

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Marlo Emmitt, Director Governance

28 April 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, 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 15)
2. Records of Assemblies of Councillors (Page 3 of 15)

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
18 February 2020	Councillor Planning Session (1)	<ul style="list-style-type: none"> • Strategic and Financial Context • Progress to date on 2017-21 Council Plan priorities • Review of Draft 2020-21 Annual Plan Initiatives
18 February 2020	Councillor Forum	<ul style="list-style-type: none"> • Fisherman's Bend • Planning Scheme Amendment C365 Chart House • COVID19 • Monthly Reporting • CEO Update
25 February 2020	Councillor Planning Session (2)	<ul style="list-style-type: none"> • Proposed 2020-21 Annual Plan Initiatives for the 2020-21 Annual Plan and Budget
25 February 2020	Councillor Forum	<ul style="list-style-type: none"> • ACMI update • Youth project • Monthly A3 Financials • Carlton Toilets, Faraday Street update • CEO update
3 March 2020	Councillor Forum	<ul style="list-style-type: none"> • City to Waterfront presentation • Future Melbourne Committee – items • Ministerial Planning Referral: TPMR-2019-24 – 102-156 City Road Southbank • Exceptional Tree Register – update • Proposed Local Law Amendment • Melbourne Town Hall Building
10 March 2020	Councillor Forum	<ul style="list-style-type: none"> • Presentation on Waste and Recycling – Department of Environment, Land, Water and Planning • 2020 Melbourne Fashion Week • Ikon Park • MPavilion • Planning Scheme Amendment C374 – correction of residential zone inconsistencies in the Melbourne Planning Scheme • CEO update
17 March 2020	Councillor Forum	<ul style="list-style-type: none"> • Corona Virus (Covid-19)
24 March 2020	Councillor Forum	<ul style="list-style-type: none"> • Economic Impact – short, medium and longer term of COVID-19 • CoM Organisational Update • Melbourne Pedestrian Data • Financial Impacts/Forecasts from COVID-19 • Economic Response – Business Support Summit Update • Business and Arts Grants • General Financial Hardship Policy

31 March 2020	Councillor Forum	<ul style="list-style-type: none"> • Update from CEO • Financial update • Capital Works prioritisation
7 April 2020	Councillor Forum	<ul style="list-style-type: none"> • Future Melbourne Committee meeting agenda items • Update from CEO • COVID-19 Response and Recovery Taskforces • Budget Update • Business Summit Update • Telstra
14 April 2020	Councillor Forum	<ul style="list-style-type: none"> • Draft Arden Structure Plan • Update from CEO • Coronavirus Response Community Grants Program • COVID-19 Response and Recovery Taskforces

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	9am, Tuesday 18 February 2020
2. Name of meeting:	Councillor Planning Session (1)
3. Councillors present:	Lord Mayor Cr Sally Capp, Deputy Lord Mayor Cr Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Philip Le Liu, 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, Emma Appleton, Marlo Emmitt, Chris Lamont, Katrina McKenzie, Voula Moutsos, Liam Routledge, Michael Tenace, Voula Sarhanis, Linda Weatherson, Keith Williamson
5. Matters discussed:	<ul style="list-style-type: none"> • Strategic and Financial Context • Progress to date on 2017-21 Council Plan priorities • Review of Draft 2020-21 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?			
			YES		NO
			YES		NO
			YES		NO
			YES		NO
			YES		NO

7. Record produced by:	Name of Officer: Voula Sarhanis Date: 18 February 2020
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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 18 February 2020 at 11.30am
2. Name of meeting:	Cr 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 Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Cathy Oke, Cr Jackie Watts, Cr Kevin Louey
4. Officers present:	Justin Hanney, Rob Adams, Katrina McKenzie, Linda Weatherson, Chris Lamont, Emma Appleton, Giulia Baggio, Letitia Hatton, Anthony Templeton, Mark Cochrane-Holley, Jack Hanna, Melisa McDonald, Keith Williamson, Michael Tenace, Emma Appleton, Kate Dundas, Dan Boden, Tanya Wolkenberg Helen Knight, Nicole Bradley, Chez Asch, Ange Hann, Marlo Emmitt, Jonathan Kambouris
5. Matters discussed:	<ol style="list-style-type: none"> 1. Fisherman's Bend 2. Planning Scheme Amendment C365 Chart House 3. COVID19 4. Monthly Reporting 5. 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 Councillors leave the assembly?

