
8.7 ASSEMBLY OF COUNCIL RECORD

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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.

ASSEMBLY OF COUNCIL RECORD (CONT.)

Lists of the Assembly of Councillors Records for the period May 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

24 JUNE 2019

8.7

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

MAY 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
Site Inspection, 175 Northern Highway, Wallan 1 May 2019	<u>In Attendance</u> Cr Rob Eldridge Cr Rhonda Sanderson Cr David Lowe Cr David Atkinson <u>Apologies</u> Nil	Manager Development Approvals	<ul style="list-style-type: none"> • PLP319/17 Planning Permit Application for the removal of native vegetation at 175 Northern Highway, Wallan 	Nil
Strategy Briefing 6 May 2019	<u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Cornish Cr David Lowe Cr Annie Goble Cr David Atkinson Cr Bob Humm Cr Fiona Stevens Cr Rob Eldridge <u>Apologies</u> Cr Bill Chisholm	Acting Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Coordinator Statutory Planning Statutory Planner Senior Project Officer Manager Engineering & Major Projects Business Growth Coordinator Transport & Development Coordinator	<ul style="list-style-type: none"> • Cherry Tree Windfarm Update • Seymour Flood Levee Consultation • Wallan Heathcote Rail Trail Next Steps • Kilmore Hospital, Car Parking and Access Assessment 	Nil

Strategy Briefing 13 May 2019	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr David Lowe Cr Annie Goble (attended at 3.54pm) Cr Rob Eldridge Cr David Atkinson Cr Bob Humm Cr Bob Cornish (left the meeting at 5.43pm and returned at 6.07pm) Cr Fiona Stevens</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Engineering & Major Projects Capital Works Coordinator Manager Development Approvals Governance & Corporate Accountability Coordinator Local Laws Coordinator Manager Liveable Communities Manager Waste & Resource Recovery Environment Programs Coordinator</p>	<ul style="list-style-type: none"> • Wallan Community Services Integration Plan (CSIP) Report • Bridge Updates Whiteheads Creek and Old Goulburn River • Bruzzy Park Briefing • Draft Council Agenda 	<p>Cr Cornish declared an indirect conflict of interest in Item 9.7 of the draft Council Agenda Planning Permit Application PLP212/18 For the Use and Development of the land for Trade Supplies and Restricted Retail Premises, Alteration of Access to a Road Zone - Category 1, Reduction of Bicycle Parking Requirements and Display of Signage At 63 Anzac Avenue Seymour because of a conflicting duty</p>
Australia Day Awards Committee 15 May 2019	<p><u>In Attendance</u> Cr Bill Chisholm (attended at 4.54pm) Cr Rhonda Sanderson Cr Annie Goble</p> <p><u>Apologies</u> Cr Bob Cornish</p>	<p>Governance & Corporate Accountability Coordinator</p>	<ul style="list-style-type: none"> • Consideration of EOI Applications for Host Town Australia Day Awards and Citizenship 2020 • Host Town Criteria 	<p>Nil</p>

<p>Strategy Briefing 20 May 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm (attended at 1.48pm) Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe 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 & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Strategic Planning Senior Strategic Planner x2 Manager Liveable Communities Manager Engineering & Major Projects Governance & Corporate Accountability Coordinator Manager Waste & Resource Recovery</p>	<ul style="list-style-type: none"> • Councillor Forum Kilmore Sport and Recreation Facilities Plan • ARTC Inland Rail • Landfill Update • Council Agenda 	<p>Nil</p>
<p>Strategy Briefing 27 May 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Bob Cornish Cr Bob Humm Cr Annie Goble Cr Rob Eldridge</p> <p><u>Apologies</u> Cr David Atkinson</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Strategic Planning Manager Engineering & Major Projects Manager Finance & Assets Transport & Development Coordinator Senior Strategic Planner</p>	<ul style="list-style-type: none"> • Discussion with Tim Quilty MP – Council priorities • Bridge Crossings Broadford • Budget Submissions 	<p>Nil</p>