

**Management report to Council**

**Agenda item 6.1**

**Records of Assemblies of Councillors**

**Council**

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

**26 April 2016**

**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. Amendments to the Act, which came into effect on 24 September 2010, altered the definition of an assembly of Councillors to include advisory committees where one or more Councillors were 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
2. Records of Assemblies of Councillors

**Support 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.

**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  |
|------------------|---|--|
| 22 February 2016 | Lord Mayor's Commendations Advisory Group Meeting | <ul style="list-style-type: none"> <li>• LMC Advisory Group proposed approach 2016</li> <li>• Feedback regarding the proposal</li> <li>• General Business</li> </ul>   |
| 22 February 2016 | Family and Children's Advisory Committee Meeting  | <ul style="list-style-type: none"> <li>• Future Melbourne Update</li> <li>• An Overview of the Victorian Child Safe Standards</li> <li>• Committee members suggestions on future topics for discussion</li> <li>• Presentation on City of Melbourne Children's Centre Survey, December 2015</li> <li>• Active Melbourne Strategy</li> <li>• Consultation opportunities- Kings Domain and Inquiry into services for people with Autistic Spectrum Disorder</li> </ul> |
| 1 March 2016     | Cr Forum  | <ul style="list-style-type: none"> <li>• Events MSFW Planning Phase</li> <li>• Submission to the Managing Residential Development Advisory Committee</li> <li>• QVM (Draft) Planning Scheme Amendment C245</li> </ul>  |
| 8 March 2016     | Cr Forum  | <ul style="list-style-type: none"> <li>• Collins Wharf</li> <li>• Metropolitan Resilience Strategy</li> <li>• FMC1 Agenda Discussion</li> </ul>  |
| 10 March 2016    | Music Advisory Committee                          | <ul style="list-style-type: none"> <li>• Future Melbourne 2026</li> <li>• Music Strategy 2014-17 Year Two Priority Actions and Implementation: <ul style="list-style-type: none"> <li>○ Action 4 Task 1</li> <li>○ Action 16 Task 1</li> <li>○ Action 2</li> </ul> </li> </ul>   |
| 15 March 2016    | Cr Forum  | <ul style="list-style-type: none"> <li>• QVM Update</li> <li>• Plan for increasing childcare places</li> <li>• FM2026 Citizens' Jury</li> <li>• Financial A3</li> <li>• FMC1 Agenda Discussion</li> </ul>  |
| 21 March 2016    | Homelessness Advisory Committee                   | <ul style="list-style-type: none"> <li>• StreetCount 2015 – Outcomes Presentation</li> <li>• Service Co Ordination Project</li> <li>• Heatwave Plans/Lockers</li> <li>• Homelessness Strategy Implementation Plan – proposed action plan 2016/17</li> </ul>  |
| 22 March 2016    | Cr Forum  | <ul style="list-style-type: none"> <li>• Transforming Housing <ul style="list-style-type: none"> <li>○ Arden Macaulay - Community Infrastructure Planning and Planning Scheme Amendment</li> <li>○ Infrastructure to support better, faster council service delivery</li> </ul> </li> </ul>  |

|               |                        |  |
|---------------|------------------------|--|
| 24 March 2016 | MMW Steering Committee | <ul style="list-style-type: none"> <li>• MMW 2015 results</li> <li>• MMW 2016 strategic planning</li> <li>• MMW 2016 dates</li> <li>• Programming and preliminary work</li> <li>• Consultation forum</li> </ul>  |
| 29 March 2016 | Cr Forum               | <ul style="list-style-type: none"> <li>• Strategic Partnerships Program</li> <li>• West Melbourne Structure Plan – Community Engagement</li> <li>• Planning Matters             <ul style="list-style-type: none"> <li>○ TPM-201520, 614-666 Flinders Street, Docklands.</li> <li>○ TPM-2015-13, 140-146 King Street, Melbourne</li> <li>○ TP-2015-1136</li> </ul> </li> </ul> |

