



Assembly of Councillors Record

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| Description of Meeting: Council Briefing |
| Responsible Officer: Keith Baillie |
| Date: 3 May 2016 |
| In Attendance: Yes (✓) No (X) N/R (Not Required) |

| Councillors | | Officers | | Others | |
|--|---|---|---|--|---|
| Cr Rose Hodge, Mayor | ✓ | Chief Executive Officer - Keith Baillie | ✓ | Opteon Property Group - Steve Davey | ✓ |
| Cr. David Bell | ✓ | General Manager Governance & Infrastructure – Anne Howard | ✓ | Opteon Property Group - Linda Craig | ✓ |
| Cr. Libby Coker <i>(Arrived 1:06pm)</i> | ✓ | General Manager Environment & Development– Kate Sullivan | ✓ | | |
| Cr. Eve Fisher | ✓ | General Manager Culture & Community – Chris Pike | ✓ | | |
| Cr. Clive Goldsworthy | ✓ | Team Leader Governance – Danni Vasiloski | ✓ | | |
| Cr. Carol McGregor | X | Manager Finance – John Brockway | ✓ | | |
| Cr. Brian McKiterick | ✓ | Coordinator Revenue – Jade McKenzie | ✓ | | |
| Cr. Margot Smith | ✓ | Coordinator Sport & Recreation – Jarrod Westwood | ✓ | | |
| Cr. Heather Wellington <i>(Arrived 1:23pm)</i> | ✓ | Coordinator Corporate Planning – Danielle Foster | ✓ | | |
| | | Manager Development & Planning – Bill Cathcart | ✓ | | |
| | | Senior Planner - Ben Schmied | ✓ | | |
| | | Manager Leisure & Wellbeing – Shaan Briggs | ✓ | | |
| | | Project Manager – Capital and Operational Projects - Susan Green | ✓ | | |
| | | Manager People & Culture – Leanne Perryman | ✓ | | |
| | | Coordinator Human Resources - Brady Curran | ✓ | | |
| | | Social Planner - Dee Johnson | ✓ | | |
| | | Manager Community Relations – Damian Waight | ✓ | | |

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|--------------------------|---------|--------------------------|--------|
| MEETING COMMENCED | 11:06am | MEETING CONCLUDED | 3:06pm |
|--------------------------|---------|--------------------------|--------|

| Matters considered at the meeting (or attach agenda) |
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| 1. Opteon Property Group – 2016/2017 Revaluation |
| 2. Confirmation of Council Briefing Minutes - 12 April 2016 |
| 3. Conflicts of Interest |
| 4. Petition Requesting the Construction and Sealing of Gilbert St, Aireys Inlet |
| 5. Development of the Surf Coast Shire Council Annual Report 2015-2016 |
| 6. Customer Focused Planning Scheme Review |
| 7. Torquay North Indoor Stadium |
| 8. Organisational Direction & Purpose |
| 9. Community Buildings Facilitated Discussion |
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| Councillor/Officer Declarations of Interest | | |
|--|-----------------------|---|
| Councillor/Officer | Left Meeting (Yes/No) | Type & Details of Interest(s) Disclosed |
| Cr Libby Coker | Yes | Direct Conflict of Interest in briefing item no. 7 Torquay North Indoor Stadium under section 77A of the Local Government Act 1989, due to being a candidate for upcoming Federal Election. |
| Responsible Officer Signature:  | | Print Name: KEITH BAILLIE |
| Chief Executive Officer Signature:  | | Print Name: KEITH BAILLIE |
| Date: 3 May 2016 | | |
| To be completed on conclusion of session and provided to Governance Support Officer | | |

Disclosure of Interest:

- 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)].
- 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)].
- 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)].
- 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 new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.