

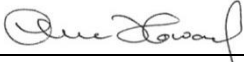
Assembly of Councillors Record

Description of Meeting: Council Briefing Meeting
Responsible Officer: Anne Howard – General Manager, Governance and Infrastructure
Date: 13 June 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Externals Matthew Gomes - Delivery Engineer, Safe System Road Infrastructure Program, VicRoads	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	Matthew Hustwaite - Delivery Engineer, Safe System Road Infrastructure Program, VicRoads	✓
Cr. Libby Coker	✓	General Manager Culture & Community - Chris Pike	✓	Olivia Shying - Delivery Engineer, Safe System Road Infrastructure Program, VicRoads	✓
Cr. Martin Duke	✓	General Manager Environment and Development – Ransce Salan	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance – Candice Holloway	✓		
Cr. Rose Hodge	✓	Business Improvement Officer - Trevor Britten	✓		
Cr. Carol McGregor, Deputy Mayor	X	Manager Facilities & Open Space Operations - Travis Nelson	✓		
Cr. Margot Smith	✓	Coordinator Strategic Planning - Karen Hose	✓		
Cr. Heather Wellington	X	Manager Environment & Community Safety - Rowan McKenzie	✓		
		Manager Engineering Services - Peter McLean	✓		
		Manager Recreation & Open Space Planning – Shaan Briggs	✓		
		Co-ordinator Community Emergency Management - Virginia Morris	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Co-ordinator Communications and Community Relations - Darryn Chiller	✓		
		Sustainability Officer – Lachlan McLean	✓		
		Project Manager Capital & Operational Projects - Agnes Tong	✓		
		Senior Planner - Ben Schmied	✓		

MEETING COMMENCED	10.00am	MEETING CONCLUDED	1.41pm
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Matters considered at the meeting
External Presentation 1 – VicRoads Delegation
1. Confirmation of Council Briefing Minutes – 6 June 2017
2. Conflicts of Interest
3. Shire Head Office – Location and Utilisation of Flag Poles
4. Review of Sport and Recreation Services – Project Initiation
5. Complaints Policy
6. Surf Coast Indoor Stadium Management Model – Presentation

7. Torquay Transit Corridor		
8. 25% by 2020 Renewable Energy Program Update - Presentation		
9. C122 - Customer Focussed Planning Scheme Review - Local VicSmart Provisions - Presentation		
10. Petition Response – Removal and relocation of Bus Terminus at Strathmore Drive, Jan Juc		
11. Proposal to Lease Council Land - 2 Quay Boulevard Torquay		
12. Adoption of the Road Management Plan		
13. Capital Works Community Engagement Policy Review		
14. Winchelsea Independent Living Units - Proposed Transfer to Hesse Rural Health		
15. Business Case Investment Update - Presentation		
16. Other Business – no items raised		
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: 14 June 2014 17		
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)].