Management report to Council	**Agenda item 6.1**
Records of Assemblies of Councillors	**Council**
Presenter: Keith Williamson, Manager Governance and Legal	**30 July 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

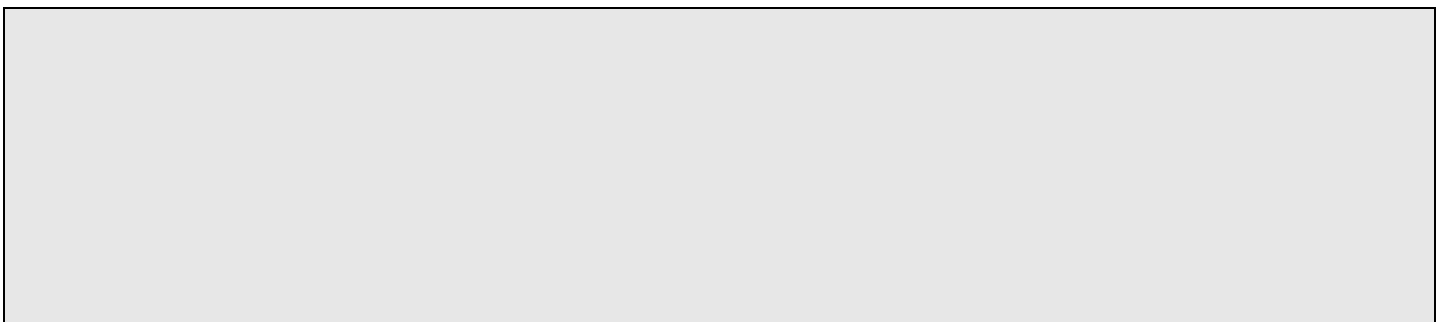| Date	Meeting name	Matters discussed
18 June 2019	Councillor Forum	• Update to land subject to induction overlay and special building overlay for flooding • One Page Reports – May 2019 • 2019-20 Business Event Sponsorship Program Funding Recommendations Round 1 • 132 Kavanagh Street
25 June 2019	Councillor Forum	• Yirramboi Festival • Metro Tunnel Swanston Street • Metro Tunnel City Square • Financial Update • Building Cladding
26 June 2019	Homelessness Advisory Committee	• Service Co-ordination Program • Pathways Innovation Fund – Co Health Programs - Homelessness Annual Plan Initiative – Grassroots • Charities - Completion of Best Practice Guidelines • Council of Capital City Lord Mayors • Homelessness Week Events • Victorian State Government DHHS – Implementation Rough Sleepers Action Plan and Social and Affordable Housing plans
2 July 2019	Councillor Forum	• High Quality Urban Design (Design Excellence) • Planning Scheme Amendment C308 Central City and Southbank Urban Design • Southern Cross Station Precinct • Melbourne Music Week 2019 Producing Phase • Final Waste and Resource Recovery Strategy 2030
16 July 2019	Councillor Forum	• Update to Land Subject to Inundation Overlay and Special Building Overlay for Flooding • Mayors' Forum • June Reports • Southbank Promenade • Small Business Grants

1

RECORD OF ASSEMBLY OF COUNCILLORS

CITY OF MELBOURNE

1.	**Time and Date of meeting:**	11.30am, Tuesday 18 June 2019
2.	**Name of meeting:**	Councillor Forum
3.	**Councillors present:**	Acting Lord Mayor Arron Wood, Nicolas Frances Gilley, Cr Philip Le Liu, Cr Kevin Louey Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Jackie Watts,
4.	**Officers present:**	Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Kaye Estoesta, Angelo Grizos, Helena Campbell, Bec Brewin, Keith Williamson, Deb Cailes, Mark Cochrane-Holley, David Callow, Robyn Hellman, Jo Whyte, Vicki Barmby, Marlo Emmitt, Jonathan Kambouris, Natalie Siragusa, Ian Winter, Jodi Schumann Representative of CourtHeath Consulting
5.	**Matters discussed:**	1.1 Update to land subject to induction overlay and special building overlay for flooding 1.2 One Page Reports – May 2019 2.1 2019-20 Business Event Sponsorship Program Funding Recommendations Round 1 2.2 132 Kavanagh Street

