
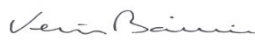


## Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing
<b>Responsible Officer:</b> Keith Baillie
<b>Date:</b> 12 April 2016
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

Councillors		Officers		Others	
Cr Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Spring Creek Briefing – Andrew Cherubin Charles Brookes Graeme Stockton Sue O'Shanassy	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓		
Cr. Libby Coker	X	General Manager Environment & Development– Kate Sullivan	✓		
Cr. Eve Fisher	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	X	Team Leader Governance – Danni Vasiloski	✓		
Cr. Margot Smith <i>(Left meeting at 3:38pm)</i>	✓	Acting Finance Manager– Gabby Spiller	✓		
Cr. Carol McGregor	✓	Finance Graduate – Tim Dickson	✓		
Cr. Brian McKiterick <i>(Left meeting at 1:40pm)</i>	✓	Manager Environment & Community Safety – Rowan Mackenzie	✓		
Cr. Heather Wellington <i>(Arrived at 10:38)</i>	✓	Coordinator Strategic Planning - Karen Hose	✓		
		Project Manager - Michelle Warren	✓		
		Engineering Services Manager - Peter McLean	✓		
		Special Projects Coordinator - Richard Bain	✓		
		Manager Planning & Development - Bill Cathcart	✓		
		Senior Strategic Planner - Sally Conway	✓		
		Manager Economic Development and Tourism - Matt Taylor	✓		
		Manager Aged and Family - Robyn Stevens	✓		
		Manager Community Relations - Damian Waight	✓		
		Acting Manager Governance & Risk - Wendy Hope	✓		
		Coordinator Environment - Kate Smallwood	✓		
		Statutory Planning Officer – Jennifer Davidson	✓		
		Event Delivery Officer – Jim Lawson	✓		
		Coordinator Positive Ageing – Zoe Barnett	✓		
		Senior Strategic Planner – Jorgen Peeters	✓		

<b>MEETING COMMENCED</b>	10:04am	<b>MEETING CONCLUDED</b>	3:41pm
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<b>Matters considered at the meeting (or attach agenda)</b>		
1. Spring Creek Briefing		
2. Draft Budget Feedback from Councillors		
3. Confirmation of Council Briefing Minutes - 5 April 2016		
4. Conflicts of Interest		
5. 2016 Advocacy Priorities		
6. Rabbit Communications and Engagement Road Map – Verbal		
7. Spring Creek Precinct Structure Plan and Planning Scheme Amendment Torquay		
8. Declaration of Special Charge Scheme for Construction of Hopkins Street, Aireys Inlet		
9. Review of Local Law No. 2 - Council Meeting Procedures and Common Seal		
10. Application for a Planning Permit at 130 Bells Road, Bells Beach		
11. Proposed Planning Scheme Amendment for 85 Geelong Road, Torquay – Verbal		
12. Australian National Surfing Museum (ANSM) Consulting Project – Presentation		
13. Cadel Evans Great Ocean Road Race 2017 - Kermesse Event Request - Presentation		
14. Aged Care Reform Progress Update – Presentation		
15. Community Chef Restructure		
16. Council Delegations to the Chief Executive Officer and Members of Council Staff		
17. 1160 Horseshoe Bend Road Torquay - Amendment to the Approved Development Plan		
<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. Margot Smith	Yes	Declared a Direct Conflict of Interest in Briefing Item No. 15 Community Chef Restructure as a Director on the board. Cr Smith considers this to be a direct conflict, rather than indirect, as the matter involves whether the director position will exist.
<b>Responsible Officer Signature:</b>  <b>Print Name: KEITH BAILLIE</b>		
<b>Chief Executive Officer Signature:</b>  <b>Print Name: KEITH BAILLIE</b>		
<b>Date: 12 April 2016</b>		
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.