Docusign Envelope ID: D67B20F6-D63D-454C-9CF6-EB1C39754B15

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	Council Briefings		
Time commenced:	9:30am	Time concluded:	2:54pm
Location:	Council Chambers – Civic Centre		
Division:	Governance and Finance	Date: 4 December 2024	

Attendees

Cr R Halstead (Mayor)	Cr B Tessari (Deputy Mayor)
Cr R Bauer	Cr J Thompson
Cr M Morgan	Cr T Bell
Cr T O'Brien	Cr J Temby

Matters discussed	Attendees
1. Councillor Occupational Health and Wellbeing Workshop	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington External – Robert Glover, Preferred Training Network
2. Agenda Review	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington, Jodi Kennedy.
3. Leisure Facilities Review and Tender	Greg Box, Donna Taylor, Robyn Borley, Jodi Kennedy, Greg Polson, Susie Nogic, Angus Cameron.
4. Emergency Management Update	Greg Box, Donna Taylor, Robyn Borley, Jodi Kennedy, Nick Grant-Collins, Rhys Davis, Justin Murray.

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

Nil

Form completed by:	Robyn Borley, Executive Manager Governance and Finance
Signature: Robyn Borley	Date: 4/12/2024

Docusign Envelope ID: D67B20F6-D63D-454C-9CF6-EB1C39754B15

Received CEO's Office:	Date: 05 December 2024

Governance Rules 2020

Chapter 6 – Miscellaneous

1. 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*.

Docusign Envelope ID: 9A44E196-0C21-4182-AA42-32F773AF55D5

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	Council Briefings – Mandatory Training		
Time commenced:	9:30am	Time concluded:	1:00pm
Location:	Council Chambers – Civic Centre		
Division:	Governance & Finance	Date: 19 November 2024	

Attendees

Cr B Tessari	Cr R Halstead
Cr R Bauer	Cr M Edwards
Cr M Morgan	Cr T Bell
Cr T O'Brien	Cr J Temby
Cr J Thompson	

Matters discussed	Attendees
1. Planning Masterclass	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington, Jodi Kennedy, Chelsea Wilson, Ramsay Jurdi
2. Financial Masterclass	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington, Jodi Kennedy, David Filmalter, Joseph Kay, Chelsea Wilson

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

Nil

Form completed by:	Chelsea Wilson, Coordinator Governance	
Signature: C. Wilson		Date: 19/11/2024
Received CEO's Office:		Date: 25 November 2024

Governance Rules 2020

Docusign Envelope ID: 9A44E196-0C21-4182-AA42-32F773AF55D5

Chapter 6 – Miscellaneous

1. 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*.

Docusign Envelope ID: 7106458E-E92E-482E-B71D-8A59071DFB21

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	Council Agenda Run Through		
Time commenced:	10:30am	Time concluded:	11:30am
Location:	Council Chambers – Civic Centre		
Division:	Business Transformation	Date: 20 November 2024	

Attendees

Cr B Tessari	Cr R Halstead
Cr R Bauer	Cr M Edwards
Cr M Morgan	Cr T Bell
Cr T O'Brien	Cr J Temby
Cr J Thompson	

Matters discussed	Attendees
1. Council Agenda Run Through	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington, Jodi Kennedy, Chelsea Wilson

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

Nil

Form completed by:	Chelsea Wilson, Coordinator Governance	
Signature: C. Wilson		Date: 20/11/2024
Received CEO's Office:		Date: 26 November 2024

Governance Rules 2020

Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

Docusign Envelope ID: 7106458E-E92E-482E-B71D-8A59071DFB21

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*.