# RECORD OF ASSEMBLY OF COUNCILLORS



| 1. <b>Time and Date of meeting:</b>  | Monday 22 February 2016<br>4pm – 5pm  |  |     |    |
|--|---|--|-----|----|
| 2. <b>Name of meeting:</b>   | Lord Mayor's Commendations Advisory Group Meeting   |  |     |    |
| 3. <b>Councillors present:</b>   | Councillor Beverley Pinder-Mortimer   |  |     |    |
| 4. <b>Officers present:</b>  | Cherie Fraser, Acting Manager Events Melbourne<br>Fiona Twist, Acting Executive Manager Premier Events<br>Alesha Kotz, Senior Event Coordinator<br>Elizabeth Cox, Senior Administration Officer |  |     |    |
| 5. <b>Matters discussed:</b>   | <ul style="list-style-type: none"> <li>• LMC Advisory Group proposed approach 2016</li> <li>• Feedback regarding the proposal</li> </ul> General Business                                       |  |     |    |
| 6. <b>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? |     |    |
|  |   |  | YES | NO |
|  |   |  | YES | NO |
|  |   |  | YES | NO |
|  |   |  | YES | NO |
| 7. <b>Record produced by:</b>  | Name of Officer: Elizabeth Cox<br>Date: 07/04/2016  |  |     |    |

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# RECORD OF ASSEMBLY OF COUNCILLORS



|                              |  |
|------------------------------|--|
| 1. Time and Date of meeting: | Monday 22 February 2016 at 5:30pm  |
| 2. Name of meeting:          | Family and Children's Advisory Committee Meeting   |
| 3. Councillors present:      | Councillor Richard Foster  |
| 4. Officers present:         | Linda Weatherson, Director City Communities<br>Alison Duncan, Acting Manager Community Services<br>Julia Canty -Waldron, Team Leader Planning and Performance<br>Marianne Glen, Team Leader Family Services<br>Maree Lehmann, Team Leader, Children's Services<br>Sharon Rooney, Senior Planning and Performance Officer (secretariat)   |
| 5. Matters discussed:        | <ul style="list-style-type: none"> <li>• Future Melbourne Update</li> <li>• An Overview of the Victorian Child Safe Standards</li> <li>• Committee members suggestions on future topics for discussion</li> <li>• Presentation on City of Melbourne Children's Centre Survey, December 2015</li> <li>• Active Melbourne Strategy</li> <li>• Consultation opportunities- Kings Domain and Inquiry into services for people with Autistic Spectrum Disorder</li> </ul> |

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 | NO |
|            |  | YES                                    |    | NO |
|            |  | YES                                    |    | NO |
|            |  | YES                                    |    | NO |
|            |  | YES                                    |    | NO |

7. Record produced by:

Name of Officer: *Sharon Rooney*

Date: *23 / 02 / 16*

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# RECORD OF ASSEMBLY OF COUNCILLORS



|                              |   |
|------------------------------|---|
| 1. Time and Date of meeting: | Tuesday 1 March 2016 at 11.30am   |
| 2. Name of meeting:          | Cr Forum  |
| 3. Councillors present:      | Acting Lord Mayor Susan Riley, Cr Richard Foster, Cr Cathy Oke, Cr Ken Ong, Cr Jackie Watts,  |
| 4. Officers present:         | Rob Adams, Martin Cutter, Kate Vinot, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Madison Johnson, Daniel Breen, Ian Hicks, Robyn Hellman, Rose Semmler Lucan Creamer, Cherie Fraser |
| 5. Matters discussed:        | 1.1 Events MSFW Planning Phase<br>1.2 Submission to the Managing Residential Development Advisory Committee<br>1.3 QVM (Draft) Planning Scheme Amendment C245   |

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 |

7. Record produced by: Name of Officer: ...Angelo Grizos.....  
 Date: ...4.../...03...../...2016.....

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# RECORD OF ASSEMBLY OF COUNCILLORS



|   |  |   |     |    |
|---|--|---|-----|----|
| <b>1. Time and Date of meeting:</b>   | Tuesday 8 March 2016 at 11.30am  |   |     |    |
| <b>2. Name of meeting:</b>  | Cr Forum   |   |     |    |
| <b>3. Councillors present:</b>  | Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood   |   |     |    |
| <b>4. Officers present:</b>   | Ben Rimmer, Rob Adams, Geoff Lawler, Linda Weatherson, Kate Vinot, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Daniel Breen, Geoff Robinson, Catherine Grauf, Toby Kent, Evan Counsel, Jane Birmingham, Keith Williamson<br><br>Simon Wilson (Places Victoria), Tim Campbell (Lend Lease) |   |     |    |
| <b>5. Matters discussed:</b>  | 1.1 Collins Wharf<br>1.2 Metropolitan Resilience Strategy<br>1.3 FMC1 Agenda Discussion  |   |     |    |
| <b>6. Were there any conflict of interest disclosures by Councillors? Yes / <u>No</u></b> |  |   |     |    |
| <b>Matter No.</b>   | <b>Names of Councillors who disclosed conflicts of interest</b>  | <b>Did the Councillor leave the assembly?</b> |     |    |
|   |  |   | YES | NO |
|   |  |   | YES | NO |
| <b>7. Record produced by:</b>   | Name of Officer: ...Angelo Grizos.....   |   |     |    |
|   | Date: ...8.../...03...../...2016.....  |   |     |    |

