

Murrindindi
Shire Council

AGENDA
of the
ORDINARY MEETING OF COUNCIL
to be held on
WEDNESDAY 21 DECEMBER 2016
in the
ALEXANDRA COUNCIL CHAMBER
commencing at
6.00 pm

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1. PRAYER, OATH & RECONCILIATION STATEMENT**2. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

REF: SF/306

3. CONFIRMATION OF MINUTES

➤ Minutes of the Ordinary Meeting of Council held on 23 November 2016

Officer Recommendation:**That the Minutes of the Ordinary Meeting of Council held on 23 November 2016 be confirmed.****4. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST**

REF: SF/783

5. PUBLIC PARTICIPATION TIME**5.1 QUESTIONS OF COUNCIL****5.2 OPEN FORUM**

REF: SF/130

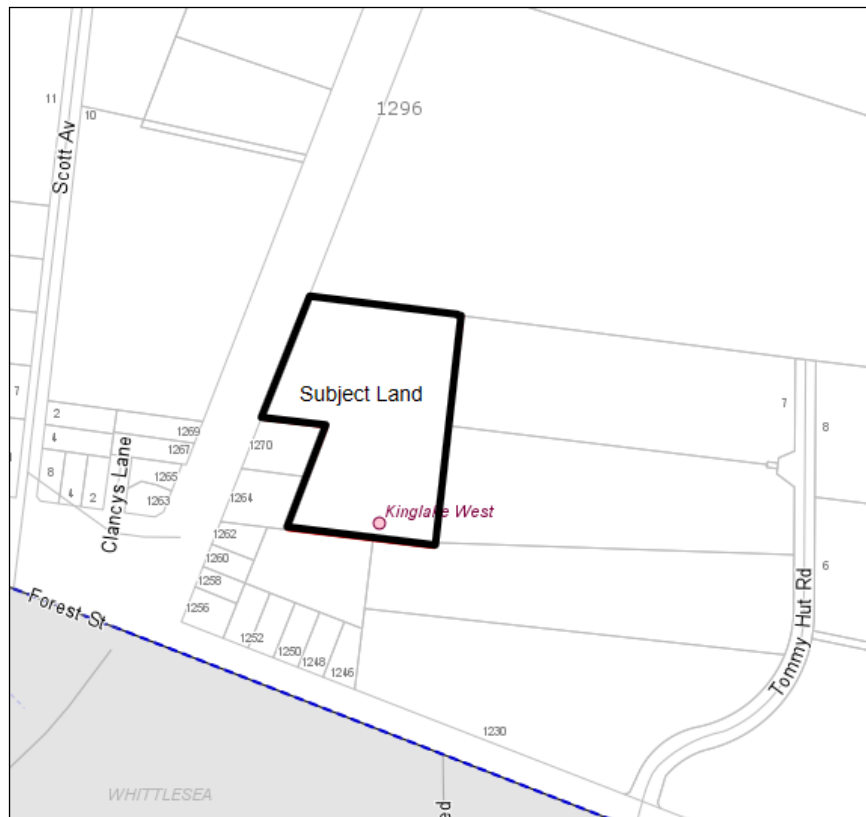
5.3 PETITIONERS SPEAKING TO PETITIONS

REF: SF/132

6. OFFICER REPORTS**6.1 AMENDMENT C57, MURRINDINDI PLANNING SCHEME AND PROPOSED PLANNING PERMIT NO 2016/2 – KINGLAKE WEST SERVICE STATION**

REF: 16/54125 (SF/2321)

Attachments: Amendment and Planning Permit Documents (refer *Attachment 6.1a* – TRIM 16/69428)
Summary of Submissions to Amendment C57 and Proposed Planning Permit No 2016/2 (refer *Attachment 6.1b* – TRIM 16/48919)
Officer Recommended Changes (refer *Attachment 6.1c* – TRIM 16/70512)
(submissions distributed to Councillors separately)

Locality Plan:**Purpose:**

The purpose of this report is to outline submissions received to the combined Amendment C57 and proposed Planning Permit No 2016/2 and seek a Council resolution to refer submissions to an independent panel for consideration.

