

## 7.4.1 INFORMAL MEETING OF COUNCILLORS RECORDS

<b>Responsible Manager:</b>	Amanda Sapolu, Manager Corporate Governance & Legal
<b>Responsible Director:</b>	Jarrod Doake, Director City Services

### RECOMMENDATION

**That Council notes the Informal Meetings of Councillors Records.**

### ATTACHMENT LIST

1. Informal Meeting of Councillors Record - GEAC 8 April [7.4.1.1 - 2 pages]
2. Informal Meeting of Councillors Record -Multicultural Advisory Committee April 2024 [7.4.1.2 - 2 pages]
3. Informal Meeting of Councillors Record - April APP Meeting 2 April 2024 [7.4.1.3 - 1 page]
4. Informal Meeting of Councillors Record - April Strategy Meeting 16 April 2024 [7.4.1.4 - 1 page]
5. Informal Meeting of Councillors Record - April Briefing Meeting 23 April 2024 [7.4.1.5 - 2 pages]
6. Informal Meeting of Councillors Record - LGBTIQA 29 April 2024 [7.4.1.6 - 1 page]

## Informal Meeting of Councillors Record



### Gender Equity Advisory Committee

#### Assembly details

Date: 8/4/2024  
Time: 6.30-8.30pm  
Location: Monash Civic Centre

#### Attendance

Councillors: Cr Paterson  
Officer/s: Fee Harrison, Tracey Egan & Elena Leddra

#### Matter/s Discussed

- Confirmation of February minutes
- International Women's Day debrief
- Group discussion on sub-working groups and survey feedback
- *Free from Violence* Update
- Get to know a GEAC member
- Breakout to sub-working groups
- Member Check in and updates

#### Conflict of Interest Disclosures:

**Councillors:** Nil  
**Councillor left the meeting (if disclosing an interest):** Nil  
**Officer/s:** Nil

# Informal Meeting of Councillors Record

## Guidance Notes

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### 1. Requirements

Amendments to the Local Government Act 1989 (Section 80A), now stipulate:

At an *assembly of Councillors*, the Chief Executive Officer must ensure that a written record is kept of:-

- the names of all Councillors and members of Council staff attending,
- the matters considered,
- any conflict of interest disclosures made by a Councillor or Council officer attending.

This information is to be:-

- retained by the Chief Executive Officer for 4 years,
- made available for public inspection at the Council Offices for 12 months after the date of the *Assembly of Councillors*,

**2. Definition: "Assembly of Councillors"** (however titled, eg. meeting / inspection /consultation/ etc) is a planned or scheduled meeting, comprising at least half the number of Councillors and 1 member of Council staff, or an Advisory Committee with at least 1 Councillor present and that considers matters that are likely to be the subject of a Council decision, either directly or under delegation, where *such matters are intended or likely to be:*

- *the subject of a decision of the Council: or*
- *subject to the exercise of a function, duty or power of the Council that has been delegated to a person/officer or Committee-*

but does not include a meeting of the Council, a Special Committee of the Council, or an Audit Committee established under Section 139 of the Act, a club, association, peak body, political party or other organisation;

### 3. Conflict of Interest (Section 80B)

Councillors and Officers attending an Assembly of Councillors must disclose any conflict of interest.

#### Councillor

"If a Councillor attending an assembly of Councillors knows or is reasonably expected to know that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered, or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.

#### Member of staff

A member of Council staff who has a conflict of interest (direct or Indirect) in a matter in which they have a delegated power, duty or function:

- (a) must not exercise the power or discharge the duty or function; and
- (b) must disclose the type of interest and nature of interest in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest.

In the instance of the CEO having a pecuniary interest, disclosure in writing shall be made to the Mayor.

## Informal meeting of Councillors Record



### Multicultural Advisory Committee

#### Assembly details

Date: 22 / 4 / 2024  
Time: 6.30pm – 8.20pm  
Location: Online via Zoom

#### Attendance

Councillors: Cr Nicky Luo, Cr Tina Samardzija, Cr Shane McCluskey  
Officer/s: Kate Wijeyesinghe, Amey Rountree, Tracey Egan

#### Matter/s Discussed

- Communities Council on Ethnic Issues – Presentation on organisation and consultation regarding planning Refugee Week event
- Purpose of the Multicultural Advisory Committee – objectives & activities
- Update from Monash Council (recap of events and upcoming events and programs)
- Networking, advocacy, and information sharing

#### Conflict of Interest Disclosures:

##### Councillors:

N/A

##### Councillor left the meeting (if disclosing an interest:

N/A

##### Officer/s:

N/A

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In the instance of the CEO having a pecuniary interest, disclosure in writing shall be made to the Mayor.

