

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

EXECUTIVE SERVICES AND GOVERNANCE

15 AUGUST 2016

10.2

ASSEMBLY OF COUNCILLORS

Attachment No: 1

Assembly of Councillors - Definition



DEFINITION

Assembly of Councillors (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be—

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—

but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation

LEGISLATIVE REQUIREMENT – WRITTEN RECORD

In accordance with section 80A of the Local Government Act 1989

A written record of an Assembly of Councillors must be complete for the following:

Advisory Committee (adopted by Council)

- Mitchell Shire Environment Advisory Committee
- Access and Inclusion Advisory Committee
- Mitchell Heritage Advisory Committee
- Mitchell Fire Advisory Committee
- Cultural Diversity Advisory Committee

Planned or scheduled meeting

- Councillor Briefings
 - Strategy meeting
 - Councillor and Officer Discussion (Pre – Council meeting)
- Any forum where at least half of the Councillors and one member of Council staff are in attendance which considers matters that are intended or likely to be—
 - the subject of a decision of the Council; or
 - subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee

**Attachment 1 – Assembly of Councillor Template to be completed by attending Officer.



EXEMPTED – NO WRITTEN RECORD

Written records for an Assembly of Councillors is not required for the following:

- Meeting of the Council (Ordinary, Special and Confidential)
- Meeting of a Special Committee (adopted by Council)
 - CEO Performance Review Advisory Committee
 - Hearings Committee
- Audit Committee established under section 139 of the *Local Government Act 1989*
- Meeting of a club, association, peak body, political party or other organisation
 - This includes Councillor appointments to:
 - Regional, State-Wide and Local Organisations
 - Incorporated Associations

MITCHELL SHIRE COUNCIL

Council Meeting Attachment

EXECUTIVE SERVICES AND GOVERNANCE

15 AUGUST 2016

10.2

ASSEMBLY OF COUNCILLORS

Attachment No: 2

Assembly Records - July 2016



RECORD OF ASSEMBLY

Assembly of Councillors

In accordance with section 80A of the Local Government Act 1989

Meeting Name: Councillor Briefing
Venue: Council Chambers, 113 High Street Broadford
Date: 4 July 2016
Time: 2.30pm

ATTENDING COUNCILLORS AND OFFICERS

Councillors	Council Officers	Guest Presenters
Cr Des Callaghan	David Turnbull, CEO	Mitchell Youth Council
Cr Rodney Parker	Laurie Ellis, DCS	Bailey Thomas, Youth Mayor
Cr Bill Melbourne	Jeff Saker, DEI	Hugh Sebbing, Deputy Mayor
Cr Rhonda Sanderson	Travis Heeney, DSC	Brianna Mathhews-Gunn, Secretary
Cr Ross Lee	Col Makin, SP	Dellareece Matson
Cr Bob Cornish	Nicole Maxwell, MF	Audrey Flannery
Cr Sue Marstaeller	Tamara Johnson, MO	Ha-Teya Gripske
Cr Kevin Mulronev	Julian Edwards, MPC	Ciara-Shae Binion
	Buffy Leadbeater, CCDY	Angelica Skora
	Kath KNott, TLYS	Kate Ellis
	Juliana Hummerston, EA	

APOLOGIES AND LEAVE OF ABSENCE

The Chair received an apology from Cr Bill Chisholm for this meeting.

DISCLOSURE OF CONFLICT OF INTEREST

In accordance with section 79 of the Local Government Act 1989

Business Item	Councillor/ Officer	Interest Type	Time Out <i>Left Assembly</i>	Time In <i>Enter Assembly</i>
59 High Street Wallan	Cr Sue Marstaeller, Mayor	Direct	2.37pm	2.43pm



RECORD OF ASSEMBLY

Assembly of Councillors

BUSINESS ITEMS CONSIDERED

No.	Title of Business Item
1.	Land Acquisition
2.	59 High Street Wallan
3.	Wallan Quarry
4.	Interface Projects Update
5.	Mill Street Project Update
6.	Sale of Wellington Street Wallan Units
7.	Hudson Park Playground
8.	Kilmore Football Grounds
9.	Gambling Policy Update
10.	Introduction to Green Waste
11.	Growing Suburbs Fund Project List
12.	Youth Strategy 2014-17
13.	Reduction of Budget for Pools

OFFICER DECLARATION

I certify that the information provided in this Record of Assembly is compliant with section 80A of the *Local Government Act 1989*.

