

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Marlo Emmitt, Director Governance

25 February 2020

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 to the management report.

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
29 November 2019	Councillor Planning Session	<ul style="list-style-type: none"> • The 10-year financial context including seeking direction on capital investment across a number of key issues. • Strategy review findings and the introduction of a more disciplined approach to future strategy development. • Councillor priorities across our existing commitments drawn from our capital works plan, strategies, Council and Committee resolutions.
28 January 2020	Councillor Forum	<ul style="list-style-type: none"> • Heritage Owners' Pack • Planning Scheme Amendment C258 Heritage Policies review and West Melbourne Heritage review • Motorcycle Parking • Monthly A3 Financials • CEO Update
4 February 2020	Councillor Forum	<ul style="list-style-type: none"> • Annual Report – Audit and Risk Committee • Melbourne International Arts Festival • Melbourne Fashion Week Acquittal • Climate and Biodiversity Emergency • CEO Update
11 February 2020	Councillor Forum	<ul style="list-style-type: none"> • Australian Grand Prix Corporation • Draft - Affordable Housing Strategy • Moomba Festival • QVMPR • CEO Update

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Friday 29 November 2019
2. Name of meeting:	Councillor Planning Session
3. Councillors present:	<p>Lord Mayor Sally Capp Deputy Lord Mayor Arron Wood Councillor Nicolas Frances Gilly Councillor Philip Le Lin Councillor Rohan Leppert Councillor Kevin Louey Councillor Cathy Oke Councillor Beverly Pinder Councillor Nicholas Reese Councillor Susan Riley</p>
4. Officers present:	<p>Justin Hanney Voula Moutsos Mark Cochrane-Holley Keith Williamson Michael Tenance Rob Adams Katrina McKenzie Emma Appleton Chris Lamont Linda Weatherson Deb Cailles Marlo Emmitt Nusy Magdalena Liam Routledge Melanie Odendaal</p>
5. Matters discussed:	<ul style="list-style-type: none"> • The 10-year financial context including seeking direction on capital investment across a number of key issues. • Strategy review findings and the introduction of a more disciplined approach to future strategy development.

	<ul style="list-style-type: none"> Councillor priorities across our existing commitments drawn from our capital works plan, strategies, Council and Committee resolutions.
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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: Voula Moutsos

Date: 10/12/2019

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RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and Date of meeting:	Tuesday 28 January 2020, 11.30am				
2.	Name of meeting:	Councillor Forum				
3.	Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Le Liu, Cr Leppert, Cr Louey, Cr Oke, Cr Reece, Cr Riley, Cr Pinder				
4.	Officers present:	Justin Hanney, Rob Adams, Linda Weatherson, Katrina McKenzie, Chris Lamont, Michael Tenace, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Anthony Templeton, Mark Cochrane-Holley, Maureen Maginness, Helena Campbell, Bec Brewin, Jem Wilson, Evan Counsel, Liam Routledge, Kate Dundas, Robyn Hellman, Jenny Bailey, Tanya Wolkenberg, Graham Porteous, Anne Laing, Suellen Hunter, Michelle Riches.				
5.	Matters discussed:	<ol style="list-style-type: none"> 1. Heritage Owners' Pack 2. Planning Scheme Amendment C258 Heritage Policies review and West Melbourne Heritage review 3. Motorcycle Parking 4. Monthly A3 Financials 5. CEO Update 				
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?				
		<table border="1"> <tr> <td></td> <td>YES</td> <td></td> <td>NO</td> </tr> </table>		YES		NO
	YES		NO			
7.	Record produced by:	<p>Name of Officer: Helena Campbell</p> <p>Date: 28 January 2020</p>				

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 4 February 2020 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, Katrina McKenzie, Linda Weatherson, Emma Appleton, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Anthony Templeton, Mark Cochrane-Holley, Angelo Grizos, Michael Tenace, Patrick Phillips, Bec Brewin, Jem Wilson, Keith Williamson, Michelle Ely, Anne-Maree Phabe, Louise Scott, Fiona Twist, Krista Milne, Tiffany Crawford, Kim Le Cerf <u>External guests:</u> Audit and Risk Committee Melbourne Arts Festival	
5. Matters discussed:	<ol style="list-style-type: none"> 1. Annual Report – Audit and Risk Committee 2. Melbourne International Arts Festival 3. Melbourne Fashion Week Acquittal 4. Climate and Biodiversity Emergency 5. CEO Update 	
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: ...7 February 2020	

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 11 February 2020 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 Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley	
4. Officers present:	Justin Hanney, Rob Adams, Katrina McKenzie, Linda Weatherson, Chris Lamont, Emma Appleton, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Anthony Templeton, Mark Cochrane-Holley, Angelo Grizos, Rachele Jordan, Michael Tenace, Justine Porter-Rebien, Keith Williamson, Evan Counsel, Jo Wandel, Louise Scott, David White, Bridie Allanadale, Andrea Kleist, Kate Dundas, Lauren Beattie, Katie James, Craig Eloranta, <u>External guests:</u> Australian Grand Prix Corporation	
5. Matters discussed:	<ol style="list-style-type: none"> 1. Australian Grand Prix Corporation 2. Draft - Affordable Housing Strategy 3. Moomba Festival 4. QVMPR 5. CEO Update 	
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: ...12 February 2020	

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