

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

29 October 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 to the management report.

Attachments:

1. Supporting Attachment (Page 2 of 9)
2. Records of Assemblies of Councillors (Page 3 of 9)

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
17 September 2019	Councillor Forum	<ul style="list-style-type: none"> • Future Melbourne Committee agenda • Mirvac's build to rent model • Monthly Reporting • Arts Grants Recommendations • Melbourne Rough sleeper initiative – update • Recycling - update
24 September 2019	Councillor Forum	<ul style="list-style-type: none"> • Council Meeting – items for discussion • IKON Park Redevelopment • Exhibition Street Upgrade Update • Green Infrastructure Assessment Tool (Green Factor) update • Financial A3 • Christmas Festival 2019 Producing Phase • 2020 City of Melbourne Business Mission to China and Japan • Council Meeting Agenda discussion
30 September 2019	Family and Children's Advisory Committee Meeting	<ul style="list-style-type: none"> • Introductions with new Councillor & Committee members (not present) • Update on children's Voices Project • Children's Centre Infrastructure project update • Community engagement for children with disabilities
1 October 2019	Councillor Forum	<ul style="list-style-type: none"> • Future Melbourne Committee Meeting – items for discussion • Yarra Strategic Plan – briefing by Melbourne water and Department of Environment, Land, Water and Planning • Affordable Housing • New Year's Eve 2019 Producing Phase • Public Art Commission Update • Future Melbourne Committee – agenda discussion
8 October 2019	Councillor Forum	<ul style="list-style-type: none"> • Transport Strategy • Melbourne Knowledge Week 2020 – Planning Phase • Rough Sleeper initiative • Climate Extinction Rebellion - update
15 October 2019	Councillor Forum	<ul style="list-style-type: none"> • Special Council and Future Melbourne Committee • Town Hall Precinct • Local Laws • Aged Care • Opportunity for City of Melbourne submission • Portfolios • Update on protest in the city

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 17 September 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 Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley Cr Jackie Watts
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Claire Ferres Miles, Brendan Flynn, Kaye Estoesta, Harry Titcombe, Angelo Grizos, Rachelle Jordan, Anthony Templeton, Mandy Frostick, Jem Wilson, Evan Counsel, Keith Williamson, Michael Tenace, Jo Wandel, David Livingstone, D'Arcy Butler, Voula Sarhanis, Kaye Glamuzina, Michelle Ely, Ashley Treloar, Barney Wilson, Angela Meinke, Jo Whyte, Kirstin Coote External Representative - Mirvac
5. Matters discussed:	<ol style="list-style-type: none"> 1. Future Melbourne Committee agenda 2. Mirvac's build to rent model 3. Monthly Reporting 4. Arts Grants Recommendations 5. Melbourne Rough sleeper initiative – update 6. Recycling - update

6. Were there any conflict of interest disclosures by Councillors? YES

Matter No.	Names of Councillors who disclosed conflicts of interest	1. Did the Councillor leave the assembly?
4.	Cr Rohan Leppert	YES

7. Record produced by:	Name of Officer: Angelo Grizos Date: 18 September 2019
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 24 September 2019	
2. Name of meeting:	Councillor 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 Cr Jackie Watts	
4. Officers present:	Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Letitia Hatton, Kaye Estoesta, Angelo Grizos, Rachelle Jordan, Melisa McDonald, Anthony Templeton, Mandy Frostick, Bec Brewin, Keith Williamson, Michael Tenace, David Livingstone, Emma Appleton, Ashley Treloar, Jonathan Kambouris, Luke Flanagan, Jo Whyte, Louise Scott, Katie Jones, Sarah Lowcock, Ben Foster, Kim Le Cerf, Fiona Finlayson External attendees - Carlton Football Club	
5. Matters discussed:	<ol style="list-style-type: none"> 1. Council Meeting – items for discussion 2. IKON Park Redevelopment 3. Exhibition Street Upgrade Update 4. Green Infrastructure Assessment Tool (Green Factor) update 5. Financial A3 6. Christmas Festival 2019 Producing Phase 7. 2020 City of Melbourne Business Mission to China and Japan 8. Council Meeting Agenda discussion 	
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?
2.	Lord Mayor Sally Capp	YES
7. Record produced by:	Name of Officer: Angelo Grizos Date: 24 September 2019	

