

8.3 ASSEMBLY OF COUNCIL RECORD

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File No: CL/04/013-02

Attachments: 1. Assembly of Councillors Record - September

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);

ASSEMBLY OF COUNCIL RECORD (CONT.)

- 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 September 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

21 OCTOBER 2019

8.3

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Councillors Record - September

ASSEMBLY OF COUNCILLORS RECORD

SEPTEMBER 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
Strategy Briefing 2 September 2019	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Bob Cornish Cr David Lowe Cr Annie Goble Cr Fiona Stevens (attended at 12.37pm) Cr Rob Eldridge Cr David Atkinson Cr Bob Humm <u>Apologies</u> Nil	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Tourism & Promotions Officer Business Growth Coordinator Environmental Programs Coordinator Manager Jobs, Investments & Communications Manager Liveable Communities Manager Engineering & Major Projects Strategic Assets Coordinator Manager Leisure Services Manager Finance & Assets	<ul style="list-style-type: none"> • Greater Victorian Rail Trail Marketing Committee – Strategic assessment • Hudson Park, Kilmore Masterplan • Goulburn Valley Water Presentation • Presentation on National Growth Area Alliance • Update on Free Entry Outdoor Pool • Draft Community Leasing and Licencing Policy 	Nil
Audit Committee 5 September 2019	Cr David Lowe Cr David Atkinson Cr Bill Chisholm	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Manager Finance & Assets Risk and OHS Coordinator Corporate Planning & Reporting Officer Financial Accounting Coordinator Executive Assistant to Director Governance & Corporate Performance	<ul style="list-style-type: none"> • Matters Arising • Audit Committee Works Program 2018-2019 • Audit Issues Monitor • VAGO Identified Audit Issues • Annual Report – Authorisation of Performance Statement, Financial Report and Governance and Management Checklist • Internal Audit Plan Status and Update • Quarterly Financial Report for the 12 months ending 30 June 2019 	Cr D. Atkinson declared an indirect conflict of interest in Item 7.8 Risk Register as he is a tenant of the Commonwealth Bank building

			<ul style="list-style-type: none"> • 2018-2019 Audit Committee Annual Report to Council • Response to VAGO Report – Fraud and Corruption Control – Local Government • ESC Rate capping Report • Budgeting and Forecasting – Internal Audit Scope 	
<p>Strategy Briefing 9 September 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr David Lowe Cr Annie Goble Cr Rob Eldridge (left the meeting at 5.58pm and did not return) Cr David Atkinson Cr Bob Humm (attended at 12.16pm) Cr Bob Cornish Cr Fiona Stevens (attended at 12.11pm)</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Acting Director Development & Infrastructure Acting Director Advocacy & Community Services Manager Community Strengthening Senior Officer, Business Growth Manager Jobs, Investments & Communications Manager Waste & Resource Recovery Manager Governance & Corporate Accountability Local Laws Coordinator Coordinator Business Growth Manager Finance & Assets Strategic Assets Coordinator Management Accounting Coordinator Environmental Programs Coordinator Manager Development Approvals Capital Works Coordinator Procurement Advisor Waste Management Coordinator Communications Advisor</p>	<ul style="list-style-type: none"> • BIRUU Consulting Seymour Revitalisation • Strategic Land Acquisition, Seymour • Hi-Level Budget De-Brief and agenda setting for Planning Day • FOGO Workshop Service Design Presentation/Southern Regional Waste Resource Recovery Education Strategy • Seymour Levee Consultation • Draft Council Agenda 	<p>Nil</p>

<p>Strategy Briefing 16 September 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Bob Cornish Cr Fiona Stevens (attended at 4.32pm) Cr David Lowe Cr Bob Humm Cr Annie Goble Cr Rob Eldridge Cr David Atkinson</p> <p><u>Apologies</u> Cr Bob Humm</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Senior Officer, Business Growth Manager Jobs, Investments & Communications Manager Finance & Assets Environmental Programs Coordinator Manager Waste & Resource Recovery Manager Governance & Corporate Accountability Business Growth Coordinator Management Accounting Coordinator Environmental Planning & Sustainability Officer Waste Management Coordinator Manager Engineering & Major Projects Communications Advisor Executive Assistant to the Director Development & Infrastructure Local Laws Coordinator Manager Liveable Communities Recreation & Open Space Officer Manager Development Approvals</p>	<ul style="list-style-type: none"> • Economic Development, Jobs and Investment Opportunity • Budget Consultation • Environment Policy Workshop • New Seymour resource recovery Centre SRRC Concept Design • Discuss Council Agenda 	<p>Nil</p>
<p>Strategy Briefing 23 September 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm (attended the meeting at 2.41pm) Cr Rhonda Sanderson Cr Bob Cornish (left the meeting at 5.53pm and did not return) Cr Bob Humm (attended the meeting at 2.45pm) Cr David Lowe Cr David Atkinson Cr Fiona Stevens</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Advocacy & Community Services Acting Director Development & Infrastructure Manager Liveable Communities Manager Leisure Services Acting Manager Strategic Planning Strategic Planner Senior Project Officer Manager People & Culture Manager Jobs, Investments & Communications</p>	<ul style="list-style-type: none"> • Aquatic Leisure Centre Consultation • MSC Engagement & Alignment Survey • Roads Discussion • DPO East Development Plan - 6A Butler's Court • Seymour Revitalisation Design Follow Up 	<p>Nil</p>

	<p>Cr Annie Goble (attended the meeting at 12.46pm)</p> <p><u>Apologies</u> Cr Rob Eldridge</p>			
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