

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

12 December 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 6)
2. Records of Assemblies of Councillors (Page 3 of 6)

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
20 November 2017	Family and Children's Advisory Committee	<ul style="list-style-type: none"> • Introduction of a new Committee member, Geraldine Atkinson, (not present). • Victoria State Government reforms in the Family and Children's services sector. • CoM future engagement projects and discussion about how Committee members can be actively involved in the process, how they can support children to participate and provide advice in Council. • Update on implementation of Child Safe Standards across the organisation. Including discussion of Working with Children Checks for Councillors.
21 November 2017	Councillor Forum	<ul style="list-style-type: none"> • QVM Update • Council Works Program 1st Quarter Report • Metro Tunnel Project – Development Plan • Small business Grants 2017-18 Round Recommendations • Proposed travel –Business Mission to Osaka, Japan, Beijing, Wuxi and Suzhou, China, March 2018 • Sustainable Melbourne Fund Update • Financial Performance Snapshot • FMC2 Agenda Discussion • QVM – Governance and Financials.
28 November 2017	Councillor Forum	<ul style="list-style-type: none"> • Melbourne Metro • What's On Presentation • Draft Fishermans Bend Framework – CoM Consultation Submission • CoM Submission – proposed Planning Scheme Change 87-103 Manningham Street Parkville • CEO Update • Council Meeting Agenda Discussion.

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Monday 20 November 2017 at 5:30pm				
2. Name of meeting:	Family and Children's Advisory Committee Meeting				
3. Councillors present:	Cr Tessa Sullivan.				
4. Officers present:	Alison Duncan, Acting Manager Community Services John Smith, Team Leader Planning & Performance Jas Stanic, Senior Community Engagement and Projects Officer (secretariat)				
5. Matters discussed:	<ul style="list-style-type: none"> • Introduction of new Committee member, Geraldine Atkinson, (not present) • Victorian State Government reforms in the Family and Children's services sector • CoM future engagement projects and discussion about how Committee members can be actively involved in this process, how they can support children to participate and provide advice to Council. • Update on implementation of Child Safe Standards across the organisation. Including discussion of Working with Children Checks for Councillors. 				
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: Jasmina Stanic				
	Date: 22/11/2017				

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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	21 November 2017, 11.30am		
2. Name of meeting:	Councillor Forum		
3. Councillors present:	Lord Mayor Robert Doyle, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Riley Cr Tessa Sullivan		
4. Officers present:	Rob Adams, Martin Cutter, Kate Vinot, Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Rosie Pham, Miriam Slattery, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Margie Samai, Madison Johnson, Claudine Ledwidge-O'Reilly, Angela Meinke, Jane Birmingham, Evan Counsel, Keith Williamson, Phu Nguyen, Rob Moore, Jo Wandel, Karen Snyders, Brian Wilson, Mandy Frostick, Michelle Fitzgerald, Jane Sharwood, Paula Corcoran, Tammy Stokie, Deb Cailles		
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 QVM Update 1.2 Council Works Program 1st Quarter Report 1.3 Metro Tunnel Project – Development Plan 1.4 Small business Grants 2017-18 Round Recommendations 1.5 Proposed travel – Business Mission to Osaka, Japan, Beijing, Wuxi & Suzhou, China, March 2018 1.6 Sustainable Melbourne Fund Update 1.7 Financial Performance Snapshot 1.8 FMC2 Agenda Discussion 1.9 QVM – Governance and Financials 		
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: 22/11/17		

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	28 November 2017, 11.00am		
2. Name of meeting:	Councillor Forum		
3. Councillors present:	Acting Lord Mayor, Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Riley Cr Tessa Sullivan		
4. Officers present:	Ben Rimmer, Rob Adams, Linda Weatherson Katrina McKenzie, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Rosie Pham, Miriam Slattery, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Debbie Guest, Brodie Bott, Evan Counsel, Keith Williamson, Rob Moore, Michelle Fitzgerald, Neil Hutchinson, Karen Snyders, Jo Whyte, Colin Fairweather, Irene Kalister, Lucia Perera, Emma Appleton, Kate Dundas, Daniel Boden, Robyn Hellman, Fiona McGilton, Robyn Pollock, Bec Brewin		
5. Matters discussed:	1.1 Melbourne Metro 1.2 What's On Presentation 1.3 Draft Fishermans Bend Framework – CoM Consultation Submission 1.4 CoM Submission – proposed Planning Scheme Change 87-103 Manningham Street, Parkville. 1.5 CEO Update 1.6 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: 28/11/17		

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