



# MELTON CITY COUNCIL

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**Minutes of the Ordinary Meeting of the  
Melton City Council**

**17 October 2016**

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**THESE MINUTES CONTAIN REPORTS DEALT WITH AT A  
CLOSED MEETING OF COUNCIL**



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## MELTON CITY COUNCIL

### MINUTES OF THE ORDINARY MEETING OF THE MELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, 232 HIGH STREET, MELTON ON 17 OCTOBER 2016 AT 7.00PM

**Present:** Cr K Majdlik (Mayor)  
Cr R Cugliari (Deputy Mayor)  
Cr M Bentley  
Cr L Carli  
Cr N Dunn  
Cr S Ramsey  
Cr B Turner

Mr K Tori, Chief Executive Officer  
Mr D Caligari, Acting General Manager Planning and Development  
Mr M Heaney, General Manager Community Services  
Mr P Bean, General Manager Corporate Services  
Ms C Denyer, Manager Legal and Governance  
Ms T Spiteri, Governance Coordinator

#### 1. **OPENING PRAYER AND RECONCILIATION STATEMENT**

The Mayor, Cr Majdlik read the opening prayer and reconciliation statement.

#### 2. **APOLOGIES AND LEAVE OF ABSENCE**

Nil.

#### 3. **CHANGES TO THE ORDER OF BUSINESS**

Nil.

#### 4. **DEPUTATIONS**

Nil.

#### 5. **DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR**

Nil.

#### 6. **ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

##### **RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held on 12 September 2016 be confirmed as a true and correct record.

Crs Ramsey/Carli. That the recommendation be adopted.

CARRIED

**7. RECORD OF ASSEMBLY OF COUNCILLORS****7.1 RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989**

- 12 September 2016 Record of Assembly of Councillors
- 3 October 2016 Record of Assembly of Councillors
- 10 October 2016 Record of Assembly of Councillors

**RECOMMENDATION:**

That the Record of Assembly of Councillors dated 12 September 3 October and 10 October 2016 attached to this Agenda be received and noted.

Crs Cugliari/Ramsey. That the recommendation be adopted.

CARRIED

**LIST OF APPENDICES**

1. Record of Assembly of Councillors - 12 September 2016
2. Record of Assembly of Councillors - 3 October 2016
3. Record of Assembly of Councillors - 10 October 2016

## **8. CORRESPONDENCE INWARD**

### **8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR**

- Hon Lisa Neville MP – Minister for Police - Police Resources in Caroline Springs.
- Hon Darren Chester MP - Minister for Infrastructure and Transport - Upgrade of the Western Highway from Caroline Springs to Melton.

#### **RECOMMENDATION:**

That the Parliamentarian and Departmental letters received by the Mayor be received and noted.

Crs Cugliari/Carli. That the recommendation be adopted.

CARRIED

#### **LIST OF APPENDICES**

1. Correspondence Inwards - Hon Lisa Neville MP - Minister for Police - dated 5 September 2016
2. Correspondence Inwards - Hon Darren Chester MP - Minister for Infrastructure and Transport - dated 1 September 2016

**9. PETITIONS AND JOINT LETTERS**

Nil.

**10. RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

Nil.

**11. PUBLIC QUESTION TIME**

<b>Name</b>	<b>Question asked of Council</b>
David O'Connor	Council to provide rebuild requirements for the Diggers Rest Hotel.
David O'Connor	Estimated population growth for Diggers Rest to December 2019.



## 12. PRESENTATION OF STAFF REPORTS

### 12.1 AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL

Author: Dominique Roberts - Governance Officer  
Presenter: Kel Tori - Chief Executive Officer

#### CARETAKER STATEMENT

The recommended decision is not a 'Major Policy Decision' an 'Inappropriate Decision' or 'Significant Decision' within the meaning of Council's Election Period Policy.

#### PURPOSE OF REPORT

For Council to adopt the schedule of documents requiring the Common Seal of Council.

#### RECOMMENDATION:

That the Council Seal be affixed to the documentation as detailed in the Schedule for Authorising of Affixing of the Common Seal of Melton City Council dated 17 October 2016.

