Name of meeting:	Planning Commi	ttee Brie	fing				
Date and time of meeting:	Date: 24/02/202	Time: 5:00-	6:00pm				
Meeting conducted via:	Hybrid, a mix of in-person and virtual (via teams)						
Councillors present:		In person	Virtual		In person	Virtual	
Please mark ⊠ the Councillors present	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$		
	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$		
	Cr Clark		$\boxtimes$	Cr Pearl	$\boxtimes$		
	Cr Copsey	$\boxtimes$		Cr Sirakoff	$\boxtimes$		
	Cr Crawford						
Staff present:	□ Peter Smi	th		Kylie Bennetts	<del></del>	1	
Please mark ⊠ the Staff	☐ Tony Kee	nan	$\boxtimes$	Lili Rosic			
present	☐ Chris Car	roll					
	Other staff: Mich	ael Mow	brav. Phi	l Beard.			
			<b>,</b> ,	,			
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove them	iselves fr	rom the	
Matters considered:	•			ictoria Avenue, A -345 Beaconsfiel			

Name of Officer submitting form: George Borg

### 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.

- 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 <u>Helpdesk-Council Meetings</u> 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.

Name of meeting:	Council Planning	in Pract	ice works	shop		
Date and time of meeting:	Date: 24/02/2021			Time: 2:00-	3:30pm	
Meeting conducted via:	Microsoft Teams					
Councillors present:		In person	Virtual		In person	Virtual
Please mark ⊠ the Councillors present	Cr Baxter	$\boxtimes$	$\boxtimes$	Cr Cunsolo	$\boxtimes$	$\boxtimes$
	Cr Bond		$\boxtimes$	Cr Martin	$\boxtimes$	$\boxtimes$
	Cr Clark		$\boxtimes$	Cr Pearl		$\boxtimes$
	Cr Copsey		$\boxtimes$	Cr Sirakoff	$\boxtimes$	$\boxtimes$
	Cr Crawford		$\boxtimes$	or orranon		
	OI OIGWIOIG					
Staff present:	□ Peter Smi	th		Kylie Bennetts	3	
Please mark ⊠ the Staff	□ Tony Kee	nan	$\boxtimes$	Lili Rosic		
present	☐ Chris Car	roll				
	Other staff: Nick Michael Mowbra		an, Scott	Parkinson, Simo	n Gutterio	lge,
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove them	iselves fr	rom the
Matters considered:	Presenta     governme		e Statuto	ry Planning proce	ess for Lo	cal

Name of Officer submitting form: George Borg

### 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.

- 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 <u>Helpdesk-Council Meetings</u> 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.

Name of meeting:	Core Strategy Session – In Our Back Yard						
Date and time of meeting:	Date: 3/03/2021			Time: 2:00-3	3:30		
Meeting conducted via:	Hybrid, a mix of in-person and virtual (via teams)						
Councillors present:		In person	Virtual		In person	Virtual	
	Cr Baxter			Cr Cunsolo		$\boxtimes$	
Please mark ⊠ the	Cr Bond			Cr Martin		$\boxtimes$	
Councillors present	Cr Clark			Cr Pearl			
	Cr Copsey			Cr Sirakoff			
	Cr Crawford						
Staff present:	□ Peter Smi	th		Kylie Bennetts	3	•	
Please mark ⊠ the Staff		nan		Lili Rosic			
present	☐ Chris Car	roll					
	Other staff: Katri	na Terjur	ng; Leo K	Celly; Gary Spivak	(		
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove them	iselves fr	om the	
Matters considered:	• In Our Ba	ackyard <i>A</i>	Affordable	e Housing Strateg	Jy.		

Name of Officer submitting form: Katrina Terjung – Manager Community Building and Inclusion

Name of meeting:	Councillor/ELT T	ïme				
Date and time of meeting:	Date: 3/03/2021 Time: 1PM					
Meeting conducted via:	Microsoft Teams					
Councillors present:		In person	Virtual		In person	Virtual
	Cr Baxter		$\boxtimes$	Cr Cunsolo		$\boxtimes$
Please mark ⊠ the	Cr Bond		$\boxtimes$	Cr Martin		$\boxtimes$
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl		$\boxtimes$
	Cr Copsey		$\boxtimes$	Cr Sirakoff		$\boxtimes$
	Cr Crawford		$\boxtimes$			
Staff present:		th	$\boxtimes$	Kylie Bennetts	<u>'</u>	
Please mark ⊠ the Staff		nan	$\boxtimes$	Lili Rosic		
present	⊠ Chris Carroll					
•	Other staff: Click	k here to	enter te	ext.		
Conflicts of interest declared:	If conflict decla online meeting?		the pers	on remove them	selves fr	om the
Matters considered:	<ul> <li>Habitat</li> <li>Update on Royal Commissions</li> <li>Governance Rules</li> <li>Council Meeting – 3 March 2021</li> <li>CEO Annual Leave</li> </ul>					

