

## Assembly of Councillors Record

<b>Description of Meeting:</b> Councillor Only Time
<b>Responsible Officer:</b> General Manager Governance & Infrastructure – Anne Howard
<b>Date:</b> 9 May 2017
<b>In Attendance:</b> Yes (✓) No (X)      N/R (Not Required)


Councillors		Officers		Others	
Cr. Brian McKitterick, Mayor	✓	General Manager Governance & Infrastructure - Anne Howard	✓		
Cr. David Bell	X				
Cr. Libby Coker	✓				
Cr. Martin Duke	✓				
Cr. Clive Goldsworthy	✓				
Cr. Rose Hodge	✓				
Cr. Carol McGregor, Deputy Mayor	✓				
Cr. Margot Smith	✓				
Cr. Heather Wellington	X				

<b>MEETING COMMENCED</b>	9.00am	<b>MEETING CONCLUDED</b>	10.00am
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<b>Matters considered at the meeting (or attach agenda)</b>
1. Report Templates
2. Reporting Cycle

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

<b>Responsible Officer Signature:</b> 	<b>Print Name:</b> Anne Howard
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<b>Date:</b> 10 May 2017
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To be completed on conclusion of session and provided to Governance Administration Officer.

### General Information:

An assembly of Councillors means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be -

- (a) the subject of a decision of the Council; or
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee— but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;
- 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 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)].
- 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)].
- 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)].