

**Management report to Council**

**Agenda item 6.1**

**Records of Assemblies of Councillors**

**Council**

**Presenter:** Keith Williamson, Manager Governance and Legal

**24 September 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 to the management report.

**Attachments:**

1. Supporting Attachment (Page 2 of 7)
2. Records of Assemblies of Councillors (Page 3 of 7)

## Supporting attachment

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### 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
27 August 2019	Councillor Forum	<ul style="list-style-type: none"> <li>• Commissioner for Better Regulation</li> <li>• Council Agenda</li> <li>• Recycling – update</li> <li>• Transport Strategy 2030</li> <li>• Greenline Vision - deferred</li> <li>• Central Carlton Children’s Centre</li> <li>• Council Agenda discussion</li> </ul>
28 August 2019	Homelessness Advisory Committee	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Homelessness Week Activities</li> <li>• Council of Capital City Lord Mayors</li> </ul> <p>Presentations:</p> <ul style="list-style-type: none"> <li>• Homelessness Annual Plan Initiative – Grassroots Charities – Update on progress and plans</li> <li>• Bourke Street Plans – Health and Wellbeing Branch</li> </ul>
3 September 2019	Councillor Forum	<ul style="list-style-type: none"> <li>• FMC Agenda</li> <li>• Greenline Vision</li> <li>• William Street Tram Track Upgrade and Bicycle Lane Detail Design</li> <li>• Planning Scheme Amendment C365 Chart House (372-378 Little Bourke Street)</li> <li>• Economic update</li> <li>• FMC Agenda</li> <li>• QVM – update</li> <li>• Recycling – update</li> </ul>
10 September 2019	Councillor Forum	<ul style="list-style-type: none"> <li>• Special Council Meeting No.43 Agenda</li> <li>• Citywide Services Solutions Pty Ltd Business Plan</li> <li>• QVMPR – Provision of Market Infrastructure: Detailed Design, Logistics and Costings</li> <li>• Smoke-free Areas proposal</li> <li>• Metro Tunnel Project</li> </ul>

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>		11.30am, Tuesday 27 August 2019
<b>2. Name of meeting:</b>		Councillor Forum
<b>3. Councillors present:</b>		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 Susan Riley
<b>4. Officers present:</b>		Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire, Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Anthony Templeton, Jack Hanna, Angelo Grizos, Maureen Maginness, Debbie Guest, Jem Wilson, Evan Counsel, Keith Williamson, Michael Tenace, Jenny Bailey, Kirstin Coote, Jo Whyte, Emma Appleton, Skye Haldane, Margie McKay, Richards Smithers, Bonnie Taylor, Ali Duncan, Justine Porter-Rebien, Bianca Elencevski, Lauren Bogel  Representative - Department of Treasury and Finance
<b>5. Matters discussed:</b>		<ol style="list-style-type: none"> <li>1. Commissioner for Better Regulation</li> <li>2. Council Agenda</li> <li>3. Recycling – update</li> <li>4. Transport Strategy 2030</li> <li>5. Greenline Vision - deferred</li> <li>6. Central Carlton Children’s Centre</li> <li>7. Council Agenda discussion</li> </ol>
<b>6. Were there any conflict of interest disclosures by Councillors? NO</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?
<b>7. Record produced by:</b>		Name of Officer: Angelo Grizos  Date: 29 August 2019

# RECORD OF ASSEMBLY OF COUNCILLORS



1. <b>Time and Date of meeting:</b>	3.00-5.00 pm Wednesday 28 August 2019
2. <b>Name of meeting:</b>	Homelessness Advisory Committee
3. <b>Councillors present:</b>	Councillor Beverley Pinder; Deputy Lord Mayor Councillor Aaron Wood
4. <b>Officers present:</b>	Angela Meinke; Nanette Mitchell; Dean Robertson; Andrea Kleist; Belinda Rachelle; Nancy Pierorazio; Greg Jacobs; Elise Baro
5. <b>Matters discussed:</b>	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Homelessness Week Activities</li> <li>• Council of Capital City Lord Mayors</li> </ul> <p>Presentations:</p> <ul style="list-style-type: none"> <li>• Homelessness Annual Plan Initiative – Grassroots Charities – Update on progress and plans</li> <li>• Bourke Street Plans – Health and Wellbeing Branch</li> </ul>

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
	N/A		YES		NO
			YES		NO
			YES		NO
			YES		NO

7. **Record produced by:** Name of Officer: ...Nanette Mitchell .....  
Date: 2 September 2019

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	11.30am, Tuesday 3 September 2019
<b>2. Name of meeting:</b>	Councillor Forum
<b>3. Councillors present:</b>	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 Susan Riley, cr Jackie Watts
<b>4. Officers present:</b>	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire, Ferres Miles, Giulia Baggio, Kaye Estoesta, Anthony Templeton, Angelo Grizos, Debbie Guest, Jem Wilson, Keith Williamson, Emma Appleton, Margie McKay, D'Arcy Butler, Richards Smithers, Bianca Elencevski, Dean Griggs, Jenny Bailey, Alistair McDonald, Tanya Wolkenberg  Representative – Victorian Chamber of Commerce and Industry
<b>5. Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. FMC Agenda</li> <li>2. Greenline Vision</li> <li>3. William street Tram Track Upgrade &amp; Bicycle Lane Detail Design</li> <li>4. Planning Scheme Amendment C365 Chart House (372-378 Little Bourke Street)</li> <li>5. Economic update</li> <li>6. FMC Agenda</li> <li>7. QVM – update</li> <li>8. Recycling – update</li> </ol>

## 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?

<b>7. Record produced by:</b>	Name of Officer: Angelo Grizos  Date: 4 September 2019
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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>			11.30am, Tuesday 10 September 2019
<b>2. Name of meeting:</b>			Councillor Forum
<b>3. Councillors present:</b>			Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley (via conference call), Cr Jackie Watts
<b>4. Officers present:</b>			Justin Hanney, Rob Adams, Eamonn Fennessy, Claire, Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Jack Hanna, Angelo Grizos, Anthony Templeton, Bec Brewin, Katie Hyder, Jem Wilson, Raymond Gill, Evan Counsel, Keith Williamson, Michael Tenace, Jo Wandel, Margie McKay, Emma Appleton, Mark Allan, Russell Webster, Andrew Pell, Rob Moore, D'Arcy Butler, Justine Porter-Rebien, Andy Fergus  External Representatives <ul style="list-style-type: none"> <li>• Citywide Services Solutions Pty Ltd; and</li> <li>• QVM Pty Ltd</li> </ul>
<b>5. Matters discussed:</b>			<ol style="list-style-type: none"> <li>1. Special Council Meeting No.43 Agenda</li> <li>2. Citywide Services Solutions Pty Ltd Business Plan</li> <li>3. QVMPR – Provision of Market Infrastructure: Detailed Design, Logistics and Costings</li> <li>4. Smoke-free Areas proposal</li> <li>5. Arts Grants Recommendations – deferred</li> <li>6. Metro Tunnel Project</li> </ol>
<b>6. Were there any conflict of interest disclosures by Councillors? NO</b>			
Matter No.	Names of Councillors who disclosed conflicts of interest	1. Did the Councillor leave the assembly?	
<b>7. Record produced by:</b>		Name of Officer: Angelo Grizos  Date: 12 September 2019	