

## Management report to Council

Agenda item 6.1

### Records of Assemblies of Councillors

Council

**Presenter:** Marlo Emmitt, Director Governance

**29 September 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 9)
2. Records of Assemblies of Councillors (Page 3 of 9)

## 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.

### Election Period

4. Records of Assemblies of Councillors is not a prohibited decision for the purposes of the Election Period Policy.

### Conflict of interest

5. 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

6. No Health and Safety issues or opportunities have been identified.

### Stakeholder consultation

7. There is no requirement to consult with external stakeholders.

### Relation to Council policy

8. The recommendations within this report align with priorities and goals as identified in the *Council Plan 2017–21 (Goal – A Deliberative City)*.

### Environmental sustainability

9. This proposal has no significant impact on environmental sustainability.

## Records of Assemblies of Councillors: summary

Date	Meeting name	Matters discussed
18 August 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• FMC 19 August 2020</li> <li>• Presentation from Queen Victoria Market Pty Ltd</li> <li>• QVM Precinct Renewal Program</li> <li>• Greenline</li> <li>• Council Works 2019-20 Quarter 4 Report</li> </ul>
25 August 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• Council Meeting - Reports from management</li> <li>• State of the economy – Draft findings of the PWC report</li> <li>• Reactivating Melbourne’s Central City – an Active City</li> <li>• CEO Update</li> <li>• Proposed new smoke free area - new park in Market Street</li> </ul>
1 September 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• FMC 1 September 2020</li> <li>• Greenline</li> <li>• Little Streets</li> <li>• Sustainable building design amendment C376</li> <li>• Green Factor</li> <li>• CEO Update</li> </ul>
8 September 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• Special Council Agenda 8 September 2020</li> <li>• City of the Future/Recovery Taskforce</li> <li>• Economic Recovery COVID Safe City</li> <li>• CEO Update</li> </ul>
14 September 2020	Family and Children’s Advisory Committee	<ul style="list-style-type: none"> <li>• Overview of Lady Huntingfield, Munro and North Melbourne Community Centre – Community Services capital works projects</li> <li>• Update on Family and Children’s Services response to COVID-19</li> <li>• Development of the disability action plan and children’s and young people consultation workshop.</li> <li>• Update on FCAC review – amended Terms of Reference will be taken to Council for endorsement after Council election. Recruitment of new committee members will occur after the Terms of Reference is endorsed.</li> <li>• Update on Council elections and election period.</li> </ul>
15 September 2020	Councillor Forum	<ul style="list-style-type: none"> <li>• FMC 15 September 2020</li> <li>• Presentation from NGV</li> <li>• Southbank Promenade Community Engagement</li> <li>• Kensington Community Recreation Centre</li> <li>• CEO Update</li> </ul>

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	11.30am, Tuesday 18 August 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, Alison Leighton, Katrina McKenzie, Linda Weatherson, Rob Adams, Jo Wandel, Keith Williamson, Michael Tenace, Fiona Ward, Voula Moutsos, Giulia Baggio, Anthony Templeton, Kaye Estoesta, Voula Moutsos, Jack Hanna, Angelo Grizos, Rachelle Jordan, Melisa McDonald, Jonathan Kambouris, Nathan Kosiak, Mark Allan, Michele Schot, Evan Counsel	
	<u>External guests:</u> <ul style="list-style-type: none"> <li>Queen Victoria Market Pty Ltd</li> </ul>	
<b>5. Matters discussed:</b>	<ol style="list-style-type: none"> <li>FMC 19 August 2020</li> <li>Presentation from Queen Victoria Market Pty Ltd</li> <li>QVM Precinct Renewal Program</li> <li>Greenline</li> <li>Council Works 2019-20 Quarter 4 Report</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: Melisa McDonald  Date: 19 August 2020	

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>	11.30am, Tuesday 25 August 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 Nicholas Reece, Cr Susan Riley, Cr Jackie Watts, Cr Beverley Pinder	
<b>4. Officers present:</b>	Justin Hanney, Alison Leighton, Katrina McKenzie, Keith Williamson, Michael Tenace, Linda Weatherson, Rob Adams, Jo Wandel, Giulia Baggio, Kaye Estoesta, Fiona Ward, Voula Moutsos, Jack Hanna, Angelo Grizos, Rachelle Jordan, Andrew Wear, Anthony Templeton, Louise Scott. Jo Whyte, Katie James	
<b>5. Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Council Meeting - Reports from management</li> <li>2. State of the economy – Draft findings of the PWC report</li> <li>3. Reactivating Melbourne’s Central City – an Active City</li> <li>4. CEO Update</li> <li>5. Proposed new smoke free area - new park in Market Street</li> </ol>	
<b>6. Were there any conflict of interest disclosures by Councillors?</b>	<b>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: Angelo Grizos Date: 25 August 2020	

