

Management report to Council

**Agenda item 6.1
Council
29 October 2013**

Records of Assemblies of Councillors

Presenter: Marlo Emmitt, Acting Manager Governance Services

Purpose and background

1. The purpose of this report is to present the most recent written records of assemblies of Councillors for Council to note.
2. In accordance with section 80A of the *Local Government Act 1989* (the Act), written records of assemblies of Councillors are to be reported at an ordinary meeting of the Council as soon as practicable.

Key issues

3. Amendments to the Act, which came into effect on 24 September 2010, altered the definition of an assembly of Councillors to include advisory committees where one or more Councillors were present, along with planned or scheduled meetings involving at least half the Councillors and an officer.
4. A Councillor who has a conflict of interest at an assembly of Councillors must disclose to the meeting that he or she has a conflict of interest, and leave the meeting while the matter is being discussed.
5. A written record is required to be kept of every assembly of Councillors including the names of all Councillors and staff at the meeting, a list of the matters considered, any conflict of interest disclosed by a Councillor and whether a Councillor who disclosed a conflict left the room.
6. Assemblies of Councillors that consider information that has been declared confidential under section 77 of the Act, require only the title of the written record to be disclosed. If the title of the written record is considered confidential, the written record will be reported upon in the closed session of the Council meeting.

Recommendation from management

7. That Council notes the written records of the assemblies of Councillors as detailed in Attachment 2.

Attachments:

1. Supporting Attachment
2. Records of Assemblies of Councillors

Support attachment

Legal

1. The written records of the assemblies of Councillors are presented in accordance with section 80A of the Act.
2. Under section 79 of the Act, a Councillor must disclose to an assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly. The penalty for not declaring a conflict of interest and leaving the assembly while the matter is being considered and decided includes a maximum fine of 120 penalty units.

Finance

3. There are no direct financial implications arising from the recommendation in this report.

Conflict of interest

4. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Stakeholder consultation

5. There is no requirement to consult with external stakeholders.

Relation to Council policy

6. The recommendations within this report align with priorities and goals as identified in the *Council Plan 2009-13* (Goal 7 – Lead by example; Outcome 7.1 – Respected and credible leadership).

Environmental sustainability

7. This proposal has no significant impact on environmental sustainability.

Records of Assemblies of Councillors: summary

Date	Meeting name	Matters discussed
17 September 2013	Melbourne Music Week Internal Steering Committee	<ul style="list-style-type: none"> • Ticketing and soft launch update • Programming update • PR strategies and program launch • General business
18 September 2013	Parks and Gardens Advisory Committee	<ul style="list-style-type: none"> • Introduction to new committee • Role and function of the Advisory Committee • Role and importance and Parks and Urban Landscape
23 September 2013	Melbourne Awards – Melburnian of the Year Selection Committee	<ul style="list-style-type: none"> • Selection of Melbourne Awards Melburnian of the Year • Discussed proposed list of 25 potential recipients • Reduced list of nine possible recipients • Melburnian of the Year Selection Committee to reconvene Monday 30 September 2013
23 September 2013	Lord Mayor's Commendations Advisory Group	<ul style="list-style-type: none"> • Program update • Photographs and videography • Ceremony and exhibition launch • Debrief meeting discussion • General business
24 September 2013	Councillor Forum	<ul style="list-style-type: none"> • Hosier and Rutledge lanes • Wifi in the city • White Night 2014 Funding Support • Planning matters • TPM-2010-13/A (ministerial Permit 2010-16983), 420-434 Spencer Street West Melbourne
30 September 2013	Melbourne Awards – Melburnian of the Year Selection Committee	<ul style="list-style-type: none"> • Selection of Melbourne Awards Melburnian of the Year • Further discussed reduced list to nine possible recipients • Melburnian of the Year Selection Committee decided to final three proposed recipients
1 October 2013	Councillor Forum	<ul style="list-style-type: none"> • Docklands Solar Panels • Melbourne City Sightseeing Proposals to stop at City of Melbourne Bus Stops • East West Link Update • Moomba 2014

