

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, General Manager Governance and Organisational Development

26 May 2020

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 or defined as confidential information under section 3(1) of the *Local Government Act 2020*, 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 to the management report.

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
21 April 2020	Councillor Forum	<ul style="list-style-type: none"> • Parking • Monthly Reporting • Annual Plan Initiatives
21 April 2020	Planning and Budget Session	<ul style="list-style-type: none"> • Financial Outlook • FY2020-21 proposed Capital Works Program
28 April 2020	Planning and Budget Session	<ul style="list-style-type: none"> • FY2020-21 proposed Capital Works Program and opportunities for infrastructure stimulus • Fees and Charges • Annual Plan Initiatives
28 April 2020	Councillor Forum	<ul style="list-style-type: none"> • Special Meeting and Council Meeting Reports from Management • Monthly A3 Financial • Covid-19 Response • Update from CEO • International Students and Education Support • Creative projects • Greening initiative
5 May 2020	Councillor Forum	<ul style="list-style-type: none"> • Future Melbourne Committee Reports from Management • Draft Macaulay Structure Plan Refresh • QVMPR Market Square Charter • Covid-19 Response • Update from CEO • Bike lanes
12 May 2020	Councillor Forum	<ul style="list-style-type: none"> • Tennis Australia • Entertainment at large events • Treasury Square • Budget update • Covid-19 Response • CEO – update • Planning Stimulus Taskforce

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 21 April 2020
2. Name of meeting:		Councillor Forum
3. Councillors present:		Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Susan Riley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Nicholas Reece, Cr Beverley Pinder, Cr Jackie Watts, Cr Nicholas Frances Gilley
4. Officers present:		Justin Hanney, Linda Weatherson, Chris Lamont, Michael Tenace, Voula Moutsos, Keith Williamson, Fiona Ward, Giulia Baggio, Anthony Templeton, Alison Leighton, Kaye Estoesta, Katrina McKenzie, Kate Dundas, Emma Appleton, Adam Mills, Jack Hanna, Angelo Grizos, Dean Robertson, Jocelyn Chiew, Dean Robertson, Marlo Emmitt
5. Matters discussed:		<ol style="list-style-type: none"> 1. Parking 2. Monthly Reporting 3. Annual Plan Initiatives
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: 23 April 2020

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:			2.00pm, Tuesday 21 April 2020
2. Name of meeting:			Planning and Budget Session
3. Councillors present:			Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas 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:			Justin Hanney, Linda Weatherson, Rob Adams, Katrina McKenzie, Chris Lamont, Alison Leighton, Michael Tenace, Keith Williamson, Marlo Emmitt, Giulia Baggio, Fiona Ward, Voula Moutsos, Letitia Hatton, Liam Routledge, Paul Millar, Jack Hanna, Angelo Grizos, Kaye Estoesta,
5. Matters discussed:			<ol style="list-style-type: none"> 1. Financial Outlook 2. FY2020-21 proposed Capital Works Program
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: 30 April 2020

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:			9.30am, Tuesday 28 April 2020
2. Name of meeting:			Planning and Budget Session
3. Councillors present:			Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas 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:			Justin Hanney, Linda Weatherson, Rob Adams, Katrina McKenzie, Chris Lamont, Alison Leighton, Michael Tenace, Keith Williamson, Marlo Emmitt, Giulia Baggio, Fiona Ward, Voula Moutsos, Letitia Hatton, Liam Routledge, Paul Millar, Jack Hanna, Angelo Grizos, Kaye Estoesta,
5. Matters discussed:			<ol style="list-style-type: none"> 1. FY2020-21 proposed Capital Works Program and opportunities for infrastructure stimulus 2. Fees and Charges 3. Annual Plan Initiatives
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: 30 April 2020

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 28 April 2020
2. Name of meeting:		Councillor Forum
3. Councillors present:		Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas 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:		Justin Hanney, Rob Adams, Katrina McKenzie, Chris Lamont, Linda Weatherson, Michael Tenace, Voula Moutsos, Keith Williamson, Fiona Ward, Giulia Baggio, Anthony Templeton, Alison Leighton, Kaye Estoesta, Jack Hanna, Angelo Grizos, Rachelle Jordan, Liam Routledge, Paul Millar, Justine Hyde, D'Arcy Butler
5. Matters discussed:		<ol style="list-style-type: none"> 1. Special Meeting and Council Meeting Reports from Management 2. Monthly A3 Financial 3. Covid-19 Response 4. Update from CEO 5. International Students and Education Support 6. Creative projects 7. Greening initiative
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: 30 April 2020

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 5 May 2020
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 Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts,
4. Officers present:		Justin Hanney, Rob Adams, Katrina McKenzie, Chris Lamont, Linda Weatherson, Michael Tenace, Keith Williamson, Alison Leighton, Giulia Baggio, Anthony Templeton, Fiona Ward, Voula Moutsos, Jack Hanna, Angelo Grizos, Cathy Grauf, Kaye Estoesta, David Morison, Kate Dundas, Joanne Wandel Richard Smithers, Jocelyn Chiew, Russell Webster
5. Matters discussed:		<ol style="list-style-type: none"> 1. Future Melbourne Committee Reports from Management 2. Draft Macaulay Structure Plan Refresh 3. QVMPR Market Square Charter Covid-19 Response <ol style="list-style-type: none"> 4. Update from CEO 5. Bike lanes
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: Cathy Grauf Date: 7 May 2020

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:			11.30am, Tuesday 12 May 2020
2. Name of meeting:			Councillor Forum
3. Councillors present:			Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicholas 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:			Justin Hanney, Rob Adams, Katrina McKenzie, Chris Lamont, Linda Weatherson, Michael Tenace, Voula Moutsos, Keith Williamson, Fiona Ward, Giulia Baggio, Anthony Templeton, Alison Leighton, Kaye Estoesta, Emma Appleton, Jack Hanna, Angelo Grizos, Cathy Grauf, Louise Scott, Robyn Hellman, Kate Yuncken, Paula Corcoran, Gisele Pratt, Liam Routledge, Paul Millar, Evan Counsel, <u>External Attendees</u> Tennis Australia
5. Matters discussed:			<ol style="list-style-type: none"> 1. Tennis Australia 2. Entertainment at large events 3. Treasury Square 4. Budget update Covid-19 Response <ol style="list-style-type: none"> 5. CEO – update 6. Planning Stimulus Taskforce
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 May 2020