Officer Recommendation:

That:

Having prepared and exhibited Amendment C57 to the Murrindindi Planning Scheme and Planning Permit No 2016/2 under Section 96A of the *Planning and Environment Act 1987*;

Having in accordance with section 12 of the *Planning and Environment Act 1987* had regard to the Minister's directions and the Victoria Planning Provisions, and taken into account any significant effects which the planning scheme might have on the environment or that the environment might have on use or development envisaged in the planning scheme or amendment and taken into account the social and economic effects;

Having considered all submissions to Amendment C57 to the Murrindindi Planning Scheme and Planning Permit No 2016/2 under Section 22 of the *Planning and Environment Act 1987*;

Murrindindi Shire Council resolves that:

1. Under Section 23 of the *Planning and Environment Act 1987*, all submissions to Amendment C57 to the Murrindindi Planning Scheme be referred to an independent panel appointed under Part 8 of the *Planning and Environment Act 1987*;
2. The summary of submissions to Amendment C57 (*Attachment 6.1b*) be adopted as Council's position on the submissions that will be presented to an independent panel;

3. **Attachment 6.1c be adopted as Council's additional recommended changes to the proposed amendment that will be presented to an independent panel;**
4. **Each submitter to Amendment C57 be notified in writing of Murrindindi Shire Council's position regarding their submission and informed of the forthcoming independent panel process.**

Background:

In 2015, an application for combined planning permit and amendment to the Murrindindi Planning Scheme to facilitate a service station and associated uses and developments at 1274 Whittlesea – Yea Road, Kinglake West was lodged with Council by PLANIT on behalf of G & A Bonnadio.

The proposal is for:

1. Amendment C57: Rezone the land from Rural Living Zone to Township.
2. Planning Permit No 2016/2 for the use and development of the land for service station, convenience shop, postal agency, food and drink premises and associated car parking and internally illuminated identification pole sign.

Proposed Planning Permit 2016/2 was drafted with appropriate conditions after initial consultation with the relevant authorities. The proposed planning permit was supported by site and elevation plans, landscape plan, biodiversity assessment report, plan of location and details of the proposed sign, traffic impact assessment report, explanatory report, bushfire assessment, and feature survey.

Section 96A of the *Planning and Environment Act 1987* provides an opportunity for a combined application to be made for both a planning scheme amendment and a planning permit. The intent of this combined permit/amendment process is to provide an integrated approach to both amending the scheme and approving a specific proposal, providing only one exhibition process and review opportunity. The combined procedure follows the planning scheme amendment process, not the application for planning permit process. The proposal is therefore exhibited as an amendment, with the review process for hearing unresolved submissions being a planning panel, not the Victorian Civil and Administrative Tribunal (VCAT).

The Minister authorised Council to exhibit the amendment and permit on 7 April 2016. The combined permit/amendment was exhibited between 4 August and 5 September 2016, with notice being given to adjoining and nearby landowners, relevant referral agencies and the relevant ministers.

Following exhibition, twelve submissions were received, eight from private landowners or organisations, four from authorities. Five private submissions raised objections to the proposal and three were supportive. A summary of submissions is attached as *Attachment 6.1b*.

Council Plan/Strategies:

The proposed amendment is consistent with the Our Environment goal in the Murrindindi Shire Council Plan 2013-2017, specifically in relation to the strategic objectives and directions relating to Planning for Urban Growth and implementing ongoing changes to the Murrindindi Planning Scheme.

The proposed amendment also supports the local community by providing more services and facilitating further commercial opportunities.

Legal/Policy Issues:

There are no legal or policy issues associated with the exhibited amendment. Amendment C57 does not propose any changes to the Local Planning Policy Framework.

