

This form must be completed by the attending Council Officer and returned immediately to Governance Officer for filing. Please also attach any other material circulated at the assembly.

Details of Assembly of Councillors

Title of Assembly	Natural Environment Strategy Advisory Working Group		
Time commenced:	9.35pm	Time concluded:	11.30pm
Location:	Wonthaggi Civic Centre		
Division:	Infrastructure and Environment	Date:	24 Sep 2019

Councillors

Cr Michael Whelan	Chair of Advisory Working Group
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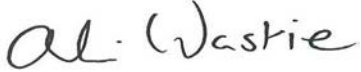
Matters discussed

Presented by / Attended

<p>Extraordinary Meeting of NES Advisory Working Group to discuss:</p> <ul style="list-style-type: none"> Inverloch Coastal Resilience Project (South Gippsland Conservation Society) Surf Parade Shared Path proposal - Options 1 and 2 Coastal Erosion – Inverloch and Cowes East 	<p>Phil Wright, Dave Sutton, Geoff Glare Kevin Brown, Allison Oates, Brian Martin Dave Bateman, Dan Kallstrom, Diana Whittington, Lyle Clausen, Benita Russell Cr Michael Whelan ED19/152131</p>
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Conflict of interest disclosures (Conflict of Interest declaration form to be completed and attached)

Name and nature of conflict:	Form completed ✓
Nil	

Form completed by:	Benita Russell
Signature: 	Date: 24/09/2019
Received CEO's Office: 	Date: 18/02/2020

Required pursuant to the *Local Government Act 1989* as amended

1. Section 3 definition:

“**Assembly of Councillors** (however titled, e.g., meeting/inspection/consultation) 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:

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Brief explanation:

Some examples of an **Assembly of Councillors** include:

- Councillor Briefings and Policy Workshops
- any advisory committee meetings with a Councillor delegate
- meetings with residents, developers, other clients of Council, consultants

providing **at least 4 Councillors and 1 Council staff member present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **or** an officer decision under delegated authority.

2. Section 80A requirements to be observed by an assembly of Councillors

- (1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:-
 - (a) the names of all Councillors and members of Council staff attending
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3. Section 80B members of Council staff to disclose conflicts of interest in respect of delegated functions

- (2) A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:
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Details of Assembly of Councillors

Title of Assembly	Policy Workshop		
Time commenced:	10.30am	Time concluded:	2.00pm
Location:	Council Chambers, Civic Centre		
Division:	Governance	Date:	13 November 2019

Attendees

Cr B Tessari	Cr B Kent
Cr S Fullarton (Apology)	Cr M Whelan
Cr P Rothfield	Cr J Brown (Apology)
Cr L Larke	Cr G Ellis
Cr C Le Serve	

Time	Matters discussed	Attendees
10.30am	Discussion Planning Applications Meeting	Wayne Mack, James Stirton, Donna Taylor, Patrick Doyle, Rewa Smith, Noel Creed
10.45am	Item 1 Gippsland Tracks and Trails	Ali Wastie, Wayne Mack, Jodi Kennedy, James Stirton, Christina Stefani, Mark Lindsay, Greg Polson, Peter Francis, Emilie Barkley, Frank Angerane
11.15am	Item 2 Project Phoenix	Ali Wastie, Wayne Mack, Jodi Kennedy, James Stirton., Christina Stefani, David Filmalter, Tovah Mutukura, Annette Waters
11.45am	Item 3 Advocacy Priorities – Update	Ali Wastie, Wayne Mack, Jodi Kennedy, James Stirton., Christina Stefani, David Filmalter, Nina Barry-Maculay, Angus Cameron
1.00pm	Item 4 Discussion on Council Meeting Agenda	Ali Wastie, Wayne Mack, Jodi Kennedy, Christina Stefani, David Filmalter, Donna Taylor, Sharon Fowles

Conflict of interest disclosures (Conflict of Interest declaration form to be completed and attached)

Councillor	LG Act section	Item no	left	returned	Form completed ✓
Nil					

Form completed by:	Wayne Mack	
Signature: <i>Wayne Mack</i>	Date: 13/11/2019	
Received CEO's Office: <i>Al. Wastie</i>	Date: 18/02/2020	

Required pursuant to the *Local Government Act 1989* as amended

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Details of Assembly of Councillors


Title of Assembly	Policy Workshop		
Time commenced:	12.00pm	Time concluded:	4.00pm
Location:	Council Chambers, Civic Centre		
Division:	Governance	Date:	20 November 2019

