

**Management report to Council**

**Agenda item 6.1**

**Records of Assemblies of Councillors**

**Council**

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

**26 June 2018**

**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.

**Attachments:**

1. Supporting Attachment (page 2 of 7)
2. Records of Assemblies of Councillors (page 3 of 7)

**Supporting 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 May 2018	Councillor Forum	<ul style="list-style-type: none"> <li>• QVM Update</li> <li>• Council Work's Program 3rd Quarter Report</li> <li>• Metropolitan Hotel Interim Protection</li> <li>• Business Event Sponsorship Program</li> <li>• QVM Governance &amp; Financials</li> </ul>
28 May 2018	Family and Children's Advisory Committee Meeting	<ul style="list-style-type: none"> <li>• Introductions with new Councillor &amp; Committee members (not present)</li> <li>• Update on Children's Voices Project</li> <li>• Children's Centres Infrastructure project update</li> <li>• Child Safe Standards Implementation Evaluation overview</li> <li>• Reportable Conduct Scheme update</li> <li>• Community Views &amp; Advocacy including information shared on Respectful Relationships, Trauma Informed Practice in Schools, Child safe Standards Code of Conduct</li> </ul>
5 June 2018	Councillor Forum	<ul style="list-style-type: none"> <li>• Flinders Street Security Measures – deferred</li> <li>• MPavilion</li> <li>• Community Conversations</li> <li>• Planning Scheme Amendment C320: 154-160 Leicester Street, Carlton (former Corkman Hotel)</li> <li>• FMC</li> </ul>
12 June 2018	Councillor Forum	<ul style="list-style-type: none"> <li>• Creative Strategy</li> <li>• Draft 2018-19 Annual Plan and Budget public submissions update</li> <li>• A'Beckett Street</li> </ul>

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 22 May 2018 at 11.30am	
<b>2. Name of meeting:</b>	Cr 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>	Ben Rimmer, Rob Adams, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Lindy Tan, Kaye Estoesta, Miriam Slattery, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Phu Nguyen, Brian Wilson, Debbie Guest, Angela Meinke, Evan Counsel, Keith Williamson, Fiona McGilton, Jo Wandel, Angela Hill, Emma Appleton, Tanya Wolkenberg, Dean Griggs, Bennett Pascoe, Lucy Wilcox, Paula Corcoran	
<b>5. Matters discussed:</b>	1.1 QVM Update 1.2 Council Work's Program 3rd Quarter Report 1.3 Metropolitan Hotel Interim Protection 1.4 Business Event Sponsorship Program 1.5 QVM Governance & Financials	
<b>6. Were there any conflict of interest disclosures by Councillors?</b>	<b>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: ...22/5/2018	

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# RECORD OF ASSEMBLY OF COUNCILLORS



1. <b>Time and Date of meeting:</b>	Monday 28 <sup>th</sup> May 2018 at 5:30pm			
2. <b>Name of meeting:</b>	Family and Children's Advisory Committee Meeting			
3. <b>Councillors present:</b>	Councillor Beverley Pinder			
4. <b>Officers present:</b>	Alison Duncan, Manager Community Services Beth Guy, Senior Planning and Performance Officer (secretariat) Jas Stanic, Senior Community Engagement 7 Projects Officer			
5. <b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>• Introductions with new Councillor &amp; Committee members (not present)</li> <li>• Update on Children's Voices Project</li> <li>• Children's Centres Infrastructure project update</li> <li>• Child Safe Standards Implementation Evaluation overview</li> <li>• Reportable Conduct Scheme update</li> <li>• Community Views &amp; Advocacy including information shared on Respectful Relationships, Trauma Informed Practice in Schools, Child safe Standards Code of Conduct</li> </ul>			
6. <b>Were there any conflict of interest disclosures by Councillors?</b>	<b>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: ...Beth Guy Senior Planning and Performance Officer ..... Date: ...31.../.....05.../.....2018...			

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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 5 June 2018 at 11.30am			
<b>2. Name of meeting:</b>	Cr 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>	Ben Rimmer, Rob Adams, Angela Meinke, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Ben Hart, Miriam Slattery, Lindy Tan, Kaye Estoesta, Jack Hanna, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Melisa McDonald, Mandy Frostick, Debbie Guest, Lucy Sinclair, Keith Williamson, Evan Counsel, Neil Hutchison, Joelene Schembri, Eamonn Fennessy, Jo Whyte			
<b>5. Matters discussed:</b>	<ul style="list-style-type: none"> <li>1.1 Flinders Street Security Measures – deferred</li> <li>1.2 MPavilion</li> <li>1.3 Community Conversations</li> <li>1.4 Planning Scheme Amendment C320: 154-160 Leicester Street, Carlton (former Corkman Hotel)</li> <li>1.5 FMC</li> </ul>			
<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?		
1.4	Cr Cathy Oke and Cr Nicholas Reece		YES	
<b>7. Record produced by:</b>	Name of Officer: ...Angelo Grizos Date: ...5/6/2018			

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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 12 June 2018 at 11.30am	
<b>2. Name of meeting:</b>	Cr Forum	
<b>3. Councillors present:</b>	Lord Mayor Sally Capp, 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>	Ben Rimmer, Angela Meinke, Linda Weatherson, Claire Ferres Miles, Ben Hart, Lindy Tan, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Melisa McDonald, Phu Nguyen, Mandy Frostick, Brian Wilson, Debbie Guest, Keith Williamson, Kaye Glamuzina, Rose Bruhn, Jo Wandel, Voula Moutsos, Graham Porteous, Alison Duncan	
<b>5. Matters discussed:</b>	<p>1.1 Creative Strategy</p> <p>1.2 Draft 2018-19 Annual Plan and Budget public submissions update</p> <p>1.3 A'Beckett Street</p>	
<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>	<p>Name of Officer: ...Angelo Grizos</p> <p>Date: ...13/6/2018</p>	

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