



13.5 **RECORDS OF INFORMAL MEETINGS OF COUNCIL**

EXECUTIVE MEMBER: **KYLIE BENNETTS, GENERAL MANAGER, CITY GROWTH 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 direct or indirect interest in the matter.

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ATTACHMENTS **Attachment 1 – Records of Informal Meetings of Councillors**