

8.4 ASSEMBLY OF COUNCIL RECORD

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File No: CL/04/013-02

Attachments: 1. Assembly of Council

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 and Mitchell Heritage Advisory Committee.

ASSEMBLY OF COUNCIL RECORD (CONT.)

Lists of the Assembly of Councillors Records for the period October 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

19 NOVEMBER 2018

8.4

ASSEMBLY OF COUNCIL RECORD

**Attachment No: 1
Assembly of Council**

ASSEMBLY OF COUNCILLORS RECORD

OCTOBER 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 1 October 2018	<u>In Attendance</u> Cr Rhonda Sanderson Cr David Atkinson (attended at 11.16am) Cr Bob Humm (attended at 11.16am) Cr Bill Chisholm Cr Bob Cornish Cr David Lowe Cr Fiona Stevens Cr Annie Goble (attended at 11.23am) <u>Apologies</u> Cr Rob Eldridge	Acting Chief Executive Officer Acting Director Development & Infrastructure Director Advocacy & Community Services Manager Finance & Assets Management Accounting Coordinator Manager Engineering & Major Projects	<ul style="list-style-type: none"> • VicRoads Discussion – New Regional Set Up • Financial Reporting for Councillors 	Nil

<p>Strategy Briefing 8 October 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Annie Goble (attended at 1.10pm) Cr Rob Eldridge Cr Bill Chisholm (attended at 1.10pm) Cr Bob Cornish Cr David Atkinson Cr Bob Humm (attended at 1.19pm)</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Finance & Assets Coordinator Economic Development Statutory Planning Coordinator Manager Development Approvals Manager Engineering & Major Projects Governance & Corporate Accountability Coordinator</p>	<ul style="list-style-type: none"> • Goulburn River Valley Tourism (GRVT) Council Briefing • Pre-briefing Danielle Green MP • Advocacy Discussion, Danielle Green MP • Draft Council Agenda 	<p>Nil</p>
<p>Strategy Briefing 15 October 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens (attended at 2.40pm) Cr David Lowe Cr Annie Goble (attended at 1.54pm) Cr Rob Eldridge Cr Bill Chisholm Cr Bob Cornish Cr David Atkinson Cr Bob Cornish</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Coordinator Community Development & Youth Community Development Officer</p>	<ul style="list-style-type: none"> • Pre-briefing Don Firth • Advocacy Discussion, Don Firth, Candidate for Euroa • Age Friendly Projects • Council Agenda • Honbetsu School Delegation Civic Welcome 	<p>Nil</p>

<p>Strategy Briefing 22 October 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson (attended at 1.40pm) Cr Fiona Stevens Cr David Lowe Cr Bill Chisholm Cr Bob Cornish Cr David Atkinson Cr Bob Cornish</p> <p><u>Apologies</u> Cr Annie Goble Cr Rob Eldridge</p>	<p>Chief Executive Officer Acting Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Engineering & Major Projects Manager Strategic Planning Senior Strategic Planner Communications Coordinator</p>	<ul style="list-style-type: none"> • Pre-briefing Fiona Deppler MP • Advocacy Discussion, Fiona Deppler MP • Township Signage • Broadford Structure Plan Emerging Options Paper 	<p>Nil</p>
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