

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance Services

24 February 2015

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 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
9 December 2014	Councillor Forum	<ul style="list-style-type: none"> • Railway and Miller Streets Park Expansion and Road Closure • Lincoln Square • Community Grants 2015 • Planning Scheme Amendment C208 – Developer Contributions • FMC2 Agenda item discussion
15 December 2014	Homelessness Advisory Committee	<ul style="list-style-type: none"> • Homelessness Strategy 2014 – 2017 Implementation Update – Year One Priorities • Affordable Housing Roundtable • Service Co Ordination Project • Heatwave Planning
16 December 2014	Councillor Forum	<ul style="list-style-type: none"> • Relocation MPavilion • Re-imagining University Square • Munroe site - Risk Assessment Report • Council Building Portfolio in the CBD and CH1/Town Hall Precinct • Draft Public Art framework 2014-2017 • Council Meeting agenda items discussion • Acting CEO Report • Financial A3 • November Wheel Report on the 2013-14 Annual Plan and Budget Actions • Planning matter TP-2014-843: 9 Dryburgh Street, West Melbourne
27 January 2015	Councillor Forum	<ul style="list-style-type: none"> • Quarterly Financial Result Overview • Planning Matters • TPM2014-274,529-541, Elizabeth Street, Melbourne • Pender Alley and Cleave Lane, Melbourne • 226-232 Faraday Street, Carlton
3 February 2015	Parks and Gardens Advisory Committee	<ul style="list-style-type: none"> • Southbank Boulevard project • Developing a skate strategy • Domain Parklands Master Plan – draft community engagement process and methodology
3 February 2015	Councillor Forum	<ul style="list-style-type: none"> • Year 3 Action Selection Process • Melbourne Spring Fashion • FMC1 Agenda discussion
10 February 2015	Councillor Forum	<ul style="list-style-type: none"> • Flinders Street Platforms stop instillation, tree removal, footpath widening, and tree planting • CEO Report

		<ul style="list-style-type: none"> • FMC 2 Agenda discussion • Planning matters <ul style="list-style-type: none"> TPM2014-40: 441-451 Elizabeth Streets 139-141 Franklin Street, Melbourne TP-2014-934: 393 Swanston Street, Melbourne TP2014-988: 488 La Trobe Street, West Melbourne • TPM-2015-1: 32-44 Flinders Street, Melbourne
10 February 2015	Council Planning Session	<ul style="list-style-type: none"> • Year 3 Actions
11 February 2015	Parks and Gardens Advisory Committee	<ul style="list-style-type: none"> • Southbank Boulevard project • Developing a skate strategy • Flinders St streetscape upgrade in conjunction with Yarra Trams works • Domain Parklands Master Plan – draft community engagement process and methodology

RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** 9 December 2014 at 11.30am

2. **Name of meeting:** Councillor Forum

3. **Councillors present:** Lord Mayor Robert Doyle, Cr Richard Foster, Cr Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Jackie Watts

4. **Officers present:** Rob Adams, Martin Cutter, Geoff Lawler, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Ashlee Barnard, Julie Browning, Karen Snyders, Robyn Hellman, Ian Shears, Eamonn Fennessy, Angela Meinke, Francis Khoo, Lindy Tan, David Mayes, Jun van Geysel, Graham Porteous, Ian Hicks, Jem Wilson

5. **Matters discussed:**

- 1.1 Railway and Miller Streets Park Expansion and Road Closure
- 1.2 Lincoln Square
- 1.3 Community Grants 2015
- 1.4 Planning Scheme Amendment C208 – Developer Contributions
- 1.5 FMC2 Agenda item discussion

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?
Item 1.4	Lord Mayor Robert Doyle and Cr Ken Ong	<input checked="" type="radio"/> YES <input type="radio"/> NO

7. **Record produced by:** Name of Officer: ...Angelo Grizos.....

Date: ...15.../...12...../...2014.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 – 7.30 pm Monday 15 December 2014
2. Name of meeting:	Homelessness Advisory Committee
3. Councillors present:	Councillor Richard Foster
4. Officers present:	Alison Duncan; Nanette Mitchell; Barney Wilson
5. Matters discussed:	<ul style="list-style-type: none"> • Homelessness Strategy 2014 – 2017 Implementation Update – Year One Priorities • Affordable Housing Roundtable • Service Co Ordination Project • Heatwave Planning

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	NO
			YES	NO
			YES	NO
			YES	NO
			YES	NO

7. Record produced by:	<p>Name of Officer: ...Nanette Mitchell</p> <p>Date: 17 December 2014</p>
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	16 December 2014 at 11.30am
2. Name of meeting:	Councillor 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
4. Officers present:	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, Ashlee Barnard, Julie Browning, Jan Crawley, June van Geysel, Ian Shears, Angela Meinke, Graham Porteous, Steve Perumal, Phu Nguyen, Rose Bruhn, Ian Hicks, Lynda Roberts
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Relocation MPavilion 1.2 Re-imagining University Square 1.3 Munroe site – Risk Assessment Report 1.4 Council Building Portfolio in the CBD and CH1/Town Hall Precinct 1.5 Draft Public Art framework 2014-2017 1.6 Council Meeting agenda items discussion 1.7 Acting CEO Report 1.8 Financial A3 1.9 November Wheel Report on the 2013-14 Annual Plan and Budget Actions 1.10 Planning matters <ul style="list-style-type: none"> o TP-2014-843: 9 Dryburgh Street, West Melbourne

