



Assembly of Councillors Record

Meeting Name/Type: Bells Beach Taskforce					
Responsible Officer: Kate Sullivan					
Date: 31 August, 2015					
In Attendance:					
Yes (✓) No (X) N/R (Not Required)					
Councillors		Staff (print title of other staff attending)		Others (print full name)	
Cr. Fisher	✓	CEO		Manager Environment and Community Safety	✓
Cr. Bell	✓	General Manager Environment and development	✓	Environment Officer - Bells Beach Taskforce	✓
Cr. McKitterick				Members of Taskforce	✓
Cr. Hodge				Chair of Taskforce – John Thwaites	✓
Cr. Coker	✓				
Cr. Smith	✓				
Cr. Goldsworthy					
Cr. Wellington					
Cr. McGregor	✓				
Matters considered at the meeting (or attach agenda)					
1. Final Coastal Management Plan and Implementation Plan					
2. Taskforce report to Council					
3.					
4.					
5.					
6.					
Conflicts of Interest Disclosures					
Matter No.	Councillor making disclosure	Councillor left meeting			
		Yes/No			
		Yes/No			
Responsible Officer Signature:		Print Name: Kate Sullivan			
Chief Executive Officer Signature:		Print Name:			
Date: 7/9/15					

To be completed on conclusion of session and provided to Governance Support Officer
 NB: Refer definitions overleaf.

Definition of “assembly of councillors”

Overview

The following meetings are assemblies of Councillors:

- An advisory committee of the Council that includes at least one Councillor, or
- A planned or scheduled meeting of at least half the Councillors and one staff member.

These are only assemblies of Councillors if they consider matters that are intended or likely to be:

- The subject of a Council decision, or
- Subject to the exercise of a Council function, power or duty by a person or committee acting under Council delegation.

A meeting does not have to be titled an “Assembly of Councillors” to be an assembly of Councillors.

Act References

An assembly of Councillors is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which is either a meeting of an advisory committee where at least one Councillor is present or a planned or scheduled meeting that includes at least half the Councillors and one Council officer [s76AA]. This specifically excludes Ordinary and Special meetings of Council and meetings of Special Committees of Council formed under section 86.

Disclosure of Conflict of Interest:

Overview

A Councillor who has a conflict of interest in a matter at an assembly of Councillors must:

- Disclose to the meeting that he or she has a conflict of interest, and
- Leave the meeting while the matter is being discussed.

As assemblies are not always subject to tight agendas, like Council meetings, a matter may arise during discussion that involves a conflict of interest. If this happens, the affected Councillor must disclose the conflict as soon as he or she becomes aware of it.

Act References

If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly [s.80A(3)].

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)].

At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending and whether a Councillor who has disclosed a conflict of interest leaves the assembly [s.80A(1)]. The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable reported at an ordinary meeting of the Council and incorporated in the minutes of that Council meeting. [s80A(2)].