Amendment C57 complies with the Local Planning Policy Framework, in particular implementing the Clause 21.03 (Economic Development), Clause 21.03-1 (Business and Industry) strategies:

- Revitalise economies and employment in towns and communities affected by natural disasters, including the 2009 bushfires
- Strengthen the role and identity of townships, including establishing new and/or reinstating businesses within the commercial centres of Kinglake, Kinglake West – Pheasant Creek.

Financial/Resources/Risk:

The proponent has paid prescribed fees for the combined permit/amendment to date and agreed to pay all subsequent fees and any panel hearing costs.

Consultation:

Amendment C57 and proposed Planning Permit No 2016/2 were exhibited between 4 August and 5 September 2016, with notice given to directly affected and adjoining landowners, relevant departments and authorities and prescribed Ministers. Twelve submissions were received; four from referral agencies and eight from private submitters, five objecting to the proposal.

A summary of the submissions to the combined permit and amendment, including officer recommendations, are attached as *Attachment 6.1b*.

Discussion:

Key issues raised in submissions are:

- Consistency/inconsistency with the Kinglake Flowerdale Toolangi Strategy Plan
- Neighbourhood character
- Bushfire management and protection
- Amenity impacts on adjoining properties – lighting, odours, privacy, noise
- Vegetation removal
- Impact of proposal on waterways and drainage
- Traffic safety
- Proposed hours of operation
- Waste management

It is considered that key land use issues raised in submissions have been satisfactorily addressed and implemented through assessments prepared for the proposal, proposed exhibited conditions for proposed Planning Permit No 2016/2 and additional permit conditions required by the Environment Protection Authority (EPA), VicRoads and Department of Environment, Land, Water and Planning (DELWP). The summary of submissions (*Attachment 6.1b*) gives further detail and discussion of these key land use issues raised in submissions. It is noted that the EPA, VicRoads, DELWP and Goulburn-Murray Water submissions relate to most of these key land use issues raised in submissions and that all of these authorities consented to the exhibited proposal, with EPA, VicRoads, DELWP requiring additional permit conditions.

The subject land lies within the area affected by the *Kinglake Ranges, Flowerdale and Toolangi Plan and Design Framework*, a reference document to the Murrindindi Planning Scheme. The framework provides a vision for a sustainable future for the local communities of Kinglake, Kinglake Central, Kinglake West/Pheasant Creek, Flowerdale and Toolangi, supporting limited growth within the area. An area centred on the Whittlesea-Kinglake Road and Whittlesea-Yea Road intersection has been designated as an 'activity node' in the Kinglake West/Pheasant Creek Design Framework. Although the subject land does not lie entirely within the designated

activity node, it is immediately adjacent to this area and is considered to form a natural extension to this activity centre of Kinglake West. While the framework is a reference document to the Murrindindi Planning Scheme, the designated activity is considered to be indicative only, providing general direction for future land use but allowing some minor amendment to identified strategic directions.

As there is no available land adjacent to the present township of the size required to establish the proposed use and development, it is considered appropriate to extend the 'activity node' and rezone the subject land to Township to facilitate the proposed use and development. The proposed use and development are considered to be suitable land uses and development that will complement an established township centre.

A Section 173 agreement is required in conjunction with Amendment C57. The agreement would require that the use of the subject land is restricted to a service centre, incorporating a service station, retail stores, food outlets and car parking, also specifying that the land cannot be used for accommodation (including dwellings) or be further subdivided. Officers would ensure that this agreement is implemented before Amendment C57 is eventually adopted by Council.

The summary of submissions (*Attachment 6.1b*) list all of the submissions received in relation to the proposed amendment with the main focus from private landowners relating to general amenity issues, the environment, traffic movements and conformity with the provisions of the Murrindindi Planning Scheme. The support submissions are less detailed but relate to the positive economic impact of the proposed development on the local community.

Attachment 6.1c includes an additional officer recommendation to remove the Development Plan Overlay 3 (Rural Living Zone) (DPO3) from the subject land being rezoned from Rural Living to Township. Once rezoned to Township, the DPO3 is inappropriate for the land, creating confusion and applying an unnecessary overlay.