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# RECORD OF ASSEMBLY OF COUNCILLORS



| 1.         | <b>Time and Date of meeting:</b>  | 10 March 2016, 2.00pm - 4.00pm   |     |  |    |
|------------|---|--|-----|--|----|
| 2.         | <b>Name of meeting:</b>   | Music Advisory Committee   |     |  |    |
| 3.         | <b>Councillors present:</b>   | Councillor Rohan Leppert (Chair)   |     |  |    |
| 4.         | <b>Officers present:</b>  | Michael Anderson, Hannah Brooks, Jane Crawley, Stephen Nagle, David Mayes, Maria Plakourakis   |     |  |    |
| 5.         | <b>Matters discussed:</b>   | <ul style="list-style-type: none"> <li>• Future Melbourne 2026</li> <li>• Music Strategy 2014-17 Year Two Priority Actions and Implementation: <ul style="list-style-type: none"> <li>Action 4 Task 1</li> <li>Action 16 Task 1</li> <li>Action 2</li> </ul> </li> </ul> |     |  |    |
| 6.         | <b>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?   |     |  |    |
|            |   |  | YES |  | NO |
|            |   |  | YES |  | NO |
|            |   |  | YES |  | NO |
|            |   |  | YES |  | NO |
| 7.         | <b>Record produced by:</b>  | Name of Officer: Hannah Brooks<br>Date: 17/03/2016   |     |  |    |

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# RECORD OF ASSEMBLY OF COUNCILLORS



|  |  |   |     |    |
|--|--|---|-----|----|
| 1. <b>Time and Date of meeting:</b>  | Tuesday 15 March 2016 at 11.30am   |   |     |    |
| 2. <b>Name of meeting:</b>   | Cr Forum   |   |     |    |
| 3. <b>Councillors present:</b>   | Deputy Lord Mayor Susan Riley, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Pinder-Mortimer, Cr Arron Wood   |   |     |    |
| 4. <b>Officers present:</b>  | Ben Rimmer, Rob Adams, Geoff Lawler, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Madison Johnson, Jem Wilson, David Mayes, Jane Birmingham, Joanne Wardell, Alison Duncan, Michelle Fitzgerald, Fiona Whitworth, Phu Nguyen, Kate Henderson, Angela Meinke, Belinda Ross, Evan Counsel |   |     |    |
| 5. <b>Matters discussed:</b>   | 1.1 QVM Update<br>1.2 Plan for increasing childcare places<br>1.3 FM2026 Citizens' Jury<br>1.4 Financial A3<br>1.5 FMC1 Agenda Discussion  |   |     |    |
| 6. <b>Were there any conflict of interest disclosures by Councillors? Yes / No</b> |  |   |     |    |
| <b>Matter No.</b>  | <b>Names of Councillors who disclosed conflicts of interest</b>  | <b>Did the Councillor leave the assembly?</b> |     |    |
|  |  |   | YES | NO |
|  |  |   | YES | NO |
| 7. <b>Record produced by:</b>  | Name of Officer: ...Angelo Grizos.....<br>Date: ...18.../...03...../...2016.....   |   |     |    |

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# RECORD OF ASSEMBLY OF COUNCILLORS



|                                     |   |
|-------------------------------------|---|
| 1. <b>Time and Date of meeting:</b> | 5.30 - 7.30 pm<br>Monday 21 March 2016  |
| 2. <b>Name of meeting:</b>          | Homelessness Advisory Committee   |
| 3. <b>Councillors present:</b>      | Councillor Richard Foster   |
| 4. <b>Officers present:</b>         | Leanne Mitchell; Nanette Mitchell; Barney Wilson  |
| 5. <b>Matters discussed:</b>        | <ul style="list-style-type: none"> <li>• StreetCount 2015 – Outcomes Presentation</li> <li>• Service Co Ordination Project</li> <li>• Heatwave Plans/Lockers</li> <li>• Homelessness Strategy Implementation Plan – proposed action plan 2016/17</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  | NO |
|            |  |  | YES | NO |
|            |  |  | YES | NO |
|            |  |  | YES | NO |
|            |  |  | YES | NO |

7. **Record produced by:**

Name of Officer: ...Nanette Mitchell .....

