

Informal Meetings of Councillors

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If there is a meeting of Councillors that:

- 1.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- 1.2 is attended by at least one member of Council staff; and
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the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient Council meeting; and
- (b) recorded in the minutes of that Council meeting.

2. Confidential Information

- 2.1 If, after the repeal of section 77(2)(c) of the Local Government Act 1989, the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the Act, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
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Name of meeting:	Other Cultural Heritage Reference Committee					
Date and time of meeting:	Date: 11/03/2021			Time: 10 am		
	Meeting conducted via: In person					
Councillors present: <i>Please mark <input checked="" type="checkbox"/> the Councillors present</i>		In person	Virtual		In person	Virtual
	Cr Baxter	<input type="checkbox"/>	<input type="checkbox"/>	Cr Cunsolo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cr Bond	<input type="checkbox"/>	<input type="checkbox"/>	Cr Martin	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Clark	<input type="checkbox"/>	<input type="checkbox"/>	Cr Pearl	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Copsey	<input type="checkbox"/>	<input type="checkbox"/>	Cr Sirakoff	<input type="checkbox"/>	<input type="checkbox"/>
	Cr Crawford	<input type="checkbox"/>	<input type="checkbox"/>			
Staff present: <i>Please mark <input checked="" type="checkbox"/> the Staff present</i>	<input type="checkbox"/> Peter Smith		<input type="checkbox"/> Kylie Bennetts			
	<input type="checkbox"/> Tony Keenan		<input type="checkbox"/> Lili Rosic			
	<input type="checkbox"/> Chris Carroll					
	Other staff: Sandra Khazam, David Helms					
Conflicts of interest declared:	If conflict declared, did the person remove themselves from the online meeting? : N/A					

Name of Officer submitting form: Sandra Khazam

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- A record of Informal meetings of Councillors is required for all meetings where a Councillor is present and where matters considered relate to Council decisions.
- Governance will distribute this form for all meetings as scheduled through the Reports and Briefings Timetable (RBT).
- For any meetings occurring outside of this schedule (e.g. advisory/committee meetings), the relevant officer will need to download this from the intranet prior to the meeting.
- Officers should provide sufficient briefing notes to cover a high-level summary of what was discussed in the briefing, including any actions arising or questions taken on notice.
- Officers are to email the completed record to [Helpdesk-Council Meetings](#) within 48 hours of the briefing.
- Governance will distribute these records to Councillors.
- Governance will retain a copy of these records in line with the Public Records Act.
- **Actions items from briefings will now be tracked via Pathway.** The responsible officer is required to email the relevant actions to [Helpdesk Councillor Service Requests](#) who will log the actions under 'Councillor Requests – Briefings'.
- **Action Items from COT** will be referred to Connie who will register the item under 'CEO Requests – COT'

Informal Meetings of Councillors

1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- 1.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- 1.2 is attended by at least one member of Council staff; and
- 1.3 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient Council meeting; and
- (b) recorded in the minutes of that Council meeting.

2. Confidential Information

- 2.1 If, after the repeal of section 77(2)(c) of the Local Government Act 1989, the Chief Executive Officer is of the opinion that information relating to a meeting is confidential information within the meaning of the Act, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- 2.2 Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

Process

- A record of Informal meetings of Councillors is required for all meetings where a Councillor is present and where matters considered relate to Council decisions.
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- Officers should provide sufficient briefing notes to cover a high-level summary of what was discussed in the briefing, including any actions arising or questions taken on notice.
- Officers are to email the completed record to [Helpdesk-Council Meetings](#) within 48 hours of the briefing.
- Governance will distribute these records to Councillors.
- Governance will retain a copy of these records in line with the Public Records Act.
- **Actions items and questions taken on notice arising during briefings will now be tracked via Pathway.** The responsible officer is required to email these directly to [Helpdesk Councillor Service Requests](#) who will log these under 'Councillor Requests – Briefings'.
- **Action Items and questions taken on notice from COT** will be referred to Connie who will log these under 'CEO Requests – COT'