15 October 2013	Councillor Forum	<ul style="list-style-type: none">• Lend Lease re: Batman's Hill• Community Grants 2013-14 First Round Recommendations• East West Link update• Planning matters:<ul style="list-style-type: none">○ TPM 2013-20 – Building 10 at 2-76 Bouverie Street, Carlton (former CUB site)○ ABC Development – Pre application 2013-127,120-130 Southbank Boulevard Southbank.
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 17 September 2013 – 3pm – 4pm
2. Name of meeting:	Melbourne Music Week Internal Steering Committee
3. Councillors present:	Councillor Beverley Pinder-Mortimer
4. Officers present:	<p>Martin Cutter, Director, City Business</p> <p>Shelley Blake, Media Advisor, CASM, City of Melbourne</p> <p>Cherie Fraser, Premier Events Executive Manager, Events Melbourne</p> <p>Vicky Guglielmo, Strategic Planning & Project Coordinator, Arts and Culture</p> <p>Shona Johnson, Manager, Arts and Culture</p> <p>Elise Peyronnet, Premier Event Manager, MMW</p> <p>Jane Sharwood, Manager, Business and International</p> <p>Pamela Darragh, Event Officer, Events Melbourne</p>
5. Matters discussed:	<ul style="list-style-type: none"> • Ticketing and soft launch update • Programming update • PR strategies and program launch • General business

6. Were there any conflict of interest disclosures by Councillors? Yes / No

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
		YES	NO	NO
			YES	NO
			YES	NO
			YES	NO
			YES	NO

7. Record produced by:	<p>Name of Officer: ...Pamela Darragh.....</p> <p>Date: ...23.../...09...../...2013.....</p>
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Wednesday 18 September 2013, 5.30 – 7.30pm				
2. Name of meeting:	Parks & Gardens Advisory Committee				
3. Councillors present:	Cr Arron Wood				
4. Officers present:	Geoff Lawler, Rob Adams, Linda Weatherson, Ian Shears, Graham Porteous, Yvonne Lynch, Cathy Kiss, Eamonn Fennessy, Allison Rundle, Lyndal Mackintosh				
5. Matters discussed:	<ul style="list-style-type: none"> • Induction to new committee • Role and function of the Advisory Committee • Role and importance of Parks & Urban Landscapes 				
6. Were there any conflict of interest disclosures by Councillors? No					
Matter No.	Names of Councillors who disclosed conflicts of interest			Did the Councillor leave the assembly?	
				YES	NO
				YES	NO
				YES	NO
				YES	NO
7. Record produced by:	Name of Officer: Cathy Kiss Date: 3 /10 / 2013				

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	4.45pm-6.45pm Monday 23 September 2013			
2. Name of meeting:	Melbourne Awards – Melburnian of the Year Selection Committee			
3. Councillors present:	Deputy Lord Mayor Susan Riley Councillor Beverley Pinder-Mortimer			
4. Officers present:	Martin Cutter, Director City Business Cherie Fraser, Premier Event Executive, Events Melbourne Jennifer Pitson, Manager Melbourne Celebrations, Events Melbourne Craig Eloranta, Premier Event Coordinator, Melbourne Celebrations, Events Melbourne Erin McAdam, Administration Officer, Melbourne Celebrations, Events Melbourne			
5. Matters discussed:	<ul style="list-style-type: none"> • Selection of Melbourne Awards Melburnian of the Year • Discussed proposed list of 25 potential recipients • Reduced list to nine possibly recipients • Melburnian of the Year Selection Committee to reconvene Monday 30 September 2013 			
6. Were there any conflict of interest disclosures by Councillors? No				
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
			YES	NO
			YES	NO
			YES	NO
			YES	NO
7. Record produced by:	Name of Officer: Jennifer Pitson Date: 3/10/13			

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 23 September 2013 – 3pm – 4pm
2. Name of meeting:	Lord Mayor's Commendations Advisory Group
3. Councillors present:	Councillor Beverley Pinder-Mortimer
4. Officers present:	Cherie Fraser, Manager (Acting), Events Melbourne Jennifer Pitson, Event Manager, Events Melbourne Claire Gresty, Event Officer, Events Melbourne Natasha Benrad, Event Officer, Events Melbourne Pamela Darragh, Event Officer, Events Melbourne
5. Matters discussed:	<ul style="list-style-type: none"> • Program update • Photographs and videography • Ceremony and exhibition launch • Debrief meeting discussion • General business

6. Were there any conflict of interest disclosures by Councillors? Yes / No

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
		YES	NO	NO
		YES		NO
		YES		NO
		YES		NO
		YES		NO

