

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

25 September 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 12)
2. Records of Assemblies of Councillors (page 3 of 12)

Supporting 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
29 May 2018	Councillor Planning and Induction	<ul style="list-style-type: none"> • Council Plan and Annual Plan • Governance and Statutory responsibilities • Councillor Code of Conduct and overview of decision making at Council.
30 May 2018	Councillor Planning and Induction	<ul style="list-style-type: none"> • Council Plan and Annual Plan • Governance and Statutory responsibilities • Councillor Code of Conduct and overview of decision making at Council.
21 August 2018	Councillor Code of Conduct and review of related policies	<ul style="list-style-type: none"> • Councillor Code of Conduct and review of related policies
27 August 2018	Family and Children's Advisory Committee Meeting	<ul style="list-style-type: none"> • Introductions of new Committee members • Update on children's engagement for Domain Parklands Draft Masterplan • Cyber Safety Presentation and Discussion • Community Views and Advocacy: Discussion on what members would like to discuss in coming meetings – Federal Cabinets Child Care Policy, Lord Mayor's initiatives with children and families, children's involvement in Arts and Culture.
28 August 2018	Councillor Forum	<ul style="list-style-type: none"> • Planning Matters: <ul style="list-style-type: none"> ◦ Ministerial Application – TPM-2014-3-A, 7-23 Spencer Street, Docklands • Smoke Free Access • Adoption of the City of Melbourne Creative Strategy • Climate Change Mitigation Strategy 2020 to 2050 • Council Meeting – 28 August 2018
29 August 2018	Homelessness Advisory Committee	<ul style="list-style-type: none"> • Updates: Housing Initiatives; Storage Lockers and Pathways innovation Fund; StreetCount 2018 • Homelessness Annual Plan Initiative • Homelessness Action Plan 2018 – 2020
4 September 2018	Councillor Forum	<ul style="list-style-type: none"> • Melbourne Music Week • Corkman • Flinders Street Station Precinct and

		<p>Spencer Street Station Precinct</p> <ul style="list-style-type: none"> • Special Council Meeting • FMC1
11 September 2018	Councillor Forum	<ul style="list-style-type: none"> • North Melbourne Football Club • Homelessness – Good Giving Update • Planning Matters <ul style="list-style-type: none"> ○ Ministerial Planning Referral TPMR 2018-10, 309-325 Bourke Street, Melbourne (The Walk Arcade) • QVM Matter • Citywide Matter • Elizabeth Street Strategic Opportunities Plan

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	10am – 5pm Tuesday 29 May 2018
2. Name of meeting:	Councillor Planning and Induction
3. Councillors present:	Sally Capp Arron Wood Nicolas Frances Gilley Rohan Leppert Philip Le Liu Kevin Louey Cathy Oke Nicholas Reece Susan Riley Beverley Pinder Jackie Watts
4. Officers present:	Ben Rimmer – Chief Executive Officer Voula Moutsos – Manager Improvement and Program Integration Keith Williamson – Manager Governance and Legal Ben Hart - Chief of Staff Lord Mayor's Office
5. Matters discussed:	<ul style="list-style-type: none"> Council Plan and Annual Plan, Governance and Statutory responsibilities, Councillor Code of Conduct and overview of decision making at Council.

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

7. Record produced by:	Name of Officer: ...Voula Moutsos.....
	Date: ...6.../...9...../...2018.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	10am – 2pm Wednesday 30 May 2018
2. Name of meeting:	Councillor Planning and Induction
3. Councillors present:	Sally Capp Arron Wood Nicolas Frances Gilley Rohan Leppert Philip Le Liu Kevin Louey Cathy Oke Nicholas Reece Susan Riley Beverley Pinder Jackie Watts
4. Officers present:	Ben Rimmer – Chief Executive Officer Voula Moutsos – Manager Improvement and Program Integration Keith Williamson – Manager Governance and Legal Ben Hart - Chief of Staff Lord Mayor's Office
5. Matters discussed:	<ul style="list-style-type: none"> Council Plan and Annual Plan, Governance and Statutory responsibilities, Councillor Code of Conduct and overview of decision making at Council.

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

7. **Record produced by:**

Name of Officer: ...Voula Moutsos.....

Date: ...6.../...9...../...2018.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	3.30 – 4.30pm Tuesday 21 August 2018				
2. Name of meeting:	Councillor Code of Conduct and Review of Related Policies				
3. Councillors present:	Sally Capp Arron Wood Nicolas Frances Gilley Rohan Leppert Philip Le Liu Kevin Louey Cathy Oke Nicholas Reece Susan Riley Beverley Pinder Jackie Watts				
4. Officers present:	Voula Moutsos – Manager Improvement and Program Integration Marlo Emmitt– Acting Manager Governance and Legal Vivian Blake Senior Analyst (Council Plan)				
5. Matters discussed:	<ul style="list-style-type: none"> Councillor Code of Conduct and Review of Related Policies 				
6. Were there any conflict of interest disclosures by Councillors? Yes	<input checked="" type="radio"/> 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: ...Voula Moutsos.....				
	Date: ...6.../...9...../...2018.....				

