

## Assembly of Councillors Record

<b>Description of Meeting: Council Briefing</b>
<b>Responsible Officer:</b> General Manager Governance & Infrastructure – Anne Howard
<b>Date:</b> 17 January 2017
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	Marty Maher – Aireys Open Mic	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard	✓		
Cr. Libby Coker	X	General Manager Environment & Development– Phil Rowland	✓		
Cr. Martin Duke	✓	General Manager Culture & Community – Chris Pike	✓		
Cr. Clive Goldsworthy	✓	Team Leader Governance – Danni Vasiloski	✓		
Cr. Rose Hodge	✓	Manager Engineering Services - Peter McLean	✓		
Cr. Carol McGregor, Deputy Mayor	✓	Acting Manager Economic Development and Tourism – Lynne Hume	✓		
Cr. Margot Smith	✓	Business Support Officer - Gretchen Gibson	✓		
Cr. Heather Wellington	✓	Coordinator Strategic Planning - Karen Hose	✓		
		Senior Strategic Planner - Cletus Okai			
		Senior Strategic Planner - Jorgen Peeters	✓		
		Senior Strategic Planner - Barbara Noelker	✓		
		Coordinator Community Emergency Management - Virginia Morris	✓		
		Coordinator Governance & Corporate Planning – Danielle Foster	✓		
		Project Manager – Capital and Operational Projects – Susan Green	✓		
		Community Engagement Facilitator - Rochelle Griffith	✓		
		Community Emergency Management Officer – Kerrie Williams	✓		

<b>MEETING COMMENCED</b>	11.25am	<b>MEETING CONCLUDED</b>	3.09pm
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<b>Matters considered at the meeting (or attach agenda)</b>
1. External Presentation - Signature Event Request – Aireys Open Mic
2. Confirmation of Council Briefing Minutes – 13 December 2016
3. Conflicts of Interest
4. G21 Road Transport Plan 2017-2027
5. Place Naming Request – Jan Juc Shopping Centre and Bellbrae Oval
6. Notification of potential grant opportunity to fund a bike path connection from Pt Impossible through to The Esplanade adjacent the Sands development - Verbal Presentation
7. Signature Event Request – Aireys Inlet Open Mic Festival
8. Adoption of Combined Planning Scheme Amendment C106 and Planning Permit Application 15/0485 – Barwon Water Site, Torquay
9. Amended Development Plan 90 & 110 South Beach Road, Torquay
10. Amendment C85 – Waterways and Wetland Values / Flooding and Inundation
11. Planning Scheme Amendment C96 – Biodiversity in the Settlements and Bushfire and Local Policy Update

12. Municipal Emergency Management Plan 2016-19
13. Adoption of new Strategic Fire Management Plan Otway District 2017 to 2020
14. SCS-015 Control of Noise from Recreation Reserves Policy Review
15. Council Plan Update – Engagement Discussion
16. Project Budget Adjustments and Cash Reserve Transfers January 2017
17. Review of Audit and Risk Committee Charter
18. Review of Councillor Code of Conduct SCS-002

<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>
Keith Baillie	No	Keith Baillie (CEO) declared a Direct Conflict of Interest under section 77A of Local Government Act 1989 due to residential amenity in agenda items 3.3 Amendment Development Plan for 90 & 110 South Beach Road Torquay and 5.1 Project Adjustments and Cash Reserve Transfers January 2017, as he is building a new home in Stretton Stage Estate. Keith Baillie (CEO) remained in the room while this matter was discussed.
<b>Responsible Officer Signature:</b>		 <b>Print Name: Anne Howard</b>
<b>Date: 17 January 2017</b>		
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)].