Name of Officer submitting form: Kylie Bennetts

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Elsternwick Park Nature Reserve						
Date and time of meeting:	Date: 3/03/2021			Time: 5:30-	6:00pm		
Meeting conducted via:	Hybrid, a mix of	Hybrid, a mix of in-person and virtual (via teams)					
Councillors present:		In person	Virtual		In person	Virtual	
	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$		
Please mark ⊠ the	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$		
Councillors present	Cr Clark	$\boxtimes$		Cr Pearl	$\boxtimes$		
	Cr Copsey	$\boxtimes$		Cr Sirakoff	$\boxtimes$		
	Cr Crawford	$\boxtimes$					
Staff present:		th		Kylie Bennetts	3		
Please mark ⊠ the Staff	□ Tony Kee	nan	$\boxtimes$	Lili Rosic			
present	☐ Chris Car	roll					
	Other staff: Craig		n. Zoe O'	Mahonev			
		, <u>_</u>	, === •	<b>,</b>			
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove them	selves fr	om the	

Name of Officer submitting form: Lili Rosic

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Council Plan Workshop						
Date and time of meeting:	Date: 9/03/2021			Time: 6pm	to 10pm		
Meeting conducted via:	Hybrid, a mix of	Hybrid, a mix of in-person and virtual (via teams)					
Councillors present:		In person	Virtual		In person	Virtual	
	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$		
Please mark ⊠ the	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$		
Councillors present	Cr Clark	$\boxtimes$		Cr Pearl	$\boxtimes$		
	Cr Copsey	$\boxtimes$		Cr Sirakoff	$\boxtimes$		
	Cr Crawford	$\boxtimes$					
Staff present:	□ Peter Smi	th		Kylie Bennett	s		
Please mark ⊠ the Staff present	□ Tony Keenan □ Lili Rosic □ Chris Carroll Other staff: Rachel Russell						
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove then	nselves fi	rom the	

Name of Officer submitting form: Rachel Russell

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Clean Streets Review						
	Glodii Gli Goto i K	341044					
Date and time of meeting:	Date: 10/03/2021 Time: 7:15-7:3				7:30pm		
Meeting conducted via:	Hybrid, a mix of in-person and virtual (via teams)						
Councillors present:		In person	Virtual		In person	Virtual	
	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$		
Please mark ⊠ the	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$		
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl	$\boxtimes$		
	Cr Copsey	$\boxtimes$		Cr Sirakoff	$\boxtimes$		
	Cr Crawford						
Staff present:	□ Peter Smi	th		Kylie Bennetts	3		
Please mark ⊠ the Staff	□ Tony Keenan □			Lili Rosic			
present	⊠ Chris Car	roll					
	Other staff: Lach	lan John	son				
Conflicts of interest declared:		•	the pers	on remove them	selves fi	om the	
Matters considered:	<ul> <li>Upcoming Council report on pressure washing options for Council's high streets particularly Acland Street &amp; Fitzroy Street.</li> <li>Different service options including outsourced hygienic cleaning, detailed cleaning and Council staffing of an additional rapid response crew.</li> </ul>						

Name of Officer submitting form: Lachlan Johnson

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Core Strategy Session Act and Adapt						
Date and time of meeting:	Date: 10/03/2021			Time: 8:30-	10:00pm		
Meeting conducted via:	Hybrid, a mix of	Hybrid, a mix of in-person and virtual (via teams)					
Councillors present:		In person	Virtual		In person	Virtual	
	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$		
Please mark ⊠ the	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$		
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl	$\boxtimes$		
	Cr Copsey	$\boxtimes$		Cr Sirakoff	$\boxtimes$		
	Cr Crawford						
Staff present:	□ Peter Smi	th	$\boxtimes$	Kylie Bennetts	5		
Please mark ⊠ the Staff	□ Tony Kee	nan		Lili Rosic			
present	⊠ Chris Car	roll					
	Other staff: In person: Craig McLean, Zoe O'Mahoney; Virtual: Lisa Paton						
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove them	selves fr	om the	

