

Assembly of Councillors Record

Description of Meeting: Councillor Induction
Responsible Officer: Anne Howard
Date: 3 November 2016
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr. David Bell	✓	Chief Executive Officer - Keith Baillie	✓		
Cr Libby Coker	✓	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. Martin Duke	✓	General Manager Environment & Development - Kate Sullivan	✓		
Cr. Clive Goldsworthy	✓	General Manager Environment & Development - Phil Rowland	✓		
Cr Rose Hodge	✓	General Manager Culture & Community - Chris Pike	✓		
Cr. Carol McGregor	✓				
Cr. Brian McKiterick	✓				
Cr. Margot Smith	✓				
Cr. Heather Wellington	✓				

MEETING COMMENCED	9.30am	MEETING CONCLUDED	5.15pm
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Matters considered at the meeting (or attach agenda)
1. Councillors informally meet with the Executive Management Team
2. Photo's for Security Pass
3. Councillor only meeting time
4. General discussion and feedback from Councillors to Executive Management Team
5. Discussion on urgent topics
6. Pre-swearing in session – key essentials
7. Oath of Office
8. Councillor Code of Conduct

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: 3 November 2016

To be completed on conclusion of session and provided to Governance & Risk Administration 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.*