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>			11.30am, Tuesday 1 September 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, Alison Leighton, Katrina McKenzie, Linda Weatherson, Rob Adams, Jo Wandel, Keith Williamson, Michael Tenace, Fiona Ward, Voula Moutsos, Giulia Baggio, Anthony Templeton, Jack Hanna, Angelo Grizos, Rachelle Jordan, Melisa McDonald, Jocelyn Chiew, Evan Counsel, Kaye Estoesta, Jonathan Kambouris, Lewis Wright, Emma Appleton, Krista Milne, Toby Hayes, David Callow, Ben Foster
<b>5. Matters discussed:</b>			<ol style="list-style-type: none"> <li>1. FMC 1 September 2020</li> <li>2. Greenline</li> <li>3. Little Streets</li> <li>4. Sustainable building design amendment C376</li> <li>5. Green Factor</li> <li>6. 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 1: FMC 1 September, Agenda Item 6.1	Cr Cathy Oke, Cr Nicholas Reece	YES	
<b>7. Record produced by:</b>			Name of Officer: Melisa McDonald  Date: 1 September 2020

# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>			11.30am, Tuesday 8 September 2020
<b>2. Name of meeting:</b>			Councillor Forum
<b>3. Councillors present:</b>			Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, 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, Alison Leighton, Katrina McKenzie, Linda Weatherson, Rob Adams, Jo Wandel, Keith Williamson, Michael Tenace, Fiona Ward, Voula Moutsos, Giulia Baggio, Brenden Carriker, Jo Whyte, Louise Scott, Nicole Bradley, Angelo Grizos, Rachelle Jordan, Melisa McDonald, Kaye Estoesta
<b>5. Matters discussed:</b>			<ol style="list-style-type: none"> <li>1. Special Council Agenda 8 September 2020</li> <li>2. City of the Future/Recovery Taskforce</li> <li>3. Economic Recovery COVID Safe City</li> <li>4. CEO Update</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: Melisa McDonald  Date: 8 September 2020

# RECORD OF ASSEMBLY OF COUNCILLORS



1.	<b>Time and Date of meeting:</b>	Monday 14 September 2020 at 5:30pm			
2.	<b>Name of meeting:</b>	Family and Children's Advisory Committee Meeting			
3.	<b>Councillors present:</b>	Councillor Beverley Pinder			
4.	<b>Officers present:</b>	Jas Stanic, Acting Team Leader Planning and Performance, Community Services Lynne Smith, Team Leader Family Services Fiona Addison, Senior Project Officer, Planning and Performance			
5.	<b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>• Overview of Lady Huntingfield, Munro and North Melbourne Community Centre - Community Services capital works projects</li> <li>• Update on Family and Children's Services response to COVID-19</li> <li>• Development of the disability action plan and children's and young people consultation workshop.</li> <li>• Update on FCAC review – amended Terms of Reference will be taken to Council for endorsement after Council election. Recruitment of new committee members will occur after the Terms of Reference is endorsed.</li> <li>• Update on Council elections and election period.</li> </ul>			
6.	<b>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?			
			YES		NO
			YES		NO
			YES		NO
			YES		NO
7.	<b>Record produced by:</b>	Name of Officer: Fiona Addison, Senior Project Officer, Planning and Performance, Community Services  Date: 21/09/2020			

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



# RECORD OF ASSEMBLY OF COUNCILLORS



<b>1. Time and Date of meeting:</b>			11.30am, Tuesday 15 September 2020
<b>2. Name of meeting:</b>			Councillor Forum
<b>3. Councillors present:</b>			Lord Mayor Sally Capp, Deputy Lord Mayor Arron Wood, 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, Alison Leighton, Katrina McKenzie, Linda Weatherson, Rob Adams, Jo Wandel, Keith Williamson, Michael Tenace, Fiona Ward, Voula Moutsos, Giulia Baggio, Anthony Templeton, Jack Hanna, Angelo Grizos, Rachelle Jordan, Melisa McDonald, Evan Counsel, Justine Hyde, John Cunningham, Kaye Estoesta, Jonathan Kambouris, Jocelyn Chiew, Anthony Neal
<b>External Guests:</b>			<ul style="list-style-type: none"> <li>National Gallery Victoria (NGV)</li> </ul>
<b>5. Matters discussed:</b>			<ol style="list-style-type: none"> <li>FMC 15 September 2020</li> <li>Presentation from NGV</li> <li>Southbank Promenade Community Engagement</li> <li>Kensington Community Recreation Centre</li> <li>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 1: FMC 15 September, Agenda Item 6.1	Cr Cathy Oke, Cr Nicholas Reece	YES	
<b>7. Record produced by:</b>			Name of Officer: Melisa McDonald
			Date: 15 September 2020