Attendees

Mayor, Cr B Tessari	Deputy Mayor, Cr B Kent	
Cr S Fullarton	Cr M Whelan	
Cr P Rothfield	Cr J Brown (Apology)	
Cr L Larke	Cr G Ellis	
Cr C Le Serve		
Time	Matters discussed	Attendees
12.00pm	Discussion Funding announcement - Jordan Crugnale MP	Ali Wastie, Jodi Kennedy
1.00pm	Item 1 Climate Change Action Plan Workshop	Ali Wastie, Allison Jones, Jodi Kennedy, James Stirton. Christina Stefani, David Filmalter, Benita Russell, Peter Francis, Mark Lindsay
2.30pm	Item 2 Options for Phillip Island Transfer Station Land Purchase	Ali Wastie, Allison Jones, Jodi Kennedy, James Stirton. Christina Stefani, David Filmalter, David Graffen, Melody Stone, Donna Taylor
3.00pm	Item 4 Discussion on Council Meeting Agenda	Ali Wastie, Allison Jones, Jodi Kennedy, James Stirton. Christina Stefani, David Filmalter,

Conflict of interest disclosures (Conflict of Interest declaration form to be completed and attached)

Councillor	LG Act section	Item no	left	returned	Form completed ✓

Form completed by:	Allison Jones
Signature: 	Date: 20/11/2019
Received CEO's Office: <i>al. Wastie</i>	Date: 18/02/2020

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Details of Assembly of Councillors

Title of Assembly	Policy Workshop		
Time commenced:	10.00am	Time concluded:	3.30pm
Location:	Council Chambers, Civic Centre		
Division:	Governance	Date:	27 November 2019

Attendees


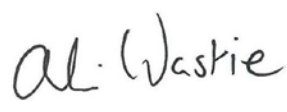
Mayor, Cr B Tessari	Deputy Mayor, Cr G Ellis
Cr S Fullarton	Cr M Whelan
Cr P Rothfield	Cr J Brown (Apology)
Cr L Larke	Cr B Kent
Cr C Le Serve	

Time	Matters discussed	Attendees
10.00am	Item 1 Sport and Recreation Victoria Grants	Jodi Kennedy, James Stirton. Christina Stefani, David Filmalter, Mark Lindsay, Nina Barry-Macaulay, Ella Angarane
10.30am	Item 2 Regional Skate and Play Project	Ali Wastie, Jodi Kennedy, James Stirton. Christina Stefani, David Filmalter, Mark Lindsay, Greg Polson, Peter Francis, Ella Angarane
11.00am	Item 3 Distinctive Areas and Landscapes Project	Ali Wastie, Allison Jones, Jodi Kennedy, James Stirton. David Filmalter, Rewa Smith, Donna Taylor, Mia Davidson, Naomi
11.30am	Item 4 Planning Application of 92 Noresmans Road Coronet Bay (Council Officer only)	Ali Wastie, Allison Jones, Jodi Kennedy, James Stirton., David Filmalter, Peter Francis, Theresa Mahood
1.00pm	Item 5 Councillor Feedback Presentation	Ali Wastie, Allison Jones, Jodi Kennedy, James Stirton. David Filmalter, Wayne Mack, John Wynen, Peter Francis, Linda Ryan, Annette Waters, Lee-Anne Harmer
1.30pm	Item 6 RRV Briefing	Ali Wastie, Jodi Kennedy, James Stirton. Filmalter, Angus Cameron, Nina Barry-Macaulay, Peter Francis, Donna Taylor, Sarah, Lelani

2.00pm	Item 7 20/21 budget. Capital works SRP - Final Rating Strategy Options for Consultation Purposes	Ali Wastie, Allison Jones, Jodi Kennedy, James Stirton. David Filmlter, Steve Fuery, Sarah Vella, Lauren Grylls, Tess Dowthwaite, Peter Francis
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Conflict of interest disclosures (Conflict of Interest declaration form to be completed and attached)

Councillor	LG Act section	Item no	left	returned	Form completed ✓
Nil.					

Form completed by:	Allison Jones		
Signature: 	Date: 27/11/2019		
Received CEO's Office: 	Date: 18/02/2020		

Required pursuant to the *Local Government Act 1989* as amended

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Details of Assembly of Councillors

Title of Assembly	Community Connection Sessions		
Time commenced:	3.00pm	Time concluded:	4.30pm
Location:	Heritage Centre, Cowes		
Division:	Governance	Date:	4 December 2020

Attendees

Mayor, Cr B Tessari	Deputy Mayor, Cr G Ellis
Cr S Fullarton	Cr M Whelan
Cr P Rothfield	Cr J Brown (Absent)
Cr L Larke	Cr B Kent (Absent)