Crs Ramsey/Cugliari. That the recommendation be adopted.

CARRIED

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## REPORT

### 1. Executive Summary

Documents requiring the Common Seal of Council to be affixed are detailed in **Appendix 1**.

### 2. Background/Issues

Use of the Council Seal is required where Council, as a body corporate, executes a document.

The *Local Government Act 1989* (S.5(2) and (3)) prescribes that a Council must have a common seal, and that the common seal must –

- a. bear the name of the Council (which name may refer to the inhabitants of the municipal district) and any other word, letter, sign or device the Council determines should be included; and
- b. be kept at the Council office; and
- c. be used in accordance with the local laws of the Council.

Council's Meeting Procedure Local Law (2013) prescribes the use of Council's Common Seal and the authorized officers who must be present and sign every document to which the common seal is affixed.

### 3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. *A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability*
  - 2.6 *Ensure timely compliance with statutory and regulatory obligations.*

**4. Financial Considerations**

There are no financial considerations relating to the use of the Council Seal.

**5. Consultation/Public Submissions**

Not applicable.

**6. Risk Analysis**

Ensuring that the Council Seal is only affixed in accordance with a resolution of Council controls the potential risk of the Seal being incorrectly affixed to a document.

**7. Options**

Not applicable.

**LIST OF APPENDICES**

1. Schedule for Authorising of Affixing the Common Seal.

## 12.2 COMMUNITY FUNDING OUTCOMES 2015/16

**Author: Gavin Murphy - Community Funding Officer**  
**Presenter: Maurie Heaney - General Manager Community Services**

### CARETAKER STATEMENT

The recommended decision is not a 'Major Policy Decision' an 'Inappropriate Decision' or 'Significant Decision' within the meaning of Council's Election Period Policy.

### PURPOSE OF REPORT

To provide an overview of outcomes of Council's 2015/16 Community Funding Program

### RECOMMENDATION:

That Council:

1. Receive and note the outcomes of Council's Community Funding Program for the 2015/16 financial year, as presented at **Appendix 1**.
2. Receive and note the outcomes of The Club Caroline Springs and the Harness Racing Victoria/Tabcorp Park funding programs.

Crs Cugliari/Ramsey. That the recommendation be adopted.

CARRIED

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## REPORT

### 1. Executive Summary

Melton City Council's Community Funding Program provides support for the development of community led initiatives. The program includes Council funded grants and community benefit funds from venue partners, The Club Caroline Springs and Harness Racing Victoria/Tabcorp Park, administered by Council. The provision of community grants values the contribution of local residents and community groups in enhancing local community wellbeing and social connectedness.

The program enables the development of local skills and interests through supporting initiatives, activities and events that:

- Enhance community wellbeing and social connectedness; increase civic participation;
- Strengthen capacity and learning of local groups and individuals;
- Foster opportunities for partnership and collaboration; and
- Promote the uniqueness, heritage and cultural diversity of our City.

During the 2015/16 period, the Community Funding Program, inclusive of The Club Caroline Springs and Harness Racing Victoria/Tabcorp Park grants, provided opportunities to 86 funding submissions from 129 received requests. This report details the recipients of funding, providing summary of the initiative, passion and commitment that individuals and local groups are delivering for our community.

## 2. Background/Issues

Council recognises and values the important contribution individuals and community groups provide to the local community. Local community organisations are ideally placed to understand local needs and encourage community participation to create significant benefit for the community through the instigation of local programs and projects.

Council provides financial support to facilitate these benefits through the Community Funding Program. In 2015/16 the program grant categories consisted of:

- Council Annual Grants Program
- Council Monthly Responsive Grants Program
- Council Community Contribution Donation
- Council Resident Achievement Donation
- The Club Caroline Springs Grants Program
- The Club Caroline Springs Supplementary Grants Program
- The Harness Racing Victoria/Tabcorp Park Grants Program

The Donation Fund was suspended in January 2016 upon receipt of advice provided on the Local Government Amendment (Improved Governance) Act 2015. The Act states that *“Councils are prohibited from adopting policies or making budgetary allocations where the underlining purpose is to allow an individual Councillor to decide who should receive the funds. This extends to policies where Council or a member of Council staff technically has, in effect, a veto over that decision.”*

Under the Donation Fund, applications were assessed by staff for eligibility with the CEO considering recommendations for funding made by the Mayor. As a result it was determined that the Donation Fund be suspended pending review of the entire Community Funding Program.

