

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

28 May 2019

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.

Health and Safety

5. No Health and Safety issues or opportunities have been identified.

Stakeholder consultation

6. There is no requirement to consult with external stakeholders.

Relation to Council policy

7. 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

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

Records of Assemblies of Councillors: summary

Date	Meeting name	Matters discussed
9 April 2019	Queen Victoria Market Committee of Trustees	<ul style="list-style-type: none"> • Market Square Charter • Review of Market Trading Hours • Trader Tenure/Lease and Licensing
23 April 2019	Councillor Forum	<ul style="list-style-type: none"> • Draft Transport Strategy • Event Partnership Program • Quarterly Reporting on Annual Plan Initiatives • Financial A3 • Regent Theatre Update
30 April 2019	Councillor Forum	<ul style="list-style-type: none"> • Homelessness and Housing Department of Health and Human Services (external) • Homelessness and Housing Initiatives (internal) • Living Melbourne: Our Metropolitan Urban Forest Strategy • Proposed Amendments to the 2017-21 Council Plan • Draft Strategy 2019 – for public consultation • Planning scheme amendment C309 West Melbourne structure Plan • Council Meeting – 30 April 2019
7 May 2019	Councillor Forum	<ul style="list-style-type: none"> • Melbourne Music Week 2019 • Melbourne Fashion Week 2019 • Capital Works Reporting Dashboard • Elizabeth Street Opportunities Plan • FMC1 7 May 2019
14 May 2019	Councillor Forum	<ul style="list-style-type: none"> • Melbourne Innovation Districts – City North Progress Update • 2018-19 Capital works Program Third Quarter Report • Cladding update • Proposed New Sale and Acquisition of Land Policy • Telstra Payphone - Update • Elizabeth Street Opportunities Plan
15 May 2019	Parks and Gardens Advisory committee	<ul style="list-style-type: none"> • Strategic Review of dogs in open space • Updating the Parks Policy

RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and Date of meeting:	3pm, 9 April 2019			
2.	Name of meeting:	Queen Victoria Market Committee of Trustees			
3.	Councillors present:	Lord Mayor Sally Capp, Cr Jackie Watts and Cr Rohan Leppert			
4.	Officers present:	Justin Hanney, Rob Adams, Joanne Wandel, Michael Tenace, Joanne Whyte, D'Arcy Butler, and Krista Milne			
5.	Matters discussed:	<ul style="list-style-type: none"> • Market Square Charter • Review of Market Trading Hours • Trader Tenure/Lease and Licensing 			
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?			
N/A	N/A		YES		NO
			YES		NO
			YES		NO
			YES		NO
7.	Record produced by:	Name of Officer: Krista Milne Date: 10.04.2019			

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RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and Date of meeting:	11.30am, Tuesday 23 April 2019
2.	Name of meeting:	Councillor Forum
3.	Councillors present:	LM Capp, DLM Wood, Cr Le Liu, Cr Leppert, Cr Oke, Cr Reece, Cr Riley, Cr Watts
4.	Officers present:	Justin Hanney, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Jack Hanna, Mary Chrystiuk, Maureen Maginness, Mandy Frostick, Patrick Phillips, Debbie Guest, Bec Brewin, Michael Tenace, Emma Appleton, Richard Smithers, Louise Scott, Oscar Hayes, Lauren Beattie Michael Hopkins, Department of Transport
5.	Matters discussed:	1.1 Draft Transport Strategy 1.2 Event Partnership Program 1.3 Quarterly Reporting on Annual Plan Initiatives 1.4 Financial A3 1.5 Regent Theatre 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?
7.	Record produced by:	Name of Officer: Mary Chrystiuk Date: 23 April 2019

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Council Business Use Only

This Record is designated confidential by the Chief Executive Officer under section 77(2)(c) of the *Local Government Act 1989* on the following ground(s). Ground(s) under section 89(2):

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Signed:
Chief Executive Officer

Date:

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.00am, Tuesday 30 April 2019		
2. Name of meeting:	Councillor Forum		
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts		
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Harry Titcombe, Angelo Grizos, Helena Campbell, Margie Samai, Mandy Frostick, Debbie Guest, Lucy Sinclair, Evan Counsel, Ian Shears, Angela Meinke, Sarah Oberklaid, Maree Grenfell, Marlo Emmitt, Vivian Blake, Emma Appleton, Robyn Hellman, Richard Smithers, Lauren Beattie, Mark Cochrane-Holley Nick Foa, Sherri Bruinhout (Department of Health and Human Services)		
5. Matters discussed:	1	Homelessness and Housing Department of Health and Human Services (external) Homelessness and Housing Initiatives (internal)	
	2	Living Melbourne: Our Metropolitan Urban Forest Strategy	
	3	Proposed Amendments to the 2017-21 Council Plan	
	2.1	Draft Strategy 2019 – for public consultation	
	2.2	Planning scheme amendment C309 West Melbourne structure Plan	
	3.1	Council Meeting – 30 April 2019	
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: Angelo Grizos Date: 3 May 2019		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 7 May 2019		
2. Name of meeting:	Councillor Forum		
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Jackie Watts, Cr Philip Le Liu		
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Melisa McDonald, Carmel Rapacciuolo, Jack Hanna, Keith Williamson, Letitia Hatton, Mark Cochrane-Holley, Harry Titcombe, Kaye Estoesta, Mandy Frostick, Debbie Guest, Elise Peyronnet, Fiona Twist Patrick Donovan (Music Victoria)		
5. Matters discussed:	1.1 Melbourne Music Week 2019 1.2 Melbourne Fashion Week 2019 1.3 Capital Works Reporting Dashboard 2.1 Elizabeth Street Opportunities Plan 3.1 FMC1 7/5/19		
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?	
	nil		
7. Record produced by:	Name of Officer: Melisa McDonald Date: 7 May 2019		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 14 May 2019		
2. Name of meeting:		Councillor Forum		
3. Councillors present:		Acting Lord Mayor Arron Wood, Cr Nicolas 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:		Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Harry Titcombe, Jack Hanna, Angelo Grizos, Rachelle Jordan, Debbie Guest, Evan Counsel, Keith Williamson, Michael Tenace, Anna Saxby, Michelle Fitzgerald, Melanie Odendaal, Jonathan Kambouris, Ashley Treloar Julie Wells (University of Melbourne), Prof Vishaal Kishore (RMIT)		
5. Matters discussed:		1.1 Melbourne Innovation Districts – City North Progress Update 1.2 2018-19 Capital works Program Third Quarter Report 1.3 Cladding update 1.4 Proposed New Sale and Acquisition of Land Policy 1.5 Telstra Payphone - Update 2.1 Elizabeth Street Opportunities Plan		
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: Angelo Grizos Date: 15 May 2019		

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 – 7.30pm, 15 May 2019				
2. Name of meeting:	Parks and Gardens Advisory Committee				
3. Councillors present:	Cr Cathy Oke				
4. Officers present:	Cath Olive, Cathy Kiss, Fiona Finlayson, Michelle Ritchie, Skye Haldane				
5. Matters discussed:	<ul style="list-style-type: none"> • Strategic Review of dogs in open space • Updating the Parks Policy 				
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: ...Cathy Kiss..... Date: ...16.../...05...../...2019.....				

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