

## Assembly of Councillors Record

<b>Description of Meeting: Council Briefing Meeting</b>
<b>Responsible Officer:</b> General Manager Governance & Infrastructure – Anne Howard
<b>Date:</b> 14 February 2017
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	X	Chief Executive Officer - Keith Baillie	✓	Ian Stewart – Chairman Committee – Lorne and Project Owner for the Stribling Reserve Masterplan	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓	Peter Spring – Chairman S86 Committee for the Stribling Reserve	✓
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	✓	Graham Brawn (Architect)	✓
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓	Patti Manolis (GRLC)	✓
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓	Ian Phillips (GRLC Contractor)	✓
Cr. Rose Hodge	✓	Open Space Officer – Ross Wissing	✓		
Cr. Carol McGregor, Deputy Mayor	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓		
Cr. Margot Smith	✓	Project Manager – Capital and Operational Projects – Susan Green	✓		
Cr. Heather Wellington	✓	Manager Community Relations – Damian Waight	✓		
		Manager Business Improvement – Brendan Walsh	✓		
		Coordinator Governance & Corporate Planning – Danielle Foster	✓		
		Strategic Initiatives Manager – Kate Sullivan	✓		
		Manager Environment & Community Safety - Rowan McKenzie	✓		
		Manager Development & Planning – Bill Cathcart	✓		
		Administrative Officer Environment & Community Safety – Helen Chandler	✓		
		Project Manager - Capital & Operations Projects – Agnes Tong	✓		
		Sustainability Officer – Lachlan McLean	✓		
		Coordinator Statutory Planning – Michelle Watt	✓		
		Community Engagement Facilitator - Rochelle Griffith	✓		
		Coordinator Communications and Community Relations - Darryn Chiller	✓		
		Community Project Development Officer – Nicky Angus	✓		

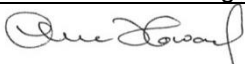
<b>MEETING COMMENCED</b>	10.01am	<b>MEETING CONCLUDED</b>	2.49pm
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<b>Matters considered at the meeting (or attach agenda)</b>
1. External Presentation – Stribling Reserve Masterplan
2. External Presentation – Development of Geelong Regional Library Plan 2017-21
1. Confirmation of Council Briefing Minutes - 7 February 2017

2. Conflicts of Interest
3. State Outcomes – SES and School Crossing Supervisor Reviews and Business Improvement Thermometer Update
4. Performance Reporting 2016 - 2017 (Council Plan, Health & Wellbeing Plan, LGPRF indicators) December year-to-date
5. Digital Transformation Update - Presentation
6. Towards Environmental Leadership Update
7. Quarterly Planning Reform Update - Period ending December 2016 - Presentation
8. Catholic Primary School - 90 and 10 South Beach Road
9. Stribling Reserve Draft Master Plan for Public Exhibition - Presentation
10. Community Project Development - February Update - Presentation
11. Council Plan Engagement Update - Verbal Update

**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 briefing Item 8 Catholic Primary School – 90 and 10 South Beach Road as he is building a house in Stretton Stage 2 Estate.

**Responsible Officer Signature:**  **Print Name: Anne Howard**

**Date:** 16 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 [s.80A(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)].