

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

28 February 2017

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 13)
2. Records of Assemblies of Councillors (page 3 of 13)

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
29 November 2016	Cr Forum	1.1 Adoption of University Square Master Plan 1.2 Financial Performance Snapshot 1.3 Council Meeting Agenda Discussion
6 December 2016	Cr Forum	1.1 Pride Centre 1.2 Rates Capping Discussion 1.3 QVM Update 1.4 West Melbourne Structure Plan 1.5 Western Distributor 1.6 FMC1 Agenda Discussion 1.7 Planning Matters (i) Ministerial Referral TPMR-2015-17: 14-22 Russell Street Melbourne (ii) Ministerial Referral TPMR-2016-23: 2-42 Aurora Lane, Docklands
6 December 2016	Parks & Gardens Advisory Committee	1.1 Briefing on Parks & Gardens Advisory Committee 1.2 Preparation of Domain Parklands Master Plan 1.3 Urban Forest
7 December 2016	Parks & Gardens Advisory Committee	1.1 Draft Domain Parklands Master Plan 1.2 Open Space and Park Expansion projects 1.3 FOI request
13 December 2016	Cr Forum	1.1 Fishermans Bend 1.2 MMRA City Square Compensation 1.3 Housing Feasibility 1.4 City Deals 1.5 FMC2 Agenda Discussion
16 December 2016	Councillor Planning Session	1.1 Development of Council Plan
20 December 2016	Cr Forum	1.1 Financial Performance Snapshot 1.2 Council Meeting Agenda Discussion
31 January 2017	Cr Forum	1.1 MMRA Update including City Square acquisition 1.2 Homelessness Update 1.3 Bourke Street Tragedy Update
7 February 2017	Cr Forum	1.1 Arden Macaulay Interim Developer Contributions 1.2 Urban Forest Fund Update 1.3 FMC1 Agenda Discussion
14 February 2017	Cr Forum	1.1 QVM Continuing Business Program 1.2 MMRA Update 1.3 Reporting on Year 4 Annual Plan Actions 1.4 Kensington Adventure Playground Contract 1.5 Ministerial Decision – Crown Casino Queensbridge Hotel Tower

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 29 November 2016 at 9.00am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor Robert Doyle, Cr Michael Caiafa, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Tessa Sullivan, Cr Jackie Watts			
4. Officers present:	Rob Adams, Martin Cutter, Linda Weatherson, Graham Porteous, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Rosie Pham, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Cherie Fraser, Phu Nguyen, Keith Williamson, Krista Milne, Steve Perumal, Skye Haldane, Deb Cailles			
5. Matters discussed:	1.1 Adoption of University Square Master Plan 1.2 Financial Performance Snapshot 1.3 Council Meeting 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:	Name of Officer: ...Angelo Grizos..... Date: ...29.../...11...../...2016.....			

Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 6 December 2016 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Tessa Cr Nicholas Reece, Sullivan, Cr Jackie Watts
4. Officers present:	Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Rosie Pham, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Philip Blackman, Kathy Alys, Larisa Tait, Angela Meinke, Jane Birmingham, Evan Counsel, Greg Stevens, Phu Nguyen, Shelley Penn, Emma Appleton, Tim Jones, Geoff Robinson, Adam Mills, Joanne Wandel, Mark Allan, Sylvia Leinhos, Richard Smithers, Keith Williamson, Deb Cailes, Sarah Lowcock, Alex Robinson, Victoria Evans, Rebecca Fitzgerald
5. Matters discussed:	<p>1.1 Pride Centre</p> <p>1.2 Rates Capping Discussion</p> <p>1.3 QVM Update</p> <p>1.4 West Melbourne Structure Plan</p> <p>1.5 Western Distributor</p> <p>1.6 FMC1 Agenda Discussion</p> <p>1.7 Planning Matters</p> <p>(i) Ministerial Referral TPMR-2015-17: 14-22 Russell Street Melbourne</p> <p>(ii) Ministerial Referral TPMR-2016-23: 2-42 Aurora Lane, Docklands</p>

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?			
		Yes	No	Not Answered	Other
1.3	Cr Michael Caiafa		Yes		
7. Record produced by:	Name of Officer: ...Angelo Grizos.....				
	Date: ...7.../...12...../...2016.....				

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	9.30 – 10am, 6 December 2016
2. Name of meeting:	Agenda briefing – Parks & Gardens Advisory Committee meeting
3. Councillors present:	Cr Nicholas Reece
4. Officers present:	Ian Shears, Manager Urban Sustainability Gail Hall, Team Leader Open Space Planning Cathy Kiss, Senior Open Space Planner Maureen Maginness, Councillor Support
5. Matters discussed:	<ul style="list-style-type: none"> • Briefing on Parks & Gardens Advisory Committee • Preparation of Domain Parklands Master Plan • Urban Forest

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:Cathy Kiss Date: ...22.../...12...../...16.....
-------------------------------	--

Completed form to be forwarded to Council Business
Level 3
Town Hall Administration Building

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 – 7.40pm, 7 December 2016
2. Name of meeting:	Parks & Gardens Advisory Committee
3. Councillors present:	Cr Nicholas Reece
4. Officers present:	Ian Shears, Gail Hall, Cathy Kiss, Dale Stewart, Sam Russell
5. Matters discussed:	<ul style="list-style-type: none"> • Draft Domain Parklands Master Plan • Open Space and Park Expansion projects • FOI request