Time	Matters discussed	Attendees
3.00pm	Item 1 Presentation for Council to understand the local impact of its annual contributions	Ali Wastie, Jodi Kennedy, Allison Jones, James Stirton, David Filmalter Externals: Anita Pistrin – Gippsland Sports Academy CEO Jim Vivian – Gippsland Sports Academy Chairperson
3.15pm	Item 2 Update on Tree Register	Ali Wastie, Jodi Kennedy, Allison Jones, Christian Stefani, James Stirton, David Filmalter Externals: Jeff Nottle, Jane Jobe, Anne Davie – Phillip Island Conservation Society
3.30pm	Item 3 Upcoming Gymnasium that is to be built at the school and the options for Council to contribute to the project	Ali Wastie, Jodi Kennedy, Allison Jones, Christian Stefani, James Stirton, David Filmalter Externals: Brendan Cashman – President Cowes Primary School Rod McKenzie – Principal Cowes Primary School
3.45pm	Item 4 Planning application 170123, 92 Norsemens Rd Coronet Bay	Ali Wastie, Jodi Kennedy, Allison Jones, Christian Stefani, James Stirton, David Filmalter

		Externals: Kevin Brown
4.00pm	Item 5 Planning application 170123, 92 Norsemens Rd Coronet Bay	Ali Wastie, Jodi Kennedy, Allison Jones, Christian Stefani, James Stirton, David Filmalter Externals: Angela Christa
4.15pm	Item 6 “This is PICAL” – This presentation is an outline of the new direction being undertaken by PICAL – our recent expansion; and our further expansion plans for the future	Ali Wastie, Jodi Kennedy, Allison Jones, Christian Stefani, James Stirton, David Filmalter Externals: Greg Thompson – PICAL

Conflict of interest disclosures (Conflict of Interest declaration form to be completed and attached)

Councillor/Officer	LG Act section	Item no	left	returned	Form completed ✓

Form completed by:	Chelsea Wilson	
Signature: <i>C. Wilson</i>	Date:	
Received CEO's Office: <i>Al. Wastie</i>	Date: 18/02/2020	

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Title of Assembly	Policy Workshop		
Time commenced:	11.30am	Time concluded:	3.00pm
Location:	Council Chambers, Civic Centre		
Division:	Governance	Date:	11 December 2019


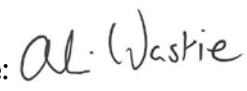
Attendees

Mayor, Cr B Tessari	Deputy Mayor, Cr G Ellis
Cr S Fullarton	Cr M Whelan
Cr P Rothfield	Cr J Brown
Cr L Larke	Cr B Kent
Cr C Le Serve	

Time	Matters discussed	Attendees
11.30am	Item 1 Erosion at Inverloch	Ali Wastie, Jodi Kennedy, James Stirton. David Filmalter
1.00pm	Item 2 Discussion on Council Agenda	Ali Wastie, Jodi Kennedy, James Stirton. David Filmalter, Donna Taylor, Peter Francis, John Wynen,
1.30pm	Item 3 Youth and Early Years Action	Ali Wastie, Jodi Kennedy, James Stirton. Christina Stefani, David Filmalter, Mark Lindsay, Chris Wightman

Conflict of interest disclosures (Conflict of Interest declaration form to be completed and attached)

Councillor	LG Act section	Item no	left	returned	Form completed ✓
Cr Julian Brown	s.78	3			yes

Form completed by:	Jodi Kennedy
Signature: 	Date: 11/12/2019
Received CEO's Office: 	Date: 18/02/2020

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Details of Assembly of Councillors

Title of Assembly	Planning Workshop		
Time commenced:	9.45am	Time concluded:	3.45pm
Location:	Dalyston Recreation Reserve		
Division:	Governance	Date:	5 February 2020


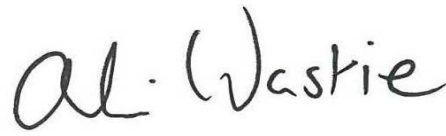
Attendees

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Cr S Fullarton	Cr M Whelan
Cr C Le Serve	Cr J Brown
Cr B Kent	

Time	Matters discussed	Attendees
9.45 am	Item 1 Planning Day	Ali Wastie, Jodi Kennedy, James Stirton, Christian Stefani, Allison Jones

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Councillor	LG Act section	Item no	left	returned	Form completed ✓

Form completed by:	Allison Jones	
Signature: 	Date: 5/2/2020	
Received CEO's Office:	Date: 5/2/2020	
		

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providing **at least 4 Councillors and 1 Council staff member present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **or** an officer decision under delegated authority.

2. Section 80A requirements to be observed by an assembly of Councillors

- (1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:-
 - (a) the names of all Councillors and members of Council staff attending
 - (b) the 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.
- (2) The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable -
 - (a) reported at an ordinary meeting of the Council
 - (b) incorporated in the minutes of that Council meeting.
- (3) If a Councillor attending an assembly of Councillors knows, or would be reasonably expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under Section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered.
- (4) A Councillor must disclose the conflict of interest either -
 - (a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered, or;
 - (b) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest

3. Section 80B members of Council staff to disclose conflicts of interest in respect of delegated functions

- (2) A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:
 - (a) not exercise the power or discharge the duty or function
 - (c) ...disclose the type of interest and the nature of the interest to the Chief Executive Officer, in writing, as soon as he or she becomes aware of the conflict of interest.

