
8.7 ASSEMBLY OF COUNCIL RECORD

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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);
- 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 April 2019 are attached.

ASSEMBLY OF COUNCIL RECORD (CONT.)

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 MAY 2019

8.7

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

APRIL 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 1 April 2019	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Bob Cornish Cr David Lowe Cr Annie Goble Cr David Atkinson Cr Bob Humm <u>Apologies</u> Cr Fiona Stevens Cr Rob Eldridge	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services	<ul style="list-style-type: none"> • Pre-Briefing before Andrew Bock • Independent Candidate for Federal Election – Nicholls • Rejuvenating Kilmore • Budget Discussion • Brainstorming Session 	Nil
Strategy Briefing 8 April 2019	<u>In Attendance</u> Cr Bill Chisholm (left the meeting at 2.43pm and returned at 2.58pm) Cr Rhonda Sanderson Cr David Lowe Cr Annie Goble Cr Rob Eldridge Cr David Atkinson Cr Bob Humm	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Engineering & Major Projects Transport & Development Coordinator Manager Finance & Assets Management Accounting Coordinator Governance & Corporate Accountability Coordinator	<ul style="list-style-type: none"> • MAV Presentation Discussion Around Local Councils • Kilmore East Speed Zone • Speed Zones Review • Tootle Street Bridge • Draft Council Agenda • Tallarook Easter Music Festival 	Nil

	<u>Apologies</u> Cr Bob Cornish Cr Fiona Stevens	Acting Manager Development Approvals Recreation Development Officer Building Services Coordinator Principal Planner		
Broadford Structure Plan Steering Committee meeting 10 April 2019	<u>In Attendance</u> Cr Bill Chisholm Cr David Lowe Cr Bob Humm Cr David Atkinson Cr Rhonda Sanderson <u>Apologies</u> Nil	Director Development & Infrastructure Manager Engineering & Major Projects Transport & Development Coordinator Senior Strategic Planner Strategic Planner	<ul style="list-style-type: none"> • Presentation of Broadford Structure Plan Traffic Issues 	Nil
Strategy Briefing 15 April 2019	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr David Lowe Cr Annie Goble (attended at 3.02pm) Cr Rob Eldridge Cr David Atkinson Cr Bob Humm Cr Bob Cornish <u>Apologies</u> Cr Fiona Stevens	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Engineering & Major Projects Transport & Development Coordinator Manager Community Strengthening Governance & Corporate Accountability Coordinator Recreation & Open Space Coordinator	<ul style="list-style-type: none"> • Tootle Street Bridge Provision • Pre-Briefing before Philip Fusco • Meet with Philip Fusco, Liberal Candidate for McEwen • Project Updates • Discuss Council Agenda 	Nil

<p>Strategy Briefing 29 April 2019</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Bob Cornish Cr David Atkinson Cr Bob Humm (attended at 1.13pm) Cr Annie Goble</p> <p><u>Apologies</u> Cr Rob Eldridge Cr Bill Chisholm</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Governance & Corporate Accountability Coordinator Corporate Planner Manager Liveable Communities Manager Waste Management Manager Engineering & Major Projects Waste Management Coordinator Waste Management Team Leader Waste Projects Officer</p>	<ul style="list-style-type: none"> • Council Plan 2017-2021 Workshop and Years 3 and 4 Action Plans • Meet Manager Liveable Communities • Streetscape Improvement project on private land in Kilmore (Red Lion Hotel property) • Food and Garden Organics Kerbside Service Overview • Waste Reserve and Waste Charge • Brainstorming Session - Waste 	<p>Nil</p>
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