

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Marlo Emmitt, Director Governance

10 December 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 to the management report.

Attachments:

1. Supporting Attachment (Page 2 of 6)
2. Records of Assemblies of Councillors (Page 3 of 6)

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 November 2019 | Councillor Forum | <ul style="list-style-type: none"> • Security Matters • Melbourne a Great Place to Age • e-Bikes • Capital Works • Monthly Reporting • Local Government Bill • Early release reports • Future Melbourne Committee agenda |
| 26 November 2019 | Councillor Forum | <ul style="list-style-type: none"> • Tender • Birrarung – Yarra River Strategy • Financial A3 • Council meeting agenda |
| 3 December 2019 | Councillor Forum | <ul style="list-style-type: none"> • Discussion - Future Melbourne Committee agenda • Food and Wine Victoria • Affordable Housing Strategy • QVM Program • Aboriginal Melbourne |

RECORD OF ASSEMBLY OF COUNCILLORS



| 1. Time and Date of meeting: | 11.30am, Tuesday 19 November 2019 | | | |
|---|---|--|-----|----|
| 2. Name of meeting: | Councillor Forum | | | |
| 3. Councillors present: | Lord Mayor Cr Sally Capp, Deputy Lord Mayor Cr Arron Wood, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Cathy Oke, Cr Nicholas Reece, Cr Susan Riley | | | |
| 4. Officers present: | Justin Hanney, Rob Adams, Linda Weatherson, Chris Lamont, Giulia Baggio, Letitia Hatton, Kay Estoesta, Anthony Templeton, Mark Cochrane-Holley, Jack Hanna, Mary Chrystiuk, Emma Appleton, Bec Brewin, Keith Williamson, Marlo Emmitt, Kim Wood, Oscar Hayes, Kate Dundas | | | |
| 5. Matters discussed: | 1.1 Security Matters 1.2 Melbourne a Great Place to Age 1.3 e-Bikes 1.4 Capital Works 1.5 Monthly Reporting 1.6 Local Government Bill 1.7 Early release reports 1.8 Future Melbourne Committee agenda | | | |
| 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: Mary Chrystiuk Date: 19 November 2019 | | | |

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 Level 3
 Town Hall Administration Building

RECORD OF ASSEMBLY OF COUNCILLORS



| 1. Time and Date of meeting: | 11.30 am, Tuesday 26 November 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 Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley | | | |
| 4. Officers present: | Justin Hanney, Rob Adams, Katrina McKenzie, Linda Weatherson, Chris Lamont, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Anthony Templeton, Mark Cochrane-Holley, Jack Hanna, Mary Chrystiuk, Emma Appleton, Keith Williamson, Michael Tenace, Ravin Balendran, Kate Dundas, Margie McKay, Nicole Hurst, Simon van Wijnen, Dennis Quinn, Hans Bokelund | | | |
| 5. Matters discussed: | 1.1 Tender 1.2 Birrarung – Yarra River Strategy 1.3 Financial A3 1.4 Council meeting agenda | | | |
| 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: Mary Chrystiuk Date: 26 November 2019 | | | |

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RECORD OF ASSEMBLY OF COUNCILLORS



| 1. Time and Date of meeting: | | | 11.30am, Tuesday 3 December 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 Kevin Louey, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts |
| 4. Officers present: | | | Justin Hanney, Keith Williamson, Rob Adams, Linda Weatherson, Chris Lamont, Emma Appleton, Jo Wandel, Louise Wood Hans Bokelund, Giulia Baggio, Anthony Templeton, Letitia Hatton, Mark Cochrane-Holley, Grace Foa, Jack Hanna, Melisa McDonald, Jamee Baker, Kaye Estoesta, Kate Dundas, Andrea Kleist, Nina Hylton, Lauren Beattie |
| 5. Matters discussed: | | | <ol style="list-style-type: none"> 1. Discussion - Future Melbourne Committee agenda 2. Food + Wine Victoria 3. Affordable Housing Strategy 4. QVM Program 5. Aboriginal Melbourne |
| 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: 3 December 2019 |