

Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	Dandy Pre-Mix Briefing		
Time commenced:	3.30pm	Time concluded:	4.30pm
Location:	MS Teams		
Division:	Business Transformation	Date:	9/2/2021


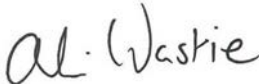
## Attendees

Cr B Tessari - Mayor	Cr M Whelan – Deputy Mayor
Cr B Kent	Cr L Laing
Cr L Larke	Cr C Le Serve
Cr D Rooks	Cr R Halstead

Matters discussed	Attendees
<b>I. Dandy Pre-Mix Briefing</b>	Ali Wastie – CEO, Jodi Kennedy, David Filmlalter, Wayne Mack, Christian Stefani, James Stirton, Jamey Mullen, Donna Taylor, Patrick Doyle, Margaret Fox  Externals: G Cranny – Dandy Pre-mix  David Vorchheimer - HWLE

## Conflict of interest disclosures: General s127 or Material s128 of the Act

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓

Form completed by:	Donna Taylor		
Signature: 	Date: 26/5/21		
Received CEO's Office: 	Date: 27/5/2021		

Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	Council Meeting Agenda Discussion		
Time commenced:	10.30am	Time concluded:	11.15am
Location:	MS Teams		
Division:	Business Transformation	Date:	24/4/21

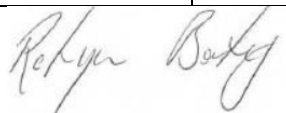
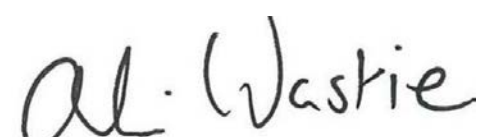
## Attendees

Cr B Tessari - Mayor	Cr R Halstead
Cr B Kent	Cr L Laing
Cr L Larke	Cr C Le Serve
Cr D Rooks	

Matters discussed	Attendees
<b>I. Council Meeting Agenda Discussion</b>	Ali Wastie – CEO, David Filmalter, Jodi Kennedy, Christian Stefani, Wayne Mack, James Stirton, Greg Box, Robyn Borley & Donna Taylor

## Conflict of interest disclosures: General s127 or Material s128 of the Act

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓

Form completed by:	Robyn Borley		
Signature:		Date:	21/4/21
Received CEO's Office:		Date:	27/5/21

# Informal Meetings of Councillors Summary



Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	Policy Workshop		
Time commenced:	10.30am	Time concluded:	12.30pm
Location:	Council Chambers, Civic Centre		
Division:	Business Transformation	Date:	5 May 2021

## Attendees

Cr R Halstead left at 11:25 and returned at 11:26	Cr M Whelan – Deputy Mayor
Cr B Kent	Cr L Laing
Cr L Larke	Cr D Rooks

Matters discussed	Attendees
<b>1. Gender Equity/Council Protocols</b>	Ali Wastie – CEO, David Filmalter, Wayne Mack, Christian Stefani, Greg Box, Robyn Borley, John Wynen, & Alisha Gilliland
<b>2. Advocacy Priorities</b>	Ali Wastie – CEO, David Filmalter, Wayne Mack, Christian Stefani, Greg Box, Robyn Borley & Alanna Pomeroy
<b>3. Cemetery Operations Review</b>	Ali Wastie – CEO, David Filmalter, Wayne Mack, Christian Stefani, Greg Box, Robyn Borley & Vicki Tuchtan
<b>4. Council Plan Deliberative Engagement</b>	Ali Wastie – CEO, David Filmalter, Jodi Kennedy, Wayne Mack, Christian Stefani, Greg Box, Robyn Borley & Ann Selby

## Conflict of interest disclosures: General s127 or Material s128 of the Act

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓

Form completed by:	Robyn Borley		
Signature:		Date:	6 May 2021
Received CEO's Office:		Date:	27/5/21

Required pursuant to the **Bass Coast Shire Council Governance Rules 2020 chapter 6** and the **Local Government Act 2020 (the Act) sections 130 and 131.**

## Details of Informal Meetings of Councillors

Title of Meeting	Policy Workshop		
Time commenced:	9.30am	Time concluded:	2.45pm
Location:	Council Chambers, Civic Centre		
Division:	Business Transformation	Date:	12 May 2021