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
			YES		NO

7. Record produced by:	Name of Officer: ...Cathy Kiss Date: ...7.../...12...../...16.....
-------------------------------	---

Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 13 December 2016 at 11.30am				
2. Name of meeting:	Cr Forum				
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Nicholas Reece, Cr Tessa Sullivan, Cr Jackie Watts				
4. Officers present:	Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Angelo Grizos, Jem Wilson, Kathy Alys, David King, Angela Meinke, Jane Birmingham, Emma Appleton, Adam Mills, Anne Laing, Rob Moore, Karen Snyders, Eamonn Fennessy, Leanne Mitchell, Dean Griggs, Keith Williamson, Liz Beardall Geoff Ward and Julian Lyngcoln – Fishermans Bend Taskforce				
5. Matters discussed:	1.1 Fishermans Bend 1.2 MMRA City Square Compensation 1.3 Housing Feasibility 1.4 City Deals 1.5 FMC2 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:	Name of Officer: ...Angelo Grizos..... Date: ...14.../...12...../...2016.....				

Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	16 December 2016 at 9.30am			
2. Name of meeting:	Councillor Planning Session			
3. Councillors present:	<p>Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Rohan Leppert, Cr Philip Le Liu, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Tessa Sullivan, Cr Jackie Watts.</p> <p>Cr Jackie Watts left the meeting at 10am.</p>			
4. Officers present:	Martin Cutter, Graham Porteous, Kate Vinot, Geoff Lawler, Linda Weatherson, Rob Adams, Katrina McKenzie, Eamonn Fennessy, Amelia Bitsis, Rosie Pham, Jill Post, Vivian Blake, Keith Williamson, Voula Moutsos.			
5. Matters discussed:	<ul style="list-style-type: none"> Development of Council Plan 			
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:	<p>Name of Officer: Keith Williamson</p> <p>Date: 16/12/2016</p>			

Completed form to be forwarded to Council Business
Level 3
Town Hall Administration Building

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 20 December 2016 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Philip Le Liu, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Tessa Sullivan			
4. Officers present:	Rob Adams, Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Margie Samai, Madison Johnson, Melisa McDonald, Evan Counsel, Phu Nguyen, Keith Williamson			
5. Matters discussed:	1.1 Financial Performance Snapshot 1.2 Council Meeting 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:	Name of Officer: ...Angelo Grizos..... Date: ...22.../...12...../...2016.....			

**Completed form to be forwarded to Council Business
Level 3
Town Hall Administration Building**

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 31 January 2017 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor Robert Doyle, Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Tessa Sullivan			
4. Officers present:	Rob Adams, Martin Cutter, Geoff Lawler, Linda Weatherson, Kate Vinot, Graham Porteous, Angelo Grizos, Jem Wilson, Rob Moore, Michelle Ely, Eddie Butler-Bowden, Alison Duncan, Geoff Robinson, Dean Griggs, Kim Wood, Alistair Miller, Keith Williamson,			
5. Matters discussed:	1.1	MMRA Update including City Square acquisition		
	1.2	Homelessness Update		
	1.3	Bourke Street Tragedy 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: ...31.../...01...../...2017.....			

**Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building**

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 7 February 2017 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Deputy Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Tessa Sullivan, Cr Jackie Watts			
4. Officers present:	Ben Rimmer, Martin Cutter, Linda Weatherson, Kate Vinot, Graham Porteous, Katrina McKenzie, Rosie Pham, Angelo Grizos, Maureen Maginness, Rachele Jordan, Margie Samai, Jane Birmingham, Evan Counsel, Rob Moore, Ian Hicks, Emma Appleton, Robyn Hellman, Keith Williamson, Kim Wood, Ian Shears, Yvonne Lynch			
5. Matters discussed:	1.1 Arden Macaulay Interim Developer Contributions 1.2 Urban Forest Fund Update 1.3 FMC1 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 Councillors leave the assembly?		
1.1	Cr Cathy Oke and Cr Nicholas Reece		Yes	
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...07.../...02...../...2017.....			

Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 14 February 2017 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Acting Lord Mayor Arron Wood, Cr Michael Caiafa, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Tessa Sullivan, Cr Jackie Watts			
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Kate Vinot, Graham Porteous, Rosie Pham, Angelo Grizos, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, David King, Claudine Ledwidge-O'Reilly, Angela Meinke, Evan Counsel, Rob Moore, Keith Williamson, Joanne Wandel, Neil Hutchison, Geoff Robinson, Karen Snyders, Alison Duncan, Voula Moutsos, Karllie Lucas			
5. Matters discussed:	1.1 QVM Continuing Business Program 1.2 MMRA Update 1.3 Reporting on Year 4 Annual Plan Actions 1.4 Kensington Adventure Playground Contract 1.5 Ministerial Decision – Crown Casino Queensbridge Hotel Tower			
6. Were there any conflict of interest disclosures by Councillors? Yes				
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?		
1.1	Cr Michael Caiafa		Yes	
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...15.../...02...../...2017.....			

**Completed form to be forwarded to Council Business
 Level 3
 Town Hall Administration Building**