



13.6 **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 as required by Council's Governance Rules.

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 – December 8 Council Meeting Report**