### 2015/16 Community Funding Allocation

The 2015/16 community funding allocation was \$427,000 comprising of \$184,000 in Council funded grants and \$243,000 in community benefit funds from venue partners. Of the available \$427,000, a total of \$414,428.60 was distributed to successful grant applicants. Details of the distribution of funds are provided in the following tables and **Appendix 1**.

**Table 1: Community Funding Allocation**

Program	Amount Available	Amount Approved
Council Community Grants Program	\$184,000	\$171,428.60
Council Partner Grant Programs <i>Note: includes The Club Caroline Springs Grant Program (\$193,000) and Harness Racing Victoria/Tabcorp Park Grants Program (\$50,000)</i>	\$243,000	\$243,000

Council directly provided community funding through the following two program categories:

**Table 2: Council Community Grants Program**

Category One – Community Grants Program (CGP)		
Grant Name	Purpose	Amount Available
Monthly Responsive Grants	Financial assistance for projects that provide a timely response to emerging community needs/issues and for supporting establishment costs of new groups.	Up to \$2,500

<b>Category One – Community Grants Program (CGP)</b>		
Annual Grants	To support projects and initiatives that: <ul style="list-style-type: none"> <li>- Increase community participation;</li> <li>- Provide services that strengthen community wellbeing;</li> <li>- Promote and develop local pride; and</li> <li>- Promote community leadership.</li> </ul>	Up to \$10,000
<b>Category Two – Donation Fund</b>		
Community Contribution	Financial assistance towards programs and services that benefit the community.	Up to \$2,000
Resident Achievement	Recognises achievements and financial sacrifices made by residents participating in leisure and cultural activities at a higher level.	International <\$750 Interstate <\$500 State <\$250

Council administered applications for the following grant programs in partnership with venue partners:

**Table 3: Council Partner Grant Programs**

<b>Category One – Community Grants Program</b>		
<b>Grant Name</b>	<b>Partner</b>	<b>Funding Available</b>
The Club Caroline Springs Grants Program	The Club Caroline Springs (\$193,000)	<b>Access to community grants providing \$193,000 across 2 categories:</b> <ul style="list-style-type: none"> <li>- Community Support Grants &lt; \$5,000 available for community events and programs.</li> <li>- Infrastructure / Equipment Grants &lt; \$10,000 to purchase equipment or contribute towards physical infrastructure.</li> </ul>
The Club Caroline Springs Supplementary Grants Program		<b>Access to community organizations and service providers to unspent funds from <i>The Club Caroline Springs Grants Program</i> to implement programs that will increase community participation, provide services, programs and/or facilities that strengthen community wellbeing, and promote local pride and community leadership.</b>
Harness Racing Victoria/Tabcorp Park Grants	Harness Racing Victoria/Tabcorp Park Grants (\$50,000)	<b>Access to community organizations and service providers to</b> <ul style="list-style-type: none"> <li>- Community Support Grants &lt; \$4,000 available for community events and programs.</li> <li>- Infrastructure / Equipment Grants &lt; \$7,500 to purchase equipment or contribute towards physical infrastructure.</li> <li>- School Welfare Support Grants &lt;\$5,000 to support the implementation of welfare structures and programs.</li> </ul>

All eligible applications adhered to promoted guidelines and acquittal requirements. Allocation of funding was recommended via appointed selection and assessment panels against predetermined assessment criteria. Assessment panels were comprised of Council officers, Councillors and community representatives.

A summary of outcomes across funding categories of the Council Community Grants Program and the Partner Grant Programs that were administered by Council can be found in **Appendix 1**.

