

# Assembly of Councillors Record

<b>Description of Meeting:</b> Agenda Review
<b>Responsible Officer:</b> Keith Baillie
<b>Date:</b> 22 March 2016
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)

Councillors		Officers		Others
Cr. Rose Hodge, Mayor	✓	Chief Executive Officer - Keith Baillie	✓	
Cr. David Bell	✓	General Manager Governance & Infrastructure - Anne Howard	✓	
Cr. Libby Coker	✓	General Manager Environment & Development - Kate Sullivan	✓	
Cr. Eve Fisher	✓	General Manager Culture & Community - Chris Pike	✓	
Cr. Clive Goldsworthy	✓	Manager Engineering Services – Peter McLean	✓	
Cr. Margot Smith	✓			
Cr. Carol McGregor	✓			
Cr. Brian McKiterick	✓			
Cr. Heather Wellington	✓			

<b>MEETING COMMENCED</b>	5.00pm	<b>MEETING CONCLUDED</b>	5.20pm
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**Matters considered at the meeting (or attach agenda)**  
 1. Council Meeting Agenda Review - 22 March 2016

<b>Councillor/Officer Declarations of Interest</b>		
Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Cr Goldsworthy	No – Matter was not discussed	Item 4.2 Stribling Reserve Masterplan - Indirect conflict due to conflicting duties, as he on the Executive of Lorne Football Club.
CEO Keith Baillie	No	Item 8.3 Request for Council Contribution to the Widening of Horseshoe Bend Road, Torquay - Direct conflict due to residential amenity, as is purchasing adjacent residential block of land.

*Keith Baillie*

**Responsible Officer Signature:** **Print Name: KEITH BAILLIE**

*Keith Baillie*

**Chief Executive Officer Signature:** **Print Name: KEITH BAILLIE**

**Date:** 22 March 2016

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.*