



**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.

**ATTACHMENTS**

- 1. Informal Meetings of Council Completed Forms December 1 Meeting 2021**