

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

30 April 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 9)
2. Records of Assemblies of Councillors (Page 3 of 9)

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.

Health and Safety

5. No 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 March 2019	Councillor Forum	<ul style="list-style-type: none"> • Queen Victoria Market Precinct Renewal • Melbourne Fashion Week • Amendment C271 Guilford and Hardware Lane • Telstra • Transport Strategy Refresh – Victorian Government Engagement • CCCLM – Hobart • FMC – 19 March 2019
26 March 2019	Councillor Forum	<ul style="list-style-type: none"> • Visit Victoria presentation • Financials A3 • Queen Victoria Market Renewal Program • Hoddle Grid Heritage Review – Aboriginal Heritage • Citywide Waste Management Contract • Council – 26 March 2019
27 March 2019	Homelessness Advisory Committee	<ul style="list-style-type: none"> • Updates: Storage Lockers • Pathways Innovation Fund – Peer Support Resettlement Project • Homelessness Annual Plan Initiative – Grassroots Charities – Consultation on Best Practice Guidelines • Future Planning City Library – Consultation with Committee members
2 April 2019	Councillor Forum	<ul style="list-style-type: none"> • Parks Victoria • Draft River Strategy • Melbourne Knowledge Week 2019 Program • Key Technology Investments FY 19/20 • Guidelines for Safe Pool Operation • QVM Program Renewal – Provision of Market Infrastructure and Car Parking
3 April 2019	Annual Plan and Budget Session 1	<ul style="list-style-type: none"> • Consideration of 10 Year Financial Plan • Detailed capital works discussion • Discussion on the 2019-20 budget
8 April 2019	Annual Plan and Budget Session 2	<ul style="list-style-type: none"> • Consideration of 10 Year Financial Plan • Detailed capital works discussion • Discussion on the 2019-20 budget
9 April 2019	Councillor Forum	<ul style="list-style-type: none"> • Waste and Recycling • Waste and Resources Strategy • Update on the Reconciliation Action Plan (RAP) and Aboriginal Melbourne Action Plan (AMAP) • Update on Drinking Fountains
9 April 2019	Councillor Only	<ul style="list-style-type: none"> • Global table – food conference • CEO insights

16 April 2019	Councillor Forum	<ul style="list-style-type: none">• Melbourne Convention and Exhibition Centre• North Melbourne Community Centre Renewal• Shrine of Remembrance MoU• Planning Scheme Amendment C309 West Melbourne Structure Plan• Exhibition Street Bike Lane
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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 19 March 2019 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 Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Giulia Baggio, Miriam Slattery, Kaye Estoesta, Harry Titcombe, Angelo Grizos, Carmel Rapacciuolo, Jo Wandel, Mandy Frostick, Debbie Guest, Bec Brewin, Lucy Sinclair, Bec Wilson, Evan Counsel, Jane Birmingham, Michael Tenace, Mark Allan, Emma Appleton, Louise Scott, Fiona Twist, D'Arcy Butler, Molly Wilson, Tanya Wolkenberg
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Queen Victoria Market Precinct Renewal 1.2 Melbourne Fashion Week 1.3 Amendment C271 Guilford and Hardware Lane 1.4 Telstra 1.5 Transport Strategy Refresh – Victorian Government Engagement 1.6 CCCLM – Hobart 3.1 FMC – 19 March 2019
6. Were there any conflict of interest disclosures by Councillors? No	
Matter No.	Names of Councillors who disclosed conflicts of interest
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...21 March 2019

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 26 March 2019 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Giulia Baggio, Angelo Grizos, Margie Samai, Jo Wandel, Mandy Frostick, Debbie Guest, Jem Wilson, Michael Tenace, Mark Allan, Louise Scott, Deb Cailles, Jo Whyte, Mark Cochrane-Holley, Ravin Balendran Peter Bingeman, Nicki Kenyon, Damien de Bohun (Visit Victoria) Stan Liacos (Queen Victoria Market)
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Visit Victoria presentation 1.2 Financials A3 1.3 Queen Victoria Market Renewal Program 2.1 Hoddle Grid Heritage Review – Aboriginal Heritage 2.2 Citywide Waste Management Contract 3.1 Council – 26 March 2019
6. Were there any conflict of interest disclosures by Councillors? No	
Matter No.	Names of Councillors who disclosed conflicts of interest
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...27 March 2019

