

Assembly of Councillors Record

Description of Meeting: Council Briefing					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 11 November 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure - Sunil Bhalla	✓		
Cr. Libby Coker (Arrived at 1:37pm)	✓	General Manager Environment & Development - Kate Sullivan	✓		
Cr. Eve Fisher	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Clive Goldsworthy	X	Team Leader Governance - Candice Holloway	✓		
Cr. Carol McGregor	X	Manager Business Improvement – Brendan Walsh	✓		
Cr. Brian McKitterick (Left at 1:00pm)	✓	Manager Governance & Risk – Wendy Hope	✓		
Cr. Margot Smith	✓	Coordinator Risk Management and Legal Services – Maureen White	✓		
Cr. Heather Wellington (Arrived at 1:29pm)	✓	Coordinator Strategic Planning – Karen Hose	✓		
		Senior Strategic Planner – Jorgen Peeters	✓		
		Manager Economic Development and Tourism – Matt Taylor	✓		
		Coordinator Business and Tourism Strategy – Simon Loone	✓		
		Manager Environment & Community Safety – Rowan Mackenzie	✓		
		Manager Leisure & Wellbeing – Shaan Briggs	✓		
		Acting Coordinator Sport and Recreation – Jarrod Westwood	✓		
		Property & Legal Services Officer – Trina Hughes	✓		
		Co-ordinator Corporate Planning – Danielle Foster	✓		
Matters Considered at the Meeting (or attach agenda)					
1. Conflicts of Interest					
2. Project Initiation - Service Review - Large Scale Mail Outs					
3. Review of Torquay Farmers Market Licence Agreement					
4. Risk Management Framework - Presentation					
5. Torquay Jan Juc Development Contributions Plan Review Framework					
6. Aireys Inlet to Eastern View Planning for the Future					
7. Winchelsea Common - Update on Proposed Remediation Plan					

8. Support to Community Clubs and Groups - Presentation
9. Council Plan 2013 - 2017 Year-to-Date Progress Report - 30 September 2015

Councillor/Officer Declarations of Interest:		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Cr. David Bell	Yes	Briefing Item No.3 – Review of Torquay Farmers Market Licence Agreement – Direct Conflict of Interest
<p style="text-align: center;"><i>Keith Baillie</i></p> <p>Responsible Officer Signature: Print Name: KEITH BAILLIE</p>		
<p style="text-align: center;"><i>Keith Baillie</i></p> <p>Chief Executive Officer Signature: Print Name: KEITH BAILLIE</p>		
Date: 11 November 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.*