

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Marlo Emmitt, Acting Manager Governance and Legal

28 August 2018

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 7)
2. Records of Assemblies of Councillors (page 3 of 7)

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 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
24 July 2018	Councillor Forum	<ul style="list-style-type: none"> • West Gate Tunnel • Reimagining Town Hall Ground Floor • Draft Domain Parklands Masterplan • QVMPR
31 July 2018	Councillor Forum	<ul style="list-style-type: none"> • Corkman Hotel Update • Planning Matters - Project Core (Apple Store) • QVMPRP – Provision of Carparking and New Engagement Approach for the delivery of Market Infrastructure • Planning Scheme Amendment C323 Melbourne Arts Precinct • Melbourne Planning Scheme Review • Council Meeting – 31 July
7 August 2018	Councillor Forum	<ul style="list-style-type: none"> • 447 Collins Street – New Open Space on Market Street • Melbourne Planning Scheme Amendments C327 and 328 – Hoddle Grid Heritage Review • Financial A3 • FMC1 – 7 August 2018
14 August 2018	Councillor Forum	<ul style="list-style-type: none"> • Upgrade on Street Art, including Hosier Lane • API 4.4 Communicating City Disruption • Advertising • QVM • Draft Domain Parklands Master Plan

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 24 July 2018 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas Reece, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Susan Riley
4. Officers present:	Ben Rimmer, Rob Adams, Angela Meinke, Linda Weatherson, Claire Ferres Miles, Ben Hart, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Mandy Frostick, Keith Williamson, Phu Nguyen, Jo Wandel, Voula Moutsos, Patrick Phillips, Brian Wilson, Eloise McGurn, David Callow, Deb Cailes, Graham Porteous, Michelle Fitzgerald, Jenny Bailey, Thomas Fraser, Rob Moore, Fiona McGilton, Natalie Siragusa, Paul Larcher, Cathy Kiss, Haig Poulson
5. Matters discussed:	1.1 West Gate Tunnel 1.2 Reimagining Town Hall Ground Floor 1.3 Draft Domain Parklands Masterplan 1.4 QVMPR
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: ...Margie Samai Date: ...24/7/2018

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 31 July 2018 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:	Ben Rimmer, Rob Adams, Angela Meinke, Linda Weatherson, Claire Ferres Miles, Ben Hart, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Maureen Maginness, Helena Campbell, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Mandy Frostick, Brian Wilson, Debbie Guest, Tom Fraser, Keith Williamson, Phu Nguyen, Jane Birmingham, Jo Wandel, Marlo Emmitt, Robyn Hellman, Emma Appleton, Jill Cairns	
5. Matters discussed:	1.1 Corkman Hotel Update 1.2 Planning Matters <ul style="list-style-type: none"> • Project Core (Apple Store) 2.1 QVMPPR – Provision of Carparking and New Engagement Approach for the delivery of Market Infrastructure 2.2 Planning Scheme Amendment C323 Melbourne Arts Precinct 2.3 Melbourne Planning Scheme Review 3.1 Council Meeting – 31 July	
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?
1.1	Cr Nicholas Reece and Cr Cathy Oke	YES
1.2	Lord Mayor Sally Capp	YES
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...1 August 2018	

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 7 August 2018 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 Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts	
4. Officers present:	Ben Rimmer, Rob Adams, Angela Meinke, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Ben Hart, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Maureen Maginness, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Debbie Guest, Claire Sinni, Keith Williamson, Phu Nguyen, Jane Birmingham, Evan Counsel, Steve Perumal, Jo Wandel, Marlo Emmitt, Fiona McGilton, Skye Haldane, Emma Appleton, Tanya, Wolkenberg, Suellen Hunter, Sky Bivens, Erica Read, Tim Lolicato	
5. Matters discussed:	1.1 447 Collins Street – New Open Space on Market Street 1.2 Melbourne Planning Scheme Amendments C327 and 328 – Hoddle Grid Heritage Review 1.3 Financial A3 2.1 Nil 3.1 FMC1 – 7 August 2018	
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: ...8 August 2018	

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 14 August 2018 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 Nicholas Reece, Cr Susan Riley, Cr Jackie Watts	
4. Officers present:	<p>Ben Rimmer, Angela Meinke, Claire Ferres Miles, Ben Hart, Miriam Slattery, Lindy Tan, Kaye Estoesta, Angelo Grizos, Maureen Maginness, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Mandy Frostick, Patrick Philips, Debbie Guest, Bec Brewin, Keith Williamson, Jane Birmingham, Jo Wandel, Kaye Glamuzina, Brenden Carriker, Michelle Fitzgerald, Jessica Porter, Sandeep Bordia, Dean Robertson, John Cunningham, David Fitzsimmons</p> <p>Stan Liacos, Jane Hodder, Paul Guerra, Jane Fenton, Debbie Dowling, (Queen Victoria Market)</p>	
5. Matters discussed:	<p>1.1 Upgrade on Street Art, including Hosier Lane 1.2 API 4.4 Communicating City Disruption 1.3 Advertising 1.4 QVM 2.1 Draft Domain Parklands Master Plan</p>	
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:	<p>Name of Officer: ...Angelo Grizos</p> <p>Date: ...15 August 2018</p>	

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