

Assembly of Councillors Record

Description of Meeting: Council Briefing Meeting
Responsible Officer: Ransce Salan – General Manager Environment and Development
Date: 1 August 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Brian Keane – Chair, Audit & Risk Committee	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. Libby Coker	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan	✓		
Cr. Clive Goldsworthy	✓	Governance Administration Officer – Claire Rose	✓		
Cr. Rose Hodge	✓	Team Leader Governance - Candice Holloway	✓		
Cr. Carol McGregor	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓		
Cr. Margot Smith	✓	Coordinator Recreation Planning – Jarrod Westwood	✓		
Cr. Heather Wellington	X	Community Project Development Officer – Nicky Angus	✓		
		Manager Community Relations – Damian Waight	✓		
		Manager Development & Planning – Bill Cathcart	✓		
		Senior Planner – Ben Schmied	✓		
		Coordinator Statutory Planning – Michelle Watt	✓		
		Manager Economic Development & Tourism – Matt Taylor	✓		
		Coordinator Business and Tourism Strategy – Simon Loone	✓		

MEETING COMMENCED	1.00pm	MEETING CONCLUDED	3.57pm
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Matters considered at the meeting (or attach agenda)
External Presentation 1 - Audit and Risk Committee Chair – Chair's Annual Report
1. Confirmation of Council Briefing Minutes – 18 & 25 July 2017
2. Conflicts of Interest
3. Fisher Street Service Station VCAT Decision - Discussion
4. Communication Report - Community Project Development - August Quarterly Update 2017
5. Community Satisfaction Survey Results 2017
6. MAV State Council Motions - 20 October 2017
7. Communication Report - Barwon Water Partnership Update
8. Communication Report - 15/0434 210 Jarosite Road Bells Beach
9. Great Ocean Road Memorial Arch Precinct - Options Paper
10. Other Business
11. Audit and Risk Committee - Chair's Report on 2016/17
12. Council Plan 2013 – 2017 – Final Progress Report 30 June 2017
13. Confirmation from V Line of upgrade to Surf Coast Shire level crossings
14. Communication Report - Bellbrae School traffic management and Road safety improvements
15. Communication Report - Winchelsea Units - Asset Transfer
16. Communication Report - Project Initiation - Service Review - Vacation Care

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Anne Howard	No	Indirect Conflict of Interest under section 78E of the Local Government Act 1989 due to residential amenity, in relation to the following items: <ul style="list-style-type: none"> • Agenda Item No 3.2 - Fisher Street Service Station VCAT Decision • Agenda Item No 4.1 - Community Project Development - August Quarterly Update 2017.
Responsible Officer Signature:		Print Name: Ransce Salan
Date: 2 August 2017		
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)].