

## 8.6 ASSEMBLY OF COUNCIL RECORD

**Author:** Lidia Harding - Governance & Corporate Accountability Coordinator

**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, Social Justice Advisory Committee, Australia Day Awards Committee and Mitchell Heritage Advisory Committee.

Lists of the Assembly of Councillors Records for the period March 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**

**15 APRIL 2019**

**8.6**

**ASSEMBLY OF COUNCIL RECORD**

**Attachment No: 1**

**Assembly of Council Record**

## ASSEMBLY OF COUNCILLORS RECORD

MARCH 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 4 March 2019	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Bob Cornish Cr David Lowe Cr Fiona Stevens Cr Annie Goble Cr Rob Eldridge Cr David Atkinson  <u>Apologies</u> Cr Bob Humm	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Community Strengthening Advocacy, Social Policy and Partnerships Coordinator Senior Project Officer Manager Finance & Assets Corporate Planning & Reporting Officer Manager Waste & Resource Recovery Statutory Planning Coordinator Manager Strategic Planning Strategic Planning Coordinator Statutory Planning Coordinator	<ul style="list-style-type: none"> <li>• ICSIP</li> <li>• Hogans Hotel, Wallan EGM Application</li> <li>• Seymour Revitalisation Update – Seymour to Tallarook Rail Trail</li> <li>• Pre-Discussion with Councillors, Rob Mitchell MP</li> <li>• Discuss Advocacy Priorities with Rob Mitchell MP</li> <li>• Service Planning</li> <li>• Budget Session</li> <li>• 10 Year Waste and Resource Recovery Capital Works Improvement Program</li> <li>• Rural Strategy Briefing</li> <li>• Kilmore Woolworths Amendment</li> </ul>	Nil
Strategy Briefing 12 March 2019	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr David Lowe Cr Fiona Stevens Cr Annie Goble Cr Rob Eldridge Cr David Atkinson Cr Bob Humm  <u>Apologies</u>	Chief Executive Officer Acting Director Governance & Corporate Performance Acting Director Development & Infrastructure Director Advocacy & Community Services Local Laws Coordinator Manager Strategic Planning Transport & Development Coordinator Recreation Development Officer	<ul style="list-style-type: none"> <li>• Cat Curfew Order</li> <li>• Wallan South PSP</li> <li>• Infrastructure Design Manual</li> <li>• Discuss Draft Council Agenda</li> </ul>	Nil

	Cr Bob Cornish	Governance & Corporate Accountability Coordinator Manager Development Approvals Manager Engineering & Major Projects Procurement Advisor		
Mitchell Shire Municipal Emergency Management Planning Committee (MEMPC) 13 March 2019	<u>In Attendance</u> Cr Bill Chisholm Cr Bob Humm  <u>Apologies</u> Nil	Manager Community Strengthening, MRM Local Laws Coordinator, MFPO Roads Maintenance Coordinator, Deputy MERO Emergency Management & recovery Coordinator Administration Officer, Liveable Communities	<ul style="list-style-type: none"> <li>• Mitchell Shire Council Fire Prevention Program Report</li> <li>• Vulnerable Persons Report</li> <li>• VCC Report</li> <li>• DJPR Agency Report</li> <li>• CERA Assessment</li> <li>• Exercise 29 July 2019</li> </ul>	Nil
Strategy Briefing 18 March 2019	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr David Lowe Cr Fiona Stevens Cr Annie Goble Cr Rob Eldridge (attended at 4.30pm) Cr David Atkinson Cr Bob Humm  <u>Apologies</u> Cr Bob Cornish	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Senior Librarian Acting Coordinator Customer & Library Services Governance & Corporate Accountability Coordinator	<ul style="list-style-type: none"> <li>• Robotics Demonstration</li> <li>• Budget Session</li> <li>• Discuss Council Agenda</li> </ul>	Nil

<p>Strategy Briefing Australia Day Awards Advisory Committee 25 March 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson</p> <p><u>Apologies</u> Cr Bob Cornish Cr Annie Goble</p>	<p>Governance &amp; Corporate Accountability Coordinator</p>	<ul style="list-style-type: none"> <li>• Review of Australia Day Awards Committee Terms of Reference</li> <li>• Review of Expression of Interest Host Town form and advertising</li> <li>• Further Steps</li> </ul>	<p>Nil</p>
<p>Strategy Briefing 25 March 2019</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Bill Chisholm Cr Bob Cornish Cr David Atkinson Cr Bob Humm Cr Annie Goble</p> <p><u>Apologies</u> Cr Rob Eldridge</p>	<p>Chief Executive Officer Director Governance &amp; Corporate Performance Director Development &amp; Infrastructure Director Advocacy &amp; Community Services Manager Finance &amp; Assets Manager Engineering &amp; Major Projects Manager Strategic Planning Manager Leisure Services Manager Development Approvals Communications Coordinator Advocacy, Social Policy &amp; Partnerships Coordinator Publications Designer</p>	<ul style="list-style-type: none"> <li>• Budget Discussion</li> <li>• Bunnings Proposal</li> <li>• Response to NOM 945 Feasibility of Installation of Accessible Change Tables at Leisure Centres</li> <li>• Outdoor Pool Costs Free Access Comparison</li> <li>• Federal Election Campaign</li> </ul>	<p>Nil</p>