Informal Meetings of Councillors Record

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	Workshop and Meeting Training		
Time commenced:	2.00pm	Time concluded:	3.30pm
Location:	Zoom		
Division:	Governance	Date: 24 November 2020	

Attendees

Cr B Tessari	Cr L Laing
Cr L Larke	Cr C Le Serve
Cr D Rooks	Cr R Bauer

Matters discussed	Attendees
1. Training for conducting workshops and meetings	Wayne Mack, Robyn Borley External Facilitator: Jacinta Cubis

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: Robyn Borley		Date: 24/11/2020
Received CEO's Office: Wayne Mack		Date: 7/1/2022

Informal Meetings of Councillors Record

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 OHS Training		
Time commenced:	9.30am	Time concluded:	11.30am
Location:	Go To Meetings		
Division:	Governance	Date: 8 December 2020	

Attendees

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

Matters discussed	Attendees
• Our OHS policy and goal for zero harm • Employer, employee and councillor obligations • Common risks to councillors (exposure to public and on line forums, bullying etc.) • Looking after psychological health • Working Together Policy and workplace bullying	David Filmalter, Wayne Mack, Robyn Borley, John Wynen External Facilitator: R Glover – Preferred Training Networks

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: Robyn Borley		Date: 08/12/2020
Received CEO's Office: Wayne Mack		Date: 07/01/2022

Informal Meetings of Councillors Record

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 and Risk Committee		
Time commenced:	9.00am	Time concluded:	11:28am
Location:	Go To Meetings		
Division:	Governance	Date: 15 December 2020	

Attendees

Cr B Tessari - Mayor	Cr M Whelan – Deputy Mayor

Matters discussed	Attendees
1. Quarterly Audit Meeting Items & Risk Management Issues	Tim Large - Chair, Homi Burjorjee, Ali Wastie – CEO, Jodi Kennedy, James Stirton, David Filmalter, Christian Stefani, Wayne Mack, Robyn Borley, Tess Dowthwaite, Noel McRae Externals: Kathy Teasdale – RSD Auditors

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: Robyn Borley		Date: 15/12/2020
Received CEO's Office: Wayne Mack		Date: 07/01/2022

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:	1.12pm
Location:	MS Teams		
Division:	Business Transformation	Date: 27 Jan 2021	

Attendees

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

Matters discussed	Attendees
1. Place Making Update	Ali Wastie – CEO, David Filmalter, Wayne Mack, James Stirton, Jamey Mullen, Robyn Borley, Donna Taylor, Damian Prendergast, Simon Harris, Angus Cameron, Jarvis Weston, Stephanie Northover & Scott Morrison Externals: Michael King & Malcolm Kuhn – Otium Planning
2. Recreation Funding Projects	Ali Wastie – CEO, David Filmalter, Wayne Mack, James Stirton, Jamey Mullen, Robyn Borley, Mark Lindsay & Greg Polson

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: Robyn Borley		Date: 27 Jan 2021
Received CEO's Office: WayneMack		Date: 07/01/02022

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:	3.10pm	Time concluded:	9.30pm
Location:	Phillip Island Nature Parks		
Division:	Business Transformation	Date: 3 February 2021	

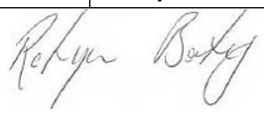
Attendees

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

Matters discussed	Attendees
1. Councillor Induction	Ali Wastie – CEO, David Filmalter, Wayne Mack, James Stirton, Greg Box, Jamey Mullen & Robyn Borley
2. Community Engagement Policy	Ali Wastie – CEO, David Filmalter, Wayne Mack, James Stirton, Greg Box, Jamey Mullen, Robyn Borley & Steve Fuery
3. Financial Sustainability in Local Government	Ali Wastie – CEO, David Filmalter, Wayne Mack, James Stirton, Greg Box, Jamey Mullen & Robyn Borley,Tess Dowthwaite, Angus Cameron, Damian Prendergast & Andrew Busana
4. 4 year Financial Plan, 4 Year CWP updated for 2021/22	Ali Wastie – CEO, David Filmalter, Wayne Mack, James Stirton, Greg Box, Jamey Mullen, Robyn Borley, Tess Dowthwaite, Angus Cameron, Damian Prendergast & Andrew Busana
5. Planning Update	Ali Wastie – CEO, David Filmalter, Wayne Mack, James Stirton, Greg Box, Jamey Mullen, Robyn Borley & Donna Taylor
6. PINP Overview	Ali Wastie – CEO, David Filmalter, Wayne Mack, James Stirton, Greg Box, Steve Fuery, Jamey Mullen Externals: Phillip Island Nature Parks Catherine Basterfield – CEO, Liz Stinson – Board Chair

