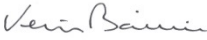


Assembly of Councillors Record

Description of Meeting: Council Briefing					
Responsible Officer: Keith Baillie – Chief Executive Officer					
Date: 7 July 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Officers		Others	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer – Keith Baillie	✓	Eat Local Month – Sarah Bolus	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Sunil Bhalla	✓		
Cr. Libby Coker	X	General Manager Environment & Development– Kate Sullivan	✓		
Cr. Eve Fisher	✓	Acting General Manager Culture & Community – Robyn Stevens	✓		
Cr. Clive Goldsworthy	✓	Manager Planning & Development – Brydon King	✓		
Cr. Rose Hodge	✓	Manager Leisure and Wellbeing – Janice Lane	✓		
Cr. Carol McGregor	✓	Manager Business Improvement – Brendan Walsh	✓		
Cr. Brian McKiterick	✓	Manager Environment & Community Safety – Rowan Mackenzie	✓		
Cr. Heather Wellington	✓	Manager Community Relations – Damian Waight	✓		
		Coordinator Environment – Kate Smallwood	✓		
		Manager Economic Development and Tourism – Matt Taylor	✓		
		Engineering Services Manager – Peter McLean	✓		
		Environment Officer – Rachel Brown	✓		
		Team Leader Governance – Candice Holloway	✓		
Matters Considered at the Meeting (or attach agenda)					
1. Advocacy Agenda					
2. Environmental Leadership (Top 5) - Introductory Discussion (Presentation - 30 Min)					
3. Eat Local Month (External Presentation – 30 min)					
4. Business Improvement Project Charters – Aireys Inlet and Winchelsea Social Housing					
5. Alcoa Community Engagement (Presentation)					
6. Bells Beach Coastal Management Update (Verbal)					
7. Aquatic Facility and Community Infrastructure Consultation (Presentation – 60 min)					
8. Business Improvement Program – Candidates for Service Review					
9. Potential Property Sales in Winchelsea					
10. Program Management Office Report (Presentation)					
11. Biodiversity Amendment 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: 7 July 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.*