

9.5 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

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.

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.

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 May 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 58(a) of the *Local Government Act 2020* in relation to public transparency principles.

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 outlines the assemblies of council records recorded over the May 2020 period.

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

GOVERNANCE AND CORPORATE PERFORMANCE

22 JUNE 2020

9.5

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

MAY 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 4 May 2020	<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 Cr Rob Eldridge Cr Fiona Stevens <u>Apologies</u> Nil	Mary Agostino Jo Wilson Laurie Ellis Mike McIntosh Elyse Kelly Sean Greer Travis Conway Zoe Dillon Nicole Maxwell Hannah White Lidia Harding	<ul style="list-style-type: none"> • Draft Environment Policy • Springridge Development Plan • Planning Scheme Review • Budget Submission Discussion 	Nil

<p>Strategy Briefing 11 May 2020</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Humm Cr David Lowe Cr David Atkinson Cr Fiona Stevens Cr Bill Chisholm Cr Bob Cornish (attended the meeting at 3.13pm) Cr Rob Eldridge</p> <p><u>Apologies</u> Cr Annie Goble</p>	<p>Mary Agostino Jo Wilson Laurie Ellis Mike McIntosh Lidia Harding Buffy Leadbeater Nicole Maxwell Travis Conway Tim Partridge James McNulty Sarah Clark Tamara Johnson Narelle Liepa Elyse Kelly Mark Hamilton</p>	<ul style="list-style-type: none"> • Draft Council Agenda • City of Casey and City of Whittlesea - Dismissal of Councillors, Appointment of Administrator 	<p>Nil</p>
<p>Strategy Briefing 18 May 2020</p>	<p><u>In Attendance</u> Cr David Lowe Cr David Atkinson Cr Fiona Stevens Cr Bob Cornish Cr Annie Goble Cr Rob Eldridge Cr Bill Chisholm (joined the meeting at 1.40pm) Cr Rhonda Sanderson</p> <p><u>Apologies</u> Cr Bob Humm</p>	<p>Mary Agostino Jo Wilson Laurie Ellis Mike McIntosh Lidia Harding Travis Conway Karen Watson Tim Partridge</p>	<ul style="list-style-type: none"> • Structure Plan Implementation Status PSA Seymour • Hadfield Park Naturalisation • Discuss Council Agenda 	<p>Nil</p>

<p>Audit and Risk Committee 21 May 2020</p>	<p><u>In Attendance</u> Cr Bob Humm Cr David Lowe Cr David Atkinson</p> <p><u>Apologies</u> Nil</p>	<p>Mary Agostino Jo Wilson Laurie Ellis Mike McIntosh Lidia Harding Nicole Maxwell Anne Davis Justine Gard</p>	<ul style="list-style-type: none"> • Quarterly Finance Report for the six months ending 31 March 2020 • Financial Statement Preparation • 2020/21 Budget and Strategic Resource Plan Preparation and COVID-19 Implications • Good Governance Framework and Checklist 2020 • Procurement Compliance Report – Jan-March 2020 • Procurement Audit • Audit Issues Monitor • Internal Audit Plan and Status and Update • Draft Internal Audit Scopes Asset Maintenance and Corporate Cards • External Interim Audit • Review of reports released by regulatory & integrity bodies and VAGO Audits • Local Government Performance Reporting Framework Preparation for 2019/20 Annual Activity 	<p>Nil</p>
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<p>Strategy Briefing 25 May 2020</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Humm Cr David Lowe Cr David Atkinson Cr Fiona Stevens Cr Bob Cornish (left the meeting at 3.27pm) Cr Rob Eldridge Cr Bill Chisholm</p> <p><u>Apologies</u> Cr Annie Goble</p>	<p>Mary Agostino Jo Wilson Laurie Ellis Mike McIntosh Lidia Harding Hannah White Nicole Maxwell Tim Partridge</p>	<ul style="list-style-type: none"> • Training on new <i>Local Government Act 2020</i> • Budget Discussion 	<p>Nil</p>
<p>Waste Forum 29 May 2020</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Humm (joined the meeting at 10.30am) Cr David Lowe Cr David Atkinson Cr Fiona Stevens Cr Bob Cornish (joined the meeting at 12.25pm) Cr Rob Eldridge Cr Bill Chisholm (joined the meeting at 10.30am and left the meeting at 11.30am and did not return) Cr Annie Goble</p> <p><u>Apologies</u> Nil</p>	<p>Mary Agostino Jo Wilson Laurie Ellis Mike McIntosh Tamara Johnson Narelle Liepa Robert Hailey Kate Howard</p>	<ul style="list-style-type: none"> • Waste Resource Recovery Department Overview • Mitchell Landfill and Landfill Cost Analysis • Waste Policy Framework • Kerbside Collection Services • Resource Recovery Centre Upgrades 	<p>Nil</p>