

## Assembly of Councillors Record

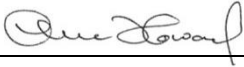
<b>Description of Meeting:</b> Council Briefing Meeting
<b>Responsible Officer:</b> Anne Howard – General Manager, Governance and Infrastructure
<b>Date:</b> 2 May 2017
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	External Presenter – Tom Mollenkopf, LSV President	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard (arrived 11.30am)	✓	External Presenter – Andrew Foran, General Manager Life Saving Club Development	✓
Cr. Libby Coker	✓	General Manager Culture & Community – Damian Waight (Acting)	✓		
Cr. Martin Duke	✓	General Manager Environment & Development – Ransce Salan (arrived 11.15am)	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Strategic Initiatives Manager – Kate Sullivan	✓		
Cr. Carol McGregor, Deputy Mayor	✓	Coordinator Strategic Planning Karen Hose	✓		
Cr. Margot Smith	✓	Manager Community Relations - Virginia Morris (Acting)	✓		
Cr. Heather Wellington	✓	Coordinator Risk Management and Legal Services – Maureen White	✓		
		Project Manager - Simon Jeanes	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Coordinator Communications and Community Relations - Darryn Chiller	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Manager Information Management - Neil McQuinn	✓		
		Manager Community and Open Space Planning - Shaan Briggs	✓		

<b>MEETING COMMENCED</b>	10.35am	<b>MEETING CONCLUDED</b>	3.06pm
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<b>Matters considered at the meeting (or attach agenda)</b>
External Presentation - Life Saving Victoria
1. Confirmation of Council Briefing Minutes – 11 April 2017
2. Conflicts of Interest
3. Digital Transformation
4. Planning Scheme Amendment C119 - 7, 7A and 7B Walker Street Torquay - Adoption
5. Complaints Policy and Management Policy & Procedure
6. Anglesea Cricket Club Change Room Upgrade Project Update
7. Sport and Recreation Victoria - 2018/19 Community Sports Infrastructure Fund
8. Torquay Indoor Multipurpose Stadium
9. Review of Council Delegations to CEO, Staff and Surf Coast Planning Committee

<b>Councillor/Officer Declarations of Interest</b>		
<b>Councillor/Officer</b>	<b>Left Meeting (Yes/No)</b>	<b>Type &amp; Details of Interest(s) Disclosed</b>
Nil declared		

<b>Responsible Officer Signature:</b>		<b>Print Name:</b> Anne Howard
<b>Date:</b> 3 May 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)].