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: 3 Feb 2021
Received CEO's Office: 		Date: 7 Jan 2022

Informal Meetings of Councillors Record

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:	5.00pm
Location:	Inverloch Hub		
Division:	Business Transformation	Date: 10/2/2021	

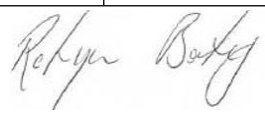
Attendees

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

Matters discussed	Attendees
1. Councillor Gift Policy & Councillor Support and Resources Policy	Ali Wastie – CEO, Christian Stefani, Jodi Kennedy, James Stirton, David Filmalter & Robyn Borley
2. Review of Council Agenda	Ali Wastie – CEO, Christian Stefani, Jodi Kennedy, James Stirton, David Filmalter, Donna Taylor, Angus Cameron & Robyn Borley
3. Shetland Heights Road	Ali Wastie – CEO, Christian Stefani, Jodi Kennedy, James Stirton, David Filmalter, Angus Cameron & Robyn Borley
4. Coastal Erosion @ Bass Coast including site visit to Inverloch Surf Club	Ali Wastie – CEO, Christian Stefani, Jodi Kennedy, David Filmalter, Simon Woodland, Derek Hibbert, Craig Dinsdale & Robyn Borley DELWP – Cassandra Philippou & Dr Darren James

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: 10/2/2021
Received CEO's Office: 		Date: 07/01/2022

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	Audit and Risk Committee		
Time commenced:	9.30am	Time concluded:	11.37am
Location:	Virtual		
Division:	Business Transformation	Date: 3/3/2021	

Attendees

Cr B Tessari - Mayor	Cr M Whelan – Deputy Mayor

Matters discussed	Attendees
1. Minutes of the last meeting **2. Agenda and Reports 3/3/21**	Ali Wastie – CEO, David Filmalter, Wayne Mack, Robyn Borley, Noel McRae, James Stirton, Jodi Kennedy, Christian Stefani, John Wynen, Tess Dowthwaite, Keith Ludowyck Vince Philpott – Chair, Homi Burjoree, Tim Large External: Gordon Robertson – Crowe Deryck Tindall - Crowe

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: Robyn Borley		Date: 03/03/2021
Received CEO's Office: Wayne Mack		Date: 07/07/2022

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*.

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 Meeting		
Time commenced:	1.00pm	Time concluded:	4:47pm
Location:	Town Hall		
Division:	Business Transformation	Date: 3/3/2021	

Attendees

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

Matters discussed	Attendees
1. Budget Big Picture and Operating Budget	Ali Wastie – CEO, Wayne Mack, David Filmalter, Tess Dowthwaite, Christian Stefani, James Stirton, Jodi Kennedy, Robyn Borley, Angus Cameron, Craig Dinsdale, Donna Taylor, Damian Prendergast, Jamey Mullen, John Wynen, Keith Ludowyk, Mark Lindsay, Simon Woodland, Teresa Mahood, Steve Fuery, Sharni Mann, Ailsa Wines
2. Fees & Charges	Ali Wastie – CEO, Wayne Mack, David Filmalter, Tess Dowthwaite, Christian Stefani, James Stirton, Jodi Kennedy, Robyn Borley
3. Funding Opportunities	Ali Wastie – CEO, Wayne Mack, David Filmalter, Christian Stefani, James Stirton, Jodi Kennedy, Robyn Borley

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: 03/03/2021
Received CEO's Office: 		Date: 07/01/2022

