

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

15 December 2015

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. Amendments to the Act, which came into effect on 24 September 2010, altered the definition of an assembly of Councillors to include advisory committees where one or more Councillors were 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
2. Records of Assemblies of Councillors

Support 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 October 2015	Cr Forum	<ul style="list-style-type: none"> • State Government options for Punt Road (briefing by VicRoads) • Town Hall Precinct Masterplanning - update • Community Grants Recommendation 2016 • Quarter 1 Reporting on Year 3 actions from this year's Annual Plan Budget • CEO Report • Financial A3 • Planning Matters <ul style="list-style-type: none"> ○ TP-2015-533, 36-58 Macaulay Road, North Melbourne ○ TPM-2015-28, 293-297 City Road Southbank • Confidential Item • Confidential Item
27 October 2015	Cr Forum	<ul style="list-style-type: none"> • Melbourne Metro Rail Authority Presentation • Planning matter - 447 Collins Street - Presentation CBUS • Big Ideas • West Melbourne Structure Plan • Council meeting Agenda Discussion
10 November 2015	Cr Forum	<ul style="list-style-type: none"> • Southbank boulevard and Dodds Street • Residential Parking Permits • Melbourne Metro Rail Project (MMRP) - potential impacts on Fawkner Park • Event Partnership Program (EPP) Round 2 - 2015-16 Funding Recommendations
17 November 2015	Cr Forum	<ul style="list-style-type: none"> • Small Business Grants/Social Enterprise Grants • QVM monthly Update • Capital Works First Quarter report • Report - Year 3-Actions from this year's Annual Plan and Budget • Future Melbourne 2026 Ambassadors • FMC2 Agenda Discussion • Planning Matters <ul style="list-style-type: none"> ○ TPM-2014-9/A, 614-666 Flinders Street, Docklands ○ TPM-2015-30, 111 -125 A'Beckett Street, Melbourne
24 November 2015	Cr Forum	<ul style="list-style-type: none"> • Citywide Asphalt Plant Proposal • Ministerial Referral: TPM-2015-4 Wesley Church Complex, 118-148 Lonsdale Street, Melbourne • Tunnerminnerwait and Maulboyheener Marker • The Venny • Amendment C221 West Melbourne Waterfront • Financial A3 • CEO report • Council Meeting Agenda discussion
26 November 2015	Music Advisory Committee	<ul style="list-style-type: none"> • Music Strategy 2014-17 Year Two Priority • Actions and Implementation: <ul style="list-style-type: none"> ○ Action 5 Tasks 1 and 2

		<ul style="list-style-type: none">○ Action 6 Task 1○ Action 13 Task 4○ Action 14 Task 1● National Local Government Drug and Alcohol Committee Meeting● Creative Victoria - Music Works update● Music Advisory Committee Terms of Reference 2013-17● 2016 Meeting Dates
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 20 October 2015 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood			
4. Officers present:	Ben Rimmer, Geoff Lawler, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Alex Links, Angelo Grizos, Helena Campbell, Rachele Jordan, Ruth Caldwell, Margie Samai, Madison Johnson, Dean Griggs, Geoff Robinson, Haig Poulson, James Talia, Voula Saharnis, Leanne Hodyl, Katrina McKenzie, Cathy Grauf, Karen Snyders, Evan Counsel, Keith Williamson, Angela Meinke, Rose Bruhn, Beck Aldridge, Greg Stevens, Damon Rao, Phu Nguyen, Joseph Genco Larisa Tait Vince Punaro, Brendan Pauwels, Mark Rowland (VicRoads)			
5. Matters discussed:	1.1 State Government options for Punt Road (briefing by VicRoads) 1.2 Town Hall Precinct Masterplanning – update 1.3 Community Grants Recommendation 2016 1.4 Quarter 1 Reporting on Year 3 actions from this year's Annual Plan Budget 1.5 CEO Report 1.6 Financial A3 1.7 Planning Matters (i) TP-2015-533, 36-58 Macaulay Road, North Melbourne (ii) TPM-2015-28, 293-297 City Road Southbank 1.8 Confidential Item 1.9 Confidential Item			
6. Were there any conflict of interest disclosures by Councillors? YES/NO				
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
			YES	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos.....			
	Date: ...20.../...10...../...2015.....			

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 27 October 2015 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood			
4. Officers present:	<p>Ben Rimmer, Geoff Lawler, Kate Vinot, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Alex Links, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachele Jordan, Ruth Caldwell, Margie Samai, Madison Johnson, Kate Millar, Daniel Breen, Rob Moore, Geoff Robinson, Ian Winter, Michael Norton, Leanne Hodyl, Katrina McKenzie, Keith Williamson, Jane Birmingham, Jane Crawley, Adam mills, Kate Yuncken, Stephen Nagle, Lucan Creamer, Paula Corcoran, Barry McGuren, Maree Fewster, Rebecca Fitzgerald, Lynda Roberts</p> <p>James Tomkin, Peter Wilkinson, Lachlan Lee-Archer (Melbourne Metro Rail)</p> <p>Nik Karalia (Woods Bagot), Bill Sharples (Shop Architects), Adrian Pozzo & Chris Kakoufas (CBUS), Sarah Horsfield (Urbis)</p>			
5. Matters discussed:	<p>1.1 Melbourne Metro Rail Authority Presentation</p> <p>1.2 Planning matter – 447 Collins Street – Presentation CBUS</p> <p>1.3 Big Ideas</p> <p>1.4 West Melbourne Structure Plan</p> <p>1.5 Council meeting Agenda Discussion</p>			
6. Were there any conflict of interest disclosures by Councillors? YES/NO				
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
			YES	NO
7. Record produced by:	<p>Name of Officer: ...Angelo Grizos.....</p> <p>Date: ...28.../...10...../...2015.....</p>			

