
8 GOVERNANCE AND CORPORATE PERFORMANCE

8.1 ASSEMBLY OF COUNCIL RECORD

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File No: CL/04/013-02

Attachments: 1. Assembly of Council Record

SUMMARY

This report provides records of assemblies of Councillors that have occurred since the last Council meeting, which includes matters considered and any conflict of interest disclosures made by a Councillor.

RECOMMENDATION

THAT Council receive and note the record of assembly of Councillors.

BACKGROUND

The *Local Government Act 1989* requires a written record of an assembly of Councillors to form part of the Council Minutes.

The Chief Executive Officer must ensure that the written record includes the following:

- (a) Names of all Councillors and members of Council staff attending.
- (b) Matters considered.
- (c) Any conflict of interest disclosures made by a Councillor attending under subsection (3).
- (d) Whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.

ISSUES AND DISCUSSION

An Assembly of Councillors means:

- A planned or scheduled meeting that includes at least half the Councillors and a member of Council staff (providing that the matter/s considered are intended or likely to be the subject of a future decision by the Council or an Officer decision under delegated authority); or
- An Advisory Committee of the Council where one or more Councillors are present.

ASSEMBLY OF COUNCIL RECORD (CONT.)

Some examples include:

- Councillor Briefings – Strategy meeting, Councillor and Officer Discussion (Pre-Council meeting);
- Advisory Committees – Audit Committee, Mitchell Environment Advisory Committee, Mitchell Early Years Advisory Committee, Mitchell Fire Consultative Forum, Mitchell Youth Advisory Committee, Social Justice Advisory Committee, Australia Day Awards Committee and Mitchell Heritage Advisory Committee.

Lists of the Assembly of Councillors Records for the period May/June 2019 are attached.

CONSULTATION

Members of the Executive Leadership Team, Mayor, Councillors and relevant Managers have been consulted in preparing this report.

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

There are no financial resource and asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

This report is consistent with Section 80A of the *Local Government Act 1989* which requires the Chief Executive Officer to ensure that the written record of an assembly of Councillors is reported at an ordinary meeting of Council as soon as practicable and is incorporated in the Minutes of that Council meeting.

SUSTAINABILITY IMPLICATIONS (SOCIAL AND ENVIRONMENTAL)

This is an administration process and does not have any environment and sustainability implications associated with this report.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect interest in this matter.

CONCLUSION

This report is consistent with Section 80A of the *Local Government Act 1989* which requires the Chief Executive Officer to ensure that the written record of an assembly of Councillors is reported at an ordinary meeting of Council as soon as practicable and is incorporated in the Minutes of that Council meeting.

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

GOVERNANCE AND CORPORATE PERFORMANCE

15 JULY 2019

8.1

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

MAY/JUNE 2019

Assembly of Councillors -

- A planned or scheduled meeting that includes **at least half the Councillors** and a **member of Council staff**; and the matter/s considered are intended **or likely to be** subject of a future decision by the Council; **OR**
- An **Advisory Committee** of the Council where **one or more Councillors** are present.

Assembly Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosures
Mitchell Fire Consultative Forum Meeting 1 May 2019	<u>In Attendance</u> Cr Bob Humm Cr Bill Chisholm <u>Apologies</u> Nil	Roads Maintenance Coordinator, Deputy MERO Emergency Management & Recovery Coordinator Administration Officer, Liveable Communities	<ul style="list-style-type: none"> • Municipal Fire Prevention Officer – Update • Roadside Fire Management Plan Development • Spring Ridge Fire • FFM Murrindindi Update • Campers in State Parks • Railway Sleeper Fires 	Nil
Municipal Fire Management Planning Committee Meeting 15 May 2019	<u>In Attendance</u> Cr Bob Humm Cr Bill Chisholm <u>Apologies</u> Nil	Local Laws Coordinator, MFPO Manager Operations & Parks, MERO Emergency Management & Recovery Coordinator Administration Officer, Liveable Communities Senior Environmental Officer, Environmental Programs	<ul style="list-style-type: none"> • Fire Prevention End of Season Report • Vulnerable Persons Register Report • Roadside Fire Management Plan Development Project Progress Report • VFRR Workshop Schedule • Municipal Fire Management Plan Update – Fire Risk Register Review • Clonbinane Community Bushfire Management Group • Sleeper Fires – Wallan to Seymour 	Nil

			<ul style="list-style-type: none"> • Consequence Planning – Recycling Facilities • Neighbourhood safer Place – Bushfire Places of Last Resort – Signage Proposal • Mitchell Shire Council Bush & Environmental Reserves Fire Management Plans • Safer Together Program 	
<p>Municipal Shire Municipal Emergency Management Planning</p> <p>29 May 2019</p>	<p><u>In Attendance</u> Cr Bob Humm</p> <p><u>Apologies</u> Nil</p>	<p>Manager Community Strengthening, MRM Emergency Management & Recovery Coordinator Administration Officer, Liveable Communities</p>	<ul style="list-style-type: none"> • Risk Register Review • Mitchell Shire Council Fire Prevention Program Report • Vulnerable Persons Report • Emergency Exercises Planning Update • VCC Report • DJPR Agency Report • Community Emergency Support Team (CEST) • Flooding Related Road Deaths • ARTC – Heavy Rail • Australian Red Cross 	Nil
<p>Strategy Briefing</p> <p>3 June 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Bob Cornish (left the meeting at 1.43pm and returned at 2.16pm) Cr David Lowe Cr Annie Goble Cr Fiona Stevens (attended at 12.36pm) Cr Rob Eldridge</p> <p><u>Apologies</u> Cr David Atkinson Cr Bob Humm</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Acting Director Development & Infrastructure Acting Director Advocacy & Community Services Statutory Planning Coordinator Manager Strategic Planning Coordinator Statutory Planner Strategic Planner Environmental Programs Coordinator Manager Finance & Assets Manager Liveable Communities Business Growth Coordinator Management Accountant Coordinator</p>	<ul style="list-style-type: none"> • Planning Permit Application 175 Northern Highway Wallan/Bunnings Application Update • Occupational Health and Safety Training • Rural land and Activity Review • Budget Discussion and Rating Strategy • Growing Suburbs Fund • Electronic Gaming Machines • Wandong History Group 	<p>Cr Cornish declared an indirect conflict of interest in Planning Permit Application PLP212/18 For the Use and Development of the land for Trade Supplies and Restricted Retail Premises, Alteration of Access to a Road Zone - Category 1, Reduction of Bicycle Parking Requirements and Display of Signage At 63 Anzac Avenue Seymour because of a conflicting duty</p>