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: ...23.../...12...../...2014.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 27 January 2015 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Ken Ong, Cr Jackie Watts Cr Arron Wood			
4. Officers present:	Martin Cutter, Geoff Lawler, Mark Stoermer, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Rachelle Jordan, Ruth Caldwell, Margie Samai, Julie Browning, Jan Klimes, Daniel Soussan, Angela Meinke, Phu Nguyen			
5. Matters discussed:	<p>1.1 Quarterly Financial Result Overview</p> <p>1.2 Planning Matters</p> <ul style="list-style-type: none"> • TPM2014-274, 529-541 Elizabeth Street, Melbourne • Pender Alley and Cleave Lane, Melbourne • 226-232 Faraday Street, Carlton 			
6. Were there any conflict of interest disclosures by Councillors? Yes / <u>No</u>				
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
			YES	NO
			YES	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: <u>29</u> / <u>1</u> / <u>15</u>			

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RECORD OF ASSEMBLY OF COUNCILLORS



CITY OF MELBOURNE

1. Time and Date of meeting:	Tuesday 3 February 2015 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, 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:	Martin Cutter, Geoff Lawler, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Shelley Blake, Julie Browning, Denise Bennett, Rose Bruhn, Stephen Nagle, Cherie Fraser, Lucan Creamer, Graham Porteous
5. Matters discussed:	1.1 Year 3 Action Selection Process 1.2 Melbourne Spring Fashion 1.3 FMC1 Agenda discussion
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	YES	NO

7. Record produced by:	Name of Officer: ...Angelo Grizos.....
	Date: 4.2.15

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	3pm – 3.30pm Tuesday 3 February 2015
2. Name of meeting:	Agenda Planning – Parks & Gardens Advisory Committee
3. Councillors present:	Cr Arron Wood Cr Cathy Oke
4. Officers present:	Eamonn Fennessy, Cathy Kiss
5. Matters discussed:	<ul style="list-style-type: none"> • Southbank Boulevard project • Developing a skate strategy • Domain Parklands Master Plan – draft community engagement process and methodology

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
			YES		NO

7. Record produced by:	Name of Officer: ...Cathy Kiss Date: ...12.../...02...../ 2015.....
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RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** Tuesday 10 February 2015 at 11.30am
2. **Name of meeting:** Cr Forum
3. **Councillors present:** Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, 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:** Ben Rimmer, Rob Adams Martin Cutter, Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Irene Vlahos, Julie Browning, Ian Shears, Angela Meinke, Geoff Robinson, Daniel Soussan, Karen Snyders, Kate Millar
5. **Matters discussed:**
- 1.1 Flinders Street Platforms stop instillation, tree removal, footpath widening, and tree planting
 - 1.2 CEO Report
 - 1.3 FMC 2 Agenda discussion
 - 1.4 Planning matters
 - TPM-2014-40: 441-451 Elizabeth Street & 139-141 Franklin Street, Melbourne
 - TP-2014-934: 393 Swanston Street, Melbourne
 - TP-2014-988: 488 La Trobe Street, West Melbourne
 - TPM-2015-1: 32-44 Flinders Street, Melbourne

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

7. **Record produced by:** Name of Officer: ...Angelo Grizos.....
 Date: 10 / 2 / 15

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	10 February 2015 at 8.30am
2. Name of meeting:	Council Planning Session
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Susan Riley, Cr 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:	Ben Rimmer, Rob Adams, Martin Cutter, Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Phu Nguyen, Tom Esala, Rose Bruhn, Denise Bennett, Keith Williamson, Vivian Blake, Leanne Mitchell, Sam Rumoro, Alex Mylonas, Jack Hanna, Jill Post
5. Matters discussed:	Year 3 Actions

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?

7. Record produced by:	Name of Officer: ...Jack Hanna..... Date: ...12.../...2...../...2015.....
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 – 7.30pm Wednesday 11 February 2015
2. Name of meeting:	Parks & Gardens Advisory Committee
3. Councillors present:	Cr Arron Wood Cr Cathy Oke
4. Officers present:	Rob Adams, Francis Khoo, Graham Porteous, Eamonn Fennessy, Cathy Kiss, Yvonne Lynch, Steve Perumal, Rob Ellis, Skye Haldane, Allison Gibbs, Tim D'agostino, Josh Salisbury-Cater
5. Matters discussed:	<ul style="list-style-type: none"> • Southbank Boulevard project • Developing a skate strategy • Flinders St streetscape upgrade in conjunction with Yarra Trams works. • Domain Parklands Master Plan – draft community engagement process and methodology

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
			YES		NO

7. Record produced by:	Name of Officer: ...Cathy Kiss Date: ...12.../.....02..../...2015.....
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