

## Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefings
<b>Responsible Officer:</b> Anne Howard
<b>Date:</b> 15 November 2016
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKiterick (Mayor)	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓		
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	✓		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓		
Cr.Clive Goldsworthy	✓	Team Leader Governance – Daniella Vasiloski	✓		
Cr Rose Hodge	✓	Manager Governance & Risk – Wendy Hope	✓		
Cr. Carol McGregor (Deputy Mayor)	✓	Coordinator Governance & Corporate Planning – Danielle Foster	✓		
Cr. Margot Smith	✓	Manager Business Improvement – Brendan Walsh	✓		
Cr.Heather Wellington	✓	Manager Program Management Office – Rowena Frost	✓		
		Manager Development & Planning – Bill Cathcart	✓		
		Manager Economic Development and Tourism – Matt Taylor	✓		
		Coordinator Business and Tourism Strategy – Simon Loone	✓		
		Manager Aged & Family – Robyn Stevens	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Early Years, Youth & Positive Ageing Coordinator – Tabitha Nelson	✓		
		Team Leader Youth Development – Blake Edwards	✓		
		Manager Recreation & Open Space Planning – Shaan Briggs	✓		
		Coordinator Recreation Planning – Jarrod Westwood	✓		
		Community Project Officer – Terri Rodaughan	✓		
		Community Engagement Facilitator - Rochelle Griffith	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Kate Sullivan	✓		
		Recreation Development Officer - Colette Naufal	✓		

<b>MEETING COMMENCED</b>	12.30pm	<b>MEETING CONCLUDED</b>	4.42pm
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<b>Matters considered at the meeting (or attach agenda)</b>		
1. Confirmation of Council Briefing Minutes - 13 September 2016		
2. Conflicts of Interest		
3. Council Plan Development Process – Presentation		
4. Business Improvement Program Update		
5. Service Review Update - Council involvement in the Winchelsea Golf Club - Presentation		
6. Monthly Finance Report September 2016 - Presentation		
7. September 2016 Quarterly Finance Report - Presentation		
8. Program Status Report July to September Quarter 2016		
9. Torquay North Children's Project Update - Presentation		
10. General Business		
11. Geelong Saleyards - Presentation		
12. Torquay Gateway and CBD Projects - Presentation		
13. Domestic Animal Management Plan Review 2016		
14. Domestic Animal Management Plan Project 2017 to 2021 - Presentation		
15. 2016 School Leavers - Presentation		
16. 2016 - 2017 Country Football and Netball Program		
17. Small Grants Program September 2016		
18. Response to petition requesting consideration to be given to allow vehicles reversing out of a parking space priority over vehicles passing through on the road		
19. Response on petition requesting maintenance of Pennroyal-Wymbooliel Road, Pennyroyal		
20. Petition requesting to provide adequate and informative signage in the Anglesea Shopping Precinct prohibiting the riding of bicycles, skateboards, roller blading and use of scooters on footpaths.		
<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. Carol McGregor	Yes	Cr. Carol McGregor declared an Indirect conflict of interest under section 78B of the Local Government Act 1989 due to close association in item 18 Small Grants Program September 2016 as she is a committee member in a community group that has applied for a small grant.
<b>Responsible Officer Signature:</b> 		<b>Print Name: Anne Howard</b>
<b>Date: 15 November 2016</b>		
To be completed on conclusion of session and provided to Governance Administration Officer.		

**General Information:**

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- 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 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)].
- 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)].
- 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)].