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 30th September 2019 at 5:30pm			
2. Name of meeting:	Family and Children's Advisory Committee Meeting			
3. Councillors present:	Councillor Beverley Pinder			
4. Officers present:	Alison Duncan, Manager Community Services Lynne Smith, Team Leader, Family Services Vickie Feretopoulos, Senior Policy Officer, Ageing and Inclusion John Smith, Team Leader, Planning and Performance, Community Services Jas Stanic, Senior Community Engagement & Projects Officer			
5. Matters discussed:	<ul style="list-style-type: none"> • Introductions with new Councillor & Committee members (not present) • Update on Children's Voices Project • Children's Centres Infrastructure project update • Community engagement for children with disabilities 			
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
7. Record produced by:	Name of Officer: John Smith, Team Leader, Planning and Performance, Community Services			
	Date: ...02.../.....10..../.....2019...			

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Level 3
Town Hall Administration Building

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 1 October 2019	
2. Name of meeting:	Councillor 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 Cr Jackie Watts	
4. Officers present:	<p>Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Jack Hanna, Angelo Grizos, Anthony Templeton, Mandy Frostick, Jem Wilson, Evan Counsel, Keith Williamson, Emma Appleton, Louise Scott, Katie Jones, Kim Le Cerf, Nicole Hurst, Kate Dundas, Andy Wilson, Andrea Kleist, Sarah Oberklaid, Christine Blyton, Kaye Glamuzina</p> <p>External attendees: Melbourne Water, Department of Environment, Land, Water & Planning</p>	
5. Matters discussed:	<ol style="list-style-type: none"> 1. Future Melbourne Committee Meeting – items for discussion 2. Yarra Strategic Plan – briefing by Melbourne Water and Department of Environment, Land, Water and Planning 3. Affordable Housing 4. New Year's Eve 2019 Producing Phase 5. Public Art Commission Update 6. Future Melbourne Committee – agenda 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?
7. Record produced by:	<p>Name of Officer: Angelo Grizos</p> <p>Date: 2 October 2019</p>	

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 8 October 2019	
2. Name of meeting:	Councillor 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 Beverley Pinder, Cr Jackie Watts	
4. Officers present:	Rob Adams, Eamonn Fennessy, Katrina McKenzie, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Jack Hanna, Angelo Grizos, Mandy Frostick, Bec Brewin, Jem Wilson, Keith Williamson, Michael Tenace, Anthony Templeton, Emma Appleton, Jenny Bailey, Oscar Hayes, Kate Dundas, Lauren Beattie, Michelle Fitzgerald, Jenn Kerr, Angela Meinke, Barney Wilson, Dean Robertson	
5. Matters discussed:	<ol style="list-style-type: none"> 1. Transport Strategy 2. Melbourne Knowledge Week 2020 – Planning Phase 3. Rough Sleeper initiative 4. Climate Extinction Rebellion - 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?
7. Record produced by:	Name of Officer: Angelo Grizos Date: 10 October 2019	

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:			11.30am, Tuesday 15 October 2019
2. Name of meeting:			Councillor Forum
3. Councillors present:			Acting Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Kevin Louey, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:			Justin Hanney, Rob Adams, Eamonn Fennessy, Linda Weatherson, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Jack Hanna, Angelo Grizos, Mandy Frostick, Katie Hyder, Keith Williamson, Anthony Templeton, Dean Robertson, Ian Winter, Alison Duncan, Russell Webster, Toby Hayes, Olivia Ng, Rebecca Rennie, Elise Baro
5. Matters discussed:			<ol style="list-style-type: none"> 1. Special Council and Future Melbourne Committee 2. Town Hall Precinct 3. Local Laws 4. Aged Care 5. Opportunity for City of Melbourne submission 6. Portfolios 7. Update on protest in the city
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: 16 October 2019