

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance Services

29 April 2014

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. Amendments to the Act, which came into effect on 24 September 2010, altered the definition of an assembly of Councillors to include advisory committees where one or more Councillors were 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
2. Records of Assemblies of Councillors

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.

Stakeholder consultation

5. There is no requirement to consult with external stakeholders.

Relation to Council policy

6. The recommendations within this report align with priorities and goals as identified in the *Council Plan 2009–13* (Goal 7 – Lead by example; Outcome 7.1 – Respected and credible leadership).

Environmental sustainability

7. This proposal has no significant impact on environmental sustainability.

Records of Assemblies of Councillors: summary

Date	Meeting name	Matters discussed
17 March 2014	Homelessness Advisory Committee	<ul style="list-style-type: none"> • Development Homelessness Strategy 2014 - 2017 • Update on Current Homelessness Projects and Plans • General Discussion
18 March 2014	Councillor Forum	<ul style="list-style-type: none"> • Citywide Services Business Outlook • National Gallery of Victoria • Presentation by Victoria Police (Bicycle Patrol) • Harbour Esplanade — Community Engagement • CEO Report • Financial A3 • Annual Plan February Report
25 March 2014	Councillor Forum	<ul style="list-style-type: none"> • Kensington Town Hall — preferred operational management model • Naming of Dock Square • Open Data and Governance Research • Planning matters: <ul style="list-style-type: none"> • TPM-2014-15, 49-61 Coventry Street, Southbank • TPM-2013-31, 19-25 Russell Street and 150-162 Flinders Street, Melbourne • TP-2013-1054, 120W-126W Toorak Road, South Yarra (Christchurch Grammar School)
1 April 2014	Councillor Forum	<ul style="list-style-type: none"> • Long Term Grants • The Causeway • Melbourne Music Week 2014 strategy • Western Gateway visitor service — update • East Melbourne Fertility Clinic • FMC 1 Agenda discussion
8 April 2014	Councillor Forum	<ul style="list-style-type: none"> • Tunnerminnerwait and Maulboyheenner • Digital Transformation Project - update • Triennial sponsorship program — year one 2014-17 AFL and VRC applications • Triennial Sponsorship Program Guidelines Review (2014 - 17) • FMC 2 Agenda - discussion • Planning Matters <ul style="list-style-type: none"> • TPM 2014-6, 605-611 Lonsdale Street, Melbourne

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 – 7.30 pm Monday 17 March 2014
2. Name of meeting:	Homelessness Advisory Committee
3. Councillors present:	Councillor Richard Foster
4. Officers present:	Dean Griggs; Alison Duncan; Nanette Mitchell
5. Matters discussed:	<ul style="list-style-type: none"> • Development Homelessness Strategy 2014 - 2017 • Update on Current Homelessness Projects and Plans • General Discussion

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: ...Nanette Mitchell

Date: 20 March 2014

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	18 March 2014 at 11.30am		
2. Name of meeting:	Cr Forum		
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor, Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood		
4. Officers present:	Kathy Alexander, Rob Adams, Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Ruth Caldwell, Margie Samai, Sue Jolme, Bec Fraser, Phu Nguyen, Geoff Robinson, Rose Bruhn Mark Birrell and Kerry Osborne (Citywide), Tony Elwood and Jane Zantuck (National Gallery Victoria) Sgt Justin Smith and Snr Constable Alistair McPherson (Vic Pol)		
5. Matters discussed:	1.1 Citywide Services Business Outlook 1.2 National Gallery of Victoria 1.3 Presentation by Victoria Police (Bicycle Patrol) 1.4 Harbour Esplanade – Community Engagement 1.5 CEO Report 1.6 Financial A3 1.7 Annual Plan February Report		
6. Were there any conflict of interest disclosures by Councillors? Yes/No	Yes/No		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...19.../...03...../...2014.....		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	25 March 2014 at 11.30am		
2. Name of meeting:	Cr Forum		
3. Councillors present:	Acting Lord Mayor, Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Jackie Watts, Cr Arron Wood		
4. Officers present:	Rob Adams, Geoff Lawler, Mark Stoermer, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Maureen Maginness, Helena Campbell, Julie Browning, Austin Ley, Angela Meinke, Ian Hicks, Keith Williamson, Ian Winter, Bob Rosen, Liz Cavanagh, Jeanette Vaha'akolo, Jennifer Torrance, Colin Fairweather, Cheryl Handby, Karen Snyders, Martin Williams, Lorraine Tighe, Brendan Cousins, Marie Klein, Anne-Marie Edgley		
5. Matters discussed:	<p>1.1 Kensington Town Hall – preferred operational management model</p> <p>1.2 Naming of Dock Square</p> <p>1.3 Open Data and Governance Research</p> <p>1.4 Planning matters:</p> <ul style="list-style-type: none"> • TPM-2014-15, 49-61 Coventry Street, Southbank • TPM-2013-31, 19-25 Russell Street and 150-162 Flinders Street, Melbourne • TP-2013-1054, 120W-126W Toorak Road, South Yarra (Christchurch Grammar School) 		
6. Were there any conflict of interest disclosures by Councillors? Yes / No	(No)		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...26.../...03...../...2014.....		

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RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and Date of meeting:	1 April at 11.30am										
2.	Name of meeting:	Cr Forum										
3.	Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor, Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Arron Wood										
4.	Officers present:	Kathy Alexander, Martin Cutter, Geoff Lawler, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Julie Browning, Irene Vlahos, Shelley Blake, Voula Sarhanis, Ian Sumpter, Ian Hicks, Russell Webster, Angela Hoban, Cherie Fraser, Barry McGuren, Stephen Nagle, Elise Peyronnet, Lucan Creamer, Kim Wood										
5.	Matters discussed:	<ul style="list-style-type: none"> 1.1 Long Term Grants 1.2 The Causeway 1.3 Melbourne Music Week 2014 strategy 1.4 Western Gateway visitor service – update 1.5 East Melbourne Fertility Clinic 1.6 FMC 1 Agenda discussion 										
6.	Were there any conflict of interest disclosures by Councillors? Yes / <u>No</u>											
<table border="1"> <thead> <tr> <th rowspan="2">Matter No.</th> <th rowspan="2">Names of Councillors who disclosed conflicts of interest</th> <th colspan="2">Did the Councillor leave the assembly?</th> </tr> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		YES	NO				
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		YES	NO									
7.	Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...04.../...04...../...2014.....										

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RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** 8 April at 11.30am
2. **Name of meeting:** Cr Forum
3. **Councillors present:** Lord Mayor, Robert Doyle, Deputy Lord Mayor, Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Arron Wood
4. **Officers present:** Kathy Alexander, Martin Cutter, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Julie Browning, Bec Fraser, Ian Hicks, Stephen Nagle, Lucan Creamer, Jeanette Vaha'akalo, Tess Tsindos, Colin Fairweather, Angela Meinke, Sean Cadd, Karen Snyders, Voula Moutsos, Irene Kalister, Maria Angeloni, Joelene Schembri, Stephen Vecris
5. **Matters discussed:**
 - 1.1 Tunnerminnerwait and Maulboyheenner
 - 1.2 Digital Transformation Project - Update
 - 1.3 Triennial sponsorship program – Year 1 2014-17 AFL & VRC applications
 - 1.4 Triennial Sponsorship Program Guidelines Review(201-17)
 - 1.5 FMC 2 Agenda - discussion
 - 1.6 Planning Matters
 - TPM 2014-6, 605-611 Lonsdale Street, Melbourne
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

7. **Record produced by:** Name of Officer: ...Angelo Grizos.....
 Date: ...08.../...04...../...2014.....

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