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 10 November 2015 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Geoff Lawler, Kate Vinot, Amelia Bitsis, Karen Brown, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Rachelle Jordan, Ruth Caldwell, Margie Samai, Madison Johnson, Jem Wilson, Claudine Ledwidge-O'Reilly, Carlos Ibarra, Michelle Fitzgerald, Emily Fisher, Ian Sumpter, Paula Corcoran, Lucan Creamer, Stephen Nagle, Luke Flanagan, Ian Shears, Ian Winter, Geoff Robinson, Haig Poulson, Steven Perumal, Angela Meinke, Skye Haldane, Graham Porteous, Dale Stewart, Cathy Kiss
5. Matters discussed:	<p>1.1 Southbank boulevard and Dodds Street</p> <p>1.2 Residential Parking Permits</p> <p>1.3 Melbourne Metro Rail Project (MMRP) – potential impacts on Fawkner Park</p> <p>1.4 Event Partnership Program (EPP) Round 2 – 2015-16 Funding Recommendations</p>

6. Were there any conflict of interest disclosures by Councillors? YES/NO

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO

7. Record produced by:	<p>Name of Officer: ...Angelo Grizos.....</p> <p>Date: ...12.../...11...../...2015.....</p>
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 17 November 2015 at 11.30am		
2. Name of meeting:	Cr Forum		
3. Councillors present:	Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood		
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Geoff Lawler, Kate Vinot, Amelia Bitsis, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Madison Johnson, Jem Wilson, Carlos Ibarra, Joanne Wandel, Fiona Whitworth, Belinda Ross, Veronica Furnier-Tosco, Jo Whyte, Michael Anderson, Ian Corbett, Angela Meinke, Jane Birmingham, Evan counsel, Leanne Hodyl, David Mayes, Anthony Cussen, Dan Fardon, Bec Aldridge, Rose Bruhn, Jane Sharwood		
5. Matters discussed:	1.1 Small Business Grants/Social Enterprise Grants 1.2 QVM monthly Update 1.3 Capital Works First Quarter report 1.4 Report – Year 3.Actions from this year's Annual Plan and Budget 1.5 Future Melbourne 2026 Ambassadors 1.6 FMC2 Agenda Discussion 1.7 Planning Matters 1.7.1 TPM-2014-9/A, 614-666 Flinders Street, Docklands 1.7.2 TPM-2015-30, 111-125 A'Beckett Street, Melbourne		
6. Were there any conflict of interest disclosures by Councillors?	YES/NO		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
1.6	Deputy Lord Mayor, Cr Kevin Louey, Cr Arron Wood, Cr Beverley Pinder-Mortimer regarding: Future Melbourne Committee – 17 November 2015 Item 6.3 (Ministerial Referral: TPM-2009-1, 496-504 Elizabeth Street, Melbourne Item 6.4 Liquor Referral: LIQREF-2014-390, Duke of Wellington Hotel, 142-148 Flinders Street, Melbourne	YES	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...12.../...11...../...2015.....		

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 24 November 2015 at 11.30am			
2. Name of meeting:	Cr Forum			
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer			
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Geoff Lawler, Linda Weatherson, Kate Vinot, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Jem Wilson, Larisa Tait, Daniel Breen, James Talia, Shona Johnson Alison Duncan, Jane Birmingham, Barry McGuren, Kate Yuncken, Deborah White, Phu Nguyen, Dean Griggs, Robyn Hellman, Sarah Lowcock, Leanne Hodyl Chris Campbell and John Collins (Citywide) Cris Johansen (Leighton Properties), Andrew Borger (Charter Hall), Brendan Rogers (Urbis), Philip Rowe Cox Architects) Jefa Greenaway – Greenaway Architects			
5. Matters discussed:	1.1 Citywide Asphalt Plant Proposal 1.2 Ministerial Referral: TPM-2015-4 Wesley Church Complex, 118-148 Lonsdale Street, Melbourne 1.3 Tunnerminnerwait and Maulboyheener Marker 1.4 The Venny 1.5 Amendment C221 West Melbourne Waterfront 1.6 Financial A3 1.7 CEO report 1.8 Council Meeting Agenda discussion			
6. Were there any conflict of interest disclosures by Councillors? YES/NO	<input checked="" type="radio"/> YES <input type="radio"/> NO			
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
			YES	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...24.../... 11...../...2015.....			

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	26 November 2015, 2.00pm - 4.00pm				
2. Name of meeting:	Music Advisory Committee				
3. Councillors present:	Councillor Rohan Leppert (Chair)				
4. Officers present:	Michael Anderson, Hannah Brooks, Fran Kerlin				
5. Matters discussed:	<ul style="list-style-type: none"> • Music Strategy 2014-17 Year Two Priority Actions and Implementation: <ul style="list-style-type: none"> Action 5 Tasks 1 and 2 Action 6 Task 1 Action 13 Task 4 Action 14 Task 1 • National Local Government Drug and Alcohol Committee Meeting • Creative Victoria - Music Works update • Music Advisory Committee Terms of Reference 2013-17 • 2016 Meeting Dates 				
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: Hannah Brooks Date: 27/11/2015				

**Completed form to be forwarded to Council Business
Level 3
Town Hall Administration Building**