

**Management report to Council**

**Agenda item 6.1**

**Records of Assemblies of Councillors**

**Council**

**Presenter:** Keith Williamson, Manager Governance and Legal

**26 July 2016**

**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 (page 2 of 6)
2. Records of Assemblies of Councillors (page 3 of 6)

**Support attachment**

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**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
21 June 2016	Councillor Forum	<ul style="list-style-type: none"> <li>• Streamlining Hoddle Street</li> <li>• Melbourne Town Hall Venue Management Contract 3529</li> <li>• Event Partnership Program Funding Recommendations</li> <li>• City of Melbourne Precinct Program 2013-17 Year 4 Funding</li> <li>• Melbourne Metro Rail Project – Environment Effects Statement (ESS)</li> <li>• City of Melbourne Response to Homelessness and Housing</li> <li>• FMFC2 Agenda Discussion</li> <li>• Planning Matters               <ul style="list-style-type: none"> <li>• TP-2016-441, 19\79-191 Flemington Road North Melbourne</li> <li>• TP-2015-1210, 63-69 City Road Southbank</li> <li>• TPM-2015-26, 640 Bourke Street Melbourne</li> </ul> </li> </ul>
28 June 2016	Councillor Forum	<ul style="list-style-type: none"> <li>• Confidential Matter</li> <li>• Future Melbourne</li> <li>• Moomba Strategy</li> <li>• Financial A3</li> <li>• Acting CEO update</li> <li>• Council Meeting Agenda Discussion</li> <li>• Strategic Internal Audit Plan</li> </ul>
4 July 2016	Homelessness Advisory Committee	<ul style="list-style-type: none"> <li>• Homelessness Strategy Theme 3 – Develop Skills, Training and Employment</li> <li>• Program Updates: Service Co Ordination and Café Meals - Plans 2016/17</li> </ul>

# RECORD OF ASSEMBLY OF COUNCILLORS



CITY OF MELBOURNE

1. Time and Date of meeting:	Tuesday 21 June 2016 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer
4. Officers present:	Rob Adams, Geoff Lawler, Linda Weatherson, Kate Vinot, Amelia Bitsis, Lindy Tan, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Kate Millar, Daniel Breen, Jason Berek-Lewis, Angela Meinke, Damon Rao, Richard Smithers, Jane Sharwood, Jean Francois-Piery, Wendy Morrissey, Lucan Creamer, Rob Moore, Karen Snyders, Michael Anderson, Ian Sumpter, Chez Bertuzzi-Asch, Leanne Mitchell, Robyn Hellman, Jane Birmingham, Julian Larkins, Evan Counsel, Shona Johnson, Monique Delzoppo Brendan Pauwels, Thanashinh, Damien Georgopoulos (Vic Roads)
5. Matters discussed:	1.1 Streamlining Hoddle Street 1.2 Melbourne Town Hall Venue Management Contract 3529 1.3 Event Partnership Program Funding Recommendations 1.4 City of Melbourne Precinct Program 2013-17 Year 4 Funding 1.5 Melbourne Metro Rail Project – Environment Effects Statement (ESS) 1.6 City of Melbourne Response to Homelessness and Housing 1.7 FMC2 Agenda Discussion 1.8 Planning Matters (i) TP-2016-441, 179-191 Flemington Road, North Melbourne (ii) TP-2015-1210, 63-69 City Road Southbank (iii) TPM-2015-26, 640 Bourke Street, Melbourne
6. Were there any conflict of interest disclosures by Councillors? Yes / No	Yes / <u>No</u>

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: ...23.../...06...../...2016.....

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 Level 3  
 Town Hall Administration Building

# RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** Tuesday 28 June 2016 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 Arron Wood

4. **Officers present:** Rob Adams, Linda Weatherson, Kate Vinot, Amelia Bitsis, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, David Mayes, Yvonne Lynch, Graham Porteous, Ian Sumpter, Cherie Fraser, Phu Nguyen, Emma Cochrane, Christie Blyten, Keith Williamson, Anthony Cussen, Laura McKelvey  
Robert Moore (Chair, City of Melbourne Committee)

5. **Matters discussed:**

- 1.1 Confidential Matter
- 1.2 Future Melbourne
- 1.3 Moomba Strategy
- 1.4 Financial A3
- 1.5 Acting CEO Update
- 1.6 Council Meeting Agenda Discussion
- 1.7 Strategic Internal Audit Plan

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: ... 30.../...06...../...2016.....

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# RECORD OF ASSEMBLY OF COUNCILLORS



1. <b>Time and Date of meeting:</b>	5.30 - 7.30 pm Monday 4 July 2016
2. <b>Name of meeting:</b>	Homelessness Advisory Committee
3. <b>Councillors present:</b>	Councillor Richard Foster
4. <b>Officers present:</b>	Shona Johnson, Nanette Mitchell
5. <b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>• Homelessness Strategy Theme 3 – Develop Skills, Training and Employment</li> <li>• Program Updates: Service Co Ordination and Café Meals - Plans 2016/17</li> </ul>

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
			YES	NO
			YES	NO
			YES	NO
			YES	NO

7. **Record produced by:**

Name of Officer: ...Nanette Mitchell .....

Date: 13 July 2016