

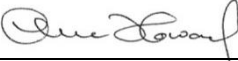
Assembly of Councillors Record

Description of Meeting: Council Briefing
Responsible Officer: General Manager Governance & Infrastructure – Anne Howard
Date: 4 April 2017
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	X	External Presenter - Inspector Peter Seel & Divisional Commander, Craig Gillard	✓
Cr. David Bell	X	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. Libby Coker	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Martin Duke	X	General Manager Environment & Development - Phil Rowland	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance - Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Manager Finance – John Brockway	✓		
Cr. Carol McGregor	✓	Coordinator Management Accounting – Gabby Spiller	✓		
Cr. Margot Smith	✓	Manager Recreation & Open Space Planning – Shaan Briggs	✓		
Cr. Heather Wellington (arrived 10.21am)	✓	Coordinator Recreation Planning – Jarrod Westwood	✓		
		Open Space Planning Coordinator - Leanne Lucas	✓		
		Community Project Development Officer – Nicky Angus	✓		
		Coordinator Governance & Corporate Planning – Danielle Foster	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Community Engagement Facilitator - Rochelle Griffith	✓		
		Open Space Officer – Ross Wissing	✓		
		Strategic Asset Manager - John Bertoldi	✓		
		Manager Engineering Services - Peter McLean	✓		
		Coordinator Civil Works – Tony Potter	✓		
		Executive Assistant - Lisa Robinson	✓		
		Chief Executive Officer - Keith Baillie			
		General Manager Governance & Infrastructure - Anne Howard			

MEETING COMMENCED	10.13am	MEETING CONCLUDED	2.00pm
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Matters considered at the meeting (or attach agenda)
1. External Presentation - General discussion regarding Police matters on the Surf Coast - Inspector Peter Seel & Divisional Commander, Craig Gillard
2. Confirmation of Council Briefing Minutes - 14 March 2017
3. Conflict of Interest
4. Exhibition of the Draft Council Plan (Incorporating the Health and Wellbeing Plan) 2017 - 2021
5. Budget Briefing #7 - Draft Budget Feedback
6. Exhibition of the Road Management Plan - Presentation

7. Commercial Use of Council Facilities Policy - Presentation		
8. February 2017 - Monthly Finance Report		
9. Community Projects Update March 2017 - Presentation		
10. Review of Instrument of Delegation - Hearing of Submissions Committee		
11. Off-Site Ordinary Council Meeting Dates, Times and Location for 2017		
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: 5 April 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)].