



**13.1 RECORDS OF INFORMAL MEETINGS OF COUNCIL**

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

**PREPARED BY: MERRYN SHAW, GOVERNANCE AND 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 the Governance rules

**2. RECOMMENDATION**

That Council

- 2.1 Receives and notes the written records of Informal Meetings of Council (attached) as required by the Governance Rules.

**3. KEY POINTS/ISSUES**

- 3.1 An Informal meeting of Council record is required by the City of Port Phillip Governance rules if there is a meeting of Council 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. Summary of Informal Meetings of Council forms 1 June Council Meeting**