

Assembly of Councillors Record

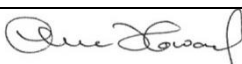
Description of Meeting: Council Briefing Meeting
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 7 February 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKiterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	John Webb Contractor – Project Manager Consultant	✓
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 - Phil Rowland	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Manager Business Improvement - Brendan Walsh	✓		
Cr. Carol McGregor	✓	Business Improvement Officer - Trevor Britten	✓		
Cr. Margot Smith	✓	Coordinator Development Compliance and Local Laws - Andrew Hewitt	✓		
Cr. Heather Wellington <i>Arrived at 10.10am</i>	✓	Strategic Asset Manager - John Bertoldi	✓		
		Manager Finance - John Brockway	✓		
		Coordinator Management Accounting - Gabby Spiller	✓		
		Engineering Services Manager - Peter McLean	✓		
		Manager Community Relations - Damian Waight	✓		
		Manager Program Management Office - Rowena Frost	✓		

MEETING COMMENCED	10.00am	MEETING CONCLUDED	1.10pm
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Matters considered at the meeting (or attach agenda)
1. Confirmation of Council Briefing Minutes – 24 January 2017
2. Conflicts of Interest
3. Commitment to Community Garden 3231
4. Review of Local Laws Fees and Charges draft report
5. Budget Briefing #3 - Draft Capital Works Program and Rating Strategy Assumptions - Presentation
6. Update on Building Better Regions Funding Application - Torquay Active Transport Project
7. Program Management – Status and Action Plan - Presentation
8. Program Status Report - October to December 2016 Quarter
9. Response to Petition from Jan Juc Kindergarten Committee
10. Community Buildings Study 2015 - Year 1 Progress Report
11. Review of Mayoral and Councillor Allowances

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
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Date: 7 February 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)].