



# Assembly of Councillors Record

<b>Description of Meeting:</b> Agenda Review				
<b>Responsible Officer:</b> Keith Baillie				
<b>Date:</b> 24 November 2015				
<b>In Attendance:</b> Yes (✓) No (X) N/R (Not Required)				
<b>Councillors</b>		<b>Officers</b>		<b>Others</b>
Cr Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	
Cr. David Bell	✓			
Cr. Libby Coker	✓			
Cr. Eve Fisher	✓			
Cr. Clive Goldsworthy	✓			
Cr. Margot Smith	✓			
Cr. Carol McGregor	✓			
Cr. Brian McKiterick	✓			
Cr. Heather Wellington	✓			
<b>Matters considered at the meeting (or attach agenda)</b>				
1. Winchelsea RV Friendly Town - Report on Consultation				
2. Potential Sale of Council Land - 3 Deans Marsh-Lorne Road, Deans Marsh				
3. Proposal to Lease Council Land for Commercial Use - 325 Mousley Road Winchelsea				
4. Extension of Term Audit and Risk Committee Independent Member & Chair				
5. Reappointment of Mark Howes to the Chair of the CEO Employment Matters Committee				
<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. David Bell	Yes	Item 3.4 Spring Creek Growth Area Draft Framework Plan and Response to Community Panel Report (Not discussed)		
<b>Responsible Officer Signature:</b>		<b>Print Name: KEITH BAILLIE</b>		
				
<b>Chief Executive Officer Signature:</b>		<b>Print Name: KEITH BAILLIE</b>		
				
<b>Date: 24 November 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.*