



Assembly of Councillors Record

Description of Meeting: Council Briefing
Responsible Officer: Keith Baillie
Date: 10 May 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. Heather Wellington	✓	General Manager Environment & Development– Kate Sullivan	✓		
Cr. Eve Fisher	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance – Danni Vasiloski	✓		
Cr. Carol McGregor	✓	Manager Business Improvement – Brendan Walsh	✓		
Cr. Brian McKiterick	✓	Manager Governance & Risk – Wendy Hope	✓		
Cr. Margot Smith	✓	Manager Leisure & Wellbeing – Shaan Briggs	✓		
		Coordinator Sport & Recreation – Jarrod Westwood	✓		
<i>Note: Cr Libby Coker resigned on 9 May</i>		Resilient Communities Officer – Sally Sneddon	✓		
		Environment Officer – Rachel Brown	✓		
		Senior Strategic Planner – Sally Conway	✓		
		Coordinator Environmental Health – Adam Lee	✓		
		Manager Community Relations – Damian Waight	✓		
		Environment Officer – Donna Groves	✓		
		Community Engagement Facilitator – Rochelle Griffith	✓		
		Coordinator Strategic Planning – Karen Hose	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		

MEETING COMMENCED	11.05am	MEETING CONCLUDED	3:59am
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Matters considered at the meeting (or attach agenda)
1. Misc. Topics – Presentation: Councillor Resignation, Council Plan, Planning Scheme Amendment
2. Confirmation of Council Briefing Minutes - 3 May 2016
3. Conflicts of Interest
4. Environmental Leadership Update – Presentation
5. Service Review - Engineering Services Fees and Charges – Presentation
6. Draft 2016/17 Business Improvement Program – Presentation
7. Councillor Code of Conduct Policy SCS-02
8. Sport and Recreation Projects – Presentation
9. Disability Housing – Presentation
10. C115 - ALDI Torquay - Section 96A Request for Authorisation and Public Exhibition

11. Grasstree Park Masterplan Project – Presentation		
12. Winchelsea Common Update – Verbal		
13. Bellbrae Hall Expansion Design – Presentation		
14. Lorne Mens Shed Agreements – Presentation		
15. Declaration of Special Charge Scheme for Beal & Trebeck Courts, Winchelsea		
16. Council Plan 2013 - 2017 Year-to-Date Progress Report - 31 March 2016		
17. Bells Beach Commercial Tour Operator Licences		
18. Amendment C103 - Miscellaneous Corrections of Anomalies in the Planning Scheme - Adoption		
19. Small Grants Program March 2016		
Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil declared		
Responsible Officer Signature: 		
		Print Name: KEITH BAILLIE
Chief Executive Officer Signature: 		
		Print Name: KEITH BAILLIE
Date: 10 May 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.