

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

31 May 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 (Page 2 of 7)
2. Records of Assemblies of Councillors (Page 3 of 7)

Support 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
7 April 2016	Disability Advisory Committee Meeting	<ul style="list-style-type: none"> • Revised Terms of Reference Membership requested that these be changed to include business, tourism and retail representatives. • Electronic Voting Membership has advocated that the City of Melbourne monitor and advocate on this matter as it is the best option for some people with disability, allowing independent and dignified voting. • Update on Melbourne for All People 2013-17 An update of progress of access actions within the plan were discussed. • Concession for Accessible Parking at Commercial Car Parks Deferred for follow up by administration in next calendar year. • Presentation & Input to Active Melbourne Strategy The above was presented and the views and insights of the membership were sought by A member of the DAC requested that City of Melbourne investigate the possibility of advocating for accessible parking bays within commercial car parks being offered at a discounted rate for those eligible to use them. • Update on Access for People with Sensory Disability The innovative iBeacon project was discussed.
2 May 2016	Homelessness Advisory Committee	<ul style="list-style-type: none"> • Research Options 2016/17 • Strategy Actions 1.1, 1.5 and 1.9 • Homelessness Strategy Theme – Inclusion • Strategy Actions 2.1 and 2.4 • Program Updates: Service Co Ordination and Street Count 2016
11 May 2016	Parks & Gardens Advisory Committee	<ul style="list-style-type: none"> • Royal Park Transport Planning • Greening Laneways • Domain Parklands Master Plan discussion paper • Fawkner Park user survey • Management of reinstatement of parks following events
26 May 2016	Parks & Gardens Advisory Committee	<ul style="list-style-type: none"> • Royal Park Transport Planning • Domain Parklands Master Plan – preparation of discussion paper • Greening Laneways • Request from Cr Watts to discuss post event reinstatement of Carlton Gardens.

RECORD OF ASSEMBLY OF COUNCILLORS



1.	Date and time of meeting:	7 April 2016		
2.	Name of meeting:	Disability Advisory Committee (DAC) Meeting		
3.	Councillors present:	Cr Ken Ong		
4.	Officers present:	John Kanelopoulos Veronica Furnier-Tosca Vickie Feretopoulos Peter Whelan Bandara Rajapakse Liz Beardall		
5.	Matters discussed: <i>(attach agenda if relevant and list other matters discussed)</i>	<p>A. Revised Terms of Reference Membership requested that these be changed to include business, tourism and retail representatives.</p> <p>B. Electronic Voting Membership has advocated that the City of Melbourne monitor and advocate on this matter as it is the best option for some people with disability, allowing independent and dignified voting.</p> <p>C. Update on Melbourne for All People 2013-17 An update of progress of access actions within the plan were discussed.</p> <p>D. Concession for Accessible Parking at Commercial Car Parks Deferred for follow up by administration in next calendar year.</p> <p>E. Presentation & Input to Active Melbourne Strategy The above was presented and the views and insights of the membership were sought by A member of the DAC requested that City of Melbourne investigate the possibility of advocating for accessible parking bays within commercial car parks being offered at a discounted rate for those eligible to use them.</p> <p>F. Update on Access for People with Sensory Disability The innovative iBeacon project was discussed.</p>		
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?		
5. A - F	Nil disclosure		YES	NO
7.	Record produced by:	Name of Officer: Vickie Feretopoulos Date: 18/04/2016		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 - 7.30 pm Monday 2 May 2016
2. Name of meeting:	Homelessness Advisory Committee
3. Councillors present:	Councillor Richard Foster
4. Officers present:	Leanne Mitchell; Nanette Mitchell; Barney Wilson
5. Matters discussed:	<ul style="list-style-type: none"> • Research options 2016/17 Strategy Actions 1.1, 1.5 and 1.9 • Homelessness Strategy Theme – Inclusion Strategy Actions 2.1 and 2.4 • Program Updates: Service Co Ordination and StreetCount 2016

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: 4 May 2016

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 – 7.30pm, 11 May 2016
2. Name of meeting:	Parks & Gardens Advisory Committee
3. Councillors present:	Cr Stephen Mayne
4. Officers present:	Graham Porteous, Sam Russell, Gail Hall, Cathy Kiss, Rob Ellis, Clare Johnston, Thami Croeser,
5. Matters discussed:	<ul style="list-style-type: none"> • Royal Park Transport Planning • Greening Laneways • Domain Parklands Master Plan discussion paper • Fawkner Park user survey • Management of reinstatement of parks following events

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: ...13.../...5...../...2016.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	10 – 10.30am Tuesday 26 May 2016
2. Name of meeting:	Agenda Planning for Parks & Gardens Advisory Committee
3. Councillors present:	Cr Arron Wood
4. Officers present:	Ian Shears, Gail Hall, Cathy Kiss
5. Matters discussed:	<ul style="list-style-type: none"> • Royal Park Transport Planning • Domain Parklands Master Plan – preparation of discussion paper • Greening Laneways • Request from Cr Watts to discuss post event reinstatement of Carlton Gardens.

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: ...13.../...5...../...2016.....

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