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	3.00 - 5.00 pm Wednesday 27 March 2019
2. Name of meeting:	Homelessness Advisory Committee
3. Councillors present:	Councillor Beverley Pinder
4. Officers present:	Angela Meinke; Barney Wilson; Nanette Mitchell; Bernie Geary; Dean Robertson; Sarah Oberclaid
5. Matters discussed:	<ul style="list-style-type: none"> • Updates: Storage Lockers • Pathways Innovation Fund – Peer Support Resettlement Project • Homelessness Annual Plan Initiative – Grassroots Charities – Consultation on Best Practice Guidelines • Future Planning City Library – Consultation with Committee members

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: 3 April 2019

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 2 April 2019 at 11.30am	
2. Name of meeting:	Councillor Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley. Cr Jackie Watts, Cr Nicolas Frances Gilley. Cr Kevin Louey	
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Deb Cales, Brenden Flynn, Giulia Baggio, Letitia Hatton, Mark Cochrane-Holley, Michelle Fitzgerald, Jennifer Kerr, Graham Porteous, Debbie Guest, Jem Wilson, Jo Whyte, Patrick Phillips, Emma Appleton, Margie McKay, Nicole Hurst, Simone Van Wijnen, Louise Scott, Evan Counsel, Jane Birmingham, Colin Fairweather, Dean Robertson, Daniela Mazzone, Sam Sturma, Rachelle Jordan, Melisa McDonald, Jack Hanna, Jo Wandel, Krista Milne Matthew Jackson , Jo Richards (Parks Victoria) Andrew McDougall (SGS Economics & Planning)	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Parks Victoria 1.2 Draft River Strategy 1.3 Melbourne Knowledge Week 2019 Program 1.4 Key Technology Investments FY 19/20 1.5 Guidelines for Safe Pool Operation 2.1 QVM Program Renewal – Provision of Market Infrastructure and Car Parking 	
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: ...Melisa McDonald Date: ...2 April 2019	

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Wednesday 3 April 2019
2. Name of meeting:	Annual Plan & Budget Session 1 for Councillors -
3. Councillors present:	<p>Sally Capp Arron Wood Jackie Watts Nicholas Reece Nicolas Frances Gilley Philip Liu Rohan Leppert Kevin Louey Susan Riley Beverley Pinder</p>
4. Officers present:	<p>Justin Hanney – CEO Rob Adams - Director City Design and Projects Linda Weatherson - Director City Operations Claire Ferres Miles - Acting Director City Strategy and Place Brendan Flynn - Director Customer and Business Transformation Katrina McKenzie - Director City Economy and Activation Eamonn Fennessy - Acting Director City Communities Keith Williamson - Manager Governance and Legal Michael Tenace - Finance and Procurement Michelle Fitzgerald - Chief Digital Officer and Manager, Smart City Office Marlo Emmitt - Acting Manager Improvement and Program Integration Liam Routledge - Manager Business Partnering, Finance and Procurement Chris Russell - Business Partner, Finance and Procurement Jem Wilson - Senior Media Adviser Giulia Baggio - Chief of Staff, Lord Mayor's Office</p>

<p>5. Matters discussed:</p>	<ul style="list-style-type: none"> Consideration of 10 Year Financial Plan Detailed capital works discussion Discussion on the 2019-20 budget 				
<p>6. Were there any conflict of interest disclosures by Councillors? Yes / No</p>					
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?			
			YES		NO
			YES		NO
			YES		NO
			YES		NO
<p>7. Record produced by:</p>	<p>Name of Officer:Marlo Emmitt.....</p> <p>Date: 03/04/2019</p>				

