

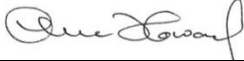
Assembly of Councillors Record

Description of Meeting: Council Briefing
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 24 January 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKiterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Cinnamon – Anglesea Artist	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓		
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	✓		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Manager Business Improvement – Brendan Walsh	✓		
Cr. Carol McGregor, Deputy Mayor	✓	Manager Engineering Services - Peter McLean	✓		
Cr. Margot Smith	✓	Business Improvement Officer - Trevor Britten	✓		
Cr. Heather Wellington	✓	Coordinator Waste Management - Neil Brewster	✓		
		Manager Finance – John Brockway	✓		
		Coordinator Environment – Kate Smallwood	✓		
		Manager Community Relations – Damian Waight	✓		
		Arts Development Officer - Julie Dyer	✓		
		Coordinator Governance & Corporate Planning – Danielle Foster	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Community Engagement Facilitator - Rochelle Griffith	✓		
		Manager Recreation & Open Space Planning – Shaan Briggs	✓		
		Coordinator Recreation Planning – Jarrod Westwood	✓		

MEETING COMMENCED	2.05pm	MEETING CONCLUDED	5.40pm
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Matters considered at the meeting (or attach agenda)
1. Confirmation of Council Briefing Minutes - 17 January 2017
2. Conflicts of Interest
3. Consolidation of Waste Costs - Review - Presentation
4. Review of Anglesea landfill future use options
5. Review of Free Green Waste Initiative November 2016
6. Council Payments to External Parties – Review Initiations
7. Budget Briefing #2 - Forecast 2016/2017 - Presentation
8. November 2016 Monthly Finance Report
9. December 2016 Monthly Finance Report
10. Winchelsea Common Draft Future Use Plan - Presentation
11. Pop Up Art Space Presentation
12. Council Plan Update - Engagement Discussion - Presentation

13. Small Grants Program Review		
14. General Business – Two Items Discussed		
o Melbourne Catholic Education		
o Spring Creek		
Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Keith Baillie	No	Keith Baillie (CEO) declared a Direct Conflict of Interest under section 77A of Local Government Act 1989 due to residential amenity in agenda item 14:1 – Melbourne Catholic Education, as he is building a new home in Stretton Stage Estate. Keith Baillie (CEO) remained in the room while this matter was discussed.
Responsible Officer Signature: 		Print Name: Anne Howard
Date: 24 January 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)].