
9 ORGANISATIONAL PERFORMANCE

9.1 ASSEMBLY OF COUNCIL RECORD

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File No: CL/04/013-02

Attachments: 1. Assembly of Council Record

1. Purpose

- 1.1 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.

2. Background

- 2.1 Section 58(a) of the *Local Government Act 2020* refers to the public transparency principles and states that Council decision making processes must be transparent except when the council is dealing with information that is confidential by virtue of this Act or any other Act.

- 2.2 A written record of an assembly of council 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 the meeting.
- (d) Whether a Councillor who has disclosed a conflict of interest as required by leaves the assembly.

3. Key Matters

- 3.1 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 May 2021 are attached.

Recommendation

THAT Council receive and note the record of assembly of Councillors.

ASSEMBLY OF COUNCIL RECORD (CONT.)

4. Financial, Resource and Asset Management Implications

4.1 There are no financial resource and asset management implications associated with this report.

5. Consultation

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

6. Sustainability Implications (Social and Environmental)

6.1 This is an administration process and does not have any environment and sustainability implications associated with this report.

7. Policy and Legislative Implications

7.1 This report is in line with the requirements of Section 58(a) of the *Local Government Act 2020*.

8. Alignment to Council Plan

8.1 Item 6.4: Develop and adopt policies and procedures that reflect responsible, transparent and accountable management of Council finances and risks.

9. Conflict of Interest

9.1 No officers involved in the preparation of this report have any direct or indirect interest in this matter.

10. Risk Implications

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
Perceived lack of transparency	Low	All assembly of council records and the issues discussed are made public	Yes

11. Discussion

11.1 This report outlines the assemblies of council records recorded over the 1 to 31 May 2021 period.

ASSEMBLY OF COUNCILLORS RECORD

MAY 2021

Assembly of Councillors -

- o 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**
- o 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 Session 3 May 2021	<u>In Attendance</u> Cr Rhonda Sanderson (left the meeting at 3.31pm and returned at 3.33pm) Cr Fiona Stevens Cr Bob Comish (left the meeting at 3.03pm and returned at 3.08pm, left the meeting at 3.50pm and did not return) Cr Louise Bannister (attended at 1.03pm and left at 5.50pm and did not return) Cr Rob Eldridge Cr Annie Goble left the meeting at 3.29pm and returned at 3.32pm, left the meeting at 3.42pm and did not return) Cr Christine Banks (attended at 1.09pm, (left the meeting at 3.42pm and did not return) Cr Nathan Clark (left the meeting at 3.11pm and returned at 3.13pm)	Brett Luxford Mary Agostino Lidia Harding Mike McIntosh Travis Conway Robert Ford Justin Harding Rosario Guastalegname Nicole Maxwell (online) Rebecca Sirianni (online) Nic Adams (online) Sean Greer	<ul style="list-style-type: none"> • Beveridge Foothills Rezoning Request • Local Government Grants Commission • King and Queen Street Wallan Masterplan • PL6967/03 – 210 Tallarook Pyalong Rd, Tallarook • Councillor/CEO Only Time 	Cr C. Banks declared a general conflict of interest in Item 3 King & Queen Street Wallan Master Plan as prior to being elected to Council she was proactive in trying to remove the proposed road through the Wallan Community Park shown in the masterplan Cr B. Cornish declared a material conflict of interest in Item 3 King & Queen Street Wallan Master Plan due to loss of amenity