* In the instance of the CEO having a conflict of interest, disclosure in writing shall be made to the Mayor.

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Details of Assembly of Councillors


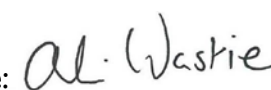
Title of Assembly	Policy Workshop		
Time commenced:	10.30am	Time concluded:	2.30pm
Location:	Meeting Room, Inverloch Hub		
Division:	Governance	Date:	12 February 2020

Attendees

Mayor, Cr B Tessari	Deputy Mayor, Cr G Ellis
Cr S Fullarton	Cr M Whelan
Cr C Le Serve	Cr B Kent

Time	Matters discussed	Attendees
10.30am	Item 1 Long Term Plan/Ratings Strategy Update	Ali Wastie, Jodi Kennedy, James Stirton, Christian Stefani, David Filmalter, Allison Jones, Tess Douthwaite, Angus Cameron, Craig Dinsdale, Kristy Stephens
12.00pm	Item 2 Amendment C-153	Ali Wastie, Jodi Kennedy, James Stirton, David Filmalter, Christian Stefani, Allison Jones, David Graffen, Damian Prendergast, Angela Gleeson, Rewa Smith, Joel Goodall
1.00pm	Item 3 Discussion on the Council Meeting Agenda	Ali Wastie, Jodi Kennedy, James Stirton, Christian Stefani, Allison Jones, David Filmalter, Donna Taylor, Joel Goodall, Damian Prendergast

Conflict of interest disclosures (Conflict of Interest declaration form to be completed and attached)

Councillor	LG Act section	Item no	left	returned	Form completed ✓
Nil					
Form completed by:		Allison Jones			
Signature: 				Date: 12/02/2020	
Received CEO's Office: 				Date:	

Required pursuant to the *Local Government Act 1989* as amended

1. Section 3 definition:

“**Assembly of Councillors** (however titled, e.g., meeting/inspection/consultation) 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:

- 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 –

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”

Brief explanation:

Some examples of an **Assembly of Councillors** include:

- Councillor Briefings and Policy Workshops
- any advisory committee meetings with a Councillor delegate
- meetings with residents, developers, other clients of Council, consultants

providing **at least 4 Councillors and 1 Council staff member present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **or** an officer decision under delegated authority.

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- (2) A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:
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Details of Assembly of Councillors

Title of Assembly	Policy Workshop		
Time commenced:	2.00pm	Time concluded:	4.30pm
Location:	Council Chambers, Civic Centre		
Division:	Governance	Date: 19 February	2020


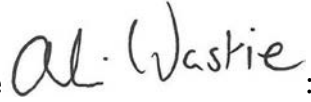
Attendees

Mayor, Cr B Tessari	Deputy Mayor, Cr G Ellis
Cr S Fullarton	Cr M Whelan
Cr P Rothfield	Cr C Le Serve
Cr B Kent	

Time	Matters discussed	Attendees
2.00pm	Item 1 Distinctive Areas and Landscape	Ali Wastie, Jodi Kennedy, James Stirton. David Filmlter, Christian Stefani, Allison Jones, Joel Goodall, Donna Taylor, Rewa Smith External: Chris Funtera, Naomi Easton, Mia Davidson - DELWP
2.30pm	Item 2 Entrance Signage Bass Coast & Phillip Island	Ali Wastie, Jodi Kennedy, James Stirton. David Filmlter, Christian Stefani, Allison Jones, Joel Goodall, Mark Lindsay, Peter Francis External: Steve Wallbrink – Wallbrink Consulting
3.00pm	Item 3 Skate and Play	Ali Wastie, Jodi Kennedy, James Stirton. David Filmlter, Christian Stefani, Allison Jones, Joel Goodall, Mark Lindsay, Greg Polson
3.30pm	Item 4. Discussion on the Council Meeting Agenda	Ali Wastie, Jodi Kennedy, James Stirton. David Filmlter, Christian Stefani, Allison Jones, Joel Goodall, Lee-Anne Harmer, Donna Taylor

Conflict of interest disclosures (Conflict of Interest declaration form to be completed and attached)

Councillor	LG Act section	Item no	left	returned	Form completed ✓

Form completed by:	Joel Goodall	
Signature: 	Date: 19/2/2020	
Received CEO's Office 	Date: 24/02/2020	

Required pursuant to the *Local Government Act 1989* as amended

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