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	Maddocks Facilitated Councillor Induction Training Session		
Time commenced:	2.00pm	Time concluded:	3.45pm
Location:	MS Teams		
Division:	Business Transformation	Date: 20 April 2021	

Attendees

Cr B Tessari left at 2:18 and returned at 2:29pm	Cr M Whelan
Cr B Kent	Cr L Laing left at 3:10pm and did not return
Cr L Larke	Cr C Le Serve
Cr D Rooks	Cr R Halstead left at 3:31pm and did not return

Matters discussed	Attendees
1. Councillor Induction Training – Conduct Panel process	Wayne Mack, Robyn Borley, External: Kate Oliver - Maddocks

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: Robyn Borley		Date: 20/4/2021
Received CEO's Office: Wayne Mack		Date: 07/01/2022

Informal Meetings of Councillors Record

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:	11.30am
Location:	Powlett River site visit		
Division:		Date:	

Attendees

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

Matters discussed	Attendees
1. Site visit Mouth of the Powlett	**Jodi Kennedy, Wayne Mack, Christian Stefani, Greg Box, Robyn Borley, Simon Woodland, Diana Whittington** **External: Martin Fuller – West Gippsland Catchment Authority** **Rohan Henry, Bunurong Land Council and Aboriginal Corporation** **Clive Hollins, Powlett Estuary Landholder** **Sally and Robin Lowe, Powlett Estuary Landholder** **Rob and Carol Furmston, Powlett River Estuary Caravan Park Owners** **Andrew Davies and Brian Martin, Parks Victoria** **Cass Phillipou, DELWP** **Dave Bateman, Bass Coast Landcare Network** **Belinda Nave, Board Member, WGCMA** **Martin Fuller, Chief Executive Officer, WGCMA**

	Dan Garlick, Catchment Planning and Delivery Manager, WGCMA **Belinda Brennan, Partnerships Team Leader, WGCMA** **Jem Stirling, Water Projects Officer, WGCMA**

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: 28/4/2021
Received CEO's Office: 		Date: 7 Jan 2022

Informal Meetings of Councillors Record

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:	12.53pm	Time concluded:	3.39pm
Location:	Council Chambers		
Division:	Business Transformation	Date: 28 April 2021	

Attendees

Cr B Tessari – Mayor from 1.29pm, left at 2.07pm and returned at 2.16pm	Cr M Whelan – Deputy Mayor left 3.17 ret 3.19pm
Cr B Kent left 3.19	Cr L Laing
Cr L Larke	Cr C Le Serve left 3.18
Cr D Rooks	Cr R Halstead from 12:54pm

Matters discussed	Attendees
1. Reconciliation Action Plan Training	Ali Wastie – CEO, Jodi Kennedy, James Stirton, Christian Stefani (from 1.07pm), Wayne Mack, Greg Box, Robyn Borley, Mark Lindsay, Patrice Mahoney and Hayley Edwards
2. Wonthaggi Arts Precinct Discussion Paper	Ali Wastie – CEO, Jodi Kennedy, James Stirton, Christian Stefani, Wayne Mack, Greg Box, Robyn Borley, Mark Lindsay, Greg Polson & David Burrows External: Kit Fennessey, Andrea Lemon, Barbara Moje, Ross Farnell, John Mutsaers
3. West Gippsland Libraries Entity Options Discussion	Ali Wastie – CEO, Jodi Kennedy, James Stirton, Christian Stefani, Wayne Mack, Greg Box, Robyn Borley, Mark Lindsay External: Leanne, Linda West Gippsland Libraries

4. Community Engagement Update	Ali Wastie – CEO, Jodi Kennedy, James Stirton, Christian Stefani, Wayne Mack, Greg Box, Robyn Borley and Ann Selby External: Cindy Plowman – Conversation Caravan
5. Review of Community Grants	Ali Wastie – CEO, Jodi Kennedy, James Stirton, Christian Stefani, Wayne Mack, Greg Box, Robyn Borley, Mark Lindsay, Leah Bellairs, Shirley Egan

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: 28/4/2021
Received CEO's Office: 		Date: 07/01/2022

