

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

26 February 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 18)
2. Records of Assemblies of Councillors (Page 3 of 18)

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.

Occupational Health and Safety

5. No Occupational 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
28 November 2018	Homelessness Advisory Committee	<ul style="list-style-type: none"> • Updates: Housing Initiatives; Storage Lockers and Pathways Innovation Fund; DHHS Rough Sleepers Strategy • Homelessness Annual Plan Initiative • Homelessness Action Plan 2018 – 2020
4 December 2018	Councillor Forum	<ul style="list-style-type: none"> • QVM People’s Panel • Melbourne Knowledge Week • 2019 Moomba Festival Producing • Southbank Major Public Art Commission – Selection Outcome • Bourke Street Precinct Redevelopment application for a Planning Permit • Federation Square Victorian Heritage Register Nomination Submission • FMC – 4 December 2018
11 December 2018	Councillor Planning Session No. 1 -- For 2019/2020 annual plan & budget process	<ul style="list-style-type: none"> • Annual Plan and Budget
11 December 2018	Councillor Forum	<ul style="list-style-type: none"> • Audit and Risk Committee end-of-year-presentation • Inclusive Melbourne: a confident and caring city • Melbourne in Winter (Arts Melbourne) • Kensington Community Recreation Centre Redevelopment • Council – 11 December 2018
18 December 2018	Queen Victoria Market Committee of Trustees	<ul style="list-style-type: none"> • Forward Agenda for 2019 • Meeting Structure • QVM Renewal Update • QVM Management Update
29 January 2019	Councillor Forum	<ul style="list-style-type: none"> • Domain Parklands Master Plan • Metro Tunnel Project – Western Portal Development Plan • Financial Performance Snapshot
5 February 2019	Councillor Planning Session No. 2 -- For 2019/2020 annual plan & budget process	<ul style="list-style-type: none"> • Annual Plan and Budget

5 February 2019	Councillor Forum	<ul style="list-style-type: none"> • Draft Transport Strategy 2019 • 5G Network Testbed in Melbourne Innovation district (MID) – City North • Telstra phone booth - update • Spencer Street fire – update
12 February 2019	Councillor Planning Session No. 3 -- For 2019/2020 annual plan & budget process	<ul style="list-style-type: none"> • Annual Plan and Budget
12 February 2019	Councillor Forum	<ul style="list-style-type: none"> • Quarter Two Report on 2018-19 Annual Plan Initiatives • Yirramboi Program 2019 • East-West Cycle Route Options
12 February 2019	Queen Victoria Market Committee of Trustees	<ul style="list-style-type: none"> • QVM Vision • QVM Activation and Operations – Future Directions • Heritage Sheds Restoration • QVM management Update

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	3.00 - 5.00 pm Wednesday 28 November 2018
2. Name of meeting:	Homelessness Advisory Committee
3. Councillors present:	Councillor Beverley Pinder
4. Officers present:	Barney Wilson; Nanette Mitchell; Kerry Hylton; Bernie Geary; Dean Robertson; Bridie Allendale
5. Matters discussed:	<ul style="list-style-type: none"> • Updates: Housing Initiatives; Storage Lockers and Pathways Innovation Fund; DHHS Rough Sleepers Strategy • Homelessness Annual Plan Initiative • Homelessness Action Plan 2018 – 2020

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
	N/A				
		YES	NO		
		YES	NO		
		YES	NO		

7. **Record produced by:**
 Name of Officer: ...Nanette Mitchell
 Date: 3 December 2018

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 4 December 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 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, Harry Titcombe, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Rachelle Jordan, Cathy Grauf, Margie Samai, Melisa McDonald, Mandy Frostick, Patrick Philips, Debbie Guest, Bec Brewin, Evan Counsel, Jane Birmingham, Angela Meinke, Craig Eloranta, Rob Moore, Mark Allan, Ruth Caldwell, Ian Winter, Eamonn Fennessy, Ange Hann, Michelle Fitzgerald, Kaye Glamuzina, Amy Barclay, Sarah Moore, John Cunningham, Emma Appleton, Elissa Stanyer, Tanya Tribuzio, Tanya Wolkenberg, Nick McLennan, Natalie Siragusa
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 QVM People's Panel 1.2 Melbourne Knowledge Week 1.3 2019 Moomba Festival Producing 2.1 Southbank Major Public Art Commission – Selection Outcome 2.2 Bourke Street Precinct Redevelopment application for a Planning Permit 2.3 Federation Square Victorian Heritage Register Nomination Submission 3.1 FMC – 4 December 2018

