and expectations. No further community consultation was required for the upcoming change in contract.

There is flexibility built into the service requirements to ensure the new service provider is running a service that meets the needs of Council and the Community.

Financial and Resource Implications

Cardinia Shire population is growing at a rate of 4.6%, with this growth in population comes an increase in waste, even with the consideration of alternatives to landfill which are becoming available. This growth in population and the fact residents are spending more time outdoors and in their local area means there is a greater reliance on public place infrastructure. The increased cost of taking domestic material to the tip also appears to be a factor in the increase in dumped rubbish in the Shire. Bringing this service into a 'schedule of rates' contract will help manage the costs associated with dumped rubbish.

The collection and disposal of public place garbage and recycling, and the management of dumped rubbish is fully funded through Council's established garbage charge.

Conclusion

It is recommended that the tender submitted by Selkrig Enterprises Pty Ltd T/S Total Waste Solutions be accepted for the Public Place Litter and Recycling Bin Collection Services Contract number 20/59 for an initial term of 5 years with the option of 5 X 1-year extensions, and that; the additional elements of Dumped Rubbish Collection and Management be added to the contracted service as tendered.

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

That Council award Contract 20/59 Public Place Litter and Recycling Bin Collection Services to Selkrig Enterprises Pty Ltd T/S Total Waste Solutions for an initial term of 5 years with the option of 5 X 1-year extensions.

Carried

6.5 Activity Reports

6.5.1 Major Projects Report

Responsible GM: Peter Benazic

Author: Andrew Barr, Ben Wood, Kristen Jackson, and Walter Carmignani

Recommendation(s)

That Council note this report

Attachments

1. Major projects report project updates [6.5.1.1 - 13 pages]

Executive Summary

As part of the reporting process to Council, this monthly report provides an update of the status of major projects in progress. It includes an update on major projects, capital works, special charge schemes and asset management current at the time of this report.

Stage 4 lockdowns imposed by the Victorian Government in response to the Covid19 Pandemic is having an impact on a number of projects as the construction industry looks to adapt to working restrictions. These restrictions will have a time impact on the delivery of projects, of which the extent of this is still being understood and may impact the forward projection of timelines identified in this report

Background

Projects and updates are included in the attached report

Relevance to Council Plan

3.1 Our Environment - Provision and maintenance of assets on a life-cycle basis

3.1.1 Maintain all Council roads and supporting infrastructure in accordance with the *Road Management Act 2004*.

3.1.2 Develop new and maintain existing parks, gardens and reserves in a sustainable way.

3.1.3 Provide accessible facilities to meet identified community needs.

3.1.4 Manage Council's assets like roads, drainage, footpaths and buildings, etc. in a way that ensures they are adequately maintained over their life.

3.2 Our Environment - Transport linkages connecting towns

3.2.1 Upgrade Council roads to improve safety while considering the traffic demand of the community.

3.2.2 Continue the use of special charge schemes to finance road, drainage and footpath improvement programs.

3.2.4 Prioritise multi-use pathways, where practicable, to create networks that connect destinations.

Conclusion

This regular activity report (as attached) is provided for Councillor's information

Resolution

Moved Cr Tammy Radford, seconded Cr Jack Kowarzik.

That Council note this report

Carried

6.5.2 Planning Scheme Amendment Activity Report

Responsible GM: Nigel Higgins
Author: Luke Connell

Recommendation(s)

That Council note the report.

Executive Summary

The report provides an update on the status of active planning scheme amendments and planning scheme amendment requests received.

Relevance to Council Plan

Nil.

Status of Active Amendments

The following table provides details relating to planning scheme amendments that are currently being processed.

