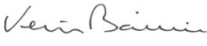


Assembly of Councillors Record

Description of Meeting: Council Briefing					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 4 August 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, 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	X	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	X	Manager Engineering Services – Peter McLean	✓		
Cr. Rose Hodge	✓	Manager Program Management Office – Rowena Frost	✓		
Cr. Carol McGregor	✓	Acting Manager Planning & Development – Karen Hose	✓		
Cr. Brian McKiterick	X	Manager Economic Development & Tourism – Matt Taylor	✓		
Cr. Heather Wellington	✓	Manager Leisure & Wellbeing – Janice Lane	✓		
		Business Support Officer - Gretchen Gibson	✓		
		Social Planner – Dee Johnson	✓		
		Manager Aged & Family – Robyn Stevens	✓		
		Manager Information Management - Neil McQuinn	✓		
		Manager Governance & Risk - Wendy Hope	✓		
		Team Leader Governance - Candice Holloway	✓		
Matters Considered at the Meeting (or attach agenda)					
1. Confirmation of Minutes - 14 July 2015					
2. Winchelsea Open Space Naming					
3. Audio Recording of Council Minutes (Verbal)					
4. Electronic Agendas (Verbal)					
5. Program Management Office Report (Presentation)					
6. Expressions of Interest/Appointment of the new Bells Beach Committee					
7. Event Grants Program					
8. Update on Rural Hinterland Strategy (Presentation)					
9. Community Buildings Study					
10. Aged Care Reform Update					
11. Endorsement of Positive Ageing Strategy and Early Years and Youth Strategy 2015-2018					

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: 4 August 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.*