As submissions to the proposed amendment and planning permit cannot be fully resolved, Council cannot adopt the amendment at this stage and must refer submissions to an independent panel for consideration. A panel will hear submissions and report to Council on the merits of the amendment and submissions. To allow all submissions to be considered in context, all submissions to the proposed amendment and planning permit, both supporting and objecting, should be referred to an independent panel.

The attached summary of submissions will form the basis of Council's submission to the panel for Amendment C57 and proposed Planning Permit 2016/2. Following consideration of a panel report, Council may then adopt the amendment, with or without changes, and submit it to the Minister for final approval.

Conclusion:

The proposed amendment and planning permit have been prepared by the proponent to facilitate a service station and associated commercial development at the northern edge of the Kinglake West township. As the submissions to the proposed amendment and planning permit cannot be fully resolved, Council must either refer submissions to an independent panel for consideration as set out in the recommendation or alternatively resolve to abandon the amendment.

6.2 ANNUAL REPORT 2015-2016

REF: 16/64896 (SF/286)

Attachments: Annual Report 2015-16 (refer *Attachment 6.2* – TRIM 16/51782)

Purpose:

This report presents the Annual Report for the period 1 July 2015 to 30 June 2016 for Council's consideration.

Officer Recommendation:

That Council formally considers and endorses the Annual Report of the Murrindindi Shire Council for the 2015-2016 financial year.

Background:

Sections 131 and 134 of the *Local Government Act 1989* set out the requirements for the preparation, public exhibition and consideration by Council of the Annual Report. These requirements also include the forwarding of a copy of the Annual Report to the Minister for Local Government by 30 September each year.

Subject to Council's consideration and endorsement of the Council's Annual Report 2015-2016 at this meeting and giving public notice of its endorsement, all statutory requirements associated with the Annual Report will have been met.

The Annual Report 2015-2016 details Council's performance over the past 12 months in achieving the objectives and activities of the Council Plan 2013–2017 and the 2015–2016 Annual Budget.

A copy of the Annual Report 2015-2016 is contained in *Attachment 6.2*.

Council Plan/Strategies:

The preparation of the Annual Report supports the goal to provide strategic leadership and effective governance that supports the aspirations of the community, as contained in the Council Plan 2013-2017.

Legal/Policy Issues:

As per Section 134 of the *Local Government Act 1989*, it is a requirement that the Annual Report be considered by Council after Council has sent the annual report to the Minister. There is also a statutory requirement of a 14-day period of public notice prior to the consideration of the Annual Report by Council.

Financial/Resources/Risk:

The Annual Report includes the audited Financial Report and Standard Statements for the 2015–2016 financial year which were approved by Council at its September 2016 Ordinary meeting.

Discussion:

The Annual Report 2015-2016 details the Council's performance in achieving the strategic objectives set out in 2013-2017 Council Plan and the 2015-2016 Budget.

Whilst the Report lists many achievements for the year, some highlights include:

- Council undertook a diverse range of advocacy activities on behalf of the local community, including advocacy to:
 - relevant authorities and a Senate enquiry on the local impacts of the Murray Darling Basin Constraints Management Plan
 - the Federal Government and National Broadband Network Co. (NBN) about addressing mobile black spots and improving information on the NBN rollout timetable
 - VicRoads regarding local impacts of the Goulburn Valley Highway speed restrictions and proposed road safety works

- Agreement was reached with the State Government to transfer financial responsibility from Council to the State for managing and maintaining several public housing properties in the Shire
- Council completed a review of its aged and disability services to support the transition of Home and Community Care to the Commonwealth Home Support Program
- A gender equity statement of commitment was adopted by Council as part of a broader commitment to the prevention of violence against women and children
- The Watts Working Better Project was completed which saw the replacement of over 500 street lights in the Shire with energy efficient lighting technology
- Significant reductions in the growth of Council's Infrastructure Renewal Gap were achieved during the year through application of additional grant funding and substantial efficiency improvements and cost savings
- The Murrindindi Investment Prospectus was completed to promote investment opportunities within the Shire, with a dedicated website going live in June

