

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

30 August 2016

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
5 July 2016	Cr Forum	<ul style="list-style-type: none"> • FMC 1 Agenda Discussion
11 July 2016	Melbourne Spring Fashion Week Advisory Board	<ul style="list-style-type: none"> • Strategic Framework for MSFW • MSFW Update for 2016 • Ticketing Process
12 July 2016	Cr Forum	<ul style="list-style-type: none"> • Melbourne Music Week • Future Melbourne • Elizabeth Street South • QVM Update
19 July 2016	Cr Forum	<ul style="list-style-type: none"> • Quarter 4 Reporting on Year 3 actions from this year's Annual Plan and Budget • Big Belly Bins • Melbourne Festival – Drums of Fire • FMC2 Agenda Discussion
26 July 2016	Cr Forum	<ul style="list-style-type: none"> • Planning Scheme Amendment C190 • MIFGS • Amendment C245 QVM Precinct Renewal • CEO Update • Council Meeting Agenda Discussion
2 August 2016	Cr Forum	<ul style="list-style-type: none"> • Arden Vision and Framework • FMC1 Agenda Discussion • Financial A3
9 August 2016	Cr Forum	<ul style="list-style-type: none"> • Citywide Business Plan • Fishermans Bend • Southbank Boulevard and Dodds Street • University Square • Draft Arts Infrastructure Framework
15 August 2016	Melbourne Spring Fashion Week	<ul style="list-style-type: none"> • Strategic framework for MSFW • MCFW 2016 General update
16 August 2016	Cr Forum	<ul style="list-style-type: none"> • Melbourne Metro Rail – proposed alterations to Queensberry Street • Clean Energy Finance Corporation (CEFC) • Skate Melbourne Plan • 2017 Arts Grants Recommendation • Carlton Primary School Redevelopment • FMC2 Agenda Discussion • Planning Matters <ul style="list-style-type: none"> • New Road Discontinuance and Sale Policy • TPM-2015-32, 268-270 & 274 City Road , Southbank

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 5 July 2016 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 Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood
4. Officers present:	Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Helena Campbell, Rachelle Jordan, Margie Samai, Jem Wilson, Rob Moore, Karen Snyders, Keith Williamson, Katrina McKenzie, Graham Porteous, Ian Hicks, Richard Smithers, Angela Meinke, Evan Counsel, Kate Yuncken
5. Matters discussed:	1.1 FMC 1 Agenda Discussion

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

7. **Record produced by:**
 Name of Officer: ...Angelo Grizos.....
 Date: ...08.../...07...../...2016.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 11 July 4pm – 6pm			
2. Name of meeting:	Melbourne Spring Fashion Week Advisory Board			
3. Councillors present:	Deputy Lord Mayor, Susan Riley Councillor Beverley Pinder-Mortimer			
4. Officers present:	Manager Events, Cherie Fraser Executive Manager Commercial & Marketing, Lucan Creamer Manager MSFW, Fiona Twist Manager Commercial, Trevor Crook Manager Marketing, Chris MacDonald Administration Officer, Jacqui O'Toole			
5. Matters discussed:	<ul style="list-style-type: none"> • Strategic Framework for MSFW • MSFW Update for 2016 • Ticketing Process 			
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
7. Record produced by:	Name of Officer: Elizabeth Cox Date: 19/07/2016			

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 12 July 2016 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 Stephen Mayne, Cr Cathy Oke, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood			
4. Officers present:	Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Margie Samai, Madison Johnson, Bonnie Shaw, Katrina McKenzie, Cherie Fraser, David Mayes, Ian Hicks, Richard Smithers, Jo Wandel, Mark Allen, Michelle Fitzgerald, Eamonn Fennessy, Kate Loughnan, Graham Porteous, Sue Jolme, Dan Fardon, Anthony Cussen, Phu Nguyen, Geoff Robinson, Haig Poulson, Marie Claire O'Hare			
5. Matters discussed:	1.1 Melbourne Music Week 1.2 Future Melbourne 1.3 Elizabeth Street South 1.4 QVM Update			
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
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...15.../...07...../...2016.....			

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 19 July 2016 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 Jackie Watts, Cr Arron Wood			
4. Officers present:	Martin Cutter, Linda Weatherson, Kate Vinot, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Margie Samai, Madison Johnson, Geoff Robinson, Katrina McKenzie, Angela Meinke, Voula Moutsos, Catherine Grauf, Nichelle Fitzgerald, Graham Porteous, Sue Jolme, Shelley Penn, Candy Mitchell, Steve Hall, Jane Crawley, Jane Birmingham, Evan Counsel, Craig Stevens			
5. Matters discussed:	1.1	Quarter 4 Reporting on Year 3 actions from this year's Annual Plan and Budget		
	1.2	Big Belly Bins		
	1.3	Melbourne Festival – Drums of Fire		
	1.4	FMC2 Agenda Discussion		
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
7. Record produced by:	Name of Officer: ...Angelo Grizos.....			
	Date: ...19.../...07...../...2016.....			

