

Assembly of Councillors Record

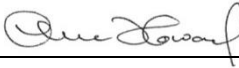
Description of Meeting: Council Briefing Meeting
Responsible Officer: Anne Howard – General Manager, Governance and Infrastructure
Date: 5 September 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Externals Elaine Carbines, CEO - G21 Geelong Region Alliance	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	Cr Chris Potter – Mayor, Colac Otway Shire	✓
Cr. Libby Coker	✓	General Manager Environment & Development - Ransce Salan	✓	Ryan James – id.Consulting	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Administration Officer Governance – Claire Rose	✓		
Cr. Rose Hodge	✓	Team Leader Governance - Candice Holloway	✓		
Cr. Carol McGregor	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓		
Cr. Margot Smith	✓	Co-ordinator Recreation Planning – Jarrod Westwood	✓		
Cr. Heather Wellington	X	Manager Development & Planning – Bill Cathcart	✓		
		Senior Planner - Ben Schmied	✓		
		Co-ordinator Environment – Kate Smallwood	✓		
		Project Manager - Capital & Operations Projects – Agnes Tong	✓		
		Senior Strategic Planner – Sally Conway	✓		
		Rural Access Officer - Kerri Deague	✓		
		Manager Governance & Risk – Wendy Hope	✓		
		Manager Aged & Family – Bronwyn Saffron	✓		
		Manager Business Improvement – Brendan Walsh	✓		
		Manager Community Relations – Damian Waight	✓		
		Manager Economic Development and Tourism - Matt Taylor	✓		

MEETING COMMENCED	10.05am	MEETING CONCLUDED	4.01pm
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Matters considered at the meeting (or attach agenda)
External Presentation 1 - G21 Update
External Presentation 2 - 2016 Census Update
Confirmation of Council Briefing Minutes - Confirmation of Council Briefing Minutes – 15 & 22 August 2017
Conflicts of Interest
1. Communication Report - S86 Committee Instrument of Delegation Review Update
2. Communication Report - Planning Permit Amendment Application - 12/0317G - 40 The Esplanade, Torquay
3. Communication Report - Anglesea Futures Land Use Plan Update - September 2017
4. Communication Report - Amendment C120 - Growing Winchelsea Implementation

5. Communication Report - Strengthening Town Boundaries Project
6. Meetings, Agendas and Reports Update - Presentation
7. Communication Report - Changing Places potential Funding Application
8. Communication Report - Family Day Care Review Update
9. Communication Report - Council Plan (incorporating the Health and Wellbeing-Plan) 2017–2021 Action Plan 2017–2018
10. Communication Report - Review - Joint Use Agreements
11. Communication Report - Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund - Stage 2 Proposals
12. Communication Report: Petition Response - Amendment C114 - Spring Creek Precinct Structure Plan
13. Food Safety Rating Scheme - Presentation
14. Communication Report - Community Engagement Policy (SCS-017) Review
15. Communication Report - Summary of Health and Wellbeing Plan 2013 - 2017
16. Communication Report - Anderson Roadknight Masterplan

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: 8 September 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)].