Consultation:

The statutory period of providing public notice of at least 14 days prior to the consideration of the Annual Report by Council, as required under the *Local Government Act 1989*, has been complied with and included public notification on Council's website and in local newspapers as per the following:

Publication	Publishing Date(s)
<i>Alexandra & Eildon Standard</i>	7 & 14 December 2016
<i>Yea Chronicle</i>	7 & 14 December 2016
<i>Marysville Triangle</i>	2 & 9 December 2016
<i>North Central Review</i>	6 & 13 December 2016
<i>Council Website</i>	2 December 2016

The Annual Report has been forwarded to the Minister for Local Government in accordance with statutory requirements and has been confirmed as received.

Conclusion:

The presentation of the Annual Report is an important milestone in recognising the significant achievements of Council in 2015–2016.

6.3 PROPOSED DISCONTINUANCE OF UNUSED ROADS ON CROWN LAND AT LECKIE PARK, ALEXANDRA

REF: 16/70111 (SF/794 & SF/993)

Attachments: Discontinuance of Roads Plan (refer *Attachment 6.3a* - TRIM 16/69960)
Feature Plan of Leckie Park (refer *Attachment 6.3b* - TRIM 16/69954)

Purpose:

The purpose of this report is to seek a Council resolution to commence the statutory processes for the discontinuance of roads (as per the attached plan) and transfer of the land to the Crown to enable leases with the Alexandra Bowling Club and the Alexandra Tennis Club to be finalised.

Officer Recommendation:

That Council acting under Section 206 and Clause 3 of Schedule 10 to the *Local Government Act 1989*:

1. **Authorises the Chief Executive Officer to sign all documents and undertake all administrative procedures in respect of the proposed discontinuance of the Roads.**
2. **Council resolves to publish notice of Discontinuance of the Roads in the Victoria Government Gazette.**
3. **Requests the relevant Minister to transfer the land to the Crown.**
4. **Enters into a lease under Section 17D of the *Crown Land (Reserves) Act 1978* with the Alexandra Bowling Club.**
5. **Enters into a Deed of Variation or new lease with the Alexandra Tennis Club under Section 17D of the *Crown Land (Reserves) Act 1978*.**

Background:

In 2008, Council requested the Department of Environment, Land, Water and Planning (DELWP) to prepare a lease between Council and the Alexandra Bowling Club over the Bowling Club site on Leckie Park in Alexandra.

At that time DELWP advised that two unused Government roads transected the area of the proposed lease and these roads would need to be discontinued and transferred to the Crown to enable the lease to proceed (refer *Attachments 6.3a* and *6.3b*).

Council now wishes to recommence this process and put in place a formal arrangement with the Alexandra Bowling Club for its use of the land.

It has also come to light that an unused Government road transects the Alexandra Tennis Club site on Leckie Park of which the Club has no tenure over (refer *Attachments 6.3a* and *6.3b*).

A three (3) year lease commencing 1 November 2013 exists with the Alexandra Tennis Club with options of two (2) further terms of three (3) years.

Further, the Alexandra Tennis Club has recently requested Council to review the conditions of this lease with regard to ground maintenance obligations.

There are two further unused Government roads transecting the Leckie Park area that are not required as roads as they are in paper form only and their closure will have no material impact.

The land is reserved Crown Land for Public Recreation and Water Supply purposes with Council as the Committee of Management.

Council Plan/Strategies:

This report is consistent with the Council Plan 2013-2017 strategic objectives to apply a whole of life approach to the management and maintenance of Council's assets and Council will actively engage with our communities to increase participation and community input.

