

## Management report to Council

Agenda item 6.1

### Records of Assemblies of Councillors

Council

**Presenter:** Marlo Emmitt, Director Governance

**28 July 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 they have 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 7)
2. Records of Assemblies of Councillors (Page 3 of 7)

## Supporting attachment

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### 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
23 June 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• Future Melbourne Committee – list of items</li> <li>• Budget Update</li> <li>• 70-90 Chelmsford Street, Kensington</li> <li>• Historical Monuments</li> <li>• Innovate Reconciliation Action Plan – Engagement update</li> <li>• Monthly Financials A3</li> <li>• Update from CEO</li> </ul>
30 June 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• Council Meeting</li> <li>• Disability Action Plan 2020-2024 – Embracing Equity in Participation</li> <li>• Ministerial Amendment C371 University of Melbourne Fishermans Bend Campus</li> <li>• Survey Results</li> <li>• Reactivating Melbourne’s Central City</li> </ul>
7 July 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• Future Melbourne Committee – list of items</li> <li>• Fishermans Bend</li> <li>• Ministerial Amendment C371 - University of Melbourne Fishermans Bend Campus</li> <li>• Planning Scheme Amendment C380 – zoning corrections of public open space in the Melbourne Planning Scheme</li> <li>• CEO - update</li> </ul>
14 July 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• Council early years centres</li> <li>• City of the Future Taskforce</li> <li>• State Government Business Support Package</li> </ul>

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>			11.30am, Tuesday 23 June 2020
<b>2. Name of meeting:</b>			Councillor Forum
<b>3. Councillors present:</b>			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,
<b>4. Officers present:</b>			Justin Hanney, Rob Adams, Katrina McKenzie, Linda Weatherson, Michael Tenace, Keith Williamson, Alison Leighton, Giulia Baggio, Anthony Templeton, Fiona Ward, Voula Moutsos, Cathy Grauf, Maureen Maginness, Kaye Estoesta, Paul Millar, Liam Routledge, Evan Counsel, Hans Bokelund, Kate Dundas, Jocelyn Chiew, Melanie Odendaal, Jo Wandel,
<b>5. Matters discussed:</b>			<ol style="list-style-type: none"> <li>1. Future Melbourne Committee – list of items</li> <li>2. Budget Update</li> <li>3. 70-90 Chelmsford Street, Kensington</li> <li>4. Historical Monuments</li> <li>5. Innovate Reconciliation Action Plan – Engagement update</li> <li>6. Monthly Financials A3</li> <li>7. Update from CEO</li> </ol>
<b>6. Were there any conflict of interest disclosures by Councillors? NO</b>			
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
<b>7. Record produced by:</b>			Name of Officer: Cathy Grauf  Date: 23 June 2020

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>			11.30am, Tuesday 30 June 2020
<b>2. Name of meeting:</b>			Councillor Forum
<b>3. Councillors present:</b>			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
<b>4. Officers present:</b>			Justin Hanney, Katrina McKenzie, Linda Weatherson, Michael Tenace, Keith Williamson, Alison Leighton, Giulia Baggio, Fiona Ward, Voula Moutsos, Cathy Grauf, Maureen Maginness, Kaye Estoesta, Jocelyn Chiew, Jo Wandell, Jack Hanna, Alison Duncan, Vicki Feretopoulos, Toby Hayes, Robyn Hellmann, Daniel Boden, Jo Whyte, Andrew Wear
<b>5. Externals:</b>			
<b>6. Matters discussed:</b>			<ol style="list-style-type: none"> <li>1. Council Meeting</li> <li>2. Disability Action Plan 2020-2024 – Embracing Equity in Participation</li> <li>3. Ministerial Amendment C371 University of Melbourne Fishermans Bend Campus</li> <li>4. Survey Results</li> <li>5. Reactivating Melbourne's Central City</li> </ol>
<b>6. Were there any conflict of interest disclosures by Councillors? YES</b>			
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
Item 3	Cr Cathy Oke	Yes	
	Cr Nicholas Reece	Yes	
<b>7. Record produced by:</b>		Name of Officer: Maureen Maginness	
		Date: 30 June 2020	

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	11.30am, Tuesday 7 July 2020	
<b>2. Name of meeting:</b>	Councillor Forum	
<b>3. Councillors present:</b>	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	
<b>4. Officers present:</b>	Justin Hanney, Rob Adams, Katrina McKenzie, Alison Leighton, Keith Williamson, Michael Tenace, Giulia Baggio, Fiona Ward, Voula Moutsos, Jack Hanna, Angelo Grizos, Maureen Maginness, Anthony Templeton, Kaye Estoesta, Emma Appleton, Even Counsel, Daniel Boden, Toby Hayes, Gisele Pratt  <u>External attendees:</u>  Fishermans Bend Taskforce, Department of Jobs, Precincts and Regions, University of Melbourne, Urbis,	
<b>5. Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Future Melbourne Committee – list of items</li> <li>2. Fishermans Bend</li> <li>3. Ministerial Amendment C371 - University of Melbourne Fishermans Bend Campus</li> <li>4. Planning Scheme Amendment C380 – zoning corrections of public open space in the Melbourne Planning Scheme</li> <li>5. CEO - update</li> </ol>	
<b>6. Were there any conflict of interest disclosures by Councillors? YES</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?
Item No. 3	Cr Cathy Oke and Cr Nicholas Reece	YES
Item No. 4	Cr Cathy Oke	YES
<b>7. Record produced by:</b>	Name of Officer: Angelo Grizos  Date: 9 July 2020	

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>		11.30am, Tuesday 14 July 2020
<b>2. Name of meeting:</b>		Councillor Forum
<b>3. Councillors present:</b>		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
<b>4. Officers present:</b>		Justin Hanney, Katrina McKenzie, Linda Weatherson, Keith Williamson, Alison Leighton, Giulia Baggio, Fiona Ward, Voula Moutsos, Margie Samai, Maureen Maginness, Kaye Estoesta, Jo Wandel, Jack Hanna, Alison Duncan, Andrew Wear, Anthony Templeton, Rob Adams, Brenden Carriker, Emma Appleton
<b>5. Externals:</b>		
<b>6. Matters discussed:</b>		<ol style="list-style-type: none"> <li>1. Council early years centres</li> <li>2. City of the Future Taskforce</li> <li>3. State Government Business Support Package</li> </ol>
<b>6. Were there any conflict of interest disclosures by Councillors? NO</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?
<b>7. Record produced by:</b>		Name of Officer: Maureen Maginness  Date: 14 July 2020