

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

29 August 2017

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. The definition of an assembly of Councillors in the Act includes advisory committees where one or more Councillors are 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 (page 2 of 9)
2. Records of Assemblies of Councillors (page 3 of 9)

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
11 July 2017	Cr Forum	<ul style="list-style-type: none"> • Smoke Free Outdoor Dining • QVM Governance
18 July 2017	Cr Forum	<ul style="list-style-type: none"> • Triennial Sponsorship Program 2017-2020 • QVM Update • Melbourne Metro • CEO Update • FMC2 Agenda • QVM – Governance and Financials
25 July 2017	Cr Forum	<ul style="list-style-type: none"> • Boundary Road Precinct Plan (Macaulay Developer Led Proposal) • Reporting on Year 4 Annual Plan Actions • Financial Performance Snapshot • Council Meeting Discussion • Planning Matters: <ul style="list-style-type: none"> ○ Ministerial Referral TPM-2016-17, 135-139 Sturt Street, Southbank
1 August 2017	Cr Forum	<ul style="list-style-type: none"> • Central City and Southbank Urban Design Guidelines • Melbourne Music Week • Capital Works Governance • MMRA - Update • FMC1 Agenda Discussion • Corkman Hotel – Update • QVM – Governance and Financials
8 August 2017	Cr Forum	<ul style="list-style-type: none"> • Former Peter MacCallum Cancer Institute Submission • Spencer Street Opportunities Plan and Masterplan • Brand Overview • Triennial Arts Grants
15 August 2017	Cr Forum	<ul style="list-style-type: none"> • Metro Tunnel Project: Cross Rail Project (CYP) Proposal • Overview • Annual Arts Grants • Yirramboi • QVM Update • Capital Works 4th Quarter Report • FMC2 agenda discussion • QVM – Governance and Financials

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 11 July 2017 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Rosie Pham, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Patrick Phillips, Keith Williamson, Phu Nguyen, Jo Wandel, Russell Webster
5. Matters discussed:	1.1 Smoke Free Outdoor Dining 1.2 QVM Governance

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: ...Angelo Grizos..... Date: ...11.../...07...../...2017.....				

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 18 July 2017 at 11.30am				
2. Name of meeting:	Cr Forum				
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts				
4. Officers present:	Ben Rimmer, Rob Adams, Michelle Fitzgerald, Kate Vinot, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Rosie Pham, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Madison Johnson, Melisa McDonald, Patrick Phillips, Jem Wilson, Claudine Ledwidge-O'Reilly, Angela Meinke Jane Birmingham, Evan Counsel, Keith Williamson, Phu Nguyen, Ian Sumpter, Mark Allan, Jo Wandel, Rob Moore, Emily Abbot, Natalie Lindemann				
5. Matters discussed:	1.1 Triennial Sponsorship Program 2017-2020 1.2 QVM Update 1.3 Melbourne Metro 1.4 CEO Update 1.5 FMC2 Agenda 1.6 QVM – Governance and Financials				
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: ...Angelo Grizos..... Date: ...18.../...07...../...2017.....				

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 25 July 2017 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts	
4. Officers present:	Ben Rimmer, Michelle Fitzgerald, Linda Weatherson, Kate Vinot, Katrina McKenzie, Chanelle Pearson, Lindy Tan, Rosie Pham, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Debbie Guest, Jane Birmingham, Evan Counsel, Keith Williamson, Phu Nguyen, Rob Mair, Eamonn Fennessy, Karlie Lucas, Miriam Slattery, Mandy Frostick David Wardlaw (Azure Projects P/L) Jacqueline Bartholomeusz, David Sutherland (Fender Katsalidis), Jamie Govenlock (Urbis) Michael Holah (Pace)	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Boundary Road Precinct Plan (Macaulay Developer Led Proposal) 1.2 Reporting on Year 4 Annual Plan Actions 1.3 Financial Performance Snapshot 1.4 Council Meeting Discussion 1.5 Planning Matters: <ul style="list-style-type: none"> (i) Ministerial Referral TPM-2016-17, 135-139 Sturt Street, Southbank 	
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: ...Angelo Grizos..... Date: ...27.../...07...../...2017.....	

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 1 August 2017 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Tessa Sullivan, Cr Jackie Watts			
4. Officers present:	Ben Rimmer, Rob Adams, Michelle Fitzgerald, Linda Weatherson, Katrina McKenzie, Chanelle Pearson, Lindy Tan, Rosie Pham, Miriam Slattery, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Debbie Guest, Angela Meinke, Jane Birmingham, Evan Counsel, Keith Williamson, Phu Nguyen, Emma Appleton, Rose Semmler, Andy Fergus, Cherie Fraser, Jo Wandel, Emma Kruse, Rob Moore, Karen Snyders, Richard Smithers, Elise Peyronnet			
5. Matters discussed:	1.1	Central City and Southbank Urban Design Guidelines		
	1.2	Melbourne Music Week		
	1.3	Capital Works Governance		
	1.4	MMRA - Update		
	1.5	FMC1 Agenda Discussion		
	1.6	Corkman Hotel – Update		
	1.7	QVM – Governance and Financials		
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: ...Angelo Grizos.....			
	Date: ...02.../...08...../...2017.....			

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 8 August 2017 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:	Ben Rimmer, Michelle Fitzgerald, Linda Weatherson, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Rosie Pham, Miriam Slattery, Jack Hanna, Angelo Grizos, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Kathy Alys, Jem Wilson, Matt Smithson, Keith Williamson, Simon Van Wijnen, Julian Larkins, Robyn Hellman, Jo Whyte, Clare Flintoff, Mandy Frostick, Candy Mitchell, Michelle Isles, Geoff Robinson, Emma Kruse, Richard Smithers, Emma Appleton, Kaye Glamuzina
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Former Peter MacCallum Cancer Institute Submission 1.2 Spencer Street Opportunities Plan and Masterplan 1.3 Brand Overview 1.4 Triennial Arts Grants

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: ...Angelo Grizos..... Date: ...09.../...08...../...2017.....
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 15 August 2017 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Tessa Sullivan, Cr Jackie Watts			
4. Officers present:	Ben Rimmer, Michelle Fitzgerald, Rob Adams, Linda Weatherson, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Rosie Pham, Miriam Slattery, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Jem Wilson, Claudine Ledwidge-O'Reilly, Angela Meinke, Jane Birmingham, Evan Counsel, Keith Williamson, Phu Nguyen, Jo Wandel, Michelle Ely, Kaye Glamuzina, Shona Johnson, Rob Moore, Emma Kruse, Margie McKay Evan Tattersall, Linda Cantan James Tonkin, MMRA Malcolm Macintyre, Mark Wells, Cross Yarra Partnership (CYP)			
5. Matters discussed:	1.1	Metro Tunnel Project: Cross Rail Project (CYP) Proposal Overview		
	1.2	Annual Arts Grants		
	1.3	Yirramboi		
	1.4	QVM Update		
	1.5	Capital Works 4 th Quarter Report		
	1.6	FMC2 agenda discussion		
	1.7	QVM – Governance and Financials		
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?		
1.2	Cr Philip Le Liu and Cr Rohan Leppert		Yes	
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...16.../...08...../...2017.....			

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