



## Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing					
<b>Responsible Officer:</b> Keith Baillie – Chief Executive Officer					
<b>Date:</b> 10 November 2015					
<b>In Attendance:</b>					
Yes (✓) No (X) N/R (Not Required)					
<b>Councillors</b>		<b>Officers</b>		<b>Others</b>	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure - Sunil Bhalla	✓		
Cr. Libby Coker	✓	General Manager Environment & Development - Kate Sullivan	✓		
Cr. Eve Fisher	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance - Candice Holloway	✓		
Cr. Carol McGregor	✓	Manager Finance – John Brockway	✓		
Cr. Brian McKiterick	✓	Co-ordinator Corporate Planning & Improvement - Danielle Foster	✓		
Cr. Margot Smith	✓	Project Manager – Michelle Warren	✓		
Cr. Heather Wellington	✓	Manager Environment & Community Safety – Rowan Mackenzie	✓		
		Manager Economic Development and Tourism – Matt Taylor	✓		
		Manager Community Relations – Damian Waight	✓		
		Coordinator Communications and Community Relations - Darryn Chiller	✓		
		Community Engagement Facilitator – Rochelle Griffith	✓		
		Community Project Officer - Terri Rodaughan	✓		
		Manager Leisure & Wellbeing – Shaan Briggs	✓		
		Manager Aged & Family – Robyn Stevens	✓		
		Manager Planning & Development – Bill Cathcart	✓		
		Property & Legal Services Officer – Trina Hughes	✓		
<b>Matters Considered at the Meeting (or attach agenda)</b>					
1. Confirmation of Council Briefing Minutes - 13 October 2015					
2. Conflicts of Interest					
3. Long Term Financial Planning - Presentation					
4. 2016-2017 Budget Process - Presentation					
5. SCS Submission to the Review of the Local Government Act 1989					
6. Potential Sale of Council Land - 3 Deans Marsh-Lorne Road, Deans Marsh					
7. Extension of Term Audit & Risk Committee Independent Members & Chair - Verbal					
8. Spring Creek Growth Area Draft Framework Plan and Response to Community Panel Report					

9. Environmental Leadership - Communications & Engagement Strategy
10. 2015/16 Fire Season Risk and Preparations - Presentation
11. Moreland City Council /Moreland Energy Foundation (MEFL) Visit - Presentation
12. 2016 Cadel Evans Road Race - Infrastructure Requirement
13. Aquatic and Health Centre
14. Small Grants Program September 2015/16 Funding Round
15. Anglesea Kindergarten Land Encroachment
16. Market Policy
17. Domestic Animal Management Plan - Annual Review
18. Health and Wellbeing Plan Quarterly Progress Report

<b>Councillor/Officer Declarations of Interest:</b>		
<b>Councillor/Officer</b>	<b>Left Meeting (Yes/No)</b>	<b>Type &amp; Details of Interest(s) Disclosed</b>
Cr. Libby Coker	Yes	Briefing Item No. 13 – Aquatic and Health Centre - Cr Libby Coker requested that in accordance with Section 79B on the Local Government Act 1989, Council approves her being exempt from discussions on this item on the basis that she has a conflicting personal interest. Councillors affirmed they were happy for Cr. Libby Coker to leave the meeting. Cr. Coker was absent for the discussion
Cr. David Bell	Yes	Briefing Item No.16 – Market Policy – Direct Conflict of Interest – Cr. Bell was absent for this discussion.
<p><b>Responsible Officer Signature:</b>  <b>Print Name: KEITH BAILLIE</b></p>		
<p><b>Chief Executive Officer Signature:</b>  <b>Print Name: KEITH BAILLIE</b></p>		
<b>Date: 10 November 2015</b>		
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.