

Assembly of Councillors Record

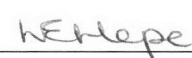
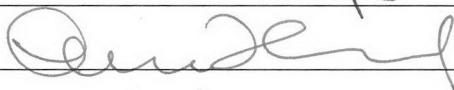
Description of Meeting: Councillor Induction – Roles, Responsibilities and Obligations of Councillors
Responsible Officer: Wendy Hope
Date: 11 November 2016
In Attendance: Yes (✓) No (X) N/R (Not Required)

Councillors		Officers		Others	
Cr Rose Hodge	✓	Chief Executive Officer - Keith Baillie	X	Jim Gifford, LGV	✓
Cr. David Bell	✓	General Manager Governance & Infrastructure – Anne Howard – left at 14.50pm	✓		
Cr. Martin Duke	✓	General Manager Environment & Development– Phil Rowland	X		
Cr. Clive Goldsworthy – left at 14.50pm	✓	General Manager Culture & Community – Chris Pike	X		
Cr. Margot Smith	✓	Wendy Hope – Manager Governance and Risk	✓		
Cr. Carol McGregor – left at 15.45pm	✓	Danielle Foster – Coordinator Governance and Corporate Planning	✓		
Cr. Brian McKiterick	X				
Cr. Libby Coker	X				
Cr. Heather Wellington	X				

MEETING COMMENCED	1.00pm	MEETING CONCLUDED	4.00pm
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Matters considered at the meeting (or attach agenda)
Role of Councillors, Mayor and CEO/staff, including updated LG Act
Managing relationships between Councillors, and with staff and the community
Councillor conduct and the conduct framework, including Code of Conduct and penalties
Conflict of interest and natural justice requirements
Council decision making in meetings and through delegations.
Managing Council information, including confidential information (penalties for breaches explained).

Councillor/Officer Declarations of Interest		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Nil	Nil	Nil

Responsible Officer Signature: 	Print Name: Wendy Hope
GMGI Signature: 	Print Name: Anne Howard
Date: 16/11/16	
To be completed on conclusion of session and provided to Governance 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)]