### 3. Council Plan Reference and Policy Reference

The delivery of the Council Community Funding Program supports the following strategic objectives of the Melton City Council Plan 2013-2017:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City

3.2 *Build resilient people and communities through opportunities to participate in community life*

### 4. Financial Considerations

The following tables below provide a summary of the successful allocation of funds across program areas for the 2015/16 financial year:

**Table 4: Community Grant Program**

<b>Category One – Community Grants Program</b>		
<b>Grant Name</b>	<b>Successful number of applications</b>	<b>Amount Funded</b>
Monthly Responsive Grants	11	\$21,375.10
Annual Grants	19	\$133,313.50
<b>Category Two – Donation Fund</b>		
Community Contribution	5	\$5,990.00
Resident Achievement	20	\$10,750.00
<b>TOTAL Community Grants Program</b>		<b>\$171,428.60</b>

**Table 5: Council Partner Grant Programs**

<b>Category One – The Club Caroline Springs Grant Program</b>		
<b>Grant Name</b>	<b>Successful number of applications</b>	<b>Amount Funded</b>
The Club Caroline Springs Grant Program	15	\$68,908.00
The Club Caroline Springs Supplementary Grants Program	4	\$124,092.00
<b>Category Two – Harness Racing Victoria/Tabcorp Park Grant Program</b>		
HRV/Tabcorp Park Grant Program	8	\$34,000.00
HRV/Tabcorp Park Grant Program - School Welfare Grant	4	\$16,000.00
<b>TOTAL Council Partner Grant Programs</b>		<b>\$243,000.00</b>

## 5. Consultation/Public Submissions

All funding available was extensively promoted across our community through:

Local Press	<ul style="list-style-type: none"> <li>- Display of public notices in local papers</li> <li>- Advertisement advising of funding round openings and opportunities</li> <li>- Press releases advising of local funding opportunities</li> </ul>
Community Information Sessions	Conducted throughout the financial year, the sessions advise community members and organisations on processes and best practice for application writing. It also provides an opportunity for discussions for proposals for Council funding programs.
Website	All general information, contact details, guidelines and application forms are available for viewing and download from Councils' Grants Page of its website.
Facebook	Grants information was made available and promoted on Council's Facebook page.
Information Brochures	Community Grants Programs guidelines and application forms are made available at community centres, civic centres and libraries.
Officer Support	Officers provide advice to potential applicants at specific and general meetings with community.
Community Funding Cheque Presentation Nights	<p>The SHARE event occurred on the evening of 21 June 2016 at the Community Hall. The event:</p> <ul style="list-style-type: none"> <li>- formally launched Council's New Groups Starter Kit</li> <li>- recognised community projects</li> <li>- featured a keynote speech on the importance of effective marketing for community organisations to share their successes, attract members and support</li> <li>- provided an opportunity for community members and organisations to come network and learn about the initiatives and programs being undertaken by Council.</li> </ul> <p>The Club Caroline Springs Grants cheque presentation event was held on 24 September 2015.</p> <p>The Harness Racing Victoria/Tabcorp Park Grants cheque presentation event was held on 24 February 2016.</p>

## 6. Risk Analysis

Community Grant opportunities provided and administered by Council are promoted and provided in accordance with Council objectives, guidelines and process.

## 7. Options

Nil.

## LIST OF APPENDICES

1. Community Grant Program 2015-16 Summary

## 12.3 ANNUAL REPORT 2015-16

**Author: Peter Bean - General Manager Corporate Services**  
**Presenter: Peter Bean - General Manager Corporate Services**

### CARETAKER STATEMENT

The recommended decision is not a 'Major Policy Decision' an 'Inappropriate Decision' or 'Significant Decision' within the meaning of Council's Election Period Policy.

### PURPOSE OF REPORT

To present the Melton City Council Annual Report 2015-2016, pursuant to Section 134 of the *Local Government Act 1989*.

### RECOMMENDATION:

That Council adopt the Annual Report 2015-2016 as presented (**Appendix 1**).

Crs Turner/Dunn. That the recommendation be adopted.

