

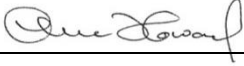
Assembly of Councillors Record

Description of Meeting: Council Briefing Meeting
Responsible Officer: Anne Howard – General Manager, Governance and Infrastructure
Date: 19 September 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKiterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	External - Albert Stafford, Director, The Stafford Group, Great Ocean Road Experience	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	External -Johnathon Rochwerger, The Stafford Group, Great Ocean Road Experience	✓
Cr. Libby Coker	✓	General Manager Environment & Development - Ransce Salan	✓	External -Ben Milbourne - NAAU	✓
Cr. Martin Duke	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Administration Officer Governance – Claire Rose	✓		
Cr. Rose Hodge	✓	Manager Economic Development and Tourism - Matt Taylor	✓		
Cr. Carol McGregor <i>(arrived 11.27am)</i>	✓	Manager Engineering Services - Peter McLean	✓		
Cr. Margot Smith	✓	Manager Governance & Risk – Wendy Hope	✓		
Cr. Heather Wellington <i>(arrived 11.27am, left at 12.56pm)</i>	✓	Co-ordinator Waste Management - Neil Brewster	✓		
		Manager Information Management – Neil McQuinn	✓		
		Senior Strategic Planner - Barbara Noelker	✓		
		Manager Development & Planning – Bill Cathcart	✓		
		Manager Community Relations – Damian Waight	✓		
		Coordinator Communications and Community Relations - Darryn Chiller	✓		
		Rural Access Officer – Kerri Deague	✓		

MEETING COMMENCED	10.06am	MEETING CONCLUDED	3.03pm
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Matters considered at the meeting (or attach agenda)
External Presentation - Great Ocean Road Experience Project
1. Confirmation of Council Briefing Minutes - 5 & 12 September 2017
2. Conflicts of Interest
3. Communication Report - Unsealed Road Network Plan
4. Communication Report - Governance Quarterly Update
5. Communication Report - Garbage Charge for Multi-Unit Dwelling
6. Torquay Farmer's Market EOI - Verbal Update
7. Digital Transformation Update – Civica Licence Purchase - Presentation
8. Amendments C85 and C96 Adoption - Flood and Waterways - Presentation
9. Improving Customer Outcomes - When there are objections - Presentation
10. Communication Report - Councillor Media Policy
11. Communication Report - Changing Places Grant Application

12. Communication Report - Review of Council Delegation to Members of Council Staff		
13. Other Business		
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: 21 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)].