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 27 th August 2018 at 5:30pm
2. Name of meeting:	Family and Children’s Advisory Committee Meeting
3. Councillors present:	Councillor Beverley Pinder
4. Officers present:	Alison Duncan, Manager Community Services Beth Guy, Senior Planning and Performance Officer Lynne Smith, Team Leader Integrated Family Services Cathy Kiss, Senior Open Space Planner, Urban Sustainability
5. Matters discussed:	<ul style="list-style-type: none"> • Introductions of new Committee members • Update on children’s engagement for Domain Parklands Draft Masterplan • Cyber Safety Presentation and Discussion • Community Views & Advocacy: Discussion on what members would like to discuss in the coming meetings – Federal Cabinet’s Child Care Policy, Lord Mayor’s initiatives with children and families, Children’s involvement in Arts and Culture.

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

7. Record produced by:	Name of Officer: ...Beth Guy Senior Planning and Performance Officer Date: ...28.../.....08..../.....2018...
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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 28 August 2018 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Beverley Pinder, Cr Susan Riley	
4. Officers present:	Ben Rimmer, Rob Adams, Linda Weatherson, Claire Ferres Miles, Keith Williamson, Ben Hart, Miriam Slattery, Lindy Tan, Kaye Estoesta, Jack Hanna, Angelo Grizos, Maureen Maginness, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Patrick Philips, Bec Brewin, Evan Counsel, Jane Birmingham, Angela Meinke, Marlo Emmitt, Kaye Glamuzina, Deb Cailles, Russell Webster, Claire Sinni, Kate Yuncken, Rose Bruhn, Jem Wilson, Andrew Pell, Kate Noble	
5. Matters discussed:	1.1 Planning Matters: (i) Ministerial Application – TPM-2014-3-A, 7-23 Spencer Street, Docklands 1.2 Smoke Free Access 2.1 Adoption of the City of Melbourne Creative Strategy 2.2 Climate Change Mitigation Strategy 2020 to 2050 3.1 Council Meeting – 28 August	
6. Were there any conflict of interest disclosures by Councillors?	NO	
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...29 August 2018	

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	3.00 - 5.00 pm Wednesday 29 August 2018
2. Name of meeting:	Homelessness Advisory Committee
3. Councillors present:	Councillor Beverley Pinder
4. Officers present:	Leanne Mitchell; Barney Wilson; Nanette Mitchell; Kerry Hylton; Bernie Geary; Dean Robertson
5. Matters discussed:	<ul style="list-style-type: none"> • Updates: Housing Initiatives; Storage Lockers and Pathways innovation Fund; StreetCount 2018 • Homelessness Annual Plan Initiative • Homelessness Action Plan 2018 – 2020

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

7. **Record produced by:**

Name of Officer: ...Nanette Mitchell

Date: 12/9/18

RECORD OF ASSEMBLY OF COUNCILLORS

8. Time and Date of meeting:	Tuesday 4 September 2018 at 11.30am	
9. Name of meeting:	Cr Forum	
10. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts, Cr Nic Frances Gilley	
11. Officers present:	Ben Rimmer, Angela Meinke, Katrina McKenzie, Claire Ferres Miles, Ben Hart, Miriam Slattery, Lindy Tan, Kaye Estoesta, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Mandy Frostick, Patrick Philips, Evan Counsel, Jane Birmingham, Ange Hann, Emma Appleton, Elissa Stanyer, Rachel Sharratt, Ross Goddard, Ali Wastie, Linda Weatherson, Andrew Wegener, Giulia Baggio, Keith Williamson, Clinton Moore, Jem Wilson, Tanya Tribuzio, Jenny Bailey, Alex Fuss, Kate Yuncken, Rob Moore, Margie McKay, Simon van Wijnen	
12. Matters discussed:	1.1 Melbourne Music Week 1.2 Corkman 1.3 Flinders Street Station Precinct and Spencer Street Station Precinct Updates 3.1 Special Council Meeting 3.2 FMC1	
13. Were there any conflict of interest disclosures by Councillors? Yes		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?
1.2	Cr Nicholas Reece and Cr Cathy Oke	Yes
3.2 (agenda 6.3)	Lord Mayor Sally Capp	
14. Record produced by:	Name of Officer: ...Margie Samai Date: ...5 September 2018	

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 11 September 2018 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas Frances Gilley, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley,	
4. Officers present:	Ben Rimmer, Rob Adams, Ali Wastie, Linda Weatherson, Claire Ferres Miles, Andrew Wegener, Giulia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Debbie Guest, Evan Counsel, Jane Birmingham, Angela Meinke, Keith Williamson, Leanne Mitchell, Jem Wilson, Bridie Allandale, Claire Sinni, Kate Yuncken, Dale Stewart, Clinton Moore Carl Dilena, Laura Kane, Cam McLeod (North Melbourne Football Club)	
5. Matters discussed:	1.1 North Melbourne Football Club 1.2 Homelessness – Good Giving Update 1.3 Planning Matters (i) Ministerial Planning Referral TPRM 2018-10, 309-325 Bourke Street, Melbourne (The Walk Arcade) 1.4 QVM Matter 1.5 Citywide Matter 2.1 Elizabeth Street Strategic Opportunities Plan	
6. Were there any conflict of interest disclosures by Councillors? Yes		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?
1.1	Lord Mayor Sally Capp and Cr Cathy Oke	Yes
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...13 September 2018	