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: 20 June 2019

RECORD OF ASSEMBLY OF COUNCILLORS

CITY OF MELBOURNE

1.	**Time and Date of meeting:**	11.30am, Tuesday 25 June 2019
2.	**Name of meeting:**	Councillor Forum
3.	**Councillors present:**	LM Capp, DLM Wood, Cr Frances Gilley, Cr Le Liu, Cr Pinder, Cr Reece, Cr Riley, Cr Watts
4.	**Officers present:**	Rob Adams, Rob Moore, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Clare Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kay Estoesta, Jack Hanna, Mary Chrystiuk, Maureen Maginness, Debbie Guest, Keith Williamson, Michael Tenace, Lisa Maza, Shareena Clanton, Adriano Nunes, Kaye Glamuzina, Deb Cailes, Maree Klein, Neil Hutchinson, Rose Bruhn, Greg Stevens, Dean Robertson, Steve Baxas
5.	**Matters discussed:**	1.1 Yirramboi Festival 1.2 Metro Tunnel Swanston Street 1.3 Metro Tunnel City Square 1.4 Financial Update 1.5 Building Cladding

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: Mary Chrystiuk Date: 25 June 2019

RECORD OF ASSEMBLY OF COUNCILLORS

CITY OF MELBOURNE

1.	**Time and Date of meeting:**	3.00 - 5.00 pm Wednesday 26 June 2019
2.	**Name of meeting:**	Homelessness Advisory Committee
3.	**Councillors present:**	Councillor Beverley Pinder; Deputy Lord Mayor Councillor Aaron Wood
4.	**Officers present:**	Angela Meinke; Barney Wilson; Nanette Mitchell; Dean Robertson; Sarah Oberklaid; Sian Mulgrew
5.	**Matters discussed:**	Updates: • Service Co-ordination Program • Pathways Innovation Fund – Co Health Programs - • Homelessness Annual Plan Initiative – Grassroots Charities - Completion of Best Practice Guidelines • Council of Capital City Lord Mayors • Homelessness Week Events Presentation: Victorian State Government DHHS – Implementation Rough Sleepers Action Plan and Social and Affordable Housing plans

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?		
	N/A		YES	NO
			YES	NO
			YES	NO
			YES	NO

7.	**Record produced by:**	Name of Officer: …Nanette Mitchell ……………………………. Date: 17 July 2019

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RECORD OF ASSEMBLY OF COUNCILLORS

CITY OF MELBOURNE

1.	**Time and Date of meeting:**	11.30am, Tuesday 2 July 2019
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 Kevin Louey Cr Beverley Pinder, Cr Susan Riley
4.	**Officers present:**	Eamonn Fennessy, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Angelo Grizos, Carmel Rapacciuolo, Mandy Frostick, Debbie Guest, Keith Williamson, Deb Cailes, Robyn Hellman, Dean Robertson, Richard Smithers, Margie McKay, Louise Scott, Elise Peyronnet, Katie James, Jenny Bailey, Kirstin Coote, Andy Fergus, Leo Campbell, Dan Boden, Ross Goddard
5.	**Matters discussed:**	1.1 High Quality Urban Design (Design Excellence) 1.2 Planning Scheme Amendment C308 Central City and Southbank Urban Design 2.1 Southern Cross Station Precinct 2.2 Melbourne Music Week 2019 Producing Phase 2.3 Final Waste and Resource Recovery Strategy 2030

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: 3 July 2019

RECORD OF ASSEMBLY OF COUNCILLORS

CITY OF MELBOURNE

1.	**Time and Date of meeting:**	11.30am, Tuesday 16 July 2019
2.	**Name of meeting:**	Councillor Forum
3.	**Councillors present:**	Lord Mayor Cr Sally Capp, Deputy Lord Mayor Cr Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4.	**Officers present:**	Rob Adams, Eamonn Fennessy, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Anthony Templeton, Kaye Estoesta, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Bec Brewin, Justine Porter-Rebien, Katie Hyder, Evan Counsel, Keith Williamson, Deb Cailes, Vicki Barmby, Robyn Hellman, Marlo Emmitt, Jonathan Kambouris, Dean Griggs, Kate Berg, David Callow, Dean Robertson, Jenny Bailey, Simon Shiel, Ron Jones, Jo Whyte, Tammy Stokie Stephen D'Agata, Boroondara City Council
5.	**Matters discussed:**	1.1 Update to Land Subject to Inundation Overlay and Special Building Overlay for Flooding 1.2 Mayors' Forum 1.3 June Reports 1.4 Southbank Promenade 1.5 Small Business Grants

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: Mary Chrystiuk Date: 16 July 2019

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