A/No	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
C222	XWB Consulting	85 McNamara Road, Bunyip	<p>Amendment C222 proposes to:</p> <ul style="list-style-type: none"> - rezone land from Farming Zone Schedule 1 (FZ1) to Low Density Residential Zone Schedule 3 (LDRZ3) (55 & 85 McNamara Road), - apply a Development Plan Overlay Schedule 21 (DPO (Development Plan Overlay) 21) (85 McNamara Road), - apply a Design and Development Overlay Schedule 1 (DDO1), and delete the Environmental Significance Overlay Schedule 1 (ESO1). 	Thu 08/08/2019	Fri 06/09/2019	<p>Panel Report finalised on 29/04/2020.</p> <p>Council is awaiting further information from the proponent in relation to some of the issues raised in the Panel Report.</p>
C228	Cardinia Shire Council	Pakenham Activity Centre	<p>The Activity Centre Zone Schedule 1 (ACZ1) has been prepared in response to conditions of approval to Cardinia Planning Scheme Amendment C211 to ensure that the Pakenham</p>	Thu 24/10/2019	Fri 06/12/2019	<p>Report prepared for the 15/02/2021 Council meeting to consider the Panel's recommendations and adopt the amendment with changes.</p>

A/No	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			<p>Structure Plan 2018 has been implemented via the appropriate planning tool into the Cardinia Planning Scheme.</p> <p>The ACZ1 is a direct translation of the objectives and strategies as set out in the draft Pakenham Structure Plan 2018 and draft Urban Design Framework 2018. The amendment amends Clauses 21.03, 21.04 and 21.06, implements two new reference documents, deletes parts of two Development Plan overlays Schedule 1 and 2 of 43.04, and deletes the Pakenham Activity Centre Incorporated Provisions, 20 March 2017 from Clause 72.04.</p>			
C229	Cardinia Shire Council	Tynong, Garfield, and Bunyip	Apply Environmental Significance Overlay Schedule 7 (ES07) to all land within the Urban Growth Boundary (UGB) of Garfield and	Thu 21/11/2019	Fri 20/12/2019	<p>Re-exhibition completed.</p> <p>A bushfire risk assessment is in progress.</p>

A/No	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			Bunyip and all land zoned for urban purposes within Tynong to facilitate the provision of habitat corridors for the Southern Brown Bandicoot.			
C234	Victorian Planning Authority and Cardinia Shire Council	Pakenham East Precinct	Incorporate the Pakenham East Precinct Structure Plan (PSP) and rezone most land to Urban Growth Zone Schedule 5 (UGZ5) to facilitate the development of the land generally in accordance with the PSP and make several other consequential changes to the Cardinia Planning Scheme to support the implementation of the PSP. Planning Scheme to support the implementation of the PSP.	Thu 18/01/2018	Fri 23/02/2018	Approved with changes and gazetted on 21/01/2021.
C238	Cardinia Shire Council	Beaconsfield Precinct - Glismann Road and Old Princes Highway.	Amendment C238 proposes to: - Rezone land to the Neighbourhood Residential Zone (NRZ2) (CI 32.09 Sch 2)	Thu 09/07/2020	Mon 14/09/2020	Report prepared for the 15/02/2021 Council meeting recommending submissions be referred to a Planning Panel for consideration.

A/No	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			<ul style="list-style-type: none"> - Apply a Development Plan Overlay (DPO19) to the Glismann Road Area (CI 43.04 Sch 19) - Apply Development Contributions Plan Overlay (DCPO5) to the Glismann Road Area (CI 45.06 Sch 5) - Amend Clause 72.04 to incorporate the Glismann Road Development Contributions Plan (GRDCP) into the CPS. <p>Amend Clause 53.01 to facilitate the provision of local open space through the GRDCP</p>			
C240	Cardinia Shire Council	Koo Wee Rup Township	Implement the objectives of the Koo Wee Rup Township Strategy by applying Development Plan Overlays 23 and 24 and Design and Development Overlays 8 and 9 over various precincts within Koo Wee Rup.	Thu 13/02/2020	Mon 16/03/2020	Report prepared for the 15/03/2021 Council meeting to consider the Panel's recommendations and adopt the amendment with changes.
C249	Cardinia Shire Council	Cardinia Shire municipality	Amend various provisions of the Cardinia Planning Scheme to correct mapping anomalies,	Thu 04/06/2020	Thu 02/07/2020	<p>Adopted by Council on 17/08/2020.</p> <p>Awaiting approval by the Minister for Planning.</p>

