

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

28 March 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 7)
2. Records of Assemblies of Councillors (page 3 of 7)

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
20 February 2017	Homelessness Advisory Committee	<ul style="list-style-type: none"> • Pathways Innovative Package • Proposed Change to Local Laws
21 February 2017	Cr Forum	<ul style="list-style-type: none"> • Metro Over Site Development CBD South • Proposed Sale of Council Land Boyd Site, 229 City Road • Southbank • Council Works Program 2nd Quarter Report • Financial Performance Snapshot • FMC2 Agenda discussion
28 February 2017	Cr Forum	<ul style="list-style-type: none"> • MMRP CBD South Over-Site Development • MMRP Update • Precinct Program 2013 – 17 Review and Recommendations • CEO Update • Council Meeting Agenda discussion
7 March 2017	Cr Forum	<ul style="list-style-type: none"> • Proposed smoke-free footpaths bordering RMIT University • FMC1 agenda discussion

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 - 7.30 pm Monday 20 February 2017
2. Name of meeting:	Homelessness Advisory Committee
3. Councillors present:	Councillor Tessa Sullivan, Deputy Lord Mayor Aaron Wood, Councillors Jackie Watts; Phillip Le Liu; Rohan Leppert
4. Officers present:	Graham Porteous; Linda Weatherson; Dean Griggs, Leanne Mitchell, Nanette Mitchell, Barney Wilson, Kerry Hylton
5. Matters discussed:	<ul style="list-style-type: none"> • Pathways Innovative Package • Proposed Change to Local Laws

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	NO
	N/A		YES	NO
			YES	NO
			YES	NO
			YES	NO

7. **Record produced by:**

Name of Officer: ...Nanette Mitchell

Date: 23/2/17

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 21 February 2017 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Tessa Sullivan, Cr Jackie Watts
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Linda Weatherson, Angelo Grizos, Rob Moore, Ian Winter, Greg Stevens, Keith Williamson, Kate Vinot, Phu Nguyen Andrea Hassett (Director OCM, Probity Auditor MMRA)
5. Matters discussed:	<p>1.1 Metro Over Site Development CBD South</p> <p>1.2 Proposed Sale of Council Land Boyd Site, 229 City Road Southbank</p> <p>1.3 Council Works Program 2nd Quarter Report</p> <p>1.4 Financial Performance Snapshot</p> <p>1.5 FMC2 Agenda discussion</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: Name of Officer: ...Angelo Grizos.....
Date: ...22.../...02...../...2017.....

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Level 3
Town Hall Administration Building**

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 28 February 2017 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Tessa Sullivan, Cr Jackie Watts
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Katrina McKenzie, Angelo Grizos, Angela Meinke, Keith Williamson, Ian Winter, Greg Stevens, Rob Moore, Haig Poulson, Karen Snyders, Steve Nagle, Michael Anderson, Alistair Miller, Chez Bertuzzi-Asch, Leon Wilson, Neil Hutchison Andrea Hassett (Director OCM, Probity Auditor MMRA)
5. Matters discussed:	1.1 MMRP CBD South Over-Site Development 1.2 MMRP Update 1.3 Precinct Program 2013 – 17 Review and Recommendations 1.4 CEO Update 1.5 Council Meeting 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 Councillors leave the assembly?			

7. Record produced by: Name of Officer: ...Angelo Grizos.....
Date: ...03.../...03...../...2017.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 7 March 2017 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Tessa Sullivan, Cr Jackie Watts
4. Officers present:	Ben Rimmer, Martin Cutter, Linda Weatherson, Graham Porteous, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Rosie Pham, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Angela Meinke, Keith Williamson, Russell Webster, Andrew Pell
5. Matters discussed:	1.1 Proposed smoke-free footpaths bordering RMIT University 1.2 FMC1 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 Councillors leave the assembly?			

7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...07.../...03...../...2017.....
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