Legal/Policy Issues:

Council is required to discontinue the roads under Section 206 and Clause 3 of Schedule 10 of the *Local Government Act 1989* by a notice published in the Government Gazette and then transfer the land to the Crown.

Financial/Resources/Risk:

Preparation of a title plan and legal expenses associated with the notice in the Government Gazette will be met by Council.

Discussion:

The statutory processes associated with the proposed discontinuance of roads and transfer of the land to the Crown, include the following:

- Council's agreement to the unused roads to be discontinued
- Publication of the notice of discontinuance in the Victoria Government Gazette
- Reservation of the land as Crown Land by the Minister

Council will then be in a position to negotiate with the Alexandra Bowling Club a formal lease under Section 17D of the *Crown Land (Reserves) Act 1978* for the site.

A Deed of Variation or new lease with the Alexandra Tennis Club is proposed to address the tenure issue over the area of the lease containing the discontinued road. Further variations to the lease may be made if proposed discussions between Council and the Alexandra Tennis Club reveal that changes with respect to grounds maintenance obligations are warranted.

Discontinuance of two further unused Government roads transecting the Leckie Park area that are not required as roads will compliment this process.

Consultation:

There has been consultation with DELWP representatives as to the process, with community engagement not required as the roads are in paper form only and have no material impact.

Conclusion:

This discontinuance and transfer of the roads to the Crown places Council into a position to formalise a lease with the Alexandra Bowling Club for their site, rectify aspects of the lease with the Alexandra Tennis Club and remove other unused roads from the Leckie Park area.

6.4 MURRINDINDI ENVIRONMENT ADVISORY COMMITTEE

REF: 16/70164 (SF/1078)

Attachments: Draft Minutes of the Murrindindi Environment Advisory Committee Meeting held 22 November 2016 (refer *Attachment 6.4* - TRIM 16/66400)

Purpose:

To inform Council on the matters considered by the Murrindindi Environment Advisory Committee (MEAC).

Officer Recommendation:

That Council note the draft minutes of the MEAC meeting held on 22 November 2016.

6.5 AUDIT ADVISORY COMMITTEE MINUTES

REF: 16/71115

Attachments: 2016-12-08 Audit Advisory Committee Minutes (refer *Attachment 6.5* – TRIM 16/69643)

Purpose:

To inform Council on the matters considered by the Audit Advisory Committee.

Officer Recommendation:

That Council note the minutes of the Audit Advisory Committee meeting held on 8 December 2016.

7. SEALING REGISTER

REF: 13/6325

File Reference	Date Seal Affixed	Description of Documents	Signatures of Persons Sealing
SF/1821	25 November 2016	Deed of Variation of Contract between Murrindindi Shire Council and David Anthony Stirling for property 23 Murchison Street, Marysville Victoria 3779	Margaret Abbey Cr Sandice McAulay
SF/1821	8 December 2016	Agreement Made Pursuant to Section 173 of the <i>Planning and Environment Act 1987</i> - Property: 23 Murchison Street, Marysville between Murrindindi Shire Council and Iris Flower Pty Ltd	Margaret Abbey Cr Charlotte Bisset
CONT16/23	9 December 2016	Formal Instrument of Agreement between Murrindindi Shire Council and Alpine Civil Pty Ltd for CONT16/23 2016/17 Gravel Road Resheeting Program	Margaret Abbey Cr Sandice McAulay

Officer Recommendation:

That the list of items to which the Council seal has been affixed be noted.