	<p><u>Apologies</u> Cr Bill Chisholm</p>			
<p>Strategy Session 10 May 2021</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Nathan Clark Cr Louise Bannister (left the meeting at 5.44pm and did not return) Cr Bob Comish Cr Annie Goble Cr Rob Eldridge</p> <p><u>Apologies</u> Cr Christine Banks Cr Fiona Stevens Cr Bill Chisholm</p>	<p>Brett Luxford Mary Agostino Laurie Ellis Mike McIntosh Lidia Harding Paul Bezemer Jo Wilson Yetty Daramola Karen Watson Hannah White Nicole Maxwell Andrew Dodd Narelle Liepa Elyse Kelly Justin Harding Robert Ford Nathan Halls</p>	<ul style="list-style-type: none"> • Seymour Health and Community Hub • Integrated Transport Strategy • Draft Council Agenda • Councillor/CEO Only Time 	<p>Nil</p>
<p>Council Plan Workshop 15 May 2021</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bill Chisholm Cr Nathan Clark Cr Rob Eldridge Cr Bob Comish</p> <p><u>Apologies</u> Cr Annie Goble Cr Fiona Stevens Cr Louise Bannister Cr Christine Banks</p>	<p>Brett Luxford Laurie Ellis Mike McIntosh Lidia Harding</p>	<ul style="list-style-type: none"> • Council Plan Workshop 	<p>Nil</p>
<p>Strategy Session 17 May 2021</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bill Chisholm Cr Nathan Clark Cr Louise Bannister (left the meeting at</p>	<p>Brett Luxford Travis Conway Laurie Ellis Mary Agostino Lidia Harding Yetty Daramola</p>	<ul style="list-style-type: none"> • Rob Mitchell MP • ARTC Inland Rail Project • Hazelwynd Briefing • Discuss Council Agenda • Councillor/CEO Only Time 	<p>Nil</p>

	<p>5.50pm and did not return) Cr Rob Eldridge Cr Christine Banks</p> <p><u>Apologies</u> Cr Bob Comish Cr Annie Goble Cr Fiona Stevens</p>	<p>Nic Adams Paul Bezemer Robert Ford Ben Micallef</p>		
<p>Audit and Risk Committee 20 May 2021</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Nathan Clark</p> <p><u>Apologies</u> Cr Fiona Stevens</p>	<p>Brett Luxford Laurie Ellis Mike McIntosh Lidia Harding Nicole Maxwell Anne Davis Aimee Corkill</p>	<ul style="list-style-type: none"> • Annual works plan • CEO Briefing and Probity Questions • 2021-2022 Financial Statement Preparation • LGPRF 2021/22 Preparation for annual activity • Quarterly Finance Report for the period ending 31 March 2021 • External Interim Audit • Good Governance Framework and Checklist 2021 update • Procurement report – January, February and March 2021 • Risk Management and Fraud and Prevention Awareness – Risk Report • Internal Audit Status and update • Business Continuity planning and Disaster recovery – internal Audit Scope • Risk Management – internal audit • Audit issues Monitor • Monitor the Compliance of Council Policies and Procedures relates to overarching Governance principles and Local Government Act and Ministerial Directions • Review reports by Regulatory and Integrity bodies and Review 	

			<p>any relevant VAGO Performance Audits and Responses</p> <ul style="list-style-type: none"> • Audit and Risk Committee Biannual Report to Council 	
<p>Strategy Session 24 May 2021</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bill Chisholm (left the meeting at 9.28pm and did not return) Cr Fiona Stevens (left the meeting at 1.08pm and returned at 1.42pm) Cr Nathan Clark Cr Louise Bannister (attended at 3.25pm) Cr Rob Eldridge (left the meeting at 9.25pm and did not return) Cr Bob Comish (left the meeting at 9.17pm and did not return) Cr Christine Banks Cr Annie Goble</p> <p><u>Apologies</u> Nil</p>	<p>Brett Luxford Mary Agostino Lidia Harding Mike McIntosh Adam Evans Nicole Maxwell Hannah White Tim Partridge Cameron Baird Bumeke Jayasinghe Karen Watson Amy Reynolds Alarna Timmins</p>	<ul style="list-style-type: none"> • Draft Local Law No 1 Community and Environment 2021 • Missing Links Program • Kelly House • Budget Discussion • Killara Community Centre Construction • Discuss Budget Submissions 	<p>Nil</p>
<p>Strategy Session 31 May 2021</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bill Chisholm (left the meeting at 2.54pm and returned at 3.00pm) Cr Fiona Stevens Cr Nathan Clark Cr Louise Bannister (attended at 2.15pm) Cr Bob Comish (left the meeting at 4.40pm and did not return) Cr Christine Banks Cr Annie Goble (attended at 1.40pm)</p>	<p>Brett Luxford Mary Agostino Lidia Harding Mike McIntosh Nicole Maxwell Hannah White Rebecca Sirianni Gavin Wilson</p>	<ul style="list-style-type: none"> • Budget Discussion • Hogans Hotel • Councillor/CEO Only Time 	<p>Cr B. Chisholm declared an indirect conflict of interest in the budget discussion as a result of a submission received from the Standpipe group of which he is a member.</p>

	Apologies Cr Rob Eldridge			
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