

## Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager, Governance and Infrastructure
<b>Date:</b> 9 May 2017
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

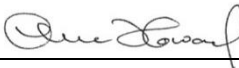
Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	External - Bo Li - Policy Officer and Membership, VLGA	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	External - Jan Farrell - Finance Officer, VLGA	✓
Cr. Libby Coker	✓	General Manager Culture & Community - Chris Pike	✓	External Robert Herman, Consultant, ACG Concepts	✓
Cr. Martin Duke	✓	General Manager Environment & Development - Ransce Salan (Arrived 10.15am)	✓	External William Tieppo, COGG	✓
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓	Bill Grant – Director Blue Environment	✓
Cr. Rose Hodge	✓	Coordinator Waste Management - Neil Brewster	✓	External - Bo Li - Policy Officer and Membership, VLGA	✓
Cr. Carol McGregor, Deputy Mayor	✓	Strategic Initiatives Manager – Kate Sullivan	✓	External - Jan Farrell - Finance Officer, VLGA	✓
Cr. Margot Smith	✓	Manager Development & Planning – Bill Cathcart	✓	External Robert Herman, Consultant, ACG Concepts	✓
Cr. Heather Wellington	✓	Senior Planner - Ben Schmied	✓	External William Tieppo, COGG	✓
		Coordinator Strategic Planning - Karen Hose	✓	Bill Grant – Director Blue Environment	✓
		Coordinator Recreation Planning – Jarrod Westwood	✓	External - Bo Li - Policy Officer and Membership, VLGA	✓
		Community Project Officer – Terri Rodaughan	✓	External - Jan Farrell - Finance Officer, VLGA	✓
		Community Project Development Officer – Nicky Angus	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Manager Recreation & Open Space Planning – Shaan Briggs	✓		
		Open Space Officer – Ross Wissing	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Manager Economic Development and Tourism – Matt Taylor	✓		
		Business Support Officer – Gretchen Gibson	✓		
		Coordinator Business and Tourism Strategy – Simon Loone	✓		
		Business & Tourism Officer - Pru Farrer	✓		
		Manager Environment & Community Safety - Rowan Mackenzie	✓		

	Manager Business Improvement – Brendan Walsh	✓	
	Chief Executive Officer - Keith Baillie	✓	
	General Manager Governance & Infrastructure - Anne Howard	✓	

<b>MEETING COMMENCED</b>	10.00am	<b>MEETING CONCLUDED</b>	4.45pm
--------------------------	---------	--------------------------	--------

<b>Matters considered at the meeting (or attach agenda)</b>
External Presentation - Victorian Local Governance Association (VLGA)
External Presentation - Livestock Market Analysis
1. Confirmation of Council Briefing Minutes – 2 May 2017
2. Conflicts of Interest
3. Review of Anglesea Landfill Future Use Options
4. Alcoa Update - Verbal Presentation
5. Quarterly Planning Update - January 2017 to March 2017 - Presentation
6. C122 - Customer Focused Planning Scheme Review - Local VicSmart Provisions
7. Planning Permit Application 16/0353 - 82-84 Mountjoy Parade, Lorne
8. Tiny Houses Movement - Planning and Local Laws Context Surf Coast Shire - Presentation
9. Council Submission to State Government Rezoning of Barwon Water Site, 69B Harvey Street, Anglesea
10. Local Law Application - Recreational Vehicle Use on Private Property and the Planning Permit Application for Earth Mounds (works) - Verbal Update
11. Small Grants Program March 2017
12. Community Project Development - Quarterly (May 2017) Update - Presentation
13. Digital Transformation - Presentation
14. Stribling Reserve Masterplan - Final Endorsement
15. Reclassification of Council Roads
16. Review – Impact of New Statutory Planning Fees - Six Month Update - Presentation
17. Late Item – Winchelsea RV Friendly Trial

<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>
Nil declared		

<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Anne Howard
<b>Date:</b> 10 May 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)].