

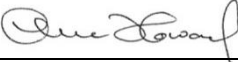
Assembly of Councillors Record

Description of Meeting: Council Briefing
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 11 April 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	External Presenter - Cameron Loftus - CEO Barwon Sports Academy	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard <i>(arrived 2.55pm)</i>	✓		
Cr. Libby Coker	✓	General Manager Environment & Development – Phil Rowland	✓		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	X		
Cr. Clive Goldsworthy	X	Team Leader Governance - Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Manager Facilities & Open Space Operations - Travis Nelson	✓		
Cr. Carol McGregor, Deputy Mayor	✓	Business Improvement Officer - Trevor Britten	✓		
Cr. Margot Smith	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓		
Cr. Heather Wellington <i>(arrived 2.30pm)</i>	✓	Acting Coordinator Recreation & Planning – Nicky Angus	✓		
		Manager Business Improvement – Brendan Walsh	✓		
		Manager Economic Development and Tourism – Matt Taylor	✓		
		Coordinator Business and Tourism Strategy – Simon Loone	✓		
		Manager People & Culture – Leanne Perryman	✓		
		Manager Environment & Community Safety - Rowan McKenzie	✓		
		Coordinator Environment – Kate Smallwood	✓		
		HR Advisor - Jemma James	✓		
		HR Advisor - Adam Devereux	✓		
		Coordinator Strategic Planning - Karen Hose	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Manager Recreation & Open Space Planning – Shaan Briggs	✓		

MEETING COMMENCED	12.10pm	MEETING CONCLUDED	4.14pm
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Matters considered at the meeting (or attach agenda)
1. External Presentation - Cameron Loftus - CEO Barwon Sports Academy
2. Confirmation of Minutes – 4 April 2017
3. Conflicts of Interest
4. Review Council Involvement in Surf Lifesaving
5. Council Involvement in Tennis - Service Review

6. Summary of Winchelsea RV Friendly Trial		
7. Planning Scheme Amendment C121 - Bells Beach Hinterland Review		
8. Employee Engagement Survey Results Debrief - Presentation		
9. Risk Appetite		
10. Summer Peak Period Debrief - 2016 to 2017		
11. Program Status Update 31 March 2017 - Presentation		
12. Winchelsea Common Future Use Plan - Part A - Draft Plan		
Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil declared		
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 12 April 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)].