

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance Services

25 November 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

Support 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 2013–17 (Goal 8 – An accessible, transparent and responsive organisation)*.

Environmental sustainability

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

Records of Assemblies of Councillors: summary

Date	Meeting name	Matters discussed
1 September 2014	Lord Mayor's Commendations Advisory Group	General matters including: promotional plans, application phase, marketing and communications, exhibition.
21 October 2014	Councillor Forum	<ul style="list-style-type: none"> • VRC • The Guild - • Renewable Energy Group Purchasing - request for information • People's Panel update • Munroe site (QVMPR) Preliminary Assessment • CEO Report • Financial A3 • 1 September Wheel Report • Planning Matters <ul style="list-style-type: none"> • TPM-2014-30: 383-405 King Street, West Melbourne • TPM-2014-35: Former Convention Centre, 7-23 Spencer Street Docklands • TPM-2014-37: 2-12 Batmans Hill Drive, Docklands • TP-2014: 33-35 Arden Street, North Melbourne
28 October 2014	Councillor Forum	<ul style="list-style-type: none"> • AFL • External Dashboard • Council meeting agenda item - discussion
29 October 2014	Melbourne Retail and Hospitality Advisory Board	<ul style="list-style-type: none"> • Update from the MRHAB Marketing and Communications Working Group • Update from the MRHAB Conferences and Events Working Group • Discussion re progress on Retail Academy • Update from Queen Victoria Market on renewal program • Dates for 2015 meetings
11 November 2014	Councillor Forum	<ul style="list-style-type: none"> • Melbourne - A Globally Connected City • People's Panel Recommendations • FMC 1 meeting agenda item – discussion
12 November 2014	Parks and Gardens Advisory Committee	<ul style="list-style-type: none"> • Regional Sport and Recreation Planning Project • Domain Parklands Master Plan process • Integrated water catchment management - the Elizabeth St catchment, including University Square and the Carlton Squares.

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	3.00 – 4.00pm, 1 September 2014
2. Name of meeting:	Lord Mayor’s Commendations Advisory Group
3. Councillors present:	Cr Beverley Pinder-Mortimer
4. Officers present:	Craig Eloranta – Melbourne Celebrations Team Leader Natasha Benrad – Lord Mayor’s Commendations Event Manager Kerryn Arnold – Events Melbourne Branch Support
5. Matters discussed:	<ul style="list-style-type: none"> General matters including: promotional plans, application phase, marketing and communications, exhibition.

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	NO
	Nil		YES	NO
			YES	NO
			YES	NO
			YES	NO

7. Record produced by:	Name of Officer:Kerryn Arnold – Branch Administration Support
	Date: ...17.../...11...../...14.....

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Council Business Use Only

This Record is designated confidential by the Chief Executive Officer under section 77(2)(c) of the *Local Government Act 1989* on the following ground(s). Ground(s) under section 89(2):

Signed: Date:

Chief Executive Officer

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	21 October 2014 at 11.30am		
2. Name of meeting:	Councillor Forum		
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor, Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Stephen Mayne, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts		
4. Officers present:	Kathy Alexander, Rob Adams, Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Shelley Blake, Katie Hall, Julie Browning, Desley Renton, Stephen Nagle, Lucan Creamer, Jane Crawley, Alistair Miller, Daniel Soussan, Lindy Tan, Krista Milne, Tom Quinn, Phu Nguyen, Leanne Mitchell, Eleni Arbus, Sam Bishop, Mark Allen, Karen Snyders, Rose Bruhn Nick Addison and Amanda Chase (VRC)		
5. Matters discussed:	1.1	VRC	
	1.2	The Guild	
	1.3	Renewable Energy Group Purchasing – request for information	
	1.4	People's Panel update	
	1.5	Munroe site (QVMPR) Preliminary Assessment	
	1.6	CEO Report	
	1.7	Financial A3	
	1.8	1 September Wheel Report	
	1.9	Planning Matters	
		<ul style="list-style-type: none"> • TPM-2014-30: 383-405 King Street, West Melbourne • TPM-2014-35: Former Convention Centre, 7-23 Spencer Street Docklands • TPM-2014-37: 2-12 Batmans Hill Drive, Docklands • TP-2014: 33-35 Arden Street, North 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?	
1. AFL	Deputy Lord Mayor Susan Riley and Cr Ken Ong	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
1.9.2 7-23 Spencer Street Docklands	Lord Mayor Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Beverley Pinder-Mortimer, Cr Ken Ong	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...31.../... 10...../...2014.....		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	28 October 2014 at 11.30am		
2. Name of meeting:	Councillor 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 Jackie Watts		
4. Officers present:	Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Julie Browning, Stephen Nagle, Rose Bruhn, Alistair Miller, Dean Robertson, Sally Gunn, Greg Stevens, Jane Crawley Richard Simkiss (AFL)		
5. Matters discussed:	1.1	AFL	
	1.2	External Dashboard	
	1.3	Council meeting agenda item - discussion	
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: ...31.../...10...../...2014.....

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RECORD OF ASSEMBLY OF COUNCILLORS



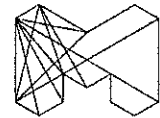
1. Time and Date of meeting:	Wednesday 29 October 2014
2. Name of meeting:	Melbourne Retail and Hospitality Advisory Board
3. Councillors present:	Deputy Lord Mayor, Susan Riley Cr Beverley Pinder-Mortimer
4. Officers present:	Linda Weatherson Jane Sharwood Fides Santos-Arguelles
5. Matters discussed:	<ul style="list-style-type: none"> Update from the MRHAB Marketing and Communications Working Group Update from the MRHAB Conferences and Events Working Group Discussion re progress on Retail Academy Update from Queen Victoria Market on renewal program Dates for 2015 meetings
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: Aly O'Brien
	Date: 18/11/14

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RECORD OF ASSEMBLY OF COUNCILLORS



CITY OF MELBOURNE

1. Time and Date of meeting:	11 November 2014 at 11.30am		
2. Name of meeting:	Councillor Forum		
3. Councillors present:	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 Jackie Watts		
4. Officers present:	Kathy Alexander, Geoff Lawler, Mark Stoermer, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Ashlee Barnard, Sam Bishop, Julie Browning, Leanne Mitchell, Sam Rumoro, Felicity Oxnam, Jane Sharwood, Desley Renton, Lindy Tan, Angela Meinke, Greg Stevens, Karen Snyders, Jane Crawley, Deborah White Jenny McGregor and Elise Wherry (Asialink) Dr Maria Petricevic and Dan Usher (People's Panel representatives)		
5. Matters discussed:	1.1 Melbourne – A Globally Connected City 1.2 People's Panel Recommendations 1.3 FMC 1 meeting agenda item - discussion		
6. Were there any conflict of interest disclosures by Councillors? Yes / No	<input checked="" type="radio"/> 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: ...12.../...11...../...2014.....		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 – 7.30pm, 12 November 2014
2. Name of meeting:	Parks & Gardens Advisory Committee
3. Councillors present:	Cr Cathy Oke
4. Officers present:	Ian Shears, Cathy Kiss, Angela Hill, Steve Perumal, Sam Russell, Dale Stewart, Allison Gibbs
5. Matters discussed:	<ul style="list-style-type: none"> Regional Sport and Recreation Planning Project Domain Parklands Master Plan process Integrated water catchment management – the Elizabeth St catchment, including University Square and the Carlton Squares.
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: Cathy Kiss
	Date: 18/11/2014

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