## Attendees

Cr B Tessari - Mayor	Cr L Larke
Cr B Kent	Cr L Laing
Cr D Rooks	Cr C Le Serve
Cr R Halstead	

Matters discussed	Attendees
<b>1. Social Housing &amp; Disability Action Plan</b>	Ali Wastie – CEO, Wayne Mack, Jodi Kennedy, Christian Stefani, Greg Box, Mark Lindsay, Joey Boothby & Alisha Gilliland  Ext: Rachel Hornsby – Hornsby & Co
<b>2. DAMP and Local Law</b>	Ali Wastie – CEO, Wayne Mack, Jodi Kennedy, Christian Stefani, Greg Box, Mark Lindsay, Nina Barry-Macaulay, Jantje Jackson, Sheryl Palmer & Cyleste Athanassas
<b>3. Wonthaggi North East Precinct Structure Plan and Developer Contribution Plan</b>	Ali Wastie – CEO, Wayne Mack, Jodi Kennedy, David Filmalter, Christian Stefani, Greg Box, James Stirton, Robyn Borley, Donna Taylor
<b>4. Review of Council Agenda</b>	Ali Wastie – CEO, Wayne Mack, Jodi Kennedy, David Filmalter, Christian Stefani, Greg Box, James Stirton, Robyn Borley & Donna Taylor
<b>5. Organisational Metrics</b>	Ali Wastie – CEO, Wayne Mack, Jodi Kennedy, David Filmalter, Christian Stefani, Greg Box, James Stirton, Robyn Borley, Tess Douthwaite & Sharni Mann

**Conflict of interest disclosures: General s127 or Material s128 of the Act**

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓

Form completed by:	Wayne Mack		
Signature:	<i>Wayne Mack</i>	Date:	13/5/2021
Received CEO's Office:	<i>al. Wastie</i>	Date:	27/5/21

Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	Audit & Risk Committee		
Time commenced:	9.30am	Time concluded:	11:00am
Location:	Via video link		
Division:	Business Transformation	Date:	26/5/2021


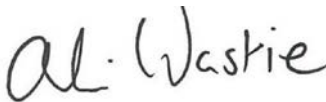
## Attendees

Cr B Tessari - Mayor	Cr M Whelan – Deputy Mayor
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Matters discussed	Attendees
<b>I. Audit &amp; Risk reports</b>	Vince Philpott – Audit & Risk Chair, Homi Burjorjee – Audit & Risk, Tim Large – Audit & Risk  Ali Wastie – CEO, Jodi Kennedy, David Filmalter, Greg Box, Christian Stefani, Wayne Mack, Robyn Borley, Tess Dowthwaite, Donna Taylor & Noel McRae.

## Conflict of interest disclosures: General s127 or Material s128 of the Act

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓

Form completed by:	Robyn Borley		
Signature: 			Date: 26.05.2021
Received CEO's Office:			Date: 27/5/2021

Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the *Local Government Act 2020 (the Act)* sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	Western Port Ward Councillors		
Time commenced:	12.00noon	Time concluded:	12.15pm
Location:	MS Teams Meeting		
Division:	Business Transformation	Date:	2/6/2021

## Attendees

Cr B Kent	Cr R Halstead
Cr C Le Serve	

Matters discussed	Attendees
1. DELWP managed properties San Remo	James Stirton, Wayne Mack
2. DELWP managed properties Grantville Foreshore	James Stirton, Wayne Mack

## Conflict of interest disclosures: General s127 or Material s128 of the Act

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓

Form completed by:	Wayne Mack		
Signature: <i>Wayne Mack</i>			Date: 2/6/2021
Received CEO's Office: <i>al. Wastie</i>			Date: 9/6/2021

Please sign as the completing officer and forward this record to [Governance@basscoast.vic.gov.au](mailto:Governance@basscoast.vic.gov.au) for the CEO's signature

Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	COVID Update by Bass Coast Health		
Time commenced:	2.30pm	Time concluded:	3.00pm
Location:	MS Teams Meeting		
Division:	Business Transformation	Date:	2/6/2021

## Attendees

Cr B Tessari - Mayor	Cr M Whelan – Deputy Mayor
Cr R Halstead	Cr L Laing
Cr L Larke	Cr C Le Serve
Cr D Rooks	Cr R Bauer