7. Record produced by:	Name of Officer: ...Melisa McDonald Date: ...20 February 2020
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RECORD OF ASSEMBLY OF COUNCILLORS



8. Time and Date of meeting:	9am, Tuesday 25 February 2020
9. Name of meeting:	Councillor Planning Session (2)
10. Councillors present:	Lord Mayor Cr Sally Capp, Deputy Lord Mayor Cr Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts
11. Officers present:	Justin Hanney, Rob Adams, Emma Appleton, Marlo Emmitt, Chris Lamont, Katrina McKenzie, Voula Moutsos, Liam Routledge, Michael Tenace, Voula Sarhanis, Linda Weatherson, Keith Williamson
12. Matters discussed:	Proposed 2020–21 Annual Plan Initiatives for the 2020–21 Annual Plan and Budget

13. **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
			YES		NO

14. Record produced by:	Name of Officer: Voula Sarhanis Date: 25 February 2020
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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 25 February 2020 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Nicolas Frances Gilley, Cr Rohan Leppert, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Cathy Oke, Cr Jackie Watts, Cr Kevin Louey	
4. Officers present:	Justin Hanney, Katrina McKenzie, Linda Weatherson, Chris Lamont, Emma Appleton, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Mark Cochrane-Holley, Jamee Baker, Angelo Grizos, Cathy Grauf, Keith Williamson, Michael Tenace, Toby Kent, Liam Routledge <u>External attendee:</u> ACMI	
5. Matters discussed:	<ol style="list-style-type: none"> 1. ACMI update 2. Youth project 3. Monthly A3 Financials 4. Carlton Toilets, Faraday Street update 5. 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 Councillors leave the assembly?
7. Record produced by:	Name of Officer: ...Jamee Baker Date: ...23 March 2020	

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 3 March 2020 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Sally Capp, Cr Nicolas Frances Gilley, Cr Philip Le Liu, Cr Rohan Leppert, Cr Kevin Louey, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Jackie Watts
4. Officers present:	Justin Hanney, Rob Adams, Katrina McKenzie, Linda Weatherson, Chris Lamont, Emma Appleton, Giulia Baggio, Letitia Hatton, Kaye Estoesta, Mark Cochrane-Holley, Angelo Grizos, Keith Williamson, Evan Counsel, Jane Birmingham, Margie McKay, David Callow, Russell Webster, Kim Wood, Dan Boden, Kate Dundas, Kelly Hertzog <u>External attendees:</u> State Government Development Victoria
5. Matters discussed:	<ol style="list-style-type: none"> 1. City to Waterfront presentation 2. Future Melbourne Committee – items 3. Ministerial Planning Referral: TPMR-2019-24 – 102-156 City Road Southbank 4. Exceptional Tree Register – update 5. Proposed Local Law Amendment 6. Melbourne Town hall Building

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

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

7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...5 March 2020
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RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 10 March 2020 at 11.30am
2. Name of meeting:	Cr Forum
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor, Arron Wood, Cr Nicolas Frances Gilley, Cr Kevin Louey, Cr Beverley Pinder, Cr Nicholas Reece
4. Officers present:	Justin Hanney, Rob Adams, Katrina McKenzie, Linda Weatherson, Chris Lamont, Emma Appleton, Giulia Baggio, Kaye Estoesta, Anthony Templeton, Mark Cochrane-Holley, Angelo Grizos, Keith Williamson, Evan Counsel, Jane Birmingham, Michael Tenace, Kate Stivala, Kirstin Coote, Louise Scott, Fiona Twist, Katie James, Kate Dundas, Alex Antoniadis, Russell Webster, Melanie Odendaal <u>External attendee:</u> Department of Environment, Land, Water and Planning
5. Matters discussed:	<ol style="list-style-type: none"> 1. Presentation on Waste and Recycling – Department of Environment, Land, Water and Planning 2. 2020 Melbourne Fashion Week 3. Ikon Park 4. MPavilion 5. Planning Scheme Amendment C374 – correction of residential zone inconsistencies in the Melbourne Planning Scheme 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 Councillors leave the assembly?

