


Assembly of Councillors Record

Description of Meeting: Council Briefing
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 7 March 2017
In Attendance: Yes (✓) No (X)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor <i>(arrived at 1.46pm)</i>	✓	Chief Executive Officer - Keith Baillie	✓	External Presenter - Leanne Giardina – Executive Officer, Community Child Care	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓	External Presenter - John Tebbutt – Board Member Bendigo Bank (Winchelsea) and Chair of Winchelsea Child Care Project steering committee	✓
Cr. Libby Coker	✓	General Manager Environment & Development– Phil Rowland	✓	External Presenter - Jenny Sewell – Project Officer, Growing Winchelsea Inc - Child Care Project	✓
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓	External Presenter - Peter Birkett (CEO), Hesse Rural Health	✓
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓	External Presenter - Corporate Services Andrea Dunlop Director Executive Officer, Community Child Care	✓
Cr. Rose Hodge	✓	Manager Business Improvement – Brendan Walsh	✓	External Presenter – Cr David Edwards (Mayor) Moorabool Council and Chair of Peri Urban Group of Rural Councils	✓
Cr. Carol McGregor, Deputy Mayor	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓	External Presenter - Paula Lawrence Executive Officer, Peri Urban Group of Rural Councils	✓
Cr. Margot Smith	✓	Coordinator Management Accounting – Gabby Spiller	✓	External Presenter - Leanne Giardina – Executive Officer, Community Child Care	✓
Cr. Heather Wellington	X	Manager Finance – John Brockway	✓	External Presenter - John Tebbutt – Board Member Bendigo Bank (Winchelsea) and Chair of Winchelsea Child Care Project steering committee	✓
		Manager Governance & Risk – Wendy Hope	✓	External Presenter - Jenny Sewell – Project Officer, Growing Winchelsea Inc - Child Care Project	✓

		Strategic Initiatives Manager – Kate Sullivan	✓	External Presenter - Peter Birkett (CEO), Hesse Rural Health	✓
		Coordinator Recreation Planning – Jarrod Westwood	✓	External Presenter - Corporate Services Andrea Dunlop Director Executive Officer, Community Child Care	✓
		Recreation Development Officer -Colette Naufal	✓		
		Manager Environment & Community Safety– Rowan Mackenzie	✓		
		Manager Aged & Family – Robyn Stevens	✓		

MEETING COMMENCED	9.50am	MEETING CONCLUDED	3.48pm
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Matters considered at the meeting (or attach agenda)		
External Presentation 1 - Winchelsea Childcare Provision – Hesse Rural Health Services		
External Presentation 2 - Peri Urban Group of Rural Councils – New Councillor Group		
1. Confirmation of Council briefing Minutes – 7 & 14 February 2017		
2. Conflicts of Interest		
3. Review - Joint Use Agreements - Project Initiation		
4. Alcoa Anglesea Update - Presentation		
5. Exemption from Completing Register of Interest Returns		
6. January 2017 Monthly Finance Report		
7. Budget Briefing #5 - Kinder Fees and Other		
8. Section 86 Instrument of Delegation Review		
9. Djila Tjarri Park Operational Learnings		
10. Program Status 28 February 2017 - Presentation		
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 March 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)].