

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

29 November 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. An assembly of Councillors 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.

Attachments:

1. Supporting Attachment (page 2 of 6)
2. Records of Assemblies of Councillors (page 3 of 6)

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.

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
7 November 2016	Councillor Information Session	1.1 Upcoming decisions to be made at Future Melbourne Committee and Council 1.2 Process for development of new Council Plan
15 November 2016	Councillor Planning Session	1.1 Process for development of new Council Plan
15 November 2016	Councillor Forum	1.1 Good Friday Appeal Kids Day out 2017 Sponsorship Assessment 1.2 FMC1 Agenda discussion 1.3 Planning Matters: (i) TP-2016-191: 45-55 Little Bourke Street and 30-32 Crossley Street, Melbourne

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 7 November 2016 at 9am
2. Name of meeting:	Councillor Information Session
3. Councillors present:	Lord Mayor Robert Doyle, Cr Michael Caiafa, Cr Philip Le Liu, Cr Cathy Oke, Cr Tessa Sullivan, Cr Jackie Watts
4. Officers present:	Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Rob Adams, Katrina McKenzie, Amelia Bitsis, Eamonn Fennessy, Jack Hanna, Phu Nguyen, Voula Moutsos
5. Matters discussed:	<ul style="list-style-type: none"> Upcoming decisions to be made at Future Melbourne Committee and Council Process for development of new Council Plan

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?			

7. Record produced by:

Name of Officer: ...Jack Hanna.....

Date: ...21.../...11...../...2016.....

**Completed form to be forwarded to Council Business
Level 3
Town Hall Administration Building**

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 15 November 2016 at 9am
2. Name of meeting:	Councillor Planning Session
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Tessa Sullivan, Cr Jackie Watts
4. Officers present:	Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Katrina McKenzie, Shelley Penn, Amelia Bitsis, Chanelle Pearson, Eamonn Fennessy, Jack Hanna, Phu Nguyen, Voula Moutsos, Vivian Blake
5. Matters discussed:	<ul style="list-style-type: none"> Process for development of new Council Plan

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?			

7. Record produced by:	Name of Officer: ...Jack Hanna..... Date: ...21.../...11...../...2016.....
-------------------------------	---

**Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building**

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 15 November 2016 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Tessa Sullivan, Cr Jackie Watts
4. Officers present:	Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Chanelle Pearson, Lindy Tan, Rosie Pham, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Larisa Tait, Angela Meinke, Evan Counsel, Cherie Fraser, Ian Sumpter, Paula Corcoran
5. Matters discussed:	<p>1.1 Good Friday Appeal Kids Day out 2017 Sponsorship Assessment</p> <p>1.2 FMC1 Agenda discussion</p> <p>1.3 Planning Matters:</p> <p>(i) TP-2016-191: 45-55 Little Bourke Street and 30-32 Crossley Street, Melbourne</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?			

7. Record produced by:	<p>Name of Officer: ...Angelo Grizos.....</p> <p>Date: ...15.../...11...../...2016.....</p>
-------------------------------	---

**Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building**