

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

26 March 2019

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 8)
2. Records of Assemblies of Councillors (Page 3 of 8)

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
19 February 2019	Councillor Only / CEO Feedback	<ul style="list-style-type: none"> • Confidential matters
25 February 2019	Family and Children's Advisory Committee	<ul style="list-style-type: none"> • Introductions of new Committee members • Update on children and family services activities including infrastructure updates • Update on Child Safe Standards and Reportable Conduct • Community Views & Advocacy: Discussion on what members would like to discuss in the coming meetings; finalisation of vacant position by next committee meeting; research and evaluation conducted within organisations committee members belong to.
26 February 2019	Councillor Only / CEO Feedback	<ul style="list-style-type: none"> • Confidential matters
5 March 2019	Councillor Forum	<ul style="list-style-type: none"> • Climate Change Mitigation Strategy communications campaign • Future Location of City Library • FMC – 5 March
12 March 2019	Councillor Forum	<ul style="list-style-type: none"> • Student Housing Developments • Urban Forest Fund Round 2 Grants • Waste Management Contract – update • CoM's statutory Planning Service – update • Confidential update

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	19 February 2019
2. Name of meeting:	Cr Only / CEO Feedback
3. Councillors present:	LM, DLM, Cr Frances Gilley, Cr LeLieu, Cr Leppert, Cr Louey, Cr Pinder, Cr Reece, Cr Riley, Cr Watts.
4. Officers present:	CEO
5. Matters discussed:	<ul style="list-style-type: none"> • Confidential matters •

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
		YES		NO
		YES		NO
		YES		NO

7. Record produced by:	Name of Officer: <u>JUSTIN HANNON</u>
	Date: <u>25 / 2 / 19</u>

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 25 th February 2019 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 Jasmina Stanic, Acting Team Leader, Planning and Performance Lynne Smith, Team Leader Integrated Family Services			
5. Matters discussed:	<ul style="list-style-type: none"> • Introductions of new Committee members • Update on children and family services activities; including infrastructure updates • Update on Child Safe Standards and Reportable Conduct • Community Views & Advocacy: Discussion on what members would like to discuss in the coming meetings; finalisation of vacant position by next committee meeting; research and evaluation conducted within organisations committee members belong to 			
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: ...Jasmina Stanic, Acting Team Leader Planning and Performance Date: ...26.../.....02..../.....2019...			

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	26 February 2019.
2. Name of meeting:	Cr Only / CEO Feedback
3. Councillors present:	Cr Francis Gilley, LM, OLM, Cr Leppert, Cr Loney, Cr Oke, Cr Pinder, Cr Reece, Cr Riley, Cr Watts.
4. Officers present:	CEO
5. Matters discussed:	<ul style="list-style-type: none"> • Confidential matters •

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: <u>Just Honey</u>
	Date: <u>1/3/19</u> <u>July</u>

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RECORD OF ASSEMBLY OF COUNCILLORS

8. Time and Date of meeting:	Tuesday 5 March 2019 at 11.30am	
9. Name of meeting:	Cr Forum	
10. 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 Nicholas Reece, Cr Susan Riley,	
11. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Miriam Slattery, Kaye Estoesta, Harry Titcombe, Jack Hanna, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachel Jordan, Cathy Grauf, Margie Samai, Carmel Rapacciuolo, Debbie Guest, Bec Brewin, Jem Wilson, Evan Counsel, Jane Birmingham, Deb Cailles, Leanne Mitchell, Rob Moore, Graham Porteous, Ian Winter, Sarah Burns, Kim Le Cerf, Sky Bivens, Natalie Siragusa, Anne-Maree Pfabe	
12. Matters discussed:	1.1 Climate Change Mitigation Strategy communications Campaign 1.2 Future Location of City Library 2.1 Nil 3.1 FMC – 5 March	
13. 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?
14. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...8 March 2019	

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RECORD OF ASSEMBLY OF COUNCILLORS

15. Time and Date of meeting:	Tuesday 12 March 2019 at 11.30am	
16. Name of meeting:	Cr Forum	
17. 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 Susan Riley,	
18. Officers present:	Justin Hanney, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Miriam Slattery, Lindy Tan, Harry Titcombe, Jack Hanna, Angelo Grizos, Maureen Maginness, Debbie Guest, Claire Sinni, Evan Counsel, Keith Williamson, Michael Tenace, Emma Appleton, Deb Cailles, Kelly Hertzog, Dave Callow, Angela Meinke, Marnie Dalton, Daniel Boden Phil Honeywood (International Education Association of Australia)	
19. Matters discussed:	<ul style="list-style-type: none"> 1.1 Student Housing Developments 1.2 Urban Forest Fund Round 2 Grants 1.3 Waste Management Contract – update 1.4 CoM’s statutory Planning Service – update 1.5 Confidential update 	
20. 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 Cathy Oke	Yes
21. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...15 March 2019	

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