7. Record produced by:	Name of Officer: ...Pamela Darragh.....
	Date: ...26.../...09...../...2013.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and date of meeting:	11.30am, 24 September 2013	
2.	Name of meeting:	Councillor Forum	
3.	Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Cathy Oke, Cr Jackie Watts	
4.	Officers present:	Martin Cutter, Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Alex Anderson, Nikola Murdock, Rachelle Jordan, Ruth Caldwell, Maureen Maginness, Helena Campbell, Margie Samai, Lynne Haultain, Julie Browning, Bronwyn Perry, Shelley Blake, Dean Griggs, Angela Meinke, Daniel Soussman, Colin Fairweather, Anne Malloch, Angela Hoban	
5.	Matters discussed:	1.1 Community Funding Policy (withdrawn) 1.2 Hosier and Rutledge Lanes 1.3 WiFi in the City 1.4 White Night 2014 Funding Support 1.5 Planning Matters 1.5.1 TPM-2010-13/A (Ministerial Permit 2010/16983); 420-434 Spencer Street, West Melbourne	
6.	Were there any conflict of interest disclosures by Councillors? No		
Matter No.	Names of Councillors who disclosed conflicts of interest		Did the Councillors leave the assembly?
7.	Record produced by:	Name of Officer: Margie Samai Date: 27 September 2013	

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	4.00pm-6.00pm Monday 30 September 2013			
2. Name of meeting:	Melbourne Awards – Melburnian of the Year Selection Committee			
3. Councillors present:	Deputy Lord Mayor Susan Riley Councillor Beverley Pinder-Mortimer			
4. Officers present:	Martin Cutter, Director City Business Stephen Nagle, Manager Events Melbourne Jennifer Pitson, Manager Melbourne Celebrations, Events Melbourne Craig Eloranta, Premier Event Coordinator, Melbourne Celebrations, Events Melbourne Erin McAdam, Administration Officer, Melbourne Celebrations, Events Melbourne			
5. Matters discussed:	<ul style="list-style-type: none"> • Selection of Melbourne Awards Melburnian of the Year • Further discussed reduced list to nine possibly recipients • Melburnian of the Year Selection Committee decided on final three proposed recipients. 			
6. Were there any conflict of interest disclosures by Councillors? No				
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
			YES	NO
			YES	NO
			YES	NO
			YES	NO
7. Record produced by:	Name of Officer: Jennifer Pitson Date: 03/10/13			

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RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and date of meeting:	11.30am, 1 October 2013
2.	Name of meeting:	Councillor Forum
3.	Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood
4.	Officers present:	Martin Cutter, Geoff Lawler, Rob Adams, Linda Weatherson, Amelia Bitsis, Rachelle Jordan, Ruth Caldwell, Maureen Maginness, Helena Campbell, Jack Hanna, Margie Samai, Lynne Haultain, Julie Browning, Bronwyn Perry, Corrina Langelaan, Irene Vlahos, Bec Fraser, Laura McKelvey, Barry McGuren, Steve Nagle, Lucan Creamer, Cherie Fraser, Rob Moore, Desley Renton, David Mayes, Ian Shears, Geoff Robinson, Anne Laing, Matthew Wilcox
5.	Matters discussed:	1.1 Docklands Solar Panels 1.2 Melbourne City Sightseeing Proposal to stop at City of Melbourne Bus Stops 1.3 East West Link Update 1.4 Moomba 2014
6.	Were there any conflict of interest disclosures by Councillors? No	
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?
7.	Record produced by:	Name of Officer: Margie Samai Date: 9 October 2013

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 15 October 2013		
2. Name of meeting:	Councillor Forum		
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood, Cr Stephen Mayne, Cr Ken Ong		
4. Officers present:	<p>Geoff Lawler, Linda Weatherson, Amelia Bitsis, Richard Smithers, David Mayes, Geoff Robinson, Rob Moore, Angela Meinke, Karen Snyders, Leanne Hodyl, Ian Hicks, Daniel Soussan, Adam Mills, Gisele Pratt, Corrina Langelaan, Katie Hall, Bronwyn Perry, Bec Fraser, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Tess Tsindos, Voula Sarhanis</p> <p>Externals</p> <p>Brian Herlihy, Brian Donnelly, Nick Chapman, Ben Coughlan (Lend Lease)</p>		
5. Matters discussed:	<ul style="list-style-type: none"> • Lend Lease re: Batman's Hill • Community Grants 2013-14 First Round Recommendations • East West Link Update • Planning matters: <ul style="list-style-type: none"> ○ TPM 2013-20 – Building 10 at 2-76 Bouverie Street, Carlton (former CUB site) ○ ABC Development – Pre application 2013-127, 120-130 Southbank Boulevard, Southbank 		
6. Were there any conflict of interest disclosures by Councillors? Yes <input type="radio"/> No <input checked="" type="radio"/>			
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO
7. Record produced by:	Name of Officer: <u>ANGELO GRIZOS</u> Date: <u>17</u> / <u>10</u> / <u>13</u>		

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