

MEETING OF THE PORT PHILLIP CITY COUNCIL 2 DECEMBER 2020



14.4 INFORMAL MEETINGS (ASSEMBLIES) 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 Assemblies of Councillors at the City of Port Phillip as required by the Local Government Act.

2. RECOMMENDATION

That Council receives and notes the written records of Assemblies of Councillors (attached) as required by the Local Government Act and Council's Governance Rules.

3. KEY POINTS/ISSUES

- 3.1 An Assembly of Councillors is defined in the Local Government Act 1989 as meaning an advisory committee of the Council, at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be the subject of a decision of the Council or subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee. The definition excludes a meeting of the Council, a special committee of the Council, an audit committee, a club, association, peak body, political party or other organisation.
- 3.2 The requirement for Assemblies of Council under the Local Government Act 1989 has been superceded by the Local Government Act 2020. The City of Port Phillip Governance Rules adopted by Council on 19 August 2020 include the requirement for Informal Meetings of Councillors to have a summary of matters discussed captured in a record to be tabled at Council meetings regularly.
- 3.3 This report concludes reporting on the outstanding Assemblies of 2020. Monthly reporting on Informal meetings of Councillors will commence at the first Council meeting of 2021.

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.

TRIM FILE NO: F20/1

ATTACHMENTS 1. Assemblies of Council forms