

8.4 ASSEMBLY OF COUNCIL RECORD

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File No: CL/04/013-02

Attachments: 1. Assembly of Council Record - August 2019

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 August 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

16 SEPTEMBER 2019

8.4

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record - August 2019

ASSEMBLY OF COUNCILLORS RECORD

AUGUST 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 5 August 2019	<u>In Attendance</u> Cr Bill Chisholm (left the meeting at 1.48pm and returned at 1.53pm and resumed the Chair) Cr Rhonda Sanderson Cr Bob Cornish Cr David Lowe Cr Annie Goble Cr Fiona Stevens (attended at 12.44pm) Cr Rob Eldridge (attended at 12.50pm) Cr David Atkinson (took the place of the Chair at 1.48pm) Cr Bob Humm (attended at 12.41pm) <u>Apologies</u> Nil	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Finance & Assets Manager Community Strengthening Coordinator Community Development & Youth Services Community Development Officer Senior Projects Officer, Business Growth Acting Revenue Coordinator Administration Officer Manager Engineering & Major Projects Manager Strategic Planning Manager Jobs, Investments & Communication	<ul style="list-style-type: none"> • Revaluation Summary • Wellington Street Units • Municipal Public Health and Wellbeing Plan and Social Justice reports • VicRoads Presentation • Preparation for Architect Session Re: Seymour Revitalisation • GoTafe within Mitchell Shire 	Nil
Mitchell Fire Consultative Forum meeting 7 August 2019	Cr Bob Humm Cr Bill Chisholm	Local Laws Coordinator (MFPO) Roads Maintenance Coordinator, Deputy MERO Emergency Management and Recovery Coordinator	<ul style="list-style-type: none"> • 2019 Fire Prevention Program • 2019 Fire Access Track Inspections • VFRR Review Update • Glenhope Water Supply Tank Installation 	Nil

		Administration Officer, Liveable Communities	<ul style="list-style-type: none"> • CFA Static Water Supply Tanks – Status • Roadside Fire Management Plan Project • CFA Fire Danger Rating Signs • Recognition of Seymour Fire Brigade Representatives 	
Strategy Briefing 12 August 2019	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr David Lowe Cr Annie Goble (attended at 12.27pm) Cr Rob Eldridge Cr David Atkinson Cr Bob Humm (attended at 12.24pm) Cr Bob Cornish (left the meeting at 3.07pm and did not return) Cr Fiona Stevens</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Acting Director Advocacy & Community Services Manager Strategic Planning Manager Operations & Parks Manager Business Transformation, Information Management & Technology Acting IT Coordinator Manager Communication, Jobs & Investments Coordinator Economic Development Manager Engineering & Major Projects Manager Governance & Corporate Accountability Manager Development Approvals Procurement Advisor Senior Strategic Planner</p>	<ul style="list-style-type: none"> • Wallara Waters Development Plan • Response to NOM 933 Stand Alone Rural Water Supply Infrastructure • Smart Cities Internet of Things Project • Wallan East Relocatable Kindergarten and Maternal and Child Health Service • Broadford State Motorcycle Complex – Expansion Feasibility Study • Draft Council Agenda 	Cr D. Atkinson declared an indirect interest as an interested party in Item 9.5 of the draft Council Agenda Combined Planning Scheme Amendment C124 and Planning Permit Application PLP203/17 for re-zone and development of a supermarket, installation and display of signage, liquor store, specialty retail and medical centre in Kilmore - Consideration of Panel Report as he owns shares in Woolworths.
Strategy Briefing 19 August 2019	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Bob Humm (attended at 1.18pm) Cr Annie Goble Cr Rob Eldridge Cr David Atkinson</p> <p><u>Apologies</u> Cr Bob Cornish Cr Bill Chisholm</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Acting Director Advocacy & Community Services Environmental Programs Coordinator Manager Waste & Resource Recovery Manager Development Approvals Manager Governance & Corporate Accountability Coordinator Advocacy, Social Policy & Partnerships Principal Planner</p>	<ul style="list-style-type: none"> • MEAC Annual Report 2018-2019 • Mitchell Shire Environment Strategies 2018-2019 Action Plan Report • Social and Affordable Housing • Update – Former Kilmore Landfill • Hogans Hotel Planning Application PLP012/19 	Cr D. Atkinson declared an indirect interest as an interested party in Item 9.4 of the Council Agenda Combined Planning Scheme Amendment C124 and Planning Permit Application PLP203/17 for re-zone and development of a supermarket, installation and display of signage, liquor store, specialty retail and medical centre in Kilmore - Consideration of Panel Report as he owns shares in Woolworths.

		Statutory Planning Coordinator	<ul style="list-style-type: none"> • Discuss Council Agenda 	
Municipal Fire Management Planning Committee meeting 21 August 2019	<p><u>In Attendance</u> Cr Bob Humm</p> <p><u>Apologies</u> Cr Bill Chisholm</p>	Local Laws Coordinator (MFPO) Municipal Fire Prevention Officer Emergency Management and Recovery Coordinator Administration Officer, Liveable Communities	<ul style="list-style-type: none"> • 2019-2020 Summer Fire Season Planning • Vulnerable Persons Register Report • Neighbourhood Safer Places – Annual Review • Neighbourhood Safer Places – Bushfire Place of Last Resort Status ‘Complaint’ • Victorian Fire Risk Register (VFRR) • Safer Together Update 	Nil
Strategy Briefing 26 August 2019	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Bob Cornish (left the meeting at 5.28pm and did not return) Cr Bob Humm Cr Rob Eldridge (attended at 2.24pm) Cr David Atkinson Cr Fiona Stevens (attended at 1.34pm) Cr Annie Goble (attended at 4.53pm)</p>	Chief Executive Officer Director Governance & Corporate Performance Director Advocacy & Community Services Director Development & Infrastructure Manager Community Strengthening Advocacy, Social Policy and Partnership Coordinator Advocacy & Research Officer Manager Strategic Planning Strategic Planner Corporate Planner Community Development, Administration Officer Manager Jobs, Investments & Communications	<ul style="list-style-type: none"> • Workshop Advocacy Framework • Kilmore Creek Draft Landscape masterplan • Beveridge North West PSP • Brainstorming Session – Culture, Arts, Heritage and Tourism 	Nil

	<u>Apologies</u> Cr David Lowe	Manager Development Approvals Statutory Planning Coordinator Senior Strategic Planner		
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