

**Management report to Council**

**Agenda item 6.1**

**Records of Assemblies of Councillors**

**Council**

**Presenter:** Marlo Emmitt, Director Governance

**26 November 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 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.

### 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
22 October 2019	Councillor Forum	<ul style="list-style-type: none"> <li>• Future Yarra Trams works in City of Melbourne</li> <li>• Designs for renewal of Brens, Ryder and Western Oval sporting pavilions in Royal Park</li> <li>• Renew – City of Melbourne Chair in Resilient Cities</li> <li>• Monthly Reporting</li> <li>• 5G and IoT Testbed – update</li> <li>• Financial A3</li> <li>• Early Release Reports</li> <li>• Telstra - update</li> </ul>
29 October 2019	Councillor Forum	<ul style="list-style-type: none"> <li>• Council Meeting Agenda</li> <li>• Moomba 2020</li> <li>• Melbourne Innovation District City North</li> <li>• Southern Cross Station Precinct</li> </ul>
12 November 2019	Councillor Forum	<ul style="list-style-type: none"> <li>• Discussion – Future Melbourne Committee Agenda</li> <li>• Moonee Ponds Creek – Victoria Planning Authority Implementation Plan</li> <li>• Draft – City of Melbourne Design Excellence Program 2019-29</li> <li>• Macaulay Structure Plan Refresh</li> <li>• Planning Scheme Amendment C308 Urban Design in the Central City Southbank</li> <li>• Enterprize Park Redevelopment Project</li> <li>• Early Release Report <ul style="list-style-type: none"> <li>○ Melbourne Planning Scheme Amendment C308</li> <li>○ Draft City of Melbourne Design Excellence Program 2030</li> </ul> </li> <li>• Chelmsford Street</li> </ul>

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	11.30am, Tuesday 22 October 2019	
<b>2. Name of meeting:</b>	Councillor Forum	
<b>3. Councillors present:</b>	Acting Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Kevin Louey, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts	
<b>4. Officers present:</b>	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Brendan Flynn, Giulia Baggio, Kaye Estoesta, Jack Hanna, Angelo Grizos, Mark Cochrane-Holley, Mandy Frostick, Keith Williamson, Evan Counsel, Michael Tenace, Richard Smithers, Jenny Bailey, Graham Porteous, Garry Ormston, Toby Kent, Jonathan Kambouris, Voula Moutsos, Irene Kalister, Tegan Kop, Michelle Fitzgerald, Liam Routledge, Rebecca Marson, Dale Stewart, Manoj Sharma  Representative from Yarra Trams	
<b>5. Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Future Yarra Trams works in City of Melbourne</li> <li>2. Designs for renewal of Brens, Ryder and Western Oval sporting pavilions in Royal Park</li> <li>3. Review – City of Melbourne Chair in Resilient Cities</li> <li>4. Monthly Reporting</li> <li>5. 5G and IoT Testbed - update</li> <li>6. Financial A3</li> <li>7. Early Release Reports</li> <li>8. Telstra - update</li> </ol>	
<b>6. Were there any conflict of interest disclosures by Councillors? YES</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?
Item 3	Cr Nicholas Reece	YES
<b>7. Record produced by:</b>	Name of Officer: Angelo Grizos  Date: 23 October 2019	

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>			11.30am, Tuesday 29 October 2019
<b>2. Name of meeting:</b>			Councillor Forum
<b>3. Councillors present:</b>			Lord Mayor Sally Capp, 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
<b>4. Officers present:</b>			Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Clare Ferres Miles, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Jack Hanna, Angelo Grizos, Mandy Frostick, Bec Brewin, Keith Williamson, Michael Tenace, Anthony Templeton, Angela Meinke, Louise Scott, Rebecca Marson, Michelle Fitzgerald, Craig Eloranta,, Katie James, Margie McKay, Jenny Bailey, David white, Simon Van Wijnen, Jordi McInerney, Kate Dundas, Dan Bowden
<b>5. Matters discussed:</b>			<ol style="list-style-type: none"> <li>1. Council Meeting Agenda</li> <li>2. Moomba 2020</li> <li>3. Melbourne Innovation District City North</li> <li>4. Southern Cross Station Precinct</li> </ol>
<b>6. Were there any conflict of interest disclosures by Councillors? YES</b>			
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
Item 1 (14.4 Event Partnership Program Sponsorship Recommendations 2020)	Lord Mayor Sally Capp, Cr Kevin Louey, Cr Susan Riley	YES	
Item 3	Cr Cathy Oke, Cr Nicholas Reece	YES	
<b>7. Record produced by:</b>			Name of Officer: Angelo Grizos  Date: 30 October 2019

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>			11.30am, Tuesday 12 November 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 Nicholas Reece, Cr Susan Riley
<b>4. Officers present:</b>			Justin Hanney, Rob Adams, Linda Weatherson, Chris Lamont, Letitia Hatton, Harry Titcombe, Anthony Templeton, Mark Cochrane-Holley, Angelo Grizos, Jamee Baker, Keith Williamson, Evan Counsel, Emma Appleton, Rob Moore, Kate Dundas, Dan Boden, Krista Milne, Margie McKay, Andy Fergus, Robyn Hellman, Andrea Kleist, David Morison, Skye Haldane  Representative from Victorian Planning Authority
<b>5. Matters discussed:</b>			<ol style="list-style-type: none"> <li>1. Discussion - Future Melbourne Committee agenda</li> <li>2. Moonee Ponds Creek – Victorian Planning Authority Implementation Plan</li> <li>3. Draft - City of Melbourne Design Excellence Program 2019-29</li> <li>4. Macaulay Structure Plan Refresh</li> <li>5. Planning Scheme Amendment C308 Urban Design in the Central City and Southbank</li> <li>6. Enterprize Park Redevelopment Project</li> <li>7. Early Release Report <ul style="list-style-type: none"> <li>• Melbourne Planning Scheme Amendment C308</li> <li>• Draft City of Melbourne Design Excellence Program 2030</li> </ul> </li> <li>8. Chelmsford Street</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: 13 November 2019