

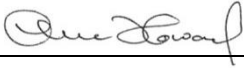
Assembly of Councillors Record

Description of Meeting: Council Briefing Meeting
Responsible Officer: Anne Howard – General Manager, Governance and Infrastructure
Date: 3 October 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. Libby Coker	X	General Manager Environment & Development - Ransce Salan	✓		
Cr. Martin Duke (arrived at 10.39am)	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Clive Goldsworthy	X	Team Leader Governance - Candice Holloway	✓		
Cr. Rose Hodge	✓	Coordinator Strategic Planning - Karen Hose	✓		
Cr. Carol McGregor	✓	Senior Strategic Planner - Jorgen Peeters	✓		
Cr. Margot Smith	✓	Manager Economic Development and Tourism – Matt Taylor	✓		
Cr. Heather Wellington	✓	Project Manager - Capital & Operations Projects – Agnes Tong	✓		
		Business Improvement Officer - Trevor Britten	✓		
		Manager Aged & Family – Bronwyn Saffron	✓		
		Manager Development & Planning – Bill Cathcart	✓		
		Coordinator Development Compliance and Local Laws – Andrew Hewitt	✓		
		Co-ordinator Business and Tourism Strategy – Simon Loone	✓		
		Manager Environment & Community Safety - Rowan Mackenzie	✓		
		Environment Officer - Leanne Rolfe	✓		
		Manager Community Relations – Damian Waight	✓		
		Arts Development Officer - Julie Dyer	✓		
		Manager Facilities & Open Space Operations Travis Nelson	✓		
		Coordinator Open Space Operations – Jason Eales	✓		

MEETING COMMENCED	10.13am	MEETING CONCLUDED	1.29pm
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Matters considered at the meeting (or attach agenda)
1. Conflicts of Interest
2. Communication Report - Amendment C114 - Spring Creek Precinct Structure Plan
3. Confirmation of Council Briefing Minutes - Confirmation of Council Briefing Minutes – 26 September 2017
4. Communication Report - Hinterland Futures Strategy
5. Communication Report - Surf Coast Shire Council Annual Report 2016 - 2017
6. Communication Report - Positive Ageing Service Review
7. Communication Report - Circus Policy SCS-026 - Update
8. Communication Report - Signage on Council Managed Land Policy SCS-012 Review
9. Communication Report - Rabbit Management Policy SCS-029 - Review

10. Communication Report - Art Space Update and Fees		
11. Communication Report - Draft Tree Risk Management Plan		
12. Communication Report - Footpath Trading Policy SCS-011 - Update		
13. Communication Report - Sustainable Agribusiness Strategy for the G21 Region 2017-2022		
14. Communication Report - White Ribbon Day Flag approval		
15. 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: 6 October 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)].