Name of Officer submitting form: Kylie Bennetts

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Core Strategy Session – Art and Soul						
Date and time of meeting:	Date: 10/03/2021 Time: 7:45-8:35pm						
Meeting conducted via:	Hybrid, a mix of in-person and virtual (via teams)						
Councillors present:		In person	Virtual		In person	Virtual	
	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$		
Please mark ⊠ the	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$		
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl	$\boxtimes$		
	Cr Copsey	$\boxtimes$		Cr Sirakoff	$\boxtimes$		
	Cr Crawford						
Staff present:	□ Peter Smi	th	$\boxtimes$	Kylie Bennetts	;		
Please mark ⊠ the Staff	□ Tony Kee	nan		Lili Rosic			
present	☐ Chris Car	roll					
	Other staff: Laur	en Bialko	wer				
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove them	selves fi	om the	
Matters considered:	-			iew of the Creativ	e and		

Name of Officer submitting form: Lauren Bialkower

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Councillor/ELT T	ime					
Date and time of meeting:	Date: 10/03/2021 Time: 1PM						
Meeting conducted via:	Microsoft Teams						
Councillors present:		In person	Virtual		In person	Virtual	
	Cr Baxter		$\boxtimes$	Cr Cunsolo		$\boxtimes$	
Please mark ⊠ the	Cr Bond		$\boxtimes$	Cr Martin		$\boxtimes$	
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl		$\boxtimes$	
	Cr Copsey		$\boxtimes$	Cr Sirakoff		$\boxtimes$	
	Cr Crawford		$\boxtimes$				
Staff present:	□ Peter Smith ⊠ Kylie Bennetts				3		
Please mark ⊠ the Staff	⊠ Tony Keenan ⊠		Lili Rosic				
present	⊠ Chris Carı	roll					
	Other staff: Joan	ne McNe	eill				
Conflicts of interest declared:	If conflict decla online meeting?		the pers	on remove them	selves fr	om the	
Matters considered:	<ul><li>Clean Str</li><li>Amenity a</li><li>Complain</li><li>Port Melb</li></ul>	at Peanu nts Handl	t Farm ing Proce				

Name of Officer submitting form: Kylie Bennetts

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Planning Schem	e Review	/			
Date and time of meeting:	Date: 10/03/2021 Time: 5:30-6:00pm					
Meeting conducted via:	Hybrid, a mix of in-person and virtual (via teams)					
Councillors present:		In person	Virtual		In person	Virtual
	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$	
Please mark ⊠ the	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$	
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl	$\boxtimes$	
	Cr Copsey	$\boxtimes$		Cr Sirakoff		
	Cr Crawford	$\boxtimes$				
Staff present:	□ Peter Smi	th	$\boxtimes$	Kylie Bennetts	3	•
Please mark ⊠ the Staff	□ Tony Kee	nan		Lili Rosic		
present	□ Chris Car	roll				
	· · · · · · · · · · · · · · · · · · ·	•	•	n Pound, Jodie Do Yappa, Matt Budo	•	
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove them	selves fr	rom the
Matters considered:	Overview    Briefing p		ning Sche	eme Review, as s	et out in t	he

Name of Officer submitting form: Kathryn Pound

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Veg Out Update					
Date and time of meeting:	Date: 10/03/2021 Time: 7:30-7:45pm					
Meeting conducted via:	Hybrid, a mix of	in-persor	and virt	ual (via teams)		
Councillors present:		In person	Virtual		In person	Virtual
	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$	
Please mark ⊠ the	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$	
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl	$\boxtimes$	
	Cr Copsey	$\boxtimes$		Cr Sirakoff	$\boxtimes$	
	Cr Crawford	$\boxtimes$				
Staff present:	□ Peter Smi	th	$\boxtimes$	Kylie Bennetts	6	
Please mark ⊠ the Staff	□ Tony Kee	nan		Lili Rosic		
present	⊠ Chris Car	roll				
	Other staff: Laur	en Bialko	wer			
Conflicts of interest declared:	If conflict decla online meeting		the pers	on remove them	ıselves fı	rom the
Matters considered:	Whether Farmer's		ıce a per	mit fee for the mo	onthly Ve	gOut