Docusign Envelope ID: 98046061-A293-4802-A9F3-8FF89304D2D5

Informal Meetings of Councillors Summary

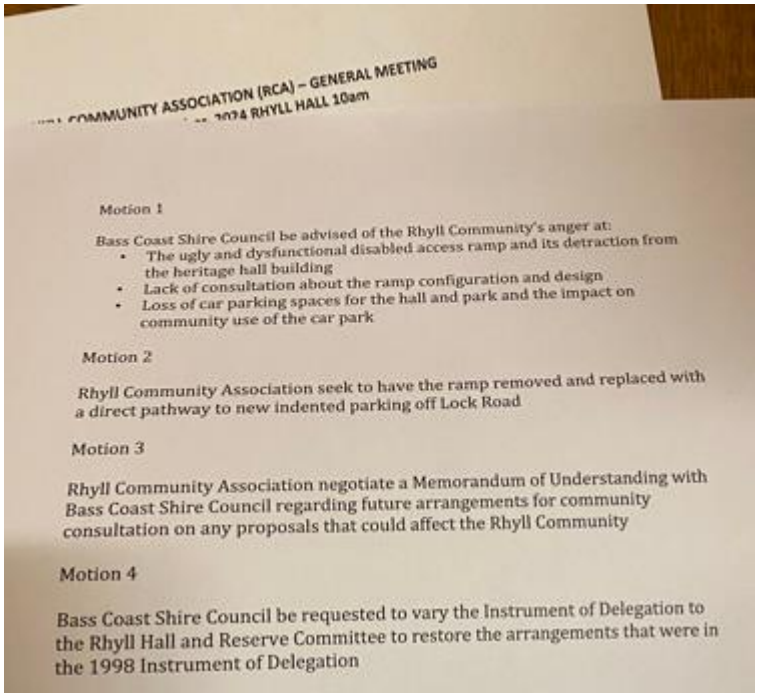
Required pursuant to the Bass Coast Shire Council Governance Rules 2020 chapter 6 and the *Local Government Act 2020 (the Act)* sections 130 and 131.

Details of Informal Meetings of Councillors

Title of Meeting	Rhyll Community Association Meeting Inc		
Time commenced:	10.00am	Time concluded:	11.00am
Location:	Rhyll Mechanics Hall, Lock Road, Rhyll		
Division:	Future Places	Date: Saturday 23 November 2024	

Attendees

Cr Tim O'Brien	Cr Tracey Bell
Cr R Bauer	
Donna Taylor – General Manager Future Places	

Matters discussed	Attendees
	

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 ✓

Document Set ID: 11523246
Version: 1, Version Date: 27/11/2024

Docusign Envelope ID: 98046061-A293-4802-A9F3-8FF89304D2D5

Form completed by:	Katherine Mazza, EA to GMFP per Donna Taylor	
Signature: 		Date: 26 Nov 2024
Received CEO's Office: 		Date: 26 November 2024

Document Set ID: 11523246
Version: 1, Version Date: 27/11/2024

Docusign Envelope ID: 98046061-A293-4802-A9F3-8FF89304D2D5

Governance Rules 2020

Chapter 6 – Miscellaneous

1. 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*.

Document Set ID: 11523246
Version: 1, Version Date: 27/11/2024

Docusign Envelope ID: 00029E51-DAD4-4885-9B68-A95F53183D77

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	Councillor Briefings		
Time commenced:	9:00am	Time concluded:	3.55pm
Location:	Council Chambers – Civic Centre		
Division:	All	Date: 26 November 2024	

Attendees

Cr R Halstead (Mayor)	Cr B Tessari (Deputy Mayor)
Cr R Bauer	Cr J Thompson
Cr M Morgan	Cr T Bell
Cr T O'Brien	Cr J Temby
Cr M Edwards (virtual)	

Matters discussed	Attendees
1. Gender Equality	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington, Jodi Kennedy, Chelsea Wilson, Rachel Sands External – Kate Graham, Rochelle Parker
2. Follow Up to Executive Session	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington, Jodi Kennedy, Chelsea Wilson, Simon Woodlad, Damian Prendergast
3. Maddocks Councillor Induction	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington, Jodi Kennedy, Chelsea Wilson, Lee-Anne Harmer, Una Curtin External – Kate Oliver
4. Fleet Induction	Greg Box, Donna Taylor, Robyn Borley, Teena Hale Pennington, Jodi Kennedy, Chelsea Wilson, Bronwyn Munday, Rhona Jackson, Una Curtin

Docusign Envelope ID: 00029E51-DAD4-4885-9B68-A95F53183D77

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

Nil

Form completed by:	Chelsea Wilson, Coordinator Governance	
Signature: C. Wilson		Date: 26/11/2024
Received CEO's Office:		Date: 05 December 2024

Governance Rules 2020

Chapter 6 – Miscellaneous

1. 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*.