

# Assembly of Councillors Record

<b>Description of Meeting:</b> Council Briefings
<b>Responsible Officer:</b> General Manager Governance & Infrastructure – Anne Howard
<b>Date:</b> 5 July 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. Eve Fisher	✓	Acting General Manager Environment & Development – Rowena Frost	✓		
Cr. Clive Goldsworthy	X	General Manager Culture & Community - Chris Pike	✓		
Cr. Carol McGregor	✓	Team Leader Governance - Danni Vasiloski	✓		
Cr. Brian McKiterick	✓	Manager Finance – John Brockway	✓		
Cr. Margot Smith <i>(Leave of absence)</i>	X	Manager Community Relations – Damian Waight	✓		
Cr. Heather Wellington	X	Manager Planning & Development – Bill Cathcart	✓		
		Coordinator Governance and Procurement - Avi Maharaj	✓		
		Acting Statutory Planning Co-ordinator– Karen Hose	✓		
		Acting Strategic Coordinator– Sally Conway	✓		


<b>MEETING COMMENCED</b>	11.03am	<b>MEETING CONCLUDED</b>	11.55am
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**Matters considered at the meeting (or attach agenda)**

1. Confirmation of Council Briefing Minutes - 14 June 2016
2. Conflicts of Interest
3. Infringements Update
4. Council Delegations to the Chief Executive Officer (CEO)
5. Spring Creek PSP Submissions
6. 85 Geelong Road
7. MAV State Council Motions 9 September 2016
8. Advocacy Update – Federal Election

**Councillor/Officer Declarations of Interest**

Councillor/Officer	Left Meeting (Yes/No)	Type & Details of Interest(s) Disclosed
Keith Baillie (CEO)	No	Direct Conflict of Interest, under section 77A of The Local Government Act 1989 in Briefing item 4 - Council Delegations to the Chief Executive Officer (CEO), as it relates to his role.

**Responsible Officer Signature:**  **Print Name: ANNE HOWARD**

**Date: 5 July 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.*