Name of Officer submitting form: Lauren Bialkower

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Name of meeting:	Environmentally Sustainable Development (ESD) Planning Policy							
Date and time of meeting:	Date: 10/03/202	Time: 5:00-5	Time: 5:00-5:30pm					
Meeting conducted via:	Hybrid, a mix of in-person and virtual (via teams)							
Councillors present:		In person	Virtual		In person	Virtual		
	Cr Baxter	$\boxtimes$		Cr Cunsolo	$\boxtimes$			
Please mark ⊠ the	Cr Bond	$\boxtimes$		Cr Martin	$\boxtimes$			
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl	$\boxtimes$			
	Cr Copsey	$\boxtimes$		Cr Sirakoff	$\boxtimes$			
	Cr Crawford	$\boxtimes$						
Staff present:	□ Peter Smith ⊠ Kylie Bennetts							
Please mark ⊠ the Staff	□ Tony Keenan □ Lili Rosic							
present								
	Other staff: In person: Craig McLean, Zoe O'Mahoney; Virtual: Steven McKellar							
Conflicts of interest declared:	If conflict declared, did the person remove themselves from the online meeting? : N/A							
Matters considered:	<ul> <li>The purpose of this briefing was to:</li> <li>To present an opportunity to review the ESD local planning policy with the Council Alliance for a Sustainable Built Environment (CASBE)</li> </ul>							

Name of Officer submitting form: Craig McLean

### 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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

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:		In person	Virtual			In person	Virtual
	Cr Baxter			Cr	Cunsolo	$\boxtimes$	
Please mark ⊠ the	Cr Bond						
Councillors present	Cr Clark			Cr	Pearl		
	Cr Copsey			Cr	Sirakoff		
	Cr Crawford						
Staff present:	□ Peter Smi	k	(ylie Bennetts				
Please mark ⊠ the Staff present	☐ Tony Kee			Lili Rosic			
present							
	Other staff: Sand	ara Knazi	am, David	u He	eims		
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

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor</u> 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'

Name of meeting:	Councillor/ELT Time							
Date and time of meeting:	Date: 17/03/202	Time: 1PM						
Meeting conducted via:	Microsoft Teams	i						
Councillors present:		In person	Virtual		In person	Virtual		
	Cr Baxter		$\boxtimes$	Cr Cunsolo		$\boxtimes$		
Please mark ⊠ the	Cr Bond		$\boxtimes$	Cr Martin		$\boxtimes$		
Councillors present	Cr Clark		$\boxtimes$	Cr Pearl				
	Cr Copsey		$\boxtimes$	Cr Sirakoff		$\boxtimes$		
	Cr Crawford		$\boxtimes$					
Staff present:		□ Peter Smith						
Please mark ⊠ the Staff								
present								
	Other staff: N/A							
Conflicts of interest	If conflict docla	rod did	the nore	on romovo thom	solvos fr	om the		
declared:	If conflict declared, did the person remove themselves from the online meeting?: N/A							
Matters considered:	<ul> <li>Council Meeting Tonight</li> <li>South Melbourne Childcare Co-op</li> <li>COVID Vaccine Rollout</li> <li>ANAM</li> </ul>							

Name of Officer submitting form: Kylie Bennetts

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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor Service Requests</u> 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'

