

**Management report to Council**

**Agenda item 6.1**

**Records of Assemblies of Councillors**

**Council**

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

**27 September 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 9)
2. Records of Assemblies of Councillors (page 3 of 9)

## 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.

### Caretaker Policy

3. Records of Assemblies of Councillors is neither a major policy decision nor a significant decision for the purposes of the caretaker policy.

### Finance

4. There are no direct financial implications arising from the recommendation in this report.

### Conflict of interest

5. 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

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 August 2016	Family and Children's Advisory Committee meeting	<ul style="list-style-type: none"> <li>• Update on staff changes</li> <li>• Melbourne for all people – Year 2 reporting and highlights</li> <li>• Update on implementation of the Victorian Child Safe Standards</li> <li>• Committee members items for discussion including cost of child care and children's engagement and consultation</li> <li>• Update on infrastructure projects across the municipality</li> </ul>
23 August 2016	Cr Forum	<ul style="list-style-type: none"> <li>• Strategic Partnership Program – Partnership Recommendation</li> <li>• Supporting Housing Options Feasibility Study</li> <li>• Chinese New Year</li> <li>• CEO Update 2015-16 Council Works Program Fourth Quarter Report</li> <li>• Boyd Update</li> <li>• QVM Update</li> </ul>
25 August 2016	Music Advisory Committee	<ul style="list-style-type: none"> <li>• Briefing on trial of designated non-amplified busking zone on Swanston St.</li> <li>• National Contemporary Music Plan</li> <li>• Music Strategy 2014-17 Year Three Priority Actions and Implementation: <ul style="list-style-type: none"> <li>○ Action 8 Task 2</li> <li>○ Action 15 Task 1</li> <li>○ Action 4 Task 1</li> <li>○ Action 18.</li> </ul> </li> </ul>
30 August 2016	Cr Forum	<ul style="list-style-type: none"> <li>• Smart City Office General update</li> <li>• MMRA – City Square</li> <li>• Council Meeting Agenda Discussion</li> </ul>
6 September 2016	Cr Forum	<ul style="list-style-type: none"> <li>• Status of Retail Strategy and Trader Communication – QVM</li> <li>• FMC1 Agenda Discussion</li> </ul>
13 September 2016	Cr Forum	<ul style="list-style-type: none"> <li>• 3D representation of the Development Activity Monitor</li> <li>• Planning Matters: <ul style="list-style-type: none"> <li>○ Ministerial Referral TPM-2015-37, 71-87 City Road Southbank</li> <li>○ TPRM-2016-014, 371-389 La Trobe Street, Melbourne</li> <li>○ TP-2016-430, 271 Spring Street, Melbourne</li> <li>○ TP-2016-438, 488-494 La Trobe, West Melbourne</li> </ul> </li> </ul>

# RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** Monday 22 August 2016 at 5:30pm
2. **Name of meeting:** Family and Children's Advisory Committee Meeting
3. **Councillors present:** Councillor Richard Foster
4. **Officers present:** Alison Duncan, Manager Community Services  
Maree Lehmann, Team Leader Children's Services  
Sharon Rooney, Senior Planning and Performance Officer (secretariat)
5. **Matters discussed:**
  - Update on staff changes
  - Melbourne for all people- Year 2 reporting and highlights
  - Update on implementation of the Victorian Child Safe Standards
  - Committee members items for discussion including cost of child care and children's engagement and consultation
  - Update on infrastructure projects across the municipality
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: *25.1.08.1.16*

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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 23 August 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 Ken Ong, Cr Pinder-Mortimer, Cr Jackie Watts
<b>4. Officers present:</b>	Rob Adams, Martin Cutter, Linda Weatherson, Graham Porteous, Katrina McKenzie, Katrina McKenzie, Chanelle Pearson, Lindy Tan, Angelo Grizos, Rachelle Jordan, Madison Johnson, Melisa McDonald, Philip Blackman, Jem Wilson, Larisa Tait, Claudine Ledwidge-O'Reilly, Rose Bruhn, Leanne Mitchell, Mark Allan Robyn Pollock, Jonathan Room, Ian Sumpter, Jane Crawley, Lucan Creamer, Dean Griggs, Joanne Wandel, Cherie Fraser, Sue Jolme, Veronica Furnier-Tosco, Shelley Penn, Paula Corcoran, Mia Greves
<b>5. Matters discussed:</b>	<ul style="list-style-type: none"> <li>1.1 Strategic Partnerships Program – Partnership Recommendation</li> <li>1.2 Supporting Housing Options Feasibility Study</li> <li>1.3 Chinese New Year</li> <li>1.4 CEO Update</li> <li>1.5 2015-16 Council Works Program Fourth Quarter Report</li> <li>1.6 Boyd Update</li> <li>1.7 QVM Update</li> </ul>

**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?		
		YES		
<b>1.1 Strategic Partnership Program</b>	Lord Mayor, Robert Doyle	YES		

**Record produced by:**

Name of Officer: ...Angelo Grizos.....

