



13.2 RECORDS OF INFORMAL MEETINGS OF COUNCIL

EXECUTIVE MEMBER: BRIAN TEE, GENERAL MANAGER, GOVERNANCE CAPABILITY AND EXPERIENCE

PREPARED BY: CHARMAINE MACKRODT, COUNCIL BUSINESS 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 direct or indirect interest in the matter.

ATTACHMENTS **1. Summary of completed Informal Meetings of Council Forms (received as at 17 May 2023)**[↓](#)