Date: 24 March 2016

# RECORD OF ASSEMBLY OF COUNCILLORS



|                                     |   |
|-------------------------------------|---|
| 1. <b>Time and Date of meeting:</b> | Tuesday 22 March 2016 at 11.30am  |
| 2. <b>Name of meeting:</b>          | Cr Forum  |
| 3. <b>Councillors present:</b>      | Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood  |
| 4. <b>Officers present:</b>         | Ben Rimmer, Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Chanelle Pearson, Lindy Tan, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, James Talia, Ian Hicks, Ian Winter, Adam Mills, Catherine Grauf, Jennifer Torrance, Keith Williamson, Eamonn Fennessy, Colin Fairwaether, Daniela Mazzone<br><br>Catherine Brown (Lord Mayors Charitable Fund), Dr Carolyn Whitzman (University of Melbourne)<br><br>Steve Beet (Consultant and Advisor for Australia & UK Federal and State Governments) |
| 5. <b>Matters discussed:</b>        | 1.1 Transforming Housing<br>1.2 Arden Macaulay – Community Infrastructure Planning and Planning Scheme Amendment<br>1.3 Infrastructure to support better, faster council service delivery   |

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 |
|            |  |  |    |     |    |
|            |  |  |    |     |    |

|                               |  |
|-------------------------------|--|
| 7. <b>Record produced by:</b> | Name of Officer: ...Angelo Grizos..... |
|                               | Date: ...24.../...03...../...2016..... |

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# RECORD OF ASSEMBLY OF COUNCILLORS



| 1. <b>Time and Date of meeting:</b>  | Thursday 24 March 2016<br>2pm – 3pm  |  |     |    |
|--|--|--|-----|----|
| 2. <b>Name of meeting:</b>   | MMW Steering Committee   |  |     |    |
| 3. <b>Councillors present:</b>   | Councillor Rohan Leppert   |  |     |    |
| 4. <b>Officers present:</b>  | Fiona Twist, Acting Executive Manager Premier Events<br>Elise Peyronnet, Premier Event Manager MMW<br>El Chantry, Acting Premier Event Manager MMW<br>Trevor Crook, Commercial Team Manager<br>Chris MacDonald, Marketing Manager<br>Jane Crawley, Manager Arts Melbourne<br>Hannah Brooks, Business Adviser<br>Shelley Blake, Media Adviser<br>Elizabeth Cox, Senior Administration Officer |  |     |    |
| 5. <b>Matters discussed:</b>   | <ul style="list-style-type: none"> <li>• MMW 2015 results</li> <li>• MMW2016 strategic planning</li> <li>• MMW 2016 dates</li> <li>• Programming and preliminary work</li> <li>• Consultation forum</li> </ul>   |  |     |    |
| 6. <b>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? |     |    |
|  |  |  | YES | NO |
|  |  |  | YES | NO |
|  |  |  | YES | NO |
|  |  |  | YES | NO |
| 7. <b>Record produced by:</b>  | Name of Officer: Elizabeth Cox<br>Date: 07/04/2016   |  |     |    |

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# RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** Tuesday 29 March 2016 at 11.30am
2. **Name of meeting:** Cr Forum
3. **Councillors present:** Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Pinder-Mortimer, Cr Arron Wood
4. **Officers present:** Ben Rimmer, Rob Adams, Martin Cutter, Geoff Lawler, Kate Vinot, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Rachelle Jordan, Margie Samai, Madison Johnson, Daniel Breen, Jane Crawley, Lucan Creamer, Claudine Ledwidge-O'Reilly Jane Birmingham, Sue Jolme, Adam Mills, Ian Hicks, Angela Meinke, Alex Robinson
5. **Matters discussed:**
- 1.1 Strategic Partnerships Program
  - 1.2 West Melbourne Structure Plan – Community Engagement
  - 1.3 Planning Matters
    - 1.3.1 TPM-201520, 614-666 Flinders Street, Docklands.
    - 1.3.2 TPM-2015-13, 140-146 King Street, Melbourne
    - 1.3.3 TP-2015-1136, 162-198 Clarendon Street, East Melbourne
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 |

7. **Record produced by:** Name of Officer: ...Angelo Grizos.....
- Date: ...30.../...03...../...2016.....

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