



**13.4 RECORDS OF INFORMAL MEETINGS OF COUNCIL**

**EXECUTIVE MEMBER: CLAIRE STEVENS, GENERAL MANAGER, GOVERNANCE AND ORGANISATIONAL CAPABILITY**

**PREPARED BY: EMILY WILLIAMS, COUNCIL MEETINGS OFFICER**

**1. PURPOSE**

- 1.1 The purpose of this item is to report to Council written records of Informal Meetings of Councillors at the City of Port Phillip.

**2. RECOMMENDATION**

That Council

- 2.1 Receives and notes the written records of Informal Meetings of Councillors (attached).

**3. KEY POINTS/ISSUES**

- 3.1 An Informal meeting of Councillors record is required by the City of Port Phillip Governance rules if there is a meeting of Councillors that, is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors; is attended by at least one member of Council staff; and is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

**4. OFFICER DIRECT OR INDIRECT INTEREST**

- 4.1 No officers involved in the preparation of this report have any material or general interest in the matter.

**ATTACHMENTS** 1. **Completed Informal Meetings of Council forms - April 6 Council Meeting**  [Download](#)