A/No	Proponent	Address	Purpose	Exhibition Start	Exhibition End	Status
			delete redundant controls and correct ordinance errors.			
C257	Cardinia Shire Council	53-65 Woods Street, Beaconsfield	Apply a Development Plan Overlay (DPO) for the Woodland Grove Precinct as shown in the Beaconsfield Structure Plan.			Authorisation to prepare an amendment was granted on 19/11/2020. Preparation for public exhibition is being undertaken.
C264	Cardinia Shire Council	Cardinia Shire municipality	Implement the Advertising Signage Design Guidelines into the Cardinia Planning Scheme.			Authorisation to prepare an amendment was granted on 26/11/2020. Preparation for public exhibition is being undertaken.
C265	Cardinia Shire Council	Pakenham South Employment Precinct	Incorporate the Pakenham South Employment Precinct Structure Plan.	Thu 15/10/2020	Thu 26/11/2020	Report prepared for the 15/02/2021 Council meeting to recommend a Planning Panel consider the submissions.

Resolution

Moved Cr Graeme Moore, seconded Cr Carol Ryan.

That Council note the report.

Carried

7 Reports Or Minutes Of Committees

The Mayor advised that minutes had recently been received from Committees and Briefing sessions and they were available for any interested Councillors.

8 Reports By Delegates

Cr Ryan reported on her attendance at the AGM of the Aria Callisthenics Club in Pakenham.

Cr Ryan also reported on her attendance at the opening of the new roof constructed over the Pakenham Bowls Club greens.

Cr Ryan advised that she had been invited to provide two motivational speeches at a Women's Café event as part of International Women's Day.

Cr Ryan reported on her attendance at a meeting on the Interfaith Network

Cr Davies advised that she had participated at recent Clean Up Australia Day at Lakeside and had also attended the Lakeside Residents Group AGM.

Cr Kowarzik also advised of Clean Up Cardinia Day and was encouraged by the multiple groups across the Shire participating yet believed more people should get involved.

Cr Moore reported on his attendance in company with the Mayor at the opening of the Nar Nar Goon Cenotaph redevelopment conducted by the Nar Nar Goon RSL noting that the event was also a celebration of the life of Max Murray the previous President of the RSL who unfortunately passed away

Cr Moore also advised that he had attended the opening of the Lang Lang Community Recreation Reserve and thanked Max Papeley for his efforts in establishing this facility.

Cr Springfield advised that he represented the Mayor up at the Upper Beaconsfield Men's Shed AGM and applauded the work they do for the community. Cr Springfield also mentioned that he and the Mayor attended the Emerald Village Association's Community Network Night at the Hill's Hub where former Mayor Graeme Legge has received the Emerald Citizen of the Year Award.

Cr Radford advised of her attendance at the Cardinia Access and Inclusion Advisory Committee and spoke on their advocacy on ensuring inclusive and diverse facilities throughout Cardinia for people with all abilities..

Cr Ross mentioned his attendance at the recent Citizenship Ceremony held at the Cardinia Cultural Centre. Cr Ross also advised that he had attended the on-line International Women's Day event hosted by Council last week and acknowledged the work being undertaken by Fiona Cost. Cr Ross also mentioned the upgrade works that had been completed to the pavilion at the Perc Allison Oval in Beaconsfield

The Mayor spoke to his pleasure at progressively being able to attend events in person with across the shire. The Mayor also advised that he also participated in Clean Up Cardinia Day and participated in the People's Panel and thanked all of the panellists

9 Presentation Of Petitions

Nil.

10 Notices Of Motion

Nil.

11 Community Questions

The Mayor advised that Council had received a question from Andrew Little.

The question submission read:

Last month the question was tabled about the councils compliance to planning practice note 3. The answer given did not address or consider the planning practice note and simply spoke about councils generic green wedge policy from 2017. Planning Practice Note 3 has been around and in existence since 2017. The planning practice note provides clear examples of when a Special Use Zone should be applied. Namely when the area surrounding the special use zone contains a number of difference zones. The document states:

"Where should the Special Use Zone be applied?

A Special Use Zone can be considered when either:

- an appropriate combination of the other available zones, overlays and local policies cannot give effect to the desired objectives or requirements*
- the site adjoins more than one zone and the strategic intent of the site, if it was to be redeveloped, is not known and it is therefore not possible to determine which zone is appropriate.*

Application of the Special Use Zone is not appropriate when an alternative zone can achieve a similar outcome, with appropriate support from local policies and overlays. Examples of an appropriate and inappropriate use of the Special Use Zone are set out below."