6. Were there any conflict of interest disclosures by Councillors? YES

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?
2.3	Lord Mayor Sally Capp	YES

7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...5 December 2018
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	9am – 11am on 11 December 2018
2. Name of meeting:	Councillor Planning Session No. 1 -- For 2019/2020 annual plan & budget process
3. Councillors present:	<p>Sally Capp - Lord Mayor Arron Wood -Deputy Lord Mayor Susan Riley Beverley Pinder Cathy Oke Jackie Watts Kevin Louey Nicholas Reece Nicolas Frances Gilley Philip Liu Rohan Leppert</p>
4. Officers present:	<p>Claire Ferres Miles – Acting CEO Ali Wastie - Director City Communities Andrew Wegener - Director Customer and Business Transformation Eamonn Fennessy - Acting Director City Strategy and Place Katrina McKenzie - Director City Economy and Activation Keith Williamson - Manager Governance and Legal Linda Weatherson - Director City Operations Michael Tenace - Finance and Procurement Michelle Fitzgerald - Chief Digital Officer and Manager, Smart City Office Rob Adams - Director City Design and Projects Voula Moutsos - Manager Improvement and Program Integration Voula Sarhanis - Team Leader Portfolio Planning and Performance</p>
5. Matters discussed:	<ul style="list-style-type: none"> • Annual Plan and Budget
6. Were there any conflict of interest disclosures by Councillors? Yes	No

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 11 December 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 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, Claire Ferres Miles, Guilia Baggio, Miriam Slattery, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Rachelle Jordan, Cathy Grauf, Margie Samai, Melisa McDonald, Mandy Frostick, Debbie Guest, Angela Meinke, Keith Williamson. Hannah Eisen, Leanne Mitchell, Rose Bruhn, Fiona McGilton, Stephanie Hamilton, Graham Porteous, Kaye Glamuzina, Eamonn Fennessy, Garry Ormston, Mark Cochrane-Holley, Jonathan Kambouris, Marion Frere	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Audit and Risk Committee end-of-year-presentation 1.2 Inclusive Melbourne: a confident and caring city 1.3 Melbourne in Winter (Arts Melbourne) 1.4 Kensington Community Recreation Centre Redevelopment 2.0 Nil 3.1 Council – 11 December 2018 	
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: ...12 December 2018	

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?			
			YES		NO
			YES		NO
			YES		NO
			YES		NO
<p>7. Record produced by:</p>	<p>Name of Officer: Voula Moutsos</p> <p>Date: 01/02/2019</p>				

RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and Date of meeting:	3pm, 18 December 2018			
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:	Claire Ferres Miles, Giulia Baggio, Joanne Wandel, Michael Tenace, Miriam Slattery and Harrison Titcombe			
5.	Matters discussed:	<ul style="list-style-type: none"> • Forward Agenda for 2019 • Meeting Structure • QVM Renewal Update • QVM Management 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?			
N/A	N/A		YES		NO
			YES		NO
			YES		NO
			YES		NO
7.	Record produced by:	Name of Officer: Harrison Titcombe			
		Date: 18.12.2018			

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 29 January 2019 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Jackie Watts	
4. Officers present:	Justin Hanney, Rob Adams, Linda Weatherson, Andrew Wegener, Guilia Baggio, Miriam Slattery, Lindy Tan, Harry Titcombe, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Helena Campbell, Rachelle Jordan, Margie Samai, Melisa McDonald, Michael Tenace, Carmel Rapacciuolo, Mandy Frostick, Debbie Guest, Angela Meinke, Deb Cailles, Rob Moore, Irene Vlahos, Kara Lowe, Emma Appleton, Eamonn Fennessy, Cathy Kiss, Cath Olive, Maree Klein	
5. Matters discussed:	1.1 Domain Parklands Master Plan 1.2 Metro Tunnel Project – Western Portal Development Plan 1.3 Financial Performance Snapshot	
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: ...1 February 2019	

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	9.30am – 11am on 5 February 2019
2. Name of meeting:	Councillor Planning Session No. 2 -- For 2019/2020 annual plan & budget process
3. Councillors present:	<p>Sally Capp Arron Wood Cathy Oke Jackie Watts Kevin Louey Nicholas Reece Nicolas Frances Gilley Philip Liu Rohan Leppert Apologies: Susan Riley Beverley Pinder</p>
4. Officers present:	<p>Justin Hanney – CEO Linda Weatherson - Director City Operations Claire Ferres Miles - Director City Strategy and Place Andrew Wegener - Director Customer and Business Transformation Katrina McKenzie - Director City Economy and Activation Eamonn Fennessy - Acting Director City Communities Keith Williamson - Manager Governance and Legal Michael Tenace - Finance and Procurement Michelle Fitzgerald - Chief Digital Officer and Manager, Smart City Office Jonathan Kambouris - Manager Capital Works Marlo Emmitt - Acting Manager Improvement and Program Integration Voula Sarhanis - Team Leader Portfolio Planning and Performance Jack Hanna - Executive Officer Councillor Support Miriam Slattery - Strategy and Partnerships Kim Wood - Chief Legal Counsel</p>