Informal Meetings of Councillors Record

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 Discussion		
Time commenced:	4.00pm	Time concluded:	5.00pm
Location:	Council Chambers		
Division:	Business Transformation	Date: 28 April 2021	

Attendees

Cr B Kent	Cr C Le Serve
	Cr R Halstead

Matters discussed	Attendees
1. Grantville Foreshore Committee Discussion	Wayne Mack, Robyn Borley, Simon Woodland
2. Surf Beach Caravan Park	James Stirton, 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: Robyn Borley		Date: 28/4/2021
Received CEO's Office: Wayne Mack		Date: 07/01/2022

Informal Meetings of Councillors Record

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:	10.33am	Time concluded:	11.03am
Location:	MS Teams Video Meeting		
Division:	Business Transformation	Date: 19/5/2021	

Attendees

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

Matters discussed	Attendees
1. Council Meeting Agenda	Ali Wastie – CEO, Jodi Kennedy, David Filmalter, Christian Stefani, Wayne Mack, Greg Box, James Stirton, Robyn Borley, Donna Taylor & Lee-Anne Harmer

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: Robyn Borley		Date: 19/5/2021
Received CEO's Office: Wayne Mack		Date: 07/01/2022

Informal Meetings of Councillors Record

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 – afternoon session		
Time commenced:	2.00pm	Time concluded:	4.15pm
Location:	Vietnam Vets Museum – 25 Veterans Drive, Newhaven		
Division:	Business Transformation	Date: 14/07/2021	

Attendees

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

Matters discussed	Attendees
1. Tour of Vietnam Vets Museum	Ali Wastie – CEO, David Filmalter, Jodi Kennedy, Christian Stefani, Wayne Mack, James Stirton, Greg Box, Robyn Borley, Shannan Little, Donna Taylor
2. Vietnam Vets Proposal	Ali Wastie – CEO, David Filmalter, Jodi Kennedy, Christian Stefani, Wayne Mack, James Stirton, Greg Box, Robyn Borley, Shannan Little & Donna Taylor
3. Councillor Only Time	

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:	Robyn Borley	Date: 14/7/21
Received CEO's Office:	Wayne Mack	Date: 07/01/2022

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	Bass Coast Event Advisory Committee		
Time commenced:	10.00am	Time concluded:	11.30am
Location:	Microsoft Teams Meeting		
Division:	Partnerships, Advocacy & Economy	Date:	8 November 2021

Attendees- Councillors

Chair Cr David Rooks (DR) ,Cr Clare Le Serve (LS)	
Matters discussed	**Attendees**
Guest Presentations: Allan Turner re: Phillip Island Motorcycle Festival **Event Discussion** • Remembrance Day: Cowes, Inverloch, Wonthaggi, Bass • Schoolies • NYE • Bass Coast Agricultural Show Jan 8+9 • Kilcunda Lobster Festival end Jan •	Janine Temme (JT), Jenni McMillian (JM), Emilie Barkley(EB), Julian Sellers (JS), Ashley Lamers (AL), Pauline Bolton (PB), Duncan Roney, Melissa Cashman (MC), Anthony McKechnie (AM), Jess Bodiam (JB), Simon Manning (SM), Scott Morrison(SM)
Agency Reports • Vic Police – Andy O'Brien • Ambulance Victoria – • CFA – Scott Hamilton • SES - • Parks Vic – Tony Walton • Phillip Island Nature Parks – Melissa Cashman • DPI – Pauleen Bolton	
Community Representative reports: Simon Manning, Ashley Lamers, Julian Sellers	
Proposed New Event: No New Events	
General Business	Nil
Next Meeting	13 December 2021

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 ✓
NIL				

Form completed by:	
Signature: 	Date: 7/01/2022
Received CEO's Office: 	Date: 11/01/2022

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*.

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 meeting.

