





## Assembly of Councillors Record

<b>Description of Meeting:</b> Agenda Review					
<b>Responsible Officer:</b> Keith Baillie – Chief Executive Officer					
<b>Date:</b> 27 October 2015					
<b>In Attendance:</b> Yes (✓) No (X) N/R (Not Required)					
<b>Councillors</b>		<b>Officers</b>		<b>Others</b>	
Cr. Margot Smith, Mayor	✓	Chief Executive Officer - Keith Baillie	✓		
Cr. David Bell	✓				
Cr. Libby Coker	✓				
Cr. Eve Fisher	✓				
Cr. Clive Goldsworthy	✓				
Cr. Rose Hodge	✓				
Cr. Carol McGregor	✓				
Cr. Brian McKiterick	✓				
Cr. Heather Wellington	X				
<b>Matters Considered at the Meeting (or attach agenda)</b>					
Agenda Review – 27 October 2015 Council Meeting					

<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>
Cr Libby Coker	N/A	Cr Coker foreshadowed a request to be exempted from participating in the evening's Council meeting for items (4.5, 7.1) pertaining to the Aquatic and Health Facility, due to a Conflicting Personal Interest. These items were not discussed during this Assembly of Councillors.
Cr Clive Goldsworthy	N/A	Cr Goldsworthy foreshadowed the intention to declare an indirect conflict of interest due to conflicting duties at the evening's Council meeting for item 4.6, Proposed Works for Stribling Reserve. This item was not discussed during this Assembly of Councillors.
<p><b>Responsible Officer Signature:</b>  <b>Print Name: KEITH BAILLIE</b></p>		
<p><b>Chief Executive Officer Signature:</b>  <b>Print Name: KEITH BAILLIE</b></p>		
<b>Date: 27 October 2015</b>		
To be completed on conclusion of session and provided to Governance Support Officer		

**Disclosure of Interest:**

- 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)].
- 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)].
- 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)].
- 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 new Part 4 'Conflict of Interest' provisions come into operation by proclamation on 2 December 2008.*