Matters discussed	Attendees
<b>I. COVID Update</b>	<p>Ali Wastie – CEO, Jodi Kennedy, James Stirton, Christian Stefani, Greg Box, David Filmler, Wayne Mack, Donna Taylor, Lauren Grylls, Nicola Sampson, Nina Barry-Macaulay, Sam Bennett, Shannon Little, Sharni Mann, Simon Harris, Teresa Mahood, Yung Truong, Bri Reid, Christine Kirby, Kara Wilson, Sarah Male, Linda Ryan, Benita Russell, Darren Green, Fybian Chakaodza, Julie Paterson, Kristen Stewart, Kristy Grattan, Alanna Pomeroy, Angus Cameron, Brooke Taylor, Damian Prendergast, Diana Whittington, Erin Smrk, Gay Ponton, Greg Polson, Joel Dickson, Keith Ludowyk.</p> <p>Externals: Jan Child - Bass Coast Health CEO &amp; Dr Renee Kelsall</p>

## Conflict of interest disclosures: General s127 or Material s128 of the Act

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓



Form completed by:	Wayne Mack
Signature: <i>Wayne Mack</i>	Date: 2/6/2021
Received CEO's Office: <i>Al. Waskie</i>	Date: 9/6/2021

## Governance Rules 2020

### Chapter 6 – Miscellaneous

#### I. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- 1.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors and contains three or more Councillors;
- 1.2 is a meeting of a *Council* Committee that a Councillor is appointed to;
- 1.3 is attended by at least one member of Council staff; and
- 1.4 is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient *Council meeting*; and
- (b) recorded in the minutes of that *Council meeting*.

Please sign as the completing officer and forward this record to [Governance@basscoast.vic.gov.au](mailto:Governance@basscoast.vic.gov.au) for the CEO's signature

Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	WPW Planning Briefing		
Time commenced:	1:15 pm	Time concluded:	1:45 pm
Location:	Virtual		
Division:	Place Making	Date:	8 June 2021


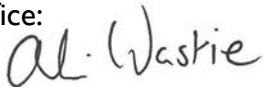
## Attendees

Cr C Le Serve	
Cr B Kent	
Cr R Halstead	

Matters discussed	Attendees
I. Planning reports	James Stirton, Donna Taylor, Patrick Doyle, Rewa Smith, Austin Cram

## Conflict of interest disclosures: General s127 or Material s128 of the Act

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓

Form completed by:	James Stirton		
Signature: 	Date: 9/6/21		
Received CEO's Office: 	Date: 9/6/2021		

Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	BWV Planning Briefing		
Time commenced:	12:00 pm	Time concluded:	12:45 pm
Location:	Virtual		
Division:	Place Making	Date:	8 June 2021


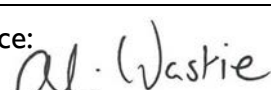
## Attendees

Cr B Tessari	
Cr L Laing	
Cr L Larke	

Matters discussed	Attendees
I. Planning reports	James Stirton, Donna Taylor, Patrick Doyle, Rewa Smith, Austin Cram

## Conflict of interest disclosures: General s127 or Material s128 of the Act

Councillor/Officer	General or Material	Item no	Left the room during the discussion ✓ (note time)	Form completed ✓

Form completed by:	James Stirton		
Signature: 			Date: 9/6/21
Received CEO's Office: 			Date: 9/6/2021

Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the Local Government Act 2020 (the Act) sections 130 and 131.

## Details of Informal Meetings of Councillors

Title of Meeting	IW Planning Briefing		
Time commenced:	2:00 pm	Time concluded:	2:45 pm
Location:	Virtual		
Division:	Place Making	Date:	8 June 2021


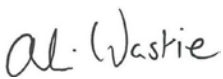
## Attendees

Cr M Whelan	
Cr D Rooks	
Cr R Bauer	

Matters discussed	Attendees
I. Planning reports	James Stirton, Donna Taylor, Patrick Doyle, Rewa Smith, Austin Cram

## Conflict of interest disclosures: General s127 or Material s128 of the Act

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Signature: 	Date: 9/6/21
Received CEO's Office: 	Date: 9/6/2021