

### 8.3 ASSEMBLY OF COUNCIL RECORD

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**File No:** CL/04/013-02

**Attachments:** 1. Assembly of Council Record - July

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#### 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.

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.

## ASSEMBLY OF COUNCIL RECORD (CONT.)

Lists of the Assembly of Councillors Records for the period July 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**

**19 AUGUST 2019**

**8.3**

**ASSEMBLY OF COUNCIL RECORD**

**Attachment No: 1**

**Assembly of Council Record - July**

## ASSEMBLY OF COUNCILLORS RECORD

JULY 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
<p>Strategy Briefing 1 July 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Bob Cornish Cr David Lowe Cr Annie Goble (attended at 1.38pm) Cr Fiona Stevens (left the meeting at 5.53pm and did not return) Cr Rob Eldridge (attended at 1.15pm) Cr David Atkinson Cr Bob Humm</p> <p><u>Apologies</u> Nil</p>	<p>Acting Chief Executive Officer Director Development &amp; Infrastructure Acting Director Advocacy &amp; Community Services Procurement Advisor Research &amp; Advocacy Officer Social Policy &amp; Partnerships Coordinator Acting Manager Community Strengthening Environmental Programs Coordinator Senior Project Officer, Business Growth Youth Development Officer Manager Development Approvals Manager Strategic Planning Strategic Planner Environmental Programs Officer Community Development Officer Economic Development Project Officer Manager Communication, Jobs &amp; Investments</p>	<ul style="list-style-type: none"> <li>• Tour of Broadford Paper Mill</li> <li>• ICSIP Update Stage 1</li> <li>• Power Purchase Agreements</li> <li>• Rail Trail Update/Business Case Update</li> <li>• Rates Insert</li> <li>• Youth Council Presentation</li> <li>• Planning Matters</li> <li>• Development Plan DPO15 (East) – 6A Butler Court, Wallan</li> <li>• Public Safety Infrastructure Fund</li> </ul>	<p>Nil</p>
<p>Strategy Briefing 8 July 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm (left the meeting at 3.16pm and returned at 3.20pm) Cr Rhonda Sanderson Cr David Lowe</p>	<p>Acting Chief Executive Officer Director Governance &amp; Corporate Performance Director Development &amp; Infrastructure Acting Director Advocacy &amp; Community Services Manager Strategic Planning</p>	<ul style="list-style-type: none"> <li>• C124 and PLP203/17 – Supermarket &amp; Liquor Store, Kilmore</li> <li>• Repose to NOM 948 – Invasive Weeds – Mitchell Shire Pest Plants &amp; Animals Taskforce</li> <li>• Introduction Manager Information &amp; Business Transformation</li> </ul>	<p>Cr D. Atkinson declared a direct conflict of interest in Item 1 C124 and PLP203/17 - Supermarket &amp; Liquor Store, Kilmore as he is a Woolworths shareholder</p>

	<p>Cr Annie Goble (left the meeting at 7.51pm and returned at 7.53pm)  Cr Rob Eldridge (left the meeting at 7.49pm and returned at 7.51pm)  Cr David Atkinson (left the meeting at 2.15pm and returned at 3.00pm, left the meeting at 7.49pm and returned at 7.51pm)  Cr Bob Humm  Cr Bob Cornish  Cr Fiona Stevens</p> <p><u>Apologies</u>  Nil</p>	<p>Strategic Planner  Environmental Programs Coordinator  Manager Information &amp; Business Transformation  Acting Manager Community Strengthening  Local Laws Coordinator  Manager Engineering &amp; Major Projects Advocacy, Social Policy and Partnership Coordinator  Governance &amp; Corporate Accountability Coordinator  Manager Development Approvals  Environmental Programs Coordinator  Manager Liveable Communities  Local Laws Team Leader  Manager Communication, Jobs &amp; Investments</p>	<ul style="list-style-type: none"> <li>• Men's Shed Wallan</li> <li>• Local Government Bill 2019</li> <li>• Draft Council Agenda</li> </ul>	
<p>Strategy Briefing  15 July 2019</p>	<p><u>In Attendance</u>  Cr Rhonda Sanderson  Cr Fiona Stevens  Cr David Lowe  Cr Bob Humm  Cr Annie Goble (attended the meeting at 2.27pm)  Cr Bill Chisholm  Cr David Atkinson</p> <p><u>Apologies</u>  Cr Bob Cornish  Cr Rob Eldridge</p>	<p>Chief Executive Officer (left the meeting at 4.26pm)  Acting Chief Executive Officer  Director Governance &amp; Corporate Performance  Director Development &amp; Infrastructure  Acting Director Advocacy &amp; Community Services  Senior Project Officer  Manager Liveable Communities  Recreation Development Officer  Manager Finance &amp; Assets  Manager Strategic Planning  Manager Development Approvals  Governance &amp; Corporate Accountability Coordinator  Urban Design Coordinator  Recreation &amp; Open Space Coordinator  Coordinator Strategic Assets  Statutory Planning Coordinator  Senior Strategic Planner</p>	<ul style="list-style-type: none"> <li>• Seymour Revitalisation</li> <li>• Sports Lighting Audit</li> <li>• Kilmore SES and Pyalong Reserve land/Trust</li> <li>• Precinct Masterplan</li> <li>• Discuss Council Agenda</li> </ul>	<p>Nil</p>

		Manager Communication, Jobs & Investments		
Australia Day Awards Committee 17 July 2019	<u>In Attendance</u> Cr Rhonda Sanderson Cr Bill Chisholm  <u>Apologies</u> Cr Bob Cornish Cr Annie Goble	Governance & Corporate Accountability Coordinator	<ul style="list-style-type: none"> <li>• Australia Day Awards and Citizenship 2020 application forms</li> <li>• Australia Day EOI 2021 Host Town form</li> </ul>	Nil
Strategy Briefing 22 July 2019	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr David Lowe Cr Bob Cornish Cr Bob Humm Cr Annie Goble Cr Rob Eldridge Cr David Atkinson  <u>Apologies</u> Cr Fiona Stevens	Chief Executive Officer Director Governance & Corporate Performance Director Advocacy & Community Services Statutory Planning Coordinator Statutory Planning Environmental Programs Coordinator Manager Community Strengthening Advocacy, Social Policy and Partnership Coordinator	<ul style="list-style-type: none"> <li>• Tour of Rural Towns</li> </ul>	Nil

<p>Mitchell Planning Scheme Review 26 July 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr David Lowe (left the meeting at 12.50pm) Cr Bob Cornish (left the meeting at 12.35pm) Cr Fiona Stevens (attended at 11.20am) Cr Rob Eldridge (left the meeting at 12.45pm) Cr David Atkinson (left the meeting at 12.45pm)</p> <p><u>Apologies</u> Cr Bob Humm Cr Annie Goble</p>	<p>Acting Chief Executive Officer Director Governance &amp; Corporate Performance Acting Director Advocacy &amp; Community Services Manager Strategic Planning Coordinator Strategic Planning Principal Strategic Planner Manager Development Approvals Manager Operations &amp; Parks Project Administration Officer</p>	<ul style="list-style-type: none"> <li>• Mitchell Planning Scheme Review</li> </ul>	<p>Nil</p>