

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

27 March 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.

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
13 February 2018	Councillor Forum	<ul style="list-style-type: none"> • Design for Security Measures at Southern Cross Station and State Library • Quarterly Reporting on 201-18 Year 1 Annual Plan Initiatives • Amendment C308 Central City and Southbank Urban Design • Planning Scheme Amendment C258 • QVM Governance and Financials • Governance Matter
20 February 2018	Councillor Forum	<ul style="list-style-type: none"> • Melbourne Day • Capital Works Program 2nd Quarter Report • Town Hall Precinct(CH1 Portion) Redevelopment • 2018/19 Annual Plan and Budget Update • FMC2 • Governance Matter
27 February 2018	Councillor Forum	<ul style="list-style-type: none"> • QVM Update • Boyd Park • Council Meeting Agenda • Financial A3 • CEO Report • QVM Governance & Financials • Governance Matter
6 March 2018	Councillor Forum	<ul style="list-style-type: none"> • Arden Vision • Melbourne Music Plan • Update on Arts House Strategic Plan 2016-2020 • FMC1 Meeting • Governance Matter
13 March 2018	Councillor Forum	<ul style="list-style-type: none"> • Arden Vision 2018 • Public Release - Transport Strategy discussion paper • Governance Matter

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 13 February 2018 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Acting 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:	Ben Rimmer, Rob Adams, Martin Cutter, Linda Weatherson, Michelle Fitzgerald, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Kaye Estoesta, Angelo Grizos, Maureen Maginness, Helena Campbell, Rachelle Jordan, Margie Samai, Madison Johnson, Melisa McDonald, Phu Nguyen, Brian Wilson, Jane Birmingham, Evan Counsel, Keith Williamson, Jenny Bailey, Margie McKay, Voula Moutsos, Voula Sarhanis, Jo Wandel, Emma Appleton, Robyn Hellman, Rose Semmler, Andy Fergus Maree Fewster
5. Matters discussed:	<p>1.1 Design for Security Measures at Southern Cross Station and State Library</p> <p>1.2 Quarterly Reporting on 201-18 Year 1 Annual Plan Initiatives</p> <p>1.3 Amendment C308 Central City and Southbank Urban Design</p> <p>1.4 Planning Scheme Amendment C258</p> <p>1.5 QVM Governance and Financials</p> <p>1.6 Governance Matter</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:

Name of Officer: ...Angelo Grizos.....

Date: ...14.../...2...../...2018.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 20 February 2018 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Acting Lord Mayor Arron Wood, 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:	Ben Rimmer, Rob Adams, Martin Cutter, Linda Weatherson, Katrina McKenzie, Chanelle Pearson, Lindy Tan, Kaye Estoesta, Miriam Slattery, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Phu Nguyen, Mandy Frostick, Patrick Philips, Angela Meinke, Keith Williamson, Cherie Fraser, Margie McKay, Rebekah Padovan, Rita Henshall, Ian Winter, Greg Stevens, Mik Blyth
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Melbourne Day 1.2 Capital Works Program 2nd Quarter Report 1.3 Town Hall Precinct(CH1 Portion) Redevelopment 1.4 2018/19 Annual Plan and Budget Update 1.5 FMC2 1.6 Governance Matter

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: ...20.../...2...../...2018.....

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4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Linda Weatherson, Michelle Fitzgerald, Chanelle Pearson, Kaye Estoesta, Miriam Slattery, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Phu Nguyen, Brian Wilson, Claudine Ledwidge-O'Reilly, Keith Williamson, Graham Porteous, Jo Wandel, Steve Perumal, Fiona McGilton, Margie McKay, Victoria Evans, Lewis Wright, Skye Haldane	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 QVM Update 1.2 Boyd Park 1.3 Council Meeting Agenda 1.4 Financial A3 1.5 CEO Report 1.6 QVM Governance & Financials 1.7 Governance Matter 	
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.../...02...../...2018.....	

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 6 March 2018 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Acting 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:	Ben Rimmer, Rob Adams, Martin Cutter, Linda Weatherson, Katrina McKenzie, Michelle Fitzgerald, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Miriam Slattery, Jack Hanna, Angelo Grizos, Maureen Maginness, Rachelle Jordan, Cathy Grauf, Margie Samai, Madison Johnson, Melisa McDonald, Mandy Frostick, Patrick Philips, Brian Wilson, Angela Meinke, Jane Birmingham, Evan Counsel, Keith Williamson, Eamonn Fennessy, Rob Moore, Chris McDonald, Kaye Glamuzina, Hannah Brooks, Catherine Jones	
5. Matters discussed:	<ul style="list-style-type: none"> 1.1 Arden Vision 1.2 Melbourne Music Plan 1.3 Update on Arts House Strategic Plan 2016-2020 1.4 FMC1 Meeting 1.5 Governance Matter 	
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: ...07.../...03...../...2018.....	

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RECORD OF ASSEMBLY OF COUNCILLORS



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5. Matters discussed:	1.1 Arden Vision 2018 1.2 Public Release - Transport Strategy discussion paper 1.3 Governance Matter

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: ...15.../...03...../...2018.....

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