1. Required pursuant to the Bass Coast Shire Council Governance Rules 2020 Details of Informal Meeting of Councillors

Title of Meeting	Policy Workshop		
Time commenced:	10:30am	Time concluded:	2:47pm
Location:	Virtual meeting		
Division:	Business Transformation	Date: 1/12/2021	

Attendees

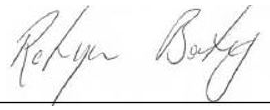
Cr M Whelan – Mayor	Cr L Laing – Deputy Mayor
Cr B Tessari	Cr B Kent
Cr R Halstead left at 2:33pm and returned at 2:38pm	Cr C Le Serve
Cr D Rooks left at 11:24am and returned at 11:30am, left at 1:16pm and returned at 2:10pm	Cr L Larke
Cr R Bauer	

Matters discussed	Attendees
1. Reconciliation Action Plan update	Jodi Kennedy, Damian Prendergast, Wayne Mack, Greg Box, Robyn Borley, Sharni Mann, Patrice Mahoney and Khiara Harrison
2. Gender Equality Action Plan update	Jodi Kennedy, Damian Prendergast, Wayne Mack, Greg Box, Robyn Borley, John Wynen, Emma Sorenson, Chris Brown and Sharni Mann.
3. Cowes to Stony Point Ferry Feasibility Study	Ali Wastie – CEO (from 11:36am), Jodi Kennedy, Damian Prendergast, Wayne Mack, Greg Box, Robyn Borley, Sharni Mann and Shannan Little
4. Wonthaggi North East DCP (confidential)	Ali Wastie – CEO, Jodi Kennedy, Damian Prendergast, Wayne Mack, Greg Box, Robyn Borley, James Stirton, Angela Gleeson, David Filmalter and Tess Dowthwaite.
5. PINP Launch of Millowl Action Plan	Ali Wastie – CEO, Jodi Kennedy, Damian Prendergast, Wayne Mack, Greg Box, Robyn Borley, Diana Wittington and Simon Woodland External: Catherine Basterfield Phillip Island Nature Park Vural Yazgin DELWP

6. Grant Proposals	Ali Wastie – CEO, Jodi Kennedy, Damian Prendergast, Wayne Mack, Greg Box, Robyn Borley, Greg Polson, Joey Boothby, Sharni Mann, Alanna Pomeroy and Siona Jones.
7. Complaints Handling	Ali Wastie – CEO, Jodi Kennedy, Damian Prendergast, Wayne Mack, Greg Box, Robyn Borley, Sharyn Tilley, Sharni Mann
8. NurtureOne Update	Ali Wastie – CEO, Jodi Kennedy, Damian Prendergast, Wayne Mack, Greg Box, Robyn Borley and Sharni Mann

2. Required pursuant to the *Local Government Act 2020 S131(1)*
Conflict of interest disclosures

Councillor	LGA Act section	Item no	Left the room during the discussion ✓	Form completed ✓

Form completed by:	Robyn Borley	
Signature: 		Date: 1/12/2021
Received CEO's Office: 		Date: 4/1/2022

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 meeting.

1. Required pursuant to the Bass Coast Shire Council Governance Rules 2020
Details of Informal Meeting of Councillors

Title of Meeting	Policy Workshop		
Time commenced:	10.30am	Time concluded:	3.15pm
Location:	Council Chambers		
Division:	Business Transformation	Date: 8/12/2021	

Attendees

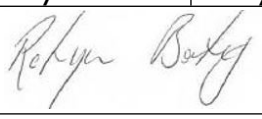
Cr M Whelan – Mayor	Cr L Laing – Deputy Mayor
Cr B Tessari	Cr B Kent
Cr R Halstead	Cr C Le Serve
Cr R Bauer	Cr L Larke
Cr D Rooks	

Matters discussed	Attendees
1. Budget preparation timetable	Ali Wastie – CEO, Jodi Kennedy, Wayne Mack, Greg Box, James Stirton, David Filmalter, Tess Dowthwaite, Robyn Borley & Sharni Mann
2. Review of Council Agenda	Ali Wastie – CEO, Jodi Kennedy, Wayne Mack, Greg Box, James Stirton, Robyn Borley, Sharni Mann & Angela Gleeson
3. Draft Local Law	Ali Wastie – CEO, Jodi Kennedy, Wayne Mack, Greg Box, James Stirton, Robyn Borley, Sharni Mann. Cyleste Athanassas & Leah Bellairs Externals: Cindy Stubbs – Stubbs Consulting
4. Statement of Planning Policy (DELWP)	Ali Wastie – CEO, Jodi Kennedy, Wayne Mack, Greg Box, James Stirton, Robyn Borley, Sharni Mann, Angela Gleeson, Rewa Smith & Kate MacDougall Externals: Mia Davison & Naomi Eaton – DELWP
5. Housing and Neighbourhood Character Strategy update	Ali Wastie – CEO, Jodi Kennedy, Wayne Mack, Greg Box, James Stirton, Robyn Borley, Sharni Mann, Angela Gleeson, Rewa Smith & Kate MacDougall