CARRIED

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## REPORT

### 1. Executive Summary

Council is required to consider the Annual Report at a meeting of the Council following it being submitted to the Minister and Public Notice being given.

The Annual Report has been available for inspection, and is appended to this report (**Appendix 1**).

### 2. Background/Issues

Section 131 of the *Local Government Act 1989*, ('the Act') requires Council to prepare an Annual Report in respect of each financial year, and specifies that the report must contain:

- a report of Council's operations during the year,
- audited financial statements for the financial year
- audited performance statement for the financial year

The Annual Report must be submitted to the Minister for Local Government by 30 September, and Council achieved compliance with this requirement by producing a 'desktop' version of the report. Council has not produced a 'glossy printed' version of the Annual Report again this year, instead producing an electronic version that is available from Council's website. Where hard copies are requested Council can produce these in-house, saving considerably on the cost associated with commercial production. The Annual Report is also available on Compact Disc.

Section 134 of the Act requires that Council consider the Annual Report at a meeting of the Council that is open to the public.



### **3. Council Plan Reference and Policy Reference**

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

*2.6 Ensure timely compliance with statutory and regulatory obligations*

### **4. Financial Considerations**

Preparation of the Annual Report is provided for in Council's recurrent expenditure Budget.

### **5. Consultation/Public Submissions**

Public notice was given Tuesday, 27 September in the Star Weekly Local Newspaper, in accordance with Section 134 of the Act (**Appendix 2**), that the Melton City Council 2015-2016 Annual Report will be discussed at this meeting of Council.

Copies of the Melton City Council 2015-2016 Annual Report were made available at the Melton Civic Centre, Melton Library and Learning Hub and Caroline Springs/Library Civic Centre for public inspection in accordance with Sections 131 and 134 of the Act.

### **6. Risk Analysis**

Not applicable.

### **7. Options**

Council has a statutory obligation to consider the Annual Report at a formal meeting of Council.

### **LIST OF APPENDICES**

1. Annual Report 2015-2016
2. Public Notice – dated 27 September 2016

## 12.4 MAYORAL CHARITY FUND SPECIAL COMMITTEE MINUTES

**Author: Daniel Hogan - Manager Engagement & Advocacy**  
**Presenter: Peter Bean - General Manager Corporate Services**

### CARETAKER STATEMENT

The recommended decision is not a 'Major Policy Decision' an 'Inappropriate Decision' or 'Significant Decision' within the meaning of Council's Election Period Policy.

### PURPOSE OF REPORT

To present the minutes of the 2016 Mayoral Charity Fund Special Committee meeting.

### RECOMMENDATION:

That Council note the minutes of the 2016 Mayoral Charity Fund Special Committee meetings.

#### Motion

Crs Majdlik/Cugliari

That:

1. Council note the minutes of the 2016 Mayoral Charity Fund Special Committee meetings.
2. A list of recipients for the 2012/2013 Mayoral Charitable Fund, as well as the amount of funds those recipients received, be included as an appendix to this report.

CARRIED

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## REPORT

### 1. Executive Summary

The Mayoral Charity Fund Special Committee is responsible for disbursing \$20,000 of Council funds and any additional amount donated by third parties.

Under the Terms of Reference, minutes are required to be presented to Council, as attached at **Appendices 1, 2, 3 and 4**.

As a consequence of Committee action, a total of \$30,408 was disbursed to 17 community groups across the municipality by the 2016 Mayoral Charitable Fund, comprised of Council and corporate funding.

### 2. Background/Issues

At Ordinary Meeting of Council held 22 August 2016, Council formally established the Mayoral Charity Fund Committee as a Special Committee of Council in accordance with section 86 of the *Local Government Act* 1989, delegating the powers set out in the Terms of Reference adopted by Council at the Ordinary Meeting of Council held on 2 May 2016.

Under the terms, should the Mayor exercise their annual discretion to provide a Mayoral Charity Fund instead of a Mayoral Ball, an amount of \$20,000 plus any additional external funding received for this purpose, becomes available for disbursement by the Committee to third parties applying through a publically advertised process.

