

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 December 2019 and January 2020 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

17 FEBRUARY 2020

8.4

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

DECEMBER 2019/JANUARY 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
<p>Strategy Briefing 2 December 2019</p>	<p><u>In Attendance</u> Cr Bill Chisholm (left the meeting at 4.05pm and returned at 4.48pm) Cr Rhonda Sanderson Cr Bob Cornish (left the meeting at 6.04pm and did not return) Cr David Lowe Cr Annie Goble Cr Fiona Stevens (attended the meeting at 2.27pm) Cr David Atkinson Cr Bob Humm (left the meeting at 5.00pm and did not return)</p> <p><u>Apologies</u> Cr Rob Eldridge</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Acting Director Advocacy & Community Services Manager Communications, Jobs & Investments Economic Development Coordinator Advocacy, Social Policy & Partnerships Coordinator Manager Development Approvals Senior Strategic Planner Strategic Planning Coordinator Business Development & Engagement Officer Business Growth Coordinator Manager Waste & Resource Recovery Waste Management Coordinator Research & Advocacy Officer</p>	<ul style="list-style-type: none"> • Tourism and Visitor Economy Plan • ICSIP • Planning Application, 36 Victoria Street, Seymour • Proposals for 210 Tallarook Pyalong Road • Tootle Street • Kilmore Creek Landscape Master Plan • Small Business Charter • FOGO Presentation 	<p>Nil</p>

<p>Australia Day Awards Committee</p> <p>4 December 2019</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr David Lowe Cr Bob Humm</p> <p><u>Apologies</u> Cr Bob Cornish</p>	<p>Manager Governance & Corporate Accountability</p>	<ul style="list-style-type: none"> • Australia Day Awards 2020 	<p>Nil</p>
<p>Strategy Briefing</p> <p>9 December 2019</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Humm (attended at 4.54pm) Cr David Lowe Cr David Atkinson Cr Fiona Stevens Cr Annie Goble Cr Rob Eldridge Cr Bill Chisholm</p> <p><u>Apologies</u> Cr Bob Cornish</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Acting Director Advocacy & Community Services Director Development & Infrastructure Customer & Library Services Coordinator Manager Governance & Corporate Accountability Corporate Planning & Improvement Officer Manager Communications, Jobs & Investments Business Development & Engagement Officer Business Growth Coordinator Manager Liveable Communities Capital Works Coordinator Manager Development Approvals Manager Engineering & Major Projects Procurement Advisor Manager Operations & Parks</p>	<ul style="list-style-type: none"> • Draft Council Agenda • Service Planning Update • Kilmore Community Hub 	<p>Nil</p>

<p>Seymour Levee Meeting 12 December 2019</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Humm Cr Annie Goble Cr Bill Chisholm Cr David Lowe Cr Fiona Stevens Cr Bob Cornish Cr David Atkinson</p> <p><u>Apologies</u> Cr Rob Eldridge</p>	<p>Acting Chief Executive Officer Director Development & Infrastructure Director Governance & Corporate Performance Manager Engineering & Major Projects Manager Finance & Assets Manager Communications, Jobs & Investments Business Growth Project Officer Executive Assistant to Director Development & Infrastructure</p>	<ul style="list-style-type: none"> • Debrief on Community Engagement Process • Goulburn Broken Catchment Authority (GBCMA) • Planning Scheme • MinterEllison • Seymour Revitalisation and Funding 	<p>Nil</p>
<p>Strategy Briefing 16 December 2019</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Bob Humm (attended at 2.28pm) Cr David Lowe Cr David Atkinson Cr Fiona Stevens Cr Bob Cornish Cr Rob Eldridge Cr Bill Chisholm</p> <p><u>Apologies</u> Cr Annie Goble</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Acting Director Advocacy & Community Services Director Development & Infrastructure Manager Finance & Assets Manager Engineering & Major Projects Manager Governance & Corporate Accountability Manager Liveable Communities</p>	<ul style="list-style-type: none"> • Budget Discussions • Council Agenda 	<p>Nil</p>
<p>Strategy Briefing 30 January 2020</p>	<p><u>In Attendance</u> Cr David Lowe Cr David Atkinson Cr Rhonda Sanderson Cr Bob Humm (left the meeting at 1.36pm) Cr Fiona Stevens Cr Bob Cornish (left the meeting at 12.32pm) Cr Rob Eldridge (left the meeting at 12.52pm)</p>	<p>Acting Chief Executive Officer Director Governance & Corporate Performance Acting Director Advocacy & Community Services Director Development & Infrastructure Manager Finance & Assets Manager Engineering & Major Projects</p>	<ul style="list-style-type: none"> • 4 Year Capital Works Budget 2020-2021 to 2023-2024 	<p>Nil</p>

	<p>Cr Bill Chisholm (left the meeting at 1.36pm) Cr Annie Goble</p> <p><u>Apologies</u> Nil</p>			
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