

## 8.4 ASSEMBLY OF COUNCIL RECORD

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

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

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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);

## 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 July 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**

**20 AUGUST 2018**

**8.4**

**ASSEMBLY OF COUNCIL RECORD**

**Attachment No: 1**

**Assembly of Council Record**

## ASSEMBLY OF COUNCILLORS RECORD

JULY 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 2 July 2018	<u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Atkinson Cr Annie Goble Cr Bob Humm (left the meeting at 4.25pm and returned at 4.31pm) Cr Bill Chisholm (left the meeting at 4.25pm and returned at 4.28pm) Cr Bob Cornish (left the meeting at 4.29pm and returned at 4.30pm) 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 Active Communities Coordinator Economic Development Governance & Corporate Accountability Coordinator Communication Coordinator Local Laws Coordinator Emergency Management & Recovery Coordinator Manager Community Strengthening Manager Strategic Planning Manager Engineering & Major Projects Strategic Planning Coordinator Local Laws Team Leader	<ul style="list-style-type: none"> <li>• Intercity and Air Train Presentation</li> <li>• Website Design</li> <li>• Municipal Fore Management Prevention</li> <li>• Emergency Management Legislation Bill 2018</li> <li>• Municipal Fire Management Roadside Slashing Tender</li> </ul>	Nil

<p>Strategy Briefing 9 July 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Annie Goble Cr Fiona Stevens Cr Bob Humm (attended at 1.24pm) Cr Bill Chisholm Cr Rob Eldridge (left the meeting at 4.34pm and did not return) Cr Bob Cornish Cr David Atkinson</p> <p><u>Apologies</u> Cr David Lowe</p>	<p>Chief Executive Officer Director Governance &amp; Corporate Performance Director Development &amp; Infrastructure Director Advocacy &amp; Community Services Manager Active Communities Coordinator Economic Development Governance &amp; Corporate Accountability Coordinator Manager Finance &amp; Assets Local Laws Coordinator Tourism &amp; Promotion Officer Manager Community Strengthening Manager Strategic Planning Manager Development Approvals</p>	<ul style="list-style-type: none"> <li>• Transport in Wallan</li> <li>• Update on Greater Beveridge Community Centre</li> <li>• Tourism &amp; Visitor Economy Plan</li> <li>• VicRoads Presentation</li> <li>• Sport Recreation Victoria Grants</li> <li>• Discuss Draft Council Agenda</li> </ul>	<p>Nil</p>
<p>Strategy Briefing 16 July 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Annie Goble (left the meeting at 3.31pm and returned at 3.34pm) Cr Bob Humm Cr Bill Chisholm Cr Bob Cornish Cr David Atkinson Cr David Lowe</p> <p><u>Apologies</u> Cr Fiona Stevens Cr Rob Eldridge</p>	<p>Chief Executive Officer Director Governance &amp; Corporate Performance Director Development &amp; Infrastructure Director Advocacy &amp; Community Services Coordinator Community Development &amp; Youth Manager Development Approvals Environmental Programs Coordinator</p>	<ul style="list-style-type: none"> <li>• Pick My Project</li> <li>• Discuss Council Agenda</li> <li>• Local Laws Issue</li> <li>• Affordable Housing – low cost 8 units</li> <li>• Parking across municipality – education and enforcement</li> </ul>	<p>Nil</p>

<p>Strategy Briefing 23 July 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Annie Goble Cr Bob Humm Cr Bill Chisholm Cr Rob Eldridge Cr Bob Cornish Cr David Atkinson</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance &amp; Corporate Performance Director Development &amp; Infrastructure Director Advocacy &amp; Community Services Coordinator Strategic Planning Manager Engineering &amp; Major Projects Manager Finance &amp; Assets Capital Works Coordinator</p>	<ul style="list-style-type: none"> <li>• Amendment C123 Panel Report</li> <li>• Seymour Flood Levee</li> <li>• Culture Survey Results</li> </ul>	<p>Nil</p>
<p>Councillor and Executive Leadership Team Planning Workshop 30-31 July 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Annie Goble Cr Bob Humm Cr Bill Chisholm Cr Rob Eldridge Cr Bob Cornish Cr David Atkinson</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance &amp; Corporate Performance Director Development &amp; Infrastructure Director Advocacy &amp; Community Services</p>	<ul style="list-style-type: none"> <li>• Budget 2019-2020</li> <li>• Council Plan Check-In</li> <li>• Stages of Team Development</li> <li>• Councillor/Officer Charter</li> </ul>	<p>Nil</p>