

**Management report to Council**

**Agenda item 6.1**

**Records of Assemblies of Councillors**

**26 August 2014**

**Presenter:** Keith Williamson, 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**

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**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 2013–17 (Goal 8 – An Accessible, transparent and responsive organisation)*.

**Environmental sustainability**

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

## Records of Assemblies of Councillors: summary

Date	Meeting name	Matters discussed
22 July 2014	Cr Forum	<ul style="list-style-type: none"> <li>• 10 Year Financial Plan – Community Engagement update including engagement scope</li> <li>• Community Infrastructure Framework</li> <li>• Developer Contributions</li> <li>• Sustainable Melbourne Fund</li> <li>• CEO Report</li> <li>• Meeting with Port Phillip</li> <li>• June Wheel Report - 2013–14 Annual Plan and Budget Actions.</li> </ul>
22 July 2014	Meeting between representatives of Cities of Melbourne and Port Phillip	<ul style="list-style-type: none"> <li>• Vision for Fishermans Bend area: <ul style="list-style-type: none"> <li>○ Presentation by City of Port Phillip</li> <li>○ Presentation by City of Melbourne</li> </ul> </li> <li>• Establishment of an agreed position in relation to Fishermans Bend.</li> </ul>
29 July 2014	Cr Forum	<ul style="list-style-type: none"> <li>• Confidential matter</li> <li>• Homelessness Strategy</li> <li>• Turkish Memorial</li> <li>• QVM land swap agreement with State Government</li> <li>• Council Meeting agenda items – discussion</li> <li>• Planning matters: <ul style="list-style-type: none"> <li>○ TPM-2014-21, 15-31 Batman Street, West Melbourne</li> <li>○ TPM-2014-48/A, 374-380 Lonsdale Street, Melbourne</li> <li>○ TPM-2014-10, 224-252 La Trobe Street, Melbourne.</li> </ul> </li> </ul>
5 August 2014	Cr Forum	<ul style="list-style-type: none"> <li>• Places Victoria presentation on Harbour Esplanade Engagement Program</li> <li>• New Year's Eve</li> <li>• Ministerial Planning Referral: <ul style="list-style-type: none"> <li>○ TPM 2014-13, 156-172 Victoria Street (CUB) site.</li> </ul> </li> </ul>
6 August 2014	Melbourne Retail and Hospitality Advisory Board	<ul style="list-style-type: none"> <li>• Access to the city</li> <li>• Leveraging conferences and events/cruise ships</li> <li>• Marketing of the city</li> <li>• Communication with and to stakeholders.</li> </ul>



# RECORD OF ASSEMBLY OF COUNCILLORS

1. **Time and Date of meeting:** 22 July at 11.30am

2. **-** Cr Forum

3. **Councillors present:** Deputy Lord Mayor Susan Riley, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts

4. **Officers present:** Kathy Alexander, Rob Adams, Martin Cutter, Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Irene Vlahos, Sam Bishop, Phu Nguyen, Ian Hicks, Denise Bennett, Bob Rosen, Leanne Mitchell, Robyn Hellman, David Mayes, Leanne Hodyl, Austin Ley, Desley Renton, Sarah Lowcock, Vivian Blake, Michael Baranovic, Alex Mylonas

5. **Matters discussed:**

- 1.1 10 Year Financial Plan – Community Engagement update including Engagement Scope
- 1.2 Community Infrastructure Framework
- 1.3 Developer Contributions
- 1.4 Sustainable Melbourne Fund
- 1.5 CEO Report
- 1.6 Meeting with Port Phillip
- 1.7 June Wheel Report – 2013-14 Annual Plan and Budget Actions

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

7. **Record produced by:**

Name of Officer: ...Angelo Grizos.....

Date: ...24.../...07...../...2014.....