5. Matters discussed:	<ul style="list-style-type: none"> Annual Plan and Budget 				
6. Were there any conflict of interest disclosures by Councillors? Yes <input checked="" type="radio"/> 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:Marlo Emmitt..... Date: ...12.../...2...../...2019.....				

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 5 February 2019 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 Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Jackie Watts	
4. Officers present:	Justin Hanney, Linda Weatherson, Katrina McKenzie, Claire, Ferres Miles, Guilia Baggio, Miriam Slattery, Lindy Tan, Harry Titcombe, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Melisa McDonald, Michael Tenace, Carmel Rapacciuolo, Mandy Frostick, Debbie Guest, Bec Brewin, Evan Counsel, Jane Birmingham, Kara Lowe, Richard Smithers, Kim Wood, Emma Appleton, Eamonn Fennessy, Michele Fitzgerald, Catherine Hill, Bonnie Shaw, Anna Saxby, Tegan Kop, Margie McKay, Lauren Beattie, Oscar Hayes, Andy Pringle	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Draft Transport Strategy 2019 1.2 5G Network Testbed in Melbourne Innovation district (MID) – City North 1.3 Telstra phone booth - update 1.4 Spencer Street fire - update 	
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: ...6 February 2019	

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30 am on 12 February 2019
2. Name of meeting:	Councillor Planning Session No. 2 -- For 2019/2020 annual plan & budget process
3. Councillors present:	<p>Sally Capp Arron Wood Cathy Oke Jackie Watts Nicholas Reece Nicolas Frances Gilley Philip Liu Rohan Leppert</p> <p>Apologies: Kevin Louey</p>
4. Officers present:	<p>Justin Hanney – CEO Rob Adams - Director City Design and Projects Linda Weatherson - Director City Operations Claire Ferres Miles - Director City Strategy and Place Andrew Wegener - Director Customer and Business Transformation Katrina McKenzie - Director City Economy and Activation Eamonn Fennessy - Acting Director City Communities Keith Williamson - Manager Governance and Legal Michael Tenace - Finance and Procurement Michelle Fitzgerald - Chief Digital Officer and Manager, Smart City Office Miriam Slattery - Strategy and Partnerships Jonathan Kambouris - Manager Capital Works Marlo Emmitt - Acting Manager Improvement and Program Integration Voula Sarhanis - Team Leader Portfolio Planning and Performance</p>
5. Matters discussed:	<ul style="list-style-type: none"> • Annual Plan and Budget

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
			YES		NO
			YES		NO
			YES		NO

7. Record produced by:

Name of Officer:Marlo Emmitt.....

Date: ...12.../...2...../...2019.....

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 12 February 2019 at 12.25pm	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts	
4. Officers present:	Justin Hanney, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Andrew Wegener, Rob Adams, Eamonn Fennessy, Giulia Baggio, Miriam Slattery, Lindy Tan, Mary Chrystiuk, Maureen Maginness, Cathy Grauf, Margie Samai, Michael Tenace, Carmel Rapacciuolo, Mandy Frostick, Patrick Phillips, Debbie Guest, Bec Brewin, Evan Counsel, Kara Lowe, Voula Sarhanis, Marlo Emmitt, Jo Whyte, Caroline Martin, Adriano Nunes, Jenny Bailey	
5. Matters discussed:	1.1 Quarter Two Report on 2018-19 Annual Plan Initiatives 1.2 Yirramboi Program 2019 1.3 East-West Cycle Route Options	
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: ...Margie Samai Date: ...12 February 2019	

RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and Date of meeting:	3pm, 12 February 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, Giulia Baggio, Rob Adams, Joanne Wandel, Michael Tenace, Sophia Healy, Joanne Whyte, Mark Cochraine-Holley, D'Arcy Butler, and Krista Milne			
5.	Matters discussed:	<ul style="list-style-type: none"> • QVM Vision • QVM Activation and Operations – Future Directions • Heritage Sheds Restoration • QVM management 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?			
N/A	N/A		YES		NO
			YES		NO
			YES		NO
			YES		NO
7.	Record produced by:	Name of Officer: Krista Milne Date: 12.02.2019			

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