

# MEETING OF THE PORT PHILLIP CITY COUNCIL

## 15 FEBRUARY 2023



### 13.7 RECORDS OF INFORMAL MEETINGS OF COUNCIL

**EXECUTIVE MEMBER:** JOANNE MCNEILL, GENERAL MANAGER, GOVERNANCE AND ORGANISATIONAL CAPABILITY

**PREPARED BY:** EMILY WILLIAMS, COUNCIL BUSINESS ADVISOR

#### 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** [\[link\]](#)