8. COUNCILLOR PORTFOLIO REPORTS**8.1 LAND USE PLANNING PORTFOLIO**

Cr M Rae:

8.2 ECONOMIC DEVELOPMENT PORTFOLIO

Cr J Ashe:

8.3 INFRASTRUCTURE AND WASTE PORTFOLIO

Cr E Lording:

8.4 CORPORATE AND CUSTOMER SERVICES PORTFOLIO

Cr L Dunscombe:

8.5 NATURAL ENVIRONMENT & CLIMATE CHANGE PORTFOLIO

Cr R Bowles:

8.6 MAYOR AND DELEGATED COMMITTEE REPORTS

Cr C Bisset:

8.7 GENERAL BUSINESS**9. MATTERS DEFERRED FROM PREVIOUS MEETING****9.1 AMENDED NOTICE OF MOTION DEFERRED**

REF: 16/70678 (SF/131)

Amended Motion:

In order to greatly improve timely communication to the southern sector of the Shire, including Strath Creek, Flowerdale, Hazeldene, Kinglake West, Pheasant Creek, Kinglake and surrounds, Toolangi, Castella and Glenburn, it is proposed that all advertisements and articles issued by the Council to also be placed in the local newspapers and other avenues.

Background:

At the November 2016 Ordinary Meeting of Council a Notice of Motion from Cr Lording was considered by Council relating to Council's use of local media for placement of advertising and media releases. At the meeting Council resolved to amend the motion to read as worded above.

Council subsequently resolved that consideration of the amended motion be deferred to the December 2016 Ordinary Meeting of Council.

10. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**11. ASSEMBLIES OF COUNCILLORS**

REF: CY16/118

This report presents the records of assemblies of Councillors for 16 November 2016 to 12 December 2016, for Council to note in accordance with Section 80A of the *Local Government Act 1989 (the Act)*.

Officer Recommendation:

That Council receives and notes the record of assemblies of Councillors for 16 November 2016 to 12 December 2016.

Background:

In accordance with Section 80A of *the Act*, written assemblies of Councillors are to be reported at an Ordinary Council Meeting of the Council.

An assembly of Councillors includes advisory committees, where one or more Councillors were present, along with planned or scheduled meetings involving at least half of the Councillors and a Council Officer.

A Councillor who has a conflict of interest at an assembly of Councillors, must disclose the conflict of interest, and leave the meeting while the matter is being discussed.

A written record is required to be kept of every assembly of Councillors, including 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 meeting.

Summary:

Meeting Name / Type		Councillor Briefing		
Meeting Date		16 November 2016		
Matters discussed		<ol style="list-style-type: none"> 1. Overview of the Murrindindi Planning Scheme and Council role in Planning 2. Amendment C59 to Murrindindi Planning Scheme 3. Amendment C57 to Murrindindi Planning Scheme 4. Planning Application – Eildon 5. Planning Application – Thornton 6. Planning Application – Kinglake 7. Goulburn Valley Waste and Resource Recovery Group 8. Community Grants Program 9. Tender – Gravel Roads Re-sheeting 10. Tender – Sealed Roads Program 11. Bridge Program 12. Governance Local Law 2 and Meeting Procedures 		
Attendees: Councillors – Cr Bisset, Cr McAulay, Cr Rae, Cr Lording, Cr Bowles, Cr Dunscombe, Cr Ashe		Staff – M Abbey, J Canny, M Chesworth, K Girvan, M Crane, S Brown, N Maguire, M Leitinger, N McNamara, A Bond		
Conflict of Interest disclosures - Yes				
Matter No.	Officer making disclosure	Was a vote taken?	Did Officer leave the room?	When? Before / after discussion / vote?
Item 8	M Abbey	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Before discussion

Meeting Name / Type		Councillor Briefing		
Meeting Date		21 November 2016		
Matters discussed		1. Financial Planning and Reporting		
Attendees: Councillors – Cr Bisset, Cr McAulay, Cr Rae, Cr Lording, Cr Bowles, Cr Dunscombe, Cr Ashe		Staff – J Canny, M Chesworth, A Bond		
Conflict of Interest disclosures - Nil				

