

## Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefings
<b>Responsible Officer:</b> Keith Baillie
<b>Date:</b> 14 June 2016
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

Councillors		Officers		Others	
Cr Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Chair Audit Risk Committee - Brian Keane	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	Director Urban Enterprise - Mike Ruzzene	✓
Cr. Eve Fisher	✓	General Manager Environment & Development - Kate Sullivan	✓	Urban Enterprise - Todd Ainsaar	✓
Cr. Clive Goldsworthy	✓	General Manager Culture & Community - Chris Pike	✓	Race Patron, Amy's Gran Fondo - Simon Gillett	✓
Cr. Carol McGregor	✓	Team Leader Governance - Danni Vasiloski	✓	CEO Amy Gillett Foundation - Phoebe Dunn	✓
Cr. Brian McKiterick	X	Acting Manager Governance & Risk – Maureen White	✓	Sponsorship Officer, Amy Gillett Foundation - Vanessa Ambrose	✓
Cr. Margot Smith <i>(Left meeting at 12:11pm – Leave of absence)</i>	✓	Manager Economic Development & Tourism – Matt Taylor	✓		
Cr. Heather Wellington <i>(Leave of absence)</i>	X	Manager Business Improvement – Brendan Walsh	✓		
		Coordinator Governance & Procurement – Avi Maharaj	✓		
		Manager Environment & Community Safety – Rowan Mackenzie	✓		
		Manager Planning & Development – Bill Cathcart	✓		
		Senior Strategic Planner – Jorgen Peeters	✓		
		Coordinator Strategic Planning – Karen Hose	✓		
		Manager Leisure & Wellbeing – Shaan Briggs	✓		
		Coordinator Sport & Recreation – Jarrod Westwood	✓		
		Coordinator Visitor Centres & Aust. Nat. Surfing Museum - Gordan Johnston	✓		
		Manager Community Relations - Damian Waight	✓		
		Social Planner – Dee Johnson	✓		
		Resilient Communities Officer – Sally Sneddon	✓		
		Manager Aged and Family - Robyn Stevens	✓		
		Manager People & Culture - Leanne Perryman	✓		

<b>MEETING COMMENCED</b>	10.09am	<b>MEETING ADJOURNED</b>	2.10pm
<b>MEETING RESUMED</b>	2.52pm	<b>MEETING CONCLUDED</b>	3.30pm

**Matters considered at the meeting (or attach agenda)**

1. Audit & Risk Committee Chair's Report – External Presentation
2. Australian National Surfing Museum – Strategic Assessment and Future Options – External Presentation
3. Amy's Gran Fondo Signature Event Funding Request – External Presentation
4. Vision, Purpose and Direction Consultation
5. Confirmation of Council Briefing Minutes – 7 June 2016
6. Conflicts of Interest
7. Service Review – Community Building Ownership and Management
8. Council Delegations to Council Staff
9. Towards Environmental Leadership Program
10. Amendment C99 and Planning Permit Application 14/0287 - 305 Great Ocean Road, Jan Juc
11. Amendment C116 and Planning Permit Application 16/0172 - 180 Erskine Falls Road, Lorne
12. Private Planning Scheme Amendment Requests Management Procedure
13. Infrastructure Victoria List
14. Eastern Reserve Committee of Management - Instrument of Delegation Review

**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: 14 June 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.