


Assembly of Councillors Record

Description of Meeting: Council Briefing					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 8 September 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Spring Creek PSP Community Panel Member - Matt York	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Sunil Bhalla	✓	Spring Creek PSP Community Panel Member - Danielle Anawati	✓
Cr. Libby Coker	✓	General Manager Environment & Development - Kate Sullivan	✓	Spring Creek PSP Community Panel Member - Andrew Cherubin	✓
Cr. Eve Fisher	✓	General Manager Culture & Community - Chris Pike	✓	Spring Creek PSP Community Panel Member - Anthony Jansen	✓
Cr. Clive Goldsworthy	X	Team Leader Governance - Candice Holloway	✓	Spring Creek PSP Community Panel Member - Cameron Shephard	✓
Cr. Rose Hodge	✓	Coordinator Governance and Procurement – Avinesh Marahaj	✓	Spring Creek PSP Community Panel Member – Jonathon Ward	✓
Cr. Carol McGregor	✓	Planning Officer – Michelle Warren	✓		
Cr. Brian McKiterick	✓	Manager Finance – John Brockway	✓		
Cr. Heather Wellington	X	Manager Business Improvement – Brendan Walsh	✓		
		Coordinator Corporate Planning – Danielle Foster	✓		
		Acting Manager Planning & Development – Karen Hose	✓		
		Coordinator Statutory Planning – Phil Rosevear	✓		
		Manager Environment & Community Safety - Rowan Mackenzie	✓		
		Coordinator Environment - Kate Smallwood	✓		
		Co-ordinator Open Space Projects – Leanne Lucas	✓		
		Manager Leisure and Wellbeing – Janice Lane	✓		
Matters Considered at the Meeting (or attach agenda)					
1. Torquay Christian College – Subdivision Planning Application					

2. Confirmation of Minutes - 1 September 2015
3. Conflicts of Interest
4. Financial Year End Update 2014/15 - Presentation
5. Winchelsea Independent Living Units - Service Review Update
6. Business Improvement - Service Review Project Initiation
7. Development of the Annual Report 2014 - 2015 - Update on progress
8. Spring Creek PSP Community Panel Findings – External Presentation
9. Petition requesting Council support for an ALDI supermarket in Rudd Avenue, Torquay
10. Amendment C99 and Application 14/0287 - Rezoning and subdivision of 305 Great Ocean Road, Jan Juc
11. Amended Permit for Landscape Garden Supplies, 330 Grossmans Road, Bellbrae
12. Victoria's Renewable Energy Roadmap - Presentation
13. Open Space Strategy 2015 - 2025 draft
14. Future Use Options for the McMillan Street Community Precinct
15. The Future of Surf Life Saving in Surf Coast Shire
16. Population Forecast Update - Presentation

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Responsible Officer Signature:	Print Name: KEITH BAILLIE	
Chief Executive Officer Signature:		Print Name: KEITH BAILLIE
Date: 8 September 2015		
To be completed on conclusion of session and provided to Governance Support Officer		

Disclosure of Interest:

- A Councillor attending an assembly of Councillors must disclose a conflict of interest and leave the assembly while a matter is being considered, if he or she knows that the particular matter is one that if it was to be considered and decided by Council, he or she would have to disclose a conflict of interest* under the Act [s.80A(3)].
- A Councillor must disclose the conflict of interest either immediately before the matter is considered, or where the Councillor realises he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware he or she has a conflict of interest [s.80A(4)].
- The CEO must ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending the meeting, the matters considered at the meeting, and any conflict of interest disclosures made by a Councillor attending [s.80A(1)].
- The CEO must also ensure that the written record of an assembly of Councillors is kept for 4 years after the date of the assembly, and made available for public inspection at the Council offices for 12 months after the date of the assembly [s80A(2)].

*The new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.