Date: ...26.../...08...../...2016.....

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# RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	25 August 2016, 2.00pm - 4.00pm				
2. Name of meeting:	Music Advisory Committee				
3. Councillors present:	Councillor Rohan Leppert (Chair)				
4. Officers present:	Michael Anderson, Hannah Brooks, Katrina McKenzie, Emma Cochran, Raj Singh, Chris Kepas, Fran Kerlin				
5. Matters discussed:	<ul style="list-style-type: none"> <li>• Briefing on trial of designated non-amplified busking zone on Swanston St.</li> <li>• National Contemporary Music Plan</li> <li>• Music Strategy 2014-17 Year Three Priority Actions and Implementation:             <ul style="list-style-type: none"> <li>• Action 8 Task 2</li> <li>• Action 15 Task 1</li> <li>• Action 4 Task 1</li> <li>• Action 18</li> </ul> </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
				YES	NO
				YES	NO
				YES	NO
7. Record produced by:	Name of Officer: Hannah Brooks				
	Date: 29/08/16				

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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 30 August 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>	Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Katrina McKenzie, Chanelle Pearson, Lindy Tan, Angelo Grizos, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Michelle Fitzgerald, Danae Briggs, Rob Moore, Angela Meinke, Dean Griggs, Lorraine Tighe, Keith Williamson, Sue Jolme, Ian Shears, Leon Wilson, Geoff Robinson, Ian Hicks, Bonnie Shaw
<b>5. Matters discussed:</b>	1.1 Smart City Office General update 1.2 MMRA – City Square 1.3 Council Meeting Agenda Discussion

**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	

**7. Record produced by:**

Name of Officer: ...Angelo Grizos.....

Date: ...30.../...08...../...2016.....

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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 6 September 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 Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong,
<b>4. Officers present:</b>	Rob Adams, Martin Cutter, Linda Weatherson, Chanelle Pearson, Lindy Tan, Angelo Grizos, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Larisa Tait, Claudine Ledwidge-O'Reily, Joanne Wandel, Jane Birmingham, Evan Counsel, Ian Hicks, Angela Meinke, Sue Jolme, Michelle Ely, Shona Johnson, Gail Hall, Tim D'Agostino, Emma Appleton, Keith Williamson, Robyn Hellman Malcolm McCullough, Fiona Whitworth, Paul Guerra (QVM)
<b>5. Matters discussed:</b>	1.1 Status of Retail Strategy & Trader Communication – QVM 1.2 FMC1 Agenda Discussion

**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	

<b>7. Record produced by:</b>	Name of Officer: ...Angelo Grizos..... Date: ...08.../...09...../...2016.....
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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 13 September 2016 at 11.30am			
<b>2. Name of meeting:</b>	Cr Forum			
<b>3. Councillors present:</b>	Deputy Lord Mayor Susan Riley, Cr Rohan Leppert, Cr Stephen Mayne, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts			
<b>4. Officers present:</b>	Martin Cutter, Geoff Lawler, Linda Weatherson, Angelo Grizos, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Philip Blackman, Evan Counsel, Daniel Booth, Ian Hicks, Angela Meinke, Michelle Fitzgerald, David Hassett			
<b>5. Matters discussed:</b>	<p>1.1 3D Representation of the Development Activity Monitor</p> <p>1.2 Planning Matters</p> <p>(i) Ministerial Referral TPM-2015-37, 71-87 City Road Southbank</p> <p>(ii) TPMR-2016-014, 371-389 La Trobe Street, Melbourne</p> <p>(iii) TP-2016-430, 271 Spring Street, Melbourne</p> <p>(iv) TP-2016-438, 488-494 La Trobe, West Melbourne</p>			
<b>6. Were there any conflict of interest disclosures by Councillors? YES</b>				
<b>Matter No.</b>	<b>Names of Councillors who disclosed conflicts of interest</b>	<b>Did the Councillor leave the assembly?</b>		
1.2.(i)	Deputy Lord Mayor Susan Riley, Cr Beverley Pinder-Mortimer, Cr Ken Ong		YES	
<b>7. Record produced by:</b>	Name of Officer: ...Angelo Grizos.....			
	Date: ...15.../...09...../...2016.....			

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