

**Management report to Council**

**Agenda item 6.1**

**Records of Assemblies of Councillors**

**Council**

**Presenter:** Marlo Emmitt, Acting Manager Governance and Legal

**31 July 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 9)
2. Records of Assemblies of Councillors (page 3 of 9)

**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
6 June 2018	Homelessness Advisory Committee	<ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Pathways Innovation Fund - Lockers Project</li> <li>• Homelessness Annual Plan Initiative 2018/19</li> </ul>
13 June 2018	Parks and Gardens Advisory Committee	<ul style="list-style-type: none"> <li>• Royal Park transport assessment and State Netball Hockey Centre redevelopment</li> <li>• Urban Forest Fund</li> <li>• Birrarung Marr Master Plan discussion paper</li> </ul>
19 June 2018	Councillor Only Feedback – Councillors meeting with CEO	<ul style="list-style-type: none"> <li>• Annual Plan</li> <li>• A'Beckett Street Childcare</li> <li>• Council Papers process</li> </ul>
26 June 2018	Councillor Forum	<ul style="list-style-type: none"> <li>• What's On</li> <li>• Southbank Boulevard and Dodds Street – construction update</li> <li>• Financial A3</li> <li>• Event Partnership Program Funding Recommendations</li> <li>• Council Meeting – 26 June</li> </ul>
3 July 2018	Councillor Forum	<ul style="list-style-type: none"> <li>• 2018 Melbourne Music Week (MMW) Planning Phase</li> <li>• Governance and Financials</li> <li>• FMC1</li> </ul>
17 July 2018	Councillor Forum	<ul style="list-style-type: none"> <li>• QVM Update</li> <li>• Quarterly Reporting 2017-18 Year 1 Annual Plan Initiatives</li> <li>• Christmas Festival</li> <li>• Transport Matter</li> <li>• QVM – Opportunity for enhanced Trader and Community representation</li> <li>• FMC2</li> </ul>

# RECORD OF ASSEMBLY OF COUNCILLORS



1. <b>Time and Date of meeting:</b>	3.00 - 5.00 pm Wednesday 6 June 2018
2. <b>Name of meeting:</b>	Homelessness Advisory Committee
3. <b>Councillors present:</b>	Councillor Beverley Pinder
4. <b>Officers present:</b>	Leanne Mitchell; Barney Wilson; Nanette Mitchell; Kerry Hylton; Ian Dryden; Dean Robertson
5. <b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Pathways Innovation Fund - Lockers Project</li> <li>• Homelessness Annual Plan Initiative 2018/19</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
	N/A		YES		NO
			YES		NO
			YES		NO
			YES		NO

7. **Record produced by:**

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

Date: 22/6/18

# RECORD OF ASSEMBLY OF COUNCILLORS



1. <b>Time and Date of meeting:</b>	5.30 – 7.30pm, 13 June 2018
2. <b>Name of meeting:</b>	Parks and Gardens Advisory Committee
3. <b>Councillors present:</b>	Cr Cathy Oke
4. <b>Officers present:</b>	Deb Cailles, Cath Olive, Cathy Kiss, Ian Shears, Graham Porteous, Michelle Ritchie, Skye Haldane, Martin Andrade, Daniel Tipping, Kelly Hertzog
5. <b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>• Royal Park transport assessment and State Netball Hockey Centre redevelopment</li> <li>• Urban Forest Fund</li> <li>• Birrarung Marr Master Plan discussion paper</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
			YES		NO
			YES		NO

7. <b>Record produced by:</b>	Name of Officer: ...Cathy Kiss ..... Date: ...27.../...6...../...18.....
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# RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	19 June 2018 2.45pm
2. Name of meeting:	cr only Feedback - Crs meeting with CEO
3. Councillors present:	Lord Mayor, Crs Frances Gilley, Le Liv, Loney, Pinder, Reece and Watts
4. Officers present:	Ben Rimmer
5. Matters discussed:	<ul style="list-style-type: none"> <li>• Annual Plan</li> <li>• A'Beckett St Childcare</li> <li>• Council Papers process</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
		YES		NO
		YES		NO
		YES		NO
		YES		NO

7. Record produced by: Name of Officer: Anne Sutton  
 Date: 25/7/18

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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 26 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 Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Susan Riley, Cr Jackie Watts,			
<b>4. Officers present:</b>	Angela Meinke, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Ben Hart, Miriam Slattery, Lindy Tan, Kaye Estoesta, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Melisa McDonald, Phu Nguyen, Brian Wilson, Debbie Guest, Keith Williamson, Dave Callow, Luke Flanagan, Fiona McGilton, Brett Moffitt, Irene Kalister, Holly Barker, Jo Whyte, Jo Wandel, Cherie Fraser, Steve Perumal			
<b>5. Matters discussed:</b>	<ul style="list-style-type: none"> <li>1.1 What's On</li> <li>1.2 Southbank Boulevard and Dodds Street – construction update</li> <li>1.3 Financial A3</li> <li>2.1 Event Partnership Program Funding Recommendations</li> <li>3.1 Council Meeting – 26 June</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?		
3.1 Arden Vision	Cr Cathy Oke		Yes	
<b>7. Record produced by:</b>	Name of Officer: ...Angelo Grizos  Date: ...27/6/2018			

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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	Tuesday 3 July 2018 at 11.30am	
<b>2. Name of meeting:</b>	Cr Forum	
<b>3. Councillors present:</b>	Acting Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts	
<b>4. Officers present:</b>	Ben Rimmer, Linda Weatherson, Katrina McKenzie, Ben Hart, Lindy Tan, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Melisa McDonald, Patrick Philips, Keith Williamson, Phu Nguyen, Jane Birmingham, Mark Allan, Jo Wandel, Cherie Fraser, Elissa Stanyer, Cara Tamandl, Tanya Tribuzio	
<b>5. Matters discussed:</b>	<ul style="list-style-type: none"> <li>1.1 2018 Melbourne Music Week (MMW) Planning Phase</li> <li>1.2 Governance and Financials</li> <li>2. Nil</li> <li>3.1 FMC1</li> </ul>	
<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>	Name of Officer: ...Angelo Grizos Date: ...5/7/2018	

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# RECORD OF ASSEMBLY OF COUNCILLORS



<b>8. Time and Date of meeting:</b>	Tuesday 17 July 2018 at 11.30am		
<b>9. Name of meeting:</b>	Cr Forum		
<b>10. 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 Susan Riley, Cr Jackie Watts		
<b>11. Officers present:</b>	Ben Rimmer, Rob Adams, Angela Meinke, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Ben Hart, Miriam Slattery, Jessica Porter, Lindy Tan, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie, Samai, Madison Johnson, Melisa McDonald, Mandy Frostick, Debbie Guest, Keith Williamson, Phu Nguyen, Jane Birmingham, Evan Counsel, Cherie Fraser, Craig Eloranta, Jo Wandel, Jo Whyte, Voula Moutsos, Toby Feldman, Voula Sarhanis, Marlo Emmitt, Richard Smithers		
<b>12. Matters discussed:</b>	1.1	QVM Update	
	1.2	Quarterly Reporting 2017-18 Year 1 Annual Plan Initiatives	
	1.3	Christmas Festival	
	2.1	Transport matter	
	2.2	QVM – Opportunity for enhanced trader and community representation	
	3.1	FMC2	
<b>13. 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>14. Record produced by:</b>	Name of Officer: ...Angelo Grizos		
	Date: ... 19/7/2018		

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