

8.4 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);

ASSEMBLY OF COUNCIL RECORD (CONT.)

- Advisory Committees – Audit and Risk 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 2020 are attached.

CONSULTATION

Assembly of Council records have been received for meetings across Council services.

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 APRIL 2020

8.4

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

MARCH 2020

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 March 2020	<u>In Attendance</u> Cr Bill Chisholm (left the meeting at 4.35pm and returned at 4.44pm) Cr Rhonda Sanderson Cr Bob Cornish (attended at 2.15pm) Cr David Lowe Cr Annie Goble (left the meeting at 5.15pm and did not return) Cr David Atkinson Cr Bob Humm (attended at 2.15pm) Cr Rob Eldridge (attended at 2.15pm) <u>Apologies</u> Cr Fiona Stevens	Acting Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Acting Director Advocacy & Community Services Manager Strategic Planning Strategic Planning Coordinator Coordinator Business Growth Manager Engineering & Major Projects Manager Finance & Assets Management Accounting Coordinator	<ul style="list-style-type: none"> • Site Visit to Cherry Tree Windfarm • 625 & 646 Northern Highway, Wallan – Amendment to Springridge Estate DPO8 • Broadford Motorcycle Feasibility Study Update • Seymour Flood Levee • Draft Budget and Strategic Resource Plan 	Nil

<p>Strategy Briefing 10 March 2020</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Humm Cr David Lowe (attended the meeting at 1.30pm and resumed the Chair at 3.10pm) Cr David Atkinson (chaired the meeting from 1.00pm to 3.10pm) Cr Fiona Stevens Cr Rob Eldridge Cr Bill Chisholm (left the meeting at 1.52pm and returned at 2.01pm) Cr Bob Cornish Cr Annie Goble</p> <p><u>Apologies</u> Nil</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Acting Director Advocacy & Community Services Director Development & Infrastructure Manager Governance & Corporate Accountability Governance Advisor Manager Strategic Planning Manager Engineering & Major Projects Manager Finance & Assets Management Accounting Coordinator Manager Community Strengthening Capital Works Coordinator Business Growth Coordinator Procurement Advisor Senior Project Officer</p>	<ul style="list-style-type: none"> • Draft Council Agenda • Development of Mitchell Shire Council Social and Affordable Housing Policy, Strategy and Action - Workshop • Quarterly Capital Works Update 	<p>Cr R. Eldridge declared an indirect conflict of interest in Item 9.5 of the draft Council agenda Planning Permit Application PLP117/19 For Buildings and Works for the Construction of 3 Dwellings, a 4 Lot Subdivision and Creation of Easements At 39 Sydney Street Kilmore by close association.</p> <p>Cr B. Chisholm declared an indirect conflict of interest in Item 11.6 of the draft Council agenda Notice of Motion: No. 980 - Tooborac School Speed Control by close association.</p>
<p>Strategy Briefing 16 March 2020</p>	<p><u>In Attendance</u> Cr Bob Humm Cr David Lowe Cr David Atkinson Cr Fiona Stevens Cr Bob Cornish (attended at 6.10pm) Cr Annie Goble (left the meeting at 4.15pm and returned at 5.10pm)</p> <p><u>Apologies</u> Cr Rob Eldridge</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Acting Director Development & Infrastructure Manager Governance & Corporate Accountability Manager Strategic Planning Senior Project Officer Manager Waste & Resource Recovery Statutory Planning Coordinator Senior Strategic Planner Business Growth Coordinator</p>	<ul style="list-style-type: none"> • Draft Broadford Structure Plan • Seymour – Tallarook Rail Trail Feasibility • Discuss Council Agenda 	<p>Nil</p>

	Cr Bill Chisholm Cr Rhonda Sanderson			
Strategy Briefing 23 March 2020	<p><u>In Attendance</u> Cr Rhonda Sanderson (via Skype) Cr Bob Humm Cr David Lowe Cr David Atkinson Cr Fiona Stevens Cr Bob Cornish Cr Rob Eldridge Cr Annie Goble</p> <p><u>Apologies</u> Cr Bill Chisholm</p>	<p>Acting Chief Executive Officer Acting Director Advocacy & Community Services Director Development & Infrastructure Manager Governance & Corporate Accountability Emergency Management & Recovery Coordinator Manager Liveable Communities</p>	<ul style="list-style-type: none"> • Pandemic Plan Update • Pre-Special Council Meeting Discussion 	Nil