

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Marlo Emmitt, Acting Manager Governance and Legal

27 October 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
22 September 2015	Cr Forum	<ul style="list-style-type: none"> • Elizabeth Street (Central City) Street Scape Plan • 2016 Moomba Production • CEO report – July August • Financial A3
22 September 2015	Melbourne Music Week Internal Steering Committee	<ul style="list-style-type: none"> • Marketing and communications • Program update • Hub update (venue) • Commercial update • General Business
29 September 2015	Cr Forum	<ul style="list-style-type: none"> • Future Melbourne Ambassadors • Draft Last Kilometre Freight Plan • Motorcycle Parking on Footpaths in Central City • Draft Bicycle Plan 2016-2020 • Council Meeting Agenda Discussion
6 October 2015	Cr Forum	<ul style="list-style-type: none"> • Clean Energy Finance Corporation • Planning Matters - TPM-2015-29 - 183-189 A'Beckett Street, Melbourne • Planning Matters - TPM-2015-11, 293-299 LaTrobe Street, Melbourne
14 October 2015	Melbourne Awards Advisory Group	<ul style="list-style-type: none"> • Gala Ceremony • Judging process • Marketing and communications • 2015 Finalists & Winners • 2015 Melburnian of the Year

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 22 September 2015 at 11.30am		
2. Name of meeting:	Cr Forum		
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Arron Wood		
4. Officers present:	Geoff Lawler, Amelia Bitsis, Linda Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Madison Johnson, Kate Miller, Katrina McKenzie, Ian Winter, Craig Eloranta, Alex Fuss, Leanne Hodyl, Cherie Fraser, Lucan Creamer, Stephen Nagle, Phu Nguyen, Marie-Claire O'Hare		
5. Matters discussed:	1.1 Elizabeth Street (Central City) Streetscape Plan 1.2 2016 Moomba Production 1.3 CEO Report – July August 1.4 Financial A3		
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.../...09...../... 15.....		

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 22 September 2015, 10am – 11am		
2. Name of meeting:	Melbourne Music Week Internal Steering Committee		
3. Councillors present:	Councillor Beverley Pinder-Mortimer Councillor Rohan Leppert		
4. Officers present:	Lucan Creamer, Executive Manager Commercial & marketing Cherie Fraser, Executive Manager Premier Events Fiona Twist, Acting MMW Manager Chris MacDonald, Marketing Manager Trevor Crook, Commercial Manager El Chantry, MMW Event Coordinator Hannah Brooks, Business Adviser Jackie Johnstone, Acting Strategic Planning & Projects Coordinator Elizabeth Cox, Executive Support Officer		
5. Matters discussed:	<ul style="list-style-type: none"> • Marketing and communications • Program update • Hub update (venue) • Commercial update • General Business 		
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: 22/09/2015		

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RECORD OF ASSEMBLY OF COUNCILLORS



218. Time and Date of meeting:	Tuesday 29 September 2015 at 11.30am	
219. Name of meeting:	Cr Forum	
220. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Stephen Mayne, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey,	
221. Officers present:	Geoff Lawler, Linda Weatherson, Jane Crawley, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Alex Links, Deb White, Maureen Maginness, Helena Campbell, Ruth Caldwell, Margie Samai, Cathy Grauf, Mary Chrystiuk, Rachelle Jordan, Madison Johnson, Katrina McKenzie, Geoff Robinson, Sam Bishop, Damon Rao, David Mayes, Leanne Hodyl, Sarah Lindenmayer, Yvonne Lynch, Dan Fardon, Alex Robinson, Graham Porteous, Michael Norton, Phu Nguyen, Sarah Lowcock	
222. Matters discussed:	1.37 Future Melbourne Ambassadors 1.38 Draft Last Kilometre Freight Plan 1.39 Motorcycle Parking on Footpaths in Central City 1.40 Draft Bicycle Plan 2016-2020 1.41 Council Meeting Agenda Discussion	
223. 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?
224. Record produced by:	Name of Officer: ...Margie Samai..... Date: ...29.../...09...../...15.....	

RECORD OF ASSEMBLY OF COUNCILLORS



225. Time and Date of meeting:	Tuesday 6 October 2015 at 11.30am
226. Name of meeting:	Cr Forum
227. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Stephen Mayne, Cr Jackie Watts, Cr Arron Wood, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Ken Ong, Cr Cathy Oke
228. Officers present:	Geoff Lawler, Keith Williamson, Jane Crawley, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Ruth Caldwell, Margie Samai, Cathy Grauf, Mary Chrystiuk, Rachelle Jordan, Madison Johnson, Geoff Robinson, Jem Wilson, Michael Norton, Phu Nguyen, Brendan Carriker, Victoria Hart, Kim Le Cerf, Kate Vinot, Karen Snyders, Evan Counsel
229. Matters discussed:	<p>1.42 Clean Energy Finance Corporation</p> <p>1.43 Planning Matters - TPM-2015-29 – 183-189 A'Beckett Street, Melb.</p> <p>1.44 Planning Matters - TPM-2015-11, 293-299 LaTrobe Street, Melb.</p>

230. 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?			

231. Record produced by:	<p>Name of Officer: ...Margie Samai.....</p> <p>Date: ...6.../...10...../...2015.....</p>
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Wednesday 14 October 2015				
2. Name of meeting:	Melbourne Awards Advisory Group				
3. Councillors present:	Deputy Lord Mayor, Councillor Susan Riley				
4. Officers present:	Cherie Fraser, Executive Manager Premier Events Elise Schimmelbusch, Event Coordinator Elizabeth Cox, Executive Support Officer				
5. Matters discussed:	<ul style="list-style-type: none"> • Gala Ceremony • Judging process • 2015 Finalists & Winners (confidential) • 2015 Melburnian of the Year (confidential) • Marketing and communications 				
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: Elizabeth Cox Date: 15/10/2015				

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