

8.3 ASSEMBLY OF COUNCIL RECORD

Author: Lidia Harding - Governance & Corporate Accountability Coordinator

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.

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 and Mitchell Heritage Advisory Committee.

Lists of the Assembly of Councillors Records for the period August 2018 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

17 SEPTEMBER 2018

8.3

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

AUGUST 2018

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 6 August 2018	<u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Atkinson Cr Annie Goble Cr Bob Humm (attended at 3.45pm) Cr Bill Chisholm Cr Bob Cornish Cr David Lowe Cr Rob Eldridge <u>Apologies</u> Nil	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Development Approvals Statutory Planning Coordinator Coordinator Community Development & Youth	<ul style="list-style-type: none"> • Brainstorming Session: Recycling • The Seymour Club Carpark Expansion • Life Stages Strategy • Budget Process and Timeline 	Nil
Strategy Briefing 13 August 2018	<u>In Attendance</u> Cr Rhonda Sanderson Cr Annie Goble Cr Fiona Stevens Cr Bob Humm (attended at 3.11pm) Cr Bill Chisholm Cr David Lowe Cr Bob Cornish Cr David Atkinson <u>Apologies</u> Cr Rob Eldridge	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Development Approvals Statutory Planning Coordinator Manager Engineering & Major Projects Manager Finance & Assets Governance & Corporate Accountability Coordinator Transport & Development Coordinator Manager Strategic Planning	<ul style="list-style-type: none"> • Advocacy Discussion • VicRoads Discussion • Budget Consultation • Discuss Draft Council Agenda 	Nil

		Communications Coordinator Environmental Programs Coordinator		
Strategy Briefing 20 August 2018	<u>In Attendance</u> Cr Rhonda Sanderson Cr Annie Goble Cr Bob Humm Cr Bill Chisholm Cr Fiona Stevens Cr David Atkinson Cr David Lowe <u>Apologies</u> Cr Bob Cornish Cr Rob Eldridge	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Strategic Planning Manager Engineering & Major Projects Recreation & Open Space Coordinator Communications Coordinator Capital Works Coordinator Manager Development Approvals Environmental Programs Coordinator	<ul style="list-style-type: none"> • Beveridge Foothill Land • Project Management Framework • Kilmore Golf Club • Budget Engagement • Discuss Council Agenda 	Nil
Strategy Briefing 27 August 2018	<u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Annie Goble Cr Bob Humm Cr Bill Chisholm Cr Bob Cornish Cr David Atkinson <u>Apologies</u> Cr Rob Eldridge	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Leisure Services	<ul style="list-style-type: none"> • Councillor & Officer Charter • Aquatics & Leisure Strategy Review • Advocacy Discussion • Update on outstanding Councillor Requests and Notices of Motion 	Nil

<p>Community Place Based Planning Workshop 30 August 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Humm Cr Bob Cornish Cr David Atkinson</p> <p><u>Apologies</u> Cr Rob Eldridge Cr Fiona Stevens Cr Annie Goble Cr Bill Chisholm Cr David Lowe</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Community Strengthening Manager Operations & Parks Manager Development Approvals Manager Finance & Assets Coordinator Community Development & Youth Strategic Assets Coordinator Coordinator Economic Development Advocacy & Research Officer</p>	<ul style="list-style-type: none"> • What is Place Based Planning? • Examples of Place Based Planning • Development and Implementation in Mitchell • Next Steps 	<p>Nil</p>
---	---	---	---	------------