<p>Strategy Briefing 11 June 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm (left the meeting at 3.54pm and returned at 3.58pm) Cr Rhonda Sanderson Cr David Lowe Cr Annie Goble Cr Rob Eldridge (attended at 12.37pm) Cr David Atkinson (left the meeting at 3.37pm and returned at 4.15pm, left the meeting at 6.02pm and returned at 6.03pm) Cr Bob Humm Cr Bob Cornish (left the meeting at 5.18pm and returned at 5.36pm, left the meeting at 6.07pm and returned at 6.15pm) Cr Fiona Stevens</p> <p><u>Apologies</u> Nil</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Acting Director Advocacy & Community Services Manager Finance & Assets Senior Strategic Planner Coordinator Strategic Planning Advocacy, Social Policy and Partnerships Coordinator Recreation Development Officer Governance & Corporate Accountability Coordinator Manager Development Approvals Capital Works Coordinator Procurement Advisor Coordinator Management Accounting Project & Investigation Engineer</p>	<ul style="list-style-type: none"> • Budget Briefing • Kilmore Creek Landscape Masterplan • Hogans Hotel, Wallan, EGM VCAT Appeal • Kings Park Ag Pavilion Update • Draft Council Agenda 	<p>Cr Cornish declared an indirect conflict of interest in Item 9.7 of the draft Council Agenda Planning Permit Application PLP212/18 For the Use and Development of the land for Trade Supplies and Restricted Retail Premises, Alteration of Access to a Road Zone - Category 1, Reduction of Bicycle Parking Requirements and Display of Signage At 63 Anzac Avenue Seymour because of a conflicting duty</p> <p>Cr D. Atkinson declared an indirect conflict of interest by close association in Item Hogans Hotel, Wallan, EGM VCAT Appeal of the Strategy Agenda as his spouse made a submission to the State regarding Electronic Gaming Machines.</p> <p>Cr D. Atkinson declared an indirect conflict of interest in Item 15.4 of the Draft Confidential Council Agenda Award of Contract No: 2018-56 for Tree Services Panel in collaboration with Whittlesea City Council as his son works for one of the companies who tendered for the works.</p>

<p>Strategy Briefing 17 June 2019</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens (left the meeting at 1.23pm and returned at 1.37pm, left the meeting at 1.49pm and returned at 1.57pm) Cr David Lowe Cr Bob Cornish (left the meeting at 4.00pm and did not return) Cr Bob Humm (attended the meeting at 1.57pm) Cr Rob Eldridge</p> <p><u>Apologies</u> Cr Annie Goble Cr Bill Chisholm Cr David Atkinson</p>	<p>Chief Executive Officer Director Development & Infrastructure Director Advocacy & Community Services Governance & Corporate Accountability Partnerships Officer Manager Community Strengthening Manager Liveable Communities Recreation Development Officer Advocacy, Social Policy and Partnership Coordinator</p>	<ul style="list-style-type: none"> • Brainstorming Session – Health and Wellbeing • Life Stages Strategy • Fromelles Memorial Wall Update 	<p>Nil</p>
<p>Strategy Briefing 24 June 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Fiona Stevens (attended the meeting at 2.35pm) Cr David Lowe Cr Bob Cornish (left the meeting at 4.58pm and returned at 5.23pm) Cr Bob Humm (attended the meeting at 3.14pm) Cr Annie Goble (attended the meeting at 2.26pm, left the</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Acting Manager Community Strengthening Manager Communications, Jobs & Investments Senior Project Officer Governance & Corporate Accountability Coordinator Manager Strategic Planning Manager Waste & Resource Recovery Manager Engineering & Major Projects Manager Finance & Assets Community Support Officer</p>	<ul style="list-style-type: none"> • Introduction Manager Communications, Jobs & Investments • Seymour Revitalisation • Discuss Council Agenda • Kilmore Bypass • Waste Vouchers 	<p>Cr B. Cornish declared an indirect conflict of interest in Item 9.1 of the Council Agenda Planning Permit Application PLP212/18 For the Use and Development of the land for Trade Supplies and Restricted Retail Premises, Alteration of Access to a Road Zone - Category 1, Reduction of Bicycle Parking Requirements and Display of Signage At 63 Anzac Avenue Seymour because of a conflicting duty.</p> <p>Cr D. Atkinson declared an indirect conflict of interest in Item</p>

	<p>meeting at 5.01pm and returned at 5.03pm) Cr Rob Eldridge Cr David Atkinson</p> <p><u>Apologies</u> Nil</p>			<p>15.4 of the Confidential Council Agenda Award of Contract No: 2018-56 for Tree Services Panel in collaboration with Whittlesea City Council as his son works for one of the companies who tendered for the works.</p>
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