Date: 05/07/16

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LAURIE ELLIS
DIRECTOR CORPORATE SERVICES



RECORD OF ASSEMBLY

Assembly of Councillors

In accordance with section 80A of the Local Government Act 1989

Meeting Name: Councillor Briefing
Venue: Council Chambers, 113 High Street Broadford
Date: 11 July
Time: 4.00pm

ATTENDING COUNCILLORS AND OFFICERS

Councillors	Council Officers	Guest Presenters
Cr Des Callaghan	David Turnbull, CEO	
Cr Rodney Parker	Laurie Ellis, DCS	
Cr Ross Lee	Jeff Saker, DEI	
Cr Bill Melbourne	Travis Heeney, DSC	
Cr Rhonda Sanderson	Julian Edwards, MPC	
Cr Bill Chisholm	Rebecca Haack, MSC	
Cr Bob Cornish	Kellie Vise, MAC	
Cr Sue Marstaeller	Jo Wilson, MCS	
Cr Kevin Mulronev	Bec Glyn, CSC	
	Lyn Morling, CROS	
	Lee McSweeney, GA	

APOLOGIES AND LEAVE OF ABSENCE

No apologies were received for this meeting.

DISCLOSURE OF CONFLICT OF INTEREST

In accordance with section 79 of the Local Government Act 1989

No conflicts of interest were disclosed.



RECORD OF ASSEMBLY

Assembly of Councillors

BUSINESS ITEMS CONSIDERED

No.	Title of Business Item
1.	Introduction of new managers
2.	Overview of Hearings Committee Process – Registration of Submitters and Question Time
3.	Report and Papers
	Planning Scheme Amendment C107 - Former Shell Site, Seymour
	Planning Permit Application PLP345/15 for the use and development of the land for a childcare centre, a medical centre and a reduction in car parking at 141-149 Dudley Street, Wallan
	Victorian Civil and Administrative Tribunal Hearings and Activities Carried Out Under Delegation
	Seasonal Pool Operations
	Child Safe Standards
	Kilmore Heritage and Art Trail - 'Let's Go Land' project
	Assembly of Councillors
	Instrument of Delegation – Council to Chief Executive Officer
	Notice of Motion: No. 865 - Pyalong Telstra Tower Agreement
	Notice of Motion: No. 870 - Lease Status Update on Council carpark - Corner of Wallis and William Streets, Seymour
	Contract Extension - Provision of fuel hazard reduction through the Fire Prevention Program
4.	Update on late procurement reports
5.	Planning Register – Pyalong Music Festival
6.	Planning Register – Update on nominated significant applications
7.	Broadford Community Centre Update
8.	Piccolo Films – Presentation of Artwork to Council – Cr Cornish
9.	Community Grant Funding – Australian and ANZAC celebrations

OFFICER DECLARATION

I certify that the information provided in this Record of Assembly is compliant with section 80A of the *Local Government Act 1989*.

Date: 12/07/2016

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LAURIE ELLIS
DIRECTOR CORPORATE SERVICES



RECORD OF ASSEMBLY

Assembly of Councillors

In accordance with section 80A of the Local Government Act 1989

Meeting Name: Councillor Briefing
Venue: Council Chambers, 113 High Street Broadford
Date: 18 July 2016
Time: 5.00pm

ATTENDING COUNCILLORS AND OFFICERS

Councillors	Council Officers	Guest Presenters
Cr Des Callaghan	David Turnbull, CEO	
Cr Rodney Parker	Laurie Ellis, DCS	
Cr Rhonda Sanderson	Jeff Saker, DEI	
Cr Bill Chisholm	Travis Heeney, DSC	
Cr Bob Cornish	Julian Edwards, MPC	
Cr Sue Marstaeller	Kellie Vise, MAC	
Cr Kevin Mulronev	Jo Wilson, MCS	
	Bec Glyn, CSC	
	Maryann McCue, TLROS	
	Lee McSweeney, GA	

APOLOGIES AND LEAVE OF ABSENCE

Apologise were received from Cr Melbourne and Cr Lee for this Assembly.

DISCLOSURE OF CONFLICT OF INTEREST

In accordance with section 79 of the Local Government Act 1989

No conflicts of interest were disclosed.



RECORD OF ASSEMBLY

Assembly of Councillors

BUSINESS ITEMS CONSIDERED

No.	Title of Business Item
1.	Reports
	7.1 Planning Scheme Amendment C107 - Former Shell Site, Seymour
	7.2 Planning Permit Application PLP345/15 for the use and development of the land at 141-149 Dudley Street, Wallan
	7.4 Mitchell Youth Strategy Year Three Action Plan 2016-17 & Year Two Report/Achievements 2015-2016
	15.2 Contract Award CT132305 Hudson Park Play Space Renewal
	15.3 Contract Award CT132306 Harley Hammond Oval Renovation
	15.5 Contract Award CT132315 Greenhill Sports Pavilion Extension
2.	Resignation Manager Planning and Compliance
3.	Broadford Community Centre – Update
4.	Land Acquisition – Update – Wallan

OFFICER DECLARATION

I certify that the information provided in this Record of Assembly is compliant with section 80A of the *Local Government Act 1989*.

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LAURIE ELLIS
DIRECTOR CORPORATE SERVICES

Date: 19/07/2016