

8.8 ASSEMBLY OF COUNCIL RECORD

Author: Lidia Harding - Governance & Corporate Accountability Coordinator

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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);

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 December 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

18 FEBRUARY 2019

8.8

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

DECEMBER 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 3 December 2018	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Bob Cornish Cr Bob Humm Cr David Lowe Cr Fiona Stevens Cr Annie Goble Cr Rob Eldridge <u>Apologies</u> Cr David Atkinson	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Acting Environment Coordinator Manager Strategic Planning Corporate Planner Governance & Corporate Accountability Coordinator Manager Finance & Assets Revenue Coordinator Manager Engineering & Major Projects Manager Development Approval	<ul style="list-style-type: none"> • DELWP Native Vegetation Offsets • Audit Committee Annual Report • Beveridge North East Land • Mid-term Council Plan Review • Budget Session – 4 Year Capex and Rating Strategy Presentation 	Nil
Australia Day Awards Committee 4 December 2018	<u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Annie Goble <u>Apologies</u> Cr Bob Cornish	Governance & Corporate Accountability Coordinator	<ul style="list-style-type: none"> • Assessment and Weighting of Award Nominations • Next Steps • Australia Day 2019 Seymour Preparations • EOI for Host Town 2020 • Australia Day Ambassadors 	Nil

<p>Strategy Briefing 10 December 2018</p>	<p><u>In Attendance</u> Cr Bill Chisholm Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe (left at 8.02pm and returned at 8.10pm) Cr Annie Goble Cr Rob Eldridge Cr Bill Chisholm Cr Bob Cornish Cr David Atkinson Cr Bob Humm (attended at 1.38pm, left at 8.02pm and returned at 8.10pm)</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Waste & Resource Recovery Coordinator Waste & Resource Recovery Manager Finance & Assets Revenue Coordinator Governance & Corporate Accountability Coordinator Manager Community Strengthening Acting Environment Coordinator Emergency Management and Recovery Coordinator Manager Development Approvals Manager Strategic Planning Manager Engineering & Major Projects</p>	<ul style="list-style-type: none"> • Taungurung Strategy Direction and New Settlement Legislation • Closed Landfill Risk Assessment Project Outcomes • Budget Session – Rating Strategy Presentation • Draft Council Agenda 	<p>Cr D. Lowe declared an indirect interest as an interested party in item 15.6 Australia Day Awards 2019 of the Draft Confidential Council meeting agenda as he nominated two of the candidates for awards.</p> <p>Cr B. Humm declared an indirect interest by close association in item 15.6 Australia Day Awards 2019 of the Draft Confidential Council meeting agenda as he works on the Cemetery Trust in Kilmore with one of the nominated candidates.</p>
<p>Strategy Briefing 17 December 2018</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 Cr Rob Eldridge</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer (left the meeting at 5.28pm and returned at 5.35pm) Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Engineering & Major Projects Recreation & Open Space Coordinator Governance & Corporate Accountability Coordinator</p>	<ul style="list-style-type: none"> • Presentation of Seymour Levee • Council Agenda 	<p>Cr D. Turnbull declared a direct interest as an interested party in item 15.7 Chief Executive Officer Mid-Year Performance Review.</p> <p>Cr D. Lowe declared an indirect interest as an interested party in item 15.6 Australia Day Awards 2019 of the Draft Confidential Council meeting agenda as he nominated two of the candidates for awards.</p> <p>Cr B. Humm declared an indirect interest by close association in item 15.6 Australia Day Awards 2019 of the Draft Confidential Council meeting agenda as he works on the Cemetery Trust in Kilmore with one of the nominated candidates.</p>