

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

30 October 2018

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)

Supporting 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
18 September 2018	Councillor Forum	<ul style="list-style-type: none"> • Metro Tunnel Project • Fishermans Heritage Review • Early Years Education and Care – Carlton Learning Precinct • FMC2.
25 September 2018	Councillor Forum	<ul style="list-style-type: none"> • Bourke Street Precinct Redevelopment • 34-60 Little Collins Street • Transport Strategy Refresh • Financial A3 • Melbourne Planning Scheme Amendment C305 – Southbank Heritage • Council Meeting
2 October 2018	Councillor Forum	<ul style="list-style-type: none"> • Bourke Street Precinct Redevelopment • Metro Tunnel Project – Business Disruption and Temporary Creative Programme • Green Project Update • FMC1
9 October 2018	Councillor Forum	<ul style="list-style-type: none"> • Fishermans Bend Framework • Annual Plan initiative 7.6 – Trial new community engagement techniques • QVM update • Melbourne International Flower and Garden Show (MIFGS)
16 October 2018	Councillor Forum	<ul style="list-style-type: none"> • Parkville Station Precinct Masterplan • QVMPR People’s Panel on Market Infrastructure and Car Parking • Affordable Housing Options • Proposed Lease and License Agreement extension – Melbourne Men’s Shed
16 October 2018	Councillor Portfolios	<ul style="list-style-type: none"> • Positions of Chair and Deputy Chair • Terms of Reference for Future Melbourne Committee

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 18 September 2018 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts	
4. Officers present:	Ben Rimmer, Rob Adams, Ali Wastie, Linda Weatherson, Claire Ferres Miles, Giulia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Helena Campbell, Cathy Grauf, Margie Samai, Madison Johnson, Mandy Frostick, Debbie Guest, Keith Williamson, Karen Snyders, Rob Moore, Harrison Titcombe, Jem Wilson, Emma Appleton, Clinton Moore, Alison Duncan, Molly Wilson, Tanya Wolkenberg	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Metro Tunnel Project 1.2 Fishermans Heritage Review 1.3 Early Years Education and Care – Carlton Learning Precinct 3.1 FCM2 	
6. Were there any conflict of interest disclosures by Councillors? Yes		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?
1.2	Cr Nicholas Reece	Yes
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...21 September 2018	

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 25 September 2018 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Beverley Pinder, Cr Jackie Watts	
4. Officers present:	Ben Rimmer, Rob Adams, Ali Wastie, Linda Weatherson, Claire Ferres Miles, Giulia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Rachelle Jordan, Cathy Grauf, Melisa McDonald, Mandy Frostick, Debbie Guest, Bec Brewin, Jem Wilson, Angela Meinke, Sandeep Bordia, Keith Williamson, Jodi Schumann, Sarina Jessup, Natalie Siragusa, Rebekah Padovan, Ian Winter, Harrison Titcombe, Emma Appleton, Clinton Moore, Tanya Wolkenberg, Richard Smithers Stephen Webb (DesignInc)	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Bourke Street Precinct Redevelopment 1.2 34-60 Little Collins Street 1.3 Transport Strategy Refresh 1.4 Financial A3 2.1 Melbourne Planning Scheme Amendment C305 – Southbank Heritage 3.1 Council Meeting 	
6. Were there any conflict of interest disclosures by Councillors? Yes		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?
2.1	Deputy Lord Mayor Arron Wood and Cr Beverley Pinder	Yes
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...25 September 2018	

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 2 October 2018 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Beverley Pinder, Cr Susan Riley, Cr Jackie Watts	
4. Officers present:	<p>Rob Adams, Ali Wastie, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Andrew Wegener, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Melisa McDonald, Mandy Frostick, Debbie Guest, Bec Brewin, Jem Wilson, Jane Birmingham, Sandeep Bordia, Keith Williamson, Ian Winter, Graham Porteous, Jodi Schumann, Mikael Blyth, Natalie Siragusa, Rob Moore, Dean Griggs, Harry Titcombe, Margie McKay, Richard Greig, Jacqui Susan, Kate Yuncken, Clinton Moore</p> <p>James Cain, Maurice Cococcia (M21)</p> <p>Mary Parker (Cross Yarra Partnership), Peter de Luca (Rail Projects Victoria)</p>	
5. Matters discussed:	<p>1.1 Bourke Street Precinct Redevelopment</p> <p>1.2 Metro Tunnel Project – Business Disruption and Temporary Creative Programme</p> <p>1.3 Greenline Project Update</p> <p>3.1 FMC1</p>	
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:	<p>Name of Officer: ...Angelo Grizos</p> <p>Date: ...25 September 2018</p>	

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 9 October 2018 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Cr Nicholas Frances Gilley, Cr Rohan Leppert, Cr Beverley Pinder, Cr Nicholas Reece, Cr Jackie Watts	
4. Officers present:	Ben Rimmer, Rob Adams, Ali Wastie, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Guilia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Helena Campbell, Rachelle Jordan, Madison Johnson, Melisa McDonald, Jo Wandel, Mandy Frostick, Patrick Philips, Debbie Guest, Lucy Sinclair, Jem Wilson, Evan Counsel, Jane Birmingham, Angela Meinke, Keith Williamson, Clinton Moore, Eamonn Fennessy, Emma Appleton, Harry Titcombe, Alex Robinson, Ange Hann, Paula Corcoran, Linda Purves, Amy Lees, Georgie Meyer Paul Byrne, Jacqui Banks (Fishermans Bend Taskforce), Jane Homewood, Adam Crupi, Matthew Cohen (Department of Environment, Land, Water and Planning)	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Fishermans Bend Framework 1.2 Annual Plan initiative 7.6 - Trial new community engagement techniques 1.3 QVM Update 1.4 Melbourne International Flower and Garden Show (MIFGS) 	
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: ...9 October 2018	

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 16 October 2018 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts	
4. Officers present:	Ben Rimmer, Rob Adams, Ali Wastie, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Andrew Wegener, Guilia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Helena Campbell, Rachele Jordan, Margie Samai, Madison Johnson, Jo Wandel, Debbie Guest, Evan Counsel, Angela Meinke, Keith Williamson, Clinton Moore, Eamonn Fennessy, Michelle James, Emma Appleton, Harry Titcombe, Amy Lees, Rob Moore, Leanne Mitchell, Andrea Kleist, Bridie Allanadale, Karen Snyders, Maree Klein	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Parkville Station Precinct Masterplan 1.2 QVMPR People's Panel on Market Infrastructure and Car Parking 1.3 Affordable Housing Options 1.4 Proposed Lease and License Agreement extension – Melbourne Men's Shed 	
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: ...17 October 2018	

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 16 October 2018				
2. Name of meeting:	Councillor Portfolios				
3. Councillors present:	Lord Mayor Sally Capp Deputy Lord Mayor Arron Wood Cr Nicholas Reece Cr Kevin Louey Cr Cathy Oke Cr Rohan Leppert Cr Jackie Watts Cr Philip Le Liu Cr Susan Riley Cr Beverley Pinder				
4. Officers present:	Jack Hanna, Executive Officer Councillor Support				
5. Matters discussed:	<ul style="list-style-type: none"> • Positions of Chair and Deputy Chair • Terms of Reference for Future Melbourne Committee 				
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: Jack Hanna Date: 22/10/2018				

Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building