

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

25 June 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.

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
21 May 2019	Councillor Forum	<ul style="list-style-type: none"> • Campbell Rose, Chief Executive, Vic Track • Corkman Hotel • Financial Performance Snapshot • 2018-19 Council Works Program Third Quarter Report • Event Partnership Program (EPP) Round One 2019-20 Sponsorship Recommendations • FMC2 – 21 May 2019
27 May 2019	Family and Children's Advisory Committee Meeting	<ul style="list-style-type: none"> • Overview of Community Services capital work projects • Update on the Reportable Conduct Scheme • Big City, Small Child Children's engagement forum • CoM community engagement projects open for feedback
28 May 2019	Councillor Forum	<ul style="list-style-type: none"> • State Budget – deferred • Economic Strategy • Digital Urban Infrastructure Program (including 5G) • Pursue Developer Contributions for Community Infrastructure in City North and Southbank • Telstra - update • Proposed New Sale and Acquisition of Land Policy • Council Meeting – 28 May 2019
4 June 2019	Councillor Forum	<ul style="list-style-type: none"> • Council's Early Learning and Family Services Centres • Waste and Resource Recovery Strategy Progress Update • Proposed Localised, Peak Hour Motorcycle Parking Bans on Footpaths – deferred • West Gate Tunnel Transport and Amenity Fund • Purpose Built Student Accommodation • FMC1 – 4 June 2019
11 June 2019	Councillor Forum	<ul style="list-style-type: none"> • Special FMC – 13 June • Christmas 2019 Planning Phase • Precinct Development Program 2017-21 • Telstra Update • Pending Media Announcement • City Deals

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 21 May 2019
2. Name of meeting:		Councillor 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 Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:		Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Angelo Grizos, Rachele Jordan, Jem Wilson, Evan Counsel, Keith Williamson, Michael Tenace, Campbell Rose (Vic Track)
5. Matters discussed:		<ul style="list-style-type: none"> 1.1 Campbell Rose, Chief Executive, Vic Track 2.1 Corkman Hotel 2.2 Financial Performance Snapshot 3.1 2018-19 Council Works Program Third Quarter Report 3.2 Event Partnership Program (EPP) Round One 2019-20 Sponsorship Recommendations 4.1 FMC2 – 21 May 2019
6. Were there any conflict of interest disclosures by Councillors? YES		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?
2.1	Cr Cathy Oke	Yes
2.1	Cr Nicholas Reece	Yes
7. Record produced by:		Name of Officer: Angelo Grizos Date: 22 May 2019

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 27 May 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 John Smith, Team Leader Planning and Performance, Community Services Jas Stanic, Senior Planning and Performance Officer, Community Services
5. Matters discussed:	<ul style="list-style-type: none"> • Overview of Community Services capital work projects • Update on the Reportable Conduct Scheme • Big City, Small Child Children's engagement forum • 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
			YES		NO

7. Record produced by:	Name of Officer: ...John Smith, Team leader Planning and Performance, Community Services Date: ...28.../.....05..../.....2019...
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 28 May 2019
2. Name of meeting:	Councillor Forum
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Angelo Grizos, Helena Campbell, Debbie Guest, Jem Wilson, Keith Williamson, Dean Griggs, Chris MacDonald, Anna Saxby, Tegan Kop, Rebecca Marson, Catherine Hill, Krista Milne, Emma Appleton, Daniel Boden, James Burton
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 State Budget – deferred 2.1 Economic Strategy 2.2 Digital Urban Infrastructure Program (including 5G) 2.3 Pursue Developer Contributions for Community Infrastructure in City North and Southbank 2.4 Telstra - update 3.1 Proposed New Sale and Acquisition of Land Policy 4.1 Council Meeting – 28 May 2019

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?

7. Record produced by:	Name of Officer: Angelo Grizos Date: 28 May 2019
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RECORD OF ASSEMBLY OF COUNCILLORS



8. Time and Date of meeting:	11.30am, Tuesday 4 June 2019
9. Name of meeting:	Councillor Forum
10. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
11. Officers present:	Rob Adams, Eamonn Fennessy, Linda Weatherson, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Margie Samai, Cathy Grauf, Maureen Maginness, Mandy Frostick, Debbie Guest, Bec Brewin, Jem Wilson, Keith Williamson, Emma Appleton, Evan Counsel, Ashley Treloar, David Morison, Sarah Lowcock, Richard Smithers, Deb Cailles, Alison Duncan, Jenny Bailey, Kirstin Coote
12. Matters discussed:	<ul style="list-style-type: none"> 1.1 Council's Early Learning and Family Services Centres 1.2 Waste and Resource Recovery Strategy Progress Update 1.3 Proposed Localised, Peak Hour Motorcycle Parking Bans on Footpaths – deferred 1.4 West Gate Tunnel Transport and Amenity Fund 1.5 Purpose Built Student Accommodation 3.1 FMC1 – 4 June 2019

13. 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?

14. Record produced by:	Name of Officer: Margie Samai Date: 5 June 2019
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 11 June 2019
2. Name of meeting:		Councillor Forum
3. Councillors present:		Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Rohan Leppert, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts, Cr Cathy Oke, Cr Philip Le Liu, Cr Kevin Louey
4. Officers present:		Claire Ferres Miles, Katrina McKenzie, Eamonn Fennessy, Deb Cailes, Brendan Flynn, Giulia Baggio, Michael Tenace, Keith Williamson, Kim Wood, Michelle Fitzgerald, Louise Smith, Craig Eloranta, Katie James, Dean Griggs, Chez Asch, Richard Smithers, Margie Samai, Melisa McDonald, Kaye Estoesta, Mark Cochrane-Holley, Mandy Frostick, Jo Whyte
5. Matters discussed:		<ul style="list-style-type: none"> 1.1 Special FMC – 13 June 2.1 Christmas 2019 Planning Phase 2.2 Precinct Development Program 2017-21 2.3 Telstra Update 3.1 Pending Media Announcement 3.2 City Deals
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?
7. Record produced by:		Name of Officer: Melisa McDonald Date: 11 June 2019