Under the 2015/16 Mayoral year of Cr Kathy Majdlik, the Mayoral Charity Fund was reconvened. The fund consequently disbursed \$30,408 to 17 community groups. \$11,000

was funded through corporate sponsorship, \$8,000 donated by Westwaters Hotel & Entertainment Complex, \$3,000 donated by Woodlea.

The following community groups received funding at a cheque presentation ceremony held the evening of Thursday 8 September 2016 at CS Gallery in Caroline Springs:

<b>Community Group</b>	<b>Grant</b>
Burnside Heights Football Club	\$2,000
Burnside United Cricket Club	\$1,722
Busyfeet Melton	\$2,000
Caroline Springs Cricket Club	\$2,000
Caroline Springs RSL Sub Branch	\$1,936
Caroline Springs Scout Group	\$2,000
Caroline Springs Senior Fishing Club Inc	\$1,950
Diggers Rest Football Netball Club	\$1,800
Djerriwarrh Community & Education Services	\$1,000
Edible Harvest Out West Inc (EHOW)	\$2,000
Friends of Toolern Creek	\$1,000
Hillside Football Club	\$2,000
Icare Special Needs Group Inc	\$2,000
Marla Aboriginal Women's Group	\$2,000
Melton & District Historical Society Inc	\$1,000
Rotary Club of Caroline Springs	\$2,000
Spring Hills Football Club	\$2,000
<b>Total</b>	<b>\$30,408</b>

### **3. Council Plan Reference and Policy Reference**

The Melton City Council 2013-2017 Council Plan references:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City

*3.2 Build resilient people and communities through opportunities to participate in community life*

### **4. Financial Considerations**

An amount of \$20,000 had been included in the operating budget. The balance of funds was provided by support from external parties.

### **5. Consultation/Public Submissions**

No consultation was required.

### **6. Risk Analysis**

The Terms of Reference require that the minutes of the Special Committee be presented to Council of the outcome of the program.

## **7. Options**

There are no options for Council to consider in this instance.

### **LIST OF APPENDICES**

1. Mayoral Charity Fund Committee Meeting Minutes 25 May 2016
2. Mayoral Charity Fund Committee Meeting Minutes 22 June 2016
3. Mayoral Charity Fund Committee Meeting Minutes 20 July 2016
4. Mayoral Charity Fund Committee Meeting Minutes 23 August 2016
5. List of recipients for the 2012/2013 Mayoral Charity Fund

**13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES**

Verbal reports were received from Crs Turner, Ramsey and Majdlik.

**14. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS****14.1. ADDRESS BY MAYOR AND PRESENTATION TO DEPUTY MAYOR**

The Mayor addressed the meeting including thanks to Cr Dunn who is not recontesting in the current election. The Mayor presented the outgoing Deputy Mayor a gift on behalf of Councillors.

**14.2. PRESENTATION TO OUTGOING MAYOR**

The Deputy Mayor addressed the meeting and presented the outgoing Mayor a gift on behalf of the Councillors and a gift on behalf of the Council.

**14.3. PUBLIC ADDRESS BY EACH COUNCILLOR**

Crs Turner, Carli, Ramsey, Dunn, Cugliari, Bentley and Majdlik addressed the Chamber in respect to a variety of matters of significance.

The Mayor made a presentation of a certificate to Cr Ramsey on behalf of the Municipal Association of Victoria (MAV) in recognition of her 15 years service.

**15. NOTICES OF MOTION**

Nil.

**16. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

Cr Dunn

1. Update on status of Westwood drive.
2. Update on the Willows Notice of Motion.

Cr Ramsey left the Chamber at 8.02pm and did not return.

**17. MOTIONS WITHOUT NOTICE**

Nil.

**18. URGENT BUSINESS**

Nil.

**19. CONFIDENTIAL BUSINESS**

Nil.

**20. CLOSE OF BUSINESS**

The Mayor, Cr Majdlik declared the meeting closed at 8.03pm.

Confirmed

Dated this

.....CHAIRPERSON