

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Marlo Emmitt, Director Governance

30 June 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 of the report from management.

Attachments:

1. Supporting Attachment (Page 2 of 8)
2. Records of Assemblies of Councillors (Page 3 of 8)

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
19 May 2020	Councillor Forum	<ul style="list-style-type: none"> • Special Council and Future Melbourne Committee meetings • Maribyrnong Waterfront • 2020 Melbourne Music Planning Week • Melbourne Awards • Monthly Reporting • CEO Update
26 May 2020	Councillor Forum	<ul style="list-style-type: none"> • Council Meeting • Draft Arden Structure Plan • Seafarers Rest Park Design • Capital Works Portfolio Review • City of Melbourne – East Gippsland Bushfire Recovery Partnership • Monthly Financials A3 COVID-19 Response: <ul style="list-style-type: none"> • City of the Future/Recovery Taskforce update • Update from the CEO
2 June 2020	Councillor Forum	<ul style="list-style-type: none"> • Future Melbourne Committee • Cladding Safety Victoria – briefing • 2020 Melbourne Fashion Week COVID-19 Response: <ul style="list-style-type: none"> • Business Concierge – update • Homelessness • CEO Update
9 June 2020	Councillor Forum	<ul style="list-style-type: none"> • Melbourne a Great Place to Age Strategic Plan COVID-19 Response: <ul style="list-style-type: none"> • Update from the CEO • Approach to restaurant opening including supporting outdoor dining • CCCLM Federal Stimulus proposal
16 June 2020	Councillor Forum	<ul style="list-style-type: none"> • Procurement Policy • Monthly Reporting

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:			11.30am, Tuesday 19 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 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, Helena Campbell, Jem Wilson, Jocelyn Chiew, Louise Scott, Elise Peyronnet, Fiona Twist, Katie James, Voula Sarhanis, Jonathan Kambouris
5. Matters discussed:			<ol style="list-style-type: none"> 1. Special Council and Future Melbourne Committee meetings 2. Maribyrnong Waterfront 3. 2020 Melbourne Music Planning Week 4. Melbourne Awards 5. Monthly Reporting 6. CEO 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: 22 May 2020

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 26 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:	<p>Justin Hanney, Alison Leighton, Katrina McKenzie, Keith Williamson, Michael Tenace, Linda Weatherson, Chris Lamont, Joanne Wandel, Giulia Baggio, Anthony Templeton, Kaye Estoesta, Voula Moutsos, Emma Appleton, D'Arcy Butler, Brendan Carriker, Monique Delzoppo, Adams Mills, Kate Dundas, Jocelyn Chiew, Michelle Fitzgerald, Hans Bokelund, Liam Routledge, Jonathan Kambouris, Jack Hanna, Jamee Baker and Rachelle Jordan.</p> <p><u>External guests:</u></p> <ul style="list-style-type: none"> • Victorian Planning Authority • Department of Jobs, Precincts and Regions 	
5. Matters discussed:	<ol style="list-style-type: none"> 1. Council Meeting 2. Draft Arden Structure Plan 3. Seafarers Rest Park Design 4. Capital Works Portfolio Review 5. City of Melbourne – East Gippsland Bushfire Recovery Partnership 6. Monthly Financials A3 <p>Covid-19 Response:</p> <ol style="list-style-type: none"> 7. City of the Future/Recovery Taskforce update 8. Update from the CEO 	
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:	<p>Name of Officer: Rachelle Jordan</p> <p>Date: 15 June 2020</p>	

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 2 June 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, Linda Weatherson, Chris Lamont, Keith Williamson, Giulia Baggio, Alison Leighton, Fiona Ward, Voula Moutsos, Jack Hanna, Angelo Grizos, Rachelle Jordan, Evan Counsel, Anthony Templeton, Kaye Estoesta, Louise Scott, Fiona Twist, Andrew Wear, Michael Cochrane-Holley, Joelene Schembri, Graham Porteous, Dean Robertson <u>External attendees:</u> Cladding Safety Victoria
5. Matters discussed:	<ol style="list-style-type: none"> 1. Future Melbourne Committee 2. Cladding Safety Victoria – briefing 3. 2020 Melbourne Fashion Week COVID-19 Response <ol style="list-style-type: none"> 4. Business Concierge – update 5. Homelessness 6. CEO 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: 5 June 2020
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	11.30am, Tuesday 9 June 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 Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
4. Officers present:	Justin Hanney, Alison Leighton, Katrina McKenzie, Keith Williamson, Michael Tenace, Linda Weatherson, Rob Adams, Giulia Baggio, Anthony Templeton, Kaye Estoesta, Fiona Ward, Voula Moutsos, Dean Robertson, Olivia Ng, Jack Hanna, Jamee Baker and Rachelle Jordan.
5. Matters discussed:	<ol style="list-style-type: none"> 1. Melbourne a Great Place to Age Strategic Plan Covid-19 Response: 2. Update from the CEO 3. Approach to restaurant opening including supporting outdoor dining 4. CCCLM Federal Stimulus proposal

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: Rachelle Jordan Date: 15 June 2020
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:			11.30am, Tuesday 16 June 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, Linda Weatherson, Keith Williamson, Michael Tenace, Jo Wandel, Giulia Baggio, Alison Leighton, Fiona Ward, Voula Moutsos, Angelo Grizos, Helena Campbell, Anthony Templeton, Kaye Estoesta, Dennis Quinn, Ravin Balendran, Marlo Emmitt, Jonathan Kambouris
5. Matters discussed:			<ol style="list-style-type: none"> 1. Procurement Policy 2. Monthly Reporting
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: 17 June 2020