

Assembly of Councillors Record

Description of Meeting: Council Briefing
Responsible Officer: General Manager Governance & Infrastructure - Anne Howard
Date: 13 September 2016
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 - Anne Howard	✓		
Cr. Eve Fisher	✓	General Manager Environment & Development - Kate Sullivan	✓		
Cr. Clive Goldsworthy <i>(arrived at 1.34pm)</i>	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Carol McGregor	X	Team Leader Governance - Danni Vasiloski	✓		
Cr. Brian McKiterick	✓	Manager Aged and Family – Robyn Stevens	✓		
Cr. Margot Smith	✓	Manager Business Improvement – Brendan Walsh	✓		
Cr. Heather Wellington	X	Manager Community Relations - Damian Waight	✓		
		Coordinator Sport & Recreation – Jarrod Westwood	✓		
		Community Project Officer - Terry Rodaughan	✓		
		Coordinator Positive Ageing – Zoe Barnett	✓		
		Open Space Planning Coordinator – Leanne Lucas	✓		
		Co-ordinator Corporate Planning - Danielle Foster	✓		

MEETING COMMENCED	1.01pm	MEETING CONCLUDED	2.50pm
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Matters considered at the meeting (or attach agenda)
1. Confirmation of Council Briefing Minutes - 6 September 2016
2. Conflicts of Interest
3. Service Review - Positive Ageing - Project Initiation
4. Provision of Community Facilities - Presentation
5. Community Project Requests - Presentation
6. Open Space Sandy Way, Torquay - Presentation
7. Community Satisfaction Survey Results 2016
8. Service Review Update - Council involvement in the Winchelsea Golf Club
9. Agenda Review – 13 September 2016 Ordinary Council Meeting

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil declared		

A handwritten signature in black ink, appearing to read "Anne Howard".

Responsible Officer Signature:

Print Name: ANNE HOWARD

Date: 13 September 2016

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.*