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# RECORD OF ASSEMBLY OF COUNCILLORS



1. <b>Time and Date of meeting:</b>	22 July at 11.30am		
2. <b>Name of meeting:</b>	Meeting between representatives of Cities of Melbourne and Port Phillip		
3. <b>Councillors present:</b>	Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Beverley Pinder-Mortimer,		
4. <b>Officers present:</b>	<p>City of Melbourne officer: Kathy Alexander, Rob Adams, Martin Cutter, Geoff Lawler, Linda Weatherson, Angelo Grizos,</p> <p>City of Port Phillip Councillors and officers: Cr Amanda Stevens, Cr Serge Thomann, Cr Andrew Bond, Cr Anita Horvath, Cr Vanessa Huxley, Cr Jane Touzeau, Cr Bernadene Voss, Tracey Slatter, Claire Ferres Miles, Jacqui Banks (City of Port Phillip)</p>		
5. <b>Matters discussed:</b>	<p>1. Vision for Fishermans Bend area: 1.1 Presentation by City of Port Phillip 1.2 Presentation by City of Melbourne</p> <p>2. Establishment of an agreed position in relation to Fishermans Bend</p>		
6. <b>Were there any conflict of interest disclosures by Councillors? Yes / <u>No</u></b>			
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO
7. <b>Record produced by:</b>	<p>Name of Officer: ...Angelo Grizos.....</p> <p>Date: ...28.../...07...../...2014.....</p>		

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# RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	29 July at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Cr Richard Foster, Cr Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood
4. Officers present:	Kathy Alexander, Rob Adams, Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachele Jordan, Ruth Caldwell, Margie Samai, Julie Browning, Stephen Nagle, Phu Nguyen, Kim Wood, Ian Shears, Dean Griggs, Angela Meinke, Alison Duncan, Angela Hill, Daniel Soussan, Karen Snyders, Paul Miziewicz, Kate Millar
5. Matters discussed:	<ul style="list-style-type: none"> <li>1.1 Confidential matter</li> <li>1.2 Homelessness Strategy</li> <li>1.3 Turkish Memorial</li> <li>1.4 QVM Land Swap Agreement with State Government</li> <li>1.5 Council Meeting agenda items - discussion</li> <li>1.6 Planning matters                             <ul style="list-style-type: none"> <li>1.6.1 TPM-2014-21, 15-31 Batman Street West Melbourne</li> <li>1.6.2 TPM-2011-48/A, 374-380 Lonsdale Street, Melbourne</li> <li>1.6.3 TPM-2014-10, 224-252 La Trobe Street, Melbourne</li> </ul> </li> </ul>

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

7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...29.../...07...../...2014.....
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# RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5 August at 11.30am		
2. Name of meeting:	Cr Forum		
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor, Susan Riley, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood		
4. Officers present:	Kathy Alexander, Rob Adams, Martin Cutter, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Irene Vlahos, Stephen Nagle, Laura McKelvy, Cherie Fraser, Ian Winter, Austin Ley, Andrea Kleist, Angela Meinke, Esha Rachman, Lindy Tan, Robyn Hellman  Simon Wilson and Nathan Kosiak (Places Victoria)		
5. Matters discussed:	1.1 Places Victoria presentation on Harbour Esplanade Engagement Program 1.2 New Year's Eve 1.3 Ministerial Planning Referral <ul style="list-style-type: none"> <li>• TPM 2014-13, 156-172 Victoria Street (CUB) site</li> </ul>		
6. Were there any conflict of interest disclosures by Councillors? Yes / No	No		
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: ...Angelo Grizos..... Date: ...06.../...08...../...2014.....		

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# RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Wednesday 6 August 2014				
2. Name of meeting:	Melbourne Retail and Hospitality Advisory Board				
3. Councillors present:	Lord Mayor, Robert Doyle Deputy Lord Mayor, Susan Riley Cr Beverley Pinder-Mortimer				
4. Officers present:	Kathy Alexander Martin Cutter Jane Sharwood Aly O'Brien Anastasia Yianni Fides Santos-Arguelles				
5. Matters discussed:	Lord Mayor Round Table Discussion <ul style="list-style-type: none"> <li>• Access to the City</li> <li>• Leveraging conferences and events/cruise ships</li> <li>• Marketing of the City</li> <li>• Communication with and to stakeholders</li> </ul>				
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: Aly O'Brien Date: 13/8/2014				

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