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 8 April 2019
2. Name of meeting:	Annual Plan & Budget - Session 2
3. Councillors present:	<p>Sally Capp Arron Wood Cathy Oke Jackie Watts Nicholas Reece Nicolas Frances Gilley Philip Liu Rohan Leppert Susan Riley Beverley Pinder</p>
4. Officers present:	<p>Justin Hanney – CEO Rob Adams - Director City Design and Projects Linda Weatherson - Director City Operations Claire Ferres Miles - Director City Strategy and Place Brendan Flynn - Director Customer and Business Transformation Katrina McKenzie - Director City Economy and Activation Eamonn Fennessy - Acting Director City Communities Michael Tenace – Manager Finance and Procurement Michelle Fitzgerald - Chief Digital Officer and Manager, Smart City Office Letitia Hatton - Strategy and Partnerships Jonathan Kambouris - Manager Capital Works Marlo Emmitt - Acting Manager Improvement and Program Integration Liam Routledge - Manager Business Partnering, Finance and Procurement Debbie Guest - Senior Media Adviser, Lord Mayor's Office</p>
5. Matters discussed:	<ul style="list-style-type: none"> • Consideration of 10 Year Financial Plan • Detailed capital works discussion • Discussion on the 2019-20 budget

	<ul style="list-style-type: none"> • Discussion on the 2019-20 budget
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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:Marlo Emmitt.....

Date: ...9.../...4...../...2019.....

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 9 April 2019 at 11.30am	
2. Name of meeting:	Councillor Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts, Cr Nicolas Frances Gilley, Cr Kevin Louey	
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brenden Flynn, Letitia Hatton, Mark Cochrane-Holley, Graham Porteous, Mandy Frostick, Debbie Guest, Bec Brewin, Claire Sinni, Keith Williamson, Michael Tenace, Margie Samai, Cathy Grauf, Jack Hanna, Angela Meinke, Jeanette Vaha'akolo, Kristin Coote, Jenny Bailey	
5. Matters discussed:	1.1 Waste and Recycling 1.2 Waste and Resources Strategy 1.3 Nil 1.4 Update on the Reconciliation Action Plan (RAP) and Aboriginal Melbourne Action Plan (AMAP) 1.5 Update on Drinking Fountains 2.1 Nil	
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: ...Margie Samai Date: ...12/4/19	

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	9/4/19 @ 1:30 pm
2. Name of meeting:	Cr Only
3. Councillors present:	LM, DM, C ^S Frances Gilley, Le Liu, Keppert, Lovey, Oke, Pinder, Reece, Riley, Watts
4. Officers present:	CEO Justin Hanney
5. Matters discussed:	<ul style="list-style-type: none"> Global table - food ex theme. CEO insights.

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
				NO
				NO
				NO

7. Record produced by:	Name of Officer: <u>Justin Hanney</u>
	Date: <u>9.3.19</u>

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 16 April 2019 at 11.30am	
2. Name of meeting:	Councillor Forum	
3. Councillors present:	Lord Mayor Sally Capp, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Beverley Pinder, Cr Susan Riley, Cr Jackie Watts.	
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Giulia Baggio, Letitia Hatton, Mark Cochrane-Holley, Jack Hanna, Maureen Maginness, Carmel Rapacciuolo, Mandy Frostick, Debbie Guest, Claire Sinni, Keith Williamson, Michael Tenace, Dean Robertson, Graham Porteous, Kim Wood, Jane Sharwood, Margie Mckay, Robyn Hellman, Shirlene Yee Yet, Ross Goddard Peter King (Melbourne Convention and Exhibition Centre)	
5. Matters discussed:	1.1 Melbourne Convention and Exhibition Centre 1.2 North Melbourne Community Centre Renewal 1.3 Shrine of Remembrance MoU 1.4 Planning Scheme Amendment C309 West Melbourne Structure Plan 1.5 Exhibition Street Bike Lane	
6. Were there any conflict of interest disclosures by Councillors?		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?
1.3	Lord Mayor Sally Capp	Yes
7. Record produced by:	Name of Officer: Carmel Rapacciuolo Date: 16 April 2019	