## Informal Meeting of Councillors Record



### Risk Workshop and Annual Planning Process Workshop 7

#### Assembly details

Date: Tuesday, 2 April 2024

Time: 6:30pm – 8:30pm

Location: Monash Civic Centre

#### Present

**Councillors:** N Luo (Mayor), B Little (Deputy Mayor), S McCluskey, R Paterson, S James, T Samardzija, T Zographos, A de Silva, J Fergeus, P Klisaris

**Officers:** A Diamond, J Doake, P Panagakos, J Robertson, S Wickes, J Robertson, T Shoshan, K Heissenbuttel, Y Nilan, R Freebody.

#### Apologies

**Councillors:** G Lake

**Officers:** A Sapolu, R Hopkins

#### Matter/s Discussed

1. Monash Council's Risk Appetite Workshop
2. Annual Planning Process (APP) Workshop 7

#### Conflict of Interest Disclosures:

**Councillors:** Nil.

**Councillor left the meeting (if disclosing an interest):** Nil.

**Officer/s:** Nil.

## Informal Meeting of Councillors Record



### Strategy Meeting

#### Assembly details

Date: Tuesday, 16 April 2024

Time: 6:30pm – 8:30pm

Location: Monash Civic Centre

#### Present

**Councillors:** N Luo (Mayor), B Little (Deputy Mayor), S McCluskey, R Paterson, S James, T Samardzija, T Zographos, A de Silva, J Fergeus

**Officers:** A Diamond, J Doake, P Panagakos, J Robertson, R Hopkins, S Wickes, A Sapolu, J Robertson, T Shoshan, J Dynan, M Barbante, S McNamee

#### Apologies

**Councillors:** G Lake, P Klisaris

#### Matter/s Discussed

1. Chadstone Activity Centre Structure Plan - external presentation from VPA/DTP
2. Monash Events Program 2024/25

#### Conflict of Interest Disclosures:

**Councillors:** Nil.

**Councillor left the meeting (if disclosing an interest):** Nil.

**Officer/s:** Nil.

## Informal Meeting of Councillors Record



### Briefing Meeting

#### Assembly details

Date: Tuesday, 23 April 2024

Time: 6:30pm – 8:30pm

Location: Monash Civic Centre

#### Present

**Councillors:** N Luo (Mayor), B Little (Deputy Mayor), S McCluskey, R Paterson, T Samardzija, A de Silva, J Fergeus, G Lake, P Klisaris

**Officers:** A Diamond, J Doake, P Panagakos, J Robertson, R Hopkins, S Wickes, A Sapolu, J Robertson, T Shoshan, M Gibson, C Sherwin, G Talbot, S McNamee, A Khan, D Borton, S Hopkins

#### Apologies

**Councillors:** S James, T Zographos

#### Matter/s Discussed

1. Town Planning Schedule
2. Proposed Public Open Space Allocation Model
3. Waverley Park Estate Toilet and Kiosk Concept - Mirvac update
4. Footpath Trading and Access Policy 2024
5. Leasing and Licencing Policy
6. 2023/24 Monash Quick Response Grants Program Recipients – April
7. Audit and Risk Committee - March 2024
8. Tender Award - Internal Audit Service
9. 2023/24 Financial Management and Capital Works Progress Report - Third Quarter 31 March 2024
10. Record Of Committee Meetings
11. 2024024: MAVP – Supply of Trucks, Buses, Specialised Trucks, Bodies & Trailers NPN1.23
12. 2024167 - Supply of Motor Vehicles and Related Services (VIC Fleet)
13. 2024153 - Supply of One Low Floor Garbage Truck
14. 2024125 Mount Waverley Reserve Pavilion Redevelopment Construction
15. Council Discretionary Fund Applications - April 2024
16. Combustible Cladding Update - Dixon Street (confidential)
17. Confidential Employment Matter (confidential)



**Conflict of Interest Disclosures:**

**Councillors:** Cr Lake with item- Combustible Cladding Update - Dixon Street

**Councillor left the meeting (if disclosing an interest:** Left during the discussion of this item.

**Officer/s:** Nil.

## Informal Meeting of Councillors Record



### LGBTIQA+ Advisory Committee

#### Assembly details

Date: Monday, 26 February 2024

Time: 6:30pm – 8:30pm

Location: Monash Civic Centre

#### Attendance

Councillors: Cr Stuart James

Officer/s: Jacob Turner (MCC), Tracey Egan (MCC)

Members: Tess Marotta, Persephone Wentworth, Gregory Storer, John Tzimas, Jesse Laughlin Jones, Christina Dilipkumar, Christine Minto

Apologies: Fee Harrison (MCC), Naiwen (Nevin) Xu, Brett Hayhoe, Chloe Codling

#### Matter/s Discussed

1. Acknowledgement of Country
2. Diversity Statement
3. Disclosures of Conflict of Interest
4. Confirmation of previous minutes
5. Positive Ageing
6. Community Safety
7. Member Update
8. Reflection on International Women's Day Speed Mentoring Event
9. IDAHOBIT 2024
10. Council Updates

#### Conflict of Interest Disclosures:

**Councillors:** Nil.

**Councillor left the meeting (if disclosing an interest):** Nil.

**Officer/s:** Nil.