Date: Click or tap to enter a date.    Date: Click or tap to enter a date.   Time:	Name of meeting:	Choose an item.	Brie. Meet	ing.	Planning	Consul	14		
Councillors present:    Cr Baxter		Date: Click or ta	n to ente	r a date	Time.				
Please mark ⋈ the Councillors present	Meeting conducted via:								
Please mark ⋈ the Councillors present  Cr Bond	Councillors present:		In person	Virtual		In person	Virtual		
Councillors present  Cr Clark  Cr Clark  Cr Copsey  Cr Crawford  Deter Smith  Please mark ™ the Staff present  Chris Carroll  Other staff: Click here to enter text.  Caerge Borg  Conflicts of interest declared:  If conflict declared, did the person remove themselves from the online meeting?: N/A  Matters considered:  Notes from briefing:  Councillors discussed with officers the following key points of the briefing:  Pack for All Company of the All Company of the original forms and presents.  Councillors discussed with officers the following key points of the briefing:  Pack for All Company of the All Company of the original forms and presents.  Actions, following this briefing, the next steps on this item are:  Hold Actions and questions taken on notice must be emailed to		Cr Baxter			Cr Cunsolo	<b>□</b>			
Cr Clark   Cr Cpearl   Cr Pearl   Cr Copsey   Cr Crawford   Cr Sirakoff   Cr Sirakoff   Cr Crawford   Cr Sirakoff   Cr Sirakoff   Cr Crawford   Cr Sirakoff   Cr Sirakof	l .	Cr Bond			Cr Martin	<b>S</b>			
Staff present:    Peter Smith	Councillors present	Cr Clark			Cr Pearl	Ø			
Staff present:    Peter Smith		Cr Copsey			Cr Sirakoff				
Please mark ⋈ the Staff present  Tony Keenan		Cr Crawford							
Conflicts of interest declared:  If conflict declared, did the person remove themselves from the online meeting?: N/A  Matters considered:  Councillors discussed with officers the following key points of the briefing:  Councillors discussed with officers the following key points of the briefing:  Parking to The following questions were taken on notice by officers:  Actions, following this briefing, the next steps on this item are:  Hold wasself meeting.  (All actions and questions taken on notice must be emailed to	Staff present:	□ Peter Smi	th		Kylie Bennetts				
Other staff: Click here to enter text.  - George Borg - Scoth Parkman  If conflicts of interest declared, did the person remove themselves from the online meeting?: N/A  Matters considered:  • Overview of planning application • 490/2020 - 1-7 Westerfrost Pl. • overview of consult meeting process  Councillors discussed with officers the following key points of the briefing: • Parking to Too Fall this • Shadowing parts • Doo requirements • Community facilities  The following questions were taken on notice by officers: • - • Actions, following this briefing, the next steps on this item are: • Hold was if meeting.  (All actions and questions taken on notice must be emailed to	Please mark ⊠ the Staff	□ Tony Kee	nan		Lili Rosic				
Conflicts of interest declared:  If conflict declared, did the person remove themselves from the online meeting?: N/A  Matters considered:  • Overview of planning application of the property	present	☐ Chris Carı	roll						
Conflicts of interest declared:  If conflict declared, did the person remove themselves from the online meeting?: N/A  Matters considered:  Overview of planning application of the property o		Other staff: Click	here to	enter te	ext.	I E			
If conflict declared, did the person remove themselves from the online meeting?: N/A  Matters considered:  Overview of planting application of 490/2020 - 1-7 weder front Planting process  Councillors discussed with officers the following key points of the briefing:  Parking to Shadowingacts  Shadowingacts  Community facilities  The following questions were taken on notice by officers:  Actions, following this briefing, the next steps on this item are:  Hold was the meeting.  (All actions and questions taken on notice must be emailed to		- George Borg - Jock Parrow							
Matters considered:  • Overview of planning application overview of planning application of the process of the planning application of the process of the pr	Conflicts of interest								
Notes from briefing:  Councillors discussed with officers the following key points of the briefing:  Parking to Shadowing acts  Broomagareses  Community facilities  The following questions were taken on notice by officers:  Actions, following this briefing, the next steps on this item are:  Hold carsed meeting.  (All actions and questions taken on notice must be emailed to		·							
Councillors discussed with officers the following key points of the briefing:  • Parking & Top Africa   • Shadow impacts   • DDO reguirements   • Community facilities  The following questions were taken on notice by officers:  • Actions, following this briefing, the next steps on this item are:  • Hold carls of meeting.  • (All actions and questions taken on notice must be emailed to	Matters considered:	· Overview of planning application · 490/2020 - 1-7 Wester Front Pl. · overview of masself man process							
The following questions were taken on notice by officers:  Actions, following this briefing, the next steps on this item are:  Actions and questions taken on notice must be emailed to	Notes from briefing:	Councillors discussed with officers the following key points of the							
Actions, following this briefing, the next steps on this item are:  • Hold conset A meeting.  • (All actions and questions taken on notice must be emailed to		· Parking & Tro Lie · Shadow impacts · DDO requirements							
• Hold conset H meeting.  (All actions and questions taken on notice must be emailed to		The following questions were taken on notice by officers:  • —  •							
Helpdask-Councillor Sarvice Requests to be logged via Dathway		· Hold consult meeting.							

Name of Officer submitting form: Jock Farrow

### 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.

- 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 <u>Helpdesk-Council Meetings</u> 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 <u>Helpdesk Councillor</u> 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'