

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

27 November 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 6)
2. Records of Assemblies of Councillors (Page 3 of 6)

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
30 October 2018	Councillor Forum	<ul style="list-style-type: none"> • Melbourne Innovation Districts City North: Urban Realm Action Plan • Metro Tunnel Project – State Library Station Precinct Masterplan • 2018 New Year's Eve Producing • Quarterly Reporting on Annual Plan Initiatives • TP-2018-360, 369-391 Macaulay Road, Kensington • Council Meeting – 30 October 2018
13 November 2018	Councillor Forum	<ul style="list-style-type: none"> • Small business Grant Recommendations and Program Improvements 2018-19 • Melbourne Innovation and Community Enterprise Marketplace and Affordable Housing Project • Waste and Resource Recovery Strategy • Melbourne Planning Scheme Amendment C307 Gaming Policy • Melbourne Planning Scheme Amendment C308: Urban Design in the Central City of Melbourne • Community Panel in Kensington • FMC1
14 November 2018	Parks and Gardens Advisory Committee	<ul style="list-style-type: none"> • Open Space planning for small spaces • Carlton Gardens sinking fund proposal • Urban Forest Fund update • Royal Park transport assessment • State Netball Hockey Centre Planning Amendment • Updating the Parks Policy

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 30 October 2018 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Sally Capp, 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:	Rob Adams, Ali Wastie, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Andrew Wegener, Guilia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Mandy Frostick, Patrick Phillips, Debbie Guest, Claire Sinni, Evan Counsel, Jane Birmingham, Angela Meinke, Michael Tenace, Keith Williamson, Rob Moore, Urs Meier, Michelle Fitzgerald, Harry Titcombe, Irene Vlahos, Voula Moutsos, Ange Hann, Brenden Carriker, Sophie Massarotti, Tanya Tribuzio, Elissa Stanyer, Neil Hutchison, Maree Klein, Voula Sarhanis,
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Melbourne Innovation Districts City North: Urban Realm Action Plan 1.2 Metro Tunnel Project – State Library Station Precinct Masterplan 1.3 2018 New Year's Eve Producing 1.4 Quarterly Reporting on Annual Plan Initiatives 1.5 Planning Matters <ul style="list-style-type: none"> (i) TP-2018-360, 369-391 Macaulay Road, Kensington 2. Nil 3.1 Council Meeting – 30 October 2018

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: ...31 October 2018

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 13 November 2018 at 11.30am	
2. Name of meeting:	Cr 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	
4. Officers present:	Ben Rimmer, Ali Wastie, Katrina McKenzie, Claire Ferres Miles, Andrew Wegener, Guilia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Melisa McDonald, Michael Tenace, Mandy Frostick, Patrick Phillips, Lucy Sinclair, Evan Counsel, Angela Meinke, Michelle Ely, Harry Titcombe, Dean Griggs, Jenny Bailey, Emma Appleton, Robyn Hellman, Tammy Stokie, Debbie Payne, Colin Charman,	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Small business Grant Recommendations and Program Improvements 2018-19 1.2 Melbourne Innovation and Community Enterprise Marketplace and Affordable Housing Project 2.1 Waste and Resource Recovery Strategy 2.2 Melbourne Planning Scheme Amendment C307 Gaming Policy 2.3 Melbourne Planning Scheme Amendment C308: Urban Design in the Central City of Melbourne 2.4 Community Panel in Kensington 3.1 FMC1 	
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?
2.2	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Kevin Louey, Cr Nicholas Reece, Cr Beverley Pinder	YES
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...15 November 2018	

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 – 7.30pm Wednesday 14 November 2018
2. Name of meeting:	Parks and Gardens Advisory Committee
3. Councillors present:	Councillor Cathy Oke
4. Officers present:	Claire Ferres Miles, Cath Olive, Deb Cailles, David Callow, Cathy Kiss, Michelle Ritchie, Skye Haldane, Kelly Hertzog, Leanne Mitchell, Martin Andrade
5. Matters discussed:	<ul style="list-style-type: none"> • Open Space planning for small spaces • Carlton Gardens sinking fund proposal • Urban Forest Fund update • Royal Park transport assessment • State Netball Hockey Centre Planning Amendment • 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	NO
			YES	NO
			YES	NO
			YES	NO
			YES	NO

7. **Record produced by:**

Name of Officer: ...Cathy Kiss.....

Date: ...15.../...11...../...18.....

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