2. Required pursuant to the *Local Government Act 2020 S131(1)*

Conflict of interest disclosures

Councillor	LGA Act section	Item no	Left the room during the discussion ✓	Form completed ✓
Nil				

Form completed by:	Robyn Borley	
Signature: 		Date: 8/12/2021
Received CEO's Office: 		Date: 4/1/2022

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	BW Briefing Wonthaggi Pedestrian Crossings update		
Time commenced:	3.30pm	Time concluded:	4pm
Location:	Online (Teams)		
Division:	Placemaking	Date: 8/12/2021	

Attendees

Cr B Tessari	Cr L Laing - Deputy Mayor
Cr L Larke	Damian Prendergast
Angus Cameron	

Matters discussed	Attendees
1. DoT funding to TBC	**Laing, Tessari, Larke, Cameron, Prendergast**
2. Landscape Designs for crossing outstand areas	**Laing, Tessari, Larke, Cameron, Prendergast**
3. Timing of works	**Laing, Tessari, Larke, Cameron, Prendergast**

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:	Angus Cameron
Signature:	Date: 9/12/2021
Received CEO's Office: Wayne Mack	Date: 4/1/2022

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	BW Briefing Biggs and Murray Street Intersection safety upgrade		
Time commenced:	1.30pm	Time concluded:	2pm
Location:	Online (Teams)		
Division:	Placemaking	Date: 16/12/2021	

Attendees

Cr B Tessari	Cr L Laing - Deputy Mayor
Cr L Larke	Damian Prendergast
Angus Cameron	

Matters discussed	Attendees
1. Project update and funding	**Laing, Tessari, Larke, Cameron, Prendergast**
2. Intersection design and pedestrian access	**Laing, Tessari, Larke, Cameron, Prendergast**
3. Timing of works	**Laing, Tessari, Larke, Cameron, Prendergast**

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:	Angus Cameron
Signature:	Date: 16/12/2021
Received CEO's Office: Wayne Mack	Date: 4/1/2022

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	Bass Coast Event Advisory Committee		
Time commenced:	10.00am	Time concluded:	11.30am
Location:	Microsoft Teams Meeting		
Division:	Partnerships, Advocacy & Economy	Date: 13 December 2021	

Attendees- Councillors

,Cr Clare Le Serve (LS)	
Matters discussed	**Attendees**
Guest Presentations: Stephen Ward- Experience Cape a one-day festival in Cape Paterson on 20 Feb 2022 **Event Discussion** • Parklets • Schoolies • NYE • Markets • Cape Aquathon 16 Jan, Cowes Classic 5 Feb, Channel Challenge 19 Feb , •	Janine Temme (JT), Jenni McMillian (JM), Julian Sellers (JS), Ashley Lamers (AL), Pauline Bolton (PB), Duncan Roney, Melissa Cashman (MC), Anthony McKechnie (AM), Scott Morrison(SM), Tony Walton (TW), Luke Sibson (LS), Paul De Fazio (PD)
Agency Reports • Vic Police – Andy O'Brien • Ambulance Victoria – • CFA – Scott Hamilton • SES - • Parks Vic – Tony Walton • Phillip Island Nature Parks – Melissa Cashman • DPI – Pauleen Bolton	
Community Representative reports: Simon Manning, Ashley Lamers, Julian Sellers	
Proposed New Event: No New Events	
General Business	Nil
Next Meeting	10 January 2022

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 ✓
NIL				

Form completed by:	
Signature: 	Date: 7/01/2022
Received CEO's Office: 	Date: 11/01/2022

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*.