
ASSEMBLY OF COUNCIL RECORD (CONT.)

8.2 ASSEMBLY OF COUNCIL RECORD

Author: Lidia Harding - Governance & Corporate Accountability Coordinator

File No: CL/04/013-02

Attachments: 1. Assembly of Council Record - October [↓](#)

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);
- Advisory Committees – Mitchell Environment Advisory Committee, Mitchell Heritage Advisory Committee, Mitchell Fire Consultative Forum and Mitchell Heritage Advisory Committee.

ASSEMBLY OF COUNCIL RECORD (CONT.)

A list of the Assembly of Councillors Record for the period October 2017 is at Attachment 1.

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

20 NOVEMBER 2017

8.2

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record - October

ASSEMBLY OF COUNCILLORS RECORD

OCTOBER 2017

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 October 2017	<u>In Attendance</u> Cr Rhonda Sanderson Cr Rob Eldridge Cr Fiona Stevens Cr David Lowe Cr David Atkinson Cr Annie Goble (attended at 4.00pm) Cr Bob Cornish (attended at 4.00pm) Cr Bob Humm Cr Bill Chisholm <u>Apologies</u> Nil	Acting Chief Executive Officer Director Development & Infrastructure Director Advocacy & Community Services Manager Engineering & Major Projects Manager Strategic Planning Manager Development Approvals	<ul style="list-style-type: none"> • Bus Tour of Yarra Valley Water Reuse Facility and Tour of Developments • Councillor/Chief Executive Officer Only Time • Councillor Only Time 	Nil
Strategy Briefing 9 October 2017	<u>In Attendance</u> Cr Rhonda Sanderson Cr Rob Eldridge Cr Fiona Stevens Cr David Lowe Cr David Atkinson Cr Annie Goble (attended at 3.30pm) Cr Bob Cornish Cr Bob Humm Cr Bill Chisholm <u>Apologies</u> Nil	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Active Communities Manager Development Approvals Manager Strategic Planning Manager Community Strengthening Emergency Management & Recovery Coordinator Coordinator Strategic Planning Statutory Planning Coordinator Environmental Programs Coordinator Customer & Library Services Coordinator Governance & Corporate Accountability Coordinator	<ul style="list-style-type: none"> • Draft Council Agenda • Advocacy Priorities 	<ul style="list-style-type: none"> • Nil

<p>Budget Session 10 October 2017</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Rob Eldridge Cr Fiona Stevens Cr David Lowe Cr Annie Goble Cr Bob Cornish Cr Bob Humm Cr Bill Chisholm</p> <p><u>Apologies</u> Cr David Atkinson</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Finance & Assets Management Accounting Coordinator Manager Engineering & Major Projects</p>	<ul style="list-style-type: none"> Budget Planning 2018-2019 	<ul style="list-style-type: none"> Nil
<p>Australia Day Awards Committee Meeting 12 October 2017</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Annie Goble</p> <p><u>Apologies</u> Cr Bill Chisholm Cr Bob Cornish</p>	<p>Governance & Corporate Accountability Coordinator Governance Support Officer</p>	<ul style="list-style-type: none"> Australia Day Awards Committee Terms of Reference Australia Day Awards 2018 Application Forms Councillor Awards Campaign Drive Advertisements Australia Day 2018 Location 	<ul style="list-style-type: none"> Nil
<p>Strategy Briefing 16 October 2017</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson (attended at 3.07pm) Cr Fiona Stevens Cr David Lowe (left the meeting at 5.25pm) Cr David Atkinson Cr Bill Chisholm Cr Annie Goble Cr Bob Cornish Cr Rob Eldridge Cr Bob Humm</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Active Communities Manager Development Approvals Manager Strategic Planning Manager Community Strengthening Coordinator Community Development & Youth Acting Local Laws Coordinator Coordinator Strategic Planning Statutory Planning Coordinator Environmental Programs Coordinator Customer & Library Services Coordinator Governance & Corporate Accountability Coordinator</p>	<ul style="list-style-type: none"> Life Stages Workshop Council Agenda 	<ul style="list-style-type: none"> Nil

<p>Mitchell Environment Advisory Committee 18 October 2017</p>	<p><u>In Attendance</u> Cr David Atkinson</p> <p><u>Apologies</u> Cr Rob Eldridge</p>	<p>Director Advocacy & Community Services Environmental Programs Coordinator</p>	<ul style="list-style-type: none"> • Revised Terms of Reference and New Members • Mitchell Shire Advocacy Strategy • Roadside Weed and Pests Program Control Plan • 2017 National Tree Day Evaluation • Aussie Backyard Bird Count and Pollinator Count 	<p>Nil</p>
<p>Strategy Briefing 23 October 2017</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr David Atkinson Cr Bill Chisholm Cr Annie Goble (attended at 5.08pm) Cr Bob Cornish Cr Rob Eldridge (left the meeting at 5.04pm) Cr Bob Humm</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Active Communities Manager Finance & Assets Manager Strategic Planning Manager Engineering & Major Projects Communications Coordinator Coordinator Economic Development</p>	<ul style="list-style-type: none"> • Budget Session 2 • Proposal to Construct Lumsden Street, Kilmore • Wallan Town heart Revitalisation Update • Victorian Planning Authority presentation • Tourism Baseline Study • Goulburn Rover Valley Tourism 	<ul style="list-style-type: none"> • Nil
<p>Seymour Levee 24 October 2017</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Bill Chisholm Cr Bob Humm</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Advocacy & Community Services Manager Engineering & Major Projects</p>	<ul style="list-style-type: none"> • Seymour Levee 	<ul style="list-style-type: none"> • Nil

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