

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

27 August 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.

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
23 July 2019	Councillor Forum	<ul style="list-style-type: none"> • Homelessness • Affordable Housing • Financial Performance • Recycling - update
30 July 2019	Councillor Forum	<ul style="list-style-type: none"> • William Street Tram Track Upgrades • Questions arising - Council Meeting tonight • Creative Funding Framework • Fourth Quarter reporting – 2018-19 API's • NYE 2019 Planning • Emission Reduction Plan • Recycling Update • Questions arising – Council Meeting tonight
30 July 2019	Meeting with Councillors	<ul style="list-style-type: none"> • Proposed item of Urgent Business for Council meeting on 30 July 2019
6 August 2019	Councillor Forum	<ul style="list-style-type: none"> • Presentation – Metropolitan Waste and Resource Recovery Group • Recycling update • Kensington Community Recreation Centre Redevelopment • 2018-19 Council Works Program Fourth Quarter Report • Questions arising – FMC Meeting tonight
14 August 2019	Councillor Forum	<ul style="list-style-type: none"> • CYP - Metro Tunnel Project – Construction of Vehicle Access to Swanston Street • Recycling – Overall Plan / Approach • Statutory Planning Pipeline – Forecast • Moonee Ponds Creek Strategic Opportunities Plan • Royal Parade tree
20 August 2019	Councillor Forum	<ul style="list-style-type: none"> • Presentation Queen Victoria Market Business Plan • FMC Agenda • Recycling – Overall Plan / Approach • Fawkner Park Paisley Street North Entrance Improvements – Heritage Permit Refusal • Planning Scheme Controls for Arden and Macaulay • Monthly Dashboard Reports – July 2019 • FMC Agenda discussion

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 23 July 2019
2. Name of meeting:	Councillor Forum
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:	Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Harry Titcombe, Anthony Templeton, Angelo Grizos, Debbie Guest, Katie Hyder, Evan Counsel, Keith Williamson, Michael Tenace, John Kambouris, Deb Cailles, Angela Meinke, Barney Wilson, Sarah Oberklaid, Andrea Kleist, Representatives of PwC Representatives of SGS Economics & Planning
5. Matters discussed:	<ol style="list-style-type: none"> 1. Homelessness 2. Affordable Housing 3. Financial Performance 4. Recycling - 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: 29 July 2019
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 30 July 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 Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:	Justin Hanney, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire Ferres Miles, Brendan Flynn, Letitia Hatton, Kaye Estoesta, Harry Titcombe, Anthony Templeton, Jack Hanna, Angelo Grizos, Carmel Rapacciuolo, Jonathan Kambouris, Mandy Frostick, Debbie Guest, Jem Wilson, Keith Williamson, Michael Tenace, Deb Cailles, Jenny Bailey, D'Arcy Butler, Jo Wiggins, Michelle Ely, Rose Bruhn, Marlo Emmitt, Louise Scott, David Callow, Kim Le Cerf, Liam Henderson, Katie James, Christie Blyton Representatives of Yarra Trams
5. Matters discussed:	<ol style="list-style-type: none"> 1. William Street Tram Track Upgrades 2. Questions arising - Council Meeting tonight 3.1 Creative Funding Framework 4. Fourth Quarter reporting – 2018-19 API's 5. NYE 2019 Planning 6. Emission Reduction Plan 7. Recycling Update 8. Questions arising – Council Meeting tonight

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 July 2019
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		2pm, Tuesday 30 July 2019
2. Name of meeting:		Meeting with Councillors
3. Councillors present:		Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:		Justin Hanney, Keith Williamson
5. Matters discussed:		1. Proposed item of Urgent Business for Council meeting on 30 July 2019
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: Keith Williamson Date: 31 July 2019

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 6 August 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 Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:		Justin Hanney, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Brendan Flynn, Guilia Baggio, Letitia Hatton, Kaye Estoesta, Anthony Templeton, Angelo Grizos, Cathy Grauf, Jonathan Kambouris, Jem Wilson, Keith Williamson, Michael Tenace, Deb Cailes, Mark Cochrane-Holley, Kirstin Coote, Ravin Balendran, Graham Porteous, Garry Ormston, Melanie Del Monaco, Cathy Kiss Representatives of Metropolitan Waste and Resource Group
5. Matters discussed:		<ol style="list-style-type: none"> 1. Presentation – Metropolitan Waste and Resource Recovery Group 2. Recycling update 3. Kensington Community Recreation Centre Redevelopment 4. 2018-19 Council Works Program Fourth Quarter Report 5. Questions arising – FMC Meeting tonight
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: 6 August 2019

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 13 August 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 Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley
4. Officers present:		Justin Hanney, Eamonn Fennessy, Linda Weatherson, Katrina McKenzie, Claire, Ferres Miles, Brendan Flynn, Guilia Baggio, Letitia Hatton, Kaye Estoesta, Anthony Templeton, Melisa McDonald, Maureen Maginness, Jonathan Kambouris, Rob Moore, Debbie Guest, Jem Wilson, Bec Brewin, Keith Williamson, Evan Counsel, Jenny Bailey, Kirsten Coote, David Callow, Dan Tipping, Krista Milne, Dan Boden, Shilene Yee Yet, Neil Hutchinson, Maree Klein Representatives of CYP
5. Matters discussed:		<ol style="list-style-type: none"> 1. CYP - Metro Tunnel Project – Construction of Vehicle Access to Swanston Street 2. Recycling – Overall Plan / Approach 3. Statutory Planning Pipeline – Forecast 4. Moonee Ponds Creek Strategic Opportunities Plan 5. Royal Parade tree
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: Melisa McDonald Date: 15 August 2019

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 20 August 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 Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley
4. Officers present:	Justin Hanney, Eamonn Fennessy, Linda Weatherson, Claire, Ferres Miles, Brendan Flynn, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Anthony Templeton, Angelo Grizos, Margie Samai, Jonathan Kambouris, Debbie Guest, Jem Wilson, Michael Tenace, Jenny Bailey, Kirstin Coote, David Callow, David Morison, Kate Dundas, Fiona Finlayson. Elizabeth Alcorn, Marlo Emmitt Representatives of Queen Victoria Market
5. Matters discussed:	<ol style="list-style-type: none"> 1. Presentation Queen Victoria Market Business Plan 2. FMC Agenda 3. Recycling – Overall Plan / Approach 4. Fawkner Park Paisley Street North Entrance Improvements – Heritage Permit Refusal 5. Planning Scheme Controls for Arden and Macaulay 6. Monthly Dashboard Reports – July 2019 7. Royal Park trees - update 8. FMC 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: 20 August 2019
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