Meeting Name / Type	Council Pre-Meeting
Meeting Date	23 November 2016
Matters discussed	<ol style="list-style-type: none"> 1. Planning Application – Eildon 2. Planning Application – Thornton 3. Planning Application – Kinglake 4. Advisory Committee and Other Appointments 5. Mayor and Councillors Allowances
Attendees: Councillors – Cr Bisset, Cr McAulay, Cr Rae, Cr Lording, Cr Bowles, Cr Dunscombe, Cr Ashe	Staff – M Abbey, J Canny, M Chesworth, A Bond, K Girvan, M Crane, N Maguire
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Councillor Briefing
Meeting Date	28 November 2016
Matters discussed	1. MAV – Working Together Program
Attendees: Councillors – Cr Bisset, Cr McAulay, Cr Rae, Cr Lording, Cr Bowles, Cr Dunscombe, Cr Ashe	Staff – M Abbey
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Councillor Briefing
Meeting Date	2 December 2016
Matters discussed	<ol style="list-style-type: none"> 1. Understanding the Local Government Act 2. Councillor Code of Conduct Review Process
Attendees: Councillors – Cr Bisset, Cr McAulay, Cr Rae, Cr Lording, Cr Bowles, Cr Dunscombe, Cr Ashe	Staff – M Abbey, J Canny, M Chesworth, A Bond, T Carter
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Councillor Briefing
Meeting Date	5 December 2016
Matters discussed	<ol style="list-style-type: none"> 1. Communications, Library & Customer Service Overview 2. Business Services Overview 3. Strategic Resource Plan & Long Term Financial Plan 4. Audit Advisory Committee and Internal Audit Function 5. Conflict of Interest Process 6. Confidential Information 7. Section 86 Committees of Management
Attendees: Councillors – Cr Bisset, Cr McAulay, Cr Rae, Cr Lording, Cr Bowles, Cr Dunscombe, Cr Ashe	Staff – M Abbey, J Canny, M Chesworth, J Rabel, T Ackerman, A Bond, T Carter
Conflict of Interest disclosures - Nil	

Meeting Name / Type	Councillor Briefing
Meeting Date	7 December 2016
Matters discussed	<ol style="list-style-type: none"> 1. Infrastructure Assets Overview 2. Infrastructure Operations Overview 3. Emergency Management & Recovery 4. Fire Season Preparation 5. Service Provision Code Red Days Policy 6. Amendment C57 – Kinglake West 7. Change of Use – Narbethong 8. General Valuations

Attendees: Councillors – Cr Bisset, Cr McAulay, Cr Rae, Cr Lording, Cr Bowles, Cr Dunscombe, Cr Ashe		Staff – M Abbey, J Canny, M Chesworth, M Leitinger, N McNamara, S Brown, K Girvan		
Conflict of Interest disclosures - Yes				
Matter No.	Councillor making disclosure	Was a vote taken?	Did Councillor leave the room?	When? Before / after discussion / vote?
Item 8	C Bisset	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Before discussion

Meeting Name / Type	Councillor Briefing
Meeting Date	12 December 2016
Matters discussed	<ol style="list-style-type: none"> 1. Councillor Induction Program Planning 2. Community Engagement Models and Practices 3. Community Planning Project 4. Media Relations
Attendees: Councillors – Cr Bisset, Cr McAulay, Cr Rae, Cr Bowles, Cr Dunscombe, Cr Ashe	Staff – M Abbey, J Canny, M Chesworth, S Brown, N Maguire, J Rabel, N McNamara, J Archer
Conflict of Interest disclosures - Nil	

12. URGENT BUSINESS

13. CONFIDENTIAL ITEMS

The Local Government Act 1989 section 89(2) allows Council to resolve to close a meeting to the public to consider confidential information relating to any of the following matters:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property;
- (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public

Where possible Council will resolve to make public any decision it makes in a closed meeting where the resolution does not disclose confidential information. There may be occasions where Council cannot make its decision public.

The report on the Municipal Emergency Management Planning Committee is being considered in the closed part of this meeting because it is considered under S89(2)(h) that it may prejudice Council or a member of the public.

Recommendation:

That Council, in accordance with the *Local Government Act 1989* section 89(2)(h), resolve to close the meeting to the members of the public:

- **Municipal Emergency Management Planning Committee**