The pictures show that an inappropriate use of the special use zone is when the special use zone is surrounded same zone and states "INAPPROPRIATE USE: Inappropriate because the adjoining zone can give effect to the desired objectives and requirements for the site."

The Council's Special Use Zone is completely surrounded by Green Wedge Zone on all four sides and the Green Wedge Zone can easily achieve a similar outcome with appropriate support from local policies and overlays.

So why has council for nearly 4 years done nothing its planning scheme not achieving the principles of Planning Practice note 3?

When is council going to address the out of date Special Use Zone in its shire and create a modern and relevant Green Wedge or Farm Zone that encourages new and old farmers alike to invest in developing farms for crops raising?

The Chief Executive Officer responded with:

The Special Use Zone 1 (Horticultural Preservation) has been in the Cardinia Planning Scheme since 1999 and is applied to high quality agricultural land. It is the unique and exceptionally high agricultural quality of the soil that justifies the application of the SUZ1. The purpose of the SUZ1 is very specific and ensures protection of the land for horticultural purposes.

The purpose of surrounding Green Wedge Zone supports a broad range of agricultural and non-agricultural uses which would undermine the protection of these high quality soils for agriculture.

Practice Note 3 is a guide to be considered when applying the SUZ to land for a particular purpose from a Strategic Planning perspective, not when assessing a Statutory Planning Permit application that has been lodged with Council.

Whilst PPN3 was updated in May 2017, it does not require a strategic review of the SUZ1. Council is satisfied, however, that the SUZ1 continues to be appropriately applied to the land in accordance with PPN3, and is therefore not out of date and remains relevant.

There is no need to change the planning provisions that apply to land with high quality soils within Cardinia Shire as the SUZ1 continues to protect the land and achieve specific outcomes that the GWZ cannot.

The Mayor also advised of 3 questions received from Tony O'Hara.

The questions and responses from the Chief Executive Officer read:

Question 1 Re item 6.3.2 Councillor Expenses Policy

Each Councillor has a laptop and I presume an Internet allowance, which could be used to maintain the logs of all expenditure.

Question:

Has council also investigated using an online computerised PC, Tablet or Mobile Phone application for recording all expenses? This would also require all details to be typed, to avoid handwriting misreading errors.

Answer

Thank you for your questions Mr O'Hara.

Councillors have been provided with electronic copies of the Travel and Out of Pocket Expenses claim forms.

It is there choice whether they complete these forms electronically or by hand.

Question 2 Re item 6.3.2 Councillor Expenses Policy

As Council meetings are monthly and most accounting for businesses is conducted monthly, the length of time between the expenditure to the reporting time could be affected by memory and should be reduced accordingly.

Question 2 part 1. Would Council consider the reporting period to be monthly, rather than the recommended Quarterly?

Answer

It is not considered necessary to reduce the reporting period, the limited number of claims lodged does not necessitate monthly reporting.

Question 2 part 2. Would Council consider the logging of expense details to be completed within two weeks after the expense, or the end of the reason for the expense (i.e., a trip), unless extenuating circumstances exist, any late claims to be denied until that reason is logged and submitted?

Answer

Again, Mr O'Hara the limited number of claims being lodged does not necessitate reducing the reporting period

Question .3. Re item 6.3.2 Councillor Expenses Policy

The Mayoral vehicle is a status symbol for the Shire and shows the respect the Council has for the Mayor; it is also a big expense for the Council and ratepayers. Therefore, we as ratepayers would expect it to be used accordingly to show the value the Shire places of the Mayor.

If the Mayor arrives in a personal vehicle the standard of that vehicle could reflect on the status of the Mayor and the Shire.

Question 3. Would Council consider the requirement that when performing civic and ceremonial duties on behalf of the Council, the Mayoral vehicle must be used except in extenuating circumstances?

Answer

It is considered appropriate that the mayor of the day has the choice to have access the mayoral vehicle to fulfill their duties rather than a mandatory requirement.

12 Urgent Business

Nil.

13 Councillor Questions

Nil.

14 Meeting Closure

Meeting closed at 08:03 pm.

Minutes confirmed
Chairman