7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...12 March 2020
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RECORD OF ASSEMBLY OF COUNCILLORS

8. Time and Date of meeting:	Tuesday 17 March 2020 at 11.30am
9. Name of meeting:	Cr Forum
10. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Cr Philip Le Liu, Cr Rohan Leppert, Cr Cathy Oke, Cr Beverley Pinder, Cr Nicholas Reece, Cr Susan Riley, Cr Jackie Watts + Cr Nicolas France Gilley & Cr Louey via phone
11. Officers present:	Justin Hanney, Linda Weatherson, Chris Lamont, Anthony Templeton, Harry Titcombe, Mark Cochrane-Holley, Jack Hanna, Angelo Grizos, Keith Williamson, Michael Tenace, Angela Meinke, Michelle Fitzgerald, Ali Duncan, Russell Webster, Dale Ashley, Dean Robertson, Ange Hann, D'Arcy Butler
12. Matters discussed:	1. Corona Virus (Covid-19)

13. Were there any conflict of interest disclosures by Councillors? NO

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

14. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...23 March 2020
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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:			11am, Tuesday 24 March 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 and Cr Nicholas Frances Gilley
4. Officers present:			Justin Hanney, Linda Weatherson, Chris Lamont, Michael Tenance, Katrina McKenzie, Michelle Fitzgerald, Mark Cochrane-Holley, Angelo Grizos, Paul Kenney, Jack Hanna and Rachelle Jordan, <u>External guests:</u> <ul style="list-style-type: none"> • Deloitte Access Economics
5. Matters discussed:			<ol style="list-style-type: none"> 1. Economic Impact – short, medium and longer term of COVID-19 2. CoM Organisational Update 3. Melbourne Pedestrian Data 4. Financial Impacts/Forecasts from COVID-19 5. Economic Response – Business Support Summit Update 6. Business and Arts Grants 7. General Financial Hardship Policy
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: 1 April 2020

RECORD OF ASSEMBLY OF COUNCILLORS

1. Time and Date of meeting:	Tuesday 31 March 2020 at 11.30am	
2. Name of meeting:	Cr Forum	
3. Councillors present:	Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, Nicolas France Gilley, Cr Philip Le Liu, Cr Louey, Cr Rohan Leppert, 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, Alison Leighton, Jocelyn Chiew, Liam Routledge, Brenden Carriker, Andrew Wear, Mark Cochrane-Holley, Giulia Baggio, Jack Hanna Angelo Grizos Fiona Ward Fiona, Michael Tenance, Keith Williamson, Jo Wandel	
5. Matters discussed:	<ol style="list-style-type: none"> 1. Update from CEO 2. Financial update 3. Capital Works prioritisation 	
6. Were there any conflict of interest disclosures by Councillors? NO		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillors leave the assembly?
7. Record produced by:	Name of Officer: ...Angelo Grizos Date: ...10 April 2020	

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:		11.30am, Tuesday 7 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 and Cr Nicholas Frances Gilley
4. Officers present:		Justin Hanney, Linda Weatherson, Chris Lamont, Michael Tenance, Mark Cochrane-Holley, Voula Moutsos, Keith Williamson, Katrina McKenzie, Fiona Ward, Giulia Baggio, Anthony Templeton, Alison Leighton, Kaye Estoesta, Rob Adams, Andrew Wear, Liam Routledge, Jack Hanna and Rachelle Jordan •
5. Matters discussed:		<ol style="list-style-type: none"> 1. Future Melbourne Committee meeting agenda items 2. Update from CEO 3. COVID-19 Response and Recovery Taskforces 4. Budget Update 5. Business Summit Update 6. Telstra
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: 16 April 2020

RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:			11.30am, Tuesday 14 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 and 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 and Rachelle Jordan •
5. Matters discussed:			<ol style="list-style-type: none"> 1. Draft Arden Structure Plan 2. Update from CEO 3. Coronavirus Response Community Grants Program 4. COVID-19 Response and Recovery Taskforces
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: 16 April 2020