

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

11 December 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 6)
2. Records of Assemblies of Councillors (Page 3 of 6)

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.

Occupational Health and Safety

5. No Occupational Health and Safety issues or opportunities have been identified

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
20 November 2018	Councillor Forum	<ul style="list-style-type: none"> • Domain Parklands Master Plan Community Consultation • Contractual Matter • Legal Matter • FMC2 – 20 November
26 November 2018	Family and Children's Advisory Committee Meeting	<ul style="list-style-type: none"> • Overview of Community Services capital work projects • Update on Cyber bullying workshop • Updated on the Reportable Conduct Scheme • CoM community engagement projects open for feedback
27 November 2018	Councillor Forum	<ul style="list-style-type: none"> • VicPol – Update on crime and safety in the city • Bourke Street Precinct Redevelopment • QVM People's Panel • Transport Strategy Refresh (Annual Plan Initiative 6.30) • Climate Change Mitigation Strategy • Draft Domain Parklands • Council – 27 November 2018

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 20 November 2018 at 12.30pm
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 Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley
4. Officers present:	Ben Rimmer, Rob Adams, Ali Wastie, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Andrew Wegener, Guilia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Harry Titcombe, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Melisa McDonald, Michael Tenace, Bec Brewin, Keith Williamson, Deb Cailes, Cath Olive, Cathy Kiss
5. Matters discussed:	2.1 Domain Parklands Master Plan Community Consultation 2.2 Contractual matter 2.3 Legal matter 4.1 FMC2 – 20 November

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: ...22 November 2018

RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and Date of meeting:	Monday 26 November 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 Jas Stanic, Acting Team Leader Planning and Performance, Community Services Lynne Smith, Team Leader Family Services
5.	Matters discussed:	<ul style="list-style-type: none"> • Overview of Community Services capital work projects • Update on Cyber bullying workshop • Update on the Reportable Conduct Scheme • CoM community engagement projects open for feedback
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: ...Jas Stanic, Acting Team leader Planning and Performance, Community Services Date: ...27.../.....11..../.....2018...

**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 27 November 2018 at 1.10pm	
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 Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley	
4. Officers present:	Ben Rimmer, Rob Adams, Ali Wastie, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Andrew Wegener, Guilia Baggio, Miriam Slattery, Lindy Tan, Kaye Estoesta, Harry Titcombe, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Melisa McDonald, Jo Wandel, Mandy Frostick, Patrick Philips, Debbie Guest, Jem Wilson, Evan Counsel, Keith Williamson, Deb Cailles, Cath Olive, Cathy Kiss, Ian Winter, Mark Allan, Natalie Siragusa, Sarina Jessup, Tiffany Crawford, Kate Noble Supt. David Clayton (VicPol) Stephen Webb (Designinc)	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 VicPol – Update on crime and safety in the city 1.2 Bourke Street Precinct Redevelopment 1.3 QVM People’s Panel 2.1 Transport Strategy Refresh (Annual Plan Initiative 6.30) 2.2 Climate Change Mitigation Strategy 2.3 Draft Domain Parklands 3.1 Council – 27 November 2018 	
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: ...27 November 2018	