
8 GOVERNANCE AND CORPORATE PERFORMANCE

8.1 ASSEMBLY OF COUNCIL RECORD

Author: Lidia Harding - Governance & Corporate Accountability Coordinator

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 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 November 2018 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 DECEMBER 2018

8.1

ASSEMBLY OF COUNCIL RECORD

Attachment No: 1

Assembly of Council Record

ASSEMBLY OF COUNCILLORS RECORD

NOVEMBER 2018

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 7 November 2018	<u>In Attendance</u> Cr Rhonda Sanderson Cr David Atkinson Cr Bob Humm Cr Bill Chisholm Cr David Lowe Cr Fiona Stevens Cr Annie Goble Cr Rob Eldridge <u>Apologies</u> Cr Bob Cornish	Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Finance & Assets Revenue Coordinator Manager Strategic Planning Coordinator Urban Design Senior Strategic Planner	<ul style="list-style-type: none">• Rating Strategy• Wallan Town Heart – Stage 2• Mandalay Section 173 Agreement Review Process• Inland Rail	Nil
Mitchell Environment Advisory Committee 8 November 2018	<u>In Attendance</u> Cr Rob Eldridge <u>Apologies</u> Nil	Director Development & Infrastructure Environment Coordinator Environmental Planning & Sustainability Officer	<ul style="list-style-type: none">• Mitchell Environment Advisory Committee Annual Report• Environmental Events• Renewable Energy Power Purchasing Agreement (PPA)• Broadford Structure Plan Emerging Options Paper• Regional Park Proposal• Kilmore Creek Landscape Masterplan• Urban Forest Strategy• Plane Trees on Tallarook Street• Motorbike Tracks	Nil

			<ul style="list-style-type: none">• Woolworths Proposal, Northern Highway, Kilmore• Private Properties on Clonbinane Road, Clonbinane• Woolworths Car Park Trees, Seymour	
Strategy Briefing 12 November 2018	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens (attended at 2.01pm) Cr David Lowe Cr Annie Goble Cr Rob Eldridge Cr Bill Chisholm Cr Bob Cornish (attended at 11.27am, left the meeting at 3.50pm and returned at 3.52pm)) Cr David Atkinson 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 Emergency Management & Recovery Coordinator Manager Finance & Assets Communications Coordinator Governance & Corporate Accountability Coordinator Manager Engineering & Major Projects Environment Coordinator Coordinator Community Development & Youth Statutory Planning Coordinator Management Accounting Coordinator Manager Community Strengthening Local Laws Coordinator Local Laws Team Leader Manager Operations & Parks GIS Officer Building Services Coordinator Acting Customer & Library Services Coordinator Risk & OHS Coordinator Acting Team Leader Customer & Library Services Acting Team Leader Customer & Library Services Business Support Officer Senior Librarian Public Health Coordinator</p>	<ul style="list-style-type: none">• CFA Summer Season Briefing• Budget Session – Confirmation of Community Consultation Feedback• Draft Council Agenda	<p>Cr Cornish declared an indirect interest by close association in Item 5.1 Planning Permit Application PLP207/18 For two lot subdivision at 5 Springridge Boulevard, Wallan as he works with the applicant.</p>

<p>Strategy Briefing 19 November 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens Cr David Lowe Cr Bill Chisholm Cr Bob Cornish (left the meeting at 4.41pm and returned at 4.51pm) Cr David Atkinson Cr Bob Humm (attended at 2.00pm) Cr Annie Goble (attended at 5.02pm) Cr Rob Eldridge</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Manager Development Approvals Manager Strategic Planning</p>	<ul style="list-style-type: none"> • Planning 102 • Council Agenda 	<p>Cr Cornish declared an indirect interest by close association in Item 9.2 Planning Permit Application PLP207/18 For two lot subdivision at 5 Springridge Boulevard, Wallan as he works with the applicant.</p>
<p>Strategy Briefing 26 November 2018</p>	<p><u>In Attendance</u> Cr Rhonda Sanderson Cr Fiona Stevens (attended at 2.41pm) Cr David Lowe Cr Bill Chisholm Cr Bob Cornish Cr David Atkinson (left the meeting at 2.38pm and returned at 2.43pm) Cr Bob Humm Cr Annie Goble Cr Rob Eldridge</p> <p><u>Apologies</u> Nil</p>	<p>Chief Executive Officer Director Governance & Corporate Performance Director Development & Infrastructure Director Advocacy & Community Services Local Laws Coordinator Manager Strategic Planning Manager Community Strengthening Advocacy, Social Policy & Partnerships Coordinator</p>	<ul style="list-style-type: none"> • Local Laws Update • Hazelwynde – Councillor Presentation • Beveridge North West Partnership Briefing • Update on outstanding Councillor requests and Notices of Motion 	<p>Nil</p>