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 26 July 2016 at 11.30am		
2. Name of meeting:	Cr Forum		
3. Councillors present:	Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood Lord Mayor, Robert Doyle, and Cr Kevin Louey attended the meeting after item 1.1 was discussed.		
4. Officers present:	Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Margie Samai, Madison Johnson, Jem Wilson, Cathy Grauf, Keith Williamson, Ian Hicks, Ian Sumpter, Mark Callow, Mark Allan, Emma Appleton, Jo Wandel, Ian Shears, Robyn Hellman, Graham Porteous, Claudine Ledwidge-O'Reilly		
5. Matters discussed:	1.1 Planning Scheme Amendment C190 1.2 MIFGS 1.3 Amendment C245 QVM Precinct Renewal 1.4 CEO Update 1.5 Council Meeting Agenda Discussion		
6. Were there any conflict of interest disclosures by Councillors?	Yes		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
1.1	Deputy Lord Mayor Susan Riley, Cr Beverley Pinder-Mortimer and Cr Arron Wood	<input type="checkbox"/>	YES
		<input type="checkbox"/>	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...29.../...07...../...2016.....		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 2 August 2016 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 Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood		
4. Officers present:	<p>Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Angelo Grizos, Maureen Maginness, Helena Campbell, Margie Samai, Madison Johnson, Larisa Tait, Philip Blackman, David Morrison, Rob Moore, Emma Appleton, Robyn Hellman, Graham Porteous, Cathy Grauf, Ian Hicks, Emma Cochran, Phu Nguyen, Jennifer Torrance, Michael Baranovic, Maree Fewster</p> <p>Emily Mottram (Melbourne Planning Authority)</p> <p>Penny Guadagnuolo, Steven Booth (Department of Economic Development, Jobs, Transport and Resources)</p>		
5. Matters discussed:	<p>1.1 Arden Vision and Framework</p> <p>1.2 FMC1 Agenda Discussion</p> <p>1.3 Financial A3</p>		
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
7. Record produced by:	<p>Name of Officer: ...Angelo Grizos.....</p> <p>Date: ...29.../...07...../...2016.....</p>		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 9 August 2016 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 Cathy Oke, Cr Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood		
4. Officers present:	Rob Adams, Linda Weatherson, Kate Vinot, Chanelle Pearson, Angelo Grizos, Helena Campbell, Rachelle Jordan, Margie Samai, Melisa McDonald, Philip Blackman, Jem Wilson, Claudine Ledwidge-O'Reilly, Evan Counsel, Jane Birmingham, Phu Nguyen, Steve Perumal, Graham Porteous, Mia Greves, Rob Moore, Emma Appleton, Jane Crawley, Emma Cochrane, Shelley Penn Chris Campbell, Glen Lihou (Citywide) Geoff Ward, Kirsten Howe (Fishermans Bend)		
5. Matters discussed:	1.1 Citywide Business Plan 1.2 Fishermans Bend 1.3 Southbank Boulevard and Dodds Street 1.4 University Square 1.5 Draft Arts Infrastructure Framework		
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
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...11.../...08...../...2016.....		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 15 August 2016
2. Name of meeting:	Melbourne Spring Fashion Week Board Meeting
3. Councillors present:	Deputy Lord Mayor Susan Riley Councillor Beverley Pinder-Mortimer
4. Officers present:	Cherie Fraser, Manager Events Melbourne Lucan Creamer, Exec Manager Commercial and Marketing Fiona Twist, Manager Melbourne Spring Fashion Week Trevor Crook, Manager Commercial Team Chris MacDonald, Manager Marketing Team Jacqui O'Toole, PA to Cherie
5. Matters discussed:	Agenda items: Strategic framework for MSFW MSFW 2016 General update

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?			
					NO

7. Record produced by:	Name of Officer:Jacqui O'Toole..... Date: ...19.../.....08.../.....2016...
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 16 August 2016 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Acting Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood			
4. Officers present:	Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Katrina McKenzie, Chanelle Pearson, Lindy Tan, Angelo Grizos, Helena Campbell, Rachelle Jordan, Madison Johnson, Melisa McDonald, Kate Millar, Jem Wilson, Bandara Rajapakse, Graham Porteous, Rob Moore, Geoff Robinson, John Tekieli, Tim D'Agostino, Evan Counsel, Jane Birmingham, Elisha Hanna, Roneel Singh, Ian Shears, Phu Nguyen, Sue Jolme, Angela Meinke, Leon Wilson, Keith Williamson, Kim Le Cerf, Sarah Lowcock, Michelle Fitzgerald, Jane Crawley, Michele Schot, Gail Hall, Michelle Ely, Alison Duncan, James Tonkin, Ellery Salida, Jamie Truong (MMRA) Michael Stainlay (Skate Advisory Group)			
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Melbourne Metro Rail – proposed alterations to Queensberry Street 1.2 Clean Energy Finance Corporation (CEFC) 1.3 Skate Melbourne Plan 1.4 2017 Arts Grants Recommendation 1.5 Carlton Primary School Redevelopment 1.6 FMC2 Agenda Discussion 1.7 Planning Matters <ul style="list-style-type: none"> (i) New Road Discontinuance and Sale Policy (ii) TPM-2015-32, 268-270 & 274 City Road , Southbank 			
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
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...16.../...08...../...2016.....			

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